



Report Card Processing Procedural Checklist

Change Log

Date	Section Number/Name	Change Description
1/22/16	Run Report Cards (R700) – Publish report cards to ParentAccess	Add a Note regarding the I want to – View Latest Report Card option
1/13/16	Run Report Cards (R700)	15.1.0 Updates – updated screenshots showing Run Ready Jobs option on Load Settings tab
11/10/15	Verify DASL Options	Remove Trainer Tip, no longer valid
7/14/15	Define Reporting Terms Run Report Cards (R700)	15.0.0 Updates – updated screenshot Updated screenshot Add information about publishing report cards to ParentAccess
11/21/14	Entire document	Update screenshot and breadcrumb trail
5/27/14	Run Class List Formatter (R703)	14.3.0 Updates – updated screenshot Remove reference to non-custom report cards
12/18/13	Verify Courses – General Tab	14.2.0 Updates – Updated screenshot
10/15/12	Run Student Composite (R112) Run Students with Specified Marks by Student (R302A) Run Students with Specified Marks by Teacher (R302B)	13.1.0 Updates – Updated screenshots – added Special Education Services filter
9/26/12	Run Class List Formatter (R703) Run Report Cards (R700)	13.1.0 Updates – Updated screenshots – added Special Education Services filter
6/12/12	Verify Courses – General tab	12.6.0 Updates – updated screenshot

11/28/11	Perform LOAGRADE Import	Updated screenshot
9/24/10	Verify Student Profile Student with Specific Marks by Teacher (R302B)	Updated screenshot Add section and screenshot

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Setting Up Report Card Processing



Important: Follow these steps before running report cards or interims the first time and/or to update as necessary. Unless otherwise noted, see Marks End User Documentation for details.

- ☐ **Verify DASL Options** – Verify DASL Options and adjust Marks tab as necessary. Select the type of mark your district will use. Alpha marks are the most commonly reported marks. Numeric marks must be associated with valid standard alpha marks for the purpose of determining GPA calculations. The marks configuration screen helps the district determine the specific method of expressing student performance for the district.

Navigation: StudentInformation – Management – School Administration – DASL Options – Marks tab – Alpha Marks

DASL Options

From this screen, you can display and change data pertaining to school year configuration functions.

Scheduling

Marks

Fees

Attendance

Prog Track

INFOhio Export

Mark Type Used: Alpha Marks

Save

OR

Navigation: StudentInformation – Management – School Administration – DASL Options – Marks tab – Numeric Marks

DASL Options

From this screen, you can display and change data pertaining to school year configuration functions.

Scheduling

Marks

Fees

Attendance

Prog Track

INFOhio Export

Mark Type Used: Numeric Marks

Numeric Marks Min Value: 0

Numeric Marks Max Value: 999.99

Save

- ☐ **Verify Courses** – Verify several items for each course. First, navigate to the Course's Edit page, by selecting the Edit icon for an individual Course.

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Course Maintenance – Courses (select Search Tab) – Click on edit icon for individual courses - Marks tab

See Scheduling End User Documentation for detail

From this screen you can display or change information regarding courses

Course: Grade Level: Department:

Area of Study: Course Subject Area: Type:

EMIS Subject Code:

		Code ^	Name	Area of Study	Subject Area	EMIS Subject Code	Is Active
<input type="checkbox"/>	<input type="checkbox"/>	011	ART I	ART - ART COURSES		020012	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	012	PAINTING	ART - ART COURSES		020250	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	013	DRAWING	ART - ART COURSES		020250	<input type="checkbox"/>

- ☐ **Verify Courses – General Tab**

Is High School Credit - determines whether a course can be included in a student's high school GPA and whether a course will count in Graduation Verification.

Is In Update History - determines whether a course will display in Course History and print on the Transcript

From this screen you can display or change information regarding courses

General Marks Miscellaneous EMIS Pre/Co-requisites

While the Code can be up to 15 characters, 10 characters or less is recommended.

Code: Abbreviation:

Name: Short Name:

Description:

Hours of Instruction: Scheduling Priority:

Display on Public Module: ☒ Is Active: ☒

Is High School Credit: ☒ Is In Update History: ☒

Roll course to next year: ☒ Core Course: ☒

College Prep: ☐ Dual Credit: ☐

☐ Verify Courses – Marks Tab

From this screen you can display or change information regarding courses

General	Marks	Miscellaneous	EMIS	Pre/Co-requisites	
011 - ART I					
Course Weight:	10.0000	In Graduation Count:	<input checked="" type="checkbox"/>	Is Honors Course:	<input type="checkbox"/>
Level of Difficulty:		Include in Total Credits:	<input checked="" type="checkbox"/>	Include on Permanent Record:	<input checked="" type="checkbox"/>
GPA Add-on Level:		Include in GPA:	<input checked="" type="checkbox"/>	Print on Report Card:	<input checked="" type="checkbox"/>
Credit Units:	1.0000	In Honor Roll:	<input checked="" type="checkbox"/>		
Mark Bump:					
Rank Weight:					
<input type="button" value="Save"/> <input type="button" value="Cancel"/>					

Course Weight – this field is used by the Batch Scheduler only, and does not represent credit weight.

Level of Difficulty – determines whether the course uses a different marks point scale.

GPA Add-on Level – determines whether the course has a specific point value added on to the calculated GPA.

Credit Units – determines the amount of credit a course is worth.

Mark Bump – specialized feature used by a custom GPA and is explained in the Marks End User Guide.

Rank Weight – used in custom GPA calculations.

In Graduation Count – This field is not functional. Please see “In Graduation / Eligibility” on the Course – Miscellaneous tab.

Include in Total Credits – determines if a course counts as cumulative credit.

Include in GPA – used to determine if course is included in any GPA calculation (not just cum).

In Honor Roll – used to determine if student qualifies for the honor roll. Note: In cum GPA field must also be checked as well.

Is Honors Course – flags a course as an honors course. Note: used by several custom GPA's.

Include on Permanent Record – determines whether a course prints on the R700 Permanent Record formats.

Print on Report Card – determines whether a course prints on R700 Report Card.

☐ Verify Student Profile

Navigation: StudentInformation – SIS – Student – Edit Profile – Additional tab

See Student and Registration End User Documentation for detail

Edit Student Profile
From this screen, you can display and change information regarding a student's profile.

General Additional Custom Private PS-Standing PS-Attendance PD-Attributes PE-Attributes PW-Grads PW-Transportation

Save Cancel

Last Modified: 06/27/2012 4:00 PM by User: An

Primary Building: OTTAWA-GLANDORF HIGH SCHOOL

Special Ed: 100 Country of Origin:

Citizenship:

Building Progression Track: GE to HS - Glandorf Elementary to High School Graduation Year:

New School:

Pst. Graduation Rule: Alt. Graduation Rule:

Counselor: -- Select Counselor -- Scheduling Priority: 5

☒ Show grade appropriate counselors only Locker Assignments: Assign Primary Locker

Team:

Homeroom: IN12 OR Auto-Assign

Choose from drop down or click Auto-Assign which will randomly assign an available grade-level appropriate homeroom to the student.

Include in Honor Roll: ☒

Include in Ranking: ☒

Include in GPA: ☒

Flags: 1 2 3 4 5

Include in Honor Roll – this field must be checked to include students who are eligible for the Honor Roll, Honor Roll messages on Report Cards, and inclusion in the R303 Honor Roll Report.

Include in Ranking – this field must be checked to include the student in the class ranking calculations.

Include in GPA – this field must be checked to include the student in the GPA calculations.

- ☐ **Verify Mark Types** – Define Mark Types if needed, and make sure all needed Mark Types are displayed. You **must** define a Mark Type if you wish to give that type of Mark during the year. Mark Types also specify a default weight for the Mark Type for mark averaging and GPA calculations.

Navigation: StudentInformation – Management – School Administration – Marks Administration Menu – Mark Types

Mark Types Maintenance

From this screen, you can display, add, change and delete Mark Types.

Add Mark Type

		Code	Name ^	Description	Default Weight	Active
		Avg	Avg	Avg	1	
		Exam	Exam	Exam	0	
		Fin	Final Mark		1	
		Int	Interim Mark		0	
		Qtr	Quarter Mark		1	

☒ Show Active Only



Trainer Tip: Default Weight should always be “1”.

- ☐ **Define Reporting Terms** – Define Reporting Terms as needed. Two types of reporting terms exist: standard and virtual. Standard reporting terms represent a collection of days on which information concerning students will be reported. Standard reporting terms are made up of scheduling terms. Virtual reporting terms are used to create a placeholder for marks (Interims, Exam, Averages, etc), and are not associated with any dates (like 0-day reporting terms from SIS). Marks Cutoff Date allows Teachers to define Marks up to and including that date (Virtual Reporting Terms may have their own separate Marks Cutoff Date).

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Initialization – Reporting Terms Maintenance

See Scheduling End User Documentation for detail

Reporting Terms Maintenance

From this screen, you can display and change data pertaining to reporting terms.

Add Virtual Term

Save Changes

Cancel Changes

			Code	Exp Code	Name	Start Date	End Date	Planned Days	Actual Days	Sort Order	Marks Start Date	Marks Cutoff Date	Archive Date	Active
			GP1		GP1	Aug 20, 2014	Oct 24, 2014	44.00	44.00	1			Oct 27, 2014	
			MT1		MidTerm 1			0.00	0.00	2				
			GP2		GP2	Oct 27, 2014	Jan 16, 2015	47.00	47.00	3			Jan 16, 2015	
			EX1		EX1			0.00	0.00	4				
			AV1		AV1			0.00	0.00	5				
			GP3		GP3	Jan 20, 2015	Mar 20, 2015	42.00	42.00	6			Mar 20, 2015	
			MT2		MidTerm2			0.00	0.00	7				
			GP4		GP4	Mar 23, 2015	May 29, 2015	43.00	43.00	8			May 29, 2015	
			EX2		EX2			0.00	0.00	9				
			AV2		AV2			0.00	0.00	10				
			FIN		FIN			0.00	0.00	11				

☒ Show Active Only

- ☐ **Define Marks** – Define Marks as needed. Marks are also commonly referred to as grades and may be defined by alpha or numeric values. A school can either be Alpha or Numeric. Alpha schools can only record “alpha” grades. Numeric schools can record alpha and numeric grades. The Average Point Threshold is only used for schools using automatic marks. There should be no gaps between Min Numeric Mark of one Mark and Max Numeric Mark of the next Mark down. You may have to clean up past years’ Marks Maintenance screens.

Navigation: StudentInformation – Management – School Administration – Marks Administration Menu – Marks

Marks Maintenance													
From this screen, you can display, add, change and delete data pertaining to marks for the current school year.													
Add Mark													
	Mark ^	Mark Name	Description	Point Value	Average Point Threshold	Min Numeric Mark	Max Numeric Mark	Credit Multiplier	Is Alt Mark	Is Credit Earned	Is Included in GPA	Is Dq Mark	Active
<input checked="" type="checkbox"/>	A	A		4.000000	3.990000	1.00	1.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	A-	A-		4.000000	3.500000	2.00	2.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	A+	A+		4.000000	4.000000	3.00	3.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	AUD	AUD	AUDIT	0.000000				0.000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	B	B		3.000000	2.990000	4.00	4.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	B-	B-		3.000000	2.500000	5.00	5.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	B+	B+		3.000000	3.000000	6.00	6.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	C	C		2.000000	1.990000	7.00	7.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	C-	C-		2.000000	1.500000	8.00	8.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	C+	C+		2.000000	2.000000	9.00	9.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	D	D		1.000000	0.990000	10.00	10.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	D-	D-		1.000000	0.980000	11.00	11.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	D+	D+		1.000000	1.000000	12.00	12.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	F	F		0.000000		13.00	13.00	1.000000	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	I	I	INCOMPLETE	0.000000				1.000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	P	P	PASS	0.000001				1.000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	S	S	SATISFACTORY	0.000000				0.000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	W	W	WITHDRAW	0.000000				0.000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	WF	WF	WITHDRAW/FAIL	0.000000				0.000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Show Active Only													
19 Records Displayed													
Back To Top													



Example of Alpha School not using automatic marks

Trainer Tips:

- The Credit Multiplier is always set to 1 even for failing grades
- Marks can have the same point value since automatic marks are not used by the example above
- Average Point Threshold does not need to be filled in since automatic marks are not used
- In the case of Alpha Schools, the Min and Max Numeric Marks do not need to be completed

Marks Maintenance
From this screen, you can display, add, change and delete data pertaining to marks for the current school year.

