



End of Year Guide 2324 Elementary – Middle Schools

EOY Deadline for All Underclassmen is May 24

714 Ashley Ridge Loop
Shreveport, Louisiana 71106
(318) 868-8000
(800) 509-7070
support@edgear.com
www.edgear.com

End of Year Guide - Elementary and Middle Schools 2324

Below is a checklist of common procedures associated with closing of a school year for elementary and middle schools.

1. Finalize Grades

a. Principal Communicate Grades Deadline for Teachers

Principals communicate the deadline for all assignments to be in Classroom Gradebooks via emails, websites, or other means.

b. Check for Missing Grades

Check for missing marking 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. (we suggest to do one at a time)
- Skip Codes: Select all P codes
- Select Label: Avery 5164 and others as shown.
- A list of students will appear. Select the students, then click the Print Labels button.
- A setting for starting line will be displayed. Set to "0".
- Review the printout for students with missing marking period grades. Use Post Grades by Student (Progress Report Mode) to enter or manage any missing marking period grades on students.
- After grades are checked and finalized, use this report to print labels for the cumulative folders if done in your parish.

Setup-01.15.2021

Year: current year

District: 023

School: your school

Grade: one grade level at a time

Homeroom: _____

Team: _____

Special Codes: _____

Exclude Special Codes: _____

Programs: _____

Custom Codes: _____

Skip Codes: 59,40,62,56,55,34,11,03,4...

As Of Date: use current date

Include SIS School

Select Label: Avery 5164

Show Active Courses Only

Show Only Carnegie Credit Courses

Display Credit Line

Show Attendance by Course

Order To List: Alpha Order

OK

▪ **Missing Grades Audit:** Go to *Grades > Entry > Missing Grades Audit*

- Use this report to check for missing marking period grades. This is important because a missing grading period average will result in no final being calculated for the course.
- If students are missing marking period grades, go to "Post Grades by Student" (Progress Report Mode) to enter or manage students with missing marking period grades on subjects.

▪ **Incomplete Grades Audit:**

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.

Projected Final Averages

If at this time of the year, sometimes the school would like a report of projected final averages of students.

Either of the reports below can deliver this information.

- **By the Teacher:**
 - In Gradebook, open a section for current grading period.
 - Click **Reports / Grades / Term Grades Report / All Students Projected Final**.
 - A grade sheet with projected final grades will appear.
- **By the Office Staff Member**
 - Go to **Grades / Lists / Possible Failures**
 - Set as shown below:

The image shows two overlapping windows from a software application. The left window, titled "Setup-04.13.2021", contains fields for "Year" (set to "Current Year"), "District" (001), "School" (001), and "Grade" (06,07,08). Below these are "Print Options" with checkboxes for "Break On Homeroom", "Break On Teacher", and "One Line Per Course". A "Filters" button is highlighted with a red box and a red arrow points to it. The right window, titled "Filters", contains various filter settings. It has fields for "Custom Codes", "Exclude Custom Codes", "Special Codes", "Exclude Special Codes", "Program Code", and "Exclude Program Codes". It also has "Cohort Year", "Club", "Sport", and "Team" fields. There are checkboxes for "Active Only" and "Active Courses Only". The "As Of Date" is set to "Current Date". There are radio buttons for "Sped" (All, Sped Only, Non Sped) and "504" (All, 504 Only, Non 504). There are input fields for "Letter Factor" (F), "Number Per Course >" (0), and "Total of Total Factors >" (0). There are checkboxes for "ESL Students Only", "Military Students Only", "Show Non Academic Failures", "Has F/R Lunch Code", "Use Projected Sem/Finals" (checked), and "Show Exceptionalities". There are also checkboxes for "Include Marking Period" (checked) and "Include Transcript Group". There are input fields for "Marking Periods" (F1) and "Transcript Group". There is a dropdown for "Order By" (Alpha) and a "Select Teacher/Counselor" field. A red arrow points to the "Use Projected Sem/Finals" checkbox, and another red arrow points to the "OK" button at the bottom right of the "Filters" window.

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

c. Run Mass 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.**
- The system will look at the marking period grades and compute a final for courses that have a complete set of marking period grades.

2. Check Reports

a. 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?**
 - Go to **Post Grades by Student** in “Progress Report Mode” and manually enter the Final grade, then click the “SAVE” button when done.

b. Print Grade Sheets (teachers can verify electronically in JCampus)

Go to *Grades > Lists > Grade Sheets*

- Print grade sheets for the teacher to review and sign for accuracy.
- If the teacher identifies any problems, investigate them.
 - Generally, you want the average to be the result of assignments in the system. If the teacher claims average is wrong, start with what assignments are in the Classroom product for the student.
 - If there is an averaging problem, contact district coordinator.
 - If due to missing grades, update the missing grades or final in Post Grades by Student,

c. Repeat Mass Calculate Semester / Final Averages

Go to *Grades > Lists > Report Cards*

- If any updates to averages based on feedback from Teachers occurred

3. Mark Failures & Print Report Cards

a. 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.
- Sort by student and use the listing for SBLC meetings to determine if failed courses result in retention of the student.

b. (Optional) 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. Check with your district coordinator on what attendance codes are skipped.

c. Mark Kindergarten Placement

Remind Kindergarten teachers that they need to mark "Grade Placement For Next Year" on the Flex Card.

