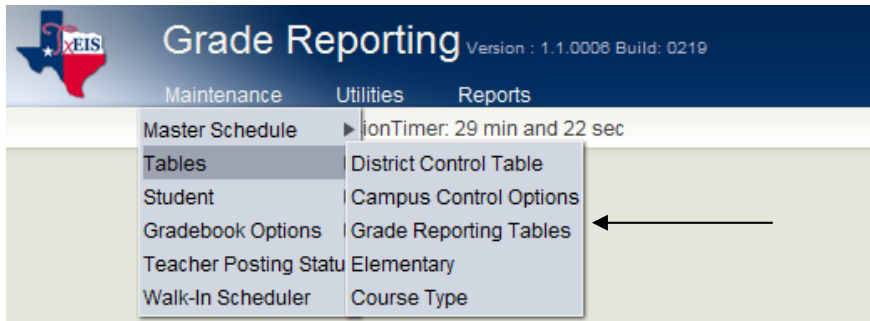


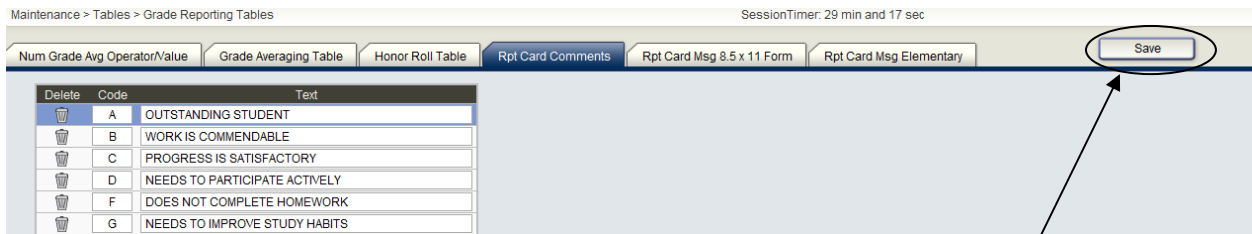
TxEIS Secondary Grade Reporting Semester 2 & EOY Checklist for txGradebook

ANY TIME BEFORE THE END OF THE SCHOOL YEAR

1. Make any changes needed to the Report Card Comment Table. From the **Grade Reporting Application** select **Maintenance>Tables>Grade Reporting Tables>Rpt Card Comments** tab.

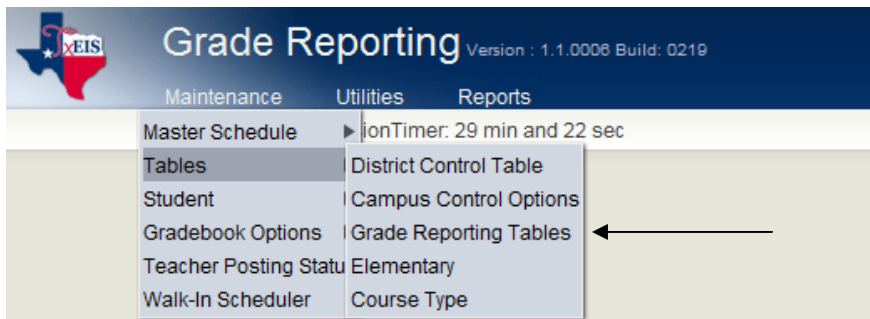


Report Card Comment Tab



Secondary Report Cards may use only Codes A-N. Click to save.

2. Update your Report Card Messages. From the **Grade Reporting Application** select **Maintenance>Tables>Grade Reporting Tables>Report Card Msg 8.5 x 11 Form** tab



TxEIS Secondary Grade Reporting Semester 2 & EOY Checklist for txGradebook

Report Card Msg 8.5 x 11 Form Tab

Maintenance > Tables > Grade Reporting Tables SessionTimer: 29 min and 55 sec

Num Grade Avg Operator/Value | Grade Averaging Table | Honor Roll Table | Rpt Card Comments | **Rpt Card Msg 8.5 x 11 Form** | Rpt Card Msg Elementary | Save

Delete	Code	Message	Lang Ver
	A	Feb. 21 - student holiday	English
	B	March 1 - ELA TAKS test for grades 9, 10, 11 and EXIT retest	English
	C	March 2 - EXIT level TAKS retest for math	English
	D	March 3 - EXIT level TAKS retest for science	English
	E	March 4 - EXIT level TAKS retest for social studies	English
	F	March 5 - 13 - Spring Break	English
	G		English
	H		English
	I		English
	J		English
	K		English
	L		English
	M		English
	FAILING MESSAGE	PLEASE CONTACT TO SET UP TEACHER CONFERENCE 8888888888	English

If you want a Failing Message, scroll to the bottom of the drop down list, select Failing and enter the failing message to be printed on the report card. Click save.

3. Check for all missing or incomplete grades from previous cycles. This report can be printed in teacher order and placed in the mail box as a reminder to obtain the grades so that txGradebook can calculate averages accurately. From the **Grade Reporting Application** select **Reports>Grade Reporting Reports>SGR1000-Blank, Failing and Incomplete Grades**.

Grade Reporting Version : 1.1.0008 Build: 0219

Maintenance Utilities **Reports**

Reports > Grade Reporting Reports

Select a Report: Grade Reporting Reports | Create Grade Reporting Reports

Reports > SGR1000 Blank, Failing and Incomplete Grades

Return to Reports

Report ID: SGR1000
User ID: BDECUIR

Enter Selection Criteria:

Parameter Description	Value	List
Ending School Year (YYYY)	2011	
Campus ID Number	001	...
Semester (1,2,3 or 4)	2	
Cycle (1,2 or 3)	3	
Type of Grade (C = Cycle, S = Semester, F = Final)	C	
Rpt Type(B=Blnk, I=Incmplt, F=Failing, N=N/G, or C=B & I & N)	C	
Sort Order (S = By Student; I = By Instructor)	I	
Include Self Paced Courses (Y/N)	Y	
Track (0-9 or Blank for All)		

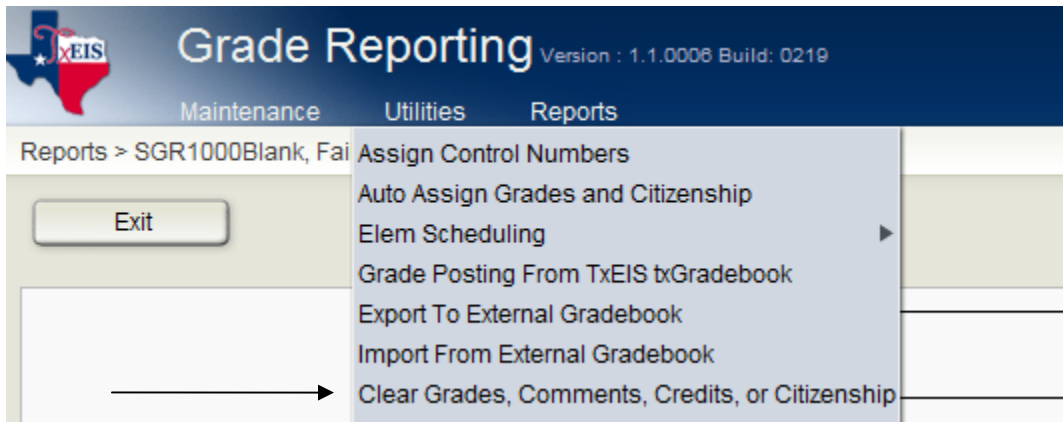
Run Preview Clear Options

TxEIS Secondary Grade Reporting Semester 2 & EOY Checklist for txGradebook

Run the report for each Semester and Cycle and distribute to the teachers.

Instr	Instr Name	Grd	Crs	Course Title	Sif	Pod	Sec	Student ID	Name	Trk	Sex	Cycle	Sem	Fin	CIT	ABS
007	ALLEN, DENNIS	09	7102	ENG. I PRE-AP	N	03	004972	ALLEMAN, SAGE N		1	M	blank				0.0
		09	7102	ENG. I PRE-AP	N	03	005012	ALVAREZ, AMY A		1	F	blank				0.0
		09	7102	ENG. I PRE-AP	N	03	005268	ASHER, BLANE C		1	M	blank				0.0
		09	7830	THEATRE ARTS I	N	07	005001	AVILES, CULLEN R		1	M	blank				0.0
		09	7830	THEATRE ARTS I	N	07	005023	CABRERA, AUSTIN R		1	M	blank				0.0
		09	7825	COMM.APP.	N	15	005015	CHAMBLESS, BREELEE D		1	F	blank				0.0
		09	7830	THEATRE ARTS I	N	07	005527	CHLAMON, ABBY C		1	F	blank				0.0
		09	7102	ENG. I PRE-AP	N	03	005022	GATLIN, MARY A		1	F	blank				0.0
		09	7102	ENG. I PRE-AP	N	03	005020	JONES, EMILY K		1	F	blank				0.0
		09	7102	ENG. I PRE-AP	N	03	005017	MARTINEZ, ANDREW M		1	M	blank				0.0

4. **Please read thoroughly - If TxEIS was used to create and print Report Cards as IPRs (Interim Progress Reports), the grades and comments from the IPRs must be cleared.** Basically what this means is if you post grades to TxEIS (e.g. the teachers marked the grades 'Ready To Post' and the operator posted the grades from the txGradebook) every 3 weeks and you run report cards for progress reports then grades and comments need to be cleared before posting the End of Cycle grades. If IPRs were not generated, in this manner, then skip this step. From the **Grade Reporting Application** select **Utilities>Clear Grades, Comments, Credits, or Citizenship.**



TxEIS Secondary Grade Reporting Semester 2 & EOY Checklist for txGradebook

Utilities > Clear Grades, Comments, Credits, Or Citizenship

Clear by

- Campus
- Grade Level
- Student
- Course

Clear

- Cycle Grades
- Sem Grades
- Exam Grades
- Final Grades
- Comments
- Credits
- Citizenship

Execute Campus: 001 Crowe High School

Semester

- 1
- 2
- 3
- 4

Cycle

- 1
- 2
- 3

Reset Teacher Gradebook 'Ready to Post Flag'

Clear by selection (which is usually cleared by campus)

Clear option (must select one item at a time)

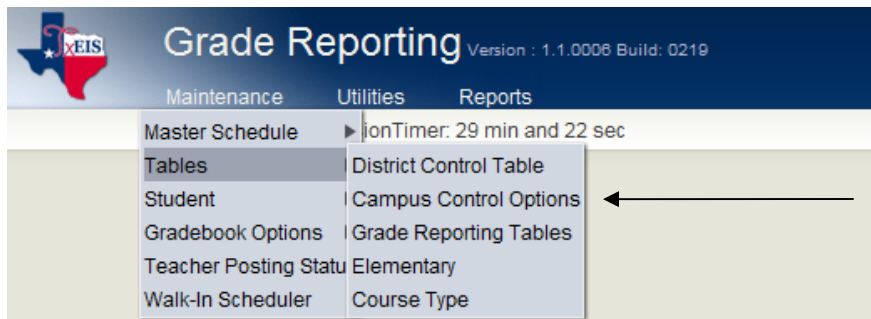
Select the field to **Reset Teacher Gradebook 'Ready to Post Flag'**

Choose a Semester and Cycle to clear

Click **Execute**. A message is displayed when the process is complete.

