

Calcasieu Parish

JCampus Grades Guide

Version Date: 09/10/2019

For Schools

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Grades Management Tools

The following programs should be run frequently before report cards or progress reports go out. The important part of monitoring grades ahead of time is to work with teachers on timely input of assignments in the gradebook system.

Missing Grades Audit

This report will show students in classes that have no average (due to no assignments or blank grading period average). It is good to run this ahead of Progress Reports or Report Cards to check that grades are in order for a given class prior to sending home reports of student grades.

Note: This report will check all classes on the master schedule. Ignore classes that should not have grade averages such as Inclusion, Planning, or Coordination Supervision.

1. In the left navigation panel, click **Grades**, then **Entry**, then **Missing Grades Audit**.
2. At the setup box, set the desired **Year**, **District**, and **School**.
3. **Grade:** Leave blank all grade levels, otherwise click to select the desired grade level(s) of the classes to check.
4. **Teacher:** Leave blank for all teachers, otherwise click to select desired teachers to check.
5. **Special Codes & Team:** Leave blank if all Special Codes & Teams are to be included. Otherwise, choose the desired code.
6. **As of Date:** Usually set to current date. If needed, change to desired enrolled date of the students to be checked.
7. **Exclude State Course Code 999999:** Normally checked to leave out state code 999999 courses. However, if needed, this can be unchecked to report missing grades for every class on the master schedule.
8. **Marking Period:** Click to select the grading period to report against.
9. **Show Remote Scheduled Students:** Selecting this option will show only the students who are “remotely” scheduled to the selected school. If not selected, only the students enrolled in the selected school will be shown.
10. **Limit Courses with Final Weight:** Check to only show courses with percentage in the Course catalog FWeight Column. This will provide a fast way to search for students with missing EOC exam scores in the E2 marking period.
11. Click **OK** to create the report.

Setup-05.15.18

Year : 1920

District : 010

School : 002

Grade :

Teacher :

Special Codes :

Team :

Column :

As Of Date : Sep 10 2019

Exclude State Course Code 999999

Marking Period : P1

Special Ed : All Sped Only Non Sped

504 : All 504 Only Non 504

LEP : All LEP Only Non LEP

Show Remote Scheduled Students

Limit Courses with Final Weight

OK

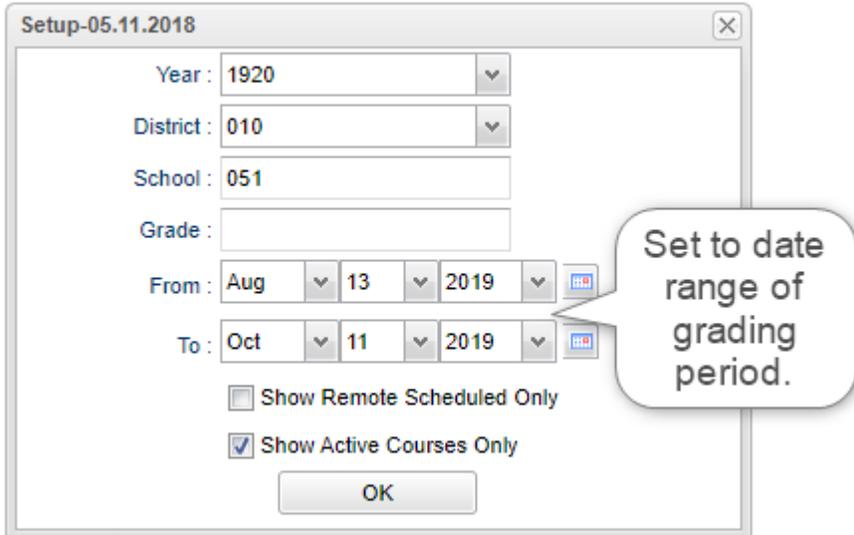
At midterm, check both P1 and P2.

12. Sort the report by teacher, student, or course to work with teachers on getting student averages up to date.
13. To investigate a student, there is an **iGear** next to the student's name in which the user can check the schedule of the student, or grade information details.

Incomplete Grades Audit

This report will identify students with an “I” (incomplete) average. This is caused by an assignment with an “I” (incomplete) in the teacher’s gradebook. It is best to run this report several times prior to a report card printing.

1. In the left navigation panel, click **Grades**, then **Lists**, then **Incomplete Grades Audit**.
2. At the setup box, set the **Year**, **School**, and **Grade(s)**.
3. For **From** and **To**, set the date range from the beginning of school to the current date. Click **Ok** to start the report.



4. Results will show students with an “I” (incomplete) average for courses.

Welcome		Incomplete Grades Audit												
Teacher	Course	PD	Student Name	Student...	Gd	Homeroom	Sch	P1	P2	P3	P4			
1	ENVIR SCIEN...	03		001	09		010			I				
2	ENVIR SCIEN...	02		001	09		010			I				
3	ENVIR SCIEN...	05		001	09		010			I				
4	ENVIR SCIEN...	05		002	09		010			I				
5	ENVIR SCIEN...	02		002	09		010			I				
6	ENVIR SCIEN...	03		002	10		010			I				
7	ENVIR SCIEN...	02		002	09		010			I				
8	ENVIR SCIEN...	03		495	09		010			I				
9	ENVIR SCIEN...	03		495	09		010			I				
10	BROWN JAMES M	02		495	09		010			I				

5. Work with teachers on the list to update the student(s) assignments to clear up the “I” (incomplete) grade averages.

*Any course that has an assignment(s) with an “I”, gives that student an I for the marking period.

Monitoring Teacher Posting of Assignments (Assignment Audit)

This report will allow an administrator to check on the number of assignments posted by teachers into the Gradebook system.

Calcasieu Parish Pupil Progression - minimum # of Grades required: Elem – 9, Middle – 9, High - 15

1. In the left navigation panel, click **Grades**, then **Count**, then **Assignment Audit**.
2. At the setup box, set the **Year**. Click in the **Grade** field to select the desired Grade level of the class to report on. Click in the **Marking Period** to select the desired grading period to report on.

