

End of Year Guide - Elementary and Middle Schools 1819

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. ___ Principal or District Coordinator Communicate Grades Deadline for Teachers

- Principal or District Coordinator 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. ___ 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).

- 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 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.

Setup-06.06.2017

Year : 1718

District : 026

School : 010

Grade : 12

Homeroom :

Team :

Special Codes :

Exclude Special Codes :

Programs :

Skip Codes : 59,40,56,55,34,11,03,47,4...

As Of Date : Apr 16 2018

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

OK

3. ___ Projected Final Averages

- **By the Teacher:**
 - In Gradebook, open a section for current grading period.
 - Click **Reports / Grades / Term Grades Report / All Students Projected Final**.
 - A grade sheet with projected final grades will appear.
- **By the Office Staff Member**
 - Go to **Grades / Lists / Possible Failures**
 - Set as shown below:

Setup-01.10.18

Year : 1718
District : 026
School : 008
Grade : 01,02,03,04,05
Program Code :
Club :
Sport :
Team :
Letter Factor : F
Number Per Course : 0
Total of Total Factors : 0
Active Only :
Active Courses Only :
As of Date : May 10 2018
 Show Remote Scheduled
Show : All Sped Only Non Sped
504 : All 504 Only Non 504
 ESL Students Only Has F/R Lunch Code
 Military Students Only Use Projected Sem/Finals
 Show Non Academic Failures Show Exceptionality
Include Marking Period :
Marking Periods : F1
Include Transcript Group :
Transcript Groups : 3
Order By : Alpha
Select Teacher/Counselor :
Print Options
 Break On Homeroom Break On Class Teacher
 One Line Per Course
OK Letters

- Click the **Print** button on the top half of the screen. Disregard the bottom half.

4. ___ 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.***

Mass Calc Sem/Final Grades - 09.06.17

Year : 1718

District : 026

School : 001

Grades : 06,07,08

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.

OK

5. ___ 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.

6. ___ 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 as a result of any feedback from the teacher.

7. ___ 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.

8. ___ 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, then click on the count of "F" grades on the bottom row of the report.

9. ___ 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.

Setup-03.19.2018

Year : 1718	Programs :
District : 026	Team :
School : 001	Clubs :
Grades : 06,07,08	Sports :
Homeroom :	Special Codes :
Order To List : Alpha Order	Show Remote : <input checked="" type="radio"/> None <input type="radio"/> Only <input type="radio"/> All
From Date : Aug 10 2017	To Date : May 07 2018
<input type="radio"/> Detail Report	<input checked="" type="radio"/> Summary Report
<input type="checkbox"/> Include Summary	<input type="checkbox"/> Print Break on Homeroom
Skip Reason : <input checked="" type="checkbox"/> E,D,P,N	Skip Code : <input type="checkbox"/>
Check In After : <input type="checkbox"/> HH:MM	Check Out After : <input type="checkbox"/> HH:MM

Show Only

<input checked="" type="checkbox"/> Active	<input type="checkbox"/> Full Day	<input type="checkbox"/> Tardies	<input type="checkbox"/> Skips
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Printing Options

<input checked="" type="checkbox"/> Day Range 15	40				
<input type="checkbox"/> Equal Days 3					
<input type="checkbox"/> Policy	<input type="checkbox"/> History	<input type="checkbox"/> Phone #	<input type="checkbox"/> Homeroom	<input type="checkbox"/> Unexecused	<input type="checkbox"/> Legend

Add Announcement

Set to number desired by school

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 text print on the final report card and on cumulative history labels.
- **Current SBLC Codes:**

F	Retained - Student not promoted
T	Retained - Failed to Pass Exit Exam (Seniors)
X	Retained - Decision By School Committee-...
B	Retained - Due to Parental Request
V	Retained - Due to Attendance Violation
P	Promoted - Placed By School Committee-S...
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.

12. ___ 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

- Non Grades

Display the below items

From:

Thru:

Skip Absence Codes:

Absentee Detail Absentee Course Absentee Summary

Discipline

- GPA options

Display GPA Line

Display Current Year Cumm GPA

Compose message with user printing report cards.

Skip "P" codes

- Be sure to click the "Update GPA" button prior to printing.

13. ___ **Dropping Students - End of Year**

- Check with your District Coordinator on posting exits for students that are leaving the district. These procedures can vary by district and exit reason.
- In many districts, all drops and gains are done on the first day of the next school year. In some others, drops for students leaving the district are done on the last day of school. It is best to check with your District Coordinator for directions.

14. ___ **Grading Period Lock (Performed by Data Processing)**

Go to *Grades > Loaders > Grading Period Lock*

- Grading Periods in WebGradeBook are locked to preserve the integrity of the assignment records.

15. ___ **Grades Closeout EOY (Performed by Data Processing)**

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 of the grades for the current year have been verified and are finalized. The program copies the "current year" grades to the "transcript" data files.
- For Middle schools offering Carnegie Unit courses: Be sure to check the third option "Include Carnegie Unit Code on (grade >=9)...."

16. ___ 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 : 1718

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