



# **End of Year Guide 2223**

## **Elementary & Junior High Schools**

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## End of Year Guide - Elementary and Junior High Schools 2223

Below is a checklist of common procedures associated with closing of a school year for elementary and middle schools.

- Organize the order and use of these programs to suit the way you do things. These are suggestions only.
- Please consult with your District Coordinator for a combination of procedures/programs that work best for your district.

### 1. \_\_\_ District Coordinator and or Principal Communicates Grade Deadline for Teachers

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

### 2. \_\_\_ Check for Missing Grades

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

- **Missing Grades Audit:**

- Go to *Grades > Entry > Missing Grades Audit*.
- Set for grade level and select all grading periods.
- After calculating final grades, use this report again to check for missing final averages. Set Marking Period to F1.

- **Cumulative History Label as "mini report cards":**

- Go to *Grades > Lists > Cumulative History Label*.
- Set for a desired 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 Labels" button. On the next box, set Starting Row to "0", then click Ok. A print preview will be displayed after thinking a little bit.
- **\*After calculating final averages, come back to this report to review any missing final averages.**
- 

Setup-04.15.2021

Year: Current Year

District: 001

School: 001

Grade: 06

Homeroom:

Team:

Special Codes:

Exclude Special Codes:

Programs:

Custom Codes:

Skip Codes:

As Of Date: Current Date

Include SIS School

Select Label: Avery 5163

Grade Type: Both

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

### 3. \_\_\_ Check for Incomplete Grades:

Use this report to check for incomplete assignment grades in the gradebook that need to be updated to remove the marking period "I" grades.

- Go to *Grades > Lists > Incomplete Grades Audit*.
- Check for "I" (incomplete) grades, which are the result of "i" grades given to assignments in the Gradebook.
- 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.

### 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.
- ***If system is running slow, process one grade level at a time.***
- The system will look at the marking period grades and compute a final for courses that have a complete set of marking period grades.

Mass Calc Sem/Final Grades - 03.29.19

Year : Current Year

District : 001

School : 001

Grades : 06,07,08,12

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

### 6. \_\_\_ Check for Missing Final Averages

- Using the **Missing Grades Audit** or the **Cumulative History Label** as a mini report card, check that students have a final grade (F1) in courses.
- **What do I do if there is a missing final?**
  - Go to **Post Grades by Student** in "Progress Report Mode" and manually enter either the missing marking period grade or the missing final grade, then click the "SAVE" button.

### 7. \_\_\_ Print Grade Sheets

Go to *Grades > Lists > Grade Sheets*

- Print grade sheets for the teacher to review and sign for accuracy.
- If the teacher identifies any problems, investigate them.
  - Generally, you want the average to be the result of assignments in the system. If the teacher claims the average is wrong, start with what assignments are in the Classroom product for the student.
  - If there is an averaging problem, contact the district coordinator.

- If due to missing grades, update the missing grades or final in Post Grades by Student

**8. \_\_\_ 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 just like in step #5.

**9. \_\_\_ Identify Students with Failing Final Grades for Possible Retention**

Go to *Grades > Count > Grade Distribution Report*

- Set the report to search for Final grades, then click on the count of "F" grades on the bottom row of the report.
- Sort by student and use the listing for SBLC meetings to determine if failed courses result in retention of the student.

**10. \_\_\_ (Optional) Identify Students to be Possibly Retained due to High Absenteeism**

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.
- Skip reasons vary by district. Many pick a D, P, and N code. Others as an E code to the mix. Check with your district coordinator on what attendance codes are skipped.

Setup-03.16.2021

Year :  Programs :

District :  Team :

School :  Clubs :

Grades :  Sports :

Homeroom :  Special Codes :

Order To List :  Custom Codes :

From Date :  To Date :

Special Ed :  All  Sped Only  Non Sped 504 :  All  504 Only  Non 504

LEP :  All  LEP Only  Non LEP Show Remote :  None  Only  All

Detail Report  Summary Report

Include Summary  Print Break on Homeroom

Print Period Days  Print YTD Days

Skip Reason :   Skip Code :

Check In After :   HH:MM Check Out After :   HH:MM

Show Only  Active  Full Day  Tardies  Skips

Printing Options  Day Range

Equal Days

Set to number of days per district or administrator

## 11. \_\_\_ 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 descriptions 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*.
  - Click to place an asterisk for students to be retained, then select the SBLC code on the right.
- 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.

