Table of Contents

Mark Reporting System Features .................................................................................. 5
Report Card System Overview ..................................................................................... 8
Gradebook Setup Procedures ....................................................................................... 9
Report Card Processes ..................................................................................................11
Report Card Cycle Procedures .....................................................................................12
Mark Reporting Configuration .......................................................................................16
Scheduling Synchronization ..........................................................................................17
Mark Types Setup to Open Teacher Access .................................................................20
Comment Types Setup to Open Teacher Access ..........................................................21
class Attendance to RC .................................................................................................22
Grade Entry Options ......................................................................................................24
  Teacher Access Center .................................................................................................25
  Mark Entry By Course .................................................................................................27
  Mark Entry By Student .................................................................................................30
Load Unposted Averages ...............................................................................................37
Mark Types Setup to Close Teacher Access .................................................................40
Comment Types Setup to Close Teacher Access ..........................................................41
Mark Verification Sheets ...............................................................................................42
Mark Reporting Reports to Analyze Grades ................................................................44
  Report Options ...........................................................................................................44
  Student Mark Summary Report ..................................................................................46
  Mark Usage Report ......................................................................................................49
  Comment Usage Report ...............................................................................................52
Calculations ..................................................................................................................54
  Average Calculation ....................................................................................................55
  Honor Roll Calculation ...............................................................................................58
    Honor Roll Report .....................................................................................................60
  Assign Course Credit ..................................................................................................63
  GPA Calculation ..........................................................................................................65
  Rank Calculation .........................................................................................................68
    Rank Report ............................................................................................................70
  Generate MR Data Warehouse ....................................................................................73
Print Report Cards ........................................................................................................76
Student Center Options..................................................................................................................80
Report Card Summary .....................................................................................................................81
  New Course Option ........................................................................................................................84
  Printable Option .............................................................................................................................87
  Student Gradebook Link ..................................................................................................................88
Student GPA Summary ...................................................................................................................92
Student Honor Roll Summary .........................................................................................................97
Transcript Comments .....................................................................................................................99
Published Classwork ......................................................................................................................100
Preparing to Print Transcripts .......................................................................................................104
Transcript Courses Summary ........................................................................................................105
  Adding a Course ..............................................................................................................................110
  Adding Transfer Course History ....................................................................................................113
  Student Transfer Building Detail ....................................................................................................115
  Entering Transfer Courses ............................................................................................................117
  Adding Courses to an Existing Transfer Building .........................................................................121
  Updating a Transcript Course for a Student ..................................................................................122
  Deleting a Transcript Course for a Student ..................................................................................129
Assign Course Credit ......................................................................................................................130
GPA Calculation ..............................................................................................................................132
Rank Calculation .............................................................................................................................135
  Rank Report ..................................................................................................................................137
Student GPA Summary ...................................................................................................................140
Generate Transcript Data Warehouse ..............................................................................................145
Reports ...........................................................................................................................................147
  Report Options ..............................................................................................................................147
  Print Transcripts ............................................................................................................................149
    Printing a Single Student Transcript .........................................................................................151
Mark Reporting System Features

The system includes, but is not limited to, the following features:

General Features

- Interfaces with the Registration, Scheduling, and Attendance packages, eliminating redundancy in entering and storing information.
- Supports unlimited marking periods.
- Permits alpha, numeric, and alpha-numeric grades. User can also define marks with pluses and minuses.
- Supports the ability to specify the value to print for a mark on interim progress reports, report cards, and transcripts.
- Supports an unlimited number of comment types per course-section. User can use the same comment types on report cards and interim progress reports or user can select to print different comment types on report cards and interim progress reports.
- Allows unlimited types of IPR and report card class absences to be shown for each course-section.
- Allows unlimited types of marks per marking period and unlimited number of final grades.
- Allows sites to use the same comments for IPR and report cards or to define unique comments.
- Supports the ability for students to take courses in various buildings within the school district and have those courses listed on Report Cards printed in their home buildings.
- Permits a course to be included on Report Cards but excluded from Transcripts.
- Stores and retains Mark Reporting data by school year allowing school district personnel to design and generate reports comparing mark information.
- Supports a report card status which defines how records are used by the Student Scheduling and Mark Reporting packages (e.g. the course is dropped in Scheduling, but remains active in Report Cards; the course is dropped from Scheduling and Report Cards; the report cards information for this course has been trailed to another course, etc.).

Report Card Reports Features

- Provides the ability to identify teachers who have not entered any marks, comments, or absences for a course-section.
- Allows honor roll messages to be printed on the report card.
- Supports a flexible report card design.
- Interfaces with Attendance, allowing attendance information to be printed on report cards.
- Allows report cards to be printed for individual students, selected students, and in mass.
- Provides the ability to generate report cards and grade verification sheets each marking period.
- Allows school administrators to define school-wide and grade-level messages that can print on report cards.
- Supports ability to print attendance totals on the report card per student, per marking period (e.g., excused, unexcused, tardy).
- Supports the ability to print testing information on the report card.
- Provides the ability to put a report card on hold for a student and to indicate a reason for the hold.

Credit, Honor Roll, GPA, and Rank Features

- Allows site to define how marks are processed. For each mark, user can define the honor point value and define how the mark will be used in honor roll, GPA, and credit calculations.
- Allows unlimited levels of non-weighted and weighted grades for GPA calculation.
- Allows user to weight marks for honor roll and GPA calculations by weighting the honor points for the mark or by specifying add-on points to add to the calculated GPA.
• Provides automatic calculation for any mark type based on grades earned for other mark types. For example, provides the ability to calculate the final mark based on the average of marking period marks and an exam mark.
• Allows site to substitute a mark when calculating an average for a mark type. For example, if the district only issues marks of 60 and above and a student’s average calculates to 55, a 60 can be loaded.
• Calculates full or partial credit as determined by school district policy.
• Provides both attempted credit and earned credit calculations.
• Allows user to override the attempted and/or earned credit for a course. User can specify an override reason to indicate why the calculation was overridden.
• Provides the ability to deny credit based on the number of absences for the course.
• Provides the ability to grant full credit for a course where the student failed a semester, but passed the course.
• Retains cumulative credits earned.
• Handles an unlimited number of GPA calculations.
• Provides for exclusion of students from any of the GPA calculations based on district policy.
• Supports class rank calculated by building or by district.
• Optionally calculates student grade point averages using an unlimited number of weighted or no weighted class scales for determining class rank.
• Supports the ability to generate the rank list by school, rank and school, grade, and alpha order with averages.
• Supports GPA calculation based on any defined mark type, such as marking period, semester, exam, or final grade.
• Provides the ability to calculate and print rank information as rank in class, percentile, docile, quartile, and quintile.
• Automatically updates the student’s rank and GPA information to indicate that the record needs to be recalculated when grade and credit changes are made.
• Handles an unlimited number of honor roll types for calculations at each building.
• Provides for exclusion of students from any of the honor roll calculations based upon school district policy.
• Supports honor roll calculation based on any defined mark type, such as marking period, semester, exam, or final grade.
• Supports the ability for the honor roll list to exclude various grades and/or courses from the calculation upon request.
• Supports the ability to disqualify student from honor roll based on the comments assigned to the student.
• Supports the ability to disqualify students who receive specified grades, such as a failing mark, from honor roll.
• Supports the ability to define honor roll qualifications based on grades, such as an All an honor roll.
• Supports the ability to define honor roll qualifications based on minimum GPA requirements.
• Stores and displays rank in class and official GPA.
• Provides the ability to optionally freeze GPA and Rank calculations for graduation.

Transcripts Features

• Stores data regarding extra-curricular activities, awards received, or other student information.
• Supports the ability to enter course history for transfer students, such as credits attempted, credits earned, and marks received.
• Allows transcripts to be viewed online for students.
• Allows student course, grade, absence, and credit information from prior years to be accessed and maintained.
• Supports the ability to define a course to be reported for report cards, but not to be retained for transcripts.
Transcript Report Features

- Allows site to retain transcript records for courses taken in a building while excluding the records from printing on transcripts.
- Supports ability to print comments from activities.
- Provides the option to print comments on the transcript.
- Allows transcripts to be printed by individual student, or for groups of students.
- Supports a defined transcript format including student demographic and academic information, class rank, schools attended, courses and grades received, credits, and grade point averages.
- Supports printing numerous grade point averages, both cumulative and current, and weighted and non-weighted.
- Provides the ability to display current attempted and cumulative attempted credits, as well as current earned credits and cumulative earned credits, on the transcript.
- Offers the option to print three daily attendance totals in addition to academic and school building information.
- Supports printing standardized test scores from the Testing package on the transcript. Not implemented in Arkansas at this time.
- Supports transcripts printed by marking period, semester, year, subject area, and department.
Report Card System Overview

The eSchoolPLUS Mark Reporting System is used to enter and store mark, comment, and absence information for students for courses. The Mark Reporting System includes interim progress reports, report cards, and transcripts. This manual documents the procedures and options for Student Report Cards and Transcripts.

Preview

This section provides information on the following topics:

Gradebook Setup Procedures
Report Card Cycle Procedures

Prerequisites:

Setup requirements for the report card module are:

- **Marking Periods** – Building setup that define the number of weeks and the start and end dates in each marking period.
- **Durations** – Building setup used for dividing up the school year, such as nine weeks.
- **Mark Reporting Configuration** – Building setup that determines how the Mark Reporting Package processing report cards. The configuration also specifies how Mark Reporting information can be entered in the Teacher Access Center.
- **Mark Types** – Building setup that defines the mark types issued in a building such as final, marking period, exam or semester grade.
- **Level Tables** – Building setup that defines each mark used in a building. It also defines how the mark is printed, whether or not it is used in the Honor Roll and GPA calculations and how the mark should be processed in average calculations.
- **Credit Assignment** – Building setup to specify how the building assigns earned credit for courses.
- **GPA Setup** – District setup used to determine which grades should have a GPA record, which marks type the GPA is based on, whether the rank credit is the full attempted credit or partial credit, and whether courses are included in the calculation before they are ended.
- **Average Setup** – Building setup that determines how the building calculates averages. Averages allow the user to calculate the grade for a mark type based on the grades earned for other mark types. The Average can pull from the Gradebook or calculated within eSchool.

Menu Access: Scheduling Center > Master Schedule > Master Schedule

Review Course/sections in the Master Schedule for:

- Grade Restrictions
- Marking Periods
- Marks Are field
- Building Type
- Course Level
- Credit
- Issue Marks
- Honor Roll flags and levels
- Rank flags and levels
Gradebook Setup Procedures

Gradebook can be used:

- To enter assignments and marks for scheduled courses.
- Teachers can Load from Gradebook to post the current average/total points into the appropriate mark type. **Note:** Before marks can be loaded from Gradebook to Report Cards, the Scheduling Synchronization must be run (Mark Reporting Center > Calculations > Scheduling Synchronization) in eSchoolPLUS.
- Student averages from Gradebook can be transferred to the specified mark type in Report Cards.

Setting Up Gradebook in eSchoolPLUS:

1. On the Gradebook tab of the Mark Reporting Configuration page (Administration > System Setup > Building > Mark Reporting), specify who can define and score assessments. Also, specify how teachers can use features in Gradebook.

2. Update the Teacher Access Center configuration for buildings that use Gradebook (Administration > System Setup > Building > Teacher Access Center). The Gradebook tab includes settings for Gradebook average overrides and tab display options, for more information, refer to Teacher Access Center building configuration.

3. Define the Gradebook Categories that teachers can use in Gradebook. Categories are the general areas, such as Quizzes, Exams, or Homework to which teachers can add individual assessments. Teachers can select which categories apply to a particular class. For categories that may be used by all teachers in the district, define the Gradebook Categories (Administration > System Setup > Validation Tables > click Mark Reporting tab > click Gradebook Categories). For building-specific categories, define the Gradebook building categories (Mark Reporting Center > Setup > Gradebook Categories). If another building is using the same category, check the Include box to add the category for teachers in the building.

4. If teachers can enter alpha marks in Gradebook in order to indicate that an assessment should be excluded from the average or that the student earned a specified percentage of the possible points, define the Gradebook Alpha Marks (Mark Reporting Center > Setup > Gradebook Alpha Marks). For example, teachers may be able to enter a mark of M (for medical) to indicate that the student has a medical excuse for not completing an assessment. Or define a code of S (for satisfactory) to indicate that a student earned 75% for the assessment.

5. Check the values for Averaging Value fields in the Level Table (Mark Reporting Center > Setup > Level Table). If students do not have a Gradebook Scale assigned, the Load from Gradebook option converts the numeric Gradebook average to a mark in the Level Table by returning the mark with the closest numeric value. For example, if a student has earned extra credit and has an average of 105 and the highest averaging value in the Level Table is 100 for mark 100, then a 100 will be loaded for the student.

6. If the Level Table(s) for the building have marks with averaging values using a 4.0 scale, at least one Gradebook Scale should be defined (Mark Reporting Center > Setup > Gradebook Scales). Gradebook Scales should also be defined if the Gradebook average should be curved prior to converting the student’s Gradebook average to a mark. Gradebook Scales specify how the numeric percent for a Gradebook average should be converted to a mark in the Level Table.
**Gradebook Note:** Teachers must assign Gradebook scales to students in order for the Load from Gradebook option to convert the average using a Gradebook Scale. If a scale should be applied to all students by default, check the **Default Scale** box on the Gradebook Scale page.

7. On the Report Card and Interim Progress tabs of the Mark Types page (Mark Reporting Center > Setup > Mark Types), specify the mark types that will be updated from Gradebook. When a teacher clicks Load from Gradebook on the Report Card or IPR Entry pages in Teacher Access Center, the averages selected on the Mark Types page are loaded to the mark types that receive a Gradebook average.

**Gradebook Note:** Teachers can select the categories to include when the average is calculated for a mark type that receives Gradebook results that are not based on an average setup. For example, if allowing teachers to load an exam mark from Gradebook, teachers can select to include only an exam category for the exam mark. Teachers must also remember to exclude the exam category from other marks that are loaded from Gradebook.

8. If setting up a mark type to receive a Gradebook result from an Average Type using the Average Setup option (Mark Reporting Center > Setup > Average Setup), define the average setup(s) for which marks will be calculated when teachers click Load from Gradebook on the Report Card page in Teacher Access Center.

**Gradebook Note:** In the Mark Reporting Configuration, there is an option to allow teachers to override the weights used in the average setup for a mark.

9. If teachers can enter a comment from a fixed list of comments for an assessment for a student, define Gradebook Comments (Mark Reporting Center > Setup > Gradebook Comments). For example, define a comment of LA for Handed in Assignment Late. If no fixed comments are defined, teachers may still enter free text comments about an assignment.

10. For teachers, create a login on the district network and enter the login IDs on the Staff District Information page (Registration Center > Staff Information). If a teacher also has permission to run other options in eSchoolPLUS, the resources assigned to the user profile for the teacher must be updated. The user must be granted the appropriate resources for the Gradebook options.

