JCampus Grades Guide

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Contents

Grades Management Tools

The following programs should be run frequently before report cards or progress reports go out. The important part of monitoring grades ahead of time is to work with teachers on timely input of assignments in the gradebook system.

Missing Grades Audit

This report will show students in classes that have no average (due to no assignments or blank grading period average). It is good to run this ahead of Progress Reports or Report Cards to check that grades are in order for a given class prior to sending home reports of student grades.

Note: This report will check all classes on the master schedule. Ignore classes that should not have grade averages such as Inclusion, Planning, or Coordination Supervision.

1. In the left navigation panel, click **Grades**, then **Entry**, then **Missing Grades Audit**.
2. At the setup box, set the desired **Year**, **District**, and **School**.
3. **Grade**: Leave blank all grade levels, otherwise click to select the desired grade level(s) of the classes to check.
4. **Teacher**: Leave blank for all teachers, otherwise click to select desired teachers to check.
5. **As of Date:** Usually set to current date. If needed, change to desired enrolled date of the students to be checked.
6. **Exclude State Course Code 999999:** Normally checked to leave out state code 999999 courses. However, if needed, this can be unchecked to report missing grades for every class on the master schedule.
7. **Marking Period**: Click to select the grading period to report against.
8. Click **OK** to create the report.

9. Sort the report by teacher, student, or course to work with teachers on getting student averages up to date.
10. To investigate a student, there is an **iGear** next to the student's name in which the user can check the schedule of the student, or grade information details.

Incomplete Grades Audit

This report will identify students with an "I" (incomplete) average. This is caused by an assignment with an "I" (incomplete) in the teacher's gradebook. It is best to run this report several times prior to a report card printing.

1. In the left navigation panel, click **Grades**, then **Lists**, then **Incomplete Grades Audit**.
2. At the setup box, set the **Year**, **School**, and **Grade(s).**
3. For **From** and **To**, set the date range from the beginning of school to the current date. Click **Ok** to start the report.

4. Results will show students with an "I" (incomplete) average for courses.

5. Work with teachers on the list to update the student(s) assignments to clear up the "I" (incomplete) grade averages.

Monitoring Teacher Posting of Assignments (Assignment Audit)

This report will allow an administrator to check on the number of assignments posted by teachers into the Gradebook system.

1. In the left navigation panel, click **Grades**, then **Count**, then **Assignment Audit**.
2. At the setup box, set the **Year**. Click in the **Grade** field to select the desired Grade level of the class to report on. Click in the **Marking Period** to select the desired grading period to report on.

3. For **Report**, click the desired setting to check teacher gradebook assignmens, then set the corresponding number of Assignments. Details are explained below:
   - **Less Than or Equal:** Choosing this option in combination with a number in the **Assignments** box will produce a report showing classes with a count less than or equal to the Assignments number. (*Ex… Set to Less Than or Equal to "5" to look for staff with 5 or less assignments*).
   - **Equal To**: Choosing this option in combination with a number in the **Assignments** box will produce a report showing classes with a count of assignments equal to the Assignments number.
   - **Equal to or Greater Than**: Choosing this option in combination with a number in the **Assignments** box will produce a report showing classes with a count of assignments equal to or greater than the Assignments number.
     a. **TIP**: To get a report of classes with number of assignments regardless of how many are entered, set to **Equal or Greater Than** along with a "**0**" in the **Assignments** box.

4. For **Report Type,** select **Detailed** or **Summary.**
   - Choosing **Detailed** will produce a listing of classes with assignments, showing counts of assignments and a count of students with missing grades.
   - Choosing **Summary** will produce a listing of classes with assignments, showing counts of assignments broken down by category, and a count of students with missing grades.
   - Always check Exclude Non-Displayed Assignments. This will leave out any lesson plans created in the gradebook.

5. Click **OK** to get the report. Please be patient as it will take a few minutes to produce the report.
6. **TIP**: Clicking on a count of **Missing** will show the students who have missing grades for assignments, along with the name of the assignment which has a missing grade.

Access Teacher Gradebooks

There are times when the school administrator needs to check on assignments posted by a teacher. This is helpful as part of assessment of the teacher, check of grades posting, or following up with a question about a grade average.