Mark	Mark Name	Description	Point Value	Average Point Threshold	Min. Numeric Mark	Max. Numeric Mark	Credit Multiplier	Is Alt Mark	Is Credit Earned	Is Included in GPA	Is De Mark	Action
	A	A	4.000000	3.850000	92.50	100.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	A-	A-	3.750000	3.500000	89.50	92.49	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	B	B	3.000000	2.850000	81.50	87.49	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	B-	B-	2.750000	2.500000	79.50	81.49	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	B+	B+	3.300000	3.150000	87.50	89.49	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	C	C	2.000000	1.850000	71.50	77.49	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	C-	C-	1.750000	1.500000	69.50	71.49	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	C+	C+	2.300000	2.150000	77.50	79.49	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	D	D	1.000000	0.850000	61.50	67.49	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	D-	D-	0.750000	0.550000	59.50	61.49	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	D+	D+	1.300000	1.150000	67.50	69.49	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	F	F	0	0	0	59.49	1.000000	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	I	I	0				1.000000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	S	S	0				1.000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	S-	S-	0				1.000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	U	U	0				1.000000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	W	W	0				1.000000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	WF	WF	0				1.000000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

13 Records Displayed

Example of Numeric School using automatic marks



Note: The I, S, S-, U, W, WF fields have a point value of zero (0), but are marked as alternate marks.

- All point values must be different for regular marks (except for those marks checked as alternate marks)
- Min and Max numeric columns should be completed (make sure there are no gaps between the numeric values or overlapping of values, see example below)

Helpful Example: If Min & Max Numeric Marks were set to the following and a student received a 92.50:

- A = 93 - 100
 - B = 88 - 92

A = 92.50 - 100.00
B = 87.50 - 92.49

SI will not know what the Alpha equivalent is because there are gaps!
MAKE SURE YOUR GRADING REFLECTS THE CURRENT MARKS SETUP

Marks Maintenance

From this screen, you can display, add, change and delete data pertaining to marks for the current school year.

Mark: ⚡

Name: ⚡

Description:

Point Value:	<input type="text" value="0"/>	⬆ ⬆ ⚡	Is Alternate Mark:	<input type="checkbox"/>
Average Point Threshold:	<input type="text" value=""/>	⬆ ⬆	Is Credit Earned:	<input type="checkbox"/>
Min Numeric Mark:	<input type="text" value="0"/>		Is Included in GPA:	<input type="checkbox"/>
Max Numeric Mark:	<input type="text" value="100"/>		Is Disqualified Mark:	<input type="checkbox"/>
Credit Multiplier:	<input type="text" value="1"/>	⬆ ⬆ ⚡	Is Active:	<input checked="" type="checkbox"/>

Mark – type in the desired mark

Name – type in a name for the mark

Description – type in a description for the mark

Point Value – if using automatic marks each point value must be unique unless the mark is marked as an alternate mark (i.e. F=point value zero (0), S- = point value zero (0), but is marked as an alternate grade).

Average Point Threshold – only needs to be completed if using automatic marks

Min Numeric Mark – only complete if your school is using numeric marks

Max Numeric Mark – be sure that there are no gaps between grades in scale

Credit Multiplier – will always be “1” even on failing grades

Is Alternate Mark – used by numeric schools to give Alpha grades such as S-, S, U, etc. Also used by automatic marks schools to allow schools to create 2 marks with the same point value.



Important: Automatic Marks only calculate on regular marks.

Is Credit Earned – used to represent which marks result in credit for a course

Is Included in GPA – indicates whether the mark is included in GPA calculation

Is Disqualified Mark – indicates that this mark disqualifies the student from the GPA calculation

Is Active – indicates whether this mark is active (unchecked equals “inactive” status)

- **Define Mark Groups** (optional) – Define Mark Groups as needed. Combined Mark Groups are used to group like grades together for honor roll purposes or to define difficulty point scales or add-on point scales. Marks entered in the group can then be totaled together in reports. Use the View icon (🔍) to define Combined Mark Group Members once a Combined Mark Group is defined.

Navigation: StudentInformation – Management – School Administration – Marks Administration Menu – Combined Mark Groups

Combined Mark Group Maintenance
From this screen, you can display, add, change and delete data pertaining to combined mark groups.

Add Combined Mark Group

	Code ^	Name	Description	Point Value	Active
✕ 🔍	A's	A+ A A-	All A Marks	4.000000	💡
✕ 🔍	B's	B+ B B-	All B Mark	3.000000	💡
✕ 🔍	C's	C+ C C-	All C Marks	2.000000	💡
✕ 🔍	D's	D+ D D-	All D Marks	1.000000	💡

☒ Show Active Only

Combined Mark Group Maintenance
From this screen, you can display, add, change and delete data pertaining to combined mark groups.

Code: 🔍

Name: 🔍

Description:

Point Value: ⬆️ ⬆️ 🔍

Is Active: ☒

Combined Marks Maintenance - A+ A A-
From this screen, you can add and delete data pertaining to combined marks.

Mark: 🔍

	Mark ^	Mark Name
✕	A	A
✕	A-	A-
✕	A+	A+

- ☐ **Define Difficulty Level** (optional) – Define Difficulty Levels as needed. Course Difficulty levels are used to specify courses of elevated or possibly remedial stature. A school may elect to award alternate points for marks earned in specific courses based on the level of difficulty assigned for the course.

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Course Maintenance – Course Difficulty

Course Difficulty Maintenance

From this screen, you can display, add, change and delete Course Difficulty codes.

Add Code

		Code	Name ^	Description	Active
X		POST	Post Secondary Course	Post Secondary Course	Lightbulb

☒ Show Active Only

- ☐ **Define Difficulty Point Scale** (optional) – Define Difficulty Point Scale as needed. Only one Difficulty Level may be assigned to a Course Section.

Navigation: StudentInformation – Management – School Administration – Marks Administration Menu – Difficulty Point Scale

Difficulty Point Scale Maintenance

From this screen, you can maintain the point values for each mark designated by the difficulty level.

Add Point Value

		Level of Difficulty	Mark ^	Combined Mark Group	Point Value
X		POST	A		5.000000
X		POST	A-		5.000000
X		POST	A+		5.000000

- ☐ **Define Add-On Level Codes** (optional) – Define Add-On Level Codes as needed.




Add-On Level along with GPA Add-On Points will determine if a student may be awarded additional points to his/her final GPA for a specific course based on the mark received for the course. This option was not available in SIS. “Use Partial Credit Percentage” is used in the Mark Substitution feature.

Navigation: StudentInformation – Management – School Administration – Marks Administration Menu – Add-On Level Codes

Add-On Level Codes Maintenance


From this screen, you can display, add, change and delete data pertaining to add on level codes.


Add

		Code ^	Name	Active	Use Credit Percentage
		AP	Advanced Placement Course Add-On		<input type="checkbox"/>
<input checked="" type="checkbox"/> Show Active Only					

Add-On Level Codes Maintenance

From this screen, you can display, add, change and delete data pertaining to add on level codes.

Code: 

Name: 

Is Active: ☒

Use Credit Percentage: ☐

Save

Cancel

- ☐ **Define Add-On GPA** (optional) – Define Add-On GPA as needed for specific add-on level codes. GPA add on points are awarded only for specified marks and optionally may be awarded based on a student's grade level as well. GPA Add-On Points may be assigned to individual marks or to a combined mark group. GPA Add-on Points are added to the resulting GPA. Add-On GPAs must be assigned in the Course Maintenance screen, and a Course may only have one.

Navigation: StudentInformation – Management – School Administration – Marks Administration Menu – Add-On GPA

Add-On GPA Maintenance

From this screen, you can maintain the point values which are added to the GPA based on Add On Levels and Marks.

Add

		Add On Level ^	Mark	Combined Mark Group	Student Grade Level	Additional GPA Point Value
		AP		A's		0.500000
		AP	B+	B's		0.300000
		AP	B-	B's		0.300000
		AP	B	B's		0.300000

Add-On GPA Maintenance

From this screen, you can maintain the point values which are added to the GPA based on Add On Levels and Marks.

Add On Level: AP - Advanced Placement Course Add-On

Mark

Combined Mark Group: A's - A's

Student Grade Level:

Additional GPA Point Value: 0.500000

Save



Cancel

- ☐ **Define Student Exception Credit** (optional) – Define Exceptions as needed for specific Course Sections or for specific Students. You can view, add and edit all exception credits from the Marks Administration Menu; you can add or edit the exception credit value for an individual course from the Teacher Menu – Teacher Course List screen (from the “Go To...” pull-down menu); and you can view, add and edit exception credits for an individual student from the SIS – Student – Marks Menu.

Navigation: StudentInformation – Management – School Administration – Marks Administration Menu – Course Section Exception

Course Section Exception Credit Maintenance
From this screen, you can display, add, change and delete data pertaining to a school's configured exception credits.

Add Exception Credit

	<u>Course Code</u> ^	<u>Course Name</u>	<u>Section</u>	<u>Teacher</u>	<u>Course Credit</u>	<u>Exception Credit</u>
 	140	ALGEBRA I	41	WILLIAMS, THOMAS	1.000000	1.300000

Course Section Exception Credit Maintenance
From this screen, you can display, add, change and delete data pertaining to a school's configured exception credits.

Course Section: 140 ⚡ 41 ⚡ ...

Course Credit: 1.000000

Teacher: THOMAS

Exception Credit: 1.300000 ⚡

Save Cancel



Trainer Tip: The student must have an earned mark in order for the exception credit to affect the amount of credit earned for the course.

Navigation: StudentInformation – Teacher Menu – Teacher Course List – select “Course Section Exception Credit” from the “Go to...” pull-down menu

Course Section Exception Credits

From this screen, you can display and edit student and course exception credits.

Course Code	Course Name	Course Section	Teacher	Course Credit
140	ALGEBRA I	41	, THOMAS	1.000000



Apply Exception Credit: ☒

Student Number	Student	Apply Exception Credit	Exception Credit	Applied Credit
18501	CARLY	<input checked="" type="checkbox"/>	<input type="text"/>	1.300000
18142	EVAN	<input type="checkbox"/>	<input type="text"/>	1.300000

Navigation: StudentInformation – SIS – Student – Marks – Student Exception Credit



Student Exception Credit

From this screen, you can display, add, change and delete data pertaining to a student's configured exception credits.

	Course Code ^	Course Name	Section	Teacher	Course Credit	Exception Credit
 	140	ALGEBRA I	41	, THOMAS	1.000000	1.300000


Student Exception Credit

From this screen, you can display, add, change and delete data pertaining to a student's configured exception credits.

Course Section:  

Course Credit:

Teacher:

Exception Credit: 

- ☐ **Define Grade Level Credit Multiplier** (optional) – Define Grade Level Credit Multiplier as needed for specific grade levels. The Grade Level Credit Multiplier allows credits to be applied to a student by a ratio based on the student's grade level. All course credits for specified grade level and credits in GPA would be affected.



Use only if needed, as this affects ALL students in the specified Grade Level!

Navigation: StudentInformation – Management – School Administration – Marks Administration Menu– Grade Level Credit Multiplier

Grade Level Credit Multiplier Maintenance

From this screen, you can display, add, change and delete credit multipliers based on the grade level.

