

Senior Year End Processing – Posting Grades & Exiting Seniors Early

If you have the need to process seniors earlier than the rest of your student population the following steps will simplify this process. This function was created to streamline the process. You will Manually run the Posting Utility for Seniors and at the end of the Semester.

First you will need to change the Grade Periods “Grade Input dates” to insure the Auto Post does **NOT** Post.

Navigate to [WS > Office > Grading > Setup > Configuration > Grade Periods](#)

Click on the Semester 2 Grade Period and Edit

Grading Setup - Entity 400 - WS\OF\GR\PS\CF\GS\GP - 8442 - 05.20.02.00.03 - Microsoft Edge

Entity: 400-Algonac Jr/Sr High School School Year: 2019-20

Grade Periods

Views: General Filters: *Skyward Default

Grd Prd	Description	Start Date	End Date	Grade Input Start Date	Grade Input End Date	Dsp Start
01	Progress 1	09/03/2019	10/04/2019	09/23/2019	10/09/2019	01
02	Quarter 1	09/03/2019	11/01/2019	10/28/2019	11/06/2019	01
03	Progress 2	11/04/2019	12/06/2019	12/02/2019	12/11/2019	02
04	Quarter 2/Sem 1	11/04/2019	01/24/2020	01/13/2020	02/02/2020	02
05	Progress 3	01/27/2020	02/28/2020	02/24/2020	03/06/2020	03
06	Quarter 3	01/27/2020	04/10/2020	03/30/2020	04/10/2020	03
07	Progress 4	03/16/2020	05/08/2020	05/04/2020	05/12/2020	04
08	Quarter 4/Sem 2	04/13/2020	06/12/2020	06/08/2020	06/12/2020	04

Change the Grade Input Start Date and the Grade Input End Date to 8/31/XX. Click Save

Maintenance - Entity 400 - WS\OF\GR\PS\CF\GS\GP - 8442 - 05.20.02.00.03 - Microsoft Edge

https://skytrainalg.sccresa.org/scripts/wsisa.dll/WService=wsALGTrn/sgradedit019.w?isPopup=true

Maintenance

Grading Period Maintenance

Entity: Algonac Jr/Sr High School

School Year: 2020

Track: 0

Grading Period #: 08

Description: Quarter 4/Sem 2

Start Date: 04/13/2020 End Date: 06/12/2020

* Display Start Term: 4 * Display Stop Term: 4

* Sched Start Term: 4 * Sched Stop Term: 4

* Grading Start Term: 4 * Grading Stop Term: 4

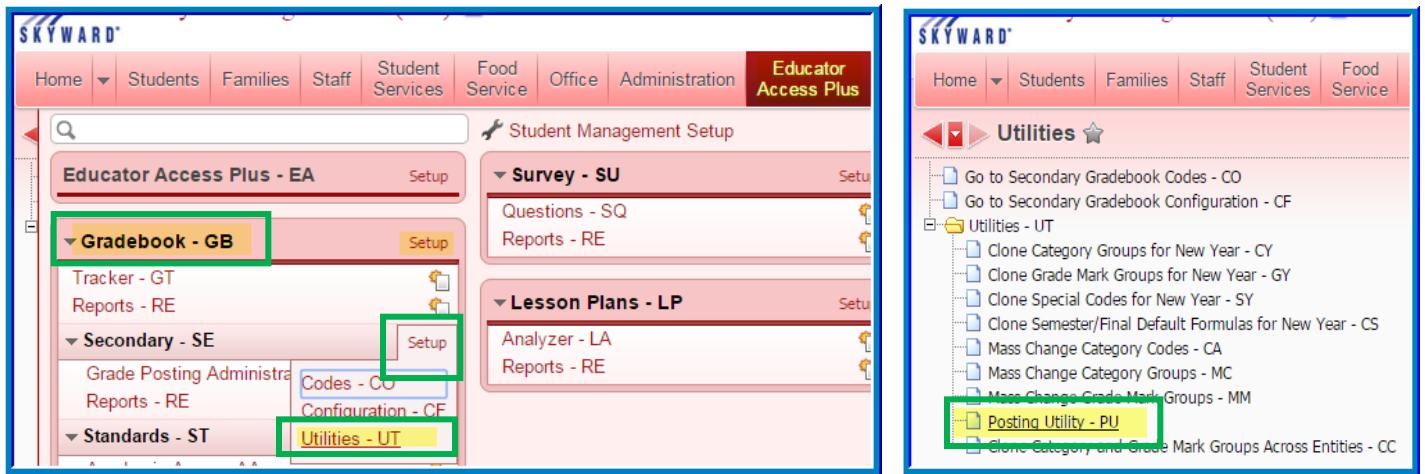
* Grade Input Start Date: 08/31/2020 * Grade Input End Date: 08/31/2020

