



**Texas User Conference**

# **Term grade preparation and troubleshooting**

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# Term grade preparation and troubleshooting



This session will cover commonly used grade reports ran at the end of the term


- Teacher Grade Posting Report
- Grade Difference Report
- Grade Input and Proof Sheets
- Blank and Incomplete grades (Selected Grade Report)
- Ineligibility reports by Activity (Selected Grade or Academic Eligibility)
- Failure Report (Selected Grade Report)
- Grade Report by Special Population (Selected Grade Report)
- Teacher Grade Distribution (Grade Analysis)

## Teacher Grade Posting Report

•WS\OF\GR\RE\GI\TP

-Used by districts who Manual Post (not Auto-Post)

### Edit Report Ranges



#### Template Settings

\* Template Description: Teacher posting

Share this template with other users in entity 004

Print Greenbar

Save

Save and Print

Back

#### Course Ranges

Low	High
Course/Class: <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text" value="ZZZZZZ"/> <input style="width: 80%;" type="text" value="ZZZ"/>
Teacher: <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text" value="ZZZZZZZZZZZZ"/>

By Date Range    By Grading Period

Grading Period: Always Use Last Completed ▼

#### Entity Selection

By Range    By Selection List

Entity:

#### Options

Include All Course Lengths Course Lengths

Include All Course Subjects Subjects

Include All Course Types Course Types

Include All Departments Departments

Include Course Status: Active ▼

Include Graded Courses: Graded Courses ▼

## Grade Proof Sheets

•WS\OF\GR\RE

### Add Report Ranges



#### Template Settings

\* Template Description: **Teacher Verification of Grades**

Share this template with other users in entity 005

Print Greenbar

- Save
- Save and Print
- Ranges
- Sort By
- Back

#### Report Options

Report Type: **Proof** ▼

Name Order: **Last, First** ▼

Student Class Records: **Enrolled Classes** ▼

Student Status: **Active** ▼

Class Record Type: **Current Year** ▼

Include All Student Class Lengths Class Lengths

#### Print Options

Double Space Names Page Break: **Page Break On First Sort** ▼

Print School ID  Page Break by Class

Sort Students by School  Only Print Students in Selected Activities Activity

Grade Bucket Blocker: **\*\*\***  Print Student's Activities

#### Grading Comments

Print Codes  Print Descriptions

\* Low GP: **1** ▼ **PROGRESS REPORT 1** \* High GP: **1** ▼ **PROGRESS REPORT 1**

#### Grade Buckets To Display

Midterm	Term	Sem Exam	Semester	Final	Citizenship
<input type="checkbox"/> PR1	<input checked="" type="checkbox"/> CY1	<input type="checkbox"/> EX1	<input type="checkbox"/> S1	<input type="checkbox"/> EOY	<input type="checkbox"/> CZ1
<input type="checkbox"/> PR2	<input type="checkbox"/> CY2	<input type="checkbox"/> EX2	<input type="checkbox"/> S2		<input type="checkbox"/> CZ2
<input type="checkbox"/> PR3	<input type="checkbox"/> CY3				<input type="checkbox"/> CZ3
<input type="checkbox"/> PR4	<input type="checkbox"/> CY4				<input type="checkbox"/> CZ4
<input type="checkbox"/> PR5	<input type="checkbox"/> CY5				<input type="checkbox"/> CZ5

## Grade Differences Report

- WS\EA\GB\SE\PA
- or via EA+ under WA\EP\AD\GP

### Template Maintenance

Template Settings

\* Template Description:

Share this template with other users in entity 005

Print Greenbar

Report Filter

School Year:

Entity:

Display Differences for Grade Period:

Sort Options

Sort by Student  Sort by Teacher  Page Break by Teacher?