Add Multiplier

		Code	Name ^	Description	Grade Level	Multiplier
X		12	Grade 12 Credit Multiplier		12	1.200000

Grade Level Credit Multiplier Maintenance

From this screen, you can display, add, change and delete credit multipliers based on the grade level.

Code: 12 ⚡

Name: Grade 12 Credit Multiplier ⚡

Description:

Grade Level: 12 - 12 ⚡

Multiplier: 1.200000 ⚡

Save































Cancel

- ☐ **Define GPA Sets** – Defines GPA Sets as needed for specific reporting term(s). See GPA & HR Procedural Checklist for step-by-step instructions.

- ☐ **Define Honor Rolls** – Create Honor Rolls and Honor Roll Exclusion Rules. See the GPA Calculation Procedural Checklist for step-by-step instructions on Honor Rolls.

- ☐ **Define Standard Comment Maintenance** (optional) – Define Standard Comment Maintenance as needed for comments to print on Report cards. A variety of comments often suggested by teachers are added to further explain the marks awarded to students.

Navigation: StudentInformation – Management – School Administration – Marks Administration Menu– Standard Comment Maintenance

Standard Comment Maintenance					
From this screen, you can display, add, change and delete data pertaining to standard comments.					
Add Comment					
		Code ^	Type	Text	Active
		001	General Mark	Excellent work.	
		002	General Mark	Very cooperative.	
		003	General Mark	Fine student.	
		004	General Mark	Very dependable.	
		005	General Mark	Good attitude.	
		006	General Mark	Works well with others.	
		007	General Mark	Asset to the class.	
		008	General Mark	Active participation.	
		009	General Mark	Shows creativity.	
		010	General Mark	Improvement is evident.	

Running Report Cards or Interims

Follow these steps to run Report cards at the end of each grading period or interims during the grading period. Unless otherwise noted, see Marks End User Documentation for details.

- ☐ **Perform Gradebook Export** to export class lists from StudentInformation to the electronic gradebook package. Complete this task at the beginning of each reporting period. At the end of the grading period, grades will be loaded into StudentInformation using LOADGRADE Import for each building. The Report Cards and other reports can be processed once the transfer has occurred.

Navigation: StudentInformation – Management – Import/Export - Gradebook Export

See Import/Export End User Documentation for detail

Gradebook Export

From this screen, you can export data for a specific file format.

Extended Format

Building: HIGH SCHOOL

Term: All Year

Reporting Period: Qtr1 - Quarter 1

Teachers Excluded

Teachers Included

BRIAN
MR. T.
KIMBERLY
MS. M.A.

Export Fields

<input checked="" type="checkbox"/> FormCode	<input checked="" type="checkbox"/> Gender	<input checked="" type="checkbox"/> Counselor	<input checked="" type="checkbox"/> FirstName
<input checked="" type="checkbox"/> StudentNumber	<input checked="" type="checkbox"/> Phone	<input checked="" type="checkbox"/> SSN	<input checked="" type="checkbox"/> LastName
<input checked="" type="checkbox"/> StudentName	<input checked="" type="checkbox"/> Birthdate	<input checked="" type="checkbox"/> Address	<input checked="" type="checkbox"/> CreditUnits
<input checked="" type="checkbox"/> CourseCode	<input checked="" type="checkbox"/> GradeLevel	<input checked="" type="checkbox"/> City	<input checked="" type="checkbox"/> Period
<input checked="" type="checkbox"/> SectionNumber	<input checked="" type="checkbox"/> HomeroomCode	<input checked="" type="checkbox"/> State	<input checked="" type="checkbox"/> CourseName
<input checked="" type="checkbox"/> StaffCode	<input checked="" type="checkbox"/> ParentName	<input checked="" type="checkbox"/> Zip	

Export

- ☐ **Perform LOAGRADE Import** (optional) – Perform LOAGRADE Import to import marks from electronic gradebook to StudentInformation for each building. Select the latest non-virtual Reporting Term for which you are importing Marks.

Navigation: StudentInformation – Management – Import/Export – LOAGRADE Import

See Import/Export End User Documentation for detail

The screenshot shows the 'LOAGRADE Import' interface with four steps: Step One, Step Two (active), Step Three, and Step Four. In Step Two, the 'Reporting Term' is set to 'Qtr1' with a lightning bolt icon. The 'File name' field is empty, with a 'Browse...' button and a lightning bolt icon to its right. The 'Ignore Load Errors' checkbox is checked. A 'Next >' button is at the bottom right.



Trainer Tip: Checking “Ignore Load Errors” will allow the marks to be imported even if errors exist in the file.

The screenshot shows the 'LOAGRADE Import' interface with four steps: Step One, Step Two, Step Three (active), and Step Four. In Step Three, a 'List Of Errors On Import' table is displayed. The table has three columns: 'Type', 'Value', and 'Line Number'. It lists four errors, all of the type 'No Student Number Found' with the value '000001353' and line numbers 1830, 1915, 2031, and 2113. At the bottom, there are 'Start Over' and 'Next >' buttons.

Type	Value	Line Number
No Student Number Found	000001353	1830
No Student Number Found	000001353	1915
No Student Number Found	000001353	2031
No Student Number Found	000001353	2113

LOAGRADE Import

Step One Step Two Step Three Step Four


Marking Pattern	Course Section Count	Mark One	Mark Two	Mark Three	Mark Four
AY - All Year Course 1		1st Quarter Interim	1st Quarter Mark	-- Not Imported --	-- Not Imported --

☒ Import marks for dropped assignments

Reporting Term for Comments: Qtr1

Mark Type for Comments:

Start Over Next >

 **Trainer Tip:** Make sure you choose the correct reporting term to import comments into. For example, if you are attempting to upload comment for interim 1 – choose reporting term = interim 1.

LOAGRADE Import

Step One Step Two Step Three Step Four

Your LOAGRADE file is being imported... This may take a few moments...

Records Imported: 0 of 1

Start Over

LOAGRADE Import

Step One Step Two Step Three Step Four

Blank Values In Import File

Course Code	Course Section Number	Student Number	Status	Mark
x01			Blank Value For Course/Course Section	
x01			Blank Value For Student	

Values Replaced From Import File

Course Code	Course Section Number	Student Number	Status	Old Mark	New Mark
There are no records to display					

Start Over

 **Important:** Verify your marks and comments loaded by going to Student Marks or Course Section Mark Entry.

- ☐ **Use Teacher Menu** – Teachers use Course Section Mark Entry to enter marks and comments. Teachers can access the page directly by going to:

Navigation: StudentInformation – Teacher Menu – Course Section Mark Entry

OR

Navigation: StudentInformation – Teacher Menu – Teacher Course List – Go To... Course Section Mark Entry

See Teacher Menu End User Documentation for detail

The first time you navigate to the page you will see the Display Options Window once you have selected a teacher and course set. In this window you can choose which marks to display on the page. You can also specify if you want to see every student in the course or a specific student. You also have the ability to display comments.

Display Options – Marking Pattern: Year – choose the item checkboxes that will determine which marks will display on the page **OR** you can check the All checkbox.

Mark Comments – choose the comment type checkboxes that will determine which comments you want to display on the page **OR** you can check the All checkbox.

Mark Comments

☒ General Mark

☒ Effort

☒ Work Habit

☒ All

Views – choose whether you wish to display all students or a single student.

☒ View All Students

☐ View Single Student

Choose

Apply and View Marks

 to view your choices.

Course Section Mark Entry

This screen is used to perform mark entry for a course section

Teacher:

THOMAS

Section:

140 (ALG I) - 41

☒ Only sections in progress

Show Marks List

Close Display Options

Show Bulk Update

Show Comments List

View Single Student

Display Options - Marking Pattern: All Year

Marks

☒ 1st Quarter Mark

☐ 1st Semester Average

☐ 4th Quarter Interim

☒ 1st Quarter Interim

☐ 3rd Quarter Mark

☐ 2nd Semester Exam

☐ 2nd Quarter Mark

☐ 3rd Quarter Interim

☐ 2nd Semester Average

☐ 2nd Quarter Interim

☐ 4th Quarter Mark

☐ Final Mark

☐ 1st Semester Exam

☐ All

Mark Comments

☒ General Mark

☒ Work Habit

☒ All

☒ View All Students

☐ View Single Student

Apply and View Marks

Cancel

140 - ALGEBRA I: Section 41

Save Changes

Student Name	Number	Grade	Mark	Value	General	Work Habit
CARLY	18501	09	1st Quarter Mark	A		
			1st Quarter Interim	A-		
EVAN	18142	09	1st Quarter Mark	B		
			1st Quarter Interim	B		

Example: View All Students for 1st Quarter and 1st Interim



Note: Comment columns will only display if they are previously selected in the Display Options Window.



When using the Course Mark Entry screen:

- **Marks and Comments** are validated as they are entered:
 - **Green border** = mark is valid
 - **Red border** = mark is not valid



Important: Alpha Schools can not use numeric marks. They will appear invalid as a result.

140 - ALGEBRA I: Section 41								Save Changes	
Student Name	Number	Grade	Mark	Value	General		Work Habit		
CARLY	18501	09	1st Quarter Mark	A-					
			1st Quarter Interim	A-					
EVAN	18142	09	1st Quarter Mark	97					
			1st Quarter Interim	B					

Example: Student2 has a red invalid mark because it is numeric (“97”) and the school is Alpha. Student1 has a valid green mark because a letter mark (“A-”) was entered.

If your school does not use comments, uncheck them from the Display Options for the view below:

140 - ALGEBRA I: Section 41					Save Changes	
Student Name	Number	Grade	Mark	Value		
CARLY	18501	09	1st Quarter Mark	A		
			1st Quarter Interim	A-		
EVAN	18142	09	1st Quarter Mark	B		
			1st Quarter Interim	B		

Course Section Mark Entry Display Control


Choose the following options to control how your screen is displayed:

Show Marks List	Close Display Options
Show Bulk Update	View Single Student
Show Comments List	

Show/Close Marks List

- Click the **Show** option to display the valid marks currently available.
- Click the **Close** Option to hide the valid marks list.

Note: This list can also be expanded into its own Internet browser window by clicking **Open in New Window**.

Open in new window 	
Mark	Description
A	EXCELLENT
A-	EXCELLENT
B	VERY GOOD
B+	VERY GOOD
B-	VERY GOOD
C	AVERAGE
C+	AVERAGE
C-	AVERAGE
D	BELOW AVERAGE
D+	BELOW AVERAGE
D-	BELOW AVERAGE
F	FAIL
I	INCOMPLETE
NG	NO GRADE
P	PASS
S	SATISFACT PROG
W	WITHDRAWN
WF	WITHDRAW FAIL
WP	WITHDRAW PASS

Show/Close Display Options

- Click the **Show** option to present the Display Options
- Click the **Close** option to hide the Display Options



Important: The Display Options are loaded from memory per single login regardless of the course you are working with. Be sure to change your display options to reflect your current preferences when working with multiple courses or schools.

Display Options - Marking Pattern: Year

Marks

☒ 1st Quarter ☐ 1st Sem Avg ☐ 4th Interim

☒ 1st Interim ☐ 3rd Quarter ☐ 2nd Sem Exam

☐ 2nd Quarter ☐ 3rd Interim ☐ 2nd Sem Avg

☐ 2nd Interim ☐ 4th Quarter ☐ Final

☐ 1st Sem Exam

☒ All

Mark Comments

☐ General Mark

☐ Effort

☐ Work Habit

☐ All

☒ View All Students ☐ View Single Student

Show/Hide Bulk Update

Bulk Update allows you to mass update Grades and/or Comments for all students or specific students. To select **All** students, check the checkbox next to **Student Name** as circled below. To select specific students, check the checkbox next to the student name. Click **Save Changes** to run your bulk update.

