Family Access and 'Posted' Information

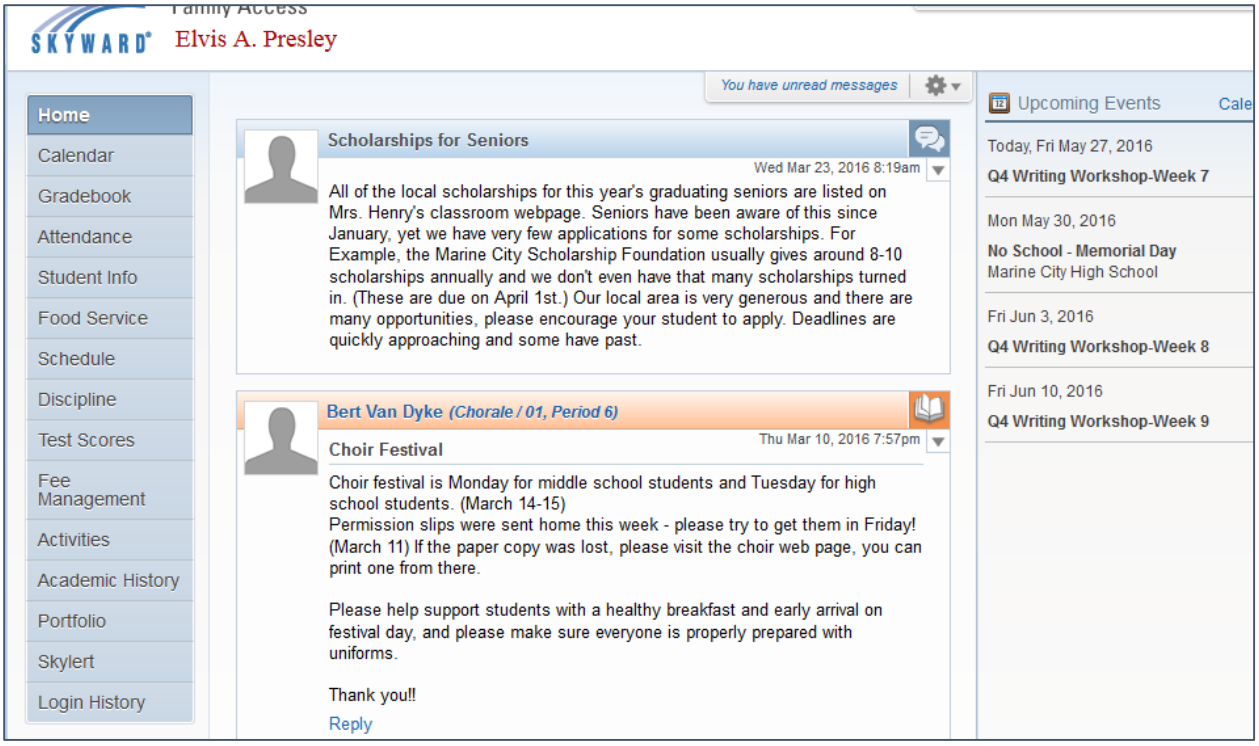
This document explains what happens in Family Access when reports/information/grades are 'Posted' to Family Access. It covers the following areas:

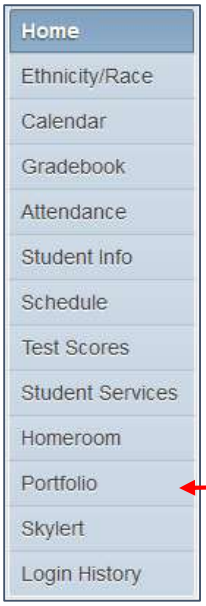
- An Overview of what Parents See in Family Access
- Report Cards Posted to Family Access
- Transcripts Posted to Family Access
- What the Gradebook Tab Looks Like
- Neither GPA or Rank Permissions in Family Access
- GPA Permissions in Family Access
- Rank Permissions in Family Access
- What Academic History Looks Like
- Gradebook vs. Academic History

An Overview of what Parents See in Family Access:

When a parent logs into Family Access, this is an example of what they see on the **Home** page:

- **Note**: what options are shown here depends on which options the district set up for the parents to see. Not all districts/buildings will have the same options





Report Cards and Transcripts, if posted to Family Access, show under the Portfolio tab