Asterisk (\*) denotes a required field

Save  
Save and Print  
Back

## Blanks & Incompletes Report

- Selected Grades Report

WS\OF\GR\RE\GI\SG

### Add Report Ranges

#### Template Settings

\* Template Description: No grades entered (blanks)

Share this template with other users in entity 004

Print Greenbar

#### Report Type

Report Type:  By Student  By Other [Ranges](#)

#### Activities

Include All Activities [Activities](#)

Print Activities

Sort/Group by Activities ?

#### Report Options

School Year: 2014-15 Page Break: Page Break On First Sort

Student ID to Print: None Grade Bucket Blocker: \*\*\*

Only Print Selected Grade Marks

#### Course Ranges

Student Class Status: Enrolled  Include All Student Class Lengths [Class Lengths](#)

Class Record Type: Both

#### Grade Marks Selection

Include	Grade Mark	Grad Year	Display Order
<input checked="" type="checkbox"/>	Blank Grade Bucket	9999	00
<input type="checkbox"/>	E	9999	01
<input type="checkbox"/>	S	9999	02
<input type="checkbox"/>	N	9999	03
<input type="checkbox"/>	U	9999	04
<input type="checkbox"/>	100	9999	05
<input type="checkbox"/>	99	9999	06

[Select All Grades](#)
[Unselect All Grades](#)

[Save](#)






[Save and Print](#)

[Sort By](#)

[Back](#)

## Ineligibility reports by Activity (Selected Grade or Academic Eligibility)

### Edit Report Ranges

#### Template Settings

\* Template Description: Failing Grades by Activity x

Share this template with other users in entity 004

Print Greenbar

Save  
Save and Print  
Sort By  
Back

#### Report Type

Report Type:  By Student  By Other Ranges

#### Activities

Include All Activities Activities

Print Activities

Sort/Group by Activities ?

#### Report Options

School Year: 2014-15 Page Break: Page Break On First Sort

Student ID to Print: None Grade Bucket Blocker: \*\*\*

Only Print Selected Grade Marks

#### Course Ranges

Student Class Status: Enrolled  Include All Student Class Lengths Class Lengths

Class Record Type: Current Year

#### Grade Marks Selection

Include ▲	Grade Mark	Grad Year	Display Order
<input checked="" type="checkbox"/>	69	9999	36
<input checked="" type="checkbox"/>	68	9999	37
<input checked="" type="checkbox"/>	67	9999	38
<input checked="" type="checkbox"/>	66	9999	39
<input checked="" type="checkbox"/>	65	9999	40
<input checked="" type="checkbox"/>	64	9999	41
<input checked="" type="checkbox"/>	63	9999	42
<input checked="" type="checkbox"/>	62	9999	43

Select All Grades  
Unselect All Grades

## Failure Report (Selected Grade Report)

### Edit Report Ranges

**Template Settings**

\* Template Description: Failing Grades by Student

Share this template with other users in entity 004

Print Greenbar

Save

Save and Print

Sort By

Back

**Report Type**

Report Type:  By Student  By Other Ranges

**Activities**

Include All Activities Activities

Print Activities

Sort/Group by Activities ?

**Report Options**

School Year: 2014-15 Page Break: None

Student ID to Print: Other ID Grade Bucket Blocker: \*\*\*

Only Print Selected Grade Marks

**Course Ranges**

Student Class Status: Enrolled  Include All Student Class Lengths Class Lengths

Class Record Type: Current Year

**Grade Marks Selection**

Include	Grade Mark	Grad Year	Display Order	
<input checked="" type="checkbox"/>	69	9999	36	
<input checked="" type="checkbox"/>	68	9999	37	
<input checked="" type="checkbox"/>	67	9999	38	
<input checked="" type="checkbox"/>	66	9999	39	
<input checked="" type="checkbox"/>	65	9999	40	
<input checked="" type="checkbox"/>	64	9999	41	
<input checked="" type="checkbox"/>	63	9999	42	
<input checked="" type="checkbox"/>	62	9999	43	

