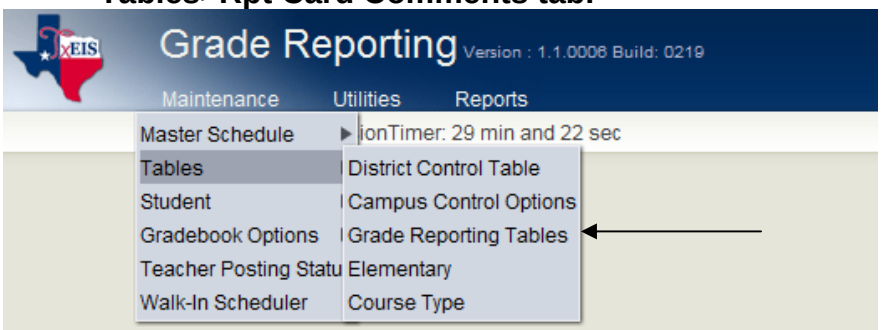
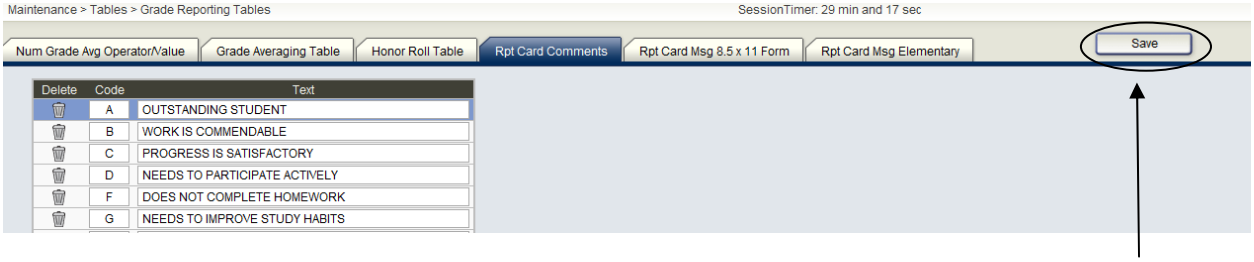
TxEIS Grade Reporting Elementary Semester 2 & EOY Checklist
txGradebook

ANY TIME BEFORE THE END OF THE SCHOOL YEAR

_____1. Make any changes needed to the Report Card Comments Table. From the **Grade Reporting Application** select **Maintenance>Tables>Grade Reporting Tables>Rpt Card Comments tab.**



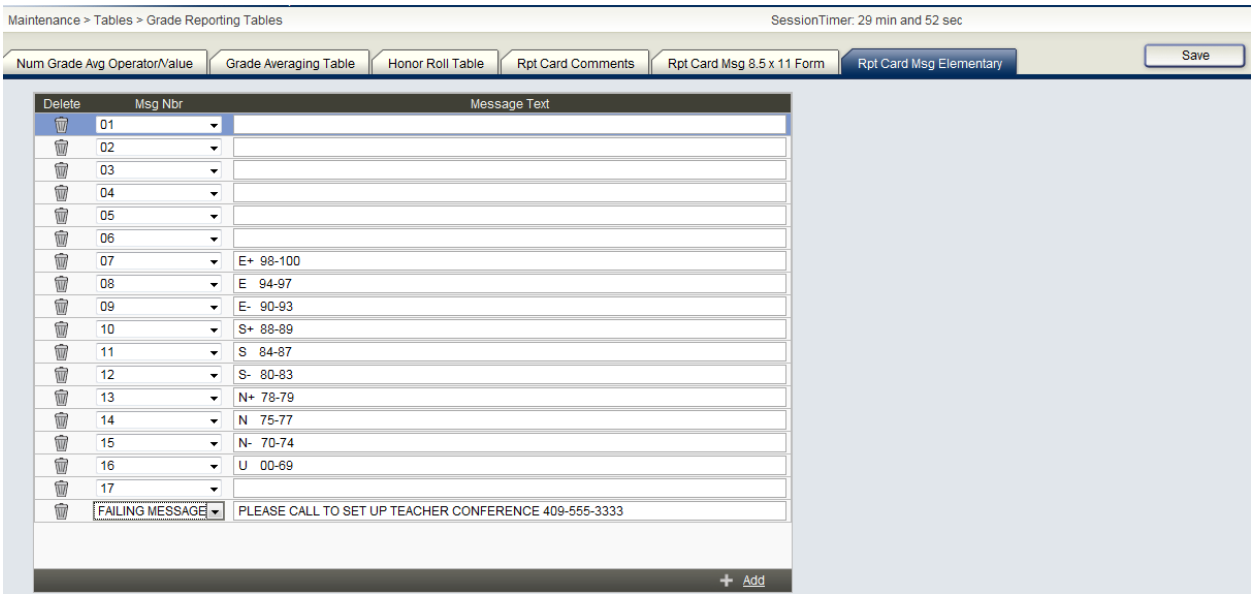
Report Card Comments Tab



Elementary report cards, SGR1400, may use only A-Z and 1-9. Click to save.

_____2. Update your Report Card Messages. From the **Grade Reporting Application** select **Maintenance>Tables>Grade Reporting Tables>Report Card Msg Elementary**

Report Card Msg Elementary



If you want a Failing Message, scroll to the bottom of the drop down list, select Failing and enter the failing message to be printed on the report card. Click to save.

_____3. Check for all missing or incomplete grades from previous cycles. This report can be printed in teacher order and placed in the mail box as a reminder to obtain the grades so that txGradebook can calculate averages accurately. From the **Grade Reporting Application** select **Reports>Grade Reporting Reports>SGR1000-Blank, Failing and Incomplete Grades.**

Reports > SGR1000 Blank, Failing and Incomplete Grades SessionTimer: 29 min and 51 se

Return to Reports

Report ID: SGR1000
User ID: BDECUIR

Enter Selection Criteria:

Parameter Description	Value	List
Ending School Year (YYYY)	2011	
Campus ID Number	101	...
Semester (1,2,3 or 4)	2	
Cycle (1,2 or 3)	3	
Type of Grade (C = Cycle, S = Semester, F = Final)	C	
Rpt Type(B=Blnk, I=Incmplt,F=Failing,N=N/G,or C=B & I & N)	C	
Sort Order (S = By Student; I = By Instructor)	I	
Include Self Paced Courses (Y/N)	Y	
Track (0-9 or Blank for All)		

Run Preview

Clear Options

Run the report for each Semester and Cycle and distribute to the teachers.

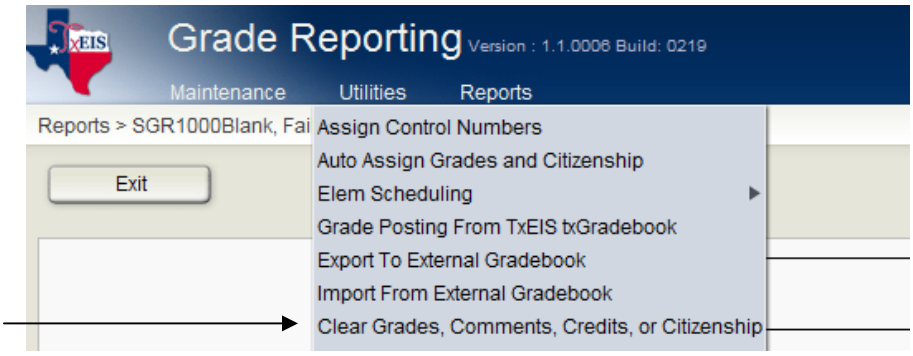
Date Run: 4/28/2011 03:00 PM
Cnty-Dist: 036-903
Campus: 101

