



## QuickGuide: Compute Grades and Assign Credit



# Table of Contents

**QuickGuide: Compute Grades and Assign Credit ..... 1**



# QuickGuide: Compute Grades and Assign Credit

Follow these steps to compute grades and assign credit at the end of the semester and school year. This should be done by campuses that award credit, including middle schools offering courses with credits that apply toward graduation.

## 1. Verify grading concept.

[Grade Reporting > Maintenance > Tables > Campus Control Options > Computation](#)

PARAMETERS	RANGES & CONVERSIONS	COMPUTATION	H ROLL & GR AVG	PRINT OPTIONS	POSTING
Grading Concept:		Sem   Final ▼		Exam Weight Equal:	<input type="checkbox"/>
How will Avg be Computed?:		Computer ▼		Total Weight:	007
Include Exam in Semester Average:	<input checked="" type="checkbox"/>			Exam Weight:	01
Allow Recomputation:	<input checked="" type="checkbox"/>	(Recalculate all Grades)		Don't Allow Credit If Failed Last Sem:	<input type="checkbox"/>
Blank out Semester/Final on Grade Change:	<input type="checkbox"/>				
Remove Credit on Grade Change:	<input type="checkbox"/>				

Verify that **Grading Concept** is set correctly:

<b>Grading Concept</b>	<p>Indicate how students are awarded credit for a course-section. <b>The selection should be based on your district grading policy.</b></p> <p><i>Final</i> - Award credits based on the final grade.</p> <p><i>Sem/Final</i> - Award credits based on a combination of semester and final grades. If used, the <b>Credit Seq</b> field on <a href="#">Maintenance &gt; District Schedule</a> is also considered when you run the <a href="#">Grade Computation and Credit Assignment utility</a> and the <a href="#">Assign Pass Fail Indicators utility</a>.</p> <p><i>Semester</i> - Award credits based on the semester grade. The field is also used by the <a href="#">Assign Pass Fail Indicators utility</a>.</p>
------------------------	---

## 2. Verify fields in district master schedule.

[Grade Reporting > Maintenance > Master Schedule > District Schedule](#)

Save
Student Information
School Year: 2021-2022

---

**AVAILABLE COURSES**

Del	Details	Course Number	Title	Abbrev Name	Service ID	Service ID Description	Graded Crs	Nbr of Sem	Textbook ISBN	Exclude from txGradeBook	Slf Pcd
		0012	ENGLISH 1	ENG1	03220100	ENG 1	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		1200	ENGLISH 2	ENG2	03220200	ENG 2	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		1300	ENGLISH 3	ENG3	03220300	ENG 3	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		9100	ENGLISH 1 R	ENG1R	03220100	ENG 1	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		9200	ENGLISH 2 R	ENG2R	03220200	ENG 2	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		9300	ENGLISH 3 R	ENG3R	03220300	ENG 3	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		9400	ENGLISH 4 R	ENG4R	03220400	ENG 4	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>

Rows: 7 Add

---

⇒ Crs Nbr:   Abbrev Name:

Nbr Sem:  Textbook ISBN:

Service ID:  :  Graded Crs: ☒

Exclude from txGradebook:  Self Paced: ☐

**Grade Reporting**

Per Ctrl:

Department:

Gender Restr:

Required: ☒

Elective: ☐

**Course Codes and Credits**

Tot Credits:  Credit Seq:

Part Credit: ☒ Credit Lvl:

AAR:  CPR:

Grad Plan:  Speech:

Spec Cons:

OnRamps:

**Elem/Misc**

Core Crs:

ELA Wgt:

Auto Grd:

Incl UIL Elig: ☒

Exam/Sem Pat:

**PEIMS**

CTE Hrs:

Pop Srvd:

Instr Sett:

Class Type:

Role ID:

Crs Seq:

**HR/GA**

HRoll Wgt:

HRoll Table:

HRoll Cd:

GA Table:

GA Wgt:

Verify that the following fields are set correctly:

