

Grades > Cycle Grades

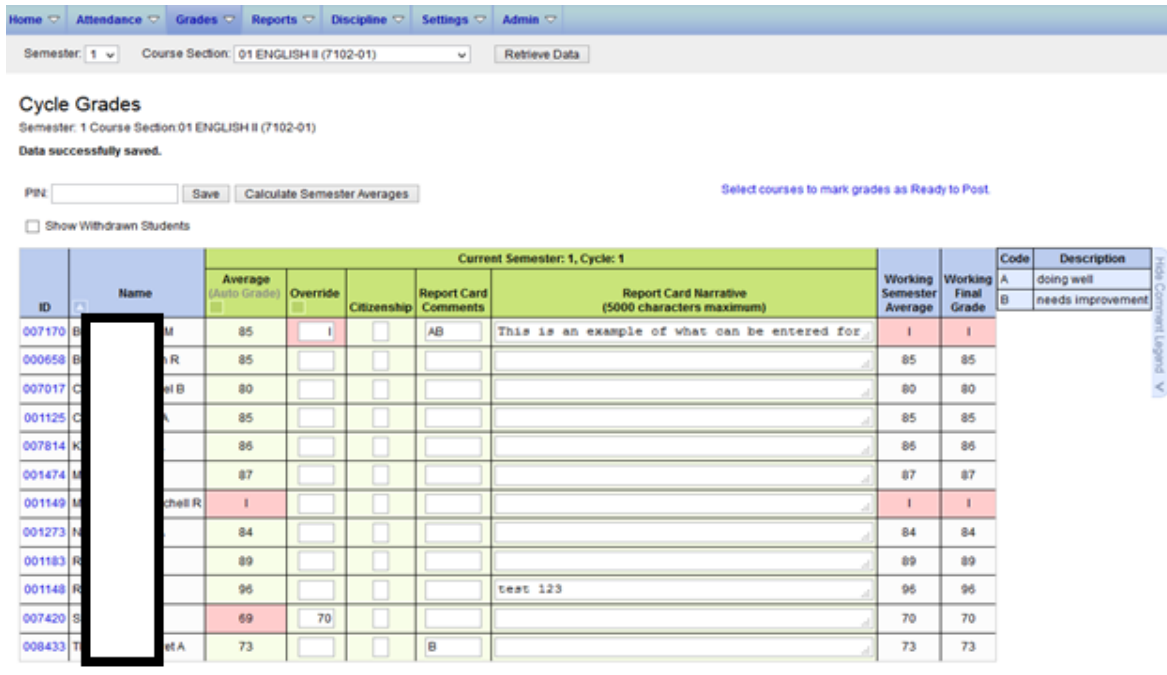
The Cycle Grades page allows you to review and enter end-of-cycle and end-of-semester grade data. This includes cycle and semester averages, override grades, exams (when applicable at end of semester), citizenship grades (optional), and comments (optional). *Please review the online Help for additional details.*

Basic steps to Mark Grades as Ready to Post (sending Grades to the office):

1. Verify Assignment Grades:

- ✓ Before Teachers confirm grade information on the Cycle Grades page (Grades > Cycle Grades) they must **verify** each class and each students' **assignment grades** information (Grades > Assignment Grades). *Use the Blank/Missing Grades Report to review blank, missing, incomplete, and no grade assignment grades.*

2. Review and Update Cycle Grades Page Info: Teachers will make necessary changes on the **cycle grades page (Grades > Cycle Grades)** for all students and all classes that they teach. *Use the Cycle Grades Range Report (Select options – show all cycle grades and include show blank and show incomplete) to review for Blank and Incomplete Grades.*



Current Semester: 1, Cycle: 1								
ID	Name	Average (Ratio Grade)	Override	Citizenship	Report Card Comments	Report Card Narrative (5000 characters maximum)	Working Semester Average	Working Final Grade
007170	B	85	I		AB	This is an example of what can be entered for...	I	I
000658	B	85					85	85
007017	C	80					80	80
001125	C	85					85	85
007814	K	85					85	85
001474	M	87					87	87
001149	M	I					I	I
001273	M	84					84	84
001183	R	89					89	89
001148	R	96				test 123	96	96
007420	S	69	70				70	70
008433	T	73			B		73	73

- The **Average** field displays the student's working cycle average, which is based on the data entered up to this point on the Assignment Grades page. This value is recalculated as assignment grade data is entered or changed for the student. Failing Averages and Incompletes will display in a red/pinkish color. An I (Incomplete) can be entered in the override column if a student's work is incomplete. If an assignment grade already has an I entered then the Average Column will display an I.

