



campus-setup-grade-reporting

Table of Contents

- (Optional) Copy tables from an existing campus.

[Grade Reporting > Utilities > Copy Control Options](#)

This utility copies campus control options from one campus to one or more campuses. The utility may be useful if you are creating a new campus.

NOTE: Before running the utility, ensure that the **To Campus** (i.e., receiving campus) has an attendance calendar.

From Campus	Select the campus whose data you want to copy.
To Campus	<div>Select the campus(es) to which you want copy data.<ul style="list-style-type: none">• To select multiple non-consecutive rows, press and hold the CTRL key while selecting the first row and then the subsequent rows.• To select multiple consecutive rows, click the first grade level and drag to select multiple grade levels. Or, press and hold the SHIFT key while selecting the first row and then the last row. All the rows (between the first and last rows) are selected.</div>

Campus Control Options	<p>Select the specific data to be copied. Or, select the group heading check box to copy all table data.</p> <p>NOTE: If the table you are copying already exists at the To Campus:</p> <p>If the table contains values at the To Campus, the table is not overwritten.</p> <p>If the table values are blank, the data is overwritten.</p> <p>NOTE:</p> <table border="1" data-bbox="437 412 1477 1086"> <tr> <td data-bbox="437 412 679 981"> Parameters </td><td data-bbox="684 412 1477 981"> <p>The Parameters table contains the grade reporting track end dates. If the To Campus does not have an attendance calendar for a track at the From Campus, the track end dates are not copied.</p> <p>For a two-semester campus, if the same track attendance calendar exists at the From and To Campus, the utility will verify that the cycle end dates for semester 1 match.</p> <p>For a four-semester campus, the utility will verify that the cycle end date for semester 2 matches the end date of semester 1 in the To Campus attendance calendar.</p> <p>The track end date for the last semester will be matched to the last day of school in the To Campus track attendance calendar.</p> </td></tr> <tr> <td data-bbox="437 981 679 1086"> Parameters NYR </td><td data-bbox="684 981 1477 1086"> <p>The same verification occurs for the next year grade reporting track end dates as for the current year track end dates.</p> </td></tr> </table>	Parameters	<p>The Parameters table contains the grade reporting track end dates. If the To Campus does not have an attendance calendar for a track at the From Campus, the track end dates are not copied.</p> <p>For a two-semester campus, if the same track attendance calendar exists at the From and To Campus, the utility will verify that the cycle end dates for semester 1 match.</p> <p>For a four-semester campus, the utility will verify that the cycle end date for semester 2 matches the end date of semester 1 in the To Campus attendance calendar.</p> <p>The track end date for the last semester will be matched to the last day of school in the To Campus track attendance calendar.</p>	Parameters NYR	<p>The same verification occurs for the next year grade reporting track end dates as for the current year track end dates.</p>
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Parameters NYR	<p>The same verification occurs for the next year grade reporting track end dates as for the current year track end dates.</p>				
Grade Reporting Tables	<p>Select the specific data to be copied. Or, select the group heading check box to copy all table data.</p> <p>NOTE: If the table you are copying already exists at the To Campus, the data is not overwritten.</p>				

Elementary Tables	Select the specific data to be copied. Or, select the group heading check box to copy all table data. NOTE: If the table you are copying already exists at the To Campus , the data is not overwritten. NOTE:	
	Elementary Grade	If the grade levels taught at the To Campus cannot be determined, the table is not copied. If an elementary grade record is not within the grade levels taught at the To Campus (i.e., the Low Grade Level and High Grade Level fields on the Parameters tab), the record is not copied.
	Elementary Courses	If the grade levels taught at the To Campus cannot be determined, the table is not copied. If an elementary course record is not within the grade levels taught at the To Campus (i.e., the Low Grade Level and High Grade Level on the Parameters tab), the record is not copied. If there are no courses at the To Campus , the table is not copied. If an elementary course record exists at the To Campus (i.e., on Maintenance > Master Schedule > Campus Schedule > Course), the record is not copied.

☐ Under **Master Schedule Campus**, select the specific data to be copied.








Or, select the group heading check box to copy all table data.

