JCampus – Processing 4ᵗʰ Nine Weeks
2018-19
High School Office Edition

Below is a checklist of procedures associated with closing of a school year for high schools.
*Many of the steps below are done twice. Once in early May for Seniors, then again in late May for Underclassmen.

Early May

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1. **Principal communicates Grade Deadline for Teachers**
   Principal communicates deadline for all assignments to be in GradeBook via emails, websites, or other means.
   PRICIPALS will set the deadlines for teachers to enter 4ᵗʰ nine weeks grades (seniors and others).
   Place reminders by the sign in book, teacher's lounge, etc...

2. **Move Graduating Juniors to Senior Grade Level**
   - In the student's Student Master screen, post a leave date and leave code of "**20 15 Exit grade for re-assignment to another grade**."
   - Reenroll the student by doing the following:
     - While still on the student's Student Master record, click **Action**, then **Reenroll**. Click on the enrollment record with the exit code posted in step 2.
     - Import the student as normal but update the grade to "**12**".
     - Be sure to use the same entry date as the exit date.
     - Use the entry code of "**GR C4 Re-entry for re-assignment to another grade** "
   - The student's schedule, grades, attendance, and discipline information will not be affected. Student will now simply be a 12th grader.

3. **Enter Final Averages for Virtual or Other "Off Campus" Courses (ongoing)**
   For virtual courses, or other types of courses where the student is given a final for a course typically taught away from school (ie, community college, technical college, university), enter the final average of the course.
   - Go to *Grades > Entry > Post Grades Master (work with a class of students) OR Post Grades by Student* (work with a single student) in "**Progress Report**" mode.
     - **Post Grades Master:** Set for grade level, then *Progress Report Mode*. On the bottom, locate teacher/class. Enter grades in the F1 or F2 cell, then click the SAVE icon at top.
     - **Post Grades By Student:** Set for *Progress Report Mode*. Find the student, enter grade in the F1 or F2 cell, then click SAVE button.
     - If the course is not in the Master Schedule, manually enter the final in **Transcript Workstation**.
       - Go to *Transcripts > Entry > Transcript Workstation*.

4. 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) and/or 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.

- **Missing Grades Audit**: Go to *Grades > Entry > Missing Grades Audit.* Set for grade level and select all grading periods.
  - This report is also good to check for missing final averages after calculating final averages. (Set Marking Period to F1 o F2)

5. Import EOC Scores (ongoing)

Hand enter necessary EOC scores (especially if needed for a graduation decsision)..

Missing a test score? Go to Test Score Editor to manually enter the missing information.

- Go to *Grades > Entry > Test Score Editor*. Set for grade level, test type, and student.
- Enter score, then click green save cell.
- When entering a test exemption, be sure to enter all subjects student is exempted from. (ie… if student is exempt from all math, enter an exempt result for Algebra I and Geometry.)

Begin step 6 once all teachers have entered all grades in their Gradebooks (in accordance with your deadline).

6. Calculate Semester/Final Averages

Run an initial calculation of final averages to review and check.

Go to *Grades > Lists > Report Cards.* At the bottom of the screen, click the "**Mass Calc Sem/Final Grades**" button.

▪ **Initially run for Seniors only**. Underclassmen get processed a little later in a second batch when grades are complete for them.

7. Check for Missing Final Averages

This is basically a repeat of step #4, but here we focus on the final averages in F1 or F2.

▪ Using either the Cumulative History Label, or the Missing Grades Audit, check that students have a final grade in courses that are needed.

▪ **What do I do if there is a missing final?** Depending on the situation….

  ▪ Go to Post Grades by Student and manually enter the Final.

    ▪ You can ask the teacher to enter the final on the grade sheets (upcoming step), then hand enter.

8. Print Grade Sheets

Print grade sheets for the teacher to review and sign for accuracy. Fixes and corrections are made as a result of teacher feedback.

Go to *Grades > Lists > Grade Sheets*

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.

