JCampus – Processing 2nd Nine Weeks Grades

2022-23

High School Office Edition

This document will provide you with step-by-step instructions to successfully complete your second nine weeks report cards.

Prior to Monday, January 9th

❖ Inform your teachers of the deadline to enter all second nine weeks grades, comments, and exams into their gradebooks. **Data Management will close the second nine weeks grading window @ 9:00 a.m. on Monday, January 9, 2023.**

> **NOTE**: Administrators can use the Announcement feature 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."

❖ **Sped Teams:** Make sure April Dunn Act 833 students are coded with special code ACS ACT 833 . This will make sure that final exams for LEAP 2025 count as 5%. The due date set by the district Special Education Department is December 8, 2022.

❖ For classes that do not use Gradebook, manually enter the final grades **in either Post Grades by Student (single student) or Post Grades Master (class roster).**

❖ Run the **Assignment Audit** report to assess 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 = "P2."
>   - Show = "Greater Than or Equal to Per Category."
>   - Assignments / Points = "0."
>   - Report Type = "Detailed."
>   - From Date = First day of 2nd nine weeks
>   - To Date = Today's date

Assignment Audit Setup - 11.04.2022   [×]

Year :	2223 ▼
District :	026 ▼
School :	010
Course Grades :	
Marking Period :	P2
Teacher :	
Section :	
Exclude Section :	
Exclude Course(s) :	
Show :	Greater Than Or Equal T... ▼ 0 Assignments 0 Points
Report Type :	⦿ Detailed ○ Summary
	☑ Exclude Non-Displayed Assignments
Assignment From :	Oct ▼ 11 ▼ 2022 ▼ 🗓
Assignment To :	Dec ▼ 16 ▼ 2022 ▼ 🗓
Transcript Group :	
Reports :	

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.

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.

Site	Teacher Name	Course Name	Section	Enrolled	Assignments	Posted	Missing	E	I	Category	Wgt	Total Poi...
☐		WORLD HIST		32	7	192	32			Major Assessments	50	700
☐		WORLD HIST		32	12	384		5		Minor Assessments	40	1200
☐		WORLD HIST		32	6	160	32			Participation	10	600
☐		WORLD HIST		31	7	217				Major Assessments	50	700
☐		WORLD HIST		31	13	403				ssments	40	1300
☐		WORLD HIST		31	6	155				n	10	600
☐		WORLD HIST		29	7	203				Major Assessments	50	700
☐		WORLD HIST		29	12	348		3		Minor Assessments	40	1200
☐		WORLD HIST		29	6	145	29			Participation	10	600

Each section wll have a count of assignments per category

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>Gradebook* to view the actual gradebook of the teacher in question.

10. **Tip 3:** If you need to check the % of A, B, C, D, F for classes right now - Click *Grades>Count>Grade Distribution*. Set to the first Marking Period, then click "OK" to get results. Grade counts are clickable to see students.

❖ Run the **Missing Grades Audit** report 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.

1. In the left navigation panel, go to *Grades> Entry> Missing Grades Audit*. Select the following in the setup box:

- As of Date = Today's date
- Marking Period = "P2"

2. Students with missing marking period averages will be displayed with grading period columns on the right (P2). Sort the report by teacher, student, or course to work with teachers on getting student averages up to date.

3. Another way to check for missing grades: Run the Cumulative History Label as a "mini-report card".

❖ 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).

❖ Run the **Assignment Audit** report to ensure the minimal numbers of grades are being entered by your teaching staff.

❖ Run the **Missing Grades Audit** report to check for students lacking nine weeks grades, exam (E2), and final (F1) grades.

Repeat running these reports to gauge teacher progress in assignment grade entry prior to the closings of the grading window

*** READ BELOW - VERY IMPORTANT ***

- **All exam grades should be entered into Teacher's Gradebook in E2 by 9 am on Monday, January 9.**
- **To check for exam entry, run the Missing Grades Audit using "Marking Period" = "E2 2nd Sem Exam" (Fall Semester) to find all students/teachers/courses lacking exam grade entries.**
  - **Ignore 0.5 credit courses.**
  - **These exam grades must be entered before the window closes on Monday, January 9 at 9:00 a.m.**
  - **If a student is exempt from an exam, the teacher should enter a grade of "E."**
- **In order for JCampus to produce a final grade (F1), both nine weeks grades AND the exam grade must be in the system, otherwise a final grade will not populate.**
- **ALL 0.5 credit course exam grades cannot be entered under E2.**
  - **Instead, 0.5 credit courses' exams must be entered as a Major Assessment.**
  - **JCampus will ignore the Exam field (E2) when calculating finals for 0.5 unit courses.**
- **Exam Scale for LEAP 2025 courses. Click to view:: HS LEAP Test Conversion for Exam Grades**

❖ **Mass Calculate Semester/Final Averages**:
  ● Run an initial calculation of final grades to review and check.
  ● Go to *Grades>Lists>Report Cards.* At the bottom of the screen, click the "Mass Calc Sem/Final Grades" button.
  ● Setup according to the diagram below:
  ● NOTE: Select for Grades 9-12 if you are a school with lower grade levels.