**Considerations for Loading Gradebook Results for Multiple Mark Types**

When a building defines more than one mark type to receive Gradebook results, the teachers must be instructed to set up the assessments that should be grouped and loaded into the appropriate mark type. The assessments are loaded into mark types based on the Gradebook categories that the teacher has selected for the course-section.

For example, if loading marks for a marking period (MP) mark and a final exam (EXM) mark, teachers would need to designate the Gradebook assessments to be included in the mark type of EXM. To select the categories to average for a mark type, the teacher selects the Report Card Averages tab on the Define Assessments page and checks the Override checkbox for the EXM mark. Then, the teacher designates that the Final Exam category is the only category to be included in the EXM mark type. The teacher must also designate that all Homework, Tests, and Quizzes (all categories except for the Final Exam category) should be included in the MP Mark Type. If the teachers do not exclude the Final Exam category from the MP mark type, then the assessment scores for the Final Exam will be averaged into the MP mark type.
Report Card Processes

Following is a condensed list of processes to produce report cards for a building:

Prerequisites:

Master Schedule: Verify courses are set correctly for mark reporting items.
Schedule Changes: Prior to allowing teachers to enter Report Card grades, make sure all schedule changes have been made to student schedules.

Procedure:

1. **Mark Reporting Configuration:**
   - Adjust the *Current RC Run* field. (Do NOT adjust building 9000 which should always be set to the last RC Run for the year.)
   - If applicable, enable Teacher Access Center for Report Cards.

2. **Scheduling Synchronization:**
   - Run the Scheduling Synchronization program to build and update report card records.

3. **Mark/Comment Type Setup:**
   - Adjust Teacher Access to M-Maintain and View.

4. **Class Attendance to RC:** If applicable, run the Class Attendance to RC program.

5. **Mark Entry:** Enter grades using any of the following entry methods:
   - Teacher Access Center
   - Mark Entry by Course
   - Student Center Report Card Summary
   - Load Unposted Averages

6. **Reports:** Run selected Mark Reporting Reports to analyze report card data.
   - Missing Submission
   - Load Unposted Averages
   - Verification Sheets
   - Comment Usage Report
   - Mark Usage Report
   - Student Mark Summary

7. **Setup:** (Optional) Disable teachers from entering/changing grades.

8. **Calculations:** Run the following calculations as applicable to the building:
   - Average Calculation
   - Honor Roll Calculation
   - Assign Course Credit
   - GPA Calculation
   - Rank Calculation
   - Attendance Day Totals and Interval Calculation

9. **Verify data and make corrections as needed.** User may need to repeat various steps of the report card cycle to correct report card information.

10. **Print Report Cards:** Run the Print Report Cards report

11. **Reports:** Run various reports

12. **Mark Reporting Configuration:** Adjust the *Current RC Run* field and/or disable Teacher Access Center for Report Cards.
Report Card Cycle Procedures

Following is an overview of the procedures to generate report cards for courses.

Prerequisites:

Master Schedule: Verify the following course fields are set correctly for report cards:

- Grade Restrictions
- Marking Periods
- Marks Are field
- Building Type
- Course Level
- Credit
- Issue Marks
- Honor Roll flags and levels
- Rank flags and levels

Schedule Changes: Prior to allowing teachers to enter Report Card grades, make sure all schedule changes have been made to student schedules.

Procedure:

1. Use the Mark Reporting Configuration option to verify information is ready for current RC run: (Administration > System Setup > Building > Mark Reporting)
   - Update the Current RC Run field to the current report card run that the building is processing. The Teacher Access Center and Mark Entry by Course default to this current report card run and calculations also use this Current RC Run value to determine whether a course is completed. (Do NOT adjust building 9000 which should always be set to the last RC Run for the year.)

2. Run the Scheduling/Mark Reporting Synchronization to create report card records. Before teachers begin entering grades, always synchronize scheduling information to update report card records. (Mark Reporting Center > Calculations > Scheduling Synchronization).
   - Note: Be sure to check the box to Delete Invalid Marks
   
   This option does the following:
   - Creates and updates report card records to reflect changes made to a student’s schedule.
   - Updates report card records to reflect changes to courses in the Master Schedule.
   - Trails grades for courses that users have trailed in Scheduling.

   This step may need to be repeated before printing report cards if any changes have been made to student schedules or the Master Schedule that are to be reflected on the report cards for the current report card run. For example, if credit information was incorrect for a course and the Master Schedule was updated to the correct credit, then run the Scheduling/Mark Reporting Synchronization option to update the attempted credit in the report card records for students. For more information, refer to Scheduling/Mark Reporting Synchronization.

3. Open teacher access to load Report Card grades by changing the Teacher Access column to M - Maintain and View. (Mark Reporting Center > Setup > Mark Types)
4. Open teacher access to load Report Card comments by changing the Teacher Access to M – Maintain and View. (Mark Reporting Center > Setup > Comment Types)

5. If teachers are to view absence totals for a class when entering grades, run the Class Attendance to RC option to transfer the absence totals for the absence codes specified for an absence type to report card records. For more information, refer to Calculate Class Attendance to RC. (Mark Reporting Center > Calculations > Class Attendance to RC)

6. Run Day Totals Calculation (Attendance Center > Calculations > Day Totals Calculation). (Optional) This step is only for buildings that show daily attendance on Report Cards. This must be run to have up to date attendance totals on Report Cards.

7. Run Interval Calculation (Attendance Center > Calculations > Interval Calculation). (Optional) This step is only for buildings that show daily attendance on Report Cards. This must be run to have up to date attendance totals on Report Cards.

8. Enter grades, comments and attendance using one of the following options:

   - Teacher Access Center - Teachers load Report Card grades by clicking on the RC link for each course and clicking on the Load From Gradebook. Teachers click Save for Report Card grades to be moved into eSchool.

   - Mark Entry By Course - Users can enter grades for the current marking period on a page that lists all students in a course. (Mark Reporting Center > Mark Entry By Course)

   - Mark Entry By Student – Users can view grade and comment information for all marking periods of a course for a student. For more information, refer to Mark Entry By Student. (Student Center > Mark Reporting > Report Card Summary)

9. Run Missing Submission - Lists the teachers who have not submitted grades using Teacher Access Center. If any information has been entered for the class, the submission is not considered missing even if the teacher only submitted part of the data. (Mark Reporting Center > Reports > Report Cards > Missing Submission)

10. (Optional) Load Unposted Grades – Administrators can use this option to load marks from Gradebook for teachers to report cards. (Mark Reporting Center > Calculations > Load Unposted Averages)

11. Optional: Once reports have been verified the administrator may want to disable teachers from entering or changing RC grades by updating the Teacher Access column to V - View Only.

   NOTE: The Building Personnel needs to determine when this step should be addressed. Once this change is made teachers will no longer be able to enter or update RC grades and/or comments.

   - Close teacher’s access to load RC grades by changing the Teacher Access to V – View Only. (Mark Reporting Center > Setup > Mark Types)

12. Optional: Once reports have been verified the administrator may want to disable teachers from entering or changing RC comments by updating the Teacher Access column to V – View Only. Please see note on Item number 11.

   - Close teacher access to load IPR comments by changing the Teacher Access to V – View Only. (Mark Reporting Center > Setup > Comment Types)
13. Verify Grades. Grades can be verified by one of two ways:

- Teacher confirmation that marks in TAC are correct.
- Verification Sheets - Provides grade entry verification information for teachers (Mark Reporting Center > Reports > Report Cards > Verification Sheets)

14. Run select Mark Reporting reports to analyze Report Card data from Mark Reporting Center > Reports > Report Cards.

   Student Mark Summary - Lists students who have received specific marks or blank marks. Use this report to print a list of students who are in danger of failing a grade.

   Mark Usage Report - Displays totals to help analyze the marks that have been issued. Sort the report by course or teacher.

   Comment Usage Report - Displays comment usage totals to help determine which comments are used most frequently.

15. Run the following calculations in the order shown as applicable to the building and time frame, for instance, credits and/or GPA may only be calculated at semester.

<table>
<thead>
<tr>
<th>TO PRINT REPORT CARDS WITH:</th>
<th>RUN:</th>
<th>When:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A mark slot that is based on the average of other marks, such as a final for the year.</td>
<td>Average Setup determines whether grades are calculated in Gradebook or in eSchool. If grades are averaged/loaded from TAC, do NOT run. If set to calculate in eSchool run: Mark Reporting Center &gt; Calculations &gt; Average Calculation</td>
<td>Normally at semester and/or end of year when multiple marks are averaged to create a new mark.</td>
</tr>
<tr>
<td>Honor Roll messages and a current GPA total.</td>
<td>Calculate Honor Roll Mark Reporting Center &gt; Calculations &gt; Honor Roll Calculation Honor Report also has the option to calculate the honor roll. Mark Reporting Center &gt; Reports &gt; Honor Roll Report</td>
<td>Each marking period.</td>
</tr>
<tr>
<td>Earned Credits for courses.</td>
<td>Assign Course Credit Mark Reporting Center &gt; Calculations &gt; Assign Course Credit</td>
<td>Normally at semester and/or end of year.</td>
</tr>
<tr>
<td>Semester / Yearly GPA.</td>
<td>GPA Calculation Mark Reporting Center &gt; Calculations &gt; GPA Calculation</td>
<td>Run in the order given.</td>
</tr>
<tr>
<td>Cumulative GPA and Class rank. Note: GPA Calculations must be run before running Rank Calculations.</td>
<td>Rank Calculation Mark Reporting Center &gt; Calculations &gt; Rank Calculation. Run Rank Report to verify data. Mark Reporting Center &gt; Reports &gt; Rank Report</td>
<td></td>
</tr>
</tbody>
</table>

16. Verify data and make corrections as needed. If needed, repeat various steps of the report cards cycle to correct report card information.
17. Run the Print Report Cards option to generate report cards for students. (Mark Reporting Center > Reports > Report Cards > Print Report Cards) To generate the data warehouse when running the Print Report Cards option, enter a check in the Refresh MR Data Before Print box. The Mark Reporting Data Warehouse must be generated the first time printing report cards for a report card run. Also, if any changes have been made to any report card information and information is to reflected on the report cards for the current run, generate the data warehouse before printing report cards.

18. Run various needed reports. (Mark Reporting Center > Reports > Report Cards)

19. Use the Mark Reporting Configuration option to set up for the next Report Card run. (Administration > System Setup > Building > Mark Reporting)

➢ Change the Current RC Run field to the next report card run that the building will be processing. The Teacher Access Center and Mark Entry by Course default to this current report card run and calculations also use this current RC Run value to determine whether a course is completed.
Mark Reporting Configuration

Use this page to add or change a mark reporting configuration record. This configuration determines how the Mark Reporting package processes report cards and interim progress reporting information.

Menu Access: Administration > System Setup > Building > Mark Reporting

Procedures:

1. Update the Current RC Run field to the marking period currently being processed currently for Report Cards.
2. Select Save.
3. At Dialog box select ‘Yes” to save changes.
4. Select the Teacher Access Tab and verify settings. Generally, these settings are determined at the beginning of a school year and do not require updates.
5. Select Save to retain changes.

Note: Transfer Building 9000 should always be set to the last RC Run of the school year. It should not be adjusted as regular buildings.
Scheduling Synchronization

Use this page to synchronize scheduling and mark reporting records. This option creates or updates mark reporting records based on scheduling information. This option should be run before teachers begin entering grades and before calculations are run.

Making the following changes to scheduling and mark reporting information will require the synchronization to be run in order to report the correct information for students:

- Changing the marking periods when a course meets in the Master Schedule.
- Changing mark types for a course in the Master Schedule.
- Changing the course credit for a course in the Master Schedule.
- Making schedule changes such as adding and dropping courses.
- Changing the marking periods in which the student is taking a course (conflicts).
- Changing the grades entered for a trailed course.

**Caution**: This program should not be run for prior years if you have deleted scheduling records unless the rc_status field in the mark reporting header records (mr_stu_hdr) has been set to N.

Menu Access: Mark Reporting Center > Calculations > Scheduling Synchronization.

Sample Scheduling/Mark Reporting Synchronization Page (v2.4)

<table>
<thead>
<tr>
<th><strong>Scheduling/Mark Reporting Synchronization</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Run</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building: *</th>
<th>16</th>
<th>Building 16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete Invalid Marks:</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Amount to Log in Statistics File:</td>
<td>Log Errors Only</td>
<td></td>
</tr>
<tr>
<td>Specify Log File Name:</td>
<td>Scheduling Synchronization Log</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Filter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear Criteria</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>And/Or</th>
<th>Area</th>
<th>Field Name</th>
<th>Condition</th>
<th>Value</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>And</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Run Option**

- Now
- Once
- Daily
- Weekly
- Monthly

Run

Field Descriptions: (*Asterisk notes a required field)
**Building** * - Select the building to be synchronized. Mark Reporting records will be created for students taking courses in this building.

**Delete Invalid Marks** - Check to delete invalid mark reporting information. Invalid mark reporting information is any mark, comment, or absence record that exists for a marking period that is no longer valid for a student. Uncheck to create the data file without deleting information.

**Amount to Log in Statistics File** - Indicates the level of detail to include in the log file. Select:

- **Log Errors Only** - to include errors that occur during processing in the log file.
- **Log All Activity** - to include messages for all processing in the log file.

**Specify Log Name File** - Specify the log file name to use for the data file that lists the mark reporting information that would be deleted for a course. (v2.4)

**Note:** A building, such as an elementary school, that has no Assign Course Credit setup or Course Absence Types will give the following Warning Message. Select Yes to continue.


**Sample Scheduling/MR Synchronization Statistics Log**

```
3/27/2014

Scheduling/MR Synchronization (Delete Invalid Marks: Y) Statistics Log

Started: 03/27/2014 03:52:27 PM
Completed: 03/27/2014 03:53:15 PM
File Name: Scheduling_MR_Synchronization_20140327_155315.pdf
Run By User: NCSTUDENT16
Working School Year: 2014

Statistics
Total Number of Students: 31
Total Number of Records: 235

Prompts
Building: 16 - Building 16
Information to Log: Errors Only
LogfileName: Scheduling Synchronization Log
Delete Invalid Marks: Yes
```
Sample Scheduling/MR Synchronization Log - Displaying Activity
When user selects to include all activity in the log file, the first page of the generated log will be the Scheduling/MR Synchronization Statistics Log page similar to the sample shown in the previous image. The following sample shows one of the subsequent pages with activity detail.