9. Submit a Support Ticket to Data Management – Lock Grading Window

> At this point, the principal submits a support ticket to Data Management with the title: (name of school) – CLOSE THE 4TH NINE WEEKS GRADING WINDOW." Wait for an e-mail response from Data Management before proceeding to step 10

10. Repeat Mass Calculate Semester/Final Averages

Due to updates to averages based on feedback from Teachers and Grade Sheets, re-run step 6 calculating semester / final averages and step 7, a subsequent check for missing final averages.

Run on Seniors first, then Underclassmen when ready.

11. Identify Students with High Absences for Possible Denial of Credit

The denial of credit is posted to the "Final" 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, counts to search for, skip codes, and a posting of denial to F1 or F2. Setup is shown below. ***NEW*- Check "Post as manual grade."**

When the listing of students comes up, <u>review the results with the administration</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**.

- Go to *Grades > Lists > Non-Academic Failure Review* and set for "**Attendance Violations**"
- Review for denials in the F1 or F2 column.

12. **Check Test Scores for Seniors** <mark>**(12th Grade Step)**</mark>

   Note: A "yes" for having passed graduation tests is needed for students <u>earning a graduation diploma</u>. Students not earning a graduation diploma, such as "COA Certificate of Achievement", do not have to have a "yes" for passage of test scores for graduation.

   - **Fastest way to check**: Run the **Carnegie Units Earned Report.** Focus on the columns "Path" and "Tests" on the setup box.
       - Go to *Transcripts > Lists > Carnegie Units Earned Report*.
   - **Another way to check**: Run the **Mass Print Test Score Cards**: Bulk print the Test Score Cards for Seniors.
       - Go to *Grades*, *Lists*, then *Mass Print Test Score Cards*.
   - **Need to Edit a Student's Test Scores?**
       - Go to *Grades > Entry > Test Score Editor*: Use this program to edit, as well as enter, any EOC scores needed for graduation. On setup box, set *Test Type* to *EOC* and/or LEAP 2025.
       - **Tip**: Use the "Student" field to work with one student at a time when entering student test results.

13. **Run an Initial Cumulative GPA Ranking Report**

   Use the report to do a quick check that students have enough credits to graduate and get an initial look over of the ranks.

   - Go to *Transcripts > Transcript Workstation>Action>Rank Report*.
   - **Ranking Setup Screen**: Set for Seniors with any special code exclusions. Hit the "**Update GPA**" button.
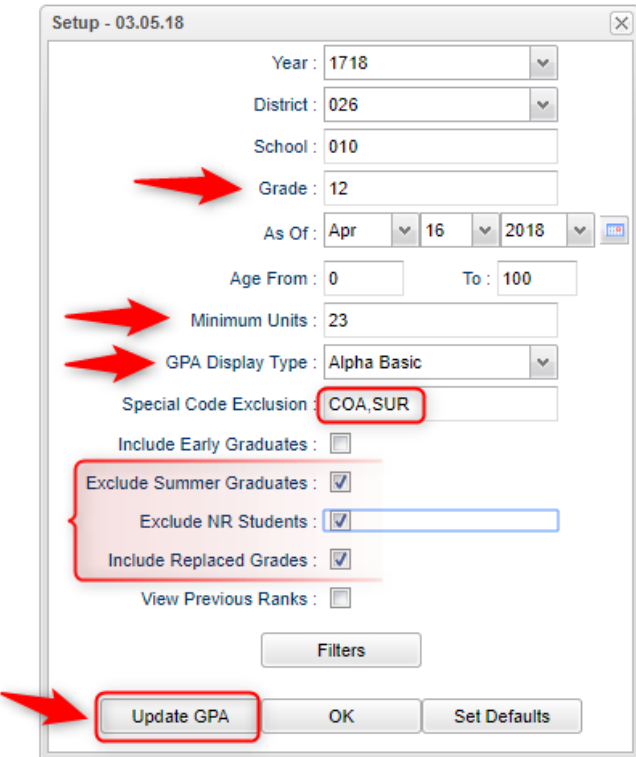
- **GPA Calculate Setup Screen**: Initially set for Seniors. Later, set for underclassmen.
- **Note**: **Always update the gpa and rank anytime things have changed. Doesn't hurt to rerun.**

