



# **Grade Reporting End-of-Semester and End-of-Year Quick Checklist**



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## Grade Reporting End-of-Semester and End-of-Year Quick Checklist

✓ Step	Breadcrumb
<b>Before you begin</b>	
Identify students with blank, failing, or incomplete grades, and No Grade.	Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1000 - Blank, Failing and Incomplete Grades
Update blank, incomplete, and N/G cycle grades for students.	<b>By Individual:</b> Grade Reporting > Maintenance > Student > Individual Maint > Grd Update <b>By Group:</b> Grade Reporting > Maintenance > Student > Group Maint > Post Grades
Ensure there are no remaining students with blank, failing, or incomplete grades, and No Grade.	Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1000 - Blank, Failing and Incomplete Grades
Run SGR0450 - Attendance Percentage by Course.	Grade Reporting > Reports > Grade Reporting Reports > Student Verification > SGR0450 - Attendance Percentage by Course
<b>Review campus and district options</b>	
Review campus control option tables.	Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters  Grade Reporting > Maintenance > Tables > Campus Control Options > Computation  Grade Reporting > Maintenance > Tables > Campus Control Options > Posting
Review tables for elementary campuses.	Grade Reporting > Maintenance > Tables > Elementary > Elem Grade
Review report card comments.	Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Comments
Review TeacherPortal options.	Grade Reporting > Maintenance > Gradebook Options > Campus > Option
<b>Verify that teachers are ready to post</b>	
Instruct teachers to post grades.	TeacherPortal > Grades > Cycle Grades
Check current cycle averages.	Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1155 - Current Cycle Averages From Grade Book
Instruct teachers to check for missing exam grades and enter any that are missing.	TeacherPortal > Reports > Missing Exam Grades TeacherPortal > Grades > Cycle Grades
Monitor teacher posting status.	Grade Reporting > Maintenance > Teacher Posting Status
<b>Post grades, compute attendance, and assign credit</b>	
Post grades from TeacherPortal to ASCENDER Grade Reporting.	Grade Reporting > Utilities > Grade Posting From ASCENDER TeacherPortal
(If needed) Reset an instructor's posting status.	Grade Reporting > Utilities > Clear Grades, Comments, Credits, or Citizenship
Compute attendance.	Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1800 - Compute Attendance in Course Records

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<b>Before you begin</b>	
Assign No Credit due to absences if needed.	<b>Option 1:</b> Grade Reporting > Maintenance > Student > Individual Maint > Grd Update <b>Option 2:</b> Grade Reporting > Maintenance > Student > Individual Maint > Grd/Crs Maint
Assign auto grades.	Grade Reporting > Utilities > Auto Assign Grades and Citizenship
Compute grades and assign credit.	<b>Secondary campuses:</b> Grade Reporting > Utilities > Grade Computation and Credit Assignment <b>Elementary campuses:</b> Grade Reporting > Utilities > Grade Computation Elementary
<b>Verify grades</b>	
Print class rolls and get signed by instructors.	Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0900 - Class Rolls (Student Grade Information)
(If needed) Change verified grades.	<b>Individually:</b> Grade Reporting > Maintenance > Student > Individual Maint > Grd Update <b>Group:</b> Grade Reporting > Maintenance > Student > Group Maint > Post Grades
Print/save final verification for teacher to approve (if grades were changed).	Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0900 - Class Rolls (Student Grade Information)
<b>Print report cards</b>	
Do a final review of grades before printing.	Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1000 - Blank, Failing and Incomplete Grades
Update report card messages.	<b>*Secondary:</b> Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Messages <b>Elementary:</b> Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Msg Elementary
Verify campus printing options.	Grade Reporting > Maintenance > Tables > Campus Control Options > Print Options
Assign control numbers (if printing report cards by control number).	<b>By grade level:</b> Grade Reporting > Utilities > Assign Control Numbers > Cntrl by Grd Lvl <b>By period:</b> Grade Reporting > Utilities > Assign Control Numbers > Cntrl by Period
Print secondary report cards.	<b>Secondary Two-semester Campuses:</b> Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1300 - Secondary Report Cards (2 Semesters) <b>Secondary Four-semester Campuses:</b> Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1350 - Secondary Report Cards (4 Semesters)
Print elementary report cards.	Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1400 - Elementary Report Cards

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<b>Before you begin</b>	
<b>Run grade averaging and class ranking</b>	
Complete grade averaging and class ranking and print transcripts.	<a href="#">See ASCENDER Grade Reporting - Run Grade Averaging &amp; Class Ranking and Print AARs (opens and prints separately)</a>
<b>Complete final steps</b>	
Print recommended reports.	Grade Reporting > Reports > Grade Reporting Reports > Grades > SGR2001 - A/B Honor Roll
	Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0280 - Grade Distribution Report
	Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1000 - Blank, Failing and Incomplete Grades
	Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1175 - Report Card Proof List
	Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1401 - Elementary Principal's Proof List
Reset semester and cycle.	Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters
Additional follow-up items.	
<b>End-of-year steps and ASDR preparation</b>	
Verify or update graduation type code and graduation date.	Registration > Maintenance > Student Enrollment > Demo3
	Registration > Reports > Create Registration Report
	Registration > Utilities > Reset Values
Set next year campus and transfer students to the next year campus.	Registration > Utilities > Set NY Campus
	Registration > Utilities > Transfer > Scheduling Transfer
Update end-of-year status codes.	Grade Reporting > Utilities > Assign or Clear Year-End-Status Code
Update pass/fail indicators.	<a href="#">See QuickGuide: Assign Pass/Fail Indicators. (opens and prints separately)</a>
Print final Academic Achievement Record (AAR).	<b>By Group:</b> Grade Reporting > Reports > Grade Reporting Reports > Grades > SGR2047 - AAR Multi-Year
	<b>By Individual:</b> Grade Reporting > Maintenance > Student > Individual Maint > Cumulative Courses

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<b>Before you begin</b>	
Print all attendance audit reports.	Attendance Reports > Audit > SAT0600 - Student Detail Report
	Attendance Reports > Audit > SAT0900 - Campus/District Summary Report
	Attendance Reports > Audit > SAT0920 - Campus/District Multi-Track Summary Report
	Attendance Reports > Audit > SAT0670 - Teacher Membership Roster by Control Num or Attendance Reports > Audit > SAT0671 - Teacher Membership Roster by Period
	Attendance Reports > Students > SAT0400 - Daily Attendance Summary





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