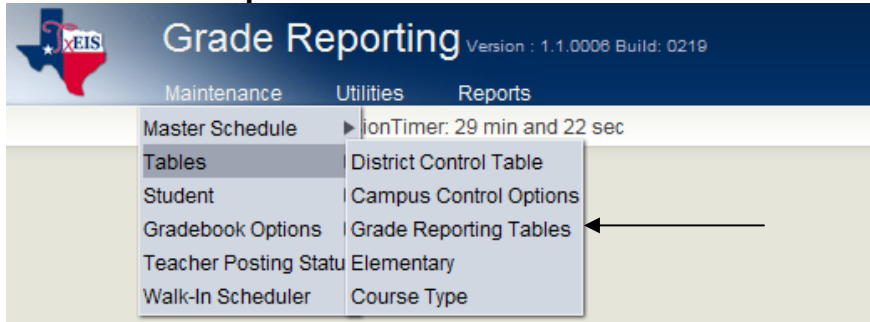


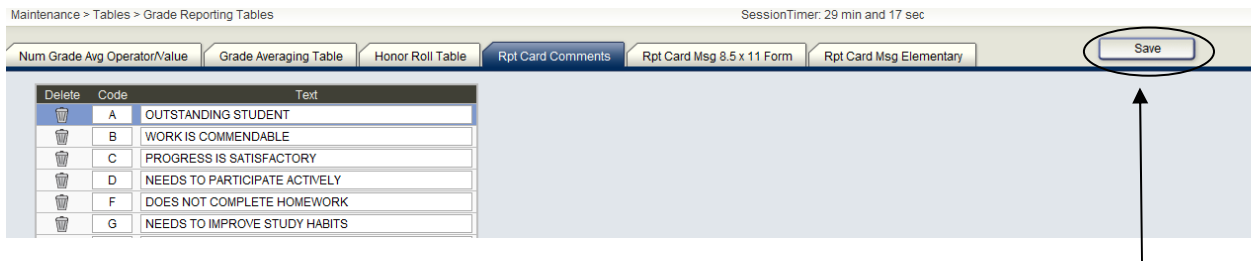
TxEIS Grade Reporting Elementary Semester 2 & EOY Checklist txGradebook

ANY TIME BEFORE THE END OF THE SCHOOL YEAR

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



Report Card Comments Tab



Elementary report cards, SGR1400, may use only A-Z and 1-9. Click to save.

2. Update your Report Card Messages. From the **Grade Reporting Application** select **Maintenance>Tables>Grade Reporting Tables>Report Card Msg Elementary**



TxEIS Grade Reporting Elementary Semester 2 & EOY Checklist txGradebook


Report Card Msg Elementary

Maintenance > Tables > Grade Reporting Tables SessionTimer: 29 min and 52 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	Msg Nbr	Message Text
	01	
	02	
	03	
	04	
	05	
	06	
	07	E+ 98-100
	08	E 94-97
	09	E- 90-93
	10	S+ 88-89
	11	S 84-87
	12	S- 80-83
	13	N+ 78-79
	14	N 75-77
	15	N- 70-74
	16	U 00-69
	17	
	FAILING MESSAGE	PLEASE CALL TO SET UP TEACHER CONFERENCE 409-555-3333

+ Add

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  to 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**.

TxEIS Grade Reporting Elementary Semester 2 & EOY Checklist txGradebook

Reports > SGR1000 Blank, Failing and Incomplete Grades

SessionTimer: 29 min and 51 se

Report ID: SGR1000
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="101"/> <input style="float: right;" type="button" value="..."/>	
Semester (1,2,3 or 4)	<input type="text" value="2"/>	
Cycle (1,2 or 3)	<input type="text" value="3"/>	
Type of Grade (C = Cycle, S = Semester, F = Final)	<input type="text" value="C"/>	
Rpt Type(B=Blank, I=Incmlpt,F=Failing,N=N/G,or C=B & I & N)	<input type="text" value="C"/>	
Sort Order (S = By Student; I = By Instructor)	<input type="text" value="I"/>	
Include Self Paced Courses (Y/N)	<input type="text" value="Y"/>	
Track (0-9 or Blank for All)	<input type="text"/>	

