



JCampus – Processing 4th Nine Weeks Grades

2021-2122

Office Edition

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

DO NOW

1. Inform your teachers of your self-imposed deadline to enter all fourth nine weeks grades into their Gradebooks. Keep in mind the last day of the fourth nine weeks is Wednesday, May 26. In order for us to close your grading window, the school principal must submit a Data Management Support Ticket with the message: "Name of School – Lock Window." Report cards must be mailed home by Friday, May 28. **NOTE: Administrators can use the message system on the JCampus "Welcome" page to display deadlines. Click the page icon (New Announcement) located under the word "Welcome." Complete the "Announcement Editor" screen and click "Save."**

2. Check for Missing Grading Period Grades (1,2,3)

Check for missing nine weeks grades by printing a plain paper Cumulative History label (kind of like a mini report card). Students must have grades for each of the three nine weeks.

In the left navigation panel, go to *Grades > Lists > Cumulative History Label*. Select the following in the setup box:

- Skip Codes: "D, E, P."
- As of Date: today
- Select Label: "Avery 5163."

Setup-04.15.2021

Year : Current Year

District : 026

School : 062

Grade :

Homeroom :

Team :

Special Codes :

Exclude Special Codes :

Programs :

Custom Codes :

Skip Codes : ,02,16,50,06,48,24,01,18,...

As Of Date : Current Date

Include SIS School

Select Label : Avery 5163

Grade Type : Alpha

Select Display Credits : Use Report Card Setti...

Show SSN on Labels

Show Active Courses Only

Display Rank

Display SBLC Code

Show Only Carnegie Credit Courses

Order To List : Alpha Order

Column :

Reports :

OK

- A list of students will appear. Select the students (check the box to the left of “School” to select all students), then click the “Print Labels” tab (on bottom).
- Select “Starting Row” = 1, click “OK.”

NOTE: All students should have grades for the 1, 2, and 3 nine weeks and no “lingering” grades from dropped courses.

- After calculating final averages, come back to this report to review any missing final averages.
- After grades are checked and finalized (not now), use this report to print labels for the cumulative folders.

3. Run the **Assignment Audit** report to access if teachers are entering the required number of grades per category.

a) In the left navigation panel, go to *Grades > Count > Assignment Audit*. Select the following in the setup box:

- Marking Period: "P4."
- Report: "Greater Than or Equal to Per Category."
- Assignments: "0."
- Report Type: "Detailed."

- b) Click OK to get the report. Please be patient as it will take a few minutes to produce the report.
- c) 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.

- d) Click on the count of **Assignments** to see the assignments in the gradebook.
- e) Click on the count of **Posted** to see the grades given to students.
- f) Click on the count of **Missing** to see empty grade cells.
- g) Check out the **Total Points** to see the total number of points possible for that class/category.
- h) Tip 1: Run this weekly to verify that staff members are entering assignments.

- i) Tip 2: If you need to check something out in a Gradebook - Click *Grades>Entry>Classroom* to view the actual gradebook of the teacher in question.
- j) 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.

4. 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.

a) In the left navigation panel, go to *Grades> Entry> Missing Grades Audit*. Select the following in the setup box:

- Grade: Exclude Kindergarten (elementary schools)
- As of Date: Today's date
- Marking Period: "P4"

The screenshot shows a dialog box titled "Setup-02.25.21" with the following fields and options:

- Year: Current Year (dropdown)
- District: 026 (dropdown)
- School: 700 (text)
- Grade: (empty text field, highlighted with a red box)
- Teacher: (empty text field)
- Special Codes: (empty text field)
- Team: (empty text field)
- Column: (empty text field)
- As Of Date: (date selection field with dropdowns and a calendar icon, highlighted with a red box)
- Exclude State Course Code 999999
- Marking Period: (empty text field, highlighted with a red box)
- 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 button

b) Students with missing marking period averages will be displayed with grading period columns on the right (P4). Sort the report by teacher, student, or course to work with teachers on getting student averages up to date.

Begin step 5 once all teachers have entered all 4th nine weeks assignment grades in their Gradebooks
(in accordance with your deadline)

5. Calculate Semester/Final Averages

Go to *Grades > Lists > Report Cards*

- Click the **Mass Calc Sem Final Averages** button at the bottom.
- Set grade level for grades that use the gradebook.

Mass Calc Sem/Final Grades - 03.29.19

Year : Current Year

District : 026

School : 005

Grades : 01,02,03,04,05

Set to grades at your school.

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

6. Check for Missing Final Averages

- Using the Cumulative History Label as a mini report card, check that students have a final grade in courses that are needed.
- **What do I do if there is a missing final?**
 - Go to **Post Grades by Student** and manually enter the Final.
 - You can ask the teacher to enter the final on the grade sheets (upcoming step), then hand enter the final grade.

7. Print Grade Sheets

Go to *Grades > Lists > Grade Sheets*

- Print grade sheets for the teacher to review and sign for accuracy.
- Fixes and corrections are made based on feedback from the teacher.