<table>
<thead>
<tr>
<th>Date</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/18/2008</td>
<td>Added Course Added Marking Period M4, Added Marking Period M3, Adding mark type EXAM, Adding mark type MP, Adding mark type MP for MP M4, Adding mark type MP for MP M3, Adding mark type FIN, FIN mark type is rear-long, adding for marking period N/A, Adding mark type SEM, Adding mark type SEM for MP M4, Adding absence type A for MP M4, Adding absence type T for MP M4, Adding absence type T for MP M3, Adding comment type CM1 for MP M4, Adding comment type CM1 for MP M3, Adding comment type CM2 for MP M4, Adding comment type CM2 for MP M3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>9721 - 2 Draw &amp; Paint</td>
<td>Adjusting Course: Removed Marking Period M2, Removed Marking Period M3, Removed Marking Period M4</td>
</tr>
<tr>
<td>9454 - 4 Chemistry</td>
<td>Adjusting Course: Removed Marking Period M2, Removed Marking Period M3, Removed Marking Period M4</td>
</tr>
</tbody>
</table>
Mark Types Setup to Open Teacher Access

This page lists the types of marks (such as final, marking period, exam, or semester grade) that are issued in a building. Mark types are defined for report cards and interim progress reports. The Teacher Access column may need to be adjusted at the Report Card processing time as defined by the building to allow teacher access to load marks from the Gradebook.

Menu Access: Mark Reporting Center > Setup > Mark Types

<table>
<thead>
<tr>
<th>Order</th>
<th>Code</th>
<th>Description</th>
<th>Issue Mark On</th>
<th>Valid Marks</th>
<th>Include by Default</th>
<th>Active</th>
<th>Teacher Access</th>
<th>Receives Gradebook Results</th>
<th>Include in Administrator Analysis Column</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FTN</td>
<td>Final</td>
<td></td>
<td>1</td>
<td>Yes</td>
<td>Yes</td>
<td>2 - View Only</td>
<td>1 - Average Setup</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**RC Mark Types Issued Multiple Times Per Year**

Procedures to update Teacher Access column:

1. Update the Teacher Access column to *M - Maintain and View*, if teachers are to access Load from Gradebook.
2. Select **Save**.
3. At Dialog box select “Yes” to save the changes.
Comment Types Setup to Open Teacher Access

Menu Access: Mark Reporting Center > Setup > Comment Types

Allow teacher access to load Comments from Gradebook by updating the Teacher Access field to *M – Maintain and View*. Also, RC should be checked on all comment types that can be used on Report Cards.

<table>
<thead>
<tr>
<th>Order</th>
<th>Code</th>
<th>Description</th>
<th>Valid Comment Codes</th>
<th>Usage</th>
<th>Required</th>
<th>Active</th>
<th>Teacher Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CM1</td>
<td>Comment 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>M - Maintain and View</td>
</tr>
<tr>
<td>2</td>
<td>CM2</td>
<td>Comment 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>M - Maintain and View</td>
</tr>
</tbody>
</table>

Procedures to update Teacher Access column:

1. Update the Teacher Access column to *M - Maintain and View*, if teachers are to access Load from Gradebook.
2. Select **Save**.
3. At Dialog box select “Yes” to save the changes.
Class Attendance to RC

Use this page to transfer class attendance information to mark reporting records. This option updates mark reporting records with course attendance totals. The totals are calculated based on the valid codes for each absence type as defined in the Course Absence Types setup.

Menu Access: Mark Reporting Center > Calculations > Class Attendance to RC

Sample Calculate Class Attendance to RC Page (v2.4)

Field Descriptions: (*Asterisk notes a required field)

Building * - Select the building of the students for whom to transfer attendance information.

Track * - If the building uses tracks, select the track for which to transfer attendance information.

RC Run * - Indicates the report card run for which to transfer attendance information. Select: (v2.4)

All RC Runs - to transfer attendance information for all report card runs.

Single RC Run - to transfer attendance information for only the selected report card run.
Amount to Log in Statistics File - Indicates the level of detail to include in the log file. Select:

- **Log Errors Only** - to include errors that occur during processing in the log file.
- **Log All Activity** - to include messages for all processing in the log file.

### Sample Class Attendance to Report Card Calculation Statistics Log

| Started: | 07/18/2008 03:31:52 PM |
| Completed: | 07/18/2008 03:47:59 PM |
| File Name: | Class_Attendance To RC Calculation_20080718_154759.pdf |
| Run By User: | SUPPORT |
| Working School Year: | 2008 |

**Prompts**

- **Building:** 2
- **Track:** N/A
- **Re Run:** 4

### Sample Class Attendance to Report Card Calculation Log with Activity Displayed

<table>
<thead>
<tr>
<th>Date</th>
<th>Course</th>
<th>Att Period</th>
<th>Codes</th>
<th>NR Att Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/05/2008</td>
<td>8144 - 105</td>
<td>7</td>
<td>FT</td>
<td>A</td>
</tr>
<tr>
<td>7/25/2008</td>
<td>8144 - 105</td>
<td>7</td>
<td>UT</td>
<td>T</td>
</tr>
<tr>
<td>5/05/2008</td>
<td>8346 - 4</td>
<td>3</td>
<td>FT</td>
<td>A</td>
</tr>
<tr>
<td>5/05/2008</td>
<td>9171 - 1</td>
<td>1</td>
<td>FT</td>
<td>A</td>
</tr>
<tr>
<td>8/23/2008</td>
<td>9171 - 1</td>
<td>1</td>
<td>UT</td>
<td>T</td>
</tr>
<tr>
<td>5/05/2008</td>
<td>9284 - 5</td>
<td>5</td>
<td>FT</td>
<td>A</td>
</tr>
<tr>
<td>7/25/2008</td>
<td>9284 - 5</td>
<td>5</td>
<td>UT</td>
<td>T</td>
</tr>
<tr>
<td>5/05/2008</td>
<td>9631 - 2</td>
<td>4</td>
<td>FT</td>
<td>A</td>
</tr>
<tr>
<td>5/05/2008</td>
<td>9716 - 3</td>
<td>2</td>
<td>FT</td>
<td>A</td>
</tr>
</tbody>
</table>
Grade Entry Options

eSchoolPlus entry options to enter marks, comments, and absences for report cards are listed below. Grades may be entered for all students in a course or by individual student. Additionally, teachers may use the Teacher Access Center to enter marks, comments, and absences for students. Each of these options is described in this document.

Entry Options:

- Teacher Access Center
- Mark Entry By Course
- Mark Entry By Student
- Load Unposted Grades from Teacher Access Center
Teacher Access Center

If using Teacher Access Center, teachers may enter grades using the following basic steps. These steps are also defined in the Teacher Access Center Training Guide.

1. Click on the “RC” hyperlink to the right of the course for which they want to enter marks/comments.

2. The class list opens. Columns display for each mark/comment defined for Report Cards in the Master Schedule.

3. At Semester, **IF** the semester exam is not set as a Category, the semester exam grades should be entered at this time. This includes any exempt marks, such as, EX.

4. Click the **Load from Gradebook** button to translate the student’s overall Gradebook percentage to a valid mark in the building’s Level Table. Note: If the teacher has at least one Gradebook assessment defined and a score exists for the current Marking Period, the “Load from Gradebook” button will display at the top of the screen.

5. Teachers may adjust marks as needed.

6. Teachers then may enter comments for each student as needed.

7. Select Save.

8. For teachers to verify grades, the Summary button may be selected. The below screen should display and may be printed by selecting the **Print** button.
### Teacher Access Report Card Summary

**Run: 1 (Marking Period MP1)**

<table>
<thead>
<tr>
<th>Building</th>
<th>Primary Staff</th>
<th>Marking Periods</th>
<th>Period</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>40 - Your Town High School</td>
<td>Climer, Mike</td>
<td>MP1, MP2, MP3, MP4</td>
<td>1</td>
<td>M, T, W, H, F</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Id</th>
<th>Student Name</th>
<th>Course</th>
<th>Grade</th>
<th>MP1</th>
<th>MP2</th>
<th>MP3</th>
<th>MP4</th>
<th>MP1</th>
<th>MP2</th>
<th>MP3</th>
<th>MP4</th>
<th>Year-To-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>11110</td>
<td>Chalk, Katie Ann</td>
<td>420000-2</td>
<td>12</td>
<td>GP</td>
<td>GP</td>
<td>EXH</td>
<td>SEM</td>
<td>GP</td>
<td>GP</td>
<td>EXH</td>
<td>SEM</td>
<td></td>
</tr>
<tr>
<td>11810</td>
<td>Daniels, Kamarie Toynelle</td>
<td>420000-2</td>
<td>12</td>
<td>72</td>
<td>76</td>
<td>41</td>
<td>66</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>4111</td>
<td>Garcia, James Austin</td>
<td>420000-2</td>
<td>11</td>
<td>70</td>
<td>56</td>
<td>75</td>
<td>66</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>11711</td>
<td>Greenlee, Ankeno Calvin</td>
<td>420000-2</td>
<td>11</td>
<td>78</td>
<td>72</td>
<td>54</td>
<td>70</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>5999</td>
<td>Jones, Hunter Ryan</td>
<td>420000-2</td>
<td>12</td>
<td>60</td>
<td>74</td>
<td>58</td>
<td>65</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>2612</td>
<td>Prutt, Emily Nicole</td>
<td>420000-2</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>10611</td>
<td>Robinson, Kelee Afton</td>
<td>420000-2</td>
<td>10</td>
<td>81</td>
<td>62</td>
<td>36</td>
<td>70</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>11611</td>
<td>Rodgers, Cody Alexander</td>
<td>420000-2</td>
<td>10</td>
<td>61</td>
<td>53</td>
<td>33</td>
<td>51</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
Mark Entry By Course

Use this page to select the report card run and course-section for mark entry.

Menu Access: Mark Reporting Center > Mark Entry By Course

Mark Entry By Course Search

Select the course and report card run for which to enter information and click Enter Marks.

Sample Mark Entry By Course Search Page

Field Descriptions: (*Asterisk notes a required field)

Building * - Building of the course-section for which to enter report card information.

Report Card Run * - Report card run for which to enter report card information.

Course-Section * - Course-section for which to enter report card information.

Course Description - Description of the selected course displays after selecting a course-section.

Marking Period - If user selected a report card run that includes multiple marking periods and the course-section selected meets for more than one of the marking periods, the Marking Period field displays below the Course Description field. For example, if Report Card Run 2 includes W2 (wheel 2) and W3 (wheel 3) and user selects a course-section that meets in both W2 and W3, user must select the marking period for which to enter report card information in the Marking Period field.
Sample Mark Entry By Course Page

Use this page to enter marks for the selected course-section.

From this screen a user has the ability to:

- Add a student to the class by entering a student ID or searching for a student name in the blank row at the end of the list of students. The student's report card status will be "N - Non-Scheduled" to indicate that the student has report card records but is not scheduled into the course.
- Delete report card information for a student who has a report card status of "N - Non-Scheduled" by entering a check in the Delete box and clicking Save.
- Synchronize mark reporting information to correct mark reporting records so records match any changes in scheduling or mark reporting setups by clicking Synchronize. See the Synchronize Schedules area of this guide for detail information on synchronizing.

Field Descriptions: (*Asterisk notes a required field)

Mark Entry by Course Section displays the general information for the selected report card run and course-section.

- **Course** - Course code, section, and description for the course for report card entry.
- **Primary Staff** - Name of the primary teacher for the course-section.
- **Marking Periods** - List of marking periods in which the course-section meets.
- **Periods** - List of scheduling periods in which the course-section meets.
- **Cycles** - List of cycle days in which the course-section meets.
- **Building** - Building where the course-section was taught.
- **Report Card Run** - Report card run for which user is entering report card information.
- **Marking Period** - Marking period duration for which user is entering report card information.
- **Competency Group** – Not implemented in Arkansas at this time.
Students Section

**Student ID** - Student ID for each student enrolled in the course. User can add a student to the class by entering a student ID in the blank row at the end of the list of students. When adding a student to the list, the student receives mark reporting information without being scheduled into the course. The student’s report card status for the course will be N - Non-Scheduled.

**Student Name** - Name of the student enrolled in the class. User can add a student to the class by searching on the Student Name column in the blank row at the end of the list of students. When adding a student to the list, the student receives mark reporting information without being scheduled into the course. The student’s report card status for the course will be N - Non-Scheduled.

**Marks** - Columns display for the mark types for which the student can earn grades in the selected marking period. Mark types that are issued once per course are always displayed.

  **Ovr** - Checked to prevent teachers from loading a mark from Gradebook in Teacher Access Center and prevent the Average Calculation from posting a different mark to the mark slot. After a check is entered in the Ovr box, Ovr displays as a link which user can click to display the Mark Override Reason pop-up. On the Mark Override Reason pop-up, user can select a reason for the override and/or enter a comment up to 255 characters explaining the override. If a comment has been entered for an override, a red exclamation point (!) displays after the Ovr box.

**Comments** - Columns display for the comment types for which the student can receive.

**Absences** - Absence total for absence type. Columns display for the absence types for which absences are stored for report cards. Absence information can be transferred from the Attendance package using the Class Attendance to RC option, or entered manually on this page or in Teacher Access Center. If the absence values are display only, then the Mark Reporting Configuration for the building is set up to not allow users to maintain attendance.

How to Enter Report Card Information

1. Select **Mark Reporting Center > Mark Entry By Course**.
2. On the Mark Entry By Course Search page, select the building, report card run, and course-section for mark entry. If the course selected meets multiple marking periods within the report card run, a Marking Period field displays. Select the desired marking period.
3. Click **Enter Marks**.
4. The Mark Entry By Course page displays the list of student for the course. Enter the report card information for students.
5. If necessary, add students who are not scheduled to attend the course, but who should receive report card information. Click in the Student ID column and enter the student’s ID or click the down-arrow next to Student Name to search for the student.
6. Click **Save** to save information.
7. Click **Search** to display the Mark Entry By Course Search page so user can select another course-section.
Mark Entry By Student

Use this page to view or change mark reporting information for the selected course-section. To view or update transcript course information for all students who took the course-section, user should select the course-section from the Transcript Course Summary page. User can change the attempted and earned credits for the course on this page. Mark Reporting allows credit changes at either the course level or the marking period level. The district’s building administrator selected how credit overrides were to be entered based on the reporting needs of the district. If credit fields display in the Student Marks/Comments/Absences section of the page, then user must make credit changes at the marking period level and the course credit will be equal to the sum of the marking period credits.

Menu Access: Student Center > Mark Reporting > Report Card Summary

From this screen a user has the ability to:

- Delete a course-section from report cards and transcripts by clicking Delete. This option displays only on the By Report Cards tab.
- From the By Report Card tab, display the Student Report Card Summary page by clicking Summary.
- Make sure the appropriate fields for entering report card data are available by clicking Synchronize. This option should be run if course information has changed or user wants to include a drop or add that has occurred after the report card records were built. This option displays only on the By Report Cards tab.
- To run calculations for the student select one of the On Save, also update: checkbox option, and then click Save. Refer to the field descriptions for detailed information. The options to run calculations display only on the By Report Cards tab.
- View the student’s interim progress report marks, comments, and absences by clicking IPR History. This option displays only on the By Report Cards tab.

