

Make sure ACT 833 students are tagged to compute EOC calculation as 5%.

1. Go to Student Master. Find student. Click in Special Codes.
2. On insert row, select **ACS ACT 833 EOC Alternate 5% Scale**.
3. Set start date for beginning of the year, and do not put any end date.
4. Click green save button.

Monitoring Teacher Assignments in Gradebooks

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. Please be patient 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.

Course Name	Section	Enrolled	Assig...	Posted	Missing	Category	Wgt	Total Points
MATH 2	1	17	1	17		Assessments	75	100
MATH 2	1	17	1	17		Participation	25	100

Section 1 has two categories. Each has 1 assignment.

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. Grade counts are clickable to see students.

EOC LEAP 2025 Exam Grades:

1. For most sites, the exams will be handled one of two ways:
 - a. If entered by teacher: The teacher goes to grading period "2nd Sem Exam".
 - i. Create an exam assignment for 100, enter scaled score for each student.
 - b. If imported from test results, the test result will go directly to the teacher's gradebook as a scaled score in the "2nd Sem Exam".
 - i. The exam assignment scaled score will be in red, meaning "locked".
2. For either situation, it is important to check that EOC LEAP 2025 scores are in the 2nd Sem Exam (E2) column.

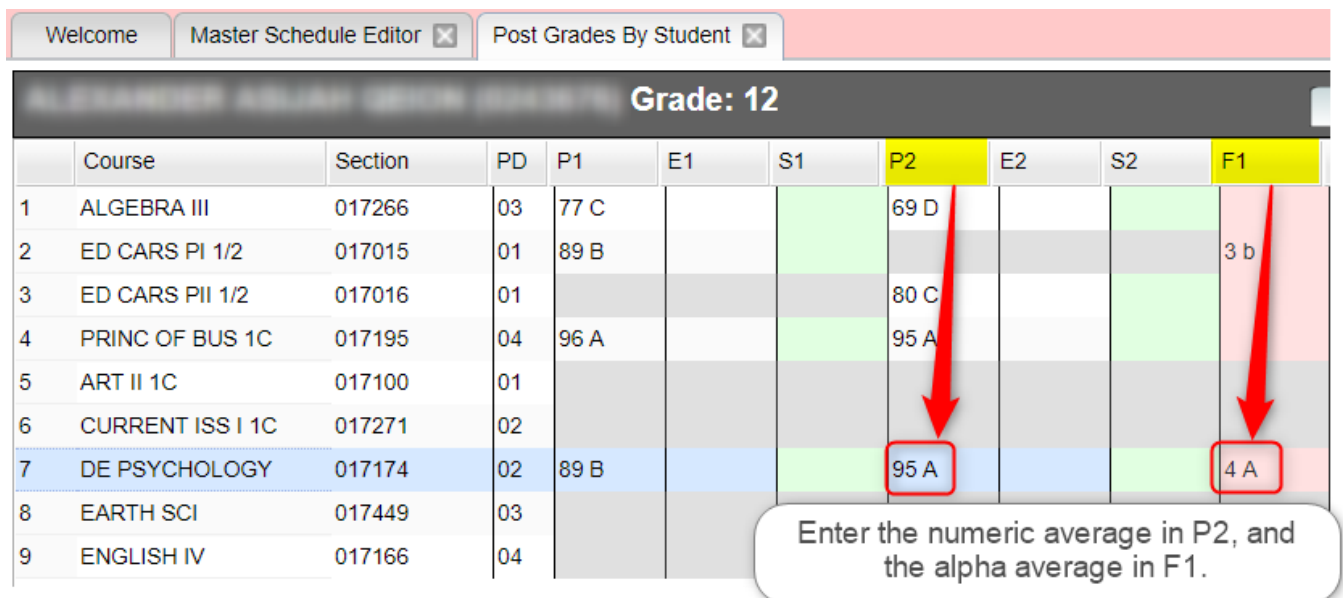
Entering Final Grades for DE Courses:

When entering final grades for DE courses, if there is a P1 grade for first report card, put the final grade in the P2 marking period **AND** in the final F1 column.

*For full credit, need a P1 and a P2 grade to go with the final grade.

*If there is only a P1 or only a P2 with a final grade, partial credit will be given.

