



JCampus – Processing 4th Nine Weeks 2020-21 High School Office Edition

Below is a checklist of procedures associated with closing of a school year for high schools.

*Many of the steps below are done twice. Once in early May for Seniors, then again in late May for Underclassmen.

Early May

1. 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. Move Graduating Juniors to Senior Grade Level

- Usually done in late April or early May when school is pretty sure student will graduate.
- In the student's Student Master screen, enter a leave date and leave code of **"20 15 Exit grade for re-assignment to another grade."**
- While still on the student's Student Master record, click **Action**, then **Reenroll**. Click on the enrollment row with the exit code *"20 15 Exit grade for reassignment..."* (Should be the top row).
- Import the student as normal but update the grade to "12".
- *Be sure to use the same entry date as the exit date.*
- Select the entry code of *"GR C4 Re-entry for re-assignment to another grade"*.
- The student's schedule, grades, attendance, and discipline information will not be affected. Student will now be a 12th grader.

3. 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, 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 F1 or F2 cell, then click the SAVE icon at top.
 - **Post Grades By Student:** Set for *Progress Report Mode*. Find the student, enter grade in the F1 or F2 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*.

4. Check for Missing Grades

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

- **Cumulative History Label as “mini report cards”:** 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 final averages, come back to this report to review any missing final averages.**
- After grades are checked and finalized, use this report to print labels for the cumulative folders.

The screenshot shows the configuration form for the Cumulative History Label report. Red arrows point to the following fields:

- Grade:** 12
- Skip Codes:** 59,40,56,55,34,11,03,47,4...
- Select Label:** Avery 5163
- Grade Type:** Alpha
- Display Rank:** (checked checkbox)

Other visible fields include: School: 010, Homeroom, Team, Special Codes, Exclude Special Codes, Programs, As Of Date: Apr 16 2018, Include SIS School (unchecked), Show SSN on Labels (unchecked), Show Active Courses Only (checked), Display SBLC Code (checked), Show Only Carnegie Credit Courses (unchecked), and Order To List: Alpha Order. An OK button is at the bottom.

- **Missing Grades Audit:** Go to *Grades > Entry > Missing Grades Audit*. Set for grade level and select all grading periods.
 - This report is also good to check for missing final averages after calculating final averages. (Set Marking Period to F1 or F2)

5. 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.

6. Enter LEAP 2025 Scores (Ongoing)

Hand enter necessary EOC scores (especially if needed for a graduation decision)

- For a spring 4x4 course, the scores are entered in the E4 area of the teacher's gradebook.

Begin step 7 once all teachers have entered all grades in their Gradebooks
(in accordance with your deadline).

7. Calculate Initial Semester/Final Averages

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.** You will run Underclassmen a little later in a second batch when grades are complete for them.

Mass Calc Sem/Final Grades - 03.29.19

Year : 2021

District : 026

School : 010

Grades : 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

Seniors first,
Underclassmen
processed a little later.

8. Check for Missing Final Averages

This is basically a repeat of step #4, but here we focus on the final averages in F1 or F2.

- Using either the Cumulative History Label, or the Missing Grades Audit from step #4, check that students have a final grade in courses that are needed.
- What do I do if there is a missing final?
 - Work with records or teachers to determine the missing marking period grade.
 - Go to **Post Grades by Student, Report Card Mode**, and manually enter the missing marking period grade and/or the missing Final.

9. Print Grade Sheets

Print grade sheets for the teacher to review and sign for accuracy. If needed, fixes and corrections are made.

- Go to *Grades > Lists > Grade Sheets*
 - For the first run, set for grade 12. Set for current date, then click **Ok**.
 - Run for grades 9-11 later when it is time.

Setup-01.20.2021

Year: 2021

District: 026

School: 105

Course Grades:

Student Grade: 12

Periods:

Grade Display: Both

As Of Date: Apr 28, 2021

Show Remote

Special Codes:

Programs:

Custom Codes:

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

- Select classes and “**Print**”.
- Give to teachers asking them to review, indicate any problems, and sign/date.
 - Save this copy for reference in case of problem.
- As a result of the feedback, if needed, update missing grades, resolve any possible issues.

10. 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) – LOCK THE 4TH NINE WEEKS GRADING WINDOW.” Wait for an e-mail response from Data Management before proceeding to step 11

***Note:** This is not a grades closeout step for transcripts. This step is a request to lock Senior averages in the teachers’ gradebooks.

11. Repeat Mass Calculate Semester/Final Averages

- Due to updates to averages based on feedback from Teachers and Grade Sheets, a repeat of calculating semester / final averages is performed as in step #7 and a subsequent check for missing final averages as in step #8.
- Run on Seniors first, then Underclassmen later when ready.

