



## 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 Thursday, October 14th, 2022. Data Management will lock the ability to enter grades for the 1<sup>st</sup> grading period in Gradebook at 9:00 a.m. on Tuesday, October 18th. Report cards must be sent home on Wednesday, October 19<sup>th</sup>.

**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 ... 0 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.

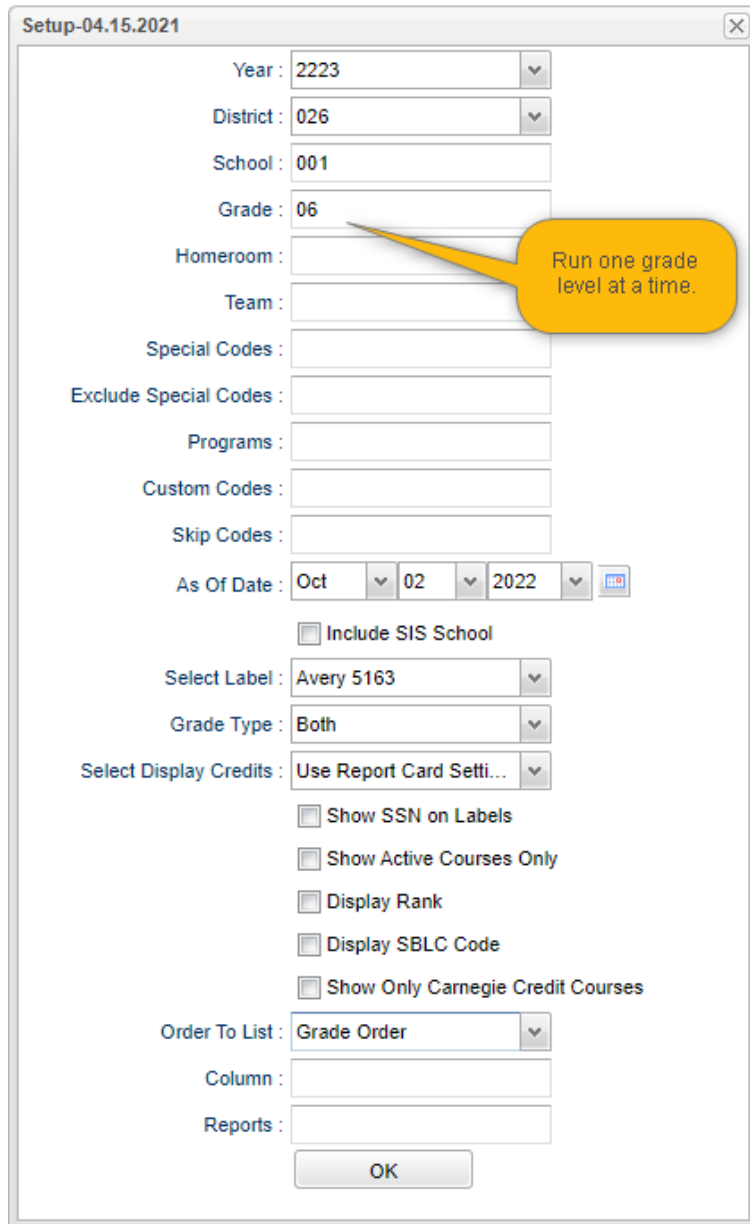
4. Click on the count of **Assignments** to see the assignments in the gradebook.
5. Click on the count of **Posted** to see the grades given to students.
6. Click on the count of **Missing** to see empty grade cells.
7. Check out the **Total Points** to see the total number of points possible for that 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.

The screenshot shows a software interface with a table of student data. The table has columns for School, School Name, Grade, Student Name, SIDNO, and SSN. A yellow callout bubble points to the 'Select All' checkbox in the first row, with the text 'Click the Select All box.' Another yellow callout bubble points to the 'OK' button in the 'Select Location' dialog box, with the text '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 6<sup>th</sup>, 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 18<sup>th</sup>. Teachers must update the comment (conduct) codes for the first grading period report cards.

#### Friday, Oct 7<sup>th</sup>, 2022

Teachers will have access to their second grading period Grades starting Friday, October 7<sup>th</sup>, 2022. Teachers must use caution between Friday October 7<sup>th</sup> and Tuesday, October 18<sup>th</sup> (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.