- Click **Show** to display bulk update fields
- Click **Hide** to hide bulk update fields

Course Section Mark Entry

This screen is used to perform mark entry for a course section

[Show Marks List](#) [Show Display Options](#)
[Hide Bulk Update](#) [Show Comments List](#) [View Single Student](#)

Teacher: Mr. R. Smith **Section:** 3010 (DH SOC. ST.) - 1 ☒ Only sections in progress

Mark: -- All Marks -- **Value:** **General:** **Work Habit:** **Effort:**

3010 - DEV. HDGP. SOCIAL STUDIES: Section 1

<input checked="" type="checkbox"/> Student Name	Number	Grade	Mark	Value	General	Work Habit	Effort
<input type="checkbox"/> Student1, Sally	6633323	09	1st Quarter	B			
			1st Interim	B			
<input type="checkbox"/> Student2, Sarah	6633346	09	1st Quarter	A			
			1st Interim	A			



Note: This bulk update can also be used to mass update blank entries for all marks and comments for a particular course section.



Trainer Tip: This feature is especially helpful when a majority of the students in a course section receive the same grade. Instead of having to update each student one by one with a grade of a “A” for example. All students will receive an “A” with a couple clicks of the mouse. Simply uncheck those students you wish to exclude from this update.

Show/Close Comments List

- Click the **Show** option to display the valid comment codes currently available.
- Click the **Close** Option to hide the valid comment code list.

Note: These comment lists can also be expanded into their own Internet browser window by clicking **Open in New Window**.

Open in new window	
Code	Work Habit
A	Works well as a team.
Open in new window	
Code	Effort
Exce	Shows excellent effort

Open in new window	
Code	General
001	INDIFFERENT
002	IDLE IN STUDY PERIODS
003	WORK CARELESSLY DONE
004	DOESN'T DO OWN WORK
005	GIVES UP TOO EASILY
006	WORK INCOMPLETE OR LATE
007	ABSENT TOO MUCH
008	INATTENTIVE IN CLASS
009	UNCOOPERATIVE
010	POOR TEST GRADES
011	NEEDS FREQUENT DISCIPLINING
012	DOESN'T BRING MATERIALS TO CLASS
013	CONFERENCE REQUESTED
014	GOOD CLASS PARTICIPATION
015	COMPLETES WORK ON TIME
016	POSITIVE ATTITUDE
017	CONGRATULATIONS ON YOUR IMPROVEMENT
018	WORKING UP TO POTENTIAL
019	URNS IN HOMEWORK REGULARLY
020	TRIES HARD
021	HAS SIGNIFICANT IMPROVEMENT

View Single Student

Use this view to change grades for one student at a time with navigation arrows to take you to **previous** < and **next** > students in the course.

- Click **View All Students** to use this feature
- Click **View All Students again** to hide this feature

Course Section Mark Entry
This screen is used to perform mark entry for a course section

Teacher: Section: ☒ Only sections in progress

☐

3010 - DEV. HDPC. SOCIAL STUDIES: Section 1

Student Name	Number	Grade	Mark	Value	General	Work Habit	Effort
Student1, Sally	6633323	09	1st Quarter	<input type="text" value="B"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			1st Interim	<input type="text" value="B"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Special Note: You must hit **Save** to save your changes when switching to another course. Click **Cancel** on the warning message to save when accidentally selecting another course prior to saving your current work. **There is NO WARNING if you switch pages in the browser window and your changes will be lost.**



- ☐ **Use Student Marks** – Office staff use Course Section Mark Entry to enter Marks and Comments for the student selected in context. Click any of the blue links for the Course Section to see the appropriate Student Mark Entry Page. Like the Course Section Mark Entry Page under the Teacher Menu, the Display Options Window opens when you first visit the page. The Display Options Window allows you to tell StudentInformation which course section and which marks and comments you want to display for the student in context.

Navigation: StudentInformation – SIS – Student – Marks – Student Marks

Student Marks

From this screen, you can view a student's marks for each completed or present course.

☐ Show Completed Courses Only

Dropped **Withdrawn**

Marking Pattern: All Year Course

Course Section	1Int Int	Qtr1 Qtr	2Int Int	Qtr2 Qtr	Ex1 Exam	Sem1 Avg	3Int Int	Qtr3 Qtr	4Int Int	Qtr4 Qtr	Ex2 Exam	Sem2 Avg	FNL F
1010 - INTEGRATED MATH I Section 1	C	C-	D	D	F+	D	F+	F	C+	C	F	F+	D
1220 - BIOLOGY I Section 5	C	D+	C	C	F+	D+	C	C+	D+	C	F	C-	D+
1320 - U.S. SOCIAL STUDIES 10 Section 9	B-	B	A	A	F+	B-	A	B-	C-	C+	F+	C	C+
612 - SPANISH I Section 8	B	B-	B-	C	D	C	D+	C+	C	D	F+	D+	C-
920 - ENGLISH 10 Section 2	B	C+	D+	F+	D+	D+	C+	B-	B-	C+	F+	C	C-

Marking Pattern: 1st Semester

Course Section	1Int Int	Qtr1 Qtr	2Int Int	Qtr2 Qtr	Ex1 Exam	Sem1 Avg	FNL F
722 - PHYS. ED. II Section 1	A+	A+	A+	A+	A+		A+

Marking Pattern: 2nd Semester

Course Section	3Int Int	Qtr3 Qtr	4Int Int	Qtr4 Qtr	Ex2 Exam	Sem2 Avg	FNL F
524 - CHILD DEVELOPMENT & PARENTING Section 2	C+	B	A+	A+	A+	A	A
710 - HEALTH Section 6	D	D	B	B+	B-	C	C

Display Options – Marks – choose the item checkboxes that will determine which marks will display on the page **OR** you can check the All checkbox.

Display Options

Marks

☒ 3rd Interim (Sem2)

☒ 2nd Qtr (AY)

☒ Final (Sem1)

☒ 1st Interim (Sem1)

☒ 2nd Qtr (Sem1)

☒ 3rd Interim (AY)

☒ 1st Interim (AY)

☒ 4th Qtr (Sem2)

☒ Final (Sem2)

☒ 1st Qtr (Sem1)

☒ Exam (Sem1)

☒ 3rd Qtr (AY)

☒ 1st Qtr (AY)

☒ Exam (Sem2)

☒ 4th Interim (AY)

☒ 3rd Qtr (Sem2)

☒ 1st Sem Exam (AY)

☒ 4th Qtr (AY)

☒ 4th Interim (Sem2)

☒ Sem 1 Avg (Sem1)

☒ 2nd Sem Exam (AY)

☒ 2nd Interim (AY)

☒ Sem2 Avg (Sem2)

☒ 2nd Sem Avg (AY)

☒ 2nd Interim (Sem1)

☒ 1st Sem Avg (AY)

☒ Final (AY)

☒ All


Display Options - Mark Comments

Please see the Use Teacher Menu section for details.

Display Options - Views

Please see the Use Teacher Menu section for details.

Choose to view your choices.

 **Note:** Once you select “Apply and View Marks” the current window will close to display the selected marks. To return to the previous screen click on Student Mark Entry in the breadcrumb trail. [StudentInformation > SIS > Student > Marks > Student Mark Entry](#)

Student Mark Entry - Student52589, Show Marks List Show Display Options
This screen is used to perform mark entry for a student Show Comments List View All Sections

016 - ART II: Section 6

Course Section	Mark	Value	General	Work Habit
016 - ART II: Section 6	1st Quarter Mark	A+	003	
	1st Quarter Interim	A+		

Save Changes

Example: View All Students for 1st Quarter and 1st Interim



Note: Comment columns will only display if they are previously selected in the Display Options Window.

When using the Student Mark Entry screen:

- **Marks** and **Comments** are validated as they are entered:

- **Green border** = mark is valid
- **Red border** = mark is not valid



Important: Alpha Schools can not use numeric marks. They will appear invalid as a result.

722 - PHYS ED II: Section 1

Course Section	Mark	Value	General
722 - PHYS ED II: Section 1	GREEN → 1st Qtr	A+	
	RED → 1st Interim	97	

Save Changes

Example: Because this school is Alpha this student has a valid green mark because a letter mark (“A+”) was entered and a red invalid mark because of a numeric (“97”) entry in the is course section.

If your school does not use comments, uncheck them from the Display Options for the view below:

722 - PHYS ED II: Section 1 ▼

Save Changes

Course Section	Mark	Value
722 - PHYS ED II: Section 1	1st Qtr	A+
	1st Interim	A+

Save Changes

Course Section Mark Entry Display Control

Please see the Use Teacher Menu section for details.

Show/Close Marks List

Please see the Use Teacher Menu section for details.

Show/Close Display Options

Please see the Use Teacher Menu section for details.

Show/Close Comments List

Please see the Use Teacher Menu section for details.

View Single Student

Use this view to add/edit grades for one course at a time with navigation arrows to take you to the **previous** ◀ and **next** ▶ course sections for the student in context.

722 - PHYS ED II: Section 1 ▼
▶

Save Changes

Course Section	Mark	Value
722 - PHYS ED II: Section 1	1st Qtr	A+
	1st Interim	A+

Save Changes

View All Sections

Use this view to add/edit grades for all course sections at one time for the student in context.

Student Mark Entry - Student52589, [Show Marks List](#) [Show Display Options](#)
This screen is used to perform mark entry for a student [Show Comments List](#) [View Single Section](#)

Display Options loaded from memory

[Save Changes](#)

Course Section	Mark	Value	General	Work Habit
016 - ART II: Section 6	1st Quarter Mark	A+	D03	
	1st Quarter Interim	A+		
125 - ENGLISH IV (COLLEGE): Section 4	1st Quarter Mark	A		
	1st Quarter Interim	A		
150 - COLLEGE PREP ALGEBRA: Section 9	1st Quarter Mark	B		
	1st Quarter Interim	B		
186 - PHYSICS: Section 23	1st Quarter Mark	A		
	1st Quarter Interim	A		
212 - AMERICAN GOVERNMENT: Section 1	1st Quarter Mark	A-		
	1st Quarter Interim	A		

[Save Changes](#)




Special Note: You must hit **Save Changes** to save your changes before leaving the page. You can move between course sections for the student in context and the marks you have entered are temporarily saved. They are not permanently saved to the database until you click *Save Changes*. **There is NO WARNING if you switch pages in the browser window and as a result your changes will be lost.**

Student Mark Entry -
This screen is used to perform mark entry for a student

[Show Marks List](#) [Show Display Options](#)
[Show Comments List](#) [View All Sections](#)

101 - 1ST GRADE SOCIAL STUDIES: Section 2
>

Course Section	Mark	Value
101 - 1ST GRADE SOCIAL STUDIES: Section 2	1st Quarter Interim	<input type="text"/>
	1st Quarter Mark	<input type="text"/>
	2nd Quarter Interim	<input type="text"/>
	2nd Quarter Mark	<input type="text"/>
	3rd Quarter Interim	<input type="text"/>
	3rd Quarter Mark	<input type="text"/>
	4th Quarter Interim	<input type="text"/>
	4th Quarter Mark	<input type="text"/>
	Final Average	<input type="text"/>

 **Note:** The Student Mark Entry page with a student in context allows you to enter all marks and comments for a student's course section on one screen, something previously not possible in StudentInformation.

