ASCENDER Grade Reporting - Update the Current Year Master Schedule

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ASCENDER Grade Reporting - Update the Current Year Master Schedule

This guide covers the steps for updating the master schedule in the current year. Changes to the current year master schedule may be necessary if a course or course-section is added or removed during the course of the school year, such as at the beginning of the second semester.

Prerequisites

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

❏ This guide is based on ???????

Checklist Overview

❏ Confirm that the new course exists in the district master schedule. Add if necessary.

❏ Add the course to the campus master schedule if necessary.

❏ Adjust the course in the campus master schedule if needed.

❏ Confirm that the instructor is set up at the campus.

❏ (Optional) Create new sections in campus master schedule by copying an existing course-section.

❏ Add or edit section records in the campus master schedule.

❏ Delete a course if necessary.

Confirm Course in District Master Schedule

Beginning of the Year

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

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

- **Graded Crs**
- **Self Paced**
- Under **Credits**: (**Total Credits**, **Allow Part Credit**, **AAR Use**, **Spc Cons**, and **Credit Seq**)
- Under **Elem/Misc**: (**Exam/Sem Pat**)
- Under **PEIMS**: (**CTE Hrs** and **Course Sequence**)
- All fields under **HR/GPA**

❏ Select the secondary campus courses (**Credit level** = *Middle/High*) 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 secondary course in the campus master schedule.
Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Course

❏ Verify the following settings for each course section:
Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section

- The **Lock** and **Non-Campus Based** fields
- The **Dual Crdt CD** and **Adv Tech Crdt CD** fields for each secondary course section in the campus master schedule.

Confirm Course in Campus Master Schedule

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:

❏ 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 (SGR1300 and SGR1350) and IPRs (SGR1160).
Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Comments

• Set up administrator messages that will print on secondary report cards (SGR1300 and SGR1350) and IPRs (SGR1160).
Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Messages

At the midpoint of each grading cycle:

❏ Print interim progress reports.

Grade Reporting > Reports > Grade Reporting Reports > SGR1160 - Interim Progress Report from Grade Book

❏ 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

At the end of each grading cycle:

❏ 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 > Gradebook Options > 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.

Note: If it is the end of the semester, continue with the End-of-Semester Checklist.

❏ 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.
For 2-semester campuses:
Grade Reporting > Reports > Grade Reporting Reports > SGR1300 - Secondary Report Cards (2 Semesters)

For 4-semester campuses:

Grade Reporting > Reports > Grade Reporting Reports > SGR1350 - Secondary Report Cards (4 Semesters)

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

- SGR0900 - Class Rolls (Student Grade Information)
- SGR1000 - Blank, Failing and Incomplete Grades
- SGR1155 - Current Cycle Averages From Grade Book
- SGR1175 - Report Card Proof List
- SGR0280 - Grade Distribution Report
- SGR2001 - A/B Honor Roll
- SGR2010 - Numeric Honor Roll
- SGR2020 - Grade Point Honor Roll

Confirm Instructor at Campus

End of Semester

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

Prerequisites: Complete the steps listed previously that are required at the end of each cycle for secondary campuses - **up to the posting grades step**.

❏ **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

- Select **Allow Exempt Exam** if X is a valid grade for the semester exam for exempt students.
  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 > Campus Control Options > Computation

- Exam Weight Equal
- Total Weight
- Exam Weight

❑ 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 semester 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 and class roles to ensure that correct attendance data is printed on report cards.
Grade Reporting > Reports > Grade Reporting Reports > SGR1800 - Compute Attendance in Course Records

❑ Run the Class Rolls (Student Grade Information) report, and distribute the report to the instructors. The instructors should review the report to verify the accuracy of the posted grades; any changes should be turned into the office.
Grade Reporting > Reports > Grade Reporting Reports > SGR0900 - Class Rolls (Student Grade Information)

❑ Run the Attendance Percentage by Course report to determine if any students do not meet the 90% rule for awarding credit.
Grade Reporting > Reports > Grade Reporting Reports > SGR0450 - Attendance Percentage by Course

❑ Identify any students who may not receive credit due to excessive absences (i.e., not meeting the 90% rule) by typing NC in the **Crdt** field for the appropriate course and semester.
Grade Reporting > Maintenance > Student > Individual Maint > Grd Update

❑ Run the Grade Computation and Credit Assignment utility. If the campus is not using TeacherPortal, select **Compute Semester Averag**. Otherwise, the semester average is computed by TeacherPortal.