Report Cards Posted to Family Access:
If, when Report Cards are run, the option is checked to **Save Report Cards to Student Portfolio** is checked, it appears in the Portfolio tab

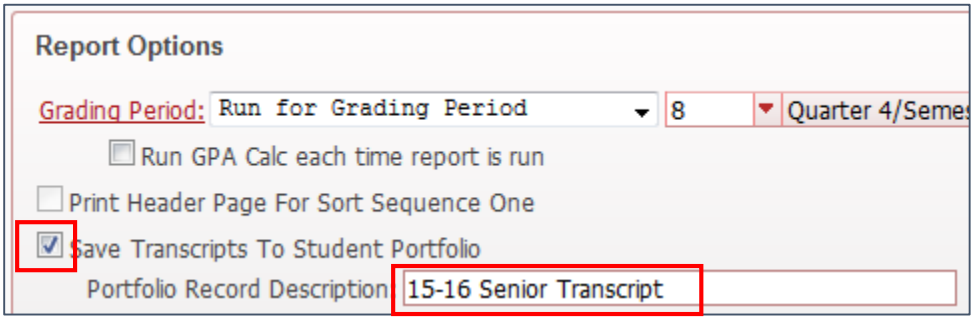
Report Card template option:

How it appears in Family Access:

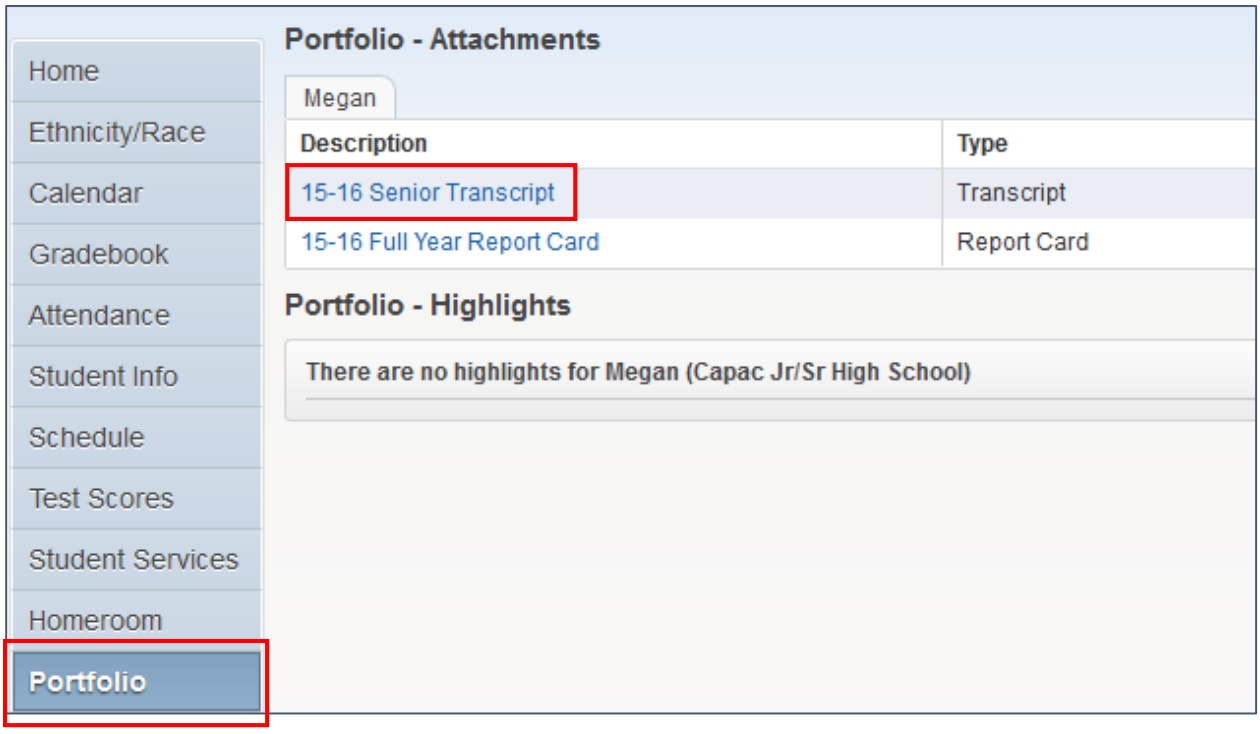
If a parent clicks on the link for the 15-16 Full Year Report Card, they'll see the exact same thing as if you printed a report card out for them

