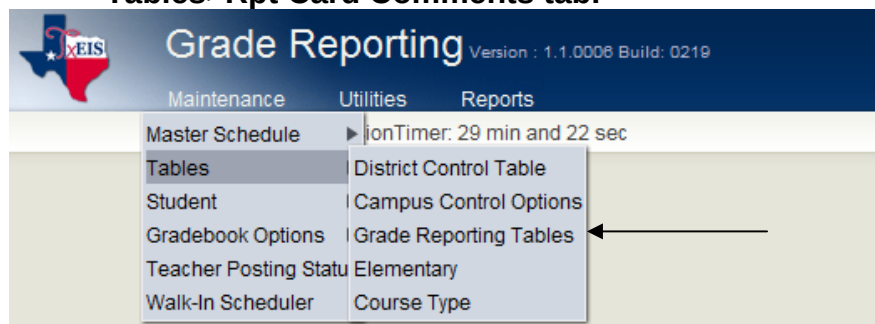


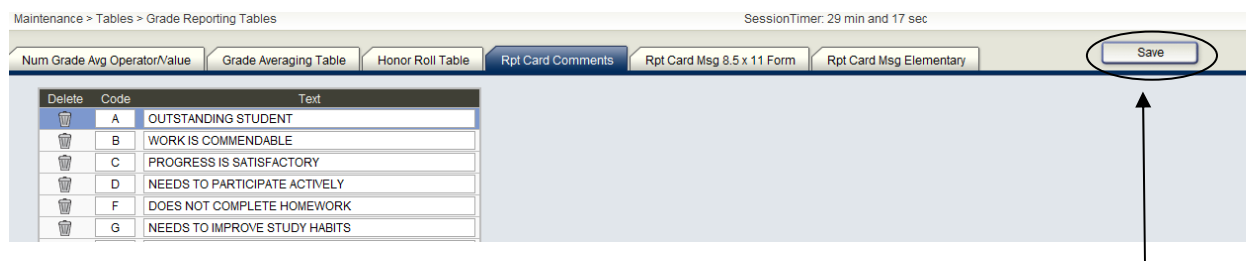
TxEIS Grade Reporting Elementary Semester 2 & EOY Checklist txGradebook

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**



TxEIS Grade Reporting Elementary Semester 2 & EOY Checklist txGradebook

Report Card Msg Elementary

Maintenance > Tables > Grade Reporting Tables SessionTimer: 29 min and 52 sec

Num Grade Avg Operator/Value Grade Averaging Table Honor Roll Table Rpt Card Comments Rpt Card Msg 8.5 x 11 Form **Rpt Card Msg Elementary** Save

Delete	Msg Nbr	Message Text
	01	
	02	
	03	
	04	
	05	
	06	
	07	E+ 98-100
	08	E- 94-97
	09	E- 90-93
	10	S+ 88-89
	11	S 84-87
	12	S- 80-83
	13	N+ 78-79
	14	N 75-77
	15	N- 70-74
	16	U 00-69
	17	
	FAILING MESSAGE	PLEASE CALL TO SET UP TEACHER CONFERENCE 409-555-3333

+ Add

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**.

TxEIS Grade Reporting Elementary Semester 2 & EOY Checklist txGradebook

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=Blank, I=Incmlpt,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 of 20

Instr	Instr Name	Grd	Crs	Course Title	Sif	Pod	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. If IPR's were not generated, in this manner, then skip this step. From the **Grade Reporting Application** select **Utilities>Clear Grades, Comments, Credits, or Citizenship.**

TxEIS Grade Reporting Elementary Semester 2 & EOY Checklist txGradebook

The screenshot shows the 'Grade Reporting' application interface. The top navigation bar includes 'Maintenance', 'Utilities', and 'Reports'. The 'Reports' menu is open, showing options like 'Assign Control Numbers', 'Auto Assign Grades and Citizenship', 'Elem Scheduling', 'Grade Posting From TxEIS txGradebook', 'Export To External Gradebook', 'Import From External Gradebook', and 'Clear Grades, Comments, Credits, or Citizenship'. An arrow points to the 'Clear Grades, Comments, Credits, or Citizenship' option. Below this, the 'Utilities > Clear Grades, Comments, Credits, Or Citizenship' screen is displayed. It features a 'Clear by' section with radio buttons for 'Campus' (selected), 'Grade Level', 'Student', and 'Course'. A 'Clear' section contains radio buttons for 'Cycle Grades', 'Sem Grades', 'Exam Grades', 'Final Grades', 'Comments', 'Credits', and 'Citizenship'. An 'Execute' button is present, along with a 'Campus: 101 Washington Elementary' label. At the bottom, there are 'Semester' and 'Cycle' selection boxes with radio buttons for 1, 2, 3, and 4.