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

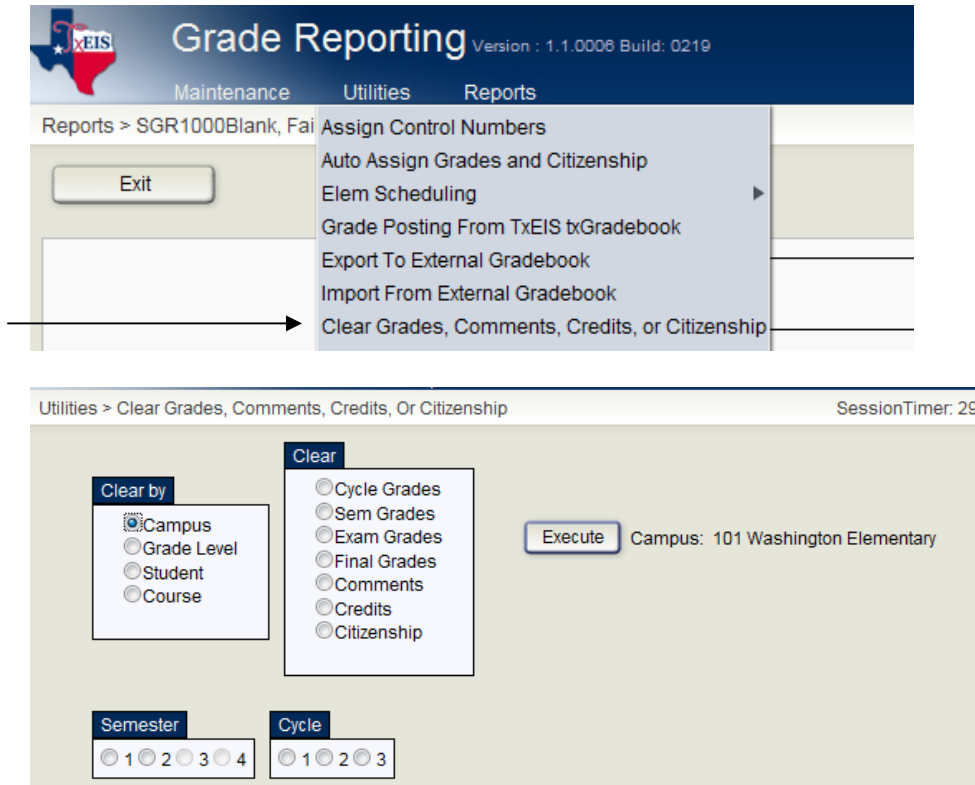
⏪ ⏩

Date Run: 4/28/2011 03:00 PM Program ID: SGR1000
 Cnty-Dist: 036-903 Washington Elementary Page 1 of 20
 Campus: 101 Sch Year: 2011 Semester: 2 Cycle: 3 Type: Cycle

Instr	Instr Name	Grd	Crs	Course Title	Sif Pod	Sec	Student ID	Name	Trk	Sex	Cycle	Sem	Fin	CIT	ABS
144	BAUER, VONDA	04	T400	ATTENDANCE	N	05	005648	BARCENAS, ASHLEY C	1	F	blank				0.0
		04	T402	READING	N	05	005648	BARCENAS, ASHLEY C	1	F	blank				0.0
		04	T404	SCIENCE/HEALTH	N	05	005648	BARCENAS, ASHLEY C	1	F	blank				0.0
		04	T405	SOCIAL STUDIES	N	05	005648	BARCENAS, ASHLEY C	1	F	blank				0.0
		04	T408	Music	N	05	005648	BARCENAS, ASHLEY C	1	F	blank				0.0
		04	T409	TAKS MATH	N	05	005648	BARCENAS, ASHLEY C	1	F	blank				0.0
		04	T415	CONDUCT	N	05	005648	BARCENAS, ASHLEY C	1	F	blank				0.0
		04	T444	TXHIST	N	05	005648	BARCENAS, ASHLEY C	1	F	blank				0.0
		04	T400	ATTENDANCE	N	05	005689	BOURQUE, DAKOTA L	1	M	blank				0.0
		04	T402	READING	N	05	005689	BOURQUE, DAKOTA L	1	M	blank				0.0

4. **Please read thoroughly - If TxEIS was used to create and print Report Cards as IPR's (Interim Progress Reports), the grades and comments from the IPR's 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 IPR's were not generated, in this manner, then skip this step. From the **Grade Reporting Application** select **Utilities>Clear Grades, Comments, Credits, or Citizenship.**

TxEIS Grade Reporting Elementary Semester 2 & EOY Checklist txGradebook



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'**

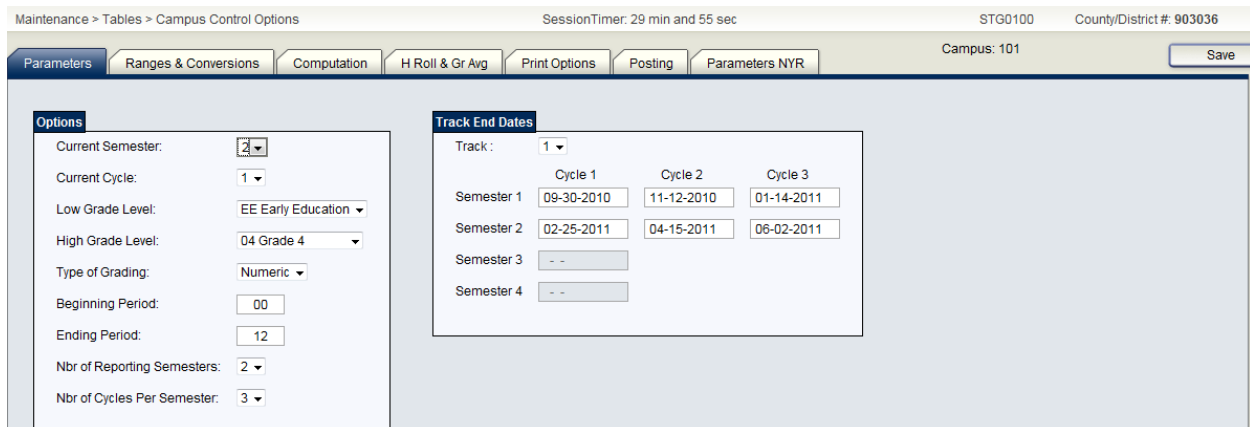
Choose a Semester and Cycle to clear

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

Select **Yes** to save changes.

5. Verify the Campus Control Options. From the **Grade Reporting Application** select **Maintenance>Tables>Campus Control Options**.

Parameters Tab



TxEIS Grade Reporting Elementary Semester 2 & EOY Checklist txGradebook

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.

Computation Tab

The screenshot shows the 'Computation' tab in the txGradebook software. The interface includes a navigation bar with tabs for Parameters, Ranges & Conversions, Computation (selected), H Roll & Gr Avg, Print Options, Posting, and Parameters NYR. The main area contains several configuration options:

- Grading Concept: Sem | Final (dropdown)
- How will Avg be Computed?: Computer (dropdown)
- Include Exam in Semester Average:
- Allow Recomputation: (Recalculate only Blank Grades)
- Blank out Semester/Final on Grade Change:
- Remove Credit on Grade Change:
- Exam Weight Equal:
- Total Weight: 00 (text input)
- Exam Weight: 0 (text input)
- Don't Allow Credit If Failed Last Sem:

Additional information at the top of the window includes: Maintenance > Tables > Campus Control Options, SessionTimer: 29 min and 39 sec, STG0100, County/District #: 903036, Campus: 101, and a Save button.

Grading Concept - Elementary Schools should have this set to Sem/Final or Final.

