



# Grade Computation - Elementary



# Table of Contents

**Grade Computation - Elementary** ..... 1



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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:








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| <b>Campus Control Information</b> | <p>Settings from the Maintenance &gt; Tables &gt; Campus Control Options tabs are used when the utilities (secondary and elementary) are run. The settings are displayed for your reference.</p> <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> |
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| <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   | Select to include withdrawn students in the process.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    | Select to include withdrawn courses in the process.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.   |

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| <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, and **Allow Recomputation** *is* selected, you will be prompted to confirm that you want to continue when you execute the utility.

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| <b>Preview Errors</b> | <p><a href="#">Click to view the error list if errors are encountered.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.</p> <p>Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.</p> <p>Click  to close the report window. Some reports may have a <b>Close Report, Exit,</b> or <b>Cancel</b> button instead.</p> |
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## Back Cover