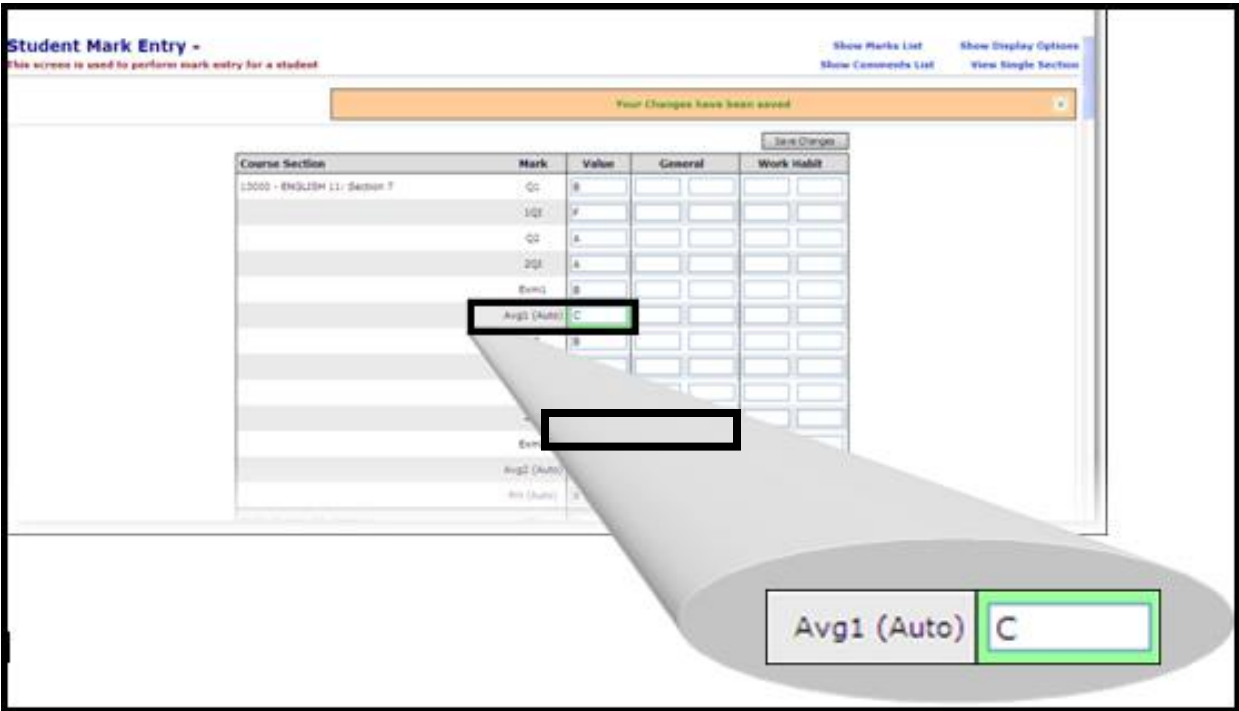
Define Automatic Mark Maintenance (optional) – Define Automatic Mark Maintenance as needed. Automatic Marks are most commonly used to calculate 1st semester averages, 2nd semester averages, and finals. Automatic marks can also be used to calculate a variety of other marks. The three previously mentioned marks are examples. Automatic Marks use point values and average point thresholds defined on the Marks Maintenance page to calculate the specified marks. It is possible to override the value of a calculated automatic mark if needed.

You will be able to distinguish which marks were manually entered and which marks were created by automatic marks. If the mark was calculated by automatic mark, the word (Auto) will display in the mark entry window.

1st Sem Avg (Auto)	<input type="text" value="(Auto)"/>
--------------------	-------------------------------------

Please see Automatic Mark Procedural Checklist for more information.

In the following screenshot you can distinguish the marks which have an automatic mark rules but were manually entered. The word (Auto) still appears after the marking pattern rule but the word (Auto) is no longer displaying in the marks entry box. This is because a manual mark was entered.



- ☐ **Run Class List Formatter (R703)** (optional) – Run Verification Sheets R703 to verify marks for each course/section. Format 1 and 4 offer the option of grade verification. Once schedule results are finalized, you will not have to select Schedule Result; it will automatically select the finalized result. This Class List will have a list of students in a teacher's course and their grades, and can be used for verification purposes.

Navigation: StudentInformation – SIS – Marks – Marks Reports – Class List Formatter (R703)



Trainer Tips:

- If you would like Quarter 1 comments to print, please make sure Quarter 1 is pulled over to the right in the reporting term filter.
- If you select Qtr 1, Qtr 2, Exam, Semester 1, Qtr 3 in the reporting term filters, the comments associated with Qtr 3 will print since it is the latest reporting term.

Class List Formatter (R703)

From this screen, you can select parameters to generate a report.

Selection Criteria Selection Summary Load Settings

Schedule: Default Schedule ▼

Schedule Result: Schedule Result ▼ ⚡

Report Layout: Class List Format 1 ▼

Course Term

1st Semester
All Year
2nd Semester



Reporting Term

1st Quarter Interim
Quarter 2
2nd Quarter Interim
1st Semester Exam



Mark Type

Avg
Exam
Final Mark
Interim Mark



Staff

BRIAN
MR. T.
KIMBERLY
MS. M.A.



Course

011 - ART I
012 - PAINTING
013 - DRAWING
014-2 - ART HISTORY OL



Course Section

011 - ART I (Section: 1)
011 - ART I (Section: 6)
011 - ART I (Section: 9)
012 - PAINTING (Section: 81)



Period

0
1
2
3



Course Types

C - Class
L - Lunch
Z - Study hall
ESC - ESC course



Special Education Services

215001 - Adapted Physical Education Services
215002 - Aide Services
215003 - Attendant Services
215004 - Audiological Services

**Program**

AOC - ALTERNATIVE OPPORTUNITY CENTER
ESC 1 - JILL
ESC 2 - TERESA
ESC 3 - MICHELLE



**Homeroom**

HR AOC - (Full Year Term)
HR AUT - (Full Year Term)
HR50 - (Full Year Term)
HR51 - (Full Year Term)

**Home School**

007104 - Columbus Grove High School (Sch)
007278 - Continental Local High School (Sch)
142315 - Continental Local Middle School (Sch)
018606 - Kalida High School (Sch)



Homeroom Date: 11/20/2014  

Suppress Withdrawals: ☒ Yes ☐ No

Suppress Drops: ☒ Yes ☐ No

Suppress Disability Condition: ☒ Yes ☐ No

Suppress Program: ☐ Yes ☒ No

Print Student with future assignment for Course from a Current Course Term: ☒ Yes ☐ No

Common Text For Class List:

Student Sorting Options

Student Number (DESC)
Student Name (DESC)
Grade (ASC)
Grade (DESC)



Student Name (ASC)

**Sorting Options**


Staff Code (DESC)
Teacher Name (ASC)
Teacher Name (DESC)
Course Code (ASC)



Staff Code (ASC)




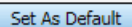
Output: ☒ Report ☐ Labels ☐ Both Report and Labels

Label Type: Avery Label 5160 - 1" X 2 5/8" 3-columns 

Address: ☒ Use Student Address ☐ Use Parent Address

☐ Use custom address text

Include Copied On Correspondence: ☐ Yes ☒ No

Delivery Method: Pickup  

Email Address: amy@noacsc.org

Description:



- ☐ **Run Students with Specified Marks by Student (R302A)** (optional) – Run Students with Specified Marks By Student R302A to view students with specific or missing marks. You can use this report to verify that all marks have been entered before running report cards.

Navigation: StudentInformation – SIS – Marks – Marks Reports – Specified Marks By Student (R302A)

Students with Specified Marks By Student(R302A)

From this screen, you can select parameters to generate a report.

Selection Criteria

Selection Summary

Load Settings

Marks to show:

☒ Only Completed Marks
☐ Completed Marks And Missing Marks
☐ Only Missing Marks

Marks or Mark Groups:

☒ Marks ☐ Mark Groups

Reporting Term

Qtr1 - Quarter 1
1Int - 1st Quarter Interim
Qtr2 - Quarter 2
2Int - 2nd Quarter Interim

Mark Type

Avg
Exam
Final Mark
Interim Mark

Marks

A - A
A+ - A+
A- - A-
AUD - AUD

Course Term

All Year
1st Semester
2nd Semester

Membership Group

10 - 10
11 - Intervention
12 - Post-secondary Enrollment Options Program
13 - 13

Membership

15 - Extended Learning Time (Each Week)
15 - Guided Reading (Small Group Instruction)
15 - Increase Reading Time
15 - Interactive Writing

Special Education Services

215001 - Adapted Physical Education Services
215002 - Aide Services
215003 - Attendant Services
215004 - Audiological Services

Team

Student Status

A - ACTIVE RES
C - ACTIVE RES - ESC UNIT
F - NON-RES - FOSTER PLACED
I - INACTIVE

Teacher

BRIAN
MR. T.
KIMBERLY
MS. M.A.

Home School

007104 - High School (Sch)
007278 - Local High School (Sch)
142315 - Local Middle School (Sch)
018606 - High School (Sch)

Only include courses marked 'Include in GPA': ☒

Include Dropped Courses: ☒

Homeroom Date:

11/20/2014

Improve Performance by Separating Report Processing by Grade: ☒

Grade

07 - 07
08 - 08
10 - 10
11 - 11

09 - 09

Student Sorting Options

Grade (ASC)
Grade (DESC)
Gender (ASC)
Gender (DESC)

Student Name (ASC)

Marks Sorting Options

Course Code (ASC)
Course Code (DESC)
Teacher Name (ASC)
Teacher Name (DESC)

Choose this option for shorter execution time and lower memory usage when running the report for multiple grade levels. A separate interim report will be generated for each selected grade, and then the interim reports for all selected grades will be combined into one final report. When choosing this option, 'Grade' will be the primary student sort order for the final report, in order of the grades selected in the 'Grade' dual select below.
Note: This option only be implemented if 'Adobe PDF' is chosen for the 'Report Format' option below.

The 'Grade' dual select is only Required if the 'Improve Performance by Separating Report Processing by Grade' option is chosen above.

If the 'Improve Performance by Separating Report Processing by Grade' option is chosen above, then the sort order of grades is determined by the order of the grades in the 'Grade' dual select above. In that case the 'Grade' option does not have to be selected in the 'Student Sorting Options' dual select, since the grade will automatically be the first sort criteria.

Output:

☒ Report ☐ Labels ☐ Both Report and Labels

Label Type:

Avery Label 5160 - 1" X 2 5/8" 3-columns

Address:

☒ Use Student Address ☐ Use Parent Address

☐ Use custom address text

Include Copied On Correspondence: ☐ Yes ☒ No

Delivery Method:

Pickup

Set As Default

Email Address:

amy@noacsc.org

Report Format:

Adobe PDF

Description:

Submit

- ☐ **Run Students with Specified Marks by Teacher (R302B)** (optional) – Run Students with Specified Marks By Teacher R302B to view students with specific or missing marks. You can use this report to verify that all marks have been entered before running report cards. The report will group by teacher, then course, then student.

Navigation: HtudentInformation – SIS – Marks – Marks Reports – Specified Marks By Teacher (R302B)

Students with Specified Marks By Teacher(R302B)		
From this screen, you can select parameters to generate a report.		
Selection Criteria Selection Summary Load Settings		
Marks to show: <input checked="" type="radio"/> Only Completed Marks <input type="radio"/> Completed Marks And Missing Marks <input type="radio"/> Only Missing Marks		
Marks or Mark Groups: <input checked="" type="radio"/> Marks <input type="radio"/> Mark Groups		
Reporting Term Qtr1 - Quarter 1 1Int - 1st Quarter Interim Qtr2 - Quarter 2 2Int - 2nd Quarter Interim		
Mark Type Avg Exam Final Mark Interim Mark		
Marks A - A A+ - A+ A- - A- AUD - AUD		
Course Term All Year 1st Semester 2nd Semester		
Membership Group 10 - 10 11 - Intervention 12 - Post-secondary Enrollment Options Program 13 - 13		
Membership 15 - Extended Learning Time (Each Week) 15 - Guided Reading (Small Group Instruction) 15 - Increase Reading Time 15 - Interactive Writing		
Special Education Services 215001 - Adapted Physical Education Services 215002 - Aide Services 215003 - Attendant Services 215004 - Audiological Services		
Team		

Student Status

A - ACTIVE RES
C - ACTIVE RES - ESC UNIT
F - NON-RES - FOSTER PLACED
I - INACTIVE

Teacher

BRIAN
MR. T.
KIMBERLY
MS. M.A.