Example screen of IPR History window:
Sample Mark Entry By Student Page - Accessed from Report Card Summary

**Mark Entry by Student**

School: Doylestown  
Grade: 10th  
Select: Save, Delete, Summary, Synchronize, IPR History

**Counselor:** 35 - Martin H

On Save, also update: GPA, GPA, Credit Totals, Mark Averages, Honor Rolls

---

**Course B348 - 4 Algebra 1**

**School Year:** 2015

<table>
<thead>
<tr>
<th>Building</th>
<th>Dept</th>
<th>Level</th>
<th>Teacher</th>
<th>Status</th>
<th>M1</th>
<th>M2</th>
<th>M3</th>
<th>M4</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 - Sunnyside 2</td>
<td>1</td>
<td>3</td>
<td>Dayton D</td>
<td>Active</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

**Credit**

<table>
<thead>
<tr>
<th>Attempted</th>
<th>Earned</th>
<th>Ovr</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**GPA**

<table>
<thead>
<tr>
<th>Course Marks</th>
<th>Course Absences</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN: 76</td>
<td>YARS: 2</td>
</tr>
</tbody>
</table>

**Student Marks/Comments/Absences**

<table>
<thead>
<tr>
<th>MP</th>
<th>Marks</th>
<th>Comments</th>
<th>Absences</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MP</td>
<td>EXAM</td>
<td>SEM</td>
</tr>
<tr>
<td>M1</td>
<td>79</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M2</td>
<td>76</td>
<td>72</td>
<td>76</td>
</tr>
<tr>
<td>M3</td>
<td>74</td>
<td>69</td>
<td>74</td>
</tr>
<tr>
<td>M4</td>
<td>76</td>
<td>113</td>
<td></td>
</tr>
</tbody>
</table>

---

**Field Descriptions:** (*Asterisk notes a required field*)

This page is divided into multiple sections and tabs.

**Mark Entry by Student Section**

**On Save, also update:** - Series of checkboxes display to select the calculations to run for this student when clicking **Save**.

- **GPA** - Checked to calculate the GPA for the student when clicking Save. When saving changes for a course, the Needs Recalculation box is checked for the GPA records for all rank periods for the school year for the GPA Types that include this course. If user selects this option for a current-year course, the GPA Calculation will run for the current school year. If user selects this option for a prior-year course, the GPA Calculation will run for the school year of the course.

- **Credit Totals** - Checked to calculate earned credits for the course-section for the student when clicking **Save**.

- **Mark Averages** - Checked to calculate mark averages for the course-section for the student when clicking **Save**. If averages are calculated in the gradebook, this would not recalculate from this screen.

- **Honor Rolls** - Checked to calculate the honor roll for the student for the current report card run as specified in the Mark Reporting Configuration when clicking Save. Do not select this option when saving prior year courses.
By Report Card Tab (Tab title only displays, if Competencies exist in the building.)

**Course Header (unlabeled)** - If viewing an existing report card record, the course code, section number, and description display as a header for the course information.

**School Year** - Displays the school year in which the course was taken.

**Building** - Building where the course was taken.

**Course** - If adding a course for mark reporting, enter the course code to add. To search for a course-section, click the button next to the Section field. This field displays only when adding a new course.

**Section** - If adding a course for mark reporting, enter the section for the course. After selecting the course-section, the description, teacher, credit, marks, absences, and comments fields for the course-section display. This field displays only when adding a new course.

**Dept** - Department of the course.

**Level** - Level table associated with the course. The course level indicates the level table to use for calculating averages and assigning course credit. User cannot save updates to the level when selecting the course-section from the Report Card Summary. If user needs to update the Master Schedule record for the course-section, select the course-section from the Transcript Courses Summary page. If the course was entered in a non-transfer building, changing the level for the course will affect all students who have report card records for the course-section in this school year. If the course was entered in a transfer building, changing the level for courses affects only the selected student.

**Teacher** - Displays the name of the primary teacher of the course.

**Status** - Indicates the status of the course for Mark Reporting. Select:

- **A - Active** - to indicate that the course is active in the student’s schedule.

- **N - Non-Scheduled** - to indicate that the course is only active in report cards, not Scheduling. For example, if a student is taking a course at a local college, user may want to include the course in the student’s grades, but not in the schedule.

- **T - Dropped/Teacher Graded** - to indicate that the course is dropped in Scheduling, and the last grade will be issued by the teacher.

- **O - Dropped/Office Graded** - to indicate that the course is dropped in Scheduling, and the last grade will be issued by the office.

- **R - Trailed** - to indicate that the course is dropped in Scheduling, and the mark reporting information was trailed to another course. When adding a new course, this field does not display. The status will be set to N - Non-Scheduled.
Marking Periods - Displays boxes for the marking periods in which the student is attending the course.

- If the course was taken in the current year and was scheduled, boxes are display only.
- If the box is unchecked and display only, this indicates the student was resolved out of the course for the marking period or that the student had added or dropped the course and did not receive grades for the marking period.

For courses with a status of Non-scheduled, user can change the marking periods that the course meets. When un-checking a marking period box, the mark, comment, and absence fields for the marking period are made inaccessible. When clicking Save, any marks, comments, or absences for the marking period that were made inaccessible will be deleted. Caution should be taken to verify how this affects the Overall Attempted and Earned Credit fields.

Credit

Attempted *- The credit value available for the course. If credit fields display in the Student Marks / Comments/Absences section of the page, this field will be inaccessible and user must change the credit in the Attempted Credit field for the marking periods.

Ovr - Checked if the attempted credit value entered should override the credit value assigned by the Scheduling/ Mark Reporting Synchronization option. If credit fields display in the Student Marks/Comments/Absences section of the page, this field will be inaccessible and user must change the credit in the Attempted Ovr field for the marking periods.

Reason - Reason why an override has been entered. If credit fields display in the Student Marks/Comments/Absences section of the page, this field will be inaccessible and user must change the credit in the Attempted Reason field for the marking periods.

Earned *- The credit value that the student has earned by completing the course or a portion of it. If credit fields display in the Student Marks/Comments/Absences section of the page, this field will be inaccessible and user must change the credit in the Earned Credit field for the marking periods.

Ovr - Checked if the earned credit value entered should override the credit value assigned by the Assign Course Credits option. If credit fields display in the Student Marks/Comments/Absences section of the page, this field will be inaccessible and user must change the credit in the Earned Ovr field for the marking periods.

Reason - Reason why an override has been entered. If credit fields display in the Student Marks / Comments/Absences section of the page, this field will be inaccessible and user must change the credit in the Earned Reason field for the marking periods. If the Assign Course Credit Setup is defined to deny credit for a course if there are excessive absences, the Assign Course Credit option will set the override reason to the value selected to indicate that credit has been overridden for absences.

Course Marks - Columns display for the mark types for which the student can receive a mark once per year. Typically, these might be the final grade or a mark. Depending on the district requirements, final marks may be entered manually; calculated by the Average Calculation program; or loaded from Gradebook.

Ovr - If checked, the final mark entered should override any calculated final from the Average Calculation or Load from Gradebook.

Course Absences - Columns display for any absence types that have been defined to hold year-to-date totals.
Ovr - If checked, the absence total entered should override any calculated absences transferred by the Class Attendance to RC option.

Student Marks/Comments/Absences Section

Marks - Mark the student earned for course. Columns display for the mark types for which the student can earn grades.

Ovr - If checked, the override prevents teachers from loading the mark from Gradebook in Teacher Access Center and prevents the Average Calculation from posting a mark to the mark slot. After a check is entered in the Ovr box, Ovr displays as a link which user can click to display the Mark Override Reason pop-up. On the Mark Override Reason pop-up, user can select a reason for the override and/or enter a comment up to 255 characters explaining the override. If a comment has been entered for an override, a red exclamation point (!) displays after the Ovr box.

Comments - Comment student received for comment type. Columns display for the comment types for which the student can receive comments.

Absences - Absence total for absence type. Columns display for the absence types for which absences are stored for report cards. Absence information can be transferred from the Attendance package using the Class Attendance to RC option, or entered manually on this page or in Teacher Access Center. If the absence values are display only, then the Mark Reporting Configuration for the building is set up to not allow users to maintain attendance.
Report Card Missing Submission Report

This report identifies missing submissions for report cards. The report will list any teacher and course for which no report card data was submitted for the report card run. If the course also has course competencies for students, the group is also listed. An administrator can set up email addresses to which the report can be emailed. Additionally, an email can be sent to teachers who have not submitted information for report card marks.

Menu Access: Mark Reporting Center > Reports > Report Cards > Missing Submission

Sample Report Card Missing Submission Report Page

Field Descriptions: (*Asterisk notes a required field)

**Building** *- Building of the teachers to include in the report.

**Report Card Run** * - Report card run for which to run the report.

**Email Teachers** - Checked to send teachers an email indicating which information needs to be submitted. In order for a teacher to receive an email, the teacher must have an email address entered in the Email Address(es) field on the General Information tab of the Staff District Information page (Registration Center > Staff Information). In order for emails to be sent to teachers, the building administrator must have defined a sending address for the missing submission report in the Mark Reporting Configuration under Teacher Access tab.

**Log Statistics** - Checked to print the prompts as the first page of the report. Otherwise, when running the report, a log page will be created only if an error occurs.
Sample Administrator Email for Report Card Missing Submission

Please see the attached list for teachers who have not submitted report card marks for SunGard Building 2. The report contains information as of 07/31/2008 17:26.

Sample Report Cards Missing Submissions Report

<table>
<thead>
<tr>
<th>Period</th>
<th>Course-Section</th>
<th>Description</th>
<th>Marking Period</th>
<th>RC Marks</th>
<th>Competency Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>9615-103</td>
<td>In Html Web Pg</td>
<td>M4</td>
<td>Missing</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>9615-3</td>
<td>In Html Web Pg</td>
<td>M4</td>
<td>Missing</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>9631-102</td>
<td>Micro Word 1</td>
<td>M4</td>
<td>Missing</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>9631-2</td>
<td>Micro Word 1</td>
<td>M4</td>
<td>Missing</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>9636-102</td>
<td>Powerpoint</td>
<td>M4</td>
<td>Missing</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>9636-2</td>
<td>Powerpoint</td>
<td>M4</td>
<td>Missing</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Period</th>
<th>Course-Section</th>
<th>Description</th>
<th>Marking Period</th>
<th>RC Marks</th>
<th>Competency Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8346-1</td>
<td>Algebra 1</td>
<td>M4</td>
<td>Missing</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>8346-102</td>
<td>Algebra 1</td>
<td>M4</td>
<td>Missing</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>8346-2</td>
<td>Algebra 1</td>
<td>M4</td>
<td>Missing</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Period</th>
<th>Course-Section</th>
<th>Description</th>
<th>Marking Period</th>
<th>RC Marks</th>
<th>Competency Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 - 7</td>
<td>8144-105</td>
<td>English 9</td>
<td>M4</td>
<td>Missing</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>8144-5</td>
<td>English 9</td>
<td>M4</td>
<td>Missing</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>8149-102</td>
<td>English 9</td>
<td>M4</td>
<td>Missing</td>
<td></td>
</tr>
</tbody>
</table>
Load Unposted Averages

Use this page to load Gradebook averages to report cards and/or interim progress records for teachers who have not loaded marks in Teacher Access Center. If a teacher or office staff member has entered a mark previously and checked the Override box for the mark, the value in the student’s record will not be updated.

Notes:
- The Load Unposted Averages only pulls grades. Comments are not loaded.
- Mark Types, IPR tab, Teacher Access column, must be set to Maintain and View to calculate and pull grades.

Menu Access: Mark Reporting Center > Calculations > Load Unposted Averages.

Sample Load Unposted Averages Page

Field Descriptions: (*Asterisk notes a required field)

Building *- Select the building for which to load Gradebook information to report card or interim progress records.
Mode - Indicates whether Gradebook averages should be loaded for report card records and/or interim progress records. Select:

R - Report Card - to load Gradebook averages to the report card records for the selected report card run.

I - Interim Progress - to load Gradebook averages to the interim progress records for the selected IPR Date.

B - Both Report Card & Interim Progress - to load Gradebook averages to the report card records and interim progress records.

Load Report Card Marks - Checked if the system should load course report card marks from Gradebook based on the criteria entered. Uncheck the box if course report card marks should not be loaded. This box does not display if selecting the I - Interim Progress mode.

Load Course Competencies – Leave unchecked. Standards and Competencies not implemented in Arkansas at this time.

Load Student Competencies – Leave unchecked. Standards and Competencies not implemented in Arkansas at this time.

RC Run *- Report card run for which to load Gradebook averages to report card records. This field is only available if selecting R - Report Card or B - Both Report Card & Interim Progress mode.

Track *- The year-round track for which the desired IPR date was defined. If district does not use tracks, select N/A. This field is only accessible if selecting I - Interim Progress or B - Both Report Card & Interim Progress mode.

IPR Date *- IPR date for which to load Gradebook averages to interim progress. This field is only available if selecting I - Interim Progress or B - Both Report Card & Interim Progress mode. Load Unposted Averages loads marks for all students in a course-section. If the building has defined an IPR date to be used for eligibility reporting and only students in activities should receive marks, do not run this option for the date. For more information on IPR eligibility dates, refer to About IPR Dates in the online help.

All Teachers - Checked to load Gradebook averages for all courses, including courses for which the teacher has saved marks, comments, and/or absences for the selected report card run or IPR date. Unchecked to load averages for courses where teachers have not saved any information in selected report card run or IPR date.

To check which courses would have Gradebook averages loaded if user selected to leave the All Teachers box unchecked, user can run the Missing Submissions report. The report lists all teachers, and for each teacher, all courses where the teacher has not saved any data for the selected report card run or IPR date.

All Students - Checked to load Gradebook information for all students, including students who have a mark entered without a check in the associated Override box. For example, user would use this option to update marks for a course for which the teacher has loaded marks from Gradebook previously. Unchecked to load Gradebook averages for students for whom no mark has been entered.

Log Statistics - Checked to generate a log file.
Sample Load Unposted Averages Log Statistics Log

```
11/12/2007

Load Unposted Averages Log Statistics Log

Started: 11/12/2007 04:58:55 PM
Completed: 11/12/2007 04:59:00 PM
File Name: Load Unposted Averages_Log_20071112_165900.pdf
Run By User: SUPPORT
Working School Year: 2008

Statistics
Number of Students Processed: 132

Prompts
Building: 2
Log Statistics: N
Mode: I - Interim Progress
RC Run: N/A
Track: N/A
IPR Date: 10/12/2007
Include All Teachers: Y
Include All students: Y

Filter

<table>
<thead>
<tr>
<th>And/Or</th>
<th>Area</th>
<th>Field Name</th>
<th>Condition</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Staff Building</td>
<td>STAFF NAME</td>
<td>Contains</td>
<td>Hastings</td>
</tr>
</tbody>
</table>
```
Mark Types Setup to Close Teacher Access

Menu Access: Mark Reporting Center > Setup > Mark Types

Close teacher access to load grades from Gradebook by updating the Teacher Access field on the Report Card Tab to V – View Only.

