

## 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) or by using the Missing Grades Audit.

- 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 if done in your parish.

- Missing Grades Audit:** Go to *Grades > Entry > Missing Grades Audit*

- Use this report to check for missing grading period grades. This is important because a missing grading period average will result in no final being calculated for the course.
- This report is also good to check for missing final averages after calculating final grades. Set for "F1" to see students who did not get a final grade average for a class.

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

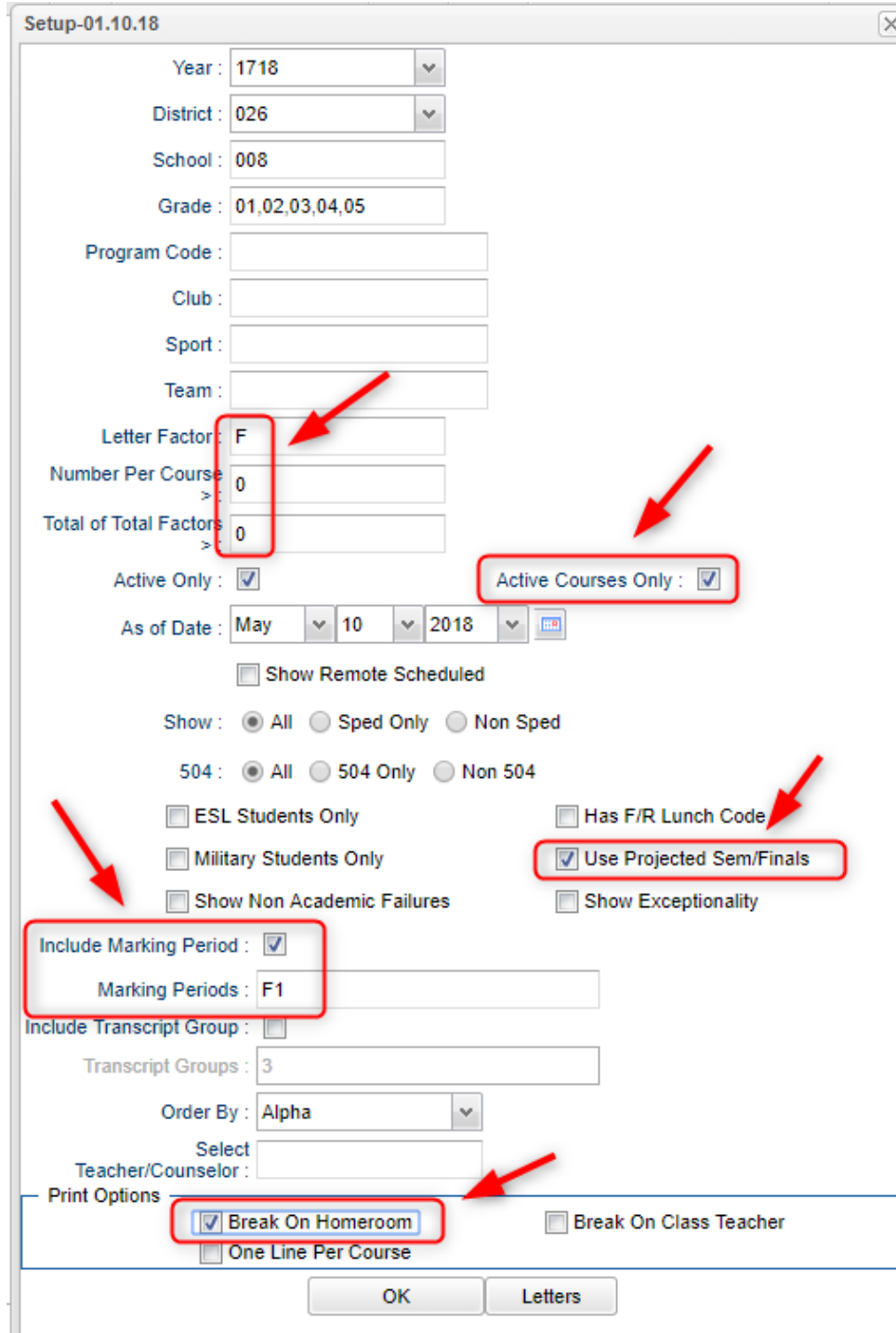
Show Only Carnegie Credit Courses

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, or using the **Missing Grades Audit**, 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 |
|--|-----------------------------------|----------------------------------|--------------------------------|

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.
- **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.

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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

Show Principal Signature

Compose message with user printing report cards.

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- Non Grades

Display the below items

From:

Thru:

Skip Absence Codes:

Skip "P" codes

Absentee Detail  Absentee Course  Absentee Summary

Discipline

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- GPA options

Display GPA Line

Display Current Year Cumm GPA

- 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

Go to *Grades > Loaders > Grading Period Lock*

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

### 15. \_\_\_ 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 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.

The screenshot shows a dialog box titled "Setup - 05.01.18". It contains the following fields and options:

- Year: 1718 (dropdown)
- District: 026 (dropdown)
- School: 030 (text input)
- Grades: 08 (dropdown)
- Transcript Type: Official (dropdown)
- Show Current Year Grades
- Find Only Active Students

Below these fields is a section titled "More Options" containing several buttons:

- Basic
- Grades
- Printing
- Official
- Set Defaults

An "OK" button is located at the bottom of the dialog box.