## 12. \_\_\_ Print Retained List for School Administration Review

In this step, the school prints a list of retained students for the school administrator to review.

- Go to *Student Master > Lists > Retained Promoted List*.
- At the setup, set for all grades, “**Retained**”, and place a check for “**Show Number of Times repeated**”.
- The report will show the list of students marked retained and a column showing the number of times in the student enrollment history that the student was retained.
- Print and ask the School Administrator to review and approve.

Setup-07.16.2020

Year :

District :

School :

Grade :

Ethnic :

Gender :

Special Codes :

Program :

Team :

SBLC :

Order To List :

As Of Date :

Show :  Both  Retained  Promoted

Sped :  All  Sped Only  Non Sped

LEP :  All  LEP Only  Non LEP

Show Number of Times repeated

OK

### 13. \_\_\_ Print Final Report Cards

Go to *Grades > Lists > Report Card*.

- Set Type to "Final".
- Set option to **Show EOC scores** if EOC courses are taught at the Middle School.
- Set Attendance Date Range to start of school year to end of school year. Skip codes: Skip all "P" codes.

Type to Print:

HS Grading Period:

Order Courses by:

Elem Grading Period:

Show School Name

Show Address Line

Show Homeroom Teacher

Show Counselor

Show Team

Highlight Course Lines

Show Active Courses Only

Show F (non-numeric) on policy failure

Show Fees

Show Grading Scale

Show Comments

Show Comment Assessment

Show Advisor

Show Current Year EOC Scores

Show All Highest EOC Scores

Show Class Period

Use Long Course Name

Default Language:

Top Margin Spacing:

4x4 Option:  Format 1  Format 2

SBLC Description:  Single Line  Multi Line

Mail Return Address:  Central Office  School

Show Guardian Signature  Display Label

Show Principal Signature  Display Label

Compose message with user printing report cards.

Non Grades

Display the below items

From:

Thru:

Skip Absence Codes:

Absentee Detail  Absentee Course  Absentee Summary

Display GPA Line

Display Current Year Cumm GPA

Grading Periods:

Skip P codes

- Click the “**Update GPA**” button to printing.
  - Set for the current year. Grades can be blank.
  - Place a check for option “Active Courses Only”.
  - After clicking Ok, give it a while to calculate the GPA’s grading periods.

Grades GPA Calculation Setup - 01.10.19

Year : Current Year

District : 001

School : 001

Grade :

Marking Period : P1,P2,P3,P4,F1

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

prior

little  
for all

#### 14. \_\_\_ Dropping Students - End of Year

- In most cases, exits and gains are done on the first day of the next school year.
- It is best to check with your District Coordinator for directions.*

#### 15. \_\_\_ Grading Period Lock

Go to *Grades > Loaders > Grading Period Lock*

- Check with your district administrator. It may be that this step is done for you.*
- Grading Periods in Classroom are locked to preserve the integrity of the assignment records.
- Click to place a check mark for each grading period to lock it from changes in the gradebook.

#### 16. \_\_\_ Grades Closeout EOY

Go to *Grades > Loaders > Grades Closeout EOY*.

- In some districts, the District Coordinator performs this task. In others, the school performs this task. Check with your District Coordinator if unsure.*
- This program is performed when all grades for the current year have been verified and are finalized. The program copies the "current year" grades to the "transcript" data files.
- Middle schools offering Carnegie Unit courses:** Be sure to check the third option "Include Carnegie Unit Code on (grade >=9....)"
- After doing this step, on transcript workstation, take off the “Current Year” option to avoid items showing as doubled.