1. **To update DE final grades one student at a time:**
 - a. Go to Post Grades by Student. **Leave in "Progress Report" mode.**
 - b. Find the student.
 - c. Enter last numeric average in the P2 cell.
 - d. Enter the last alpha average in the F1 cell. Final grade should be all caps indicating it was manually entered.
 - e. Hit the Save button.



	Course	Section	PD	P1	E1	S1	P2	E2	S2	F1
1	ALGEBRA III	017266	03	77 C			69 D			
2	ED CARS PI 1/2	017015	01	89 B						3 b
3	ED CARS PII 1/2	017016	01				80 C			
4	PRINC OF BUS 1C	017195	04	96 A			95 A			
5	ART II 1C	017100	01							
6	CURRENT ISS I 1C	017271	02							
7	DE PSYCHOLOGY	017174	02	89 B			95 A			4 A
8	EARTH SCI	017449	03							
9	ENGLISH IV	017166	04							

2. **To update DE final grades for a class roster of students:**

- a. Go to Post Grades Master.
- b. **4x4 Display:** set to "All".
- c. **Semester Grade Calculation...:** "Set to All Marking Period Grades..."
- d. **Grade Posting Mode:** Set to "Progress Report Mode".
- e. Click the Ok button.
- f. At the bottom of the screen, pick the teacher, then DE course.
- g. A listing of students will appear.

- h. In the P2 column, enter the final numeric averages. In the final F1 column, enter the matching alpha averages.

	SIDNO	Student Name ^ 2	Grade	P1	E1	S1	P2	E2	S2	F1
1	0		12	85 B			99 A			4 A
2	0		12	98 A			100 A			4 A
3	0		12	87 B			98 A			4 A
4	0		12	99 A			95 A			4 A
5	0		12	100 A			96 A			4 A

- i. Be sure to click the "Save" icon at the top when done. Final grades should be all caps indicating these were manually entered.
- j. **Tip: Need to duplicate grades?**
 - i. Click the "Grades" icon at the top, then select "Duplicate Grade".
 - ii. Select the column to post to (ex... "F1").
 - iii. At the bottom, enter the score (numeric if for P2, alpha if for F1).
 - iv. Tap "Apply Duplicate".
 - v. You will see the grade duplicated for all students in the column.

Managing Manually Entered Final Grades

For this year, if a final is manually entered on a full credit course, and the course has just a P1 or just a P2, the course will get partial credit.

- Example: P1 = **blank** P2 = 97A F1= A, then Credit Earned = .5 or other half value of course.

For this year, if a full credit course has a P1 and P2 grade with a final, the course will get full credit if passed.

- Example: P1 = 95A P2 = 97A F1 = A, then Credit Earned = 1 or other full credit value of course.

General Rule:

- If a course is to count for full credit value, make sure all marking period grades are present with the final.
- If a course is to count for partial credit value, make sure only one of the marking period grades are present with the final.

Checking for Missing Grades

- For a final grade to be calculated, there needs to be a full set of marking period grades, as well as a check for exam grades on EOC LEAP 2025 courses.
- 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.
- 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" (or if needed, P1 and P2)

Setup-05.15.18

Year : 1920

District : 026

School : 010

Grade :

Teacher :

Special Codes :

Team :

Column :

As Of Date : Dec 08 2019

Exclude State Course Code 999999

Marking Period : P2

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

- 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.

5. Checking for missing EOC LEAP 2025 exams: Set for E2 and "Limit Courses with Final Weight".

The screenshot shows a dialog box titled "Setup-05.15.18" with a close button in the top right corner. The dialog contains several input fields and checkboxes. The "Year" field is set to "1920", "District" to "026", and "School" to "010". The "Grade", "Teacher", "Special Codes", "Team", and "Column" fields are empty. The "As Of Date" is set to "Dec 08 2019". There is a checked checkbox for "Exclude State Course Code 999999". The "Marking Period" field is set to "E2" and is highlighted with a red rectangle. Below this are radio button options for "Special Ed" (All selected), "504" (All selected), and "LEP" (All selected). There is an unchecked checkbox for "Show Remote Scheduled Students" and a checked checkbox for "Limit Courses with Final Weight", which is also highlighted with a red rectangle. An "OK" button is at the bottom.

