



year-at-a-glance-end-cycle

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End of Cycle

View the tasks that must be done at the end of each grade reporting cycle.

End of cycle Step Page/Report/Guide ATTENDANCE ☐ Run reports, and verify that attendance is balanced for the cycle.

Edit (general:year_glance_cycle_attendance2_step) ☐ SAT0600 - Student Detail Report

Elementary campuses: ☐ SAT0670 - Teacher Membership Roster By Control Num

Secondary campuses: ☐ SAT0400 - Daily Attendance Summary

☐ SAT0671 - Teacher Membership Roster By Period

☐ SAT0700 - Student Attendance Summary

☐ SAT0900 - Campus/District Summary Report

☐ SAT0950 - District Attendance and Contact Hours

☐ SAT1000 - Campus Recap Report

☐ SAT1500 - Daily Attendance Report I

☐ SAT1600 - Daily Attendance Report II

☐ SAT1700 - Entry/Withdrawal Summary

CTE Reports: ☐ SAT0600 - Student Detail Report Set Print CTE Only to Y.

Edit (general:year_glance_cycle_attendance2_page) ☐ Run additional reports as needed.

Edit (general:year_glance_cycle_attendance3_step) ☐ SAT0300 - Attendance Proof List

☐ SAT1900 - Perfect Attendance Report

☐ SAT2100 - Six Weeks FTE Report

☐ SAT2300 - Average Daily Attendance

☐ SAT2500 - Truancy Report

Edit (general:year_glance_cycle_attendance3_page) DISCIPLINE ☐ Run reports for verification.

Edit (general:year_glance_cycle_discipline1_step) ☐ SDS0700 - TEA DFSCA Evaluation Report

☐ SDS0800 - Offense Summary Report

☐ SDS0900 - Action Summary Report

☐ SDS1300 - Discipline Audit Report (PEIMS Edits)

☐ SDS1400 - Offenses 'Reported By' Summary Report

☐ SDS1700 - Discipline Suspension Attendance Verification

Edit (general:year_glance_cycle_discipline1_page) GRADE REPORTING ☐ Update the report card comments.

Once comments have been used on a report card run, they should not change until the following year. You can add additional codes if space allows.

Edit (general:year_glance_cycle1_2_4_5_gr1_step) Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Comments

Secondary report cards only allow codes A-N. Elementary report cards allow codes A-Z and 1-9.

Edit (general:year_glance_cycle1_2_4_5_gr1_page) ☐ Update report card messages.

Edit (general:year_glance_cycle1_2_4_5_gr2_step) Secondary campuses: Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Messages

Elementary campuses: Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Msg Elementary

Edit (general:year_glance_cycle1_2_4_5_gr2_page) ☐ (Elementary campuses) Verify elementary tables.

Edit (general:year_glance_cycle1_2_4_5_gr2a_step) Grade Reporting > Maintenance > Tables > Elementary > Elem Grade

Edit (general:year_glance_cycle1_2_4_5_gr2a_page) ☐ Identify all missing and incomplete grades.

The report can be distributed to instructors as a reminder to enter grades for accurate grade average calculations.

Edit (general:year_glance_cycle1_2_4_5_gr3_step) SGR1000 - Blank, Failing and Incomplete Grades

Be sure Check Student Entry/WD Dates for Blank Grades is N. Example: A student enrolls at the campus and in a course-section during cycle 2. If this parameter is set to Y, the semester grade will not be calculated because cycle 1 grades are blank. If the parameter is N, cycle 1 grades are skipped and the semester grade is calculated.

Edit (general:year_glance_cycle1_2_4_5_gr3_page) ☐ Verify that campus control option parameters are set correctly: ☐ Current Semester ☐ Current Cycle ☐ Track End Dates

Edit (general:year_glance_cycle1_2_4_5_gr4_step) Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters

Edit (general:year_glance_cycle1_2_4_5_gr4_page) ☐ Verify that the campus posting options are set correctly. ☐ Allow Cycle Grade ☐ Auto Citizenship ☐ Citizenship Grade

Edit (general:year_glance_cycle1_2_4_5_gr5_step) Grade Reporting > Maintenance > Tables > Campus Control Options > Posting

Edit (general:year_glance_cycle1_2_4_5_gr5_page) ☐ Update the txGradebook district-wide message.

Edit (general:year_glance_cycle1_2_4_5_gr6_step) Grade Reporting > Maintenance > Gradebook Options > District > Options

Edit (general:year_glance_cycle1_2_4_5_gr6_page) ☐ Update the txGradebook campus-wide message.

Edit (general:year_glance_cycle1_2_4_5_gr7_step) Grade Reporting > Maintenance > Gradebook Options > Campus > Options

Edit (general:year_glance_cycle1_2_4_5_gr7_page) ☐ Update campus-wide txGradebook options.

Edit (general:year_glance_cycle1_2_4_5_gr8_step) Grade Reporting > Maintenance > Gradebook Options > Campus > Options

Edit (general:year_glance_cycle1_2_4_5_gr8_page) ☐ (Mainly elementary campuses) Verify course auto-grade options.

Edit (general:year_glance_cycle1_2_4_5_gr8a_step) Grade Reporting > Maintenance > Master Schedule > District Schedule (Auto Grd field)

Edit (general:year_glance_cycle1_2_4_5_gr8a_page) ☐ Enable grade posting in txGradebook.

