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.
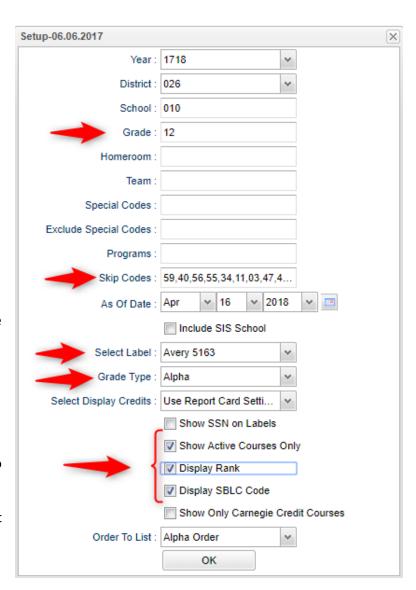
1. ___ Principal or District Coordinator Communicate Grades Deadline for Teachers

▪ 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.

3. ___ Check for Incomplete Grades:

Use this report to check for incomplete assignment grades in the gradebook that need to be updated to remove the marking period "I" grades.

- Go to *Grades > Lists > Incomplete Grades Audit.*
- Check for "I" (incomplete) grades, which are the result of "i" grades given to assignments in the Gradebook.
- When the teacher updates the "i" assignment to a valid grade, then clicks "Save", the average is updated. This will result in an accurate calculation of the final average.
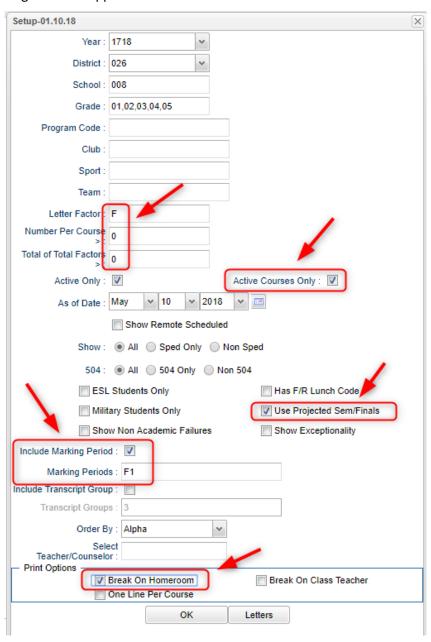
4. ___ Projected Final Averages

If at this time of the year, the school would like a report of projected final averages of students, either of the reports below can deliver this information.

- **By the Teacher:**
  o In Gradebook, open a section for current grading period.
  o Click **Reports / Grades / Term Grades Report / All Students Projected Final.**
  o A grade sheet with projected final grades will appear.

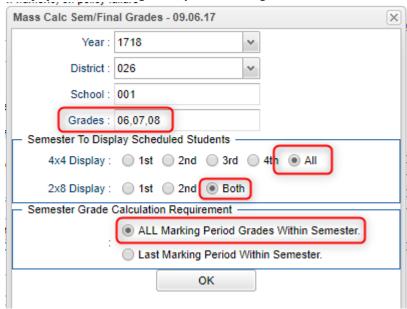- **By the Office Staff Member**
  o Go to **Grades / Lists / Possible Failures**
  o Set as shown below:

  o Click the **Print** button on the top half of the screen. Disregard the bottom half.

5. ___ 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.***

6. ___ 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 (F1) in courses that are needed.

- **What do I do if there is a missing final?**
  Do one of the following:
    - Go to **Post Grades by Student** in *Progress Report mode* 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.
    - Go to **Post Grades by Student** and enter an "E" (Exempt) for the missing marking period average.
    - Go to **Post Grades by Student** and enter the missing marking period grades.

7. ___ 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.

8. ___ 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.

9. ___ Identify Students with Failing Final Grades for Possible Retention
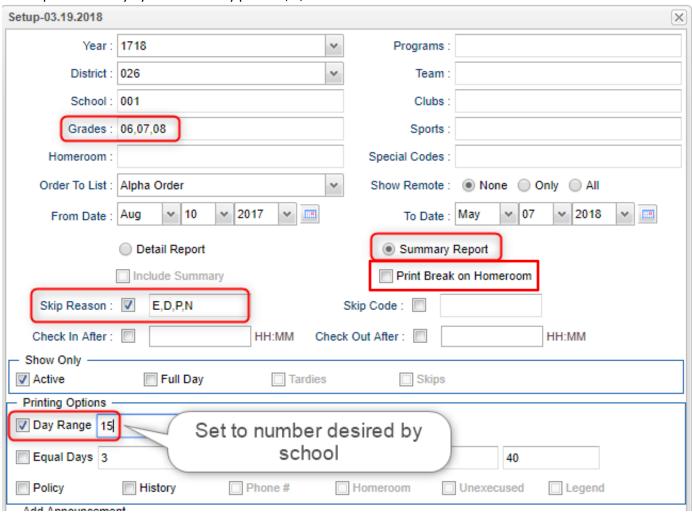
Go to *Grades > Count > Grade Distribution Report*
- Use the Grade Distribution Report to obtain lists of students that have failed courses for the year.

- Set the report to search for Final grades, then click on the count of "F" grades on the bottom row of the report.

