



Grade Reporting: Utilities

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Utilities

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Assign Control Numbers

Use the Table of Contents to access a page.

Control by Grade Level

Grade Reporting > Utilities > Assign Control Numbers > Cntrl by Grd Lvl

This utility assigns control numbers by grade level.

Student control numbers are stored and can also be maintained on [Registration > Maintenance > Student Enrollment > Demo1](#) in the **Control Num** field under **Current/Next Year Information**. When this utility is executed, the student's control number is updated on that tab.



Update data:

Instr ID	Select the instructor (i.e., control number) that will be assigned to the selected students. Only instructors who have a grade level selected in Elementary - Grade on Maintenance > Master Schedule > Campus Schedule > Instructor can be retrieved.
Grd Lvl	The grade level associated with the selected instructor is displayed.

A list of students in the grade level is displayed.

- The **Cntrl #** field displays the student's control number from the prior school year. Newly enrolled students will not have a control number.
- The list [can be re-sorted](#).

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.

- If there are multiple pages, you can [page through the list](#).

☐ Select the students whose control number you want to change:

Update	<p>Select to select a student.</p> <p>Clear to unselect a student.</p> <p>TIP: If you need to select or unselect numerous students, you can press TAB to move down the list of check boxes, and use the spacebar to toggle the check box from selected to unselected.</p>
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☐ Click **Execute**.

Only the selected students are listed (including students selected on subsequent pages), and the **Cntrl #** field for all selected students now displays the new control number.

Cntrl #	The new control number is displayed for the selected students.
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☐ Click **Save**.

Reset	Clear unsaved changes and start over.
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Control by Period

Grade Reporting > Utilities > Assign Control Numbers > Cntrl by Period

This utility assigns control numbers by period. For the retrieved students, the control number will be updated to the control number for the teacher of record for the course-section.

Student control numbers are stored and can also be maintained on [Registration > Maintenance > Student Enrollment > Demo1](#) in the **Control Num** field under **Current/Next Year Information**. When this utility is executed, the student's control number is updated on that tab.

Update data:

Sem	(Required) Select the semester.
Grd Lvl	Select the student's grade level, or select AL to retrieve students in all grade levels. If blank, students in all grade levels are retrieved.
Period	(Required) Select the period in which the students meet.
Select only Students with Blank Cntrl #s	Select to change only blank control numbers.

☐ Click **Retrieve**.

A list of students who meet the specified criteria is displayed, including the course-section for each semester and period.


- The list [can be re-sorted](#).

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.

- If there are multiple pages, [page through the list](#).

Ctrl #	The student's current control number is displayed.
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Instr #	The control number to which the student will be updated is displayed.
	Delete any students from the list whose control number you do <i>not</i> want to change.

☐ Click **Execute**.

The control number for all listed students is changed. The **Ctrl #** and **Instr #** fields are now the same.

☐ Click **Save**.

Reset	Clear unsaved changes and start over.
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Control by Student

Grade Reporting > Utilities > Assign Control Numbers > Cntrl by Student

This utility assigns control numbers by student.

Student control numbers are stored and can also be maintained on [Registration > Maintenance > Student Enrollment > Demo1](#) in the **Control Num** field under **Current/Next Year Information**. When this utility is executed, the student's control number is updated on that tab.

Update data:

Instr ID	Select the instructor (i.e., control number) that will be assigned to the selected students.
Grd Lvl	The grade level associated with the selected instructor is displayed.

A blank row is added to the grid.

Stu Id	Type the student ID of the student whose control number you want to change. Leading zeros are not required. If you do not know the student ID, click Directory to select a student from the directory .
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The selected student's name and current grade level are displayed.

The **Cntrl #** field displays the student's current control number.

To retype the student ID in order to select a different student on an existing row, type the new ID and ☐ click the **Retrieve** link.

The new student is displayed in the row

☐ Click **+Add** to add another student.

☐ Click **Execute**.


The control number for all added students is changed to the selected control number.

Cntrl #	The new control number is displayed for the selected students.
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☐ Click **Save**.



Delete a student from the list.

1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.
2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

Reset	Clear unsaved changes and start over.
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Assign or Clear Year-End-Status Codes

Grade Reporting > Utilities > Assign or Clear Year-End-Status Code

This utility assigns or clears the year-end-status codes for the campus or a specific grade level. It also clears the retained reason codes.

Before clearing the codes to start the new school year, ensure that the end-of-year processing and PEIMS submissions have been completed.

Year-end-status codes

- 01 - Promoted next grade
- 02 - Retained same grade
- 03 - Place in the next grade
- 04 - Placed in transitional program
- 06 - Promoted from transitional program to regular grade
- 10 - Not advanced next grade
- 11 - Advanced next grade
- 12 - Graduated
- 13 - Obtained GED
- 14 - Met requirements but did not pass STAAR/TAKS
- 15 - Grade 12 but not enough credits to graduate
- 21 - Status pending - complete summer school
- 22 - Status pending - other
- 23 - Left district before - no status (**NOTE:** Code 23 should be used for withdrawn students to prevent them from being included on the ASDR error report.)

Update data:

Assign Year-end-status by	Campus	Select to assign or clear data by campus. The campus ID to which you are logged on is displayed.
	Grade Level	Select to assign or clear data for a particular grade level. If selected, the Grd Lvl field is displayed. Select the grade level.

Assign/Clear	Assign	<p>If selected, only blank year-end-status codes are updated, and retained reason codes are cleared.</p> <p>Blank year-end-status codes are updated as follows:</p> <ul style="list-style-type: none">• Grade levels KG and 1-8 are updated to code <i>01 (Promoted next grade)</i>.• Grade levels 9-11 are updated to code <i>11 (Advanced next grade)</i>.• Grade level 12 is updated to code <i>12 (Graduated)</i>.
	Clear	<p>If selected, the year-end-status and retained reason codes are cleared.</p> <p>IMPORTANT: This should only be done at the beginning of the school year.</p>

☐ Click **Execute**.

A message is displayed indicating that the process is complete. Click **OK**.

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Assign Pass Fail Indicators

Grade Reporting > Utilities > Assign Pass Fail Indicators

The utility populates the **Pass/Fail** field on [Maintenance > Student > Individual Maint > Grd/Crs Maint](#).

Additionally, if a student passed and received full credit for course(s) that meet the speech and/or CPR requirements in the current school year, the utility sets the corresponding completion date as the last day of the course.

- For students with a graduation plan, this date is updated in the **Speech Date Completed** on [Graduation Plan > Maintenance > Student > Individual Maintenance > PGP](#).
- For students without a graduation plan, this date is updated in the **Speech Date Completed** on [Registration > Maintenance > Student Enrollment > Demo3](#).

Courses previously assigned pass/fail indicators are not processed. Pre-existing speech and CPR completion dates are not overwritten.

NOTE:

- It is recommended that you run the [Grade Computation and Credit Assignment utility](#) first.
- Only blank pass/fail indicators are updated.
- The pass/fail indicator is not updated if the semester and/or final grades are blank or contain a zero.
- Ensure that these fields are set correctly before running the utility:
 - The **Grading Concept** and **Don't Allow Credit if Failed Last Sem** fields on [Maintenance > Tables > Campus Control Options > Computation](#)
 - The **Highest Non-Passing Grade** field on [Maintenance > Tables > Campus Control Options > Ranges & Conversions](#)
 - The **Allow Partial Credit** and **Credit Sequence** fields in the [district master schedule](#)
- For middle school courses that assign credit for high school-level courses, pass/fail indicators 01-12 are used (same as high school).
- For grade levels 1-8 for regular middle and elementary school courses, courses with blank or local service IDs and nongraded courses are not processed. The semester average is used to set the pass/fail indicator as follows:
 - 13 - If the student passed the semester.
 - 14 - If the student failed the semester.
 - 00 - If the student did not complete the semester.

- For elementary campuses that use cumulative year-to-date averaging, the program looks at the final average to determine the indicator that will be assigned.
- The utility accommodates self-paced courses. Self-paced course must be one semester and marked as self-paced. They are included only if the student has a semester grade, whether or not there is a withdrawal date.

Pass/fail indicator codes

- 00 - Not applicable
- 01 - The student passed the course and received credit.
- 02 - The student failed the course and received no credit (first occurrence this school year).
- 03 - The student failed the course and received no credit (second occurrence this school year).
- 04 - The student passed the course but received no credit due to excessive absences (first occurrence this school year).
- 05 - The student passed the course but received no credit due to excessive absences (second occurrence this school year).
- 06 - The student passed the course but received no credit because other parts of the course were missing.
- 07 - The student passed the course but received no credit because other parts of the course were taken but not passed.
- 08 - The student failed the course but received credit because other parts of the course were passed.
- 09 - The student's coursework is incomplete, and the student received no credit.
- 10 - The student passed the course but received no credit because the course was being repeated.
- 11 - The student failed the course and received no credit (third occurrence this school year).
- 12 - The student passed the course but received no credit due to excessive absences (third occurrence this school year).
- 13 - The student passed the non-high school course.
- 14 - The student failed the non-high school course.

Elementary:








- 01 - The student passed the course.
- 02 - The student failed the course.
- 00 - The student did not complete the course.

Update data:

Campus Control Information	<p>The following data is displayed for your reference:</p> <ul style="list-style-type: none"> • The Grading Concept and Don't Allow Credit if Failed Last Sem fields on Maintenance > Tables > Campus Control Options > Computation • The Highest Non-Passing Grade field on Maintenance > Tables > Campus Control Options > Ranges & Conversions
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Other Information Considered in this Process	Additional information is displayed for your reference.
Campus	The campus to which you are logged in is displayed.

☐ Click **Execute**.

Error Listing	<p>If errors occur, the report is displayed.</p> <p>Review the report using the following buttons:</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>The report can be viewed and saved in various file formats.</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 Close Report, Exit, or Cancel button instead.</p> <p>Withdrawn courses are indicated by an asterisk.</p>
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You can run the [Pass/Fail Verification List report - SGR1920](#) to view the updated records.

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Auto Assign Grades and Citizenship

Grade Reporting > Utilities > Auto Assign Grades and Citizenship

This utility assigns course grades or citizenship grades for all active students enrolled in courses with no withdrawal dates.








NOTE: In TeacherPortal, auto grades are automatically displayed, even if you do not run the utility.

Update data:

Post	Grades	If selected, the program uses the Auto Grd field in the district master schedule . Records are updated for students enrolled in courses with an auto grade value. The value is assigned to students who have a blank grade for the selected Semester and Cycle . If Blank out Semester/Final on Grade Change or Remove Credit on Grade Change is selected on Maintenance > Tables > Campus Control Options > Computation , the semester grades, final grades, and/or credits are cleared when records are updated.
	Citizenship	If selected, the Auto Citizenship and Citizenship Grade fields on Maintenance > Tables > Campus Control Options > Posting are used. If Auto Citizenship is selected and a valid Citizenship Grade exists, the utility updates all blank citizenship grades for all students for the selected Semester and Cycle .
Semester	Select the semester. The Cycle fields are displayed.	
Cycle	The fields are not displayed until a semester is selected. Select a cycle.	

☐ Click **Execute**.

The “process completed” message is displayed when completed.

Print Report	<p>The button is enabled once the utility is executed. View the report.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format. 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. Click  to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p>
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Class Roster Extract

Grade Reporting > Utilities > Class Roster Extract

This utility exports class roster information for the district or for a selected campus, and for one semester or all semesters. This extract conforms to the Data Management for Assessment and Curriculum (DMAC) layout.

[Click here](#) to view the interface.

Export data:

Campus ID (Leave Blank For All)	Select the campus for which to extract data, or leave blank to extract data for the entire district.
Semester (Leave Blank For All)	Select the semester for which to extract data, or leave blank to extract data for all semesters.

☐ Click **Run Extract**.

You are prompted to save the export file. Save the file in a selected location.


A message is displayed indicating the file name and number of entries extracted. Click **OK**.


A message is displayed prompting you to print the report.

Click **Yes**.


[View the report](#).

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

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.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

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Clear Grade Averaging and Class Ranking

Grade Reporting > Utilities > Clear Grd Avg and Class Ranking

This utility clears grade averaging and class ranking data from student records for the current school year only.

The utility is not campus-specific; it deletes all current year grade averaging records in the district for the grade level and credit level selected. Therefore, if two campuses exist with the same grade level (e.g., two middle schools), the utility deletes data at both campuses.

The utility can be used by a middle school that runs grade averaging for credit level H courses only, if its policy does not include courses taken at middle school. You can use the utility to delete the middle school students' grade average row for credit level H.

WARNING: Use extreme caution when using the utility. It is recommended that you set menu-level security for this menu item in ASCENDER Security Administration.

Update data:

Campus	The campus to which you are logged on is displayed.
Grade Level Selection	<p>Select the grade level(s) for which to clear data. Or, click All Grade Levels to select all listed grade levels.</p> <ul style="list-style-type: none">• To select multiple non-consecutive rows, press and hold the CTRL key while selecting the first row and then the subsequent rows.• To select multiple consecutive rows, click the first grade level and drag to select multiple grade levels. Or, press and hold the SHIFT key while selecting the first row and then the last row. All the rows (between the first and last rows) are selected.
Credit Level Selection	Select the credit level for which to clear data.

☐ Click **Execute**.

A message is displayed warning that the utility makes district-wide changes. Click **OK**.

A message is displayed indicating that the process is complete.

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Clear Grades, Comments, Credits, or Citizenship

Grade Reporting > Utilities > Clear Grades, Comments, Credits, or Citizenship

This utility clears grades, comments, credits, or citizenship grades from student records. Self-paced and transfer courses are bypassed. The selected information is cleared from Grade Reporting and TeacherPortal.

WARNING: Use extreme caution when using the utility. It is recommended that you set menu-level security for this menu item in ASCENDER Security Administration.

Update data:

☐ Under **Clear by**, select the group by which you want to clear data:

Additional fields are displayed according to your selection:

Semester or Sem	This field is displayed for all Clear by groups. Select the semester for which to clear data.
Cycle or Cyc	This field is displayed for all Clear by groups. Select the cycle for which to clear data.
Grd Level	This field is only displayed if you select to Clear by Grade Level . Select the grade level for which to clear data.
Student ID	<p>This field is only displayed if you select to Clear by Student. Type the student ID, and then click Retrieve.</p> <p>If you do not know the student ID, click Directory to select a student from the directory.</p> <p>The student's name is displayed.</p>
Course	This field is only displayed if you select to Clear by Course . Type or click select the course .
Section	This field is only displayed if you select to Clear by Course and is not enabled until a course is selected. Select the section for which to clear data.

Clear	Select the specific data you want to clear for the selected Clear by group.
Campus	The campus to which you are logged on is displayed.

**Reset Teacher
Gradebook 'Ready to
Post' Flag**

The field appears if you select to clear **Cycle Grades** by **Course**. This resets an instructor's course-section so that instructor can mark grades as 'Ready to Post' again, AFTER the course-section grades have been posted. You must specify the course, section, semester, and cycle.

☐ Click **Execute**.

A message is displayed indicating that the process is complete. Click **OK**.

☐ Click **Save** to update the student records.

You must save before clearing more data.


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Clear Pass/Fail Indicators

Grade Reporting > Utilities > Clear Pass/Fail Indicators

This utility clears the **Pass/Fail** field on [Maintenance > Student > Individual Maint > Grd/Crs Maint](#) by campus, grade level, student, or course.

Update data:

Clear PF Indicators by	Select the group by which you want to clear data. Additional fields are displayed according to your selection:	
	Semester or Sem	This field is displayed for all groups. Select the semester for which to clear data.
	Grd Level	This field is only displayed if you select to clear by Grade Level . Select the grade level for which to clear data.
	Student ID	<p>This field is only displayed if you select to clear by Student. Type the student ID, and then click Retrieve.</p> <p>If you do not know the student ID, click Directory to select a student from the directory.</p> <p>The student's name is displayed.</p>
	Course	This field is only displayed if you select to clear by Course . Type or click  to select the course .
	Section	This field is only displayed if you select to clear by Course and is not enabled until a course is selected. Select the section for which to clear data.
Clear PF for Self Paced Crs	<p>Yes - Clear pass/fail indicators for self-paced courses.</p> <p>No - Bypass self-paced courses.</p>	

☐ Click **Execute**.

When the process is complete, a message is displayed prompting you to save changes. Click **Yes**.