### Tuesday, 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 18 after 9:15 a.m.

## Printing Report Cards

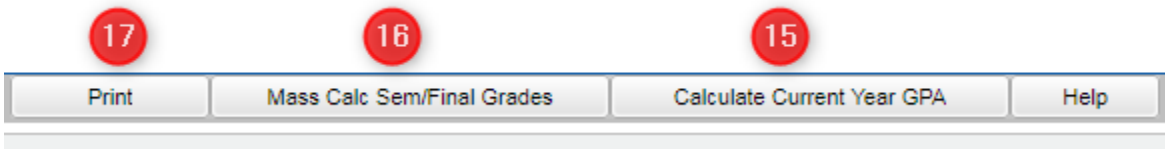
The screenshot shows the 'Printing Report Cards' interface with the following elements and callouts:

- Student Selection -04.25.17** (Left Panel):
  - Year: 1718 (Callout 1)
  - District: 026
  - School: (Callout 2)
  - Grade: (Callout 3)
  - Special Codes: (Callout 4)
  - Program: (Callout 5)
  - Gender: (Callout 6)
  - Ethnic: (Callout 7)
  - Homeroom: (Callout 8)
  - Counselor: (Callout 9)
  - Advisor: (Callout 10)
  - Clubs: (Callout 11)
  - Sports: (Callout 12)
  - Team: (Callout 13)
  - Zip Code: (Callout 14)
  - As Of Date: (Callout 15)
  - Display Date: (Callout 16)
  - Sped: All, Sped Only, Non Sped (Callout 17)
  - 504: All, 504 Only, Non 504 (Callout 18)
  - LEP: All, LEP Only, Non LEP (Callout 19)
  - Hold Card: All, Hold Only, Non Hold (Callout 20)
  - Order To List: Class Period (Callout 21)
  - Show Remote Scheduled (Callout 22)
  - Limit to final weight courses (Callout 23)
  - Students: (Callout 24)
- Options** (Right Panel):
  - Type to Print: (Callout 25)
  - HS Grading Period: (Callout 26)
  - Show School Name (Callout 27)
  - Show Address Line (Callout 28)
  - Show Homeroom Teacher (Callout 29)
  - Show Counselor (Callout 30)
  - Show Team (Callout 31)
  - Highlight Course Lines (Callout 32)
  - Show Active Courses Only (Callout 33)
  - Show F (non-numeric) on policy failure (Callout 34)
  - Show Fees (Callout 35)
  - Top Margin Spacing: (Callout 36)
  - 4x4 Option: Format 1, Format 2 (Callout 37)
  - SBLC Description: Single Line, Multi Line (Callout 38)
  - Address=PS Mail Return Address: Central Office, School (Callout 39)
  - Show Guardian Signature (Callout 40)
  - Show Principal Signature (Callout 41)
  - Principal's Message (Callout 42)
  - Bottom Message (Callout 43)
  - Order Courses by: Class Period Order (Callout 44)
  - Elem Grading Period: (Callout 45)
  - Show Grading Scale (Callout 46)
  - Show Comments (Callout 47)
  - Show Comment Assessment (Callout 48)
  - Show Advisor (Callout 49)
  - Show Current Year EOC Scores (Callout 50)
  - Show All Highest EOC Scores (Callout 51)
  - Show Class Period (Callout 52)
  - Use Long Course Name (Callout 53)
  - Default Language: en English (Callout 54)
- Non Grades** (Bottom Panel):
  - Display the below items: (Callout 55)
  - From: (Callout 56)
  - Thru: (Callout 57)
  - Skip Absence Codes: 59,40,56,55,34,11,03,47,4... (Callout 58)
  - Absentee Detail (Callout 59)
  - Discipline (Callout 60)
  - Absentee Course (Callout 61)
  - Absentee Summary (Callout 62)
- GPA options** (Bottom Panel):
  - Display GPA Line (Callout 63)
  - Display Current Year Cumm GPA (Callout 64)

*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 1<sup>st</sup> three boxes, check 4<sup>th</sup> box (Use active courses only).  
Click "OK."

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

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:

P3:  P4:  S2:  F1:

Back Next

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

Setup

**Honor Roll Setup**

<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	

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:

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:

As Of Date: Oct 02 2022

Certificate

Print Certificate:

Uppercase Certificate:

Left Signature:  Principal Signature Image: 003

Right Signature:  false Signature Image:

Change Name to First, Last

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