Grade Input Start Time: 12:01 AM Grade Input Stop Time: 11:59 PM

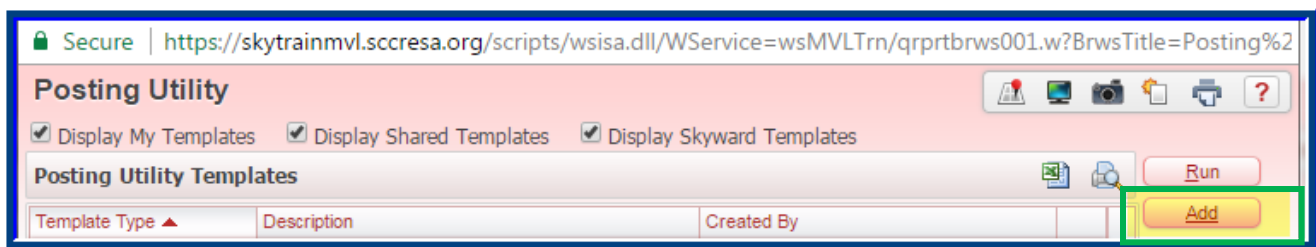
Asterisk (*) denotes a required field

Once the Teachers have added all of their Senior Assignment Scores you will need to set up your Posting Utility Template.

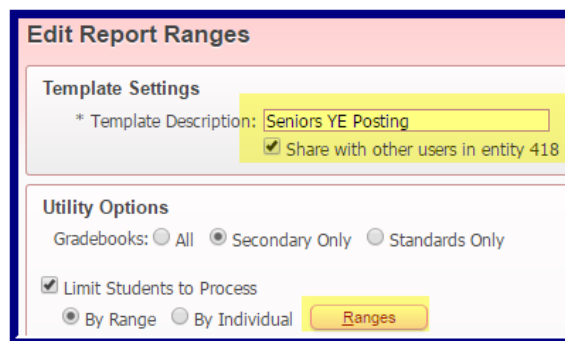
Navigate to Student Management > Educator Access Plus > Secondary > Setup > Utilities - Select Posting Utility.



Select Add to create a new Template.



Name your Template and click on Share with others. Click on the Ranges button.



In the Grade/Grad YR field key in Low of 12 and a High of 12. Select Active in the Student Status field.
Click Save.

Ranges Maintenance - Entity 400 - WS\EA\GB\SE\PS\UT\PU - 7698 - 05.20.02.00.03 - Microsoft Edge

https://skytrainalg.sccresca.org/scripts/wsisa.dll/WService=wsALGTrn/sgradedit052.w?isPopup=true

Ranges Maintenance

Student ranges are based upon the current entity's school year, not the report's school year.

Ranges

Low High

Student Key:

By Individual Grades By Grade Range By Grad Year Range By Grad Post Base Year

Grade/Grad Yr:

Advisor:

Counselor:

Feeder School:

Zip Code:

Residency: Residents and Non-Residents

Student Status: Active

MT Status: Active and Inactive

CY Member: CY Members and Non-CY Members

Gender: Both

Graduated?: Both

Include All Student Types Filter By Activities

Include All Races Filter By Processing Lists

Include All Schools

Include All Homerooms

Include All Calendars

Include All Categories

Include All Default Entities

Notes: Users may choose to Post Grades, Recalculate Grades or do both for All, Secondary Only, or Standards Only gradebooks. In addition, users may complete this process for a Range or Individual students as well as select which Grade Buckets are used for Posting and recalculating. The default for the utility is to “Post for Grade Buckets Open for Posting” and to Recalculate for “All Grade Buckets.”