12. 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, counts to search for, skip codes, and a posting of denial to F1 or F2. Setup is shown below. ***NEW*- Check "Post as manual grade."**
- 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 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 or F2 column.

Setup - 01.22.2021

Year: 2021
 District: 026
 School: 031 Only?
 From Date: Jan 18 2021
 To Date: May 28 2021
 Grade: 12

Full Threshold: 10 >= = <=
 Half Threshold: 5 >= = <=
 Skip Codes: 02,58,29,57,65,23,26,21,2...

Exclude 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: F2 Hide <= F Hide <= -1
 Marking Period to Post *: F2
 Post as manual grade
 Remove * From Selected Marking Period Grades
 Marking Periods to Remove *: P1,P2,P3,P4,F1,F2

Course Long Name Options
 Display Long Course Names en English : Language

OK Letters

Set to begin and end of spring term

Set 'Full Threshold' to the minimum number of days you would like to sort your report. 'Skip Codes' = Select all D, E, and P.

13. 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.

Run for Seniors first, then later when grades are done for underclassmen, run for each grade level.

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

The screenshot shows the Ranking Setup Screen with the following fields and options:

- School: 010
- Grade: 12
- As Of: Apr 16, 2018
- Age From: 0 To: 100
- Minimum Units: 23
- GPA Display Type: Alpha Basic
- Special Code Exclusion: COA,SUR
- Include Early Graduates:
- Exclude Summer Graduates:
- Exclude NR Students:
- Include Replaced Grades:
- View Previous Ranks:
- Filters button
- Update GPA button (highlighted with a red box and arrow)
- OK button
- Set Defaults button

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

The screenshot shows the GPA Calculate Setup Screen with the following fields and options:

- School: 042
- Grade: 12
- As of Date: Apr 16, 2018
- 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:

- 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.

- For Underclassmen, use this report 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.

14. Use the Carnegie Units Earned Report to screen students for Graduation Requirements and State Reporting

- Go to *Transcripts > Lists > Carnegie Units Earned*.
 - Set as below: Grade = 12, "Filter" for active students only. Click "OK" to run.

Setup-04.15.2021

Year : 2021

District : 028

School : 027

Grade : 12

Gender :

Ethnic :

Column :

Report Title :

Show SSN on Reports

Show Highest ACT Scores

Run Absences

Run Transcript

Show IBC Description

Current Year : Projected Earned

Use final grades only

LEAP/EOC : LEAP 2025 EOC Both

Reports :

Filters

Credits Req.

OK

Set to "Active Only".

Student Name

Sort Ascending

Sort Descending

Configure Sort...

Auto Fit All Columns


Auto Fit

Columns

Group by Student Name

Freeze Student Name

- When students appear on screen, "freeze" the student's name column. Click the drop-down arrow that appears on the Student Name column, then select "freeze".
 - SSN:** If a temporary ssn (starts with a 9), the student will not be able to apply for Financial Aid through TOPS and Federal sources.
 - Pii:** If a student wishes to share data to Board of Regents, needs to be a Y for consent form signed.
 - Path:** Student diploma path needs to be present. CTU for Tops University, CCA for Tops Tech Jump Start, CJA for Tops Tech Alternate, CNG for Non-Graduate / Non Diploma.

- d. **Tests:** If a student is to graduate, this needs to be either a Y, A, 1, 2, or 3.
- i. **New for 2021:** If a Senior has “N”, student may qualify for the following for Graduation Flexibility: Check with your district on definition and application.
 1. 01 ACT 17 Composite or 17 Subject
 2. 02 Silver on Workkeys
 3. 03 Extended Learning
 - ii. **To Assign a Graduation Flexibility Code:** Click on a credit earned value. You will see the transcript workstation open. Close off the setup box. Locate the “Grad Test” field. Click on the “N” and select the Grad Flexibility code that may apply to the student. Close the transcript workstation.
 
 - iii. If a Senior has a “N” due to missing test score information, go to *Test Score Editor* to enter the missing test information.
- e. **IBC:** Review IBC’s earned for graduation. CCA Tops Tech Students are required to have these to graduate.
- i. **Update:** Now an IBC code “921 Graduation Flexibility Workkeys Silver or Higher” for Seniors who apply.
 - ii. **What if there is one missing?**
 1. Scan the missing IBC, then upload into the student’s blue **IBC** button on the IGP or Transcript Workstation, on via Doc Archive (Student Master or Transcript Workstation / Action / Doc Archive / IBC).
- f. **Career Options / Code:** If student is a CCA Tops Tech diploma path, then the student must have a Career Options code.
- g. **FAFSA:** To graduate, student must have a FAFSA code.

