Complete School Year Checklists for Elementary Students

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ASCENDER Grade Reporting - Complete School Year Checklists for Elementary Students

This guide includes Beginning-of-Year, Grade Cycle, End-of-Semester, and End-of-Year checklists for elementary students.

Prerequisites

❑ This guide assumes you are familiar with the basic features of the ASCENDER Student system and have reviewed the ASCENDER Student Overview guide.

❑ For more detailed information about individual fields, see the online Help in the ASCENDER Student system.

Beginning-of-Year Checklist

Beginning of the Year

The following steps should be completed before or at the beginning of the school year for two-semester/six-week and two-semester/nine-week elementary campuses.

❑ In the district master schedule, verify the settings of the following fields for all elementary courses:
Grade Reporting > Maintenance > Master Schedule > District Schedule

- **Graded Crs**
- **Credit Lvl** (must be set to E)
- **Core Crs**
- **ELA Wgt**
- **Auto Grade**

❑ Set up the elementary grade reporting tables for each elementary campus.

❑ Set up grade calculation information by grade level.
Grade Reporting > Maintenance >Tables > Elementary > Elem Grade

- If semester average is computed

- If cumulative YTD average is computed
- If exam grade is included in semester average
- Exam weighting

❏ Set up elementary courses by grade level.
Grade Reporting > Maintenance > Tables > Elementary > Elem Courses

- Select elementary courses (**Credit Lvl** field = E) from the district master schedule for each grade level.
- Set the period and meeting days for each course.

❏ Set up numeric grade conversions for alpha grades in core course.
Grade Reporting > Maintenance > Tables > Elementary > Core Grd Cvsn

❏ Set up numeric grade conversions for alpha grades in noncore course.
Grade Reporting > Maintenance > Tables > Elementary > Noncore Grd Cvsn

❏ Select the elementary campus courses (**Credit level** = Elementary) from the district master schedule.
Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Course Selection

❏ Verify the setting of the **Rpt Card Grd Type** field for each elementary course in the campus master schedule.
Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Course

❏ Verify the **Elementary Grade** and **Section** fields for each elementary instructor in the campus master schedule.
Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Instructor

❏ Return to the Elem Courses tab and verify that the elementary course tables are set correctly for all grade levels.
Grade Reporting > Maintenance >Tables > Elementary > Elem Courses

❏ Assign control numbers to elementary students. Control numbers can be assigned by grade level, by student, or by period.
Grade Reporting > Utilities > Assign Control Numbers

❏ Build the new course sections for elementary instructors. Select the **Delete/Rebuild Existing Elem Sections** option.
Grade Reporting > Utilities > Elem Scheduling > Delete/Rebuild Master Schedule

❏ Run the Teaching Assignments report to verify instructor schedules. Verify that all data is accurate.
Grade Reporting > Reports > Grade Reporting Reports > SGR2550 - Teaching Assignments

❏ Build schedules for all elementary students by grade level.
Grade Reporting > Utilities > Elem Scheduling > Delete/Rebuild Student Schedules From Table

❏ Run the following Grade Reporting reports to verify that student schedules and sections are balanced. Verify that all data is accurate.
Grade Reporting > Reports > Grade Reporting Reports

- SGR0100 - Master Schedule (Grd Rpting)
- SGR0300 - Student Counts by Section
- SGR1930 - Student Schedules (Plain Paper) *Grade Reporting > Reports > Grade Reporting Reports*
- SGR1940 - Student Course List
- SGR2055 - Student Schedules

Grading Cycles Checklist

[Grading Cycles](#)

> The following steps should be completed at the beginning, midpoint, and end of each grading cycle for secondary campuses.

At the beginning of each grading cycle, the following steps should be performed:

❏ Verify that the message and comment codes for student report cards and interim progress reports (IPRs) are set correctly.

• Verify/update instructor comments for student report cards (SGR1400) and IPRs (SGR1160).
Grade Reporting > Maintenance > Tables > Grade Reporting Tables > ReportCard Comments

• Verify/update administrator messages that will print on elementary report cards (SGR1400) and IPRs (SGR1160).
Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Report Card Messages Elementary

At the midpoint of each grading cycle, the following steps should be performed:

❏ Run the Compute Attendance in Course Records report which computes attendance data for grade course records and posts absences. This report should be run before printing report cards to ensure that correct attendance data is printed on report cards.
Grade Reporting > Reports > Grade Reporting Reports > SGR1800 - Compute Attendance in Course Records

❏ Print interim progress reports.
Grade Reporting > Reports > Grade Reporting Reports > SGR1160 - Interim Progress Report

At the end of each grading cycle, the following steps should be performed:

❏ Verify that the **Current Semester** and **Current Cycle** fields are set properly.
Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters

❏ Set the **Open for Grade Posting** field to open in order to allow instructors to post grades. Notify instructors that grades should be posted.
Grade Reporting > Maintenance > TeacherPortal Options > Campus > Options

❏ Run the Teacher Posting Status report to identify any instructors who have not marked their courses as ready to post.
Grade Reporting > Maintenance > Teacher Posting Status

- Select the current semester and cycle, and set the **Status Type** field to *Not Ready to Post*.
- Notify any instructors on the report that they must mark their grades as ready to post.