## 17. \_\_\_ Print and Check 8<sup>th</sup> Grade Transcripts

If the middle school students take Carnegie Unit courses, it is a good idea to print Transcripts to verify these courses are correct.

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

- Set to grade 8.
- Check off **“Find Only Active Students”**
- Use the **Print Multiple** button to print Transcripts to be checked for Carnegie unit credits earned in Middle School/Junior High.
  - Set for Grade = “08”
  - Only students with Carnegie Unit credit courses will print out.

The screenshot shows a dialog box titled "Setup - 12.18.2020". It contains the following fields and options:

- Year:** A dropdown menu set to "Current Year".
- District:** A dropdown menu set to "001".
- School:** A text input field set to "006".
- Grades:** A text input field set to "08".
- Transcript Type:** A dropdown menu set to "College".
- Show Current Year Grades:** A checkbox that is unchecked.
- Find Only Active Students:** A checkbox that is checked and highlighted with a red box.
- Include SIS School:** A checkbox that is unchecked.
- More Options:** A section containing buttons for "Basic", "Grades", "Printing", "Official", and "Set Defaults".
- OK:** A button at the bottom of the dialog.

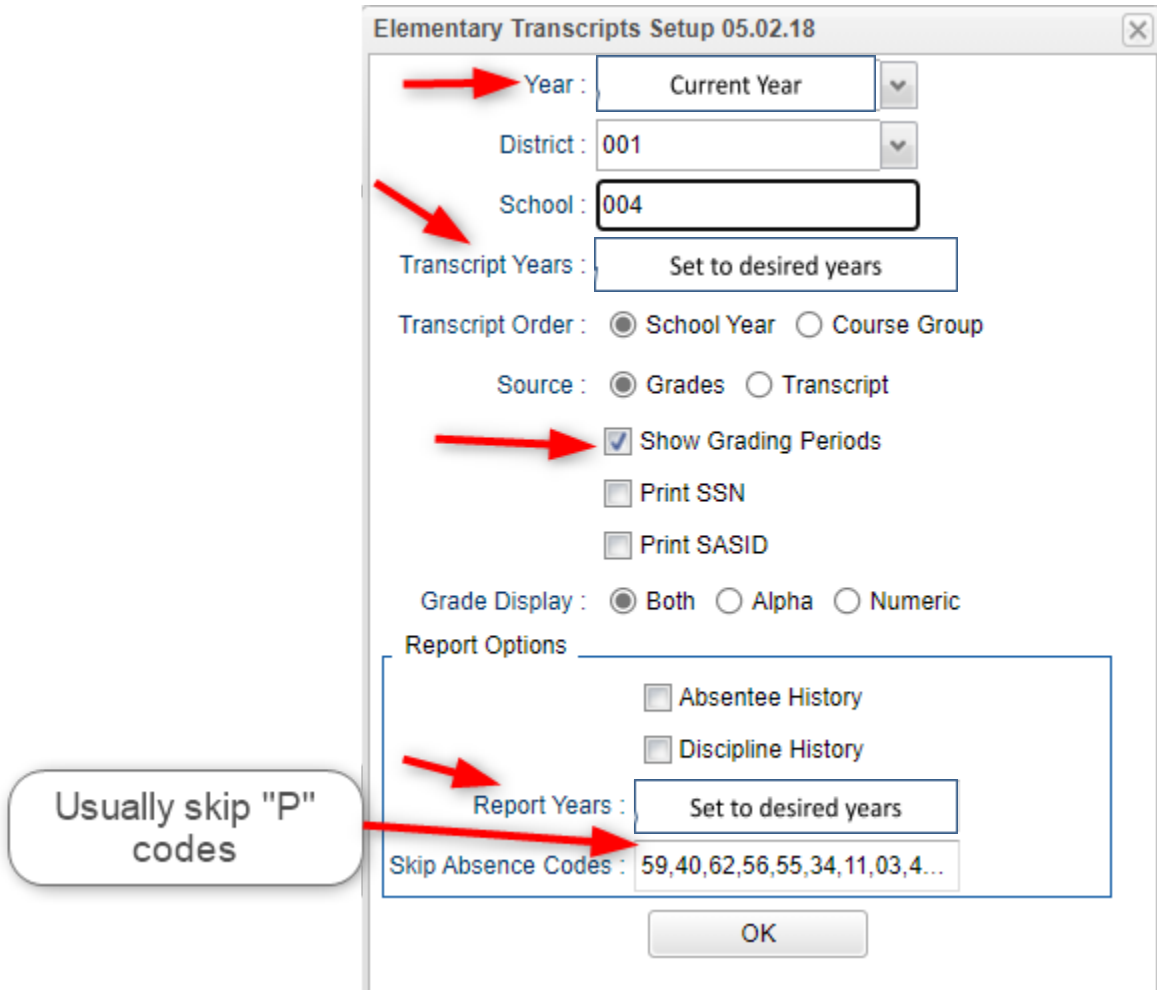
## 17. \_\_\_ (Optional) Print Elementary Transcripts

