



Grade/Course Maintenance

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Grade/Course Maintenance

Grade Reporting > Maintenance > Student > Individual Maint > Grd/Crs Maint

This tab allows you to update a student's attendance and grades for a specific course-section.

If you have been granted historical update access in Security Administration, you can update data in the prior year. When the data is saved, your user ID and a date-time stamp are recorded.

Update data:

[Select a student](#)

☐ To retrieve a student's records, select the student in one of the following ways:

Student	Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name <i>begins with</i> the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student. The student can also be located by typing the name in one of the following formats: • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
Texas Unique Stu ID	Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed. If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used. Review the Assign a TSDS Unique ID guide for additional information.
Directory	Click to select a student from the Directory .
(photo)	If a photo exists for the student, the student photo is displayed. From Registration > Maintenance > Student Enrollment, you can change the student photo: 1. Hover over the image, and click Change. The Change Student Photo window opens. 2. Click Choose File. Locate and open the file for the new image. 3. Click Save. The window closes, and the new image is displayed. Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.

Click **Retrieve**.

- The student's demographic data is displayed.
- The **Status** field displays ACT (active) or W/D (withdrawn) according to the student's current enrollment status.

Course	Select the course you want to update. NOTE: Self-paced courses are included in the Course drop down even if they have a withdrawal date.
Section	Select the section you want to update.
Semester	Select the semester.

Click **Retrieve**. The course data is displayed.

Per	The class period is displayed for the selected course-section.	
Grade	For each cycle, type the cycle grade.	
Absences	Total	Type the student's total number of absences for each cycle.
	Unexc	Type the student's number of unexcused absences for each cycle.
	Exc	Type the student's number of excused absences for each cycle.
	Sch Rel	Type the student's number of school-related absences for each cycle.
	Tardy	Type the student's number of tardies for each cycle.
Citz	Type the student's citizenship grade for each cycle.	
Comments	For each cycle, select codes for up to five comments codes.	
Exam	Type the final exam grade for the course. If the campus allows exempt exam grades (i.e., Allow Exempt Exam is selected on Maintenance > Tables > Campus Control Options > Posting), you can type X if the student was exempt from taking the exam.	
Sem	Type the student's semester average. If Blank out Semester/Final on Grade Change is selected on the Computation tab, when manually updating the Sem field, you must first save the cycle or exam grade change to prevent them from being cleared by the initial save.	
Final	Type the student's final average for the course. If Blank out Semester/Final on Grade Change is selected on the Computation tab, when manually updating the Final field, you must first save the cycle or exam grade change to prevent them from being cleared by the initial save.	
Credit	Type the student's credit earned for the course using one whole number and one decimal (e.g., 1.0). Do not type the period. For example, type 05 to enter 0.5 credit. If no credit was awarded, type NC. This only applies if the student passed the course but is not receiving credit due to attendance. If Remove Credit on Grade Change is selected on the Computation tab, when manually updating Credit field, you must first save the cycle or exam grade change to prevent the field from being cleared by the initial save.	

Pass/Fail	Indicate the student's academic outcome for the course. TWEDS Data Elements: CourseCompletionIndicator (E1068) CourseAttemptResult (E0949) (Code table: C136) Edits: • Code 00 is only allowed if there is no semester average for any grade level or credit level. • Codes 00, 13, and 14 are only allowed for grade levels 1-8, and only for courses that are not high school-level credit. • Codes 00-12 are only allowed for high school-level credit courses.
GPA Override	Select the table to be used for this student, course, and semester. This field overrides the grade averaging tables. You can also use this field to exclude the student's course and semester from grade averaging. If this adjustment applies to both semesters of a two-semester course, update the field for both semesters. Grade averaging calculations are prioritized as follows when running the Grade Averaging and Class Ranking utility: • If the student's GPA Override field contains a code, the program uses the table specified in this field for the course and student. • If the student's GPA Override field is blank, the program uses the table specified in the GA Table field on Grade Reporting > Maintenance > Master Schedule > District Schedule. • If the students GPA Override field is set to <i>& Exclude from Grd Avg & Class Rank</i>, the course for the selected semester is excluded.
EOC Score EOC Sem EOC Final	The student's end-of-course assessment score, semester grade, and final grade are displayed only if the course you retrieved has a service ID that has been identified as an end-of-course subject in the EOC table. The fields are display only.
AAR Use	The code is used to determine where the course will print on the AAR. The field is only used if the code is different from the designated area for printing; otherwise, leave blank. • If there are AAR use codes on the student record, the student codes are used even if there are AAR use codes on the section or district course records. • If the AAR use codes are blank on the student record, but the section has AAR use codes, the section codes are used even if there are AAR use codes on the district course. • If the use codes are blank on the student and section records, but there are AAR use codes on the district course, the district course codes are used.

Special Crs Consid	Select up to two special course considerations. You cannot select the same code for both fields. The codes are printed on the AAR when you run SGR2047. • If there are special course consideration codes on the student record, the student codes are displayed on the AAR even if there are special course consideration codes on the section or district course records. • If there are no special course consideration codes on the student record, but the section has special course consideration codes, the section codes are displayed on the AAR even if there are special course consideration codes on the district course. • If there are no special course consideration codes on the student and section records, but there are special course consideration codes on the district course, the district course codes are displayed on the AAR.
Grad Plan Use Cd	Select the code indicating the academic area in which the course will appear on a student's graduation plan, if the academic area is different than what would be on the student's AAR. This field is usually used for courses such as band or PE where the student may be required to take only one year to fulfill a particular requirement, but may take subsequent courses after the first year. For example, if a student takes Band 1, the Band 1 course fulfills his Fine Arts credit. If that student continues to Band 2, 3, and 4, these courses are not needed for Fine Arts credit, so they can be considered electives on the student's graduation plan. For Band 2, 3, and 4, set the field to <i>ELEC</i> (i.e., elective). Note that Band 2, 3, and 4 will still appear as Fine Arts courses on the student's AAR. The selected code will be set for all semesters of the course.
Transferred	Select if the student took the course at a different district or campus in the same school year. If selected, PEIMS will not extract the course.
Self Paced	The field indicates if the course is self paced, per the district master schedule.
CPR	The field is selected if the course allows a student to meet the requirement for cardiopulmonary resuscitation (CPR) instruction.
Speech	The field is selected if the course allows a student to meet the Foundation High School Program (FHSP) requirement for speech skills.

