



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)

Athens Technical College

October 27, 2009 - October 28, 2009

Name	Emp ID	Registration Date	Status	Grade	Grade	
Barnette, Adam L.	00954345	October 8, 2009 10:51 AM	Completed <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<a href="#">Update</a>
Bass, Jessica C.	00954358	October 8, 2009 10:52 AM	Completed <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<a href="#">Update</a>
Bolt, David	00954352	October 8, 2009 10:53 AM	Completed <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<a href="#">Update</a>
Davidson, Rebecca J.	00292275	October 8, 2009 11:8 AM	Completed <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<a href="#">Update</a>
Hoagland, Susan T.	00954428	October 8, 2009 10:54 AM	Completed <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<a href="#">Update</a>
Kelley, Kristina L.	00954348	October 8, 2009 10:51 AM	Completed <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<a href="#">Update</a>
Richardson, Miakita C.	00954356	October 8, 2009 10:54 AM	Completed <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<a href="#">Update</a>
Tennant, Collette	30043983	October 8, 2009 10:50 AM	Completed <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<a href="#">Update</a>


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