Courses	Select to copy courses from one campus to the other. A course must exist in the district master schedule to be copied. <ul style="list-style-type: none"> • If the number of semesters a course is taught exceeds the number of semesters offered at the To Campus (i.e., the Nbr of Reporting Semesters field on the Parameters tab), the course is not copied. • If Nbr of Reporting Semesters is selected on the Parameters tab for the To Campus, and Parameters is selected to copy, the number of semesters at the From Campus is used. • If the number of semesters offered at the To Campus cannot be determined, the courses are not copied. • If the courses table already exists at the To Campus, the table is not overwritten.
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Section	Select to copy sections from one campus to the other.				
	<p>Select one:</p> <table border="1"> <tr> <td data-bbox="458 237 746 344">Active Meeting Times (Teacher of Record)</td><td data-bbox="746 237 1479 344">If selected, only the meeting times for the teacher of record without a withdraw date are copied. If all meeting times for the section are withdrawn, the sections are not copied.</td></tr> <tr> <td data-bbox="458 389 746 524">Include Withdrawn Meeting Times (Teacher of Record)</td><td data-bbox="746 389 1479 524">If selected, all meeting times for the teacher of record are copied. Additionally, program will verify that none of the withdrawal dates are on or before the meeting time entry date. If the withdrawal date is on or before the entry date, the withdrawal date is changed to the first membership day after the entry date.</td></tr> </table>	Active Meeting Times (Teacher of Record)	If selected, only the meeting times for the teacher of record without a withdraw date are copied. If all meeting times for the section are withdrawn, the sections are not copied.	Include Withdrawn Meeting Times (Teacher of Record)	If selected, all meeting times for the teacher of record are copied. Additionally, program will verify that none of the withdrawal dates are on or before the meeting time entry date. If the withdrawal date is on or before the entry date, the withdrawal date is changed to the first membership day after the entry date.
Active Meeting Times (Teacher of Record)	If selected, only the meeting times for the teacher of record without a withdraw date are copied. If all meeting times for the section are withdrawn, the sections are not copied.				
Include Withdrawn Meeting Times (Teacher of Record)	If selected, all meeting times for the teacher of record are copied. Additionally, program will verify that none of the withdrawal dates are on or before the meeting time entry date. If the withdrawal date is on or before the entry date, the withdrawal date is changed to the first membership day after the entry date.				
	<p>If the course semester code indicates a semester that is not taught at the To Campus, the section is not copied. The room, time begin, time end, and lockout code information are cleared from the To Campus.</p> <ul style="list-style-type: none"> • If the course is not taught at the To Campus, the section is not copied. • If the number of semesters offered at the To Campus cannot be determined, the section is not copied. • If the sections table already exists at the To Campus, the table is not overwritten. <p>The instructor's entry date for the section meeting time is validated against the To Campus attendance calendar.</p> <ul style="list-style-type: none"> • If the instructor's entry date on the meeting time row is before the earliest semester start date, the meeting time entry date is changed to the earliest semester start date in the To Campus calendar. • If Instructors is not selected, the instructor ID on the meeting time row is not copied to the To Campus. <p>The room, time begin, time end, and lockout code on the section meeting time row are not included when copied to the To Campus.</p>				
Instructors (Needed for Section)	<p>Select to copy the instructor table. An error report is generated if at least one section entry date changed in a semester. Do not copy instructors for the section records unless the instructors at the From Campus are also teaching at the To Campus.</p> <ul style="list-style-type: none"> • If you copy sections but not instructors, the instructor in the meeting time will be blank at the To Campus. • The sections table is copied to the To Campus. • If the instructor table already exists at the To Campus, the table is not overwritten. • The home room is cleared at the To Campus. 				

☐ Click **Copy**.

A message is displayed when the process is complete.

Print Errors	<p>If errors occur, click to view the error report.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format.</p> <p>Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.</p> <p>Click  to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p>
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- [Enter campus grade reporting parameters.](#)

[Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters](#)

This tab allows you to set campus grade reporting options for the current school year.

☐ Under **Options**:

The following settings apply to the entire campus (all tracks):

Current Semester	Select the current semester.
Current Cycle	Select the current grading cycle in the current semester.
Low Grade Level	Select the low grade level for grade reporting.
High Grade Level	Select the high grade level for grade reporting.
Type of Grading	Indicate if the the campus uses alpha or numeric grades in computing grade averages. If both are used, select <i>Numeric</i> .
Beginning Period	Type the first period of the day for grade reporting using two digits (e.g., 01).

