

## Managing Cohort Year Information

Recently the cohort year was uploaded from the state system.

Most students matched up, but there were some that did not. Below is a way to manage cohorts for students who do not have a cohort year.

1. Go to Cohort Year Fast Loader
2. Set for Year = "1819", Grade = "12" or other grade level, check for "Active Only".
3. Click "Ok".
4. After reviewing the report, sort the report on the Cohort Year column, or come back to setup and check "Only Show Blank Cohort Year Students".
5. Research student with a blank cohort by going to the iGear by the name.
  - a. Check the Student / Enrollment History to see if this gives a clue to cohort year.
  - b. Check the Transcript to see if this gives a clue to the cohort year.
6. Click in the empty cohort cell. This will place an asterisk in the cell.
7. On the right, click the cohort year to assign to the student. The cohort year will update.
8. The cohort year will show in Transcript Workstation, Carnegie Units Earned, and other reports showing cohort.

**Setup-07.09.2017**

Year : 1819

District : 026

School : 010

Grade : 12

Cohort Year :

Only Show Blank Cohort Year Students

Special Codes :

Team :

Active Only

As Of Date : Nov 26 2018

OK

## Check Accountability Related Information of Students Using the Carnegie Units Earned Report

- Go to Carnegie Units Earned Report.
- Set for Year = "1718", Grade = "12", check box for "Show Highest ACT Scores", check box for "Run Absences" and "Both" for LEAP / EOC.
- Click Ok to obtain the report. Give it a little time.
- When the report opens, tap the "waffle" icon in the upper left to maximize the view of the report.

**Setup-10.29.18**

Year : 1718

District : 026

School : 080

Grade : 12

Column :

Report Title :

Show SSN on report

Show Highest ACT Scores

Run Absences

Run Transcript

LEAP/EOC :  LEAP 2025  EOC  Both

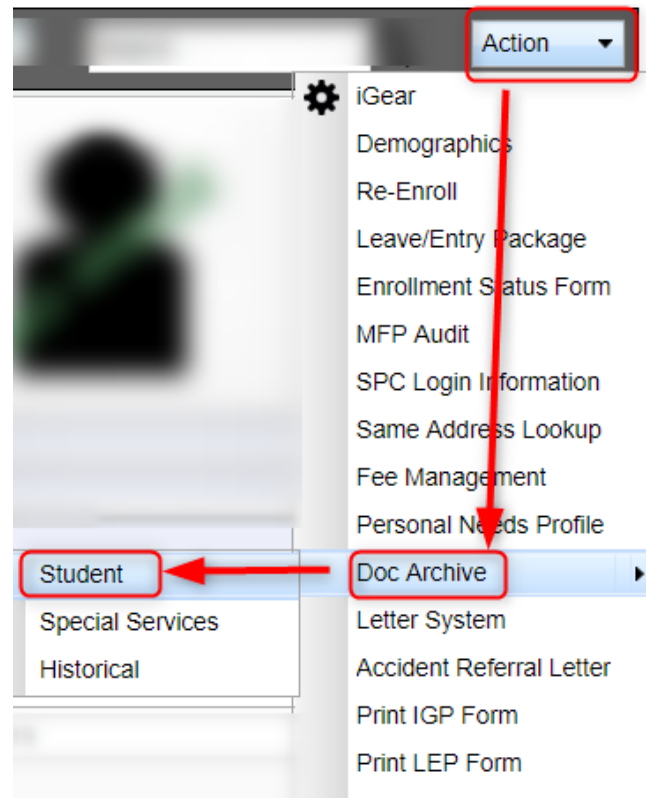
- Use the report to check for absences, scholarships, community service, ACT highest subject scores, diploma pathways, career options, IBC's, passage of Grad Tests, Consent (Pii), Fasfa, and other areas.
- TIP:** After running the first time, come back to the "Columns" field on the setup box and select only the columns you wish to review for faster reviewing.
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Welcome		Carnegie Units Earned																
	School	Grd	Sasid	Sidno	Student Name	Age	Leave Date	Leave ...	Graduation ...	Total Co...	Total Schol...	GPA	Pii	Sped	Act 833	Path	Tests	Endor...
1	080	12	000001	000002	ABEEL, NUTANACHANDRAN	18	2018-05-24	70	2018-05-20	355	167000	4.412	Y			CTU	YES	C1
2	080	12	000003	000004	ABEEL, JASME THAPPA	18	2018-05-24	70	2018-05-20	0	0	2.879	Y			CTU	YES	
3	080	12	000005	000006	ABEEL, BRUCE ANANDHARAJ	19	2018-05-24	70	2018-05-20	0	0	3.609	Y			CTU	YES	C1
4	080	12	000007	000008	ABEEL, LAKSHMI SULTAN	20	2018-05-24	70	2018-05-20	0	0	2.578	Y			CTU	YES	