Select **Yes** to save changes.

_____ 5. Verify the Campus Control Options.



Parameters Tab

TxEIS Secondary Grade Reporting Semester 2 & EOY Checklist for txGradebook

Maintenance > Tables > Campus Control Options SessionTimer: 29 min and 53 sec

Campus: 001 Save

Options	Track End Dates
Current Semester: <input type="text" value="2"/>	Track: <input type="text" value="1"/>
Current Cycle: <input type="text" value="2"/>	
Low Grade Level: <input type="text" value="09 Grade 9"/>	Semester 1: <input type="text" value="09-30-2010"/> <input type="text" value="11-12-2010"/> <input type="text" value="01-14-2011"/>
High Grade Level: <input type="text" value="12 Grade 12"/>	Semester 2: <input type="text" value="02-25-2011"/> <input type="text" value="04-15-2011"/> <input type="text" value="06-02-2011"/>
Type of Grading: <input type="text" value="Numeric"/>	Semester 3: <input type="text" value="--"/>
Beginning Period: <input type="text" value="00"/>	Semester 4: <input type="text" value="--"/>
Ending Period: <input type="text" value="08"/>	
Nbr of Reporting Semesters: <input type="text" value="2"/>	
Nbr of Cycles Per Semester: <input type="text" value="3"/>	

Current Semester should be set to 2
Current Cycle should be set to a 2 (for 9 wks) or 3 (for 6 wks)
 Verify that the **End of Cycle Dates** are correct.

Posting Tab

Maintenance > Tables > Campus Control Options SessionTimer: 29 min and 55 sec

Campus: 001 Save

Posting Options		
Allow Cycle Grade: <input checked="" type="checkbox"/>	Allow Numeric Exam: <input checked="" type="checkbox"/>	Allow Absence: <input type="checkbox"/>
Allow Semester Grade: <input checked="" type="checkbox"/>	Allow Final Grade: <input checked="" type="checkbox"/>	Allow Tardy: <input type="checkbox"/>
Expect Exam Grade: <input checked="" type="checkbox"/>	Auto Citizenship: <input checked="" type="checkbox"/>	Allow Credit: <input type="checkbox"/>
Allow Exempt Exam: <input checked="" type="checkbox"/>	Citizenship Grade: <input type="text" value="S"/>	
Allow Alpha Exam: <input checked="" type="checkbox"/>		

Posting Options should include the following:
 Allow Cycle Grade
 Allow Semester Grade
 Expect Exam Grade
 Allow Exempt Exam
 Allow Numeric Exam
 Auto Citizenship-select whether students without a citizenship grade will receive one.
 Citizenship Grade-enter the citizenship grade that will automatically be given to students

Click Save to save.

- _____ 6. (Optional) Print SGR0450-Attendance Percentage by Course-This report can be used to determine whether a student meets the 90% attendance rule for awarding or denying of credit. From the **Grade Reporting Application** select

Reports>Grade Reporting Reports>SGR0450-Attendance Percentage by Course.

TxEIS Secondary Grade Reporting Semester 2 & EOY Checklist for txGradebook

Report ID: SGR0450
User ID: BDECUIR

Enter Selection Criteria:

Parameter Description	Value	List
Ending School Year (YYYY)	<input type="text" value="2011"/>	
Campus ID Number	<input type="text" value="001"/>	<input type="button" value="..."/>
For What Semester ("1" "2" "3" "4" Blank for All)	<input type="text"/>	
Course Number (Blank for All)	<input type="text"/>	<input type="button" value="..."/>
Section Number (Blank for All)	<input type="text"/>	
Track (0-9 or Blank for All)	<input type="text"/>	
Include Withdrawn Students? (Y,N)	<input type="text" value="N"/>	
Include Withdrawn Courses? (Y,N)	<input type="text" value="N"/>	
Include A (Excused Not School-Related Absences)? (Y,N)	<input type="text" value="Y"/>	
Include C (Court Appearance)? (Y,N)	<input type="text" value="N"/>	
Include D (Mentorship Excused Absences)? (Y,N)	<input type="text" value="N"/>	
Include E (School-Related UIL Absences)? (Y,N)	<input type="text" value="N"/>	
Include F (School-Related Non-UIL Absences)? (Y,N)	<input type="text" value="N"/>	
Include H (Visit Higher Ed Inst Excused Absences)? (Y,N)	<input type="text" value="N"/>	
Include I (Citizenship Paperwk/Ceremony Excused Abs)? (Y,N)	<input type="text" value="N"/>	
Include K (Act as Election Clerk Excused Absences)? (Y,N)	<input type="text" value="N"/>	
Include M (Medically Excused Absences)? (Y,N)	<input type="text" value="N"/>	
Include R (Religious Absences)? (Y,N)	<input type="text" value="N"/>	
Include S (Screening-Medicaid Absences)? (Y,N)	<input type="text" value="N"/>	
Include U (Unexcused Absences)? (Y,N)	<input type="text" value="Y"/>	
Include V (Funeral/Taps)? (Y,N)	<input type="text" value="N"/>	
Count Tardies as Absences? (# Tardies = 1 Abs, Blank = No)	<input type="text"/>	
Divide Absences and Membership in Half? (Y,N)	<input type="text" value="N"/>	
Instructor IDs (Blank for All)	<input type="text"/>	<input type="button" value="..."/>

This report can be shared with Teachers and/or Administrators. This report could also assist teachers in determining student exemptions for semester exams.

Date Run: 4/27/2011 14:55:03
Cnty-Dist: 036903
Campus: 001

Attendance Percentage by Course
Crowe High School
Sch Year: 2011
Excused Absence Types: A

Page: 1 of 385

This report helps identify students who may not be eligible for credit because of excessive absences.
Before denying a student course credit, user should always double-check the student's attendance information.

ALLEN, DENNIS W 007

Course :7121 Sec :01 Period: 01 - 01 Days: MTWThF ENG. 2 PRE-AP Sem :1 Sif Pcd : N

Student Name	Stud ID	Ctrl Nbr	Act Cd	Grd Lvl	Att Trk	Orig Entry	Crs Entry	Stu Crs	WD/WD	Exc Abs	Unx Abs	Tot Abs	Student			Course	
													Mem Days	% Pres Mem	Non Mem Days	Tot Crs	% Pres Crs
BREVARD, BARRETT L	004878	026	1	10	1	08/23	08/23/10			0	0	0	90	100.00	0	90	100.00
CHAVEZ, BLAKE H	000961	026	1	10	1	08/23	08/23/10			1	1	2	90	97.77	0	90	97.77
DEVILLIER, CODY S	004916	010	1	10	1	08/23	08/23/10			4	1	5	90	94.44	0	90	94.44
ESPINOZA, JARRED C	004873	026	1	10	1	08/23	08/23/10			0	0	0	90	100.00	0	90	100.00
FOOTE, HAILEY A	001087	007	1	10	1	08/23	08/23/10			2	0	2	90	97.77	0	90	97.77
GILL, NICHOLE F	004875	010	1	10	1	08/23	08/23/10			2	0	2	90	97.77	0	90	97.77
GOMEZ, JOSEPH B	005196	010	1	10	1	08/23	08/23/10			1	0	1	90	98.88	0	90	98.88

TxEIS Secondary Grade Reporting Semester 2 & EOY Checklist for txGradebook

7. Verify the Grade Reporting Campus Gradebook Options are set. From the **Grade Reporting Application** select **Maintenance>Grade Book Options>Campus**.

Maintenance > Gradebook Options > Campus

Options Teacher Profiles Categories Administrative Users

Options

Type of Posting: Both Open for Grade Posting: Open

Allow Semester Override Allow Prior Days Posting

Allow New Categories Allow Grade Modification to Prior Cycle

Set 'Open for Grade Posting' to Open. This allows teacher's to select 'Mark Grades Ready to Post' for the current cycle.

AFTER GRADES ARE DUE IN THE OFFICE

8. Check the Ready to Post Report to assure that all teachers have verified their grades and are ready for the grades to be posted to TxEIS. From the **Grade Reporting Application** select **Maintenance>Teacher Posting Status**.

Maintenance > Teacher Posting Status SessionTimer: 29 min and 35 sec

Semester: 2 Cycle: 2 Status Type: Not Ready to Post Retrieve

Date: 4/27/2011 15:03:13 Page: 1 of 1

Campus: Date/Time of Inquiry:

Semester: Cycle:

Instr Id	Instructor Name	Crs Nbr	Sec Nbr	Title
----------	-----------------	---------	---------	-------

All teachers should be listed on this report. Also run the report for 'Not Ready to Post' and contact those teachers who are not ready.

Posting Grades

9. To post grades access **Grade Reporting>Utilities>Grade Posting from TxEIS Gradebook**. Verify semester and Cycle are set correctly.

TxEIS Secondary Grade Reporting Semester 2 & EOY Checklist for txGradebook

Utilities > Grade Posting from TxEIS txGradebook

Campus: 001

Grade Posting for Execute

Current Semester: 2 Current Cycle: 2

Warning

This utility is going to post the working cycle average from TxEIS txGradebook into the student grade course record for the displayed current semester and current cycle. Please verify that displayed semester and cycle are correct.

Click . Check the error listing for any grade changes that need to be made.

10. Compute attendance in the student's grade course records so that the student's attendance will print on the teacher's class rolls and on the student's report cards. Select **Grade Reporting>Reports>SGR1800-Compute Attendance in Course Records**.

Reports > SGR1800 Compute Attendance in Course Records

[Return to Reports](#)

Report ID: SGR1800
User ID: BDECUIR

Enter Selection Criteria:

Parameter Description	Value	List
Campus ID Number	001	...
Semester	2	
Check Course Entry/WD Dates? (Y,N)	N	
Period -- A=All, S=ADA Period Only	A	
Include only ADA Codes in Absences? (Y,N)	Y	

Run Preview
Clear Options

Complete the Report Parameters and click **Run Preview**.

11. Perform grade computation and credit assignment for Final Grades and Course Credits. If your campus awards credit (this includes courses taken at Middle School with credit applied toward graduation) please complete the following:
- a. Verify that the fields used in awarding credits are updated accurately. From the **Grade Reporting Application** select **Maintenance>Tables>Campus Control Options>Computation tab**.

