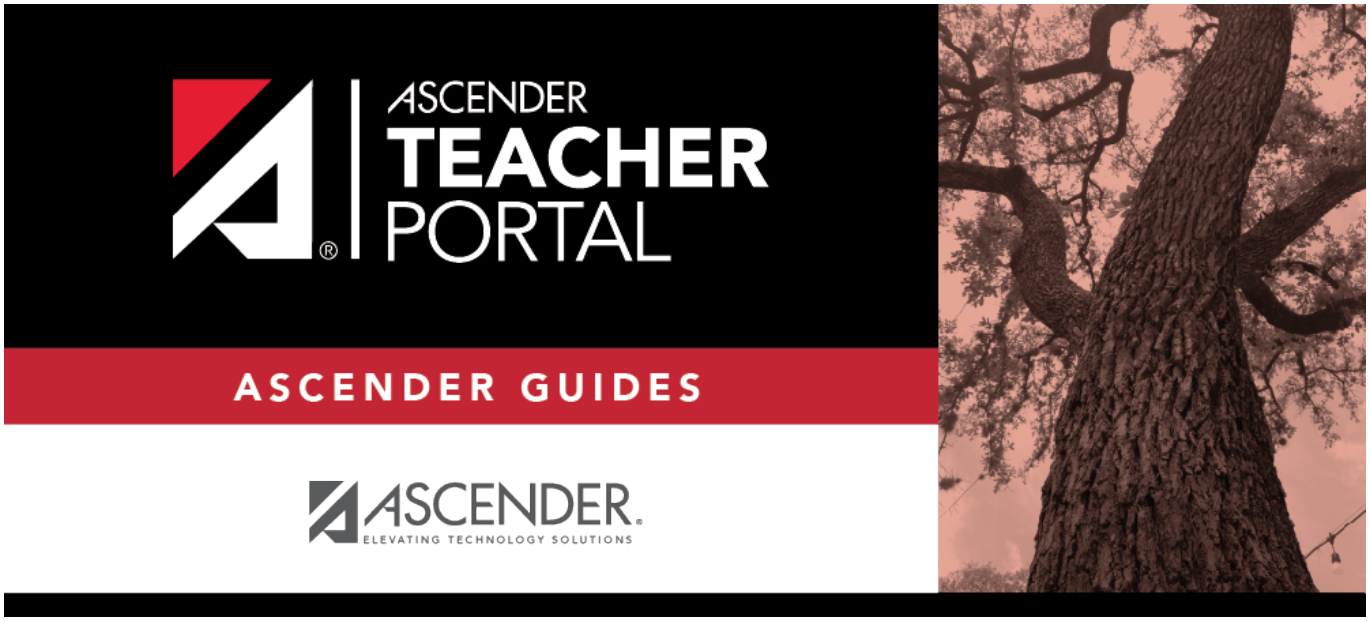


End-of-Cycle Steps

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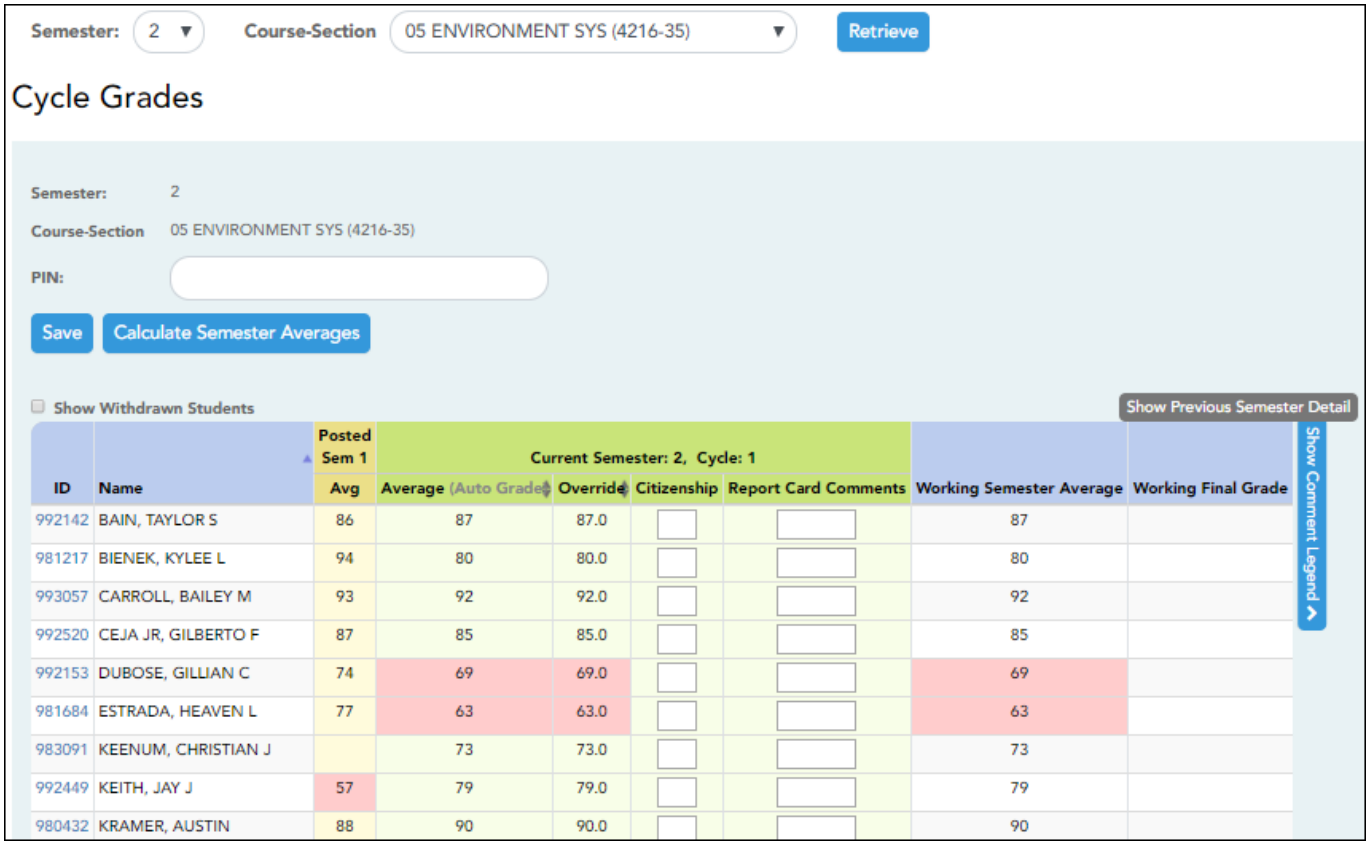
I. Enter cycle grades.

Grades > Cycle Grades

This page allows you to manage end-of-cycle and end-of-semester grade data, including cycle and semester averages, working final grade, override grades, exams, citizenship grades, and comments. When all data has been entered correctly and is ready to post, you must submit the cycle and/or semester grades to the campus administrator.

No data is displayed for future cycles.

For self-paced courses, see the **Self-paced Courses** section below.



ID	Name	Posted Sem 1 Avg	Current Semester: 2, Cycle: 1 Average (Auto Grade)	Override	Citizenship	Report Card Comments	Working Semester Average	Working Final Grade
992142	BAIN, TAYLOR S	86	87	87.0			87	
981217	BIENEK, KYLEE L	94	80	80.0			80	
993057	CARROLL, BAILEY M	93	92	92.0			92	
992520	CEJA JR, GILBERTO F	87	85	85.0			85	
992153	DUBOSE, GILLIAN C	74	69	69.0			69	
981684	ESTRADA, HEAVEN L	77	63	63.0			63	
983091	KEENUM, CHRISTIAN J		73	73.0			73	
992449	KEITH, JAY J	57	79	79.0			79	
980432	KRAMER, AUSTIN	88	90	90.0			90	

❑ Select the course-section you want to enter end-of-cycle grades for:

Semester	The semester of the selected date is displayed by default.
Course-Section	Select the course-section you want to enter cycle grades for. The drop down lists the two-digit period and course name. The course number and section number are in parentheses.
Show Withdrawn Students	Withdrawn students are not automatically displayed. Select the field to include withdrawn students in the list. For withdrawn students, the message “Withdrawn” and the withdrawal date are displayed by the student's name. The withdrawal date may be the student's withdrawal date from school or his withdrawal date from the class. No Show students are not included. To hide withdrawn students, clear the field.