Transcripts Posted to Family Access:
If, when Transcripts are run, the option is checked to **Save Transcripts to Student Portfolio** is checked, it appears in the Portfolio tab

Transcript template option:



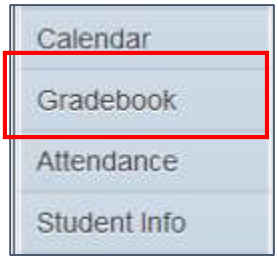
How it appears in Family Access:

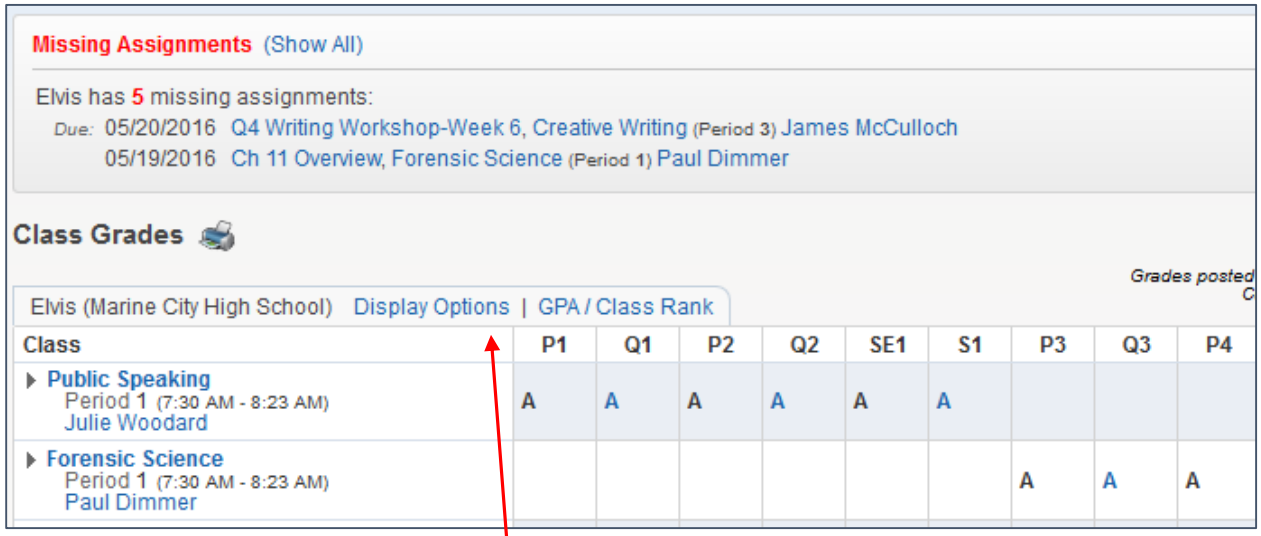


If a parent clicks on the link for **15-16 Senior Transcript**, the transcript will open and look exactly like it would if you printed one out for them

If you run the 'Posted' report 100 times today for either the report card or transcript, parents will see 100 copies of them when they click on the Portfolio tab

What the Gradebook tab looks like:
If a parent clicks on the Gradebook tab, this is an example of what they would see. Any time s/he logged in, s/he would see whatever is in the teacher's gradebook at that time

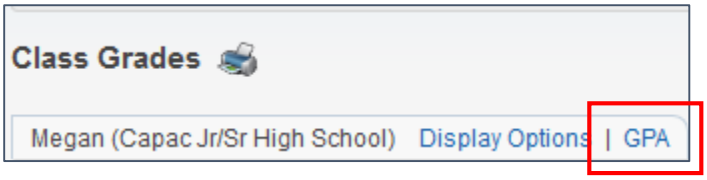




Neither GPA or Rank permissions are turned on in Family Access
If, in Family Access permissions, neither GPA or Rank are turned on, this is what they see in the Gradebook:

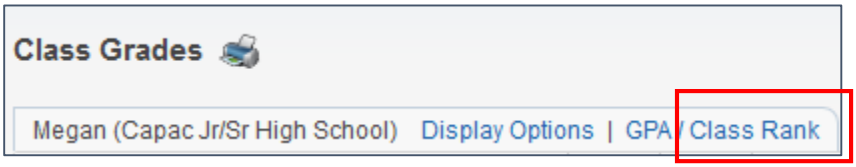
If you ran any reports that posted GPA and/or Rank to Family Access, they would not be able to see that information here. If you posted the transcript with this information, that's the only place they would be able to see Rank/GPA. The Transcript would be under the Portfolio tab