Verify the following fields:
Grading Concept

TxEIS Secondary Grade Reporting Semester 2 & EOY Checklist for txGradebook

Don't Allow Credit if Failed Last Sem

Maintenance > Tables > Campus Control Options Sessic

Parameters Ranges & Conversions **Computation** H Roll & Gr Avg Print Options Posting Parameters NYR

Grading Concept: Sem | Final Exam Weight Equal:

How will Avg be Computed?: Computer Total Weight: 05

Include Exam in Semester Average: Exam Weight: 1

Allow Recomputation: (Recalculate only Blank Grades) **Don't Allow Credit if Failed Last Sem:**

Blank out Semester/Final on Grade Change:

Remove Credit on Grade Change:

b. Verify that the following fields on the district Course Maintenance Screen are correct. From the **Grade Reporting Application** select **Maintenance>Master Schedule>District Schedule**.

Maintenance > Master Schedule > District Schedule SessionTimer: 29 min and 49 sec

Available Courses Save

Course Number Retrieve

Del	Details	Course Number	Title	Abbrev Name	Service ID	Service ID Description	Graded Crs	Nbr of Sem	Textbook ISBN	Exclude from bGradeBook	Sif Pcd
<input type="checkbox"/>	<input type="checkbox"/>	0001	EL/LANG ARTS	EL/LANG	01020000	KINDER	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0002	ELA/READING	ELA/READ	01020000	KINDER	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0003	MATH	MATH	01020000	KINDER	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0004	SCIENCE	SCIENCE	01020000	KINDER	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0005	SOCIAL STUDIES	SOCIAL S	01020000	KINDER	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0006	HEALTH	HEALTH	02500020	HEA,KIND	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0007	PHYSICAL ED.	PHYSICAL	02530002	PE, K	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0008	MUSIC	MUSIC	02520004	MUS K	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0009	ESL	ESL	02560005	ESL KINDE	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0010	ENRICH/TUTORIAL	ENRICH/T	80200XXX	LOC,GR-K	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0011	ART	D.E.A.R.	02510001	ART K	<input type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0012	CLASSWORKS	CLASSWOR	80200003	80200003	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0050	ATTENDANCE	ATTENDAN	80100ATT	80100ATT	<input type="checkbox"/>	2		Grades	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0100	ATTENDANCEG-PK	ATTNDG-P	80100ATT	80100ATT	<input type="checkbox"/>	2		Grades	<input type="checkbox"/>

1 / 18 Rows: 523 Add

Service ID: 01020000 KINDER

Graded Crs: Exclude from bGradebook: Incl Both(Att Grds) Self Paced:

GridRptng Per Crt: 2 Department: Gender Restr: Required: Elective:

Credits Total Credits: 1.0 **Allow Part Credit:** **Credit Seq: 4**

Elem/Misc Core Crs: L ELA Wgt: 50 Auto Grd: Incl UIL Elig: Exam/Sem Pat: 1

PEIMS CTE Hrs: Pop Srvt: 01 Instr Sett: **Class Type: 01** Role ID: 087 Crs Seq:

HR/GA HRRoll Wgt: 1 HRRoll Table: HRRoll Cd: GA Table: R REGULAR GA Wgt: 1

Don't forget to click Retrieve.

TEA Service ID Number

Credits

Allow Partial Credit

Credit Sequence-this field is used only if the grading concept is Sem/Final.

The values are:

1 = Credit if 1st & final are passing

2 = Last and final are passing

3 = All and final are passing

4 = Any and final are passing

TxEIS Secondary Grade Reporting Semester 2 & EOY Checklist for txGradebook

(Note: The AAR use field is used only if you are changing standard placement on the AAR)

c. Assign a code of NC in the credit field in the student's grade course record, if the student will receive no credit due to excessive absences. Only assign a code of NC in the credit field if the student has a passing grade and excessive absences. From the **Grade Reporting Application** select **Maintenance>Student>Individual Maintenance>Grd/Crs Maint** tab.

Maintenance > Student > Individual Maint SessionTimer: 29 min and 01 sec

Student ID: 005009 Student Name: WEEKLY, KELBI CATHERINE Retrieve Directory Campus: 001 Save

Demo Crs Assign Grd Update Grd/Crs Maint Sched Inquiry Grade Avg Crs/Sec Change CTE Assignments Prior Yr Transfer Cumulative Courses

Course: 7430 WORLD GEOGRAPHY Section: 01 01 - 01 (047 - DOW, BEVERLY) Semester: 2 Retrieve Instr: DOW, BEVERLY Active Student
Per: 01 Title: WORLD GEOGRAPHY

		Absences					Citz		Comments							
	Grade	Total	Unexc	Exc	Sch Rel	Tardy										
CYC1	074	0	8	0	0	0	S									
CYC2	095	0	3	0	0	0	S									
CYC3	080	0	2	0	0	0										

Exam: 079 Credit: NC AAR use: Svc Id Override: ...

Sem: 082 Pass/Fail: Special Crs Consid: Transferred: Self Paced:

Final: GPA Override:

d. Perform grade computation and credit assignment for Final Grades and Course Credits. From the **Grade Reporting application** select **Utilities>Grade Computation and Credit Assignment**.

Utilities > Grade Computation and Credit Assignment SessionTimer: 29 min and 52 sec

Include Withdrawn Students?

Include Withdrawn Courses?

Compute Semester Average?

Compute Final Grades?

Award Credits?

Award Credits Self Paced?

Track (0-9 or A for all)

Reset Non-Graded Courses?

Semesters

1 2 3 4

Campus Control Information

Grading Concept:	Sem/Final	Allow Exempt Exam:	Y
Type Avg School or Computer:	Computer	Include Exam in Semester Avg:	Y
Don't Allow Crdt if Failed Last Sem:	N	Lowest Exam in Semester:	000
Grade Rpt Exam Wgt Equal:	N	Highest Exam Grade allowed:	100
Total Weight:	05	Highest Non-Passing Grade:	069
Grade Rpt Exam Wgt:	1	Lowest Grade allowed:	000
Allow Recomputation:	N - (Recalculate only Blank or Zero Grades)	Highest Grade allowed:	100

Campus: 001 Execute

Exclude Final Grade Computations

2 semester course taken for only 1 semester

Notes: If **Compute Sem Avg** is selected, **Allow Recomputation** in Campus Options is selected (Recalculate all Grades), and the campus is using txGradebook, a message appears stopping the process. You will need to clear either **Compute Sem Avg** or **Allow Recomputation**. The **Exclude from Final Grade Computations** options are enabled only if the **Compute Final Grades** field is selected. These options only apply to courses that were not taken for all semesters of the course.

TxEIS Secondary Grade Reporting Semester 2 & EOY Checklist for txGradebook

e. Print the Grade Computation Error listing to correct student's grades. If necessary, rerun the grade computation and credit assignment option until all student's grades and credits are verified correct.

12. Print Class Rolls and distribute as proof sheets to the teachers for grade verification. From the **Grade Reporting Application** select **Reports>SGR0900-Class Rolls (Student Grade Information)**.

Reports > SGR0900 Class Rolls (Student Grade Information)

[Return to Reports](#)

Report ID: SGR0900
User ID: BDECUIR

Enter Selection Criteria:

Parameter Description	Value	List
Ending School Year (YYYY)	2011	
Campus ID Number	001	...
Semester	2	
Cycle Number	3	
Attendance Track	1	
Selected Period (00-11, Blank for All)		
Include Non Graded Courses ("Y" or "N")	N	
Course Number (Blank for all)		...
Include Self Paced Courses (Y/N)	Y	
Teacher Number (Blank for all)		...
Include Withdrawn Students ("Y" or "N")	N	
Include Withdrawn Courses ("Y" or "N")	N	
Double-Space/Landscape ("Y" or "N")	N	
Cumulative Course Grades? ("Y" or "N")	Y	

[Run Preview](#)
[Clear Options](#)

TxEIS Secondary Grade Reporting Semester 2 & EOY Checklist for txGradebook

Date Run: 04/27/2011 15:40:09
 Cnty-Dist: 036-903
 Campus: 001

Cumulative Class Rolls
 Crowe High School
 Sem: 2 Cyc: 3 Track: 1
 Sch Year: 2011

Program: SGR0900
 Page: 1 of 243

Course:	7121 - 01	ENG. 2 PRE-AP	Sif Pcd :	N	Period	01	Instr #:	007	Instr Name:	ALLEN, DENNIS													
Student Name	Student ID	Crs Sem	Xfr	Cyc 2	Cyc 3	Exam	Sem	Final	Credit	GPA	Exc	UnEx	SchR	Ttl	Abs	Tdy	Citz	Cmt1	Cmt2	Cmt3	Crs	Wd	
BREYARD, BARRETT L	004878	1		084	076	E	082		0.5		1	0	0	1	0	S							
		2									0	0	0	0	0								
CHAVEZ, BLAKE H	000961	1		095	092	077	089		0.5		1	1	0	2	0	S							
		2									0	0	0	0	0								
DEVILLIER, CODY S	004916	1		082	075	064	075		0.5		2	1	0	3	0	S							
		2									0	0	0	0	0								
ESPINOZA, JARRED C	004873	1		093	088	E	090		0.5		0	0	0	0	0	S							
		2									0	0	0	0	0								
FOOTE, HAILEY A	001087	1		093	087	E	089		0.5		0	0	0	0	1	S							
		2									0	0	0	0	0								

Have teacher sign and date each page so that it may be filed as the official grade sheet.

- Post corrections in the group maintenance screen. From the **Grade Reporting Application** select **Maintenance>Student>Group Maint>Post grades** tab or post corrections in the individual maintenance screens. From the **Grade Reporting Application** select **Maintenance>Student>Individual Maint>Grade Update**.

