



## ASCENDER GUIDES



# year-at-a-glance-end-cycle



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# Student Year-at-a-Glance

## Fall

### End of Cycle

The following tasks must be done at the end of each grade reporting cycle.

Task	Resource
<b>Attendance</b>  <input type="checkbox"/> Run reports to verify that attendance is balanced for the cycle.	<input type="checkbox"/> SAT0600 - Student Detail Report  Elementary campuses: <input type="checkbox"/> SAT0670 - Teacher Membership Roster By Control Num  Secondary campuses: <input type="checkbox"/> SAT0400 - Daily Attendance Summary <input type="checkbox"/> SAT0671 - Teacher Membership Roster By Period <input type="checkbox"/> SAT0700 - Student Attendance Summary <input type="checkbox"/> SAT0900 - Campus/District Summary Report <input type="checkbox"/> SAT0950 - District Attendance and Contact Hours <input type="checkbox"/> SAT1000 - Campus Recap Report <input type="checkbox"/> SAT1500 - Daily Attendance Report I <input type="checkbox"/> SAT1600 - Daily Attendance Report II <input type="checkbox"/> SAT1700 - Entry/Withdrawal Summary CTE Reports: <input type="checkbox"/> SAT0600 - Student Detail Report Set <b>Print CTE Only</b> to Y.

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.

Run additional reports as needed.

SAT0300 - Attendance Proof List

SAT1900 - Perfect Attendance Report

SAT2100 - Six Weeks FTE Report

SAT2300 - Average Daily Attendance

SAT2500 - Truancy Report

DISCIPLINE  Run reports for verification.

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

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.

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.

Update report card messages.

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

(Elementary campuses) Verify elementary tables.

Grade Reporting > Maintenance > Tables > Elementary > Elem Grade

Identify all missing and incomplete grades.

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

#### 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.

- Verify that campus control option parameters are set correctly:  Current Semester  Current Cycle  Track End Dates

#### Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters

- Verify that the campus posting options are set correctly.  Allow Cycle Grade  Auto Citizenship
- Citizenship Grade

#### Grade Reporting > Maintenance > Tables > Campus Control Options > Posting

- Update the txGradebook district-wide message.

#### Grade Reporting > Maintenance > Gradebook Options > District > Options

- Update the txGradebook campus-wide message.

#### Grade Reporting > Maintenance > Gradebook Options > Campus > Options

- Update campus-wide txGradebook options.

#### Grade Reporting > Maintenance > Gradebook Options > Campus > Options

- (Mainly elementary campuses) Verify course auto-grade options.

#### Grade Reporting > Maintenance > Master Schedule > District Schedule (Auto Grd field)

- 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.

#### Grade Reporting > Maintenance > Gradebook Options > Campus > Options Set Open for Grade Posting to Open.

- Verify that all instructors are ready to post grades for the semester-cycle.

#### Grade Reporting > Maintenance > Teacher Posting Status

- Post grades from txGradebook.

#### Grade Reporting > Utilities > Grade Posting From TxEIS txGradebook

- Disable posting in txGradebook.

Grade Reporting > Maintenance > Gradebook Options > Campus > Options Set Open for Grade Posting to Close.

- Compute attendance in the student's grade-course record so that it prints on report cards and teacher class rolls.

SGR1800 - Compute Attendance in Course Records

- (Elementary campuses) Compute cumulative year-to-date averages (if the campus does not use semester averages).

Grade Reporting > Utilities > Grade Computation Elementary

- (Optional) Print class rolls. Distribute to instructors as proof sheets for grade verification.

SGR0900 - Class Rolls (Student Grade Information)

- Post corrected grades.

By individual: Grade Reporting > Maintenance > Student > Individual Maint > Grd Update

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

- Update campus control print options before printing report cards.

Grade Reporting > Maintenance > Tables > Campus Control Options > Print Options

- (Mainly secondary campuses) Assign control numbers to students by period, if you will be printing report cards by control number.

Grade Reporting > Utilities > Assign Control Numbers > Cntrl by Period

- Print report cards.

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

- Print and save recommended reports.
- 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

Increment Current Semester and Current Cycle.

Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters

REGISTRATION  Run reports for verification.

SRG0600 - Student Special Program Listing

SRG1200 - Student Status Changes by Program

SRG2100 - Student Withdrawal Report

Gather documentation on leavers and movers (grade levels 7-12 only, per TEDS).

Registration > Utilities > TREx Export

Or, manually follow up by contacting other districts.

SPECIAL EDUCATION  Run reports for verification.

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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