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Copy Control Options

Grade Reporting > Utilities > Copy Control Options

This utility copies campus control options from one campus to one or more campuses. The utility may be useful if you are creating a new campus.

NOTE: Before running the utility, ensure that the **To Campus** (i.e., receiving campus) has an attendance calendar.

Update data:

From Campus	Select the campus whose data you want to copy.
To Campus	<div>Select the campus(es) to which you want copy data.<ul style="list-style-type: none">• To select multiple non-consecutive rows, press and hold the CTRL key while selecting the first row and then the subsequent rows.• To select multiple consecutive rows, click the first grade level and drag to select multiple grade levels. Or, press and hold the SHIFT key while selecting the first row and then the last row. All the rows (between the first and last rows) are selected.</div>

Campus Control Options	<p>Select the specific data to be copied. Or, select the group heading check box to copy all table data.</p> <p>NOTE: If the table you are copying already exists at the To Campus:</p> <p>If the table contains values at the To Campus, the table is not overwritten.</p> <p>If the table values are blank, the data is overwritten.</p> <p>NOTE:</p> <table border="1" data-bbox="363 409 1471 1059"> <tr> <td data-bbox="363 409 611 981"> Parameters </td><td data-bbox="611 409 1471 981"> <p>The Parameters table contains the grade reporting track end dates. If the To Campus does not have an attendance calendar for a track at the From Campus, the track end dates are not copied.</p> <p>For a two-semester campus, if the same track attendance calendar exists at the From and To Campus, the utility will verify that the cycle end dates for semester 1 match.</p> <p>For a four-semester campus, the utility will verify that the cycle end date for semester 2 matches the end date of semester 1 in the To Campus attendance calendar.</p> <p>The track end date for the last semester will be matched to the last day of school in the To Campus track attendance calendar.</p> </td></tr> <tr> <td data-bbox="363 981 611 1059"> Parameters NYR </td><td data-bbox="611 981 1471 1059"> <p>The same verification occurs for the next year grade reporting track end dates as for the current year track end dates.</p> </td></tr> </table>	Parameters	<p>The Parameters table contains the grade reporting track end dates. If the To Campus does not have an attendance calendar for a track at the From Campus, the track end dates are not copied.</p> <p>For a two-semester campus, if the same track attendance calendar exists at the From and To Campus, the utility will verify that the cycle end dates for semester 1 match.</p> <p>For a four-semester campus, the utility will verify that the cycle end date for semester 2 matches the end date of semester 1 in the To Campus attendance calendar.</p> <p>The track end date for the last semester will be matched to the last day of school in the To Campus track attendance calendar.</p>	Parameters NYR	<p>The same verification occurs for the next year grade reporting track end dates as for the current year track end dates.</p>
Parameters	<p>The Parameters table contains the grade reporting track end dates. If the To Campus does not have an attendance calendar for a track at the From Campus, the track end dates are not copied.</p> <p>For a two-semester campus, if the same track attendance calendar exists at the From and To Campus, the utility will verify that the cycle end dates for semester 1 match.</p> <p>For a four-semester campus, the utility will verify that the cycle end date for semester 2 matches the end date of semester 1 in the To Campus attendance calendar.</p> <p>The track end date for the last semester will be matched to the last day of school in the To Campus track attendance calendar.</p>				
Parameters NYR	<p>The same verification occurs for the next year grade reporting track end dates as for the current year track end dates.</p>				
Grade Reporting Tables	<p>Select the specific data to be copied. Or, select the group heading check box to copy all table data.</p> <p>NOTE: If the table you are copying already exists at the To Campus, the data is not overwritten.</p>				

Elementary Tables	<p>Select the specific data to be copied. Or, select the group heading check box to copy all table data.</p> <p>NOTE: If the table you are copying already exists at the To Campus, the data is not overwritten.</p> <p>NOTE:</p>	
	Elementary Grade	<p>If the grade levels taught at the To Campus cannot be determined, the table is not copied.</p> <p>If an elementary grade record is not within the grade levels taught at the To Campus (i.e., the Low Grade Level and High Grade Level fields on the Parameters tab), the record is not copied.</p>
	Elementary Courses	<p>If the grade levels taught at the To Campus cannot be determined, the table is not copied.</p> <p>If an elementary course record is not within the grade levels taught at the To Campus (i.e., the Low Grade Level and High Grade Level on the Parameters tab), the record is not copied.</p> <p>If there are no courses at the To Campus, the table is not copied.</p> <p>If an elementary course record exists at the To Campus (i.e., on Maintenance > Master Schedule > Campus Schedule > Course), the record is not copied.</p>

☐ Under **Master Schedule Campus**, select the specific data to be copied.

Or, select the group heading check box to copy all table data.

Courses	<p>Select to copy courses from one campus to the other. A course must exist in the district master schedule to be copied.</p> <ul style="list-style-type: none"> • If the number of semesters a course is taught exceeds the number of semesters offered at the To Campus (i.e., the Nbr of Reporting Semesters field on the Parameters tab), the course is not copied. • If Nbr of Reporting Semesters is selected on the Parameters tab for the To Campus, and Parameters is selected to copy, the number of semesters at the From Campus is used. • If the number of semesters offered at the To Campus cannot be determined, the courses are not copied. • If the courses table already exists at the To Campus, the table is not overwritten.
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Section	<p>Select to copy sections from one campus to the other.</p> <p>Select one:</p> <table border="1" data-bbox="381 235 1469 600"> <tr> <td data-bbox="381 235 687 376">Active Meeting Times (Teacher of Record)</td><td data-bbox="687 235 1469 376">If selected, only the meeting times for the teacher of record without a withdraw date are copied. If all meeting times for the section are withdrawn, the sections are not copied.</td></tr> <tr> <td data-bbox="381 376 687 600">Include Withdrawn Meeting Times (Teacher of Record)</td><td data-bbox="687 376 1469 600">If selected, all meeting times for the teacher of record are copied. Additionally, program will verify that none of the withdrawal dates are on or before the meeting time entry date. If the withdrawal date is on or before the entry date, the withdrawal date is changed to the first membership day after the entry date.</td></tr> </table> <p>If the course semester code indicates a semester that is not taught at the To Campus, the section is not copied. The room, time begin, time end, and lockout code information are cleared from the To Campus.</p> <ul style="list-style-type: none"> • If the course is not taught at the To Campus, the section is not copied. • If the number of semesters offered at the To Campus cannot be determined, the section is not copied. • If the sections table already exists at the To Campus, the table is not overwritten. <p>The instructor's entry date for the section meeting time is validated against the To Campus attendance calendar.</p> <ul style="list-style-type: none"> • If the instructor's entry date on the meeting time row is before the earliest semester start date, the meeting time entry date is changed to the earliest semester start date in the To Campus calendar. • If Instructors is not selected, the instructor ID on the meeting time row is not copied to the To Campus. <p>The room, time begin, time end, and lockout code on the section meeting time row are not included when copied to the To Campus.</p>	Active Meeting Times (Teacher of Record)	If selected, only the meeting times for the teacher of record without a withdraw date are copied. If all meeting times for the section are withdrawn, the sections are not copied.	Include Withdrawn Meeting Times (Teacher of Record)	If selected, all meeting times for the teacher of record are copied. Additionally, program will verify that none of the withdrawal dates are on or before the meeting time entry date. If the withdrawal date is on or before the entry date, the withdrawal date is changed to the first membership day after the entry date.
Active Meeting Times (Teacher of Record)	If selected, only the meeting times for the teacher of record without a withdraw date are copied. If all meeting times for the section are withdrawn, the sections are not copied.				
Include Withdrawn Meeting Times (Teacher of Record)	If selected, all meeting times for the teacher of record are copied. Additionally, program will verify that none of the withdrawal dates are on or before the meeting time entry date. If the withdrawal date is on or before the entry date, the withdrawal date is changed to the first membership day after the entry date.				
Instructors (Needed for Section)	<p>Select to copy the instructor table.</p> <p>An error report is generated if at least one section entry date changed in a semester. Do not copy instructors for the section records unless the instructors at the From Campus are also teaching at the To Campus.</p> <ul style="list-style-type: none"> • If you copy sections but not instructors, the instructor in the meeting time will be blank at the To Campus. • The sections table is copied to the To Campus. • If the instructor table already exists at the To Campus, the table is not overwritten. • The home room is cleared at the To Campus. 				

☐ Click **Copy**.


A message is displayed when the process is complete.


Print Errors


[If errors occur, click to view the error report.](#)

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

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.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

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Cumulative Grade Averaging and Class Ranking

Grade Reporting > Utilities > Cumulative Grd Avg and Class Ranking

This utility uses grade averaging data for multiple years to determine class ranking. The program adds the values of each selected year and divides this by the sum of the courses factors for those years.

Two reports are generated:

- A report of options selected on the page and on the Campus Control Options tabs.
- A listing by the sort order selected. The report is similar to [SGR2060 - Grd Avg and Class Rnk - Info ONLY no Update](#) but includes totals.

Update data:

School Year	The current school year is displayed, as specified on Maintenance > Tables > District Control Table .	
Campus	The campus to which you are logged on is displayed.	
Campus Control Information	Data from the Grade Averaging Information section on Maintenance > Tables > Campus Control Options > H Roll & Gr Avg is displayed for your reference. Verify the settings before running the utility.	
	Nbr of Decimal Points	The number of places to the right of the decimal point to which grade averages are computed is displayed.
	Grade Avg 4pt Scale	The field indicates if four-point grade averaging information will print on the report.
	Incl WD Stu in Avg	If selected, grade averages are computed for students who withdrew after the first cycle.
	Incl WD Stu in Rank	If selected, withdrawn students are included in the class rank.

Credit Level	Select the credit level to be processed.
---------------------	--

Process	Grade Point Grade Averaging	Select to use the Grade Averaging tables (i.e., Maintenance > Tables > Grade Reporting Tables > Grade Averaging Table).
	Numeric Grade Averaging	Select to use the Numeric Grade Average Operator/Value table (i.e., Maintenance > Tables > Grade Reporting Tables > Num Grade Avg Operator/Value).

Grades	<p>Select the current year grade level(s) to process. Or, click All Grade Levels to process all listed grade levels. You must select at least one grade level.</p> <ul style="list-style-type: none"> • To select multiple non-consecutive rows, press and hold the CTRL key while selecting the first row and then the subsequent rows. • To select multiple consecutive rows, click the first grade level and drag to select multiple grade levels. Or, press and hold the SHIFT key while selecting the first row and then the last row. All the rows (between the first and last rows) are selected. <p>It is common for campuses to run this utility for seniors once they have run early computations and determined the valedictorian and salutatorian. Once grades are final for the year, the campus may run the utility again for 12th grade (depending on district policy).</p>	
Other Options	Report Sort Order	Select the order in which to print the Grade Averaging Cumulative report.
	Print Credit	Select to print the student's total credits for the years included in the cumulative grade averaging. Most campuses select this option.
	Print Detail	Select to list the prior year grade averaging information. It is recommended that you select this option, because it allows you to see the values used to calculate the student's cumulative grade averaging. If not selected, only the student's total cumulative grade averaging information is printed.
	If Graduated WD Students are to be included, Enter the WD Code	<p>It is recommended that this field be set to 01 (Graduated).</p> <p>If graduated withdrawn students will be included in grade averaging and class ranking, select a withdrawal code to indicate which graduated withdrawn students should be included in cumulative grade averaging. This field overrides the Incl Wdrawn Stu in Avg/Rank fields on Maintenance > Tables > Campus Control Options > H Roll & Gr Avg.</p> <p>Be sure the grade averaging policy in the campus handbook explains which graduated seniors are included/excluded in the grade averaging and class rank.</p>


TIP: You can run the utility multiple times back to back, changing the settings of the **Report Sort Order** and **Print Detail** fields to get different reports:


- (Default) **Report Sort Order** is *Grd Lvl*, and **Print Detail** selected: Prints all years sorted by rank.
- **Report Sort Order** is *Grd Lvl*, and **Print Detail** is not selected: Prints one cumulative line per student.
- **Report Sort Order** is *Alpha*, and **Print Detail** is selected: Prints all years in alpha order.
- **Report Sort Order** is *Alpha*, and **Print Detail** is not selected: Prints one cumulative line per student in alpha order.

☐ Click **Execute**.


- When the process is finished, two reports are displayed. [View the reports.](#)

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

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.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

- Cumulative Grade Averaging Report - Options Selected - Displays the options selected when the utility was run.
- Grade Averaging Cumulative Report - Displays the results of the utility according to the selections of the **Report Sort Order** and **Print Detail** fields.
- A message is displayed indicating that cumulative grade averaging and class ranking is completed.
- Click **OK**.
- The following fields are updated on [Maintenance > Student > Individual Maint > Grade Avg](#):

Cum GPA

Cum Rank

Nbr of Students Ranked

Date Ranking

Quartile

Numeric Average Calculation

DEMO CRS ASSIGN GRD UPDATE GRD/CRS MAINT COURSE CODES SCHED INQUIRY GRADE AVG CRS/SEC CHANGE CTE ASSIGNMENTS PRIOR

Active Student

Crdt Lvl	Year	Numeric Avg			Grd Pt Average			4 Point			Credits	Rank GPA	Nbr of Stu	Rank
		Nbr Crs	Total Points	Avg	Nbr Crs	Total Points	Avg	Nbr Crs	Total Points	Avg				
H	2021	5	470.0000	94.0000	0	0.0000	0.0000	5	19.0	3.8000	3.0	94.0000	92	38
H	2020	5	419.0000	83.8000	5	0.0000	0.0000	5	13.0	2.6000	3.0	83.8000	96	64
H	2019	10	911.0000	91.1000	10	0.0000	0.0000	10	32.0	3.2000	7.0	91.1000	93	20
H	2018	8	748.0000	93.5000	0	0.0000	0.0000	8	28.0	3.5000	8.0	91.5000	109	19
H	2017	8	759.0000	94.8750	0	0.0000	0.0000	8	31.0	3.8750	.0	93.5000	109	5

Refresh Averages

Cum GPA: 91.0000 ← Rank: 26 Nbr of Students Ranked: 66 Date Ranking: 06/01/2021 Quartile: 3

Total Points ÷ Nbr Crs with Crdt Lvl H = Cum GPA

Example: $2548 \div 28 = 91.0000$

Grade Point Average Calculation

DEMO CRS ASSIGN GRD UPDATE GRD/CRS MAINT COURSE CODES SCHED INQUIRY GRADE AVG CRS/SEC CHANGE CTE ASSIGNMENTS PRIOR

Active Student

Crdt Lvl	Year	Numeric Avg			Grd Pt Average			4 Point			Credits	Rank GPA	Nbr of Stu	Rank
		Nbr Crs	Total Points	Avg	Nbr Crs	Total Points	Avg	Nbr Crs	Total Points	Avg				
H	2020	0	0.0000	0.0000	16	44.2000	2.7625	16	53.0	3.3125	4.0	2.7620	47	30
H	2019	0	0.0000	0.0000	14	36.1000	2.5785	16	49.0	3.0625	8.0	2.5780	54	30

Refresh Averages

Cum GPA: 2.676 ← Nbr of Students Ranked: 161 Date Ranking: 06/01/2021 Quartile: 3

Total Points ÷ Nbr Crs with Crdt Lvl H = Cum GPA

Example: $80.3 \div 30 = 2.676$

4 Point Average Calculation

DEMO CRS ASSIGN GRD UPDATE GRD/CRS MAINT COURSE CODES SCHED INQUIRY GRADE AVG CRS/SEC CHANGE CTE ASSIGNMENTS PRIOR

Active Student

Crdt Lvl	Year	Numeric Avg			Grd Pt Average			4 Point			Credits	Rank GPA	Nbr of Stu	Rank
		Nbr Crs	Total Points	Avg	Nbr Crs	Total Points	Avg	Nbr Crs	Total Points	Avg				
H	2020	0	0.0000	0.0000	16	44.2000	2.7625	16	53.0	3.3125	4.0	2.7620	47	30
H	2019	0	0.0000	0.0000	14	36.1000	2.5785	16	49.0	3.0625	8.0	2.5780	54	30

Refresh Averages

Cum GPA: 2.676 Cum Rank: 0 Nbr of Students Ranked: 161 Date Ranking: 06/01/2021 Quartile: 3

Total Points ÷ **Nbr Crs** with **Crdt Lvl H** = **Cum GPA**

Example: $102 \div 32 = 3.187$

NOTE: The cumulative **4 Point** average does not appear on Grd Avg, but will print to the AAR - SRG2047 report.