1. In the left side navigation panel, select **Grades**, then **WebGradebook.**

2. At the setup box, verify the school, then click **Ok.**

3. On the lower left, select the desired **Teacher**, then **Course,** then **Marking Period.**

4. The students and resulting assignment grades for the class will be displayed.

5. Review assignments. Use the mouse to hover over a column label to see details about the assignment.

6. Click **Assignments**, then **Syllabus** to see assignments for the class fully listed.

7. Go to **Reports** to see reports about the class such as **Curriculum Monitor** and **Grade Summary Charts**.

8. To move to a different teacher / class, select a different teacher in the lower left, then pick the desired class in the lower center.

Possible Failures Report

1. On the menu choose **Grades**-> **Lists**->**Possible Failures**
2. On the set-up box verify the **Year**, **District** and **School**
3. Grade should be left blank if all grade levels are to be included or click in the box to select the desired grade level
4. **Letter Factor**: Set to "**F**".
5. **Number Per Course** is a place to enter the greater than number of F grades in one course
   - Note: The student's name will be listed for every course they made an F in.
6. **Total of Total Factors** is a place to enter the greater than number of courses with an F
   - Note: The student's name will be listed only once no matter how many courses they made an F in.
     1. Ex. To search for a student with an F any number of times in a course, for any number of courses:
        - Letter Factor: F
        - Number Per Course > 0
        - Total of Total Factors > 0
     2. Ex. To search for a student with an F in two or more courses:
        - Letter Factor: F
        - Number Per Course > 0
        - Total of Total Factors > 1
     3. Ex. To search for a student with two F's in two or more courses:
        - Letter Factor: F
        - Number Per Course > 1
        - Total of Total Factors > 1
     4. Ex. To search for a student with an F any number of times in a course and not have any names listed on the bottom report:
        - Letter Factor: F
        - Number Per Course > 0
        - Total of Total Factors > 99

7. **Active Only** and **As of Date** limits the list to only those students who are active on the date selected
8. Select to either **Show All**, **Sped Only** or **Non Sped**
9. Check to Include a **Marking Period** and then choose a Marking Period
   - Select P1 for the first grading period, S1 for the first semester, E1 for the first semester exam, or F1 for first semester final
10. Check to Include **Transcript Groups**
    - If you do not check and leave blank, all Transcript Groups will be included or check and then click in the box to select the desired Transcripts Groups
11. Choose the **Order By**: Alpha, Homeroom, Counselor, Advisor, or Club/Sport
12. Select **Teacher/Counselor** to find the pick box for Homeroom/Counselor/Advisor
13. Print Options - Check to either Break on Homeroom or Break on Class Teacher
14. Click **OK** to run the report.

15. Results on screen will have a top half and a bottom half. Focus on the top half. Students will be listed with courses that have failing grades.
    - Each student will have an iGear icon which can be used to check student grades.

Grade Distribution Report

This report delivers Grade Counts and Percentages of ABC's by Course/Period for a given marking period, exam posting, semester average, or final average. It is good to run this weekly to monitor grade averages given by teachers.

NOTE: If a subject appears to be missing, it is possible that the teacher has not posted any assignments to the course.

1. In the left navigation pane, click **Grades**, then **Count,** then **Grades Distribution Report**.
2. At the setup box, set **Year** to the desired year. Click in the **Grade** field to set the desired grade level of students.
3. Locate the **Marking Period** field. A listing of grading periods will appear. Click and then select the grading period to report on. (In the example below, we picked 1st Nine Weeks).
4. Set the desired **As of Date** to report students enrolled on this date.

5. For **Show**, click the desired setting to report on All students, Sped only, or NonSped students.
6. Results show a total of grades/percentages posted by course / period / teacher
7. **TIP:** If a user clicks on a count of grades in a course or summary line, a listing of students who made this grade will be listed.
8. **TIP:** If a user clicks on a teacher's name, a report of the teacher's absences and discipline referrals pops up. This can sometimes be handy if trying to determine why a percentage of poor grades seem high.
9. Other Options:
    - **Ethnicity**: Click to limit the report to a count of students with selected Ethnic codes.
    - **Gender**: Click to limit the report to a count of students with selected Gender codes.
    - **Course Name**: Click to limit the report to a count of students with selected Course name(s)
    - **Course Group**: Click to limit the report to a count of students with selected Transcript groups (Ex... Math classes only)

Post Grades by Student

This module helps the school manage grading period averages for the individual student. It is designed to manage grading period averages for new students, or when students have a schedule change. It will compute a semester and final average for a class if all grades are present, but will also allow the user to manually enter a semester / final average.

