

Grade Reporting End-of-Semester & End-of-Year - Quick Checklist

✓ Step	Breadcrumb
Before you begin	
Identify students with blank, failing, or incomplete grades, and No Grade.	<ul style="list-style-type: none"> Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1000 - Blank, Failing and Incomplete Grades
Update blank, incomplete, and N/G cycle grades for students.	<ul style="list-style-type: none"> By Individual: Grade Reporting > Maintenance > Student > Individual Maint > Grd Update By Group: Grade Reporting > Maintenance > Student > Group Maint > Post Grades
Ensure there are no remaining students with blank, failing, or incomplete grades, and No Grade.	<ul style="list-style-type: none"> Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1000 - Blank, Failing and Incomplete Grades
Run SGR0450 - Attendance Percentage by Course.	<ul style="list-style-type: none"> Grade Reporting > Reports > Grade Reporting Reports > Student Verification > SGR0450 - Attendance Percentage by Course
Review campus and district options	
Review campus control option tables.	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> Grade Reporting > Maintenance > Tables > Elementary > Elem Grade
Review report card comments.	<ul style="list-style-type: none"> Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Comments
Review txGradebook options.	<ul style="list-style-type: none"> Grade Reporting > Maintenance > Gradebook Options > Campus > Option
Verify that teachers are ready to post	
Instruct teachers to post grades.	<ul style="list-style-type: none"> txGradebook > Grades > Cycle Grades
Check current cycle averages.	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> txGradebook > Reports > Missing Exam Grades txGradebook > Grades > Cycle Grades
Monitor teacher posting status.	<ul style="list-style-type: none"> Grade Reporting > Maintenance > Teacher Posting Status
Post grades, compute attendance, and assign credit	
Post grades from txGradebook to TxEIS Grade Reporting.	<ul style="list-style-type: none"> Grade Reporting > Utilities > Grade Posting From TxEIS txGradebook

(If needed) Reset an instructor's posting status.	<ul style="list-style-type: none"> Grade Reporting > Utilities > Clear Grades, Comments, Credits, or Citizenship
Compute attendance.	<ul style="list-style-type: none"> Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1800 - Compute Attendance in Course Records
Assign No Credit due to absences if needed.	<ul style="list-style-type: none"> Option 1: Grade Reporting > Maintenance > Student > Individual Maint > Grd Update Option 2: Grade Reporting > Maintenance > Student > Individual Maint > Grd/Crs Maint
Assign auto grades.	<ul style="list-style-type: none"> Grade Reporting > Utilities > Auto Assign Grades and Citizenship
Compute grades and assign credit.	<ul style="list-style-type: none"> Secondary campuses: Grade Reporting > Utilities > Grade Computation and Credit Assignment Elementary campuses: Grade Reporting > Utilities > Grade Computation Elementary
Verify grades	
Print class rolls and get signed by instructors	<ul style="list-style-type: none"> Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0900 - Class Rolls (Student Grade Information)
(If needed) Change verified grades.	<ul style="list-style-type: none"> Individually: Grade Reporting > Maintenance > Student > Individual Maint > Grd Update Group: Grade Reporting > Maintenance > Student > Group Maint > Post Grades
Print/save final verification for teacher to approve (if grades were changed).	<ul style="list-style-type: none"> Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0900 - Class Rolls (Student Grade Information)
Print report cards	
Do a final review of grades before printing.	<ul style="list-style-type: none"> Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1000 - Blank, Failing and Incomplete Grades
Update report card messages.	<ul style="list-style-type: none"> Secondary: Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Messages Elementary: Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Msg Elementary
Verify campus printing options.	<ul style="list-style-type: none"> Grade Reporting > Maintenance > Tables > Campus Control Options > Print Options
Assign control numbers (if printing report cards by control number).	<ul style="list-style-type: none"> By grade level: Grade Reporting > Utilities > Assign Control Numbers > Cntrl by Grd Lvl By period: Grade Reporting > Utilities > Assign Control Numbers > Cntrl by Period
Print secondary report cards.	<ul style="list-style-type: none"> Secondary Two-semester Campuses: Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1300 - Secondary Report Cards (2 Semesters) Secondary Four-semester Campuses: Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1350 - Secondary Report Cards (4 Semesters)

	Print elementary report cards.	<ul style="list-style-type: none"> Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1400 - Elementary Report Cards
Run grade averaging and class ranking		
	Complete grade averaging and class ranking and print transcripts.	<ul style="list-style-type: none"> See TxEIS Grade Reporting - Run Grade Averaging & Class Ranking and Print AARs (opens and prints separately)
Complete final steps		
	Print recommended reports.	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters
	Additional follow-up items.	
End-of-year steps and MTGR preparation		
	Verify or update graduation type code and graduation date.	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> Registration > Utilities > Set NY Campus Registration > Utilities > Transfer > Scheduling Transfer
	Update end-of-year status codes.	<ul style="list-style-type: none"> Grade Reporting > Utilities > Assign or Clear Year-End-Status Code
	Update pass/fail indicators.	<ul style="list-style-type: none"> See QuickGuide: Assign Pass/Fail Indicators. (opens and prints separately)
	Print final Academic Achievement Record (AAR).	<ul style="list-style-type: none"> By Group: Grade Reporting > Reports > Grade Reporting Reports > Grades > SGR2047 - AAR Multi-Year By Individual: Grade Reporting > Maintenance > Student > Individual Maint > Cumulative Courses
	Print all attendance audit reports.	<ul style="list-style-type: none"> 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