

End of Year Guide 2021 Elementary – Middle Schools

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 2021

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

• Organize the order and use of these programs to suit the way you do things. These are suggestions only. Please consult with your District Coordinator for a combination of procedures/programs that work best for your district.

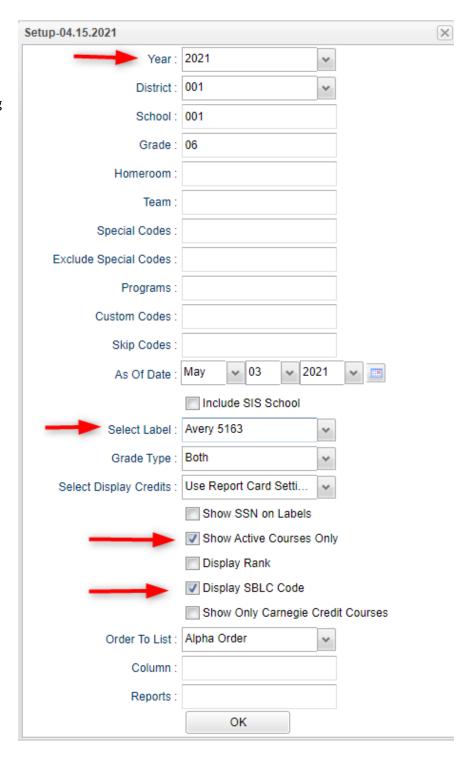
Principal or District Coordinator Communicate Grades Deadline for Teachers

- Principal or District Coordinator 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

Check for missing grading 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. 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 if done in your parish.



- 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 final averages after calculating final grades. Set for "F1" to see students who did not get a final grade average for a class.

3. ___ 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.

4. ___ Projected Final Averages

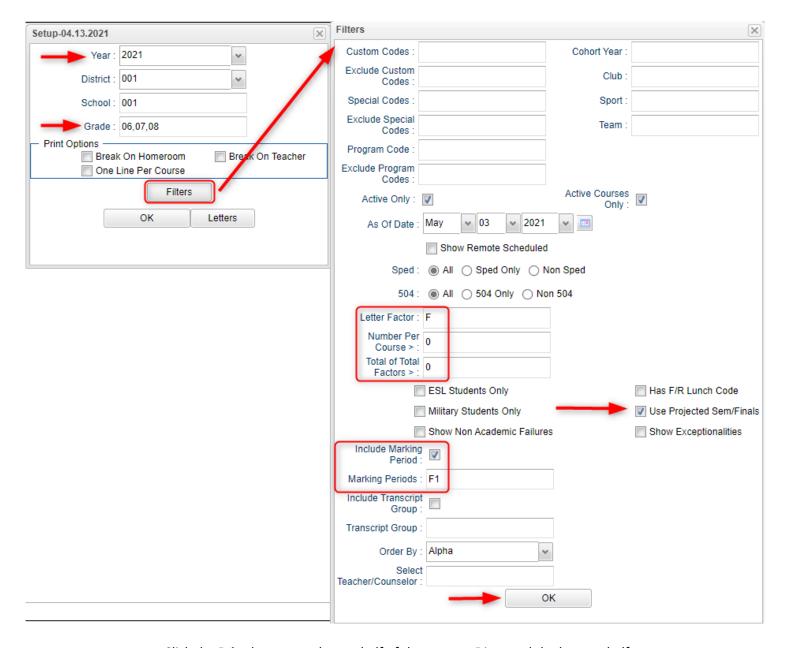
If at this time of the year, the school would like a report of projected final averages of students, either of the reports below can deliver this information.

• By the Teacher:

- o In Gradebook, open a section for current grading period.
- o Click Reports / Grades / Term Grades Report / All Students Projected Final.
- o A grade sheet with projected final grades will appear.

• By the Office Staff Member

- o Go to Grades / Lists / Possible Failures
- Set as shown below:



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

5. ___ 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.

Mass Calc Sem/Fin	al Grades - 03.29.19	>
Year :	2021	v
District :	001	~
School:	001	
Grades :	06,07,08,12	
Semester To Display Scheduled Students		
4x4 Display :	○ 1st ○ 2nd ○ 3	Brd 4th All
2x8 Display :	1st	3oth 3
Semester Grade Calculation Requirement		
ALL Marking Period Grades Within Semester.		
	O Last Marking Perio	od Within Semester.
	Calculate for Comp	leted Courses Only
4x4 Term to calculate :		pring

6. ___ 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?