1. In the left navigation pane, select **Grades**, then **Entry**, then **Post Grades by Student**.

2. At the setup box, set the **Year, District,** and **Schoo**l.

3. **Progress Report Mode**: Select when working on grades during the year.

4. **Report Card Mode**: Select at the end of the year when creating final grades.

    - 4x4 schools: Also select at the end of the fall term when creating final grades for fall session.

5. Click the **Find** button at the bottom of the screen, then browse to the desired student.

6. A listing of courses will be displayed as shown below.

    - Courses with grades are sorted alphabetically first. Courses with no grades are sorted alphabetically next.

    - **Note**: If about to make grade changes, it is a good idea to print this page first.

7. **To add a grade**: Click in a cell and type the numeric or letter score (depends on system settings for the district) in the cell. Click the **Save** button on the lower left.

    - Since the course now has a grade, it will move into the alpha sorted list of classes with grades.

8. **To remove a grade**: Click in a cell. The contents will be highlighted in blue. Tap the spacebar to clear out the cell, then click the **Save** button on the lower left.

9. **Editing Semester and Final Averages**:

    - If enough grades are present, a semester / final average will be calculated. The calculated semester / final averages will be displayed in lowercase, such as "4a".

    - If the user manually enters a semester / final average, it will display in upper case, such as "4A".

Post Grades Master

This module helps the school manage grading period averages, and compute semester/final averages for a single class, or the entire school. It is designed to allow the user to post grading period averages for classes that do not use the gradebook, such as LVS classes, and can also be a tool for management of missing grade averages as the result of transfers and schedule changes.

Finally, the Post Grades Master has the ability to generate semester and final averages for classes.

1. In the left navigation pane, select **Grades**, then **Entry**, then **Post Grades Master**.
2. At the setup box, set the **Year**, **School,** and **Grade**(s) of students to work with.
3. **Semester to Display Scheduled Students**: set 4x4 to **All** and 2x8 to **Both** as shown below (default).
4. **Semester Grade Calculation Requirement**: Most districts set to "All Marking Period Grades Within Semester".
5. **Grade Posting Mode**:
   - **Progress Report Mode**: Select to work with grades for classes and no resulting final or semester average will be affected.
   - **Report Card Mode**: <mark>Select to work with grades for classes in which semester and final averages will be calculated</mark>.
     - **Warning**: <u>Open in Report Card mode when the user needs a semester / final average calculated for a single class or the entire school</u>. Most of the time, the user will choose **Progress Report Mode**.
6. **Show Dropped Students**: Select if the user wishes to see averages for students who have dropped the class. These students will appear "grayed out" at the bottom of the roster of students.
7. Click the **OK** button to begin.

Change to "**Report Card Mode**" when working at the end of a term or year. This will cause the system to calculate semester/final averages for a single class or the entire school.

8. On the lower left, locate the **Teacher** field. Click the arrow to select the desired Teacher.
9. Next, locate the **Course** field to the right of **Teacher**. Click to select the desired Course.
10. After doing the above, a student roster with current grade averages for the course will be displayed in a manner similar to a gradebook.

Insert a Grading Period Average

1. Locate the student with the missing grading period average. Click in the desired grading period cell.
2. Depending on the system settings, enter either a numeric or letter score for the cell, then tap the ENTER key to confirm the entry.
3. Click the **Save** icon in the toolbar to save the entry.

Editing a Grading Period Average

Note: This is only to be done with approval of school administration.

1. Locate the student with the grading period average to be edited. Click in the desired grading period cell.
2. Depending on the system settings, enter either a numeric or letter score for the cell, then tap the ENTER key to confirm the entry.
3. Click the **Save** icon in the toolbar to save the entry.

Removing a Grading Period Average

1. Locate the student with the missing grade period average. Click in the desired grading period cell.
2. Click the **spacebar** on the keyboard. The cell will go blank. Tap the ENTER key to confirm the blank out.
3. Click the **Save** icon in the toolbar to save the entry.

