JCampus – Processing 4th Nine Weeks
2021-22
High School Office Edition

Below is a checklist of procedures associated with closing of a school year for high schools.
*Many of the steps below are done twice. Once in early May for Seniors, then again in late May for Underclassmen.

Early May

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1. **Principal Communicates Grade Deadline for Teachers**

   Principal or District Coordinator communicates deadlines for all assignments to be in GradeBook via emails, websites, or other means. Place reminders by the sign in book, teacher's lounge, etc...

2. **Move Graduating Juniors to Senior Grade Level**
   - Usually done in late April or early May when school is pretty sure student will graduate.
   - In the student's Student Master screen, enter a leave date and leave code of "**20 15 Exit grade for re-assignment to another grade**."
   - While still on the student's Student Master record, click **Action**, then **Reenroll**.
   - Click on the enrollment row with the exit code "**20 15 Exit grade for reassignment…**" (Should be the top row).
   - Import the student as normal but update the grade to "12".
   - *Be sure to use the same entry date as the exit date.*
   - Select the entry code of "**GR C4 Re-entry for re-assignment to another grade**".
   - The student's schedule, grades, attendance, and discipline information will not be affected. Student will now be a 12th grader.

3. **Enter Final Averages for Virtual or Other "Off Campus" Courses**

   For virtual courses, or other types of courses where the student is given a final for a course typically taught away from school (ie, community college, technical college, university), enter the final average of the course.
   - Go to *Grades > Entry > Post Grades Master (work with a class of students)* OR *Post Grades by Student* (work with a single student) in "**Progress Report**" mode.
     - **Post Grades Master:** Set for grade level, then *Progress Report Mode*. On the bottom, locate teacher/class. Enter grades in the F1 or F2 cell, then click the SAVE icon at top.

- **Post Grades By Student:** Set for *Progress Report Mode*. Find the student, enter grade in the F1 or F2 cell, then click SAVE button.
- If the course is not in the Master Schedule, manually enter the final in **Transcript Workstation**.
  - Go to *Transcripts > Entry > Transcript Workstation*.

4. **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) and/or the **Missing Grades Audit**.

   - **Cumulative History Label as "mini report cards"**: 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.

Field	Value
School	010
Grade	12
Homeroom	
Team	
Special Codes	
Exclude Special Codes	
Programs	
Skip Codes	59,40,56,55,34,11,03,47,4...
As Of Date	Apr 16 2018
	☐ Include SIS School
Select Label	Avery 5163
Grade Type	Alpha
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	Alpha Order
	OK

   - **Missing Grades Audit**: Go to *Grades > Entry > Missing Grades Audit.* Set for grade level and select all grading periods.
     - This report is also good to check for missing final averages after calculating final averages. (Set Marking Period to F1 o F2)

5. **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.

6. **Enter LEAP 2025 Scores (Ongoing)**

Hand enter necessary EOC scores (especially if needed for a graduation decision)

- For a spring 4x4 course, the scores are entered in the E4 area of the teacher's gradebook.

> Begin step 7 once all teachers have entered all grades in their Gradebooks (in accordance with your deadline).

7. **Calculate Initial Semester/Final Averages**

Run an initial calculation of final averages to review and check.

- Go to *Grades > Lists > Report Cards.* At the bottom of the screen, click the "**Mass Calc Sem/Final Grades**" button.
    - ***Initially run for Seniors only**. You will run Underclassmen a little later in a second batch when grades are complete for them.

8. **Check for Missing Final Averages**

This is basically a repeat of step #4, but here we focus on the final averages in F1 or F2.

- Using either the Cumulative History Label, or the Missing Grades Audit from step #4, check that students have a final grade in courses that are needed.
- What do I do if there is a missing final?
    - Work with records or teachers to determine the missing marking period grade.
    - Go to **Post Grades by Student, Report Card Mode,** and manually enter the missing marking period grade and/or the missing Final.

9. **Print Grade Sheets**

Print grade sheets for the teacher to review and sign for accuracy. If needed, fixes and corrections are made.

- Go to *Grades > Lists > Grade Sheets*
  - For the first run, set for grade 12. Set for current date, then click **Ok**.
  - Run for grades 9-11 later when it is time.

Setup-01.20.2021		✕
Year :	Current Year	⌄
District :	026	⌄
School :	105	
Course Grades :		
Student Grade :	12	Run for Underclassmen later.
Periods :		
Grade Display :	Both	⌄
As Of Date :	Current Date	🔲
	☐ Show Remote	
Special Codes :		
Programs :		
Custom Codes :		

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 in case of problem.
- As a result of the feedback, if needed, update missing grades, resolve any possible issues.