How will Avg be computed? Identifies if the computer or the teachers are going to calculate the semester averages and final grades.

Include Exam in Semester Average – If elementary campus is using txGradebook and Semester exam grades should be included in semester average check this field. If the semester exam grade should be included, indicate how much weight the exam has in the semester average by either selecting the **Exam Weight Equal** field or using **Exam Weight** and **Total Weight** to indicate the weighting percentage.

Allow Recomputation – Select this field if all semester and final grades can be Recalculated. If this field is not selected, only blank grades will be recalculated.


Blank out Semester/Final on Grade Change – Select whether semester and final grades should be blanked out if a cycle or exam grade is changed.

Exam Weight Equal – Select whether the semester exam is to be weighted equally with the cycle grade when the system computes semester averages.

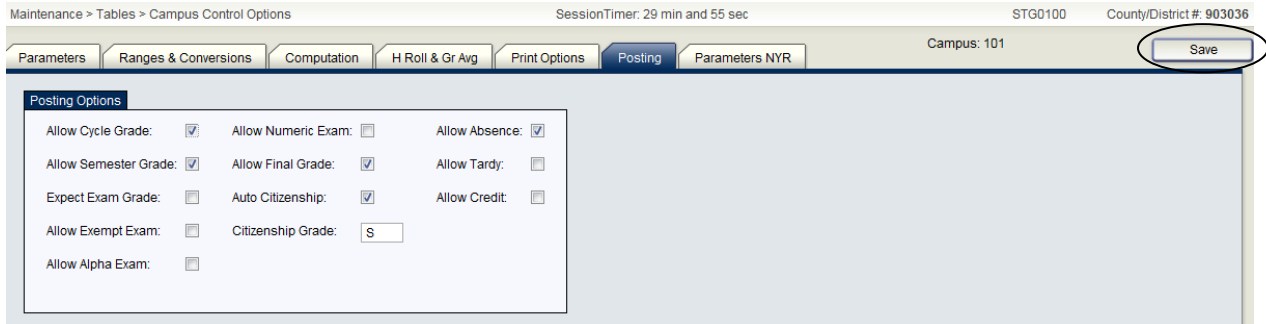
Total Weight - Type the total weight. This number and **Exam Weight** are used together to indicate the percentage the semester exam should count toward the total semester grade.

Exam Weight - Type the exam weight. This number divided by Total Weight indicates the percentage the semester exam should count toward the total semester grade.

TxEIS Grade Reporting Elementary Semester 2 & EOY Checklist txGradebook

Note: If an Elementary campus includes Semester exams in Semester Average they may not use 'E' as Exempt from exams-there must be an exam grade entered for every student. Click  to save.

Posting Tab



Posting Options should include the following:

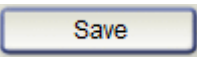
Allow Cycle Grade

Allow Semester Grade – Select if on the Elementary Table Maintenance screen 'Comp Sem Avg' is checked.

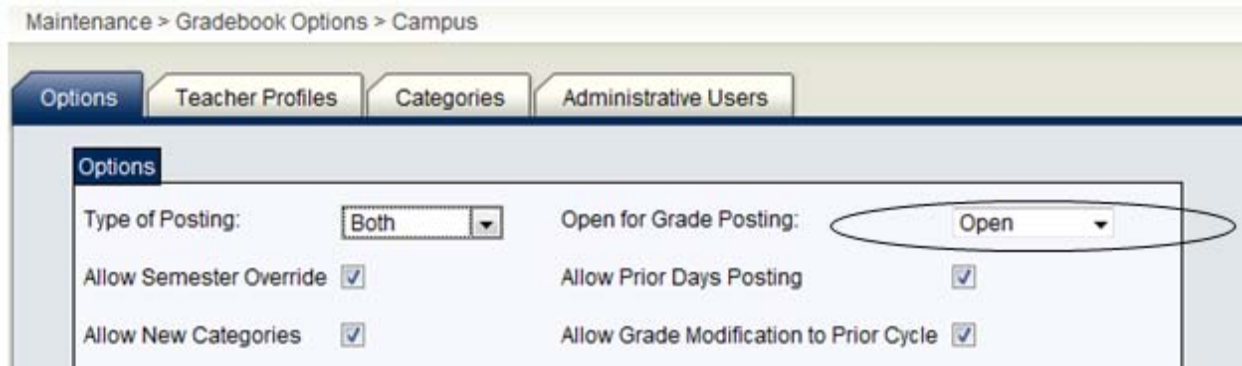
Expect Exam Grade-Select if on the Campus Control Options>Computation Tab 'Include Exam in Semester Avg' is checked

Auto Citizenship-select whether students without a citizenship grade will receive one.

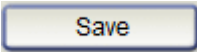
Citizenship Grade-enter the citizenship grade that will automatically be given to students

Click  to save.

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



TxEIS Grade Reporting Elementary Semester 2 & EOY Checklist txGradebook

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

AFTER GRADES ARE DUE IN THE OFFICE

- _____7. 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: Cycle: Status Type:

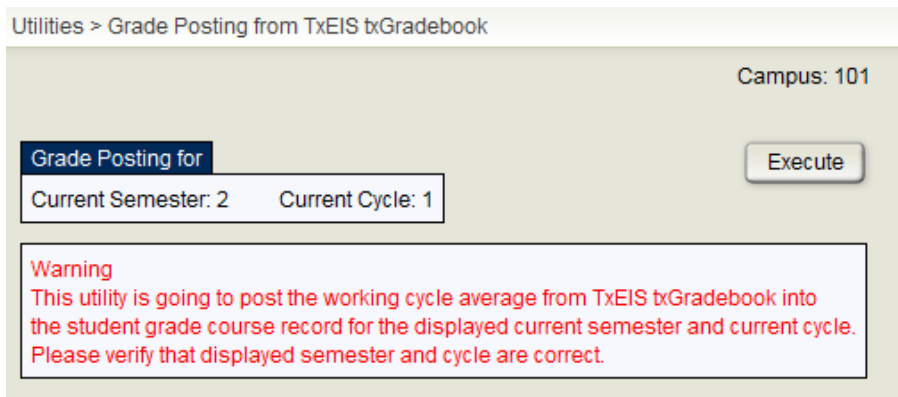
Date: 4/27/2011 15:03:13 Page: 1 of 1
Campus: Date/Time of Inquiry:
Semester: Cycle:

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

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

- _____8. **Posting Grades**

To post grades access **Grade Reporting>Utilities>Grade Posting from TxEIS Gradebook**. Verify Current Semester and Cycle is set correctly.

