



Please Note: EdGear will review and train school staff on the below items.
Date: April 30th, 2018 9:00 am – 11:00 am & 12:00 – 2:00 pm

End of Year Guide - High School Seniors 2018 - 2019

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

Many of the steps below are done more than once:

1. Early May for Seniors
2. Late May for Underclassmen.

1. ___ Principal Communicates Grade 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. ___ Enter Final Averages for Virtual or Other "Off Campus" Courses

For virtual courses, or other types of courses where the student is given a final for a course typically taught away from school (*ie, edgenuity, community college, technical college, university*), enter the final average of the course.

- Go to **Grades > Entry > Post Grades Master** (*work with a class of students*) OR **Post Grades by Student** (*work with a single student*) in “Progress Report” mode.
 - **Post Grades Master:** Set for grade level, then **Progress Report Mode**. On the bottom, locate teacher/class. Enter grades in the **S1** or **S2** cell, then click the **SAVE** icon at top.
 - **Post Grades By Student:** Set for **Progress Report Mode**. Find the student, enter grade in the **S1** or **S2** cell, then click **SAVE** button.
 - If the course is not in the Master Schedule, manually enter the final in **Transcript Workstation**.
 - **Go to Transcripts > Entry > Transcript Workstation.**

3. ___ Review and Update Codes related to Diploma Pathways and Career Options

For the State Transcript System (STS), update Student Master Special Codes related to diploma pathways. Then update the Career Options codes on the IGP Screen of Student Master.

Student Master Special Code for Diploma Path	IGP Related Information
CTU: TU TOPS University Diploma (Begin use for graduates of 2017-18)	No Career Option required
CCA: CA TOPS Tech Jumpstart Career Diploma (Begin use for graduates of 2017-18)	Career Option required. (Select from R, S, or T codes)
CJA: L1 TOPS Tech Jumpstart Career Diploma alternate pathway for students assessed on	No Career Option required.
CND: ND Not Declared. (Optional use only for grade 09)	No Career Option required.
COA: Certificate of Achievement (Local code used to identify student earning Cert of Achievement and keep out of ranking)	Not Applicable. Local code only. Not reported to state.
CO4: C4 Core 4 (Discontinue use after graduates of 2016-17)	No Career Option required
COB: C5 Basic Core (Discontinue use after graduates of 2016-17)	Cluster/Concentration required
CT4: C6 Core 4 with CTE (Discontinue use after graduates of 2016-17)	Career Option required. (Select from A codes - P codes)
COJ: Jumpstart (Discontinue use after graduates of 2016-17)	Career Option required. (Select from R-Regional, S codes, or T codes)
COD: CD Career Diploma (Historical career diploma/older graduates)	Career option code is CDV.

- Go to **Student Master > Loaders > Special Code Loader**. Set for one grade level at a time.
 - Use for Diploma Path, Consent, FASFA, TRA, ACS Act 833 5%, etc...
 - **NEW! Remember 1718 graduates need a FASFA code.**

Fastest Way to Update Career Options codes for CCA (Tops Tech Jump Start), CJA (Jump Start Alt Pathway):

- Go to **Student Master > Loaders > Career Loader**. Set Special Codes to CCA and or CJA.
- All of these students need a Career Option.

Fastest Way to Check Diploma Paths, Career Paths, IBC's and other areas:

- Go to **Transcripts > Lists > Carnegie Units Earned**. Set for Grade Level and columns to check such as Tests, Sped, Pii, Path, Career, and other areas desired to be checked.

Update Special Codes Related to Privacy in STS

- **CON:** Consent to share Pii (STS data shared to LOSFA - TOPS)
- **DNC:** Do not consent to share Pii (STS data not shared to LOSFA - TOPS)
- **Blank:** Do not consent to share Pii (STS data not shared to LOSFA - TOPS)

Update Act 833 Special Code if Needed

- Based on IEP of student.
- Special Code "ACS: Act 833 EOC Alternate 5% Scale" (Use to ID Act 833 student to ensure 5% calculation on EOC AND handle Y/N of passage of tests for graduation).
- Special Code "AC8: Act 833 Student (Use to ID Act 833 student to handle of Y/N of passage of tests for graduation).