Group Maintenance

2009 - 2010 Group Crs Maintenance

Maintenance > Student > Group Maint SessionTimer: 27 min and 49 sec

Post Grades
Group Course Change
Add/Delete Courses
Save

Instructor: Include WD Students

Course: Sem: Cyc: Track:

Stu Id	Name	Xfer	Cyc	Exa	Sem	Fin	Crdt	Citz	Cmt1	Cmt2	Cmt3	Cmt4	Cmt5	Abs	Ex	Un	Sch	Tard
004043	BARCENAS,EFRAIN,C	<input type="checkbox"/>	085	043	073	073	0.5	S						1	1	0	0	0
002468	BRUTON,COLTON,B	<input type="checkbox"/>	078	067	071	071	0.5	S						3	3	0	0	0
002554	BURKHALTER,AISHA,C	<input type="checkbox"/>	089	050	075	075	0.5	S						2	2	0	0	0
004034	CAMACHO,MICHAEL,H	<input type="checkbox"/>	080	047	070	070	0.5	S						2	2	0	0	0
000392	DEVILLIER,MARIA	<input type="checkbox"/>	091	053	080	080	0.5	S						5	5	0	0	0
002268	HARPER,ERIN,M	<input type="checkbox"/>	094	E	095	095	0.5	S						0	0	0	0	0
004010	JOSEPH,BRITTANY,S	<input type="checkbox"/>	061	E	072	072	0.5	S						1	1	0	0	0
001080	KOTZ,SHINEA,D	<input type="checkbox"/>	080	043	071	071	0.5	S						3	3	0	0	0
002283	MARTIN,ANDREA,C	<input type="checkbox"/>	094	E	093	093	0.5	S						1	1	0	0	1
001895	MAZZOLA,SAMANTHA,D	<input type="checkbox"/>	094	E	094	094	0.5	S						0	0	0	0	0
004600	MEJIA,OSCAR,A	<input type="checkbox"/>	087	E	086	086	0.5	S						0	0	0	0	0

TxEIS Secondary Grade Reporting Semester 2 & EOY Checklist for txGradebook

Individual Maintenance

Maintenance > Student > Individual Maint SessionTimer: 29 min and 55 sec

Student ID: Student Name: Campus: 001

Include WD Courses? Sem 1 Sem 2 Active Student

Semester 1

Detail	Course	Sec	Title	Self Pcd	Cyc1	Cyc2	Cyc3	Exam	Sem	Final	Crdt	Citz 1	Citz 2	Citz 3	Abs 1	Abs 2	Abs 3	Exc 1	Exc 2	Exc 3	Un 1	Un
Q	6000	02	TAKS LAB	<input type="checkbox"/>							.	S		S	1	1	3	1	1	3	0	0
Q	7140	07	ENGLISH 4	<input type="checkbox"/>	088	076	087	082	083		0.5	S	S	S	0	1	4	0	1	4	0	0
Q	7220	03	ALGEBRA II	<input type="checkbox"/>	089	094	089	E	091		0.5	S	S	S	1	1	3	1	1	3	0	0
Q	7365	02	ENVRSYS	<input type="checkbox"/>	090	085	087	I	I		.	S	S	S	1	1	4	1	1	4	0	0
Q	7440	05	GOVERNMENT	<input type="checkbox"/>	076	085	079	043	073	073	0.5	S	S	S	0	1	5	0	1	4	0	0
Q	7620	06	SPANISH 2	<input type="checkbox"/>	091	093	080	088	088		0.5	S	S	S	0	1	5	0	1	4	0	0
Q	7720	04	BOYS VARS. ATH.	<input type="checkbox"/>	100	100	100	E	100	100	0.5	S	S	S	1	1	3	1	1	3	0	0
Q	7800	01	ART I	<input type="checkbox"/>	090	090	094	E	091		0.5	S	S	S	1	1	5	1	1	4	0	0

14. Verify the Campus Control Print Options are selected before printing Report Cards.

Maintenance > Tables > Campus Control Options Sess

Report Card Options

Crs Seq:
 Print Credits:

Print Failing Msg:
 Print HRoll Code:

Sequence:
 Print WD Crs:

Incl Non-Graded Crs:

AAR Options

Print '+' for PE Equiv. Credit:

TxEIS Secondary Grade Reporting Semester 2 & EOY Checklist for txGradebook

- _____ 15. If you select to print reports cards by control number for a specific period of the Day, you may need to assign control numbers to the students. From the **Grade Reporting Application** select **Utilities>Assign Control Numbers**.

Utilities > Assign Control Numbers SessionTimer: 29 min and 54 sec

Cntrl by Grd Lvl | Cntrl by Student | **Cntrl by Period** | Directory | Campus: 001

Sem: 2 | Grd Lvl: AL | Period: 02 | Select only Students with Blank Cntri #: | Retrieve | Execute | Reset

Click 'Save' after Executing.

Delete	Stu Id	Grd Lvl	Name	Crs	Sec	Sem	Per	Cntri #	Instr Nbr
	001621	12	ABEYTA, JUSTIN L	8500	02	2	02	039	039
	005003	09	ADAMSON, EMILY K	7320	02	2	02	029	029
	000446	11	ADELMAN, RAMON	7800	02	2	02	025	025
	004972	09	ALLEMAN, SAGE N	8030	12	2	02	003	003
	005012	09	ALVAREZ, AMY A	7430	02	2	02	024	024
	000957	10	ALVAREZ, HALLIE	7420	02	2	02	001	001
	000898	11	ALVAREZ, MARISOL	7800	02	2	02	025	025
	001101	11	AMIN, EIKE	7365	02	2	02	027	027
	004714	11	ANDERSON, JASTA R	7620	02	2	02	031	031
	003735	12	ANDREWS, LESLIE D	7805	02	2	02	025	025
	005391	09	ARMENTOR, KRISTEENA R	7300	02	2	02	045	045
	004941	09	ARNOLD, ALLISON G	8300	02	2	02	307	307
	005127	11	ASHCRAFT, KYLE A	7620	02	2	02	026	031
	005268	09	ASHER, BLANE C	7320	02	2	02	029	029
	004731	11	AUSTIN, MALLORY G	7800	02	2	02	025	025
	005001	09	AVILES, CULLEN R	7430	02	2	02	024	024
	000461	12	AVILES, RYCHAUN D	8510	02	2	02	304	304
	001631	12	BANDA, HEATHER E	8530	02	2	02	044	044
	004770	09	BARCENAS, DESMOND R	7430	02	2	02	024	024
	004043	12	BARCENAS, EFRAIN C	7365	02	2	02	027	027

Rows: 418

- _____ 16. Print Final Report Cards and End of Year reports: From the **Grade Reporting application** select **Reports>Grade Reporting Reports**.

Grade Reporting Version: 1.1.0006 Build: 0219

Maintenance | Utilities | **Reports**

SessionTime: **Grade Reporting Reports**

Create Grade Reporting Reports

Report Card Options

- SGR1300 Secondary 8 1/2 X 11 Report Cards (2 Sem)
- SGR1350 Secondary 8 1/2 X 11 Report Cards (4 Sem)
- SGR1175 Report Card Proof List
- SGR0900 Class Rolls

TxEIS Secondary Grade Reporting Semester 2 & EOY Checklist for txGradebook

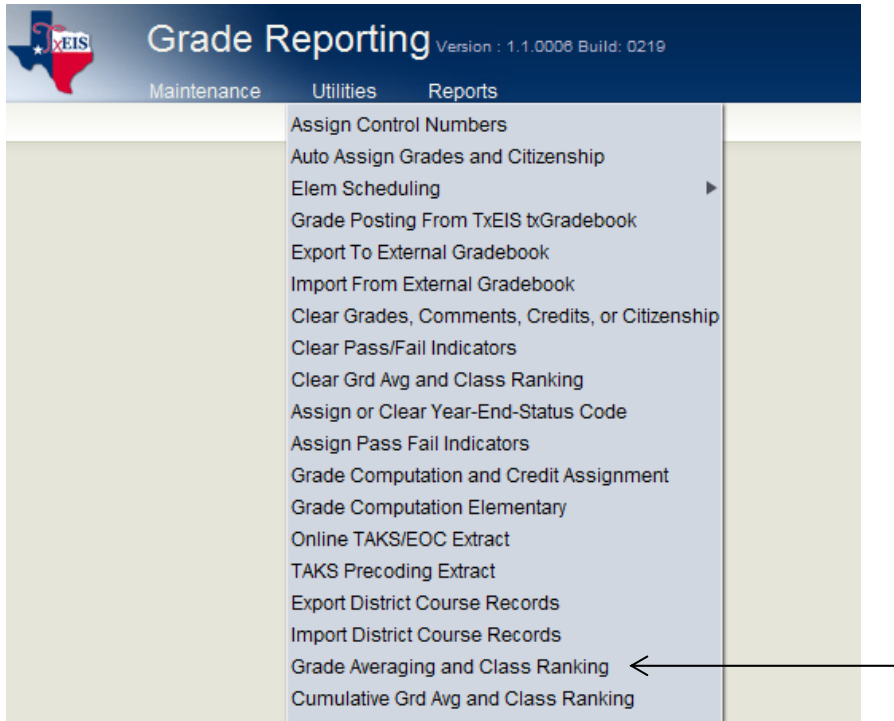
SGR1000 Blank, Failing and Incomplete Grades
SGR0280 Grade Distribution Report
SGR2001 A/B Honor Rolls
SGR2010 Numeric Honor Rolls
SGR2081 Student Grade Labels (Middle Schools)
SGR4500 txGradebook Assignment Audit Report

We do recommend that you also save these reports in a PDF format and copy to a CD.
Store in a safe place.

TxEIS Secondary Grade Reporting Semester 2 & EOY Checklist for txGradebook

ADDITIONAL END OF THE YEAR GRADE REPORTING PROCESSES

- _____ 17. Calculate Class Ranking Current Year-For High Schools and Middle Schools that rank their students. From the **Grade Reporting Application** select **Utilities>Grade Averaging and Class Ranking**.



TxEIS Secondary Grade Reporting Semester 2 & EOY Checklist for txGradebook

Utilities > Grade Averaging and Class Ranking SessionTimer: 29 min and 41 sec

School Year: 2010-2011 Campus: 001

Campus Control Information

Grade used for Averaging = Semester
 Print 4 pt = Yes, and Exclude 0 Wgt Crs
 Incl WD Stu in Avg = No
 Incl WD Stu in Rank = No

H.S. Credit Lvl Courses for Middle School

Yes No

Process

Grade Point Grade Averaging
 Numeric Grade Averaging

Sem1/Cyc1
 Sem1/Cyc2
 Sem1/Cyc3
 Sem2/Cyc1
 Sem2/Cyc2
 Sem2/Cyc3

Sem 1
 Sem 2
 Sem 3
 Sem 4

Early Computation

Sem2/Cyc1
 Sem2/Cyc2
 Sem3/Cyc1

Grade Levels: 09, 10, 11, 12
 Track: A
 Report Sort Order: [Dropdown]

(Use ctrl/click to select multiple grade levels.)

Print Credit Verify Course Entry Dates
 Exclude std from ranking if taking a crs that excludes him from HR
 [Text Box] Normal Max (to flag any std with excessive courses)
 If Graduated WD Std are to be included, enter the WD Cd: [Dropdown]

1. H.S. Credit Lvl Courses for Middle School

For High Schools, leave this setting at NO. If a Middle School is running class ranking for the Middle School, they will use these settings and choose all appropriate grade levels for the first run. **All Middle Schools must run Grade Averaging if they meet the highlighted criteria** listed below.