6. To check for missing final grades, set for "F1".

How to Calculate Averages for the Fall Courses:

When all gradebooks are ready to go, missing grades are addressed, exam grades are in, etc... do the following:

1. Go to Report Cards.
2. At the bottom, click the "Mass Calc Sem/Final Grades" button.
3. Set as follows: Year = "1920", Grades = "9-12", 4x4 = "Both", Semester Grade Calc = "All Marking Period Grades....".
4. Place a check for "Calculate for Completed Courses Only", then "Fall".
5. Tap the Ok button. Give it a while. When done, final grades will have been calculated for fall classes.
6. Note: This process can be repeated as needed.
 - a. Usually a school does an initial run, checks final grades, then runs again to make sure all is up to date.

Mass Calc Sem/Final Grades - 03.29.19

Year : 1920

District : 026

School : 010

Grades : 09,10,11,12

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.

Calculate for Completed Courses Only

4x4 Term to calculate : All Fall Spring

OK

Identify Students with High Absences for Possible Denial of Credit:

The denial of credit is posted to the "Final" 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 F1. Setup is shown below:

NOTE:

Sort by letter by clicking the on the word "Description."
Click in the boxes next to all the D,E, and P. Leave all the S and U unchecked. ▼

Value	Description
<input checked="" type="checkbox"/>	02 D Dr Note Verified*
<input checked="" type="checkbox"/>	16 E Court
<input checked="" type="checkbox"/>	50 E Excused
<input checked="" type="checkbox"/>	06 E Extenuating Circumstances
<input checked="" type="checkbox"/>	48 E Late Bus
<input checked="" type="checkbox"/>	24 E Late to school/Early Depart...
<input checked="" type="checkbox"/>	01 E Received contact from parent
<input checked="" type="checkbox"/>	18 E Religious Holiday
<input checked="" type="checkbox"/>	40 P Attendance Makeup
<input checked="" type="checkbox"/>	03 P In School Suspension
<input checked="" type="checkbox"/>	04 P School Business/Ed Trip
<input type="checkbox"/>	09 S Out of School Suspension
<input type="checkbox"/>	28 U Checked in by parent
<input type="checkbox"/>	27 U Checked out by parent
<input type="checkbox"/>	05 U Dr./Parent Note Needed
<input type="checkbox"/>	19 U Late to school
<input type="checkbox"/>	08 U Skipped
<input type="checkbox"/>	14 U Tardy to class
<input type="checkbox"/>	30 U Unexcused Absence

When the listing of students comes up, review the results with the administration.

- 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 students/courses selected (ie... 2f*).

Need a report of these denials? Run the **Non-Academic Failure Review**.

- Go to *Grades > Lists > Non-Academic Failure Review* and set for “**Attendance Violations**”
- Review for denials in the F1 column.

Checking Fall Final Grades of Students:

Best way to check final grades of students is to print a report of grades for each student and scan for problems.

1. Go to the **Cumulative History Label**.
2. Set for 1920, Grade = Lowest grade level up to highest (large schools may want to run one grade at a time), As of Date = Current Date.
3. Select Label = “Avery 5163”, Grade Type = “Both”, Select Display Credits = “Use Report Card Settings”, place a check for “Show Active Courses” and “Show only Carnegie Credit Courses”, Order to List = “Homeroom Order” or “Alpha”
4. Click of OK gives a listing of students after a little while. Set starting row to 0. Click the select all box, then click “Print”.

Setup-06.03.19

Year : 1920

District : 026

School : 022

Grade : 01,02,03,04,05,06,07,08

Homeroom :

Team :

Special Codes :

Exclude Special Codes :

Programs :

Skip Codes : 03,04,40

As Of Date : Dec 09 2019

Include SIS School

Select Label : Avery 5163

Grade Type : Both

Select Display Credits : Use Report Card Settings

Show SSN on Labels

Show Active Courses Only

Display Rank

Display SBLC Code

Show Only Carnegie Credit Courses

Order To List : Alpha Order

OK

5. What are you looking for?
 - a. Looking for fall classes that should have final grade, but do not.

Subject	P1	E1	S1	P2	E2	S2	F1
ENGLISH AS A SECOND	83C						
Reading I ESL	69D			73D			1D
HEALTH EDUCATION .5CR				84C			2C
Physical Education I: .5 Cr 1	80C						2C
Language of Math Part 1 for 286B				82C			3B

- b. What do I do if the class is supposed to have a final grade?
 - i. Fill in the missing grade marking period grade either in gradebook or Post Grades by Student / Report Card mode, OR....
 - ii. If the student has a P2 score only, and you want to award partial credit, manually enter a final grade. The student will only get half credit for the class, OR....
 - iii. If the student has a P2 score only, and you want to award full credit, enter a P1 grade to go with the P1, then save to get a final.

