year-at-a-glance-end-cycle

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Student Year-at-a-Glance

Fall

End of Cycle

The following tasks must be done at the end of each grade reporting cycle.

Task	Resource
Attendance	
❑ Run reports to verify that attendance is balanced for the cycle.	❑ SAT0600 - Student Detail Report Elementary campuses: ❑ SAT0670 - Teacher Membership Roster By Control Num Secondary campuses: ❑ SAT0400 - Daily Attendance Summary ❑ SAT0671 - Teacher Membership Roster By Period ❑ SAT0700 - Student Attendance Summary ❑ SAT0900 - Campus/District Summary Report ❑ SAT0950 - District Attendance and Contact Hours ❑ SAT1000 - Campus Recap Report ❑ SAT1500 - Daily Attendance Report I ❑ SAT1600 - Daily Attendance Report II ❑ SAT1700 - Entry/Withdrawal Summary CTE Reports: ❑ SAT0600 - Student Detail Report Set **Print CTE Only** to Y.
❑ Run additional reports as needed.	❑ SAT0300 - Attendance Proof List ❑ SAT1900 - Perfect Attendance Report ❑ SAT2100 - Six Weeks FTE Report ❑ SAT2300 - Average Daily Attendance ❑ SAT2500 - Truancy Report
Discipline	
❑ Run reports for verification.	❑ SDS0700 - TEA DFSCA Evaluation Report ❑ SDS0800 - Offense Summary Report ❑ SDS0900 - Action Summary Report ❑ SDS1300 - Discipline Audit Report (PEIMS Edits) ❑ SDS1400 - Offenses 'Reported By' Summary Report ❑ SDS1700 - Discipline Suspension Attendance Verification
Grade Reporting	

Task	Resource
Attendance	
❑ Update the report card comments. **NOTE:** Once comments have been used on a report card run, they should not change until the following year. You can add additional codes if space allows.	Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Comments Secondary report cards only allow codes A-N. Elementary report cards allow codes A-Z and 1-9.
❑ Update report card messages.	Secondary campuses: Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Messages Elementary campuses: Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Msg Elementary
❑ (Elementary campuses) Verify elementary tables.	Grade Reporting > Maintenance > Tables > Elementary > Elem Grade
❑ Identify all missing and incomplete grades. **NOTE:** The report can be distributed to instructors as a reminder to enter grades for accurate grade average calculations.	SGR1000 - Blank, Failing and Incomplete Grades Be sure **Check Student Entry/WD Dates for Blank Grades** is N. Example: A student enrolls at the campus and in a course-section during cycle 2. If this parameter is set to Y, the semester grade will not be calculated because cycle 1 grades are blank. If the parameter is N, cycle 1 grades are skipped and the semester grade is calculated.
❑ Verify that campus control option parameters are set correctly.	Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters ❑ **Current Semester** ❑ **Current Cycle** ❑ **Track End Dates**
❑ Verify that the campus posting options are set correctly.	Grade Reporting > Maintenance > Tables > Campus Control Options > Posting ❑ **Allow Cycle Grade** ❑ **Auto Citizenship** ❑ **Citizenship Grade**
❑ Update the txGradebook district-wide message.	Grade Reporting > Maintenance > Gradebook Options > District > Options
❑ Update the txGradebook campus-wide message.	Grade Reporting > Maintenance > Gradebook Options > Campus > Options
❑ Update campus-wide txGradebook options.	Grade Reporting > Maintenance > Gradebook Options > Campus > Options
❑ (Mainly elementary campuses) Verify course auto-grade options.	Grade Reporting > Maintenance > Master Schedule > District Schedule (**Auto Grd** field)
❑ Enable grade posting in txGradebook. <WRAP box>**NOTE:** 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.	Grade Reporting > Maintenance > Gradebook Options > Campus > Options Set **Open for Grade Posting** to Open.

❑ Verify that all instructors are ready to post grades for the semester-cycle.|Grade Reporting > Maintenance > Teacher Posting Status|

❑ Post grades from txGradebook.	Grade Reporting > Utilities > Grade Posting From TxEIS txGradebook
❑ Disable posting in txGradebook.	Grade Reporting > Maintenance > Gradebook Options > Campus > Options Set **Open for Grade Posting** to Close.
❑ Compute attendance in the student's grade-course record so that it prints on report cards and teacher class rolls.	SGR1800 - Compute Attendance in Course Records
❑ (Elementary campuses) Compute cumulative year-to-date averages (if the campus does not use semester averages).	Grade Reporting > Utilities > Grade Computation Elementary
❑ (Optional) Print class rolls. Distribute to instructors as proof sheets for grade verification.	SGR0900 - Class Rolls (Student Grade Information)
❑ Post corrected grades.	By individual: Grade Reporting > Maintenance > Student > Individual Maint > Grd Update By group: Grade Reporting > Maintenance > Student > Group Maint > Post Grades
❑ Update campus control print options before printing report cards.	Grade Reporting > Maintenance > Tables > Campus Control Options > Print Options
❑ (Mainly secondary campuses) Assign control numbers to students by period, if you will be printing report cards by control number.	Grade Reporting > Utilities > Assign Control Numbers > Cntrl by Period
❑ Print report cards.	Secondary two-semester campuses: Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1300 - Secondary Report Cards (2 Semesters) Secondary four-semester campuses: Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1350 - Secondary Report Cards (4 Semesters) Elementary campuses: SGR1400 - Elementary Report Cards

❑ Print and save recommended reports.	❑ SGR0280 - Grade Distribution Report ❑ SGR0900 - Class Rolls (Student Grade Information) ❑ SGR1000 - Blank, Failing and Incomplete Grades ❑ SGR2001 - A/B Honor Roll ❑ SGR4500 - txGradebook Assignment Audit Report Secondary campuses: ❑ SGR1175 - Report Card Proof List ❑ SGR1300 - Secondary Report Cards (2 Semesters) or ❑ SGR1350 - Secondary Report Cards (4 Semesters) Elementary campuses: ❑ SGR1400 - Elementary Report Cards ❑ SGR1401 - Elementary Principal's Proof List ❑ SGR2091 - Elementary Grade Labels

❑ Increment Current Semester and Current Cycle.

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

REGISTRATION ❑ Run reports for verification.

❑ SRG0600 - Student Special Program Listing

❑ SRG1200 - Student Status Changes by Program

❑ SRG2100 - Student Withdrawal Report

❑ Gather documentation on leavers and movers (grade levels 7-12 only, per TEDS).

Registration > Utilities > TREx Export

Or, manually follow up by contacting other districts.

SPECIAL EDUCATION ❑ Run reports for verification.

❑ SAT0000 - Absence Transaction List

❑ SAT0600 - Student Detail Report Set Print Sp Ed Only to Y.

❑ SEM0720 - Special Ed Student Active/Inactive List

❑ SEM0850 - PEIMS Verification List

ASCENDER
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ELEVATING TECHNOLOGY SOLUTIONS

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