Processing End of Fall Grades: St. Mary Parish

1. **Special Education Teams:** Make sure April Dunn Act 833 students are coded with special code ACS April Dunn (Act 833) EOC Alternate 5% Scale. This will make sure that the final exam counts as 5% of the total final grade.

2. For classes that do not use Gradebook, manually enter the final grades **in either Post Grades by Student (single student) or Post Grades Master (class roster).**

3. Check for **Incomplete Grades** (i)

   Use this report to check for incomplete assignment grades (i) in the gradebook that need to be updated to remove the marking period "i" grades.
   a. Go to *Grades > Lists > Incomplete Grades Audit*.
   b. Check for "i" (incomplete) grades, which are the result of "i" grades given to assignments in the Gradebook.
   c. 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.

4. Enter marking period or final grades for Dual Enrollment (DE) classes that do not use gradebook: (typically off site courses)
   a. To enter by roster: Go to *Grades / Entry / Post Grades Master*.
      i. Set for grade level, then *Progress Report Mode*. On the bottom, locate the teacher/class. Enter grades in the F1 or F2 cell, then click the SAVE icon at top.
   b. To enter by student: Go to *Grades / Entry / Post Grades by Student*
      i. Set for *Progress Report Mode*. Find the student, enter grade in the F1 or F2 cell, then click the SAVE button.

5. Teachers enter LEAP 2025 results in the "E2" grading period of the gradebook.
   a. In the spring, LEAP 2025 results will be posted to the "E4" grading period of the gradebook.

Mass Calculate Semester/Final Averages:

   a. Run a calculation of final grades to review and check.
   b. Go to *Grades>Lists>Report Cards.* At the bottom of the screen, click the "Mass Calc Sem/Final Grades" button.
   c. Setup according to the diagram below:
      i. Grades = 9-12
      ii. Place a check for "Calculate for Completed Courses Only"
      iii. For 4x4 Term to Calculate, check "Fall".

d. Run Missing Grades Audit to check for students having a LEAP 2025 result.
   i. Go to *Grades / Lists / Missing Grades Audit*
   ii. Marking Period: Set to "**E2**"
   iii. **Limit Courses with Final Weight**: Place a check here.
   iv. Click **OK** to obtain a list of students scheduled to LEAP 2025, but have no exam.

Run Missing Grades Audit to check for students with no Final grade for the fall.
   i. Go to *Grades / Lists / Missing Grades Audit*
   ii. Marking Period: Set to "**F1**".
   iii. Click **OK** to obtain a list of students with fall classes that have no final average.

Setup-10.20.22	☒
Year : 2324	
District : 051	
School : 006	
Grade : 09,10,11,12	
Teacher :	
Special Codes :	
Team :	
Clubs :	
Sports :	
Column :	
As Of Date : Jan ∨ 03 ∨ 2024 ∨ 🔲	
☐ Exclude State Course Code 999999	
Marking Period : F1	
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	

f. GOALS:
   i. **All students have an accurate final grade for the fall courses.**
   ii. **If the class is LEAP 2025, then the student will have an exam to be computed to determine the final.**

2. **Print Grade Sheets**: 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.
   a. Go to *Grades > Lists > Grade Sheet*
   b. Set for grade levels 9-12. As of Date is the end of the fall term.
   c. At the bottom, set for 4x4 Display to be "2nd" as shown.
   d. On the next screen, select classes, then click "**Print.**"
   e. Give to teachers asking them to review, indicate any problems, and sign/date.
   f. Save this copy for reference in case of issues.

Setup-03.17.2022	☒
Year : 2324	
District : 026	
School : 023	
Course Grades :	
Student Grade : 09,10,11,12	
Periods :	
Marking Period :	
Grade Display : Both	
As Of Date : Dec ∨ 15 ∨ 2023 ∨ 🔲	
☐ Show Remote	

g. As a result of the feedback, update missing grades, resolve any possible issues, etc.