<b>Service ID</b>	<p>(Required) Click  to <a href="#">select the service ID</a> for the course.</p> <p>TWEDS Data Element: SERVICE-ID (E0724) (Code table C022)</p> <p>The service ID description is displayed next to the field.</p>
<b>Tot Credits</b>	<p>Type the number of academic credits awarded to students who pass the course, up to two digits. The decimal is inserted automatically. For example, if you type 10, the field displays 1.0.</p> <p><b>IMPORTANT:</b> If you change this field for a prior year, you must run the <a href="#">Historical Grade Averaging and Class Ranking utility</a>, as this will affect student averages in prior years.</p>
<b>Part Credit</b>	<p>Select if partial credit is awarded to students who fail one or more semesters or are only enrolled in part of the course. The field is used by the <a href="#">Assign Pass Fail Indicators utility</a>.</p> <p>Partial credit cannot be selected for regular one-semester and self-paced courses.</p> <p><b>NOTE:</b> If a two-semester course has a Credits setting of .5 credits, <b>Award Partial Credit</b> must be selected for the <b>Grade Computation and Credit Assignment utility</b> to award the credit.</p>

<b>Credit Seq</b>	<p>Select the code indicating the conditions under which credits are awarded. This field is only considered in the <a href="#">Grade Computation and Credit Assignment utility</a> and the <a href="#">Assign Pass Fail Indicators utility</a> if <b>Grading Concept</b> is set to <i>Sem/Final</i> on <a href="#">Maintenance &gt; Tables &gt; Campus Control Options &gt; Computation</a>.</p> <p>1 - Full credit is awarded if final grade and first semester grade are passing.  2 - Full credit is awarded if final grade and last semester grade are passing.  3 - Full credit is awarded if final grade and all semester grades are passing.  4 - Full credit is awarded if final grade and any semester grades are passing.</p>
-------------------	---

3. [Assign code NC to students who will receive no credit due to absences.](#)

[Grade Reporting > Maintenance > Student > Individual Maint > Grd/Crs Maint](#)

DEMO CRS ASSIGN GRD UPDATE **GRD/CRS MAINT** COURSE CODES SCHED INQUIRY GRADE AVG CRS/SEC CHANGE CTE

Course: 2106 FINANCIAL MATH Section: 07 07 - 07 (216 - FINNIGAN, SEAMUS) Semester: 1 Retrieve

Per: 07 Active Student

**Absences**

Grade	Total	Unexc	Exc	Sch Rel	Tardy
CYC1	0	0	0	0	0
CYC2	0	0	0	0	0
CYC3	0	0	0	0	0

**Comments**

C1	C2	C3	C4	C5

Exam: Credit: **NC** AAR use: Transferred: Self Paced: Special Crs Consid: CPR: Speech: OnRamps: GPA Override: Grad Plan Use Cd: MATH

If the student is receiving no credit, type NC for **Credit**. This only applies if the student passed the course but is not receiving credit due to excessive absences. The decimal is inserted automatically.

4. [Run utility to compute grades and assign credit.](#)

[Grade Reporting > Utilities > Grade Computation and Credit Assignment](#)

Execute

Student Information

Options

☐ Include WD Students  
☐ Include WD Courses  
☐ Compute Semester Average  
☐ Compute Final Grades  
☐ Include Courses from Other Campuses  
☐ Award Credits  
☐ Award Credits Self Paced

☐ Track (00-99 or A for all)

☐ Reset Non-Grd Courses

Semesters

☐ 1 ☐ 2 ☐ 3 ☐ 4

Grade Levels

Control Click to select multiple grade levels

All Grade Levels

Campus Control Information

Grading Concept:	Sem/Final	Allow Exempt Exam:	Y
Type Avg School or Computer:	Computer	Include Exam in Semester Avg:	Y
Don't Allow Crdt if Failed Last Sem:	N	Lowest Exam in Semester:	000
Grade Rpt Exam Wgt Equal:	N	Highest Exam Grade allowed:	120
Total Weight:	007	Highest Non-Passing Grade:	069
Grade Rpt Exam Wgt:	01	Lowest Grade allowed:	000
Allow Recomputation:	Y - (Recalculate all Grades)	Highest Grade allowed:	100

Exclude Final Grade Computations

☐ 2 semester course taken for only 1 semester

Credit awarded on Semester Average when part of multi-semester course taken (Grading Concept: Sem/Final)

These **Options** apply only to courses that were not taken for all semesters of the course:

<b>Compute Semester Average</b>	<p>Select if you are not using TeacherPortal, or if you are calculating blank semester grades when <b>Allow Recomputation</b> is <u>not</u> selected on <a href="#">Maintenance &gt; Tables &gt; Campus Control Options &gt; Computation</a>.</p> <p>If selected and if the campus does not use TeacherPortal, you will be prompted to confirm that you want to continue when you execute the utility.</p>
<b>Compute Final Grades</b>	<p>Select to calculate final grades. If selected, the fields under <b>Exclude Final Grade Computations</b> are enabled.</p>





## Back Cover