



Credit Recovery - Suppress Original Transcript Record

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Suppress Original Transcript Record

Once the Credit Recovery grade has been posted to the Transcript tool, the original course grade must be suppressed.

Navigation: Menu > Student Information > General > Transcript

1. Search for the student, then navigate to the **Transcript** tool.
2. Locate the transcript record for the Original Course and click on it.
3. Under **Scoring Information**, change the **GPA Weight** to 0.00.

Scoring Information

Score *		
55		
Weighted GPA Value	Percent	GPA Max
0.0000	32.000	4.0000
GPA Weight	Unweighted GPA Value	
0.0000	0.0000	

4. Under **Transcript Credit Information**, change the **Credits Attempted** to 0.00 and the **Credit Type** to Suppressed.

Transcript Credit Information

Credits Earned*	Credits Attempted*	Credit Type	Credit Overflow Override	
0.000	0.000	Suppressed ×		Remove

5. Click **Save**.