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ParentPortal Report Cards

Grade Reporting > Utilities > ParentPortal Report Cards

This utility allows you to create and print secondary and elementary report cards that will be available to parents/guardians electronically via ASCENDER ParentPortal. You can also view previously published report cards.

- Elementary report cards can only be created for campuses with **School Type** set to one of the following on [Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info](#):

01 Elementary School
 09 Infant/toddler School
 10 Preschool/early Childhood
 13 Elementary/Secondary School

- Secondary report cards can be created for any **School Type** except 01, 09, and 10.

NOTE: Only the most recently published report card will be available in ParentPortal.



Create report cards:

☐ **IMPORTANT:** Before creating report cards, be sure **School Type** is set on [Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info](#). Otherwise, report cards cannot be created.


☐ Under **Create Report Cards**, click the type of report card you wish to publish.

Fields are displayed allowing you to specify criteria for generating and printing report cards.

- Bold fields are required.
- Different fields are displayed according to the report card type selected. Elementary has additional fields.

Ending School Year	The ending year of the school year you are logged onto is displayed and cannot be changed.
Campus ID	Type the three-digit campus ID, or click  to select the campus .
Semester	Type the one-digit semester. For two-semester campuses, valid semesters are 1 and 2. Enter 2 to include both semesters. For a four-semester campus, valid semesters are 1, 2, 3, and 4.
Cycle (2 Semester)	For two-semester campuses, type the one-digit cycle code.
Attendance Track	Type the two-digit attendance track. Leave blank to select all tracks.
Grade Level	Type the two-character grade level, click  to select the grade level , or leave blank to select all grade levels.

Student

Address	<p>S - Print the student's address from Registration > Maintenance > Student Enrollment > Demo1. If the report is run for the student's address, only one English language report card is printed.</p> <p>P - Print the address for the guardian contact who has the lowest relationship code (e.g., 1). If the parent address is blank or no guardian contact exists, the student address is used.</p> <p>If you select P, a report card is printed for each parent/guardian who is selected to receive mailouts on Registration > Maintenance > Student Enrollment > Contact. Report cards are printed in the language (English or Spanish) specified for the parent/guardian on the Contact tab.</p>
Include Withdrawn Students	Select if you wish to include withdrawn students.
Student IDs	Type the six-digit student ID number, including all leading zeros. Separate multiple IDs with a comma (e.g., 098321,096476). Or, click  to select the students . Leave blank to select all students.
Elementary report cards only:	
Print Exam Grade	Select if you wish to print the exam grade. The exam grade prints for all grade levels that use an exam grade (as indicated on Maintenance > Tables > Elementary > Elem Grade).
Print Semester Average	<p>Select if you wish to print the semester average. The semester average prints for all grade levels that use semester average (as indicated on Maintenance > Tables > Elementary > Elem Grade).</p> <p>If the campus is not using semester averages for the grade level, and is doing cumulative final averages, the final average is calculated by the utility, and the value is not stored unless the report is run for the last cycle of the last semester.</p>

Print Lang Arts and Core Avg Line

Select if you wish to calculate and print the language arts average and overall core average line.

Language arts core average calculation

The language arts core average includes the student's courses that have L (language arts) in the **Core Course** field. An ELA weight is assigned to all courses that have L as the core course code. The ELA weight is determined by the district on [Maintenance > Master Schedule > District Schedule > Available Courses \(ELA Wgt field\)](#).

NOTE: If **ELA Wgt** is blank or non-numeric, it will be calculated as 0.

If the campus includes four courses in the language arts core average, the weights do not have to add up to 100. Usually, a campus has different course numbers for different grade levels; the weights do not have to be the same for all grade levels.

Calculation Using Numeric Grades:

Example:

Course Title	Core Course Cd	ELA Weight	Grade	Weight x Grade
Reading 2	L	50	87	4350
Language arts	L	25	88	2200
Spelling 2	L	15	98	1470
Writing 2	L	10	88	880
Total:		100		8900

The language arts core average is calculated by adding the weighted grade totals and dividing by the total ELA weight. This student's weighted grade total is 8900, and the ELA weight total is 100.

Calculation: Language arts core average = $8900 / 100 = 89$

Calculation Using Alpha Grades:

The calculation is the same as numeric, except that the alpha grades must be converted to numeric values before the calculation is performed. The numeric values for the alpha grades are displayed on [Maintenance > Tables > Elementary > Core Grd Cvsn](#). The core conversion table can contain alpha grades of A-F or S-U.

The core and noncore conversion tables must contain different alpha grades (e.g., if the core table uses A-F, the noncore table must use alpha grades of S-U).

The assigned alpha grade is converted by finding the alpha grade in the table and using the high grade as the numeric value (e.g., if the assigned grade in the core conversion table is A-, the converted numeric grade is 093).

NOTE: When setting up the conversion tables, there can be no gaps between the high grade and low grade. If a grade is left out of the grade range, the grade is considered invalid when running elementary grade computation.

Example:

Course Title	Core Course Cd	ELA Weight	Grade	Weight x Grade
Reading 2	L	50	C (76)	3800
Language arts	L	25	B (86)	2150
Spelling 2	L	15	A+ (100)	1500
Writing 2	L	10	A (97)	970
Total:		100		8420

The language arts core average is calculated by adding the weighted grade totals and dividing by the total ELA weight. This student's weighted grade total is 8420, and the ELA weight total is 100.

Calculation: $8420 / 100 = 84.2$, which is rounded to 84.

The average is then converted back to an alpha grade.

The language arts core average for this student is a B.

Overall core average calculation

The overall core average is calculated with the remaining core courses (non-language arts courses). The average is calculated only if there are science, math, and social studies courses coded with the core course code. If any of the classes is not present, the overall core average is not calculated. The ELA core average is also used in the overall core average calculation.

Calculation Using Numeric Grades:

Example:

Course Title	Core Course Cd	Grade
Math 2	M	78
Science 2	X	79
Soc studies 2	S	88
ELA core average		89
Total:		334

The core course's grades and the ELA core average are added together, and the total is divided by the number of courses, which is 4.

Calculation: $334 / 4 = 83.5$, which is rounded to 84.

The overall core average for this student is 84.

Calculation Using Alpha Grades:

Example:

Course Title	Core Course Cd	Grade
Math 2	M	B- (83)
Science 2	X	A (97)
Soc studies 2	S	C (76)
ELA core average		89
Total:		345

The core course grades and the ELA core average are added together, and the total is divided by the number of courses, which is 4.

Calculation: $345 / 4 = 86.25$, which is rounded to 86.

The overall core average is then converted back to an alpha grade

Print Promoted/Retained Msg	If Y, a message will print at the bottom of the report card according to the student's setting in the first Promotion - Retained Reason # field on Registration > Maintenance > Student Enrollment > Demo3 .	
	Retained Reason	Message on Report Card
	01 Grade avg. less than 70	Grade avg. less than 70
	02 Poor performance subject(s)	Poor performance subject(s)
	03 Poor performance assessment	Poor performance assessment
	04 By agreement parent/teachers	By agreement parent/teachers
	06 Excessive absenteeism	Excessive absenteeism
	99 Other factors	Other factors
	If none of the Retained Reason # fields on the Demo3 tab contains a value, the student's year-end-status code (i.e., the Promotion - Year End Status field on the Demo3 tab) determines the message that prints on the report card.	
	Year-End-Status Code	Message on Report Card
	01 Promoted next grade	Promoted
	02 Retained same grade	Retained
	03 Placed in next grade	Placed
	21 Pending Summer School	Pending Summer School
	22 Pending Other	Pending Other
	23 Left District-No Status	Left District-No Status
	blank	Promoted
	If this parameter is set to Y, the promoted/retained message will only print if the report card is run for the final grade reporting cycle and semester of the school year.	
Tardy Period	Type the two-digit period to use for calculating tardies. If blank, all periods are considered when calculating tardies.	

☐ Click **Create Report Cards**.

A list of students whose report card was created is displayed.

☐ The **Published** field displays **No** until the report cards are published.

☐ In the **Search** field, begin typing characters to retrieve only students whose name or ID *contains* the characters you typed.

☐ Click **View Report Card** to view the report card for each student.

The report card opens in a separate window where it can be saved or printed.

☐ Select **Publish ParentPortal Report Cards** once you are ready to post the report card for the retrieved students, and the **Publish** button appears. Click **Publish**.

NOTE: All retrieved report cards are published, including those that are not displayed according to the **Search** field.

Once published, a link to the electronic version of the student's report card is provided in ASCENDER ParentPortal.

A message at the top of the page indicates that the report cards are published. The **Published** field is set to **Yes**.





Return To ParentPortal Report Card Options Click to return to the main page.

View published report cards:

☐ Under **View Published Report Cards**, click the type of report card you wish to view.

Fields are displayed allowing you to specify criteria for viewing report cards that were previously published.

- Bold fields are required.
- Different fields are displayed according to the report card type selected. Elementary has an additional field.

Ending School Year	The ending year of the school year you are logged onto is displayed and cannot be changed.
Campus ID	Type the three-digit campus ID, or click  to select the campus .
Attendance Track	Type the two-digit attendance track. Leave blank to select all tracks.
Grade Level	Type the two-character grade level, click  to select the grade level , or leave blank to select all grade levels.
Semester	Type the one-digit semester. For two-semester campuses, valid semesters are 1 and 2. Enter 2 to include both semesters. For a four-semester campus, valid semesters are 1, 2, 3, and 4.
Cycle (2 Semester)	Type the one-digit cycle code.
Student IDs	Type the six-digit student ID number, including all leading zeros. Separate multiple IDs with a comma (e.g., 098321,096476). Or, click  to select the students . Leave blank to select all students.
Elementary report cards only	
Control Nbr	Type the three-digit control number (instructor ID), click  to select the control number , or leave blank to select all control numbers.

☐ Click **Show Report Cards**.

A list of students whose report cards have been published, according to the criteria specified, is displayed.

☐ In the **Search** field, begin typing characters to retrieve only students whose name or ID *contains* the characters you typed.

☐ Click **View Report Card** to view the report card for each student. The report card opens in a separate window where it can be saved or printed.

Return To ParentPortal Report Card Options	Click to return to the main page.
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Elem Scheduling

Use the Table of Contents to access a page.

Delete/Rebuild Master Schedule

Grade Reporting > Utilities > Elem Scheduling > Delete/Rebuild Master Schedule

This utility deletes and rebuilds the elementary master schedule using the [elementary courses table](#) to determine the period and days met for each course-section.

In elementary grade reporting, the master schedule is deleted/rebuilt during the current year, before elementary course-sections and student schedules are built. The master schedule can be deleted/rebuilt as many times as needed until students have been assigned to course-sections.

Only two-semester course are processed; all others are bypassed. One-semester course-sections must be manually added. You can verify the number of semesters for the course using **Nbr Sem** on [Grade Reporting > Maintenance > Master Schedule > District Schedule](#).

Before running the program, the following must be completed:

- All elementary courses must be defined in the [district master schedule](#). The **Credit Lvl** field must be set to E.
- All elementary courses [must be added to the campus master schedule](#).
- Grade level and section information must exist in the [instructor records](#).
- The [elementary grade table](#) must be completed.
- The [elementary courses table](#) must be completed.

Update data:

☐ Select the process you want to perform:

Delete/Rebuild Existing Elem Sections	Select to delete existing sections and automatically create new sections. This option is used at the beginning of the school year to build the new course-sections for elementary instructors. Every time this option is selected, existing sections are deleted and new sections are created based on settings in the previous steps.
Rebuild/Update Elementary Sections	Select to retain existing sections and automatically add new sections. For example, this option can be used if a new instructor is added after the course-sections are already built for the campus.

Default Value to Use for Max Seats	Type the maximum number of seats needed for all new sections.
---	---

☐ Click **Execute**.

- If you are deleting existing sections, a list of courses-sections is displayed. Click **Delete** to confirm that you want to delete the sections and continue processing. New sections are displayed.
- If you are rebuilding sections, and all possible sections exist, a message is displayed indicating that sections already exist and no new records were created.
- If you are rebuilding sections, and sections do not exist, new sections are displayed.

☐ Click **Save**.

Delete/Rebuild Student Schedules From Table


Grade Reporting > Utilities > Elem Scheduling > Delete/Rebuild Student Schedules From Table

This utility deletes and rebuilds elementary student schedules. Student schedules are automatically built based on student control numbers and information in the elementary courses table and instructor record.

Existing student schedules can be deleted, and students can be transferred from one section to another.

Update data:

☐ Indicate if you want to delete and rebuild schedules by grade level or student:

Grade Level Selection	<p>To delete/rebuild schedules by grade level, select one or more grade levels. This option is used at the beginning of the school year to build schedules for all students by grade level.</p> <ul style="list-style-type: none"> To select multiple non-consecutive rows, press and hold the CTRL key while selecting the first row and then the subsequent rows. To select multiple consecutive rows, click the first grade level and drag to select multiple grade levels. Or, press and hold the SHIFT key while selecting the first row and then the last row. All the rows (between the first and last rows) are selected. 		
Select Individual Students For Processing	<p>Select to delete/rebuild schedules by student. This option is used if new students are added after schedules have been built for all students.</p> <p>If selected, the Process ONLY Selected Students grid appears.</p> <table border="1"> <tr> <td>Stu ID</td><td>Type the ID of the student whose schedule you want to delete/rebuild.</td></tr> </table> <p>Click Find. The student's name and grade level are displayed.</p> <p>Click +Add to add another student. A blank row is added to the grid.</p> <p>To delete a student from the list, click  .</p> <p>If you clear the Select Individual Students For Processing field, the grid is no longer displayed.</p>	Stu ID	Type the ID of the student whose schedule you want to delete/rebuild.
Stu ID	Type the ID of the student whose schedule you want to delete/rebuild.		

Student Selection	<p>This field is only displayed if Delete Existing Schedules is <i>not</i> selected.</p> <p>Select the schedules to build.</p> <ul style="list-style-type: none"> • Select <i>Only If No Courses</i> to build schedules only for students with no courses. • Select <i>All</i> to build schedules for all students. The Sec/Instr Change Option field appears. 		
	<table border="1"> <tr> <td data-bbox="375 412 555 654">Sec/Instr Change Option</td><td data-bbox="560 412 1458 654"> <p>Select to update existing course-sections to match section numbers assigned to student control numbers. If selected, the instructor records are accessed, and the section numbers are changed in the student schedules. If the old courses have cycle grades in ASCENDER, assignment grades in TeacherPortal, or absences in ASCENDER, records are created in an audit table. Transfer records are created for the new sections in TeacherPortal.</p> </td></tr> </table>	Sec/Instr Change Option	<p>Select to update existing course-sections to match section numbers assigned to student control numbers. If selected, the instructor records are accessed, and the section numbers are changed in the student schedules. If the old courses have cycle grades in ASCENDER, assignment grades in TeacherPortal, or absences in ASCENDER, records are created in an audit table. Transfer records are created for the new sections in TeacherPortal.</p>
Sec/Instr Change Option	<p>Select to update existing course-sections to match section numbers assigned to student control numbers. If selected, the instructor records are accessed, and the section numbers are changed in the student schedules. If the old courses have cycle grades in ASCENDER, assignment grades in TeacherPortal, or absences in ASCENDER, records are created in an audit table. Transfer records are created for the new sections in TeacherPortal.</p>		

☐ Indicate if you want to delete existing schedules:

Delete Existing Schedules	<p>Select to delete existing schedules. If the old courses have cycle grades in ASCENDER, assignment grades in TeacherPortal, or absences in ASCENDER, records are created in an audit table. Transfer records are created for the new sections in TeacherPortal.</p> <p>WARNING: This should be used only at the beginning of the school year before grades have been entered. Grades that have already been entered will be lost if you select this field.</p> <p>If <i>not</i> selected, the Student Selection field appears.</p>
Campus	The campus to which you are logged on is displayed.

☐ Click **Execute**.

A message is displayed indicating that the course assignment is completed and prompting you to save the results. Click **OK**.

☐ The Students Processed page is displayed. Update data if needed.

☐ Click **Save**.

WARNING: If you close the Students Processed page without saving, existing schedules are deleted; however, schedules are not rebuilt.

Export District Course Records

Grade Reporting > Utilities > Export District Course Records

This utility creates a text file of current year district courses that can be imported at campuses that have no district-wide network.

Export data:

☐ Click **Execute**.