Assignment Audit Setup - 12.14.16

Year: 1817

District: 049

School: 010

Course Grades: 09,10,11,12

Marking Period: P3

3. For **Report**, click the desired setting to check teacher gradebook assignments, then set the corresponding number of Assignments. Details are explained below:
 - **Less Than or Equal:** Choosing this option in combination with a number in the **Assignments** box will produce a report showing classes with a count less than or equal to the Assignments number. (*Ex... Set to Less Than or Equal to "5" to look for staff with 5 or less assignments*).
 - **Equal To:** Choosing this option in combination with a number in the **Assignments** box will produce a report showing classes with a count of assignments equal to the Assignments number.
 - **Equal to or Greater Than:** Choosing this option in combination with a number in the **Assignments** box will produce a report showing classes with a count of assignments equal to or greater than the Assignments number.
 - a. **TIP:** To get a report of classes with number of assignments regardless of how many are entered, set to **Equal or Greater Than** along with a "0" in the **Assignments** box.

Report: Less Than Or Equal To 0 Assignments

Report Type: Less Than Or Equal To
Equal To
Greater Than Or Equal To
Less Than Or Equal To Per Category
Equal To Per Category
Greater Than Or Equal To Per Category

4. For **Report Type**, select **Detailed** or **Summary**.
 - Choosing **Detailed** will produce a listing of classes with assignments, showing counts of assignments and a count of students with missing grades.
 - Choosing **Summary** will produce a listing of classes with assignments, showing counts of assignments broken down by category, and a count of students with missing grades.
 - Always check Exclude Non-Displayed Assignments. This will leave out any lesson plans created in the gradebook that are hidden.

Report Type: Detailed Summary

Exclude Non-Displayed Assignments

5. Click **OK** to get the report. Please be patient as it will take a few minutes to produce the report.

Summary Detail:

District	Site	Teacher Name	Course Name	Section	Enrolled	Assig...	Posted	Missing	Total Points
010	029		PRE K	029094	19				
010	029		LANGUAGE 4	029026	15	2	27	3	8
010	029		MATHEMATICS 4	029023	16	1	16		4
010	029		HANDWRITING 4	029031	16	1	16		3
010	029		SOC STUDIES 4	029035	16	1	16		4
010	029		SCIENCE 4	029036	16	1	16		4
010	029		CONDUCT 4	029037	16	1	16		3

Column Headers:

Enrolled: Number of students enrolled in the section, click to see a printable roster of the students.

Assignments: Total number of assignments, click to see a printable list of the assignments.

Posted: Total of assignment grades posted, click to see a printable list of posted assignments.

Missing: Total assignment grades missing, click to see a printable list of assignments with missing grades.

- TIP:** Clicking on a count of **Missing** will show the students who have missing grades for assignments, along with the name of the assignment which has a missing grade.

Access Teacher Gradebooks- (Read only rights)

There are times when the school administrator needs to check on assignments posted by a teacher. This is helpful as part of assessment of the teacher, check of grades posting, or following up with a question about a grade average.

- In the left side navigation panel, select **Grades**, then **Classroom**.
- At the setup box, verify the school, then click **Ok**.
- On the top, select the desired **Teacher**, then **Course**, then **Marking Period**.
- The students and resulting assignment grades for the class will be displayed.
- Review assignments. Use the mouse to hover over a column label to see details about the assignment.
- Click **Assignments**, then **Syllabus** to see assignments for the class fully listed.
- Go to **Reports** to see reports about the class such as **Curriculum checklist** and **Grade Summary Charts**.
- To move to a different teacher / class, select a different teacher in the lower left, then pick the desired class in the lower center.

Possible Failures Report

1. On the menu choose **Grades-> Lists->Possible Failures**
2. On the set-up box verify the **Year, District and School**

3. Grade should be left blank if all grade levels are to be included or click in the box to select the desired grade level

4. **Letter Factor:** Set to **"F"**.

5. **Number Per Course** is a place to enter the greater than number of F grades in one course

6. Note: The student's name will be listed for every course they made an F in.

7. **Total of Total Factors** is a place to enter the greater than number of courses with an F

- Note: The student's name will be listed only once no matter how many courses they made an F in.

1. Ex. To search for a student with an F any number of times in a course, for any number of courses:

- Letter Factor: F
- Number Per Course > 0
- Total of Total Factors > 0

2. Ex. To search for a student with an F in two or more courses:

- Letter Factor: F
- Number Per Course > 0
- Total of Total Factors > 1

3. Ex. To search for a student with two F's in two or more courses:

- Letter Factor: F
- Number Per Course > 1
- Total of Total Factors > 1

4. Ex. To search for a student with an F any number of times in a course and not have any names listed on the bottom report:

- Letter Factor: F
- Number Per Course > 0
- Total of Total Factors > 99

8. **Active Only** and **As of Date** limits the list to only those students who are active on the date selected

9. Select to either **Show All, Sped Only** or **Non Sped**

10. Check to Include a **Marking Period** and then choose a Marking Period

- Select P1 for the first grading period, S1 for the first semester, E1 for the first semester exam, or F1 for first semester final.

Setup-03.18.19

Year: 1920
 District: 010
 School: 003
 Grade: 09,10,11,12

Letter Factor: F
 Number Per Course >: 0
 Total of Total Factors >: 0

Program Code:
 Club:
 Sport:
 Team:
 Active Courses Only:
 Active Only:
 As Of Date: Sep 10 2019
 Cohort Year:
 504: All 504 Only Non 504

Show Remote Scheduled
 ESL Students Only
 Military Students Only
 Show Non Academic Failures
 Has F/R Lunch Code
 Use Projected Sem/Finals
 Show Exceptionalities

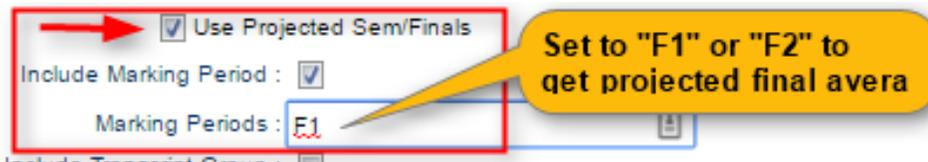
Sped: All Sped Only Non Sped
 Include Marking Period:
 Marking Periods: P1
 Include Transcript Group:
 Transcript Group:
 Order By: Alpha
 Select Teacher/Counselor:
 Print Options
 Break On Homeroom Break On Teacher
 One Line Per Course

OK Letters

Current MP only

End of semester = S1. Checks 1st half of year for half credit courses.