Middle School's that offer High School courses for High School credit will need to run Current Year Grade Averaging if their receiving High School counts the points earned in Middle School toward the student's High School Class Ranking Average. This might require that the Middle School run the CURRENT YEAR GRADE AVERAGING twice. Once to obtain the current year's class ranking average for Middle School, including the High School level courses, and once to create a line in the student's Historical Grade Average tab that contains the points earned for just the High School courses taken by the student. If running at Middle School for 'H' Credit Level courses only, then select 'yes' for High School credit level courses for Middle School. The Middle School must assign the next year campus for 8th grade students to run the High School credit level courses at Jr High for the Credit Level 'H' grade avg row. This line of

TxEIS Secondary Grade Reporting Semester 2 & EOY Checklist for txGradebook

information will be taken with the student during the MTGR process so that his High School courses taken at Middle School will not need to be hand entered as has been the case in the past.

2. Process

Choose the process appropriate for your school.

The user must decide between Grade Point Grade Averaging and Numeric Grade Averaging. If using Grade Point Grade Averaging, the computer uses the tables as illustrated below:

Maintenance > Tables > Grade Reporting Tables SessionTimer: 29 min and 55 sec

Num Grade Avg Operator/Value | **Grade Averaging Table** | Honor Roll Table | Rpt Card Comments | Rpt Card Msg 8.5 x 11 Form | Rpt Card Msg Elementary

Table Type: R REGULAR

Delete	Grade	Points
	100	4.00
	099	3.90
	098	3.80
	097	3.70
	096	3.60
	095	3.50
	094	3.40
	093	3.30
	092	3.20

If Numeric Point Grade Averaging is used, the computer uses the Numeric Grade Averaging Operator / Value table illustrated on the following page:

Maintenance > Tables > Grade Reporting Tables SessionTimer: 29 min and 55 sec

Num Grade Avg Operator/Value | Grade Averaging Table | Honor Roll Table | Rpt Card Comments | Rpt Card Msg 8.5 x 11 Form | Rpt Card Msg Elementary

Delete	Type Code	Operator	Value	Low Grade	High Grade
	H HONORS	+ ADD OPERATOR	2	050	100
	H HONORS	+ ADD OPERATOR	5	050	100

Click the appropriate button to **Process Grade Point Grade Averaging** or to **Process Numeric Point Grade Averaging**.

3. Semesters

Choose both semesters.

4. Early Computation

This run is not an Early Computation. There should be no fields selected.

TxEIS Secondary Grade Reporting Semester 2 & EOY Checklist for txGradebook

5. **Grade Level**
This is the End of Year run. Check all grades levels.
6. **Track**
Choose the appropriate track or select "All" tracks.
7. **Report Sort Order**
Choose the desired Report Sort Order.
8. **Print Credit**
Check print credit if desired.
9. **Graduated WD**
Put in '01' if you are including December graduates in your ranking.

Click 

Note: If an error report is created, print it. Make corrections as is necessary and then re-run the Grade Averaging process. This process can be completed as many times necessary. Both Numeric and Grade Point Grade Averaging can be run for all students. The user will need to run the calculation (either Numeric or Grade Point) used to determine class ranking as the last run before moving to Cumulative Class Ranking.

TxEIS Secondary Grade Reporting Semester 2 & EOY Checklist for txGradebook

Middle School's that offer High School courses for High School credit will need to run Current Year Grade Averaging if their receiving High School counts the points earned in Middle School toward the student's High School Class Ranking Average. Complete the screen in the following manner:

Utilities > Grade Averaging and Class Ranking SessionTimer: 29 min and 48 sec

School Year: 2010-2011 Campus: 041

Campus Control Information
Grade used for Averaging = Semester
Print 4 pt = Yes, and Exclude 0 Wgt Crs
Incl WD Stu in Avg = No
Incl WD Stu in Rank = No

H.S. Credit Lvl Courses for Middle School
1 Yes No

Process
2 Grade Point Grade Averaging
 Numeric Grade Averaging

Grade Levels
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Track
6 A

Report Sort Order
7 Grd Lvl

Execute

(Use cntrl/click to select multiple grade levels.)

All Grade Levels

Print Credit Verify Course Entry Dates

Exclude std from ranking if taking a crs that excludes him from HR

Normal Max (to flag any std with excessive courses)

If Graduated WD Std are to be included, enter the WD Cd

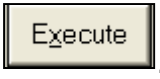
- 1. H.S. Credit Lvl Courses for Middle School**
Select 'Yes'.
- 2. Process**
You must know if the High School uses Grade Point or Numeric grade averaging, as the program will use the High School tables to process the Grade Averaging.
- 3. Semesters**
Choose both Sem 1 and Sem 2.
- 4. Early Computation**
This is not an Early Computation. There should be no fields selected.
- 5. Grade Levels**
Choose grade 8 only.
- 6. Track**

TxEIS Secondary Grade Reporting Semester 2 & EOY Checklist for txGradebook

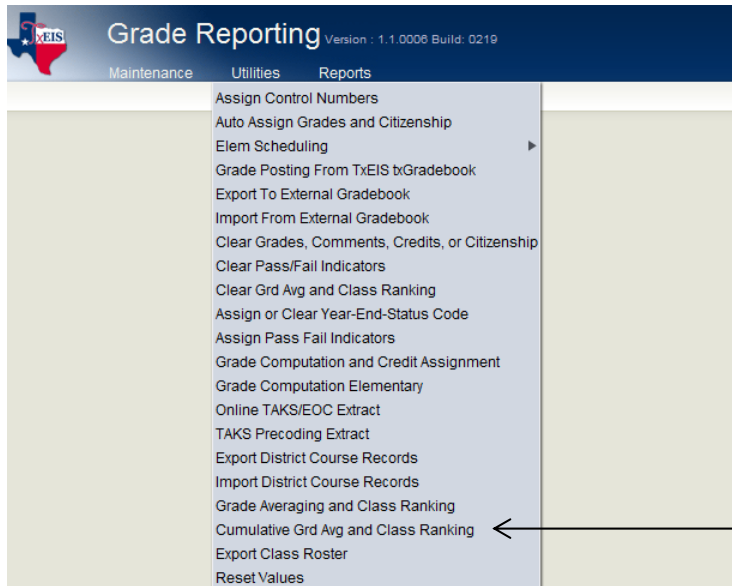
Select the appropriate Track.

7. Report Sort Order

Choose the desired Report Sort Order.

Click .

18. Cumulative Class Ranking



TxEIS Secondary Grade Reporting Semester 2 & EOY Checklist for txGradebook

Utilities > Cumulative Grade Averaging and Class Ranking SessionTimer: :

School Year: 2010-2011 Campus: 001

Campus Control Information

Nbr of Decimal Points: 5

Grade Avg 4pt Scale: Print 4pt

Incl WD Stu in Avg

Incl WD Stu in Rank

Grades

09
10
11
12

3

Use ctrl/click to select multiple grade levels.

All Grade Levels

Credit Level

E (Elementary)

M (Middle)

H (High)

Process

Grade Point Grade Averaging

Numeric Grade Averaging

Other Options

Grd Lvl (Report Sort Order)

Print Credit

Print Detail (uncheck for Totals Only)

If Graduated WD Std are to be included, Enter the WD Code

Execute

1. **Credit Level**
High School will choose “H”. Middle School’s that rank their students will choose “M” which will include courses taken in Middle School that count for High School credit and are marked as credit level “H”.
2. **Process**
Select the type of Grade Averaging appropriate for your school.
3. **Grades**
Select the appropriate grade levels.
Note: The Campus Handbook should state the semester or six-weeks that the Val. & Sal. will be named. At the end of the year, cumulative grades for Senior’s (or grade 8 if Middle School) SHOULD NOT be re-calculated leaving the class in the rank order established at the time the Val. & Sal. were named.
Grade Levels other than grade 12 will now need cumulative calculation so that their ranking is based on grades from the entire year. Select grades 9, 10, and 11 (for Middle School’s all but grade 8).
4. **Report Sort Order**
Choose the desired Report Sort Order.
5. **Print Credit**
Select to print credit
6. **Print Details**

TxEIS Secondary Grade Reporting Semester 2 & EOY Checklist for txGradebook

If checked, and it is strongly recommended that you do, the system prints all of the details for total points, course factors, and credits earned each year. Students new to your school this year will need the information from their previous school's AAR Card entered on the Prior Year Transfer Tab.

7. If Graduated WD Students Are To Be Included, Enter the WD Code:

Enter the Graduated withdrawal code so that the computer will include the WD students in the cumulative calculations if that is what the user wants.

Click .

TxEIS Secondary Grade Reporting Semester 2 & EOY Checklist for txGradebook

19. Senior Graduating students must be coded with Graduation Type code, Graduation Date (mm-dd-yyyy) and Texas Grant Eligibility code. In the **Registration Application**, you can perform this by pulling up the individual student and coding this info on the Demo 3 tab or use can use the reset values utility.

Coding Individual Students

Maintenance > Student Enrollment SessionTimer: 28 min and 32 sec

Student ID: 001631 Student Name: BANDA, HEATHER ELISABETH Retrieve Directory Hist Directory Comments Bus Info Delete Save

Demo1 Demo2 **Demo3** At Risk Contact W/R Enroll SpecEd GT BI/ESL Title I PRS/PEP Generic

Career Technology

Day Care CTE Support Service: Single Parent/Pregnant Teen:
Transport CTE Support Service: Career and Technology Ind: 2
Displaced Homemaker:

Promotion **Status Indicators** **Graduation** **DAP Advanced Measures**

Year End Status: 11
SSI Promotion:
Retained Reason 1:
Retained Reason 2:
Retained Reason 3:

Campus of Account:
Migrant:
Immigrant:
Asylee/Ref:
Even Start: 0
Summer Sch. Bill/Est:
Neglected/Del:

Graduation

Graduation Type: 28
Graduation Date: 06-03-2011
AAP Grad Plan: Recommended
Texas Grant Eligibility: 1
Cert of CrsWrk Compl:
College Entry:

Advanced Measure 1:
Advanced Measure 2:
Advanced Measure 3:
Advanced Measure 4:

OEYP

Opt Ext Yr Prg: Promo/Retn: Days Abs: Days Prsnt: Days Taught:

Using Reset Values. From the **Registration Application** select **Utilities>Reset Values**.

