



# **year-at-a-glance-end-of-semester**



# Table of Contents

|                                       |   |
|---------------------------------------|---|
| <b>Student Year-at-a-Glance</b> ..... | 1 |
| <b>Winter</b> .....                   | 1 |
| <b>End of Semester</b> .....          | 1 |



# Student Year-at-a-Glance

## Winter

### End of Semester

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

| Task  | Resource   |
|---|--|
| <b>Attendance</b>   |  |
| <input type="checkbox"/> Run reports to verify that attendance is balanced for the cycle. | <input type="checkbox"/> <a href="#">SAT0600 - Student Detail Report</a><br><br>Elementary campuses:<br><input type="checkbox"/> <a href="#">SAT0670 - Teacher Membership Roster By Control Num</a><br><br>Secondary campuses:<br><input type="checkbox"/> <a href="#">SAT0400 - Daily Attendance Summary</a><br><input type="checkbox"/> <a href="#">SAT0671 - Teacher Membership Roster By Period</a><br><input type="checkbox"/> <a href="#">SAT0700 - Student Attendance Summary</a><br><input type="checkbox"/> <a href="#">SAT0900 - Campus/District Summary Report</a><br><input type="checkbox"/> <a href="#">SAT0950 - District Attendance and Contact Hours</a><br><input type="checkbox"/> <a href="#">SAT1000 - Campus Recap Report</a><br><input type="checkbox"/> <a href="#">SAT1500 - Daily Attendance Report I</a><br><input type="checkbox"/> <a href="#">SAT1600 - Daily Attendance Report II</a><br><input type="checkbox"/> <a href="#">SAT1700 - Entry/Withdrawal Summary</a><br><br>CTE:<br><input type="checkbox"/> <a href="#">SAT0600 - Student Detail Report (set <b>Print CTE Only</b> to Y)</a> |
| <input type="checkbox"/> Run additional reports as needed.                                | <input type="checkbox"/> <a href="#">SAT0300 - Attendance Proof List</a><br><input type="checkbox"/> <a href="#">SAT1900 - Perfect Attendance Report</a><br><input type="checkbox"/> <a href="#">SAT2100 - Six Weeks FTE Report</a><br><input type="checkbox"/> <a href="#">SAT2300 - Average Daily Attendance</a><br><input type="checkbox"/> <a href="#">SAT2500 - Truancy Report</a>  |
| <b>Discipline</b>   |  |
| <input type="checkbox"/> Run reports for verification.                                    | <input type="checkbox"/> <a href="#">SDS0700 - TEA DFSCA Evaluation Report</a><br><input type="checkbox"/> <a href="#">SDS0800 - Offense Summary Report</a><br><input type="checkbox"/> <a href="#">SDS0900 - Action Summary Report</a><br><input type="checkbox"/> <a href="#">SDS1300 - Discipline Audit Report (PEIMS Edits)</a><br><input type="checkbox"/> <a href="#">SDS1400 - Offenses 'Reported By' Summary Report</a><br><input type="checkbox"/> <a href="#">SDS1700 - Discipline Suspension Attendance Verification</a>  |

| Task   | Resource  |
|--|---|
| <b>Attendance</b>  |   |
| <b>Grade Reporting</b>   |   |
| <input type="checkbox"/> Update report card messages.  | Secondary campuses:<br><a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Grade Reporting Tables &gt; Rpt Card Messages</a><br><br>Elementary campuses:<br><a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Grade Reporting Tables &gt; Rpt Card Msg Elementary</a>   |
| <input type="checkbox"/> Identify all missing and incomplete grades.<br><b>NOTE:</b> The report can be distributed to instructors as a reminder to enter grades for accurate grade average calculations. | <input type="checkbox"/> <a href="#">SGR1000 - Blank, Failing and Incomplete Grades</a><br><b>NOTE:</b> Be sure <b>Check Student Entry/WD Dates for Blank Grades</b> 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.  |
| <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><br><input type="checkbox"/> <b>Current Semester</b> = 1.<br><input type="checkbox"/> <b>Current Cycle</b> = 2 (for 9-week cycles) or 3 (for 6-week cycles).<br><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><br><input type="checkbox"/> <b>Allow Cycle Grade</b><br><input type="checkbox"/> <b>Allow Semester Grade</b><br><input type="checkbox"/> <b>Expect Exam Grade</b><br><input type="checkbox"/> <b>Allow Exempt Exam</b> (if X is a valid semester exam grade for exempt students)<br><input type="checkbox"/> <b>Allow Alpha Exam</b><br><input type="checkbox"/> <b>Allow Numeric Exam</b><br><input type="checkbox"/> <b>Auto Citizenship</b><br><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</a><br><b>(Include Exam in Semester Average field)</b>  |
| <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"/> (Mainly elementary campuses) Verify course auto-grade options.  | <a href="#">Grade Reporting &gt; Maintenance &gt; Master Schedule &gt; District Schedule</a> <b>(Auto Grd field)</b>  |
| <input type="checkbox"/> Update campus-wide txGradebook options.   | <a href="#">Grade Reporting &gt; Maintenance &gt; Gradebook Options &gt; Campus &gt; Options</a>  |
| <input type="checkbox"/> Update the txGradebook campus-wide message.   | <a href="#">Grade Reporting &gt; Maintenance &gt; Gradebook Options &gt; Campus &gt; Options</a>  |
| <input type="checkbox"/> Update the txGradebook district-wide message.   | <a href="#">Grade Reporting &gt; Maintenance &gt; Gradebook Options &gt; District &gt; Options</a>  |

