

Fill Blank Grade Averages

If permanent records are converted or transfer classes are brought in with blank grade averages but they have been assigned a letter grade and/or a GPA, as an administrator, you can fill in the grade averages.

1. On the File menu, select **Mass Change**.
2. Double-click **Permanent Records**.
3. Click **Fill Blank Averages**.
4. Make the appropriate selections.
5. Click **Update**.