3. **Final Check Prior to Running Report Cards**: Run the "Cumulative History Label" as mini report cards. This will allow you to preview your student report card grades before printing in mass.
   a. Go to: *Grades > Lists > Cumulative History Label.*
   b. Setup according to the diagram.
   c. Click "OK."
   d. Check the upper left box to highlight all students and click "Print" (Starting Row = 0).
   e. Check the grades to make sure there are marking period grades, exams, and final averages.
   f. Goal: All students have a final average for fall courses.

Setup-11.04.2022		☒
Year :	2324	▾
District :	026	▾
School :	010	
Grade :	09	**Run one grade level at a time**
Homeroom :		
Team :		
Special Codes :		
Exclude Special Codes :		
Programs :		
Custom Codes :		
Skip Codes :		
As Of Date :	Dec ▾ 15 ▾ 2023 ▾ 🔲	
	☐ 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 :	Grade Order ▾	
Column :		
Reports :		
	OK	

Printing Report Cards: Go to *Grades>Lists>Report Cards*

1. ***Left Side Settings****:*
   a. Grade Level: Large schools may want to print one grade at a time.
   b. As of Date: **End of grading period.**
   c. Display Date: **Date Report Cards are to go home.**
   d. Order to List: School choice.

2. ***Right Side Upper Settings***:
    a. Type to Print: "Report Card."
    b. Grading Period: "2"
    c. Order Courses by: "Class Period Order."
    d. Check boxes as shown.

3. ***Right Side Bottom***:
    a. Attendance From / To: **Set for the first day of school to the last day of term.**
    b. Skip Codes: Select the "**P**" codes.
    c. Check off "**Absentee Summary**".
    d. GPA: Place check for "**Display GPA Line**".

4. On the bottom bar, there are two important buttons described in the steps below.

| Print | **Mass Calc Sem/Final Grades** | **Calculate Current Year GPA** | Help |

5. **Mass Calc. Sem/Final Grades– High School Grade Levels Only**
   a. Run the Mass Calc one more time just to make sure things are accurate.

Mass Calc Sem/Final Grades - 05.16.22

Year :	2324
District :	026
School :	045
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

6. **Calculate Current Year GPA** - Use this to generate student GPAs.
   a. Set for grades **9-12**.
   b. Marking Period: **P1** and **P2**.
   c. Check the last box, "**Use active courses only**"
   d. Click "OK."

Grades GPA Calculation Setup - 01.10.19

Year :	2324
District :	026
School :	045
Grade :	09,10,11,12
Marking Period :	P1,P2

☐ 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

7. **Click "Print"** to print the report cards.
   a. In the pop-up window, click "Yes."
   b. Preview reports prior to printing on paper for distribution to students.
   c. ==Tip==: Save a pdf copy of the report cards as a reference in case of questions later.

8. **Honor Roll**
   a. Go to *Grades > Lists > Honor Roll*
      i. At the bottom, click the "**Calc GPA**" button to update GPAs.
      ii. Set a check for "Use active courses only", then click "OK".
      iii. Give it a minute or two to update the calculations.
      iv. Afterwards, click the "Next" button.

   Grades GPA Calculation Setup - 01.10.19

   Year : 2324
   District : 026
   School : 045
   Grade : 09,10,11,12
   Marking Period : P1,P2

   ☐ 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

   b. Select "**P2**", then click "**Next**".

   Setup

   Standard 9 Weeks 2X8 - You Have Grades From-1 - 12
   (A marking period must be selected.)

   P1 : ☐ P2 : ☑ S1 : [   ]   F1 : [   ]
   P3 : ☐ P4 : ☐ S2 : [   ]

   Back   Next

   c. On the next screen, tap the "**Res Sponsor**" button to update honor roll settings.

   Setup

   Honor Roll Setup

	Title of Honor Roll	From ...	To Grd	Alpha F...	Alpha To	Numeric F...	Numeric To	Low Gd	GPA Type	Comment Exclusion
☐										
☐										
☑	Principal List	-1	12	4.0000	5.0000			A	ALPHA	
☑	A Honor Roll	-1	12	3.5000	5.0000			B	ALPHA	
☑	B Honor Roll	-1	12	3.0000	5.0000			C	ALPHA	

   Clear   Res Sponsor   Set Defaults   Res Setup

d. To make a basic Honor Roll list, set as shown below, then click the "**Next**" button at bottom. A listing will be presented for printing. Click "**Print Table**".
- Name = Last, First, Middle
- Show Lowest Grade
- Show GPA

e. To make Honor Roll Certificates, set as shown below, then click the "Next" button at bottom. A list of students will be presented. Click the "**Print**" button to create the certificates.