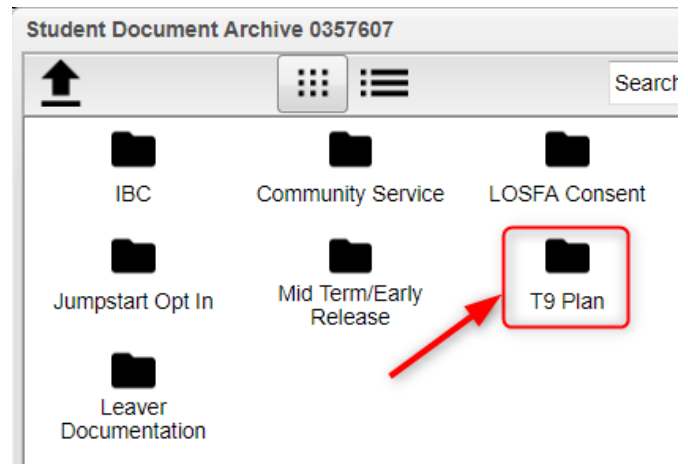
## Assign a T9 Academic Plan to a Student

The steps below will show how to store a T9 academic plan for a student in the Document Archive system, then have it indicated as present on the IGP.

1. Complete a T9 Academic Plan form from Jefferson Parish.
2. Scan it as a pdf file.
3. Locate the T9 student in Student Master of JCampus.
4. Click the ACTION button on top right, then choose "Doc Archive" then "Student".



5. Double click on the folder labeled "T9 Plan".



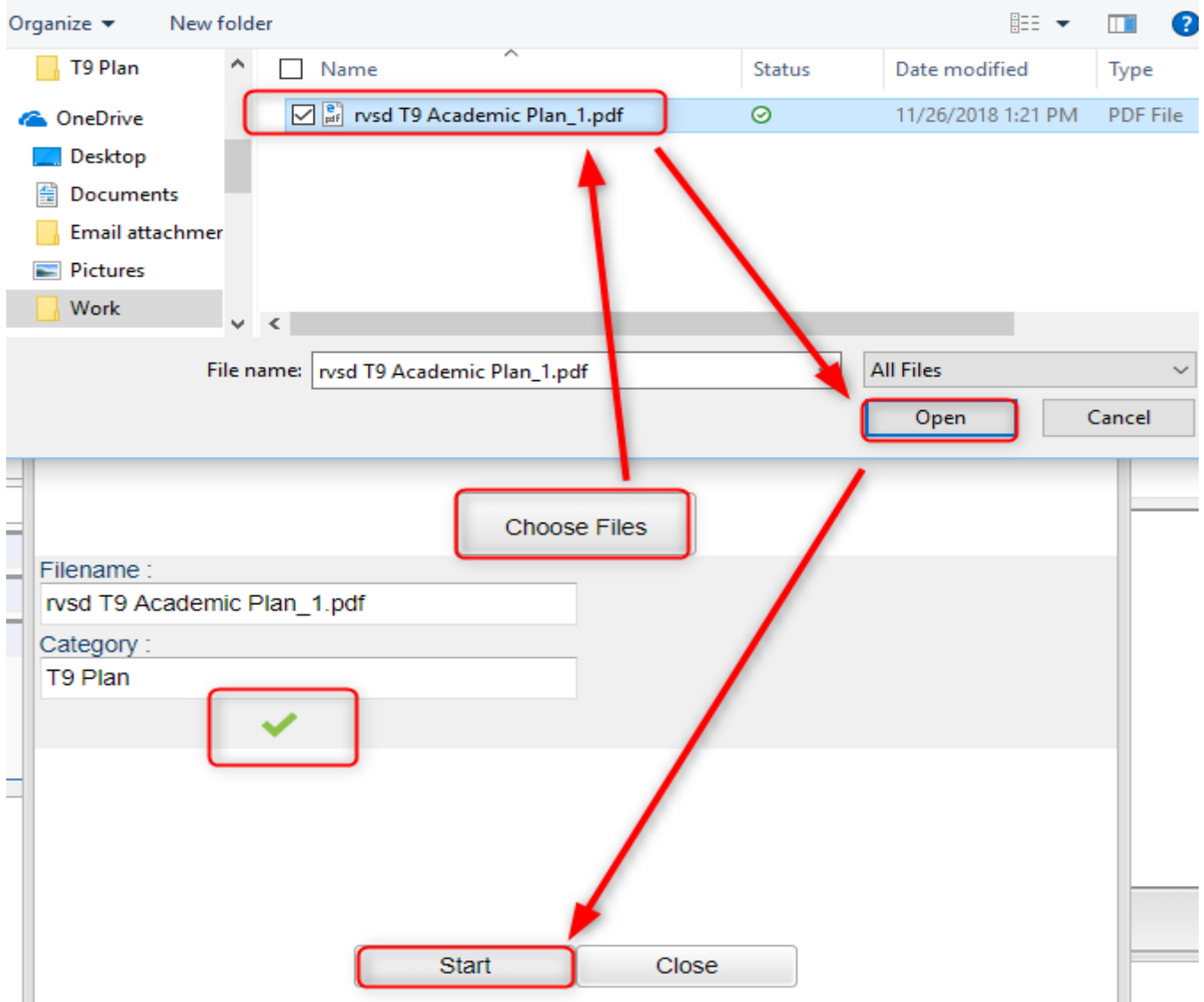
6. Tap the "Upload" icon in the upper left.