11. Check to Include **Transcript Groups**
 - If you do not check and leave blank, all Transcript Groups will be included or check and then click in the box to select the desired Transcripts Groups
12. Choose the **Order By**: Alpha, Homeroom, Counselor, Advisor, or Club/Sport
13. Select **Teacher/Counselor** to find the pick box for Homeroom/Counselor/Advisor
14. Print Options - Check to either Break on Homeroom or Break on Class Teacher
15. Click **OK** to run the report.
16. Results on screen will have a top half and a bottom half. Focus on the top half. Students will be listed with courses that have failing grades.
 - Each student will have an iGear icon which can be used to check student grades.
17. **"Projected Final" Option**: Check to have the system compute what the final average would be as of right now.
 - Set the "Marking Period" to either "F1" or "F2".
 - Grades displayed will be a projected final average.



Grade Distribution Report

This report delivers Grade Counts and Percentages of ABC's by Course/Period for a given marking period, exam posting, semester average, or final average. It is good to run this weekly to monitor grade averages given by teachers.

NOTE: If a subject appears to be missing, it is possible that the teacher has not posted any assignments to the course.

1. In the left navigation pane, click **Grades**, then **Count**, then **Grades Distribution Report**.
2. At the setup box, set **Year** to the desired year. Click in the **Grade** field to set the desired grade level of students.
3. Locate the **Marking Period** field. A listing of grading periods will appear. Click and then select the grading period to report on. (In the example below, we picked 1st Nine Weeks).
4. Set the desired **As of Date** to report students enrolled on this date.
5. For **Show**, click the desired setting to report on All students, Sped only, or NonSped students.
6. Results show a total of grades/percentages posted by course / period / teacher
7. **TIP:** If a user clicks on a count of grades in a course or summary line, a listing of students who made this grade will be listed.
8. Other Options:
 - **Course Name:** Click to limit the report to a count of students with selected Course name(s)
 - **Course Group:** Click to limit the report to a count of students with selected Transcript groups (Ex... Math classes only)

Post Grades by Student

This module helps the school manage grading period averages for the individual student. It is designed to manage grading period averages for new students, or when students have a schedule change. It will compute a semester and final average for a class if all grades are present, but will also allow the user to manually enter a semester / final average.

- In the left navigation pane, select **Grades**, then **Entry**, then **Post Grades by Student**.
- At the setup box, set the **Year**, **District**, and **School**.
- Progress Report Mode**: Select when working on grades during the year.
- Report Card Mode**: Select at the end of the year when creating final grades.
 - 4x4 schools: Also select at the end of the fall term when creating final grades for fall session.
- Click the **Find** button at the bottom of the screen, then browse to the desired student.
- A listing of courses will be displayed as shown below.
 - Courses with grades are sorted alphabetically first. Courses with no grades are sorted alphabetically next.
 - **Note**: If about to make grade changes, it is a good idea to print this page first.

Welcome Post Grades By Student													
) Grade: 11													
	Course	Section	PD	P1	P2	E1	S1	P3	P4	E2	S2	F1	Teacher
1	ADULT RESP		01	100 A									GUIDRY ELIZABETH A
2	ALGEBRA II		06	85 B									BORJA COLETTE A.
3	CHEMISTRY		03	93 A									KARANAM INYASAMMA
4	ENGLISH III		04	100 A									COOLEY CRAIG SCOTT
5	FRENCH II		02	85 B									COLIMON LOREQUE
6	PE III CHEER		07	100 A									HUDLER BRANDI R.
7	U.S. HISTORY		05	88 B									HARLESS ERIN R
8	BIOLOGY I		01										LIMBERIS NICHOLAS
9	HEALTH ED		01										SCOTT JOHN A

- To add a grade**: Click in a cell and type the numeric or letter score (depends on system settings for the district) in the cell. Click the **Save** button on the lower left.
 - Since the course now has a grade, it will move into the alpha sorted list of classes with grades.
- To remove a grade**: Click in a cell. The contents will be highlighted in blue. Tap the spacebar to clear out the cell, then click the **Save** button on the lower left.
- Editing Semester and Final Averages**:
 - If enough grades are present, a semester / final average will be calculated. The calculated semester / final averages will be displayed in lowercase, such as "4a".
 - If the user manually enters a semester / final average, it will display in upper case, such as "4A".

Grade: 11													
	Course	Section	PD	P1	P2	E1	S1	P3	P4	E2	S2	F1	Teacher
1	ADULT RESP		01	100 A	95 A	95 A	4 a					4 a	GUIDRY ELIZABETH A
2	ALGEBRA II		06	85 B	90 B	90 B	3 b	90 B	90 B	90 B	3 b	3 b	BORJA COLETTE A.
3	CHEMISTRY		03	93 A									KARANAM INYASAMMA
4	ENGLISH III		04	100 A									COOLEY CRAIG SCOTT
5	FRENCH II		02	85 B									COLIMON LOREQUE
6	PE III CHEER		07	100 A									HUDLER BRANDI R.
7	U.S. HISTORY		05	88 B									HARLESS ERIN R
8	BIOLOGY I		01										LIMBERIS NICHOLAS
9	HEALTH ED		01										SCOTT JOHN A

Post Grades Master

This module helps the school manage grading period averages, and compute semester/final averages for a single class, or the entire school. It is designed to allow the user to post grading period averages for classes that do not use the gradebook, such as LVS classes, and can also be a tool for management of missing grade averages as the result of transfers and schedule changes.

Finally, the Post Grades Master has the ability to generate semester and final averages for classes.

