



campus-setup-grade-reporting-elementary

Table of Contents

- [Enter elementary grade calculation tables by grade level.](#)

[Grade Reporting](#) > [Maintenance](#) > [Tables](#) > [Elementary](#) > [Elem Grade](#)

This tab allows you to set grade calculation options by grade level.

- [Semester grade calculations](#)

If you are including the exam grade, the following formula is used to calculate the semester average:

$$((\text{Cycle 1} + \text{Cycle 2} + \text{Cycle 3}) / 3 \times (\text{Total Weight} - \text{Exam Weight})) + (\text{Exam Grade} \times \text{Exam Weight}) / \text{Total Weight}$$

If you are not including the exam grade, the following formula is used to calculate the semester average:

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

- [Final grade calculations](#)

- If you are not computing the semester average, the following formula 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 you are computing the semester average, the following formula is used to calculate the final grade:

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

If grade calculation data already exists, the data is displayed.

☐ Click **+Add** to add grade calculation data.

A blank row is added to the grid.


Grd Lvl	Select the grade level to which the grade calculation settings apply.
Elem Grd	Select if elementary grade reporting is used for the selected grade level. If blank, grade averaging and class ranking is used for elementary students.
Comp Sem Avg	<p>Select if the system computes the semester average for the grade level.</p> <p>If selected, Allow Semester Grade must be selected on Grade Reporting > Maintenance > Tables > Campus Control Options > Posting.</p>
Comp Cum Avg	<p>Select if the system computes the cumulative year-to-date (YTD) average for students.</p> <p>If blank, the cumulative average is not calculated.</p> <p>Campuses that use semester grades should only select this field at the end of the school year.</p> <p>If selected, the YTD average is calculated with cycle grades until the end of the school year. At the end of the school year, the final grade can be calculated in one of two ways:</p> <ul style="list-style-type: none"> • If you are not computing the semester average, the following formula 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 you are computing the semester average, the following formula is used to calculate the final grade: $(\text{Semester 1} + \text{Semester 2}) / 2$ <p>• If there is only one cycle grade and the Grade Computation - Elementary utility is run, no calculations are performed.</p> <p>• If only one cycle grade exists when elementary report cards (SGR1400) are run, the cycle grade is reprinted in the Cumulative Average column on the report card; however, it is not considered a final grade in Student Maintenance.</p> <p>• If there is no second semester schedule, the Comp Cum Avg field cannot be used; however, you can use the Comp Sem Avg field.</p>
Incl Exam	<p>Select if you want to include the exam grade in the semester average and display the Exam column in TeacherPortal. If selected, you must indicate the weight of the exam in the semester average in the Exam Wgt and Tot Wgt fields to calculate the weighing percentage.</p> <p>If not selected, the Exam column is disabled in TeacherPortal.</p> <p>If Incl Exam is selected for a grade level, exam grades must be entered for the entire grade level. If a student is exempt from taking the semester exam, the instructor can type X in place of the grade.</p> <p>IMPORTANT: If selected, you must also select Include Exam in Semester Average on Maintenance > Tables > Campus Control Options > Computation.</p>
Exam Wgt	<p>Type the two-digit number indicating the weight assigned to the exam grade when calculating the semester average for the grade level.</p> <p>If Incl Exam is not selected, type 0.</p>

Tot Wgt	<p>Type the three-digit number indicating the total weight to use to calculate the semester average.</p> <p>If Incl Exam is not selected, type 0.</p> <p>Examples:</p> <ul style="list-style-type: none"> • If the semester exam counts as 14% of the semester grade, the Exam Wgt = 7, and the Tot Wgt = 50. • If the semester exam counts as 15% of the semester grade, the Exam Wgt = 3, and the Tot Wgt = 20. • If the semester exam counts as 10% of the semester grade, the Exam Wgt = 1, and the Tot Wgt = 10.
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☐ Click **Save**.



Delete a row.

1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.

2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

- [Set up elementary courses by grade level.](#)

[Grade Reporting > Maintenance > Tables > Elementary > Elem Courses](#)

This tab allows you to set up elementary courses by grade level.

The grade level must be defined on the [Elem Grade](#) tab before you can add course information on this tab.



IMPORTANT: Do not include one-semester courses when setting up courses by grade level. Instead, add one-semester courses as needed using [Maintenance > Student >](#)

[Group Maint > Add/Delete Courses](#). You can verify the number of semesters for the course using **Nbr Sem** on [Grade Reporting > Maintenance > Master Schedule > District Schedule](#).

Grade Level	Select a grade level for which to add courses. Only grade levels established on the Elem Grade tab are listed.
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- If data exists for the grade level, the data is displayed.
- [The list can be re-sorted](#).

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.

☐ Click **+Add** to add data to the table.

A blank row is added to the grid.


Or, click **+Add 10** to add ten blank rows.

Course	Select the elementary course for the grade level. Only courses where Credit Lvl = E (elementary) in the district master schedule are listed.
Title	The course title is displayed.
Core	The core course code is displayed if the course represents a core area. This code set in the Elem/Misc - Core Crs field on Maintenance > Master Schedule > District Schedule .
Period	Select the period when the class meets.
Days	Select the days of the week on which the class meets.

☐ Click **Save**.



[Delete a row.](#)

1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.
2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

- [Enter elementary grade conversion tables for core courses.](#)

[Grade Reporting > Maintenance > Tables > Elementary > Core Grd Cvsn](#)

This tab allows you to set up core course alpha grades with their equivalent numeric grades. The table is used to convert all grades (including exam grades) posted to core courses.

Existing data is displayed.

☐ Click **+Add** to add data to the table.

A blank row is added to the grid.

Or, click **+Add 10** to add ten blank rows.

Alpha Grade	Type the alpha grade to be converted (e.g., A+).
High Grade	Type the highest value of the numeric grade range for the alpha grade. This value is used when computing grade averages.
Low Grade	Type the lowest value of the numeric grade range for the alpha grade.

☐ Click **Save**.



Delete a row.

1. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.
2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

- [Enter elementary grade conversion tables for non-core courses.](#)

[Grade Reporting > Maintenance > Tables > Elementary > Noncore Grd Cvsn](#)

This tab allows you to set up non-core course alpha grades with their equivalent numeric grades. The table is used to convert all grades (including exam grades) posted to non-core courses.

The application averages grades based on their numerical values, not the median value of the letter grade.

Example : E is set to be between a 90 and 100, and a student has a grade of 99. The student's grade is averaged using the numeric value of 99 instead of the median value of E (which would be 95). One option to narrow the range of numbers is to add pluses and minuses to all letter grades (e.g., set E- from 90 to 93, E from 94 to 96, and E+ from 97 to 100).

Existing data is displayed.

☐ Click **+Add** to add data to the table.

A blank row is added to the grid.


Or, click **+Add 10** to add ten blank rows.

Alpha Grade	Type the alpha grade to be converted (e.g., E+).
High Grade	Type the highest value of the numeric grade range for the alpha grade. This value is used when computing grade averages.
Low Grade	Type the lowest value of the numeric grade range for the alpha grade.

☐ Click **Save**.



Delete a row.

1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.

2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).



Back Cover