10. <u>**When all gradebooks for all grade levels are complete:**</u> **Submit a Support Ticket to Data Management – Lock Grading Window**

At this point, the principal submits a support ticket to Data Management with the title: (name of school) – LOCK THE 4TH NINE WEEKS GRADING WINDOW." Wait for an e-mail response from Data Management before proceeding to step 11

*Note: This is not a grades closeout step for transcripts. This step is a request to lock Senior averages in the teachers' gradebooks.

11. Repeat Mass Calculate Semester/Final Averages

- Due to updates to averages based on feedback from Teachers and Grade Sheets, a repeat of calculating semester / final averages is performed as in step #7 and a subsequent check for missing final averages as in step #8.
- Run on Seniors first, then Underclassmen later when ready.

12. Identify Students with High Absences for Possible Denial of Credit

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 are already failed due to academics.

- Go to *Attendance > Counts > Attendance by Course and History*. Set for date range, counts to search for, skip codes, and a posting of denial to F1 or F2. Setup is shown below. ***NEW*- Check "Post as manual grade."**
- 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 courses selected (ie… 2F*).

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 or F2 column.

Setup - 01.22.2021

Year : Current Year
District : 026
School : 031   ☐ Only?
From Date :
                 Spring Term dates
To Date :

> Set to begin and end of spring term

Grade : 12
Full Threshold : 10   ◉ >= ○ = ○ <=
Half Threshold : 5   ◉ >= ○ = ○ <=
Skip Codes : 02,58,29,57,65,23,26,21,2...
Exclude Course(s) :
Special Codes :
Custom Codes :
Program :
Students :

> Set 'Full Threshold' to the minimum number of days you would like to sort your report. 'Skip Codes' = Select all D, E, and P.

☐ 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 : F2   ☑ Hide <=   F ▾   ☐ Hide <=   -1

Marking Period to Post * : F2

☑ Post as manual grade

☐ Remove * From Selected Marking Period Grades

Marking Periods to Remove * : P1,P2,P3,P4,F1,F2

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

OK   Letters

At this point, the principal submits a support ticket to Data Management stating: (name of school) – Closeout EOY. Wait for an e-mail response from Data Management before proceeding to step 13.

13. Run an Initial Cumulative GPA Ranking Report

Use the report to do a quick check that students have enough credits to graduate and get an initial look over of the ranks.

Run for Seniors first, then later when grades are done for underclassmen, run for each grade level.

- Go to *Transcripts > Transcript Workstation / Action / Rank Report*.
- **Ranking Setup Screen**: Set for Seniors with any special code exclusions.
- Hit the "**Update GPA**" button.

- ▪ **GPA Calculate Setup Screen**: Initially set for Seniors. Later, do same for underclassmen.
  - • Because grades closeout has been performed, don't use current grades.

- • You will be returned to the Ranking Setup Screen. Click the **OK** button.
- • Focus initially on the "**Units Earned**" column. Make sure the Senior has enough credits to graduate.
- • Review the initial rankings to see if things look appropriate.
- • Students who do not have enough credits, or have a special code that is being excluded, will be at the bottom of the report.
- • For Underclassmen, use this report as a list to determine if students have enough Carnegie Units to move to the next grade level by setting the "Minimum Units" to be the amount needed to pass to the next grade.
  - ▪ Sort the report on the *Units Earned* column.

14. **Use the Carnegie Units Earned Report to screen students for Graduation Requirements and State Reporting**
    - • Go to *Transcripts > Lists > Carnegie Units Earned*.
      - ▪ Set as below: Grade = 12, "Filter" for active students only. Click "Ok" to run.

- When students appear on screen, "freeze" the student's name column. Click the drop-down arrow that appears on the Student Name column, then select "freeze".

a. **SSN:** If a temporary ssn (starts with a 9), the student will not be able to apply for Financial Aid through TOPS and Federal sources.

b. **Pii:** If a student wishes to share data to Board of Regents, needs to be a Y for consent form signed.

c. **Path:** Student diploma path needs to be present. CTU for Tops University, CCA for Tops Tech Jump Start, CJA for Tops Tech Alternate, CNG for Non-Graduate / Non Diploma.

d. **Tests:** If a student is to graduate, this needs to be either a Y, A, or G.
   i. If a Senior has a "N" due to missing test score information, go to *Test Score Editor* to enter the missing test information.

e. **IBC:** Review IBC's earned for graduation. CCA Tops Tech Students are required to have these to graduate.
   i. **What if there is one missing?**
      1. Scan the missing IBC, then upload into the student's blue **IBC** button on the IGP or Transcript Workstation, on via Doc Archive (Student Master or Transcript Workstation / Action / Doc Archive / IBC.

f. **Career Options / Code:** If student is a CCA Tops Tech diploma path, then the student must have a Career Options code.