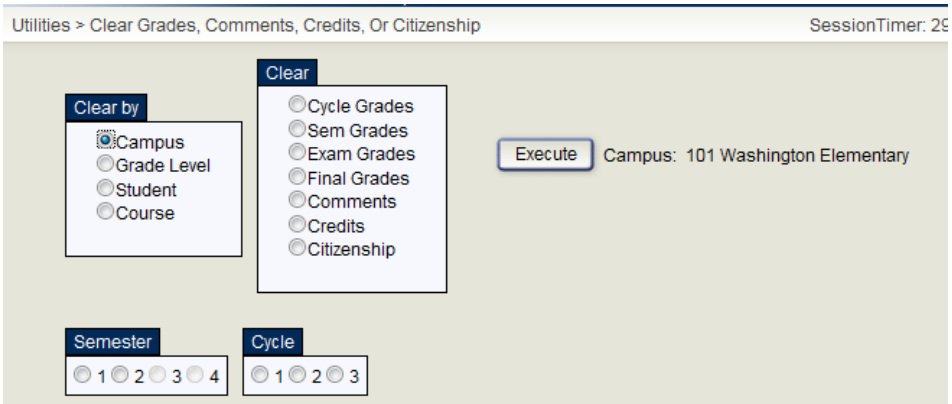
Blank, Incomplete and 'N/G' Grades
Washington Elementary
Sch Year: 2011 Semester: 2 Cycle: 3 Type: Cycle

Program ID: SGR1000
Page 1 of20

Instr	Instr Name	Grd	Crs	Course Title	Slf Pcd	Sec	Student ID	Name	Trk	Sex	Cycle	Sem	Fin	CIT	ABS
144	BAUER, VONDA	04	T400	ATTENDANCE	N	05	005648	BARCENAS, ASHLEY C	1	F	blank				0.0
		04	T402	READING	N	05	005648	BARCENAS, ASHLEY C	1	F	blank				0.0
		04	T404	SCIENCE/HEALTH	N	05	005648	BARCENAS, ASHLEY C	1	F	blank				0.0
		04	T405	SOCIAL STUDIES	N	05	005648	BARCENAS, ASHLEY C	1	F	blank				0.0
		04	T408	Music	N	05	005648	BARCENAS, ASHLEY C	1	F	blank				0.0
		04	T409	TAKS MATH	N	05	005648	BARCENAS, ASHLEY C	1	F	blank				0.0
		04	T415	CONDUCT	N	05	005648	BARCENAS, ASHLEY C	1	F	blank				0.0
		04	T444	TXHIST	N	05	005648	BARCENAS, ASHLEY C	1	F	blank				0.0
		04	T400	ATTENDANCE	N	05	005689	BOURQUE, DAKOTA L	1	M	blank				0.0
		04	T402	READING	N	05	005689	BOURQUE, DAKOTA L	1	M	blank				0.0

_____4. **Please read thoroughly** - **If TxEIS was used to create and print Report Cards as IPR's (Interim Progress Reports)**, the grades and comments from the IPR's must be cleared. Basically what this means is if you post grades to TxEIS **(e.g. the teachers marked the grades 'Ready To Post' and the operator posted the grades from the txGradebook)** every 3 weeks and you run **report cards for progress reports** then grades and comments need to be cleared before posting the End of Cycle grades. <u>If IPR's were not generated, in this manner, then skip this step.</u> From the **Grade Reporting Application** select **Utilities>Clear Grades, Comments, Credits, or Citizenship**.

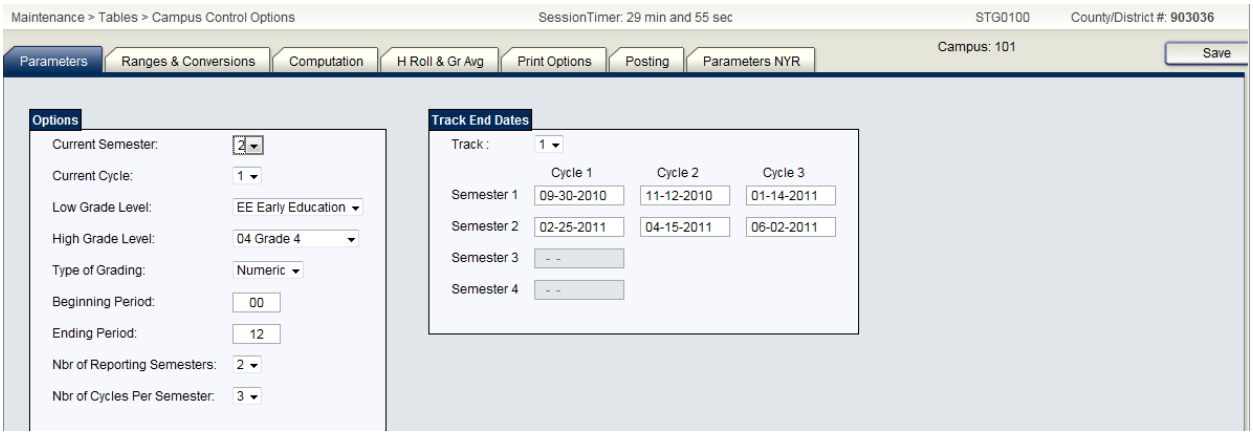




Clear by selection (which is usually cleared by campus)
Clear option (must select one item at a time)
Select the field to **Reset Teacher Gradebook 'Ready to Post Flag'**
Choose a Semester and Cycle to clear
Click **Execute**. A message is displayed when the process is complete.
Select **Yes** to save changes.

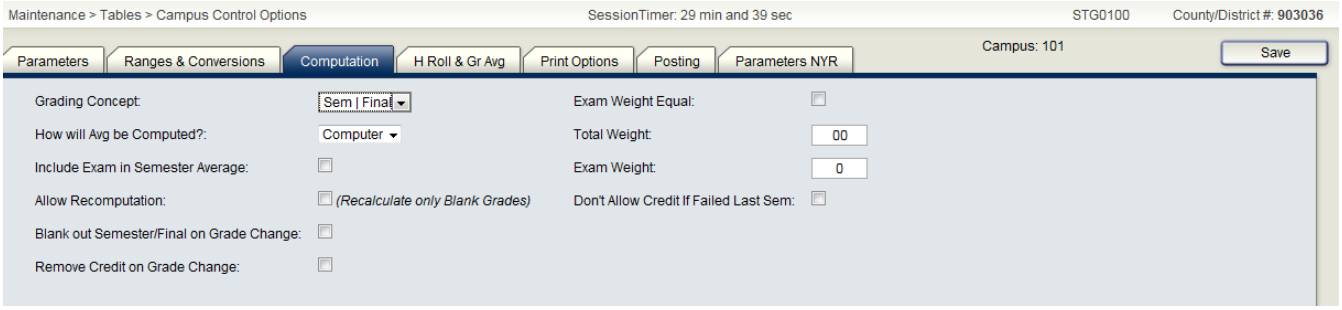
_____5. Verify the Campus Control Options. From the **Grade Reporting Application** select **Maintenance>Tables>Campus Control Options.**

Parameters Tab



Current Semester should be set to 2
Current Cycle should be set to a 2 (for 9 wks) or 3 (for 6 wks)
Verify that the **End of Cycle Dates** are correct.

Computation Tab



Grading Concept - Elementary Schools should have this set to Sem/Final or Final.

How will Avg be computed? Identifies if the computer or the teachers are going to calculate the semester averages and final grades.

Include Exam in Semester Average – If elementary campus is using txGradebook and Semester exam grades should be included in semester average check this field. If the semester exam grade should be included, indicate how much weight the exam has in the semester average by either selecting the **Exam Weight Equal** field or using **Exam Weight** and **Total Weight** to indicate the weighting percentage.

Allow Recomputation – Select this field if all semester and final grades can be Recalculated. If this field is not selected, only blank grades will be recalculated.

Blank out Semester/Final on Grade Change – Select whether semester and final grades should be blanked out if a cycle or exam grade is changed.

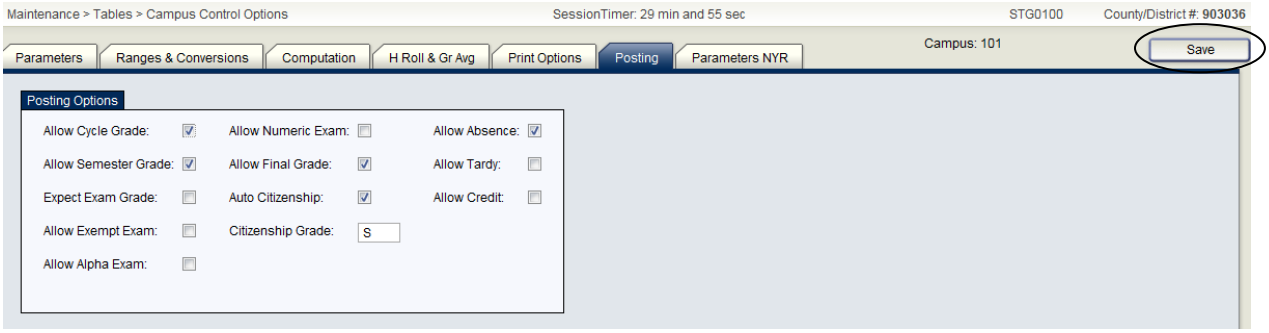
Exam Weight Equal – Select whether the semester exam is to be weighted equally with the cycle grade when the system computes semester averages.

