

End of Year Checklist - Middle Schools 2018-2019

Below is a checklist of procedures associated with closing of a school year for middle schools. Once each task is completed, please place initials documenting completion.

1. ___ **Principal Communicate Grades Deadline for Teachers**

- Principal communicates deadline for all assignments to be in WebGradeBook via emails, websites, or other means.
- Place reminders by the sign in book, teacher's lounge, etc...

2. ___ **Check for Missing Grades (COMPLETE MORE THAN ONCE)**

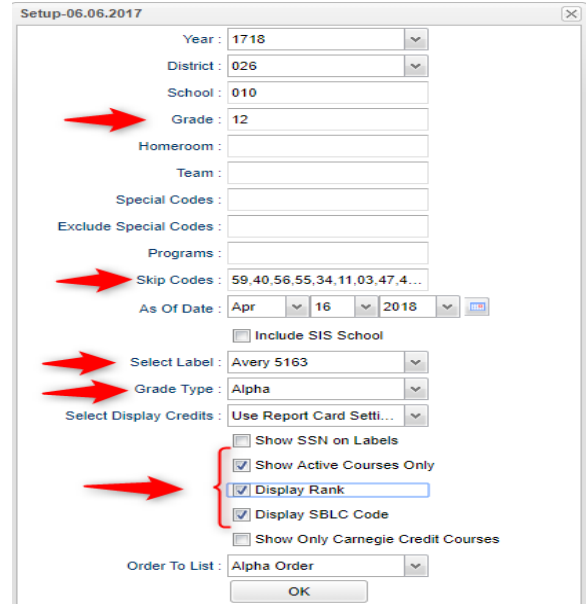
Check for missing grading period grades by running the Missing Grades Audit and / or printing a plain paper Cumulative History label (kind of like a mini report card).

Missing Grades Audit → **Go to Grades > Entry > Missing Grades Audit**

- Use this report to check for missing grading period grades. This is important because a missing grading period average will result in no final being calculated for the course.
- This report is also good to check for missing semester averages after calculating semester grades. Set for **"S2"** to see students who did not get a semester grade average for a class.

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 averages, come back to this report to review any missing semester averages.
- After grades are checked and finalized, use this report to print labels for the cumulative folders.



3. ___ **Incomplete Grade Audit (COMPLETE MORE THAN ONCE)**

Go to Grades > Lists > Incomplete Grades Audit.

- Check for **"I"** (incomplete) grades, which are the result of grades given to assignments in WebGradeBook.
- 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.

4. ___ **District Test Coordinator - Import EOC Scores**

Go to *Grades > Import > Import Test Scores*.

- Usually done by the District Test Coordinator, the EOC scores are imported for EOC classes at the middle school level.

5. Calculate Semester Averages (COMPLETE MORE THAN ONCE)

Run an initial calculation of final averages to review and check.

Go to Grades > Lists > Report Cards. At the bottom of the screen, click the “Mass Calc Sem/Final Grades” button.

6. Print Grade Sheets (COMPLETE MORE THAN ONCE)

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.

Please Note: Teachers need to print a copy of their Attendance Roll book and Grade book to keep for documentation purposes

- Select classes and “Print”.
- Give to teachers asking them to review, indicate any problems, and sign/date.
 - Save this copy for reference if needed in case of problem.
- As a result of the feedback, if needed, update missing grades, resolve any possible issues.

7. Repeat Mass Calculate Semester Averages

Go to Grades > Entry > Post Grades Master > Admin > Mass Calculate Sem/Final Averages OR Grades > Lists > Report Cards

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

8. Identify Students with Failing 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 “S1 and S2”; “Nine Weeks Semester 1 and 2 grades”, then click on the count of “F” grades on the bottom row of the report.
- These lists are not only handy for determining promotion / retention, but also for new year scheduling or summer school lists.

9. ___ Identify Students to be Possibly Retained due to High Absenteeism

The denial of credit is posted to the "Semester" average and is noted with an asterisk (ie... 2f*). Classes with an "F" average are set to "hide" so that a denial is not posted to classes that are already failed due to academics.

- Go to **Attendance > Counts > Attendance by Course and History**. Set for date range, grade level, counts to search for, skip codes, and a posting of denial to S1 or S2. Setup is shown below.

Setup - 06.06.2017

Year: 1718
District: 026
School: 017 Only?

From Date: Jan 10 2018
To Date: Apr 16 2018

Grade: 12

Full Threshold: 10 >= = <=
Half Threshold: 5 >= = <=

Skip Codes: 02,58,29,57,23,26,21,22,...

Students:

Print Break on Homeroom
 Show Remote Scheduled Only
 Active Only
 Carnegie Credit Courses Only

Show Half/Full Totals in History
 Courses On This Campus Only
 Active Schedules Only
 Ignore 'Do Not Post Grade' Courses

Include: Address Signature

Sped: All Sped Only Non Sped

Update Manually Posted Grades

Marking Period: S2 Hide <= F Hide <= -1

Marking Period to Post *: S2

Remove * From Selected Marking Period Grades

Marking Periods to Remove *:

Course Long Name Options
 Display Long Course Names en English : Language

OK Letters

- When the listing of students comes up, [review the results with the administration and CWA Attendance Supervisor](#).
 - Click the select cell for students / courses to have a denial of credit posted.
 - Floating iGear is available to investigate students.
- Click the "Auto Fail" button to post a fail average to the courses selected (ie... 2f*).
 - Need a report of these denials? Run the **Non-Academic Failure Review**. [Use this report to obtain a list of students given denial of credit due to attendance](#).
 - Go to **Grades > Lists > Non-Academic Failure Review** and set for "Attendance Violations"
 - Review for denials in the S1 or S2 column
 - Daily Absentee List**: Use this report as an easy way to list students who have missed a large number of whole or half days. Run in *Summary* mode.
 - Go to **Attendance > Lists > Daily Absentee List**

10. ___ Assign SBLC (Retention) Codes

Go to Student Master > Loaders > SBLC Code Loader.