- You will be returned to the Ranking Setup Screen. Click the **OK** button.
- Focus initially on the "Units Earned" column. Make sure the Senior has enough credits to graduate.
- Review the initial rankings to see if things look appropriate.
- Students who do not have enough credits, or have a special code that is being excluded, will be at the bottom of the report.
- **TIP**: For underclassmen, use as a list to determine if students have enough Carnegie Units to move to the next grade level by setting the "Minimum Units" to be the amount needed to pass to the next grade.
    - Sort the report on the *Units Earned* column.

14. Review and Update Codes related to Diploma Pathways and Career Options

For the State Transcript System (STS), update Student Master Special Codes related to diploma pathways. Then update the Career Options codes on the IGP Screen of Student Master.

Student Master Special Code for Diploma Path	IGP Related Information
CTU: TU TOPS University Diploma (Begin use for graduates of 2017-18)	No Career Option required
CCA: CA TOPS Tech Jumpstart Career Diploma (Begin use for graduates of 2017-18)	Career Option required. (Select from R, S, or T codes)
CJA: L1 TOPS Tech Jumpstart Career Diploma alternate pathway for students assessed on	No Career Option required.
CND: ND Not Declared. (Optional use only for grade 09)	No Career Option required.
COA: Certificate of Achievement (Local code used to identify student earning Cert of Achievement and keep out of ranking)	Not Applicable. Local code only. Not reported to state.
CO4: C4 Core 4 (Discontinue use after graduates of 2016-17)	No Career Option required
COB: C5 Basic Core (Discontinue use after graduates of 2016-17)	Cluster/Concentration required
CT4: C6 Core 4 with CTE (Discontinue use after graduates of 2016- 17)	Career Option required. (Select from A codes - P codes)
COJ: Jumpstart (Discontinue use after graduates of 2016-17)	Career Option required. (Select from R-Regional, S codes, or T codes)
COD: CD Career Diploma (Historical career diploma/older graduates)	Career option code is CDV.

Fastest Way to Update Special Codes for a Large Group of Students
- Go to *Student Master > Loaders > Special Code Loader*. Set for one grade level at a time.
  - Use for Diploma Path, Consent, FASFA, TRA, ACS Act 833 5%, etc…
  - **NEW! Remember graduates need a FASFA code.**

Fastest Way to Update Career Options codes for CCA (Tops Tech Jump Start), CJA (Jump Start Alt Pathway):
- Go to *Student Master > Loaders > Career Loader*. Set Special Codes to CCA and or CJA.
- All of these students need a Career Option.

Fastest Way to Check Diploma Paths, Career Paths, IBC's and other areas:
- Go to *Transcripts > Lists > Carnegie Units Earned*. Set for Grade Level and columns to check such as Tests, Sped, Pii, Path, Career, and other areas desired to be checked.

15. **Review / Update IBC's**
IBC's are sometimes required for graduation in different Career Options courses of study. These need to be checked to make sure graduates have the IBC's needed to graduate.
- **Fastest way to check IBC's**: Use the **Carnegie Units Earned Report**. Go to *Transcripts > Lists > Carnegie Units Earned*.
- On setup, focus on the columns Path, Career Option, and IBC.
- Check to see that students requiring an IBC have one in the report.
- **What if there is one missing?**
  - Send a copy to the Lucy Lejuenes' office. They will get it into the system and it will get transmitted to the state.

16. **Print and Check Senior Transcripts (<mark>12th Grade Step)</mark>**
From **Transcript Workstation**, use the **Print Multiple** button to print Transcripts to be checked for graduation requirements.
  - Go to *Transcripts > Entry > Transcript Workstation > Print Multiple*
- **Tip**: Print in batches by "Special Code" (Example: Print by special code "CTU" for batch of Tops University transcripts).
- Check subject areas for graduation compliance. Example: 4 English courses, 4 Math courses, 1.5 PE courses, etc…
- Review credit site codes, especially for Dual Enrollment courses, which should have Post-Secondary site codes.