15. Print and Check Senior Transcripts

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

16. Check STS for graduation dates.

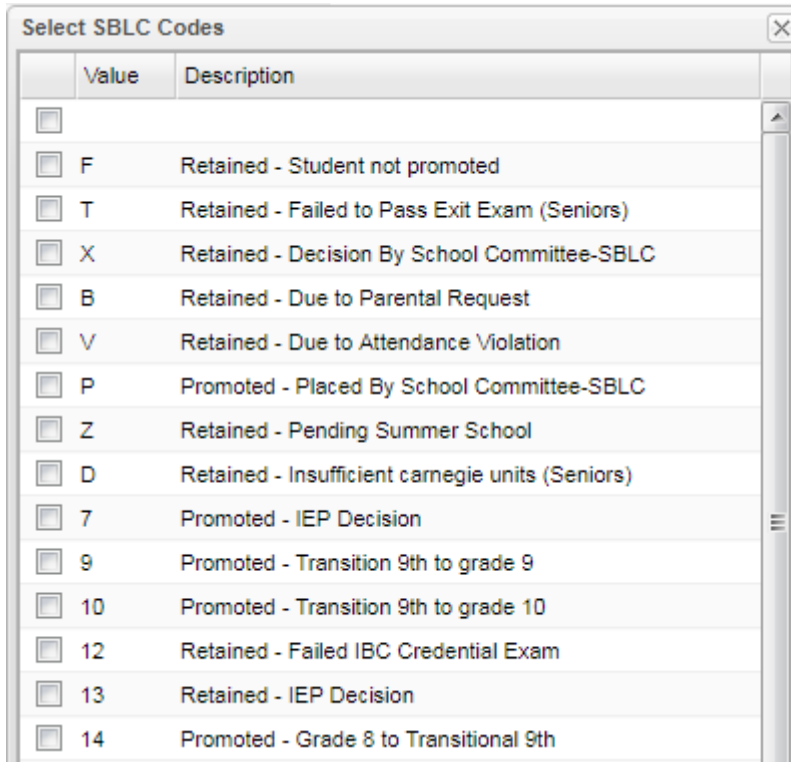
HS Senior counselors must check STS for graduation dates. Any graduate without a grad date in STS is not considered a Louisiana graduate.

- Log into STS.
- Pull up school student list.
- Enter “12” in search box. This will produce a listing of seniors in STs.
- Click “Print & Export” button (above student listing column headers).
- Choose “Export Summary to Excel.” This list contains all students.
- Filter Grade column for grade12. This listing can also be filtered for graduates.

17. Assign SBLC (Retention) Codes

The SBLC code on student master is used to identify students as retained.

- 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**



Value	Description
F	Retained - Student not promoted
T	Retained - Failed to Pass Exit Exam (Seniors)
X	Retained - Decision By School Committee-SBLC
B	Retained - Due to Parental Request
V	Retained - Due to Attendance Violation
P	Promoted - Placed By School Committee-SBLC
Z	Retained - Pending Summer School
D	Retained - Insufficient carnegie units (Seniors)
7	Promoted - IEP Decision
9	Promoted - Transition 9th to grade 9
10	Promoted - Transition 9th to grade 10
12	Retained - Failed IBC Credential Exam
13	Retained - IEP Decision
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.

18. Print a List of Retained Students

Print a listing of Retained Students for the Principal to review and approve.

- Go to *Student Master > Lists > Retained/Promoted List*.
- Email the listing to Angela Jordan, Melanie Nguyen, and LaDinah Carter.

19. Repeat Step #13: Cumulative GPA Ranking Report

Repeat the GPA Ranking and GPA Update to adjust rank for any students who have been marked as retained and catch any recent changes to transcripts or grades.

***Important:** If Mrs. Jordan has run a **Grades Closeout** for your Seniors, remove the "Use Current Year Grades" setting on the Transcript Workstation and on Update GPA button of the Rank Report.