- **If a student DOES NOT show an average this should be addressed by reviewing the Assignment Grades for the student.** Only leave a student with a blank average if the student truly shouldn't have a cycle grade submitted to the office.
- The **Override** field allows the teacher to override a student's average with a different grade. This is only used if an override grade needs to be entered (i.e. 70 instead of 69 or an I for Incomplete).
- The **Citizenship** field (optional) allows you to enter the student's citizenship grade for the current cycle. Valid grades are E, S, N, U, A, B, C, D, and F. If a campus uses a default then it would be auto-populated for all students. If this is the case, only student that don't earn the default would need to be changed.
- The **Report Card Comments** field allows you to enter up to five one-character comment codes to specify the comments you want to print on the report card (e.g., Excessive Talking and Finishes Work On Time). For a list of valid report card comment codes and descriptions, click **Show Comment Legend**. The comment legend is displayed on the right side of the page allowing you to view valid codes. This list comes from Grade Reporting > Maintenance > Tables > Grade Reporting Tables – Rpt Card Comments Tab. These are campus specific.
- The **Report Card Narrative** field is displayed if enabled at the campus level, and only displayed for the current cycle. You can type up to 5000 characters which will appear on the student's report card. This is activated in Grade Reporting > Maintenance > Gradebook Options > Campus – Options Tab – Check box (Use Report Card Narrative). This will make the report card longer (2 or more pages).
- **SEMESTER EXAM: At the end of the Semester (3rd six weeks and 6th six weeks cycles for example) the SEMESTER EXAM COLUMN WILL DISPLAY.**
 - ✓ The **Exam** field allows you to enter the student's semester exam grade.
 - ✓ If the Student is exempt from the exam, type **X**. If the campus requires an exam grades and allows an exempt (X) then you **MUST ENTER** a X for all students in the class or classes that are exempt or didn't take the exam (i.e. Band, doesn't give one). If the exam grade is left blank (when required) cycle and semester grade information doesn't submit to office.
 - ✓ If the exam grade is incomplete, type I. If an I is saved and posted for either a cycle average or exam grade, the semester grade will be I.
 - ✓ Run Missing Exam Grades Report to review any student with missing exams.

Once all data is entered on the cycle grades page enter the PIN and click save. Repeat these steps to review and update the other classes.

3. Mark Grades as Ready to POST:



Mark grades as ready to post x

Select which courses to mark ready to post.

- 01 ENGLISH II (7102-01) [Ready]
- 02 PRAC HLTH SCI (8677-02) [Ready]
- 02 SPANISH 1 (7881-02) [Ready]
- 04 HEALTH SCIENCE (8676-04)
- 04 PRIN HLTH SCI (8674-04)
- 04 SPANISH 1 (7881-04)
- 05 HEALTH SCIENCE (8676-05) [Ready]
- 05 PRIN HLTH SCI (8674-05)
- 06 HEALTH SCIENCE (8676-06) [Ready]
- 06 PRIN HLTH SCI (8674-06)
- 08 ATHLETICS G (7771-08)
- 08 ATHLETICS G (7773-08) [Ready]
- 08 ATHLETICS G (7775-08)
- 08 ATHLETICS G (7777-08) [Ready]

Select

To Post grades for one or more classes:

- ✓ Click the **Select courses to mark grades as Ready to Post** link.
 - A dialog box opens allowing you to select the course sections that are ready to post. All eligible courses are listed. Select the course(s), and then click **Select**.
 - The dialog box closes, and the selected course(s) are listed below the **PIN** field. To change the selected courses, click **Cancel**. The dialog box opens allowing you to reselect the course(s).
- ✓ In the **PIN** field, type your four-digit PIN. **Then click continue. A message displays – Data Successfully posted.**

NOTE:

Verify that all classes have been marked Ready to Post.

(Ready) will display in Course Section Pull down Menu on those courses that have been marked ready to post.