



F. Compute grades and assign credit.

Table of Contents

F. Compute grades and assign credit.

Different utilities are for secondary and elementary campuses.

- Secondary campuses: [Grade Reporting > Utilities > Grade Computation and Credit Assignment](#)
- Elementary campuses: [Grade Reporting > Utilities > Grade Computation Elementary](#)

Secondary campuses:

[Grade Reporting > Utilities > Grade Computation and Credit Assignment](#)

This utility calculates and assigns semester grades, final grades, and course credits for secondary grade levels.

- Numeric grades and pass/fail grades (i.e., report card grade type P) are calculated.
- Students in elementary grade levels are excluded.
- Semester Average and Final Grades for Self-paced courses are excluded.

Under **Options**:

Include Withdrawn Students	Select to include withdrawn students in the process. The utility does not consider the withdrawal date, only if the student is withdrawn. If selected, and if Include Withdrawn Courses is not selected, withdrawn courses are computed only if they match the withdrawn student's withdrawal date.
Include Withdrawn Courses	Select to include withdrawn courses in the process.

Select the process(es) to be performed:

Compute Semester Average	Select if you are not using TeacherPortal, or if you are calculating blank semester grades when Allow Recomputation is <u>not</u> selected on Maintenance > Tables > Campus Control Options > Computation . If selected and if the campus does not use TeacherPortal, you will be prompted to confirm that you want to continue when you execute the utility.
Compute Final Grades	Select to calculate final grades. If selected, the fields under Exclude Final Grade Computations are enabled.
Award Credits	Select to award credits.

Award Credits Self Paced	Select to award credits to self-paced courses. If selected, credits are assigned if the course has a semester grade.
Track	(Required) Select a track number, or select A to calculate grades and assign credits for all tracks.
Reset Non-Graded Courses	Select to clear any grades that have been entered or posted for a student in a non-graded course, or if a graded course is changed to a non-graded course and at least one grade exists for this course. If selected, and a course with grades assigned is changed to a non-graded course, the grades are deleted in ASCENDER only, not in TeacherPortal.
Semesters	Select the semesters to be updated. You must select at least one semester. IMPORTANT! Select all semesters that should be updated; semesters are considered when awarding grades or credits.
Grade Levels	Select one or more specific grade levels to be updated (e.g., 12th grade only). Or, click All Grade Levels to update all grade levels. <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.

Campus Control Information	Settings from several Maintenance > Tables > Campus Control Options tabs are used when the utility is run. The settings are displayed for your reference. The Allow Partial Credit and Credit Sequence fields in the district master schedule are also considered in processing.
Exclude Final Grade Computations	The section is enabled only if Compute Final Grades is selected. Select any options to be excluded from final grade computation. The options only apply to courses that were not taken for all semesters of the course. If you select to exclude one or more, a list of the students and courses excluded from final grade computation is produced. If applicable, a message is displayed indicating that no courses qualify for exclusion.

Click **Execute**.

A progress bar displays the progress of the student IDs being processed.

If the following conditions exist, the process is stopped, and a message is displayed:

- **Compute Semester Average** is selected.
- **Allow Recomputation** is selected on [Grade Reporting > Maintenance > Tables > Campus Control Options > Computation](#) (recalculate all grades).
- The campus is using TeacherPortal.

You must clear either **Compute Semester Average** or **Allow Recomputation**.

If the following conditions exist, the process is interrupted, and a message is displayed:


- **Compute Semester Average** is selected.
- **Allow Recomputation** is selected on [Grade Reporting > Maintenance > Tables > Campus Control Options > Computation](#) (recalculate all grades).
- The campus is not using TeacherPortal.


You are prompted to continue the process. Click **Yes** to recalculate all grades, or click **No** to stop the process.

- If errors are encountered, an error report is generated at the bottom of the page.

[Review, save, and/or print the report.](#)

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  to go to the last page of the report.















The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

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.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

NOTE: Warnings may indicate that semester records were bypassed for students who retook failed courses.

Print Excl List	<p>If students and courses were excluded from final grade computation, click to print the Exclusion list. Review, save, and/or print the report.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. 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. 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. Click  to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p>
Print Partial	<p>If any course was not taken for all semesters of the course, but was included in final grade computation, print a list of students who only took part of the course. Review, save, and/or print the report.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. 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. 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. Click  to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p>

Elementary campuses:

[Grade Reporting > Utilities > Grade Computation Elementary](#)

This utility calculates and assigns semester grades and final (year-to-date cumulative) grades for all elementary grade levels set up on the [Grade Reporting > Maintenance > Tables > Elementary >](#)

Elem Grade. The process calculates alphabetic and numeric grades.

