



grade_reporting_comp_elem_body

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Campus Control Information	<p>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.</p> <ul style="list-style-type: none"> • If the campus uses TeacherPortal, Allow Recomputation cannot be selected on Maintenance > Tables > Campus Control Options > Computation. • 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Include WD Students	Select to include withdrawn students in the process.
Include WD Courses	Select to include withdrawn courses in the process.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	<p>Select the cycle to be updated.</p> <p>If you select cycle 3, semester grades are automatically calculated only if the Comp Sem Avg box is checked for the grade level on <i>Grade Reporting > Maintenance > Tables > Elementary</i>.</p> <p>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.</p> <p>If semester 2 and cycle 3 are selected:</p> <ul style="list-style-type: none"> • 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. • Comp Cum Avg has to be <i>checked</i> and the Semester Average has to be <i>unchecked</i> for the utility to average the six cycle grades.

Click **Execute**.

Preview Errors	<p>Click First to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click Last to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format.</p> <p>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.</p> <p>Click  to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p>
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