
HOW TO DROP A COURSE AND TRAIL MARKS

Prerequisite

The **Scheduling Configuration** for the student's enrollment building must have the **Trail Mark** field checked in order to move grades from a dropped course to an active course.

Procedures

- 1 From the StudentPlus desktop widow, Select **Application > Scheduling > Student Schedules**.
- 2 Enter the Student Name or ID number and click on **Find** to query on the student.
- 3 From the **Search Results** listing, highlight and click **OK** to display the student's schedule or double click on the desired student.
- 4 Highlight the course to drop. Click the **Drop Course** button.
- 5 Enter the drop date and RC status of **9 - Ignore All Marks** and click **OK**.
- 6 Click on the **Add Course** button. Enter the course/section you want to add.
- 7 Enter the correct add date with a status of **Scheduled**. Click **OK**.
- 8 From the **Course Information** window, select **Trail Course**. A list of dropped courses available to trail will display.

Note: The **Trail History** tab appears if the **Trail Mark** field in the **Scheduling Configuration** is set to "Y".

- 9 If you want to trail marks to the course you are adding to the student's schedule, highlight the course to trail from and click **OK** to transfer the marks.
- 10 Click **OK** to accept the changes.
- 11 Check the student's report card record to verify the grades were trailed to the new course.

Note: The timing of trailing is important. **Do not** trail courses if scan sheets for report cards have already been printed but not posted. If you add marks to the dropped course by posting from a scan sheet, the marks will not be transferred to the new course.

Effects of Trailing Marks

The old course will **NOT** appear on report cards. Marks from the dropped course will be printed with the new course.

Marks and comments from the dropped course are immediately transferred into the new course in the **Report Card** system and will replace any existing information in the new course. You **DO NOT** have to run **Synchronize Schedules** to make changes effective.

If the new course does not exist in report cards, default information is read from the **Master Schedule**. The number of sessions for the new course will match the master schedule. If the old course had fewer sessions, an empty session will be created; if the old course had more sessions, then only the marks for sessions that correspond to the new course's session will be trailed.

If the old course used fewer marks than the new course, blanks will be used in the empty slots; if the old course used more marks, then only the marks that correspond to the new course's marking pattern will be trailed.

Class absences will initially be trailed if the new course takes attendance, but any absences in the current marking period will be cleared the next time **Transfer Class Attendance to Report Cards** option is run.

After the old course had been trailed, it will have a report card status of 7. If a course is a status 7, it will **NOT** be affected by running Synchronize Schedules. Status 7 indicates to the user that the course has been trailed and **CANNOT** be trailed again.

Status 7 courses are purged from the system when the year-end rollover occurs.