Total Weight - Type the total weight. This number and **Exam Weight** are used together to indicate the percentage the semester exam should count toward the total semester grade.

Exam Weight - Type the exam weight. This number divided by Total Weight indicates the percentage the semester exam should count toward the total semester grade.

Note: If an Elementary campus includes Semester exams in Semester Average they may not use 'E' as Exempt from exams-there must be an exam grade entered for every student. Click to save.

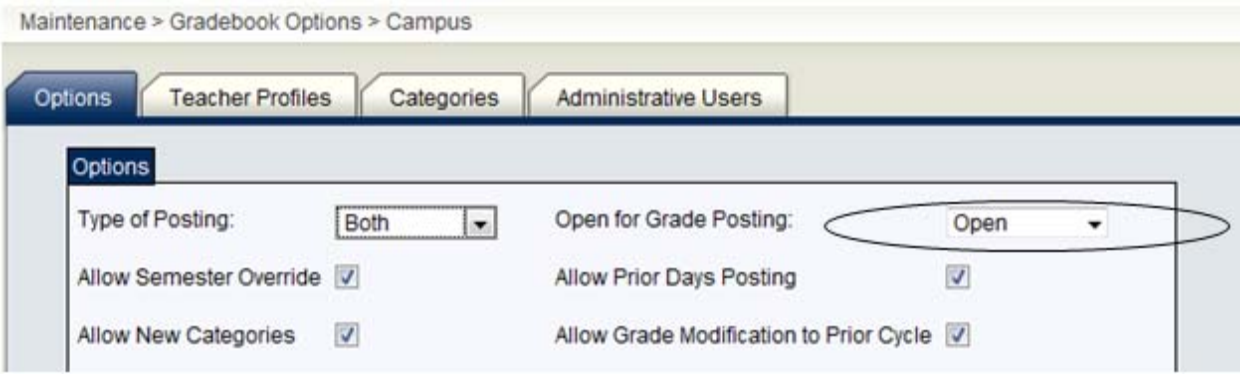
Posting Tab



Posting Options should include the following:

Allow Cycle Grade
Allow Semester Grade – Select if on the Elementary Table Maintenance screen 'Comp Sem Avg' is checked.
Expect Exam Grade-Select if on the Campus Control Options>Computation Tab 'Include Exam in Semester Avg' is checked
Auto Citizenship-select whether students without a citizenship grade will receive one.
Citizenship Grade-enter the citizenship grade that will automatically be given to students
Click Save to save.

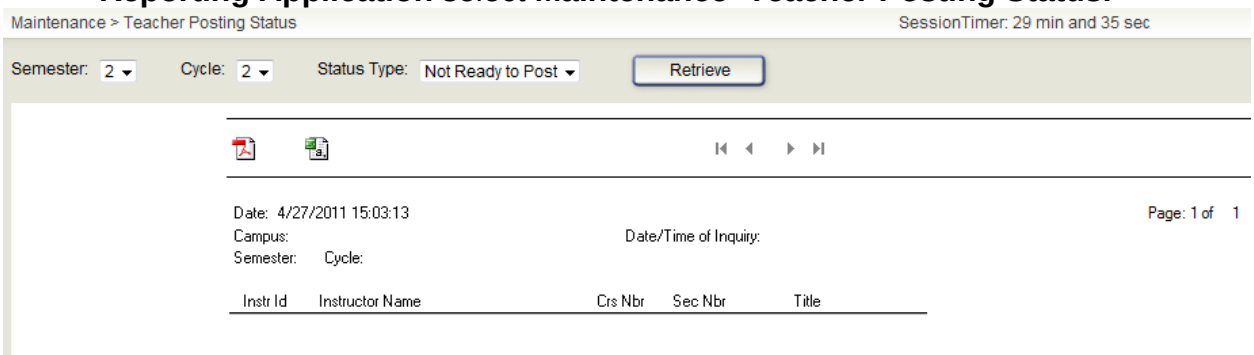
_____6. Verify the Grade Reporting Campus Gradebook Options are set. From the **Grade Reporting Application** select **Maintenance>Grade Book Options>Campus.**



Set 'Open for Grade Posting' to Open. This allows teacher's to select 'Mark Grades Ready to Post' for the current cycle. Click Save to save.

AFTER GRADES ARE DUE IN THE OFFICE

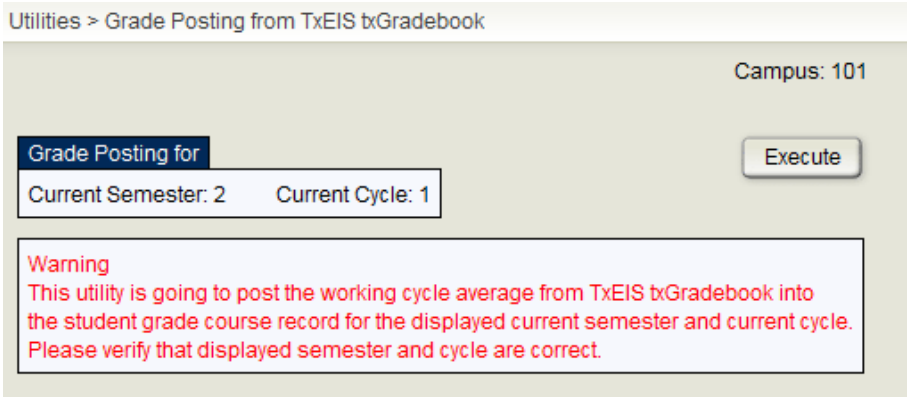
_____7. Check the Ready to Post Report to assure that all teachers have verified their grades and are ready for the grades to be posted to TxEIS. From the **Grade Reporting Application** select **Maintenance>Teacher Posting Status.**



All teachers should be listed on the 'Ready to Post' report. Also run the report for 'Not Ready to Post' and contact those teachers who are not ready.

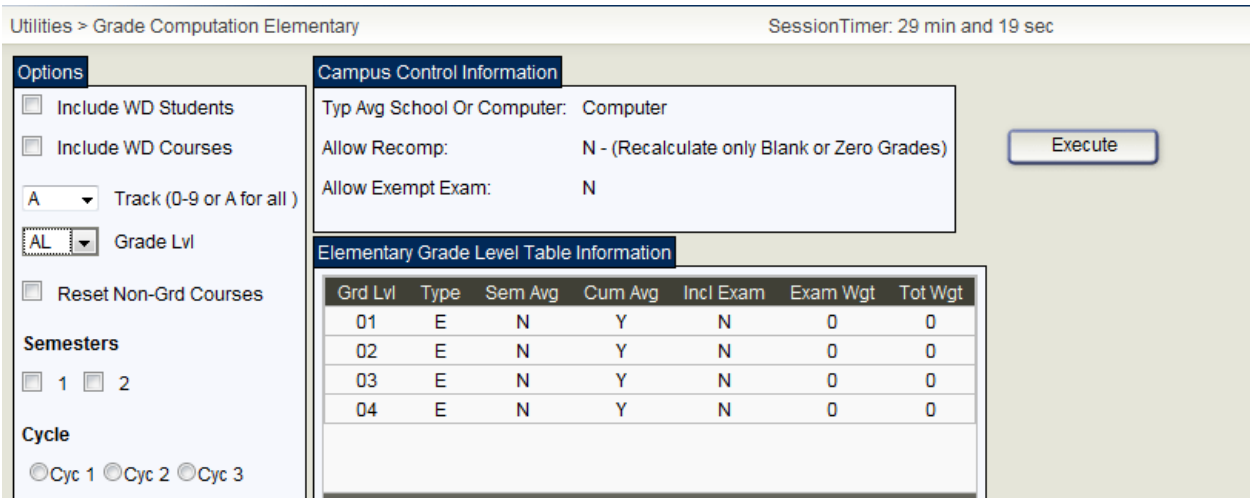
_____8. **Posting Grades**

To post grades access **Grade Reporting>Utilities>Grade Posting from TxEIS Gradebook.** Verify Current Semester and Cycle is set correctly.