Update State Student Information System (SIS) Additional Path Codes

- **OM2:** Op5 Non Diploma School/Program
- **OM3:** Op6 Connections Pathway (only grade 8)
- **OM4:** Op7 Skills Certificate after Connections Pathway
- **OM5:** Op8 Pursuing GED-HiSet after Connections Process
- **TRA:** Transitional 9th grade student. For student to be categorized as grade "T9" to State SIS system.

Fastest Way to Update Cluster/Concentration codes for COB (Basic Core) and COD (Career Diploma) Students

- Go to **Student Master > Loaders > Vocational Concentration Cluster Loader**. Set for Special Codes COB and COD.

4. ___ Review/Update IBC's Earned by Students in Current Year

IBC's are sometimes required for graduation in different Career Options courses of study. These need to be checked to make sure graduates have the IBC's needed to graduate.

- **Document Archive Districts: Fastest way to check IBC's:** Use the **Carnegie Units Earned Report**. Go to **Transcripts > Lists > Carnegie Units Earned**.
 - On setup, focus on the columns Path, Career Option, and IBC.
 - Check to see that students requiring an IBC have one in the report.
 - **What if there is one missing?**

- Scan the missing IBC, then upload into the student's Doc Archive (Student Master or Transcript Workstation / Action / Doc Archive / IBC).
- Upload the missing IBC using the IBC Editor located on the student's IGP Screen or Transcript Workstation
- **eScholar IBC Districts:** Go to STS and check the IBC's associated with the student.
 - Follow current IBC procedure established during the training.
 - "Document Archive" using districts:

5. 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.

6. Incomplete Grade Audit (COMPLETE MORE THAN ONCE)

- Check for "i" (incomplete) grades, which are the result of "i" 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 semester average.
- Go to **Grades > Lists > Incomplete Grades Audit**.

7. Import EOC Scores

- Usually done by the District Test Coordinator, the EOC scores are imported for EOC classes.
- The scores automatically go to the E2 area of the teacher's gradebook, as well as the student's test results.
- **Missing a test score?** Go to Test Score Editor to manually enter the missing information. (****Remember, only one designee per school site will have this security ONLY IF that individual attended the training and submitted the signed "Security Oath"**).
 - Go to **Grades > Entry > Test Score Editor**. Set for grade level, test type, and student.
 - Enter score, then click green save cell.
 - When entering a test exemption, be sure to enter all courses the student is exempted from. (ie... if student is exempt from all math, enter an exempt result for Algebra I and Geometry.)

8. ___ 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.

- Initially run for Seniors only. Underclassmen get processed a little later in a second batch when grades are complete for them.

9. ___ Check for Missing Semester Averages

This is basically a repeat of step #5, but here we focus on the final averages in **S1 or S2**.

- Using either the Cumulative History Label, or the Missing Grades Audit, check that students have a semester grade in courses that are needed.
- What do I do if there is a missing semester grade? Either of the following depending on the situation....
- Go to **Post Grades by Student** and manually enter the Semester.
 - You can ask the teacher to enter the final on the grade sheets (upcoming step), then hand enter the final grade.

10. ___ Identify Students With High Absences for Possible Denial of Credit

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.
- 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**

11. ___ Print Grade Sheets (COMPLETE MORE THAN ONCE)

- 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.
- Go to **Grades > Lists > Grade Sheets**
- 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.

Setup-01.17.17

Year: 1718

District: 017

School: 010

Course Grades:

Student Grade: ,09,10,11

Periods:

Grade Display: Both

As Of Date: May 03 2018

Show Remote

Course Long Name Options

Display Long Course Names en English : Language

Semester To Display Scheduled Students

4x4 Display: 1st 2nd 3rd 4th All

2x8 Display: 1st 2nd Both

OK

12. ___ Repeat Mass Calculate Semester/Final Averages (COMPLETE MORE THAN ONCE)

- Due to updates to averages based on feedback from Teachers and Grade Sheets, a repeat of calculating semester / final averages is performed.
- Run on Seniors first, then Underclassmen when ready.
- Go to **Grades > Entry > Post Grades Master > Admin > Mass Calculate Sem/Final Averages.**

13. ___ Check Test Scores for Seniors

Note: A "yes" for having passed graduation tests is needed for students **earning a graduation diploma (The "Yes" for passing graduation testing can be found on the student's transcript, the IGP screen or Carnegie Units Earned Report)**. Students not earning a graduation diploma, such as "COA Certificate of Achievement", do not have to have a "yes" for passage of test scores for graduation.

