



## JCampus – Processing 4<sup>th</sup> Nine Weeks 2018-19 Elementary/Middle School Office Edition

Below is a checklist of procedures associated with closing the school year for elementary and middle schools.

Week of May 13, 2019

### 1. Principal Communicates Grades Deadline for Teachers

- Principal communicates deadline for all assignments to be in GradeBooks via emails, websites, or other means. **PRICIPALS will set the deadline** for teachers to enter 4<sup>th</sup> nine weeks grades.
- Place reminders by the sign in book, teacher's lounge, etc...

### 2. Check for Missing Grades

Check for missing grading period grades by printing a plain paper Cumulative History label (kind of like a mini report card).

- Cumulative History Label:** Go to *Grades > Lists > Cumulative History Label*.
  - Set for Grade level. Skip Codes: Select P codes. Select Label: Avery 5163 and others as shown below.
  - A list of students will appear. Select the students, then click the Print button.
  - \*After calculating final averages, come back to this report to review any missing final averages.
  - After grades are checked and finalized, use this report to print labels for the cumulative folders.

Setup-06.06.2017

Year : 1718  
District : 026  
School : 010  
Grade : 12  
Homeroom :  
Team :  
Special Codes :  
Exclude Special Codes :  
Programs :  
Skip Codes : 59,40,56,55,34,11,03,47,4...  
As Of Date : Apr 16 2018  
 Include SIS School  
Select Label : Avery 5163  
Grade Type : Alpha  
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 : Alpha Order  
OK

### 3. Projected Final Averages

- **By the Teacher:**
  - In Gradebook, open a section for current grading period.
  - Click **Reports / Grades / Term Grades Report / All Students Projected Final**.
  - A grade sheet with projected final grades will appear.
- **By the Office Staff Member**
  - Go to **Grades / Lists / Possible Failures**
  - Set as shown below:

Setup-03.18.19

Year : 1819  
District : 026  
School : 003  
Grade :  
Letter Factor : F  
Number Per Course : > 0  
Total of Total Factors : > 0

Program Code :  
Club :  
Sport :  
Team :  
Active Courses Only :  
Active Only :   
As Of Date : Apr 29 2019  
Cohort Year :  
504 :  All  504 Only  Non 504

Show Remote Scheduled  
Sped :  All  Sped Only  Non Sped  
 ESL Students Only  
 Military Students Only  
 Show Non Academic Failures  
 Has F/R Lunch Code  
 Use Projected Sem/Finals  
 Show Exceptionalities

Include Marking Period :   
Marking Periods : F1  
Include Transcript Group :   
Transcript Group :  
Order By : Alpha  
Select Teacher/Counselor :  
Print Options  
 Break On Homeroom  Break On Teacher  
 One Line Per Course

OK Letters

- Click the **Print** button on the top half of the screen. Disregard the bottom half.

Begin step 4 once all teachers have entered all grades in their Gradebooks  
(in accordance with your deadline)

#### 4. Calculate Semester/Final Averages

Go to *Grades > Lists > Report Cards*

- Click the **Mass Calc Sem Final Averages** button at the bottom.
- Set grade level for grades that use the gradebook.

Mass Calc Sem/Final Grades - 09.06.17

Year: 1718  
District: 026  
School: 001  
Grades: 06,07,08

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

#### 5. Check for Missing Final Averages

- Using the Cumulative History Label as a mini report card, check that students have a final grade in courses that are needed.
- **What do I do if there is a missing final?**
  - Go to **Post Grades by Student** and manually enter the Final.
    - You can ask the teacher to enter the final on the grade sheets (upcoming step), then hand enter the final grade.

#### 6. Print Grade Sheets

Go to *Grades > Lists > Grade Sheets*

- Print grade sheets for the teacher to review and sign for accuracy.
- Fixes and corrections are made as a result of any feedback from the teacher.

#### 7. Submit a Support Ticket to Data Management – Lock Grading Window

At this point, the principal submits a support ticket to Data Management with the title: (name of school) - CLOSE THE 4<sup>TH</sup> NINE WEEKS GRADING WINDOW.” Wait for an e-mail response from Data Management before proceeding to step 8.

## 8. Repeat Calculate Semester / Final Averages

Go to *Grades > Lists > Report Cards*

- Due to updates to averages based on feedback from Teachers, a repeat of calculating semester / final averages is performed.

## 9. Identify Students with Failing Final Grades for Possible Retention

Go to *Grades > Count > Grade Distribution Report*.

- Use the Grade Distribution Report to obtain lists of students that have failed courses for the year.
- Set the report to search for Final grades, then click on the count of "F" grades on the bottom row of the report.