Click Execute. Check the error listing for any grade changes that need to be made.

_____9. Perform Grade Computation Elementary to compute Cumulative Averages. From the **Grade Reporting Application** select **Utilities>Grade Computation Elementary**



Include WD Students? Do not include unless you want every WD student from the entire school year.

Include WD Courses? You probably do not want to include WD courses unless you offer some sort of self paced studies.

Reset Non-Grd Courses? If this field is selected**,** this will remove any grades that may have been transferred from a graded course to a non-graded course.

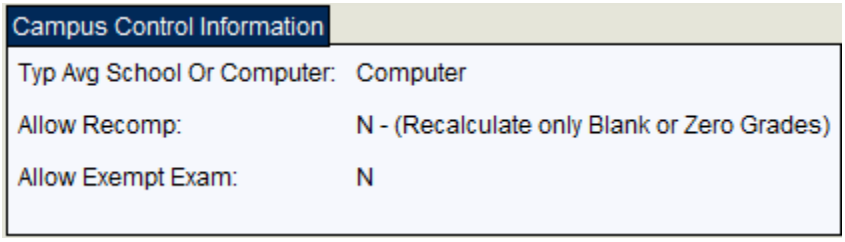
Track (A for all) Select either 1 or A if your school has more than one track.

Grade Lvl Select AL (for All) unless you have a reason to compute each grade separately.

Semesters Select 2

Cycles Select Cycle 2 (for 2 semester 9 wks) or Cycle 3 (for 2 semester 6 wks)

Verify the Campus Control Options for accuracy



Note: If Comp Sem Avg in Elementary Grade Table is selected, Allow Recomputation is selected (Recalculate all Grades), and the campus is using txGradebook, a message appears stopping the process. You will need to clear either Comp Sem Avg or Allow Recomputation.

Verify Elementary Grade Level Table Maintenance

Elementary Grade Level Table Information

Grd Lvl	Type	Sem Avg	Cum Avg	Incl Exam	Exam Wgt	Tot Wgt
01	E	N	Y	N	0	0
02	E	N	Y	N	0	0
03	E	N	Y	N	0	0
04	E	N	Y	N	0	0

Sem Avg? If you want to post Semester grades from txGradebook, this must be set to 'Y' and on the posting tab in campus control options must have 'Allow Semester Grade'checked.

Note: In elementary grade computation, if semester 2 and cycle 3 are selected and the Comp Cum Avg field is selected on the Elem Grade tab, the following occurs automatically:

- If the Comp Sem Avg field on the Elem Grade tab is selected for the grade level, the final grade will be calculated based on the average of the two semester grades.
- If the Comp Sem Avg field on the Elem Grade tab is not selected for the grade level, the final grade will be calculated based on the average of the six cycle grades.

Cum Avg? Select whether the system will compute a cumulative year-to-date (YTD) average for students. The YTD average will be calculated with cycle grades until the end of the school year. At the end of the school year, the final grade may be calculated in one of two ways (See **Final Grade Calculations**). If the Comp Cum Avg field is not selected, the cumulative average is not calculated.

Final Grade Calculations:

If *not* computing semester average, the following is used to calculate the final grade:

(Cycle 1+Cycle 2+Cycle 3+Cycle 4+ Cycle 5+Cycle 6)/6

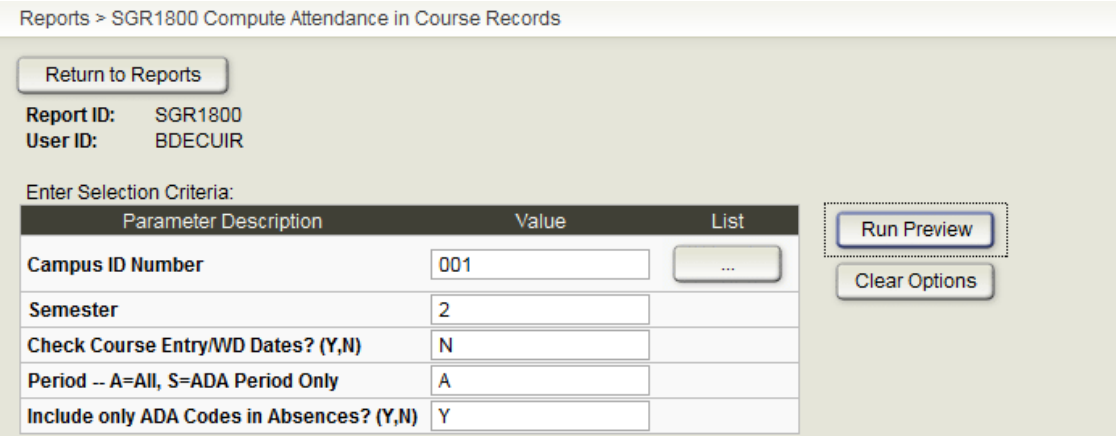
If computing semester average, the following is used to calculate the final grade:

(Semester 1+Semester 2)/2

To run the computation, click on Execute.

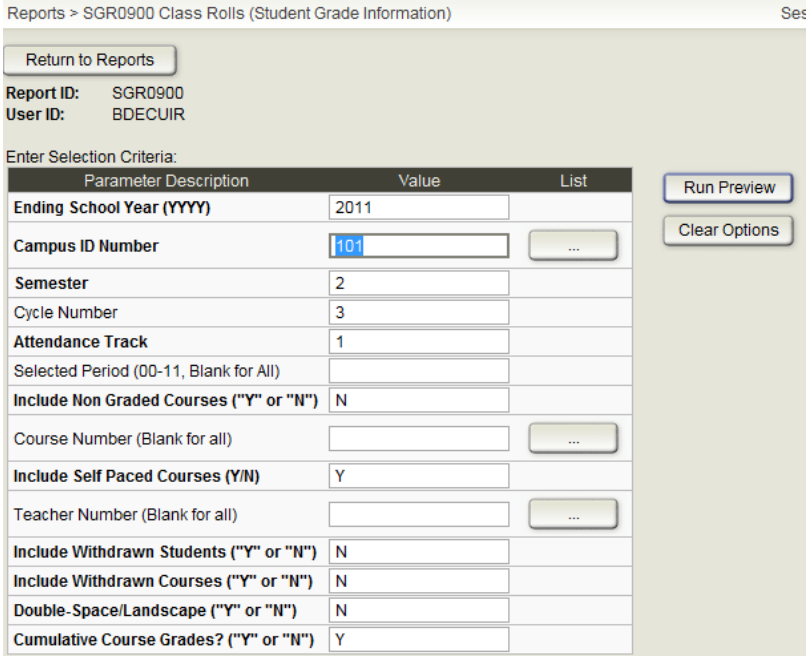
An error report will be generated if there are errors. Check the errors, make corrections, and rerun Elementary Grade Computations if necessary.