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

The screenshot shows the 'Maintenance > Tables > Campus Control Options' screen. The 'Parameters' tab is active. It displays various settings for the current semester and cycle. The 'Options' section includes fields for 'Current Semester' (set to 2), 'Current Cycle' (set to 1), 'Low Grade Level' (set to 'EE Early Education'), 'High Grade Level' (set to '04 Grade 4'), 'Type of Grading' (set to 'Numeric'), 'Beginning Period' (set to '00'), 'Ending Period' (set to '12'), 'Nbr of Reporting Semesters' (set to 2), and 'Nbr of Cycles Per Semester' (set to 3). The 'Track End Dates' section shows a table with dates for Semesters 1 through 4 across three cycles.

	Cycle 1	Cycle 2	Cycle 3
Semester 1	09-30-2010	11-12-2010	01-14-2011
Semester 2	02-25-2011	04-15-2011	06-02-2011
Semester 3	- -	- -	- -
Semester 4	- -	- -	- -

TxEIS Grade Reporting Elementary Semester 2 & EOY Checklist txGradebook

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

The screenshot shows the 'Computation' tab in the txGradebook application. The interface includes a top navigation bar with tabs: Parameters, Ranges & Conversions, Computation (selected), H Roll & Gr Avg, Print Options, Posting, and Parameters NYR. The main area contains several settings:

- Grading Concept:** A dropdown menu set to 'Sem | Final'.
- How will Avg be Computed?:** A dropdown menu set to 'Computer'.
- Include Exam in Semester Average:** An unchecked checkbox.
- Allow Recomputation:** An unchecked checkbox with a note '(Recalculate only Blank Grades)'.
- Blank out Semester/Final on Grade Change:** An unchecked checkbox.
- Remove Credit on Grade Change:** An unchecked checkbox.
- Exam Weight Equal:** An unchecked checkbox.
- Total Weight:** A text input field containing '00'.
- Exam Weight:** A text input field containing '0'.
- Don't Allow Credit If Failed Last Sem:** An unchecked checkbox.

At the top right, there is a 'Save' button. The status bar at the bottom shows 'SessionTimer: 29 min and 39 sec', 'STG0100', and 'County/District #: 903036'.

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.

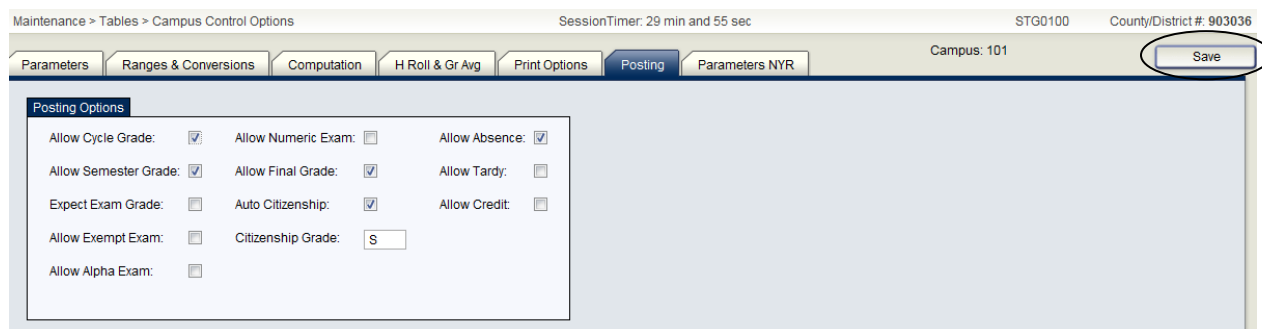
Total Weight - Type the total weight. This number and **Exam Weight** are used together to indicate the percentage the semester exam should count toward the total semester grade.

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.