If an error report is generated, review and correct the errors, and then run the utility again. Repeat this until no errors are generated.
Grade Reporting > Utilities > Grade Computation and Credit Assignment

❑ Run the Assign Pass Fail Indicators utility to populate the **Pass/Fail** field on the Maintenance > Student > Individual Maint > Grd/Crs Maint tab. If the course is Dual Credit, the utility will also populate the **College Credit Hrs** field.
Grade Reporting > Utilities > Assign Pass/Fail Indicators

❑ Once you have verified that all grades and credits are as accurate as possible, print the report cards.

For 2-semester campuses:
Grade Reporting > Reports > Grade Reporting Reports > SGR1300 - Secondary Report Cards (2 Semesters)

For 4-semester campuses:
Grade Reporting > Reports > Grade Reporting Reports > SGR1350 - Secondary Report Cards (4 Semesters)

❑ If the campus performs class ranking at the end of the semester, verify the setting of all **Grade Averaging Information** fields before running the class ranking utility.
Grade Reporting > Maintenance > Tables > Campus Control Options > H Roll & Gr Avg

❑ Run the Student Grd/Crs Override Proof List report, and verify that all students' **GPA Override** codes are correct. Correct any inaccurate data before running the class ranking utility.
Grade Reporting > Reports > Grade Reporting Reports > SGR2600 - Student Grd/Crs Override Proof List

❑ Verify that all semester grades have been entered. Any blank semester averages will count as zero in the grade averaging calculations.

> **Note**: If it is the end of the semester, continue with the End-of-Year Checklist.

❑ Run the Grade Averaging and Class Ranking utility for the semester completed. Verify the setting of the **Process** fields (i.e., select **Numeric Grade Averaging** or **Grade Point Grade Averaging**). Determine which process will be used for ranking, and run that type of grade averaging last.
Grade Reporting > Utilities > Grade Averaging and Class Ranking

Middle School Campuses

If the high school includes courses taken at the middle school for high school credit in the GPA, the middle school may run the utility twice: once for the H credit level GPA row, and again for the M credit level GPA row. To include the H row for middle school students, the middle school will set the **H.S. Credit Lvl Courses for Middle School** field to *Yes*. Before running the utility with the **H.S. Credit Level Grade Averaging** field set to *Yes*, the middle school must assign next year campus numbers to the grade levels taking high school- credit courses, since the utility will use the high school grade averaging tables.

High School Campuses

Depending on the end-of-course (EOC) calculation method selected in the **EOC Exam 15% Method** field on Maintenance > Tables > Campus Control Options > EOC Percent Calc, it may be necessary to run the utility for 11th and 12th grade students using semester grades for grade averaging.

If **Final Option 1 or 2** is selected, it may be necessary to run grade averaging using final grades for the 9th and 10th grade student grade averaging in order to use the EOC grades in grade averaging.
Grade Reporting > Utilities > Grade Averaging and Class Ranking

- Two-semester campus should run the utility for semester 1.
- Four-semester campuses should run the utility for semesters 1 and 2, which will include one-semester courses completed in semester 1. If the campus uses exam semester pattern 1, it will also include semester 1 averages.

❏ Run the Cumulative Grade Averaging and Class Ranking utility to determine the grade average and rank which will print on the student's Academic Achievement Record (AAR). You must set the **Process** field to the same type of grade averaging used to calculate the current year grade averaging rank (i.e., **Numeric Grade Averaging** or **Grade Point Grade Averaging**).

