



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 1st grading period in Gradebook at 9:00 a.m. on Tuesday, October 18th. Report cards must be sent home on Wednesday, 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 ... 0 Assignments

Report Type : Detailed Summary

Exclude Non-Displayed Assignments Use first day of school

From Date : Use today's date

To 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 for First Marking Period**)

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

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 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 Tuesday, 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.

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 on October 18, 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**

Left Panel:

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

1. Grade -Elementary: Select “1-5.” Middle and High leave blank.
2. As of Date: “Oct 6, 2022”
3. Display Date: “Oct 19, 2022”
4. Order to List: Set to “Class Period”. Choose Semester: “1” and Period: “1.”

Student Selection -09.07.2021

Year: 2223

District: 026

School: 115

Grade: 05

Special Codes:

Custom Codes:

Program:

Gender:

Ethnic:

Homeroom:

Counselor:

Advisor:

Clubs:

Sports:

Team:

Zip Code:

Exclude Special Codes:

Exclude Custom Codes:

As Of Date: Oct 06 2022

Display Date: Oct 19 2022

Sped: All Sped Only Non Sped

504: All 504 Only

LEP: All LEP Only

Hold Card: All Hold Only

Order To List: Alpha

Show Remote Scheduled

Limit to final weight

Students:

Set to "Class Period", Semester 1, Period 1 order.

Use if needing to print report card for a few students

Right Panel Top:

5. Type to Print: "Report Card."
6. Order Courses by: "Class Period Order."
7. Grading Period: "1."
8. Check boxes as shown.
9. Make sure "Show Active Courses is Checked"
10. Make sure "Print to DAS" is checked.

Options

<input checked="" type="checkbox"/> Type to Print: Report Card	<input checked="" type="checkbox"/> Order Courses by: Class Period Order
<input checked="" type="checkbox"/> HS Grading Period: 1	<input checked="" type="checkbox"/> Elem Grading Period: 1
<input checked="" type="checkbox"/> Show School Name	<input checked="" type="checkbox"/> Show Grading Scale
<input checked="" type="checkbox"/> Show Address Line	<input type="checkbox"/> Round Grading Scale
<input checked="" type="checkbox"/> Show Homeroom Teacher	<input checked="" type="checkbox"/> Show Comments
<input checked="" type="checkbox"/> Show Counselor	<input checked="" type="checkbox"/> Show Comment Assessment
<input type="checkbox"/> Show Advisor	<input type="checkbox"/> Show Current Year EOC Scores
<input type="checkbox"/> Show Team	<input type="checkbox"/> Show All Highest EOC Scores
<input type="checkbox"/> Highlight Course Lines	<input checked="" type="checkbox"/> Show Class Period
<input checked="" type="checkbox"/> Show Active Courses Only	<input checked="" type="checkbox"/> Use Long Course Name
<input checked="" type="checkbox"/> Show F (non-numeric) on policy failure	<input type="checkbox"/> Use Watermark
<input checked="" type="checkbox"/> Show Fees	<input checked="" type="checkbox"/> Print To DAS
<input type="checkbox"/> Show P-EBT Code	
Top Margin Spacing: [dropdown]	Print Language: en English
SBLC Description: <input checked="" type="radio"/> Single Line <input type="radio"/> Multi Line	Optional Title: [text box]
Address=PS Mail Return Address: <input type="radio"/> Central Office <input checked="" type="radio"/> School	

This setting sends a copy of the report card to Document Archive and Student Progress Center.

Right Panel Middle:

11. Check the Principal's Message and Bottom Message to make sure there is no content from last year.

<input checked="" type="checkbox"/> Show Guardian Signature	<input type="checkbox"/> Display Label
<input type="checkbox"/> Show Principal Signature	<input type="checkbox"/> Display Label
<input type="checkbox"/> Use Signature Images	
<input checked="" type="checkbox"/> Principal's Message	<input checked="" type="checkbox"/> Bottom Message

Check these to make sure last year messages have been cleared out.

Right Bottom Panels:

12. "From" and "To" dates are the start and end of the grading period.
13. "Skip Absence Codes" will be set to all of the "P" codes.
14. Check off "Absentee Summary".

Non Grades

Display the below items

From: Aug 8 2022

Thru: Oct 6 2022

Skip Absence Codes: 40,75,03,73,04,76,74

Absentee Detail

Absentee Course

Absentee Summary

Discipline

Skip "P" codes

15. Update the current year gpa by clicking "Calculate Current Year GPA" button.
16. Grade = Grades that post averages to JCampus.
17. Set to "Active Courses Only"

Grades GPA Calculation Setup - 01.10.19

Year: 2223

District: 026

School: 040

Grade: 01,02,03,04,05

Marking Period:

Calculate marking period gpa

Include incomplete grades in gpa

Do not create gpa on incomplete

Use active courses only

OK

Display GPA Line

Display Current Year Cumm GPA

Defaults Print Mass Calc Sem/Final Grades Calculate Current Year GPA

If entering a gpa on the report card, be sure to calculate the current year gpa first.

18. 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

1. 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.

2. 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

Right Signature: false

Signature Image:

Change Name to First, Last

Check off "Print Certificate". Add "Left Signature" with "Principal"