Select All Grades

Unselect All Grades



## Grade Report by Special Population (Selected Grade Report)

### Edit Report Ranges

**Template Settings**

\* Template Description: Failing Grades by Student

Share this template with other users in entity 004

Print Greenbar

**Report Type**

Report Type:  By Student

**Report Options**

School Year: 2014-2015

Student ID to Print:

Only Print Selected Grades

**Course Ranges**

Student Class Status:

Class Record Type:

**Grade Marks**

Include	Grade
<input checked="" type="checkbox"/>	69
<input checked="" type="checkbox"/>	68
<input checked="" type="checkbox"/>	67
<input checked="" type="checkbox"/>	66
<input checked="" type="checkbox"/>	65
<input checked="" type="checkbox"/>	64
<input checked="" type="checkbox"/>	63
<input checked="" type="checkbox"/>	62
<input type="checkbox"/>	61






**Activity Selection**

Include	Activity	Start Date	End Date
<input type="checkbox"/>	Band Students (BND)	08/25/2014	06/04/2015
<input checked="" type="checkbox"/>	504 Students (504)	08/25/2014	06/04/2015
<input type="checkbox"/>	Baseball Male Students (BSM)	08/25/2014	06/04/2015
<input type="checkbox"/>	Basketball Female Students (BBF)	08/25/2014	06/04/2015
<input type="checkbox"/>	Basketball Male Students (BBM)	08/25/2014	06/04/2015
<input type="checkbox"/>	Cheerleaders (CHE)	08/25/2014	06/04/2015
<input type="checkbox"/>	Choir Students (CHR)	08/25/2014	06/04/2015
<input type="checkbox"/>	Drill Team Students (DRL)	08/25/2014	06/04/2015
<input checked="" type="checkbox"/>	ESL Students (ESL)	08/25/2014	06/04/2015
<input type="checkbox"/>	Football Male Students (FBM)	08/25/2014	06/04/2015
<input type="checkbox"/>	Girls Athletics Students (ATF)	08/25/2014	06/04/2015
<input type="checkbox"/>	Golf Students (GLF)	08/25/2014	06/04/2015
<input type="checkbox"/>	Gymnastics Students (GYM)	08/25/2014	06/04/2015
<input type="checkbox"/>	Soccer Female Students (SCF)	08/25/2014	06/04/2015
<input type="checkbox"/>	Soccer Male Students (SCM)	08/25/2014	06/04/2015
<input type="checkbox"/>	Softball Female Students (SFF)	08/25/2014	06/04/2015
<input type="checkbox"/>	Special Education Students (SPD)	08/25/2014	06/04/2015

22 records displayed

## Teacher Grade Distribution (Grade Analysis)

### Add Report Ranges

#### Template Settings

\* Template Description: Teacher Grade Distribution

Share this template with other users in entity 004

Print Greenbar

Save

Save and Print

Sort By

Back

#### Report Options

Report Type:  By Student  By Other Ranges

School Year: 2014-15  Include All Student Class Lengths Class Lengths

Class Record Type: Both

#### Print Options

Print Race Majority/Minority  Print Male/Female

Print Class Section Detail Page Break: None

#### Print Percentage Lines For

Sort 1  Sort 2  Sort 3  Sort 4  Class Section Detail

#### Grade Mark Columns ?

A => 100, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99	Add
B => 80, 81, 82, 83, 84, 85, 86, 87, 88, 89	Edit
C => 70, 71, 72, 73, 74, 75, 76, 77, 78, 79	Remove
D => 60, 61, 62, 63, 64, 65, 66, 67, 68, 69	Remove All
E => 0, 1, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 2, 20, 21, 22,	

#### Grade Buckets To Check

Midterm	Term	Sem Exam	Semester	Final	Citizenship
<input type="checkbox"/> PR1	<input checked="" type="checkbox"/> CY1	<input type="checkbox"/> EX1	<input type="checkbox"/> S1	<input type="checkbox"/> EOY	<input type="checkbox"/> CZ1



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**THANK YOU FOR ATTENDING!**