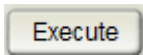


Utilities > Grade Posting from TxEIS txGradebook Campus: 101

Grade Posting for

Current Semester: Current Cycle:

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.

- _____9. Perform Grade Computation Elementary to compute Cumulative Averages. From the **Grade Reporting Application** select **Utilities>Grade Computation Elementary**

TxEIS Grade Reporting Elementary Semester 2 & EOY Checklist txGradebook

Utilities > Grade Computation Elementary SessionTimer: 29 min and 19 sec

Options

Include WD Students

Include WD Courses

A Track (0-9 or A for all)

AL Grade Lvl

Reset Non-Grd Courses

Semesters

1 2

Cycle

Cyc 1 Cyc 2 Cyc 3

Campus Control Information

Typ Avg School Or Computer: Computer

Allow Recomp: N - (Recalculate only Blank or Zero Grades)

Allow Exempt Exam: N

Elementary Grade Level Table Information

Grd Lvl	Type	Sem Avg	Cum Avg	Incl Exam	Exam Wgt	Tot Wgt
01	E	N	Y	N	0	0
02	E	N	Y	N	0	0
03	E	N	Y	N	0	0
04	E	N	Y	N	0	0

Include WD Students? Do not include unless you want every WD student from the entire school year.

Include WD Courses? You probably do not want to include WD courses unless you offer some sort of self paced studies.

Reset Non-Grd Courses? If this field is selected, this will remove any grades that may have been transferred from a graded course to a non-graded course.

Track (A for all) Select either 1 or A if your school has more than one track.

Grade Lvl Select AL (for All) unless you have a reason to compute each grade separately.

Semesters Select 2

Cycles Select Cycle 2 (for 2 semester 9 wks) or Cycle 3 (for 2 semester 6 wks)

Verify the Campus Control Options for accuracy

Campus Control Information

Typ Avg School Or Computer: Computer

Allow Recomp: N - (Recalculate only Blank or Zero Grades)

Allow Exempt Exam: N

Note: If Comp Sem Avg in Elementary Grade Table is selected, Allow Recomputation is selected (Recalculate all Grades), and the campus is using txGradebook, a message appears stopping the process. You will need to clear either Comp Sem Avg or Allow Recomputation.

TxEIS Grade Reporting Elementary Semester 2 & EOY Checklist txGradebook

Verify Elementary Grade Level Table Maintenance

Elementary Grade Level Table Information						
Grd Lvl	Type	Sem Avg	Cum Avg	Incl Exam	Exam Wgt	Tot Wgt
01	E	N	Y	N	0	0
02	E	N	Y	N	0	0
03	E	N	Y	N	0	0
04	E	N	Y	N	0	0

Sem Avg? If you want to post Semester grades from txGradebook, this must be set to 'Y' and on the posting tab in campus control options must have 'Allow Semester Grade' checked.

Note: In elementary grade computation, if semester 2 and cycle 3 are selected and the Comp Cum Avg field is selected on the Elem Grade tab, the following occurs automatically:

- If the Comp Sem Avg field on the Elem Grade tab is selected for the grade level, the final grade will be calculated based on the average of the two semester grades.
- If the Comp Sem Avg field on the Elem Grade tab is not selected for the grade level, the final grade will be calculated based on the average of the six cycle grades.

Cum Avg? Select whether the system will compute a cumulative year-to-date (YTD) average for students. The YTD average will be calculated with cycle grades until the end of the school year. At the end of the school year, the final grade may be calculated in one of two ways (See **Final Grade Calculations**). If the Comp Cum Avg field is not selected, the cumulative average is not calculated.

Final Grade Calculations:

If *not* computing semester average, the following is used to calculate the final grade:

$$(\text{Cycle 1} + \text{Cycle 2} + \text{Cycle 3} + \text{Cycle 4} + \text{Cycle 5} + \text{Cycle 6}) / 6$$

If computing semester average, the following is used to calculate the final grade:

$$(\text{Semester 1} + \text{Semester 2}) / 2$$

To run the computation, click on

Execute

TxEIS Grade Reporting Elementary Semester 2 & EOY Checklist txGradebook

An error report will be generated if there are errors. Check the errors, make corrections, and rerun Elementary Grade Computations if necessary.

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. Print and distribute the class rolls to the teacher as proof sheets for grade verification, The teachers should make any corrections on the class rolls, sign and date each page, and return to the office so the class rolls may be filed as the official grade sheets. From the **Grade Reporting Application** select **Reports>Grade Reporting Reports>SGR0900-Class Rolls.**

Reports > SGR0900 Class Rolls (Student Grade Information) Set

[Return to Reports](#)

Report ID: SGR0900
User ID: BDECUIR

Enter Selection Criteria:

Parameter Description	Value	List
Ending School Year (YYYY)	2011	
Campus ID Number	101	...
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 Grade Reporting Elementary Semester 2 & EOY Checklist txGradebook

- _____12. Post grade corrections submitted on the Class Rolls. The grade corrections can be posted by individual student maintenance or group maintenance.