1. In the left navigation pane, select **Grades**, then **Entry**, then **Post Grades Master**.
2. At the setup box, set the **Year**, **School**, and **Grade(s)** of students to work with.
3. **Semester to Display Scheduled Students**: set 4x4 to **All** and 2x8 to **Both** as shown below (default).
4. **Semester Grade Calculation Requirement**: Most districts set to “All Marking Period Grades Within Semester”.
5. **Grade Posting Mode**:
 - **Progress Report Mode**: Select to work with grades for classes and no resulting final or semester average will be affected.
 - **Report Card Mode**: **Select to work with grades for classes in which semester and final averages will be calculated.**
 - **Warning**: Open in Report Card mode when the user needs a semester / final average calculated for a single class or the entire school. Most of the time, the user will choose **Progress Report Mode**.
6. **Show Dropped Students**: Select if the user wishes to see averages for students who have dropped the class. These students will appear “grayed out” at the bottom of the roster of students.
7. Click the **OK** button to begin.

Change to “**Report Card Mode**” when working at the end of a term or year. This will cause the system to calculate semester/final averages for a single class or the entire school.

8. On the lower left, locate the **Teacher** field. Click the arrow to select the desired Teacher.
9. Next, locate the **Course** field to the right of **Teacher**. Click to select the desired Course.
10. After doing the above, a student roster with current grade averages for the course will be displayed in a manner similar to a gradebook.

	Sidno	Student Name	Grade	P1	P2	E1	S1	P3	P4	E2	S2	F1	CUP	CUE
1			04	50	F									
2			04	91	B									
3			04	93	A									
4			04	68	D									
5			04	81	C									
6			04	50	F									
7			04	96	A									
8			04	82	C									
9			04	97	A									
10			04	98	A									
11			04	86	B									

Insert a Grading Period Average

1. Locate the student with the missing grading period average. Click in the desired grading period cell.
2. Depending on the system settings, enter either a numeric or letter score for the cell, then tap the ENTER key to confirm the entry.
3. Click the **Save** icon in the toolbar to save the entry.

Editing a Grading Period Average

Note: This is only to be done with approval of school administration.

1. Locate the student with the grading period average to be edited. Click in the desired grading period cell.
2. Depending on the system settings, enter either a numeric or letter score for the cell, then tap the ENTER key to confirm the entry.
3. Click the **Save** icon in the toolbar to save the entry.

Removing a Grading Period Average

1. Locate the student with the missing grade period average. Click in the desired grading period cell.
2. Click the **spacebar** on the keyboard. The cell will go blank. Tap the ENTER key to confirm the blank out.
3. Click the **Save** icon in the toolbar to save the entry.

Duplicating a Grading Period Average

1. In the toolbar in the upper left, click the **Grades** button.
2. In the subsequent menu, pick **Duplicate Grade**.
3. Select the desired grading period, semester, or final to duplicate a grade average in.
4. Move down to the field labeled **Enter Grade Value**. Enter a desired grade average to be duplicated.
5. Click the **Apply Duplicate** button at the bottom.
6. When done, the user will see the grades duplicated in the grading period selected.



Print Grade Sheets

This report will print grade sheets for teachers to verify grade averages in courses. Follow the directions below to print these reports:

1. In the left navigation pane, select the **Grades** button, then expand the **Lists** group, then select **Grade Sheet**.
2. At the setup box, set the desired **Year** and **School**.
3. **Course Grade**: Click to select the desired grade level(s) of courses to print grade sheets for.
4. **Student Grade**: Click to select the desired grade level(s) of students to print grade sheets for.
5. **Period**: Click to select the desired class period(s) to print grade sheets for.
6. **As of Date**: Set to the desired date for students to be enrolled. Students that have dropped before this date will be listed on the grade sheet.
7. Semester to Display Scheduled Students / **4x4 Display** or **2x8 Display**: Select the desired semester, or **All**, to print grade sheets for courses in the master schedule at that time.
 - Example: Selecting **S1** will display a pick list of courses that are in the master schedule for Semester 1 of the fall only. Classes not in the master schedule for Semester 1 will be left out of the pick list of courses.
 - Selecting **All** for 4x4, or **Both** for 2x8, will display a list of courses that are in the master schedule at any point in the year.
8. Click the **OK** button to be presented with a matching list of courses.

Setup-01.17.17

Year : 1617

District : 049

School : 052

Course Grades : 09,10,11,12

Student Grade : 09,10,11,12

Periods :

Grade Display : Both

As Of Date : Mar 06 2017

Show Remote

Course Long Name Options

Display Long Course Names en English : Language

Semester To Display Scheduled Students

4x4 Display : 1st 2nd 3rd 4th All

2x8 Display : 1st 2nd Both

OK

9. A listing of classes will appear. On the side of each is a select box. At the top left is a "Select All" box. Classes selected will produce a grade sheet when the **Print** button is clicked.

TIP: Sort the listing by Teacher or Course to quickly locate individual classes.

NOTE: If a class has no grades, such as Conference Planning, then no grade sheet is produced.

Current GPA Report

This report really has two steps: (1) get the system to perform the math computation for GPA, then (2) get the gpa listing.

1. In the left navigation pane, click **Grades**, then **Lists**, then **Current GPA Report**.
2. At the setup box, set the **Year**, **School**, and **Grade(s)**.
3. Set **Order to List** to the desired selection.
4. If desired, the user can limit the report to a selected Homeroom or Counselor.
5. Set the **As of Date** to the current date.
6. For **Show**, select either to return results for All students, Special Ed (Sped) only, or Regular Ed (Non Sped) students.
7. For **Cumulative GPA** (for current year only, not a transcript cumulative gpa), select from the following:
 - **Grading Periods:** cumulative gpa is the average of the grading period averages
 - **Semesters:** cumulative gpa is the average of the Semester averages in S1, S2, S3, S4 (S3, S4 for 4x4 sites)
 - **Finals:** cumulative gpa is the result the average of the Final averages in F1, F2 (F2 for 4x4 sites)
8. Click the **Update GPA** button as shown below. This step will update the math computation for GPA calculations on grades in the system.
9. A **Grades GPA Calculation** setup box will appear. Set the **Year**, **School**, then **Marking Period**.
10. **Marking Period:** Set to all marking periods.
11. Options at bottom:
 - **Calculate marking period gpa by course credit:** (not commonly used on current year GPA)
 - i. Selecting will cause the gpa to calculate based on the credit value of the course. (Example: A = 4pts x .5 credit course will result in 2 quality points)
 - ii. Not selecting will cause the gpa to calculate based on the numeric or quality point value only.
 - **Include incomplete grades in GPA calculation:**
 - i. Selecting will cause the gpa to include the average associated with the "I" (incomplete) grade. The "I" is treated as if it is an "F" score.
 - ii. Not selecting will cause the "I" (incomplete) to be disregarded in the gpa calculation.
 - **Do not create gpa on incomplete grades:** (Usually the default for many schools)
 - i. Selecting will result in no gpa calculation for a student who has an "I" (incomplete).
 - ii. Not selecting will result in a gpa calculation performed on a student who has an "I" (incomplete).