❏ Once all instructors have marked their grades as ready to post for all course sections, run the Grade Posting From TeacherPortal utility to post the cycle grades.
Review the Error List and Fail List if generated, and address any issues.
Grade Reporting > Utilities > Grade Posting From TeacherPortal

❏ If instructors submit cycle grade changes after the Grade Posting From TeacherPortal utility has been run, you can enter the changes on the Grd Update tab.
Grade Reporting > Maintenance > Student > Individual Maint > Grd Update

❏ Run the Compute Attendance in Course Records report which computes attendance data for grade course records and posts absences. This report should be run before printing report cards to ensure that correct attendance data is printed on report cards.
Grade Reporting > Reports > Grade Reporting Reports > SGR1800 - Compute Attendance in Course Records

❏ Print report cards.
Grade Reporting > Reports > Grade Reporting Reports > SGR1400 - Elementary Report Cards

❏ Print the end-of-cycle reports.
Grade Reporting > Reports > Grade Reporting Reports

- SGR0900 - Class Rolls (Student Grade Information)
- SGR1000 - Blank, Failing and Incomplete Grades
- SGR1401 - Elementary Principal's Proof List
- SGR0280 - Grade Distribution Report
- SGR2001 - A/B Honor Roll

End-of-Semester Checklist

End of Semester

The following steps should be completed at the end of each semester for elementary campuses.

❏ **Before posting grades**, indicate if semester exams are included in the semester average.

- Set the **Include Exam in Semester Average** field to indicate if semester exams are included in the semester average.
  Grade Reporting > Maintenance > Tables > Campus Control Options > Computation

- Select **Allow Semester Grade** if cycle grades will be posted from TeacherPortal or external grade book files.

Grade Reporting > Maintenance > Tables > Campus Control Options > Posting

- Select **Expect Exam Grade** if exam grades are expected from TeacherPortal or external grade book files.
Grade Reporting > Maintenance > Tables > Campus Control Options > Posting

❑ If semester exams are included in the semester average, verify that the following fields are set correctly:
Grade Reporting > Maintenance > Tables > Elementary > Elem Grade

- **Comp Sem Avg**
- **Incl Exam**
- **Exam Weight**
- **Tot Wgt**

❑ Complete all steps listed previously that are required at the end of each cycle for elementary campuses.

End-of-Year Checklist

End of Year

Complete the following steps at the end of each school year for elementary campuses.

Prerequisite: Complete all end-of-cycle and end-of-semester steps listed previously for elementary campuses.

❑ Calculate and assign semester grades and final (year-to-date cumulative) grades for elementary grade levels for the last semester and cycle of the school year.
Grade Reporting > Utilities > Grade Computation Elementary

❑ Assign pass/fail indicators to students (i.e., to populate the **Pass/Fail** field on *Grade Reporting > Maintenance > Student > Individual Maint > Grd/Crs Maint*).
Grade Reporting > Utilities > Assign Pass Fail Indicators

❑ Run the Compute Attendance in Course Records report, which computes attendance data for grade course records and posts absences. This report should be run before printing report cards to ensure that correct attendance data is printed on report cards.
Grade Reporting > Reports > Grade Reporting Reports > SGR1800 - Compute Attendance in Course Records

❑ Print report cards.

NOTE: Be sure to set the **Print Promoted/Retained Msg** parameter to *Y* at the end of the school year in order to print the promoted or retained message on the report card according to the student's year-end-status code.
Grade Reporting > Reports > Grade Reporting Reports > SGR1400 - Elementary Report Cards

❏ Run the end-of-year reports. ***Grade Reporting > Reports > Grade Reporting Reports***

    ❏ SGR1920 - Pass/Fail Verification List
    ❏ SGR2091 - Elementary Grade Labels

Conclusion

[Conclusion](#)

Once you have finished the End-of-Year checklist, you are ready to perform the Annual Student Data Rollover (ASDR) process. See the End-of-Year & Annual Student Data Rollover (ASDR) guide for more information about this process.

For more detailed information about individual fields, see online Help in the ASCENDER Student system.

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