If there are blank semester grades or if a cumulative average must be calculated, run this utility.

Execute
Student Information
School Year: 2021-2022

Options

Include WD Students

Include WD Courses

Track (00-99 or A for all)

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

Grade Levels for which the Semester Average = N and Cumulative Average = Y are only calculated for the end of the school year

Elementary Grade Level Table Information

Grd Lvl	Type	Sem Avg	Cum Avg	Incl Exam	Exam Wgt	Tot Wgt
PK	N	N	N	N	0	0
KG	N	N	N	N	0	0
01	E	Y	Y	N	0	0
02	E	Y	Y	N	0	0
03	E	Y	Y	N	0	0
04	E	Y	Y	N	0	0

Campus Control Information	<p>Settings from the Maintenance > Tables > Campus Control Options tabs are used when the utilities (secondary and elementary) are run. The settings are displayed for your reference.</p> <ul style="list-style-type: none"> If the campus uses TeacherPortal, Allow Recomputation cannot be selected on Maintenance > Tables > Campus Control Options > Computation. If the campus does not use TeacherPortal, and Allow Recomputation is selected, you will be prompted to confirm that you want to continue when you execute the utility.
Elementary Grade Level Table Information	<p>Settings from the Grade Reporting > Maintenance > Tables > Elementary > Elem Grade tab are used when the elementary utility is run. The settings are displayed for your reference.</p>

Include WD Students	Select to include withdrawn students in the process.
Include WD Courses	Select to include withdrawn courses in the process.

Track	(Required) Select a track number, or select A to calculate grades for all tracks.
Grade Lvl	Select the grade level, or select AL to computer grades for all grade levels.
Reset Non-Grd Courses	Select to clear any grades that have been entered or posted for a student in a non-graded course, or if a graded course is changed to a non-graded course and at least one grade exists for this course.
Semesters	Select the semesters to be computed. If you select 2, both semesters 1 and 2 are computed.
Cycle	<p>Select the cycle to be updated.</p> <p>If you select cycle 3, semester grades are automatically calculated only if the Comp Sem Avg box is checked for the grade level on <i>Grade Reporting > Maintenance > Tables > Elementary</i>.</p> <p>The cycle 3 option is disabled for two-semester-nine-week campuses. If you select cycle 2, semester grades are automatically calculated for all grade levels.</p> <p>If semester 2 and cycle 3 are selected:</p> <ul style="list-style-type: none"> • If a grade level is set to compute cumulative averages (i.e., Comp Cum Avg is selected for the grade level on Maintenance > Tables > Elementary > Elem Grade), the final grade is calculated as the average of the two semester grades. If a grade level is set to compute both semester average and cumulative average the final grade is calculated as the average of the two semester grades. • Comp Cum Avg has to be <i>checked</i> and the Semester Average has to be <i>unchecked</i> for the utility to average the six cycle grades.

Click **Execute**.

A progress bar displays the progress of the student IDs being processed.

If the following conditions exist, the process is stopped, and a message is displayed:

- **Comp Sem Avg** is selected on [Grade Reporting > Maintenance > Tables > Elementary > Elem Grade](#).
- **Allow Recomputation** is selected on [Grade Reporting > Maintenance > Tables > Campus Control Options > Computation](#) (recalculate all grades).
- The campus is using TeacherPortal.

You must clear either **Compute Sem Avg** or **Allow Recomputation**.

If the following conditions exist, the process is interrupted, and a message is displayed:


- **Comp Sem Avg** is selected on [Grade Reporting > Maintenance > Tables > Elementary > Elem Grade](#).
- **Allow Recomputation** is selected on [Grade Reporting > Maintenance > Tables > Campus Control Options > Computation](#) (recalculate all grades).
- The campus is not using TeacherPortal.


You are prompted to continue the process. Click **Yes** to recalculate all grades, or click **No** to stop the process.


**Preview
Errors**


[Click to view the error list if errors are encountered.](#)

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

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.

Click  to close the report window. Some reports may have a **Close Report, Exit,** or **Cancel** button instead.



Back Cover