| Task  | Resource  |
|---|---|
| <b>Attendance</b>   |   |
| <input type="checkbox"/> Enable grade posting in txGradebook.<br><b>NOTE:</b> 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. | <a href="#">Grade Reporting &gt; Maintenance &gt; Gradebook Options &gt; Campus &gt; Options</a> (set <b>Open for Grade Posting</b> to Open)  |
| <input type="checkbox"/> Verify that all instructors are ready to post grades for the semester-cycle.   | <a href="#">Grade Reporting &gt; Maintenance &gt; Teacher Posting Status</a>  |
| <input type="checkbox"/> Post grades from txGradebook.  | <a href="#">Grade Reporting &gt; Utilities &gt; Grade Posting From TxEIS txGradebook</a>  |
| <input type="checkbox"/> Disable posting in txGradebook.  | <a href="#">Grade Reporting &gt; Maintenance &gt; Gradebook Options &gt; Campus &gt; Options</a> (set <b>Open for Grade Posting</b> to Close)   |
| <input type="checkbox"/> Compute attendance in the student's grade-course record so that it prints on report cards and teacher class rolls.   | <input type="checkbox"/> <a href="#">SGR1800 - Compute Attendance in Course Records</a>   |
| <input type="checkbox"/> (Elementary campuses) Compute cumulative year-to-date averages (if the campus does not use semester averages).   | <a href="#">Grade Reporting &gt; Utilities &gt; Grade Computation Elementary</a>  |
| <input type="checkbox"/> (Secondary campuses) (Optional) Determine whether students meet the 90% attendance rule for awarding or denying credit.  | <input type="checkbox"/> <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>  |
| <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"/> (Optional) Print class rolls. Distribute to instructors as proof sheets for grade verification.  | <input type="checkbox"/> <a href="#">SGR0900 - Class Rolls (Student Grade Information)</a>  |
| <input type="checkbox"/> Post corrected grades.   | By individual:<br><a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; Grd Update</a><br><br>By group:<br><a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Group Maint &gt; Post Grades</a> |
| <input type="checkbox"/> Update campus control print options before printing report cards.  | <a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Campus Control Options &gt; Print Options</a>   |
| <input type="checkbox"/> (Mainly secondary campuses) Assign control numbers to students by period, if you will be printing report cards by control number.  | <a href="#">Grade Reporting &gt; Utilities &gt; Assign Control Numbers &gt; Cntrl by Period</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:<br><input type="checkbox"/> <a href="#">SGR2081 - Student Grade Labels</a><br><br>Elementary campuses:<br><input type="checkbox"/> <a href="#">SGR2091 - Elementary Grade Labels</a>                                  |

| Task  | Resource  |
|---|---|
| <b>Attendance</b>   |   |
| <input type="checkbox"/> Print report cards.  | Secondary two-semester campuses:<br><input type="checkbox"/> <a href="#">SGR1300 - Secondary Report Cards (2 Semesters)</a><br><br>Secondary four-semester campuses:<br><input type="checkbox"/> <a href="#">SGR1350 - Secondary Report Cards (4 Semesters)</a><br><br>Elementary campuses:<br><input type="checkbox"/> <a href="#">SGR1400 - Elementary Report Cards</a>   |
| <input type="checkbox"/> Print and save recommended reports.                          | <input type="checkbox"/> <a href="#">SGR0280 - Grade Distribution Report</a><br><input type="checkbox"/> <a href="#">SGR0450 - Attendance Percentage by Course</a><br><input type="checkbox"/> <a href="#">SGR0900 - Class Rolls (Student Grade Information)</a><br><input type="checkbox"/> <a href="#">SGR1000 - Blank, Failing and Incomplete Grades</a><br><input type="checkbox"/> <a href="#">SGR1650 - Career and Technology Audit</a><br><input type="checkbox"/> <a href="#">SGR2001 - A/B Honor Roll</a><br><input type="checkbox"/> <a href="#">SGR2048 - Summary of Student Credits by Sch Yr</a><br><input type="checkbox"/> <a href="#">SGR2060 - Grd Avg and Class Rnk - Info ONLY no Update</a><br><input type="checkbox"/> <a href="#">SGR2070 - Grd Avg Info - By Student (Info Only)</a><br><input type="checkbox"/> <a href="#">SGR2600 - Student Grd/Crs Override Proof List</a><br><input type="checkbox"/> <a href="#">SGR4500 - txGradebook Assignment Audit Report</a><br><br>Secondary campuses:<br><input type="checkbox"/> <a href="#">SGR1175 - Report Card Proof List</a><br><input type="checkbox"/> <a href="#">SGR1300 - Secondary Report Cards (2 Semesters)</a><br>or<br><input type="checkbox"/> <a href="#">SGR1350 - Secondary Report Cards (4 Semesters)</a><br><br>Elementary campuses:<br><input type="checkbox"/> <a href="#">SGR1400 - Elementary Report Cards</a><br><input type="checkbox"/> <a href="#">SGR1401 - Elementary Principal's Proof List</a><br><input type="checkbox"/> <a href="#">SGR2091 - Elementary Grade Labels</a> |
| <input type="checkbox"/> Increment <b>Current Semester</b> and <b>Current Cycle</b> . | <a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Campus Control Options &gt; Parameters</a>  |
| <b>Registration</b>   |   |
| <input type="checkbox"/> Run reports for verification.                                |   |
| <input type="checkbox"/>  |   |
| <b>SPECIAL EDUCATION</b>  |   |
| <input type="checkbox"/>  |   |



## Back Cover