❑ Click **Retrieve**.

The grid displays all students currently enrolled in the course-section. Students are sorted by last name, unless you have specified a custom sort order on Settings > Arrange Student Order.

- The columns can be re-sorted

  The columns can be sorted according to your preferences.

  - An up arrow indicates the column and order by which the table is currently sorted.
  - If a column can be sorted, a sort box is displayed in the column heading.
  - To resort the list by another column heading, click in the column heading. The column is sorted in ascending order, as indicated by in the column heading.
  - To sort the column in descending order, click again. The sort arrow changes direction .

  If you sort by the last name column, the table sorts by last name, then first name. If you sort by the first name column, the table sorts by first name, then last name.

  > **NOTE:** Sorting the columns overrides the custom sort order established on the Arrange Student Order page. However, if you leave this page and return, the students are displayed in your custom sort order. (This does not apply on the Post/View Attendance page.)

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- If the course is set up to post alphabetical grades, and **Show averages as alpha** is selected on Grades > Assignment Grades, alphabetical cycle grades are displayed. Otherwise, numeric cycle grades are displayed.
- You can navigate through the grade fields using the keyboard

Press ENTER after you type each grade to move down the list to the next student. You can press SHIFT+ENTER to move up the list. You can also press the up and down arrow keys to move up and down the list.

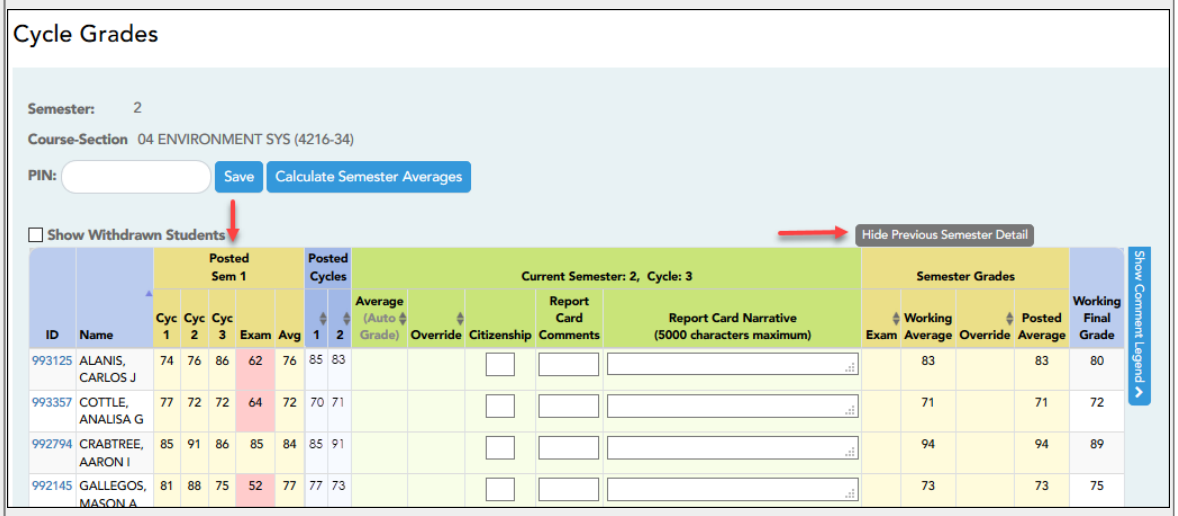
Press TAB to move across the list to the next assignment. You can press SHIFT+TAB to move back to the left.

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ID	The student's ID is displayed. Click the student ID to view the student's profile.