9. *(Optional)* Run the **Grade Distribution Report** to analyze the number/percent of marking period grades by teacher/course/student
    a. Go to *Grades>Count>Grade Distribution Report*
    b. On the Setup screen:
        - Marking Period: = **P2**.
        - As of Date: = **use the current date**
        - Active Courses Only: **check this box**
        - **Note**: Other selections can be made on the Setup screen to narrow your search results.
        - Click **OK**.
    c. The results list teachers, their courses, the numbers and percentages of students earning each grade, and the overall course averages.
    d. Click on the number to see the students receiving those grades.
    e. The "**Grand Total**" numbers at the very bottom will show counts for all courses in the listing.

Transcript Updates:

1. <mark>**For Mid-Term Graduates**</mark>:
    a. Enter, if necessary for December graduates, any Fall LEAP 2023 scores when received (these are normally downloaded by central office) – *Grades>Entry>Test Score Editor*.
    b. Check Courses and Test Scores on the transcript for graduation requirements.
    c. Review and Update Codes related to Diploma Pathways and Career Options on Transcript or IGP.
    d. Review/Update IBCs on Transcript or IGP
    e. Post Diploma Endorsements on IGP: (Community Service: C1, Bi-literacy: D4).

        In the *IGP* tab of Student Master, the user can enter the Diploma Endorsements of a Senior.
        i. **Fastest way to do this**: Go to *Student Master > Loaders > Diploma Endorsement Fast Loader*.
        ii. Set for grade 12, then check the option for "Append".
        iii. Select students on the left, and the diploma endorsement on the right.
    f. Verify non-academic graduation requirements:
        - FAFSA code
        - Verify SSN (no temp 926 numbers in the SSN field)*
            - Not required for graduation, but is required for financial aid through LOSFA.
        - Tests ('yes' at the bottom of the transcripts)
        - Check for Parental Consent (CON or DNC special code) and/or Louisiana Workforce Permission (COL or DOL special code).
        - Diploma Pathway.
        - If a Jumpstart student, has IBCs to graduate.
        - If a Jumpstart student, has Career Option code.

    g. <mark>*If the student has the information needed to graduate,*</mark> in student master, enter the following leave information, then click the "Save" button.
        - Leave Code = "61 Graduation / Early Graduation"

● Leave Date = "**End of Fall Term**"

2. **Updating Transcript data for students:**
   a. All students in grades 10 on up have a diploma pathway.
   b. All students in grades 10 on up who are on CCA Tops Tech Jumpstart have a Career Option code.
   c. Seniors: Start checking FAFSA codes, Consent codes.
   d. Best way to check these: Run the **Carnegie Units Earned** report
      ● Run one grade at a time.
      ● Hide any columns not needed.
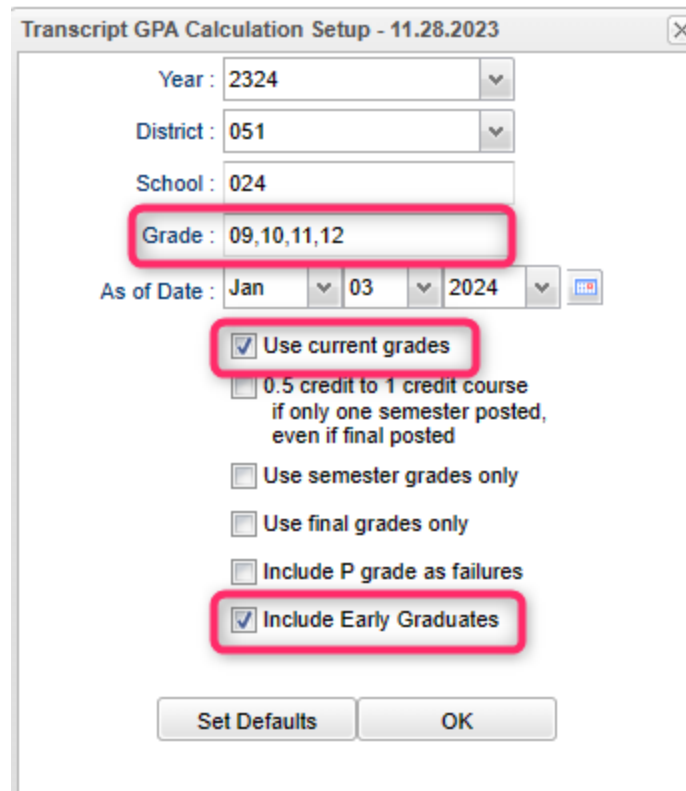   ● Review data for students being sent to STS.