- **Transcript Workstation Setting if Grades Closeout has been performed on a grade level:**

Setup - 12.18.2020

Year: 2021
District: 026
School: 010
Grades: 12
Transcript Type: College

Show Current Year Grades
 Find Only Active Students
 Include SIS School

More Options

Basic Grades
Printing Official
Set Defaults

OK

After Grades Closeout for a grade level, remove "Show Current Year Grades"

- **Rank / Update GPA Setting if Grades Closeout has been performed on a grade level:**

Transcript GPA Calculation Setup - 04.29.21

Year: 2021
District: 026
School: 051
Grade: 12
As of Date: May 14 2021

Use current grades **B**
 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
 Include Early Graduates

Set Defaults OK

After Grades Closeout for a grade level, remove "Use Current Grades"

Setup - 04.29.2021

Year: 2021
District: 026
School: 051
Grade: 12
As of Date: May 14 2021
Age From: 0 To: 100
Minimum Units: 23
GPA Display Type: Alpha Basic
Special Code Exclusion: CJA,COA,SUR

Include SIS School Students:
Include Early Graduates:
Exclude Summer Graduates:
Exclude NR Students:
Include Replaced Grades:
View Previous Ranks:

Filters

A Update GPA OK Set Defaults

20. Print Final Report Cards

Printing the Final Report card is like other times in the year except for setting the Type to "Final".

- Go to *Grades > Lists > Report Card*.
 - Set **Type** to "**Final**" and grading periods to the last of the year (4 in most cases), as well as other checks shown below.

- At the bottom, before printing, be sure to run the "Mass Calc Sem/Final Grades" and the "Calculate Current Year GPA".

21. Post Diploma Endorsements (Current understanding is that type "C" or "D" are current)

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.

22. 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.

23. Post Exits for Students Who Passed HighSet / GED, or Foreign Exchange Students returning to home country, or LAA1 Graduates

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
 - LG 04 E LAA1 Graduate (send option code 9)
- Click **Save** to store the leave information.

24. 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 LEAP 2025 or IBC Credential, consult with your district coordinator for proper year/date to reenter, then exit the student with a **61 04 E Graduation/Early Graduation** leave code.

25. Submit a Support Ticket to Data Management – Grades Closeout EOY

This program copies the "current year" grades to the "transcript" data files.

At this point, the principal submits a support ticket to Data Management stating: (name of school) – Closeout EOY. Wait for an e-mail response from Data Management before proceeding to step 26.

***Important:** If Mrs. Jordan has run a **Grades Closeout** for your Seniors, remove the "Use Current Year Grades" setting on the Transcript Workstation and on Update GPA button of the Rank Report.

- **Transcript Workstation Setting if Grades Closeout has been performed on a grade level:**

Year: 2021
District: 026
School: 010
Grades: 12
Transcript Type: College
 Show Current Year Grades
 Find Only Active Students
 Include SIS School
More Options
Basic Grades
Printing Official
Set Defaults
OK

After Grades Closeout for a grade level, remove "Show Current Year Grades"

- **Rank / Update GPA Setting if Grades Closeout has been performed on a grade level:**

Year: 2021
District: 026
School: 051
Grade: 12
As of Date: May 14 2021
 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
 Include Early Graduates
Set Defaults OK

After Grades Closeout for a grade level, remove "Use Current Grades"

Year: 2021
District: 026
School: 051
Grade: 12
As Of: May 14 2021
Age From: 0 To: 100
Minimum Units: 23
GPA Display Type: Alpha Basic
Special Code Exclusion: CJA,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 Set Defaults

26. (Optional) Identify Students with Failing Final Grades

Use the **Grade Distribution Report** to obtain lists of students that have failed courses for the year.

- 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.
- These lists are not only handy for determining promotion / retention, but also for new year scheduling request changes or summer school subject lists.

27. Post Exits for Graduating Seniors

*Discuss with your district coordinator to see if this is a step done in your district.

****Don't do this too early. Do this step on or after the last day of school.**

This will post a leave code of "61 04 Graduation / Early Graduation" on each student selected that is graduating.

- Go to Student Master / Loaders / Leave Code Fast Loader
- On setup, configure for grade 12, Exclude SBLC Codes – set for all retained codes, and as of date is last day of school.

Don't do this step until last day of school

Set for Last Day of School.
Do not use Grad Date.

Leave Date : May 26 2021

- *On the bottom right, set the "Leave Date" to the last day of school. Do not use the graduation date here.
- Click the select box for each student that is graduating.
- **Important:** For any student not graduating, or for any student with a leave date, do not select these students.
- On the right-side listing of leave codes, select "61 04 Graduation / Early Graduation."
- The leave code columns by each student will be updated with the graduation leave code and date.
- **Made a mistake on a student?** Easiest way to fix is to go to the Student Master record of the student and fix the leave code information.

28. Dropping Students - End of Year (ongoing)

- Summer Graduates are typically dropped at the end of the current school year.
- In some districts, underclassmen exits and gains are done on the first day of the following school year.