TxEIS Grade Reporting Elementary Semester 2 & EOY Checklist txGradebook

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



Maintenance > Tables > Campus Control Options SessionTimer: 29 min and 55 sec STG0100 County/District #: 903036

Parameters Ranges & Conversions Computation H Roll & Gr Avg Print Options **Posting** Parameters NYR Campus: 101 **Save**

Posting Options

Allow Cycle Grade:	☒	Allow Numeric Exam:	☐	Allow Absence:	☒
Allow Semester Grade:	☒	Allow Final Grade:	☒	Allow Tardy:	☐
Expect Exam Grade:	☐	Auto Citizenship:	☒	Allow Credit:	☐
Allow Exempt Exam:	☐	Citizenship Grade:	S		
Allow Alpha Exam:	☐				

Posting Options should include the following:

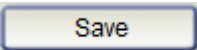
Allow Cycle Grade

Allow Semester Grade – Select if on the Elementary Table Maintenance screen 'Comp Sem Avg' is checked.

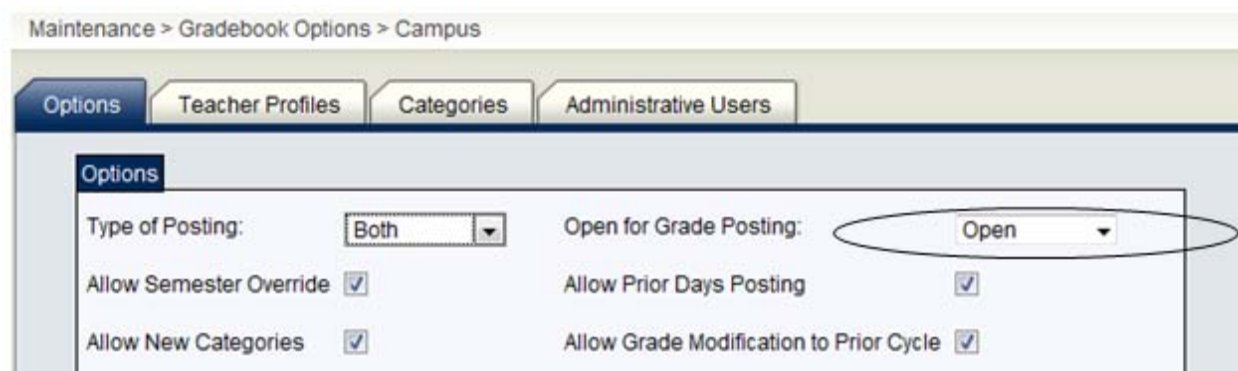
Expect Exam Grade-Select if on the Campus Control Options>Computation Tab 'Include Exam in Semester Avg' is checked

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  to save.

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



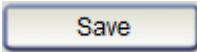
Maintenance > Gradebook Options > Campus

Options Teacher Profiles Categories Administrative Users

Options

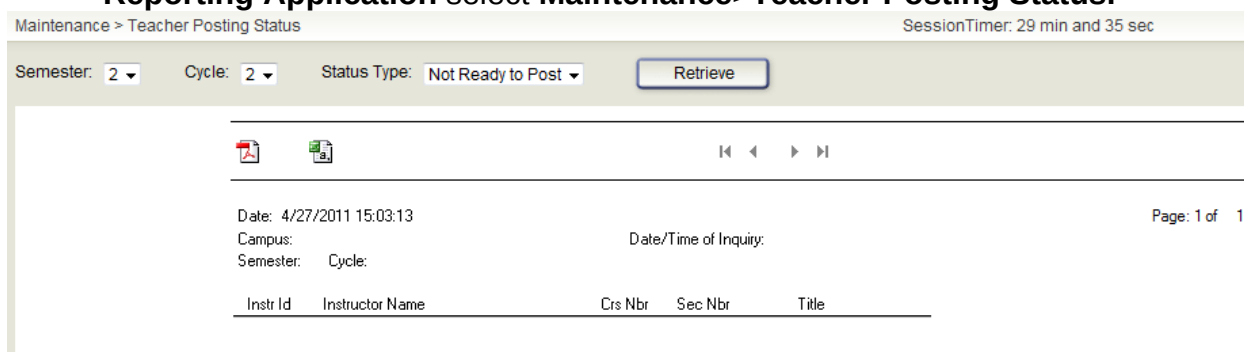
Type of Posting:	Both	Open for Grade Posting:	Open
Allow Semester Override	☒	Allow Prior Days Posting	☒
Allow New Categories	☒	Allow Grade Modification to Prior Cycle	☒