Click **Save**.

If you are viewing data for a prior school year, the following fields are displayed:

User ID	The user ID of the person who entered the date is displayed.
Date/Time	The date-time stamp of the entry is displayed.

Comments	View comments. If comments exist for the student, the Comments button displays an exclamation mark and is outlined in red. These comments are entered on Registration > Maintenance > Student Enrollment and cannot be updated from this page.
 Medical Alert	View medical alert. The button is displayed if a medical warning exists for the student and Consent to Display Alert is selected on Health > Maintenance > Student Health > Emergency. Click to view the student's medical alert information.

Documents

[View or attach supporting documentation.](#)

Document Attachments

The Document Attachments feature allows you to upload and view documents by application, school year, folder, and document type. **This feature is not available in all districts.**

If you are logged on as a user assigned to a Document Attachments-enabled role, the **Documents** button is displayed on various pages in the ASCENDER Student system. If a document is attached, the **Documents** button displays a note icon.

If you have full access, you can upload and download files. If you have read-only access, you can download existing files, but you cannot upload files.

If you are logged on with a role that does *not* have security access to Document Attachments, the **Documents** button is *not* displayed on any pages.

[Document Attachment-enabled pages:](#)

Application	Menu
Attendance	Maintenance > Student > Student Inquiry (read-only access) Maintenance > Student > Student Posting > By Individual
Discipline	Maintenance > Student > Inquiry (read-only access) Maintenance > Student > Maintenance > Maintenance
Grade Reporting	Maintenance > Student > Individual Maint
Health	Maintenance > Student Health
Registration	Maintenance > Student Enrollment
Test Scores	Maintenance > Individual Maintenance

[Document types by folder and application:](#)

File Extension	Folder	Document Type
Attendance	Attendance	Notes
Attendance	Attendance	Other
Discipline	Incidents	Other
Grade Reporting	Grade Reporting	IPR
Grade Reporting	Grade Reporting	Report Card
Grade Reporting	Grade Reporting	Transcript
Health	Student Health	Acanthosis
Health	Student Health	Food and Allergy
Health	Student Health	Hearing
Health	Student Health	Immunization
Health	Student Health	Other
Health	Student Health	Physical Exam
Health	Student Health	Spinal
Health	Student Health	TB
Health	Student Health	Vision
Registration	Demographic	Birth Certificate
Registration	Demographic	Chemical Abuse Participation
Registration	Demographic	Directory Form
Registration	Demographic	Employment Survey
Registration	Demographic	Entry/Withdrawal
Registration	Demographic	McKinney-Vento
Registration	Demographic	Other
Registration	Demographic	Proof of Residence
Registration	Demographic	SSN Card
Registration	Bilingual/ESL	Other
Registration	Local Programs	Other
Registration	PRS	Other
Registration	Special Education	Other
Test Scores	Test Scores	College Assessments
Test Scores	Test Scores	Other
Test Scores	Test Scores	State Assessments

[List of permissible file types:](#)

Maximum file size: 10MB

File Extension	Folder
.doc	application/msword
.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document
.gif	image/gif
.jpeg	image/jpeg
.jpg	image/jpeg
.pdf	application/pdf
.png	image/png
.pps	application/vnd.ms-powerpoint
.ppt	application/vnd.ms-powerpoint
.pptx	application/vnd.openxmlformats-officedocument.presentationml.presentation
.tif	image/tiff
.tiff	image/tiff
.txt	text/plain
.xls	application/vnd.ms-excel
.xlsx	application/vnd.openxmlformats-officedocument.spreadsheetml.sheet

Upload or view documents:

☐ Under **Document List:**

Application	The application you are currently logged on to is displayed (e.g., Test Scores).
Folder	In some applications, you must select the folder for which you want to view or attach a document: - Different types of documents must be uploaded to specific folders. - Changing the folder will change the document type options in the Select Type field. Some applications only have one folder, so no selection is necessary.
Select School Year	Select the school year for which you want to view documents. Student documents are stored by year.

Existing documents are displayed according to specified criteria.

☐ Under **Document Upload:**

Select File to Upload	Click Choose File . Locate and select the document on your computer or network. The file name is displayed next to Choose File . Note: Files cannot be larger than 10MB or empty.
School Year	Select the school year for which you want to view documents. Student documents are stored by year.
Select Type	Select the type of document you are uploading. The list varies according to your selection in the Folder field.
Description	Type an optional description of the document. Note: The description cannot be longer than 255 characters.

Upload File	Click to upload the file for the student.
	The document is listed in the Document List section.
	The date-time stamp and user ID display the date and time the document was uploaded, and the user ID of the user who uploaded the document.

Any changes made in the Document Options window are saved when you close the window.

Type	Click the link in the Type column to download the file to your PC to view it.
Choose File	Click again to add another document, and repeat the steps for uploading a document.
	Click to delete the document from the student's record. You are prompted to confirm that you want to delete the document.

NOTES Deleted documents are not actually deleted from the Document Attachments server. You can retrieve deleted files using the Document Attachments File Recovery utility in District Administration.



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