

The TxEIS “How To” Guide Series



TxEIS Grade Reporting

How to:
**COMPLETE SCHOOL
YEAR CHECKLISTS FOR
ELEMENTARY STUDENTS**

Developed by the
TEXAS COMPUTER COOPERATIVE





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OVERVIEW

This guide includes Beginning-of-Year, Grade Cycle, End-of-Semester, and End-of-Year checklists for elementary students.

Prerequisites

- This guide assumes you are familiar with the basic features of the TxEIS Student system and have reviewed the TxEIS Student Overview guide.
- For more detailed information about individual fields, see the online Help in the TxEIS Student system.
- This guide is based on TxEIS 2.0.0003.

BEGINNING-OF-YEAR

The following steps should be completed before or at the beginning of the school year for two-semester/six-week and two-semester/nine-week elementary campuses.

In the district master schedule, verify the settings of the following fields for all elementary courses:

■ Grade Reporting > Maintenance > Master Schedule > District Schedule

- **Graded Crs**
- **Credit Level** (must be set to E)
- **Core Crs**
- **ELA Wgt**
- **Auto Grade**

Set up the elementary grade reporting tables for each elementary campus.

Set up grade calculation information by grade level.

- Grade Reporting > Maintenance > Tables > Elementary > Elem Grade
 - If semester average is computed
 - If cumulative YTD average is computed
 - If exam grade is included in semester average
 - Exam weighting

Set up elementary courses by grade level.

- Grade Reporting > Maintenance > Tables > Elementary > Elem Courses
 - Select elementary courses (**Credit Level** field = E) from the district master schedule for each grade level.
 - Set the period and meeting days for each course.

Set up numeric grade conversions for alpha grades in core course.

- Grade Reporting > Maintenance > Tables > Elementary > Core Grd Cvsn

Set up numeric grade conversions for alpha grades in noncore course.

- Grade Reporting > Maintenance > Tables > Elementary > Noncore Grd Cvsn

- Select the elementary campus courses (**Credit level** = Elementary) from the district master schedule.
 - Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Course Selection
- Verify the setting of the **Rpt Card Grd Type** field for each elementary course in the campus master schedule.
 - Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Course
- Verify the **Elementary Grade** and **Section** fields for each elementary instructor in the campus master schedule.
 - Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Instructor
- Return to the Elem Courses tab and verify that the elementary course tables are set correctly for all grade levels.
 - Grade Reporting > Maintenance > Tables > Elementary > Elem Courses
- Assign control numbers to elementary students. Control numbers can be assigned by grade level, by student, or by period.
 - Grade Reporting > Utilities > Assign Control Numbers
- Build the new course sections for elementary instructors. Select the **Delete/Rebuild Existing Elem Sections** option.
 - Grade Reporting > Utilities > Elem Scheduling > Delete/Rebuild Master Schedule
- Run the Teaching Assignments report to verify instructor schedules. Verify that all data is accurate.
 - Grade Reporting > Reports > Grade Reporting Reports > SGR2550 - Teaching Assignments
- Build schedules for all elementary students by grade level.
 - Grade Reporting > Utilities > Elem Scheduling > Delete/Rebuild Student Schedules From Table
- Run the following Grade Reporting reports to verify that student schedules and sections are balanced. Verify that all data is accurate.
 - Grade Reporting > Reports > Grade Reporting Reports
 - SGR0100 - Master Schedule (Grd Rptng)
 - SGR0300 - Student Counts by Section
 - SGR1930 - Student Schedules (Plain Paper) Grade Reporting > Reports > Grade Reporting Reports

- SGR1940 - Student Course List
- SGR2055 - Student Schedules

GRADE CYCLE

The following steps should be completed at the beginning, midpoint, and end of each grading cycle for elementary campuses.

At the beginning of each grading cycle, verify that the message and comment codes for student report cards and interim progress reports (IPRs) are set correctly.

- Verify/update instructor comments for student report cards (SGR1400) and IPRs (SGR1160).
 - Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Comments
- Verify/update administrator messages that will print on elementary report cards (SGR1400) and IPRs (SGR1160).
 - Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Msg Elementary

At the midpoint of each grading cycle, the following steps should be performed.

- Run the Compute Attendance in Course Records report which computes attendance data for grade course records and posts absences. This report should be run before printing IPRs to ensure that correct attendance data is printed on the IPRs.
 - Grade Reporting > Reports > Grade Reporting Reports > SGR1800 - Compute Attendance in Course Records
- Print interim progress reports.
 - Grade Reporting > Reports > Grade Reporting Reports > SGR1160 - Interim Progress Report from Grade Book

At the end of each grading cycle, the following steps should be performed.