TxEIS Grade Reporting Elementary Semester 2 & EOY Checklist txGradebook

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



Maintenance > Teacher Posting Status SessionTimer: 29 min and 35 sec

Semester: 2 Cycle: 2 Status Type: Not Ready to Post Retrieve

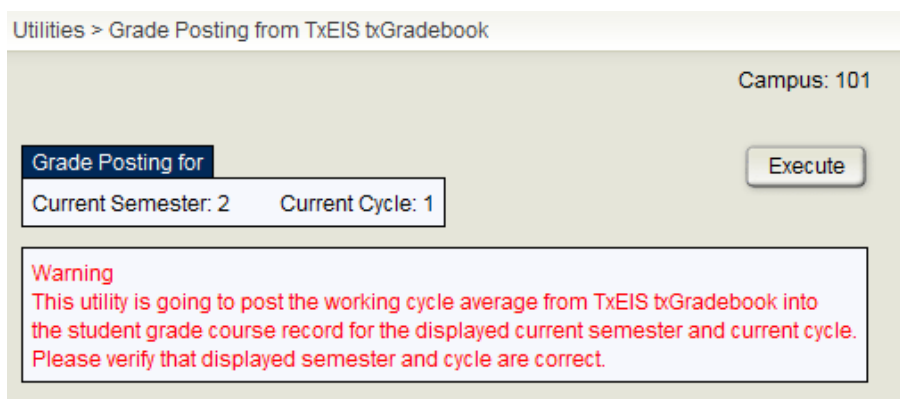
Date: 4/27/2011 15:03:13 Date/Time of Inquiry: Page: 1 of 1

Instr Id	Instructor Name	Crs Nbr	Sec Nbr	Title
----------	-----------------	---------	---------	-------

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.

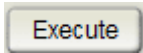


Utilities > Grade Posting from TxEIS txGradebook Campus: 101

Grade Posting for Execute

Current Semester: 2 Current Cycle: 1

Warning
This utility is going to post the working cycle average from TxEIS txGradebook into the student grade course record for the displayed current semester and current cycle. Please verify that displayed semester and cycle are correct.

Click . 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**

TxEIS Grade Reporting Elementary Semester 2 & EOY Checklist txGradebook

Utilities > Grade Computation Elementary SessionTimer: 29 min and 19 sec

Options

☐ Include WD Students

☐ Include WD Courses

A Track (0-9 or A for all)

AL Grade Lvl

☐ Reset Non-Grd Courses

Semesters

☐ 1 ☐ 2

Cycle

☐ Cyc 1 ☒ Cyc 2 ☐ Cyc 3

Campus Control Information

Typ Avg School Or Computer: Computer

Allow Recomp: N - (Recalculate only Blank or Zero Grades)

Allow Exempt Exam: N

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

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

Campus Control Information

Typ Avg School Or Computer: Computer

Allow Recomp: N - (Recalculate only Blank or Zero Grades)

Allow Exempt Exam: N

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.

TxEIS Grade Reporting Elementary Semester 2 & EOY Checklist txGradebook

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:

$$(\text{Cycle 1} + \text{Cycle 2} + \text{Cycle 3} + \text{Cycle 4} + \text{Cycle 5} + \text{Cycle 6}) / 6$$

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

$$(\text{Semester 1} + \text{Semester 2}) / 2$$

To run the computation, click on

Execute

TxEIS Grade Reporting Elementary Semester 2 & EOY Checklist txGradebook

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**.

Reports > SGR1800 Compute Attendance in Course Records

[Return to Reports](#)

Report ID: SGR1800
User ID: BDECUIR

Enter Selection Criteria:

Parameter Description	Value	List
Campus ID Number	001	...
Semester	2	
Check Course Entry/WD Dates? (Y,N)	N	
Period -- A=All, S=ADA Period Only	A	
Include only ADA Codes in Absences? (Y,N)	Y	

[Run Preview](#)
[Clear Options](#)

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**.

