



# End of Semester



# Table of Contents

End of Cycle/Semester ..... 1



# Student Year-at-a-Glance

## End of Cycle/Semester

### End of Semester

The following tasks must be done at the end of the semester.

Complete all [End of Cycle](#) tasks, plus the following:

Task	Resource
<b>Grade Reporting</b>	
<input type="checkbox"/> Set campus control option parameters correctly for the end of the semester.	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Campus Control Options &gt; Parameters</a> <input type="checkbox"/> <b>Current Semester</b> = 1. <input type="checkbox"/> <b>Current Cycle</b> = 2 (for 9-week cycles) or 3 (for 6-week cycles). <input type="checkbox"/> Verify <b>Track End Dates</b> .
<input type="checkbox"/> Verify that the campus control posting options are set correctly for the end of the semester.	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Campus Control Options &gt; Posting</a> <input type="checkbox"/> <b>Allow Cycle Grade</b> <input type="checkbox"/> <b>Allow Semester Grade</b> <input type="checkbox"/> <b>Expect Exam Grade</b> <input type="checkbox"/> <b>Allow Exempt Exam</b> (if X is a valid semester exam grade for exempt students) <input type="checkbox"/> <b>Allow Alpha Exam</b> <input type="checkbox"/> <b>Allow Numeric Exam</b> <input type="checkbox"/> <b>Auto Citizenship</b> <input type="checkbox"/> <b>Citizenship Grade</b>
<input type="checkbox"/> Indicate if semester exams are included in the semester average.	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Campus Control Options &gt; Computation (Include Exam in Semester Average field)</a>
<input type="checkbox"/> (Elementary campuses) Verify that all fields are set correctly for the end of the semester.	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Elementary &gt; Elem Grade</a>
<input type="checkbox"/> (Secondary campuses) (Optional) Determine whether students meet the 90% attendance rule for awarding or denying credit.	<a href="#">SGR0450 - Attendance Percentage by Course</a>
<input type="checkbox"/> (Secondary campuses) Perform grade computation and credit assignment, if the campus awards credit (including middle school courses with credits that apply toward graduation).	<a href="#">QuickGuide: Compute Grades and Assign Credit</a>

Task	Resource
<b>Grade Reporting</b>	
<input type="checkbox"/> (Secondary campuses) Calculate grade averages and class ranking according to district policy. Some campuses may do beginning-of-the-year calculations at the end of semester 1.	<a href="#">TxEIS Grade Reporting - Run Grade Averaging &amp; Class Ranking and Print AARs</a>
<input type="checkbox"/> (Secondary campuses) Print transcripts.	<input type="checkbox"/> <a href="#">SGR2047 - AAR Multi-Year</a>
<input type="checkbox"/> Print grade labels for all students.	Secondary campuses: <input type="checkbox"/> <a href="#">SGR2081 - Student Grade Labels</a>  Elementary campuses: <input type="checkbox"/> <a href="#">SGR2091 - Elementary Grade Labels</a>
<input type="checkbox"/> Print and save recommended reports.	<input type="checkbox"/> <a href="#">SGR0450 - Attendance Percentage by Course</a> <input type="checkbox"/> <a href="#">SGR1650 - Career and Technology Audit</a> <input type="checkbox"/> <a href="#">SGR2048 - Summary of Student Credits by Sch Yr</a> <input type="checkbox"/> <a href="#">SGR2060 - Grd Avg and Class Rnk - Info ONLY no Update</a> <input type="checkbox"/> <a href="#">SGR2070 - Grd Avg Info - By Student (Info Only)</a> <input type="checkbox"/> <a href="#">SGR2600 - Student Grd/Crs Override Proof List</a>
<input type="checkbox"/> Make midterm schedule changes.	<a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; Crs/Sec Change</a>



## Back Cover