Grade Reporting End-of-Semester and End-of-Year Quick Checklist

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✓	Step	Breadcrumb
Before you begin		
	Identify students with blank, failing, or incomplete grades, and No Grade.	Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1000 - Blank, Failing and Incomplete Grades
	Update blank, incomplete, and N/G cycle grades for students.	**By Individual**: Grade Reporting > Maintenance > Student > Individual Maint > Grd Update **By Group**: Grade Reporting > Maintenance > Student > Group Maint > Post Grades
	Ensure there are no remaining students with blank, failing, or incomplete grades, and No Grade.	Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1000 - Blank, Failing and Incomplete Grades
	Run SGR0450 - Attendance Percentage by Course.	Grade Reporting > Reports > Grade Reporting Reports > Student Verification > SGR0450 - Attendance Percentage by Course
Review campus and district options		
	Review campus control option tables.	Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters Grade Reporting > Maintenance > Tables > Campus Control Options > Computation Grade Reporting > Maintenance > Tables > Campus Control Options > Posting
	Review tables for elementary campuses.	Grade Reporting > Maintenance > Tables > Elementary > Elem Grade
	Review report card comments.	Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Comments
	Review TeacherPortal options.	Grade Reporting > Maintenance > Gradebook Options > Campus > Option
Verify that teachers are ready to post		
	Instruct teachers to post grades.	TeacherPortal > Grades > Cycle Grades
	Check current cycle averages.	Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1155 - Current Cycle Averages From Grade Book
	Instruct teachers to check for missing exam grades and enter any that are missing.	TeacherPortal > Reports > Missing Exam Grades TeacherPortal > Grades > Cycle Grades
	Monitor teacher posting status.	Grade Reporting > Maintenance > Teacher Posting Status
Post grades, compute attendance, and assign credit		
	Post grades from TeacherPortal to ASCENDER Grade Reporting.	Grade Reporting > Utilities > Grade Posting From ASCENDER TeacherPortal
	(If needed) Reset an instructor's posting status.	Grade Reporting > Utilities > Clear Grades, Comments, Credits, or Citizenship
	Compute attendance.	Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1800 - Compute Attendance in Course Records

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Before you begin		
	Assign No Credit due to absences if needed.	**Option 1**: Grade Reporting > Maintenance > Student > Individual Maint > Grd Update **Option 2**: Grade Reporting > Maintenance > Student > Individual Maint > Grd/Crs Maint
	Assign auto grades.	Grade Reporting > Utilities > Auto Assign Grades and Citizenship
	Compute grades and assign credit.	**Secondary campuses**: Grade Reporting > Utilities > Grade Computation and Credit Assignment **Elementary campuses**: Grade Reporting > Utilities > Grade Computation Elementary
Verify grades		
	Print class rolls and get signed by instructors.	Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0900 - Class Rolls (Student Grade Information)
	(If needed) Change verified grades.	**Individually**: Grade Reporting > Maintenance > Student > Individual Maint > Grd Update **Group**: Grade Reporting > Maintenance > Student > Group Maint > Post Grades
	Print/save final verification for teacher to approve (if grades were changed).	Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0900 - Class Rolls (Student Grade Information)
Print report cards		
	Do a final review of grades before printing.	Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1000 - Blank, Failing and Incomplete Grades
	Update report card messages.	***Secondary**: Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Messages **Elementary**: Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Msg Elementary
	Verify campus printing options.	Grade Reporting > Maintenance > Tables > Campus Control Options > Print Options
	Assign control numbers (if printing report cards by control number).	**By grade level**: Grade Reporting > Utilities > Assign Control Numbers > Cntrl by Grd Lvl **By period**: Grade Reporting > Utilities > Assign Control Numbers > Cntrl by Period
	Print secondary 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)
	Print elementary report cards.	Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1400 - Elementary Report Cards

✓	Step	Breadcrumb
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	Step	**Breadcrumb**
Before you begin		
Run grade averaging and class ranking		
	Complete grade averaging and class ranking and print transcripts.	See ASCENDER Grade Reporting - Run Grade Averaging & Class Ranking and Print AARs (opens and prints separately)
Complete final steps		
	Print recommended reports.	Grade Reporting > Reports > Grade Reporting Reports > Grades > SGR2001 - A/B Honor Roll Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0280 - Grade Distribution Report Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1000 - Blank, Failing and Incomplete Grades Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1175 - Report Card Proof List Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1401 - Elementary Principal's Proof List
	Reset semester and cycle.	Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters
	Additional follow-up items.	
End-of-year steps and ASDR preparation		
	Verify or update graduation type code and graduation date.	Registration > Maintenance > Student Enrollment > Demo3 Registration > Reports > Create Registration Report Registration > Utilities > Reset Values
	Set next year campus and transfer students to the next year campus.	Registration > Utilities > Set NY Campus Registration > Utilities > Transfer > Scheduling Transfer
	Update end-of-year status codes.	Grade Reporting > Utilities > Assign or Clear Year-End-Status Code
	Update pass/fail indicators.	See QuickGuide: Assign Pass/Fail Indicators. (opens and prints separately)
	Run the **Set Student CTE Indicators** utility.	Registration > Utilities > Set Student CTE Indicators
	Print final Academic Achievement Record (AAR).	**By Group**: Grade Reporting > Reports > Grade Reporting Reports > Grades > SGR2047 - AAR Multi-Year **By Individual**: Grade Reporting > Maintenance > Student > Individual Maint > Cumulative Courses

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✓ **Step**	**Breadcrumb**
Before you begin	
Print all attendance audit reports.	Attendance Reports > Audit > SAT0600 - Student Detail Report Attendance Reports > Audit > SAT0900 - Campus/District Summary Report Attendance Reports > Audit > SAT0920 - Campus/District Multi-Track Summary Report Attendance Reports > Audit > SAT0670 - Teacher Membership Roster by Control Num or Attendance Reports > Audit > SAT0671 - Teacher Membership Roster by Period Attendance Reports > Students > SAT0400 - Daily Attendance Summary

✓ **Step**	**Breadcrumb**
Before you begin	

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