Including Current Year Fall Final Grades on the Transcript

1. Go to Transcript Workstation
2. At the setup box, be sure to place a check for "Show Current Year Grades".

Setup - 11.07.19

Year: 1920

District: 026

School: 023

Grades: 09,10,11,12

Transcript Type: College

Show Current Year Grades

Find Only Active Students

Include SIS School

More Options

Basic Grades

Printing Official

Set Defaults

OK

- When a student’s transcript is opened, any current year course with a final will be in a pink shading and have a “G” indicating current year grade.

D	GRP	Course	F	F1a	F1yr	R3	CP	CE	H	G	S-Code	Grade-Source	PE	DS	S
						<input type="checkbox"/>									
	1	INT COMP	4	A	17	<input type="checkbox"/>	1.0	1.0			120399	026001 JOH...			
	1	READING I	3	B	17	<input type="checkbox"/>	1.0	1.0			120321	026001 JOH...			
	1	READING II	3	B	17	<input type="checkbox"/>	1.0	1.0			120322	026001 JOH...			
	1	ENGLISH I 1C	3	B	18	<input type="checkbox"/>	1.0	1.0			120331	026010Bonn...			
	1	TECH WRITG 1C	3	B	18	<input type="checkbox"/>	1.0	1.0			120350	026010Bonn...			
	1	ENGLISH II	4	A	19	<input type="checkbox"/>	1.0	1.0		G	120332	026010Bon...			

Updating Cumulative GPA’s and Ranks to Include Current Year Final Fall Grades

- Go to Transcript Workstation.
- On the upper right, click ACTION, then “Rank Report”.
- At the rank setup box, set as shown:
 - Year = “1920”, Grade = “12”, GPA Display Type = “Alpha Basic”, Special Code Exclusion = “COA, SUR”.

Setup - 10.24.19

Year: 1920

District: 026

School: 051

Grade: 12

As Of: Dec 09, 2019

Age From: 0 To: 100

Minimum Units:

GPA Display Type: Alpha Basic

Special Code Exclusion: COA, SUR

Include SIS School Students:

Include Early Graduates:

Exclude Summer Graduates:

Exclude NR Students:

Include Replaced Grades:

View Previous Ranks:

Filters

Update GPA OK

Tap the **Update GPA** button. Set as shown.

- b. Year = "1920", Grade = "12", click to check "Use Current Grades".
- c. Click Ok to have the system update the cumulative gpa's to use fall final courses.
- d. When done, you will be returned to the rank setup box.

Transcript GPA Calculation Setup - 10.24.19

Year: 1920

District: 026

School: 051

Grade: 12

As of Date: Dec 9, 2019

Use current grades

0.5 credit to 1 credit course if only one semester posted, even if final posted

Use semester grades only

Use final grades only

Include P grade as failures

4. Click **Ok** on the Rank setup box to obtain a report of rankings based on gpa's that include fall final courses.

Updating Coding and Checking for STS Transmissions in January / Feb

1. **Make sure Transition Students are marked with Special Code of "TRA" with a start date of first day of school year and end date for end of year.**
 - a. Go to Student Master. Find student. Click in Special Codes.
 - b. On insert row, select TRA, then enter start date of beginning of school and end date for end of year.
 - c. Click green save button.

2. Run Carnegie Units Earned Report to check other coding for students.

- a. Go to Carnegie Units Earned Report.
- b. Set for current year, one grade level at a time.
- c. Other settings: Year = "1819", Grade = "12" or other grade level, check box for Show Highest ACT Scores, Run Absences, and "Both" for LEAP / EOC.
- d. TIP: After running the first time, come back to the "Columns" field and select only the columns you wish to review.
- e. Click Ok to obtain the report.
- f. Use the report to check for diploma pathways, career options, IBC's, passage of Grad Tests, Consent (Pii), Fasfa, and other areas.

