



JCampus – Processing 1st Nine Weeks Grades

2223

Office Edition

Elementary/Middle Schools

This document will provide you with step-by-step instructions to successfully complete your first grading period report cards.

October 2 – 18, 2022

- ❖ Inform your teachers of your self-imposed deadline to enter all first grading period grades and comments into their Gradebooks. Data Management recommends end of school day on Monday, October 14th, 2022. Data Management will lock the ability to enter grades for the 1st grading period in Gradebook at 9:00 a.m. on Monday, October 18th. Report cards must be sent home on October 19th.

NOTE: Administrators can use the message system on the JCampus “Welcome” page to display such deadlines. Click the page icon (New Announcement) located under the word “Welcome.” Complete the “Announcement Editor” screen and click “Save.”

- ❖ Run the **Assignment Audit** report to access if teachers are entering the required number of grades per category.
1. In the left navigation panel, go to *Grades > Count > Assignment Audit*. Select the following in the setup box:
 - Marking Period = “P1.”
 - Report = “Greater Than or Equal to Per Category.”
 - Assignments = “0.”
 - Report Type = “Detailed.”
 - From Date = First Day of School.

- To Date = Today's Date.

Assignment Audit Setup - 08.08.18

Year : 1819

District : 026

School : 038

Course Grades :

Marking Period : Use current marking period.

Report : Greater Than Or Equal To Per ... Assignments

Report Type : Detailed Summary

Exclude Non-Displayed Assignments Use first day of school

From Date :

To Date : Use today's date

OK

2. Click OK to get the report. Please be patient as it will take a few minutes to produce the report.
3. Each class will be listed on several rows to show a count of assignments per class, per category.

Course Name	Section	Enrolled	Assig...	Posted	Missing	Category	Wgt	Total Points
MATH 2	1	17	1	17		Assessments	75	100
MATH 2	1	17	1	17		Participation	25	100

Section 1 has two categories. Each has 1 assignment.

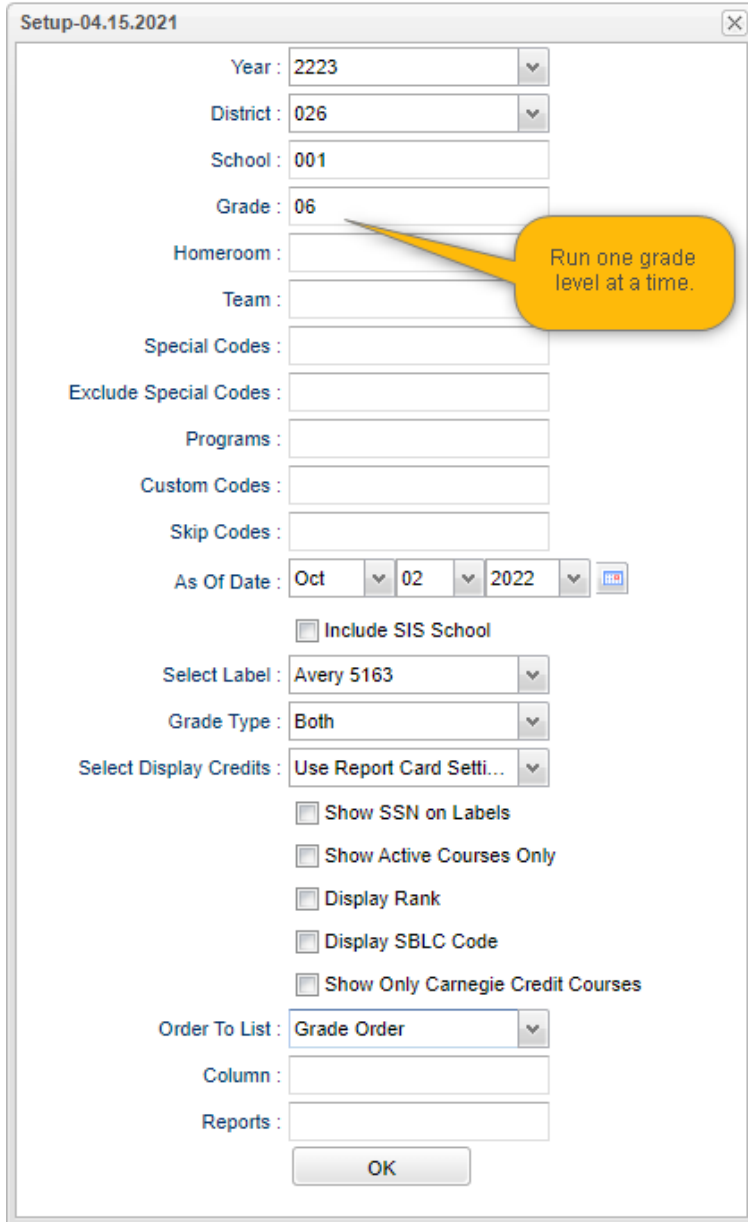
4. Click on the count of **Assignments** to see the assignments in the gradebook.
5. Click on the count of **Posted** to see the grades given to students.
6. Click on the count of **Missing** to see empty grade cells.
7. Check out the **Total Points** to see the total number of points possible for that class/category.
8. Tip 1: Run this weekly to verify that staff members are entering assignments.