## 10. Identify Students with High Absenteeism (SLT Absences Also)

Go to *Attendance > Lists > Daily Absentee List*.

- To get a list of students to review for high absenteeism, run the Daily Absentee List in **Summary Report** mode.
- For Year Long reporting, set date from start of school to the end of school dates.
- For SLT reporting, set first run for dates of first half of year, then run again for dates with second half of year.

Setup-03.19.2018

Year: 1718      Programs:

District: 010

School: 003

Grades:

Homeroom:

Special Codes:

Order To List: Homeroom Order      Show Remote:  None  Only  All

From Date: [Date Picker]      To Date: [Date Picker]

Detail Report       Summary Report

Include Summary       Print Break on Homeroom

Skip Reason:  E,D,P,N      Skip Code: [Field]

Check In After:  00:00 HH:MM      Check Out After:  00:00 HH:MM

Show Only

Active       Full Day       Tardies       Skips

Printing Options

Day Range 10      Set to desired count of absences

Equal Days 3      5      20      30      40

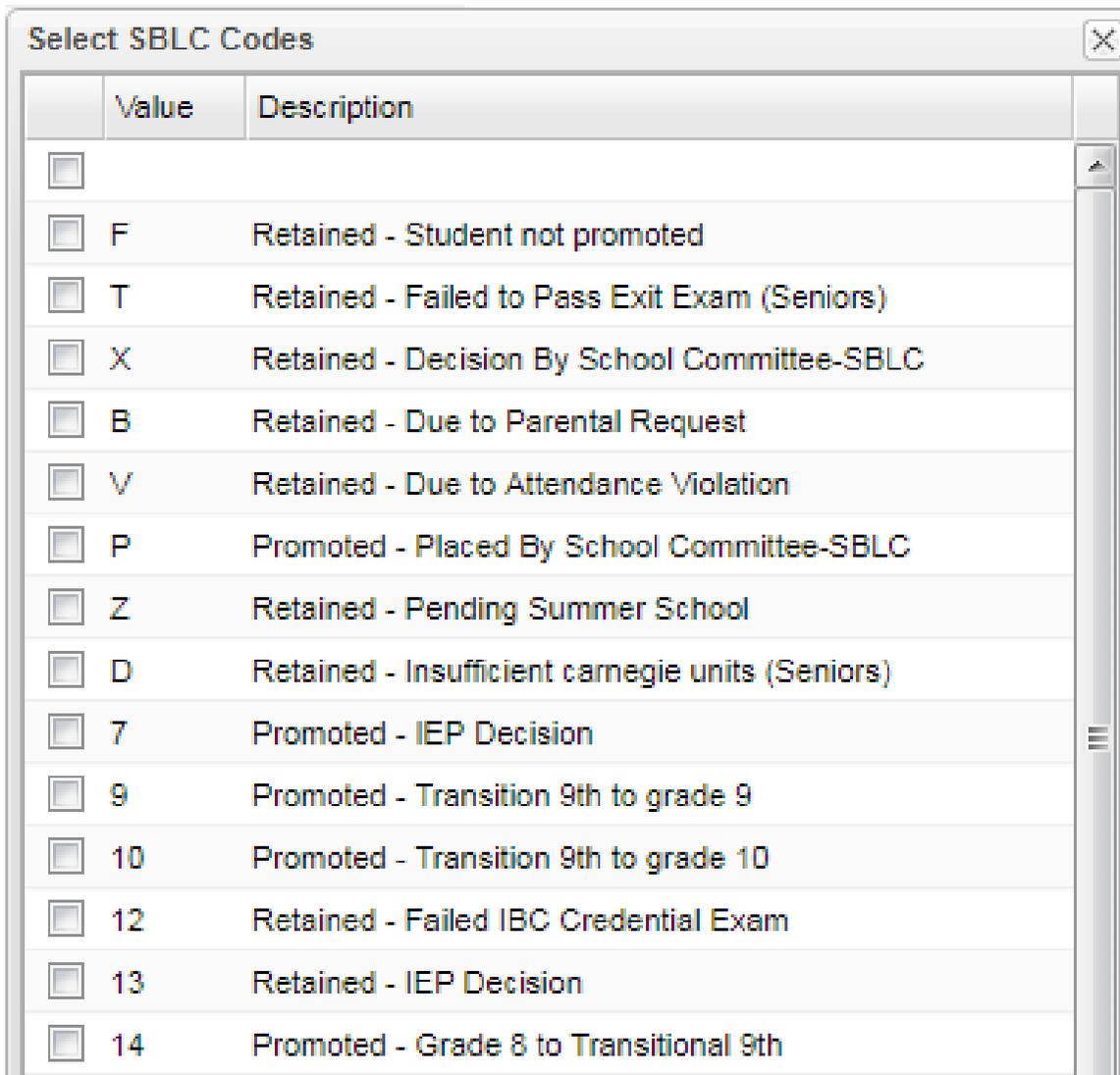
Policy       History       Phone #       Homeroom       Unexcused       Legend

Add Announcement

## 11. Assign SBLC (Retention) Codes

The SBLC code on student master is used to identify students as retained or other conditions.