- Verify that the **Current Semester** and **Current Cycle** fields are set properly.
 - Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters
- Set the **Open for Grade Posting** field to open in order to allow instructors to post grades. Notify instructors that grades should be posted.
 - Grade Reporting > Maintenance > Gradebook Options > Options
- Run the Teacher Posting Status report to identify any instructor who have not marked their courses as ready to post.
 - Grade Reporting > Maintenance > Teacher Posting Status

- Select the current semester and cycle, and set the Status Type field to Not Ready to Post.
- Notify any instructors on the report that they must mark their grades as ready to post.
- Once all instructors have marked their grades as ready to post for all course sections, run the Grade Posting From TxEIS txGradebook utility to post the cycle grades.
Review the Error List and Fail List if generated, and address any issues.
 - Grade Reporting > Utilities > Grade Posting From TxEIS txGradebook
- If instructors submit cycle grade changes after the Grade Posting From TxEIS txGradebook utility has been run, you can enter the changes on the Grd Update tab.
 - Grade Reporting > Maintenance > Student > Individual Maint > Grd Update
- Run the Compute Attendance in Course Records report which computes attendance data for grade course records and posts absences. This report should be run before printing report cards to ensure that correct attendance data is printed on report cards.
 - Grade Reporting > Reports > Grade Reporting Reports > SGR1800 - Compute Attendance in Course Records
- Print report cards.
 - Grade Reporting > Reports > Grade Reporting Reports > SGR1400 - Elementary Report Cards
- Print the end-of-cycle reports.
 - Grade Reporting > Reports > Grade Reporting Reports
 - SGR0900 - Class Rolls (Student Grade Information)
 - SGR1000 - Blank, Failing and Incomplete Grades
 - SGR1401 - Elementary Principal's Proof List
 - SGR0280 - Grade Distribution Report
 - SGR2001 - A/B Honor Roll

END-OF-SEMESTER

The following steps should be completed at the end of each semester for elementary campuses.

- Indicate if semester exams are included in the semester average.
 - Set the **Include Exam in Semester Average** field to indicate if semester exams are included in the semester average.
 - Grade Reporting > Maintenance > Tables > Campus Control Options > Computation
 - Select **Allow Cycle Grade** if cycle grades will be posted from txGradebook or external grade book files.
 - Grade Reporting > Maintenance > Tables > Campus Control Options > Posting
 - Select **Expect Exam Grade** if exam grades are expected from txGradebook or external grade book files.
 - Grade Reporting > Maintenance > Tables > Campus Control Options > Posting
- If semester exams are included in the semester average, verify that the following fields are set correctly:
 - Grade Reporting > Maintenance > Tables > Elementary > Elem Grade
 - **Comp Sem Avg**
 - **Incl Exam**
 - **Exam Wgt**
 - **Tot Wgt**
- Complete all steps listed previously that are required at the end of each cycle for elementary campuses.

END-OF-YEAR

The following steps should be completed at the end of each school year for elementary campuses.

Prerequisite

Complete all end-of-cycle and end-of-semester steps listed previously for elementary campuses.

- Calculate and assign semester grades and final (year-to-date cumulative) grades for elementary grade levels for the last semester and cycle of the school year.
 - Grade Reporting > Utilities > Grade Computation Elementary
- Assign pass/fail indicators to students (i.e., to populate the **Pass/Fail** field on the Maintenance > Student > Individual Maint > Grd/Crs Maint tab).
 - Grade Reporting > Utilities > Assign Pass Fail Indicators
- Run the Compute Attendance in Course Records report, which computes attendance data for grade course records and posts absences. This report should be run before printing report cards to ensure that correct attendance data is printed on report cards.
 - Grade Reporting > Reports > Grade Reporting Reports > SGR1800 - Compute Attendance in Course Records
- Print report cards.

NOTE: Be sure to set the **Print Promoted/Retained Msg** parameter to Y at the end of the school year, in order to print the promoted or retained message on the report card according to the student's year-end-status code.

 - Grade Reporting > Reports > Grade Reporting Reports > SGR1400 - Elementary Report Cards
- Run the end-of-year reports.
 - Grade Reporting > Reports > Grade Reporting Reports
 - SGR1920 - Pass/Fail Verification List
 - SGR2091 - Elementary Grade Labels (#6193)

CONCLUSION

Once you have finished the End-of-year checklist, you are ready to complete Summer PEIMS and enter any necessary information for students taking summer school. Finally, before school starts, you will perform the Move To Grade Reporting process. See the TxEIS Move To Grade Reporting - Perform Move To Grade Reporting "How To" guide for more information about the process.

For more information about individual fields, see online Help in the TxEIS Student system.

