

grade_reporting_comp_and_credit_assng_body

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❑ Under **Options**:

Include Withdrawn Students	Select to include withdrawn students in the process. The utility does not consider the withdrawal date, only if the student is withdrawn. If selected, and if **Include Withdrawn Courses** is not selected, withdrawn courses are computed only if they match the withdrawn student's withdrawal date.
Include Withdrawn Courses	Select to include withdrawn courses in the process.

❑ Select the process(es) to be performed:

Compute Semester Average	Select if you are not using TeacherPortal, or if you are calculating blank semester grades when **Allow Recomputation** is not selected on Maintenance > Tables > Campus Control Options > Computation. If selected and if the campus does not use TeacherPortal, you will be prompted to confirm that you want to continue when you execute the utility.
Compute Final Grades	Select to calculate final grades. If selected, the fields under **Exclude Final Grade Computations** are enabled.
Award Credits	Select to award credits.
Award Credits Self Paced	Select to award credits to self-paced courses. If selected, credits are assigned if the course has a semester grade.
Track	(Required) Select a track number, or select A to calculate grades and assign credits for all tracks.
Reset Non-Graded Courses	Select to clear any grades that have been entered or posted for a student in a non-graded course, or if a graded course is changed to a non-graded course and at least one grade exists for this course. If selected, and a course with grades assigned is changed to a non-graded course, the grades are deleted in ASCENDER only, not in TeacherPortal.
Semesters	Select the semesters to be updated. You must select at least one semester. **IMPORTANT!** Select all semesters that should be updated; semesters are considered when awarding grades or credits.
Grade Levels	Select one or more specific grade levels to be updated (e.g., 12th grade only). Or, click **All Grade Levels** to update all grade levels. • To select multiple non-consecutive rows, press and hold the CTRL key while selecting the first row and then the subsequent rows. • To select multiple consecutive rows, click the first grade level and drag to select multiple grade levels. Or, press and hold the SHIFT key while selecting the first row and then the last row. All the rows (between the first and last rows) are selected.

Campus Control Information	Settings from several Maintenance > Tables > Campus Control Options tabs are used when the utility is run. The settings are displayed for your reference. The **Allow Partial Credit** and **Credit Sequence** fields in the district master schedule are also considered in processing.
Exclude Final Grade Computations	The section is enabled only if **Compute Final Grades** is selected. Select any options to be excluded from final grade computation. The options only apply to courses that were not taken for all semesters of the course. If you select to exclude one or more, a list of the students and courses excluded from final grade computation is produced. If applicable, a message is displayed indicating that no courses qualify for exclusion.

❑ Click **Execute**.

A progress bar displays the progress of the student IDs being processed.

If the following conditions exist, the process is stopped, and a message is displayed:

- **Compute Semester Average** is selected.
- **Allow Recomputation** is selected on Grade Reporting > Maintenance > Tables > Campus Control Options > Computation (recalculate all grades).
- The campus is using TeacherPortal.

You must clear either **Compute Semester Average** or **Allow Recomputation**.

If the following conditions exist, the process is interrupted, and a message is displayed:

- **Compute Semester Average** is selected.
- **Allow Recomputation** is selected on Grade Reporting > Maintenance > Tables > Campus Control Options > Computation (recalculate all grades).
- The campus is not using TeacherPortal.

You are prompted to continue the process. Click **Yes** to recalculate all grades, or click **No** to stop the process.

- If errors are encountered, an error report is generated at the bottom of the page.

  Review, save, and/or print the report.

  Review the report using the following buttons:

  Click First to go to the first page of the report.
  Click ◀ to go back one page.
  Click ▶ to go forward one page.

Click Last to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click to save and print the report in PDF format.
Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

NOTE: Warnings may indicate that semester records were bypassed for students who retook failed courses.

Print Excl List	If students and courses were excluded from final grade computation, click to print the Exclusion list.Review, save, and/or print the report. **Review the report using the following buttons**: Click First to go to the first page of the report. Click to go back one page. Click to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Print Partial	If any course was not taken for all semesters of the course, but was included in final grade computation, print a list of students who only took part of the course. Review, save, and/or print the report. **Review the report using the following buttons**: Click First to go to the first page of the report. Click to go back one page. Click to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.


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