Duplicating a Grading Period Average

1. In the toolbar in the upper left, click the **Grades** button.
2. In the subsequent menu, pick **Duplicate Grade**.
3. Select the desired grading period, semester, or final to duplicate a grade average in.
4. Move down to the field labeled **Enter Grade Value**. Enter a desired grade average to be duplicated.
5. Click the **Apply Duplicate** button at the bottom.
6. When done, the user will see the grades duplicated in the grading period selected.

Post Grades Master: Calculate Semester / Final Averages for a Single Class

1. In the left navigation pane, select **Grades**, then **Entry**, then **Post Grades Master**.
2. At the setup box, set the **Year**, **School,** and **Grade**(s) of students to work with.
3. **Semester to Display Scheduled Students**: set 4x4 to **All** and 2x8 to **Both** as shown below (default).
4. **Semester Grade Calculation Requirement**: Most districts set to "<u>All Marking Period Grades Within Semester</u>".
5. **Grade Posting Mode**: Set to **Report Card Mode** as shown below**.**
6. **Show Dropped Students**: Select if the user wishes to see averages for students who have dropped the class. These students will appear "grayed out" at the bottom of the roster of students.
7. Click the **OK** button to begin.

8. In the lower left of the screen, click the desired **Teacher**, then **Course.** The students and resulting grades should display on the screen.
9. Click the **Save** icon in the toolbar. The user will notice that the calculated Semester 1 (S1), Semester 2 (S2), and Final (F1) grades will be displayed [4x4 schools will additionally see S3, S4, and F2 for Spring courses]. The calculated letter values will be in lower case, signifying that the grade has been auto calculated.


10. If the user manually enters a Semester or Final grade, the letter value will be in upper case. Any recalculation performed will not change the manually entered Semester or Final grade.

Post Grades Master: Mass Calculate Semester / Final Averages for the Entire School

Note: This only needs to be done when at the end of a Semester or Term to generate Semester / Final averages.

1. From within the **Post Grades Master** program, click the **Admin** button on the toolbar. Select **Mass Calc Sem/Final Grades**.
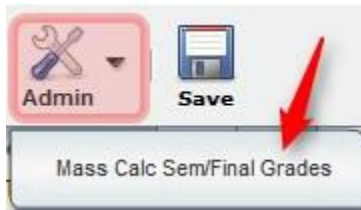
2. At the setup box, set the **Year**, **School**, and **Grade** level(s) of students to have semester / final averages to be calculated.

3. Semester to Display Scheduled Students:

   - **4x4 Display**: Set to "**ALL**".
   - **2x8 Display**: Set to "**Both**"

4. **Semester Grade Calculation Requirement**: Set to "**All Marking Period Grades Within Semester**".

   - Using this setting means that in order for a Semester or Final average to be calculated, grades for all grading periods need to be present.
     - Example: P1 grade = "blank", P2 grade = 85C. Result with this setting will be a grade for S1 of "blank" since not all marking period grades are present.
   - If the user selects "**LAST Marking Period within Semester**", then the only grade needed to make a semester or final average is the last grading period.
     - Example: P1 grade = "blank", P2 grade = 85C. Result with this setting will be a grade for S1 of "85C". Because only the last grading period average was needed, an average was made even though the first grading period was missing.
     - Note: <u>Use this setting with great caution</u>. Contact your Jpams district coordinator on the proper use of this setting.

5. Click the **OK** button to begin.

6. A message will display indicating that averages are being processed. It will take some time, and when done, a message indicating completion will be displayed.

7. To check the averages, click on a teacher / class at the bottom of the Post Grades Master and locate the computed averages in the appropriate semester / final column. Semesters will be the green highlighted cells. Finals will be the pink highlighted cells.

8. In the Semester and Final columns, <u>calculated averages will show an average with a lower case letter</u>, such as 95a, or 4a. This is to show the user that these are calculated averages.

   - <u>If the user manually enters a semester or final average, the letter will be uppercase</u>, such as 95A, or 4A. This is to show that these were manually entered semester or final averages.
   - Any recalculation performed will not change the manually entered grades in the Semester or Final cells.

