Calcasieu EONW School Guide   (For MP 1 & 3)

I.   **EONW procedures**

    A. Principal or District Coordinator Communicate Grades Deadline for Teachers
        Principal or District Coordinator communicates deadline for all assignments to be in Web Gradebook via emails, websites, or other means.

    B. Teachers Update Web Gradebook Assignments
        Ask teachers check current and past grades in Web Gradebook for accuracy.
        A quick way for Teachers to check averages from previous grading periods is to run the **Term Grades Report** in Web Gradebook.
        Go to *Web Gradebook > Reports > Rosters > Term Grades Report > All Students*.
        Corrections should be made to assignments, with a *Save* **action to recalculate the average.**

    C. Enter Final Averages for Homebound Student Courses and Programs
        All Homebound grades and students enrolled in Programs (i.e. Harbor House, JDC, MCH, Boys Village, etc) grades are due 2 days _BEFORE_ the end of the nine weeks.

        For homebound student that have been homebound the entire nine weeks, the HB teacher will send the grade to the school and the counselor will enter the grade as the final average of the course. If a student has not been homebound the entire nine weeks, once the HB teacher sends the grade to the school, the counselor will send the grade in progress to the teacher to average the HB grades with her classroom grades. The teacher may send the average to the counselor to enter in post grades by student.
        Go to *Grades > Entry > Post Grades Master OR Post Grades by Student*.

    D. Data Clerks will enter VOS grades. They are sent by Jeremy Grant.

II.   **<mark>Reports that Data Processing will run for you Prior to Locking the Marking Period:</mark>**

    A. Missing Grades Audit
        Use this report to check for missing grading period grades. This is important because a missing grading period average will result in no final being calculated for the course.
        Go to *Grades > Entry > Missing Grades Audit*

    B. **Assignment Audit**
        Use this report to show you a list of teachers that currently have 12 or less assignment grades.
        Minimum requirement – Elem- 9, Middle- 9, High- 15 assignment grades per grading period (9 weeks)
        This report will not show teachers with 0 assignments, you can also run the Missing Grades Audit.

    C. Incomplete Grades Audit
        Check for "I" (incomplete) grades, which are the result of "I" grades given to assignments in Web Gradebook.
        When the teacher updates the "I" assignment to a valid grade, then clicks **"Save",** the average is updated. This will result in an accurate calculation of the final average.   Go to *Grades > Lists > Incomplete Grades Audit*.

    D. Possible Failure Report (checking for E grades & F grades)
        1. Use this report to check for students that have an **E grade** for marking period average (final) grade.
        This means that the only grade(s) that a student has earned is **E** (exempt) in that marking period.
        E is a valid assignment grade, but if it is the only grade(s) that a student has, his marking period will end up an **E,** which is NOT a valid marking period grade.

        2. Use this report to check for students that have an **F grade** in a course for more than one marking period. This will give you a list of students with 2 **F's** in any course. (Not for the 1st 9 weeks)

III.   MIS will Run Report Cards & Flex Cards and place on your h-drive

IV.   Reports that Data Processing will run for you <u>After</u> Locking the Marking Period:
**   All Reports will be placed on the school's h-drive in the data processing folder on the h-drive.**

A.   Identify Students with Failing Final Grades
Use the **Grade Distribution Report** to obtain lists of students that have failed courses for the marking period.

B.   Grade Distribution Report
This list shows you the grade distribution for all of your teachers by sections.
Any teacher that has no grades posted yet will be left off of this list.

C.   Student Demographic Fast Loader
For **all schools**, please generate a file of all student demographic sheets using the **Student Demographic Fast Loader**. Make sure you check **Show Alert Codes** and **Show Comments** in the setup box. Ask your schools how they want the report sorted. They might want it by homeroom or by grade.

D.   Attendance Summary

E.   Student Locator File

<u>After Report Cards are issued:</u>

Grading Period Unlock
Grading Periods in Web Gradebook are locked to preserve the integrity of the assignment records.
Once the prior marking period is locked and a teacher needs to make a grade change:
They will need to fill out a Request to Unlock Gradebook for Prior marking Periods from the Principal and forward to the Data Processing Department.
This form can be found on the MIS website (www.cpsb.org/MIS) under MIS Forms.

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