_____ 10. Compute attendance in the student's grade course records so that the student's attendance will print on the teacher's class rolls and on the student's report cards. Select **Grade Reporting>Reports>SGR1800-Compute Attendance in Course Records.**



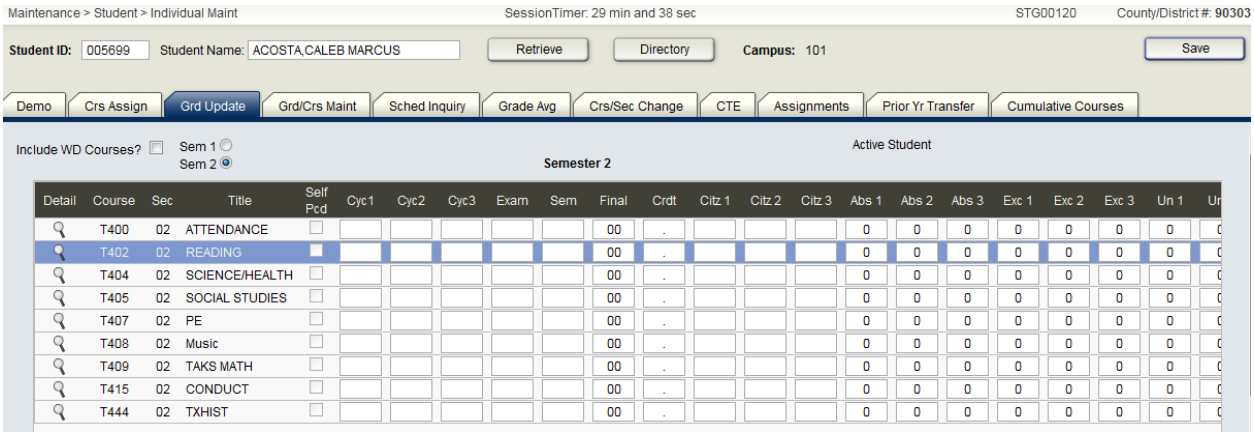
Complete the Report Parameters and click **Run Preview.**

_____11. Print and distribute the class rolls to the teacher as proof sheets for grade verification, The teachers should make any corrections on the class rolls, sign and date each page, and return to the office so the class rolls may be filed as the official grade sheets. From the **Grade Reporting Application** select **Reports>Grade Reporting Reports>SGR0900-Class Rolls.**



_____12. Post grade corrections submitted on the Class Rolls. The grade corrections can be posted by individual student maintenance or group maintenance.

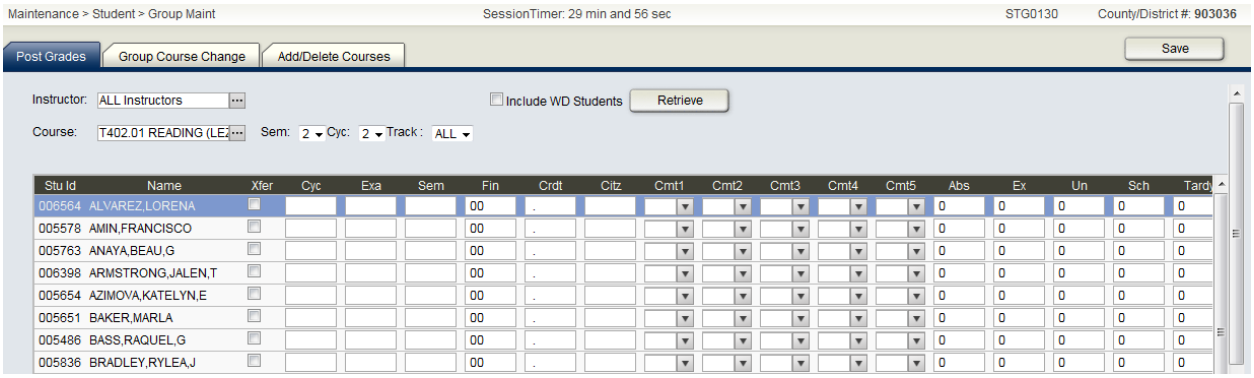
To make corrections by **individual student maintenance** select the **Grade Reporting Application>Maintenance>Student>Individual Maint.**



Make grade corrections for individual students on the Grade Update screen. Click the Sem 2 button to display Semester 2 grades.

Click save.

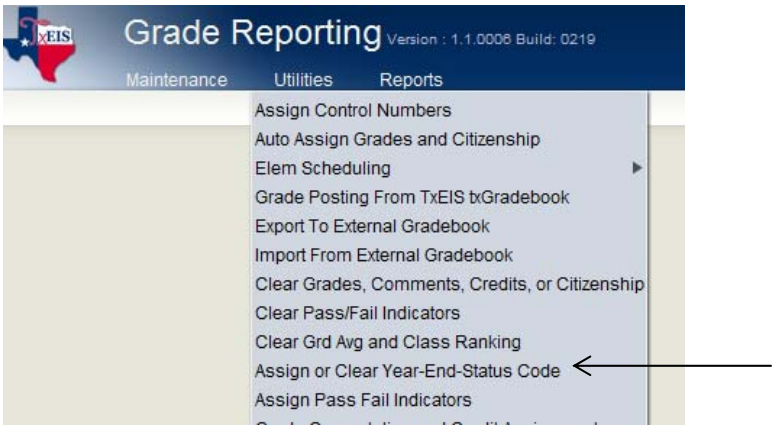
To make correction by Group Maintenance select the **Grade Reporting Application>Maintenance>Student>Group Maint.**

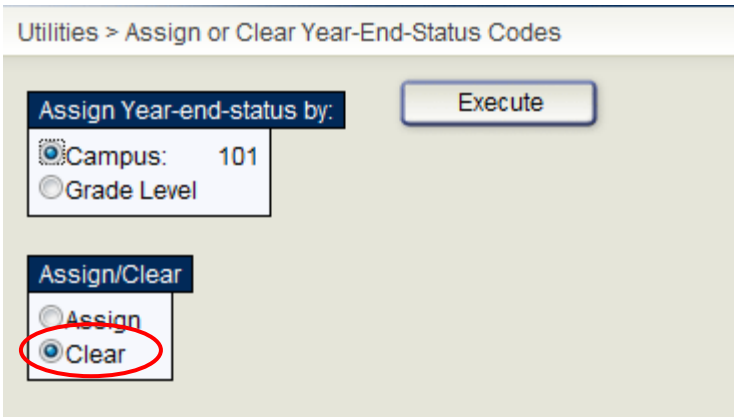


Select the Instructor from the drop-down list. Select the Course Section from the drop-down list for that instructor and select Semester 2 Cycle 2 (for 2 Sem 9 Wks) or 3 (for 2 sem 6 wks). Click **Retrieve**. Enter cycle grade corrections from the instructor's class rolls. Click save.

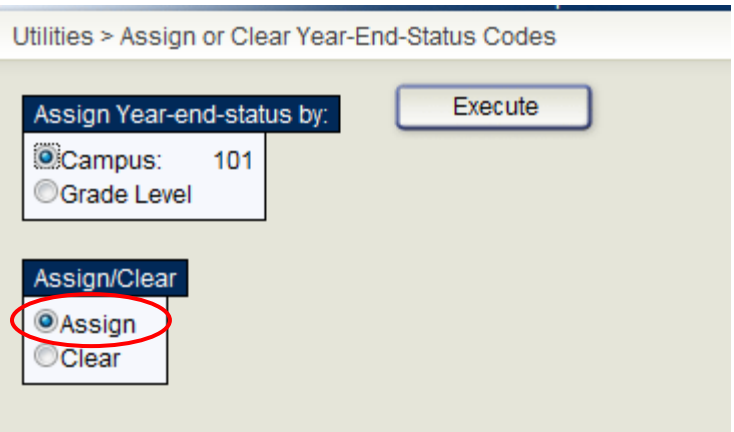
_____13. **Clear and then Assign the Year End Status Codes** Utility will code all students as promoted (WD students will not be processed). From the **Grade Reporting application** select **Utilities>Assign or Clear Year end status code.**

Note: Year End Status codes are not extracted to PEIMS. However, the TxEIS Move to Grade Reporting/Promotion program uses these codes so retained students will not be moved to the next grade level.