Procedures to update Teacher Access column:

1. Update the Teacher Access column to V – View Only, if teachers are NOT to access Load from Gradebook.
2. Select Save.
3. At Dialog box select “Yes” to save the changes.
Comment Types Setup to Close Teacher Access

Menu Access: Mark Reporting Center > Setup > Comment Types

Close teacher access to load Comments from Gradebook by updating the Teacher Access field to V – View Only.

Procedures to update Teacher Access column:

1. Update the Teacher Access column to V – View Only, if teachers are NOT to access Load from Gradebook.
2. Select Save.
3. At Dialog box select “Yes” to save the changes.
Mark Verification Sheets

This report prints the report cards marks, comments and absence information that have been entered for students for the current report card run and the prior report card run. Mark types or absence types that are issued once a year are displayed for all report card runs. The report can be distributed to teachers for verification purposes. The report is primarily sorted by staff name from the Staff Building record and course. To change the primary sort, select sort fields from the Master Schedule or Staff Building. For each course, students are sorted by student ID by default.

Menu Access: Mark Reporting Center > Reports > Report Cards > Verification Sheets.

Sample Mark Verification Sheets Page

<table>
<thead>
<tr>
<th>Building:*</th>
<th>16</th>
<th>Building 16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Card Run:*</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Include course competencies without mark:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Log Statistics:</td>
<td></td>
<td>Include the report statistics in the report file</td>
</tr>
</tbody>
</table>

Filter

<table>
<thead>
<tr>
<th>And/Or</th>
<th>Area</th>
<th>Field Name</th>
<th>Condition</th>
<th>Value</th>
<th>Delete</th>
</tr>
</thead>
</table>

Sort

<table>
<thead>
<tr>
<th>Area</th>
<th>Field Name</th>
<th>Sort Order</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Building</td>
<td>Staff Name</td>
<td>Ascending</td>
<td></td>
</tr>
<tr>
<td>Master Schedule</td>
<td>Course</td>
<td>Ascending</td>
<td></td>
</tr>
<tr>
<td>Master Schedule</td>
<td>Course Section</td>
<td>Ascending</td>
<td></td>
</tr>
<tr>
<td>Demographic</td>
<td>Last Name</td>
<td>Ascending</td>
<td></td>
</tr>
<tr>
<td>Demographic</td>
<td>First Name</td>
<td>Ascending</td>
<td></td>
</tr>
</tbody>
</table>

Run Option

- Now
- Once
- Daily
- Weekly
- Monthly

Run
Field Descriptions: (*Asterisk notes a required field)

Building * - Building for which to print verification sheets.

Report Card Run * - Report card run for which to print verification sheets.

Include Course Competencies without Mark - Not implemented in Arkansas at this time.

Log Statistics - Checked to print the prompts as the first page of the report. Otherwise, when running the report, a log page will be created only if an error occurs.

Sample Mark Verification Sheets

<table>
<thead>
<tr>
<th>Building</th>
<th>RC Run</th>
<th>Course Section</th>
<th>Enroll.</th>
<th>Student Name</th>
<th>Grade</th>
<th>Marking Period</th>
<th>Final</th>
<th>Exam</th>
<th>Seminar</th>
<th>YABS</th>
<th>E</th>
<th>G38</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>4</td>
<td>814-2 English 10</td>
<td>100.00</td>
<td>Vidor, Verno</td>
<td>10</td>
<td>81</td>
<td>80</td>
<td>96</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>814-2 English 10</td>
<td>100.00</td>
<td>Kirkland, Kendal L</td>
<td>10</td>
<td>83</td>
<td>80</td>
<td>89</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>814-2 English 10</td>
<td>100.00</td>
<td>Strawbery, Shawn E</td>
<td>10</td>
<td>80</td>
<td>90</td>
<td>77</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>814-2 English 10</td>
<td>100.00</td>
<td>Kelseyville, Kristina</td>
<td>10</td>
<td>73</td>
<td>68</td>
<td>67</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>814-2 English 10</td>
<td>100.00</td>
<td>Salem, Sabrina P</td>
<td>10</td>
<td>74</td>
<td>78</td>
<td>78</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>814-2 English 10</td>
<td>100.00</td>
<td>Rayney, Rosario R</td>
<td>10</td>
<td>76</td>
<td>65</td>
<td>77</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>814-2 English 10</td>
<td>100.00</td>
<td>Kington, Kimberly</td>
<td>10</td>
<td>70</td>
<td>67</td>
<td>77</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>814-2 English 10</td>
<td>100.00</td>
<td>Day, Donald M</td>
<td>10</td>
<td>74</td>
<td>63</td>
<td>66</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>814-2 English 10</td>
<td>100.00</td>
<td>Torrey, Thomas E J</td>
<td>10</td>
<td>72</td>
<td>63</td>
<td>66</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>814-2 English 10</td>
<td>100.00</td>
<td>Reno, Robert L</td>
<td>10</td>
<td>71</td>
<td>63</td>
<td>66</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>814-2 English 10</td>
<td>100.00</td>
<td>Jerusalem, Joseph</td>
<td>10</td>
<td>70</td>
<td>63</td>
<td>66</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>814-2 English 10</td>
<td>100.00</td>
<td>Berwick, Bryan M</td>
<td>10</td>
<td>70</td>
<td>63</td>
<td>66</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>814-2 English 10</td>
<td>100.00</td>
<td>Jeannette, Jacqueline</td>
<td>10</td>
<td>70</td>
<td>63</td>
<td>66</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>814-2 English 10</td>
<td>100.00</td>
<td>Dunbar, Demarous D</td>
<td>10</td>
<td>70</td>
<td>63</td>
<td>66</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>814-2 English 10</td>
<td>100.00</td>
<td>Westcott, Wade W</td>
<td>10</td>
<td>69</td>
<td>63</td>
<td>66</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>814-2 English 10</td>
<td>100.00</td>
<td>Sellersville, Sampson</td>
<td>10</td>
<td>70</td>
<td>63</td>
<td>66</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>814-2 English 10</td>
<td>100.00</td>
<td>Riverhead, Rochelle K</td>
<td>10</td>
<td>70</td>
<td>63</td>
<td>66</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>814-2 English 10</td>
<td>100.00</td>
<td>Speers, Sarah S</td>
<td>10</td>
<td>67</td>
<td>63</td>
<td>66</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>814-2 English 10</td>
<td>100.00</td>
<td>Johnstown, Jonathan L</td>
<td>10</td>
<td>70</td>
<td>63</td>
<td>66</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>814-2 English 10</td>
<td>100.00</td>
<td>Dupont, Danielle M</td>
<td>10</td>
<td>70</td>
<td>63</td>
<td>66</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>814-2 English 10</td>
<td>100.00</td>
<td>Sussex, Shalora M</td>
<td>10</td>
<td>70</td>
<td>63</td>
<td>66</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>814-2 English 10</td>
<td>100.00</td>
<td>Centerville, Christopher</td>
<td>10</td>
<td>70</td>
<td>63</td>
<td>66</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>814-2 English 10</td>
<td>100.00</td>
<td>Vonkarts, Tolumette</td>
<td>10</td>
<td>70</td>
<td>63</td>
<td>66</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>814-2 English 10</td>
<td>100.00</td>
<td>Lexington, Lacey D</td>
<td>10</td>
<td>70</td>
<td>63</td>
<td>66</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Mark Reporting Reports to Analyze Grades

Below are the reports available to verify and analyze report card mark, comment, and absence information.

This document has previously provided information on the following topics:

- Report Card Missing Submission Report
- Mark Verification Sheets

This section provides information on the following topics:

- Student Mark Summary Report
- Mark Usage Report
- Comment Usage Report

Report Options
Reports options can be configured as to how the report displays information by filtering and sorting information, and setting up whether to run the report on demand or on a specified schedule.

1. Select appropriate Mark Reporting Report.
2. Indicate how the report is to be run completing the appropriate sections of the page as shown below.

Filter
Filters allow users to select the records to include in a report or in a process. The system compares the criteria against the corresponding fields in the records being searched and selects only those records containing data that matches. The filter will be saved as the default filter for the next time the report is run.

To filter the records processed:

1. In the criteria lines, define the criteria to select records.

<table>
<thead>
<tr>
<th>And/Or</th>
<th>Area</th>
<th>Field Name</th>
<th>Condition</th>
<th>Value</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Demographic</td>
<td>Current Status</td>
<td>= (equals)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Demographic</td>
<td>Grade</td>
<td>= (equals)</td>
<td>:</td>
<td></td>
</tr>
<tr>
<td>And</td>
<td>Demographic</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Area**: Select the table to search.
- **Field Name**: Select the field to search.
- **Condition**: Select the condition to use for search. The conditions available depend on the selected field's data type.
- **Value**: Enter the value on which to search. If using the Is In condition, enter a comma-delimited list of values.

2. If defining more than one line of criteria, select either And or Or for any additional line in the Filter.
   - **And** - to limit records retrieved to those matching all criteria specified.
   - **Or** - to return records that match the criteria line or the criteria line above it.
Sorting
Sorting allows users to specify how records should be ordered in a report. Enter lines of sort criteria and the system compares the sort criteria against the corresponding fields in the records being searched and prints records in either ascending or descending order based on the sort fields.

To sort the records processed:

1. Select the appropriate sort criteria from the drop-down lists:

<table>
<thead>
<tr>
<th>Area</th>
<th>Field Name</th>
<th>Sort</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Building</td>
<td>Staff Name</td>
<td>Ascending</td>
<td></td>
</tr>
<tr>
<td>Demographic</td>
<td>Last Name</td>
<td>Ascending</td>
<td></td>
</tr>
<tr>
<td>Demographic</td>
<td>First Name</td>
<td>Ascending</td>
<td></td>
</tr>
</tbody>
</table>

- **Area**: The table to use to sort.
- **Field Name**: The field to use to sort based on values.
- **Sort Order**: Defines how to sort values. Users can sort in ascending or descending order.

1. If needed, add another line to the sort. Repeat Step 1 to add a line of criterion.

Scheduling Reports
Use the Run option to schedule when a report should run. Some reports can be scheduled for a single time; others can be run daily, weekly, or monthly.

To schedule a report:

1. Select the appropriate option in the Schedule section of the page.

   **Run Option**
   - **Now** – Runs the report immediately, rather than scheduling it.
   - **Once** – Sets up the report to run at one specific time and date.
     - **Time**: Enter the time that the report should run. Click a.m. or p.m.
     - **Date**: Enter the date that the report should run.
   - **Daily** – Runs the report either once a day or once every few days.
     - **Time**: Enter the time that the report should run.
     - **Interval**: Enter 1 to run every day. Enter a higher number to run every nth day; for example, 2 to run every other day.
   - **Weekly** – Runs the report either once a week or once every few weeks.
     - **Time**: Enter the time that the report should run.
     - **Interval**: Enter 1 to run every week. Enter a higher number to run every nth week; for example, 2 to run every other week.
     - **Days of the Week**: Check the day of the week that the report should run on. Users can check multiple days, if desired, for example, Monday and Friday.
   - **Monthly** – Runs the report on a specific day each month.
     - **Time**: Enter the time that the report should run.
     - **Day of the Month**: Enter the day number on which the report should run.

2. After clicking Run, the My Home page displays listing the scheduled task for the report.
Student Mark Summary Report

This report prints mark, attendance, and comment information for the selected report card run for students who have received one of the selected marks.

The report can be set to print the following:

- Values for up to 20 types of marks, comments, or absences.
- Only the course(s) in which the student is receiving one of the selected marks or to print all courses for a student who is receiving one of the selected marks. For example, the report can print the marks for all courses for the current report card run where a student has at least one failing mark for any course.

Menu Access: Mark Reporting Center > Reports > Report Cards > Student Mark Summary Report

Sample Student Mark Summary Report Page
Field Descriptions: (*Asterisk notes a required field)

Student Mark Summary Report Section

Building *- Building for which to print the report.

Report Card Run *- Report card run for which to print the student mark summary report.

Page Break After Each Student - Checked to print a separate page for each student.

Log Statistics - Checked to print the prompts as the first page of the report. Otherwise, when running the report, a log page will be created only if an error occurs.

Report Card Information Section

Include Report Card Section - Checked to print report card information on the student mark summary report. This checkbox displays only if the Course Competency Information section displays.

Print Marks *- Select the mark(s) to use to select students. Select:

- All - to print the summary for all students.
- Selected - to print the summary for students who are receiving specific marks. In the list of marks, Ctrl+click on the desired marks or Shift+click to select a range of marks. To print the summary for students who have only blank marks, click Selected but leave the list of marks blank.

Check for Blank Marks - Checked to print course information for students who have blank marks for the selected report card run.

Mark Types *- Select the mark types to print on the report. Select:

- All - to print all mark types.
- Selected - to print only selected mark types. In the list of mark types, Ctrl+click on the desired mark types or Shift+click to select a range of mark types.

Absence Types - Select the absence types to print. Select:

- All - to print all absence types.
- Selected - to print only selected absence types. In the list of absence types, Ctrl+click on the desired absence types or Shift+click to select a range of absence types.
- None - to not include absence types on the report.

Comment Types - Select the comment types to print. Select:

- All - to print all comment types.
- Selected - to print only selected comment types. In the list of comment types, Ctrl+click on the desired comment types or Shift+click to select a range of comment types.
- None - to not include comment types on the report.

Include MBS Students - Checked to print information for MBS (Multiple Building Schedules) students. MBS students are students who are taking a course in user’s building, but who are enrolled in another building.

Print All Courses - Checked to print course information for all courses for students who have received one of the selected marks for any course. If this box is unchecked, course information prints for only the course(s) in which the student received one of the selected marks.
### Sample Student Mark Summary Report with Report Card Marks

This sample shows the report generated to include only the report card section for marks 0 - 55 and F. The report includes only the courses where the student received one of the selected marks.

