

STUDENTPLUS REPORT CARDS CHECKLIST (No Scanning)

Recommended Prerequisites

- ◆ Use the **Mark Entry by Student** option to **ADD** course-sections that are not in the student's schedule (Status 1 courses).

Menu Access:

Applications > Report Cards > Entry > Mark Entry by Student.

- ◆ Have teachers verify student information on class rosters prior to beginning the report card process.
- ◆ Make sure the following information in the **Master Schedule** is correct.

Menu Access:

Applications > Scheduling > Master Schedule.

The following fields are located under the **Mark Reporting** tab of the master schedule screen.

Marks Are section: The selection for this section determines how the course will be handled for grade reporting purposes. The three options for this section are:

- **Stored in Report Cards and Transcripts** – This option allows the course to be stored in both report cards and transcripts.
- **Stored in Report Cards only** – If this option is selected, the course would appear in report cards, but not in transcripts.
- **Not Issued** – When this option is selected, the course is used for scheduling purposes only. The course will not appear in report cards or transcripts.

Credit Value: This field indicates the amount of credit the course is worth upon completion of the course.

Use Final: This check box is used to indicate if a final grade should be used for this course. If the box is checked, the **Final** mark slot will be open on the course if the course is moved to report cards and transcripts.

Honor Roll Types: A check in the **Honor Roll** check box indicates the course section should be included in honor roll calculations. Up to four honor roll types can be defined per building. Verify each honor roll type for the course.

Honor Roll Levels: Indicates the Level Table number used to calculate GPA for the different honor rolls. The honor roll level is selected from the drop down menu in the **Level** field.

Rank Types: A check in the **Rank** check box indicates this course section should be included in rank calculations. Up to 4 ranks can be defined per district. Verify each rank type for the course.

Rank Levels: Indicates the Level Table number used to calculate GPA for the different rank types. The rank level is selected from the drop down menu in the **Level** field.

On the **Details** tab of the master schedule, make sure the **Marking Patterns** are correct for each course section:

Meets: A check in the check box in a marking period indicates this course section meets in that marking period. There are 9 marking periods available, but most schools will use the first 4 on a nine weeks setup.

Use 1ST Mark: A check in **the Use 1ST Mark** (9WK is usually used in place of 1ST) check box indicates that a mark (usually a 9 week grade) will be issued for the marking period. If no check is in the box, the slot for the mark will **NOT** be opened for the marking period.

Use 2ND Mark: A check in the **Use 2ND Mark** (EXM is usually used in place of 2ND) check box indicates that a mark (usually an exam grade) will be issued for the marking period. If no check is in the box, the slot for the mark will **NOT** be opened for the marking period.

Use 3RD Mark: A check in the **Use 3RD Mark** (SEM is usually used in place of SEM) check box indicates that a mark (usually a semester grade) will be issued for the marking period. If no check is in the box, the slot for the mark will **NOT** be opened for the marking period.

Report Card Procedures - No Scanning

- ____ 1. Verify the **Current Marking Period** and **Semester** is correct in the **Report Card Configuration**.

Menu Access:

Applications > District Administration > StudentPlus Configuration > Report Card.

- ____ 2. Run **Synchronize Schedules** to copy students' scheduled courses into a report card file.

Menu Access:

Applications > Report Cards > Processing > Synchronize Schedules.

Check the **rcactive.log** to make sure **Completed** appears at end of the log.

- ____ 3. Use the **Build Control Table** option to build a control table. **(It is not recommended that the Control Table be rebuilt once mark entry sheets are printed.)**

Menu Access:

Applications > Report Cards > Processing > Build Control Table.

To print mark entry sheets in order of teacher name, select **Sort Courses** and change the order to:

<u>Table</u>	<u>Column</u>	<u>Type</u>
teacher	tea_name	Ascending
master_sched	course	Ascending
master_sched	crs_section	Ascending
master_sched	session	Ascending

- ____ 4. Generate the Mark Entry Sheets by running **MarkEntry/Verification Sheets**.

Menu Access:

Reports > Report Cards > MarkEntry/Verification Sheets.

If the report is sent to a file, the file can be retrieved by selecting **View Files** from the **Reports** menu option. (The report name is **rcesheets.rpt**. This is a wide report - **CONDENSED PRINT IS NOT RECOMMENDED**).

NOTE: The order used under **Sort Courses** when generating mark entry sheets **MUST** match the order used under **Sort Courses** when the **Control Table** was built.

- _____ 5. If class attendance is to be included on report cards, be sure attendance information has been verified for accuracy. To verify attendance, run **Verify Attendance** in **Class Attendance**.

Menu Access:

Applications > Attendance > Class Attendance > Verify Attendance.

Once this is completed, run the **Transfer Class Attendance to RC** option.

Menu Access:

Applications > Report Cards > Processing > Transfer Class Attendance to RC.

- _____ 6. If Daily Attendance is to be printed on report cards, be sure any class attendance information has been converted to daily attendance by running the **Class to Daily Attendance Conversion** option.

Menu Access:

Applications > Building Administration > Attendance > Class to Daily Attendance Conversion.

- _____ 7. Run **Calculate Daily Attendance Totals**.

Menu Access:

Applications > District Administration > Attendance > Calculate Daily Attendance Totals.

- _____ 8. In order to create rank screens (used to store GPA, rank, credit information and daily attendance totals), run **Create/Update Rank**. It is recommended to set criteria for active students only when running this option. This option should be run only after **semester** grades have been entered.