When the process is complete, a message is displayed indicating the file name and number of records written to the file.

This page is intentionally blank.

Export to External Gradebook

Grade Reporting > Utilities > Export To External Gradebook

This utility exports grade information to be used by third-party grade book software. The three grade book types supported are GradeSpeed, Misty City, and Excelsior.

IMPORTANT NOTE: Although the the two-digit track has been implemented throughout ASCENDER, this utility will continue to export the original one-digit track for this year only. The two-digit track will not be exported until the 2019 school year.

This applies to GradeSpeed and Excelsior. Misty City does not export track.

File Names

Software	File Name
GradeSpeed	GRDSPEED_CCCDDD.DAT (where CCCDDD is the county-district number) Click here to view the interface.
Misty City	MISTYEXT.DAT
Excelsior	<ul style="list-style-type: none"> • STUDEMOG.TXT (student demographic) • STCYGCRS.DAT (student course grade) • STCYMSEC.DAT (section record) • STCYMCRS.TXT (course record) • STCYINRD.DAT (instructor record)

Each file created has .DAT as the file extension. The Excelsior files have an .R20 file extension in ASCENDER.

Update data:

Grade Book Type	Select the grade book software for which you are exporting data.
Track	The field is only enabled for the GradeSpeed export. Select the track for which to export data.
Semester	Select the semester for which to export data.
Cycle	The fields are enabled once a semester is selected. Select the cycle for which to export data.
Include	Indicate whether to include withdrawn students and/or withdrawn courses in the export.

Campus

The campus to which you are logged on is displayed.

☐ Click **Execute**.

File Name

When the process is complete, the name of the export file is displayed.

This page is intentionally blank.

Grade Averaging and Class Ranking

Grade Reporting > Utilities > Grade Averaging and Class Ranking

This utility calculates grade average and class rank for the current year. The process also updates the student grade averaging records, which are maintained on [Maintenance > Student > Individual Maint > Grade Avg.](#)

IMPORTANT! For a middle school offering high school credit for any of its courses, the middle school must know which type of grade averaging the high school runs (i.e., grade point or numeric).

Middle school students taking H credit level courses must have a next year campus number assigned before the calculation will run. The next year campus is set using [Registration > Utilities > Set NY Campus.](#)

The high school and the middle school may run different types of grade averaging; however, when the middle school runs grade averaging for high school courses only, the middle school must select the type of grade averaging used by the high school to rank its students. When running grade averaging for only high school courses taken at the middle school, the utility uses the grade averaging tables from the student's next year high school campus for calculations.

The following reports are generated when the utility is run:

- List of options selected on this page and on the Maintenance > Tables > Campus Control Options tabs
- List of student's grade average in class rank order
- List of student's grade average information (sorted as specified in the **Report Sort Order** field)
- Error report, if errors are encountered

[Seniors at high school campuses](#)

Campuses can run early computation before the school year ends (i.e. to determine Valedictorian and Salutatorian before the school year ends).

There are two options using the **Early Computation** fields.

Option 1:

Option 1 is often used by two-semester nine-week campuses for senior early computations. The

campus can use the semester 1 average, and use the semester 2-cycle 1 grade as the semester 2 average, as follows:

Example:

- Select to process **Sem 1** and **Sem 2**.
- Under **Early Computation**, select **Sem2/Cyc1**.

Option 2:

Option 2 is often used by two-semester six-week campuses for senior early computations. The campus can use the semester 1 average, and use the semester 2-cycle 1 and cycle 2 grades as the semester 2 average.

Example:

- Select to process **Sem 1** and **Sem 2**.
- Under **Early Computation**, select **Sem2/Cyc1** and **Sem2/Cyc2**.

Option 2 requires an additional calculation to obtain the semester 2 averages:

Semester 2-Cycle 1 Grade	Semester 2-Cycle 2 Grade	Calculation	Semester 2 Average
89	96	$89 + 96 = 185$ $185 / 2 = 92.5$	93
0	89	$0 + 89 = 89$ $89 / 2 = 44.5$	45

- **IMPORTANT: Blank and N/G (no grade) grades are converted to zero for grade averaging.**
- Only whole numbers are used for semester averages. If the calculated average contains a decimal, it is rounded up or down. However, a weighted score is not rounded in ASCENDER; up to 5 decimal places are carried throughout the calculation and in Historical.

Four-point average

Four-point average is calculated according to the **College 4pt Scale** field on [Maintenance >](#)

[Tables > Campus Control Options > H Roll & Gr Avg](#). The 4-point average may be calculated with or without weighting. Points are assigned according to the values for the **Grade Conversion Information A, B, C, D, and F** fields on [Maintenance > Tables > Campus Control Options > Ranges & Conversions](#).

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point (if using Ds)
- F = 0 points

Low grade for average:

If a student's grade is lower than the **Low Grade for Average** value on [Maintenance > Tables > Campus Control Options > H Roll & Gr Avg](#), the **Low Grade for Average** value is used in place of the student's grade.

If final grades are used for grade average:

A partial record is used if the following conditions occur:

- The student is enrolled in part of a course, and no other section exists that would make the course complete.
- The course allows partial credit.
- A final grade exists.

If a student is enrolled in part of a course, and there is another section that would make the course complete, the final from the other section is used.

If a student is enrolled in the complete course, but in two sections, both records are used.

Withdrawn students

If a student was withdrawn at one campus where he had at least one course grade, and transfers to another campus, the student will be included when the Grade Averaging and Class Ranking utility when run by the first campus (if that campus selects to include withdrawn students), until the student has at least one course grade at the new campus.

If a student is withdrawn and has a withdrawal code that matches the (graduated) withdrawal code entered on the page, this condition overrides the **Incl Wdrawn Stu in Avg** and *Incl Wdrawn Stu in Rank* fields on [Maintenance > Tables > Campus Control Options > H Roll & Gr Avg](#), and the qualifying

students are included. The following shows the results of selecting the options for including withdrawn students:

Incl Wdrawn Stu in Avg	Incl Wdrawn Stu in Rank	Result
Y	N	All students receive an average. Only active students are ranked. An inactive student's rank is displayed on the report as excluded.
Y	Y	All students receive an average and are included in the rank.
N	N	Only active students are considered.
N	Y	Only active students are considered.

If a withdrawn student is included in grade averaging and class ranking, the **Incl Wd Crs in Rank** field on Maintenance > Tables > Campus Control Options is considered.

- If A (*Include*) is selected, all courses are considered, regardless of withdrawal date.
- If G (*If there is a grade*) is selected, only withdrawn courses with grades are included.
- If N (*Do not Include*) is selected, withdrawn courses are not included.

Self-paced courses:

A student's self-paced courses are included/excluded from grade averaging and class ranking (including early computation) as follows:

The course is included if:

- The course has a withdrawal date and a semester average.
- Or, the course has no withdrawal date but has a semester average.

The course is excluded if:

- The course has a withdrawal date and no semester average.
- Or, the course has no withdrawal date and no semester average.

When running early computation, self-paced courses are included if they meet the criteria for inclusion at the time early computation is run.

Non-campus-based courses:

Course-sections with the **Non Campus Based** field set to 08 (*Credit by Exam*) in the campus section record are calculated if one of the following is true:

- Cycle grades are used (i.e., the **Grds Used for Grade Avg** field is set to C on [Maintenance > Tables > Campus Control Options > H Roll & Gr Avg](#)).
 - Final grades are used (i.e., **Grds Used to Grade Avg** is F), and a student enrolled in the 08 section has a final grade.
 - Semester grades are used (i.e., **Grds Used for Grade Avg** is S) and a student enrolled in the 08 section has a semester grade.
-

Prior year transfer courses:

Prior year transfer courses taken in the district are included if the course meets the following criteria:

- The course was taken at the district and campus you are logged on to.
 - The course was taken for the current school year.
 - A valid value is entered for the local course ID (i.e., the ID matches a course in the current year district master schedule).
 - If Move to Grade Reporting has occurred, summer school courses must be entered as prior year transfer courses for most districts. Verify your district's summer school policy to determine which school year the course is associated with.
-

Update data:

☐ Make the following selections:

School Year	The current school year is displayed. You cannot run the utility for prior years. Students grade averaging data is stored by year.
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Campus Control Information	Settings from the Grade Averaging Information section on Maintenance > Tables > Campus Control Options > H Roll & Gr Avg are displayed for your reference. Verify the settings before running the utility.
H.S. Credit Lvl Courses for Middle School	<p>Yes - The utility will only include courses taken for high school credit at the middle school. The H credit level courses taken at the middle school will be the only courses included in the student's grade averaging row, and the row will be marked as credit level H.</p> <p>No - The utility will include all courses taken at the middle school campus with credit levels M and H that are eligible for grade averaging. Credit level M courses will be written to the student's grade average row.</p> <p>IMPORTANT: High school campuses (grade levels 9-12) should select No.</p> <p>Middle school students taking H credit level courses must have a next year campus number assigned before the calculation will run. The next year campus is set using Registration > Utilities > Set NY Campus.</p> <p>If the district's class ranking policy does not include high school courses taken at middle school for class ranking, select No.</p> <p>If both M and H records are required in the historical record, you can run the utility first with No selected to create the M grade averaging rows, and then run the utility again with Yes selected to create the H grade averaging rows.</p> <p>Ensure that a common grade average table code is selected for the high school and middle school before running grade averaging for credit level H courses taken at the middle school.</p>

☐ Under **Process**:

☐ Select the grade averaging table:

Grade Point Grade Averaging	Select to use the Grade Averaging tables (i.e., Maintenance > Tables > Grade Reporting Tables > Grade Averaging Table).
Numeric Grade Averaging	Select to use the Numeric Grade Average Operator/Value table (i.e., Maintenance > Tables > Grade Reporting Tables > Num Grade Avg Operator/Value).

Include Courses from Other Campuses	<p>This field provides an alternative to entering an in-district transfer course on Grade Reporting > Maintenance > Student > Individual Maint > Crs Assign. If the course is entered on the Course Assign tab, do not select this field.</p> <p>Select to include a student's courses from another campus within the district. For example, if the student attended campus 001 for part of the year, and attended campus 002 for part of the year (e.g., credit recovery), you can include courses from both campuses, provided that the course is unique at the other campus, and was completed at the other campus. (A course is considered complete if the student has a semester grade or final grade, or credit, depending on whether the district uses final or semester grades.)</p> <p>This option can also be used if summer school is offered at a different campus. On the Prior Year Transfer tab, you can specify the campus where the student took the course.</p> <p>This field is only enabled if Grds Used for Grade Avg is S (semester) or F (final) on Grade Reporting > Maintenance > Tables > Campus Control Options > H Roll & Gr Avg.</p> <ul style="list-style-type: none"> • Courses entered on the Prior Year Transfer tab are included if the campus ID is valid for the district, and if the local course number matches a course number in the district master schedule for the school year being run. • Numeric or grade point grade averaging tables from the logged on campus are used. If the other campus used a table that does not exist at the logged on campus, an error message is displayed. • If High School Credit Lvl Courses for Middle School is selected, the grade averaging tables from the logged on campus are used for the next year campus. The grade averaging tables at the middle school should match the high school tables to ensure continuity.
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NOTE: If running the utility multiple times, the “official” table (grade point/numeric) must be run/selected last.

☐ Under **Sem#/Cyc# and Sem #:**

☐ Select the cycles or semesters to include.

The fields are enabled in this section according to the value in the **Grds Used for Grade Avg** field on [Maintenance > Tables > Campus Control Options > H Roll & Gr Avg](#):

If set to C (*cycle*), the **Sem#/Cyc#** fields are enabled, and the **Sem #** fields are disabled. Some middle school campuses use cycle grades to determine the top ten students for the school year.

If set to S (*semester*), the **Sem #** fields are enabled.

- You cannot select **Sem 2** unless **Sem 1** is selected.
- The **Sem 3** and **Sem 4** fields are enabled only at four-semester campuses.
- If you select **Sem 4**, you must select all previous semesters.

If set to F (*final*), all fields are disabled.

Early Computation	The fields are used for doing early computations for seniors. See the <i>Run early computation for seniors</i> section below for more information.
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Grade Levels	<p>Select the grade level(s) to process. Or, click All Grade Levels to process all listed grade levels. You must select at least one grade level.</p> <p>NOTE: For campuses that have both high school and middle school grade levels, it is recommended that campuses run middle school ranking separate from high school grade levels.</p> <ul style="list-style-type: none"> • To select multiple non-consecutive rows, press and hold the CTRL key while selecting the first row and then the subsequent rows. • To select multiple consecutive rows, click the first grade level and drag to select multiple grade levels. Or, press and hold the SHIFT key while selecting the first row and then the last row. All the rows (between the first and last rows) are selected.
Track	Select the attendance track to process. The default is A-All.
Report Sort Order	Select the primary sort order for the grade averaging reports which are generated when the utility is run.

Print Credit	Select to include the student's course credits awarded for the current year on the report.
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Verify Course Entry Dates	<p>Select to evaluate the entry date on each grade-course record before including the course for the student in grade averaging. If the student's course entry date is after the end of the cycle or semester selected, the grade is not included in the average and ranking.</p> <p>Usually, this field is not selected. This option is used when calculating cycle grades at a two-semester campus where grade average and class rank are calculated by averaging all cycle grades (i.e., Grds Used for Grade Avg is C on Grade Reporting > Maintenance > Tables > Campus Control Options > H Roll & Gr Avg) to ensure that a cycle grade is not counted in the grade average if the student was not actually enrolled in the course during that cycle's start and end date for the student's campus and track.</p>
Exclude students from ranking if taking a crs that excludes him from HR	<p>Select to exclude students from grade averaging & class ranking who are taking a course that excludes them from the honor roll. If selected, the following occurs:</p> <p>If the student is taking any course for which HRoll Cd is set to <i>N=Excl Stu</i> in the district master schedule, the student is completely excluded from the grade averaging and class ranking process.</p> <p>If the student is taking any course for which HRoll Cd is set to <i>E=Excl Crs</i> in the district master schedule, those courses are excluded, but the student is still eligible for the grade averaging and class ranking process.</p> <p>NOTE: If the course's GA Weight field is 0 on the district master schedule, this field may not be necessary.</p>
Normal Max	<p>Type a two-digit number which will be used to flag students with excessive courses. If the student's course factor is greater than the number entered in this field, an asterisk (*) is printed next to the student's course factor. (This is not common.)</p>
If Graduated WD Students are to be included, enter the WD Cd	<p>It is recommended that this field be set to 01 (graduated).</p> <p>The field overrides the Incl Wdrawn Stu in Avg and Incl Wdrawn Stu in Rank fields on Maintenance > Tables > Campus Control Options > H Roll & Gr Avg.</p> <p>If a student is withdrawn from the campus (i.e., W/R Enroll tab in Registration) with a code that matches this code, the student will be included in grade averaging and class ranking even if the Incl Wdrawn Stu in Avg and/or Incl Wdrawn Stu in Rank fields are <i>not</i> selected.</p>

☐ Click **Execute**.

When the utility has completed processing, the **Print** button is enabled.

The grade averaging data is stored in the student's record, and four reports open in new browser windows or tabs, depending on your browser settings.

Grade Averaging report:

This report is also displayed on the utility page, below the fields, once the utility is run. It is sorted according to the **Report Sort Order** field.

☐ A message is displayed indicating that grade averaging and class ranking is completed. Click **OK**.

NOTE: If you are running the utility for a middle school and next year campuses have not been assigned to students, a message is displayed when you click **Execute** indicating that the next year campus was not found for some students. Click **OK** and a report will be generated listing the students who do not have a next year campuses assigned. Next year campus is set in [Registration > Utilities > Set NY Campus](#).

- Print [Student Course Information - SGR1925](#) to manually balance students' grade averaging and class ranking for credit level H courses taken at the middle school.
- Print [Grd Avg Info By Student \(Info only\) - SGR2070](#) to see how grade averaging and class ranking calculated credit level H courses taken at the middle school.

Run early computation for seniors:

Campuses can run early computation before the school year ends (i.e. to determine Valedictorian and Salutatorian before the school year ends).

There are two options using the **Early Computation** fields.

Option 1:

Option 1 is often used by two-semester nine-week campuses for senior early computations. The campus can use the semester 1 average, and use the semester 2-cycle 1 grade as the semester 2 average, as follows:

Example:

- Select to process **Sem 1** and **Sem 2**.
- Under **Early Computation**, select **Sem2/Cyc1**.