<table>
<thead>
<tr>
<th>Date</th>
<th>Student Mark Summary</th>
<th>SunGard Building 2</th>
<th>Report Card Run: 4</th>
<th>Page: 1 of 11</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/16/2010</td>
<td>Student Mark Summary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Course-Section Description</td>
<td>Teacher</td>
<td>SEM</td>
<td>CM1</td>
</tr>
<tr>
<td></td>
<td>9254-08</td>
<td>English 9</td>
<td>53</td>
<td>75</td>
</tr>
<tr>
<td></td>
<td>Student: 2009949 - Ashley, Almeta Z</td>
<td>Grade: 09</td>
<td>Homeroom: 0108</td>
<td>Counselor: Graz G</td>
</tr>
<tr>
<td></td>
<td>Course-Section Description</td>
<td>Teacher</td>
<td>SEM</td>
<td>CM1</td>
</tr>
<tr>
<td></td>
<td>9144-06</td>
<td>English 8</td>
<td>Hastings H</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Course-Section Description</td>
<td>Teacher</td>
<td>SEM</td>
<td>CM1</td>
</tr>
<tr>
<td></td>
<td>9144-10</td>
<td>English 8</td>
<td>Hastings H</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Course-Section Description</td>
<td>Teacher</td>
<td>SEM</td>
<td>CM1</td>
</tr>
<tr>
<td></td>
<td>9144-10</td>
<td>English 8</td>
<td>Hastings H</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Course-Section Description</td>
<td>Teacher</td>
<td>SEM</td>
<td>CM1</td>
</tr>
<tr>
<td></td>
<td>9144-10</td>
<td>English 8</td>
<td>Hastings H</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student: 2007930 - Amsterdam, Ashley E</td>
<td>Grade: 10</td>
<td>Homeroom: 0141</td>
<td>Counselor: Graz G</td>
</tr>
<tr>
<td></td>
<td>Course-Section Description</td>
<td>Teacher</td>
<td>SEM</td>
<td>CM1</td>
</tr>
<tr>
<td></td>
<td>9444-08</td>
<td>Biology</td>
<td>Leopold L</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Course-Section Description</td>
<td>Teacher</td>
<td>SEM</td>
<td>CM1</td>
</tr>
<tr>
<td></td>
<td>9144-06</td>
<td>English 9</td>
<td>Parryville P</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Course-Section Description</td>
<td>Teacher</td>
<td>SEM</td>
<td>CM1</td>
</tr>
<tr>
<td></td>
<td>9144-10</td>
<td>English 8</td>
<td>Hastings H</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Course-Section Description</td>
<td>Teacher</td>
<td>SEM</td>
<td>CM1</td>
</tr>
<tr>
<td></td>
<td>9144-10</td>
<td>English 8</td>
<td>Hastings H</td>
<td></td>
</tr>
</tbody>
</table>

5/5/2015
Mark Usage Report

This report allows user to analyze how marks are being used within their building. The report is sorted by staff name by default to analyze usage by teacher. The last page of the report includes mark usage information for the building. For a selected mark type, select the marks to include. Choose up to 10 marks or create up to 10 groups of marks. Mark groups allow schools that use a numeric grading scale to group marks so user can include more grades in the report. For example, to see how many students received marks 100 - 90, 89 - 80, 79 - 70, 69 - 60, 59 - 50, 50 - 0, user could create 6 groups. For each mark or mark group, the report prints either the number of times the mark was issued or the percentage that the mark usage represents. In addition, the report includes the numeric average that students earned for a course. The average is calculated as the sum of the point values for marks divided by the number of marks issued. The report uses the point value for the marks from the level table specified in the Master Schedule Course Level field.

Menu Access: Mark Reporting Center > Reports > Report Cards > Mark Usage Report

Sample Mark Usage Report Page

| Building: | SunCard Building 2 |
| Report Card Run: | 4 |
| Percent or Number: | Percent |
| Mark Type: | A, B, C, D, E, F |
| Marks to Include: | Choose Individual Marks |
| Marks to Exclude from Average: | |
| Use +/- marks: | Combine +/- Marks into a single column |
| Log Statistics: | Include the report statistics in the report file |

Filter

<table>
<thead>
<tr>
<th>Area</th>
<th>Field Name</th>
<th>Condition</th>
<th>Value</th>
<th>Delete</th>
</tr>
</thead>
</table>

Sort

<table>
<thead>
<tr>
<th>Area</th>
<th>Field Name</th>
<th>Sort Order</th>
<th>Delete</th>
</tr>
</thead>
</table>

Run Option

- Now
- Daily
- Weekly
- Monthly

Run
Field Descriptions: (*Asterisk notes a required field)

Building* - Building for which to report on mark usage.

Report Card Run* - Report card run for which to report on mark usage.

Percent or Number * - Select whether to view usage as a percent or a number. Select:

Percent - to print the percentage for each mark or mark group relative to all marks.

Number - to print the number of occurrences for each mark or mark group.

Mark Type * - Select the mark type to report.

Marks to Include * - Select whether to include individual marks or mark groups and then select the marks to include. Select:

Choose Individual Marks - to report individual marks. Then select up to 10 marks to report individually. The totals for all other marks will be included in the Other column. If user’s building issues + and – marks for alpha marks, but user does not want to list usage for each separately, check the Use +/- marks box to include the + and - mark in the total for the alpha mark.

Create Mark Groups - to report on groups of marks. Then define up to 10 groups of marks. For each group, enter a label in the Group field. Then, select the marks to include in the group.

Marks to Exclude from Average - Select the marks to exclude when calculating the numeric averages for courses. For example, if user does not want withdrawal failures (WF) or withdrawal passing (WP) marks to affect the average mark value for a course, select WF and WP.

Use +/- Marks - Checked to combine + and - marks into a single column. For example, if user’s building issues A+, A, and A-, but user wants to report mark usage in one column for all As, then check this box. This field is only accessible if selecting Choose Individual Marks for the Marks to Include field.

Log Statistics - Checked to print the prompts as the first page of the report. Otherwise, when running the report, a log page will be created only if an error occurs.
Sample Mark Usage Report Using Mark Groups for Numeric Marks

The following sample illustrates how the mark usage prints when user selects to include mark groups for numeric marks and show mark usage by number. The Average column was calculated by taking the point value from the level table for each mark. This building uses a 4.000 point value scale for marks so an average of 2.29 indicates that the average mark was between 80 and 79.

Sample Mark Usage Report Using Selected Marks

The following sample illustrates how the mark usage prints when selecting to include alpha marks, to use +/- marks, and to show mark usage by percent.
Comment Usage Report

This report allows user to review how often specific comments have been used for a course. User can select the comment types to include and up to 15 comments for which to print the number of times a comment was used or the percentage that the comment usage represents. The report only includes course-sections for which at least one comment was entered for the selected comment type. By default, the report sorts comment usage by course code so user can see totals for how comments are used for a course. If changing the sort, then comment usage totals are displayed for the first field in the sort. The report includes a total of the comment usage for the building and a comment key for the selected comments.

Menu Access: Mark Reporting Center > Reports > Report Cards > Comment Usage Report

Sample Comment Usage Report Page

Field Descriptions: (*Asterisk notes a required field)

Building * - Building for which to report on comment usage.

Report Card Run * - Report card run for which to report on comment usage.
Percent or Number * - Select whether to view usage as a percent or a number. Select:

- **Percent** - to print the percentage for each comment relative to all comments.
- **Number** - to print the number of occurrences for each comment.

Print Comments * - Select comment types to include in the report. The total for a selected comment code reflects the number of times the comment was issued for the selected comment types.

Comments to Use* - Select up to 15 comment codes to report individually. The totals for all other comments will be included in the Other column.

Log Statistics - Checked to print the prompts as the first page of the report. Otherwise, when running the report, a log page will be created only if an error occurs.

**Example Comment Usage report pulling number of comment occurrences:**

<table>
<thead>
<tr>
<th>Staff: Mrs. Kombe - T1625NK</th>
<th>Comment Usage</th>
<th>Building 16</th>
<th>Report Card Run: 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crs - Sec: Description</td>
<td>1 02 03 Other*</td>
<td>Total Comments</td>
<td></td>
</tr>
<tr>
<td>411-2 Algebra 2</td>
<td>2 2 1 0 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal for Mrs. Kombe</td>
<td>2 2 1 0 5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Example Comment Usage report pulling percentage of comment occurrences:**

<table>
<thead>
<tr>
<th>Staff: Mrs. Kombe - T1625NK</th>
<th>Comment Usage</th>
<th>Building 16</th>
<th>Report Card Run: 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crs - Sec: Description</td>
<td>1 02 03 Other*</td>
<td>Total Comments</td>
<td></td>
</tr>
<tr>
<td>0154-2 English 10</td>
<td>9 9 9 3 0 6 0 2 5 52</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0154-5 English 10</td>
<td>9 9 9 3 0 6 0 2 5 52</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0154-103 English 10</td>
<td>9 9 9 3 7 7 7 7 3 28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Selected for 0154</td>
<td>0.0% 3.0% 0.1% 3.0% 8.1% 5.1% 5.1% 4.0% 7.1% 6.1% 3.0% 65.5% 66</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The below sample illustrates the totals and comment legend that print at the end of the report.

```
<table>
<thead>
<tr>
<th>3/19/2014 Comment Usage</th>
<th>Building 16</th>
<th>Report Card Run: 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total For Building 16:</td>
<td>2 2 1 0 5</td>
<td></td>
</tr>
</tbody>
</table>

*Other* includes all comments other than those which appear on the report.
1 - Satisfactory
02 - Need Improvement
03 - Unsatisfactory
```
Calculations

This section defines calculation options for report cards in the Mark Reporting Center. The options in the Calculation menu are used to build report card records, transfer class attendance information to report card records, calculate marks, assign course credit, calculate honor roll, calculate GPA, calculate class rank, calculate activity eligibility based on report card information, build course equivalency records, and generate the data warehouse used to print report cards. Refer to Report Card Cycle Procedures for a procedural overview that indicates the general order in which calculations should be run. Topics are presented in the order that the calculations are typically run.

Calculation topics previously covered in this guide:

- Scheduling/Mark Reporting Synchronization
- Calculate Class Attendance to RC
- Load Unposted Averages

This section provides information on the following topics:

- Average Calculation
- Honor Roll Calculation
- Assign Course Credit
- GPA Calculation
- Rank Calculation
- Generate MR Data Warehouse
Average Calculation

Use this page to calculate the average for a mark type. This option calculates marks based on the average setup for a course. For example, the average calculation may calculate the Semester mark for marking period 2 based on the average of the marking period marks for marking periods 1 and 2 and the exam mark for marking period 2.

**Note:** The Average Calculation does not calculate Average Setups that are defined to be used in Gradebook. These averages are calculated when teachers select to **Load from Gradebook** in Teacher Access Center or when an administrator uses the **Load Unposted Averages** option to load Teacher Access Center Gradebook averages to report cards. If grades are averaged/loaded from TAC, do NOT run.

**Menu Access:** Mark Reporting Center > Calculations > Average Calculation

Sample Average Calculation Page

Field Descriptions: (*Asterisk notes a required field)

**Building** *- Select the building of the students for whom to calculate the average mark for a mark type.

**RC Run** *- Select the report card run for which to calculate the average mark. Averages will be calculated for the selected report card run and the prior report card runs for the year. If running the calculation for a prior school year, user cannot select a report card run. Averages are calculated for the full year.

**Note:** The current report card run specified in the Mark Reporting Configuration for the building is used to determine whether a course is completed. If the last marking period of the course in the Master Schedule is included in the current report card run or an earlier report card run, then the course is considered complete.

**Mark Types** *- Select the mark types for which to calculate the average. Select:

- **All** - to run for all mark types.
- **Selected** - to run for specified mark types. Enter the list of mark types to calculate.
Run Calculation For *- Select to run the average calculation for the current year only or for prior years and the current year. Select:

   Only for Active School Year - to calculate averages for the current year courses.

   Everything Through the Active School Year - to calculate averages for courses that met in prior years and courses that meet in the current year.

Amount to Log in Statistics File *- Indicates the level of detail to include in the log file. Select:

   Log Errors Only - to include errors that occur during processing in the log file.

   Log All Activity - to include messages for all processing in the log file.

Assign State Course Final Average to Local - Checked to copy the calculated average for the state course to the local course that is the last part of the state course. To copy the state course’s final average to the local course, the state course and the local course must have the same yearly mark type.

Sample Average Calculation Log Statistics Log

| Started: | 07/18/2008 04:26:34 PM |
| Completed: | 07/18/2008 04:59:29 PM |
| File Name: | Average_Calculation_Log_20080718_165929.pdf |
| Run By User: | SUPPORT |
| Working School Year: | 2008 |
| Total Number of Student/Course Combinations: | 17831 |

| Prompts |
| Building: | 2 |
| School Year: | 2008 |
| RC Run: | 4 |
| Run Calc For: | P - Only for Active School Year |
| Log File Type: | A - Log All Activity |

Errors:

Course skipped. State courses are not processed for this Average.
Student ID: 20081016
Course: 00100110-1 English I
Average ID: Main
Mark Type: FIN
Calculate at MP: M2

Course skipped. State courses are not processed for this Average.
Student ID: 20081016
Course: 00100110-1 English I
Average ID: Main
Mark Type: FIN
Calculate at MP: M4
Sample Average Calculation Log with Activity Displayed

<table>
<thead>
<tr>
<th>7/21/2008</th>
<th>Page 4 of 4</th>
</tr>
</thead>
</table>

### Average Calculation Log

<table>
<thead>
<tr>
<th>Student</th>
<th>2008/018</th>
<th>Grade: 09</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course:</strong> 8144-105 English 9</td>
<td><strong>Averag</strong></td>
<td><strong>Main</strong></td>
</tr>
<tr>
<td>(EXAM(M2) * 1) + (MP(M1) * 2) + (MP(M2) * 2) $\times$ (91 * 1) + (97 * 2) + (85 * 2) = 435</td>
<td>435 / 5 = 87 which is ROUNDED to 87 and MAPPED TO 87 in the Level Table.</td>
<td></td>
</tr>
</tbody>
</table>

| **Course:** 8144-105 English 9 | **Averag** | **Main** | **Mark** | **SEM** | **MP:** M4 |
| (EXAM(M4) * 1) + (MP(M3) * 2) + (MP(M4) * 2) $\times$ (85 * 1) + (92 * 2) + (86 * 2) = 421 | 421 / 5 = 84.2 which is ROUNDED to 84 and MAPPED TO 84 in the Level Table. |

| **Course:** 8144-105 English 9 | **Averag** | **Main** | **Mark** | **FIN** | **MP:** N/A |
| (SEM(M2) * 1) + (SEM(M4) * 1) = (87 * 1) + (84 * 1) = 171 | 171 / 2 = 85.5 which is ROUNDED to 86 and MAPPED TO 86 in the Level Table. |

| **Course:** 8244-1 Glob St 1 | **Averag** | **Main** | **Mark** | **SEM** | **MP:** M2 |
| (EXAM(M2) * 1) + (MP(M1) * 2) + (MP(M2) * 2) $\times$ (87 * 1) + (91 * 2) + (94 * 2) = 457 | 457 / 5 = 91.4 which is ROUNDED to 91 and MAPPED TO 91 in the Level Table. |

| **Course:** 8244-1 Glob St 1 | **Averag** | **Main** | **Mark** | **SEM** | **MP:** M4 |
| (EXAM(M4) * 1) + (MP(M3) * 2) + (MP(M4) * 2) $\times$ (91 * 1) + (96 * 2) + (95 * 2) = 473 | 473 / 5 = 94.6 which is ROUNDED to 95 and MAPPED TO 95 in the Level Table. |

| **Course:** 8244-1 Glob St 1 | **Averag** | **Main** | **Mark** | **FIN** | **MP:** N/A |
| (SEM(M2) * 1) + (SEM(M4) * 1) = (91 * 1) + (95 * 1) = 186 | 186 / 2 = 93 which is ROUNDED to 93 and MAPPED TO 93 in the Level Table. |

| **Course:** 8345-4 Algebra 1 | **Averag** | **Main** | **Mark** | **SEM** | **MP:** M2 |
| (EXAM(M2) * 1) + (MP(M1) * 2) + (MP(M2) * 2) $\times$ (72 * 1) + (79 * 2) + (76 * 2) = 382 | 382 / 5 = 76.4 which is ROUNDED to 76 and MAPPED TO 76 in the Level Table. |
Honor Roll Calculation

Use this page to calculate honor roll based on the honor roll setups for the building. This calculation determines whether a student has qualified for honor roll. If a student is disqualified, the calculation stores the disqualification reason for the student. Once the honor roll has been calculated, run the Honor Roll Report to print the list of students who made the honor roll. For more information, refer to Honor Roll Report.