❖ **Identify Students with High Absences for Possible Denial of Credit**:

  NOTE: Make sure your school has an accurate bell schedule in JCampus before processing this report.

  The denial of credit is posted to the "Final" average and is noted with an asterisk (ie... 2f*). Classes with an "F" average are set to "hide" so that a denial is not posted to classes that have already failed due to academics.

  Go to *Attendance > Counts > Attendance by Course and History.* Set for date range, grade level, counts to search for, skip codes, and a posting of denial to F1. Setup is shown below:

Setup - 02.04.2022

Year : 2223

District : 026

School : 051   ☐ Only?

From Date : Aug ∨ 08 ∨ 2022 ∨

To Date : Dec ∨ 16 ∨ 2022 ∨

Grade : 09

May want to run one grade at a time if a large school.

Full Threshold : 10   ◉ >= ○ = ○ <=

Half Threshold : 5   ◉ >= ○ = ○ <=

Skip Codes : 02,16,50,06,48,24,01,18,4...

Skip all codes exept S and U

Exclude Course(s) :

Special Codes :

Custom Codes :

Program :

Students :

☐ Print Break on Homeroom   ☑ Show Half/Full Totals in History

☐ Show Remote Scheduled Only   ☑ Courses On This Campus Only

☑ Active Only   ☐ Active Schedules Only

☑ Carnegie Credit Courses Only   ☑ Ignore `Do Not Post Grade` Courses

Include : ◉ Address ○ Signature

Sped : ◉ All ○ Sped Only ○ Non Sped

☐ Update Manually Posted Grades

Marking Period : F1   ☑ Hide <=   F ∨   ☐ Hide <=

"F1" to "hide".

Marking Period to Post * : F1

"F1" to post the * asterisk.

☑ Post as manual grade

☐ Remove * From Selected Marking Period Grades

Marking Periods to Remove * :

Reports :

Course Long Name Options

☐ Display Long Course Names   en English ∨   : Language

[OK]   [Letters]

When the listing of students comes up, <u>review the results with the administration</u>.
- Click the select cell for students / courses to have a denial of credit posted.
- Floating iGear is available to investigate students.
- Click the "**Auto Fail**" button to post a fail average to the students/courses selected (ie… 2f*).
- If you have any questions with this report, contact Timia McPherson at (504) 349- 8551 or timia.mcpherson@jpschools.org

- Need a report of these denials? Run the **Non-Academic Failure Review**.
  - Go to *Grades > Lists > Non-Academic Failure Review* and set for "**Attendance Violations**"
  - Review for denials in the F1 column.

- To Remove a Denial of Credit:
  - Go to Grades / Post Grades by Student.
    - Set for "Report Card" mode.
  - Find the student.
  - Click in the Final Grade and back space out the final grade.
  - Click "Save" to recalculate the final.

❖ **Print 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.

  ▪ Go to *Grades > Lists > Grade Sheet*

Setup-03.17.2022	✕
Year :	2223
District :	026
School :	023
Course Grades :	
Student Grade :	09,10,11,12
Periods :	
Marking Period :	
Grade Display :	Both
As Of Date :	Dec 16 2022
	☐ Show Remote
Special Codes :	
Programs :	
Custom Codes :	
Column :	
Reports :	

Course Long Name Options
☐ Display Long Course Names en English : Language

Semester To Display Scheduled Students
4x4 Display : ○ 1st ● 2nd ○ 3rd ○ 4th ○ All
2x8 Display : ○ 1st ○ 2nd ● Both

OK

- Select classes and "**Print.**"
- Give to teachers asking them to review, indicate any problems, and sign/date.
- Save this copy for reference if needed in case of issues.
- As a result of the feedback, if needed, update missing grades, resolve any possible issues, etc.

❖ **Final Check Prior to Running Report Cards**: Run the "Cumulative History Label."
   This will allow you to preview your student report card grades before printing in mass.

   ● Go to: *Grades > Lists > Cumulative History Label.*
   ● Setup according to the diagram.
   ● Click "OK."
   ● Check the upper left box to highlight all students and click "Print" (Starting Row = 0).
   ● Check the grades to make sure there are marking period grades, exams, and final averages.