Note: Middle school campuses that run the Grade Averaging and Class Ranking utility can also run the Cumulative Grade Averaging and Class Ranking utility.
Grade Reporting > Utilities > Cumulative Grade Averaging and Class Ranking

❏ Counselors should calculate the top ten students by hand and verify that they match the GPAs calculated by the ASCENDER program.
Grade Reporting > Reports > Grade Reporting Reports

- SGR1175 - Report Card Proof List
- SGR0900 - Class Rolls (Student Grade Information)
- SGR1000 - Blank, Failing and Incomplete Grades
- SGR0280 - Grade Distribution Report
- SGR2001 - A/B Honor Roll
- SGR2010 - Numeric Honor Roll
- SGR2020 - Grade Point Honor Roll
- SGR2047 - AAR Multi-Year

Create New Course-Sections

End of Year

Complete the following steps before you run Annual Student Data Rollover (ASDR).

Prerequisites Complete the steps listed previously that are required at the end of each cycle for secondary campuses - **up to the posting grades step**.

Exception:
Many high school campuses post grades from TeacherPortal for seniors before the end of the semester to identify the Valedictorian and the Salutatorian.

- Two-semester campuses usually post grades for seniors at the end of the fifth six-week cycle or at the end of the third nine-week cycle.
- Four-semester campuses usually post grades for seniors at the third semester cycle when grades are completed.

The **Post Senior (12th grade) students only** field on the Grade Posting from TeacherPortal utility page allows you to post grades for seniors only. Next, run the Grade Averaging and Class Ranking

utility for seniors only. Then, run the Cumulative Grade Averaging and Class Ranking utility for seniors only.

It is recommended that the counselors calculate the GPA by hand for the top ten seniors before identifying the Valedictorian and the Salutatorian.

❏ Verify that all required audit reports have been printed from ASCENDER and stored for your records.
Attendance > Reports > Attendance Reports
Required:

- SAT0500
- SAT0600
- SAT0670 or SAT0671
- SAT0900

Optional:

- SAT1600
- SAT1800
- SAT230
- SAT3600
- SAT3650

Note: Save the reports as .pdf files and store them in a separate folder for future use.

❏ Verify that Academic Achievement Records (AARs) and grade labels have been printed for all students at all campuses.
Grade Reporting > Reports > Grade Reporting Reports

- AAR Multi-Year (SGR2047)
- Student Grade Labels (6195) (SGR2081)
- Elementary Grade Labels (6193) (SGR2091)

❏ Verify that the Grade Averaging and Class Ranking utility has been run for the current year so the GPA information is saved in the database.
Grade Reporting > Utilities > Grade Averaging and Class Ranking

Note: If the high school GPA includes high school credit classes taken at the middle school, check your district policy to see if you should run the Grade Averaging and Class Ranking utility at the middle school for grade levels with credit level H courses.

After you run the Grade Averaging and Class Ranking utility for the current year, run the Cumulative Grade Averaging and Class Ranking utility for credit level H.

❏ Verify that the year-end-status codes have been assigned for all students at each campus. The year-end-status codes are used during ASDR to determine if students will be retained or promoted. Make sure that students in grade level 12 have the **Year End Status** field set to *12 : Graduated*.

- Individually: Registration > Maintenance > Student Enrollment > Demo3
- By group: Registration > Utilities > Reset Values

❑ The high grade level at each campus should be transferred as a group to the next year campus for all campuses in the district. If this process was completed earlier in the year, run the scheduling transfer again to add all the new students who may have entered school since the last time the scheduling transfer was performed.
Registration > Utilities > Transfer > Scheduling Transfer

❑ Verify that all campuses in the district have created a next year master schedule, including the elementary campuses. The master schedule can consist of just the campus courses. The next year master schedule must contain at least campus courses. Otherwise, the current year campus master schedule will not be created, and all campus courses will need to be selected again after is ASDR run.
Scheduling > Maintenance > Master Schedule > Campus > Courses

❑ Verify that each student has a next year schedule (i.e., assigned courses, sections, and semesters). Students who are not assigned to at least one course will not be created for the new school year during ASDR if either **Drop Status = 1 New Sch Yr** or **Drop Unsched Stu New Sch Yr** are selected on the Maintenance > District Profile > Annual Student Data Rollover > Campus ASDR Options.