Setup-10.15.19

Year : 1920

District : 026

School : 029

Grade : 12

Gender :

Ethnic :

Column :

Report Title :

Show SSN on Reports

Show Highest ACT Scores

Run Absences

Run Transcript

Show IBC Description

LEAP/EOC : LEAP 2025 EOC Both

Filters

Credits Req.

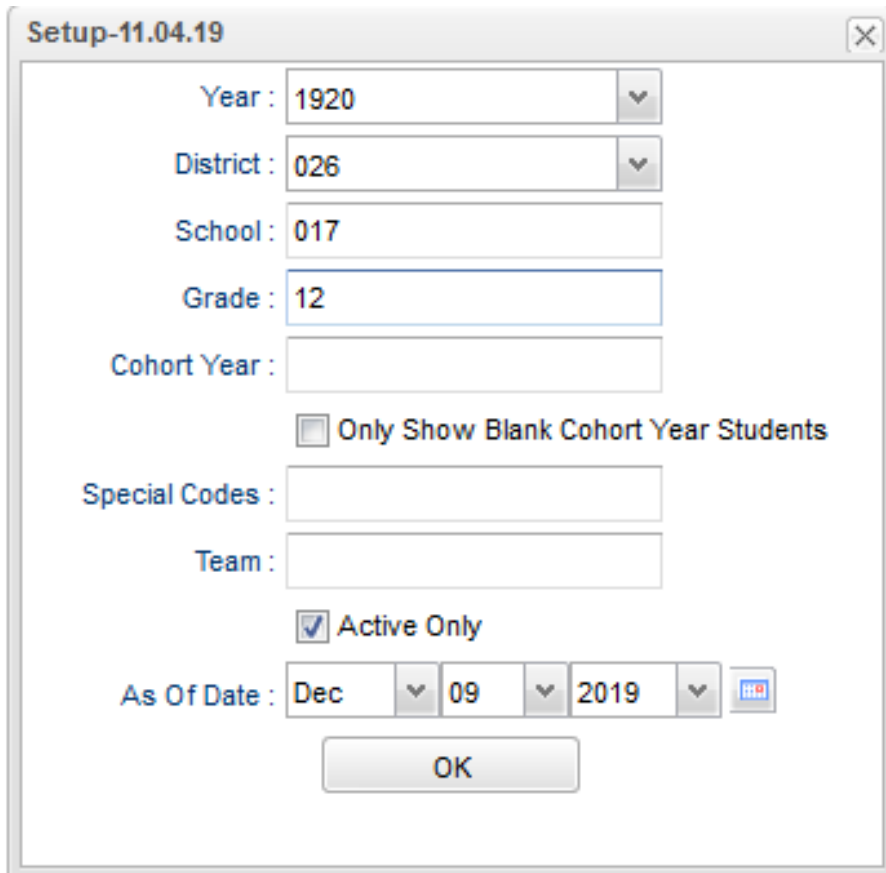
OK

Managing Cohort Year Information

Recently the cohort year was uploaded from the state system.

Most students matched up, but there were some that did not. Below is a way to manage cohorts for students who do not have a cohort year.

1. Go to Cohort Year Fast Loader
2. Set for Year = "1920", Grade = "12" or other grade level, check for "Active Only".
3. Click Ok.
4. After reviewing the report, sort the report on the Cohort Year column, or come back to setup and check "Only Show Blank Cohort Year Students".
5. Research student with a blank cohort by going to the iGear by the name.
 - a. Check the Student / Enrollment History to see if this gives a clue to cohort year.
 - b. Check the Transcript to see if this gives a clue to the cohort year.
6. Click in the empty cohort cell. This will place an asterisk in the cell.
7. On the right, click the cohort year to assign to the student. The cohort year will update.
8. The cohort year will show in Transcript Workstation, Carnegie Units Earned, and other reports showing cohort.