Reports > SGR0900 Class Rolls (Student Grade Information) Set

[Return to Reports](#)

Report ID: SGR0900
User ID: BDECUIR

Enter Selection Criteria:

Parameter Description	Value	List
Ending School Year (YYYY)	2011	
Campus ID Number	101	...
Semester	2	
Cycle Number	3	
Attendance Track	1	
Selected Period (00-11, Blank for All)		
Include Non Graded Courses ("Y" or "N")	N	
Course Number (Blank for all)		...
Include Self Paced Courses (Y/N)	Y	
Teacher Number (Blank for all)		...
Include Withdrawn Students ("Y" or "N")	N	
Include Withdrawn Courses ("Y" or "N")	N	
Double-Space/Landscape ("Y" or "N")	N	
Cumulative Course Grades? ("Y" or "N")	Y	

[Run Preview](#)
[Clear Options](#)

TxEIS Grade Reporting Elementary Semester 2 & EOY Checklist txGradebook

- _____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.**

Maintenance > Student > Individual Maint SessionTimer: 29 min and 38 sec STG00120 County/District #: 90303

Student ID: 005699 Student Name: ACOSTA,CALEB MARCUS Retrieve Directory Campus: 101 Save

Demo Crs Assign **Grd Update** Grd/Crs Maint Sched Inquiry Grade Avg Crs/Sec Change CTE Assignments Prior Yr Transfer Cumulative Courses

Include WD Courses? ☐ Sem 1 ☐ Sem 2 ☒ Active Student

Detail	Course	Sec	Title	Self Pcd	Cyc1	Cyc2	Cyc3	Exam	Sem	Final	Crdt	Cltz 1	Cltz 2	Cltz 3	Abs 1	Abs 2	Abs 3	Exc 1	Exc 2	Exc 3	Un 1	Ur
Q	T400	02	ATTENDANCE	☐						00	.				0	0	0	0	0	0	0	0
Q	T402	02	READING	☐						00	.				0	0	0	0	0	0	0	0
Q	T404	02	SCIENCE/HEALTH	☐						00	.				0	0	0	0	0	0	0	0
Q	T405	02	SOCIAL STUDIES	☐						00	.				0	0	0	0	0	0	0	0
Q	T407	02	PE	☐						00	.				0	0	0	0	0	0	0	0
Q	T408	02	Music	☐						00	.				0	0	0	0	0	0	0	0
Q	T409	02	TAKS MATH	☐						00	.				0	0	0	0	0	0	0	0
Q	T415	02	CONDUCT	☐						00	.				0	0	0	0	0	0	0	0
Q	T444	02	TXHIST	☐						00	.				0	0	0	0	0	0	0	0

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.**

Maintenance > Student > Group Maint SessionTimer: 29 min and 56 sec STG0130 County/District #: 903036