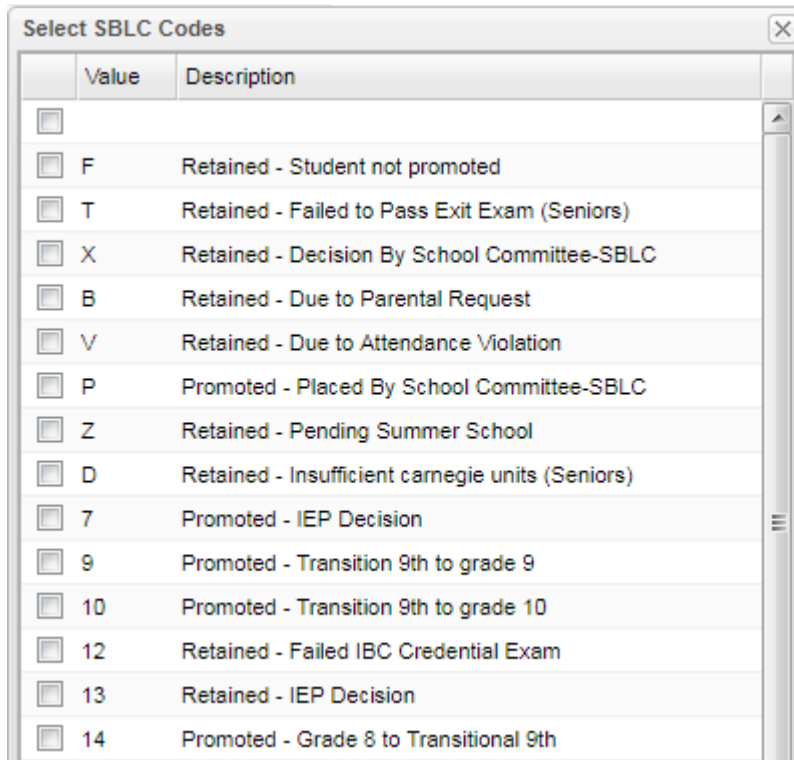17. **Check STS for graduation dates.**
HS senior counselors must check STS for graduation dates. Any graduate without a grad date in STS is not considered a Louisiana graduate.

- Log into STS.
- Pull up school student list.
- Enter "12" in search box. This will produce a listing of seniors in STs.
- Click "Print & Export" button (above student listing column headers).
- Choose "Export Summary to Excel." This list contains all students.
- Filter Grade column for grade12. This listing can also be filtered for graduates.

18. **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.
- **Current Jefferson SBLC Codes:**

	Value	Description
☐		
☐	F	Retained - Student not promoted
☐	T	Retained - Failed to Pass Exit Exam (Seniors)
☐	X	Retained - Decision By School Committee-SBLC
☐	B	Retained - Due to Parental Request
☐	V	Retained - Due to Attendance Violation
☐	P	Promoted - Placed By School Committee-SBLC
☐	Z	Retained - Pending Summer School
☐	D	Retained - Insufficient carnegie units (Seniors)
☐	7	Promoted - IEP Decision
☐	9	Promoted - Transition 9th to grade 9
☐	10	Promoted - Transition 9th to grade 10
☐	12	Retained - Failed IBC Credential Exam
☐	13	Retained - IEP Decision
☐	14	Promoted - Grade 8 to Transitional 9th

- **Fastest way to do this**: Use the **SBLC Code Loader**.
  - Go to *Student Master > Loaders > SBLC Code Loader*.
- 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.

19. **Print a List of Retained Students**

Print a listing of Retained Students for the Principal to review and approve.
- Go to *Student Master > Lists > Retained/Promoted List*.
- Email listing to Angela Jordan, Melanie Nguyen, and LaDinah Carter.