Setup-03.29.16

Year: 1817
 District: 049
 School: 053
 Grade: 09,10,11,12
 Special Code:
 Program Code:
 Gender:
 Ethnic:
 Order To List: Alpha Order
 Homeroom:
 Counselor:
 Advisor:
 Team:
 Club:
 Sport:
 As of Date: Mar 06 2017
 Sped: All Sped Only Non Sped
 504: All 504 Only Non 504
 LEP: All LEP Only Non LEP
 Show Remote Scheduled Only
 Military Students Only
 Cumulative GPA On: Grading Periods
 Update GPA
 OK

Grades GPA Calculation Setup - 01.10.19

Year: 1920
 District: 010
 School: 003
 Grade: 09,10,11,12
 Marking Period:
 Calculate marking period gpa by course credit
 Include incomplete grades in gpa calculation
 Do not create gpa on incomplete grades
 Use active courses only
 OK

- **Use active courses only:** Only use grades from courses that are currently on the student’s schedule.
12. Click the **Ok** button to begin the calculation. A message will indicate that the process is working. When done, a message of “The GPA calculation has been completed” will be displayed. Click **OK** at the message.
 13. You will be returned to the **Current GPA Report** setup box (where we started at Step 1).
 14. Click the **OK** button to begin the report. Once on screen, the results can be sorted by grading period, semester, or final average column. On the far right will be the cumulative average column.

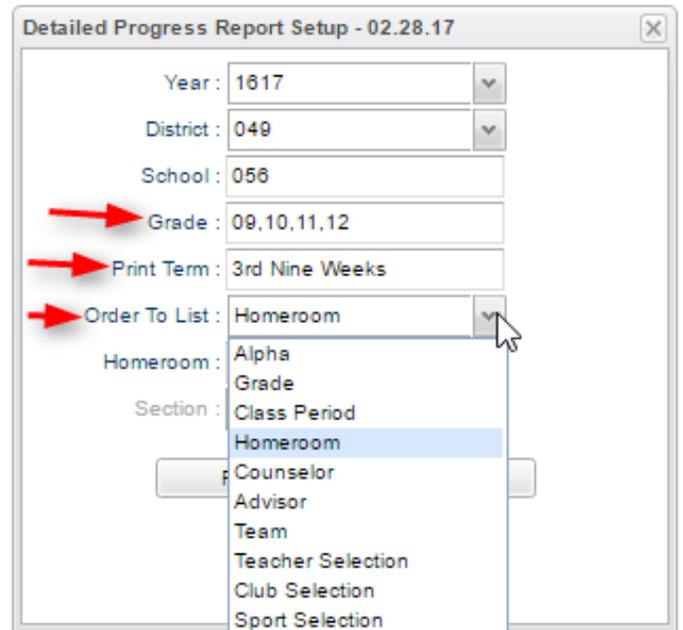
Creating Grade Reports

Detailed Progress Reports

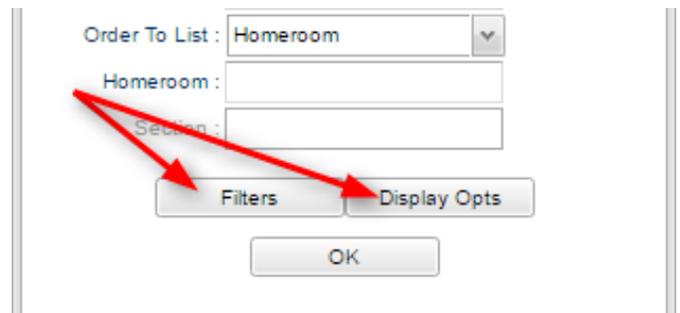
These directions will show office staff how to run a detailed progress report for students in which all subjects are collected together on one report.

- Prior to printing any grade sheets, progress reports, or report cards, remind teachers of the deadline to have all assignments in **JGradebook**.
- Also remind teachers to recalculate each class in **JGradebook** just to make sure all averages are up to date prior to any report card printing.
- **NOTE:** If a teacher’s class has no assignments/average, then nothing will print on the Detailed Progress Report of the student.
- **NOTE 2:** It may be best to create the progress reports by either a single grade at a time or by a group of selected homerooms at a time.

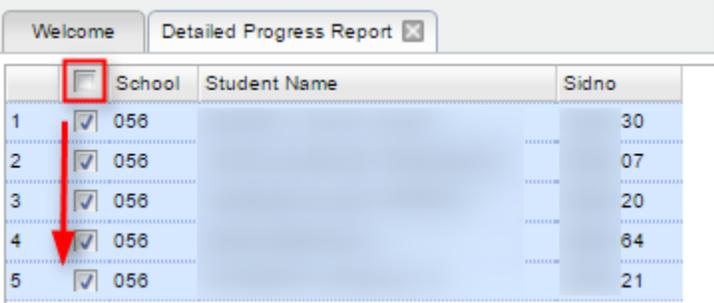
1. In the left navigation pane, select **Grades**, then **Lists**, then **Detailed Progress Reports**.
2. At the setup box, set the **Year**. Click in the **Grade** box to select the desired grades to make reports for.
3. **Print Term:** Click to select the desired grading period.
4. **Order to List:** Click to select the desired print order. Most schools choose “Homeroom Order”, but other choices can be selected.



5. **Filters Button:** Click to limit the report to specific types of students and dates. The dates are important.
6. **Display Opts:** Click to select the printing options of the report.
7. Click **OK** to begin creating the report.



8. A list of students will appear. Click the select all box in the upper left to create a progress report for all students, or place check marks for selected students.



