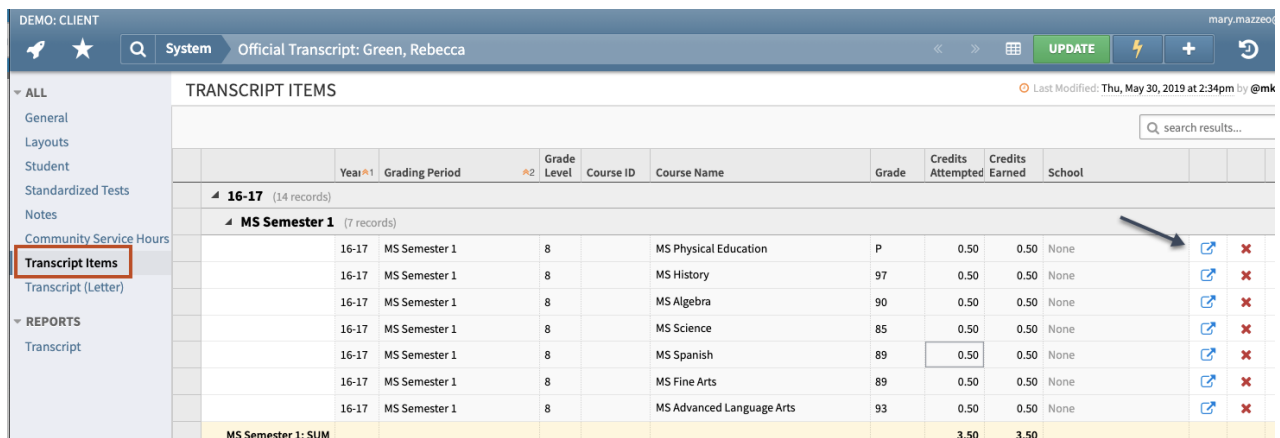
















Why does the change I made to the posted grade display on the report card but not the transcript?

Updated Feb 10, 2021



	Year #1	Grading Period	Grade Level	Course ID	Course Name	Grade	Credits Attempted	Credits Earned	School		
16-17 (14 records)											
MS Semester 1 (7 records)											
	16-17	MS Semester 1	8		MS Physical Education	P	0.50	0.50	None		
	16-17	MS Semester 1	8		MS History	97	0.50	0.50	None		
	16-17	MS Semester 1	8		MS Algebra	90	0.50	0.50	None		
	16-17	MS Semester 1	8		MS Science	85	0.50	0.50	None		
	16-17	MS Semester 1	8		MS Spanish	89	0.50	0.50	None		
	16-17	MS Semester 1	8		MS Fine Arts	89	0.50	0.50	None		
	16-17	MS Semester 1	8		MS Advanced Language Arts	93	0.50	0.50	None		
MS Semester 1: SUM							3.50	3.50			

The posted grade that displays on a report card comes from the grade record which is stored on the student's class enrollment record. The posted grade that displays on the transcript is stored on the transcript item record and must be updated separately. Here are the steps to access transcript items and update the grade:

1. Navigate to [the Find Transcript query](#) on the System homepage.
2. Query on the student's name.
3. Click 'View Detail'.
4. Navigate to the Transcript Items tab.
5. "Pop out" the transcript item you want to update.
6. Set the necessary values and click **Update**.