- Fastest way to check:** Run the **Carnegie Units Earned Report**. Focus on the columns **"Path"** and **"Tests"** on the setup box.
 - Go to **Transcripts > Lists > Carnegie Units Earned Report.**
- Another way to check:** Run the **Mass Print Test Score Cards**: Bulk print the Test Score Cards for Seniors.
 - Go to **Grades, Lists, then Mass Print Test Score Cards.**
- Need to Edit a Student's Test Scores? (**Remember, only one designee per school site will have this security ONLY IF that individual attended the training and submitted the signed "Security Oath").**
 - Go to **Grades > Entry > Test Score Editor**: Use this program to edit, as well as enter, any EOC scores needed for graduation. On setup box, set *Test Type* to *EOC* and/or *LEAP 2025*. (**Remember, only one designee per school site will have this security ONLY IF that individual attended the training and submitted the signed "Security Oath").

- **Tip:** Use the "Student" field to work with one student at a time when entering student test results.

14. ___ Run an Initial Cumulative GPA Ranking Report

Use the report to do a quick check that students have enough credits to graduate and get an initial look over of the ranks.

- Go to **Transcripts > Transcript Workstation / Action / Rank Report**.
- **Ranking Setup Screen:** Set for Seniors with any special code exclusions. Hit the **"Update GPA"** button.

- **GPA Calculate Setup Screen:** Initially set for Seniors. Later, set for underclassmen.

▪ **Note:** Always update the gpa and rank anytime things have changed. Doesn't hurt to rerun.

- You will be returned to the Ranking Setup Screen. Click the **OK** button.
- Focus initially on the **"Units Earned"** column. Make sure the Senior has enough credits to graduate.
- Review the initial rankings to see if things look appropriate.
- Students who do not have enough credits, or have a special code that is being excluded, will be at the bottom of the report.

- **TIP:** For underclassmen, use as a list to determine if students have enough Carnegie Units to move to the next grade level by setting the "Minimum Units" to be the amount needed to pass to the next grade.
- Sort the report on the **Units Earned** column.

15. ___ Print and Check Senior Transcripts

From **Transcript Workstation**, use the **Print Multiple** button to print Transcripts to be checked for graduation requirements.

- Go to **Transcripts > Entry > Transcript Workstation > Print Multiple**
- Check subject areas for graduation compliance. **Example:** 4 English courses, 4 Math courses, 1.5 PE courses, etc...
- Review credit site codes, especially for Dual Enrollment courses, which should have Post-Secondary site codes.

- **Tip:** Print in batches by "Special Code" (Example: Print by special code "CO4" for batch of Core 4 transcripts).

16. ___ Identify Students with Failing Grades

- Use the **Grade Distribution Report** to obtain lists of students that have failed courses for the year.
- Set the report to search for **Semester 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.
- Go to **Grades > Count > Grade Distribution Report**

17. ___ Assign SBLC (Retention) Codes

The SBLC code on student master is used to identify students as retained, or going to summer school, or other conditions.

- 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.
- **Fastest way to do this:** Use the **SBLC Code Loader**.
 - Go to **Student Master > Loaders > SBLC Code Loader**.
- To assign 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.

18. ___ Print a List of Retained Students

- Print a listing of Retained Students for the Principal to review and approve.
- Print a listing of Retained Students for the SIS Team after reviewed and approved by the Principal.
- Go to **Student Master > Lists > Retained/Promoted List**.

