

## JCampus – Processing 1st Grading Period Report Cards

### 2425 Year

- ❖ Office communicates deadline for teachers to have assignments into gradebook.
- ❖ Run the **Assignment Audit** report to assess if teachers are entering the required number of grades per category.
  1. In the left navigation panel, go to *Grades> Count> Assignment Audit*. Select the following in the setup box:
    - Marking Period = “P1.”
    - Show = “Greater Than or Equal to Per Category.”
    - Assignments / Points = “0.”
    - Report Type = “Detailed.”
    - From Date = “First day of 1st grading period”
    - To Date = “Today’s date”
  2. Click OK to get the report. Please be patient as it will take a few minutes to produce the report.
  3. Each class will be listed on several rows to show a count of assignments per class, per category.
  4. Click on the count of **Assignments** to see the assignments in the gradebook.
  5. Click on the count of **Posted** to see the grades given to students.

Assignment Audit												
Site	Teacher Name	Course Name	Section	Enrolled	Assignments	Posted	Missing	E	I	Category	Wgt	Total Poi...
		WORLD HIST		32	7	192	32			Major Assessments	50	700
		WORLD HIST		32	12	384		5		Minor Assessments	40	1200
		WORLD HIST		32	6	160	32			Participation	10	600
		WORLD HIST		31	7	217				Major Assessments	50	700
		WORLD HIST		31	13	403				Minor Assessments	40	1300
		WORLD HIST		31	6	156				Participation	10	600
		WORLD HIST		29	7	203				Major Assessments	50	700
		WORLD HIST		29	12	348		3		Minor Assessments	40	1200
		WORLD HIST		29	6	145	29			Participation	10	600

6. Click on the count of **Missing** to see empty grade cells.
7. Check out the **Total Points** to see the total number of points possible for that class/category.
8. **Tip 1:** Run this weekly to verify that staff members are entering assignments.
9. **Tip 2:** If you need to look at something specific in a Gradebook - go to *Grades>Entry>Classroom* to view the actual gradebook of the teacher in question.
10. **Tip 3:** If you need to check the % of A, B, C, D, F for classes right now - Click *Grades > Count > Grade Distribution*. Set to the current Marking Period, then click “OK” to get results. Grade counts are clickable to see students.

- ❖ Run the **Missing Grades Audit** report to identify students with no average (due to no assignments or blank grading average). Ignore classes that should not have a grade such as Kindergarten.
  1. In the left navigation panel, go to *Grades > Entry > Missing Grades Audit*. Select the following in the setup box:
    - **As of Date** = Today's date
    - **Marking Period** = "P1"
  2. Students with missing marking period averages will be displayed with grading period columns on the right (P1). Sort the report by teacher, student, or course to work with teachers on getting student averages up to date.

Setup-03.13.24

Year : 2425

District : 026

School : 029

Grade :

Teacher :

Special Codes :

Team :

Clubs :

Sports :

Column :

As Of Date : Current Date

Exclude State Course Code 999999

Marking Period : P1

Special Ed :  All  Sped Only  Non Sped

504 :  All  504 Only  Non 504

LEP :  All  LEP Only  Non LEP

Show Remote Scheduled Students

Limit Courses with Final Weight

OK

❖ (Optional - Another way to find missing grades) **Run the Cumulative History Label as a “mini report card”** to identify students with no grade for a class.

1. In the left navigation panel, go to *Grades> Lists > Cumulative History Label*. Select the following in the setup box:
  - **Grade** = Run one grade at a time.
  - **As of Date** = “Current Date”
  - **Select Label** = “Avery 5163”
  - **Order to List** = “Grade Order” or “Homeroom”.
  - Click “OK” to get a list of students.
2. A list of students will show. Click the “Select All” box at the top left.
3. Click the “Print Labels” button, then set the “Starting Row” to “0”.
4. Click the “OK” button to obtain a print preview of the labels that will be used as mini report cards.
5. Look for classes with no grades for the current grading period.

Setup-06.10.2024

Year: 2425

District: 026

School: 029

Grade: 10

Homeroom:

Team:

Special Codes:

Exclude Special Codes:

Programs:

Custom Codes:

Skip Codes:

As Of Date: Current Date

Include SIS School

Select Label: Avery 5163

Grade Type: Both

Select Display Credits: Use Report Card Settings

Show SSN on Labels

Show Active Courses Only

Display Rank

Display SBLC Code

Show Only Carnegie Credit Courses

Order To List: Alpha Order

Column:

Reports:

OK

6. To Print: Click the “Select All” check box. Click the “Print Labels” button. Set “Starting Row” to “0”, then click “OK”.

