



## End of Semester



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# Student Year-at-a-Glance

## End of Cycle/Semester

### End of Semester

The following tasks must be done at the end of the semester.

- Complete all [End of Cycle](#) tasks, plus the following:

Task	Resource
<b>Grade Reporting</b>	
<input type="checkbox"/> Set campus control option parameters correctly for the end of the semester.	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Campus Control Options &gt; Parameters</a> <input type="checkbox"/> <b>Current Semester</b> = 1. <input type="checkbox"/> <b>Current Cycle</b> = 2 (for 9-week cycles) or 3 (for 6-week cycles). <input type="checkbox"/> Verify <b>Track End Dates</b> .
<input type="checkbox"/> Verify that the campus control posting options are set correctly for the end of the semester.	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Campus Control Options &gt; Posting</a> <input type="checkbox"/> <b>Allow Cycle Grade</b> <input type="checkbox"/> <b>Allow Semester Grade</b> <input type="checkbox"/> <b>Expect Exam Grade</b> <input type="checkbox"/> <b>Allow Exempt Exam</b> (if X is a valid semester exam grade for exempt students) <input type="checkbox"/> <b>Allow Alpha Exam</b> <input type="checkbox"/> <b>Allow Numeric Exam</b> <input type="checkbox"/> <b>Auto Citizenship</b> <input type="checkbox"/> <b>Citizenship Grade</b>
<input type="checkbox"/> Indicate if semester exams are included in the semester average.	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Campus Control Options &gt; Computation (<b>Include Exam in Semester Average</b> field)</a>
<input type="checkbox"/> (Elementary campuses) Verify that all fields are set correctly for the end of the semester.	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Elementary &gt; Elem Grade</a>
<input type="checkbox"/> (Mainly elementary campuses) Verify course auto-grade options.	<a href="#">Grade Reporting &gt; Maintenance &gt; Master Schedule &gt; District Schedule (<b>Auto Grd</b> field)</a>
<input type="checkbox"/> Update campus-wide txGradebook options.	<a href="#">Grade Reporting &gt; Maintenance &gt; Gradebook Options &gt; Campus &gt; Options</a>
<input type="checkbox"/> Update the txGradebook campus-wide message.	<a href="#">Grade Reporting &gt; Maintenance &gt; Gradebook Options &gt; Campus &gt; Options</a>
<input type="checkbox"/> Update the txGradebook district-wide message.	<a href="#">Grade Reporting &gt; Maintenance &gt; Gradebook Options &gt; District &gt; Options</a>

Task	Resource
<b>Grade Reporting</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Enable grade posting in txGradebook. <b>NOTE:</b> Notify instructors that they can enter comments and override grades as needed, and mark course-sections as 'Ready to Post.' Most campuses allow 3-5 days for posting.</li> </ul>	<a href="#">Grade Reporting &gt; Maintenance &gt; Gradebook Options &gt; Campus &gt; Options</a> (set <b>Open for Grade Posting</b> to Open)
<input type="checkbox"/> Verify that all instructors are ready to post grades for the semester-cycle.	<a href="#">Grade Reporting &gt; Maintenance &gt; Teacher Posting Status</a>
<input type="checkbox"/> Post grades from txGradebook.	<a href="#">Grade Reporting &gt; Utilities &gt; Grade Posting From TxEIS txGradebook</a>
<input type="checkbox"/> Disable posting in txGradebook.	<a href="#">Grade Reporting &gt; Maintenance &gt; Gradebook Options &gt; Campus &gt; Options</a> (set <b>Open for Grade Posting</b> to Close)
<input type="checkbox"/> Compute attendance in the student's grade-course record so that it prints on report cards and teacher class rolls.	<input type="checkbox"/> <a href="#">SGR1800 - Compute Attendance in Course Records</a>
<input type="checkbox"/> (Elementary campuses) Compute cumulative year-to-date averages (if the campus does not use semester averages).	<a href="#">Grade Reporting &gt; Utilities &gt; Grade Computation Elementary</a>
<input type="checkbox"/> (Secondary campuses) (Optional) Determine whether students meet the 90% attendance rule for awarding or denying credit.	<input type="checkbox"/> <a href="#">SGR0450 - Attendance Percentage by Course</a>
<input type="checkbox"/> (Secondary campuses) Perform grade computation and credit assignment, if the campus awards credit (including middle school courses with credits that apply toward graduation).	<a href="#">QuickGuide: Compute Grades and Assign Credit</a>
<input type="checkbox"/> (Secondary campuses) Calculate grade averages and class ranking according to district policy. Some campuses may do beginning-of-the-year calculations at the end of semester 1.	<a href="#">TxEIS Grade Reporting - Run Grade Averaging &amp; Class Ranking and Print AARs</a>
<input type="checkbox"/> (Optional) Print class rolls. Distribute to instructors as proof sheets for grade verification.	<input type="checkbox"/> <a href="#">SGR0900 - Class Rolls (Student Grade Information)</a>
<input type="checkbox"/> Post corrected grades.	By individual: <a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; Grd Update</a>  By group: <a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Group Maint &gt; Post Grades</a>
<input type="checkbox"/> Update campus control print options before printing report cards.	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Campus Control Options &gt; Print Options</a>
<input type="checkbox"/> (Mainly secondary campuses) Assign control numbers to students by period, if you will be printing report cards by control number.	<a href="#">Grade Reporting &gt; Utilities &gt; Assign Control Numbers &gt; Cntrl by Period</a>
<input type="checkbox"/> (Secondary campuses) Print transcripts.	<input type="checkbox"/> <a href="#">SGR2047 - AAR Multi-Year</a>
<input type="checkbox"/> Print grade labels for all students.	Secondary campuses: <input type="checkbox"/> <a href="#">SGR2081 - Student Grade Labels</a>  Elementary campuses: <input type="checkbox"/> <a href="#">SGR2091 - Elementary Grade Labels</a>