7. Select "Choose Files", then browse to the scanned copy of the T9 plan. Click to select it.

8. Click the "Open" or "Ok" button, depending on version of Windows being used.

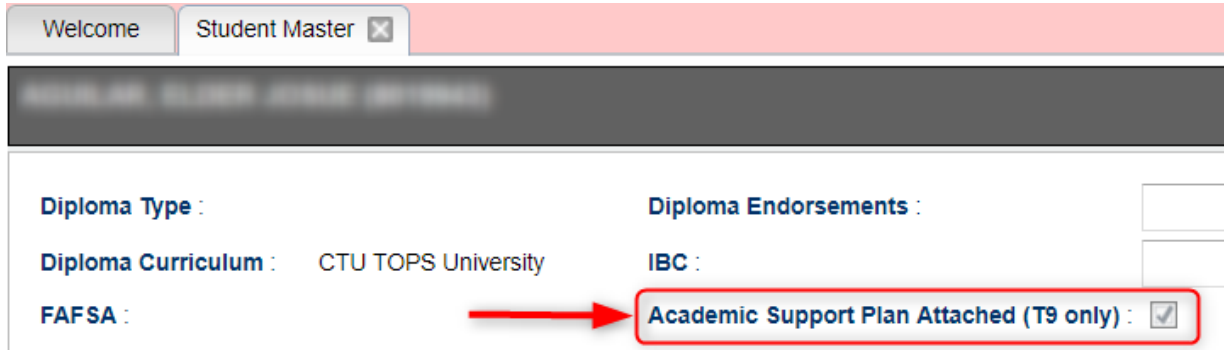
9. Tap the "Start" button. A green check mark will be displayed when done. Click "Close" when complete.



## T9 Academic Plan on the IGP

Once the T9 Plan is loaded to the T9 Plan Document Archive, an indicator on the IGP will display.

1. Go to Student Master, then find the student.
2. At the bottom, tap the “IGP” tab.
3. Once the IGP is opened, notice that for the student with a loaded T9 plan, there is now an indicator checked as shown below.