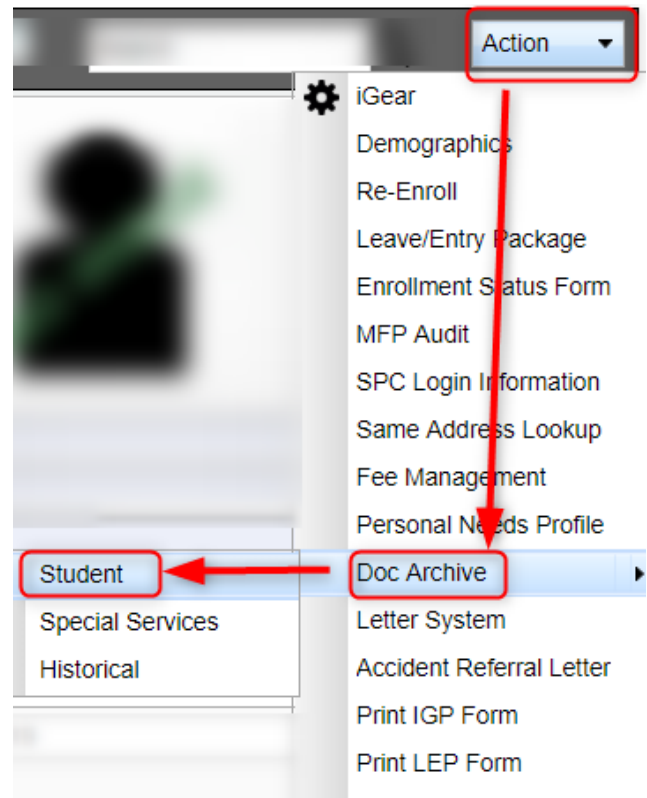
The screenshot shows a dialog box titled "Setup-11.04.19" with a close button (X) in the top right corner. The dialog contains the following fields and options:

- Year :** 1920 (dropdown menu)
- District :** 026 (dropdown menu)
- School :** 017 (text field)
- Grade :** 12 (text field)
- Cohort Year :** (empty text field)
- Only Show Blank Cohort Year Students
- Special Codes :** (empty text field)
- Team :** (empty text field)
- Active Only
- As Of Date :** Dec (dropdown), 09 (dropdown), 2019 (dropdown), and a calendar icon.
- OK** button at the bottom center.

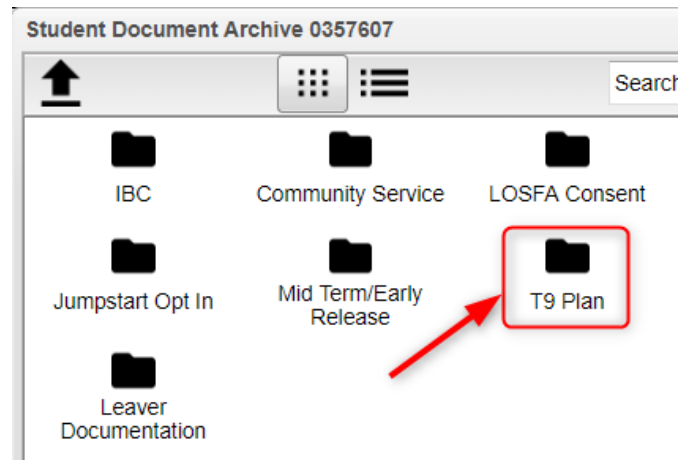
Assign a T9 Academic Plan to a Student

The steps below will show how to store a T9 academic plan for a student in the Document Archive system, then have it indicated as present on the IGP.

1. Complete a T9 Academic Plan form from Jefferson Parish.
2. Scan it as a pdf file.
3. Locate the T9 student in Student Master of JCampus.
4. Click the ACTION button on top right, then choose "Doc Archive" then "Student".