The screenshot shows a software interface with a table of student data. The table has columns for School, School Name, Grade, Student Name, SIDNO, and SSN. A yellow callout points to the 'Select All' checkbox in the School column. Another yellow callout points to the 'OK' button in the 'Select Location' dialog box, which has 'Starting Row' set to 0.

	<input checked="" type="checkbox"/>	School	School Name	Grade	Student Name	SIDNO	SSN
1	<input checked="" type="checkbox"/>	001					XXX-XX-
2	<input checked="" type="checkbox"/>	001					XXX-XX-
3	<input checked="" type="checkbox"/>	001					XXX-XX-
4	<input checked="" type="checkbox"/>	001					XXX-XX-
5	<input checked="" type="checkbox"/>	001					XXX-XX-
6	<input checked="" type="checkbox"/>	001					XXX-XX-
7	<input checked="" type="checkbox"/>	001					XXX-XX-
8	<input checked="" type="checkbox"/>	001					XXX-XX-
9	<input checked="" type="checkbox"/>	001					XXX-XX-
10	<input checked="" type="checkbox"/>	001					XXX-XX-
11	<input checked="" type="checkbox"/>	001					XXX-XX-
12	<input checked="" type="checkbox"/>	001					XXX-XX-
13	<input checked="" type="checkbox"/>	001					XXX-XX-
14	<input checked="" type="checkbox"/>	001					XXX-XX-
15	<input checked="" type="checkbox"/>	001					XXX-XX-
16	<input checked="" type="checkbox"/>	001	John O. Adams Middle Sch	06	AMANREKOV, AYANNA ILLANOVA	049566	YYY YY

7. Review the “mini report cards” for missing grades. Work with teachers to get the assignments entered.

❖ Check for **Incomplete Grades ( i )**

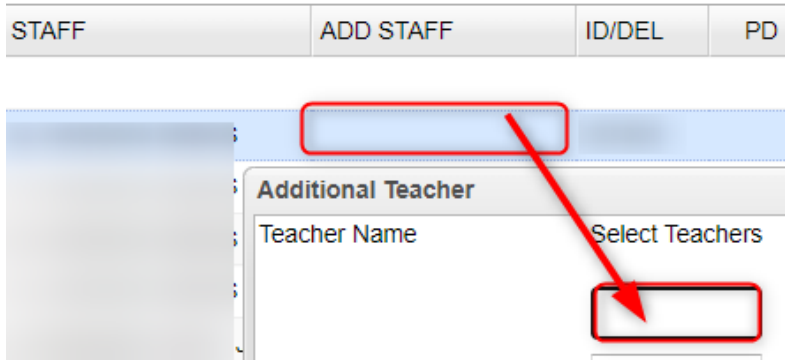
Use this report to check for incomplete assignment grades ( i ) in the gradebook that need to be updated to remove the marking period “i” grades.

- Go to *Grades > Lists > Incomplete Grades Audit*.
- Check for "i" (incomplete) grades, which are the result of "i" grades given to assignments in the Gradebook.
- Ask the teacher to update the "i" assignment to a valid grade, then click "Save", the average is updated. This will result in an accurate calculation of the final average.

**Repeat running these reports to gauge teacher progress in assignment grade entry prior to the closings of the grading window.**

❖ **Adding Additional Teachers in the Master Schedule:** If your school has situations where an additional staff member is needed to help with grade entry for vacancies or unusual situations, follow the steps below:

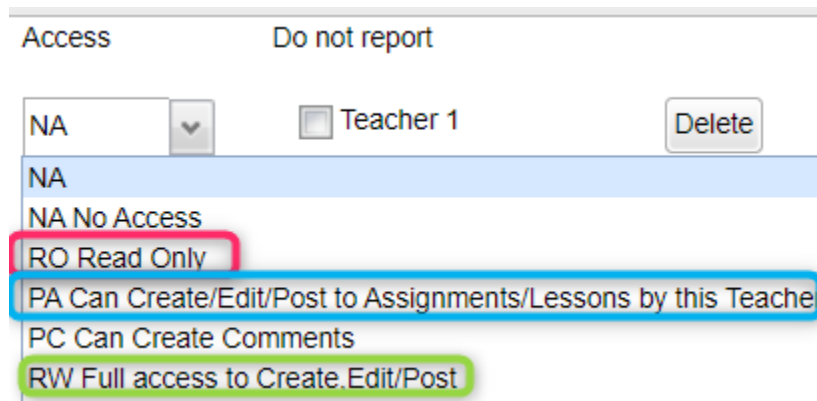
1. In the master schedule editor, browse to the class that needs an additional staff member.
2. Locate the column "Add Staff" (You can drag the column with your mouse if needed).
3. Click in the "Add Staff" field, An Additional Teacher box appears.
4. Click in the "Select Teachers" cell.