Option 2:

Option 2 is often used by two-semester six-week campuses for senior early computations. The campus can use the semester 1 average, and use the semester 2-cycle 1 and cycle 2 grades as the semester 2 average.

Example:

- Select to process **Sem 1** and **Sem 2**.
- Under **Early Computation**, select **Sem2/Cyc1** and **Sem2/Cyc2**.

Option 2 requires an additional calculation to obtain the semester 2 averages:

Semester 2-Cycle 1 Grade	Semester 2-Cycle 2 Grade	Calculation	Semester 2 Average
89	96	$89 + 96 = 185$ $185 / 2 = 92.5$	93
0	89	$0 + 89 = 89$ $89 / 2 = 44.5$	45

- **IMPORTANT: Blank and N/G (no grade) grades are converted to zero for grade averaging.**
- Only whole numbers are used for semester averages. If the calculated average contains a decimal, it is rounded up or down. However, a weighted score is not rounded in ASCENDER; up to 5 decimal places are carried throughout the calculation and in Historical.

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Grade Computation and Credit Assignment

Grade Reporting > Utilities > Grade Computation and Credit Assignment

This utility calculates and assigns semester grades, final grades, and course credits for secondary grade levels. Numeric grades and pass/fail grades (i.e., report card grade type P) are calculated. Students in elementary grade levels are excluded.

Semester grade calculation

If including the exam grade, the following is used to calculate the semester average:

$$\left(\left(\text{Cycle 1} + \text{Cycle 2} + \text{Cycle 3} \right) / 3 \times (\text{Total Weight} - \text{Exam Weight}) \right) + (\text{Exam Grade} \times \text{Exam Weight}) / \text{Total Weight}$$

Update data:

☐ Under **Options:**

Include Withdrawn Students	<p>Select to include withdrawn students in the process.</p> <p>The utility does not consider the withdrawal date, only if the student is withdrawn.</p> <p>If selected, and if Include Withdrawn Courses is not selected, withdrawn courses are computed only if they match the withdrawn student's withdrawal date.</p>
Include Withdrawn Courses	Select to include withdrawn courses in the process.

☐ Select the process(es) to be performed:

Compute Semester Average	<p>Select if you are not using TeacherPortal, or if you are calculating blank semester grades when Allow Recomputation is <u>not</u> selected on Maintenance > Tables > Campus Control Options > Computation.</p> <p>If selected and if the campus does not use TeacherPortal, you will be prompted to confirm that you want to continue when you execute the utility.</p>
Compute Final Grades	Select to calculate final grades. If selected, the fields under Exclude Final Grade Computations are enabled.
Award Credits	Select to award credits.
Award Credits Self Paced	Select to award credits to self-paced courses. If selected, credits are assigned if the course has a semester grade.
Track	(Required) Select a track number, or select A to calculate grades and assign credits for all tracks.

Reset Non-Graded Courses	<p>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.</p> <p>If selected, and a course with grades assigned is changed to a non-graded course, the grades are deleted in ASCENDER only, not in TeacherPortal.</p>
Semesters	<p>Select the semesters to be updated. You must select at least one semester.</p> <p>IMPORTANT! Select all semesters that should be updated; semesters are considered when awarding grades or credits.</p>
Grade Levels	<p>Select one or more specific grade levels to be updated (e.g., 12th grade only). Or, click All Grade Levels to update all grade levels.</p> <ul style="list-style-type: none"> • To select multiple non-consecutive rows, press and hold the CTRL key while selecting the first row and then the subsequent rows. • To select multiple consecutive rows, click the first grade level and drag to select multiple grade levels. Or, press and hold the SHIFT key while selecting the first row and then the last row. All the rows (between the first and last rows) are selected.

Campus Control Information	<p>Settings from several Maintenance > Tables > Campus Control Options tabs are used when the utility is run. The settings are displayed for your reference.</p> <p>The Allow Partial Credit and Credit Sequence fields in the district master schedule are also considered in processing.</p>
Exclude Final Grade Computations	<p>The section is enabled only if Compute Final Grades is selected. Select any options to be excluded from final grade computation. The options only apply to courses that were not taken for all semesters of the course.</p> <p>If you select to exclude one or more, a list of the students and courses excluded from final grade computation is produced.</p> <p>If applicable, a message is displayed indicating that no courses qualify for exclusion.</p>

☐ Click **Execute**.

A progress bar displays the progress of the student IDs being processed.

If the following conditions exist, the process is stopped, and a message is displayed:

- **Compute Semester Average** is selected.
- **Allow Recomputation** is selected on [Grade Reporting > Maintenance > Tables > Campus Control Options > Computation](#) (recalculate all grades).
- The campus is using TeacherPortal.

You must clear either **Compute Semester Average** or **Allow Recomputation**.

If the following conditions exist, the process is interrupted, and a message is displayed:


- **Compute Semester Average** is selected.
- **Allow Recomputation** is selected on [Grade Reporting > Maintenance > Tables > Campus Control Options > Computation](#) (recalculate all grades).
- The campus is not using TeacherPortal.


You are prompted to continue the process. Click **Yes** to recalculate all grades, or click **No** to stop the process.


- If errors are encountered, an error report is generated at the bottom of the page.


[Review, save, and/or print the report.](#)

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  to go to the last page of the report.















The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

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.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

NOTE: Warnings may indicate that semester records were bypassed for students who retaken failed courses.

Print Excl List	<p>If students and courses were excluded from final grade computation, click to print the Exclusion list. Review, save, and/or print the report.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format. 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. Click  to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p>
Print Partial	<p>If any course was not taken for all semesters of the course, but was included in final grade computation, print a list of students who only took part of the course. Review, save, and/or print the report.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format. 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. Click  to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p>

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Grade Computation - Elementary

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 any cycle grade 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:

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.
Elementary Grade Level Table Information	Settings from the Grade Reporting > Maintenance > Tables > Elementary > Elem Grade tab are used when the elementary utility is run. The settings are displayed for your reference.

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.

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**.

A progress bar displays the progress of the student IDs being processed.

If the following conditions exist, the process is stopped, and a message is displayed:

- **Comp Sem Avg** is selected on [Grade Reporting > Maintenance > Tables > Elementary > Elem Grade](#).
- **Allow Recomputation** is selected on [Grade Reporting > Maintenance > Tables > Campus Control Options > Computation](#) (recalculate all grades).
- The campus is using TeacherPortal.

You must clear either **Compute Sem Avg** or **Allow Recomputation**.

If the following conditions exist, the process is interrupted, and a message is displayed:


- **Comp Sem Avg** is selected on [Grade Reporting > Maintenance > Tables > Elementary > Elem Grade](#).
- **Allow Recomputation** is selected on [Grade Reporting > Maintenance > Tables > Campus Control Options > Computation](#) (recalculate all grades).
- The campus is not using TeacherPortal.


You are prompted to continue the process. Click **Yes** to recalculate all grades, or click **No** to stop the process.


**Preview
Errors**


[Click to view the error list if errors are encountered.](#)

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

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.

Click  to close the report window. Some reports may have a **Close Report, Exit,** or **Cancel** button instead.

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Grade Posting from ASCENDER TeacherPortal

Grade Reporting > Utilities > Grade Posting From ASCENDER TeacherPortal

This utility posts the working cycle average, citizenship grade, and report card comments from TeacherPortal, as well as the exam and semester grades when applicable, to the student grade-course record in ASCENDER. Students who were not enrolled in the course or campus on the grade reporting cycle end date are excluded.

NOTE:

- Citizenship grades used by most campuses are E, S, N, and U.
- Comments are maintained on [Maintenance > Tables > Grade Reporting Tables > Rpt Card Comments](#) when **Language** is *English*.
- If a student is actively enrolled at the campus and in the course-section for the semester-cycle on the grade reporting cycle end date, the report card comments and citizenship will post to ASCENDER even if the cycle grade is blank.
- The utility can be re-run as needed. When re-run, only blank grades are posted; grades that were already posted or manually written are not overwritten.

Processes performed by the utility

- Any numeric cycle and exam grades that are higher than the highest grade allowed are converted to the highest grade allowed.
- Any numeric cycle and exam grades that are lower than the lowest grade allowed are converted to the lowest grade allowed. Blank grades are bypassed (i.e., not converted nor posted).

NOTE: Numeric semester grades are not converted based on the highest or lowest grade allowed.

- If an exam grade is X, and the campus does not allow exempt exam grades, the exam grade and the semester average are not posted.

- If the campus allows exempt exams, and if an auto-graded course has a semester grade posted and a blank exam grade, an X (exempt) is posted for exam grades if an exam grade is required.
- Grades from TeacherPortal are converted according to the **Rpt Card Grd Typ** field in the campus master schedule.
- The exam, semester, and cycle grades are posted if the cycle selected is the highest cycle offered for the semester (e.g., cycle 2 for a two-semester nine-week campus), and the exam-semester pattern indicates an exam-semester grade is given this semester.
- If the cycle grade is blank, the utility only posts the exam grade (if applicable) and the semester grade if an override semester grade exists.

For secondary courses (i.e., credit level is not E):

- Grades are converted according to the campus options.
- The utility does not convert a P or F if posted for a course with a numeric report card grade type. A warning message is displayed on the error report.
- If the exam grade is blank from TeacherPortal, the exam grade and semester average are not posted if either **Include Exam in Semester Average** or **Expect Exam Grade** is selected on the Maintenance > Tables > Campus Control Options tabs.
- The semester average is posted if **How will Avg be Computed** is set to *Computer* on [Maintenance > Tables > Campus Control Options > Computation](#).
- If **Allow Semester Override** is selected on [Grade Reporting > Maintenance > TeacherPortal Options > Campus > Options](#), and the override semester grade is not blank, the override semester grade is used.

For elementary courses:

- Grades are converted according to the core course code and the elementary conversion tables.
- The exam grade and semester average are posted if **Incl Exam** and **Comp Sem Avg** are selected on [Maintenance > Tables > Elementary > Elem Grade](#). If **Incl Exam** is not selected, an exam grade is not posted.
- If **Comp Sem Avg** is not selected, the semester average is not posted.
- The override semester grade is only posted if it has a value and if **Allow Semester Override** is selected on [Grade Reporting > Maintenance > TeacherPortal Options > Campus > Options](#).

- If the exam grade is blank for an auto-graded course that require an exam grade, the semester grade is posted.
- If a citizenship grade is blank for a course-cycle posted from TeacherPortal, and **Auto Citizenship** is selected on [Maintenance > Tables > Campus Control Options > Posting](#), the citizenship grade is posted according to the campus options.
- If the cycle grade is blank for a course-cycle posted from TeacherPortal, the grade from the **Auto Grd** field in the district master schedule is posted.

NOTE:

- Semester grades are never posted with an auto grade.
- Even if all students will receive the auto grade, the course must still be marked as “Ready to Post” in TeacherPortal.
- If the working semester average or override semester average is an I (incomplete) and the campus expects an exam grade, the correct semester average is posted if the campus allows semester grades, even if the exam grade is blank.
- The citizenship from TeacherPortal is not posted if citizenship grade already exists in ASCENDER for the cycle being posted.















Update data:

Campus	The campus to which you are logged on is displayed.
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Grade Posting for	Current Semester	Ensure that the semester to which grades should be posted is displayed.
	Current Cycle	Ensure that the cycle to which grades should be posted is displayed.
	Post Senior (12th grade) students only	Select if you want to run the utility for seniors only. If you select to post for Senior (12th grade) students only, the utility will look through all course-sections marked <i>Ready to Post</i> in TeacherPortal and will only process students in grade level 12. The utility will then reset the <i>Ready to Post</i> flag. This resets an instructor's course-section so that the instructor can mark grades as <i>Ready to Post</i> again, AFTER the course-section grades have been posted for grade level 12 students.
	Post Elementary Exam/Sem when grd lvl not in Elem Grd Tbl	Select to post the elementary exam and semester average for a grade level that is not in the elementary grade table. If the course credit level is E, the program determines if the student's grade level is in the elementary grade table. If the grade level is in the elementary grade table, the data will post as elementary and use the Comp Sem Avg and Incl Exam fields on Maintenance > Tables > Elementary > Elem Grade to determine if the elementary exam and semester should be posted. If the grade level is not in the elementary grade table, the program will post as secondary, which means it will use the Allow Semester Grade and Expect Exam Grade fields on Maintenance > Tables > Campus Control Options > Posting to determine if the elementary exam and semester should be posted.

☐ Click **Execute**.

- A message is displayed indicating that the posting is successfully completed.
- Grades are posted to the student grade-course record.
- The **Grade Ready** column is reset from "Ready to Post" to "Posted."

<p>View Error List</p>	<p>Click to view the error list if errors are encountered.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format. 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. Click  to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p>
<p>View Fail List</p>	<p>Click to view the list of students with blank, failing, or incomplete grades, if applicable.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format. 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. Click  to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p>

Grade Posting from ASCENDER TeacherPortal

Grade Reporting > Utilities > Grade Posting From ASCENDER TeacherPortal

This utility posts the working cycle average, citizenship grade, and report card comments from TeacherPortal, as well as the exam and semester grades when applicable, to the student grade-course record in ASCENDER. Students who were not enrolled in the course or campus on the grade reporting cycle end date are excluded.

NOTE:

- Citizenship grades used by most campuses are E, S, N, and U.
- Comments are maintained on [Maintenance > Tables > Grade Reporting Tables > Rpt Card Comments](#) when **Language** is *English*.
- If a student is actively enrolled at the campus and in the course-section for the semester-cycle on the grade reporting cycle end date, the report card comments and citizenship will post to ASCENDER even if the cycle grade is blank.
- The utility can be re-run as needed. When re-run, only blank grades are posted; grades that were already posted or manually written are not overwritten.

Processes performed by the utility

- Any numeric cycle and exam grades that are higher than the highest grade allowed are converted to the highest grade allowed.
- Any numeric cycle and exam grades that are lower than the lowest grade allowed are converted to the lowest grade allowed. Blank grades are bypassed (i.e., not converted nor posted).

NOTE: Numeric semester grades are not converted based on the highest or lowest grade allowed.

- If an exam grade is X, and the campus does not allow exempt exam grades, the exam grade and the semester average are not posted.

- If the campus allows exempt exams, and if an auto-graded course has a semester grade posted and a blank exam grade, an X (exempt) is posted for exam grades if an exam grade is required.
- Grades from TeacherPortal are converted according to the **Rpt Card Grd Typ** field in the campus master schedule.
- The exam, semester, and cycle grades are posted if the cycle selected is the highest cycle offered for the semester (e.g., cycle 2 for a two-semester nine-week campus), and the exam-semester pattern indicates an exam-semester grade is given this semester.
- If the cycle grade is blank, the utility only posts the exam grade (if applicable) and the semester grade if an override semester grade exists.

For secondary courses (i.e., credit level is not E):

- Grades are converted according to the campus options.
- The utility does not convert a P or F if posted for a course with a numeric report card grade type. A warning message is displayed on the error report.
- If the exam grade is blank from TeacherPortal, the exam grade and semester average are not posted if either **Include Exam in Semester Average** or **Expect Exam Grade** is selected on the Maintenance > Tables > Campus Control Options tabs.
- The semester average is posted if **How will Avg be Computed** is set to *Computer* on [Maintenance > Tables > Campus Control Options > Computation](#).
- If **Allow Semester Override** is selected on [Grade Reporting > Maintenance > TeacherPortal Options > Campus > Options](#), and the override semester grade is not blank, the override semester grade is used.

For elementary courses:

- Grades are converted according to the core course code and the elementary conversion tables.
- The exam grade and semester average are posted if **Incl Exam** and **Comp Sem Avg** are selected on [Maintenance > Tables > Elementary > Elem Grade](#). If **Incl Exam** is not selected, an exam grade is not posted.
- If **Comp Sem Avg** is not selected, the semester average is not posted.
- The override semester grade is only posted if it has a value and if **Allow Semester Override** is selected on [Grade Reporting > Maintenance > TeacherPortal Options > Campus > Options](#).

- If the exam grade is blank for an auto-graded course that require an exam grade, the semester grade is posted.
- If a citizenship grade is blank for a course-cycle posted from TeacherPortal, and **Auto Citizenship** is selected on [Maintenance > Tables > Campus Control Options > Posting](#), the citizenship grade is posted according to the campus options.
- If the cycle grade is blank for a course-cycle posted from TeacherPortal, the grade from the **Auto Grd** field in the district master schedule is posted.

