



Grade Computation - Elementary

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This utility calculates and assigns semester grades and final (year-to-date cumulative) grades for elementary grade levels. Both alpha and numeric grades are calculated.

NOTE:

- If at least one of the cycle grades is N/G, the final grade is N/G.
- The final grade is not calculated if at least one of the cycle grades is alpha (other than I or N/G) and cannot be converted; an error is written to error report.
- Exempt exams are denoted with X.

Update data:

| Field | Description |
|-----------------------------------|---|
| Campus Control Information | Settings from the Maintenance > Tables > Campus Control Options tabs are used when the utilities (secondary and elementary) are run. The settings are displayed for your reference. <ul style="list-style-type: none"> • If the campus uses TeacherPortal, Allow Recomputation cannot be selected on Maintenance > Tables > Campus Control Options > Computation. • If the campus does not use TeacherPortal, and Allow Recomputation is selected, you will be prompted to confirm that you want to continue when you execute the utility. |
| Include WD Students | Select to include withdrawn students in the process. |
| Include WD Courses | Select to include withdrawn courses in the process. |
| Track | (Required) Select a track number, or select A to calculate grades for all tracks. |
| Grade Lvl | Select the grade level, or select AL to computer grades for all grade levels. |
| Reset Non-Grd Courses | Select to clear any grades that have been entered or posted for a student in a non-graded course, or if a graded course is changed to a non-graded course and at least one grade exists for this course. |
| Semesters | Select the semesters to be computed. If you select 2, both semesters 1 and 2 are computed. |

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| Cycle | <p>Select the cycle to be updated.</p> <p>If you select cycle 3, semester grades are automatically calculated only if the Comp Sem Avg box is checked for the grade level on <i>Grade Reporting > Maintenance > Tables > Elementary</i>.</p> <p>The cycle 3 option is disabled for two-semester-nine-week campuses. If you select cycle 2, semester grades are automatically calculated for all grade levels.</p> <p>If semester 2 and cycle 3 are selected:</p> <ul style="list-style-type: none"> • If a grade level is set to compute cumulative averages (i.e., Comp Cum Avg is selected for the grade level on Maintenance > Tables > Elementary > Elem Grade), the final grade is calculated as the average of the two semester grades. If a grade level is set to compute both semester average and cumulative average the final grade is calculated as the average of the two semester grades. • Comp Cum Avg has to be <i>checked</i> and the Semester Average has to be <i>unchecked</i> for the utility to average the six cycle grades. |
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Click Execute.

- If the campuses uses txGradebook, **Allow Recomputation** cannot be selected on [Maintenance > Tables > Campus Control Options > Computation](#).
- If the campus does *not* use txGradebook, you will be prompted to confirm that you want to continue when you execute the utility.

Other functions and features:

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| Preview Errors | If errors are encountered, click to view the error report. |
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If errors are encountered, the Preview Errors button is displayed. Click Preview Errors to view the report. The report opens in a new window. Review, save, or print the report.



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