Graduation Type

TxEIS Secondary Grade Reporting Semester 2 & EOY Checklist for txGradebook

Utilities > Reset Values SessionTimer: 29 min and 28 se

Parameters For Reset

Campus (Unchecked=All) Campus ID: 001

Grade Level (Unchecked=All) Grd Level: 12

Track (Unchecked=All) Track:

Active Students

Inactive Students

Item to Reset

Graduation Type

Values to Reset

From

Specific All Blank

To

Specific Blank 28 Recommended (9th GR 07-08 and later)

CAUTION! Ensure a backup database exists before changing any values

Click on Reset Values and the following screen displays:

Criteria For Reset

Campus: 001 Item To Reset: Graduation Type
 Grade: 12 From Value: All Values
 Track: All To Value: 28 Recommended (9th GR 07-08 and later)
 Active: Yes Inactive: Yes

Students That Meet Criteria

Select	Name	Stu Id	Cmp	Grade	Trk
<input type="checkbox"/>	ABEYTA, J	001621	001	12	
<input checked="" type="checkbox"/>	ANDREWS, L	003735	001	12	
<input checked="" type="checkbox"/>	BANDA, H	001631	001	12	
<input type="checkbox"/>	BARCENAS, E	004043	001	12	
<input checked="" type="checkbox"/>	BENNETT, A	004122	001	12	
<input checked="" type="checkbox"/>	BLACKBURN, N	004525	001	12	
<input checked="" type="checkbox"/>	BOONE, L	002263	001	12	
<input checked="" type="checkbox"/>	BROUSSARD, L	004540	001	12	
<input checked="" type="checkbox"/>	BRUTON, C	002468	001	12	
<input checked="" type="checkbox"/>	BURKHALTER, A	002554	001	12	
<input checked="" type="checkbox"/>	CAMACHO, M	004034	001	12	
<input type="checkbox"/>	CAMPUZANO RAMIREZ, N	004638	001	12	
<input checked="" type="checkbox"/>	CANNON, J	004809	001	12	
<input checked="" type="checkbox"/>	CASTILLO MARROQUIN, C	004048	001	12	
<input type="checkbox"/>	CHAVEZ, K	004599	001	12	
<input checked="" type="checkbox"/>	CLANCE, M	004514	001	12	
<input checked="" type="checkbox"/>	CLARK, H	004519	001	12	
<input checked="" type="checkbox"/>	COMEAX, J	003728	001	12	
<input checked="" type="checkbox"/>	CRONE, J	004501	001	12	
<input checked="" type="checkbox"/>	DAVIS, L	004527	001	12	
<input checked="" type="checkbox"/>	DeMOSS, L	004040	001	12	
<input checked="" type="checkbox"/>	DEVILLIER, M	000392	001	12	
<input type="checkbox"/>	DEVILLIER, M	000399	001	12	
<input type="checkbox"/>	DEWITT, K	004030	001	12	

Students To Be Reset

Select	Name	Stu Id	Cmp	Grade	Trk
no rows					

TxEIS Secondary Grade Reporting Semester 2 & EOY Checklist for txGradebook

On the left side of screen under 'Students That Meet Criteria', select the students that need their graduation type coded. Click on >> Select>> to move student to the right side under 'Students to be Reset'. The following screen displays:

Criteria For Reset

Campus: 001	Item To Reset: Graduation Type
Grade: 12	From Value: All Values
Track: All	To Value: 28 Recommended (9th GR 07-08 and later)
Active: Yes	Inactive: Yes

Reset
Return

Students That Meet Criteria

Select	Name	Stu Id	Cmp	Grade	T
<input type="checkbox"/>	ABEYTA, J	001621	001	12	
<input type="checkbox"/>	BARCENAS, E	004043	001	12	
<input type="checkbox"/>	CAMPUZANO RAMIREZ, N	004638	001	12	
<input type="checkbox"/>	CHAVEZ, K	004599	001	12	
<input type="checkbox"/>	DEVILLIER, M	000399	001	12	
<input type="checkbox"/>	DEWITT, K	004029	001	12	
<input type="checkbox"/>	DOOLITTLE, M	004098	001	12	
<input type="checkbox"/>	DRYDEN, A	004510	001	12	
<input type="checkbox"/>	DRYDEN, B	004101	001	12	
<input type="checkbox"/>	DUDLEY, A	002274	001	12	
<input type="checkbox"/>	DUNHAM, C	002295	001	12	
<input type="checkbox"/>	DYLAN, B	000032	001	12	
<input type="checkbox"/>	EDENS, T	000418	001	12	
<input type="checkbox"/>	FELTS, B	000018	001	12	
<input type="checkbox"/>	FUQUA, A	004772	001	12	
<input type="checkbox"/>	GARCIA, D	003591	001	12	
<input type="checkbox"/>	GARCIA-ROJAS, J	002577	001	12	
<input type="checkbox"/>	GARRETT, D	000009	001	12	

>>Select>>
<<Remove<<
Help

Students To Be Reset

Select	Name	Stu Id	Cmp	Grade	Trk
<input type="checkbox"/>	ANDREWS, L	003735	001	12	1
<input type="checkbox"/>	BANDA, H	001631	001	12	1
<input type="checkbox"/>	BENNETT, A	004122	001	12	1
<input type="checkbox"/>	BLACKBURN, N	004525	001	12	1
<input type="checkbox"/>	BOONE, L	002263	001	12	1
<input type="checkbox"/>	BROUSSARD, L	004540	001	12	1
<input type="checkbox"/>	BRUTON, C	002468	001	12	1
<input type="checkbox"/>	BURKHALTER, A	002554	001	12	1
<input type="checkbox"/>	CAMACHO, M	004034	001	12	1
<input type="checkbox"/>	CANNON, J	004809	001	12	1
<input type="checkbox"/>	CASTILLO MARROQUIN, C	004048	001	12	1
<input type="checkbox"/>	CLANCE, M	004514	001	12	1
<input type="checkbox"/>	CLARK, H	004519	001	12	1
<input type="checkbox"/>	COMEAX, J	003728	001	12	1
<input type="checkbox"/>	CRONE, J	004501	001	12	1
<input type="checkbox"/>	DAVIS, L	004527	001	12	1
<input type="checkbox"/>	DeMOSS, L	004040	001	12	1
<input type="checkbox"/>	DEVILLIER, M	000392	001	12	1

Click Reset
 You will receive the following message:

Reset Values

You are about to reset ALL Selected Student (s)
 Graduation Type Codes to 28 Recommended (9th GR
 07-08 and later). Continue?

Yes

No

Click on 'Yes' to continue. You will receive a message stating the number of records the program updated for Graduation Type.

You can repeat the process for the different Graduation Type Codes.

TxEIS Secondary Grade Reporting Semester 2 & EOY Checklist for txGradebook

27, 28, 29 should be the most common codes for this year's graduates.

GRADUATION DATE

Utilities > Reset Values SessionTimer: 29 min and 44

Parameters For Reset
 Campus (Unchecked=All) Campus ID: 001
 Grade Level (Unchecked=All) Grd Level: 12
 Track (Unchecked=All) Track:
 Active Students
 Inactive Students

Item to Reset
Graduation Date

Values to Reset
From
 Specific All Blank --
To
 Specific Blank 06-04-2011

CAUTION! Ensure a backup database exists before changing any values

Click on Reset Values and the following screen displays:

TxEIS Secondary Grade Reporting Semester 2 & EOY Checklist for txGradebook

Criteria For Reset

Campus:	001	Item To Reset:	Graduation Date
Grade:	12	From Value:	All Values
Track:	All	To Value:	06/04/2011
Active:	Yes	Inactive:	Yes

Reset
Return

Students That Meet Criteria

Select	Name	StuId	Cmp	Grade	Trk
<input checked="" type="checkbox"/>	ABEYTA, J	001821	001	12	
<input checked="" type="checkbox"/>	ANDREWS, L	003735	001	12	
<input checked="" type="checkbox"/>	BANDA, H	001831	001	12	
<input checked="" type="checkbox"/>	BARCENAS, E	004043	001	12	
<input checked="" type="checkbox"/>	BENNETT, A	004122	001	12	
<input checked="" type="checkbox"/>	BLACKBURN, N	004525	001	12	
<input checked="" type="checkbox"/>	BOONE, L	002263	001	12	
<input checked="" type="checkbox"/>	BROUSSARD, L	004540	001	12	
<input checked="" type="checkbox"/>	BRUTON, C	002468	001	12	
<input checked="" type="checkbox"/>	BURKHALTER, A	002554	001	12	
<input checked="" type="checkbox"/>	CAMACHO, M	004034	001	12	
<input checked="" type="checkbox"/>	CAMPUZANO RAMIREZ, N	004638	001	12	
<input checked="" type="checkbox"/>	CANNON, J	004809	001	12	
<input checked="" type="checkbox"/>	CASTILLO MARROQUIN, C	004048	001	12	
<input checked="" type="checkbox"/>	CHAVEZ, K	004599	001	12	
<input checked="" type="checkbox"/>	CLANCE, M	004514	001	12	
<input checked="" type="checkbox"/>	CLARK, H	004519	001	12	
<input checked="" type="checkbox"/>	COMEAX, J	003728	001	12	
<input checked="" type="checkbox"/>	CRONE, J	004501	001	12	
<input checked="" type="checkbox"/>	DAVIS, L	004527	001	12	
<input checked="" type="checkbox"/>	DeMOSS, L	004040	001	12	
<input checked="" type="checkbox"/>	DEVILLIER, M	000392	001	12	
<input checked="" type="checkbox"/>	DEVILLIER, M	000399	001	12	
<input checked="" type="checkbox"/>	DEWITT, K	004030	001	12	

>>Select>>
<<Remove<<
Help

Print **Select All** Unselect All

Students To Be Reset

Select	Name	StuId	Cmp	Grade	Trk
no rows					

Print Select All Unselect All

Select all 12th grade students that need their Graduation Date coded. On the left side of the screen, under 'Students That Meet Criteria', you can click and

Select All . Click on **>>Select>>** to move student to the right side under 'Students to be Reset'. The following screen displays:

TxEIS Secondary Grade Reporting Semester 2 & EOY Checklist for txGradebook

Criteria For Reset

Campus: 001 Item To Reset: Graduation Date
 Grade: 12 From Value: All Values
 Track: All To Value: 06/04/2011
 Active: Yes Inactive: Yes

Reset
 Return

Students That Meet Criteria

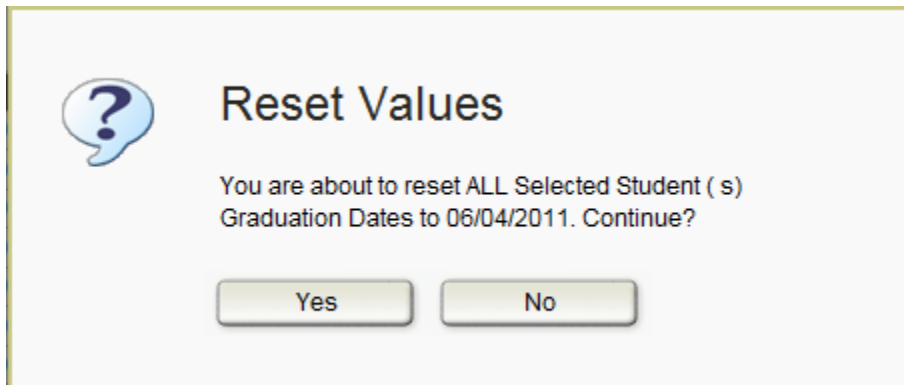
Select	Name	Stu.Id	Cmp	Grade	Trk
no rows					

>>Select>>
 <<Remove<<
 Help

Students To Be Reset

Select	Name	Stu.Id	Cmp	Grade	T
<input type="checkbox"/>	ABEYTA, J	001621	001	12	
<input type="checkbox"/>	ANDREWS, L	003735	001	12	
<input type="checkbox"/>	BANDA, H	001631	001	12	
<input type="checkbox"/>	BARCENAS, E	004043	001	12	
<input type="checkbox"/>	BENNETT, A	004122	001	12	
<input type="checkbox"/>	BLACKBURN, N	004525	001	12	
<input type="checkbox"/>	BOONE, L	002263	001	12	
<input type="checkbox"/>	BROUSSARD, L	004540	001	12	
<input type="checkbox"/>	BRUTON, C	002468	001	12	
<input type="checkbox"/>	BURKHALTER, A	002554	001	12	
<input type="checkbox"/>	CAMACHO, M	004034	001	12	
<input type="checkbox"/>	CAMPUZANO RAMIREZ, N	004638	001	12	
<input type="checkbox"/>	CANNON, J	004809	001	12	
<input type="checkbox"/>	CASTILLO MARROQUIN, C	004048	001	12	
<input type="checkbox"/>	CHAVEZ, K	004599	001	12	
<input type="checkbox"/>	CLANCE, M	004514	001	12	
<input type="checkbox"/>	CLARK, H	004519	001	12	

Click Reset
 You will receive the following message:



Click on 'Yes' to continue.