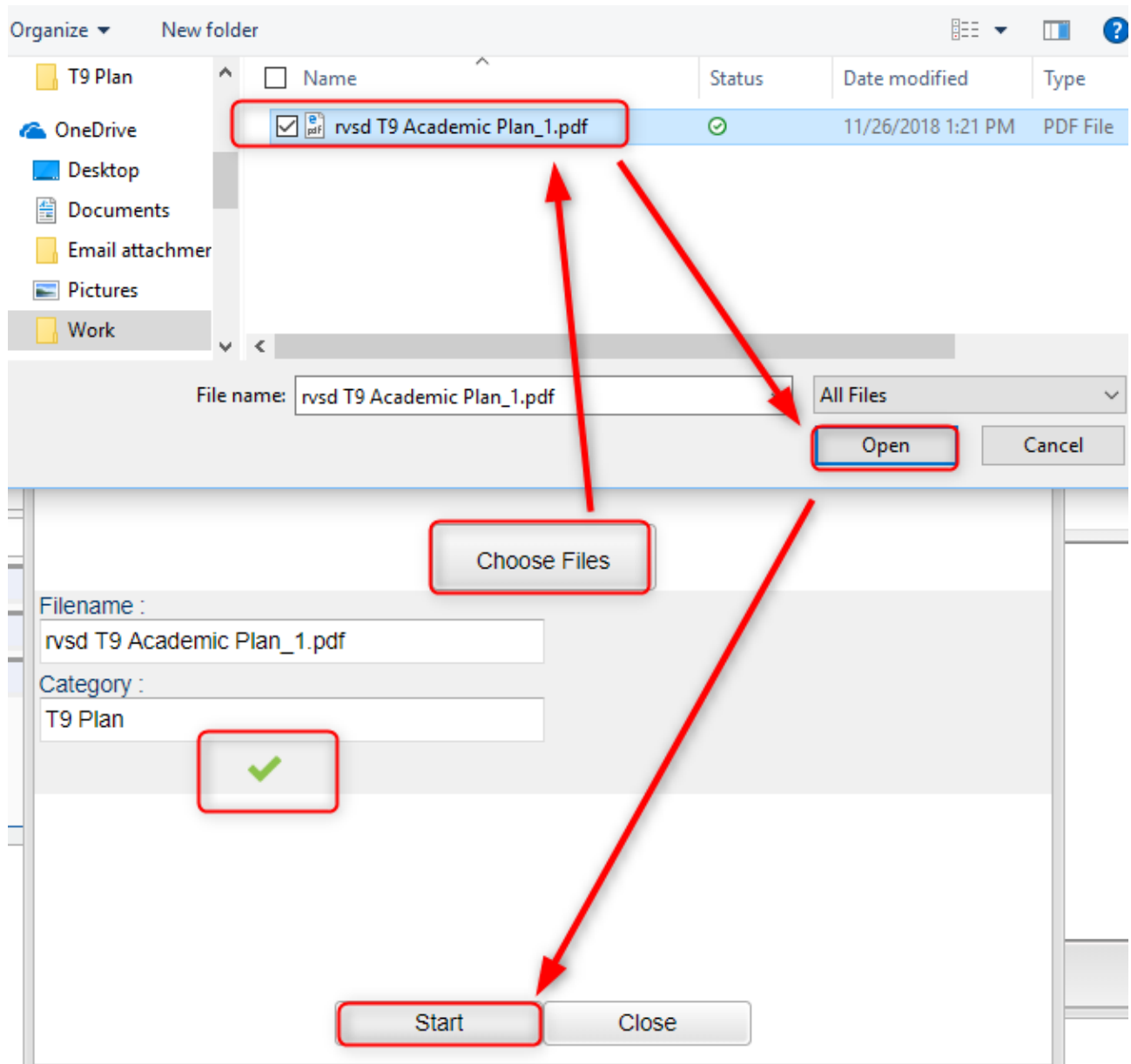
5. Double click on the folder labeled "T9 Plan".



6. Tap the "Upload" icon in the upper left.



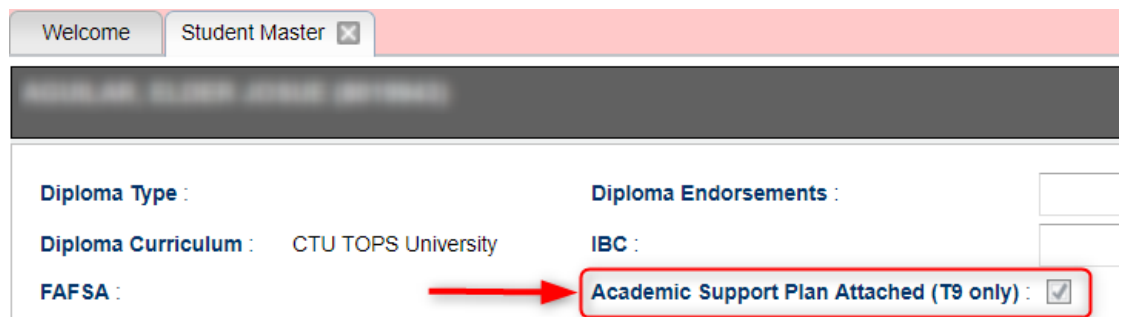
7. Select "Choose Files", then browse to the scanned copy of the T9 plan. Click to select it.
8. Click the "Open" or "Ok" button, depending on version of Windows being used.
9. Tap the "Start" button. A green check mark will be displayed when done. Click "Close" when complete.