19. ___ (Alternative School) Drop Graduating Seniors from Alternative Site and alert the Student's Home School Site to Re-enroll Student for Graduation

- Drop Graduating Seniors from Alternative Site after the teacher at the Alternative Site has posted grades
- Home School Site must Re-enroll Graduating Seniors after the student has been dropped from the Alternative Site (**This will ensure that the student is included in the GPA rank and graduation count for the Home School. It will also minimize STS and SIS processing errors at the state level**).

20. ___ Repeat Cumulative GPA Ranking Report

- Repeat the GPA Ranking Report to adjust rank for any students who have been marked as retained.

- Go to **Transcripts > Lists > GPA Ranking Report**.
- Update the **Cumulative GPA** first by clicking the **Update GPA** button as a preparation step for running the ranking report.

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

21. Print Final Report Cards

Go to Grades > Lists > Report Card.

- Printing Final Report cards is similar to other times in the year with the exception of the following:
- Set Type to **"Final"**.
- 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@ebrschools.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*)

****PLEASE FOLLOW PAST DISTRIBUTION OF FINAL REPORT CARD PROCEDURES****

- **Use the following setup screen options:**

Options

Type to Print : <input type="text" value="Final Report Card"/>	Order Courses by : <input type="text" value="Class Period Order"/>
HS Grading Period : <input type="text" value="6"/>	Elem Grading Period : <input type="text" value="2"/>

<input checked="" type="checkbox"/> Show School Name <input checked="" type="checkbox"/> Show Address Line <input checked="" type="checkbox"/> Show Homeroom Teacher <input checked="" type="checkbox"/> Show Counselor <input type="checkbox"/> Show Team <input checked="" type="checkbox"/> Highlight Course Lines <input checked="" type="checkbox"/> Show Active Courses Only <input checked="" type="checkbox"/> Show F (non-numeric) on policy failure <input type="checkbox"/> Show Fees Top Margin Spacing : <input type="text" value=""/> 4x4 Option : <input type="radio"/> Format 1 <input checked="" type="radio"/> Format 2 SBLC Description : <input checked="" type="radio"/> Single Line <input type="radio"/> Multi Line Address=PS Mail Return Address : <input type="radio"/> Central Office <input checked="" type="radio"/> School <input checked="" type="checkbox"/> Show Guardian Signature <input type="checkbox"/> Show Principal Signature <input type="button" value="Principal's Message"/>	<input checked="" type="checkbox"/> Show Grading Scale <input checked="" type="checkbox"/> Show Comments <input checked="" type="checkbox"/> Show Comment Assessment <input checked="" type="checkbox"/> Show Advisor <input checked="" type="checkbox"/> Show Current Year EOC Scores <input type="checkbox"/> Show All Highest EOC Scores <input checked="" type="checkbox"/> Show Class Period <input checked="" type="checkbox"/> Use Long Course Name Default Language : <input type="text" value="en English"/>
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Non Grades

Display the below items

From :

Thru :

Skip Absence Codes :

<input type="checkbox"/> Absentee Detail	<input type="checkbox"/> Absentee Course	<input checked="" type="checkbox"/> Absentee Summary
<input type="checkbox"/> Discipline		

GPA options

Display GPA Line

Display Current Year Cumm GPA

22. ___ Post Diploma Endorsements for Seniors

In the *IGP* tab of Student Master, the user can enter the Diploma Endorsements of a Senior.