You will receive a message stating the number of records the program updated for Graduation Date.
 Click OK.

Texas Grant Eligibility

TxEIS Secondary Grade Reporting Semester 2 & EOY Checklist for txGradebook

Utilities > Reset Values SessionTimer: 29 min and 4

Parameters For Reset

Campus (Unchecked=All) Campus ID: 001
 Grade Level (Unchecked=All) Grd Level: 12
 Track (Unchecked=All) Track:
 Active Students
 Inactive Students

Item to Reset

Texas Grant Eligibility

Values to Reset

From
 Specific All Blank

To
 Specific Blank

1 On track SBOE Recmmd HS Pgm (RHSP)

CAUTION! Ensure a backup database exists before changing any values

Click on Reset Values and the following screen displays:

Criteria For Reset

Campus: 001 Item To Reset: Texas Grant Eligibility
 Grade: 12 From Value: All Values
 Track: All To Value: 1 On track SBOE Recmmd HS Pgm (RHSP)
 Active: Yes Inactive: Yes

Students That Meet Criteria

Select	Name	Stu Id	Cmp	Grade	Trk
<input type="checkbox"/>	ABEYTA, J	001621	001	12	
<input checked="" type="checkbox"/>	ANDREWS, L	003735	001	12	
<input checked="" type="checkbox"/>	BANDA, H	001631	001	12	
<input checked="" type="checkbox"/>	BARCENAS, E	004043	001	12	
<input checked="" type="checkbox"/>	BENNETT, A	004122	001	12	
<input checked="" type="checkbox"/>	BLACKBURN, N	004525	001	12	
<input type="checkbox"/>	BOONE, L	002263	001	12	
<input checked="" type="checkbox"/>	BROUSSARD, L	004540	001	12	
<input checked="" type="checkbox"/>	BRUTON, C	002468	001	12	
<input checked="" type="checkbox"/>	BURKHALTER, A	002554	001	12	
<input checked="" type="checkbox"/>	CAMACHO, M	004034	001	12	
<input type="checkbox"/>	CAMPUZANO RAMIREZ, N	004638	001	12	
<input type="checkbox"/>	CANNON, J	004809	001	12	
<input type="checkbox"/>	CASTILLO MARROQUIN, C	004048	001	12	
<input checked="" type="checkbox"/>	CHAVEZ, K	004599	001	12	
<input type="checkbox"/>	CLANCE, M	004514	001	12	
<input type="checkbox"/>	CLARK, H	004519	001	12	
<input type="checkbox"/>	COMEAX, J	003728	001	12	
<input type="checkbox"/>	CRONE, J	004501	001	12	
<input type="checkbox"/>	DAVIS, L	004527	001	12	
<input type="checkbox"/>	DeMOSS, L	004040	001	12	
<input type="checkbox"/>	DEVILLIER, M	000392	001	12	
<input type="checkbox"/>	DEVILLIER, M	000399	001	12	
<input type="checkbox"/>	DEWITT, K	004020	001	12	

Students To Be Reset

Select	Name	Stu Id	Cmp	Grade	Trk
no rows					

TxEIS Secondary Grade Reporting Semester 2 & EOY Checklist for txGradebook

On the left side of screen under 'Students That Meet Criteria', select the students that need their Texas Grant Eligibility coded. Click on **>> Select>>** to move students to the right side under 'Students to be Reset'. The following screen displays:

Criteria For Reset

Campus: 001	Item To Reset: Texas Grant Eligibility
Grade: 12	From Value: All Values
Track: All	To Value: 1 On track SBOE Recmmd HS Pgm (RHSP)
Active: Yes	Inactive: Yes

Reset
Return

Students That Meet Criteria

Select	Name	Stu Id	Cmp	Grade	Trk
<input type="checkbox"/>	ABEYTA, J	001621	001	12	
<input type="checkbox"/>	BOONE, L	002263	001	12	
<input type="checkbox"/>	CAMPUZANO RAMIREZ, N	004638	001	12	
<input type="checkbox"/>	CANNON, J	004809	001	12	
<input type="checkbox"/>	CASTILLO MARROQUIN, C	004048	001	12	
<input type="checkbox"/>	CLANCE, M	004514	001	12	
<input type="checkbox"/>	CLARK, H	004519	001	12	
<input type="checkbox"/>	COMEAX, J	003728	001	12	
<input type="checkbox"/>	CRONE, J	004501	001	12	
<input type="checkbox"/>	DAVIS, L	004527	001	12	
<input type="checkbox"/>	DeMOSS, L	004040	001	12	
<input type="checkbox"/>	DEVILLIER, M	000392	001	12	
<input type="checkbox"/>	DEVILLIER, M	000399	001	12	
<input type="checkbox"/>	DEWITT, K	004029	001	12	
<input type="checkbox"/>	DOOLITTLE, M	004098	001	12	
<input type="checkbox"/>	DOYDEN, A	004510	001	12	

>>Select>>
<<Remove<<
Help

Students To Be Reset

Select	Name	Stu Id	Cmp	Grade	Trk
<input type="checkbox"/>	ANDREWS, L	003735	001	12	1
<input type="checkbox"/>	BANDA, H	001631	001	12	1
<input type="checkbox"/>	BARCENAS, E	004043	001	12	1
<input type="checkbox"/>	BENNETT, A	004122	001	12	1
<input type="checkbox"/>	BLACKBURN, N	004525	001	12	1
<input type="checkbox"/>	BROUSSARD, L	004540	001	12	1
<input type="checkbox"/>	BRUTON, C	002468	001	12	1
<input type="checkbox"/>	BURKHALTER, A	002554	001	12	1
<input type="checkbox"/>	CAMACHO, M	004034	001	12	1
<input type="checkbox"/>	CHAVEZ, K	004599	001	12	1

Click Reset.
You will receive the following message:

Reset Values

You are about to reset ALL Selected Student(s) Texas Grant Eligibility to 1 On track SBOE Recmmd HS Pgm (RHSP). Continue?

Yes
No

Click on 'Yes' to continue. You will receive a message stating the number of records the program updated for Texas Grant Eligibility.

Values Reset

10 Records Updated Texas Grant Eligibility

OK

You can repeat this process for the different Texas Grant Eligibility indicators codes.

TxEIS Secondary Grade Reporting Semester 2 & EOY Checklist for txGradebook

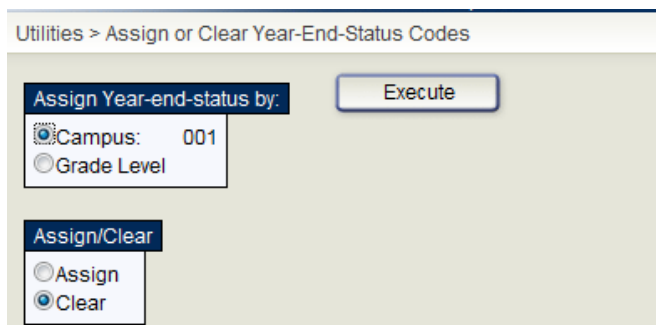
_____ 20. **Print AAR's (SGR2047)**

From the **Grade Reporting Application** select **Reports>Grade Reporting Reports>SGR2047 AAR Multi Year**.

_____ 21. **Clear and then Assign the Year End Status Codes** utility will code all students as promoted (WD students will not be processed). From the **Grade Reporting application** select **Utilities>Assign or Clear Year end status code**

Note: Pages 35 and 36 contain the list of Year End Status Codes for grades KG-08th and 09th-12th.

Note: Year End Status codes are not extracted to PEIMS. However, the TxEIS Move to Grade Reporting/Promotion program uses these codes so retained students will not be moved to the next grade level.



Clear the year-end-status codes first and then run the utility again to Assign year-end-status codes. This utility marks everyone as promoted and the user must go back and change those who have not been promoted to a retained status.

TxEIS Secondary Grade Reporting Semester 2 & EOY Checklist for txGradebook

THIS IS NOT A PEIMS REQUIREMENT BUT IS ESSENTIAL TO THE MOVE-TO-GRADE-REPORTING PROCESS. Numbers 01-06 are for elementary grades----numbers 10-15 are for high school.

- _____ 22. Students that are not promoted will have to be manually updated with the appropriate year end status code. To manually update the year end status code, from the **Registration Application** select **Maintenance>Student Enrollment>Demo 3 tab.**

Distribute the Student End of Year Status form located at the end of this document. The campus staff responsible for retentions should complete the form.

Don't forget to retain 12th grade students who will not graduate.

- _____ 23. Verify the year end status codes have been updated correctly by using the Create Demo Report function in the **Registration Application**. From the **Registration Application** select **Reports>Create Demo Report.**

TxEIS Secondary Grade Reporting Semester 2 & EOY Checklist for txGradebook

Reports > Create Demo Report SessionTimer: 29 min and 44 sec

Refresh Exit

City/Dist: 036903
User Created Report
Date: 04/28/2011 11:21 AM
Campus: 001
Sch Year: 2010-2011
Page: 4.1 of 16
Record Count: 552

Student ID	Grade	Campus ID	Active Cd	Last Name	First Name	School Year	Year End Status
001493	09	001	1	COLLEPS	JESSICA	2011	11
004849	09	001	1	DAILEY	WILLIAM	2011	11
005054	09	001	1	DAVIS	TREVOR	2011	11
004859	09	001	1	DEROUEN	LUIS	2011	11
005007	09	001	1	DUHON	BROOKLYNN	2011	11
005016	09	001	1	FERRELL	JESSICA	2011	11
004858	09	001	1	FOX	BRENDA	2011	11
000935	09	001	1	GARCIA	BRITTNEY	2011	11
005022	09	001	1	GATTINI	MARY	2011	11

24. For grades 1-12, Pass/Fail indicators must be added to each course so that **Course Completions** can be reported to PEIMS for the Summer Submission. In this process the first step is to clear the Pass/Fail Indicators. From the **Grade Reporting Application** select **Utilities>Clear Pass/Fail Indicators**.