	<input type="checkbox"/>	School	Student Name	Sidno
1	<input checked="" type="checkbox"/>	056		30
2	<input checked="" type="checkbox"/>	056		07
3	<input checked="" type="checkbox"/>	056		20
4	<input checked="" type="checkbox"/>	056		64
5	<input checked="" type="checkbox"/>	056		21

9. Click the **Print Form** button to create the detailed progress report.

Report Cards

The Report Card generator will generate two types of grade reports:

- Traditional Report Card
 - Progress Report with grades only, no detailed assignments
1. In the left navigation pane, click on the **Grades** button, then **Lists**, then **Report Cards**.
 2. On the left side of the setup box, set various selection filters for students.
 - Set the **Year**, then set the **Grade** level of students to print the report for.
 - Fields such as, **Special Codes**, **Sports**, or **Clubs** can be selected to further limit the report.
 - Set the **As of Date** for the enrolled date of students.
 - Set the **Display Date** to the date the report will be sent home.
 - **Order by**: Set to desired order of printing. Most locations commonly choose "Homeroom".
 - **Students**: Click to select specific students in the groupings set above.

The screenshot shows the 'Student Selection' form for the date -04.25.17. The form includes the following fields and options:

- Year:** 1718
- District:** 010
- School:** 001
- Grade:** 06,07,08 (highlighted with a red arrow)
- Special Codes:** (empty)
- Program:** (empty)
- Gender:** (empty)
- Ethnic:** (empty)
- Homeroom:** (empty)
- Counselor:** (empty)
- Advisor:** (empty)
- Clubs:** (empty)
- Sports:** (empty)
- Team:** (empty)
- Zip Code:** (empty)
- As Of Date:** Oct 13 2017
- Display Date:** Oct 18 2017
- Sped:** All Sped Only
- 504:** All 504 Only Non 504
- LEP:** All LEP Only Non LEP
- Hold Card:** All Hold Only Non Hold
- Order To List:** Homeroom (highlighted with a red arrow)
- Show Remote Scheduled
- Limit to final weight courses
- Students:** (empty)

Two callout boxes provide additional information:

- A box pointing to the 'Grade' field says: "Last day of marking period".
- A box pointing to the 'Display Date' field says: "Date Report Cards go home".

3. The right side of the report deals with settings for the report.
 - **Type to Print:** Select **Progress Report** to print a report of grades with the label "Progress Report" on the top. Select **Report Card** to print a report of grades with the label "Report Card" on the top.
 - **Order Courses By:** Select either **Class Period** order or **Course Name** order.
 - **HS Grading Period / Elem Grading Period:** Set to the grading period the report is being generated for.
 - **Show School Name:** Select to show school name on report
 - **Show Address Line:** Select to show student address line
 - **Show Homeroom Teacher:** Select to show Homeroom teacher on report.
 - **Show Counselor:** Select to show Counselor associated with student in Student Master.
 - **Show Team:** Select to show Team associated with student in Scheduling system.
 - **Highlight Course Line:** Simply puts a shaded green row on alternating rows to help readability. If experiencing slow print speeds on network copier, deselect this option to improve print speeds.

- **Show Active Courses Only:** Select to show grades for current classes only. Grades for dropped classes will not be displayed on the report card.
- **Show Grading Scale:** Select to show grading scale on the report.
- **Show Comments:** Select to show Comments posted by teachers from Gradebook
- **Show Comment Assessment:** Select to show an indicator that the Comment is positive or negative in nature.
- **Show Advisor:** Select to show Advisor associated with student in Student Master.
- **Show EOC Scores:** Select to show EOC scores student earned this year. Usually done at mid-term and end of year. **Note:** Scores need to be imported into system by JPams District Coordinator first.
- **Show Class Period:** Select to show class period of course.
- **Show F (non-numeric) on policy failure:** If a student fails due to attendance (*), or points for pupil progression (#), select to show only the letter grade of F.
- **SBLC Description:** For Final Report Cards only – Will show Promoted or Retained information.
- **PS Mail Return Address:** If using a PS Mail envelope system, select either Central Office or School address to show on folded report card for mail out purposes.
- **Show Guardian Signature:** Select to place a line for Guardian Signature. In the box on the right, fill in the label for the line such as “Parent / Guardian”.
- **Show Principal Signature:** Select to place a line for Principal Signature: In the box on the right, fill in the label for the line such as “Principal”, “Acting Principal”, etc....
- **Principal’s Message:** Click to enter a message that will appear under the grades.
- **Bottom Message:** Click to enter a message that will appear in the lower portion of the report near the signature lines.

Options

Type to Print : <input type="text" value="Report Card"/>	Order Courses by : <input type="text" value="Class Period Order"/>
HS Grading Period : <input type="text" value="1"/>	Elem Grading Period : <input type="text" value="1"/>
<input checked="" type="checkbox"/> Show School Name	<input checked="" type="checkbox"/> Show Grading Scale
<input checked="" type="checkbox"/> Show Address Line	<input checked="" type="checkbox"/> Show Comments
<input checked="" type="checkbox"/> Show Homeroom Teacher	<input checked="" type="checkbox"/> Show Comment Assessment
<input checked="" type="checkbox"/> Show Counselor	<input type="checkbox"/> Show Advisor
<input type="checkbox"/> Show Team	<input checked="" type="checkbox"/> Show Current Year EOC Scores
<input type="checkbox"/> Highlight Course Lines	<input type="checkbox"/> Show All Highest EOC Scores
<input checked="" type="checkbox"/> Show Active Courses Only	<input checked="" type="checkbox"/> Show Class Period
<input type="checkbox"/> Show F (non-numeric) on policy failure	<input type="checkbox"/> Use Long Course Name
<input type="checkbox"/> Show Fees	Default Language : <input type="text" value="en English"/>
Top Margin Spacing : <input type="text"/>	
4x4 Option : <input type="radio"/> Format 1 <input checked="" type="radio"/> Format 2	
SBLC Description : <input checked="" type="radio"/> Single Line <input type="radio"/> Multi Line	
Address=PS Mail Return Address : <input type="radio"/> Central Office <input checked="" type="radio"/> School	
<input checked="" type="checkbox"/> Show Guardian Signature	<input type="text" value="Parent Signature"/> Display Label
<input type="checkbox"/> Show Principal Signature	<input type="text" value="Principal"/> Display Label
<input type="button" value="Principal's Message"/>	<input type="button" value="Bottom Message"/>

- **Non Grades:** Set the date range to show attendance or discipline information. Select to display **Absentee Detail** (daily attendance records), **Absentee Course** (absence counts by course), **Absentee Summary** (counts of absences by day), or **Discipline** (discipline summary listing).
 - **Note:** To do **Absentee Course** (absences by course), the school must have a bell schedule entered in WebPams. In WebPams, go to Attendance / Entry / Bell Schedule Maintenance.