Ending Period	Type the last period of the day for grade reporting, using two digits (e.g., 08).
Nbr of Reporting Semesters	<p>Select the number of semesters the campus uses for grade reporting. The number cannot exceed the district maximum (i.e., Reporting Semesters on Grade Reporting > Maintenance > Tables > District Control Table).</p> <p>This setting applies to every track at the campus, and determines which Semester # Cycle # end date fields are enabled below in the Track End Dates section.</p>
Nbr of Cycles Per Semester	<p>Select the number of grade reporting cycles per semester. This setting applies to every track at the campus, and determines which Semester # Cycle # end date fields are enabled below in the Track End Dates section.</p>
Date School Started COVID-19	<p>Enter the first date that the campus was closed due to COVID-19.</p> <ul style="list-style-type: none"> • The date must be valid membership date. It cannot be the first/last day of school, inservice, weekend, or holiday. • If the start date contains a value, additional COVID-19 Options field are displayed. <p>NOTE: The semester-cycle that COVID-19 starts is calculated by using the Track End Dates. The field is only displayed for the 2019-2020 school year.</p>

NOTE:ParentPortal alerts are sent out based on the **Current Semester** and **Current Cycle** set on this page.

☐ Under **Track End Dates**:

Track	Select an attendance track to set up grade reporting cycle end dates for that track.
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Semester # Cycle #	<p>In the Cycle # fields for each Semester, type the end dates for each grading cycle in the MMDDYYYY format.</p> <p>Edits:</p> <p>Two-semester, two-cycle campus:</p> <ul style="list-style-type: none"> • End date for semester 1-cycle 2 must match the last membership day in semester 1 in the attendance calendar for that track. • End date for semester 2-cycle 2 must match the last day of school for that track. <p>Two-semester, three-cycle campus:</p> <ul style="list-style-type: none"> • End date for semester 1-cycle 3 must match the last membership day in semester 1 in the attendance calendar for that track. • End date for semester 2-cycle 3 must match the last day of school for that track. <p>Four-semester, one-cycle campus:</p> <ul style="list-style-type: none"> • End date for semester 2-cycle 1 must match the last membership day in semester 1 in the attendance calendar for that track. • End date for semester 4-cycle 1 must match the last day of school for that track. <p>WARNING: If you change a cycle date and it no longer matches the Grade Reporting calendar, TeacherPortal 's working semester averages could be adversely affected.</p>
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☐ Click **Save**.

- [Enter grade reporting ranges and conversions.](#)

[Grade Reporting > Maintenance > Tables > Campus Control Options > Ranges & Conversions](#)

This tab allows you to set campus options for ranges and conversions.

Highest Cycle Grade Allowed	Type the highest cycle grade allowed. If a grade can be higher than 100, this field must reflect that.
Lowest Cycle Grade Allowed	This field must be set to 000 as mandated by the state, per Texas Education Code 28.0216 .
Highest Exam Grade Allowed	Type the highest final exam grade allowed.

Low Exam Grade Allowed	Type the lowest final exam grade allowed.
Highest Non-Passing Grade	Type the highest numeric grade a student can earn and still not receive academic credit for a course. The value is used to determine whether credit is assigned by the Grade Computation and Credit Assignment utility. It is also used by the Assign Pass Fail Indicators utility. The value cannot be higher than the F value.
Display Numeric Grades as Alpha	Select if numeric grades should be displayed as alpha grades. The Grade Conversion Information fields change according to this selection.

Grade Conversion Information

These fields work in conjunction with the Grade Reporting utilities and reports and TeacherPortal. They are also used to calculate the college 4.0 GPA (see additional information below).

If **Display Numeric Grades as Alpha** is *not* selected:

Type the equivalent grades for the **ESNU** and **P** fields, and the **ABCDF** fields. The equivalent grades are used in determining which students are on the honor roll.

- The first row indicates which A-F grades correspond to E-P (excellent-pass) grades.
- The second row indicates the lowest numeric grade that corresponds to each of the A-D grades.
- The **F** field is used for the highest failing grade.
- The **D** field can be blank if the campus does not use the D grade. If the value for **D** is *not* blank, it must be between and not equal to the values for **C** and **F**.
- If the value for **D** is blank, the value for **F** must be one less than the value for **C**. There cannot be a gap between the values for **C** and **F**.