The screenshot shows the 'Grade Reporting' application interface. The 'Utilities' menu is open, and 'Clear Pass/Fail Indicators' is highlighted with a black arrow. Below this, another screenshot shows the 'Clear PF Indicators by' dialog box. In this dialog, 'Campus' is selected, 'Clear PF for Self Paced Crs' is set to 'No', and 'Semester' is set to '1'. The 'Execute' button is visible, and the campus is identified as '001 - Crowe High School'.

This option will clear any existing Pass/Fail indicator codes except those on self-paced courses.

25. Some items to note:

Role of the transfer flag. Note that courses entered as transfer courses on the student course assign screen will not be extracted during the Course Completion Extract. If you entered a first semester course for a student who transferred into your school during the second semester you had to update the transfer flag on

TxEIS Secondary Grade Reporting Semester 2 & EOY Checklist for txGradebook

the grade course assign screen in order to record the 1st semester grades. Although the grades are used in grade computations and in grade point averaging, these courses are not extracted during the course completion extract. Only courses completed at your campus are reported to PEIMS.

Maintenance > Student > Individual Maint SessionTimer: 29 min and 28 sec

Student ID: 005379 Student Name: KAISER, AMBER ROSE Retrieve Directory Campus: 001 Save

Demo **Crs Assign** Grd Update Grd/Crs Maint Sched Inquiry Grade Avg Crs/Sec Change CTE Assignments Prior Yr Transfer Cumulative Courses

Include WD Courses? Active Student

Semester 1										Semester 2									
Current Track: 1										Current Sem 2: 01-18-2011									
Current Sem 1: 08-23-2010										Current Sem 2: 01-20-2011									
Delete	Course	Sec	Title	Per	Entry Date	WD Date	Xfr Crs	Sif Pcd		Delete	Course	Sec	Title	Per	Entry Date	WD Date	Xfr Crs	Sif Pcd	
<input type="checkbox"/>	7430	01	WORLD GEOGRAPH	01	08-23-2010	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	7430	01	WORLD GEOGRAPH	01	01-20-2011	--	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	7300	02	INTG.PHYS.&CHEM	02	08-23-2010	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	8300	02	PRIN HU SERV	02	01-20-2011	--	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	6000	11	TAKS LAB	03	08-23-2010	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	6000	11	TAKS LAB	03	01-20-2011	--	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	7101	03	ENGLISH I	03	08-23-2010	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	7101	03	ENGLISH I	03	01-20-2011	--	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	7215	04	ALG 1	04	08-23-2010	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	7215	04	ALG 1	04	01-20-2011	--	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	7710	05	HEALTH	05	08-23-2010	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	7250	15	TAKS MATH	05	01-20-2011	--	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	8225	06	LIVESTOC PROD	06	08-23-2010	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	8230	16	WILDLIFE & REC	06	01-20-2011	--	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	7732	07	FR. GIRLS ATH	07	08-23-2010	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	7300	07	INTG.PHYS.&CHEM	07	01-20-2011	--	<input type="checkbox"/>	<input type="checkbox"/>	

Verify Service ID Overrides that had been entered for any students in CTE classes. If all students in a CTE class are actually taking different classes (CTE Service IDs), then you can report the Service ID for the class the student is taking by entering a Service ID Override on the GrdCrs Maintenance page.

Maintenance > Student > Individual Maint SessionTimer: 29 min and 34 sec

Student ID: 005001 Student Name: AVILES, CULLEN RYAN Retrieve Directory Campus: 001 Save

Demo Crs Assign Grd Update **Grd/Crs Maint** Sched Inquiry Grade Avg Crs/Sec Change CTE Assignments Prior Yr Transfer Cumulative Courses

Course: 6000 TAKS LAB Section: 20 03 - 03 (309 - DURR, MICHAEL) Semester: 1 Retrieve Instr: DURR, MICHAEL Active Student

Per: 03 Title: TAKS LAB

Grade	Absences					Citz	Comments
	Total	Unexc	Exc	Sch Rel	Tardy		
CYC1	1	0	1	0	0	S	
CYC2	1	0	0	1	0		
CYC3	1	0	1	0	0	S	

Exam: Credit: AAR use: **Svc Id Override: 01490000** ...

Sem: Pass/Fail: Special Crs Consid: Transferred: Self Paced:

Final: GPA Override:

26. The next step is to assign the Pass/Fail Indicators. From the **Grade Reporting Application** select **Utilities>Assign Pass/Fail Indicators**.

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Utilities > Assign Pass Fail Indicators

Campus Control Information	
Grading Concept:	Sem/Final
Don't Allow Crdt if Failed Last Sem:	N
Highest Non-Passing Grade:	069

Execute
Campus: 001

Other Information Considered in this Process	
1. Grade Levels 01-12.	
2. Partial Credit indicator on District Course.	
3. If Grading Concept = Sem/Final, Credit Sequence on the District Course record is considered for grades 09-12 and 06-08 for high school level courses.	

This program will automatically update the pass/fail codes for each semester of a course if all required semester and/or final grades are updated in the student grade course records. The program awards pass/fail codes in the same manner as the program that awards credits. Blanks or zeroes in the semester and/or final grade fields will not be updated with a pass/fail code. **The program will not update existing pass/fail codes.** The program will only consider grade course records with a blank in the pass/fail indicator code. Therefore, carefully check the error listing for credit assignment before running the pass/fail assignment option. **Semester/Final Grade Computation and Credit Assignment must be run first!**

Role of the Self-Paced Flag. When the pass fail assignment program is run it will assign a pass-fail indicator to a self-paced flag if:

- The self-paced course has a semester grade and a withdrawal date.
- The self-paced course has a semester grade and no withdrawal date

The program will not assign a pass-fail indicator if there is no semester grade. Nor will it assign one if there is no semester grade, but there is a withdrawal date.

The Pass / Fail Assignment option will produce an error listing for the student's courses that it could not determine the appropriate pass / fail code to assign. Verify students on error listing and make corrections if necessary, and rerun pass/fail assignment option to update the indicator fields that are still blank. Entering "NC" in the credit field will determine a pass/fail code of "04" or "05" (Course was passed, but credit was not received due to excessive absences, first occurrence or second occurrence).

- _____ 27. To verify that the Pass/Fail indicators have been assigned correctly, print the Pass/Fail Verification report. From the **Grade Reporting Application** select **Reports>Grade Reporting Reports>SGR1920 Pass Fail Verification List.**

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Date Run: 4/28/2011 14:34:04		Pass/Fail Verification List		Program Id: SGR1920													
CNTY-DIST: 036903		Sch Year: 2011		Page Nbr: 1 of 158													
CAMPUS: 001		Crowe High School															
ABEYTA, JUSTIN L		001621		Grd: 12 Ctrl #: 039													
Sem 1	Course Title	Crs	Sec Teacher	PD	Svc ID	'A' Abs	'U' Abs	'E' Abs	Ttl Abs	Cyc1	Cyc2	Cyc3	Exam	Sem Gr	Final	Units	P/F
	ALGEBRA II	7220	01 WALTERS	01	03100600	1	0	0	1	088	091	097	E	092		05	01
	OFFICE AIDE	8500	02 MATH	02	85000AID	1	0	0	1	100	100	100	E	100		05	
	GOVERNMENT	7440	03 ALLEN	03	03330100	1	0	0	1	083	089	086	E	086	086	05	01
	TEACH-1	8365	04 JACOBS	04	13014400	1	0	0	1	100	100	100	E	100	100	05	01
	ENVIRSYS	7365	05 VILLEJOIN	05	03020000	3	0	0	3	087	091	090	E	089		05	01
	SPANISH 2	7620	06 ELMORE	06	03440200	3	0	0	3	084	083	083	E	083		05	01
	ENGLISH 4	7140	07 MOTT	07	03220400	4	0	0	4	086	087	087	E	087		05	01

28. Input attendance information on the OEYP program. From the **Registration Application** select **Maintenance>Student Enrollment>Demo 3** tab. The following screen is displayed:

The screenshot shows the 'Maintenance > Student Enrollment' interface. The 'Demo3' tab is selected. The 'OEYP' section is highlighted with a red circle. The fields in the OEYP section are:

- Opt Ext Yr Prg: [Dropdown]
- Promo/Retn: [Dropdown]
- Days Abs: [Text Input]
- Days Prsnt: [Text Input]
- Days Taught: [Text Input]

Opt Ext Yr Prg-Indicate the type of program

Promo/Retn- Indicate the appropriate Promotion/Retention type

Days Abs- Input the total number of days absent

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Days Present- Input the total number of days present.

Days Taught- is filled automatically. Must be less than or equal to 30. May be different for each student since districts have the flexibility to determine the length of instructional days necessary to meet the needs of students identified to participate in the OEYP.

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**STUDENT END OF YEAR STATUS: Grades KG-8
(Exceptions Only - Students not promoted)**

Elem/Middle Campus: _____ Campus # _____

YEAR END STATUS CODES (Grades KG - 08)

- *02 *Retained in the same grade*
- 03 *Placed in the next grade*
- *04 *Placed in a transitional program*
- 06 *Promoted from a transitional program to the regular setting in the same grade*
- 21 *Status pending completion of summer school*
- 22 *Status pending - other*
- 23 *Student left the district before the end of the year, and thus no year-end status was assigned by the district*

****SSI INDICATOR - APPLIES TO 3RD 5th and 8TH GRADE ONLY**

See Code Table C171 of the Data Standards

PLEASE PRINT INFORMATION

STUDENT NAME	LOCAL ID	SSN	GRADE	YEAR END STATUS CODE	** SSI IND
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

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STUDENT END OF YEAR STATUS: Grades 9-12

(Exceptions Only - Students not promoted)

High School Campus: _____ Campus # _____

Article I. YEAR END STATUS CODES (Grades 09-12 only)

- 10 *Not advanced to the next grade*
- 12 *Graduated*
- 13 *Obtained GED*
- 14 *Student met all graduation requirements but has not passed exit - level TEAMS/TAAS*
- 15 *Grade 12 student did not have enough credits to graduate*
- 21 *Status pending completion of summer school*
- 22 *Status pending - other*
- 23 *Student left the district before the end of the year, and thus no year-end status was assigned by the district*

PLEASE PRINT INFORMATION

STUDENT NAME	LOCAL ID	SSN	GRADE	YEAR END STATUS CODE
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				