

St. Mary Parish High Schools - End of Fall Guide K-8 Schools

Preparing for Report Cards

1. Check for Incomplete Grades: (usually grades 6-8)

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.
- When the teacher updates the "i" assignment to a valid grade, then clicks "Save", the average is updated. This will result in an accurate calculation of the final average.

2. Check for Missing Grades: Missing Grades Audit

- Go to *Grades > Lists > Missing Grades Audit*
- Grades: Set to Grade levels that use Gradebook
- Marking Period: Set to P1 and P2.
- Click Ok to get a report of students that are missing grades for marking period 1 and 2.

The screenshot shows a software dialog box titled "Setup-10.20.22" with a close button (X) in the top right corner. The dialog contains several input fields and options:

- Year:** 2324 (dropdown menu)
- District:** 051 (dropdown menu)
- School:** 004 (text field)
- Grade:** 01,02,03,04,05 (text field, highlighted with a red box)
- Teacher:** (empty text field)
- Special Codes:** (empty text field)
- Team:** (empty text field)
- Clubs:** (empty text field)
- Sports:** (empty text field)
- Column:** (empty text field)
- As Of Date:** Jan 05 2024 (calendar icon)
- Exclude State Course Code 999999
- Marking Period:** P1,P2 (text field, highlighted with a red box)
- 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** button

- e. Work with teachers to get up to date averages for students.
- f. If students are missing grades from previous schools, or the result of extreme mobility, go to POST GRADES BY STUDENT to manage the grades for the missing grading periods.
- g. Run this repeatedly to monitor teachers putting in grade averages for students.

3. **(Optional) Check Grades Prior to Running Report Cards:** When grades are in, run the “Cumulative History Label” as mini report cards. This will allow you to preview your student report card grades before printing in mass.

- a. Go to: *Grades > Lists > Cumulative History Label.*
- b. Setup according to the diagram. Run one grade at a time.
- c. Click “OK.”
- d. Check the upper left box to highlight all students and click “Print” (Starting Row = 0).
- e. Check the grades to make sure there are marking period grades for the students.
- f. Goal: All students have a grade for grading period 1 and 2.

Setup-11.04.2022

Year : 2324

District : 026

School : 010

Grade : 09

Homeroom :

Team :

Special Codes :

Exclude Special Codes :

Programs :

Custom Codes :

Skip Codes :

As Of Date : Dec 15 2023

Include SIS School

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 : Grade Order

Column :

Reports :

OK

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

1. Left Side Settings:

- a. Grade Level: Large schools may want to print one grade at a time.
- b. As of Date: **End of grading period.**
- c. Display Date: **Date Report Cards are to go home.**
- d. Order to List: School choice.

Student Selection -10.16.2023

Year : 2324

District : 026

School : 022

Grade : 09

As Of Date : Dec 15 2023

Display Date : Jan 10 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:2Period:01

Show Remote Scheduled

Limit to final weight courses

Students :

Large schools: Run one grade at a time.

2. Right Side Upper Settings:

- Type to Print: "Report Card."
- Grading Period: "2"
- Order Courses by: "Class Period Order."
- Check boxes as shown.

Options

Type to Print:

HS Grading Period:

Order Courses by:

Elem Grading Period:

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

New Setting!

Show Grading Scale
 Round Grading Scale
 Show Comments
 Show Comment Assessment
 Show Current Year EOC Scores
 Show All Highest EOC Scores
 Show Class Period
 Use Long Course Name

Default Language:

Use Watermark
 Print To DAS/SPC
 Print Using Home Language

Address=PS Mail Return Address: Central Office School

Show Guardian Signature
 Show Principal Signature
 Use Signature Images

Optional to use. If your schools has a digital signature of the Principal, you can check here to show on report card.

Check, update these from last report card run.

Display Label
 Display Label

3. Right Side Bottom:

- Attendance From / To: **Set for the first day of school to the last day of fall term.**
- Skip Codes: Select the "P" codes.
- Check off "Absentee Summary".
- GPA: Place check for "Display GPA Line".

Non Grades

Display the below items

From:

Thru:

Skip Absence Codes:

Skip "P" codes

Absentee Detail
 Discipline
 Absentee Summary

GPA options

Display GPA Line
 Display Current Year Cumm GPA

4. On the bottom bar, click the “Calculate Current Year GPA” button.

Calculate Current Year GPA

- a. Set for grades that use the gradebook.
- b. Marking Period: **Set to P1 and P2.**
- c. Check the last box, “**Use active courses only**”
- d. Click “OK.”

Grades GPA Calculation Setup - 01.10.19

Year : 2324

District : 026

School : 045

Grade : 09,10,11,12

Marking Period : P1,P2

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

- e. The gpa’s of the students will be updated prior to printing the report card.

5. Click “Print” to print the report cards.

- a. In the pop-up window, click “Yes.”
- b. Preview report cards prior to printing on paper for distribution to students.
- c. **Tip:** Save a pdf copy of the report cards as a reference in case of questions later.

Creating Honor Roll Listings

1. Go to *Grades > Lists > Honor Roll*
2. At the bottom, click the **“Calc GPA”** button to update GPAs.
 - a. Grade: **Grade levels that use the gradebook**
 - b. Marking Period: **P1, P2.**
 - c. Use active courses only: **“checked”**

Grades GPA Calculation Setup - 01.10.19

Year : 2324

District : 026

School : 045

Grade : 09,10,11,12

Marking Period : P1,P2

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

- d. Click **“OK”** then give it a minute or two to update the gpa calculations.
 - e. Afterwards, click the **“Next”** button.
3. Select **“P2”**, then click **“Next”**.

Setup

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

P1 : P2 : S1 : F1 :

P3 : P4 : S2 :

Back Next

4. 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

5. 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”.

- Name = Last, First, Middle
- Show Lowest Grade
- Show GPA

Display

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

Adjust Name for Mixed Case:

Show Honor Roll Title on Export:

Print Selected GP's:

Show Lowest Grade:

Exclude if qualifies for non-selected honor roll:

Show GPA Range on Export:

Show GPA:

Print Date and Time:

Include Address:

Append Sidno to Export:

Export: [Dropdown]

As Of Date: Dec 15, 2023

Settings for basic honor roll list

6. 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:

Print Selected GP's:

Show Lowest Grade:

Exclude if qualifies for non-selected honor roll:

Show GPA Range on Export:

Show GPA:

Print Date and Time:

Include Address:

Append Sidno to Export:

Export: [Dropdown]

As Of Date: current date

Certificate

Print Certificate:

Uppercase Certificate:

Left Signature:

Right Signature:

Principal: [Field] Signature Image: **003**

false Signature Image: [Field]

If your Principal has a digital signature on file, click here and select "003 Principal"

7. (Optional) Run the **Grade Distribution Report** to analyze the number/percent of marking period grades by teacher/course/student
 - a. Go to *Grades>Count>Grade Distribution Report*
 - b. On the Setup screen:
 - Marking Period: = **P2**.
 - As of Date: = **use the current date**
 - Active Courses Only: **check this box**
 - **Note:** Other selections can be made on the Setup screen to narrow your search results.
 - Click **OK**.
 - c. The results list teachers, their courses, the numbers and percentages of students earning each grade, and the overall course averages.
 - d. Click on the number to see the students receiving those grades.
 - e. **The “Grand Total” numbers at the very bottom will show counts for all courses in the listing.**