8. Submit a Support Ticket to Data Management – Lock Grading Window

At this point, the Principal submits a support ticket to Data Management with the title: (name of school) - CLOSE THE 4TH NINE WEEKS GRADING WINDOW.” Wait for an e-mail response from Data Management before proceeding to step 9.

9. Repeat Calculate Semester / Final Averages

Go to *Grades > Lists > Report Cards*

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

10. Identify Students with High Absenteeism in Grades K-5 (SLT Absences Also)

Go to *Attendance > Lists > Daily Absentee List*.

- To get a list of students to review for high absenteeism, run the Daily Absentee List in **Summary Report** mode.
- **Summary Report** mode will automatically set the From and To Dates for the entire year.
- For SLT reporting, set first run for dates of first half of year, then run again for dates with second half of year.
- **Skip Code:** Set to skip as normal the codes with D, E, and P. Codes left to count will be S and U codes.
- Use the listing to share with the school administrator for SBLC meetings on promotion – retention of students.

Setup-03.16.2021

Year : Current Year

District : 026

School : 003

Grades : 00,01,02,03,04,05,06,07,08

Homeroom :

Order To List : Alpha Order

From Date : Start of Year

To Date : End of Year

Special Ed : All Sped Only Non Sped

LEP : All LEP Only Non LEP

Detail Report

Include Summary

Print Period Days

Skip Reason : P

Check In After : HH:MM

Check Out After : HH:MM

Programs :

Team :

Clubs :

Sports :

Special Codes :

Custom Codes :

504 : All 504 Only Non 504

Show Remote : None Only All

Summary Report

Print Break on Homeroom

Print YTD Days

Skip Code : 02,16,50,06,48,...

Show Only

Active Full Day Tardies

Printing Options

Day Range 12 to : 999

Equal Days 3 10 20

Pol...

Homeroom Unexecused HLT Code Legend

and Custom Codes on Report

Select Special Codes to Display :

Select Custom Codes to Display :

Add Announcement

OK Letters Email

Set to skip codes with D, E, P.
Sort on "Description" column to make easier.

Set Day Range to the count needed.

11. Identify Students with High Absenteeism by Course in Grades 6-8

- Before running this report, make sure your students have a bell schedule assigned to them.
 - Run the *Bell Schedule Loader* and make sure students have a correct bell schedule.
- Go to *Attendance > Counts > Attendance by Course and History*.
- Set for date range, counts to search for, skip codes, and a posting of denial to F1. Setup is shown below. ***NEW*- Check "Post as manual grade."**
- When the listing of students comes up, review the results with the administration to determine which courses the student will be failed due to attendance.

- Focus on the “Total” column to see counts of days missing class.
- Need to check grades? Click the “Gear” icon by the student’s name, then select “Grades”.

Setup - 01.22.2021

Year : Current Year

District : 026

School : 056 Only?

From Date : Start / End of Year

To Date :

Grade : 06 Run one grade at a time

Full Threshold : 10 >= = <=

Half Threshold : 10 >= = <=

Skip Codes : 02,16,50,06,48,24,01,18,4... Set to the number of absences per school or district.

Grade Course(s) :

Special Codes :

Custom Codes :

Program :

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 : F1 Hide <= F Hide <= -1

Marking Period to Post * : F1

Post as manual grade

Remove * From Selected Marking Period Grades

Set 'Full Threshold' to the minimum number of days you would like to sort your report.

'Skip Codes' = Select all D, E, and P.

12. Posting Attendance Failures to Courses

- Go to *Grades / Entry / Post Grades by Student*.
- At the setup, set for “**Report Card Mode**”.
- Find the student.
- Click on the **Final** grade of the subject to change.
- Backspace the existing grade and enter **f*** in the cell.
- Repeat for other classes to fail due to attendance.
- Click the **SAVE** cell when done.

- Find the next student.

	Course	Section	PD	P1	P2	E1	S1	P3	P4	E2	S2	F1
1	LANG ARTS 8	001122	01	73 D	77 C			69 D	71 D			1 d
2	MATH 8	001138	03	61 F								0 f
3	PE 8 (MIDDLE)	001325	07	69 D								1 d
4	SCI 8	001012	05	79 C								1 d
5	SOC STUD 8	001265	06	67 D	71 D			67 D	65 F			0 f

Backspace final and replace with f*. Repeat for other courses. SAVE.

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.

13. Identify Students with Failing Final 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 Final grades (F1), then click on the count of "F" grades on the bottom row of the report.