NOTE:

- Semester grades are never posted with an auto grade.
- Even if all students will receive the auto grade, the course must still be marked as “Ready to Post” in TeacherPortal.
- If the working semester average or override semester average is an I (incomplete) and the campus expects an exam grade, the correct semester average is posted if the campus allows semester grades, even if the exam grade is blank.
- The citizenship from TeacherPortal is not posted if citizenship grade already exists in ASCENDER for the cycle being posted.















Update data:

Campus	The campus to which you are logged on is displayed.
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Grade Posting for	Current Semester	Ensure that the semester to which grades should be posted is displayed.
	Current Cycle	Ensure that the cycle to which grades should be posted is displayed.
	Post Senior (12th grade) students only	Select if you want to run the utility for seniors only. If you select to post for Senior (12th grade) students only, the utility will look through all course-sections marked <i>Ready to Post</i> in TeacherPortal and will only process students in grade level 12. The utility will then reset the <i>Ready to Post</i> flag. This resets an instructor's course-section so that the instructor can mark grades as <i>Ready to Post</i> again, AFTER the course-section grades have been posted for grade level 12 students.
	Post Elementary Exam/Sem when grd lvl not in Elem Grd Tbl	Select to post the elementary exam and semester average for a grade level that is not in the elementary grade table. If the course credit level is E, the program determines if the student's grade level is in the elementary grade table. If the grade level is in the elementary grade table, the data will post as elementary and use the Comp Sem Avg and Incl Exam fields on Maintenance > Tables > Elementary > Elem Grade to determine if the elementary exam and semester should be posted. If the grade level is not in the elementary grade table, the program will post as secondary, which means it will use the Allow Semester Grade and Expect Exam Grade fields on Maintenance > Tables > Campus Control Options > Posting to determine if the elementary exam and semester should be posted.

☐ Click **Execute**.

- A message is displayed indicating that the posting is successfully completed.
- Grades are posted to the student grade-course record.
- The **Grade Ready** column is reset from "Ready to Post" to "Posted."

View Error List	<p>Click to view the error list if errors are encountered.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format. 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. Click  to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p>
View Fail List	<p>Click to view the list of students with blank, failing, or incomplete grades, if applicable.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format. 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. Click  to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p>

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Historical Grade Averaging and Class Ranking

Grade Reporting > Utilities > Historical Grd Avg and Class Ranking

This utility should be run to recalculate grade averages for prior school years, including summer school courses entered on the Prior Yr Transfer tab. The current school year is not included.

In addition to prior year courses that exist on the Crs Assign tab, the calculations include grades and credits entered for courses on the Prior Yr Transfer tab under the following conditions:

- The course was taken in the district.
- One or more of the following has changed for the student: semester grade, final grade, credit, GA Table, and/or GA Weight.
- One or more of the following has changed for the course in the district master schedule: Total Credits, Credit Level, GA Table, or GA Weight.

NOTE: Inactive students are included/excluded from processing according to the **Incl Wdrawn Stu in Avg** and **Incl Wdrawn Stu in Rank** fields on [Grade Reporting > Maintenance > Tables > Campus Control Options > H Roll & Gr Avg](#).

Update data:

School Year	<p>Select a prior school year, or select <i>Only Changed Students</i>.</p> <p>If a prior school year is selected:</p> <ul style="list-style-type: none"> Grade averages for all students are recalculated for that school year. This updates the Avg field (either Numeric or Grd Pt) on Grade Reporting > Maintenance > Student > Individual Maint > Grade Avg. <p>NOTE: Students are selected according to their enrollment status and grade level in that school year. For example, if the school year 2017-2018 is selected and grade level 10 is selected, grade averages will be calculated for students who are in 10th grade for school year 2017-2018 and enrolled on the campus selected during school year 2017-2018.</p> <ul style="list-style-type: none"> Class rank is only updated if rank has never been calculated for the selected campus, school year, and grade level (i.e., if Rank is blank or 0 for all students on Grade Reporting Maintenance > Student > Individual > Grade Avg). <p>If <i>Only Changed Students</i> is selected, grade averages are only recalculated for students with altered semester or final grades, credits, and/or GPA override grades in any school year in which a change occurred, and only for school years in which a change occurred. Rank is not updated if this option is selected.</p>
Campus	The campus to which you are logged on is displayed.

☐ Under **Process**, make the following selections:

Grade Point Grade Averaging	Select to use the Grade Averaging tables (i.e., Maintenance > Tables > Grade Reporting Tables > Grade Averaging Table).
Numeric Grade Averaging	Select to use the Numeric Grade Average Operator/Value table (i.e., Maintenance > Tables > Grade Reporting Tables > Num Grade Avg Operator/Value).

Include Courses from Other Campuses	<p>This field provides an alternative to entering an in-district transfer course on Grade Reporting > Maintenance > Student > Individual Maint > Crs Assign. If the course is entered on the Course Assign tab, do not select this field.</p> <p>Select to include a student's courses from another campus within the district. For example, if the student attended campus 001 for part of the year, and attended campus 002 for part of the year (e.g., credit recovery), you can include courses from both campuses, provided that the course is unique at the other campus, and was completed at the other campus. (A course is considered complete if the student has a semester grade or final grade, or credit, depending on whether the district uses final or semester grades.)</p> <p>This option can also be used if summer school is offered at a different campus. On the Prior Year Transfer tab, you can specify the campus where the student took the course.</p> <p>This field is only enabled if Grds Used for Grade Avg is S (semester) or F (final) on Grade Reporting > Maintenance > Tables > Campus Control Options > H Roll & Gr Avg.</p> <ul style="list-style-type: none"> • Courses entered on the Prior Year Transfer tab are included if the campus ID is valid for the district, and if the local course number matches a course number in the district master schedule for the school year being run. • Numeric or grade point grade averaging tables from the logged on campus are used. If the other campus used a table that does not exist at the logged on campus, an error message is displayed. • If High School Credit Lvl Courses for Middle School is selected, the grade averaging tables from the logged on campus are used for the next year campus. The grade averaging tables at the middle school should match the high school tables to ensure continuity.
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Specific details about courses included:

When **Include Courses from Other Campuses** is selected for the [Historical Grade Averaging and Class Ranking utility](#) or on the [Cumulative Courses tab](#), courses from another campus entered on [Grade Reporting > Maintenance > Student > Individual Maint > Crs Assign](#) will be included under the following conditions:

- Courses that are any semester in length are included.
- If a course has a **GPA Override** is & (*Exclude from Grd Avg & Class Rank*) on [Grade Reporting > Maintenance > Student > Individual Maint > Grd/Crs Maint](#), it will be included for calculating total credit, but excluded from grade averaging and class rank calculations (the same as courses at the logged on campus).

- If semester grades are used for grade averaging, the semester grade at the other campus cannot be blank, or credit must be greater than 0.

NOTE: The program will not include a course with blank semester grade for grade averaging, but will include it when summing credits.

- If semester grades are used for grade averaging and the course is 1 semester long, the final grade at the other campus cannot be blank, or credit must be greater than 0.

NOTE: The program will not include a course with blank final grade for grade averaging, but will include it when summing credits.

- The semester the course is taken at the other campus must be less than the maximum semester selected for processing on the utility, unless the course is self-paced. A self-paced course will be included for processing for maximum semester selected as long as the same course-semester does not exist at the logged in campus with either a semester/final grade (based on grade used for grade average), credit, more current entry date, or no withdrawal date. (This is the same way the Grade Computation and Credit Assignment utility includes courses from other campuses.)

Unless a course is self paced, **Sem 2** and/or **Sem 3** and/or **Sem 4** must be selected. Courses from another campus are not included when only **Sem 1** is selected, unless the course is self-paced.

- There cannot be a record at the logged on campus for the same course number and semester as the one at the other campus, unless the course at the logged on campus meets one of the following criteria:
 - Has an entry date prior to the one at the other campus
 - Is withdrawn
 - Does not have the applicable semester and/or final grade or credit, and **Incl Wd Crs in Rank** is not A on [Grade Reporting > Maintenance > Tables > Campus Control Options > H Roll & Gr Avg](#).

If both the logged on campus and the other campus have the same course number for the same semester, the logged on campus will be considered instead of the other campus, if the course on the login campus meets one of the following criteria:

- The semester grade is not blank (regardless of entry date and withdrawal date), and **Grds Used for Grade Avg** is S (semester) OR
- The final grade is not blank (regardless of entry and withdrawal date), and **Grds**

Used for Grade Avg is F (final) OR

- There is credit assigned (regardless of the entry and withdrawal date) OR
 - The student's entry date at the logged on campus is after the entry date from the other campus (regardless of semester grade or final grade or credit) OR
 - **Incl Wd Crs in Rank** is selected on [Grade Reporting > Maintenance > Tables > Campus Control Options > H Roll & Gr Avg](#) OR
 - The course is still active (no withdrawal date).
- If **Incl Wd Crs in Rank** is N on [Grade Reporting > Maintenance > Tables > Campus Control Options > H Roll & Gr Avg](#), the course from the other campus is only included for processing if it meets one of the following criteria:
 - There is no course withdrawal date OR
 - The course withdrawal date is the same as the student withdrawal date from the max student enrollment record at the other campus OR
 - The credit is greater than 0 and not NC OR
 - The course non-campus instructor is 08 OR
 - The course is self-paced.

NOTE: This criteria does not guarantee the course will be included in the calculations, just that the course will be checked to make sure it meets other criteria for processing.

- If the grading concept is semester, and the course-semester exists at more than one other campus with either a semester grade that is not blank and/or credit greater than 0, then the course that is the most current (maximum course entry date across campuses) and has either a semester grade and/or credit greater than 0 across the other campuses will be the one considered for inclusion.
- If the grading concept is final, and the course is one semester long, and the course-semester exists at more than one other campus with a final grade that is not blank and/or credit greater than 0, then the course that is the most current (maximum course entry date) and has either a final grade and/or credit greater than 0 across the other campuses will be the one considered for inclusion.
- If the grading concept is final, and the course is more than one semester long, and the course-semester exists at more than one other campus, then the course that is the most current (maximum course entry date) across the other campuses will be the one considered for inclusion.
- Courses from another campus entered on [Grade Reporting > Maintenance > Student > Individual Maint > Prior Yr Transfer](#) are included in the following conditions:

- The district ID is logged in district, and the campus ID is a valid campus in the district
- A value exists for a local course number

The program will process these courses the same way it would process Prior Yr Transfer courses from the logged on campus for the student.

NOTE: After the recalculation, if the program cannot determine whether numeric or grade point averaging was used in determining rank and GPA for a particular student and school year, the **Rank** field on the student's [Grade Avg](#) tab will display R* instead of N or G.

NOTE: Grade averaging tables and campus control options are used from the campus and school year being processed. If the year being processed does not have table and options, then the current year table and options are used.

Campus Control Information	Settings from the Grade Averaging Information section on Maintenance > Tables > Campus Control Options > H Roll & Gr Avg for the selected campus and school year are displayed for your reference. These settings will be applied when recalculating averages for all courses taken <i>in</i> the district. Transfer courses taken <i>outside</i> the district are not included in recalculations by this utility.
Semester	Select the semester(s) for which to recalculate data. Typically, you should select all semesters to be sure complete school year data is included in the calculation. NOTE: Whether the semester or final average is computed depends on the setting of the Grading Concept field on Maintenance > Tables > Campus Control Options > Computation .








☐ Under **Options:**

The following are the same fields used when running [Grade Reporting > Utilities > Grade Averaging and Class Ranking](#).

Track	Select A to process all tracks, or select a specific attendance track.
Rpt Sort	(Required) Select the order in which you want to sort the reports produced when the utility is run.

Print Credit	Select to include the student's course credits awarded for the school year on the report.
Verify Course Entry Dates	Select to evaluate the entry date on each grade-course record before including the course for the student in grade averaging. The course entry/withdrawal dates are compared to the student's entry/withdrawal dates for the campus in order to verify that the student was actually enrolled on the campus for those dates. If the date on the student record is after the end of the cycle or semester selected, the grade is not included in the average and ranking. Usually, this field is not selected.
High School Credit Lvl Courses for Middle School	Select if the utility should include only courses taken for high school credit at the middle school. This option is typically used when 8th grade students have moved to 9th grade, and calculation did not occur before running Annual Student Data Rollover. You must be logged on as the middle school campus. The H credit level courses taken at the middle school will be the only courses included in the student's grade averaging row, and the row will be marked as credit level H. Otherwise, the utility will include all courses taken at the middle school campus with credit levels M and H that are eligible for grade averaging. Credit level M courses will be written to the student's grade average row.
Exclude students from ranking if taking a crs that excludes him from HR	Select to exclude students who are taking a course that excludes them from the honor roll. If selected, the following occurs: If the student is taking any course for which HRoll Cd is set to <i>N=Excl Stu</i> in the district master schedule, the student is completely excluded from the grade averaging and class ranking process. If the student is taking any course for which HRoll Cd is set to <i>E=Excl Crs</i> in the district master schedule, those courses are excluded, but the student is still eligible for the grade averaging and class ranking process. NOTE: If the course's GA Weight field is 0 on the district master schedule , this field may not be necessary.
Normal Max	Type a two-digit number which will be used to flag students with excessive courses. If the student's course factor is greater than the number entered in this field, an asterisk (*) is printed next to the student's course factor. Usually, this field is not selected.
If Graduated WD Students are to be included, enter the WD Cd	It is recommended that this field be set to 01 (Graduated). The field overrides the Incl Wdrawn Stu in Avg and Incl Wdrawn Stu in Rank fields on Maintenance > Tables > Campus Control Options > H Roll & Gr Avg . If a student is withdrawn from the campus (i.e., W/R Enroll tab in Registration) with a code that matches this code, the student will be included in grade averaging and class ranking even if the Incl Wdrawn Stu in Avg and/or Incl Wdrawn Stu in Rank fields are <i>not</i> selected.

Grade Levels	<p>Select one or more individual grade levels to update, or click All Grade Levels to update data for students in all grades.</p> <p>IMPORTANT: This must match the grade level the student was in during the year selected to be recalculated.</p> <p>For high school credit level courses taken at a middle school, you must be on the appropriate campus for the prior year grade level (e.g., 8th grade).</p> <ul style="list-style-type: none"> • To select multiple non-consecutive rows, press and hold the CTRL key while selecting the first row and then the subsequent rows. • To select multiple consecutive rows, click the first grade level and drag to select multiple grade levels. Or, press and hold the SHIFT key while selecting the first row and then the last row. All the rows (between the first and last rows) are selected.
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Trial	<p>Click to produce a report of calculations in order to preview results. No grade averaging calculations are actually done. Review, save, and/or print the report.</p> <p>Review the report using the following buttons:</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>The report can be viewed and saved in various file formats.</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 Close Report, Exit, or Cancel button instead.</p>
Live	Once the trial produces the results you want, click Live to perform the calculations.

When the utility is completed, a report is displayed on the utility page which lists the updated students, and the **Print** button is enabled. This report is sorted according to your selection in the **Rpt Sort** field.

Print	Click to generate the following reports. Each report opens in a new window or tab.
--------------	--

Options Selected

This report lists field settings used when the utility was run.

Sorted By Grade Level and Class Rank

This report lists the updated students and their grade average and the rank for the selected year (if rank was updated). If rank is not updated, students are sorted by grade average (**Avg** column), and the **Class Rank** column is blank.

NOTE: Rank is only calculated and displayed if rank has never been calculated for the selected campus, school year, and grade level (as explained above).

Sorted By {*Rpt Sort option*}

This report lists the updated students and their grade average and rank for the selected year (if rank was calculated) sorted according to the setting of the **Rpt Sort** field. If rank is not calculated, the **Class Rank** column is blank.

NOTE: Rank is only calculated and displayed if rank has never been calculated for the selected campus, school year, and grade level (as explained above).


Error Report


This report lists student IDs and associated error message.


NOTE: The “Previously ranked...” error message in the example above can be expected, because the student’s class rank was not recalculated; therefore his previous rank is no longer applicable.


[Review, save, and/or print the reports.](#)

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

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.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

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Import District Course Records

Grade Reporting > Utilities > Import District Course Records

This utility imports district courses from an exported district course file.

WARNING: Use extreme caution when using the utility. It is recommended that you set menu-level security for this menu item in ASCENDER Security Administration.

