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

Preparing for Report Cards

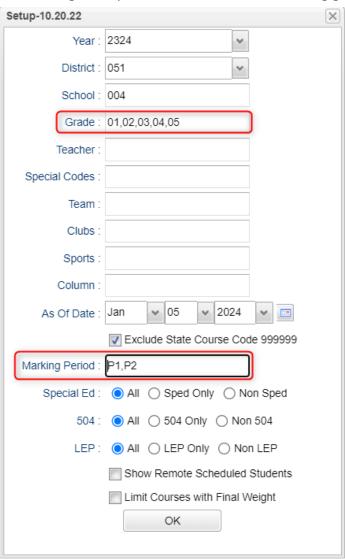
1. Check for Incomplete Grades: (usually grades 6-8)

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.

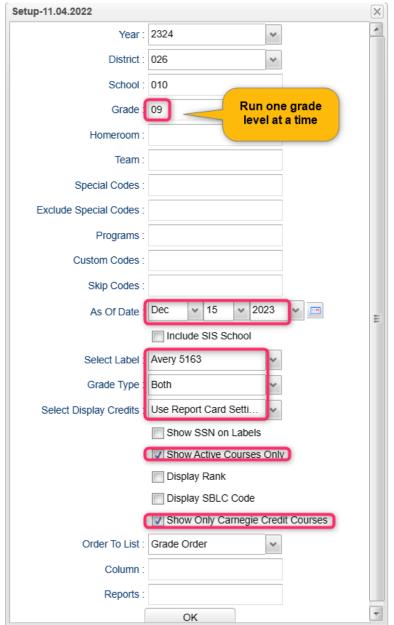
- a. Go to Grades > Lists > Incomplete Grades Audit.
- b. Check for "i" (incomplete) grades, which are the result of "i" grades given to assignments in the Gradebook.
- c. When the teacher updates the "i" assignment to a valid grade, then clicks "Save", the average is updated. This will result in an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

2. Check for MIssing Grades: Missing Grades Audit

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



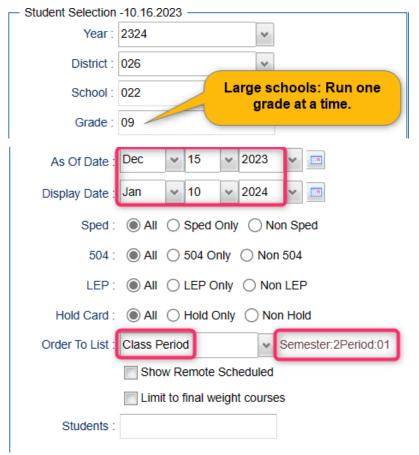
- e. Work with teachers to get up to date averages for students.
- f. If students are missing grades from previous schools, or the result of extreme mobility, go to POST GRADES BY STUDENT to manage the grades for the missing grading periods.
- g. Run this repeatedly to monitor teachers putting in grade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



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

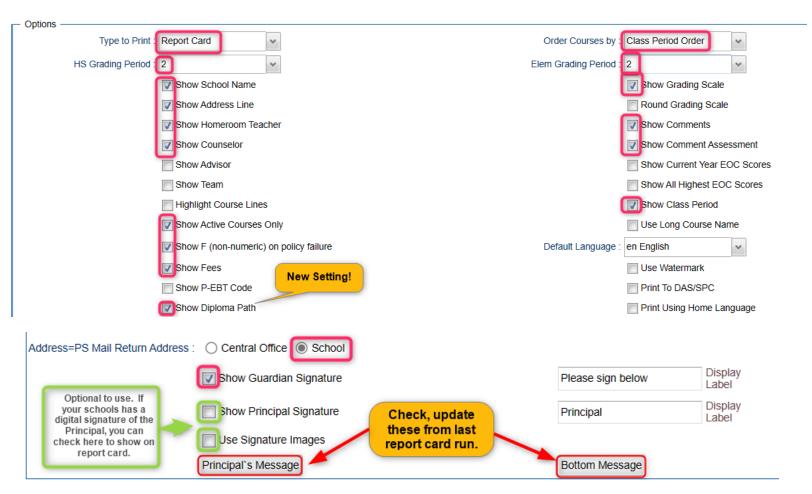
1. Left Side Settings:

- 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.