If **Display Numeric Grades as Alpha** is selected:

Type the equivalent grades for the **ESNU** and **P** fields, and the **ABCDF** fields, including the + and - for each letter. Duplicate numerical values are not allowed in any two fields. The letters (and + or -) will be displayed instead of their numerical equivalents in TeacherPortal and ASCENDER ParentPortal, and print on the Interim Progress Report (SGR1160). This field is only applicable to courses with middle or high school credit levels.

The first row indicates which A+-F grades correspond to E+-P (excellent-pass) grades.

- If any grade exists in one of the **ESNU** fields, they all must have a value.
- If any **E+-P** field has a letter equivalent, that letter grade must have numerical value.

The second row indicates the lowest numeric grade that corresponds to each of the A+-D grades.

You can leave + and - fields blank, but there must have equivalent grades in at least A, B, C, F, E, S, N, U, and P.

- The **F** field is used for the highest failing grade.
- The **D** field can be blank if the campus does not use the D grade. If the value for **D** is *not* blank, it must be between and not equal to the values for **C-** and **F**.

If the value for **D** is blank, the value for **F** must be one less than the value for **C-**. There cannot be a gap between the values for **C-** and **F**.

College 4.0 scale:

A student's college 4.0 scale is calculated based on the course grades earned by the student and the settings on this page.

The student's numeric grade is compared to the numeric grades entered for A, B, C, D, and F. The letter grades are then assigned as follows:

A = 4 points
 B = 3 points
 C = 2 points
 D = 1 point
 F = 0 points

The GA Tables and service IDs are not considered; however, the course's GA Weight is considered.

☐ Click **Save**.

- [Enter grade reporting computation settings.](#)

[Grade Reporting > Maintenance > Tables > Campus Control Options > Computation](#)

This tab allows you to enter grade average computation settings for the campus.

Grading Concept	<p>Indicate how students are awarded credit for a course-section. The selection should be based on your district grading policy.</p> <p><i>Final</i> - Award credits based on the final grade.</p> <p><i>Sem/Final</i> - Award credits based on a combination of semester and final grades. If used, the Credit Seq field on Maintenance > District Schedule is also considered when you run the Grade Computation and Credit Assignment utility and the Assign Pass Fail Indicators utility.</p> <p><i>Semester</i> - Award credits based on the semester grade. The field is also used by the Assign Pass Fail Indicators utility.</p>
How will Avg be Computed	<p><i>Computer</i> - Semester averages are automatically calculated. This option must be selected if you are using the Grade Computation and Credit Assignment or Grade Computation Elementary utility.</p> <p><i>School</i> - Semester averages are manually calculated.</p>
Include Exam in Semester Average	<p>Select to include the semester exam grade when computing the semester average. The field is used by the Grade Computation and Credit Assignment utility.</p> <p>NOTE: Most elementary campuses do not use exam grades. However, for elementary campuses that want to include the exam grade in the semester average and display the Exam column in TeacherPortal, the Include Exam in Semester Average field must be selected.</p>

☐ If **Include Exam in Semester Average** is selected, indicate how much weight the exam has in the semester average:

Exam Weight Equal	<p>Select if the semester exam should be weighted equally with the cycle grades when semester averages are computed. If selected, the exam grade is given the same weight as the cycle averages when calculating the semester average. For example, if there are three cycles in the semester, the student's cycle averages are 80, 85, and 90, and the student earned 100 on the semester exam, the semester average calculation is as follows: $(80 + 85 + 90 + 100) / 4$</p> <p>If Exam Weight Equal is not selected, the Total Weight and Exam Weight fields are used together to indicate the percentage the semester exam should count toward the total semester grade.</p>
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**Exam Weight
Total Weight**

These fields are used only if all of the following are true:

- **Exam Weight Equal** is not selected.
- **How will Avg be Computed** is set to *Computer*.
- **Include Exam in Semester Average** is selected.