Notify instructors that they can enter comments and override grades as needed, and mark course-sections as 'Ready to Post.' Most campuses allow 3-5 days for posting.

Edit (general:year_glance_cycle1_2_4_5_gr8b_step) Grade Reporting > Maintenance > Gradebook Options > Campus > Options Set Open for Grade Posting to Open.

Edit (general:year_glance_cycle1_2_4_5_gr8b_page) ☐ Verify that all instructors are ready to post grades for the semester-cycle.

Edit (general:year_glance_cycle1_2_4_5_gr9_step) Grade Reporting > Maintenance > Teacher Posting Status

Edit (general:year_glance_cycle1_2_4_5_gr9_page) ☐ Post grades from txGradebook.

Edit (general:year_glance_cycle1_2_4_5_gr10_step) Grade Reporting > Utilities > Grade Posting From TxEIS txGradebook

Edit (general:year_glance_cycle1_2_4_5_gr10_page) ☐ Disable posting in txGradebook.

Edit (general:year_glance_cycle1_2_4_5_gr11_step) Grade Reporting > Maintenance > Gradebook Options > Campus > Options Set Open for Grade Posting to Close.

Edit (general:year_glance_cycle1_2_4_5_gr11_page) ☐ Compute attendance in the student's grade-course record so that it prints on report cards and teacher class rolls.

Edit (general:year_glance_cycle1_2_4_5_gr12_step) SGR1800 - Compute Attendance in Course Records

Edit (general:year_glance_cycle1_2_4_5_gr12_page) ☐ (Elementary campuses) Compute cumulative year-to-date averages (if the campus does not use semester averages).

Edit (general:year_glance_cycle1_2_4_5_gr12a_step) Grade Reporting > Utilities > Grade Computation Elementary

Edit (general:year_glance_cycle1_2_4_5_gr12a_page) ☐ (Optional) Print class rolls. Distribute to instructors as proof sheets for grade verification.

Edit (general:year_glance_cycle1_2_4_5_gr13_step) SGR0900 - Class Rolls (Student Grade Information)

Edit (general:year_glance_cycle1_2_4_5_gr13_page) ☐ Post corrected grades.

Edit (general:year_glance_cycle1_2_4_5_gr14_step) By individual: Grade Reporting > Maintenance > Student > Individual Maint > Grd Update

By group: Grade Reporting > Maintenance > Student > Group Maint > Post Grades

Edit (general:year_glance_cycle1_2_4_5_gr14_page) ☐ Update campus control print options before printing report cards.

Edit (general:year_glance_cycle1_2_4_5_gr15_step) Grade Reporting > Maintenance > Tables > Campus Control Options > Print Options

Edit (general:year_glance_cycle1_2_4_5_gr15_page) ☐ (Mainly secondary campuses) Assign control numbers to students by period, if you will be printing report cards by control number.

Edit (general:year_glance_cycle1_2_4_5_gr16_step) Grade Reporting > Utilities > Assign Control Numbers > Cntrl by Period

Edit (general:year_glance_cycle1_2_4_5_gr16_page) ☐ Print report cards.

Edit (general:year_glance_cycle1_2_4_5_gr17_step) Secondary two-semester campuses: Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1300 - Secondary Report Cards (2 Semesters)

Secondary four-semester campuses: Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1350 - Secondary Report Cards (4 Semesters)

Elementary campuses: SGR1400 - Elementary Report Cards

Edit (general:year_glance_cycle1_2_4_5_gr17_page) ☐ Print and save recommended reports.

Edit (general:year_glance_cycle1_2_4_5_gr18_step) ☐ SGR0280 - Grade Distribution Report

☐ SGR0900 - Class Rolls (Student Grade Information)

☐ SGR1000 - Blank, Failing and Incomplete Grades

☐ SGR2001 - A/B Honor Roll

☐ SGR4500 - txGradebook Assignment Audit Report

Secondary campuses: ☐ SGR1175 - Report Card Proof List

☐ SGR1300 - Secondary Report Cards (2 Semesters) or ☐ SGR1350 - Secondary Report Cards (4 Semesters)

Elementary campuses: ☐ SGR1400 - Elementary Report Cards

☐ SGR1401 - Elementary Principal's Proof List

☐ SGR2091 - Elementary Grade Labels

Edit (general:year_glance_cycle1_2_4_5_gr18_page) ☐ Increment Current Semester and Current Cycle.

Edit (general:year_glance_cycle1_2_4_5_gr19_step) Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters

Edit (general:year_glance_cycle1_2_4_5_gr19_page) REGISTRATION ☐ Run reports for verification.

Edit (general:year_glance_cycle_reg1_step) ☐ SRG0600 - Student Special Program Listing

☐ SRG1200 - Student Status Changes by Program

☐ SRG2100 - Student Withdrawal Report

Edit (general:year_glance_cycle_reg1_page) ☐ Gather documentation on leavers and movers (grade levels 7-12 only, per TEDS).

Edit (general:year_glance_cycle_reg2_step) Registration > Utilities > TREx Export

Or, manually follow up by contacting other districts.

Edit (general:year_glance_cycle_reg2_page) SPECIAL EDUCATION ☐ Run reports for verification.

Edit (general:year_glance_cycle_sped1_step) ☐ SAT0000 - Absence Transaction List

☐ SAT0600 - Student Detail Report Set Print Sp Ed Only to Y.

☐ SEM0720 - Special Ed Student Active/Inactive List

☐ SEM0850 - PEIMS Verification List



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