GPA permissions are turned on in Family Access
If GPA is turned on in Family Access, this is what that same area in the Gradebook looks like:



If you ran any reports that posted GPA information to Family Access, they would be able to see it here. If you posted the Transcript with GPA information, they would also be able to see the GPA in the Transcript, which would be under the Portfolio tab

Rank permissions are turned on in Family Access
If Rank is turned on in Family Access, this is what that same area in Gradebook looks like:

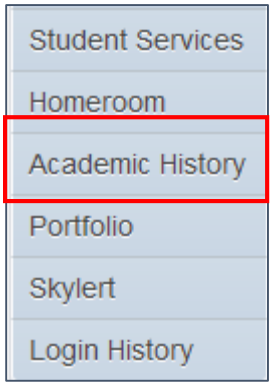


If you ran any reports that posted Rank information to Family Access, they would be able to see it here. If you posted the Transcript with Rank information, they would also be able to see the Rank in the Transcript, which would be under the Portfolio tab

If you run the GPA/Rank report 100 times today, parents will only see it displayed 1 time. Every time you run the "Posted" template, it overwrites whatever was previously displayed here

Academic History

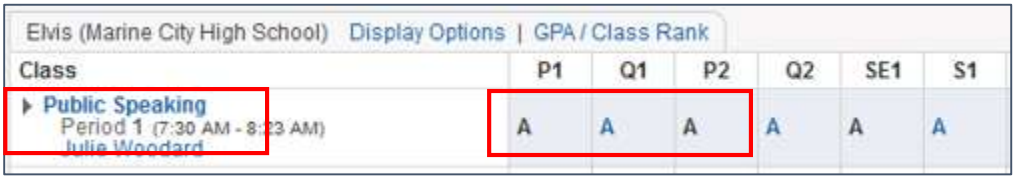
If the option is turned on in Family Access to see Academic History, this is what it will look like in Family Access. It's basically a simplified transcript of all posted grades for all years the student has attended:



2015 - 2016, Grade 12					
Class	**Terms**	**ATH**	**P1**	**Q1**	**P2**
AP European History	1 - 2	91	83	93	88
AP European History	3 - 4				
Blue Water Middle College 3hrS	1 - 2				
Blue Water Middle College 3hrS	3 - 4				
Business Math	3 - 4	93			
English 4A	1 - 2	89	99	95	88
English 4B	3 - 4	99			
Personal Finance	1 - 2	97	97	97	97
Strength and conditioning	3 - 4	85			
2014 - 2015, Grade 11					
Class	**Terms**		**S1**		**S2**
Chemistry	1 - 1		90		
Chemistry	2 - 2				89
Civics	1 - 1		91		

Gradebook vs. Academic History: what's the difference?
Part of that depends on how your district/building is set up:

As a parent, if I look at the Gradebook tab, this is what I see for Elvis. Any time I log in I will see whatever is current in the teacher's Gradebook



Elvis (Marine City High School) Display Options | GPA / Class Rank

Class	P1	Q1	P2	Q2	SE1	S1
Public Speaking Period 1 (7:30 AM - 8:23 AM) Julie Woodard	A	A	A	A	A	A

As a parent, if I look at the Academic History tab, this is what I see for Elvis

Academic History

Elvis (Marine City High School)

2015 - 2016, Grade 12

Class	Terms	P1	Q1	P2	Q2	SE1	S1
AP Calculus	1 - 2	93	96	95	96	100	97
AP Calculus	3 - 4						
Chorale	1 - 2	100	100	97	99	100	100
Chorale	3 - 4						
Creative Writing	3 - 4						
English Language Arts 12	1 - 2	98	97	100	96	97	97
English Language Arts 12	3 - 4						
Environmental Science	1 - 2	95	94	99	96	90	94
Forensic Science	3 - 4						
Ind Study Music	1 - 2	100	100	100	100	100	100
Ind Study Music	3 - 4						
Public Speaking	1 - 2	94	93	95	97	94	95

This is how the first part of the process works:
Throughout the course of the term, grade information for that term will only be displayed in the Gradebook. The grade here will change throughout the course of the term as assignments are added and graded. During this time, you can't run a report card or transcript, as the grades exist only in the teacher's gradebook.