The semester average calculation for a three-cycle semester is as follows:

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

For example, if there are three cycles in the semester, the student's cycle averages are 80, 80, and 80; the student earned 90 on the semester exam; the **Total Weight** is 050; and the **Exam Weight** is 07, the semester average calculation is as follows:

$$(80 + 80 + 80) / 3 \times (50 - 7) + (90 \times 7) / 50 = 81.4$$

Commonly used semester exam percentage examples:

Semester Exam Percentage of Semester Grade	Total Weight	Exam Weight
10%	050	05
14%	050	07
15%	020	03
20%	005	01
25%	004	01
no semester exam	000	00

Allow Recomputation	If selected, all grades and credits are recalculated according to the settings of the Compute Sem Avg , Compute Final Grades , and Award Credits fields when running the Grade Computation and Credit Assignment or Grade Computation - Elementary utility.			
	If not selected, only students with blank semester grades, blank final grades, or blank or zero credits are updated, depending on the options selected when running the grade computation utilities.			
	Allow Recomputation	Blank out Semester/Final on Grade Change	Remove Credit on Grade Change	What happens?
	Blank	Selected	Selected	This allows the grade computation utilities (secondary or elementary) to recalculate <u>only blank grades</u> .
	Selected	Blank	Blank	This allows the grade computation utilities to recalculate <u>all grades</u> .
	Blank	Blank	Blank	This allows the grade computation utilities (secondary or elementary) to recalculate <u>only blank grades</u> .
	Selected	Selected	Selected	Not recommended.
Blank out Semester/Final on Grade Change	<p>Select to clear the Sem and Final grades on Grade Reporting > Maintenance > Student > Individual Maint > Grd Update upon saving when a cycle or exam grade is changed. When manually updating Sem and Final grade fields, you must first save the cycle or exam grade change to prevent them from being cleared by the initial save.</p> <p>The Sem and Final grades will be populated next time the Grade Computation and Credit Assignment utility is run.</p>			
Remove Credit on Grade Change	<p>Select to clear the Credit field on Grade Reporting > Maintenance > Student > Individual Maint > Grd Update upon saving when a cycle or exam grade is changed. When manually updating Credit field, you must first save the cycle or exam grade change to prevent the field from being cleared by the initial save.</p> <p>The Credit field will be populated next time the Grade Computation and Credit Assignment utility is run.</p>			
Don't Allow Credit If Failed Last Sem	<p>Select if students who failed the last semester of a course will not receive credit.</p> <p>If selected, and a student fails the last semester of a course, the student will not receive credit for the course. This field overrides courses set up to allow partial credit.</p> <p>For the Grade Computation and Credit Assignment utility, the field is considered only if the Grading Concept field is set to <i>Semester</i>. It is not used with the <i>Final</i> or <i>Sem/Final</i> grading concepts.</p>			

☐ Click **Save**.

- Enter grade reporting honor roll and grade averaging settings.

[Grade Reporting](#) > [Maintenance](#) > [Tables](#) > [Campus Control Options](#) > [H Roll & Gr Avg](#)

This tab allows you to enter honor roll and grade averaging information.

☐ Under **Honor Roll Information**:

Exclude Citizenship Grade	<p>Type the alpha grade (A, B, C, D, F or E, S, N, U) that indicates the point at which the student's citizenship grade excludes him from honor roll consideration.</p> <p>If a student has a citizenship grade equal to or lower than this grade, he is excluded from honor roll consideration.</p> <p>If blank, students are considered for the honor roll regardless of their citizenship grades.</p>
Honor Roll Class Load	<p>Type the minimum number of graded courses a student must take to be considered for the honor roll.</p>
Honor Roll Cutoff Levels	<p>Type up to four numbers indicating the lowest numeric grade averages a student can have and still be eligible for one of the honor rolls. Type only numbers with no decimal.</p> <p>When you save, the program will zero-fill each numeric grade to four digits, with two digits on either side of the included decimal (e.g. if you type 90, the program saves 90.00).</p> <p>This information is required if you are running Numeric Honor Roll - SGR2010.</p>

