

## MANAGING EVALUATED MARKS – OUT, EPC, MUS, WPC

- No course enrollment is required for an evaluated mark
- Mark Assignment Date must be within the current school year and student ENROLLMENT in the school
- *Missed evaluations from prior years must be submitted to AB Ed using the High School Evaluation form and emailed to seam@gov.ab.ca*
- Waived Pre-requisite Credits should have a Mark Assignment Date equal to the completion date of the higher level course. You will not be able to APPROVE waived pre-requisite until the higher level course is approved.

### ENTERING EVALUATED MARKS

1. Create a **Single New Entry** in Historical Grades. Mark Type = Evaluated Mark

Mark Type	<input type="radio"/> Course Mark <input checked="" type="radio"/> Evaluated Mark
School name	Ridgevalley School
School year	2018 (example: for 1998-1999 school year, enter 1998)
Store code	<input type="text"/> *
Hist. grade level	11

Complete the following fields ONLY:

- Store Code = Whatever your store code is for a FINAL MARK (\*\*note the default for the internalid is set to the YEAR so you may have to go back into the “mark” and change the internal yearid to be something else example 2800 to 2801 or it will not go up. To find the internalid go to years and terms>edit>and then in the correct semester small black numbers)
- Historical Grade Level = Default to the current grade
- Course Number only (Section is not applicable)
- Grade =
- Percent =
- Earned Credit Hours =
- Potential Credits Hours =
- Funding Requested = No

- Course Evaluation Method = OUT, ECP, MUS, WPC
- Course Evaluation Province: Only required if OUT is selected
- Mark Assignment Date: Enter the date of the evaluation or completion date.
- Date must be within the current school year and the student school enrollment
- \*\* You may have to Go back into the “Mark” and change the TermId to be the correct internalid. The default is set to the YEAR so you may have to change the internal termed to be something else - example 2800 (YEAR-default) to 2801 (Sem 1) or 2802 (Sem 2) depending on how you have the ALT Term is setup in Years and Terms to go to PASI) NOTE if you don’t this it will not go up.
- Repeat the above steps for each course being evaluated (currently must be done one by one)
- Approve Marks (See Attachment 5)