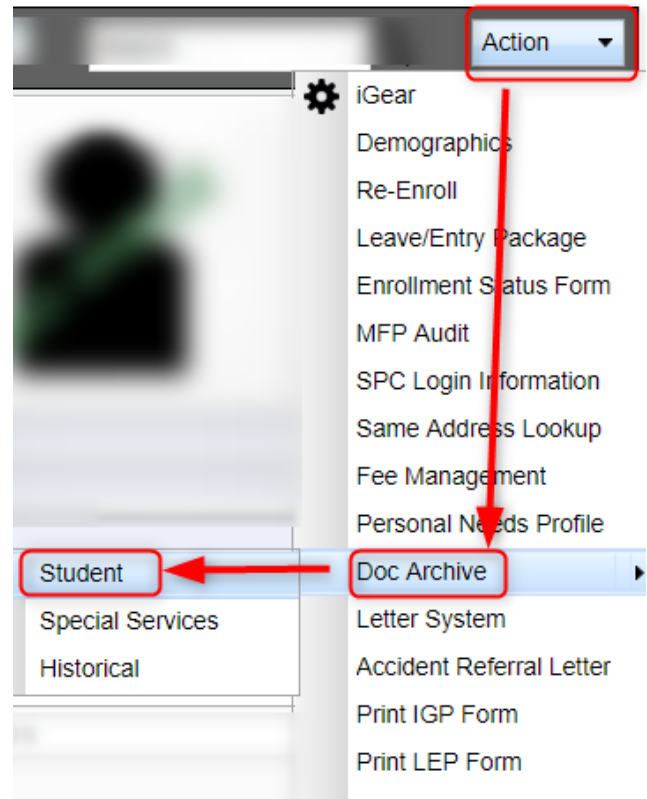


4. To view the plan, go to ACTION in the upper right, then “Doc Archive” / “Student” / “T9 Plan”. Click on the file to view its contents.

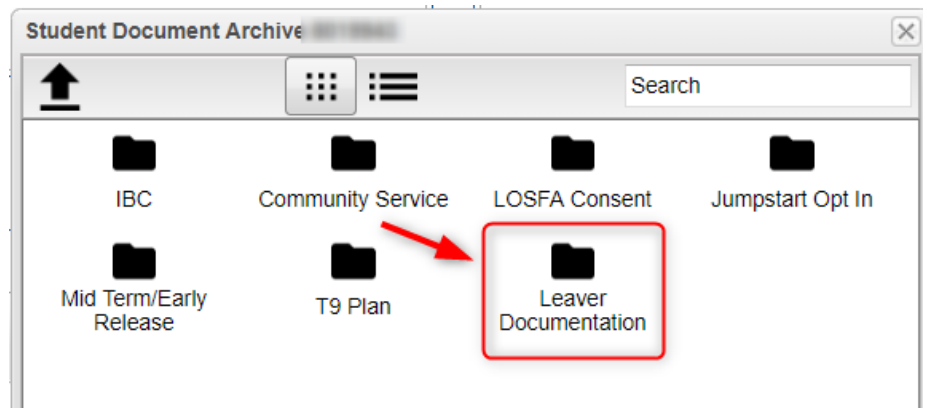
## Adding Leaver Information to the Document Archive

Adding Leaver documentation is done just like adding T9 Plans. The only difference is that the information is uploaded to the “Leaver Documentation” folder.

1. Scan the leaver documentation as a pdf file.
2. Locate the departing student in Student Master of JCampus.
3. Click the ACTION button on top right, then choose “Doc Archive” then “Student”.



4. Double click on the folder labeled “Leaver Documentation”.



5. As in previous, click the “Choose Files” button. Browse to the file and select.
6. Click “Start” to complete the upload of the file to the Leaver Documentation folder.
7. To view, double click on the file.

## Additional Grade and Transcript Related Updates

### Entering Final Grades for DE Courses:

When entering final grades for DE courses, if there is a P1 grade for first report card, put the final grade in the P2 marking period **AND** in the final F1 column.

\*For full credit, need a P1 and a P2 grade to go with the final grade.

\*If there is only a P1 or only a P2 with a final grade, partial credit will be given.

#### 1. To update DE final grades one student at a time:

- Go to Post Grades by Student. Leave in **"Progress Report"** mode.
- Find the student.
- Enter last numeric average in the P2 cell.
- Enter the last alpha average in the F1 cell. Final grade should be all caps indicating it was manually entered.
- Hit the Save button.

Grade: 12											
	Course	Section	PD	P1	E1	S1	P2	E2	S2	F1	
1	ALGEBRA III	017266	03	77 C			69 D				
2	ED CARS PI 1/2	017015	01	89 B						3 b	
3	ED CARS PII 1/2	017016	01				80 C				
4	PRINC OF BUS 1C	017195	04	96 A			95 A				
5	ART II 1C	017100	01								
6	CURRENT ISS I 1C	017271	02								
7	DE PSYCHOLOGY	017174	02	89 B			95 A			4 A	
8	EARTH SCI	017449	03								
9	ENGLISH IV	017166	04								

Enter the numeric average in P2, and the alpha average in F1.

#### 2. To update DE final grades for a class roster of students:

- Go to Post Grades Master.
- 4x4 Display:** set to "All".
- Semester Grade Calculation...:** "Set to All Marking Period Grades..."
- Grade Posting Mode:** Set to "Progress Report Mode".
- Click the Ok button.
- At the bottom of the screen, pick the teacher, then DE course.
- A listing of students will appear.