- **Fastest way to do this:** Go to **Student Master > Loaders > Diploma Endorsement Fast Loader**.
- Set for grade 12, then check option for "Append".
- Select students on the left, and the diploma endorsement on the right.
- For students earning IBC's, select the "J" code that matches the highest IBC earned.
 - Click in the **Endorsement** field to select from the following:
 - A1 Academic Endorsement with senior project**
 - A2 Academic Endorsement with 1 unit AP course and have attempted the AP exam**
 - A3 Academic Endorsement with 1 unit IB course and have attempted the IB exam**
 - A4 Academic Endorsement with 3 units non-remedial articulated college credit in core area**
 - B1 Career/Tech Endorsement with BESE approved industry-based certificate**
 - B2 Career/Tech Endorsement with 3 college hours in career tech area that articulate to postsecondary institution**
 - C1 Community Service Endorsement**
 - D1 AP course (test score 3 or higher)**
 - D2 1 IB course (test score 4 or higher)**
 - D3 DOE-approved equivalent summative test**
 - D4 4 units in World Language/7 units or more in world language immersion**
 - D5 Internationally-benchmarked language exam (DELF,DELE,ACTFL)**
 - D6 Primary Language w/Early Advanced on ELDA; DOE-approved equivalent summative test**
 - J1 Statewide Basic Credential**
 - J2 Regional Credential**
 - J3 Statewide Advanced Credential**
 - J4 Alternate Credential (Act 833 Only)**
- Click **Save** to store the entry.
- To get a list of students with Academic Endorsements, go to either of the following:
 - Go to **Transcripts > Lists > Carnegie Units Earned Report**. Look for the *Endorsement* column on far right.
 - Go to **Student Master > Lists > Prospective Graduation List**.

23. ___ Update FAFSA Status in Special Codes-Primarily for Juniors and Seniors (MANDATORY)

- **FAS:** FAFSA Completed
- **FDW:** FAFSA Hardship Waiver
- **FAW:** FAFSA Parent/Guardian Waived
- **FSE:** FAFSA Submitted with Errors (Not State Reported)
- **FTC:** FAFSA TOPS Form Completion

24. ___ Post Exits for Certificate of Achievement

In Student Master, locate the student leaving with a Certificate of Achievement.

- In the **Leave Date** field, select **62 O6 E Certificate of Achievement** with the **Leave Date** set to the **last day of school**.
- Click **Save** to store the leave information.

25. ___ Post Exits for Completers or Students Who Passed HighSet/GED

Posting these kinds of exits prevents dropouts against the school.

- In Student Master, locate the student exiting under one of these conditions.
- Click in the **Leave Date** field.

- Set the **Leave Date to the last day of school.**
- **Post a leave code of one of the following that qualify:**
 - L4 10 E Transfer out of state or country (*use for exiting foreign exchange students with exit documentation*)
 - 80 05 E GED Earned Only
 - 81 22 E Completer-GED-HiSet/Industry Certificate
 - 83 24 E Completer-Industry Certificate Only
 - 84 25 E Completer-Local Skills Certificate Only
 - 93 36 E State Skills Certificate
- Click **Save** to store the leave information.

26. ___ Post Exits for Seniors Retained Due to Testing or IBCs, but Have Completed All Carnegie Units

These Seniors have taken all classes needed to graduate and do not need to be rolled over to next year.

- Find the student in Student Master.
- Check to make sure the student has a SBLC code of either:
 - **T Retained – Failed to Pass Exit Exam (Seniors).**
 - **12 Retained – Failed IBC Credential Exam**
- Click in the **Leave Date** cell:
- Post a **Leave Date of the last day of school.**
- Select a Leave Code of **22 17 E Finished all but GEE/EOC Completed Carnegie Rqmts not GEE/EOC.**
 - Don't worry about using the same exit code for Tests or IBC, the job is to exit the student and keep from rolling over to next year.
- Click **Save** to store the leave information.
- When you find out that these students have passed the EOC, consult with your district sis team for proper year/date to reenter, then exit the student with a **61 04 E Graduation/Early Graduation** leave code.

27. ___ (Optional) Create a List of Students Who Have Special Exit Conditions

- Sometimes, users like to make a list of students with special exit situations as described in previous steps.
- In the left navigation panel, go to **Student Master > Lists > Leave Report List.**
- On Setup options, place a check mark for **Show E Codes.**
- In the **Leave Codes** field, select codes 27, 62, 80, 81, 82, 83, 84.
- Click **OK** to obtain the listing.

28. ___ Dropping Students - End of Year

- All drops and gains are done on the **first day of the next school year** (With the exception of students Retained due to Testing or IBC, please revisit item #26.)

29. ___ 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.

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 addresses: sisteam@ebrschools.org and TBrazier@ebrschools.org

Principal Name

Principal Signature

Counselor Name

Counselor Signature

School Location Name & Number

Date