



grade_reporting_recalculate_historical_grade_averages_update_historical_grades

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If Annual Student Data Rollover (ASDR) has occurred, and ASCENDER is already set up for the next school year (e.g., 2019-2020), any courses taken during the summer must be entered for the prior school year (e.g., 2018-2019). Summer school courses are typically entered as prior year transfer courses. After summer school courses are completed, update the grades for those students.


☐ Retrieve the student.

☐ Click **+Add** in the upper grid to enter a row for a particular school year.

A blank row is added to the grid.

School Ending Year	<p>(Required) Type the four-digit ending year of the school year in which the courses were taken.</p> <p>Only one record per year is allowed.</p> <p>If entering a summer school grade (i.e., after ASDR has been performed), type the ending year of the prior school year.</p> <p>WARNING: Once the record is saved, the School Ending Year field cannot be changed. To correct the year, you must delete the row and reenter all data.</p>
District ID	(Required) Type the six-digit county-district number in which the courses were taken.
Campus ID	<p>(Required) Type the three-digit campus ID where courses were taken.</p> <p>NOTE: To include a course in grade averaging for the campus, a summer school course must be taken <i>in-district</i>.</p>
Grd Lvl	(Optional; intended for high school credit courses) Select the student's grade level when the courses were taken.


☐ Click **Save** to save the data in the upper grid.

☐ In the upper grid, click  to select the year for which you want to add courses.

Fields in the lower grid are enabled for that school year.

☐ Click **+Add** in the lower grid to add courses taken during the selected year.


A blank row is added to the lower grid. (You may need to scroll to the right to find **+Add**.)

Title	Type the local official name for the course, up to 15 characters. This name will print on the student's AAR.
Service ID	(Required) Click  to select the service ID for the course. TWEDS Data Element: SERVICE-ID (E0724) (Code table C022)
Svc ID Desc	(Required) Type the service ID description for the course, up to ten characters. The field is automatically populated if you enter or select a service ID. The field is read-only unless the service ID is local (i.e., starting with an 8 or 9). To edit the description, you must first save the row with local service ID. If a local service ID is changed to a service ID that does not start with an 8 or a 9, the Svc ID Desc will be updated with the correct corresponding service ID description when you save.
Svc ID Type	Select the TEA service ID type that describes the course. This field determines the area on the AAR in which the course will print. Example: For the BCIS1 course, you could select VOED if the course should be listed under Career and Tech on the AAR, or select COMP if the course should be listed under Tech Applications. If you select a code in the AAR Use field, the course will print in the area indicated by the AAR Use field rather than the area indicated by the Svc ID Typ field.

☐ For each semester, up to four semesters, add the following:

Sem #	Type the semester grade for the course. You must enter at least one semester grade. Alpha grades such as NG, I, P, and F are allowed.
Exc Abs #	Select if the student has a passing grade for the semester but too many absences to earn credit. For example, if the student's semester 1 grade for Algebra I is 90, but the student has 14 absences for semester 1, select Exc Abs 1 .
GP (graduation plan) Use #	Select the subject area in which the course should be applied on the student's graduation plan, if other than the course's service ID type. GP Use codes must correspond to the semester. For example, if a course only meets in semester 2, select a subject area from the GP Use 2 field.
EOC Sem #	Type the end-of-course semester grade. These fields are only displayed if the School Ending Year is 2013 or 2014.

☐ Add the following additional information for the course:

Grd Avg	Type the student's final grade average for the course. If a semester grade is changed but this field is not changed, a red asterisk is displayed next to the field when you save, indicating that the grade may need to be changed.
Credits	Type the student's credit earned for the course using one whole number and one decimal (e.g., 1.0). Do not type the period. For example, type 05 to enter 0.5 credit. If no credit was awarded, type NC. This only applies if the student passed the course but is not receiving credit due to attendance. If Remove Credit on Grade Change is selected on the Computation tab, 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.
EOC Final EOC Score	These fields are only displayed if the School Ending Year is 2013 or 2014. Type the student's end-of-course final grade and assessment score.
Loc Crs	Type the course number assigned to the course by the district, if available. The field is used on Graduation Plan > Maintenance > District > Graduation Requirements and Graduation Plan > Maintenance > Student > Grade Level Course Detail in conjunction with the service ID to determine if a course should be included in the Required Plan Courses list on the Grade Level Course Detail tab. If entering a summer school course , a valid local course number is required in order for the course to be included in grade averaging calculations. If the Historical Grade Averaging and Ranking utility cannot match the local course number to one that exists in the district master schedule for that school year, the course is not included in grade averaging calculations.
Crs Seq	Select the code indicating the sequence of the course, which is not necessarily the semester in which the course is taught.
AAR Use	Select the code indicating the academic area in which the course is a requirement. This code determines where the course is displayed on the AAR Multi-Year (SGR2047) report.
Spec Crs	Type or click  to select the special course consideration code for the course. You can type up to two one-character codes in this field. For a summer school course, be sure to select R.
GA W (grade averaging weight)	Type the number of times the grade for the course should be counted in grade average calculations. The default is 1. Valid values are 0-9. Type 0 if the course should be excluded from grade average calculations.
GA Table	If the course type (from the GA table) should be a value other than R-Regular, type the code for the correct course type (Grade Reporting > Maintenance > Tables > Course Type). If the GA table does not exist in the historical campus tables for that year, the current year campus grade average tables are used.

☐ Click **Save**.



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