



QuickGuide: Compute Grades and Assign Credit

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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](#)

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

Grading Concept	<p>Indicate how students are awarded credit for a course-section. The selection should be based on your district grading policy.</p> <p><i>Final</i> - Award credits based on the final grade. <i>Sem/Final</i> - Award credits based on a combination of semester and final grades. If used, the Credit Seq field on Maintenance > District Schedule is also considered when you run the Grade Computation and Credit Assignment utility and the Assign Pass Fail Indicators utility. <i>Semester</i> - Award credits based on the semester grade. The field is also used by the Assign Pass Fail Indicators utility.</p>
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2. [Verify fields in district master schedule.](#)

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

Save Student Information School Year: 2021-2022

AVAILABLE COURSES

English Title Retrieve Stds-Based Crs Setup

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

Grade Reporting

Per Ctrl:

Department:

Gender Restr:

Required:

Elective:

Course Codes and Credits

Tot Credits: Credit Seq:

Part Credit:

AA#: Credit Lvl:

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:

Service ID	(Required) Click to select the service ID for the course. The service ID description is displayed next to the field.
Tot Credits	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. IMPORTANT: If you change this field for a prior year, you must run the Historical Grade Averaging and Class Ranking utility , as this will affect student averages in prior years.
Part Credit	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 Assign Pass Fail Indicators utility . Partial credit cannot be selected for regular one-semester and self-paced courses. NOTE: If a two-semester course has a Credits setting of .5 credits, Award Partial Credit must be selected for the Grade Computation and Credit Assignment utility to award the credit.
Credit Seq	Select the code indicating the conditions under which credits are awarded. This field is only considered in the Grade Computation and Credit Assignment utility and the Assign Pass Fail Indicators utility if Grading Concept is set to <i>Sem/Final</i> on Maintenance > Tables > Campus Control Options > Computation . 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.

3. Assign code NC to students who will receive no credit due to absences.

Grade Reporting > Maintenance > Student > Individual Maint > Grd/Crs Maint

The screenshot shows the 'GRD/CRS MAINT' form for course 2106 FINANCIAL MATH, section 07 07 - 07 (216 - FINNIGAN, SEAMUS), semester 1. The 'Absences' table shows zero counts for Total, Unexc, Exc, Sch Rel, and Tardy across three cycles (CYC1, CYC2, CYC3). The 'Credit' field is highlighted with a red circle and contains the value 'N.C.'. Other fields include Exam, Sem, Final, Pass/Fail, GPA Override, AAR use, Transferred, Self Paced, Special Crs Consid, CPR, Speech, OnRamps, and 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

The screenshot shows the 'Grade Computation and Credit Assignment' utility form. The 'Options' section is highlighted with a red circle and includes checkboxes for: Include WD Students, Include WD Courses, Compute Semester Average, Compute Final Grades, Include Courses from Other Campuses, Award Credits, and Award Credits Self Paced. The 'Campus Control Information' section shows settings for Grading Concept (Sem/Final), Type Avg School or Computer (Computer), Don't Allow Crdt if Failed Last Sem (N), Grade Rpt Exam Wgt Equal (N), Total Weight (007), Grade Rpt Exam Wgt (01), Allow Recomputation (Y - (Recalculate all Grades)), Allow Exempt Exam (Y), Include Exam in Semester Avg (Y), Lowest Exam in Semester (000), Highest Exam Grade allowed (120), Highest Non-Passing Grade (069), Lowest Grade allowed (000), and Highest Grade allowed (100). The 'Exclude Final Grade Computations' section has a checkbox for '2 semester course taken for only 1 semester'.

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

Compute Semester Average	Select if you are not using TeacherPortal, or if you are calculating blank semester grades when Allow Recomputation is <u>not</u> selected on Maintenance > Tables > Campus Control Options > Computation . 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.
Compute Final Grades	Select to calculate final grades. If selected, the fields under Exclude Final Grade Computations are enabled.



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