Do one of the following:

- Go to Post Grades by Student in Progress Report mode and manually enter the Final.
 - You can ask the teacher to enter the final on the grade sheets (upcoming step), then hand enter the final grade.

7. ___ Print Grade Sheets

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.

8. ___ Repeat Calculate Semester / Final Averages

Go to Grades > Lists > Report Cards

 Due to updates to averages based on feedback from Teachers, a repeat of calculating semester / final averages is performed.

9. ___ Identify Students with Failing Final Grades for Possible Retention

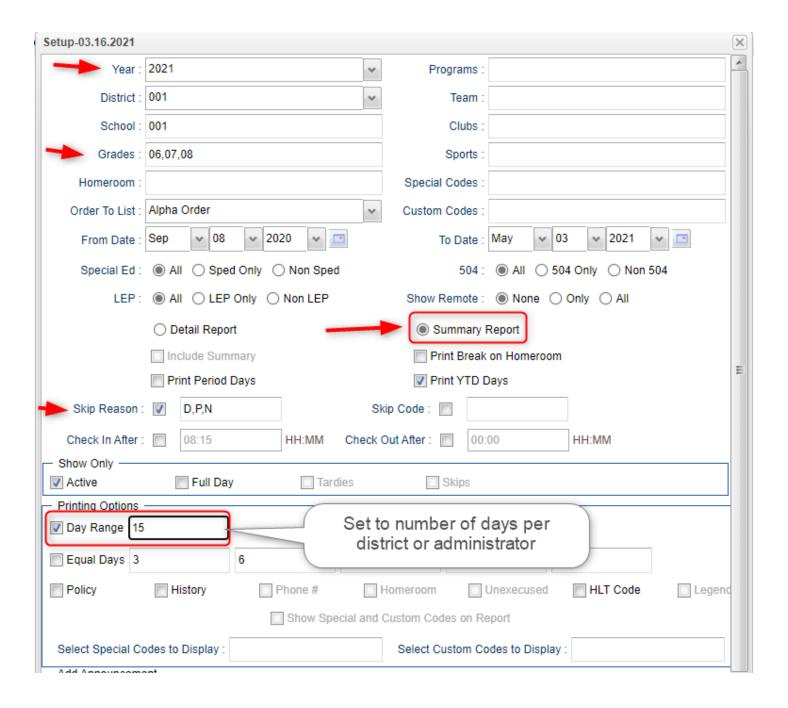
Go to Grades > Count > Grade Distribution Report

- 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.

10. ___ 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.



11. ___ Assign SBLC (Retention) Codes

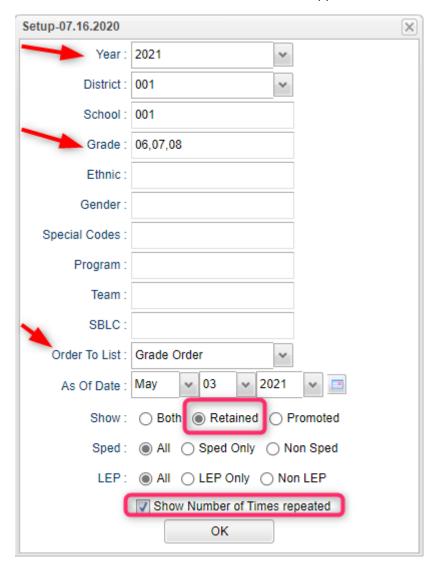
The SBLC code on student master is used to identify students as retained, or going to summer school, or other conditions.

- A blank SBLC code means that the student is being promoted.
- These SBLC codes and text 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.

12. Print Retained List for School Administration Review

In this step, the school prints a list of retained students for the school administrator to review.

