JCampus – Processing 2nd Nine Weeks Grades

2019-20

Office Edition

Elementary/Middle Schools

This document will provide you with step by step instructions to successfully complete your second nine weeks report cards.

Week of December 9, 2019

❖ Inform your teachers of your self-imposed deadline to enter all second nine weeks grades and comments into their Grades. Data Management recommends end of school day on Monday, January 6. Data Management will lock the ability to enter grades for the 2nd nine weeks in Grades at 9:00 a.m. on Wednesday, January 8. Report cards must be sent home on Thursday, January 9.
NOTE: Administrators can use the message system on the JCampus "Welcome" page to display such deadlines. Click the page icon (New Announcement) located under the word "Welcome." Complete the "Announcement Editor" screen and click "Save."

❖ Run the **Assignment Audit** report to access 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 = "P2."

   • Report = "Greater Than or Equal to Per Category."

- Assignments = "0."

- Report Type = "Detailed."

- From Date = First Day of School.

- To Date = Today's Date.

2. Click OK to get the report. <u>Please be patient</u> 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.

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 - Click *Grades>Entry>Gradebook* 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 first Marking Period, then click "OK" to get results. Click grade counts 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 = "P2"

2. Students with missing marking period averages will be displayed with grading period columns on the right (P2). Sort the report by teacher, student, or course to work with teachers on getting student averages up to date.

Friday, December 20, 2019

December 20 is the last date of the second marking period (nine weeks). All first nine weeks grades and comments MUST be entered in teachers' Grades by 9:00 a.m. on Wednesday, January 9. Comments originally made by teachers in their Grades for interim reports are still in their Grades. Teachers must update these comments to reflect grades for the nine weeks report cards.

Saturday, December 21, 2019

Teachers will have access to their second nine weeks Grades starting Saturday, December 21. Teachers must use caution between Saturday, December 21 and 9:00 a.m. on Wednesday, January 8 as they will have access to both their second and third nine weeks Grades. They must enter grades accordingly.

Monday, January 6 – Wednesday, January 8

❖ Do you need to enter averaged nine weeks grades from a paper gradebook (vacancy position)? If so, use the **Post Grades Master** (Grades>Entry>Post Grades Master).
❖ Do you need to enter nine weeks grades for individual students? If so, use the **Post Grades By Student** (Grades>Entry>Post Grades By Student).
❖ Tip sheets for these reports are available in the JCampus help tab. (Question mark, top right).
❖ Run the **Assignment Audit** report to ensure the minimal numbers of grades are being entered by your teaching staff.
❖ Run the **Missing Grades Audit** report to check for students lacking nine weeks grades.

Wednesday, January 8, 2019 @ 9:00 a.m.

At 9:00 a.m., Data Management will lock access to Grades for the second weeks to preserve the integrity of the assignment records. After 9:00 a.m. on Wednesday, January 8, teachers will no longer have the ability to enter grades in their Grades for the second weeks marking period. Teachers do not have to "post" grades. Grades and comments will be "captured" at 9:00 a.m. by virtue of Data Management locking the grading window.

# Wednesday, January 8, 2020 after 9:15 a.m.

Printing Report Cards

Grades>Lists>Report Cards. The steps below correspond to the numbers on the image.

1. Elementary: Select "1-5." Middle and High leave blank.
2. As of Date: "December 20, 2019."
3. Display Date: "January 9, 2020."
4. Order to List: "Class Period". Choose Semester: "2" and Period: "1."
5. Type to Print: "Report Card."
6. Order Courses by: "Class Period Order."
7. ____Grading Period: "2."
8. Check boxes as shown.
9. Optional.
10. Optional.
11. Optional.
12. Traditional Schedules: Always use August 8, 2019.
    Block schedules: Use first day of semester.
13. Select: "December 20, 2019."
14. Use Numbers: 03,04,40 (all of the Ps).
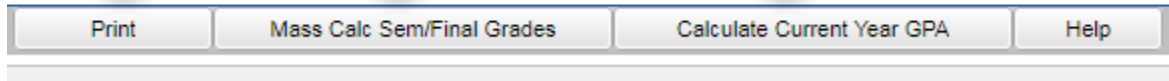
15. Click "Calculate Current Year GPA."
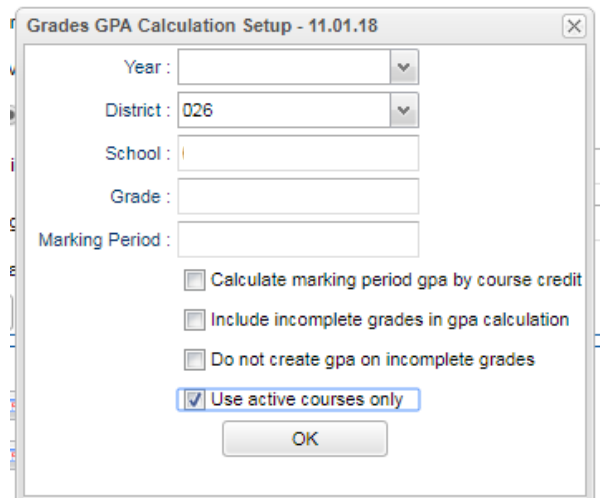   In Setup box:
    Grade = Blank
    Marking Period = Blank
    Uncheck 1st three boxes, check 4th box (Use active courses only).
    Click "OK."

Grades GPA Calculation Setup - 11.01.18   ✕

Year :	
District :	026
School :	
Grade :	
Marking Period :	

☐ 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

16. HIGH SCHOOLS ONLY. Elementary/Middle schools will do this in May.
17. Click "Print."
    In pop-up window, click "Yes."
    Preview reports prior to printing on paper for distribution to students.
    Print an extra copy for school records and download the file as a PDF on a school computer or flash drive.