Semester To Display Scheduled Students

4x4 Display :  1st  2nd  3rd  4th  All

2x8 Display :  1st  2nd  Both

Semester Grade Calculation Requirement

ALL Marking Period Grades Within Semester.

Last Marking Period Within Semester.

Grade Posting Mode

Progress Report Mode  Report Card Mode

- In the P2 column, enter the final numeric averages. In the final F1 column, enter the matching alpha averages.

	SIDNO	Student Name ^ 2	Grade	P1	E1	S1	P2	E2	S2	F1
1	0		12	85 B			99 A			4 A
2	0		12	98 A			100 A			4 A
3	0		12	87 B			98 A			4 A
4	0		12	99 A			95 A			4 A
5	0		12	100 A			96 A			4 A

- i. Be sure to click the “Save” icon at the top when done. Final grades should be all caps indicating these were manually entered.
- j. **Tip: Need to duplicate grades?**
  - i. Click the “Grades” icon at the top, then select “Duplicate Grade”.
  - ii. Select the column to post to (ex... “F1”).
  - iii. At the bottom, enter the score (numeric if for P2, alpha if for F1).
  - iv. Tap “Apply Duplicate”.
  - v. You will see the grade duplicated for all students in the column.

## Managing Manually Entered Final Grades

For this year, if a final is manually entered on a full credit course, and the course has just a P1 or just a P2, the course will get partial credit.

- Example: P1 = blank P2 = 97A F1= A, then Credit Earned = .5 or other half value of course.

For this year, if a full credit course has a P1 and P2 grade with a final, the course will get full credit if passed.

- Example: P1 = 95A P2 = 97A F1 = A, then Credit Earned = 1 or other full credit value of course.

General Rule:

- If a course is to count for full credit value, make sure all marking period grades are present with the final.
- If a course is to count for partial credit value, make sure only one of the marking period grades are present with the final.



## How to Calculate Averages for the Fall Courses:

When all gradebooks are ready to go, do the following:

1. Go to Report Cards.
2. At the bottom, click the “Mass Calc Sem/Final Grades” button.
3. Set as follows: Year = “1819”, Grades = “9-12”, 4x4 = “Both”, Semester Grade Calc = “All Marking Period Grades....”.
4. Tap the Ok button. Give it a while. When done, final grades will have been calculated for fall classes.
5. Note: This process can be repeated as needed.
  - a. Usually a school does an initial run, checks final grades, then runs again to make sure all is up to date.

**Mass Calc Sem/Final Grades - 09.06.18**

Year : 1819

District : 026

School : 010

Grades : 09,10,11,12

Semester To Display Scheduled Students

4x4 Display :  1st  2nd  3rd  4th  All

2x8 Display :  1st  2nd  Both

Semester Grade Calculation Requirement

ALL Marking Period Grades Within Semester.

Last Marking Period Within Semester.

OK

## Checking Fall Final Grades of Students:

Best way to check final grades of students is to print a report of grades for each student and scan for problems.

1. Go to the Cumulative History Label.
2. Set for 1819, Grade = Lowest grade level up to highest (large schools may want to run one grade at a time), As of Date = Current Date.
3. Select Label = "Avery 5163", Grade Type = "Both", Select Display Credits = "Use Report Card Settings", place a check for "Show Active Courses" and "Show only Carnegie Credit Courses", Order to List = "Homeroom Order" or "Alpha"
4. Click of OK gives a listing of students after a little while. Set starting row to 0. Click the select all box, then click "Print".

Select Label : Avery 5163

Grade Type : Both

Select Display Credits : Use Report Card Setti..

Show SSN on Labels

Show Active Courses Only

Display Rank

Display SBLC Code

Show Only Carnegie Credit Courses

Order To List : Homeroom Order

OK

5. What are you looking for?
  - a. Looking for fall classes that should have final grade, but do not.

Grade 09							
Sidno							
HmRm							
Subject	P1	E1	S1	P2	E2	S2	F1
ENGLISH AS A SECOND	83C						
Reading I ESL	69D			73D			1D
HEALTH EDUCATION .5CR				84C			2C
Physical Education I: .5 Cr 1	80C						2C
Language of Math Part 1 for 286B				82C			3B

- b. What do I do if the class is supposed to have a final grade?
  - i. Fill in the missing grade marking period grade either in gradebook or Post Grades by Student / Report Card mode, OR....
  - ii. If the student has a P2 score only, and you want to award partial credit, manually enter a final grade. The student will only get half credit for the class, OR....
  - iii. If the student has a P2 score only, and you want to award full credit, enter a P1 grade to go with the P1, then save to get a final.