To make corrections by **individual student maintenance** select the **Grade Reporting Application>Maintenance>Student>Individual Maint.**

Maintenance > Student > Individual Maint SessionTimer: 29 min and 38 sec STG00120 County/District #: 90303

Student ID: 005699 Student Name: ACOSTA, CALEB MARCUS Retrieve Directory Campus: 101 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? Sem 1 Sem 2 Active Student

Detail	Course	Sec	Title	Self Pcd	Cyc1	Cyc2	Cyc3	Exam	Sem	Final	Crdt	Cltz 1	Cltz 2	Cltz 3	Abs 1	Abs 2	Abs 3	Exc 1	Exc 2	Exc 3	Un 1	Ur
Q	T400	02	ATTENDANCE	<input type="checkbox"/>						00	.				0	0	0	0	0	0	0	0
Q	T402	02	READING	<input type="checkbox"/>						00	.				0	0	0	0	0	0	0	0
Q	T404	02	SCIENCE/HEALTH	<input type="checkbox"/>						00	.				0	0	0	0	0	0	0	0
Q	T405	02	SOCIAL STUDIES	<input type="checkbox"/>						00	.				0	0	0	0	0	0	0	0
Q	T407	02	PE	<input type="checkbox"/>						00	.				0	0	0	0	0	0	0	0
Q	T408	02	Music	<input type="checkbox"/>						00	.				0	0	0	0	0	0	0	0
Q	T409	02	TAKS MATH	<input type="checkbox"/>						00	.				0	0	0	0	0	0	0	0
Q	T415	02	CONDUCT	<input type="checkbox"/>						00	.				0	0	0	0	0	0	0	0
Q	T444	02	TXHIST	<input type="checkbox"/>						00	.				0	0	0	0	0	0	0	0

Make grade corrections for individual students on the Grade Update screen. Click the Sem 2 button to display Semester 2 grades.

Click save.

To make correction by Group Maintenance select the **Grade Reporting Application>Maintenance>Student>Group Maint.**

Maintenance > Student > Group Maint SessionTimer: 29 min and 56 sec STG0130 County/District #: 903036

Post Grades **Group Course Change** Add/Delete Courses Save

Instructor: ALL Instructors Include WD Students Retrieve

Course: T402.01 READING (LE2) Sem: 2 Cyc: 2 Track: ALL

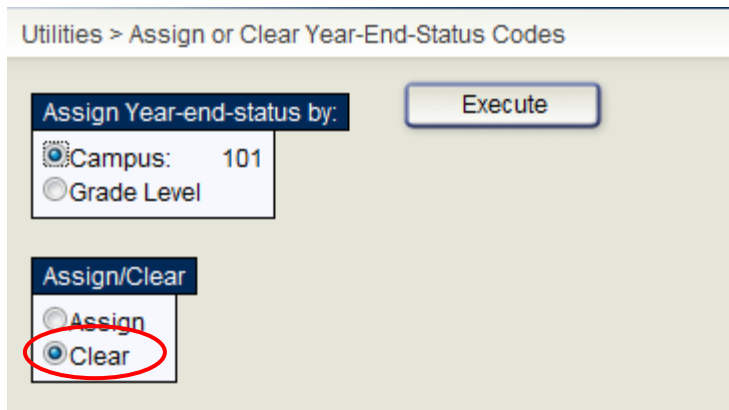
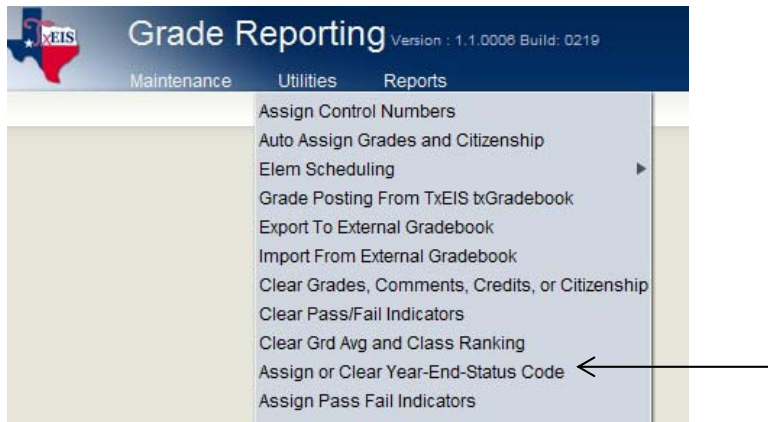
Stu Id	Name	Xfer	Cyc	Exa	Sem	Fin	Crdt	Cltz	Cmt1	Cmt2	Cmt3	Cmt4	Cmt5	Abs	Ex	Un	Sch	Tard
006564	ALVAREZ, LORENA	<input type="checkbox"/>				00	.							0	0	0	0	0
005578	AMIN, FRANCISCO	<input type="checkbox"/>				00	.							0	0	0	0	0
005763	ANAYA, BEAU, G	<input type="checkbox"/>				00	.							0	0	0	0	0
006398	ARMSTRONG, JALEN, T	<input type="checkbox"/>				00	.							0	0	0	0	0
005654	AZIMOVA, KATELYN, E	<input type="checkbox"/>				00	.							0	0	0	0	0
005651	BAKER, MARLA	<input type="checkbox"/>				00	.							0	0	0	0	0
005486	BASS, RAQUEL, G	<input type="checkbox"/>				00	.							0	0	0	0	0
005836	BRADLEY, RYLEA, J	<input type="checkbox"/>				00	.							0	0	0	0	0

Select the Instructor from the drop-down list. Select the Course Section from the drop-down list for that instructor and select Semester 2 Cycle 2 (for 2 Sem 9 Wks) or 3 (for 2 sem 6 wks). Click **Retrieve**. Enter cycle grade corrections from the instructor's class rolls. Click save.

