Grade Posting from ASCENDER TeacherPortal

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The utility posts the working cycle average, citizenship grade, and report card comments from txGradebook, as well as the exam and semester grades when appropriate, to the student grade/course record in TxEIS. The utility excludes students who were not enrolled in the course or campus on the grade reporting cycle end date.

Notes:

Citizenship grades used by most campuses are E, S, N, and U.

Comments, which must be valid, can be found on the Maintenance > Tables > Grade Reporting Tables > Rpt Card Comments tab when the Language field is set to 98 - English.

If a student is actively enrolled at the campus and in the course section for the semester-cycle on the grade reporting cycle end date, the report card comments and citizenship will post to TxEIS even if the cycle grade is blank.

The utility performs the following:

Converts numeric cycle and exam grades that are higher than the highest grade allowed to the highest grade allowed.

Converts numeric cycle and exam grades that are lower than the lowest grade allowed to the lowest grade allowed. Blank grades are bypassed (i.e., not converted nor posted).

Does not convert numeric semester grades based on the highest or lowest grade allowed.

Does not post the exam grade or the semester average if the exam grade is X, and the campus does not allow exempt exam grades.

Posts an X (exempt) for exam grades for auto-graded courses that require an exam grade, if the campus allows exempt exams, has posted a semester grade, and has not entered an exam grade other than X.

Converts grades for secondary courses (i.e., credit level is not E) based on the campus options.

Converts grades for elementary courses based on the core course code and the elementary conversion tables.

Converts grades from txGradebook based on the Rpt Card Grd Typ field on the Maintenance > Master Schedule> Campus Schedule> Course tab.

For secondary courses, the utility does not convert a P or F posted to a course with a numeric report card grade type. A warning message is displayed on the error report.

Posts the exam, semester, and cycle grades if the cycle selected is the highest cycle offered for the semester (e.g., cycle 2 for a two-semester nine-week campus), and the exam/semester pattern indicates an exam/semester grade is given this semester.

If the cycle grade is blank, the utility only posts the exam grade (if applicable) and the semester grade if an override semester grade exists.

For secondary courses, the utility:

Does not post the exam grade or the semester average if Include Exam in Semester Average or Expect Exam Grade is selected on the Maintenance > Tables > Campus Control Options > Computation and Posting tabs; and the exam grade is blank from txGradebook.

Posts the override semester grade if the How will Avg be Computed field is set to School on the Maintenance > Tables > Campus Control Options> Computation tab, and there is an override semester grade in txGradebook.

Posts the semester average if the How will Avg be Computed field is set to Computer on the Maintenance > Tables > Campus Control Options > Computation tab. If Allow Semester Override is selected on the Maintenance > Grade Book Options > Campus > Options tab, and the override semester grade is not blank, the override semester grade is used.

For elementary courses, the utility:

Posts the exam grade and semester average if Incl Exam and Comp Sem Avg are selected on the Maintenance > Tables > Elementary > Elem Grade tab.

The utility does not post an exam grade if Incl Exam is not selected.

The utility does not post a semester average if Comp Sem Avg is not selected.

Posts the override semester grade only if Allow Semester Override is selected on the Maintenance > Grade Book Options > Campus > Options tab, and the override semester grade is not blank.

Posts the semester grade if the exam grade is left blank for auto-graded courses that require an exam grade.

Posts the citizenship grade from the campus options if the citizenship grade is blank for the course/cycle posted from txGradebook, and Auto Citizenship is selected on the Maintenance > Tables > Campus Control Options > Posting tab.

Posts the grade from the Auto Grd field on the District schedule page if the cycle grade is blank for the course/cycle posted from txGradebook and an auto grade exists. Only cycle grades are posted with the auto grade; semester grades are not posted with the auto grade. The course must still be marked as "Ready to Post" in txGradebook, even if all students will receive the auto grade.

Posts the correct semester average if the campus allows semester grades, and the working semester average or the override semester average is an I (incomplete), even though the exam grade is blank, and the campus expects an exam grade.

Does not post citizenship from txGradebook if citizenship grade already exists in TxEIS for the cycle being posted.

Post grades from txGradebook:

The Campus field displays the campus to which you are logged on.

Under Grade Posting for, the Current Semester and Current Cycle fields display the current semester and cycle.

Warning: Ensure that this is the semester and cycle to which grades should be posted from txGradebook.

Select Post Senior (12th grade) students only if you want to run the utility for seniors only.

Select Post Elementary Exam/Sem when grd lvl not in Elem Grd Tbl if you want to post the elementary exam and semester average for a grade level that is not in the elementary grade table.

If the course credit level is E, the program determines if the student's grade level is in the elementary grade table.

If the grade level is in the elementary grade table, the data will post as elementary and use the Comp Sem Avg and Incl Exam fields on the Maintenance > Tables > Elementary

> Elem Grade to determine if the elementary exam and semester should be posted.

If the grade level is not in the elementary grade table, the program will post as secondary, which means it will use the Allow Semester Grade and Expect Exam Grade fields on the Maintenance > Tables > Campus Control Options > Posting page to determine if the elementary exam and semester should be posted.

Click Execute.

A message is displayed indicating that the posting is successfully completed. The grades are posted to the student grade/course record, and the Grade Ready column is reset from "Ready to Post" to "Posted."

If errors are encountered while posting, the View Error List button is displayed allowing you to view and print a report of the errors encountered.

If students are encountered with blank, failing, or incomplete grades, the View Fail List button is displayed allowing you to view and print a report of those students.

Review, save, or print the report.

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