It is our recommendation that you select **Post Grades for Selected Grade Buckets** then click on the Marking Term for **Quarter 4, Semester 2 Exam (if used) and Semester 2.**

Secure | https://skytrainmv1.sccres.org/scripts/wsisa.dll/WService=wsMVLTrn/sgradedit233.w?isPop

Edit Report Ranges

Template Settings

* Template Description: Seniors YE Posting

Share with other users in entity 418

Utility Options

Gradebooks: All Secondary Only Standards Only

Limit Students to Process

By Range By Individual

Post Grades

Post Grades for Grade Buckets Open for Posting

Post Grades for All Grade Buckets

Post Grades for Grade Buckets within Current Grading Periods

Post Grades for Selected Grade Buckets

Term	Sem Exam	Semester
<input type="checkbox"/> MP1	<input type="checkbox"/> X1	<input type="checkbox"/> S1
<input type="checkbox"/> MP2	<input checked="" type="checkbox"/> X2	<input checked="" type="checkbox"/> S2
<input type="checkbox"/> MP3		
<input type="checkbox"/> MP4		
<input type="checkbox"/> MP5		
<input checked="" type="checkbox"/> MP6		

Recalculate Grades

Recalculate Grades for Grade Buckets Open for Posting

Recalculate Grades for All Grade Buckets

Recalculate Grades for Grade Buckets within Current Grading Periods

Recalculate Grades for Selected Grade Buckets

Term	Sem Exam	Semester
<input type="checkbox"/> MP1	<input type="checkbox"/> X1	<input type="checkbox"/> S1
<input type="checkbox"/> MP2	<input checked="" type="checkbox"/> X2	<input checked="" type="checkbox"/> S2
<input type="checkbox"/> MP3		
<input type="checkbox"/> MP4		
<input type="checkbox"/> MP5		
<input checked="" type="checkbox"/> MP6		

Asterisk (*) denotes a required field

The Help screen for the Post Grades option warns that grades can be posted for grade buckets that are not in open grading periods if they choose to Post Grades for All Grade Buckets, Current Grade Buckets or Selected Grade Buckets.

- **Post Grades for Grade Buckets Open for Posting (default)** – Grades will be posted to grade buckets that are open for posting. These are grade buckets for grading periods where today's date and time falls within the Grade Input Start and End dates and times of the grading period.
- **Post Grades for All Grade Buckets** – Grades will be posted to all grade buckets. NOTE: If some of these grade buckets are not open for posting, grades will still be posted to them.
- **Post Grades for Grade Buckets within Current Grading Periods** – Grades will be posted to grade buckets within a current grading period. These are grade buckets for grading periods where today's date falls within the Start and End dates of the grading period. NOTE: If some of these grade buckets are not open for posting, grades will still be posted to them.
- **Post Grades for Selected Grade Buckets** – Grades will be posted only to grade buckets that are selected. NOTE: If some of these grade buckets are not open for posting, grades will still be posted to them.

To insure grades for seniors do **NOT** get posted over you will be using the Posting Utility for all remaining grades.

Navigate to Student Management > Educator Access Plus > Secondary > Setup > Utilities - Select Posting Utility.

Click on the Senior YE Posting Template and Clone. Click on the Ranges button and change the Grade/Grad Yr low field to 09 (or the lowest grade level in your building) then input 11 in the high field. Click Save.

Run this Utility **after all Teachers have completed their grade entry.**

Ranges Maintenance - Entity 400 - WS\EA\GB\SE\PS\UT\PU - 7698 - 05.20.02.00.03 - Microsoft Edge

https://skytrainal.scresra.org/scripts/wsisa.dll/WService=wsALGTrn/sgradedit052.w?isPopup=true

Ranges Maintenance

Student ranges are based upon the current entity's school year, not the report's school year.

