

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.

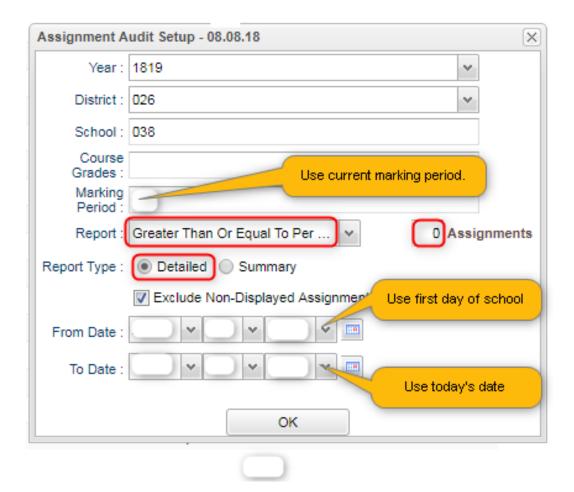
October 2 - 18, 2022

❖ 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.

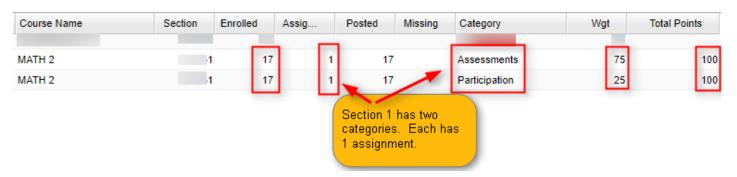
NOTE: Administrators can use the message system on the JCampus "Welcome" page to display such deadlines. Click the page icon (New Announcement) located under the word "Welcome." Complete the "Announcement Editor" screen and click "Save."

- 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.

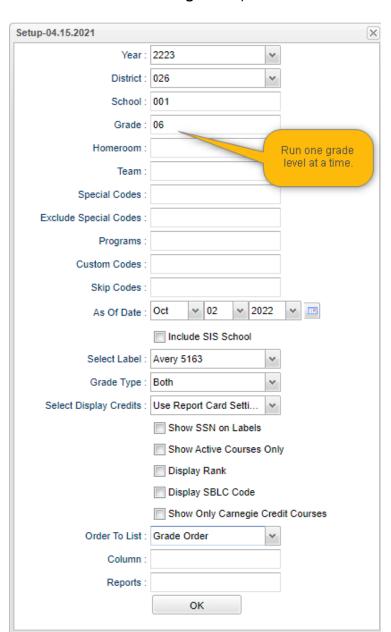


- 2. Click OK to get the report. Please be patient as it will take a few minutes to produce the report.
- 3. Each class will be listed on several rows to show a count of assignments per class, per category.



- 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)
- 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.



- 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.



4. 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.

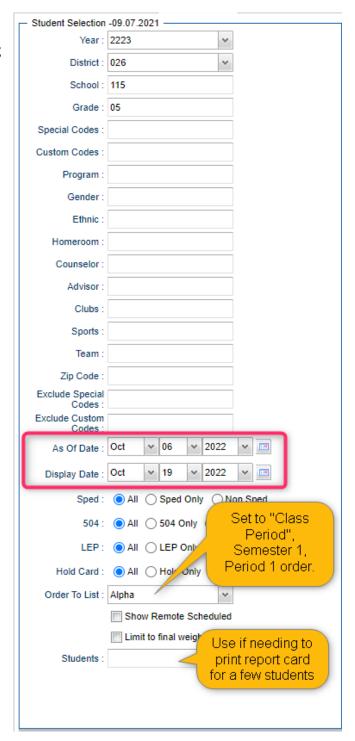
Tuesday, Oct 18 after 9:15 a.m.

Printing Report Cards Left Panel:

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

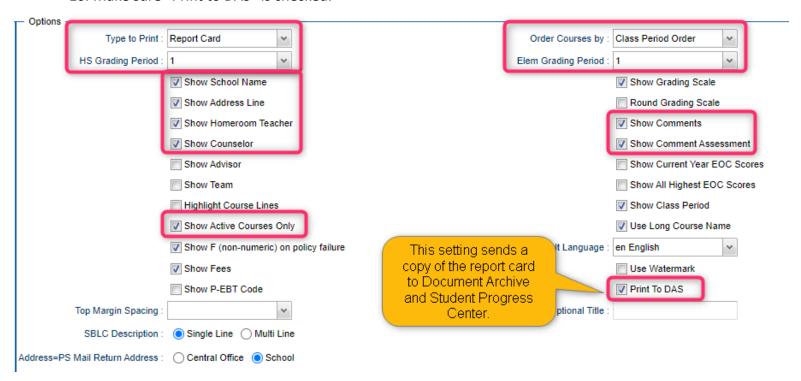
- 1. Grade -Elementary: Select "1-5." Middle and High leave blank.
- 2. As of Date: "Oct 6, 2022"
- 3. Display Date: "Oct 19, 2022"
- 4. Order to List: Set to "Class Period". Choose

Semester: "1" and Period: "1."



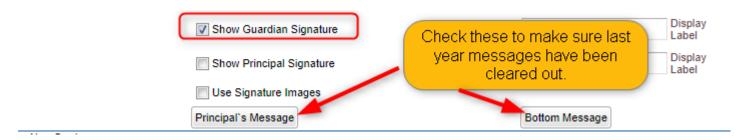
Right Panel Top:

- 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.



Right Panel Middle:

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

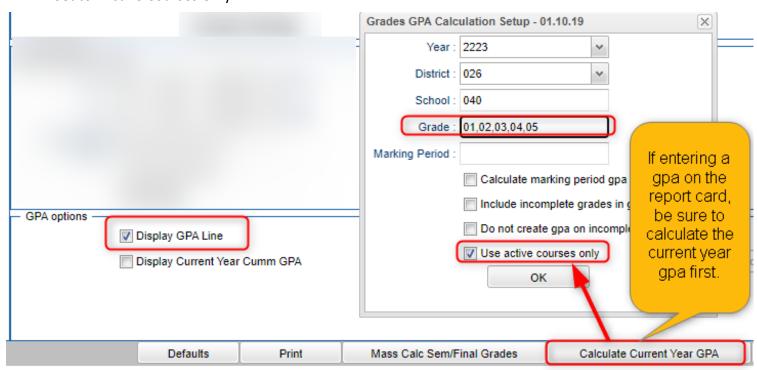


Right Bottom Panels:

- 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".



- 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"



18. Click "Print."

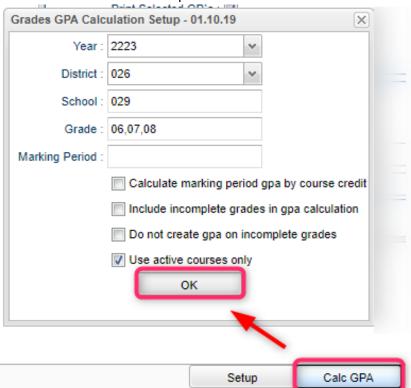
In pop-up window, click "Yes."

Preview reports prior to printing on paper for distribution to students.

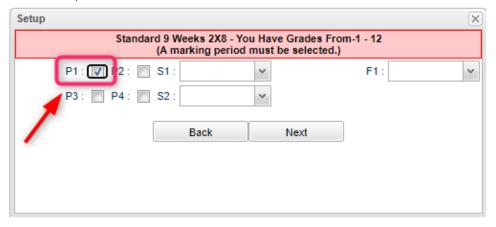
Print an extra copy for school records and download the file as a PDF on a school computer or flash drive.

❖ Honor Roll

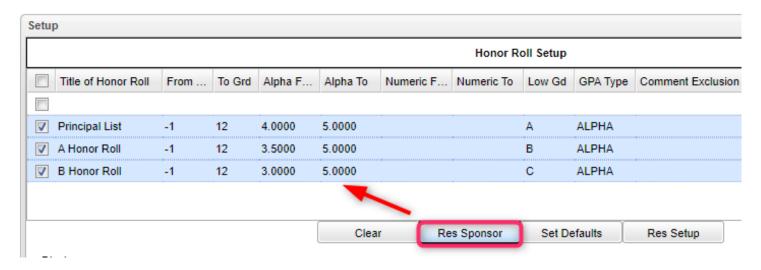
- 1. Go to Grades > Lists > Honor Roll
 - Click the "Calc GPA" button to update GPA's.
 - Set a check for "Use active courses only", then click "OK".
 - Give it a minute or two to update the calculations.



- Afterwards, click the "Next" button.
- 2. Select "P1", then click "Next".



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



- 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



• 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.