10. ___ 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.
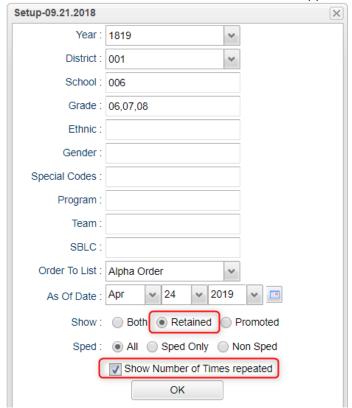
11. ___ Assign SBLC (Retention) Codes

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*.
    - Click to place an asterisk for students to be retained, then select the SBLC code on the right.
- 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 Retained List for School Administration Review

In this step, the school prints a list of retained students for the school administrator to review.
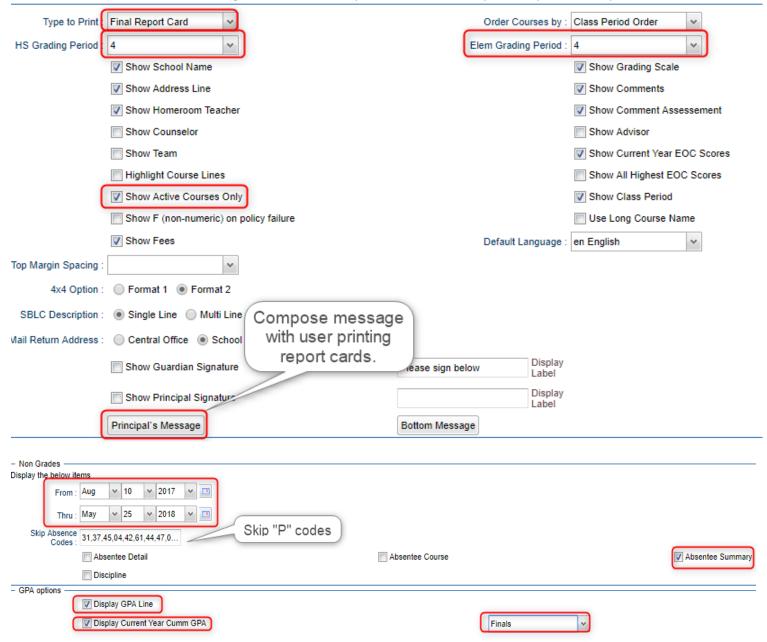
- Go to *Grades > Lists > Retained Promoted List*.
- At the setup, set for all grades, "**Retained**", and place a check for "**Show Number of Times repeated**".
- The report will show the list of students marked retained and a column showing the number of times in the student enrollment history that the student was retained.
- Print and ask School Administrator to review and approve.

13. ___ 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.

- Click the "**Update GPA**" button prior to printing.
  - Set for current year. Grades can be blank.
  - Place a check for option "Active Courses Only".
  - After clicking Ok, give it a little while to calculate the GPA's for all grading periods.

14. ___ 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.

15. ___ Grading Period Lock

Go to *Grades > Loaders > Grading Period Lock*
- Check with your district administrator. It may be that this step is done for you.
- Grading Periods in GradeBook are locked to preserve the integrity of the assignment records.
- Click to place a check mark for each grading period to lock it from changes in the gradebook.

16. ___ 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 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....)"
- After doing this step, on transcript workstation, take off the "Current Year" option to avoid items showing as doubled.

17. ___ (Optional) Print Elementary Transcripts

Go to *Transcripts > Lists > Elementary Transcripts*
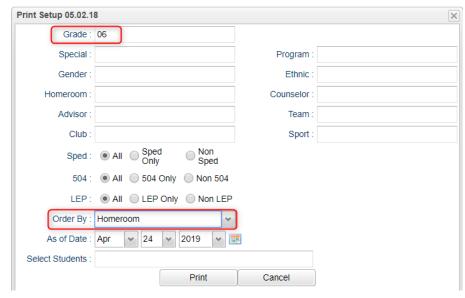
- At the setup, set as follows:
  - o **Transcript Years**: Set for year or years to show data for.
  - o **Transcript Order**: Set for School Year
  - o **Source:** Set for Grades
  - o **Show Grading Periods**: Click to place a check.
  - o **Grade Display**: Set for "Both".
  - o **Report Years**: Set for same years as *Transcript Years*.
  - o **Skip Absence Codes**: Skip absence codes starting with "P".

Elementary Transcripts Setup 05.02.18	☒
Year : 1819	⌄
District : 001	⌄
School : 004	
Transcript Years : 1819,1718,1617	
Transcript Order : ● School Year ○ Course Group	
Source : ● Grades ○ Transcript	
☑ Show Grading Periods	
☐ Print SSN	
☐ Print SASID	
Grade Display : ● Both ○ Alpha ○ Numeric	
Report Options	
☐ Absentee History	
☐ Discipline History	
Report Years : 1819,1718,1617	
Skip Absence Codes : I,47,03,11,34,55,56,62,40,59	
OK	

- Click **Ok** to bring up the transcript system.
- Click the **Print Multiple** button at the bottom right.
  - o **Grade**: Set for one grade at a time.
  - o **Order:** Set for homeroom or alpha order, depending on how folders are arranged in your school.
- Click the **Print** button to print the documents.

Print Setup 05.02.18	☒
Grade : 06	
Special :	Program :
Gender :	Ethnic :
Homeroom :	Counselor :
Advisor :	Team :
Club :	Sport :
Sped : ● All ○ Sped Only ○ Non Sped	
504 : ● All ○ 504 Only ○ Non 504	
LEP : ● All ○ LEP Only ○ Non LEP	
Order By : Homeroom ⌄	
As of Date : Apr ⌄ 24 ⌄ 2019 ⌄ 📅	
Select Students :	
Print	Cancel

18. ___ Print and Check 8ᵗʰ Grade Transcripts

If the middle school students take Carnegie Unit courses, it is a good idea to print Transcripts to verify these courses are correct.

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.