Home School

007104 - High School (Sch)
007278 - Local High School (Sch)
142315 - Local Middle School (Sch)
018606 - High School (Sch)

Only include courses marked 'Include in GPA': ☒

Include Dropped Courses: ☐

Homeroom Date:

11/20/2014

**Grade**

07 - 07
08 - 08
09 - 09
10 - 10

Teacher Sorting Options

Course Code (ASC)
Course Code (DESC)
Student Name (ASC)
Student Name (DESC)

Marks Sorting Options

Reporting Term (ASC)
Reporting Term (DESC)
Mark (ASC)
Mark (DESC)

Output:

☒ Report ☐ Labels ☐ Both Report and Labels

Label Type:

Avery Label 5160 - 1" X 2 5/8" 3-columns

Address:

☒ Use Student Address ☐ Use Parent Address

☐ Use custom address text

Include Copied On Correspondence: ☐ Yes ☒ No

Delivery Method:

Pickup

Set As Default

Email Address:

amy@noacsc.org

Report Format:

Adobe PDF

Description:

Submit

- ☐ **Make Final Mark Corrections** – Return to Teacher Menu – Course Section Marks **OR** Student Mark Entry, and make any necessary changes to student Marks and Comments.

Navigation: StudentInformation – Teacher Menu – Course Section Marks (or Student Mark Entry)

See Teacher Menu End User Documentation for detail

- ☐ **Verify Honor Rolls** – Make sure Honor Rolls are set up correctly. See the GPA Calculation Procedural Checklist for step-by-step instructions on Honor Rolls.
- ☐ **Refresh GPA Sets** – Refresh GPA Sets for the appropriate term(s). Refreshing will calculate a new GPA that includes the most recent marks entered. Honor Roll Sets are recalculated when GPA Sets are.

Navigation: StudentInformation – Management – School Administration – Course History Administration – GPA Sets – Refresh icon

See Course History/Class Rank/Transcript End User Documentation for detail

GPA Set Maintenance					
From this screen, you can display, add, change and delete data pertaining to GPA sets.					
Add GPA Set					
			Name ^	Modified	Last Calculated
			1st Qtr	1/21/2014 9:20:00 AM	11/7/2014 10:39:00 AM
			1st Sem	1/21/2014 9:20:00 AM	
			2nd Qtr	1/21/2014 9:20:00 AM	
			2nd Sem	1/21/2014 9:20:00 AM	
			3rd Qtr	1/21/2014 9:20:00 AM	
			4th Qtr	1/21/2014 9:20:00 AM	
			Cumulative GPA	1/21/2014 9:20:00 AM	10/29/2014 10:16:00 AM
			CUR YR	1/21/2014 9:20:00 AM	
			MID YEAR CUM GPA	1/21/2014 9:20:00 AM	

- ☐ **View GPA Results** – See Class Ranking and GPAs. Clicking on a student's name will take you to that student's Student GPA Details screen.

Navigation: StudentInformation – SIS – Course History – Student GPA/Rank

View GPA Details

Student GPA Supporting Details

From this screen, you can view data pertaining to the students GPA details.

GPA Set: [< Back](#)

GPA Set	Formula	Reporting Terms	Mark Credit Types	Add-On	Difficulty Points	Prev. Years
1st Qtr	Standard GPA Calculation (Alpha)	Qtr1	Progress 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Calculations:

Calculation	Date	Points	Credits	GPA
GPA based on current GPA configuration	11/20/2014 3:00 PM	23.0000	7.0000	3.2857
Last time GPA was recalculated	11/7/2014 10:39 AM	23.0000	7.0000	3.2857

Details:

Course							Mark					Calculation Values			
Year	Code	Abbr	Term	Include in Total Credits	Include in GPA	Is HS Credit	Type	Mark	Crd Type	Is Earned	In GPA	Pt Val	Crd Att	Crd Earn	Crs Crd
2014-2015	069	SPAN II	Year	✓	✓	✓	Quarter Mark	A	Progress 1	✓	✓	4.0000	1.0000	1.0000	1.0000
2014-2015	121	ENG II	Year	✓	✓	✓	Quarter Mark	B	Progress 1	✓	✓	3.0000	1.0000	1.0000	1.0000
2014-2015	140	ALG I	Year	✓	✓	✓	Quarter Mark	B-	Progress 1	✓	✓	3.0000	1.0000	1.0000	1.0000
2014-2015	166	M CHORUS	Year	✓	✓	✓	Quarter Mark	A	Progress 1	✓	✓	4.0000	1.0000	1.0000	1.0000
2014-2015	185	BIOLOGY	Year	✓	✓	✓	Quarter Mark	B	Progress 1	✓	✓	3.0000	1.0000	1.0000	1.0000
2014-2015	206	AM HIST	Year	✓	✓	✓	Quarter Mark	B	Progress 1	✓	✓	3.0000	1.0000	1.0000	1.0000
2014-2015	925	BIO-PLTW	Year	✓	✓	✓	Quarter Mark	B	Progress 1	✓	✓	3.0000	1.0000	1.0000	1.0000

Navigation: StudentInformation – SIS – Course History – Student GPA Details

See Course History/Class Rank/Transcript End User Documentation for detail

- ☐ **Run Student Absence Search Detail (R309-A)** – This report will generate a list of selected students and show the total of their absences for the date range selected.

Navigation: StudentInformation – SIS – Attendance – Attendance Reports – Student Absence Search Detail (R309-A)

Student Absence Search Detail (R309-A)

From this screen, you can select parameters to generate a report.

Selection Criteria

Selection Summary

Load Settings

Selecting an Ad-Hoc Membership Group will limit the report the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership:

-- Select an Ad-Hoc Membership --

Public And Private

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.

Date Range:

08/20/2014

to

11/20/2014

Homeroom Date:

11/20/2014

'Students with Absence Type' filters for students that have at least one of the absence type(s) chosen. Leave 'Students with Absence Type' blank to return both students with and without absence records. Select all absence types to return every student with at least one absence.

Students with Absence Type

ABSENT

EXCUSED

OTHER

TARDY

Show all student absences types in the report

Show only selected student absence types in the report

Absence Reason

(No Absence Reason)

A - FARMING

B - SICK

C - COLLEGE

Grade

07 - 07

08 - 08

09 - 09

10 - 10

Program

AOC - ALTERNATIVE OPPORTUNITY CENTER

ESC 1 - JILL

ESC 2 - TERESA

ESC 3 - MICHELLE

Student Status

A - ACTIVE RES

C - ACTIVE RES - ESC UNIT

F - NON-RES - FOSTER PLACED

I - INACTIVE

Disability Code

** - Not Applicable

01 - Multiple Disabilities (other than Deaf-Blind)

02 - Deaf-Blindness

03 - Deafness (Hearing Impairments)

Homeroom Code

HR AOC - (Full Year Term)
HR AUT - (Full Year Term)
HR50 - (Full Year Term)
HR51 - (Full Year Term)

**Home School**

007104 - High School (Sch)
007278 - Local High School (Sch)
142315 - Local Middle School (Sch)
018606 - High School (Sch)



In order to include students with zero days absent or zero partial absences, you must not have any 'students with absence types' selected above.

Number Of Days Absent: to

☒ And ☐ Or

Number Of Partial Absences: to

In order to use the Filter by Number of Absence Types, at least one 'students with absence type' must be selected above.

☒ And ☐ Or

Number Of Filtered Absence Types: to **Printing Options:**

- ☐ Print no more than one student per page
☐ Avoid splitting students across pages unless unavoidable
☒ Fit as much data per page as possible

**Print Comments:**☐**Hide disability code:**☐**Sorting Options**

Gender (ASC)
Gender (DESC)
Grade Level (DESC)
Disability Condition (ASC)



Grade Level (ASC)
Student Name (ASC)

**Output:**

☒ Report ☐ Labels ☐ Both Report and Labels

Label Type:

Avery Label 5160 - 1" X 2 5/8" 3-columns

Address:

☒ Use Student Address ☐ Use Parent Address

☐ Use custom address text

Include Copied On Correspondence: ☐ Yes ☒ No**Delivery Method:**

Pickup

Set As Default

Email Address:

amy@noacsc.org

Report Format:

Adobe PDF

Description:

Submit

- ☐ **Run Student Absence Search Summary (R309-B)** – This report will generate a list of selected students and show the detail of their absences for the date range selected.

Navigation: StudentInformation – SIS – Attendance – Attendance Reports – Student Absence Search Summary (R309-B)

Student Absence Search Summary (R309-B)

From this screen, you can select parameters to generate a report.

Selection Criteria

Selection Summary

Load Settings

Selecting an Ad-Hoc Membership Group will limit the report the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership:

-- Select an Ad-Hoc Membership --

Public And Private

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.

Date Range:

8/20/2014

to

11/20/2014

Homeroom Date:

11/20/2014

'Students with Absence Type' filters for students that have at least one of the absence type(s) chosen. Leave 'Students with Absence Type' blank to return both students with and without absence records. Select all absence types to return every student with at least one absence.

Absence Type

ABSENT

EXCUSED

OTHER

TARDY

Absence Reason

(No Absence Reason)

A - FARMING

B - SICK

C - COLLEGE

Grade

07 - 07

08 - 08

09 - 09

10 - 10

Program

AOC - ALTERNATIVE OPPORTUNITY CENTER

ESC 1 - JILL

ESC 2 - TERESA

ESC 3 - MICHELLE

Student Status

A - ACTIVE RES

C - ACTIVE RES - ESC UNIT

F - NON-RES - FOSTER PLACED

I - INACTIVE

Disability Code

** - Not Applicable

01 - Multiple Disabilities (other than Deaf-Blind)

02 - Deaf-Blindness

03 - Deafness (Hearing Impairments)

Homeroom Code

HR AOC - (Full Year Term)
HR AUT - (Full Year Term)
HR50 - (Full Year Term)
HR51 - (Full Year Term)

**Home School**

007104 - High School (Sch)
007278 - Local High School (Sch)
142315 - Local Middle School (Sch)
018606 - High School (Sch)



In order to include students with zero days absent or zero partial absences, you must not have any 'students with absence types' selected above.

Number Of Days Absent: to

☒ And ☐ Or

Number Of Partial Absences: to

☒ And ☐ Or

In order to use the Filter by Number of Absence Types, at least one 'students with absence type' must be selected above.

Number Of Filtered Absence Types: to **Hide disability code:**☐**Group report by:****Sorting Options**

Gender (ASC)
Gender (DESC)
Grade Level (ASC)
Grade Level (DESC)

**Delivery Method:****Email Address:****Report Format:****Description:**

- ☐ **Run Report Cards (R700)** – Run Report Cards (R700) to review and print Report cards or interims. Be sure to verify Marks, GPAs, Honor Roll messages, along with other details on the Report cards.

Report Layout (required) – Select the appropriate format from the dropdown menu.
Active report card formats are as follows:

- **Format 1** – Term Report Cards (Alpha Marks)
- **Format 2** – Term Report Cards (Numeric Marks)
- **Format 3** – Term Report Cards (Numeric and Alpha Marks)
- **Format 4** – Term Report Cards (Numeric and Alpha Marks) for a large number of marks
- **Format 11** – Interim Report Cards (Alpha Marks)
- **Format 12** – Interim Report Cards (Numeric & Alpha Marks)
- **Format 20** – SWOCA Carlisle Report Cards
- **Format 21** – SWOCA Carlisle Report Cards
- **Format 30** – Term Report Cards
- **Format 31** – NOACSC Apollo Report Cards
- **Format 40** – Term Report Cards with “Tardy” instead of “Late”, no Superintendent Label, Parent Name in Footer, school phone number
- **Format 50** – SWOCA Carlisle Report Cards

If you use Custom Report Card Formats, they will have different format options, including formatting options (margins, assessment and marks subreport inclusions, and so on) on the Report Card Formatter itself.

Navigation: StudentInformation – SIS – Marks – Marks Reports – Report Card Formatter (R700) (Custom)

Report Card Formatter (R700)
 From this screen, you can select parameters to generate a report.