20. **Repeat Step #13: Cumulative GPA Ranking Report**

Repeat the GPA Ranking and GPA Update to adjust rank for any students who have been marked as retained and catch any recent changes to transcripts or grades.

21. Print Final Report Cards

Printing the Final Report card is similar to other times in the year with the exception of the following:

- Go to *Grades > Lists > Report Card*.
  - Set *Type* to "Final" and grading periods to the last of the year (4 in most cases), as well as other checks shown below.

- At the bottom, before printing, be sure to run the "Mass Calc Sem/Final Grades" and the "Calculate Current Year GPA."

22. Post Diploma Endorsements for Seniors (12th Graders)

In the *IGP* tab of Student Master, the user can enter the Diploma Endorsements of a Senior.

- **Fastest way to do this**: Go to *Student Master > Loaders > Diploma Endorsement Fast Loader*.
- Set for grade 12, then check option for "Append."
- Select students on the left, and the diploma endorsement on the right.
- Community and bi-literacy are the only endorsements needed.

23. Post Exits for Seniors Retained Due to Testing, but Have Completed All Carnegie Units

These Seniors have taken all classes needed to graduate and do not need to be rolled over to next year.

- Find the student in Student Master.
- Check to make sure the student has a SBLC code of **T Retained – Failed to Pass Exit Exam (Seniors)**.
- Click in the Leave Date cell:
- Post a Leave Date of the last day of school.
- Select a Leave Code of **22 17 E Finished all but GEE/EOC Completed Carnegie Rqmts not GEE/EOC.**
- Enter the test the student needs in the leave comments field on the enrollment screen.
- Click **Save** to store the leave information.
- When the student has passed the EOC, consult with your district coordinator for proper year/date to reenter, enter code E9 C8 Enter ONLY to take GEE/EOC then exit the student with a **61 04 E Graduation/Early Graduation** leave code.

24. Post Exits for Certificate of Achievement

In Student Master, locate the student leaving the school with a Certificate of Achievement.

- In the **Leave Date** field, select **62 O6 E Certificate of Achievement** with the **Leave Date** set to the last day of school.
- Click **Save** to store the leave information.

25. Post Exits for Completers, Students Who Passed HighSet/GED, or Foreign Exchange Students returning to home country

Posting these kinds of exits prevents dropouts against the school.

- In Student Master, locate the student exiting under one of these conditions.
- Click in the *Leave Date* field.
    - Set the *Leave Date* to the last day of school.
- Post a leave code of one of the following that qualify:
    - L4 10 E Transfer out of state or country (*use for exiting foreign exchange students with exit documentation)*
    - 80 05 E GED Earned Only
    - 81 22 E Completer-GED-HiSet/Industry Certificate
    - 83 24 E Completer-Industry Certificate Only
    - 84 25 E Completer-Local Skills Certificate Only
    - 93 36 E State Skills Certificate
- Click **Save** to store the leave information.

26. Submit a Support Ticket to Data Management – Grades Closeout EOY

This program copies the "current year" grades to the "transcript" data files.

> At this point, the principal submits a support ticket to Data Management stating: (name of school) – Closeout EOY. Wait for an e-mail response from Data Management before proceeding to step 27.

- ***** After the **EOY Grades Closeout** has been run, turn off the option "Show Current Year Grades" on the **Transcript Workstation** *****
- If you see "double" transcript records on **Transcript Workstation**, this is a symptom of not turning off the "Show Current Year Grades" option.

27. Identify Students with Failing Final Grades

Use the **Grade Distribution Report** to obtain lists of students that have failed courses for the year.

- Go to *Grades > Count > Grade Distribution Report*
- Set the report to search for Final 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 request changes or summer school subject lists.

28. Dropping Students - End of Year (ongoing)

- Summer Graduates are typically dropped at the end of the current school year.
- Underclassmen drops and gains are done on the first day of school in the following school year.