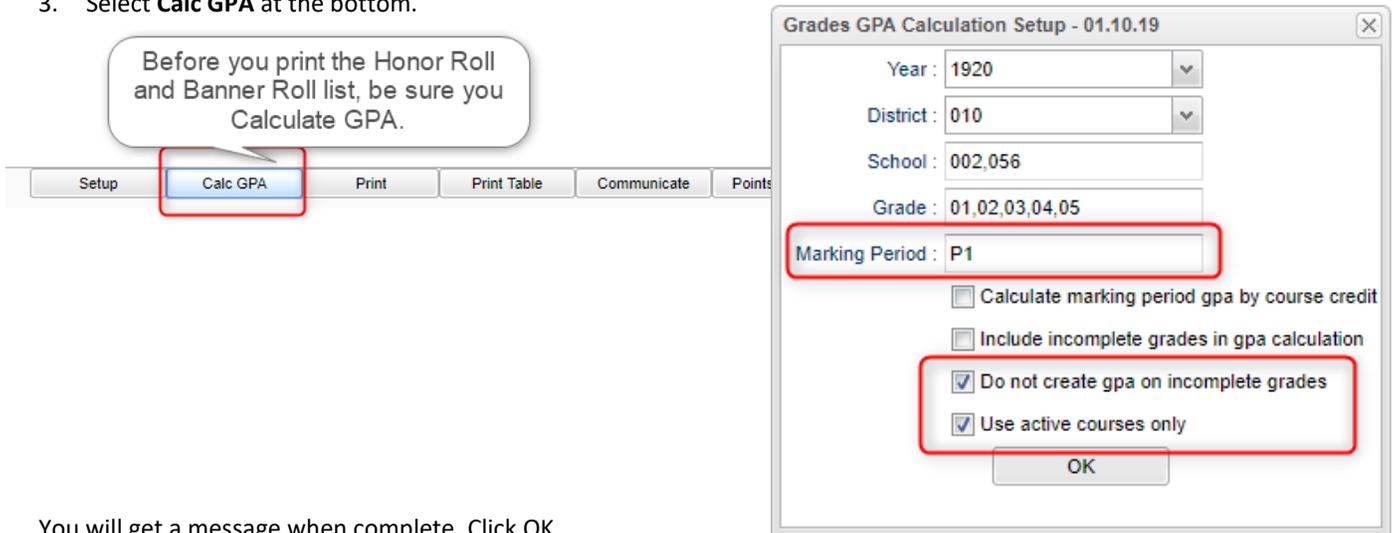
- **GPA Options:** Note: If displaying GPA information, be sure to do a GPA calculation beforehand. **If none has been performed recently, click the Calculate Current Year GPA button.**

- Click the **Print** button to begin the process of creating print previews of the report. When done, review, then print.

Honor Roll

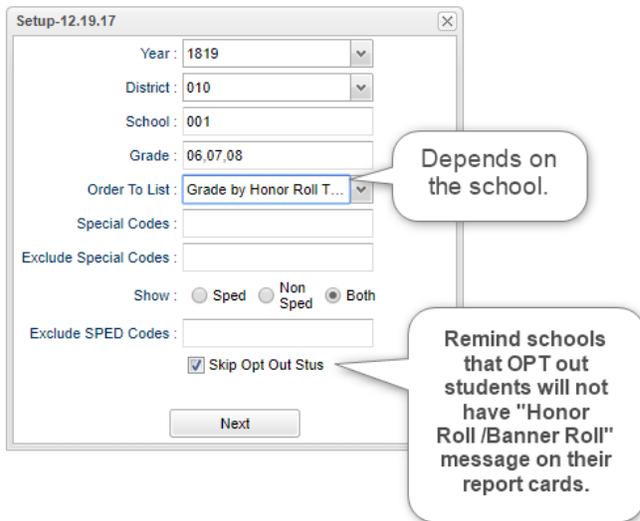
Be sure to run the **Calculate GPA** program prior to doing any Honor Roll listing. A **Calculate GPA** button is provided at the bottom of the report for this purpose.

1. In the left navigation pane, click **Grades**, then **Lists**, then **Honor Roll**.
2. You can X out of the se up box.
3. Select **Calc GPA** at the bottom.

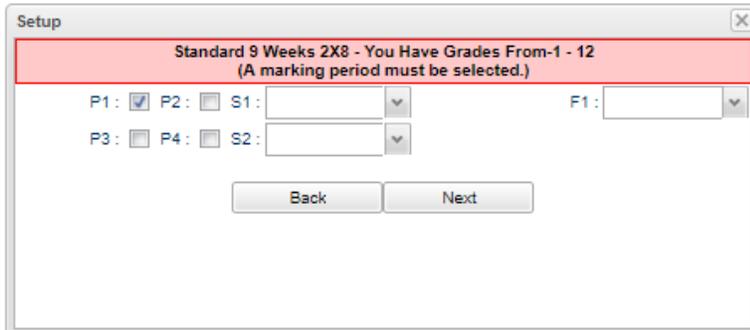


You will get a message when complete. Click OK.

