



# Grade Computation - Elementary



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## Grade Reporting > Utilities > Grade Computation Elementary

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
<b>Campus Control Information</b>	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"> <li>• If the campus uses TeacherPortal, <b>Allow Recomputation</b> cannot be selected on <a href="#">Maintenance &gt; Tables &gt; Campus Control Options &gt; Computation</a>.</li> <li>• If the campus does not use TeacherPortal, and <b>Allow Recomputation</b> is selected, you will be prompted to confirm that you want to continue when you execute the utility.</li> </ul>
<b>Include WD Students</b>	Select to include withdrawn students in the process.
<b>Include WD Courses</b>	Select to include withdrawn courses in the process.
<b>Track</b>	(Required) Select a track number, or select A to calculate grades for all tracks.
<b>Grade Lvl</b>	Select the grade level, or select AL to computer grades for all grade levels.
<b>Reset Non-Grd Courses</b>	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.
<b>Semesters</b>	Select the semesters to be computed. If you select 2, both semesters 1 and 2 are computed.

<b>Cycle</b>	<p>Select the cycle to be updated.</p> <p>If you select cycle 3, semester grades are automatically calculated only if the <b>Comp Sem Avg</b> box is checked for the grade level on <i>Grade Reporting &gt; Maintenance &gt; Tables &gt; 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"> <li>• If a grade level is set to compute cumulative averages (i.e., <b>Comp Cum Avg</b> is selected for the grade level on <a href="#">Maintenance &gt; Tables &gt; Elementary &gt; Elem Grade</a>), 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.</li> <li>• <b>Comp Cum Avg</b> has to be <i>checked</i> and the <b>Semester Average</b> has to be <i>unchecked</i> for the utility to average the six cycle grades.</li> </ul>
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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:

**Preview Errors** If errors are encountered, click to view the error report.

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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