Print Grade Sheets

This report will print grade sheets for teachers to verify grade averages in courses. Follow the directions below to print these reports:

1. In the left navigation pane, select the **Grades** button, then expand the **Lists** group, then select **Grade Sheets.**
2. At the setup box, set the desired **Year** and **School**.
3. **Course Grade**: Click to select the desired grade level(s) of courses to print grade sheets for.
4. **Student Grade**: Click to select the desired grade level(s) of students to print grade sheets for.
5. **Period**: Click to select the desired class period(s) to print grade sheets for.
6. **As of Date**: Set to the desired date for students to be enrolled. Students that have dropped before this date will be listed on the grade sheet.
7. Semester to Display Scheduled Students / **4x4 Display** or **2x8 Display**: Select the desired semester, or **All**, to print grade sheets for courses in the master schedule at that time.
    -   Example: Selecting **S1** will display a pick list of courses that are in the master schedule for Semester 1 of the fall only. Classes not in the master schedule for Semester 1 will be left out of the pick list of courses.
    -   Selecting **All** for 4x4, or **Both** for 2x8, will display a list of courses that are in the master schedule at any point in the year.
8. Click the **OK** button to be presented with a matching list of courses.

To filter the list of courses based on when the courses are active in the master schedule, select the desired Semester, or **All** for 4x4, or **Both** for 2x8.

9. A listing of classes will appear. On the side of each is a select box. At the top left is a "Select All" box. Classes selected will produce a grade sheet when the **Print** button is clicked.

    TIP: Sort the listing by Teacher or Course to quickly locate individual classes.

    NOTE: If a class has no grades, such as Conference Planning, then no grade sheet is produced.

Current GPA Report

This report really has two steps: (1) get the system to perform the math computation for GPA, then (2) get the gpa listing.

1. In the left navigation pane, click **Grades**, then **Lists**, then **Current GPA Report**.

2. At the setup box, set the **Year**, **School**, and **Grade(s).**

3. Set **Order to List** to the desired selection.

4. If desired, the user can limit the report to a selected Homeroom or Counselor.

5. Set the **As of Date** to the current date.

6. For **Show**, select either to return results for All students, Special Ed (Sped) only, or Regular Ed (Non Sped) students.

7. For **Cumulative GPA** (for current year only, not a transcript cumulative gpa), select from the following:

    - **Grading Periods**: cumulative gpa is the average of the grading period averages

    - **Semesters**: cumulative gpa is the average of the Semester averages in S1, S2, S3, S4 (S3, S4 for 4x4 sites)

    - **Finals**: cumulative gpa is the result the average of the Final averages in F1, F2 (F2 for 4x4 sites)

8. Click the **Update GPA** button as shown below. This step will update the math computation for GPA calculations on grades in the system.

9. A **Grades GPA Calculation** setup box will appear. Set the **Year**, **School**, then **Marking Period**.

    - **Marking Period**: Set to all marking periods.

10. Options at bottom:

    - **Calculate marking period gpa by course credit**: (not commonly used on current year GPA)

        o <u>Selecting</u> will cause the gpa to calculate based on the credit value of the course. (Example: A = 4pts x .5 credit course will result in 2 quality points)

        o <u>Not selecting</u> will cause the gpa to calculate based on the numeric or quality point value only.

    - **Include incomplete grades in GPA calculation**:

        o <u>Selecting</u> will cause the gpa to include the average associated with the "I" (incomplete) grade. The "I" is treated as if it is an "F" score.

        o <u>Not selecting</u> will cause the "I" (incomplete) to be disregarded in the gpa calculation.

- **Do not create gpa on incomplete grades**: (Usually the default for many schools)
  - o Selecting will result in no gpa calculation for a student who has an "I" (incomplete).
  - o Not selecting will result in a gpa calculation performed on a student who has an "I" (incomplete).
11. Click the **Ok** button to begin the calculation. A message will indicate that the process is working. When done, a message of "The GPA calculation has been completed" will be displayed. Click **OK** at the message.
12. You will be returned to the **Current GPA Report** setup box (where we started at Step 1).
13. Click the **OK** button to begin the report. Once on screen, the results can be sorted by grading period, semester, or final average column. On the far right will be the cumulative average column.

Creating Grade Reports

Detailed Progress Reports

These directions will show office staff how to run a detailed progress report for students in which all subjects are collected together on one report.