9. Tip 2: If you need to look at something specific in a Gradebook - Click *Grades> Entry> Classroom*

❖ Run the **Cumulative History Label** as a “mini report card” to identify students with no average (due to no assignments or blank grading average). Ignore classes that should not have a grade such as Kindergarten. (**And / Or run Missing Grades Audit**)

1. In the left navigation panel, go to *Grades> Lists > Cumulative History Label*. Select the following in the setup box:

- Grade = Run one grade at a time.
- As of Date = “Current Date”
- Select Label = “Avery 5163”
- Order to List = “Grade Order” or “Homeroom”.
- Click “OK” to get a list of students.



Setup-04.15.2021

Year : 2223

District : 026

School : 001

Grade : 06

Homeroom :

Team :

Special Codes :

Exclude Special Codes :

Programs :

Custom Codes :

Skip Codes :

As Of Date : Oct 02 2022

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

Run one grade level at a time.

2. A list of students will show. Click the “Select All” box at the top left.

3. Click the “Print Labels” button, then set the “Starting Row” to “0”. Click the “OK” button to obtain a print preview of the labels that will be used as mini report cards.

Welcome Dashboard Cumulative History Label

	<input checked="" type="checkbox"/>	School	School Name	Grade	Student Name	SIDNO	SSN
1	<input checked="" type="checkbox"/>	001					XXX-XX-
2	<input checked="" type="checkbox"/>	001					XXX-XX-
3	<input checked="" type="checkbox"/>	001					XXX-XX-
4	<input checked="" type="checkbox"/>	001					XXX-XX-
5	<input checked="" type="checkbox"/>	001					XXX-XX-
6	<input checked="" type="checkbox"/>	001					XXX-XX-
7	<input checked="" type="checkbox"/>	001					XXX-XX-
8	<input checked="" type="checkbox"/>	001					XXX-XX-
9	<input checked="" type="checkbox"/>	001					XXX-XX-
10	<input checked="" type="checkbox"/>	001					XXX-XX-
11	<input checked="" type="checkbox"/>	001					XXX-XX-
12	<input checked="" type="checkbox"/>	001					XXX-XX-
13	<input checked="" type="checkbox"/>	001					XXX-XX-
14	<input checked="" type="checkbox"/>	001					XXX-XX-
15	<input checked="" type="checkbox"/>	001					XXX-XX-
16	<input checked="" type="checkbox"/>	001	John D. Adams Middle Sch	06	AMANREKOV, AYANNA IL ANOVNA	0499566	XXX-XX-

Select Location

Starting Row : 0

OK Cancel

Click the Select All box.

Click "Print Labels" button at bottom, then select Starting Row as "0". Click "Ok" to obtain the print preview.

- Review the "mini report cards" for missing grades. Work with teachers to get the assignments entered.

Thursday, Oct 6th, 2022

Thursday, October 6th is the last date of the first marking period. All first grading period grades and comments MUST be entered in teachers' Grades by 9:00 a.m. on October 18th. Teachers must update the comment (conduct) codes for the first grading period report cards.

Friday, Oct 7th, 2022

Teachers will have access to their second grading period Grades starting Friday, October 7th, 2022. Teachers must use caution between Friday October 7th and Monday, October 18th (9:00 am) as they will have access to both their first and second grading period Grades. They must enter grades accordingly.

