


# grade_reporting_comp_elem_body

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| **Campus Control Information** | Settings from the Maintenance > Tables > Campus Control Options tabs are used when the utilities (secondary and elementary) are run. The settings are displayed for your reference.<br>•<br>If the campus uses TeacherPortal, **Allow Recomputation** cannot be selected on Maintenance > Tables > Campus Control Options > Computation.<br>•<br>If the campus does not use TeacherPortal, and **Allow Recomputation** is selected, you will be prompted to confirm that you want to continue when you execute the utility. |

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| **Include WD Students** | Select to include withdrawn students in the process. |
| **Include WD Courses** | Select to include withdrawn courses in the process. |
| **Track** | (Required) Select a track number, or select A to calculate grades for all tracks. |
| **Grade Lvl** | Select the grade level, or select AL to computer grades for all grade levels. |
| **Reset Non-Grd 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. |
| **Semesters** | Select the semesters to be computed. If you select 2, both semesters 1 and 2 are computed. |
| **Cycle** | Select the cycle to be updated.<br><br>If you select cycle 3, semester grades are automatically calculated only if the **Comp Sem Avg** box is checked for the grade level on *Grade Reporting > Maintenance > Tables > Elementary*.<br><br>The cycle 3 option is disabled for two-semester-nine-week campuses. If you select cycle 2, semester grades are automatically calculated for all grade levels.<br><br>If semester 2 and cycle 3 are selected:<br><br>• If a grade level is set to compute cumulative averages (i.e., **Comp Cum Avg** is selected for the grade level on Maintenance > Tables > Elementary > Elem Grade), the final grade is calculated as the average of the two semester grades. If a grade level is set to compute both semester average and cumulative average the final grade is calculated as the average of the two semester grades.<br><br>• **Comp Cum Avg** has to be *checked* and the **Semester Average** has to be *unchecked* for the utility to average the six cycle grades. |

❑ Click **Execute**.

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| **Preview Errors** | Click to view the error list if errors are encountered.<br><br>**Review the report using the following buttons**:<br><br>Click First to go to the first page of the report.<br>Click to go back one page.<br>Click to go forward one page.<br>Click Last to go to the last page of the report.<br><br>**The report can be viewed and saved in various file formats**.<br><br>Click to save and print the report in PDF format.<br>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.<br>Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead. |


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