Semester Grade Reporting Procedures

I. Make sure student rosters are correct
   If your student rosters are not correct, please be sure to see a counselor as soon as possible. The deadline for counselors to submit schedule changes is Monday, December 12th.

II. Entering Incompletes and No Grades
   A. Select the correct Nine Weeks or Semester Exam using the tabs at the bottom of the grade grid.
   B. If you are overwriting the Semester average, change the Nine Weeks selection to 1st Semester at the top of the result column.
   C. Click on the grade to change to Incomplete or No Grade in the Result Column.
   D. In the Override Grade window, click on Override Code and select I: Incomplete or NG: NoGrade from the drop-down list.
   E. Click on Save.

   If you enter an Incomplete for any Nine Weeks or the Semester Exam, the final Semester Average will also need to be overwritten to Incomplete. If you need to remove an Incomplete from any Nine Weeks, you must also remove it from the Semester Average.

   If you need to overwrite a calculated average at any of these levels, follow the same steps as above, selecting Override Grade and putting the corrected numeric value in the box. Please make sure to record a note for the student to indicate your justification for making the change.

   For students who have transferred into your class and need to have a previous Nine Weeks grade entered, switch back to the appropriate Nine Weeks and overwrite the grade for the student's Inactive record at the bottom of your screen.

III. Check for Previous Nine Weeks Averages
   A. Click on Reports and then New to generate a new report.
   B. Expand the Grading section and select the Class Semester Grade Report.
   C. Make your selections as appropriate (for this report, select 2nd Nine Weeks) and click Run Report.
   D. When the Status changes to Ready, click on the report link to open the report.
   E. Insure there are no blanks (see the exception below).

   All students should have grades for all Nine Weeks. If you have questions about blank grades for your students, please contact your building Registrar. If a student should have a grade but it is left blank in the gradebook, this will affect the final semester average. If you have a student who should receive a NG for a Nine Weeks, you will need to override the nine weeks average with a NG.

IV. Entering Conduct Grades and Comments
   A. In the Gradebook Grid, click on just above your first assignment and select Grade Reporting Items.
   B. To enter conduct grades, simply enter “E”, “S”, “N”, or “U” and press enter.
   C. To enter comments, enter the number of the comment appropriate for the student.
   D. Use the asterisk key (*) on the numeric keypad to copy codes down the column for all students.
   E. To see the list of valid conduct and comment codes:
      1. Place the cursor in the column you wish to view the list.
      2. Press the Space Bar for definitions.
      3. Use the mouse to highlight the correct code.
      4. Press enter to record the code.
V. Entering the Semester Exam

Entering Numeric Grades for the Semester Exam
A. Click on the 1st Semester Exam tab at the bottom of your gradebook window.
B. Create a new assignment for the Semester Exam. If you have a two-part exam, create an assignment for each part and enter the correct weighting for each part.
C. Enter the numeric grades.

Entering Exempt for the Semester Exam
A. Select the 1st Semester Exam tab at the bottom of the gradebook window.
B. Click on the grade to change to Exempt in the Result Column.
C. In the Override Grade window, click on Override Code and select E: Exempt from the drop-down list.

VI. Reports to turn in to your Registrar
A. Click on Reports and then New to generate a new report.
B. Expand the Grading section and select the Class Semester Grade Report.
C. Make your selections as appropriate and click on Run Report.
D. When the Status changes to Ready, click on the report link to open the report and print.
E. This is your last chance to verify that there are not any missing nine weeks grades for students.
F. The Nine Weeks Verification Report is not required at the end of the Semester.
G. Sign and date the report before turning in to your Registrar.

If you notice grades that are incorrect on this report, please go back to your gradebook grid and make corrections as necessary and re-print the report. Your registrar will not accept reports with hand-written changes.

VII. Assigning NG for Advisory (Middle School Only)
A. In the Advisory class, create a new assignment matching the screen shot to the right.
B. Click on the Settings tab and then New to create a new assignment.
C. Place the cursor in the box for the first student and enter NG and press enter.
D. In the box below the NG you just entered, press the * key on your numeric keypad to copy the NG to all of your students down the column.
E. The assignment grades as you enter them should look like: NG 100
F. The result column as you enter the assignments grades should look like: 100% NG
G. The Verification Report should contain an NG for the Nine Weeks grade column.

VIII. Entering grades for English/Reading block classes (Middle School Only)
A. Once you have completed entering assignment grades for the first of the two classes, print your verification report using the steps outlined above.
B. Switch to the second of the two classes and create an assignment titled Nine Weeks Average and link it to the Daily Work Category.
C. Enter the final grades from the verification report into this new assignment.
D. Print the verification report as outlined above.