g. **FAFSA:** To graduate, student must have a FAFSA code.
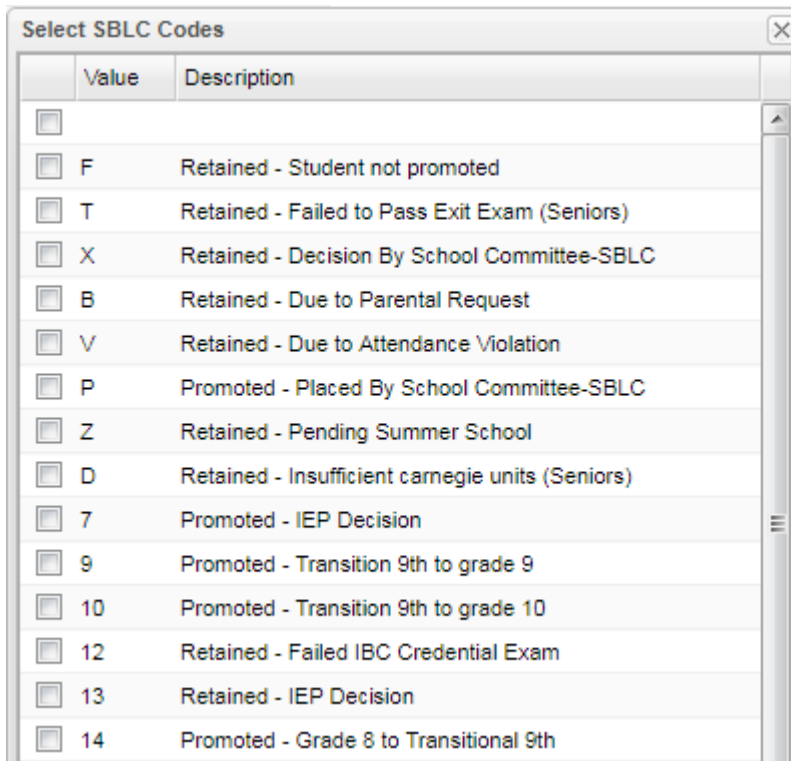
15. Print and Check Senior Transcripts

From **Transcript Workstation**, click the **Print Multiple** button to print Transcripts to be checked for graduation course requirements.

- Go to *Transcripts > Entry > Transcript Workstation*
    - On setup, "Show Current Year Grades" is not checked.
    - Click the "Print Multiple" button.
    - Set the grade level to "12". If needed, add a filter for "Counselor".
    - Click "Print".
- **Check subject areas for graduation compliance**. Example: 4 English courses, 4 Math courses, 1.5 PE courses, etc...
- Review credit site codes, especially for Dual Enrollment courses, which should have post-Secondary site codes.

16. Assign SBLC (Retention) Codes

The SBLC code on student master is used to identify students as retained.

- 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.
- **Current Jefferson SBLC Codes**

Value	Description
F	Retained - Student not promoted
T	Retained - Failed to Pass Exit Exam (Seniors)
X	Retained - Decision By School Committee-SBLC
B	Retained - Due to Parental Request
V	Retained - Due to Attendance Violation
P	Promoted - Placed By School Committee-SBLC
Z	Retained - Pending Summer School
D	Retained - Insufficient carnegie units (Seniors)
7	Promoted - IEP Decision
9	Promoted - Transition 9th to grade 9
10	Promoted - Transition 9th to grade 10
12	Retained - Failed IBC Credential Exam
13	Retained - IEP Decision
14	Promoted - Grade 8 to Transitional 9th

- **Fastest way to do this**: Use the **SBLC Code Loader**.
    - Go to *Student Master > Loaders > SBLC Code Loader*.
    - 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.

17. Print a List of Retained Students

Print a listing of Retained Students for the Principal to review and approve.

▪ Go to *Student Master > Lists > Retained/Promoted List*.

18. Check STS for graduation dates.

HS Senior counselors must check STS for graduation dates. Any graduate without a grad date in STS is not considered a Louisiana graduate.

• Log into STS.
• Pull up school student list.
• Enter "12" in search box. This will produce a listing of seniors in STs.
• Click "Print & Export" button (above student listing column headers).
• Choose "Export Summary to Excel." This list contains all students.
• Filter Grade column for grade12. This listing can also be filtered for graduates.

19. Repeat Step #13: Cumulative GPA Ranking Report

Repeat the GPA Ranking and GPA Update to adjust rank for any students who have been marked as retained and catch any recent changes to transcripts or grades.

20. Print Final Report Cards

Printing the Final Report card is like other times in the year except for setting the Type to "Final".

▪ Go to *Grades > Lists > Report Card*.

▪ Set *Type* to **"Final"** and grading periods to the last of the year (4 in most cases), as well as other checks shown below.

- At the bottom, before printing, be sure to run the "**Mass Calc Sem/Final Grades**" and the "**Calculate Current Year GPA**" one more time just to be sure things are up to date.
  - **Mass Calc Sem / Final Grades settings**:   Run for Seniors first, then Underclassmen later.