Thursday, Oct 6 – Tuesday, Oct 18

- ❖ Do you need to enter averaged nine weeks grades from a paper gradebook (vacancy position)? If so, use the **Post Grades Master** (Grades>Entry>Post Grades Master).
- ❖ Do you need to enter nine weeks grades for individual students? If so, use the **Post Grades By Student** (Grades>Entry>Post Grades By Student).
- ❖ Tip sheets for these reports are available in the JCampus help tab. (Question mark, top right).

- ❖ Run the **Assignment Audit** report to ensure the minimal numbers of grades are being entered by your teaching staff.
- ❖ Run the **Cumulative History Label** to check for students lacking nine weeks grades.

Monday, Oct 18 @ 9:00 a.m.

At 9:00 a.m., Data Management will lock access to Grades for the first marking period to preserve the integrity of the assignment records. After 9:00 am Oct 10, teachers will no longer have the ability to enter grades in their Grades for the first grading period. Teachers do not have to “post” grades. Grades and comments will be “captured” at 9:00 am by virtue of Data Management locking the grading window.

Tuesday, Oct 10 after 9:15 a.m.

Printing Report Cards

The screenshot shows the 'Printing Report Cards' interface. It is divided into two main sections: 'Student Selection' and 'Options'.

Student Selection:

- Year: 1718
- District: 026
- School: [Blank]
- Grade: [Blank] (Callout 1)
- Special Codes: [Blank]
- Program: [Blank]
- Gender: [Blank]
- Ethnic: [Blank]
- Homeroom: [Blank]
- Counselor: [Blank]
- Advisor: [Blank]
- Clubs: [Blank]
- Sports: [Blank]
- Team: [Blank]
- Zip Code: [Blank]
- As Of Date: [Blank] (Callout 2)
- Display Date: [Blank] (Callout 3)
- Sped: All Sped Only Non Sped
- 504: All 504 Only Non 504
- LEP: All LEP Only Non LEP
- Hold Card: All Hold Only Non Hold
- Order To List: Class Period (Callout 4)
- Show Remote Scheduled:
- Limit to final weight courses:
- Students: [Blank]

Options:

- Type to Print: [Blank] (Callout 5)
- HS Grading Period: [Blank] (Callout 7)
- Order Courses by: Class Period Order (Callout 6)
- Elem Grading Period: [Blank]
- 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: (Callout 9)
- Top Margin Spacing: [Blank]
- 4x4 Option: Format 1 Format 2
- SBLC Description: Single Line Multi Line
- Address=PS Mail Return Address: Central Office School
- Show Guardian Signature: (Callout 10)
- Show Principal Signature:
- Principal's Message: [Blank] (Callout 11)
- Bottom Message: [Blank]
- Default Language: en English
- 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:
- Display Label: [Blank]
- Display Label: [Blank]

Non Grades:

- Display the below items:
- From: [Blank] (Callout 12)
- Thru: [Blank] (Callout 13)
- Skip Absence Codes: 59,40,56,55,34,11,03,47,4... (Callout 14)
- Absentee Detail:
- Discipline:
- Absentee Course:
- Absentee Summary:

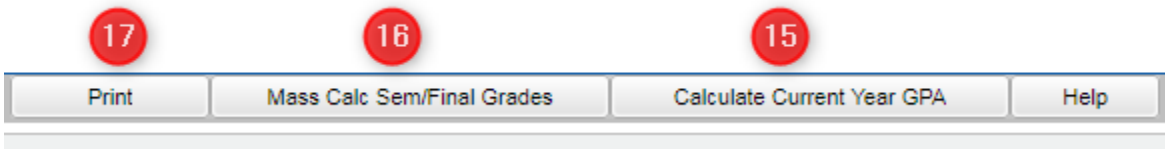
GPA options:

- Display GPA Line:
- Display Current Year Cumm GPA:

Grades>Lists>Report Cards. The steps below correspond to the numbers on the image.

1. Elementary: Select “1-5.” Middle and High leave blank.
2. As of Date: “Last date of grading period”
3. Display Date: “Date report cards are to go home”
4. Order to List: “Class Period”. Choose Semester: “1” and Period: “1.”
5. Type to Print: “Report Card.”