3. **Updating Cumulative GPAs and Ranks at Mid Term:**
   a. Do this after fall grades are finalized.
   b. There are several ways to get to the **GPA Ranking Report**:
      - In Transcript Workstation: Click the "Action" button, then select "Rank Report"
      - From Menu: Go to *Transcripts / Lists / GPA Ranking Report*
      - From the "Search" icon (magnifying glass icon in upper right): Click on the search icon, then "GPA Ranking Report". When the searched for item appears, click on it.
   c. **Update the Cumulative GPA of High School Students**
      - On the GPA Rank Report setup box, click the "**Update GPA**" button on bottom left.

      - Set as shown below:
        - Grade: "9-12".
        - As of Date: "Current date".
        - Use Current Grades: "Checked".
        - Include Early Graduates: "Checked".
        - Click the "OK" button to begin the cumulative GPA calculation.

      - Give it a little while as it will update the cumulative GPAs for all high school students. You'll get a "GPA Calculation is Complete" message when done.
      - Click the "OK" button to close the "complete" message. Your cumulative GPA has now been updated. You will be returned back to the Rank Report setup screen.
      - **Can I run this update GPA over and over?** *Yes. Transcript grades can be a moving target, so it is good to periodically rerun the calculation.*

4. **Update the Ranking of Seniors:** Now that the cumulative GPAs have been updated, a ranking based on these GPAs is performed.
   a. Setup options are shown below:
      - Grade: "12"
      - As of Date: "End of Fall Term"
      - Minimum Units: "Number of Carnegie Units to be a Senior"
      - GPA Display Type: "Alpha Basic"
      - Special Code Exclusion: Typically "CJA", "COA", and "SUR"
         - "SUR" is a special code that can be applied to students that need to be left out of the ranking due to special circumstances.
            - ◆ Example: Foreign Exchange student not seeking a diploma
      - Include Early Graduates: Place a check here to include any early graduates.
      - Filters: Leave blank or "All". No special filters applied here.
   b. Click the "OK" button to begin the updated rank calculation.

Rank of 1111 = Special Ed or Option 3, 2222 = Too Few Credits, 3333 = Student with Le

	Student ID	Student Name	Age	Eth	Gen	Grd	Units PU	Units EA	GPA	GPA ATT	Low	Total Points	Total Divisor	Rank
1			17	0	F	12	30	30	4.5424	4.0000 B		134.00	29.5	1 of 59
2			17	0	F	12	30	30	4.4746	4.0000 B		132.00	29.5	2 of 59
3			17	0	F	12	31	31	4.4262	4.0000 B			30.5	3 of 59
4			17	0	F	12	27.5	27.5	4.2545	4.0000 C			27.5	4 of 59
5			17	1	F	12	30.5	30.5	4.2333	4.0000 C			30	5 of 59
6			18	4	M	12	28	28	4.2000	4.0000 B		115.50	27.5	6 of 59
7			18	0	F	12	31.5	31.5	3.9841	4.0000 C		125.50	31.5	7 of 59
8			17	4	F	12	29.5	29.5	3.8644	4.0000 C		114.00	29.5	8 of 59
9			17	0	F	12	26.5	26.5	3.8302	4.0000 C			6.5	9 of 59
10			18	0	F	12	28.5	28.5	3.7368	4.0000 C			.5	10 of 59
11			17	0	F	12	26.5	26.5	3.7358	4.0000 C			.5	11 of 59
12			17	0	F	12	28	28	3.6909	4.0000 C			.5	12 of 59
13			17	0	F	12	29	29	3.5614	4.0000 C			.5	13 of 59
14			18	0	F	12	27	27	3.2642	4.0000 C			.5	14 of 59
15			17	0	F	12	31.5	30.5	3.2540	4.0000 F			.5	15 of 59
16			17	0	F	12	28	28	3.2364	4.0000 C			7.5	16 of 59