❖ <mark>Data Management will lock access to Gradebooks for the second nine weeks on January 9th, 2023 to preserve the integrity of the assignment records.</mark> After this time, teachers will no longer have the ability to enter grades in their Gradebooks for the second nine weeks marking period. Grades and comments will automatically be "captured" by the system at 9:00 a.m. **Do not start printing report cards until after 9:00 a.m. on January 9.**

❖ **Printing Report Cards**

Grades>Lists>Report Cards

Left Side Settings:

    1. Grade Level: Large schools may want to print one grade at a time.
    2. As of Date: Current Date
    3. Display Date: January 11, 2023
    4. Order to List: "Class Period." Choose Semester: "2" and Period: "1."

Right Side Upper Settings: (Most of these are set as defaults)

      5. Type to Print: "Report Card."

      6. Grading Period: "2"

      7. Order Courses by: "Class Period Order."

      8. Check boxes as shown.

      9. **VERY IMPORTANT:** Check "Print To DAS." This will send the Report Card to the SPC.

Right Side Bottom:

      10. Attendance From / To: Set for the first day of school to the last day of term.

      11. Skip Codes: Select the "P" codes.

      12. Use Numbers: Check off "Absentee Course" and "Absentee Summary".

      13. GPA: Place check for "Display GPA Line".

On the bottom bar, there are tabs:

| Print | Mass Calc Sem/Final Grades | Calculate Current Year GPA | Help |

14. **Mass Calc. Sem/Final – HIGH SCHOOLS ONLY:**

Run the Mass Calc one more time just to make sure things are accurate.

Mass Calc Sem/Final Grades - 05.16.22 ☒

Year : 2223

District : 026

School : 017

Grades : 09,10,11,12

Semester To Display Scheduled Students

4x4 Display : ○ 1st ○ 2nd ○ 3rd ○ 4th ⦿ All

2x8 Display : ○ 1st ○ 2nd ⦿ Both

Semester Grade Calculation Requirement

⦿ ALL Marking Period Grades Within Semester.

○ Last Marking Period Within Semester.

☑ Calculate for Completed Courses Only

4x4 Term to calculate : ○ All ⦿ Fall ○ Spring

OK

17. **Calculate Current Year GPA** - Use this to generate student GPAs.
   - Choose Grade: (1-12)
   - Marking Period: (2nd Nine Weeks)
   - Leave the three boxes unchecked, check the last box.
   - Click "OK."

18. Click "Print."
   - In the 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 computer or flash drive.
   - See additional instructions in the Principal Memo concerning uploading report cards to Google Drive.

19. Distribute the report cards to the students.

❖ (Optional) Run the **Grade Distribution Report** to analyze the number/percent of marking period grades by teacher/course/student
   - Grades>Count>Grade Distribution Report
   - On the Setup screen:
     - 'Marking Period' = select the appropriate nine weeks
     - 'As of Date' = use the current date
     - 'Active Courses Only'= check this box

- - ○ Note: Other selections can be made on the Setup screen to narrow your search results.
    - ○ Click 'OK.'
  - ● The results list teachers, their courses, the numbers and percentages of students earning each grade, and the overall course averages.
  - ● Click on the number to see the students receiving those grades.

- ❖ **Closeout / Transcript Updates:**
  - ➢ <mark>When all grades are completely accurate, email Timia McPherson and Dr. Arkeia Thomas to request a grades closeout.</mark> This will post the Fall final grades to the students' transcripts.

- ❖ **Mid-Term Graduates** ONLY (Grad Date is January 3, 2023):
  - ● First semester ends on December 16, 2022. Timia McPherson will upload finalized first semester grades in January 2023 to STS. Check for grad dates in STS once it opens. Date is TBD.
  - ● Enter, if necessary, Fall LEAP 2022 scores when received (these are normally downloaded by Data Management) – Grades>Entry>Test Score Editor.
  - ● Check Courses and Test Scores on transcript
  - ● Review and Update Codes related to Diploma Pathways and Careers on transcript
  - ● Review/Update IBCs
  - ● Post Diploma Endorsements (Community Service, Bi-literacy).
  - ● Verify non-academic graduation requirements:
    - ○ FAFSA
    - ○ Verify SSN (no temp 926 numbers in the SSN field)*
      - ■ Not required for graduation, but is required for financial aid through LOSFA.
    - ○ Tests ('yes' at the bottom of the transcripts)
    - ○ Parental Consent
  - ● *If the student has the information needed to graduate*, in student master, enter the following leave information, then click the "Save" button.
    - ○ Leave Code = 61 Graduation / Early Graduation
    - ○ Leave Date = Jan 3, 2022

    - ○