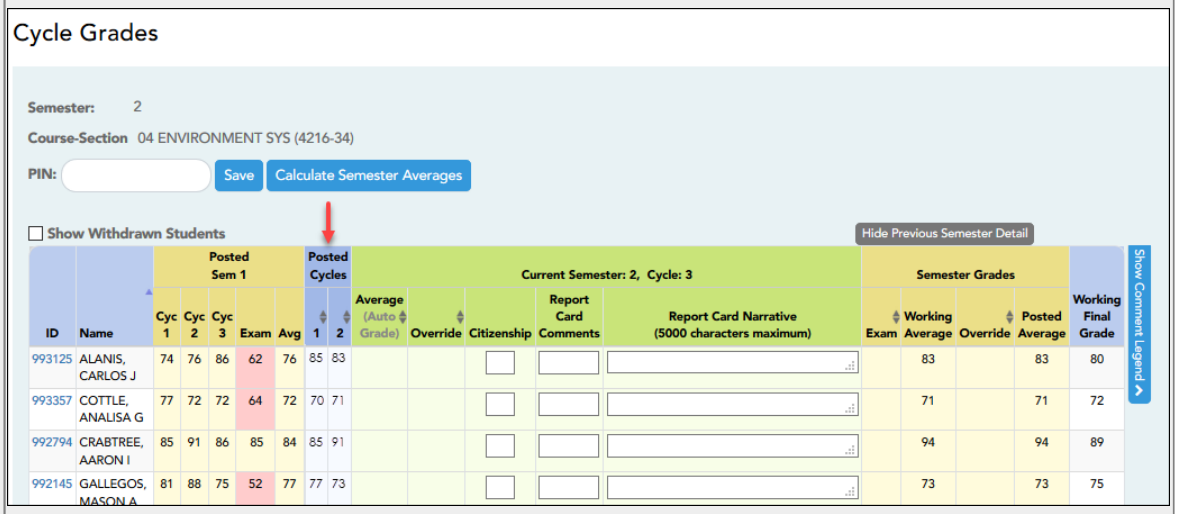
CURRENT CYCLE	
Under **Current Semester: N, Cycle: N** Current cycle information appears under the **Current Semester: N, Cycle: N** heading, where N is the semester and cycle numbers. Current cycle information includes the following:	
Average/(Auto Grade)	The student's working cycle average is displayed, which is based on the data entered up to this point on Grades > Assignment Grades. This value is recalculated as assignment grade data is entered or changed for the student. The average becomes the student's cycle average, unless the cycle grade is pre-posted or an override grade is entered in the **Override** field (either by the teacher or an administrator). If the grade in this field is an auto grade, the grade is displayed in parentheses in a lighter shade than a working cycle average. The auto grade is not displayed if the student has a working cycle average. For more information on calculating averages, view the online Help for **Weighting Type** on Settings > Manage Categories.
Override	You can use this field to override a student's working cycle average with a different grade (e.g., if the student's working cycle average is 69, you may give the student a cycle grade of 70). You can also type N/G to assign an override grade of no grade. • If the student's cycle grade is pre-posted, the pre-posted grade is displayed in this field. You cannot override a pre-posted cycle grade. • If you post an override grade for a student, and there are no categories for the course, the weighting type is automatically set to percentage.
Citizenship	Type the student's citizenship grade for the current cycle. Valid grades are E, S, N, U, A, B, C, D, and F. The campus may have the citizenship grade set to automatically give all students a default grade. If so, you only need to enter a grade for students whose citizenship grade differs from the default.
Report Card Comments	Type up to five one-character comment codes to specify the comments you want to print on the report card (e.g., “Conference Requested” or “Puts forth good effort”). **Show/Hide Comment Legend** — (located below the grid) Click to view or hide a list of valid report card comment codes and descriptions. The legend opens on the right side of the page.
Report Card Narrative	This field is displayed if enabled at the campus level, and only for the current cycle. You can type up to 5000 characters which will appear on the student's report card.
Reading Level	The field is only displayed for credit level E courses that have a service ID with ELLA or ENGL (i.e., Elementary English Language Arts courses at elementary campuses), and only if the table is setup in Grade Reporting > Maintenance > TeacherPortal Options > District > Reading Levels. Select the student's reading level.