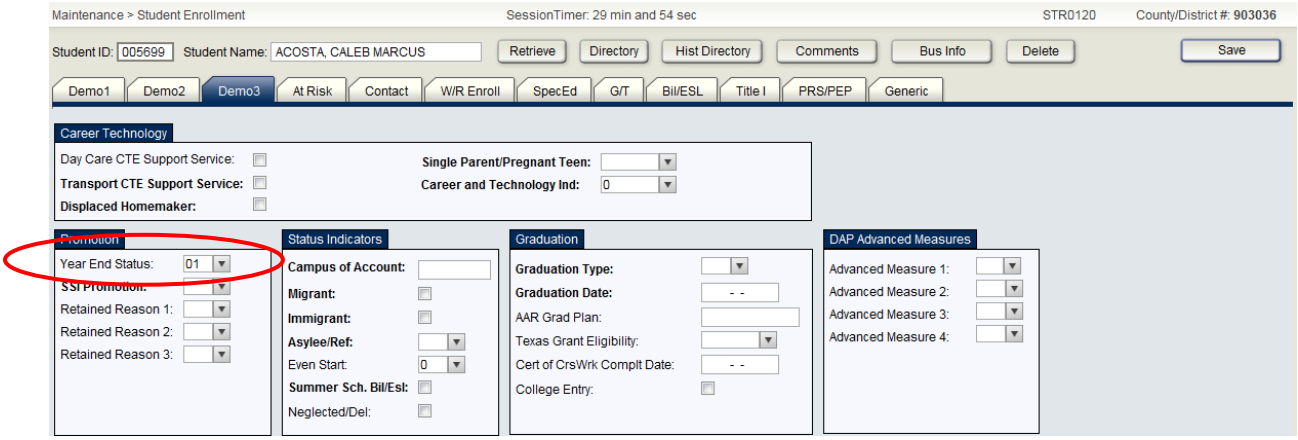


Clear the year-end-status codes <u>first</u> and then run the utility again to Assign year-end-status codes. This utility marks everyone as promoted and the user must go back and change those who have not been promoted to a retained status.



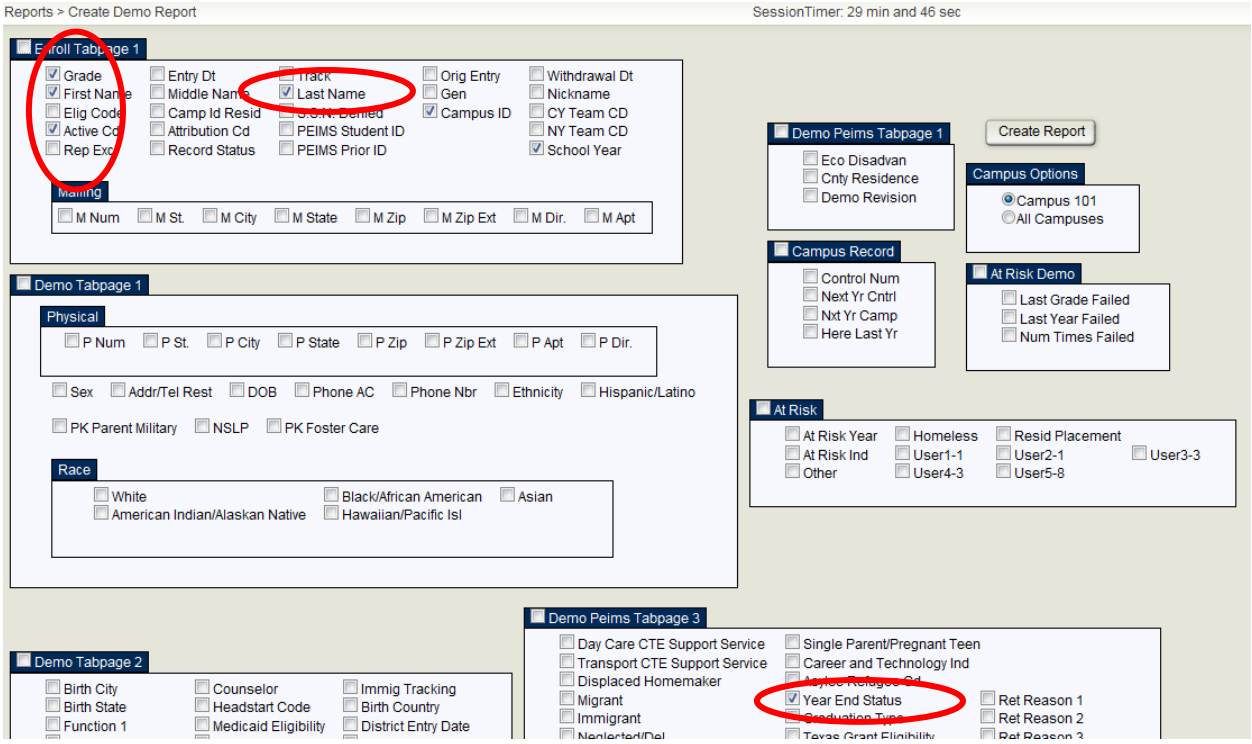
THIS IS NOT A PEIMS REQUIREMENT BUT IS ESSENTIAL TO THE MOVE-TO-GRADE-REPORTING PROCESS. Numbers 01-06 are for elementary grades----numbers 10-15 are for high school.

_____14. Students that are not promoted will have to be manually updated with the appropriate year end status code. To manually update the year end status code, from the **Registration Application** select **Maintenance>Student Enrollment>Demo 3 tab.**



Distribute the Student End of Year Status form located at the end of this document. The campus staff responsible for retentions should complete the form.

_____15. Verify the year end status codes have been updated correctly by using the Create Demo Report function in the Registration Application. From the **Registration Application** select **Reports>Create Demo Report.**



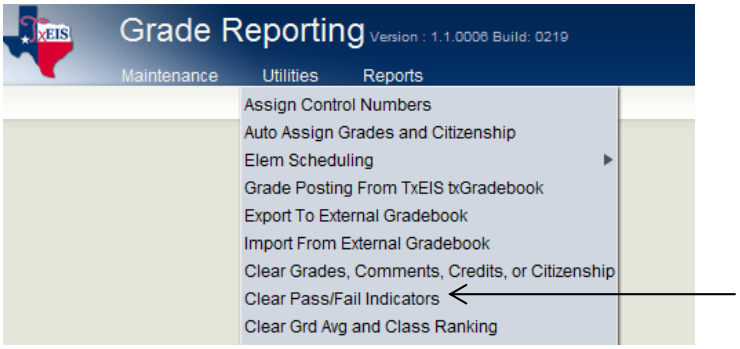
Cnty/Dist: 036903
Campus: 101

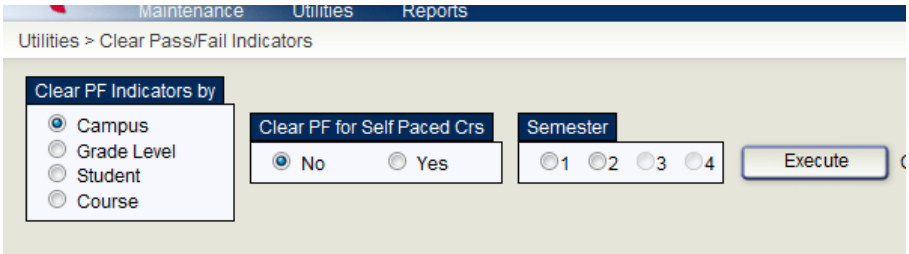
User Created Report
Sch Year: 2010-2011

Date: 04/28/2011 3:57 PM
Page: 1.1 of 18
Record Count: 632

Student ID	Grade	Campus ID	Active Cd	Last Name	First Name	School Year	Year End Status
006144	01	101	1	ALEXANDER	TIARA	2011	01
006156	01	101	1	ALVAREZ	MELISSA	2011	01
006205	01	101	1	ANAYA	DEANGELO	2011	01
006145	01	101	1	AREVALO	JONATHAN	2011	01
006322	01	101	1	AULDS	CHLOE	2011	01
006592	01	101	2	BARCENAS	LEA ANN	2011	
006403	01	101	1	BARROW	CONNIE	2011	01
000005	01	101	1	bass	robyn	2011	01
006238	01	101	1	BIRDOW	BRENDEN	2011	01

_____ 16. For grades 1-12, Pass/Fail indicators must be added to each course so that Course Completions can be reported to PEIMS for the Summer Submission. In this process the first step is to clear the Pass/Fail Indicators. From the **Grade Reporting Application** select **Utilities>Clear Pass/Fail Indicators.**