So, how do the grades get into Academic History?
Let's say that today's the first day the grade input window is open. At midnight tonight the system will take whatever grade is in the teacher's gradebook and put it in Academic History. From that point on, until the

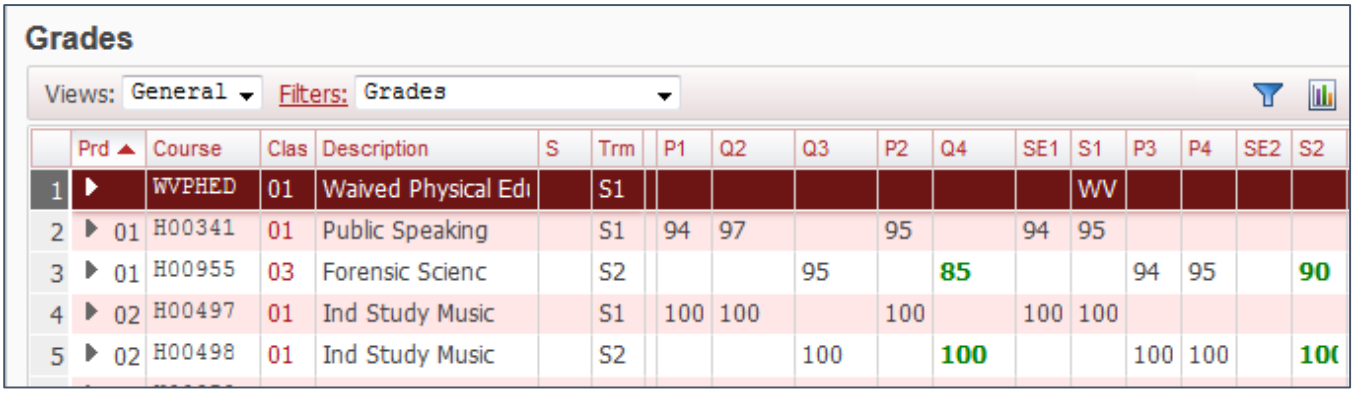
window closes, anytime a teacher scores an assignment that changes the grade, it will instantly update the grade in both the teacher's Gradebook and in Academic History.

Now, let's say the grade input window closed yesterday. At the time it closed, the student had a B+ in both the Gradebook and Academic History. The teacher comes in (keep in mind that the window is closed) and realizes he forgot to score an assignment for Elvis. He does so and the grade in the Gradebook changes to an A. However, because the window is no longer open, the grade will not be posted to the Academic Area. As a result, the Gradebook will show an A, but the Academic Area will show a B+.

- Why? Because once the window is closed, information is no longer posted to Academic History.
- What would the teacher need to do? Submit a grade change request
- What would you need to do if you were ready to print the report card/transcript that same day? Accept the grade change request, then make sure that the box is checked in the report template to calculate GPA every time the report is run. What would happen if you didn't do this?
    - An automated utility runs nightly that calculates the student GPAs based on their grade at the time it runs. If you change a grade during the day and print the reports the next day, you'd be okay because the utility ran the night before and updated the GPA from using the B+ to using the A. However, if you updated the grade today and wanted to print the reports today, nothing has yet happened that updated the GPA. Therefore, you want to always calculate GPA prior to displaying a report if that option is available

Why does the Gradebook show a letter mark and Academic History show a numeric mark in this example? Some districts have their grades set up so that they appear (in this example) in the Gradebook as a letter grade, but once they're posted to history, they are displayed as a numeric mark. Whatever is in the Academic Area is what will be printed on the transcript

How do I know if grades have been posted yet and/or how do I know what grade is going to print on the report card? The easiest way is to look at the student's Grades tab in Student Profile. Grades in green are in the Gradebook only and will not print on a report card. Grades in black are posted and will print on the report card.



	Prd	Course	Clas	Description	S	Trm	P1	Q2	Q3	P2	Q4	SE1	S1	P3	P4	SE2	S2
1		WVPHED	01	Waived Physical Edı		S1							WV				
2	01	H00341	01	Public Speaking		S1	94	97		95		94	95				
3	01	H00955	03	Forensic Scienc		S2			95		85			94	95		90
4	02	H00497	01	Ind Study Music		S1	100	100		100		100	100				
5	02	H00498	01	Ind Study Music		S2			100		100			100	100		10(