Task	Resource
<b>Grade Reporting</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Print report cards.</li> </ul>	<p>Secondary two-semester campuses:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">SGR1300 - Secondary Report Cards (2 Semesters)</a></li> </ul> <p>Secondary four-semester campuses:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">SGR1350 - Secondary Report Cards (4 Semesters)</a></li> </ul> <p>Elementary campuses:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">SGR1400 - Elementary Report Cards</a></li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Print and save recommended reports.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">SGR0280 - Grade Distribution Report</a></li> <li><input type="checkbox"/> <a href="#">SGR0450 - Attendance Percentage by Course</a></li> <li><input type="checkbox"/> <a href="#">SGR0900 - Class Rolls (Student Grade Information)</a></li> <li><input type="checkbox"/> <a href="#">SGR1000 - Blank, Failing and Incomplete Grades</a></li> <li><input type="checkbox"/> <a href="#">SGR1650 - Career and Technology Audit</a></li> <li><input type="checkbox"/> <a href="#">SGR2001 - A/B Honor Roll</a></li> <li><input type="checkbox"/> <a href="#">SGR2048 - Summary of Student Credits by Sch Yr</a></li> <li><input type="checkbox"/> <a href="#">SGR2060 - Grd Avg and Class Rnk - Info ONLY no Update</a></li> <li><input type="checkbox"/> <a href="#">SGR2070 - Grd Avg Info - By Student (Info Only)</a></li> <li><input type="checkbox"/> <a href="#">SGR2600 - Student Grd/Crs Override Proof List</a></li> <li><input type="checkbox"/> <a href="#">SGR4500 - txGradebook Assignment Audit Report</a></li> </ul> <p>Secondary campuses:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">SGR1175 - Report Card Proof List</a></li> <li><input type="checkbox"/> <a href="#">SGR1300 - Secondary Report Cards (2 Semesters)</a></li> </ul> <p>or</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">SGR1350 - Secondary Report Cards (4 Semesters)</a></li> </ul> <p>Elementary campuses:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">SGR1400 - Elementary Report Cards</a></li> <li><input type="checkbox"/> <a href="#">SGR1401 - Elementary Principal's Proof List</a></li> <li><input type="checkbox"/> <a href="#">SGR2091 - Elementary Grade Labels</a></li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Increment <b>Current Semester</b> and <b>Current Cycle</b>.</li> <li><input type="checkbox"/> Make midterm schedule changes.</li> </ul>	<p><a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Campus Control Options &gt; Parameters</a></p> <p><a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; Crs/Sec Change</a></p>
<b>Registration</b>	

Task	Resource
<b>Grade Reporting</b>	
<input type="checkbox"/> Run reports for verification.	<input type="checkbox"/> <a href="#">SRG0600 - Student Special Program Listing</a> <input type="checkbox"/> <a href="#">SRG1200 - Student Status Changes by Program</a> <input type="checkbox"/> <a href="#">SRG2100 - Student Withdrawal Report</a>
<input type="checkbox"/> Gather documentation on leavers and movers (grade levels 7-12 only, per TEDS).	<a href="#">Registration &gt; Utilities &gt; TReX Export</a> Or, manually follow up by contacting other districts.
<b>Special Education</b>	
<input type="checkbox"/> Run reports.	<input type="checkbox"/> <a href="#">SAT0000 - Absence Transaction List</a> <input type="checkbox"/> <a href="#">SAT0600 - Student Detail Report (set Print Sp Ed Only to Y)</a> <input type="checkbox"/> <a href="#">SEM0720 - Special Ed Student Active/Inactive List</a> <input type="checkbox"/> <a href="#">SEM0850 - PEIMS Verification List</a>



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