To identify students that do not have schedules, run the Potential Drop List (Next Yr) report.
Scheduling > Reports > Scheduling Reports > Potential Drop List (Next Yr) (SCH0200)

❑ Verify that the **Graduation Type** and **Graduation Date** fields have been updated for all current year 12th grade students.
Registration > Maintenance > Student Enrollment > Demo3

❑ Complete the summer PEIMS submission and resubmission (Collection 3).

- PEIMS > Utilities > Create TEA Format File
- PEIMS > Utilities > Create TSDS PEIMS Interchanges (early adopters)

Note: Leavers are automatically written to the leaver tracking table when ASDR is run. The process is covered in the End-of-Year & Annual Student Data Rollover (ASDR) guide.

❑ Verify the setting of the **Summer Sch. Bil/Esl** field.
Registration > Maintenance > Student Enrollment > Demo3

Notes:

- The code for students in the bilingual/ESL summer school program should indicate that they are eligible for kindergarten or first grade.
- These fields can be entered before running ASDR for the current year. After running ASDR, the fields can also be updated for the prior year if you have been granted historical update access in Security Administration and have full access to the Demo3 tab.
- The fields are cleared in the new school year.

❏ Identify and enter codes for the Extended School Year (ESY) special education students. Select **Extended School Year Services**, and enter data in the **Extended School Year Services Hours** and **Extended School Year Services Speech Hours** fields.
Special Education > Maintenance > Student Sp Ed Data > Current Year > Program Information

Notes:

- These fields can be entered before running ASDR for the current year. After running ASDR, the fields can also be updated for the prior year if you have been granted historical update access in Security Administration and have full access to the Program Information tab.
- The fields are cleared in the new school year.
- You will have an option in PEIMS to extract the ESY and bilingual/ESL summer school student information before or after running ASDR.

❏ Extract the extended year PEIMS data.
PEIMS > Extracts > Extended > Extended School Year

- If you have not run ASDR, select **Current School Year** to extract extended year data. The Ending School Year field will display **20XX**.

- If the extract is run after running ASDR, select **Prior School Year** to extract extended year data. The Ending School Year field will display **20XX**.

Note: This extract can occur before or after ASDR.

❏ The **Move Program to Next Year** field allows you to indicate whether you want local programs at a district level to be moved to the next year. You should set these options before you run ASDR.
Registration > Maintenance > District Profile > Local Program Codes

- Select Yes to move the program to the next year.
- Select No to drop the program (e.g., it will not be moved to the next year).

❏ The **Special Ed Next Year** field allows you to indicate how you want ASDR to handle data for the next school year.
Special Education > Maintenance > Student Sp Ed Data > Next Year > Program Information

- Leave the field blank to retain the student's current year special education data for next year after ASDR.

- Select *Y* to merge the changed next year fields with the current year data during ASDR.

    If any of the following fields are selected, they will be merged with the next year records:

    - Multi Disability
    - Early Childhood Intervention
    - Preschool Program (PPCD)
    - Medically Fragile
    - Adaptive PE

- Adaptive Equipment
- Assistive Technology
- Special Seating
- Wheelchair Code

Fields that are not selected will not be merged.

Note: The **Print Profile** field is automatically selected after ASDR is run.

- Select *N* if you do not want to create next year special education records for the student in Special Education or Registration. The **Drop Special Ed Record for New School Yr (if Special Ed Next Yr = N)** field must be selected to drop the Special Education students where the **Next Yr Special Ed** field is set to No.
  Registration > Maintenance > District Profile > Annual Student Data Rollover > Special Program Options

❏ Print the TeacherPortal Assignment Audit Report (SGR4500). The report displays the categories, assignments, and assignment grades that have been entered in TeacherPortal and includes the cycle and semester averages that were posted to ASCENDER. Since this is the end-of-year audit report for TeacherPortal, it is recommended that the**Sort Order** parameter be set to print the report by instructor.
Grade Reporting > Reports > Grade Reporting Reports > TeacherPortal Assignment Audit Report (SGR4500)

Delete a Course

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.

Conclusion

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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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