Running Honor Roll Calculation

Menu Access: Mark Reporting Center > Calculations > Honor Roll Calculation

Sample Calculate Honor Roll Page

Field Descriptions: (*Asterisk notes a required field)

**Building** *- Select the building of the students for whom to calculate honor roll.

**RC Run** *- Select the report card run for which to calculate honor roll.

**Honor Roll Group(s) to Calculate** *- Select the honor roll groups to calculate. All honor rolls for the selected group will be calculated in order based on the processing order for each honor roll.

**Include Inactive Students** - Checked to include inactive students in the honor roll calculation.

**Inactive Withdrawal Date** - If user selected to include inactive students, specify the withdrawal date to use to select students. Students withdrawn after this date will not be included in the honor roll calculation.
Amount to Log in Statistics File - Indicates the level of detail to include in the log file. Select:

- Log Errors Only - to include errors that occur during processing in the log file.
- Log All Activity - to include messages for all processing in the log file.

Sample Honor Roll Calculation Status Log Statistics Log

3/29/2014

Honor Roll Calculation Status Log Statistics Log

| Started:   | 03/29/2014 01:20:28 PM |
| Completed: | 03/29/2014 01:20:18 PM |
| File Name: | Honor_Roll_Calc_Log_20140328_132311.pdf |
| Run By User: | 2202STUDENT18 |
| Working School Year: | 2014 |

Statistics

- Students Processed: 8

Prompts

- Building: 16 - Building 16
- Report Card Run: 2
- Honor Roll Group(s): M, S
- Inactive Student Criteria: Do not include inactive students
- Log Activity: All Activity

Filter

Sample Honor Roll Calculation Status Log with Activity Detail for Honor Group M (Marking Period)

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student Name</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1059</td>
<td>Abbott, Lucy</td>
<td>11</td>
<td>Student received too many non-disqualifying marks - Student had 1 disqualifying mark(s), which exceeds the maximum of 2.</td>
</tr>
<tr>
<td>1060</td>
<td>Hill, Tyree, II</td>
<td>11</td>
<td>Student had more than the maximum allowable blank marks - Student had 1 blank mark(s), which exceeds the maximum of 0.</td>
</tr>
</tbody>
</table>

Sample Honor Roll Calculation Status Log with Activity Detail for Honor Group S (Semester)

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student Name</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1059</td>
<td>Abbott, Lucy</td>
<td>11</td>
<td>Student received too many non-disqualifying marks - Student had 1 disqualifying mark(s), which exceeds the maximum of 2.</td>
</tr>
<tr>
<td>1060</td>
<td>Hill, Tyree, III</td>
<td>11</td>
<td>Student had more than the maximum allowable blank marks - Student had 1 blank mark(s), which exceeds the maximum of 0.</td>
</tr>
</tbody>
</table>
Honor Roll Report

This report prints the honor roll lists. User can also calculate honor roll based on the honor roll setups for their building. The honor roll list sorts students in order by name by default. To print the list by grade, user can change the sort or use a filter.

Menu Access: Mark Reporting Center > Reports > Report Cards > Honor Roll Report

Sample Honor Roll Report Page

<table>
<thead>
<tr>
<th>Honor Roll Report</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Run</strong></td>
</tr>
<tr>
<td><strong>Buildings</strong></td>
</tr>
<tr>
<td><strong>Report Card Run</strong></td>
</tr>
<tr>
<td><strong>Honor Roll Group(s) to Include</strong></td>
</tr>
<tr>
<td><strong>Print Honor Roll Totals</strong></td>
</tr>
<tr>
<td><strong>Print &quot;No Honors&quot; Student List</strong></td>
</tr>
<tr>
<td><strong>Honor Roll Type for &quot;No Honors&quot; List</strong></td>
</tr>
<tr>
<td><strong>Run Honor Roll Calculation</strong></td>
</tr>
<tr>
<td><strong>Include Inactive Students</strong></td>
</tr>
<tr>
<td><strong>Inactive Withdrawal Date</strong></td>
</tr>
<tr>
<td><strong>Amount to Log in Statistics File</strong></td>
</tr>
<tr>
<td><strong>Log Statistics</strong></td>
</tr>
</tbody>
</table>

Filter

<table>
<thead>
<tr>
<th>And/Or</th>
<th>Area</th>
<th>Field Name</th>
<th>Condition</th>
<th>Value</th>
<th>Delete</th>
</tr>
</thead>
</table>

Sort

<table>
<thead>
<tr>
<th>Area</th>
<th>Field Name</th>
<th>Sort Order</th>
<th>Delete</th>
</tr>
</thead>
</table>

Run Option

- Now
- Once
- Daily
- Weekly
- Monthly

Run
Field Descriptions: (*Asterisk notes a required field)

**Building** - Building of the students for whom to print honor roll.

**Report Card Run** - Report card run for which to print the honor roll list.

**Honor Roll Group(s) to Include** - Select the honor roll groups to include in the report. All honor rolls for the selected groups will be printed. If selecting to run the honor roll calculation, the honor rolls in the group will be calculated in order based on the processing order for each honor roll.

**Print Honor Roll Totals** - Checked to print students' honor GPA, honor points, and honor credits for the honor roll type. If the Honor Roll is not setup to include GPA as a criterion for the honor roll, the Honor GPA and Honor Points columns will be blank.

**Print "No Honors" Student List** - Checked to print a list of students who did not make the honor roll type selected in the Honor Roll Type for "No Honors" List field.

**Honor Roll Type for "No Honors" List** - Select the honor roll type for which to print the list of students who did not make honor roll. User can access this field only if the Print "No Honors" Student List box has been checked.

**Run Honor Roll Calculation** - Checked to calculate the honor roll before printing the honor roll list. If user ran the honor roll calculation for the report card run previously, the report can be run without calculating the honor roll again.

**Include Inactive Students** - Checked to include inactive students in the honor roll calculation. User can access this field only if the Run Honor Roll Calculation box is checked.

**Inactive Withdrawal Date** - If user selected to include inactive students, specify the withdrawal date to use to select students. Students withdrawn after this date will be included in the honor roll calculation. User can access this field only if the Run Honor Roll Calculation box is checked.

**Amount to Log in Statistics File**: Indicates the level of detail to include in the log file. User can only access this field if the Run Honor Roll Calculation box is checked. Select:

- **Log Errors Only** - to include errors that occur during processing in the log file.
- **Log All Activity** - to include messages for all processing in the log file.

**Log Statistics** - Checked to print the prompts as the first page of the report. Otherwise, when running the report, a log page will only be created if an error occurs.
Sample Honor Roll Report
This sample report includes honor roll totals. For this example, the High Honors honor roll requires that students have a minimum 3.5 GPA and the Honors honor roll requires that a student has a GPA between 3.49 and 3.00.

<table>
<thead>
<tr>
<th>Name</th>
<th>Student ID</th>
<th>Grade</th>
<th>Gender</th>
<th>Hrn</th>
<th>Honor GPA</th>
<th>Honor Points</th>
<th>Honor Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avalon, Amanda J</td>
<td>20050252</td>
<td>12</td>
<td>F</td>
<td>I111</td>
<td>3.6667</td>
<td>5.0417</td>
<td>1.375</td>
</tr>
<tr>
<td>Avalon, Amanda R</td>
<td>20060450</td>
<td>11</td>
<td>F</td>
<td>C220</td>
<td>3.6667</td>
<td>7.3334</td>
<td>2</td>
</tr>
<tr>
<td>Avery, Alejandro F</td>
<td>21120733</td>
<td>12</td>
<td>M</td>
<td>I110</td>
<td>3.6667</td>
<td>3.2083</td>
<td>0.875</td>
</tr>
<tr>
<td>Avilez, Amanda Nicole</td>
<td>20061113</td>
<td>12</td>
<td>F</td>
<td>I115</td>
<td>3.6667</td>
<td>3.2083</td>
<td>0.875</td>
</tr>
<tr>
<td>Avoca, Ann-marie</td>
<td>20060613</td>
<td>11</td>
<td>F</td>
<td>C211</td>
<td>3.6667</td>
<td>6.4167</td>
<td>1.75</td>
</tr>
<tr>
<td>Avon, Adian iii</td>
<td>20060571</td>
<td>10</td>
<td>M</td>
<td>C127</td>
<td>3.7334</td>
<td>4.6667</td>
<td>1.25</td>
</tr>
<tr>
<td>Avondale, Aaron</td>
<td>20081005</td>
<td>09</td>
<td>M</td>
<td>C116</td>
<td>3.6667</td>
<td>7.3334</td>
<td>2</td>
</tr>
<tr>
<td>Avonmore, Aaron J</td>
<td>20080398</td>
<td>09</td>
<td>M</td>
<td>C108</td>
<td>3.6667</td>
<td>8.25</td>
<td>2.25</td>
</tr>
<tr>
<td>Haverford, Heather H</td>
<td>20061010</td>
<td>11</td>
<td>F</td>
<td>C230</td>
<td>3.6667</td>
<td>6.4167</td>
<td>1.75</td>
</tr>
<tr>
<td>Jenkins, John J</td>
<td>20020644</td>
<td>12</td>
<td>M</td>
<td>I102</td>
<td>3.5000</td>
<td>4</td>
<td>1.25</td>
</tr>
<tr>
<td>Kendall, Kandie A</td>
<td>20081010</td>
<td>09</td>
<td>F</td>
<td>C116</td>
<td>3.6667</td>
<td>4.5833</td>
<td>1.25</td>
</tr>
<tr>
<td>Monterey, Marquette</td>
<td>20081012</td>
<td>09</td>
<td>F</td>
<td>C116</td>
<td>3.6667</td>
<td>4.5833</td>
<td>1.25</td>
</tr>
<tr>
<td>Venus, Valerie J</td>
<td>20051011</td>
<td>09</td>
<td>F</td>
<td>C116</td>
<td>3.6667</td>
<td>3.6667</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Student ID</th>
<th>Grade</th>
<th>Gender</th>
<th>Hrn</th>
<th>Honor GPA</th>
<th>Honor Points</th>
<th>Honor Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ancram, Amanda Lynn</td>
<td>20071121</td>
<td>10</td>
<td>F</td>
<td>C203</td>
<td>3.3334</td>
<td>3</td>
<td>1.5</td>
</tr>
<tr>
<td>Augusta, Aarnisha S</td>
<td>20070037</td>
<td>10</td>
<td>F</td>
<td>C130</td>
<td>3.4445</td>
<td>5.1667</td>
<td>1.5</td>
</tr>
<tr>
<td>Camden, Chris A</td>
<td>20070368</td>
<td>10</td>
<td>M</td>
<td>C135</td>
<td>3.0000</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Day, Donald M</td>
<td>20060444</td>
<td>10</td>
<td>M</td>
<td>C127</td>
<td>3.0000</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Dover, Dominic J</td>
<td>20070375</td>
<td>10</td>
<td>M</td>
<td>C135</td>
<td>3.0000</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Duenesburg, Denia J</td>
<td>50000052</td>
<td>10</td>
<td>F</td>
<td>C207</td>
<td>3.2557</td>
<td>4.9167</td>
<td>1.625</td>
</tr>
<tr>
<td>Ticonderoga, Thomas D</td>
<td>20071031</td>
<td>10</td>
<td>M</td>
<td>C203</td>
<td>3.0000</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Zelenopols, Zachary T</td>
<td>20071025</td>
<td>10</td>
<td>M</td>
<td>C203</td>
<td>3.1111</td>
<td>4.6667</td>
<td>1.5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Student ID</th>
<th>Grade</th>
<th>Gender</th>
<th>Hrn</th>
<th>Honor GPA</th>
<th>Honor Points</th>
<th>Honor Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abernathy , Allysia</td>
<td>20080463</td>
<td>09</td>
<td>F</td>
<td>C108</td>
<td>2.6667</td>
<td>5.3334</td>
<td>2</td>
</tr>
<tr>
<td>Ace , Ayanna</td>
<td>20060112</td>
<td>10</td>
<td>F</td>
<td>C219</td>
<td>3.6667</td>
<td>3</td>
<td>1.5</td>
</tr>
<tr>
<td>Acketty, Alemtre A</td>
<td>20050449</td>
<td>09</td>
<td>F</td>
<td>C108</td>
<td>2.6667</td>
<td>9</td>
<td>2.25</td>
</tr>
<tr>
<td>Adams , Ashley M</td>
<td>2902372</td>
<td>09</td>
<td>F</td>
<td>C118</td>
<td>2.6667</td>
<td>1.3333</td>
<td>0.5</td>
</tr>
<tr>
<td>Adamsburg , Alberto C</td>
<td>20070144</td>
<td>10</td>
<td>M</td>
<td>C131</td>
<td>2.7334</td>
<td>3.4167</td>
<td>1.25</td>
</tr>
<tr>
<td>Addison , Alicia M</td>
<td>20070629</td>
<td>10</td>
<td>F</td>
<td>C141</td>
<td>1.3334</td>
<td>1.3333</td>
<td>1</td>
</tr>
<tr>
<td>Adkins , Amari D</td>
<td>20060603</td>
<td>11</td>
<td>M</td>
<td>C216</td>
<td>2.6667</td>
<td>5.3334</td>
<td>2</td>
</tr>
<tr>
<td>Alfon , April M</td>
<td>20070694</td>
<td>10</td>
<td>F</td>
<td>C139</td>
<td>2.3637</td>
<td>3.25</td>
<td>1.375</td>
</tr>
<tr>
<td>Akron , Aresa R</td>
<td>20050133</td>
<td>09</td>
<td>F</td>
<td>C105</td>
<td>2.6667</td>
<td>2.6667</td>
<td>1</td>
</tr>
<tr>
<td>Alamedas , Ashley H</td>
<td>20050672</td>
<td>12</td>
<td>F</td>
<td>I112</td>
<td>2.6667</td>
<td>3</td>
<td>1.125</td>
</tr>
<tr>
<td>Alamo , Ashley E</td>
<td>20050257</td>
<td>12</td>
<td>F</td>
<td>I115</td>
<td>2.6667</td>
<td>3.6667</td>
<td>1.375</td>
</tr>
<tr>
<td>Alba , Ashley R</td>
<td>20050405</td>
<td>11</td>
<td>F</td>
<td>C230</td>
<td>2.6667</td>
<td>4.6667</td>
<td>1.75</td>
</tr>
<tr>
<td>Albany , Amir S</td>
<td>20060169</td>
<td>11</td>
<td>M</td>
<td>C216</td>
<td>2.6667</td>
<td>4.6667</td>
<td>1.75</td>
</tr>
</tbody>
</table>
Assign Course Credit

Use this page to calculate the earned credit for courses. This option calculates the earned credit for a course based on the Assign Course Credit Setup for the building. To earn credit, the student must have received a mark that is defined as a passing mark in the Level Table for the course.