Post Grades **Group Course Change** Add/Delete Courses Save

Instructor: ALL Instructors ☐ Include WD Students Retrieve

Course: T402.01 READING (LE2) Sem: 2 Cyc: 2 Track: ALL

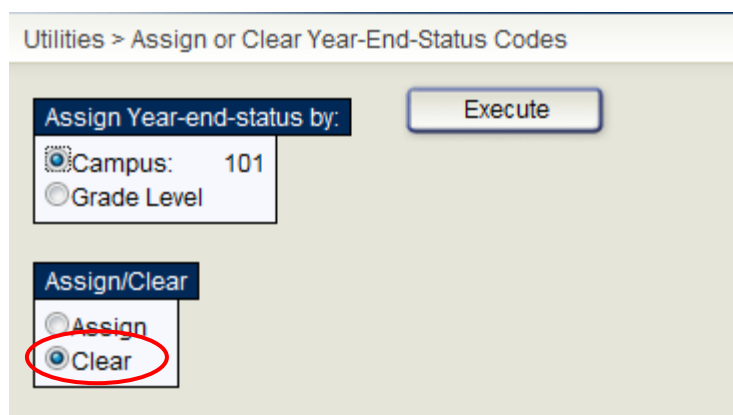
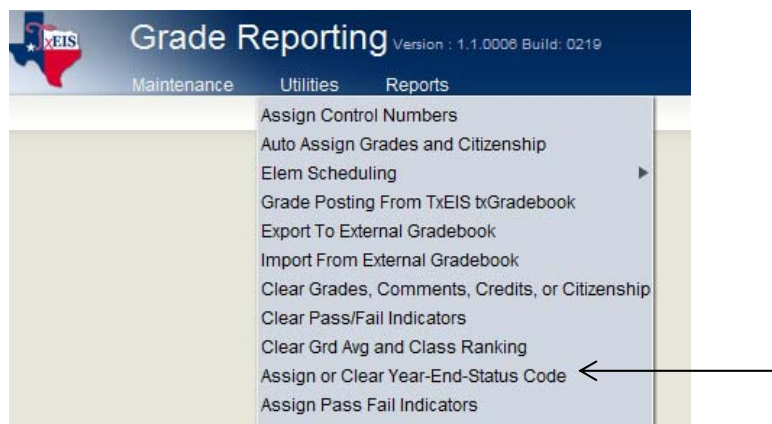
Stu Id	Name	Xfer	Cyc	Exa	Sem	Fin	Crdt	Cltz	Cmt1	Cmt2	Cmt3	Cmt4	Cmt5	Abs	Ex	Un	Sch	Tard
006564	ALVAREZ,LORENA	☐				00	.							0	0	0	0	0
005578	AMIN,FRANCISCO	☐				00	.							0	0	0	0	0
005763	ANAYA,BEAU,G	☐				00	.							0	0	0	0	0
006398	ARMSTRONG,JALEN,T	☐				00	.							0	0	0	0	0
005654	AZIMOVA,KATELYN,E	☐				00	.							0	0	0	0	0
005651	BAKER,MARLA	☐				00	.							0	0	0	0	0
005486	BASS,RAQUEL,G	☐				00	.							0	0	0	0	0
005836	BRADLEY,RYLEA,J	☐				00	.							0	0	0	0	0

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.

TxEIS Grade Reporting Elementary Semester 2 & EOY Checklist txGradebook

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 first 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.

TxEIS Grade Reporting Elementary Semester 2 & EOY Checklist txGradebook

Utilities > Assign or Clear Year-End-Status Codes

Assign Year-end-status by:

☒ Campus: 101
☐ Grade Level

Assign/Clear

☒ Assign
☐ Clear

Execute

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**.

Maintenance > Student Enrollment

SessionTimer: 29 min and 54 sec

STRO120 County/District #: 903036

Student ID: 005699 Student Name: ACOSTA, CALEB MARCUS

Retrieve Directory Hist Directory Comments Bus Info Delete Save

Demo1 Demo2 **Demo3** At Risk Contact W/R Enroll SpecEd G/T BII/ESL Title I PRS/PEP Generic

Career Technology

Day Care CTE Support Service: ☐ Single Parent/Pregnant Teen:
Transport CTE Support Service: ☐ Career and Technology Ind: 0
Displaced Homemaker: ☐

Promotion

Year End Status: 01
SSI Promotion:
Retained Reason 1:
Retained Reason 2:
Retained Reason 3:

Status Indicators

Campus of Account:
Migrant: ☐
Immigrant: ☐
Asylee/Ref:
Even Start: 0
Summer Sch. Bill/Est: ☐
Neglected/Det: ☐

Graduation

Graduation Type:
Graduation Date: --
AAR Grad Plan:
Texas Grant Eligibility:
Cert of CrsWrk Compl Date: --
College Entry: ☐

DAP Advanced Measures

Advanced Measure 1:
Advanced Measure 2:
Advanced Measure 3:
Advanced Measure 4:

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**.

Maintenance > Student Enrollment

Registration Reports

Create Demo Report

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Reports > Create Demo Report SessionTimer: 29 min and 46 sec

Enroll Tabpage 1
☒ Grade
☒ First Name
☐ Elig Code
☒ Active Cd
☐ Rep Excl
☐ Entry Dt
☐ Middle Name
☐ Camp Id Resid
☐ Attribution Cd
☐ Record Status
☒ Track
☒ Last Name
☐ S-SN Denied
☐ PEIMS Student ID
☐ PEIMS Prior ID
☐ Orig Entry
☐ Gen
☒ Campus ID
☐ Withdrawal Dt
☐ Nickname
☐ CY Team CD
☐ NY Team CD
☒ School Year