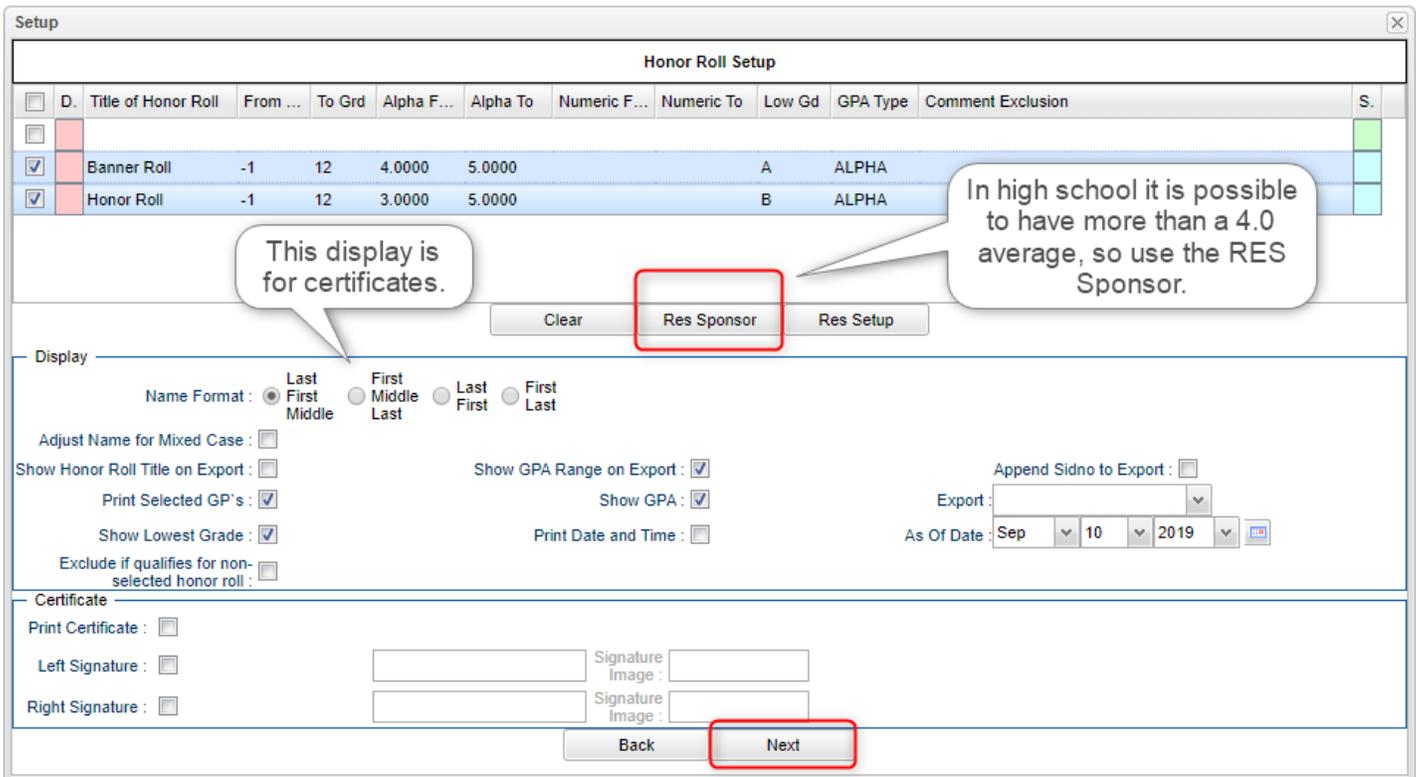
4. Click the setup box from the bottom, at the setup box, set the **Year**, **School**, and **Grade(s)** of students.
5. Set the desired **Order to List**.
6. **Exclude Special Codes:** If the user wishes to exclude students on a desired special code, click in the cell to select.
7. **Exclude SPED Codes:** If the user wishes to exclude students on a desired special ed condition, click in the cell to select.
8. Click the **Next** button.



9. Select the desired grading period, semester, or final to report honor roll on. Click the Next button.

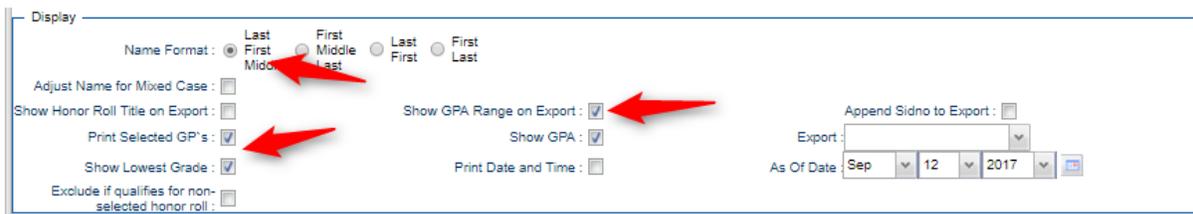


10. Select the desired Honor Roll type to include in the listing. To use the district wide settings for your Honor Roll/Banner Roll, you must click "Res Sponsor."



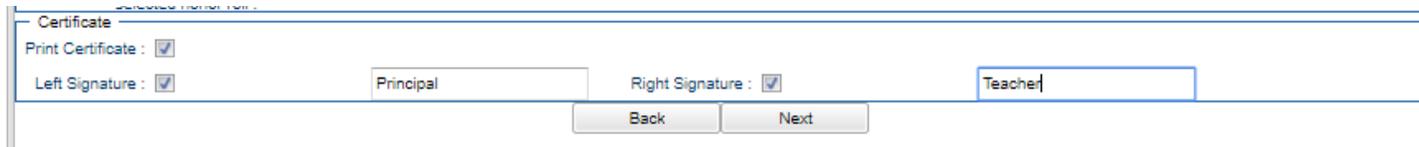
Display Options:

- Set **Name format** to desired selection.
- Show GPA
- Show Lowest Grade
- Print Date and Time



11. Certificate Options

- **Print Certificate:** If this option is chosen, premade certificates will be produced when the Print button is clicked.
- **Left Signature:** if this option is checked, the user can enter a label that will be placed under the signature line on the left bottom of the certificate.
- **Right Signature:** If this option is checked, the user can enter a label that will be placed under the signature line on the right bottom of the certificate.



The screenshot shows a dialog box titled "Certificate" with a subtitle "Certificate Options". It contains the following elements:

- Print Certificate:** A checked checkbox.
- Left Signature:** A checked checkbox followed by a text input field containing the word "Principal".
- Right Signature:** A checked checkbox followed by a text input field containing the word "Teacher".
- At the bottom, there are two buttons: "Back" and "Next".

12. Click Next to create the Listing. The listing can be sorted, grouped, or rearranged on screen before printing.
13. If the user chose "Print Certificate", the Print button will create the certificates rather than a listing.