Grade Computation - Elementary

Table of Contents

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Grade Reporting > Utilities > Grade Computation Elementary

This utility calculates and assigns semester grades and final (year-to-date cumulative) grades for elementary grade levels. Both alpha and numeric grades are calculated.

NOTE:

- If at least one of the cycle grades is N/G, the final grade is N/G.
- The final grade is not calculated if at least one of the cycle grades is alpha (other than I or N/G) and cannot be converted; an error is written to error report.
- Exempt exams are denoted with X.

Update data:

Field	Description
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. • 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.
Include WD Students	Select to include withdrawn students in the process.
Include WD Courses	Select to include withdrawn courses in the process.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. 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*. 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. If semester 2 and cycle 3 are selected: • 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 *checked* and the **Semester Average** has to be *unchecked* for the utility to average the six cycle grades.

Click Execute.

If the campus is using txGradebook, the Allow Recomputation field on the Maintenance

Tables > Campus Control Options > Computation tab cannot be selected. If the field

is selected, a message is displayed when you click Execute indicating that you must clear the Allow Recomputation field. Click OK.

You must clear the Allow Recomputation field to continue.

If the campus is not using txGradebook, the Allow Recomputation field on the Maintenance

Tables > Campus Control Options > Computation tab can be selected; however, a message

is displayed when you click Execute prompting you to confirm that you want to continue. Click Yes to recalculate all grades, or click No to stop the process.

If errors are encountered, the Preview Errors button is displayed. Click Preview Errors to view the report. The report opens in a new window. Review, save, or print the report.

Back Cover