Demo Peims Tabpage 1
☐ Eco Disadvan
☐ Cnty Residence
☐ Demo Revision
Campus Options
☒ Campus 101
☐ All Campuses
Campus Record
☐ Control Num
☐ Next Yr Cntrl
☐ Nxt Yr Camp
☐ Here Last Yr
At Risk Demo
☐ Last Grade Failed
☐ Last Year Failed
☐ Num Times Failed

Demo Tabpage 1
Physical
☐ P Num
☐ P St
☐ P City
☐ P State
☐ P Zip
☐ P Zip Ext
☐ P Apt
☐ P Dir.
☐ Sex
☐ Addr/Tel Rest
☐ DOB
☐ Phone AC
☐ Phone Nbr
☐ Ethnicity
☐ Hispanic/Latino
☐ PK Parent Military
☐ NSLP
☐ PK Foster Care
Race
☐ White
☐ American Indian/Alaskan Native
☐ Black/African American
☐ Hawaiian/Pacific Isl
☐ Asian

Demo Peims Tabpage 3
☐ Day Care CTE Support Service
☐ Transport CTE Support Service
☐ Displaced Homemaker
☐ Migrant
☐ Immigrant
☐ Nonlettered/Intl
☐ Single Parent/Pregnant Teen
☐ Career and Technology Ind
☐ Career Reliance Cd
☒ Year End Status
☐ Graduation Type
☐ Teyse Grant Eligibility
☐ Ret Reason 1
☐ Ret Reason 2
☐ Ret Reason 3

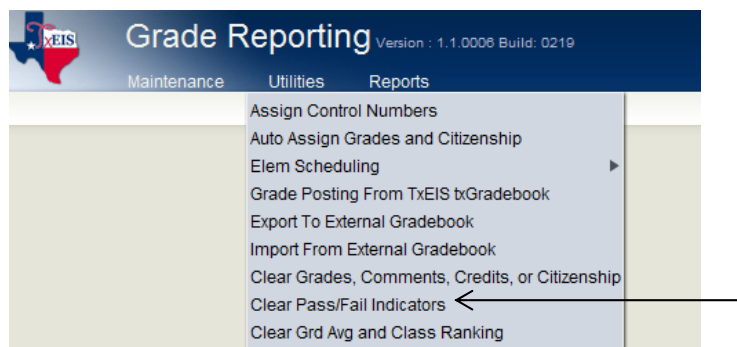
Demo Tabpage 2
☐ Birth City
☐ Birth State
☐ Function 1
☐ Counselor
☐ Headstart Code
☐ Medicaid Eligibility
☐ Immig Tracking
☐ Birth Country
☐ District Entry Date

At Risk
☐ At Risk Year
☐ At Risk Ind
☐ Other
☐ Homeless
☐ User1-1
☐ User4-3
☐ Resid Placement
☐ User2-1
☐ User5-8
☐ User3-3

County/District: 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

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**.

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Maintenance Utilities Reports

Utilities > Clear Pass/Fail Indicators

Clear PF Indicators by

- ☒ Campus
- ☐ Grade Level
- ☐ Student
- ☐ Course

Clear PF for Self Paced Crs

☒ No ☐ Yes

Semester

☒ 1 ☐ 2 ☐ 3 ☐ 4

Execute

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 completed at your campus are reported to PEIMS.

Maintenance > Student > Individual Maint

SessionTimer: 29 min and 28 sec

Student ID: 005379 Student Name: KAISER,AMBER ROSE Retrieve Directory Campus: 001 Save

Demo Crs Assign Grd Update Grd/Crs Maint Sched Inquiry Grade Avg Crs/Sec Change CTE Assignments Prior Yr Transfer Cumulative Courses