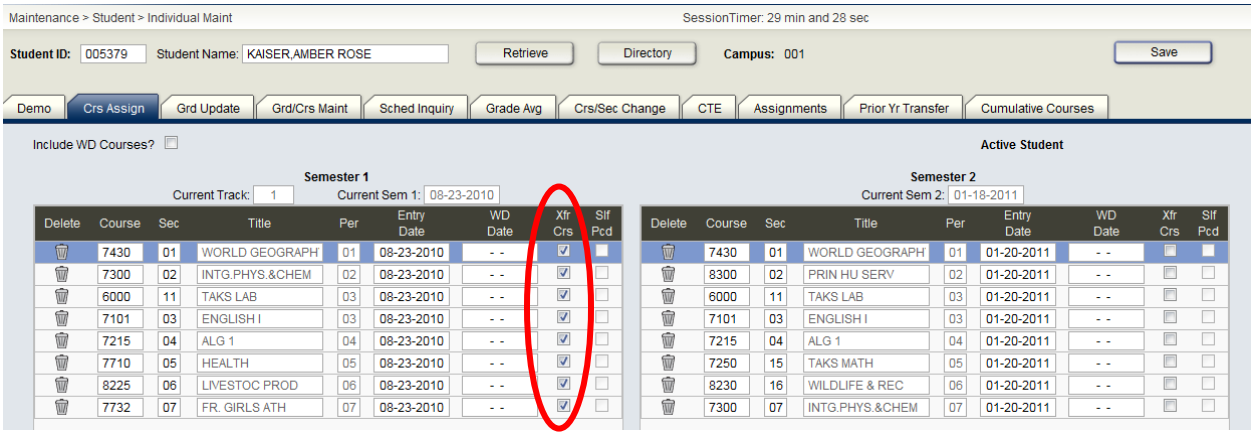




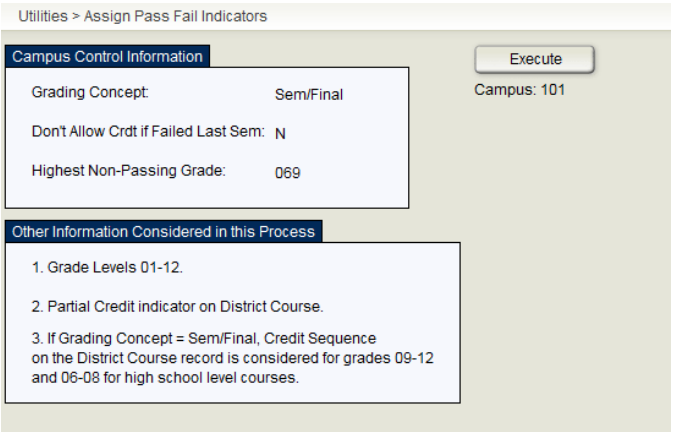
This option will clear any existing Pass/Fail indicator codes except those on self-paced courses.

_____ 17. Some items to note:

Role of the transfer flag. Note that courses entered as transfer courses on the student course assign screen will not be extracted during the Course Completion Extract. If you entered a first semester course for a student who transferred into your school during the second semester you had to update the transfer flag on the grade course assign screen in order to record the 1st semester grades. Although the grades are used in grade computations and in grade point averaging, these courses are not extracted during the course completion extract. Only courses <u>completed at your campus</u> are reported to PEIMS.



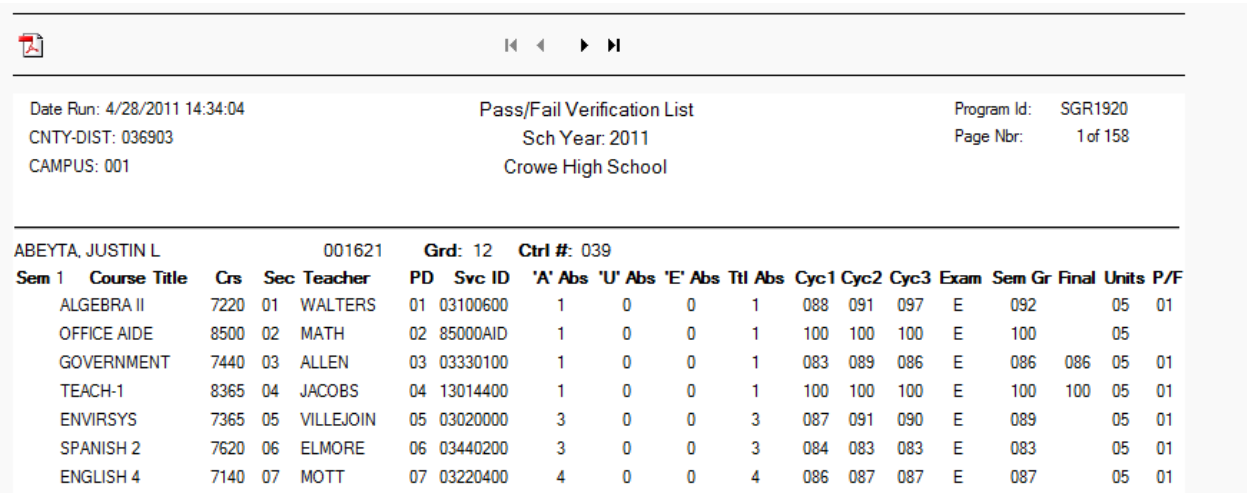
_____ 18. The next step is to assign the Pass/Fail Indicators. From the **Grade Reporting Application** select **Utilities>Assign Pass/Fail Indicators.**



This program will automatically update the pass/fail codes for each semester of a course if all required semester and/or final grades are updated in the student grade course records. Blanks or zeroes in the semester and/or final grade fields will not be updated with a pass/fail code. **The program will not update existing pass/fail codes.** The program will assign a pass/fail indicator only if the pass/fail indicator is blank for a student's grade course record. **Elementary Grade Computation must be run first before running Assign Pass/Fail Indicators.**

The Pass / Fail Assignment option will produce an error listing for the student's courses that it could not determine the appropriate pass / fail code to assign. Verify students on error listing and make corrections if necessary, and rerun pass/fail assignment option to update the indicator fields that are still blank.

_____ 19. To verify that the Pass/Fail indicators have been assigned correctly, print the Pass/Fail Verification report. From the **Grade Reporting Application** select **Reports>Grade Reporting Reports>SGR1920 Pass Fail Verification List.**



Date Run: 4/28/2011 14:34:04
CNTY-DIST: 036903
CAMPUS: 001

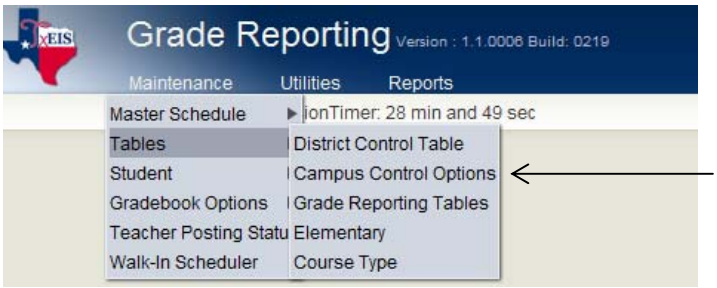
Pass/Fail Verification List
Sch Year: 2011
Crowe High School

