

How do I remove credits for a student?

There are two ways to remove credits.

1. Go to <Scheduling System><Add/Modify Schedule>. Click on the student. Click on the course ID. Adjust the credits on that screen. Click Submit.
2. This method uses grade comments to remove credits. Select 1 comment in <Grading System><Maintenance Grading><Comments> to be the comment given when credits need to be removed. Teachers then assign this comment when entering iPass grades. Then run the Student Comments Report found in <Grading System><Reports-Grading><Student Comments>. Select a Grade Heading and Comment and under credits select Remove. You can use this same method to Reinstate credits as well. To Reinstate them enter the student IDs and select the Grade Heading and Comment.

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Grading -> FAQ -> How do I remove credits for a student?

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