Include WD Courses? ☐

Active Student

Semester 1										Semester 2									
Current Track: 1 Current Sem 1: 08-23-2010										Current Sem 2: 01-18-2011									
Delete	Course	Sec	Title	Per	Entry Date	WD Date	Xfr Crs	Sif	Pcd	Delete	Course	Sec	Title	Per	Entry Date	WD Date	Xfr Crs	Sif	Pcd
	7430	01	WORLD GEOGRAPH	01	08-23-2010	--	☒				7430	01	WORLD GEOGRAPH	01	01-20-2011	--	☒		
	7300	02	INTG.PHYS.&CHEM	02	08-23-2010	--	☒				8300	02	PRIN HU SERV	02	01-20-2011	--	☒		
	6000	11	TAKS LAB	03	08-23-2010	--	☒				6000	11	TAKS LAB	03	01-20-2011	--	☒		
	7101	03	ENGLISH I	03	08-23-2010	--	☒				7101	03	ENGLISH I	03	01-20-2011	--	☒		
	7215	04	ALG 1	04	08-23-2010	--	☒				7215	04	ALG 1	04	01-20-2011	--	☒		
	7710	05	HEALTH	05	08-23-2010	--	☒				7250	15	TAKS MATH	05	01-20-2011	--	☒		
	8225	06	LIVESTOC PROD	06	08-23-2010	--	☒				8230	16	WILDLIFE & REC	06	01-20-2011	--	☒		
	7732	07	FR. GIRLS ATH	07	08-23-2010	--	☒				7300	07	INTG.PHYS.&CHEM	07	01-20-2011	--	☒		

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

The screenshot displays the TxEIS Grade Reporting application interface. At the top, the header shows 'Grade Reporting' with 'Version : 1.1.0008 Build: 0219'. Below the header, there are three main tabs: 'Maintenance', 'Utilities', and 'Reports'. Under 'Maintenance', a sub-menu is open showing 'Tables', 'Student', 'Gradebook Options', 'Teacher Posting Status', and 'Walk-In Scheduler'. The 'Tables' sub-menu is further expanded, showing 'District Control Table', 'Campus Control Options' (highlighted with an arrow), 'Grade Reporting Tables', 'Elementary', and 'Course Type'. Below the navigation menu, the main content area shows the 'Campus Control Options' screen. The breadcrumb trail at the top of this screen is 'Maintenance > Tables > Campus Control Options'. The session timer shows '29 min and 52 sec'. The screen has several tabs: 'Parameters', 'Ranges & Conversions', 'Computation', 'H Roll & Gr Avg', 'Print Options' (active), 'Posting', and 'Parameters NYR'. The 'Print Options' tab contains a 'Report Card Options' section with the following settings: 'Crs Seq:' set to 'Period', 'Print Credits:' unchecked, 'Print Failing Msg:' checked, 'Print HRoll Code:' unchecked, 'Sequence:' set to 'Cntrl #', 'Print W/D Crs:' unchecked, and 'Incl Non-Graded Crs:' unchecked. Below this is an 'AAR Options' section with 'Print '+' for PE Equiv. Credit' unchecked. A 'Save' button is located in the top right corner of the main content area.

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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**.

Utilities > Assign Control Numbers SessionTimer: 29 min and 53 sec

Campus: 101

Instr ID
Grd Lvl

Click 'Save' after Executing.

Update	Ctrl #	Stu Id	Grd	Name
☐	101	006620	PK	ANAYA GABRIAL S
☐	110	006571	PK	ANDERSON MALLY N
☐	170	006521	PK	AREVALO NERISSA
☐	110	006583	PK	AVALOS DANTE E
☐	170	006544	PK	AVILES DAVID A
☐	110	006554	PK	AVILES JESSE A
☐	101	006509	PK	BLAIR CARSON D
☐	170	006543	PK	BOLLINGER BRICEIDA
☐	100	006494	PK	BREAUX ERIC C
☐	170	006495	PK	BULL CARLOS A

Select the way in which you want to assign control numbers. **Ctrl 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**

Reports > SGR1400 Elementary 81/2 x 11 Report Cards

Report ID: SGR1400
User ID: BDECUIR

Enter Selection Criteria:

Parameter Description	Value	List
Ending School Year (YYYY)	2011	
Campus ID Number	101	...
Attendance Track (0-9 or Blank for All)		
Semester (1 or 2)	2	
Cycle (1, 2 or 3)	3	
Grade Level (Choose one or Blank for All)		...
Print Signature Line (Y,N)	Y	
Address to Use (S = Student, P = Parent)	S	
Control Number (Blank for All)		...
Print Exam Grade? (Y,N)	N	
Print Semester Average? (Y,N)	Y	
Print Lang Arts and Core Avg Line? (Y,N)	N	
Print Promoted/Retained Msg? (Y,N)	Y	
Tardy Period (Blank for All)		
Include Withdrawn Students? (Y,N)	N	
Stu ID Number to Start Printing (Blank for All)		...
Student IDs (Blank for All)		...

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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.

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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.					