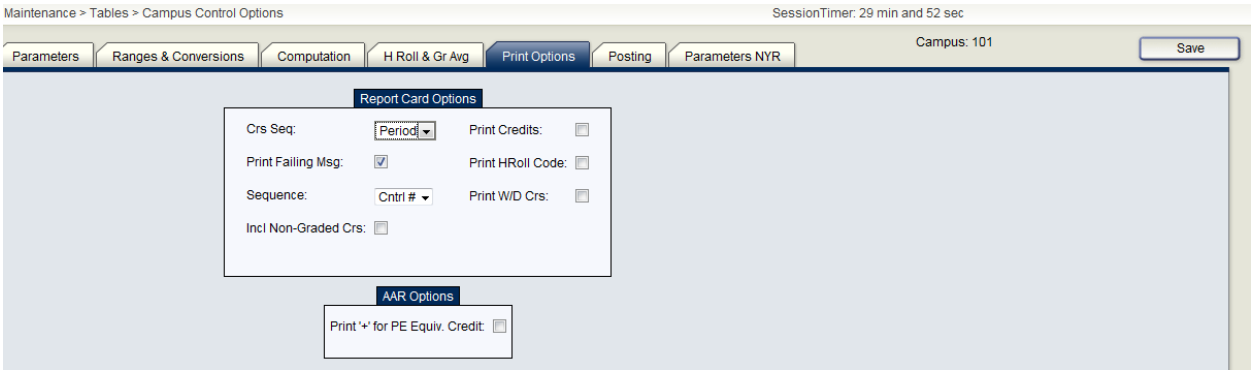
Program Id: SGR1920
Page Nbr: 1 of 158

ABEYTA, JUSTIN L 001621 **Grd:** 12 **Ctrl #:** 039

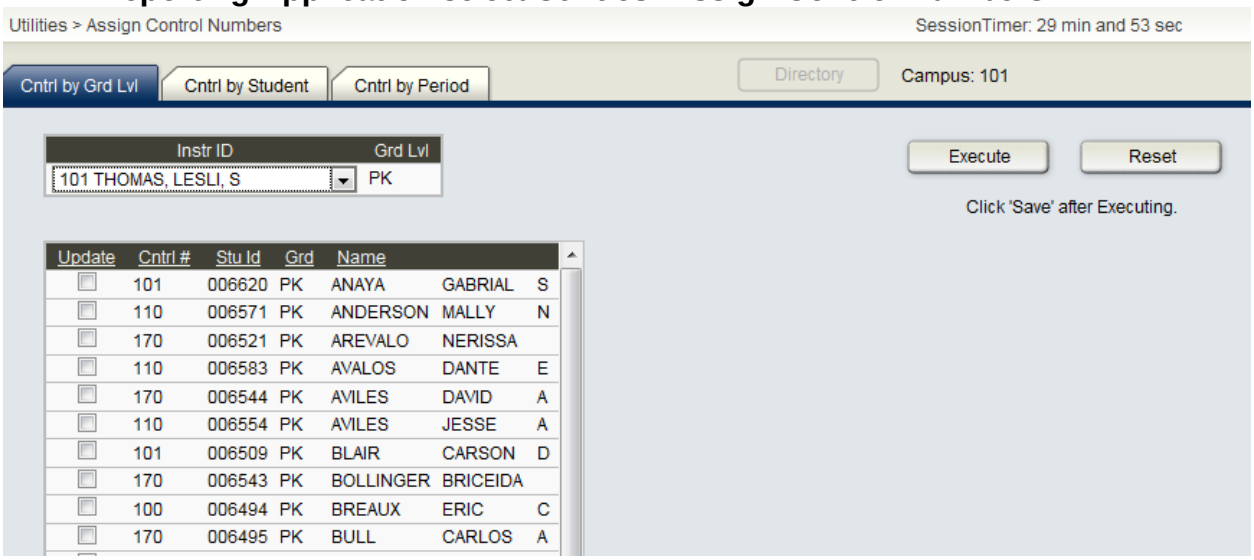
Sem 1	Course Title	Crs	Sec	Teacher	PD	Svc ID	'A' Abs	'U' Abs	'E' Abs	Ttl Abs	Cyc1	Cyc2	Cyc3	Exam	Sem Gr	Final	Units	P/F
	ALGEBRA II	7220	01	WALTERS	01	03100600	1	0	0	1	088	091	097	E	092		05	01
	OFFICE AIDE	8500	02	MATH	02	85000AID	1	0	0	1	100	100	100	E	100		05	
	GOVERNMENT	7440	03	ALLEN	03	03330100	1	0	0	1	083	089	086	E	086	086	05	01
	TEACH-1	8365	04	JACOBS	04	13014400	1	0	0	1	100	100	100	E	100	100	05	01
	ENVIRSYS	7365	05	VILLEJOIN	05	03020000	3	0	0	3	087	091	090	E	089		05	01
	SPANISH 2	7620	06	ELMORE	06	03440200	3	0	0	3	084	083	083	E	083		05	01
	ENGLISH 4	7140	07	MOTT	07	03220400	4	0	0	4	086	087	087	E	087		05	01

_____20. Verify the Campus Control Print Options are set correctly before printing Report Cards.





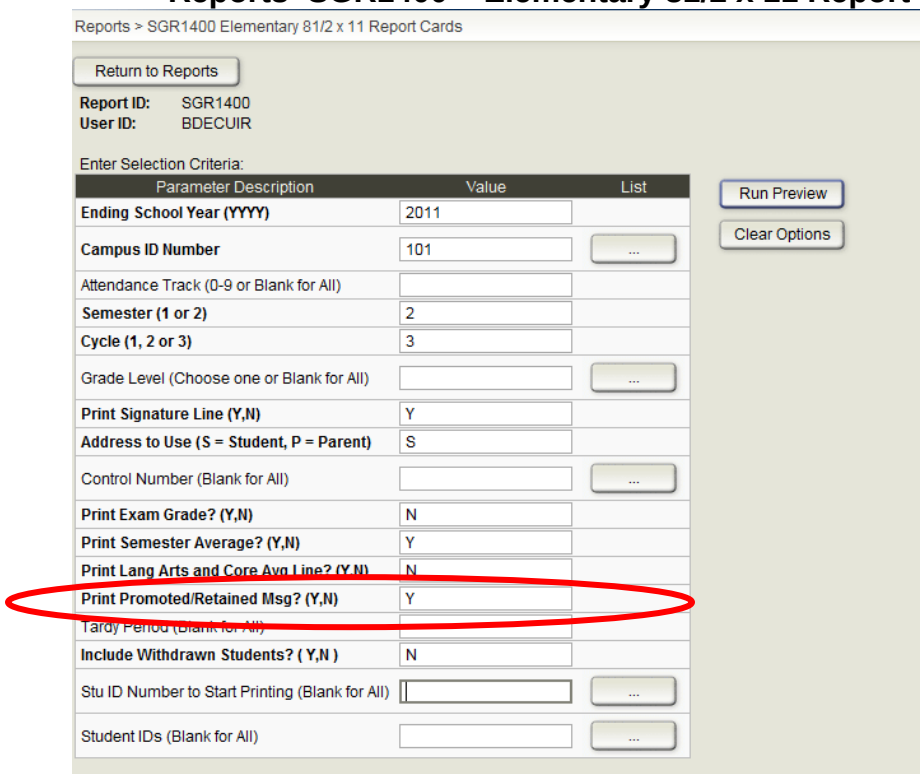
_____21. If you select to print report cards by control number for a specific period of the Day, you may need to assign control numbers to the students. From the **Grade Reporting Application** select **Utilities>Assign Control Numbers.**



Select the way in which you want to assign control numbers. **Cntrl by Grd Lvl** is Displayed.

_____22. Print Report Cards.

From the **Grade Reporting Application** select **Reports>Grade Reporting Reports>SGR1400 – Elementary 81/2 x 11 Report Cards**



Print Report Cards for Semester 2 Cycle 2 (for 2 sem 9 wks) or 3 (for 2 sem 6 wks).

Print Promoted/Retained Msg?

A PROMOTED or RETAINED message is printed at the bottom of the report card according to the student's Year End Status code. The chart below shows the message that will print when using elementary level Year End Status codes.

Year End Status Code	**Message on Report Card**
01 Promoted next grade	Promoted
02 Retained same grade	Retained
03 Placed in next grade	Placed
21 Status pending summer school	Promoted
22 Status pending other	Promoted
blank	Promoted

Complete the Report Parameters screen and click **Run Preview**.

_____23. Recommended Grade Reporting End of Semester Reports to print:

SGR0280 Grade Distribution Report
SGR1000 Blank, Failing, and Incomplete Grades
SGR1175 Report Card Proof List
SGR2000 A/B Honor Roll
SGR2091 Elementary Grade Labels
SGR4500 txGradebook Assignment Audit Report

We do recommend that you also save these reports in a PDF format and copy to a CD. Store in a safe place.

STUDENT END OF YEAR STATUS: Grades KG-8
(Exceptions Only - Students not promoted)

Elem/Middle Campus: _____ Campus # _____

YEAR END STATUS CODES (Grades KG - 08)

**02* *Retained in the same grade*
03 *Placed in the next grade*
**04* *Placed in a transitional program*
06 *Promoted from a transitional program to the regular setting in the same grade*
21 *Status pending completion of summer school*
22 *Status pending - other*
23 *Student left the district before the end of the year, and thus no year-end status was assigned by the district*

****SSI INDICATOR – APPLIES TO 3RD 5th and 8TH GRADE ONLY**

See Code Table C171 of the Data Standards

PLEASE PRINT INFORMATION

STUDENT NAME	LOCAL ID	SSN	GRADE	YEAR END STATUS CODE	** SSI IND
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					