This can be found in the Comments Tab. They can select the appropriate response from the drop-down menu.

d. 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 descriptions 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.

- Commonly used SBLC Codes:
 - F Retained - Student Not Promoted
 - Z Retained - Pending Summer School
 - X Retained -Decision by School Committee -SBLC
 - B Retained - Parental Request
 - V Retained - Attendance Violation
 - P Promoted - Placed by School Committee - SBLC
 - Q Promoted - Due to Limited Retention

e. 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 *Student Master > 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.

Setup-07.16.2020

Year : Current Year

District : 001

School : 001

Grade : 06,07,08

Ethnic :

Gender :

Special Codes :

Program :

Team :

SBLC :

Order To List : Grade Order

As Of Date : Current Date

Show : Both Retained Promoted

Sped : All Sped Only Non Sped

LEP : All LEP Only Non LEP

Show Number of Times repeated

OK

f. Print Final Report Cards

Go to *Grades > Lists > Report Card*. **Be sure to set the dates correctly to pull the correct students.**

- Set **As of Date** to show students that are active as of date report card is being printed
- Set **Display Date** to date of report card handout
- Set Type to Print to **"Final Report Card"**
- Set option to **Show Current EOC scores** if LEAP 2025 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.

Type to Print: Final Report Card
 HS Grading Period: 4
 Order Courses by: Class Period Order
 Elem Grading Period: 4
 Show School Name
 Show Address Line
 Show Homeroom Teacher
 Show Counselor
 Show Team
 Highlight Course Lines
 Show Active Courses Only
 Show F (non-numeric) on policy failure
 Show Fees
 Show Grading Scale
 Show Comments
 Show Comment Assessment
 Show Advisor
 Show Current Year EOC Scores
 Show All Highest EOC Scores
 Show Class Period
 Use Long Course Name
 Default Language: en English
 Top Margin Spacing: [dropdown]
 4x4 Option: Format 1 Format 2
 SBLC Description: Single Line Multi Line
 Mail Return Address: Central Office School
 Show Guardian Signature
 Show Principal Signature
 Please sign below
 Display Label
 Display Label
 Bottom Message
 Principal's Message

Non Grades
 Display the below items:
 From: School Year Dates
 Thru: School Year Dates
 Skip Absence Codes: 59,40,62,56,55,34,11,03,4...
 Absentee Detail
 Absentee Course
 Absentee Summary
 GPA options:
 Display GPA Line
 Display Current Year Cumm GPA
 Grading Periods: [dropdown]

Make sure to put check mark in checkbox by *Print to DAS* - This will publish the report card on the Document Tab of Student Progress Center at noon on the last day of school. (See image above)

- Click the **"Update GPA"** button prior to printing.
 - Set for the 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.
- Finally, click the **"Print"** button to print the report cards.

Grades GPA Calculation Setup - 01.10.19
 Year: Current Year
 District: 001
 School: 006
 Grade: [input]
 Marking Period: [input]
 Calculate marking period gpa by course credit
 Include incomplete grades in gpa calculation
 Do not create gpa on incomplete grades
 Use active courses only
 OK

4. Close Out the Year

a. Grading Period Lock (verified by Data Management)

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 Classroom 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.

b. Grades Closeout EOY (Done by Data Management-School must contact our office to perform this task)

This program is performed when all of the grades for the current year have been verified and are finalized. The program copies the "current year" grades to the "transcript" data files.

- Data Processing performs this task.
- ***If any changes are made to grades after EOY Grade Closeout, the school must keep documentation and send the names to Data Management so that our office can perform another EOY Closeout on the students.***

Dropping Students - End of Year

- In Iberia Parish, exits and gains are done on the first day of the next school year.

c. Middle School Only - 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*

- Set to grade 8.
- Check off "Find Only Active Students"
- Use the **Print Multiple** button to print Transcripts to be checked for Carnegie unit credits earned in Middle School/Junior High.
 - Set for Grade = "08"
 - Only students with Carnegie Unit credit courses will print out.

Setup - 12.18.2020

Year: 2021
Current Year

School: 006

Grades: 08

Transcript Type: College

Show Current Year Grades

Find Only Active Students

Include SIS School

More Options

Basic Grades

Printing Official

Set Defaults

OK

(Optional) Print Elementary Transcripts

If the school wants to print grades summary information for multiple years for an award, the directions below will print a grades transcript for selected years with a summary of attendance and discipline as well.

Go to *Transcripts > Lists > Elementary Transcripts*

- At the setup, set as follows:
 - **Transcript Years:** Set for year or years to show grades data.
 - **Transcript Order:** Set for "School Year".
 - **Source:** Set for "Grades".
 - **Show Grading Periods:** Click to place a check on this option.
 - **Grade Display:** Set for "Both".
 - **Report Years (for absence and discipline summary):** Set to be the same as "Transcript Years".
 - **Skip Absence Codes:** Skip absence codes starting with "P".

Usually skip "P" codes

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

Grade : 06

Order By : Homeroom