


# 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| **Include WD Students** | Select to include withdrawn students in the process.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| **Include WD Courses** | Select to include withdrawn courses in the process.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**.

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: • Comp Sem Avg on the Tables, Elementary, Elem Grade tab is selected. • Allow Recomputation on the Tables, Campus Control Options, Computation tab is selected (recalculate all grades). • The campus is using txGradebook. You must clear either Compute Sem Avg or Allow Recomputation. • If the following conditions exist, the process is interrupted, and a message is displayed: • Compute Sem Avg on

the Elementary Table Maintenance page is selected. • Allow Recomputation on the Tables, Campus Control Options, Computation tab is selected (recalculate all grades). • The campus is not using txGradebook. The message asks if you want to continue the process. Click Yes to recalculate all grades, or click No to stop the process. 10. If errors are encountered, the Preview Errors button is displayed. Click Preview Errors to view the report. The report opens in a new window.

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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  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  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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