- Use the SBLC Code Loader to mark students as "Retained".
- 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.
- To load 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. A listing of SBLC codes, click here: SBLC Codes

11. ___ Print a List of Retained Students

Go to Student Master > Lists > Retained/Promoted List.

- Print a listing of Retained Students for the Principal to review and approve.

12. ___ Print Final Report Cards

Go to Grades > Lists > Report Card.

Please Note: EdGear will assist schools (during training) with setup for them to use to run Final Report Cards

- Printing Final Report cards is similar to other times in the year with the exception of the following:
- Set Type to "Final PS Mail".
- Set option to Show EOC scores if EOC courses are taught at the Middle School.
- Be sure to click the "Update GPA" and "Mass Calc Sem/Final Grades" button prior to printing.
- Save report card files as a PDF file (print two copies to keep at school site for documentation purposes: 1. Place in a binder at school site; 2. Place copy in student CUM folder)
- **VERY IMPORTANT: SCHOOL MUST VERIFY ALL REPORT CARDS TO MAKE SURE NO GRADES ARE MISSING FOR STUDENTS**
- Save PDF file under the following: Final Report Card 1819 School Name Site # (i.e. Final Report Card 1819 Broadmoor High School 016)
- Email Final Report Card PDF file to the SIS Team (sisteam@ebschools.org): **VERY IMPORTANT** – Please make sure you use the exact verbiage given below in the subject line to secure the file. (see additional instructions at the end of packet)

***Subject Line:** Secure Final Report Card 1819 School Name Site # (i.e. Secure Final Report Card 1819 Broadmoor High School 016)

****Must be emailed by 9:00 am Friday, May 24th****

- Use the following setup screen options:

The screenshot shows the 'Options' screen for printing report cards. It includes several sections:

- Type to Print:** Final Report Card (PS ...)
- HS Grading Period:** 6
- Order Courses by:** Class Period Order
- Elem Grading Period:** 2
- Default Language:** en English
- Show options (checked):** Show School Name, Show Address Line, Show Homeroom Teacher, Show Counselor, Highlight Course Lines, Show Active Courses Only, Show F (non-numeric) on policy failure, Show Grading Scale, Show Comments, Show Comment Assessment, Show Advisor, Show Current Year EOC Scores, Show Class Period, Use Long Course Name.
- Show options (unchecked):** Show Team, Show All Highest EOC Scores, Show Fees.
- Top Margin Spacing:** (dropdown)
- 4x4 Option:** Format 1 (selected), Format 2
- SBLC Description:** Single Line (selected), Multi Line
- Address=PS Mail Return Address:** Central Office (selected), School
- Signature options:** Show Guardian Signature, Show Principal Signature, with corresponding text boxes and 'Display Label' checkboxes.
- Buttons:** Principal's Message, Bottom Message
- Non Grades section:**
 - Display the below items
 - From: Aug 09 2018
 - Thru: May 22 2019
 - Skip Absence Codes: 01,02,03,04,06,07,10,11,1...
 - Absentee Detail (unchecked), Absentee Course (unchecked), Absentee Summary (checked)
 - Discipline (unchecked)
- GPA options:**
 - Display GPA Line (checked)
 - Display Current Year Cumm GPA (unchecked)

13. ___ **Dropping Students - End of Year**

- All drops and gains are done on the **first day of the next school year (8/8/2019)**.

14. ___ **Grading Period Lock**

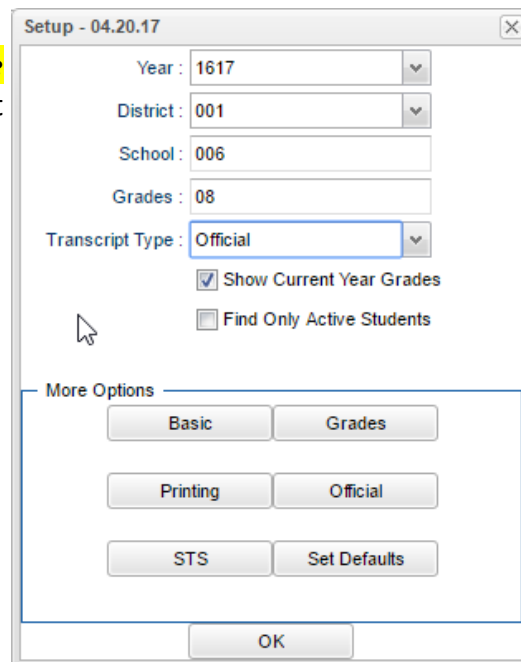
Go to Grades > Loaders > Grading Period Lock

- Grading Periods in WebGradeBook will be **LOCKED** by the district office on **May 23rd** at the close of business day to preserve the integrity of the assignment records.

15. ___ **Print and Check 8th Grade Transcripts**

Go to Transcripts > Entry > Transcript Workstation > Print Multiple

- In Transcript Workstation, use the Print Multiple button to print Transcripts to be checked for Carnegie unit credits earned in Middle School/Junior High.



Once the above steps have been completed and initialed by the person who completed each task, please have your principal sign, scan and email this document to the following address sisteam@ebschools.org and TBrazier@ebschools.org

Principal Name

Principal Signature

Counselor Name

Counselor Signature

School Location Name & Number

Date