Grade Distribution Report Setup - 03.25.2021

Year : Current Year

District : 026

School :

Grade :

Ethnicity :

Gender :

Class Period :

Course Group :

Course Name :

Marking Period : **F1**

Team :

As Of Date : May 27 2021

Show : All Sped Only Non Sped

Only

Active Courses Only

Teacher :

Special Codes :

Custom Codes :

Clubs : Sports :

14. Assign SBLC (Retention) Codes

The SBLC code on student master is used to identify students as retained 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.
- Current Jefferson SBLC Codes: In most cases, you will select F Retained–Student not promoted or V Retained–Due to Attendance Violation**

Select SBLC Codes	
Value	Description
<input type="checkbox"/>	
<input type="checkbox"/> F	Retained - Student not promoted
<input type="checkbox"/> T	Retained - Failed to Pass Exit Exam (Seniors)
<input type="checkbox"/> X	Retained - Decision By School Committee-SBLC
<input type="checkbox"/> B	Retained - Due to Parental Request
<input type="checkbox"/> V	Retained - Due to Attendance Violation
<input type="checkbox"/> P	Promoted - Placed By School Committee-SBLC
<input type="checkbox"/> Z	Retained - Pending Summer School
<input type="checkbox"/> D	Retained - Insufficient carnegie units (Seniors)
<input type="checkbox"/> 7	Promoted - IEP Decision
<input type="checkbox"/> 9	Promoted - Transition 9th to grade 9
<input type="checkbox"/> 10	Promoted - Transition 9th to grade 10
<input type="checkbox"/> 12	Retained - Failed IBC Credential Exam
<input type="checkbox"/> 13	Retained - IEP Decision
<input type="checkbox"/> 14	Promoted - Grade 8 to Transitional 9th

- **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.

Report Cards can be printed after you finish all the above steps.

15. Printing Report Cards

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

Settings for left side:

- Elementary: Select "1-5." Middle and High leave blank.
- As of Date: "Current Date."
- Display Date: "Last Day of School"
- Order to List: "Class Period." Choose Semester: "1" and Period: "1."

Student Selection -02.03.2021

Year:

District:

School:

Grade: **A**

Special Codes:

Custom Codes:

Program:

Gender:

Ethnic:

Homeroom:

Counselor:

Advisor:

Clubs:

Sports:

Team:

Zip Code:

Exclude Special Codes:

Exclude Custom Codes:

As Of Date: **B**

Display Date: **C**

Sped: All Sped Only Non Sped

504: All 504 Only Non 504

LEP: All LEP Only Non LEP

Hold Card: All Hold Only Non Hold

Order To List: **D** Semester: 1 Period: 01

Show Remote Scheduled

Limit to final weight courses

Students:

Settings for right side:

- Type to Print: = "Final Report Card."
- Grading Period: = "4."
- Order Courses by: = "Class Period Order."
- Check boxes as shown.

- i) Show Fees: = Optional.
- j) Show Guardian Signature: = Optional.
- k) Optional.
- l) From Date: = First day of school
- m) To Date: = Last day of school
- n) Skip Codes: Use Numbers: All of the Ps.
- o) Check "Print To DAS." This will send the Report Card to the SPC.

Options

Type to Print : **E**

Order Courses by : **G**

HS Grading Period : **F**

Elem Grading Period : **G**

Show School Name

Show Address Line

Show Homeroom Teacher

Show Counselor

Show Advisor

Show Team

Highlight Course Lines

Show Active Courses Only

Show F (non-numeric) on policy failure

Show Fees **I**

Show Grading Scale

Round Grading Scale

Show Comments

Show Comment Assessment

Show Current Year EOC Scores

Show All Highest EOC Scores

Show Class Period

Use Long Course Name

Default Language :

Use Watermark

Print To DAS **O**

Optional Title :

Top Margin Spacing :

SBLC Description : Single Line Multi Line

Address=PS Mail Return Address : Central Office School

Show Guardian Signature **J**

Show Principal Signature

Use Signature Images

K

Display Label

Display Label

Non Grades

Display the below items

From : **L**

Thru : **M**

Skip Absence Codes : **N**

Absentee Detail

Absentee Course

Absentee Summary

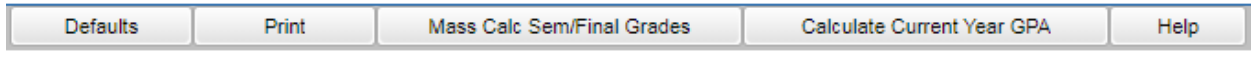
GPA options

Display GPA Line

Display Current Year Cumm GPA

Grading Periods

On the bottom bar, there are tabs:



p) **Mass Calc. Sem/Final:** Click to rerun a calculation of semester / final averages.

Mass Calc Sem/Final Grades - 03.29.19

Year: Current Year

District: 026

School: 005

Grades: 01,02,03,04,05

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

q) 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 - 01.10.19

Year: Current Year

District: 026

School: 003

Grade: 01,02,03,04,05

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

r) 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 computer or flash drive.

14. Print and Check 8th Grade Transcripts

Go to *Transcripts > Entry > Transcript Workstation > Print Multiple*

- In Transcript Workstation setup, set to grade 8 and **“Official.”**
 - Check off **“Current Year Grades”**.
- Use the **Print Multiple** button to print Transcripts to be checked for Carnegie unit credits earned in Middle School/Junior High.
 - Only students with Carnegie Unit credit courses will print out.

Setup - 05.01.18

Year : Current Year

District : 026

School : 030

Grades : 08

Transcript Type : Official

Show Current Year Grades

Find Only Active Students

More Options

Basic Grades

Printing Official

Set Defaults

OK

16. Email angela.jordan@jpschools.org to Post your Algebra I and English I Transcripts

15. Enjoy your Summer!