Ranges

Low: Student Key: _____ High: 7777777777

By Individual Grades By Grade Range By Grad Year Range By Grad Req Base Year

Grade/Grad Yr: 09 2023 11 2021

Advisor: 7777777777

Counselor: 7777777777

Feeder School: 7777777777

Zip Code: 7777777777

Residency: Residents and Non-Residents

Student Status: Active

MT Status: Active and Inactive

CY Member: CY Members and Non-CY Members

Gender: Both

Graduated?: Both

Include All Student Types Filter By Activities

Include All Races Filter By Processing Lists

Include All Schools

Include All Homerooms

Include All Calendars

Include All Categories

Include All Default Entities

Edit Report Ranges - Entity 418 - WS\EA\GB\SE\PS\UT\PU - 7698 - 05.17.02.00.09 - Google Chrome

Secure | https://skytrainml.scresra.org/scripts/wsisa.dll/WService=wsMVLTrn/

Edit Report Ranges

Template Settings: 19-20 9-11 YE Posting

* Template Description: Share with other users in entity 418

Utility Options

Gradebooks: All Secondary Only Standards Only

Limit Students to Process

By Range By Individual

Post Grades ?

Post Grades for Grade Buckets Open for Posting

Post Grades for All Grade Buckets

Post Grades for Grade Buckets within Current Grading Periods

Post Grades for Selected Grade Buckets

Term	Sem Exam	Semester
<input type="checkbox"/> MP1	<input type="checkbox"/> X1	<input type="checkbox"/> S1
<input type="checkbox"/> MP2	<input checked="" type="checkbox"/> X2	<input checked="" type="checkbox"/> S2
<input type="checkbox"/> MP3		
<input type="checkbox"/> MP4		
<input type="checkbox"/> MP5		
<input checked="" type="checkbox"/> MP6		

Recalculate Grades ?

Recalculate Grades for Grade Buckets Open for Posting

Recalculate Grades for All Grade Buckets

Recalculate Grades for Grade Buckets within Current Grading Periods

Recalculate Grades for Selected Grade Buckets

Term	Sem Exam	Semester
<input type="checkbox"/> MP1	<input type="checkbox"/> X1	<input type="checkbox"/> S1
<input type="checkbox"/> MP2	<input checked="" type="checkbox"/> X2	<input checked="" type="checkbox"/> S2
<input type="checkbox"/> MP3		
<input type="checkbox"/> MP4		
<input type="checkbox"/> MP5		
<input checked="" type="checkbox"/> MP6		

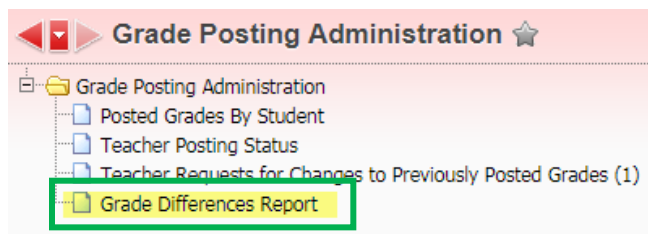
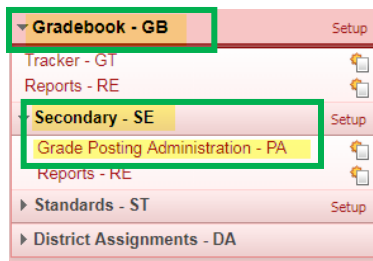
Asterisk (*) denotes a required field

Once Seniors grades have been posted you will need to watch for assignment scores accidentally given to Seniors after they have finished. Teachers do **NOT** give assignment scores to Seniors after they have finished. (Note: If they give an assignment and apply a score to all students and the class has mixed grade levels including seniors then each Senior will receive a score which will change their final grade).

After discussion at the RUGS meeting it was decided the Teachers will need to click on **NO COUNT** on each senior for each assignment that has a senior in it after the Seniors grades have been posted.

To help monitor this issue you will need to run the Grade Differences Report periodically until the rest of the student's grades have been posted.

Navigate to Educator Access Plus/Gradebook/Secondary/Grade Posting Administration
(WS/EA/GB/SE/PA)



Click on Add, name your Template, Select the final term EX: Quarter 4/Semester 2

Save and Print