- A blank SBLC code means that the student is being promoted.
- These SBLC codes and text print on the final report card and on cumulative history labels.
- NOTE: Summer Programs (LAP, KAP, etc.) have been moved from the SBLC site to Programs. The summer programs will not appear on report cards.
- **Current Jefferson SBLC Codes:**



	Value	Description
<input type="checkbox"/>		
<input type="checkbox"/>	F	Retained - Student not promoted
<input type="checkbox"/>	T	Retained - Failed to Pass Exit Exam (Seniors)
<input type="checkbox"/>	X	Retained - Decision By School Committee-SBLC
<input type="checkbox"/>	B	Retained - Due to Parental Request
<input type="checkbox"/>	V	Retained - Due to Attendance Violation
<input type="checkbox"/>	P	Promoted - Placed By School Committee-SBLC
<input type="checkbox"/>	Z	Retained - Pending Summer School
<input type="checkbox"/>	D	Retained - Insufficient carnegie units (Seniors)
<input type="checkbox"/>	7	Promoted - IEP Decision
<input type="checkbox"/>	9	Promoted - Transition 9th to grade 9
<input type="checkbox"/>	10	Promoted - Transition 9th to grade 10
<input type="checkbox"/>	12	Retained - Failed IBC Credential Exam
<input type="checkbox"/>	13	Retained - IEP Decision
<input type="checkbox"/>	14	Promoted - Grade 8 to Transitional 9th

- **Fastest way to do this:** Use the **SBLC Code Loader**.
  - Go to *Student Master > Loaders > SBLC Code Loader*.
  - To assign a SBLC Code to a single student, go to the student's Student Master screen, click in the SBLC field on the right, select a SBLC Code, then click the **Save** button.

## 12. Print Final Report Cards

Go to *Grades > Lists > Report Card*.

- Set Type to "Final".
- Set option to **Show EOC scores** if EOC courses are taught at the Middle School.
- Set Attendance Date Range to start of school year to end of school year.
  - Skip codes: Skip all "P" codes.

The screenshot shows the configuration page for printing report cards. Several options are highlighted with red boxes:

- Type to Print: Final Report Card
- HS Grading Period: 4
- Order Courses by: Class Period Order
- Elem Grading Period: 4
- Show Active Courses Only (checked)
- Show Current Year EOC Scores (checked)
- Show Class Period (checked)
- Default Language: en English
- Principal's Message (text box)
- Bottom Message (text box)

A callout bubble points to the Principal's Message field with the text: "Compose message with user printing report cards."

- GPA information is optional. If you don't want to display this information, leave the gpa boxes unchecked.

The screenshot shows the GPA options section of the report card configuration page. The following options are highlighted with red boxes:

- From: Aug 9 2018
- Thru: May 23 2019
- Skip Absence Codes: 40,03,04
- Absentee Summary (checked)
- Display GPA Line (checked)
- Display Current Year Cumm GPA (checked)
- Finals (dropdown menu)

- Be sure to click the "Update GPA" button prior to printing.

### 13. Submit a Support Ticket to Data Management – Grades Closeout EOY

- The program copies the "current year" grades to the "transcript" data files.

At this point, the principal submits a support ticket to Data Management stating: (name of school) - Closeout EOY. Wait for an e-mail response from Data Management before proceeding to step 14.

### 14. Print and Check 8th Grade Transcripts

Go to *Transcripts > Entry > Transcript Workstation > Print Multiple*

- In Transcript Workstation setup, set to grade 8 and "Official."
  - Check off "**Current Year Grades**".
- Use the **Print Multiple** button to print Transcripts to be checked for Carnegie unit credits earned in Middle School/Junior High.
  - Only students with Carnegie Unit credit courses will print out.

Setup - 05.01.18

Year: 1718

District: 026

School: 030

Grades: 08

Transcript Type: Official

Show Current Year Grades

Find Only Active Students

More Options

Basic Grades

Printing Official

Set Defaults

OK

### 15. Dropping Students - End of Year

- All drops and gains are done on the first day of the next school year.