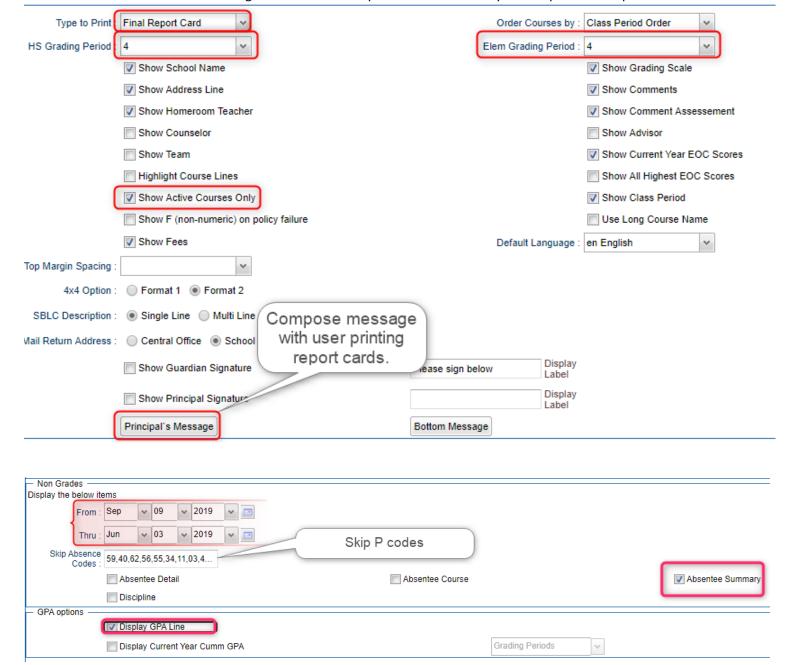
- Go to Student Master > Lists > Retained Promoted List.
- At the setup, set for all grades, "Retained", and place a check for "Show Number of Times repeated".
- The report will show the list of students marked retained and a column showing the number of times in the student enrollment history that the student was retained.
- Print and ask School Administrator to review and approve.



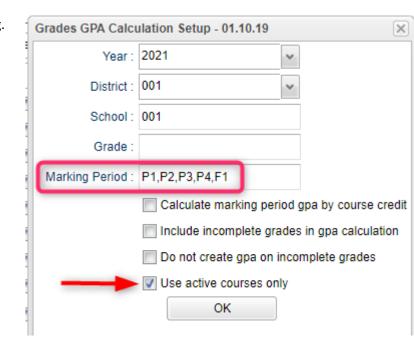
13. ___ Print Final Report Cards

Go to Grades > Lists > Report Card.

- Set Type to "Final".
- Set option to Show EOC scores if EOC 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.



- Click the "Update GPA" button prior to printing.
 - Set for 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.



14. ___ Dropping Students - End of Year

- In most cases, exits and gains are done on the first day of the next school year.
- It is best to check with your District Coordinator for directions.

15. Grading Period Lock

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 GradeBook 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.

16. ___ Grades Closeout EOY

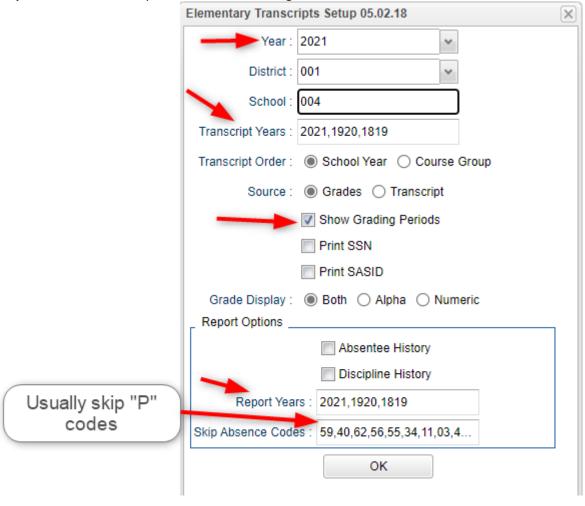
Go to Grades > Loaders > Grades Closeout EOY.

- In some districts, the District Coordinator performs this task. In others, the school performs this task. Check with your District Coordinator if unsure.
- This program is performed when all grades for the current year have been verified and are finalized. The program copies the "current year" grades to the "transcript" data files.
- For Middle schools offering Carnegie Unit courses: Be sure to check the third option "Include Carnegie Unit Code on (grade >=9....)"
- After doing this step, on transcript workstation, take off the "Current Year" option to avoid items showing as doubled.

17. ___ (Optional) Print Elementary Transcripts

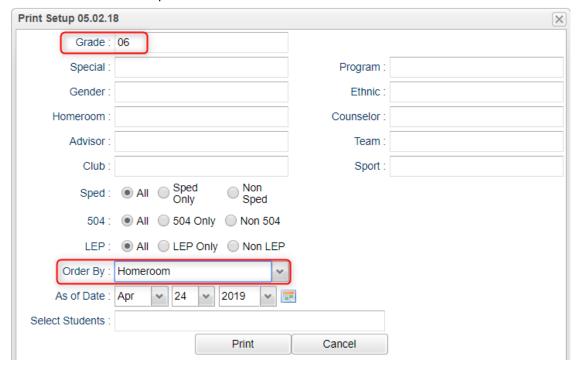
Go to Transcripts > Lists > Elementary Transcripts

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



• Click **Ok** to bring up the transcript system.

- Click the **Print Multiple** button at the bottom right.
 - o **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.



18. ___ 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.