If the school wants to print grades summary information for multiple years for an award, the directions below will print a grades transcript for selected years with a summary of attendance and discipline as well.

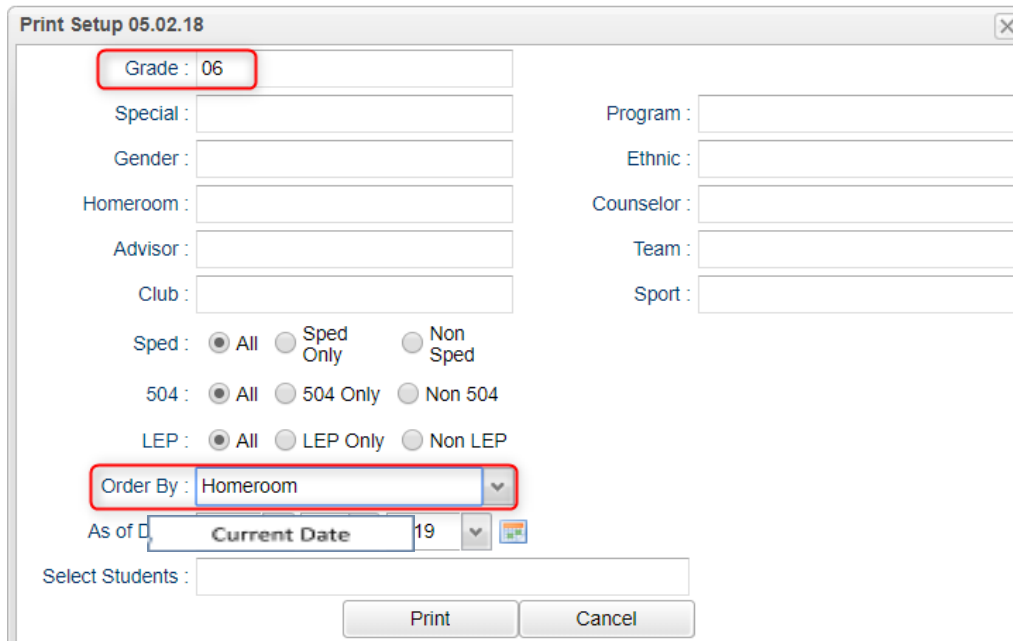
Go to *Transcripts > Lists > Elementary Transcripts*

- At the setup, set as follows:
  - **Transcript Years:** Set for year or years to show grades data.
  - **Transcript Order:** Set for “School Year”.
  - **Source:** Set for “Grades”.
  - **Show Grading Periods:** Click to place a check on this option.
  - **Grade Display:** Set for “Both”.
  - **Report Years (for absence and discipline summary):** Set to be the same as “Transcript Years”.
  - **Skip Absence Codes:** Skip absence codes starting with “P”.





- Click **Ok** to bring up the transcript system.
- Click the **Print Multiple** button at the bottom right.
  - o **Grade:** Set for one grade at a time.
  - o **Order:** Set for homeroom or alpha order, depending on how folders are arranged in your school.



- Click the "Print" button to begin the print process.