Menu Access:

Applications > Report Cards > Processing > Create/Update Rank.

NOTE: When running this option the system creates a Student Rank Screen for each student and stores GPA, rank, and credit information and daily attendance totals for the current marking period and/or semester. In a block scheduling system, if the ranking GPA is calculated on a grades issued each marking period, then rank screens would be created each marking period.

- ____ 9. Use **Mark Entry by Course** to enter grades, comments, and/or class absences from the teacher's Mark Entry sheets.

Menu Access:

Applications > Report Cards > Entry > Mark Entry by Course.

NOTE: If using a grade book program, transfer the grades into report cards **BEFORE** hand-keying any grades, otherwise, grades could be overwritten!

- ____ 10. If courses are dropped from students' schedules **AFTER** running **Synchronize Schedules**, it may be necessary to update the **Status** field to 2, 3, or 9. Use **Mark Entry by Student** to do this.

Menu Access:

Applications > Report Cards > Entry > Mark Entry by Student.

- ____ 11. If teachers do not enter semester grades, run the **Mark Slot Average** option which will calculate semester grades (or final grades) based on a formula determined for the building.

Menu Access:

Applications > Report Cards > Calculation > Mark Slot Average.

If not using this option, semester or final grades must be manually entered, or transferred in from a grade book program.

NOTE: If grade changes are made the GPA/Credit/Rank Calculation option **MUST** be run for that particular marking period if this change impacts upon the awarding of credit or GPA information.

Menu Access:

Applications > Report Cards > Calculation > GPA/Credit/Rank.

Warning for Grade Book users:

If you have the system calculate semester or final grades and you are using a grade book program, you should refrain from uploading grades again for the marking period or the system generated semester or final grades will be lost. If this occurs, run the Mark Slot Average again to restore the missing semester or final grades.

_____ 12. Generate **Verification Sheets** by running **Mark Entry/Verification Sheets**.

Menu Access:

Reports > Report Cards > MarkEntry/Verification Sheets.

Be sure to select **Verification Sheets** from the dropdown menu on the Mark Entry or Verification Sheets prompt. Check **rcvsheet.log** to be sure the run completed and there are no errors. If the report is sent to a file, the file can be retrieved by selecting **View Files** from the **Reports** menu option. (The report name is **rcvsheets.rpt**. This is a wide report - **CONDENSED PRINT IS NOT RECOMMENDED**). Check for blank lines and pages.

NOTE: The order used under **Sort Courses** should match the order used under **Sort Courses** when the **Control Table** was built.

_____ 13. Use **Mark Entry by Student** to make any corrections for an individual student. Use **Mark Entry by Course** if there are several corrections to be made within the same course number.

_____ 14. Run honor roll calculations to generate an honor roll report for the marking period.

Menu Path:

Applications > Report Cards > Calculations > Honor Roll.

Check **rchonor.log** for a listing of why students were disqualified from making a particular honor roll. The honor roll listing **rchonor.rpt** can be generated before or after printing report cards. Even if this information will not be printed on report cards, it is recommended that these calculations should be run in order to check current GPA information and to print Honor Roll lists.

NOTE: It is not necessary to complete this step before generating report cards **UNLESS** current GPA and honor roll information need to appear on the report card.

_____ 15. Choose the **GPA/Credit/Rank** option **if** any of the following should be performed for this particular marking period:

- award credits
- calculate cumulative GPA's
- determine student's rank in class

Menu Access:

Applications > Report Cards > Calculation > GPA/Credit/Rank.

It is recommended that the **Force Recalculation** and the **Run Rank Calculation** checkboxes be checked when this process is run.

NOTE: If a grade change was made for a previous marking period, the **GPA/Credit Rank** option must be run again.

____ 16. Generate sample report cards and check for accuracy.

Menu Access:

Reports > Report Cards > Generate Report Cards

Use **Select Students** to select a small group of students for samples. If the report is sent to a file, the file can be retrieved by selecting **View Files** from the **Reports** menu option. The report filename for the full-page form option is **rc_cards.rpt**. The report filename for the other Generate Report Card Options is **rc_spec.rpt**.

____ 17. Run **Generate Report Cards** again using the same option for all students in the building. Report cards can also be generated one grade at a time to control the size of the file to be printed. (Use **Select Students** to select a grade).

Additional reports used in grade reporting:

Menu Access: Reports > Report Cards.

- Mark Summary (*rcmarksum.rpt*) - wide report
- Mark Distribution (*rcmrkdist.rpt*) - wide report
- Selective Mark Lists (*rcselmark.rpt*) - wide report
- Comment Usage (*rccomuse.rpt*)
- Custom Permanent Record Labels (*rc_labels.rpt*)

Menu Access: Applications > Report Cards > Calculations > Honor Roll.

- Honor Roll Reports (*rchonor.rpt* and *rchonor.log*)
(Generated from the Honor Roll calculations)

Menu Access: Applications > Report Cards > Calculations > GPA/Credit/Rank.

- Rank Reports (*rc_rank.rpt* and *rc_rank.log*)
(Generated from the GPA/Credit/Rank calculations)

AFTER report cards are printed and all reports are final, run **Update RC Status** to update status 2 courses to status 3. Running this option will prevent dropped courses from printing again on Mark Entry sheets for the next marking period

Menu Access:

Applications > Report Cards > Processing > Update RC Status. .