TxEIS Grade Reporting Elementary Semester 2 & EOY Checklist txGradebook

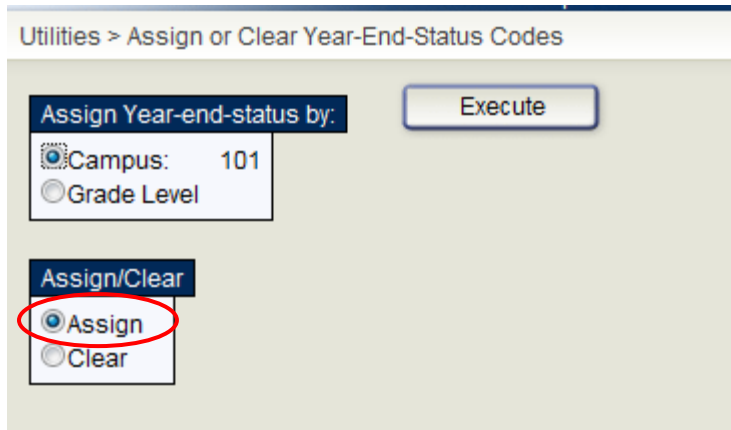
- _____13. **Clear and then Assign the Year End Status Codes** Utility will code all students as promoted (WD students will not be processed). From the **Grade Reporting application** select **Utilities>Assign or Clear Year end status code**.

Note: 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.



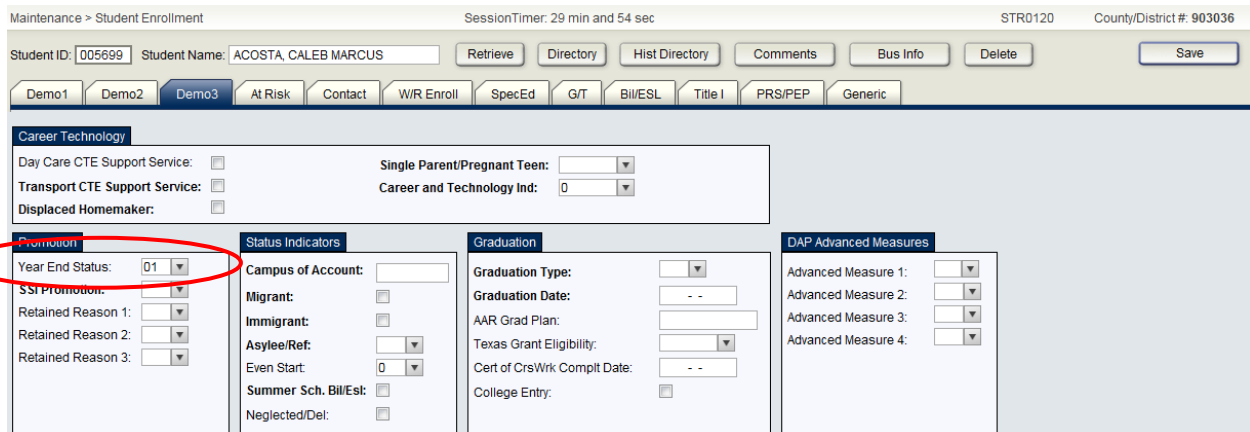
Clear the year-end-status codes first and then run the utility again to Assign year-end-status codes. This utility marks everyone as promoted and the user must go back and change those who have not been promoted to a retained status.

TxEIS Grade Reporting Elementary Semester 2 & EOY Checklist txGradebook



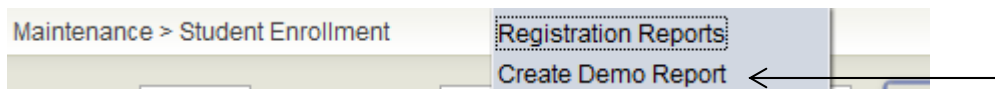
THIS IS NOT A PEIMS REQUIREMENT BUT IS ESSENTIAL TO THE MOVE-TO-GRADE-REPORTING PROCESS. Numbers 01-06 are for elementary grades----numbers 10-15 are for high school.

- _____14. 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.

- _____15. 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 Grade Reporting Elementary Semester 2 & EOY Checklist txGradebook

Reports > Create Demo Report SessionTimer: 29 min and 46 sec

Enroll Tabpage 1

<input checked="" type="checkbox"/> Grade	<input type="checkbox"/> Entry Dt	<input type="checkbox"/> Track	<input type="checkbox"/> Orig Entry	<input type="checkbox"/> Withdrawal Dt
<input checked="" type="checkbox"/> First Name	<input type="checkbox"/> Middle Name	<input checked="" type="checkbox"/> Last Name	<input type="checkbox"/> Gen	<input type="checkbox"/> Nickname
<input type="checkbox"/> Elig Code	<input type="checkbox"/> Camp Id Resid	<input type="checkbox"/> SSN Denied	<input checked="" type="checkbox"/> Campus ID	<input type="checkbox"/> CY Team CD
<input checked="" type="checkbox"/> Active Cd	<input type="checkbox"/> Attribution Cd	<input type="checkbox"/> PEIMS Student ID	<input type="checkbox"/> NY Team CD	<input checked="" type="checkbox"/> School Year
<input type="checkbox"/> Rep Exp	<input type="checkbox"/> Record Status	<input type="checkbox"/> PEIMS Prior ID		

Homeing

M Num M St M City M State M Zip M Zip Ext M Dir M Apt

Demo Peims Tabpage 1

Eco Disadvan
 Cnty Residence
 Demo Revision

Campus Options

Campus 101
 All Campuses

Campus Record

Control Num
 Next Yr Cntrl
 Nxt Yr Camp
 Here Last Yr

At Risk Demo

Last Grade Failed
 Last Year Failed
 Num Times Failed

At Risk

At Risk Year Homeless Resid Placement
 At Risk Ind User1-1 User2-1 User3-3
 Other User4-3 User5-8

Demo Tabpage 1

Physical

P Num P St P City P State P Zip P Zip Ext P Apt P Dir.