Selection Criteria **Selection Summary** Load Settings

Formatter Version: ☒ Custom ☐ Permanent Record Labels ☐ Non-Custom (Warning: the Non-Custom formats can be used, but state support will no longer be provided.)

Report Layout: AllYear2

Watermark Image: None **Watermark Alignment:** Top Left

Footer Location: ☐ Directly Beneath the Detail Section ☒ At The Bottom of the Last Report Page

Report Orientation: ☐ Portrait ☒ Landscape

Paper Kind: Letter

Paper Width: 8.5 **Paper Height:** 11

Left Margin: 0.5 **Top Margin:** 0.5
Right Margin: 0.5 **Bottom Margin:** 0.5 **Gutter:** 0.0

School Years For Credits
 2013-2014
 2012-2013
 2012 Summer
 2011-2012

2014-2015

Interim Report Card: ☐ Yes ☒ No

Reporting Term For Which To Show Comments
 GP1
 MidTerm 1
 GP2
 EX1

Latest Physical Term Is Used For The Current Reporting Term
 FIN

Mark Type For Which To Show Comments
 Average
 Exam
 Grading Period
 Interim

Final

Reporting Term For Which To Show Marks
 MidTerm 1
 EX1
 AV1
 MidTerm2

GP1
 GP2
 GP3
 GP4

Mark Type For Which To Show Marks
 Average
 Exam
 Interim

Grading Period
 Final

Course Types
 C - Class
 L - Lunch
 Z - Study hall
 ESC - ESC course

Mark Credit Type: All

Show Required Marks Only: ☒ Yes ☐ No
Print Report Card If Student Has No Marks Or Comments: ☒ Yes ☐ No
Print Regular Course From Prior Course Term That Has No Marks Or Comments: ☐ Yes ☒ No
Print Regular Course From Current Course Term That Has No Marks Or Comments: ☐ Yes ☒ No
Print Regular Course From Future Course Term That Has No Marks Or Comments: ☐ Yes ☒ No
Print Course History That Has No Marks: ☐ Yes ☒ No
Include Dropped Courses In Past Or Current Course Terms In Current Year: ☐ Yes ☒ No
Include Dropped Courses In Future Course Terms In Current Year: ☐ Yes ☒ No
Include Dropped Courses in Prior Years (for Credits totals): ☐ Yes ☒ No
Show Separate Marks Subreports For Each Marking Pattern: ☐ Yes ☒ No
Show Separate Rows in Credits Subreport for Credits from Different Schools in the Same Year: ☒ Yes ☐ No
Require 'Update History' Flag to be True for Course to be on Report Card: ☐ Yes ☒ No
Require 'Is High School Credit' Flag to be True for Course to be on Report Card: ☐ Yes ☒ No
Marks Alignment in Marks Subreports: ☒ Align Equivalent Marks Columns in Marks Subreports for All Marking Patterns
☐ Stretch Marks Columns to Fill Width of Marks Shape Within the Marks Subreport for Each Marking Pattern

GPA Sets
 1st 9 weeks
 2nd 9 weeks
 3rd 9 weeks
 4th 9 weeks

CUMULATIVE 4.0 GPA

Honor Roll GPA Sets
 1st 9 weeks
 2nd 9 weeks
 3rd 9 weeks
 4th 9 weeks

CUMULATIVE 4.0 GPA

Refresh GPA Set and Honor Roll Results: ☒ Yes ☐ No

Reporting Term For Which To Show Attendance
 GP1
 GP2
 GP3
 GP4

Absence Type A - EXCUSED app - Appointment D - WCCC/TARDY H - HOME DUTY		
Show Days Present and Days Absent Totals based on Total Days or Occurrences: <input checked="" type="radio"/> Total Days <input type="radio"/> Occurrences		
Absence Cutoff Date: 6/19/2015		
Use Period Attendance: <input type="radio"/> Yes <input checked="" type="radio"/> No		
Period 1 2 3 4		
Student Status A - ACTIVE RES CC - CAREER CENTER RES CCNR - CAREER CENTER NON-RESIDENT CCPN - CAREER CENTER/PSEOP NON-RES		
Administrative Homeroom C111 - (Full Year Term) C113 - (Full Year Term) C114 - (Full Year Term) C115 - (Full Year Term)		
Program ** - NOT APPLICABLE 01 - Multiple Disabilities 02 - Deaf-Blindness 03 - Hearing Impairments		
Home School 042 - High School (Sch)		
Counselor		
Membership 15 - Extended Learning Time (Each Week) 15 - Guided Reading (Small Group Instruction) 15 - Increase Reading Time 15 - Interactive Writing		
Special Education Services 215001 - Adapted Physical Education Services 215002 - Aide Services 215003 - Attendant Services 215004 - Audiological Services		
Membership Group 11 - Intervention 12 - Post-secondary Enrollment Options Program 15 - 15 16 - 16		
Ad-Hoc Membership: -- Select an Ad-Hoc Membership -- Public And Private <input type="checkbox"/>		
Student ID(s):		
Homeroom Date: 7/14/2015		
Common Text For Report Cards:		
Grading Scale:		
Print Blank Report Card For Student With Unpaid Fees: <input type="radio"/> Yes <input checked="" type="radio"/> No		
Print for Students Requesting Hard Copies: <input type="checkbox"/>		
Omit Unlisted Phone Numbers: <input type="checkbox"/>		
Student Graduation Eligibility Rule: <input type="checkbox"/> Primary <input type="checkbox"/> Secondary		Select to view the student(s) primary and secondary Graduation Eligibility rule(s) in the report.
Choose Graduation Eligibility Rule:		Choose a Graduation Eligibility rule from the list to include in the report.
Mark Type:		Choose the mark type to use in current year's total credits calculation. The mark type is only required if Primary, Secondary, or a specific Rule are chosen.
Recalculate Graduation Eligibility: <input type="checkbox"/>		Check recalculate to refresh the student's Graduation Eligibility data (slower) or Uncheck recalculate to view the student's cached Graduation Eligibility data (faster).

Improve Performance by Separating Report Processing by Grade: ☐

Choose this option for shorter execution time and lower memory usage when running the report for multiple grade levels. A separate interim report will be generated for each selected grade, and then the interim reports for all selected grades will be combined into one final report. When choosing this option, 'Grade' will be the first sort order for the final report, in order of the grades selected in the 'Grade' dual select below.

Grade

08 - 08
09 - 09
10 - 10
11 - 11

The 'Grade' dual select is only Required if the 'Improve Performance by Separating Report Processing by Grade' option is chosen above.

Sorting Options

Grade (ASC)
Student Number (ASC)
Student Number (DESC)
Student Name (DESC)

Grade (DESC)
Student Name (ASC)

If the 'Improve Performance by Separating Report Processing by Grade' option is chosen above, then the sort order of grades is determined by the order of the grades in the 'Grade' dual select above. In that case the 'Grade' option does not have to be selected in the Sorting Options dual select, since the grade will automatically be the first sort criteria.

Output: ☒ Report ☐ Labels ☐ Both Report and Labels

Label Type: Avery Label 5160 - 1" X 2 5/8" 3-columns

Address: ☒ Use Student Address ☐ Use Parent Address

☐ Use custom address text

Include Copied On Correspondence: ☐ Yes ☒ No

Delivery Method: Pickup [Set As Default](#)

Email Address: GORDON@Software-Answers.com

Description:

[Submit](#)

Publish Report Cards to ParentAccess

Navigation: StudentInformation – SIS – Marks – Marks Reports – Report Card Formatter (R700) – Load Settings Tab

When you finalize report cards, you can schedule an electronic copy to be saved in the system and published to ParentAccess for parents and students to view.

Note: Publication of report cards to ParentAccess depends on a JAMS job scheduled by your technology center. If you encounter any issues with report card publication, please contact the technology center to troubleshoot the issue.

Note: When a student is in context, and you click on the arrow to see the I want to dropdown list, there is an option View Latest Report Card which will show you the electronic copy of the report card that was published to ParentAccess. No electronic copy of the report cards will display until the report card has been published to ParentAccess. A message will display stating "No report cards available for this student."

1. Optional: If you do not want report cards to display in ParentAccess for students with unpaid fees, on the **District Options** screen, ensure the **Disable Report Cards on ParentAccess Portal for Students with Unpaid Fees** option is selected.

StudentInformation > Management > District Administration > District Options

District Options

From this screen, you can display and change District Options.

Select a method to assign a Family Courier

☒ No Family Courier assignment
☐ Assign Family Courier to youngest family member
☐ Assign Family Courier to oldest family member

Select grade levels that will be excluded from being a family group courier

Grade

AG - AG
 IN - Infant/Toddler (Ages 0-2)
 PS - PS
 K - K

Select a method to edit Family Group Contacts

☐ Allow edits per school
☒ Allow edits per district

Disable Report Cards on ParentAccess Portal for Students with Unpaid Fees: ☒


Save

- On the **Report Card Formatter (R700)** screen **Load Settings** tab, in the row of the report card you want to schedule for publishing, click on the pencil.

Report Card Formatter (R700)

From this screen, you can select parameters to generate a report.

Selection Criteria Selection Summary Load Settings

	Name	Term	Archive Date	Private	Creator	Date Created	Status
	Final Grade Cards 2015			<input type="checkbox"/>	Recker, Amy (Amy)	Jan 12, 2016	

Default Settings On Startup: Load Last Parameters ▼

Current Settings

Name:

Private: ☒

Save

- On the add/edit version of the screen, ensure the **Name** field displays the name of the report card as you want it to display in ParentAccess. (For example, you may not want a name like "2nd run," "3rd run," etc.)
- Select the **Schedule Report Card** check box.

Report Card Formatter (R700)

From this screen, you can select parameters to generate a report.

Selection Criteria Selection Summary Load Settings

Creator	Date Created	Scheduled By	Date Scheduled	Status
Recker, Amy (Amy)	Jan 12, 2016			

Name: Final Grade Cards 2015 x ⚡ ?

Private: ☐

Schedule Report Card: ☐

Save Cancel Run Ready Jobs

5. Select the **Term** for which you want to publish the report card.
6. Optional: If the date that defaults in the **Archive Date** field is not the date you want the report card to be viewable by parents and students, enter or select a different date on which to publish the report card to ParentAccess.
7. Click **Save**.

Report Card Formatter (R700)

From this screen, you can select parameters to generate a report.

Selection Criteria Selection Summary Load Settings

Creator	Date Created	Scheduled By	Date Scheduled	Status
Recker, Amy (Amy)	Jan 12, 2016			

Name: Final Grade Cards 2015 ⚡ ?

Private: ☐

Schedule Report Card: ☒

Term: Qtr4 ⚡

Archive Date: 05/28/2015 📅 ⚡

Save Cancel Run Ready Jobs

The report card now shows a status of "Pending."



Report Card Formatter (R700)

From this screen, you can select parameters to generate a report.

Selection Criteria

Selection Summary

Load Settings

	Name	Term	Archive Date	Private	Creator	Date Created	Status
 	Final Grade Cards 2015	Qtr4	May 28, 2015	<input type="checkbox"/>	Recker, Amy (Amy)	Jan 12, 2016	Pending

Default Settings On Startup: Load Last Parameters ▼

Current Settings

Name:

Private: ☒

Save

The first time the scheduled JAMS job runs on or after the selected **Archive Date**, parents and students can view the report cards in ParentAccess, and the status changes to “Complete.”

If you do not want to wait for the next scheduled JAMS job to process pending report card jobs, you can click the Run Ready Jobs button to immediately run any pending report card jobs.

StudentInformation > SIS > Marks > Marks Reports > Report Card Formatter (R700)





Report Card Formatter (R700)

From this screen, you can select parameters to generate a report.

