



# 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.	<p><b>Option 1:</b> Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; Grd Update</p> <p><b>Option 2:</b> Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; Grd/Crs Maint</p>
Assign auto grades.	Grade Reporting > Utilities > Auto Assign Grades and Citizenship
Compute grades and assign credit.	<p><b>Secondary campuses:</b> Grade Reporting &gt; Utilities &gt; Grade Computation and Credit Assignment</p> <p><b>Elementary campuses:</b> Grade Reporting &gt; Utilities &gt; Grade Computation Elementary</p>
<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.	<p><b>Individually:</b> Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; Grd Update</p> <p><b>Group:</b> Grade Reporting &gt; Maintenance &gt; Student &gt; Group Maint &gt; Post Grades</p>
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.	<p><b>*Secondary:</b> Grade Reporting &gt; Maintenance &gt; Tables &gt; Grade Reporting Tables &gt; Rpt Card Messages</p> <p><b>Elementary:</b> Grade Reporting &gt; Maintenance &gt; Tables &gt; Grade Reporting Tables &gt; Rpt Card Msg Elementary</p>
Verify campus printing options.	Grade Reporting > Maintenance > Tables > Campus Control Options > Print Options
Assign control numbers (if printing report cards by control number).	<p><b>By grade level:</b> Grade Reporting &gt; Utilities &gt; Assign Control Numbers &gt; Cntrl by Grd Lvl</p> <p><b>By period:</b> Grade Reporting &gt; Utilities &gt; Assign Control Numbers &gt; Cntrl by Period</p>
Print secondary report cards.	<p><b>Secondary Two-semester Campuses:</b> Grade Reporting &gt; Reports &gt; Grade Reporting Reports &gt; Report Cards &gt; SGR1300 - Secondary Report Cards (2 Semesters)</p> <p><b>Secondary Four-semester Campuses:</b> Grade Reporting &gt; Reports &gt; Grade Reporting Reports &gt; Report Cards &gt; SGR1350 - Secondary Report Cards (4 Semesters)</p>
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.	<p>Grade Reporting &gt; Reports &gt; Grade Reporting Reports &gt; Grades &gt; SGR2001 - A/B Honor Roll</p> <p>Grade Reporting &gt; Reports &gt; Grade Reporting Reports &gt; Instructors &gt; SGR0280 - Grade Distribution Report</p> <p>Grade Reporting &gt; Reports &gt; Grade Reporting Reports &gt; Report Cards &gt; SGR1000 - Blank, Failing and Incomplete Grades</p> <p>Grade Reporting &gt; Reports &gt; Grade Reporting Reports &gt; Report Cards &gt; SGR1175 - Report Card Proof List</p> <p>Grade Reporting &gt; Reports &gt; Grade Reporting Reports &gt; Report Cards &gt; SGR1401 - Elementary Principal's Proof List</p>
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.	<p>Registration &gt; Maintenance &gt; Student Enrollment &gt; Demo3</p> <p>Registration &gt; Reports &gt; Create Registration Report</p> <p>Registration &gt; Utilities &gt; Reset Values</p>
Set next year campus and transfer students to the next year campus.	<p>Registration &gt; Utilities &gt; Set NY Campus</p> <p>Registration &gt; Utilities &gt; Transfer &gt; Scheduling Transfer</p>
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>
Run the <b>Set Student CTE Indicators</b> utility.	<a href="#">Registration &gt; Utilities &gt; Set Student CTE Indicators</a>
Print final Academic Achievement Record (AAR).	<p><b>By Group:</b> Grade Reporting &gt; Reports &gt; Grade Reporting Reports &gt; Grades &gt; SGR2047 - AAR Multi-Year</p> <p><b>By Individual:</b> Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; Cumulative Courses</p>

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





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