Edits and validation

- If the new course already exists in the district course file but is *not* used by any campuses, the existing record is overwritten.
- If the new course already exists in the district course file and *is* used by any campus, the new record is not written. No changes are made to the existing course.
- If the new course does not already exist in the file, the record is added if it passes validation.
- Validation either rejects a record or changes an invalid field to a common entry (e.g., the **Role ID** field). Records are rejected if they have the following:
 - An invalid course number
 - An invalid TEA service ID
 - An invalid **Number of Semesters** field
 - Incompatible **Number of Semesters** and **Exam/Sem Pattern** fields
- If the record has minor problems, the field is corrected and listed on an error report. Rejected records are also displayed on the error report.

Import data:

File Name	<ol style="list-style-type: none">1. Click Browse.2. Click Choose File.3. Locate and select the import file. The file name contains the county-district number, campus ID, and date.4. Click Submit. <p>The file name is displayed.</p>
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☐ Click **Execute**.

When the process is complete, a message is displayed indicating that the process is completed.

Click **OK**.

If errors are encountered, an error listing is displayed at the bottom of the page.

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Import From External Gradebook

Grade Reporting > Utilities > Import From External Gradebook

This utility imports and updates records created by third-party grade book software. Before running the utility, the following should be completed:

- Create the import file from the external grade book software. [Click here](#) to view the interface.
- Update [Maintenance > Tables > Campus Control Options > Ranges & Conversions](#) and [Posting](#). Be sure to select **Allow Credit** on the Posting tab.

NOTE: Any tracks that are imported as one-digit are zero-padded to two digits. For example, a value of 1 will be changed to 01 when importing the attendance record.

IMPORTANT: This utility supports only four-character course numbers. If the import file contains longer course numbers, you can use TeacherPortal. Contact your regional education service center (ESC) for more information on using an external gradebook software that can accommodate course numbers with more than four characters.

Edits

- Posting data from [Maintenance > Tables > Campus Control Options](#) is used to determine which fields to update.
- The edits for the **High Grade Allowed** and **Low Grade Allowed** fields are used. If grades are not in this range, they are not posted.
- Comments are not posted that do not exist in the campus comments table.
- Existing grade are not overwritten with a blank grade.








If the campus has selected **Allow Exempt Exam** on [Maintenance > Tables > Campus Control Options > Posting](#), exams that have X for exempt grades can be imported for all grade levels.

Import data:

File Name	<p>1. Click Browse.</p> <p>2. Click Choose File.</p> <p>3. Locate and select the import file. The file name contains the county-district number, campus ID, and date.</p> <p>4. Click Submit.</p> <p>The file name is displayed.</p>
Semester	The fields are displayed once a file is selected. Select the semester of the data you are importing.
Cycle	The fields are displayed once a semester is selected. Select the cycle of the data you are importing.
Include in Error List	<p>The field is displayed once a cycle is selected.</p> <p>Conduct Grade Select to include the conduct grade in the error list.</p>

☐ Click **Import**.

- When the process is complete, a message is displayed indicating that the process is completed and the number of errors.
- The data is posted to the student grade-course record.

Preview Errors	<p>Click to view the error list if errors are encountered.</p> <p>Review the report using the following buttons:</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>The report can be viewed and saved in various file formats.</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 Close Report, Exit, or Cancel button instead.</p>
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ParentPortal Interim Progress Report

Grade Reporting > Utilities > ParentPortal Interim Progress Report

This utility allows you to create and print Interim Progress Reports (IPRs) for students that will be available to parents/guardians electronically via ASCENDER ParentPortal. You can also view the most recent previously published IPR for that semester-cycle.

Only one record is created per student.

NOTE:



- If **Display Numeric Grades as Alpha** is selected on [Maintenance > Tables > Campus Control Options > Ranges & Conversions](#), numeric grades are displayed as their equivalent alphabetical grade.
 - Elementary credit level courses use [Maintenance > Table > Elementary > Core Grd Cvsn](#) and [Noncore Grd Cvsn](#) to convert grades.
 - High school credit level courses use the values under **Grade Conversion Information** on [Maintenance > Tables > Campus Control Options > Ranges & Conversions](#).
- The data in the **Comment Codes** and **Notes** columns for each course are entered by the instructor in TeacherPortal on Grades > IPR Comments. If **Comment Codes** are entered, a legend is included which decodes the specific codes selected for the student.
- If a posted grade exists in ASCENDER, it is used to select the students and is displayed in the **Curr Avg** column.
- If a posted grade does not exist in ASCENDER, the working cycle average in TeacherPortal is used to select the students and is displayed in the **Curr Avg** column.
- If neither a posted grade exists in ASCENDER nor a working cycle average in TeacherPortal, and if the course has an auto grade, the auto grade is used to select the students and is displayed in the **Curr Avg** column.
- IPRs are generated in the language (English or Spanish) specified for the parent/guardian in the **Language** field on [Registration > Maintenance > Student Enrollment > Contact](#).


Create IPRs:

☐ Click **Create IPR**.

Fields are displayed allowing you to specify criteria for generating and printing IPRs.

- Bold fields are required.

Ending School Year (YYYY)	The ending year of the school year you are logged onto is displayed and cannot be changed.
Campus ID	Type the three-digit campus ID, or click  to select the campus .
Attendance Track (Blank for all)	Type the two-digit attendance track. Leave blank to select all tracks.
Grade Level (Blank for all)	Type the two-character grade level, click  to select the grade level , or leave blank to select all grade levels.
Semester (1,2,3,4)	Type the one-digit semester. Valid semesters are 1 and 2. For a four-semester campus, valid semesters are 1, 2, 3, and 4.
Cycle (1,2,3)	Type the one-digit cycle code.
Address (S=Student, P=Parent)	<p>S - Print the student's address from Registration > Maintenance > Student Enrollment > Demo1. If the report is run for the student's address, only one English language IPR is printed.</p> <p>P - Print the address for the guardian contact who has the lowest relationship code (e.g., 1). If the parent address is blank or no guardian contact exists, the student address is used.</p> <p>If you select P, an IPR is printed for each parent/guardian who is selected to receive mailouts on Registration > Maintenance > Student Enrollment > Contact. IPRs are printed in the language (English or Spanish) specified for the parent/guardian on the Contact tab.</p>
Print Auto Grade	Select if you wish to print the value from the Auto Grd field in the district master schedule if a working cycle average does not exist for the course in TeacherPortal.
Include Self Paced Courses	<p>Select if you wish to include self-paced courses.</p> <p>A self-paced course is included on the report if a semester average has not been posted for the course.</p> <ul style="list-style-type: none"> • If the self-paced course has a working cycle average in TeacherPortal, the current average is displayed on the report. • If the self-paced course does not have a working cycle average or semester average, the course is included on the report with a blank current average.

Include Non Graded Courses	Select if you wish to include non-graded courses.
Print Course Attendance	Select if you wish to print course attendance for the selected semester-cycle.
Include only ADA Codes in Course Absences	Select if you wish to include only ADA codes. If not selected, all absence codes are included.
Print ADA Attendance Summary	Select if you wish to include the ADA Attendance section on the IPR. If selected, a row appears above the course information which provides counts of days present, days absent, and a breakdown of excused, unexcused, and tardies within the specified grading cycle. The counts are based on the number of membership days in the specified grade reporting cycle.
Tardy Period (Blank for all)	Type the two-digit period to use for calculating tardies. If blank, all periods are considered when calculating tardies.
Student IDs (Blank for all)	Type the six-digit student ID number, including all leading zeros. Separate multiple IDs with a comma (e.g., 098321,096476). Or, click  to select the students . Leave blank to select all students.

☐ Click **Create IPR**.

A list of students whose IPR was created is displayed.

☐ The **Published** field displays **No** until the IPRs are published.

☐ In the **Search** field, begin typing characters to retrieve only students whose name or ID *contains* the characters you typed.

☐ Click **View IPR** to view the report for each student.

The IPR opens in a separate window where it can be saved or printed.

☐ Select **Publish ParentPortal IPR** once you are ready to post the IPR for the displayed students, and the **Publish** button appears. Click **Publish**.

NOTE: All retrieved IPRs are published, including those that are not displayed according to the **Search** field.

Once published, a link to the electronic version of the student's IPR is provided in ASCENDER ParentPortal.

A message at the top of the page indicates that the IPRs are published. The **Published** field is set to **Yes**.

NOTE: If clicking **View IPR** results in a blank document, verify the student's Priority 1 contact on Registration > Maintenance > Student Enrollment > Contact has both Parent/Guardian and Receive Mailouts checkboxes selected.




Return To ParentPortal IPR Options Click to return to the main page.

View published IPRs:

☐ Click **View Published IPR**.

Fields are displayed allowing you to specify criteria for viewing IPRs that were previously published.

- Bold fields are required.

Ending School Year	The ending year of the school year you are logged onto is displayed and cannot be changed.
Campus ID	Type the three-digit campus ID, or click  to select the campus .
Attendance Track	Type the two-digit attendance track. Leave blank to select all tracks.
Grade Level	Type the two-character grade level, click  to select the grade level , or leave blank to select all grade levels.
Semester	Type the one-digit semester. Valid semesters are 1 and 2. For a four-semester campus, valid semesters are 1, 2, 3, and 4.
Cycle	Type the one-digit cycle code.
Student IDs	Type the six-digit student ID number, including all leading zeros. Separate multiple IDs with a comma (e.g., 098321,096476). Or, click  to select the students . Leave blank to select all students.

☐ Click **View Published IPR**.

A list of students whose IPRs have been published, according to the criteria specified, is displayed.

☐ In the **Search** field, begin typing characters to retrieve only students whose name or ID *contains* the characters you typed.

☐ Click **View IPR** to view the report for each student. The IPR opens in a separate window where it can be saved or printed.

NOTE: If clicking **View IPR** results in a blank document, verify the student's Priority 1 contact on Registration > Maintenance > Student Enrollment > Contact has both Parent/Guardian and Receive Mailouts checkboxes selected.

Return To ParentPortal IPR Options	Click to return to the main page.
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Online STAAR/TAKS EOC Extract

Grade Reporting > Utilities > Online STAAR/TAKS EOC Extract

This utility extracts student data to create a precoding file for the online STAAR EOC (end-of-course) tests. The file is submitted to the testing system TIDE, a system of Cambium Assessment, Inc. (CAI). The utility extracts data for grade levels 5-12.

The extracted test course code is based on the service ID and the student's **9th Grd Dt Entry** field on [Registration > Maintenance > Student Enrollment > Demo2](#), which must be after 07/01/2011.

Students with a blank or invalid 9th grade entry date are excluded from the extract. These students are listed on an error report if the following conditions exist:

- 9th grade entry date that is not applicable to test selected:
 - **Type of Test** = EOC and 9th grade entry date prior to 07/01/2011 for current 10th, 11th, or 12th grade student.
- A qualifying course did not meet requirements for the selected semester. Either the student will not complete the course during the semester selected, or the course sequence code is not applicable to the semester selected.

For a current year 9th grade students with a blank or invalid 9th grade entry date, a warning is written to the report but these students are included in extract because a 9th grade student qualifies as EOC.

[Required fields for STAAR/TAKS extracts](#)

[Extracted service IDs by subject](#)

For STAAR EOC:

Algebra 1 (A1)	03100500
Biology (BI)	03010200
	A3010200
	I3010201
English 1 (E1)	03220100
	03200600
	03221800
English 2 (E2)	03220200
	03200700
	03221810
US History (US)	03340100
	A3340100

For STAAR-Alternate 2:

A1	03100507
BI	03010207
E1	03220107 03200607
E2	03220207 03200707
US	03340107

Determining students to extract for the STAAR EOC and STAAR Alternate 2

Both STAAR Alternate 2 and STAAR EOC use the service ID field in the district master schedule to determine if course qualifies for inclusion in the precode file.

If the student is actively enrolled in more than one course that qualifies for inclusion in the precode file for the same EOC subject, the precode file only includes the first course according to course entry date, course number, and section number to avoid duplicate records.

For STAAR Alternate 2:

On [Test Scores > Maintenance > Individual Maintenance > Precode](#):

- *T-STAAR Alt 2* must be selected for the appropriate subject area under **Precoding STAAR Status**.
- The **STAAR/TAKS** field under **Information** must be set to *STAAR*.

The semester in which the student is taking the course does not matter.

To create STAAR Alternate 2 EOC records, you must run the STAAR/TAKS Precoding Extract utility with the **STAAR Alternate 2** option selected. These records are not created from Online STAAR/TAKS EOC Extract.

NOTE:

- For STAAR 3-8 Alternate 2, the student does not need the service IDs listed above, but *T-STAAR Alt 2* must be selected for the appropriate subject on the PRECODE page.
- When save the precode file, ensure that the **Save as type** field is set to *All Files*, not *Text*. Otherwise, the file will have extension '.csv.txt' which will not work.
- The **Algebra II** and **English III** options are displayed on this utility page because these tests were scheduled to be administered on a volunteer basis May 10-11, 2016. The ETS editor does not accept these courses (A2 and E3), so do not select them for the precode file that will be submitted to ETS prior to school year 2017. These options are only used to create a report and file for identifying the students who qualified for these exams prior to school year 2016-2017.

NOTE:Opening the precode file in Excel can cause leading zeros to be stripped and missing

columns. To open the Excel file in order to add the header, follow these steps:

1. In Excel, open the file header template provided by the vendor.
2. At the top of the page, click the DATA tab.
3. Locate and click **From Text**. A browser window opens.
4. In the drop down in the bottom right, if .csv is not included in the file types, Change from *Text Files* to *All files*.
5. Navigate to and select the csv file created by the utility (ex: P183902.csv). The Text Import Wizard opens:
 1. Select **Delimited** and click **Next**.
 2. Select **Comma** under **Delimiters** and click **Next**.
 3. Select the first column under **Data Preview**, scroll to the last column, press and hold the SHIFT button while clicking the last column. This selects all columns.
 4. Select **Text** under **Column data format**, and click **Finish**.
 5. Under **Where do you want to put the data**, keep **Existing worksheet** selected but change value to =\$A\$2 to keep the header row created as part of the csv file. Click **Ok**.
 6. The top row will be the header provided by Pearson, the second row will be the headers created as part of the csv precode file from TXEIS.
 7. To save with the header, go to File > Save As. Save with the file name P18902 and **Save as Type** CSV (Comma delimited). If you receive a pop-up message indicating "Some features in your workbook might be lost if you save it as CSV (Comma delimited), click **Yes**.