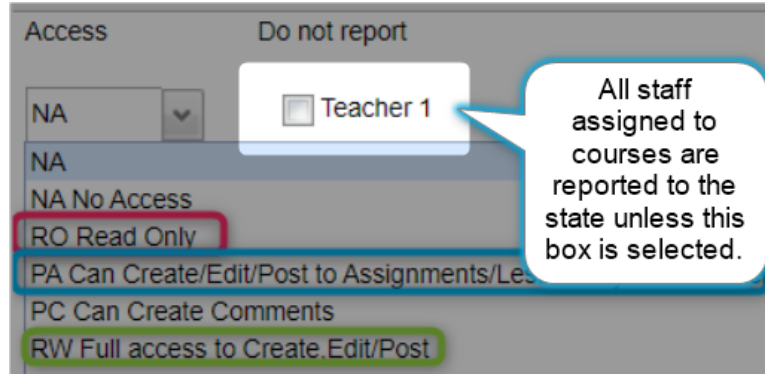
5. A listing of staff appears. Select the additional staff member.
6. Close the "History" box after selecting the additional teacher.
7. You are back at the "Additional Teacher" box. Enter the percent "Pct" as 1%.



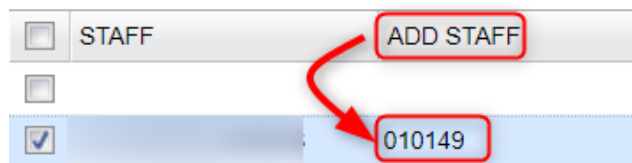
8. Set "Access" to one of the following:
  - **RO:** Allows the additional teacher to view, but not change anything
  - **PA:** Allows the additional teacher to add or edit assignments, but not change existing assignments created by the main teacher.
  - **RW:** Allows the additional teacher to add, edit assignments regardless of who created them.



9. If you want the staff member to **not** be reported to the LDOE as a teacher of record, select the “Do not report” checkbox.



10. The staff ID of the additional teacher will appear in the master schedule.



11. The additional staff member can work in the gradebook of the class according to permissions given.

#### ❖ Grading Period Lock

1. Go to Grades > Loader > Grading Period Lock
2. At setup, verify the year and click the “OK” button.
3. Click the check mark for “P1”. This will lock all gradebooks for marking period 1.
4. Click the check mark for “P2” twice. This will open all gradebooks for marking period 2.
5. Re-opening specific sections in grading period 1:
  - a. Click on the “Section” count on the far right.
  - b. Browse down the teacher / classes.
  - c. Uncheck the first marking period for the needed sections.
  - d. When the teacher is done updating assignments, come back to the Grading Period Lock.
  - e. The “P1” will be unchecked indicating that not all sections are locked.
  - f. Click the “P1” to be “checked” and this will lock back all sections for P1.

### **Prior to Printing Report Cards**

- Do you need to enter first grading period averages for individual students due to unusual circumstances? If so, use the **Post Grades By Student** (*Grades > Entry > Post Grades By Student*).
  - Track down the missing average and enter, then click “Save”.
  - In an unusual circumstance, a grade of “E” (Exempt) can be used as a temporary placeholder if the student does not have grades for the first nine weeks.
  
- Do you need to enter first grading period averages from a paper gradebook (vacancy position)? If so, use the **Post Grades Master** (*Grades > Entry > Post Grades Master*).
  - Enter the missing averages and click “Save” when done.
  - In an unusual circumstance, a grade of “E” (Exempt) can be used as a temporary placeholder if the student does not have grades for the first nine weeks.
  
- (Ongoing) Run the **Assignment Audit** report to ensure the minimal numbers of grades are being entered by your teaching staff.
  
- (Ongoing) Run the **Missing Grades Audit** and/or the **Cumulative History Label** to check for students missing grading period averages.