CURRENT CYCLE	
CLOSED CYCLES & SEMESTERS	
Posted Sem: #	For closed semesters, the posted semester grades are displayed under the **Posted Sem: #** heading, where # is the closed semester. If you are currently in the first semester, the **Posted Sem #** heading is not displayed.



Show/Hide Previous Semester Detail	Click to view or hide all data for the closed semesters, including the cycle grades, semester exam grades, and semester averages. Semester averages may or may not be displayed depending on your semester exam pattern and number of semesters: • A previous semester average is not displayed for one-semester courses or two-semester courses that use semester exam pattern 2. • For four-semester courses that use semester exam pattern 2, the previous semester average is displayed. • For four-semester courses that use semester exam pattern 1, the three previous semester averages are displayed.

CURRENT CYCLE	
Posted Cycles	Posted cycle grades for the current semester are displayed by cycle. If you are currently in the first cycle of a semester, the **Posted Cycles** heading and cycle numbers are not displayed.



If a cycle or semester is closed, the average is pulled from the grade course record and is display only. If an override grade was entered for the cycle or semester grade, the override grade is displayed.

Click the cycle average to view additional information on a posted cycle. A window opens to display the posted cycle average, calculated cycle average, citizenship grade, and report card comments for the cycle. Click **close** to close the window.
NOTE: For transfer students, the prior cycle grades are entered at the campus level.

SELF-PACED COURSES	
For self-paced courses, a modified version of the Cycle Grades page is displayed to accommodate cycle grade data for self-paced courses.	
Cycle Average	If assignment grades are recorded for the self-paced course, the average (based on the assignment grades) appears under **Cycle Average**. The use of assignment grades is optional for self-paced courses.
Override	The final grade for a self-paced course must be manually entered in the **Override** field, regardless of the data in the other fields.
The semester grades for self-paced courses are automatically posted when they are saved.	

Once saved, failing grades are highlighted in pink.

Save and print:

You must save your grades before you exit this page. Otherwise, your changes will be lost.

IMPORTANT: Saving grades is different from posting grades. You can only post your grades once at the end of the cycle, as described below; however, you must save any changes every time you visit this page. This allows you to leave this page and return as you enter cycle grade data.

PIN	Type your four-digit personal identification number (PIN).

❑ Click **Save**.

- If your changes were saved successfully, the page reloads, and a message is displayed indicating that the grades were saved successfully.
- If you enter an invalid grade, the grade is highlighted in red, and an error message is displayed at the top of the page. You must correct the error before you can save any changes.

Print	Click to print the cycle grades displayed on the page.

Post cycle grades:

❑ After you enter cycle grades data for the course, review your input carefully, and save all changes.

Once the data is posted by the campus administrator, you cannot change any data. If you discover an error after grades are posted, you must contact the campus administrator to correct any errors.

❑ When you are satisfied with your input for one or more of the cycle grades, notify the system that you are ready to post:

Select courses to mark grades as Ready to Post	Click the link. This link is only displayed for current cycles that are open for posting. The campus determines when the cycle is open and closed for posting. A window opens allowing you to select the course-sections that are ready to post. All eligible courses are listed. ❑ Select the course(s), and then click **Select**. The window closes, and the selected course(s) are listed below the **PIN** field. ❑ To change the selected courses, click **Cancel**. The window opens allowing you to re-select the course(s).
PIN	Type your four-digit personal identification number (PIN).

❑ Click **Continue**.

The page reloads, and a message is displayed indicating that the cycle grades were successfully sent to be posted. The message “[READY]” is displayed in the **Course-Section** drop-down list next to the course.

You can submit your grades more than one time if you make a change shortly after mark the grades as ready to post; however, once the data is posted by the campus administrator, you cannot change any data.

After grades are posted and the cycle is closed, you can make changes to the grades and view the working cycle average (e.g., for a student who missed the last few days of a cycle due to illness); however, you cannot post any changes. Instead, print your changes and submit your printout to the campus administrator.

NOTE: The campus administrator can run a report to determine which teachers have posted their grades and which teachers have not.