- **Calc Current Year GPA settings**:   Run for Seniors first, then Underclassmen later.

21. Post Diploma Endorsements (Current understanding is that type "C" or "D" are current)

In the *IGP* tab of Student Master, the user can enter the Diploma Endorsements of a Senior.

- **Fastest way to do this**: Go to *Student Master > Loaders > Diploma Endorsement Fast Loader*.
- Set for grade 12, then check option for "Append".
- Select students on the left, and the diploma endorsement on the right.

22. Post Exits for Certificate of Achievement

    In Student Master, locate the student leaving with a Certificate of Achievement.

- In the **Leave Date** field, select **62 O6 E Certificate of Achievement** with the **Leave Date** set to the <u>last day of school.</u>
- Click **Save** to store the leave information.

23. Post Exits for Students Who Passed HighSet / GED, or Foreign Exchange Students

    returning to home country, or LAA1 Graduates

    Posting these kinds of exits prevents dropouts against the school.

- In Student Master, locate the student exiting under one of these conditions.
- Click in the *Leave Date* field.
    - Set the *Leave Date* to the last day of school.
- Post a leave code of one of the following that qualify:
    - L4 10 E Transfer out of state or country (*use for exiting foreign exchange students with exit documentation)*
    - 80 05 E GED Earned Only
    - LG 04 E LAA1 Graduate (send option code 9)
- Click **Save** to store the leave information.

24. Post Exits for Seniors Retained Due to Testing or IBCs, but Have Completed All Carnegie Units

    These Seniors have taken all classes needed to graduate and do not need to be rolled over to next year.

- Find the student in Student Master.
- Check to make sure the student has a SBLC code of either:
    - **T Retained – Failed to Pass Exit Exam (Seniors)**.
    - **12 Retained – Failed IBC Credential Exam**
- Click in the Leave Date cell:
- Post a Leave Date of the last day of school.
- Select a Leave Code of **22 17 E Finished all but GEE/EOC Completed Carnegie Rqmts not GEE/EOC.**
    - Don't worry about using the same exit code for Tests or IBC, the job is to exit the student and keep from rolling over to next year.
- Click **Save** to store the leave information.
- When you find out that these students have passed the LEAP 2025 or IBC Credential, consult with your district coordinator for proper year/date to reenter, then exit the student with a **70 04 E Senior Graduation** leave code.

25. **If current year grades have changed (example: attendance recovery failures are changed to passing grades) submit a Support Ticket to Data Management – Repeat Grades Closeout EOY**

> If current year grades get changed and another Grades Closeout is needed, create a support ticket to Data Management stating: (name of school) – Repeat Closeout EOY. Wait for an e-mail response from Data Management before proceeding to step 26.

26. **(Optional) Identify Students with Failing Final Grades**

   Use the **Grade Distribution Report** to obtain lists of students that have failed courses for the year.

   - Go to *Grades > Count > Grade Distribution Report*
   - Set the report to search for Final grades, then click on the count of "F" grades on the bottom row of the report.
   - These lists can be handy for new year scheduling request changes or summer school subject lists.

27. **Post Exits for Graduating Seniors**

   **Don't do this too early. Do this step on or after the last day of school.

   This will post a leave code of "**70 04 Senior Graduation**" on each student selected that is graduating.

   - Go to *Student Master / Loaders / Leave Code Fast Loader*
   - On setup, configure for grade 12, Exclude SBLC Codes – set for all retained codes, and as of date is last day of school.

- *On the bottom right, set the "**Leave Date**" <u>to the last day of school.</u>

Leave Date :   Last Day of School   ⌄ 🔲

Set for Last Day of School.
Do not use Grad Date.

- Click the select box for each student that is graduating.
- <u>**Important:**</u> For any student not graduating, or for any student with a leave date, do not select these students.
- On the right-side listing of leave codes, select "**70 04 Senior Graduation**."
- The leave code columns by each student will be updated with the graduation leave code and date.
- **Made a mistake on a student**? Easiest way to fix is to go to the Student Master record of the student and fix the leave code information.

- **Commonly used leave codes for Seniors not returning next year**:
    - 70 04 Senior Graduation
    - LG 04 LAA1 Graduate
    - 61 04 Early Graduate (**midterm graduates**)
    - 80 05 HiSet
    - 62 06 Certificate of Achievement
    - 27 17 Completed Carnegie Units, not LEAP or FAFSA or credentials ("*missing grad requirements*" must be entered into JCampus Student Master Leave Comments)
    - 26 19 Exit from Non-Mandatory attendance program (sped students)

28. Dropping Students - End of Year (ongoing)

- Summer Graduates are typically dropped at the end of the current school year.
- Underclassmen exits and gains are done on the first day of the following school year.