## Including Current Year Fall Final Grades on the Transcript

1. Go to Transcript Workstation
2. At the setup box, be sure to place a check for “Show Current Year Grades”.

Setup - 11.01.18

Year : 1819

District : 026

School : 105

Grades : 09,10,11,12

Transcript Type : College

Show Current Year Grades

Find Only Active Students

3. When a student’s transcript is opened, any current year course with a final will be in a pink shading and have a “G” indicating current year grade.

D	GRP	Course	F	F1a	F1yr	R3	CP	CE	H	G	S-Code	Grade-Source	PE	DS	S
						<input type="checkbox"/>									
	1	INT COMP	4 A	17		<input type="checkbox"/>	1.0	1.0			120399	026001 JOH...			
	1	READING I	3 B	17		<input type="checkbox"/>	1.0	1.0			120321	026001 JOH...			
	1	READING II	3 B	17		<input type="checkbox"/>	1.0	1.0			120322	026001 JOH...			
	1	ENGLISH I 1C	3 B	18		<input type="checkbox"/>	1.0	1.0			120331	026010Bonn...			
	1	TECH WRITG 1C	3 B	18		<input type="checkbox"/>	1.0	1.0			120350	026010Bonn...			
	1	ENGLISH II	4 A	19		<input type="checkbox"/>	1.0	1.0		G	120332	026010Bon...			

## Updating Cumulative GPA's and Ranks to Include Current Year Final Fall Grades

1. Go to Transcript Workstation.
2. On the upper right, click ACTION, then "Rank Report".
3. At the rank setup box, set as shown:
  - a. Year = "1819", Grade = "12", GPA Display Type = "Alpha Basic", Special Code Exclusion = "COA, SUR".

Setup - 11.01.18

Year : 1819

District : 026

School : 010

Grade : 12

As Of : Nov 26 2018

Age From : 0 To : 100

Minimum Units :

GPA Display Type : Alpha Basic

Special Code Exclusion : COA,SUR

Include Early Graduates :

Exclude Summer Graduates :

Exclude NR Students :

Include Replaced Grades :

View Previous Ranks :

Filters

Update GPA OK Set Defaults

4. Tap the **Update GPA** button. Set as shown.
  - a. Year = "1819", Grade = "12", click to check "Use Current Grades".
  - b. Click Ok to have the system update the cumulative gpa's to use fall final courses.
  - c. When done, you will be returned to the rank setup box.

Transcript GPA Calculation Setup - 11.01.18

Year : 1819

District : 026

School : 010

Grade : 12

As of Date : Nov 26 2018

Use current grades

0.5 credit to 1 credit course if only one semester posted, even if final posted

Use semester grades only

Use final grades only

Include P grade as failures

5. Click **Ok** on the Rank setup box to obtain a report of rankings based on gpa's that include fall final courses.

## Updating Coding and Checking for STS Transmissions in January / Feb

2. **Make sure Transition Students are marked with Special Code of "TRA" with a start date of first day of school year and end date for end of year.**
  - a. Go to Student Master. Find student. Click in Special Codes.
  - b. On insert row, select TRA, then enter start date of beginning of school and end date for end of year.
  - c. Click green save button.
  
3. **Make sure ACT 833 students are tagged to compute EOC calculation as 5%.**
  - a. Go to Student Master. Find student. Click in Special Codes.
  - b. On insert row, select ACS ACT 833 EOC Alternate 5% Scale.
  - c. Set start date for beginning of the year, and do not put any end date.
  - d. Click green save button.
  
4. **Run Carnegie Units Earned Report to check other coding for students.**
  - a. Go to Carnegie Units Earned Report.
  - b. Set for current year, one grade level at a time.
  - c. Other settings: Year = "1819", Grade = "12" or other grade level, check box for Show Highest ACT Scores, Run Absences, and "Both" for LEAP / EOC.
  - d. TIP: After running the first time, come back to the "Columns" field and select only the columns you wish to review.
  - e. Click Ok to obtain the report.
  - f. Use the report to check for diploma pathways, career options, IBC's, passage of Grad Tests, Consent (Pii), Fasfa, and other areas.

**Setup-10.29.18**

Year : 1819

District : 026

School : 010

Grade : 12

Column :

Report Title :

Show SSN on report

Show Highest ACT Scores

Run Absences

Run Transcript

LEAP/EOC :  LEAP 2025  EOC  Both