Grade Point H/R Exclude Message Print Option	Indicate if you want to print the student's name on the honor roll report, and whether the course should be excluded from the course count. The field works in conjunction with the HRoll Cd field on Maintenance > Master Schedule > District Schedule as follows:		
	Grade Point H/R Exclude Message Print Option field	HRoll CD field	Results
	Print Name	Exclude Student	The student name is printed on the honor roll report. Course Count excludes the course.
	Print Name	Exclude Course	The student name is printed on the honor roll report. Course Count excludes the course.
	Don't Print Name	Exclude Student	The student name is printed on the honor roll report. Course Count excludes the course.
	Don't Print Name	Exclude Course	The student name is <i>not</i> printed on the honor roll report.
	Print Name & Exclusion Msg	Exclude Student	The student name is printed on the honor roll report with the message "Student not eligible for Honor Roll". Course Count excludes the course.
	Print name & Exclusion Msg	Exclude Course	The student name is printed on the honor roll report. Course Count excludes the course. The message "Student not eligible for Honor Roll" is <i>not</i> printed.

☐ Under **Grade Averaging Information:**

Grds Used for Grade Avg	<p>Type the code indicating how grade average and class rank are calculated:</p> <p>C - By averaging all cycle grades F - By using final grade entered by user S - By averaging semester grades (most common for high school campuses)</p> <p>NOTE: This setting of this field affects the grade number used in assigning the point scale entered on Ranges & Conversions. This will, in turn, affect college 4.0 scale grades.</p>
Low Grade For Average	<p>Type the lowest numeric grade that is considered during grade averaging.</p> <p>This is the lowest grade a student can receive to be used in the grade average calculations. If a student's grade is lower than this grade, the Grade Averaging and Class Ranking utility will use the grade in this field as the student's grade. For example, if this field is set to 50, and the student receives a grade of 45, the utility will use 50 for the student's grade.</p> <p>Most campuses set this field to 50 or 00.</p>

☐ In the **College 4pt Scale** field, indicate if you want to compute 4-point grade averaging information when the [Grade Averaging and Class Ranking utility](#) is run.

You can select to calculate with/without zero-weighted courses, or to not compute 4-point grade averaging information. This is often referred to as the College Grade Point Average. If used, the student's grades are converted according to the [Ranges and Conversions tab](#).

This is an additional method for calculating grade average, and it will not match other grade point averaging methods.

Most high school campuses use the 4-point scale.

Some colleges require grades that do not include zero-weighted courses.

NOTE:

If you select *0 - Don't compute*, a student's existing 4-point average will not be overwritten.

If you select *2 - Compute & incl 0 wgt crs*, zero-weight courses are treated as if the weight is 1. For example, if you have three course records with weight 1, and you have one course with weight 0, the program adds the four scores and divides by 4.

4-point Scale Example:

The Ranges and Conversions tab values are set as follows:

The following points are awarded:

Grade Ranges	Points Awarded
A: 100 - 090	4.0
B: 089 - 080	3.0
C: 079 - 075	2.0
D: 074 - 070	1.0
F: 069 - 000	0.0

These are sample grade conversions for a student's un-weighted 4-point average using semester 1 grades:

Semester 1 Grades	Points Awarded
92	4.0
89	3.0
77	2.0
74	1.0
65	0.0

Semester 1 Grades	Points Awarded
95	4.0
80	3.0
# Courses = 7	Total Points = 17

The student's un-weighted 4-point average is calculated as follows:

$$\text{Total Grade Points} / \text{Number of Courses} = 17/7 = 2.4$$

Four-point average is calculated according to the **College 4pt Scale** field on [Maintenance > Tables > Campus Control Options > H Roll & Gr Avg](#). The 4-point average may be calculated with or without weighting. Points are assigned according to the values for the **Grade Conversion Information A, B, C, D, and F** fields on [Maintenance > Tables > Campus Control Options > Ranges & Conversions](#).

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point (if using Ds)
- F = 0 points

Low grade for average:

If a student's grade is lower than the **Low Grade for Average** value on [Maintenance > Tables > Campus Control Options > H Roll & Gr Avg](#), the **Low Grade for Average** value is used in place of the student's grade.

If final grades are used for grade average:

A partial record is used if the following conditions occur:

- The student is enrolled in part of a course, and no other section exists that would make the course complete.
- The course allows partial credit.
- A final grade exists.

If a student is enrolled in part of a course, and there is another section that would make the course complete, the final from the other section is used.

If a student is enrolled in the complete course, but in two sections, both records are

used.

