End of Year Checklist - Elementary Schools 2018-2019

Below is a checklist of procedures associated with closing of a school year for elementary schools. Once each task is completed, please place initials documenting completion.

1.___ Principal Communicate Grades Deadline for Teachers

- Principal 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...

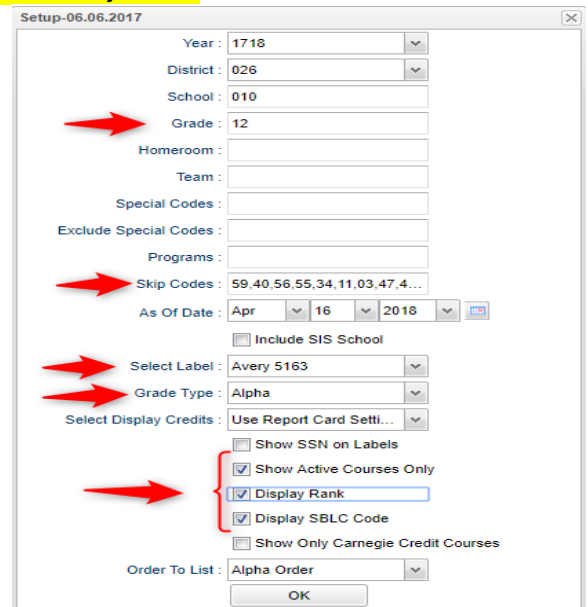**2. ___ Check for Missing Grades (COMPLETE MORE THAN ONCE)**

Check for missing grading period grades by running the Missing Grades Audit and / or printing a plain paper Cumulative History label (kind of like a mini report card).

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 semester averages after calculating semester grades. Set for **"S2"** to see students who did not get a semester grade average for a class.

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 averages, come back to this report to review any missing semester averages.
- After grades are checked and finalized, use this report to print labels for the cumulative folders.

3. ___ Incomplete Grade Audit (COMPLETE MORE THAN ONCE)

Go to *Grades > Lists > Incomplete Grades Audit*.

- Check for **"I"** (incomplete) grades, which are the result of "I" grades given to assignments in WebGradeBook.
- 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. ___ Print Grade Sheets (COMPLETE MORE THAN ONCE)

<mark>**Go to *Grades > Lists > Grade Sheets***</mark>

- 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.

<u>**Please Note:**</u> **Teachers need to print a copy of their Attendance Roll book and Grade book to keep for documentation purposes**

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

Setup-01.17.17	
Year :	1718
District :	017
School :	010
Course Grades :	
Student Grade :	,09,10,11
Periods :	
Grade Display :	Both
As Of Date :	May 03 2018
	☐ Show Remote

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

5. ___ Identify Students with Failing Grades for Possible Retention

<mark>**Go to *Grades > Count > Grade Distribution Report*.**</mark>

- Use the Grade Distribution Report to obtain lists of students that have failed courses for the year.
- Set the report to search for **"S1 and S2"; "Nine Weeks Semester 1 and 2 grades"**, then click on the count of **"F"** grades on the bottom row of the report.
- These lists are not only handy for determining promotion / retention, but also for new year scheduling or summer school lists.

6. ____ Identify Students to be Possibly Retained due to High Absenteeism

The denial of credit is posted to the "Semester" 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, grade level, counts to search for, skip codes, and a posting of denial to S1 or S2. Setup is shown below.

- When the listing of students comes up, review the results with the administration and CWA Attendance Supervisor.
    - 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**. **Use this report to obtain a list of students given denial of credit due to attendance.**
        - Go to *Grades > Lists > Non-Academic Failure Review* and set for "**Attendance Violations**"
        - Review for denials in the S1 or S2 column
    - **Daily Absentee List**: Use this report as an easy way to list students who have missed a large number of whole or half days. Run in *Summary* mode.
    - Go to *Attendance > Lists > Daily Absentee List*

7. ___ **Assign SBLC (Retention) Codes**

   ==Go to *Student Master > Loaders > SBLC Code Loader*.==

   - Use the **SBLC Code Loader** to mark 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.
   - To load 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. A listing of SBLC codes, click here: **SBLC Codes**

8. ___ **Print a List of Retained Students**

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

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

9. ___ **Print Final Report Cards**

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

   > **Please Note: EdGear will assist schools (during training) with setup for them to use to run Final Report Cards**

   - Printing Final Report cards is similar to other times in the year with the exception of the following:
   - Set Type to **"Final Report Card"**.
   - Be sure to click the "**Update GPA**" button prior to printing.
   - Save report card files as a PDF file *(print **two** copies to keep at school site for documentation purposes: 1. Place in a binder at school site; 2. Place copy in student CUM folder)*
   - **VERY IMPORTANT: SCHOOL MUST VERIFY ALL REPORT CARDS TO MAKE SURE NO GRADES ARE MISSING FOR STUDENTS**

   ==**PLEASE FOLLOW PAST DISTRIBUTION OF FINAL REPORT CARD PROCEDURES**==

   - ==**Use the following setup screen options:**==

10. ___ **Dropping Students - End of Year**

    - All drops and gains are done on the **first day of the next school year (8/8/2019)**.

11. ___ **Grading Period Lock**

    ==Go to *Grades > Loaders > Grading Period Lock*==

    - Grading Periods in WebGradeBook will be **LOCKED** by the district office on **May 23rd** at the close of business day to preserve the integrity of the assignment records.

_____   _____

Principal Name   **Principal Signature**

_____   _____

Counselor Name   **Counselor Signature**

_____   _____

School Location Name & Number   **Date**