❖ **Printing Report Cards:** Go to *Grades > Lists > Report Cards*

**Left Side Settings:**

- a. **Grade:** Set to needed grade level (s). Large schools may want to print a single grade at a time.

Student Selection -06.12.2024

Year : 2425

District : 026

School : 020

Grade : 06

Large Schools:  
Run one grade  
at a time.

A red box highlights the 'Grade' field containing '06'. A red arrow points from a blue callout box to this field. The callout box contains the text 'Large Schools: Run one grade at a time.'

- b. **As of Date:** "Current Date"
- c. **Display Date:** "Official Date Report Cards are to go out"
- d. **Order to List:** Select desired method to distribute report cards to students.

As Of Date : Oct 15 2024

Display Date : Oct 16 2024

Sped :  All  Sped Only  Non Sped

504 :  All  504 Only  Non 504

LEP :  All  LEP Only  Non LEP

Hold Card :  All  Hold Only  Non Hold

Order To List : Class Period Semester:1Period:01

Show Remote Scheduled

Limit to final weight courses

Students :

The 'As Of Date' and 'Display Date' fields are highlighted with a red box. The 'Order To List' dropdown menu is also highlighted with a red box.



**Right Side Upper:** (Many of these are set as defaults)

- a. **Type to Print:** "Report Card."
- b. **Grading Period:** "1"
- c. **Order Courses by:** "Class Period Order."
- d. Check other boxes as shown.
- e. Check the "**Principal's Message**" and "**Bottom Message**" to make sure there is no content from the previous grading period run.

Options

Type to Print : Report Card

HS Grading Period : 1

- Show School Name
- Show Address Line
- Show Homeroom Teacher
- Show Counselor
- Show Advisor
- Show Team
- Highlight Course Lines
- Show Active Courses Only
- Show F (non-numeric) on policy failure
- Show Fees
- Show P-EBT Code
- Show Diploma Path

Top Margin Spacing : 0

SBLC Description :  Single Line  Multi Line

Address=PS Mail Return Address :  Central Office  School

- Show Guardian Signature
- Show Principal Signature
- Use Signature Images

Principal's Message

Order Courses by : Class Period Order

Elem Grading Period : 1

- Show Grading Scale
- Round Grading Scale
- Show Comments
- Show Comment Assessment
- Show Teacher Custom Comments
- Show Current Year EOC Scores
- Show All Highest EOC Scores
- Show Class Period
- Use Long Course Name
- Use Watermark
- Print To DAS/SPC
- Print Using Home Language

Default Language : en English

Optional Title :

Principal Name :  (optional)

Please sign below  Display Label

Principal  Display Label

Bottom Message

Check these to make sure they are current or empty .

Optional for high schools.

New! If loaded, will print as background.

Optional: If your school has a digital signature for the Principal, click these options.

**Right Side Bottom:**

- a. **Attendance From / To:** Set From “Beginning of School” to “End of Current Grading Period”.
- b. **Skip Codes:** Select the “P” codes.
- c. **Absentee Summary:** “Checked”.
- e. **GPA:** Place check for “Display GPA Line”.

GPA options

Display GPA Line

Display Current Year Cumm GPA

- f. Click the “Calculate Current Year GPA” button.
  - i. **Grade** = Set to grade levels that use the gradebook.
  - ii. **Marking Period:** “P1”
  - iii. **Use Active Courses Only:** “Checked”

Grades GPA Calculation Setup - 06.10.2024

Year: 2425

District: 026

School: 070

Grade: 01,02,03,04,05,06,07,08

Marking Period: P1

Calculate marking period gpa by course credit

Include incomplete grades in gpa calculation

Do not create gpa on incomplete grades

Use active courses only

OK

- iv. Click “OK” to execute the gpa calculation. When done, return to the report card setting screen.

**Click "Print"**

- a. In the pop-up window, click "Yes."
- b. Preview reports prior to printing on paper for distribution to students.
- c. Print an extra copy for school records and download the file as a PDF on a computer or flash drive.
- d. **"Email" button: Check with Technology to see if Ok to use.**

**(Optional) Rerun Report Cards with the option "Print to DAS/SPC".**

- a. Do this step after report cards have been distributed and appear accurate
- b. This will place a copy of the Student's Report Card in the Document Archive ("Printed") folder and in the Student Progress Center.
- c. Report card settings will be the same as previous, but we'll add a check for **"Print to DAS/SPC"**.