Selection Criteria

Selection Summary

Load Settings

	Name	Term	Archive Date	Private	Creator	Date Created	Status
 	Final Grade Cards 2015	GP4	May 28, 2015	<input type="checkbox"/>		May 20, 2015	Complete
 	Interim			<input type="checkbox"/>		Apr 29, 2015	

Default Settings On Startup: Load Last Parameters ▼

Current Settings

Name:

Private: ☒

Save

The job also displays a description of “Report Cards Published to ParentAccess” on the **Batch/Report Management** window.

DASL

Batch/Report Management

6/19/2015 9:24:22 AM

Display: All ▾

Refresh Display

	Job Type	Job Name	Job Description	Job Status	School Name	Date Added ▾
<input type="checkbox"/>	Report	Report Card Formatter (R700)	Report Cards Published to ParentAccess	Complete	ASHLAND HIGH SCHOOL	5/20/2015 3:19:04 PM

- ☐ **Run Mark Analysis (R301) (optional)** – Run Mark Analysis R301 to view the mark distribution by teacher and/or course section.

Navigation: StudentInformation – SIS – Marks – Marks Reports – Mark Analysis (R301)

Mark Analysis (R301)

From this screen, you can select parameters to generate a report.

Selection Criteria

Selection Summary

Load Settings

Marks or Mark Groups:

☒ Marks

☐ Mark Groups

Reporting Term

Qtr1 - Quarter 1

1Int - 1st Quarter Interim

Qtr2 - Quarter 2

2Int - 2nd Quarter Interim

Mark Type

Avg

Exam

Final Mark

Interim Mark

Teacher

BRIAN

MR. T.

KIMBERLY

MS. M.A.

Department

AOC - ALT OPPORT CENT

ART - ART DEPARTMENT

ATH - ATHLETICS

AUT - COUNTY AUTISM UNIT

Course

053 - DIGITAL MEDIA

064 - GERMAN I

065 - GERMAN II

066 - GERMAN III

Marks

AUD - AUD

P - P

W - W

WF - WF

Student Grade Level

07 - 07

08 - 08

09 - 09

10 - 10

Display Mark Counts:

☐

Display Mark Percentages:

☐

Print Totals Only:

☒

Suppress Mark Point Values In Heading:

☒

Display Numeric Mark Ranges In Heading:

☐

Group By:

Course

'Course': the report will be grouped and sorted by Course Code, and the sections within each course will be sorted by the Section Number.

'Teacher': the report will be grouped and sorted by Teacher, and the courses for each teacher will be sorted by the Course Code then Section Number.

Sorting Options

Course Code (ASC)

Course Code (DESC)

Course Name (ASC)

Course Name (DESC)

Delivery Method:

Pickup

Set As Default

Email Address:

amy@noacsc.org

Report Format:

Adobe PDF

Description:

Submit

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- ☐ **Run Student Composite (R112)** (optional) – Run Student Composite R112 to generate a condensed composite Report card printout for student(s). This report will provide GPA Results, which standard Report Cards may not.

Navigation: StudentInformation – SIS – Marks – Marks Reports – Student Composite (R112)

Student Composite (R112)

From this screen, you can select parameters to generate a report.

Selection Criteria

Selection Summary

Load Settings

Homeroom Date: 11/21/2014

Include Term	Reporting Term	Reporting Term	GPA Set
<input type="checkbox"/>	Qtr1 - Quarter 1	Quarter 1	
<input type="checkbox"/>	1Int - 1st Quarter Interim	1st Quarter Interim	
<input type="checkbox"/>	Qtr2 - Quarter 2	Quarter 2	
<input type="checkbox"/>	2Int - 2nd Quarter Interim	2nd Quarter Interim	
<input type="checkbox"/>	1Ex - 1st Semester Exam	1st Semester Exam	
<input type="checkbox"/>	1Avg - 1st Semester Average	1st Semester Average	
<input type="checkbox"/>	Qtr3 - Quarter 3	Quarter 3	
<input type="checkbox"/>	3Int - 3rd Quarter Interim	3rd Quarter Interim	
<input type="checkbox"/>	Qtr4 - Quarter 4	Quarter 4	
<input type="checkbox"/>	4Int - 4th Quarter Interim	4th Quarter Interim	
<input type="checkbox"/>	2Ex - 2nd Semester Exam	2nd Semester Exam	
<input type="checkbox"/>	2Avg - 2nd Semester Average	2nd Semester Average	
<input type="checkbox"/>	Fin - Final Grade	Final Grade	

Refresh GPA Set Results: ☐ Yes ☒ No

Print GPA's: ☒ Yes ☐ No

Mark Type

Avg
Exam
Final Mark
Interim Mark

Grade

07 - 07
08 - 08
09 - 09
11 - 11

Student Status

C - ACTIVE RES - ESC UNIT
F - NON-RES - FOSTER PLACED
I - INACTIVE
O - NON-RES - ESC UNIT

Membership

15 - Extended Learning Time (Each Week)
15 - Guided Reading (Small Group Instruction)
15 - Increase Reading Time
15 - Interactive Writing

Special Education Services

215001 - Adapted Physical Education Services
215002 - Aide Services
215003 - Attendant Services
215004 - Audiological Services

**Membership Group**

10 - 10
11 - Intervention
12 - Post-secondary Enrollment Options Program
13 - 13

**Homeroom**

HR AOC - (Full Year Term)
HR AUT - (Full Year Term)
HR50 - (Full Year Term)
HR51 - (Full Year Term)

**Program**

AOC - ALTERNATIVE OPPORTUNITY CENTER
ESC 1 - JILL
ESC 2 - TERESA
ESC 3 - MICHELLE

**Home School**

007104 - High School (Sch)
007278 - Local High School (Sch)
142315 - Local Middle Schoo (Sch)
018606 - High School (Sch)

**Print Days Absent:** ☒ Yes ☐ No**Absence Types For Full Days Absent**

A - ABSENT
E - EXCUSED
O - OTHER
T - TARDY

**Print Times Late:** ☒ Yes ☐ No**Absence Types For Lates\Tardies**

A - ABSENT
E - EXCUSED
O - OTHER
T - TARDY

**Omit Unlisted Phone Numbers:** ☐**Sorting Options**

Student Number (ASC)
Student Number (DESC)
Student Name (DESC)
Home School (ASC)



Student Name (ASC)
Grade (ASC)

**Delivery Method:**

Pickup



Set As Default

Email Address:

amy@noacsc.org

Report Format:

Adobe PDF

**Description:**

Submit

- ☐ **Run Student Absence Statistics Report (R311)** – This report will show student absence statistics by Type/Reason and by Type for a given date range

Navigation: StudentInformation – SIS – Attendance – Attendance Reports – Student Absence Statistics Report (R311)



Student Absence Statistics Report (R311)

From this screen, you can select parameters to generate a report.

Selection Criteria







Selection Summary

Load Settings

Date Range: 8/20/2014  ⚡ to 11/21/2014  ⚡







Absence Type

ABSENT
EXCUSED
OTHER
TARDY









Absence Reason

A - FARMING
B - SICK
C - COLLEGE
D - DOC/DENT









Grade

07 - 07
08 - 08
09 - 09
10 - 10




Sorting Options

Absence Reason (ASC)
Absence Reason (DESC)



Delivery Method:


Pickup 

Set As Default

Email Address:

amy@noacsc.org

Report Format:

Adobe PDF 

Description:

Submit

- ☐ **Run ADM & ADA Report for ABSE Detail (R322-A)** – This report is used to analyze student absence data (totals by grade) by pulling data stored in ABSE – Student Absence.

Navigation: StudentInformation – SIS – Attendance – Attendance Reports – ADM & ADA Report for ABSE Detail (R322-A)

Student ADM & ADA Report for ABSE Detail(R322-A)

From this screen, you can select parameters to generate a report.

[Selection Criteria](#) [Selection Summary](#) [Load Settings](#)

Selecting an Ad-Hoc Membership Group will limit the report the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership:
Public And Private ☐

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.

Absence Date Range: to
Homeroom Date:

Grade

07 - 07	
08 - 08	
09 - 09	
10 - 10	

Student Status

A - ACTIVE RES	
C - ACTIVE RES - ESC UNIT	
F - NON-RES - FOSTER PLACED	
I - INACTIVE	

Administrative Homeroom

HR AOC - (Full Year Term)	
HR AUT - (Full Year Term)	
HR50 - (Full Year Term)	
HR51 - (Full Year Term)	

Program

AOC - ALTERNATIVE OPPORTUNITY CENTER	
ESC 1 - JILL	
ESC 2 - TERESA	
ESC 3 - MICHELLE	

Home School

007104 - High School (Sch)	
007278 - Local High School (Sch)	
142315 - Local Middle Schoo (Sch)	
018606 - High School (Sch)	

Absence Type

A - ABSENT	
E - EXCUSED	
O - OTHER	
T - TARDY	

Gender

M	
F	

Number Of Absences: to
☒ And ☐ Or

Number of Lates: to

Group Totals By:
If you select a group by option, make sure it is also the top sort by option.

Sorting Options

Student Name (DESC)	Student Name (ASC)
Homeroom (ASC)	
Homeroom (DESC)	
Gender (ASC)	

Delivery Method: [Set As Default](#)

Email Address:

Report Format:

Description:

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- ☐ **Run Student ADM & ADA Report for ABSE Summary (R322-B)** – This report is used to analyze student absence data (totals by grade) by pulling data stored in ABSE – Student Absence

Navigation: StudentInformation – SIS – Attendance – Attendance Reports – Student ADM & ADA Report for ABSE Summary (R322-B)

Student ADM & ADA Report for ABSE Summary (R322-B)

From this screen, you can select parameters to generate a report.

[Selection Criteria](#) [Selection Summary](#) [Load Settings](#)

Selecting an Ad-Hoc Membership Group will limit the report the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership:
Public And Private ☐

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.

Absence Date Range: to
Homeroom Date:

Grade

07 - 07	
08 - 08	
09 - 09	
10 - 10	

Student Status

A - ACTIVE RES	
C - ACTIVE RES - ESC UNIT	
F - NON-RES - FOSTER PLACED	
I - INACTIVE	

Administrative Homeroom

HR AOC - (Full Year Term)	
HR AUT - (Full Year Term)	
HR50 - (Full Year Term)	
HR51 - (Full Year Term)	

Program

AOC - ALTERNATIVE OPPORTUNITY CENTER	
ESC 1 - JILL	
ESC 2 - TERESA	
ESC 3 - MICHELLE	

Home School

007104 - High School (Sch)	
007278 - Local High School (Sch)	
142315 - Local Middle School (Sch)	
018606 - High School (Sch)	

Absence Type

A - ABSENT	
E - EXCUSED	
O - OTHER	
T - TARDY	

Gender

M	
F	

Number Of Absences: to
☒ And ☐ Or
Number of Lates: to
Delivery Method: [Set As Default](#)
Email Address:
Report Format:
Description:

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- ☐ **Run Principals Report of Enrollment (R305)** (optional) – Run Principals Report of Enrollment R305 to view enrollment statistics based on a specific date and school year.

Navigation: StudentInformation – SIS – School – Year End Reports – Principals Report of Enrollment (R305)

See Student Registration End User Documentation for detail

Principals Report of Enrollment (R305)

From this screen, you can select parameters to generate a report.

Selection Criteria

Selection Summary

Load Settings

Date for Age Calculation: 11/21/2014

StudentStatus
A - ACTIVE RES
C - ACTIVE RES - ESC UNIT
F - NON-RES - FOSTER PLACED
I - INACTIVE

Grade
07 - 07
08 - 08
09 - 09
10 - 10

Gender
M
F

Ethnicity
A - ASIAN
B - BLACK, NON-HISP
H - HISPANIC
I - INDIAN/ALASKAN

Sorting Options
Age (ASC)
Age (DESC)
Grade (DESC)

Delivery Method: Pickup

Set As Default

Email Address: amy@noacsc.org

Report Format: Adobe PDF

Description:

Submit