



End of Year Guide 2122

Elementary – Middle Schools

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End of Year Guide - Elementary and Middle Schools 2122

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.

1. ___ Principal or District Coordinator Communicate Grades Deadline for Teachers

- Principal or District Coordinator communicates the deadline for all assignments to be in Classroom 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 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.
 - Select Label: Avery 5163 and others as shown.
 - A list of students will appear. Select the students, then click the Print 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-04.15.2021

Year : Current Year

District : 001

School : 001

Grade : 06

Homeroom :

Team :

Special Codes :

Exclude Special Codes :

Programs :

Custom Codes :

Skip Codes : Current Date

As Of Date : May 03 2021

Include SIS School

Select Label : Avery 5163

Grade Type : Both

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

Column :

Reports :

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.

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, 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 the following fields and options:

- Year:** A dropdown menu set to "Current Year".
- District:** A dropdown menu set to "001".
- School:** A text field set to "001".
- Grade:** A text field set to "06,07,08".
- Print Options:**
 - Break On Homeroom
 - Break On Teacher
 - One Line Per Course
- Buttons:** "Filters" (highlighted with a red box), "OK", and "Letters".

The right window, titled "Filters", contains the following fields and options:

- Custom Codes:** Text field.
- Exclude Custom Codes:** Text field.
- Special Codes:** Text field.
- Exclude Special Codes:** Text field.
- Program Code:** Text field.
- Exclude Program Codes:** Text field.
- Active Only:**
- Active Courses Only:**
- As Of Date:** A date picker set to "Current Date".
- Show Remote Scheduled
- Sped:** Radio buttons for "All" (selected), "Sped Only", and "Non Sped".
- 504:** Radio buttons for "All" (selected), "504 Only", and "Non 504".
- Letter Factor:** Text field set to "F".
- Number Per Course >:** Text field set to "0".
- Total of Total Factors >:** Text field set to "0".
- ESL Students Only
- Military Students Only
- Show Non Academic Failures
- Has F/R Lunch Code
- Use Projected Sem/Finals
- Show Exceptionalities
- Include Marking Period:** (highlighted with a red box).
- Marking Periods:** Text field set to "F1" (highlighted with a red box).
- Include Transcript Group
- Transcript Group:** Text field.
- Order By:** Dropdown menu set to "Alpha".
- Select Teacher/Counselor:** Text field.
- Buttons:** "OK" (highlighted with a red arrow).

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

Mass Calc Sem/Final Grades - 03.29.19

Year : Current Year

District : 001

School : 001

Grades : 06,07,08,12

Semester To Display Scheduled Students

4x4 Display : 1st 2nd 3rd 4th All

2x8 Display : 1st 2nd Both

Semester Grade Calculation Requirement

ALL Marking Period Grades Within Semester.

Last Marking Period Within Semester.

Calculate for Completed Courses Only

4x4 Term to calculate : All Fall Spring

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

7. ___ Print Grade Sheets

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

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

10. ___ (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.

Setup-03.16.2021

Year: Programs:

District: Team:

School: Clubs:

Grades: Sports:

Homeroom: Special Codes:

Order To List: Custom Codes:

From Date: To Date:

Special Ed: All Sped Only Non Sped 504: All 504 Only Non 504

LEP: All LEP Only Non LEP Show Remote: None Only All

Detail Report Summary Report

Include Summary Print Break on Homeroom

Print Period Days Print YTD Days

Skip Reason: Skip per district policy Skip Code:

Check In After: HH:MM Check Out After: HH:MM

Show Only: Active Full Day Tardies Skips

Printing Options

Day Range Set to number of days per district or administrator

Equal Days

Policy History Phone # Homeroom Unexecused HLT Code Legend

Show Special and Custom Codes on Report

Select Special Codes to Display: Select Custom Codes to Display:

Add Announcement

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 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.

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.

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

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.

Type to Print:

HS Grading Period:

Order Courses by:

Elem Grading Period:

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:

Top Margin Spacing:

4x4 Option: Format 1 Format 2

SBLC Description: Single Line Multi Line

Mail Return Address: Central Office School

Show Guardian Signature Display Label

Show Principal Signature Display Label

Compose message with user printing report cards.

Non Grades

Display the below items

From:

Thru:

Skip Absence Codes:

Absentee Detail Absentee Course Absentee Summary

Discipline

GPA options

Display GPA Line Display Current Year Cumm GPA

Grading Periods:

Skip 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.

Grades GPA Calculation Setup - 01.10.19

Year : Current Year

District : 001

School : 001

Grade :

Marking Period : P1,P2,P3,P4,F1

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

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 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.

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. ___ 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 : Current Year

District : 001

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

17. ___ (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

Elementary Transcripts Setup 05.02.18

Year : Current Year

District : 001

School : 004

Transcript Years : Set to desired years

Transcript Order : School Year Course Group

Source : Grades Transcript

Show Grading Periods

Print SSN

Print SASID

Grade Display : Both Alpha Numeric

Report Options

Absentee History

Discipline History

Report Years : Set to desired years

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

OK

- 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.

Print Setup 05.02.18

Grade : 06

Special :

Gender :

Homeroom :

Advisor :

Club :

Program :

Ethnic :

Counselor :

Team :

Sport :

Sped : All Sped Only Non Sped

504 : All 504 Only Non 504

LEP : All LEP Only Non LEP

Order By : Homeroom

As of Date : Current Date

Select Students :

Print Cancel