



## Grade Update



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# Grade Update

Grade Reporting > Maintenance > Student > Individual Maint > Grd Update

This tab allows you to view and update a student's attendance and grades by cycle.

If you have been granted historical update access in Security Administration, you can update data in the prior year. When the data is saved, your user ID and a date-time stamp are recorded.

## Update data:

Select a student

☐ To retrieve a student's records, select the student in one of the following ways:

Student	<p>Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name <i>begins with</i> the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"><li>• Last name, comma, first name (smith, john)</li><li>• Last name initial, comma, first name initial (s,j)</li><li>• Comma, first name (,j)</li></ul>
Texas Unique Stu ID	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>TWEDS Data Element: TX-UNIQUE-STUDENT-ID (E1523)</p> <p>If the student does not have a Unique ID, click <a href="#">TSDS Unique ID</a> button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used.</p> <p>Review the <a href="#">Assign a TSDS Unique ID</a> guide for additional information.</p>
Directory	<p>Click to select a student from the <a href="#">Directory</a>.</p>

<b>(photo)</b>	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From <a href="#">Registration &gt; Maintenance &gt; Student Enrollment</a>, you can change the student photo:</p> <ol style="list-style-type: none"> <li>1. Hover over the image, and click <b>Change</b>. The Change Student Photo window opens.</li> <li>2. Click <b>Choose File</b>. Locate and open the file for the new image.</li> <li>3. Click <b>Save</b>. The window closes, and the new image is displayed.</li> </ol> <p>Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.</p>
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☐ Click **Retrieve**.

- The student's demographic data is displayed.
- Graduation Plan information is displayed if available. If a student has a Graduation Plan and is pursuing or has completed Foundation High School Program (FHSP), is pursuing or has completed the Distinguished plan, and/or is pursuing or has completed any of the five endorsements, that information is displayed below the student ID.
- The **Status** field displays ACT (active) or W/D (withdrawn) according to the student's current enrollment status.

<b>Include WD Courses</b>	<p>Select to display the student's withdrawn courses.</p> <p>The grid displays only data that applies to the the semester selected.</p> <p>Rows with withdrawn courses are shaded gray and bolded. Exception: Withdrawn self-paced courses are not shaded gray and bolded; instead, a check mark is displayed under <b>Self Pcd</b>.</p>
<b>Sem #</b>	Select the semester to update.



☐ Update the student's attendance and grades:

<b>Cyc #</b>	Type the student's cycle grade for each cycle.
<b>Exam</b>	<p>Type the student's semester exam grade.</p> <p>If the campus allows exempt exam grades (i.e., <b>Allow Exempt Exam</b> is selected on <a href="#">Maintenance &gt; Tables &gt; Campus Control Options &gt; Posting</a>), you can type X if the student was exempt from taking the exam.</p>
<b>Sem</b>	<p>Type the student's semester average.</p> <p>If <b>Blank out Semester/Final on Grade Change</b> is selected on the Computation tab, when manually updating the <b>Sem</b> field, you must first save the cycle or exam grade change to prevent them from being cleared by the initial save.</p>

<b>Final</b>	Type the student's final average for the course.  If <b>Blank out Semester/Final on Grade Change</b> is selected on the Computation tab, when manually updating the <b>Final</b> field, you must first save the cycle or exam grade change to prevent them from being cleared by the initial save.
<b>EOC Scr</b> <b>EOC Sem</b> <b>EOC</b> <b>Final</b>	The fields are not used for school year 2013-2014 forward. They are visible for prior years but cannot be updated.
<b>Crdt</b>	Type the student's credit earned for the course using one whole number and one decimal (e.g., 1.0).  Do not type the period. For example, type 05 to enter 0.5 credit.  If no credit was awarded, type NC. This only applies if the student passed the course but is not receiving credit due to attendance.  If <b>Remove Credit on Grade Change</b> is selected on the Computation tab, when manually updating <b>Credit</b> field, you must first save the cycle or exam grade change to prevent the field from being cleared by the initial save.
<b>Citz #</b>	Type the student's citizenship grade for each cycle.
<b>Abs #</b>	Type the student's total number of absences for each cycle.
<b>Exc #</b>	Type the student's number of excused absences for each cycle.
<b>Un #</b>	Type the student's number of unexcused absences for each cycle.
<b>Sch #</b>	Type the student's number of school-related absences for each cycle.
<b>Tdy #</b>	Type the student's number of tardies for each cycle.

☐ Click **Save**.

## Other functions and features:

	<a href="#">View or update course-section data.</a> The <a href="#">Grd/Crs Maint</a> tab opens and displays detailed data for the course-section.
<b>Comments</b>	<a href="#">View comments.</a> If comments exist for the student, the <b>Comments</b> button displays an exclamation mark and is outlined in red. These comments are entered on Registration > Maintenance > Student Enrollment and cannot be updated from this page.
 <b>Medical Alert</b>	<a href="#">View medical alert.</a> The button is displayed if a medical warning exists for the student and <b>Consent to Display Alert</b> is selected on <a href="#">Health &gt; Maintenance &gt; Student Health &gt; Emergency</a> .  Click to view the student's medical alert information.
<b>Documents</b>	<a href="#">View or attach supporting documentation.</a>



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