



GEORGIA DEPARTMENT of HUMAN RESOURCES - DIVISION of FAMILY and CHILDREN SERVICES

EDUCATION and TRAINING SERVICES

Registration and Transcript Center

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## Update Class Records

To modify the record of an individual student, simply choose the status from the drop-down list and/or enter a numerical grade in the box provided. Click on the **Update** button to the right of the record to submit the changes. If you wish to modify the records of the entire class (for example, if you are entering grades for everyone in the class), make all changes and click the **Update All** button at the bottom of the list. **Enter only one grade for each course.**

### OCP 301 Documentation Training (2 days)

Macon State College-East Campus-Humanities/Social Science Bldg Rm M- 210  
August 18, 2009 - August 19, 2009

Name	Emp ID	Registration Date	Status	Grade	Grade	
Clark-Johns, Maya	00895887	June 24, 2009 8:52 AM	No Show <input type="button" value=""/>	<input type="text"/>	<input type="text"/>	<a href="#">Update</a>
Faulkner, Ashley F.	00945925	June 19, 2009 10:46 AM	Completed <input type="button" value=""/>	<input type="text"/>	<input type="text"/>	<a href="#">Update</a>
McCray, Sentria	00944202	August 11, 2009 5:2 PM	No Show <input type="button" value=""/>	<input type="text"/>	<input type="text"/>	<a href="#">Update</a>
McIlrath, Nancy	00858272	July 23, 2009 7:37 PM	Completed <input type="button" value=""/>	<input type="text"/>	<input type="text"/>	<a href="#">Update</a>
Moore, Candace N.	00945714	June 19, 2009 11:9 AM	Completed <input type="button" value=""/>	<input type="text"/>	<input type="text"/>	<a href="#">Update</a>
Phillips, Patrick L.	00954310	July 2, 2009 1:39 PM	Completed <input type="button" value=""/>	<input type="text"/>	<input type="text"/>	<a href="#">Update</a>
Zanders, Almisha	00355346	August 10, 2009 10:38 AM	Completed <input type="button" value=""/>	<input type="text"/>	<input type="text"/>	<a href="#">Update</a>


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