2. Right Side Upper Settings:

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



3. Right Side Bottom:

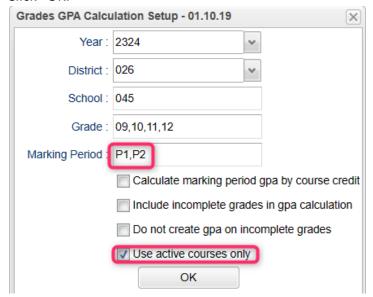
- a. Attendance From / To: Set for the first day of school to the last day of fall term.
- b. Skip Codes: Select the "P" codes.
- c. Check off "Absentee Summary".
- d. GPA: Place check for "Display GPA Line".



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

Calculate Current Year GPA

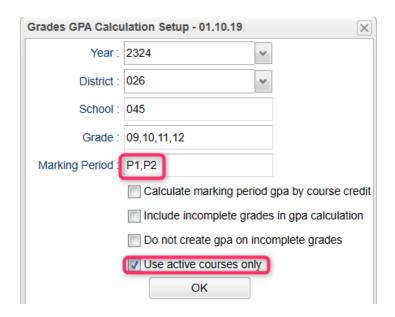
- a. Set for grades that use the gradebook.
- b. Marking Period: Set to P1 and P2.
- c. Check the last box, "Use active courses only"
- d. Click "OK."



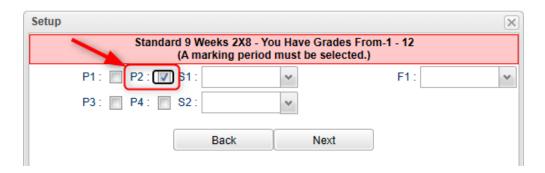
- e. The gpa's of the students will be updated prior to printing the report card.
- 5. **Click "Print"** to print the report cards.
 - a. In the pop-up window, click "Yes."
 - b. Preview report cards prior to printing on paper for distribution to students.
 - c. **Tip**: Save a pdf copy of the report cards as a reference in case of questions later.

Creating Honor Roll Listings

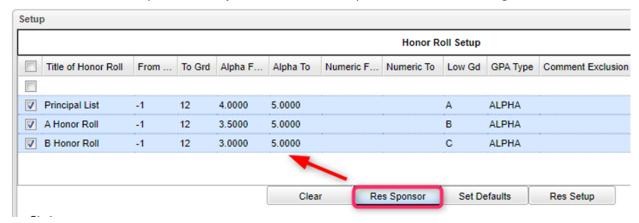
- 1. Go to Grades > Lists > Honor Roll
- 2. At the bottom, click the "Calc GPA" button to update GPAs.
 - a. Grade: Grade levels that use the gradebook
 - b. Marking Period: P1, P2.
 - c. Use active courses only: "checked"



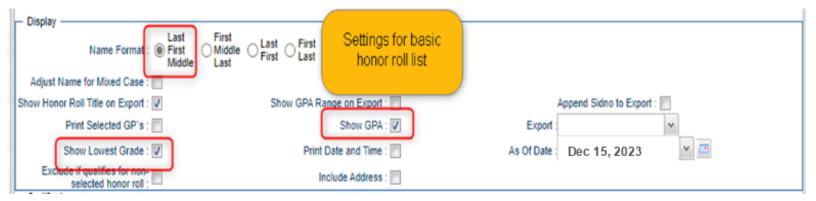
- d. Click "OK" then give it a minute or two to update the gpa calculations.
- e. Afterwards, click the "Next" button.
- 3. Select "P2", then click "Next".



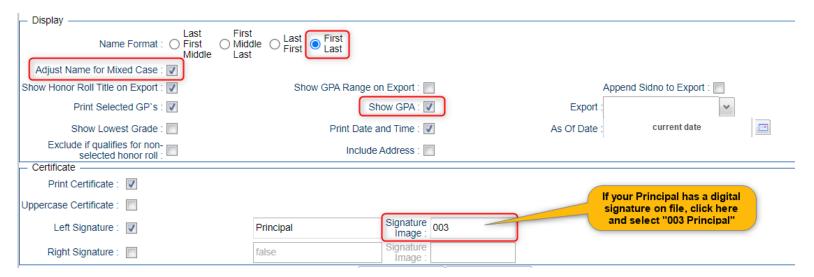
4. On the next screen, tap the "Res Sponsor" button to update honor roll settings.



- 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



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.



- 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.