Sex Addr/Tei Rest DOB Phone AC Phone Nbr Ethnicity Hispanic/Latino

PK Parent Military NSLP PK Foster Care

Race

White Black/African American Asian
 American Indian/Alaskan Native Hawaiian/Pacific Isl

Demo Peims Tabpage 3

Day Care CTE Support Service Single Parent/Pregnant Teen
 Transport CTE Support Service Career and Technology Ind
 Displaced Homemaker At Risk Religious Grd
 Migrant Year End Status Ret Reason 1
 Immigrant Production Type Ret Reason 2
 Nonletter/Del Trade Grant Eligibility Ret Reason 3

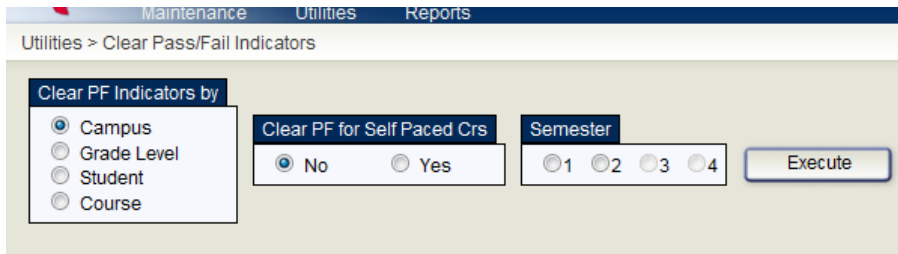
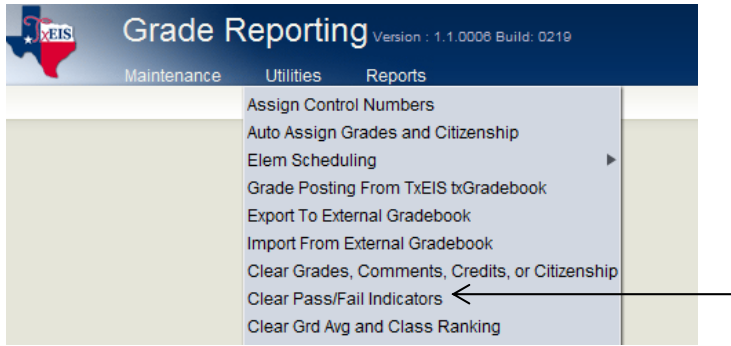
Demo Tabpage 2

Birth City Counselor Immig Tracking
 Birth State Headstart Code Birth Country
 Function 1 Medicaid Eligibility District Entry Date

Cnty/Dist: 036903 Campus: 101	User Created Report Sch Year: 2010-2011	Date: 04/28/2011 3:57 PM Page: 1.1 of 18 Record Count: 632																																																																																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Student ID</th> <th>Grade</th> <th>Campus ID</th> <th>Active Cd</th> <th>Last Name</th> <th>First Name</th> <th>School Year</th> <th>Year End Status</th> </tr> </thead> <tbody> <tr><td>006144</td><td>01</td><td>101</td><td>1</td><td>ALEXANDER</td><td>TIARA</td><td>2011</td><td>01</td></tr> <tr><td>006156</td><td>01</td><td>101</td><td>1</td><td>ALVAREZ</td><td>MELISSA</td><td>2011</td><td>01</td></tr> <tr><td>006205</td><td>01</td><td>101</td><td>1</td><td>ANAYA</td><td>DEANGELO</td><td>2011</td><td>01</td></tr> <tr><td>006145</td><td>01</td><td>101</td><td>1</td><td>AREVALO</td><td>JONATHAN</td><td>2011</td><td>01</td></tr> <tr><td>006322</td><td>01</td><td>101</td><td>1</td><td>AULDS</td><td>CHLOE</td><td>2011</td><td>01</td></tr> <tr><td>006592</td><td>01</td><td>101</td><td>2</td><td>BARCENAS</td><td>LEA ANN</td><td>2011</td><td></td></tr> <tr><td>006403</td><td>01</td><td>101</td><td>1</td><td>BARROW</td><td>CONNIE</td><td>2011</td><td>01</td></tr> <tr><td>000005</td><td>01</td><td>101</td><td>1</td><td>bass</td><td>robyn</td><td>2011</td><td>01</td></tr> <tr><td>006238</td><td>01</td><td>101</td><td>1</td><td>BIRDOW</td><td>BRENDEN</td><td>2011</td><td>01</td></tr> </tbody> </table>			Student ID	Grade	Campus ID	Active Cd	Last Name	First Name	School Year	Year End Status	006144	01	101	1	ALEXANDER	TIARA	2011	01	006156	01	101	1	ALVAREZ	MELISSA	2011	01	006205	01	101	1	ANAYA	DEANGELO	2011	01	006145	01	101	1	AREVALO	JONATHAN	2011	01	006322	01	101	1	AULDS	CHLOE	2011	01	006592	01	101	2	BARCENAS	LEA ANN	2011		006403	01	101	1	BARROW	CONNIE	2011	01	000005	01	101	1	bass	robyn	2011	01	006238	01	101	1	BIRDOW	BRENDEN	2011	01
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16. 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**.

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

17. 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 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									
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	
	7430	01	WORLD GEOGRAPHY	01	08-23-2010	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>			7430	01	WORLD GEOGRAPHY	01	01-20-2011	--	<input type="checkbox"/>	<input type="checkbox"/>	
	7300	02	INTG.PHYS.&CHEM	02	08-23-2010	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>			8300	02	PRIN HU SERV	02	01-20-2011	--	<input type="checkbox"/>	<input type="checkbox"/>	
	6000	11	TAKS LAB	03	08-23-2010	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>			6000	11	TAKS LAB	03	01-20-2011	--	<input type="checkbox"/>	<input type="checkbox"/>	
	7101	03	ENGLISH I	03	08-23-2010	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>			7101	03	ENGLISH I	03	01-20-2011	--	<input type="checkbox"/>	<input type="checkbox"/>	
	7215	04	ALG 1	04	08-23-2010	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>			7215	04	ALG 1	04	01-20-2011	--	<input type="checkbox"/>	<input type="checkbox"/>	
	7710	05	HEALTH	05	08-23-2010	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>			7250	15	TAKS MATH	05	01-20-2011	--	<input type="checkbox"/>	<input type="checkbox"/>	
	8225	06	LIVESTOC PROD	06	08-23-2010	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>			8230	16	WILDLIFE & REC	06	01-20-2011	--	<input type="checkbox"/>	<input type="checkbox"/>	
	7732	07	FR. GIRLS ATH	07	08-23-2010	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>			7300	07	INTG.PHYS.&CHEM	07	01-20-2011	--	<input type="checkbox"/>	<input type="checkbox"/>	

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- _____ 18. The next step is to assign the Pass/Fail Indicators. From the **Grade Reporting Application** select **Utilities>Assign Pass/Fail Indicators**.