Ignore this column (pointing to GPA ATT)

Rank of 1111: Special code exclusion

Rank of 2222 at the bottom: Too few credits

   c. The most important column is the "Rank" column which will list the students in rank order.
- Students with special code exclusion will be ranked with "1111" at the bottom.
- Students with not enough credits will be ranked with "2222" at the bottom.
- Students with a grade level failure for the year will be ranked as "4444" at the bottom.
- Can I rerun the ranking several times? *Yes, but be sure to update the cumulative GPA first in case things have changed on transcripts.*

   d. **Tip**: If printing transcripts with a rank, be sure to update GPA first so that the ranks are based on the latest calculated GPAs.

5. **(Optional) Update the Ranking of Underclassmen**

If the school wishes to rank underclassmen, the process and settings are the same, but with a little change on the setup for minimum units.

   a. On the minimum units field of the setup, set for the grade level being ranked, then enter the matching number of minimum units.
- Grade 11:   Minimum Units to be a Junior
- Grade 10:   Minimum Units to be a Sophomore
- Grade 9-T9:   Minimum Units to be a Freshman

Grade :	11		Grade :	10	
As Of :	End of Fall Term	∨	As Of :	End of Fall Term	∨
Age From :	0	To : 100	Age From :	0	To : 100
Minimum Units :	12		Minimum Units :	6	

Grade :	09	
As Of :	Jan ∨	03 ∨	2023
	End of Fall Term	
Age From :		
Minimum Units :	0	

6. **(Optional) Update the Cumulative GPA of a Single Student**

Sometimes when working with a single student, an updated cumulative GPA is needed, or a detailed explanation of how the cumulative GPA was calculated is desired. Below shows how this can be done in the transcript workstation.

   a. In Transcript Workstation, "Find" the student.
   b. Any time the "Save" button is clicked to store a new record, the cumulative GPA is updated.
   c. To update the cumulative GPA **AND** see how it was calculated, click the "Action" button, then select "Calc GPA".
   d. A box will appear showing the classes in alpha order, along with points earned and a summary at the bottom showing GPA calculation. Courses with an asterisk (*) are weighted courses.
   e. Cumulative GPA is calculated by taking points earned divided by credits pursued.

Calculation report - Replace Grades Included - Alpha Basic

Course	Honors	Grades	CP	Product	Earned	Attempted
ALGEBRA I H 8TH	*	4.0	* 1.0	= 4.0000	4.0000	
BIOLOGY H	*	4.0	* 1.0	= 4.0000	8.0000	
CHEMISTRY H	*	4.0	* 1.0	= 4.0000	12.0000	
CIVICS H	*	4.0	* 1.0	= 4.0000	16.0000	
COMP S	*	5.0	* 1.0	= 5.0000	21.0000	
CR WR	*	5.0	* 1.0	= 5.0000	26.0000	
ENGLIS	*	4.0	* 1.0	= 4.0000	30.0000	
GEOMETRY H	*	4.0	* 1.0	= 4.0000	34.0000	
SPANISH I H 1C	*	5.0	* 1.0	= 5.0000	39.0000	
WORLD GEOG H	*	5.0	* 1.0	= 5.0000	44.0000	
Earned Points:	44.0	/ Total Units... 10.0	= 4.4000			
Attempted Points:	40.0	/ Total Units... 10.0	= 4.0000			

* = weighted course grade

Points earned divided by credits pursued

Print