

Campus: \_\_\_\_\_

Term: \_\_\_\_\_

Date: \_\_\_\_\_

## Nine Weeks Grading Checklist 2021-2022

***Scheduling Clerk: please initial each line upon verification 1-4***

### Reports/Tasks to Run Periodically:

Re-synchronize Student Class Counts **WS\OF\CS\BC\PS\UT\RS**

Mass Assign Student Homerooms (Elementary) **WS\ST\PS\UT\SH**

Repeated Courses Report (Secondary) **WS\OF\CS\RE\RC**

### 1. Missing and Incomplete Grades:

***PATH: WS/OF/GR/RE/GI/SG***

**Run: PR1, PR2, NW1, PR3, PR4, NW2, PR5, PR6, NW3, PR7, PR8, NW4**

The **Selected Grades** report can be run as a **Missing and Incomplete Grades** which will generate a list of students missing grades

**\*\*\*When setting up your template, make sure to select Blank Grade Bucket & I on your "Grade Marks Selection" option\*\*\***

- If a student is placed in a new class and does not have a transfer grade, please inform your counselor/administrator overseeing grades so that they may determine the appropriate action
- Ensure all transfer grades have been entered. Nine weeks grades are posted by Registrar (these courses are flagged with a '**Do Not Allow Override**' to prevent them from being changed or removed). Progress grades are shared with the teacher. Semester grades are posted by the Registrar as transfer grades in T Sections.
- If students have withdrawn prior to end of the Nine Weeks/Semester, ensure all students' grades have been finalized, if necessary and teachers do not post grades outside of the enrollment window.
- **Secondary:** Dual Credit- Course Type: **D**/Summer school- Course Type: **R**/Credit by Exam- Course Type: **E**
- Plato/Odyssey grades are entered as a semester grade- these grades need to be entered with a section coded Non-Campus Based Instruction (**secondary**)

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## **2. Failure Listing Report:**

**PATH: WS/OF/GR/RE/GI/SG**

**Run: PR1, PR2, NW1, PR3, PR4, NW2, PR5, PR6, NW3, PR7, PR8, NW4**

The **Selected Grades** report can be run as a **Failure Listing** report which will generate a list of students who have failing grades. This report **MUST** be generated and given to your administrator to review immediately after the grading window closes.

**\*\*\*When setting up your template, make sure to select 69, 68, 67 and so forth on your "Grade Marks Selection" option\***

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## **3. Grade Verification:**

**PATH: WS/OF/GR/RE/GI/PG**

**Run: NW1, NW2, NW3, NW4**

The "Grade Input & Proof Sheet" can be run as "Grade Verification" sheets. These are to be distributed to teachers in order for them to verify student grades (giving them a chance to catch and make any grade changes needed through Skyward).

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## **4. Grade Differences:**

**Run: NW1, NW2, NW3, NW4**

A grade difference is created when a grade is entered/changed after the posting window has closed, which can be due to a grade change in the gradebook, a student schedule change or a new student with transfer grades. Keep in mind that the report does not necessarily need to be blank. Understanding your grade differences is **key**; you must understand how the grade difference is created in order to determine if it should be corrected. You need to view your grade difference report **every term**.

***PEIMS Clerk: please initial each line upon verification 5-8***

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## **5. Balancing Classloads:**

- **Enrollment (Entity and ADA)**
- **Classload Counts** (Secondary include DAEP in reports/counts)
- **Elementary Homerooms** (Be sure to run your Mass Assign Homeroom Utility)

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## **6. All credit loss and credit averaging MUST be entered manually. (For secondary campuses only)**

- (\*) an asterisk for loss of credit
- (.) a dot for credit average

## 7. CY MAINTENANCE Entity Settings Data Mining CY Maintenance:

Verify all areas have accurate information. Changes are done in the Family and Entity tabs.

Family- Receive Forms: YES

Family- Print Hard Copy Report Cards: YES

Family- Receive Forms: YES

Entity- Current Year Member: YES

Entity- Include in Honor Roll: YES

Entity- Include in Rank: YES

Entity- Multi-Rank: NO

Entity- Print Report Card: YES

Entity- Print/Display Rank: YES or N/A

## 8. CY MAINTENANCE Address Is Blank:

This report will provide a list of students who have missing addresses. It is very important to go in and update these students' address since a report card **will not** print out if the address is missing.

## **Scheduling Clerk and PEIMS Clerk Additional Grading Procedures**

### Save Nine Weeks/Final Grades to Desktop:

Run the RC Grades Report in the Grades filter in Data Mining. **Save a copy of your grades report to include all grade marks for all students, as well as honor roll for all nine weeks onto your desktop**

### Dual Credit Grades (High School):

- Students must be scheduled in dual credit courses taken during the school year
- Once grades are received from EPCC, teachers will enter the same grade for NW2 & NW2 or NW3 & NW4. The semester average will calculate automatically.
- Students taking Dual Credit in the summer should not be scheduled. PEIMS Clerks must enter the course, grade, summer entry and exit dates, course type 'RD' and college credits.

### **REMEMBER:**

- **ALL** reports/processes need to be completed prior to printing Progress Reports, Report Cards, EOY Grade Sheets and running an update to GPA and Rank. **Failure to do so will result in inaccurate semester grades and final averages.**

\_\_\_\_\_  
Scheduling Clerk Signature

\_\_\_\_\_  
Date

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PEIMS/Registrar Clerk Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date