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. 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 assign a pass/fail indicator only if the pass/fail indicator is blank for a student's grade course record. **Elementary Grade Computation must be run first before running Assign Pass/Fail Indicators.**

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.

- _____ 19. 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**.

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

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_____20. Verify the Campus Control Print Options are set correctly before printing Report Cards.

The screenshot displays the TxEIS Grade Reporting software interface. At the top, the title bar reads "Grade Reporting" with a version number of "1.1.0008 Build: 0219". Below the title bar, there are three main tabs: "Maintenance", "Utilities", and "Reports". The "Tables" menu is open, showing a list of options: "Master Schedule", "Student", "Gradebook Options", "Teacher Posting Status", "Walk-In Scheduler", "District Control Table", "Campus Control Options", "Grade Reporting Tables", "Elementary", and "Course Type". An arrow points to the "Campus Control Options" option.

Below the menu, the main window shows the "Campus Control Options" configuration page. The breadcrumb trail is "Maintenance > Tables > Campus Control Options". The session timer is "29 min and 52 sec" and the campus is "101". The "Print Options" tab is selected, showing the following options:

Report Card Options	
Crs Seq:	<input type="checkbox"/> Print Credits:
Print Failing Msg: <input checked="" type="checkbox"/>	<input type="checkbox"/> Print HRoll Code:
Sequence: Cntri #	<input type="checkbox"/> Print W/D Crs:
Incl Non-Graded Crs: <input type="checkbox"/>	

Below the Report Card Options, there is an "AAR Options" section with the following option:

AAR Options
Print '*' for PE Equiv. Credit: <input type="checkbox"/>

TxEIS Grade Reporting Elementary Semester 2 & EOY Checklist txGradebook

21. If you select to print report 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 53 sec

Cntrl by Grd Lvl | Cntrl by Student | Cntrl by Period | Directory | Campus: 101

Instr ID: 101 THOMAS, LESLI, S | Grd Lvl: PK

Execute | Reset

Click 'Save' after Executing.

Update	Cntrl #	Stu Id	Grd	Name
<input type="checkbox"/>	101	006620	PK	ANAYA GABRIAL S
<input type="checkbox"/>	110	006571	PK	ANDERSON MALLY N
<input type="checkbox"/>	170	006521	PK	AREVALO NERISSA
<input type="checkbox"/>	110	006583	PK	AVALOS DANTE E
<input type="checkbox"/>	170	006544	PK	AVILES DAVID A
<input type="checkbox"/>	110	006554	PK	AVILES JESSE A
<input type="checkbox"/>	101	006509	PK	BLAIR CARSON D
<input type="checkbox"/>	170	006543	PK	BOLLINGER BRICEIDA
<input type="checkbox"/>	100	006494	PK	BREAUX ERIC C
<input type="checkbox"/>	170	006495	PK	BULL CARLOS A

Select the way in which you want to assign control numbers. **Cntrl by Grd Lvl** is Displayed.

22. Print Report Cards.

From the **Grade Reporting Application** select **Reports>Grade Reporting Reports>SGR1400 – Elementary 81/2 x 11 Report Cards**

Reports > SGR1400 Elementary 81/2 x 11 Report Cards

Return to Reports

Report ID: SGR1400
User ID: BDECUIR

Enter Selection Criteria:

Parameter Description	Value	List
Ending School Year (YYYY)	2011	
Campus ID Number	101	...
Attendance Track (0-9 or Blank for All)		
Semester (1 or 2)	2	
Cycle (1, 2 or 3)	3	
Grade Level (Choose one or Blank for All)		...
Print Signature Line (Y,N)	Y	
Address to Use (S = Student, P = Parent)	S	
Control Number (Blank for All)		...
Print Exam Grade? (Y,N)	N	
Print Semester Average? (Y,N)	Y	
Print Lang Arts and Core Avn Line? (Y,N)	N	
Print Promoted/Retained Msg? (Y,N)	Y	
Tardy Period (Blank for All)		
Include Withdrawn Students? (Y,N)	N	
Stu ID Number to Start Printing (Blank for All)		...
Student IDs (Blank for All)		...

Run Preview | Clear Options

TxEIS Grade Reporting Elementary Semester 2 & EOY Checklist txGradebook

Print Report Cards for Semester 2 Cycle 2 (for 2 sem 9 wks) or 3 (for 2 sem 6 wks).

Print Promoted/Retained Msg?

A PROMOTED or RETAINED message is printed at the bottom of the report card according to the student's Year End Status code. The chart below shows the message that will print when using elementary level Year End Status codes.

Year End Status Code	Message on Report Card
01 Promoted next grade	Promoted
02 Retained same grade	Retained
03 Placed in next grade	Placed
21 Status pending summer school	Promoted
22 Status pending other	Promoted
blank	Promoted

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

_____23. Recommended Grade Reporting End of Semester Reports to print:

SGR0280 Grade Distribution Report
SGR1000 Blank, Failing, and Incomplete Grades
SGR1175 Report Card Proof List
SGR2000 A/B Honor Roll
SGR2091 Elementary Grade Labels
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 Grade Reporting Elementary Semester 2 & EOY Checklist
txGradebook

**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.					