- Prior to printing any grade sheets, progress reports, or report cards, remind teachers of the deadline to have all assignments in **JGradebook.**
- Also remind teachers to recalculate each class in **JGradebook** just to make sure all averages are up to date prior to any report card printing.
- **NOTE:** If a teacher's class has no assignments/average, then nothing will print on the Detailed Progress Report of the student.
- **NOTE 2:** It may be best to create the progress reports by either a single grade at a time, or by a group of selected homerooms at a time.

1. In the left navigation pane, select **Grades,** then **Lists**, then **Detailed Progress Reports.**

2. At the setup box, set the **Year**. Click in the **Grade** box to select the desired grades to make reports for.

3. **Order to List:** Click to select the desired print order. Most schools choose "Homeroom Order", but other choices can be selected.

   - **TIP**: Are all students assigned to a homeroom? To check, check the **Homeroom Loader** in Student Master. Sort on **Homeroom** column. Any student without a homeroom will be in the uppermost rows.

4. **Print Term:** Click to select the desired grading period.

5. **As of Date:** Set to desired date of enrollment of students.

6. **Show:** Set to desired student type.

7. **Student**: Click to produce a listing of students to choose from. Click in the select box at the top upper left to select all students.

8. **Report Date**: Set to the date that the report is slated to go home to parents/guardians.

9. Options at the bottom of the setup box:
    - **Grade Scales:** if chosen, will show the grade scale on the progress report.
    - **Staff Message:** If selected, the progress report will show a message from the school on the document.
        - To enter the message, click the **Set** button, then enter the text to be displayed on the report.
    - **Homeroom**: If chosen, will show the homeroom of each student.
    - **Counselor**: If chosen, will show the Counselor assigned to the student(s).
    - **Advisor:** If chosen, will show the Advisor assigned to the student(s).
    - **Team**: If chosen, will show the Team assigned to the student(s).
    - **Report Card Comments**: If chosen, will show the **Conduct** comments posted in **JGradebook** by the teacher(s).
    - **Detailed Assignments**: If chosen, the progress report will show the current average in the class(es) as well as all assignments in the class. If not chosen, the progress report will only show the current average in the class(es).
    - **Category Summary**: If chosen, will display a summary of assignments by category.
        - **TIP**: If the district/school uses categories in Language Arts (Ex. Spelling, Handwriting, etc…), this is a good setting to show how the student is doing in the categories of the Language Arts class.
    - **Absence Summary**: If chosen, will show a summary count of the student(s) attendance.
    - **Mailing Address**: If chosen, will print an address line on the progress report so that it can be used with left side windowed envelopes for easy mailing to homes.
    - **Parent Signature**: If chosen, a parent signature line will be included on the progress report.
    - **Course Atnd**: If chosen, a count of unexcused absences will be displayed on the report.
        - Note: A bell schedule must be in the system for this to work properly.
    - **School Address**: If chosen, the school address will display on the report.
    - **Highlight Assignment Lines:** If chosen, the green shading bars will be removed. If experiencing slow printer speeds on network copiers, deselecting this option can speed up the print job.

10. Click **OK** to begin creating the report.

11. To create a report for a single student, or selected students: In the setup box, click in the **Student** field. A listing of students will appear with select boxes by each name. Click the select box of the desired student(s), then click **OK**.

12. To set the report to show just class averages without a detail listing of assignments, deselect the option for **Detailed Assignments**.

Report Cards (Can also be used for Progress Reports)

The Report Card generator will generate two types of grade reports:

- Traditional Report Card
- Progress Report with grades only, no detailed assignments

1. In the left navigation pane, click on the **Grades** button, then **Lists**, then **Report Cards**.
2. On the left side of the setup box, set various selection filters for students.
   - Set the **Year**, then set the **Grade** level of students to print the report for.
   - Fields such as, **Special Codes, Sports,** or **Clubs** can be selected to further limit the report.
   - Set the **As of Date** for the enrolled date of students.
   - Set the **Display Date** to the date the report will be sent home.
   - **Order by**: Set to desired order of printing. Most locations commonly choose "Homeroom".
   - **Students**: Click to select specific students in the groupings set above.