Extract data:

Type of Test	Select the test type.
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Semester Selection	<p>Select the semester for which to extract data.</p> <p>Fall: Two-semester campus - Students are extracted if:</p> <ul style="list-style-type: none"> • One-semester course taught semester 1, and course sequence code is blank, 0, 2, 5, or 9*. <p>Four-semester campus - Students are extracted if one of the following criteria is met:</p> <ul style="list-style-type: none"> • One semester course taught semester 1, and course sequence code is blank, 0, 2, 5, or 9*. • One semester course taught semester 2, and course sequence code is blank, 0, 2, 5, or 9*. • Two semester course taught semesters 1 and 2, student is enrolled during semester 2, and course sequence code is blank, 2, 5, or 9*. <p>Spring: Two-semester campus - Students are extracted if one of the following criteria is met:</p> <ul style="list-style-type: none"> • One semester course taught semester 2, and course sequence code is blank, 0, 1, 4, or 8*. • Two semester course taught semesters 1 and 2, student is enrolled during semester 2, and course sequence code is blank, 1, 4, or 8*. <p>Four-semester campus - Students are extracted if one of the following criteria is met:</p> <ul style="list-style-type: none"> • One-semester course taught semester 3, and course sequence code is blank, 0, 2, 5, or 9*. • One-semester course taught semester 4, and course sequence code is blank, 0, 2, 5, or 9*. • Two-semester course, meeting time has semester code 5 or 6, student is taking the course during semester 3, and course sequence code is blank, 1, 4, or 8*. • Two-semester course, meeting time has semester code 9, C, or A, student is taking the course during semester 4, and course sequence code is blank, 1, 4, or 8*. • Three-semester course, meeting time has semester code 7, student is taking the course during semester 3, and course sequence code is blank, 3, or 7*. • Three-semester course, meeting time has semester code B, D, or E, student is taking the course during semester 4, and course sequence code is blank, 3, or 7*. • Four-semester course, meeting time has semester code F, student is taking the course during semester 4, and course sequence code is blank or 6*. <p>* Course sequence codes 0, 2, 5, and 9 indicate either a one semester course or the final semester of a multi-semester course).</p> <p>Course sequence codes 2, 5, and 9 indicate the final semester of a multi-semester course.</p> <p>Course sequence codes 0, 1, 4, and 8 indicate either a one-semester course or the next-to-last semester of a multi-semester course.</p> <p>Course sequence codes 1, 4, and 8 indicate the next-to-last semester of a multi-semester course.</p> <p>Course sequence codes 3 and 7 indicate the first third of a three-semester course, or the second fourth of a four-semester course.</p> <p>Course sequence code 6 indicate the first fourth of a four-semester course.</p> <p>A blank course sequence code indicates that the course is not taught out of sequence.</p> <p>Students are only extracted if they are enrolled during the semester in which the course is taught, unless otherwise noted.</p>
Campus ID (Leave Blank For All)	<p>Select the campus for which to create the extract, or leave blank to extract data from all campuses.</p>


Cumulative	<p>Select to enable users to extract the contents of the cumulative table to a file in a .csv format, which will be used to submit various precoding test information to the vendor.</p> <p>Before executing the Cumulative option, the campus/district must execute the individual tests since the Cumulative file is built from the execution of the individual tests. For example, if only EOC is executed, the Cumulative will only contain EOC precoded students. If all tests from Grade Reporting > Utilities > STAAR/TAKS Precoding Extract are executed, the Cumulative will contain precoded students for all tests even though they were not executed from this screen. Executing the Cumulative option without executing any of the individual tests, will result in an error message, "No data to extract".</p> <p>Selecting the Cumulative option, will disable the Courses to Extract and Test Format options. This is normal behavior since the Cumulative option is simply extracting what was written to the table by running the individual tests.</p> <p>Currently, there is no way to clear the Cumulative extract. The district/campus can re-run an individual test to overwrite the contents of the cumulative for that test.</p> <p>The Cumulative option also resides in Grade Reporting > Utilities > Online STAAR/TAKS Precoding Extract and the precoded students extract is identical to the Cumulative option on this screen.</p>
Course(s) To Extract	Select All to extract all listed courses, or select specific courses for the selected test.

☐ Click **Run Extract**.


- You are prompted to save the file.
- A message is displayed when the extract is completed and indicates if errors were encountered. Click **OK**.
- You are prompted to print the extract report. Click **Yes**. [View, save, or print the report](#).

Review the report using the following buttons:

Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.


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.


Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.


Print Error List


[Click to view the error list if errors were encountered.](#)

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

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.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

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Reset Values (Grade Reporting)

Grade Reporting > Utilities > Reset Values

This utility mass resets instructor or course data according to your selections.



It is recommended that you back up your database files before running the utility.

Update data:

A message is displayed to remind you that changes made using this utility are permanent.

☐ Click **OK**.

☐ Under **Parameters to Reset**:

Campus	If selected:	
	Campus ID	The field is displayed. Select the campus for which to reset values. Only campuses to which you have access are listed. If blank, values for the first listed campus are reset.
Instructor ID	If selected:	
	Instr ID	The field is displayed. Click  to select the instructor for which to reset values. If blank, values are reset for all instructors.
Course Nbr	If selected:	
	Course	The field is displayed. Click  to select the course for which to reset values. If blank, values are reset for all courses.
	Sec	If a course is selected, select the section to reset.

☐ Under **Items to Reset**:

Select **Instructor** or **Course**, and then to select the specific item to reset from the drop-down field.

- If you select **Course** and *Rpt Card Grd Type*, the following appears:

Rpt Card Grd Type Course Selection	Core Code	Indicate if you want to reset core courses, non-core courses, or both.
	Credit Level	Select a particular credit level to reset, or select All.

- If you select **Course** and *Special Consid 2* if a *Special Consid 1* code does not exist, the *Special Consid 2* code is displayed as the first special consideration code in the campus master schedule.

☐ Under **Values to Reset:**

From	Specific - A field is displayed listing all values for the field you selected to reset. Select the value to reset.
	All - Select to reset all values (including blanks) for the selected field.
	Blank - Select to reset only blanks for the selected field.
To	Specific - A field is displayed listing all values for the field you selected to reset. Select the new value.
	Blank - Select to reset the selected field to blanks.

IMPORTANT! Verify that you have selected data correctly before you proceed.

☐ Click **Reset Values**. The Reset Values By Instructor/Course pop-up window opens.

Criteria For Reset	The criteria selected for the Reset Values utility is displayed for your reference.
Instructors/Courses That Meet Criteria (left grid)	Instructors or courses (depending on your selection) that meet the criteria are listed. Select the instructors or courses to be reset.
	Print Print a list of instructors or courses that meet the criteria.

☐ Click **->** to move selected instructors or courses to the right grid.

Or, click **-->>** to move all instructors or courses to the right grid.


Instructors/Courses To Reset (right grid)	The selected instructors or courses are listed.
	Select any instructors or courses to remove from the list.
	Print Print a list of instructors or courses whose records will be reset.
	Click <-- to remove any selected courses or instructors from the list to be reset. They will be listed in the left grid again.
	Or, click <<-- to remove all courses or instructors from the list to be reset. They will be listed in the left grid again.


☐ Click **Reset**.

- You are prompted to confirm that you want to reset the values. Click **Yes**.


- A message displays the number of records reset. Click **OK**.
- You are prompted to print a report of the reset data. Click **Yes**. [View, save, or print the report](#).

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

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.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Return	Close the pop-up window and return to the utility page.
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Clear	Clear your selections on the page.
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STAAR/TAKS Precoding Extract

Grade Reporting > Utilities > STAAR/TAKS Precoding Extract

This utility extracts student data to register students for the various Texas assessments. The file is uploaded into the testing system TIDE, a system of Cambium Assessment, Inc. (CAI).

Notes about students with a blank or invalid 9th grade entry date

Students with a blank or invalid 9th grade entry date are excluded from the extract. These students are listed on an error report if the following conditions exist:

- 9th grade entry date that is not applicable to test selected:
 - **Type of Test** = TAKS and 9th grade entry date on or after 07/01/2011.
 - **Type of Test** = EOC and 9th grade entry date prior to 07/01/2011 for current 10th, 11th, or 12th grade student.
- A qualifying course did not meet requirements for the selected semester. Either the student will not complete the course during the semester selected, or the course sequence code is not applicable to the semester selected.

For a current year 9th grade student with a blank or invalid 9th grade entry date, a warning is written to the report but these students are included in extract because a 9th grade student qualifies as EOC.

Determining students to extract for STAAR EOC and STAAR Alternate 2

Extracted course service IDs for STAAR-EOC:

- A1 = 03100500
- A2 = 03100600
- BI = 03010200, A3010200, I3010201, I3010202
- E1 = 03220100, 03200600, 03221800
- E2 = 03220200, 03200700, 03221810
- E3 = 03220300, A3220300, A3220100, 03221820, A3220200
- US = 03340100, A3340100

Extracted course service IDs for STAAR-Alternate 2:

- BI = 03010207
- US = 03340107
- E1 = 03220107,03200607
- E2 = 03220207,03200707
- A1 = 03100507

The service ID is indicated on [Maintenance > Master Schedule > District Schedule](#).

For STAAR Alternate 2:

On [Test Scores > Maintenance > Individual Maintenance > Precode](#):

- *T-STAAR Alt 2* must be selected for the appropriate subject area under **Precoding STAAR Status**.
- The **STAAR/TAKS** field under **Information** must be set to *STAAR*.
- The semester in which the student is taking the course does not matter.

To create STAAR Alternate 2 EOC records, you must run the STAAR/TAKS Precoding Extract utility with the **STAAR Alternate 2** option selected. These records are not created from Online STAAR/TAKS EOC Extract.

For STAAR 3-8 Alternate 2, the student does not need the service IDs listed above, but T-STAAR Alt 2 must be selected for the appropriate subject on the PRECODE page.

When saving the precode file, ensure that the **Save as type** field is set to *All Files*, not *Text*. Otherwise, the file will have extension '.csv.txt' which will not work.

The Algebra II and English III options are displayed on Grade Reporting > Utilities > Online STAAR/TAKS EOC Extract because these tests were scheduled to be administered on a volunteer basis May 10-11, 2016. The ETS editor does not accept these courses (A2 and E3), so do not select them for the precode file that will be submitted to ETS prior to school year 2017. These options are only used to create a report and file for identifying the students who qualified for these exams prior to school year 2016-2017.

[Required fields for STAAR/TAKS extracts](#) (opens in separate page)

Extract data:

☐ Select the test administration for which to create the precoding extract file.

NOTE: For all tests, grade levels are determined using the **Low/High Grade Level** fields on [Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info](#).

TELPAS:

Students who meet all of the following criteria will be extracted:

- Grade level is KG-12
- Classified as EB (i.e., EB Cd is 1 and Exit Date is blank in Registration > Maintenance > Student

Enrollment > BIL/ESL at current campus of enrollment.

- Coded as taking TELPAS (i.e., TELPAS Precoding is set on Test Scores > Maintenance > Individual Maintenance > PRECODE).

TELPAS Alternate:

Students who meet all of the following criteria will be extracted:

- Grade level is 2-12
- Classified as EB (i.e., **EB Cd** is 1 and **Exit Date** is blank on [Registration > Maintenance > Student Enrollment > Bil/ESL](#) at current campus of enrollment)
- Enrolled in special ed (i.e., **Primary Dis** is selected and **Exit Date** is blank on [Registration > Maintenance > Student Enrollment > SpecEd](#) at current campus of enrollment)
- Coded as taking STAAR Alternate 2 (i.e., all subject fields on [Test Scores > Maintenance > Individual Maintenance > PRECODE](#) are set to *T:STAAR Alternate 2* in Precoding STAAR status).

NOTE: The Writing subject is not a test option for the 2021-2022 school year. Selecting it will not extract Writing test data.

STAAR 3-8:

Students who are in grade levels 3-8 will be extracted.

If selected, additional fields are displayed allowing you to indicate if the student took the online or paper version of the assessment for a particular subject.

NOTE: The Writing subject is not a test option for the 2021-2022 school year. Selecting it will not extract Writing test data.

NOTE: The **STAAR 3-8 Early** option is no longer used and will be removed in a future release of the software.

Cumulative:

If selected, the contents of the cumulative table will extract to a file in a .csv format, which will be used to submit various precoding test information to the vendor.

Before executing the Cumulative option, the campus/district must execute the individual tests since the Cumulative file is built from the execution of the individual tests. For example, if only TELPAS is executed, the Cumulative will only contain TELPAS precoded students. If all tests are executed, the Cumulative will contain precoded students for all tests. If the STAAR EOC precode file was executed from Grade Reporting > Utilities > Online STAAR/TAKS EOC Extract, executing the Cumulative option from this screen will also contain the EOC precoded students. Executing the Cumulative option without executing any of the individual tests, will result in an error message, "No data to extract".

The district can select to execute the Cumulative per grade level or extract the entire district by selecting Extract District.

Currently, there is no way to clear the Cumulative extract. The district/campus can re-run an individual test to overwrite the contents of the cumulative for that test.

The Cumulative option also resides in Grade Reporting > Utilities > Online STAAR/TAKS EOC Extract and the precoded students extract is identical to the Cumulative option on this screen.

STAAR Interim:

This option creates interim precode files for students in grades 3-8 with selections under **Precoding STAAR Interim** on [Test Scores > Maintenance > Individual Maintenance > PRECODE](#).

If selected, additional fields are displayed allowing you to indicate which group of tests to include for the STAAR Interim. You can select either or both fields.

- The **Opportunity 1 and 3** check box applies to grade levels 3-8 math, grade levels 3-5 Spanish math, Algebra I, English I, and English II.
- The **Opportunity 1 and 3** check box applies to grade levels XX, grade levels XX, Algebra I, Reading, English I, and English II.
- The **Opportunity 2** check box applies to grades 3-8 reading and Spanish grades 3-5 reading, grade level 5 science, grade level 5 Spanish science, grade level 8 science, grade level 8 social students, Biology, and US History.

This option also creates interim precode files for students enrolled in EOC courses during the semester when the extract is executed. The EOC courses are based on service ID. For a list by

subject, refer to the section *Determining students to extract for STAAR EOC and STAAR Alternate 2* above.

The STAAR Interim extract is not part of the Cumulative extract. It will be extracted into a different file format. When processing the STAAR Interim, data gets created automatically into the extract.

The Cumulative file extract will **not** contain STAAR Interim information.

Exit Level TAKS is no longer used.

STAAR Alternate 2:

The extracted test course code is based on the service ID.

Students who meet all of the following criteria will be extracted:

- Grade level is 3-8
- Enrolled in special ed (i.e., Primary Dis is selected and Exit Date is blank on Registration > Maintenance > Student Enrollment > SpecEd at current campus of enrollment).
- Coded as taking STAAR Alternate 2 (i.e., all subject fields on Test Scores > Maintenance > Individual Maintenance > PRECODE are set to T:STAAR Alternate 2 in Precoding STAAR status).

For STAAR Alternate 2 EOC, the students who meet all of the following criteria will be extracted:

- Enrolled in special ed (i.e., **Primary Dis** is selected and **Exit Date** is blank on Registration > Maintenance > Student Enrollment > SpecEd at current campus of enrollment).
- Enrolled in EOC course. EOC courses that extract are based on Service ID. Refer to the section *Determining students to extract for STAAR EOC and STAAR Alternate 2* above.

Indicators	Several indicators are listed. Select the data to include for each student, such as sex, special ed indicator, etc.
Administration Date	Type the date the test was administered in the MMYYYY format.

Date student enter district	<p>Leave blank to extract all students.</p> <p>To only extract students enrolled in the district on or after a particular date, type the date in the MMDDYYYY format. The date should be the first day of school or later, but before the date on which the extract file is due.</p> <p>Student data is extracted for students enrolled in the school district on or after this date (i.e., per the District Entry Date field on Registration > Maintenance > Student Enrollment > Demo2).</p>
Extract District	Select to extract data from all campuses in the district. Leave blank to extract data only for the campus to which you are logged on.
Grade Level	<p>Select the grade level for which to extract data.</p> <p>If the tests are only available to certain grade levels, only those grade levels appear.</p> <p>Only grade levels for the campus to which you are logged on are displayed.</p> <p>If you selected Extract District, all grade levels are available.</p>

Groupings by Grade Level:

The fields are only displayed if **TELPAS**, **TELPAS Alternate**, **STAAR 3-8**, **STAAR Alternate 2**, or **STAAR 3-8 Early** is selected.

Grouping allows you to have the test sheets returned in a specific order to facilitate easier distribution to the students. Different grouping can occur for different grade levels. Only one grouping type can be selected per grade level.

☐ Specify the grouping for each grade level:








Control Nbr	<p>Select the grade levels that will be grouped by control number. This option allows you to group students by their assigned control number for testing purposes.</p> <p>For the selected grade levels, the groups will be sorted by campus ID, student's assigned control number, and first 14 characters of the instructor name.</p>				
Class Period	<p>Select the grade levels that will be grouped by period. This options allows you to group students by a specific period/instructor, such as the ADA period.</p> <p>For the selected grade levels, the groups will be sorted by campus ID, period, course number, section number, and first nine characters of the instructor name.</p> <table border="1"> <tr> <td>Per</td><td>Type the two-digit period in which the class meets.</td></tr> <tr> <td>Sem</td><td>Type the semester in which the class meets.</td></tr> </table>	Per	Type the two-digit period in which the class meets.	Sem	Type the semester in which the class meets.
Per	Type the two-digit period in which the class meets.				
Sem	Type the semester in which the class meets.				

Nbr Students	<p>Select the grade levels that will be grouped by number of students.</p> <p>This options allows you to create groups of students for testing purposes, where each group has a specific number of students. For example, if you want to organize students into groups of 30, type 30. Each grade level will be sorted into groups of 30 students alphabetically.</p> <p>For the selected grade levels, the groups will be sorted by by campus, grade level, and then alpha (last name, first name, middle).</p> <p>Nbr Type the number of students per group.</p>
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☐ Click **Execute**.

When the process is complete, you are prompted to print the report. Click **Yes**.

If errors are encountered, the message "Errors were found" is displayed. Click **OK**.

Print Error List	<p>Click to view the error list if errors were encountered.</p> <p>Review the report using the following buttons:</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>The report can be viewed and saved in various file formats.</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 Close Report, Exit, or Cancel button instead.</p>
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