Nbr of Decimal Points	Type the number of places to the right of the decimal point to which grade averages are computed (0-5). Many campuses set this field to 5.
Incl Wdrawn Stu in Avg	Select if you want to compute grade averages for students who withdrew after the first cycle. Normally, withdrawn students are <i>not</i> included.
Incl Wdrawn Stu in Rank	Select if you want to include withdrawn students in class rank. Normally, withdrawn students are <i>not</i> included in the rank.
Incl Wd Crs in Rank	Indicate how withdrawn courses should be handled with grade average for class rank. A - Include withdrawn courses in calculations. G - Include withdrawn courses if there is a grade for the course. N - Do not include withdrawn courses. (most common option) NOTE: Withdrawn self-paced courses with a semester grade are included, regardless of this field, if they are eligible courses.

NOTE: These options also affect how college 4.0 scale grades are calculated.

☐ Click **Save**.

- [Enter settings for printing report cards and AARs.](#)

[Grade Reporting > Maintenance > Tables > Campus Control Options > Print Options](#)

This tab allows you to set campus options for printing report cards. These settings also apply when printing Academic Achievement Records (AARs).

Save

PARAMETERS
RANGES & CONVERSIONS
COMPUTATION
H ROLL & GR AVG
PRINT OPTIONS

Report Card Options

Crs Seq: Period ▼

Print Failing Msg: ☒

Sequence: Alpha ▼

Incl Non-Graded Crs: ☐

Print Credits: ☒

Print HRoll Code: ☒

Print W/D Crs: ☐

☐ Under **Report Card Options**:

Crs Seq	Select the sequence in which courses are printed on report cards - either by course number or by period.
Print Failing Msg	<p>Select if you want to print report card messages for students who are failing one or more courses.</p> <p>This field works with the Code field on Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Messages and the Msg Nbr field on Maintenance > Tables > Grade Reporting Tables > Rpt Card Msg Elementary.</p> <p>If Print Failing Msg is selected, and a student has a grade of 69 or lower in the cycle specified for the report card being printed, the failing message prints on the report card. The failing message only prints for students with a failing grade for the cycle being printed.</p>
Sequence	Select the sequence in which report cards are printed.
Incl Non-Graded Crs	Select to include non-graded courses on report cards.
Print Credits	Select to print academic credits on report cards.
Print HRoll Code	Select to print honor roll codes next to courses on report cards.
Print W/D Crs	Select to print withdrawn courses on report cards or grading labels.

☐ Click **Save**.

- [Enter settings for posting grades.](#)

[Grade Reporting > Maintenance > Tables > Campus Control Options > Posting](#)

This tab allows you to set campus options indicating what can be posted from TeacherPortal or external grade book files.

Allow Cycle Grade	Select if cycle grades can be posted from TeacherPortal or external grade book files. This field must be selected for elementary campuses that want to include the exam grade in the semester average and display the Exam column in TeacherPortal.
Allow Semester Grade	Select if semester grades can be posted from TeacherPortal or external grade book files.
Expect Exam Grade	Select if exam grades are expected from TeacherPortal or external grade book files. If selected, an error message is displayed if no exam grades are found.
Allow Exempt Exam	Select if X is a valid grade for the semester exam for students who are exempt from taking the exam. It also allows X to be accepted from TeacherPortal or external grade book files. The field is used by the Grade Computation and Credit Assignment utility to calculate semester grades. For elementary grade reporting, if this field is <i>not</i> selected and a student has X for an exam grade, an error is generated when you run the Grade Posting from ASCENDER Grade Book utility.
Allow Alpha Exam	Select if alpha semester exam grades can be posted from TeacherPortal or external grade book files.
Allow Numeric Exam	Select if numeric semester exam grades can be posted from TeacherPortal or external grade book files.
Allow Final Grade	Select if final course grades can be posted from external grade book files. NOTE: This field must be selected in order for the Working Final Grade column to be displayed on the TeacherPortal > Cycle page.
Auto Citizenship	Select if students with a blank citizenship grade will receive an autograde. If selected, the Citizenship Grade field is required.
Citizenship Grade	Type the citizenship grade that will automatically be assigned to students who have a blank.
Allow Absence	Select if absences can be posted from external grade book files.
Allow Tardy	Select if tardies can be posted from external grade book files.
Allow Credit	Select if credits can be posted from external grade book files.

☐ Click **Save**.



Back Cover