



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



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# 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>  Elementary campuses: <input type="checkbox"/> <a href="#">SAT0670 - Teacher Membership Roster By Control Num</a>  Secondary campuses: <input type="checkbox"/> <a href="#">SAT0400 - Daily Attendance Summary</a> <input type="checkbox"/> <a href="#">SAT0671 - Teacher Membership Roster By Period</a> <input type="checkbox"/> <a href="#">SAT0700 - Student Attendance Summary</a> <input type="checkbox"/> <a href="#">SAT0900 - Campus/District Summary Report</a> <input type="checkbox"/> <a href="#">SAT0950 - District Attendance and Contact Hours</a> <input type="checkbox"/> <a href="#">SAT1000 - Campus Recap Report</a> <input type="checkbox"/> <a href="#">SAT1500 - Daily Attendance Report I</a> <input type="checkbox"/> <a href="#">SAT1600 - Daily Attendance Report II</a> <input type="checkbox"/> <a href="#">SAT1700 - Entry/Withdrawal Summary</a>  CTE: <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> <input type="checkbox"/> <a href="#">SAT1900 - Perfect Attendance Report</a> <input type="checkbox"/> <a href="#">SAT2100 - Six Weeks FTE Report</a> <input type="checkbox"/> <a href="#">SAT2300 - Average Daily Attendance</a> <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> <input type="checkbox"/> <a href="#">SDS0800 - Offense Summary Report</a> <input type="checkbox"/> <a href="#">SDS0900 - Action Summary Report</a> <input type="checkbox"/> <a href="#">SDS1300 - Discipline Audit Report (PEIMS Edits)</a> <input type="checkbox"/> <a href="#">SDS1400 - Offenses 'Reported By' Summary Report</a> <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: <a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Grade Reporting Tables &gt; Rpt Card Messages</a>  Elementary campuses: <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. <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> <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> <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</a> <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. <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: <a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; Grd Update</a>  By group: <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: <input type="checkbox"/> <a href="#">SGR2081 - Student Grade Labels</a>  Elementary campuses: <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: <input type="checkbox"/> <a href="#">SGR1300 - Secondary Report Cards (2 Semesters)</a>  Secondary four-semester campuses: <input type="checkbox"/> <a href="#">SGR1350 - Secondary Report Cards (4 Semesters)</a>  Elementary campuses: <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> <input type="checkbox"/> <a href="#">SGR0450 - Attendance Percentage by Course</a> <input type="checkbox"/> <a href="#">SGR0900 - Class Rolls (Student Grade Information)</a> <input type="checkbox"/> <a href="#">SGR1000 - Blank, Failing and Incomplete Grades</a> <input type="checkbox"/> <a href="#">SGR1650 - Career and Technology Audit</a> <input type="checkbox"/> <a href="#">SGR2001 - A/B Honor Roll</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"/> <a href="#">SGR4500 - txGradebook Assignment Audit Report</a>  Secondary campuses: <input type="checkbox"/> <a href="#">SGR1175 - Report Card Proof List</a> <input type="checkbox"/> <a href="#">SGR1300 - Secondary Report Cards (2 Semesters)</a> or <input type="checkbox"/> <a href="#">SGR1350 - Secondary Report Cards (4 Semesters)</a>  Elementary campuses: <input type="checkbox"/> <a href="#">SGR1400 - Elementary Report Cards</a> <input type="checkbox"/> <a href="#">SGR1401 - Elementary Principal's Proof List</a> <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"/> <a href="#">SRG0600 - Student Special Program Listing</a> <input type="checkbox"/> <a href="#">SRG1200 - Student Status Changes by Program</a> <input type="checkbox"/> <a href="#">SRG2100 - Student Withdrawal Report</a>
<input type="checkbox"/> Gather documentation on leavers and movers (grade levels 7-12 only, per TEDS).	<a href="#">Registration &gt; Utilities &gt; TReX Export</a> Or, manually follow up by contacting other districts.

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Task	Resource
<b>Attendance</b>	
<b>Special Education</b>	
<input type="checkbox"/> Run reports.	



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