6. Order Courses by: "Class Period Order."
7. ___ Grading Period: "1."
8. Check boxes as shown.
9. Optional.
10. Optional.
11. Optional.
12. Traditional Schedules: Always use (DATE)
Block schedules: Use first day of semester.
13. Select: "DATE"
14. Use Numbers: 03,04,40 (all of the Ps).



15. Click "Calculate Current Year GPA."
In Setup box:
Grade = Blank
Marking Period = Blank
Uncheck 1st three boxes, check 4th box (Use active courses only).
Click "OK."

 A screenshot of a dialog box titled "Grades GPA Calculation Setup - 11.01.18". The dialog box contains several input fields and checkboxes. The "Year" field is a dropdown menu set to "1019". The "District" field is a dropdown menu set to "026". The "School" field is a text box containing "009". The "Grade" field is an empty text box. The "Marking Period" field is an empty text box. There are three checkboxes: "Calculate marking period gpa by course credit" (unchecked), "Include incomplete grades in gpa calculation" (unchecked), and "Do not create gpa on incomplete grades" (unchecked). The fourth checkbox, "Use active courses only", is checked and highlighted with a blue border. An "OK" button is located at the bottom center of the dialog box.

16. HIGH SCHOOLS ONLY. Calc final grades for First Grading Period. Elementary/Middle schools will do this in May.
17. Click "Print."
In pop-up window, click "Yes."
Preview reports prior to printing on paper for distribution to students.
Print an extra copy for school records and download the file as a PDF on a school computer or flash drive.

Honor Roll

- Go to Grades > Lists > Honor Roll
 - Click the “Calc GPA” button to update GPA’s.
 - Set a check for “Use active courses only”, then click “OK”.
 - Give it a minute or two to update the calculations.

Grades GPA Calculation Setup - 01.10.19

Year : 2223

District : 026

School : 029

Grade : 06,07,08

Marking Period :

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

Setup Calc GPA

- Afterwards, click the “Next” button.

- Select “P1”, 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

3. On the next screen, tap the “Res Sponsor” button to update honor roll settings.

<input type="checkbox"/>	Title of Honor Roll	From ...	To Grd	Alpha F...	Alpha To	Numeric F...	Numeric To	Low Gd	GPA Type	Comment Exclusion
<input checked="" type="checkbox"/>	Principal List	-1	12	4.0000	5.0000			A	ALPHA	
<input checked="" type="checkbox"/>	A Honor Roll	-1	12	3.5000	5.0000			B	ALPHA	
<input checked="" type="checkbox"/>	B Honor Roll	-1	12	3.0000	5.0000			C	ALPHA	

Buttons: Clear, Res Sponsor, Set Defaults, Res Setup

4. To make a basic Honor Roll list, set as follows, then click “Next” button at bottom. A listing will be presented for printing. Click “Print”.

- Name = Last, First, Middle
- Show Lowest Grade
- Show GPA

Display

Name Format: Last First Middle First Middle Last Last First First Last

Adjust Name for Mixed Case:

Show Honor Roll Title on Export:

Print Selected GP's:

Show Lowest Grade:

Exclude if qualifies for non-selected honor roll:

Show GPA Range on Export:

Show GPA:

Print Date and Time:

Include Address:

Append Sidno to Export:

Export: [Dropdown]

As Of Date: Oct 02 2022

Settings for basic honor roll list

- To make certificates, set as follows, then click “Next” button at bottom. A list of students will be presented. Click the “Print” button to create the certificates.

Display

Name Format: Last First Middle First Middle Last Last First First Last

Adjust Name for Mixed Case:

Show Honor Roll Title on Export:

Print Selected GP's:

Show Lowest Grade:

Exclude if qualifies for non-selected honor roll:

Show GPA Range on Export:

Show GPA:

Print Date and Time:

Append Sidno to Export:

Export: [Dropdown]

As Of Date: Oct 02 2022

Certificate

Print Certificate:

Uppercase Certificate:

Left Signature: Principal Signature Image: 003

Right Signature: false Signature Image: [Empty]

Change Name to First, Last

Check off "Print Certificate". Add "Left Signature" with "Principal" and Signature Image of code "003 Princpal".

Buttons: Back, Next