T9 Academic Plan on the IGP

Once the T9 Plan is loaded to the T9 Plan Document Archive, an indicator on the IGP will display.

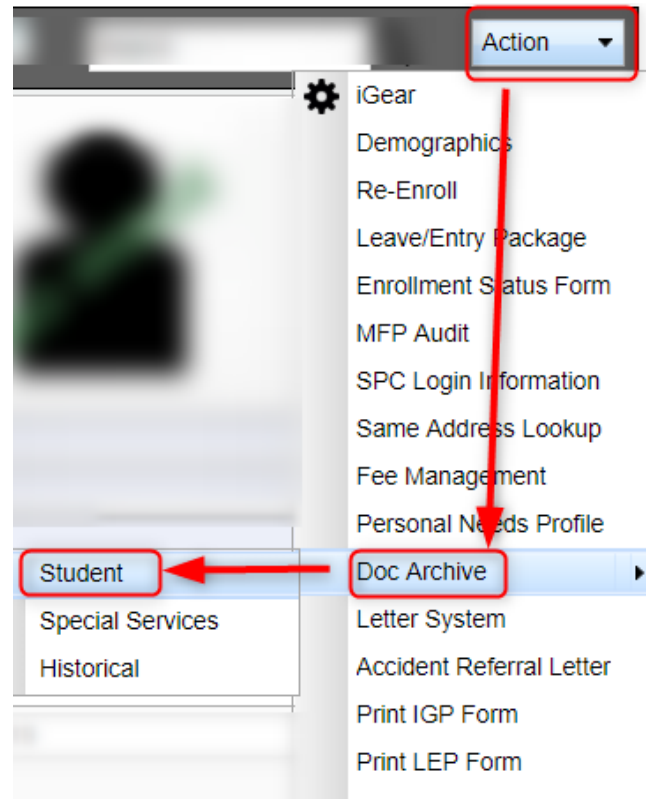
1. Go to Student Master, then find the student.
2. At the bottom, tap the "IGP" tab.
3. Once the IGP is opened, notice that for the student with a loaded T9 plan, there is now an indicator checked as shown.



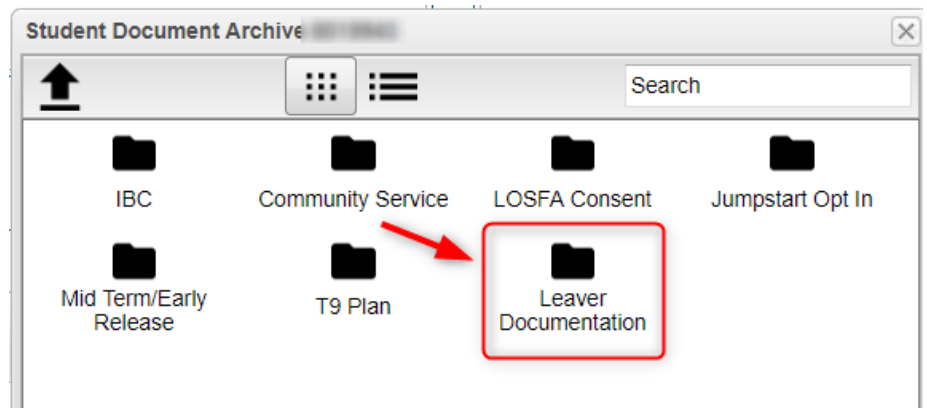
Adding Leaver Information to the Document Archive

Adding Leaver documentation is done just like adding T9 Plans. The only difference is that the information is uploaded to the “Leaver Documentation” folder.

1. Scan the leaver documentation as a pdf file.
2. Locate the departing student in Student Master of JCampus.
3. Click the ACTION button on top right, then choose “Doc Archive” then “Student”.



4. Double click on the folder labeled “Leaver Documentation”.



5. As in previous, click the “Choose Files” button. Browse to the file and select.
6. Click “Start” to complete the upload of the file to the Leaver Documentation folder.
7. To view, double click on the file.