3. The right side of the report deals with settings for the report.
   - **Type to Print**: Select **Progress Report** to print a report of grades with the label "Progress Report" on the top. Select **Report Card** to print a report of grades with the label "Report Card" on the top.
   - **Order Courses By**: Select either **Class Period** order or **Course Name** order.
   - **HS Grading Period / Elem Grading Period**: Set to the grading period the report is being generated for.
   - **Show School Name**: Select to show school name on report
   - **Show Address Line**: Select to show student address line
   - **Show Homeroom Teacher**: Select to show Homeroom teacher on report.
   - **Show Counselor**: Select to show Counselor associated with student in Student Master.
   - **Show Team**: Select to show Team associated with student in Scheduling system.
   - **Highlight Course Line**: Simply puts a shaded green row on alternating rows to help readability. If experiencing slow print speeds on network copier, deselect this option to improve print speeds.

- **Show Active Courses Only**: Select to show grades for current classes only. Grades for dropped classes will not be displayed on the report card.

- **Show Grading Scale**: Select to show grading scale on the report.

- **Show Comments**: Select to show Comments posted by teachers from Gradebook

- **Show Comment Assessment**: Select to show an indicator that the Comment is positive or negative in nature.

- **Show Advisor**: Select to show Advisor associated with student in Student Master.

- **Show EOC Scores**: Select to show EOC scores student earned this year. Usually done at mid-term and end of year. **Note**: Scores need to be imported into system by JPams District Coordinator first.

- **Show Class Period**: Select to show class period of course.

- Show F (non-numeric) on policy failure: If a student fails due to attendance (*), or points for pupil progression (#), select to show only the letter grade of F.

- **SBLC Description**: For Final Report Cards only – Will show Promoted or Retained information.

- **PS Mail Return Address**: If using a PS Mail envelope system, select either Central Office or School address to show on folded report card for mail out purposes.

- **Show Guardian Signature**: Select to place a line for Guardian Signature. In the box on the right, fill in the label for the line such as "Parent / Guardian".

- **Show Principal Signature**: Select to place a line for Principal Signature: In the box on the right, fill in the label for the line such as "Principal", "Acting Principal", etc….

- **Principal's Message**: Click to enter a message that will appear under the grades.

- **Bottom Message**: Click to enter a message that will appear in the lower portion of the report near the signature lines.

- **Non Grades**: Set the date range to show attendance or discipline information. Select to display **Absentee Detail** (daily attendance records), **Absentee Course** (absence counts by course), **Absentee Summary** (counts of absences by day), or **Discipline** (discipline summary listing).
    - o   **Note**: To do **Absentee Course** (absences by course), the school must have a bell schedule entered in WebPams. In WebPams, go to Attendance / Entry / Bell Schedule Maintenance.

- **GPA Options**: Note: If displaying GPA information, be sure to do a GPA calculation beforehand. If none has been performed recently, click the **Calculate Current Year GPA** button.

- Click the **Print** button to begin the process of creating print previews of the report. When done, review, then print.

Honor Roll

Be sure to run the **Calculate GPA** program prior to doing any Honor Roll listing.

1. In the left navigation pane, click **Grades**, then **Lists**, then **Honor Roll**.
2. At the setup box, set the **Year**, **School,** and **Grade**(s) of students.
3. Set the desired **Order to List**.
4. **Exclude Special Codes**: If the user wishes to exclude students on a desired special code, click in the cell to select.
5. **Exclude SPED Codes**: If the user wishes to exclude students on a desired special ed condition, click in the cell to select.
6. Click the **Next** button.

7. Select the desired grading period, semester, or final to report honor roll on. Click the Next button.

8. Select the desired Honor Roll type to include in the listing.

9. Display Options:

- Set **Name format** to desired selection.
- Show GPA
- Show Lowest Grade
- Print Date and Time

10. Certificate Options

- **Print Certificate:** If this option is chosen, premade certificates will be produced when the Print button is clicked.
- **Left Signature**: if this option is checked, the user can enter a label that will be placed under the signature line on the left bottom of the certificate.
- **Right Signature**: If this option is checked, the user can enter a label that will be placed under the signature line on the right bottom of the certificate.

11. Click Next to create the Listing. The listing can be sorted, grouped, or rearranged on screen before printing.

12. If the user chose "**Print Certificate**", the **Print** button will create the certificates rather than a listing.