Print To DAS/SPC

- d. After checking **"Print to DAS/SPC"**, click the **"Print"** button as normal. When done, the Report Cards will be placed in the Document Archive and Student Progress Center.
- e. **"Email" button: Check with Technology to see if Ok to use.**

## ❖ Honor Roll

1. Go to *Grades > Lists > Honor Roll*
  - c. At the bottom, click the “**Calc GPA**” button to update GPAs.
  - d. **Grade** = Set to grade levels that use the gradebook.
  - e. **Marking Period**: “P1”
  - f. **Use Active Courses Only**: “Checked”

Grades GPA Calculation Setup - 06.10.2024

Year: 2425

District: 026

School: 070

Grade: 01,02,03,04,05,06,07,08

Marking Period: P1

Calculate marking period gpa by course credit

Include incomplete grades in gpa calculation

Do not create gpa on incomplete grades

Use active courses only

OK

- g. Click “**OK**” to execute the gpa calculation.
  - h. When done, return to the Honor Roll Setup screen.
  - i. Click the “**Next**” button.
2. Select “P1”, then click “**Next**”.

Setup

Standard 9 Weeks 2X8 - You Have Grades From -1 - 12  
(A marking period must be selected.)

P1:  P2:  S1:

P3:  P4:  S2:  F1:

Back Next

3. On the next screen, tap the “Res Sponsor” button to update honor roll settings.

<input type="checkbox"/>	Title of Honor Roll	From ...	To Grd	Alpha F...	Alpha To	Numeric F...	Numeric To	Low Gd	GPA Type	Comment	Exclusion
<input checked="" type="checkbox"/>	Principal List	-1	12	4.0000	5.0000			A	ALPHA		
<input checked="" type="checkbox"/>	A Honor Roll	-1	12	3.5000	5.0000			B	ALPHA		
<input checked="" type="checkbox"/>	B Honor Roll	-1	12	3.0000	5.0000			C	ALPHA		

Buttons: Clear, **Res Sponsor**, Set Defaults, Res Setup

4. To make a basic Honor Roll list, set as shown below, then click the “Next” button at bottom. A listing will be presented for printing. Click “Print Table”.
  - a. **Name Format:** Select “Last, First, Middle”
  - b. **Show Lowest Grade:** “Checked”
  - c. **Show GPA:** “Checked”
  - d. **As of Date:** Set to “Oct 10, 2024”

Display

Name Format:  Last First Middle  First Middle Last  Last First  First Last

Adjust Name for Mixed Case:

Show Honor Roll Title on Export:  Show GPA Range on Export:

Print Selected GP's:  Show GPA:

Show Lowest Grade:  Print Date and Time:

Exclude if qualifies for non-selected honor roll:  Include Address:

Append Sidno to Export:

Export: [Dropdown]

As Of Date: Oct 10 2024

5. To make Honor Roll certificates, set as shown below, then click the “Next” button at bottom. A list of students will be presented. Click the “Print” button to create the certificates.

Display

Name Format:  Last First Middle  First Middle Last  Last First  First Last

Adjust Name for Mixed Case:

Show Honor Roll Title on Export:  Show GPA Range on Export:

Print Selected GP's:  Show GPA:

Show Lowest Grade:  Print Date and Time:

Exclude if qualifies for non-selected honor roll:  Include Address:

Append Sidno to Export:

Export: [Dropdown]

As Of Date: Oct 10 2024

Certificate

Print Certificate:

Uppercase Certificate:

Left Signature:  Right Signature:

Signature: Principal Signature Image: 003

Signature Image: false

**If the Principal has a digital signature on file, click here and select "003" Principal.**

❖ (Optional) Grade Distribution Report

1. Run to analyze the number/percent of marking period grades by teacher/course/student (D/F analysis)
2. Go to *Grades > Count > Grade Distribution Report*
3. On the Setup screen:
  - a. **Marking Period:** "P1"
  - b. **As of Date:** "Last Day of Grading Period"
  - c. **Active Courses Only:** "Checked"
  - d. *Note:* Other selections can be made on the Setup screen to narrow your search results.
  - e. Click "OK".

5. The results list teachers, courses, quantities/percentages of students earning each letter grade, and overall course averages.
6. Click on the number to see the students receiving those grades.
7. The "**Grand Total**" numbers at the very bottom will show counts of A's, B's, C's... for all courses in the listing. This number can also be clicked on to see students making up the count.

<b>Grand Total</b>	1938	520	26.83	412	21.26	405	20.9	223	11.51	372	19.2
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