

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)

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.

<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 v 03 v 2018 v 📼	
	Show Remote	
Course Long Nar	ne Options	
Display Lor	ng Course Names en English 🗸 🗸 : Language	
 Semester To Disp 	olay Scheduled Students	_
4x4 Display :	☐ 1st	
2x8 Display :	☐ 1st	
	ОК	

5. ____ Identify Students with Failing 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 "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.

Setup - 06.06.2017				×	
Year :	1718	~			
District :	026	*			
School :	017		Only?		
From Date :	Jan 💙 10	✓ 2018	× 📼		
To Date :	Apr 🛩 16	~ 2018	~		
Grade :	12				
Full Threshold :	10)>=	○ = ○ <=	Set to amount desir	red by
Half Threshold :	5) =) <=	school.	
Skip Codes :	.02.58.29.57.23.26	21,22,			
Students :					
Drint Break on h	lomaroom		Show Half/Eull T	atale in History	
	iomeroom			orals in History	
Show Remote S	cheduled Only		Jourses On This	s Campus Only	
Active Only		V 4	Active Schedule	s Only	
Carnegie Credit	Courses Only	V I	gnore 'Do Not P	Post Grade' Courses	
Include : Addr	ess 🔘 Signature	_			
Sped : All	Sped Only ON	on Sped			
🔲 Upda	te Manually Posted	Grades			
Marking Period : S2	V Hide <=	FV	Hide <=	-1	
Marking Dag	ed to Dest t : 52				
Marking Pen	ou to Post . 32				
Remo	ove * From Selected	Marking P	eriod Grades		
Marking Periods I	o Remove * :				
Course Long Name Options	ſ <u></u>				
Display Long C	ourse Names en Er	nglish	✓ : Lang	uage	
antaria de las des		Latters			
		Leuers		T	

- When the listing of students comes up, <u>review the results with the administration and CWA</u> <u>Attendance Supervisor</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. 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

<u>Please Note:</u> 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".

Go to Grades > Lists > 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)
- <u>VERY IMPORTANT:</u> 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 set	up screen options:	

Optio	ns								
	Type to Print :	Final Report Card	*	Order Courses by :	Class Period Order				
	HS Grading Period :	6 ~	r	Elem Grading Period :	4				
		Show School Name			Show Grading Scale				
		Show Address Line			Show Comments				
		Show Homeroom Teache	er		Show Comment Assessement				
		Show Counselor			Show Advisor				
		Show Team			Show Current Year EOC Scores				
		V Highlight Course Lines			Show All Highest EOC Scores				
		Show Active Courses On	nly		Show Class Period				
		Show F (non-numeric) or	n policy failure		Vse Long Course Name				
		Show Fees		Default Language :	en English 🗸	- Non Grades			
	Top Margin Spacing :	~	r			Display the below items			
	4x4 Option :	Format 1 Format 2				From : Aug v 09 v 2017 v			
	SBLC Description :	🖲 Single Line 🔵 Multi Lii	ine			Thru: May v 22 v 2018 v 📼			
Address	=PS Mail Return Address :	Central Office	loc			Skip Absence Codes : 01,02,03,04,06,07,10,11,1			
		V Show Guardian Signatur	re	Display Label		Absentee Detail	Absentee Co	urse 📝 Absen	tee Summary
		_		Display		Discipline			
		Show Principal Signature	e	Label		Display GPA Line			
		Principal's Message	Bot	ttom Message		Display Current Year Cumm	GPA	~	
						10 C			

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. Once the above steps have been completed and initialed by the person who completed each task, please have your principal sign, scan and email this document to the following address <u>sisteam@ebrschools.org</u> and TBrazier@ebrschools.org

Principal Name	Principal Signature
Counselor Name	Counselor Signature
School Location Name & Number	- Date