Once calculated the credit information may be viewed in Student Center > Mark Reporting > Report Card Summary and/or Transcript Course Summary.

Menu Access: Mark Reporting Center > Calculations > Assign Course Credit

Sample Assign Course Credit Page

Field Descriptions: (*Asterisk notes a required field)

**Building** * - Select the building of the students for whom to assign credits.

**School Year** * - The school year to assign course credits. The Run Calculation For field determines whether only courses for the year in this prompt are calculated or courses from a range of years are calculated.

**RC Run** * - Select the report card run for which to assign course credits. If running the calculation for a prior school year, user cannot select a report card run. Credit is assigned for the full year. If the Assign Course Credit Setup is defined so that credit is not issued for courses that are not ended, then credit is not assigned for a course unless the report card run is equal to or after the report card run that includes the last marking period of the course.
Run Calculation For - Select whether to run the assign credit calculation for the prompted year only or for the selected range of years. Select:

- **Only for Prompted Year** - to assign credit for courses taken in the selected school year.

- **From [starting school year] back through [ending school year]** - to assign credit for courses taken in the specified range of school years. The school year selected in the School Year field is used as the starting school year.

Amount to Log in Statistics File - Indicates the level of detail to include in the log file. Select:

- **Log Errors Only** - to include errors that occur during processing in the log file.

- **Log All Activity** - to include messages for all processing in the log file.

Sample Assign Course Credit Status Log Statistics Log

<table>
<thead>
<tr>
<th>7/21/2008</th>
<th>Assign Course Credit Status Log Statistics Log</th>
</tr>
</thead>
<tbody>
<tr>
<td>Started:</td>
<td>07/21/2008 11:34:44 AM</td>
</tr>
<tr>
<td>Completed:</td>
<td>07/21/2008 11:42:12 AM</td>
</tr>
<tr>
<td>File Name:</td>
<td>Assign_Credit_Log_20080721_114212.pdf</td>
</tr>
<tr>
<td>Run By User:</td>
<td>SUPPORT</td>
</tr>
<tr>
<td>Working School Year:</td>
<td>2008</td>
</tr>
</tbody>
</table>

**Statistics**

- Students Processed: 610

**Prompts**

- Building: 2
- School Year(s) to include: 2008
- Report Card Run: 4
- Log Activity: All Activity

Sample Assign Course Credit Status Log with Activity Displayed

<table>
<thead>
<tr>
<th>7/21/2008</th>
<th>Assign Course Credit Status Log</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student:</td>
<td>2008.10.18 - Doylestawn, Derek</td>
</tr>
<tr>
<td>Building:</td>
<td>2 - SunGard Building 2</td>
</tr>
<tr>
<td>School Year:</td>
<td>2008</td>
</tr>
<tr>
<td>Grade:</td>
<td>99</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course-section</th>
<th>Session</th>
<th>Outcome</th>
<th>MP</th>
<th>Attempted Credit</th>
<th>Earned Credit</th>
<th>Credit / Mark</th>
<th>Total Absences</th>
<th>M2 Mark</th>
<th>Pass</th>
<th>M4 Mark</th>
<th>Pass</th>
</tr>
</thead>
<tbody>
<tr>
<td>8144-105</td>
<td>1</td>
<td>Granted</td>
<td>1</td>
<td>1</td>
<td>0.5</td>
<td>0</td>
<td>87</td>
<td>Y</td>
<td>84</td>
<td>Y</td>
<td>84</td>
</tr>
<tr>
<td>8244-1</td>
<td>1</td>
<td>Granted</td>
<td>1</td>
<td>1</td>
<td>0.5</td>
<td>0</td>
<td>91</td>
<td>Y</td>
<td>95</td>
<td>Y</td>
<td>95</td>
</tr>
<tr>
<td>8545-3</td>
<td>1</td>
<td>Granted</td>
<td>1</td>
<td>1</td>
<td>0.5</td>
<td>0</td>
<td>76</td>
<td>Y</td>
<td>74</td>
<td>Y</td>
<td>74</td>
</tr>
<tr>
<td>8444-5</td>
<td>1</td>
<td>Granted</td>
<td>1</td>
<td>1</td>
<td>0.5</td>
<td>0</td>
<td>67</td>
<td>Y</td>
<td>84</td>
<td>Y</td>
<td>84</td>
</tr>
<tr>
<td>9653-105</td>
<td>1</td>
<td>Granted</td>
<td>0.5</td>
<td>0.5</td>
<td>0.5</td>
<td>0</td>
<td>82</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>9615-3</td>
<td>1</td>
<td>Granted</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>84</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>9631-101</td>
<td>1</td>
<td>Granted</td>
<td>0.5</td>
<td>0.5</td>
<td>0.5</td>
<td>0</td>
<td>88</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>9633-1</td>
<td>1</td>
<td>Granted</td>
<td>0.5</td>
<td>0.5</td>
<td>0.5</td>
<td>0</td>
<td>83</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>9635-1</td>
<td>1</td>
<td>Granted</td>
<td>0.5</td>
<td>0.5</td>
<td>0.5</td>
<td>0</td>
<td>83</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>
GPA Calculation

Use this page to calculate grade point averages (GPAs) based on the GPA setups for the district. **This option creates the GPA records for students and then calculates the current and cumulative GPA for the records, if the student has the applicable mark type being calculated.** Once user calculates GPA information, run the Rank Calculation and then run the Rank Report to print the class rank information. For detailed information about the GPA Calculation, refer to Understanding the GPA Calculation in the on-line Help.

**Menu Access: Mark Reporting Center > Calculations > GPA Calculation**

**Troubleshooting**
If GPAs are not calculating correctly, select to Log All Activity and enter a filter to select a single student. The log lists detailed information that will help to identify why the GPA is not calculating correctly for the student.

**Sample GPA Calculation Page**

![GPA Calculation Page](image)

**Field Descriptions: (*Asterisk notes a required field)*

**Building** - Select the building of the students for whom to calculate GPAs.

**School Year** - Select the school year for which to calculate GPA information.
Run Calculation For *- Select whether to run the GPA calculation for the selected period for the GPA only or for prior records and the selected period. Select:

- **Only for Promoted RC Run/Term/Year** - to calculate GPAs for selected period for the GPA type.

- **Everything Through the Promoted RC Run/Term/Year** - to calculate GPAs for all prior GPA records for the student through the selected period for the GPA type.

**Note:** If a student has a GPA record that has the Needs Recalculation box checked, then all of the student’s GPA records will be recalculated from the rank period for which the record needs to be recalculated.

**Maximum RC Run** - Checked to select the maximum report card run for which marks will be included in the GPA calculation. **Typically user would not need to check this option.** But, if teachers have entered marks for a report card run in advance for some students and user does not want to include these marks in the GPA, then check this box. If user checks this box, specify the maximum report card run from which to include marks in the field that displays to the right of the box. Marks for report card runs before or equal to the selected report card run will be included in the GPA calculation.

**Note:** This value does not override the report card run designated as the current report card run in the Mark Reporting Configuration for the building. The current report card run is used to determine the mark type to use when calculating the GPA. For example, if the GPA type is defined to calculate GPA on the final mark (issued once per year) or the semester mark, the GPA calculation will compare the last marking period of the course to the current report card run to determine if the course is ended. If the current report card run is before the report card run that includes the last marking period of the course, the final mark will not be used.

**GPA Types** *- This section lists each GPA type issued in the district. For GPA types that are issued multiple times a year, a field displays to select the report card run or term to calculate. For each GPA type, the item must be checked to calculate the GPA information for this GPA type. If that GPA type is issued by **Term** or **Report Card Run**, also, select the term number or report card run to calculate.

**Amount to Log in Statistics File** - Indicates the level of detail to include in the log file. Select:

- **Log Errors Only** - to include errors that occur during processing in the log file.

- **Log All Activity** - to include messages for all processing in the log file
Sample GPA Calculation Log Statistics Log

3/29/2014

GPA Calculation Log Statistics Log

| Started: | 03/29/2014 12:12:23 PM |
| Completed: | 03/29/2014 12:12:40 PM |
| File Name: | GPA_Calculation_Log_20140329_121240.pdf |
| Run By User: | 22022STUDENT16 |
| Working School Year: | 2014 |

Statistics

Total Number of Students: 9

Projects

| Building: | 16 |
| School Year: | 2014 |
| Run Calc For: | P - Only for Prompted RC Run/Term/Year |
| Use Max RC Run: | No |
| GPA Type 1: | 4.0 |
| Term: | 2 |
| GPA Type 2: | STATE |
| Term: | 2 |
| GPA Type 3: | YR |
| Log File Type: | E - Log Errors Only |

Filter

<table>
<thead>
<tr>
<th>And/Or Area</th>
<th>Field Name</th>
<th>Condition</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demographic</td>
<td>GRADE</td>
<td>=</td>
<td>12</td>
</tr>
</tbody>
</table>

Sample GPA Calculation Log with Activity Displayed

3/19/2014

GPA Calculation Log

| Student ID: | 16039 |
| Grade: | 09 |
| GPA Type: | STATE - STATE |
| Year: | 2012 |
| Term: | 2 |

<table>
<thead>
<tr>
<th>Course</th>
<th>Level</th>
<th>Mark Type</th>
<th>MP</th>
<th>Mark</th>
<th>Quality Points</th>
<th>Course Meets</th>
<th>Attempted Credit</th>
<th>Total Quality Points</th>
<th>Add-On Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>409 - 4</td>
<td>1</td>
<td>SEM</td>
<td>M4</td>
<td>70</td>
<td>2</td>
<td>M4</td>
<td>0.5000</td>
<td>1.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>409 - 4</td>
<td>1</td>
<td>SEM</td>
<td>M4</td>
<td>90</td>
<td>4</td>
<td>M2M4</td>
<td>0.0000</td>
<td>0.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>409 - 4</td>
<td>1</td>
<td>SEM</td>
<td>M4</td>
<td>65</td>
<td>3</td>
<td>M2M4</td>
<td>0.5000</td>
<td>1.5000</td>
<td>0.0000</td>
</tr>
<tr>
<td>414 - 4</td>
<td>1</td>
<td>SEM</td>
<td>M4</td>
<td>65</td>
<td>2</td>
<td>M4</td>
<td>0.5000</td>
<td>1.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>501 - 2</td>
<td>1</td>
<td>SEM</td>
<td>M4</td>
<td>100</td>
<td>4</td>
<td>M2M4</td>
<td>0.5000</td>
<td>2.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>721 - 5</td>
<td>1</td>
<td>SEM</td>
<td>M4</td>
<td>100</td>
<td>4</td>
<td>M4</td>
<td>0.5000</td>
<td>2.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>721 - 5</td>
<td>1</td>
<td>SEM</td>
<td>M4</td>
<td>100</td>
<td>4</td>
<td>M4</td>
<td>0.5000</td>
<td>2.0000</td>
<td>0.0000</td>
</tr>
</tbody>
</table>

TOTAL: 3.5000

This course is not associated with any mark types included in this GPA Calculation. This course was not included in the GPA Calculation.

<table>
<thead>
<tr>
<th>Course</th>
<th>Level</th>
<th>Mark Type</th>
<th>MP</th>
<th>Mark</th>
<th>Quality Points</th>
<th>Course Meets</th>
<th>Attempted Credit</th>
<th>Total Quality Points</th>
<th>Add-On Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>409 - 4</td>
<td>1</td>
<td>SEM</td>
<td>M4</td>
<td>70</td>
<td>2</td>
<td>M4</td>
<td>0.5000</td>
<td>1.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>409 - 4</td>
<td>1</td>
<td>SEM</td>
<td>M4</td>
<td>90</td>
<td>4</td>
<td>M2M4</td>
<td>0.0000</td>
<td>0.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>409 - 4</td>
<td>1</td>
<td>SEM</td>
<td>M4</td>
<td>65</td>
<td>3</td>
<td>M2M4</td>
<td>0.5000</td>
<td>1.5000</td>
<td>0.0000</td>
</tr>
<tr>
<td>414 - 4</td>
<td>1</td>
<td>SEM</td>
<td>M4</td>
<td>65</td>
<td>2</td>
<td>M4</td>
<td>0.5000</td>
<td>1.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>501 - 2</td>
<td>1</td>
<td>SEM</td>
<td>M4</td>
<td>100</td>
<td>4</td>
<td>M2M4</td>
<td>0.5000</td>
<td>2.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>721 - 5</td>
<td>1</td>
<td>SEM</td>
<td>M4</td>
<td>100</td>
<td>4</td>
<td>M4</td>
<td>0.5000</td>
<td>2.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>721 - 5</td>
<td>1</td>
<td>SEM</td>
<td>M4</td>
<td>100</td>
<td>4</td>
<td>M4</td>
<td>0.5000</td>
<td>2.0000</td>
<td>0.0000</td>
</tr>
</tbody>
</table>

TOTAL: 3.5000

GPA: 3.2857
Rank Calculation

Use this page to calculate class ranks based on the GPA setups for the district. After Rank Calculation is run use the Rank Report to print the class rank information. Refer to Rank Report section for further detail.

Prerequisite: Run the GPA Calculation option (Mark Reporting Center > Calculations > GPA Calculation) to make sure that student GPA information is current.

Menu Access: Mark Reporting Center > Calculations > Rank Calculation

Sample Rank Calculation Page

Field Descriptions: (*Asterisk notes a required field)

**Building** *- Select the building of the students for to calculate class rank. If user selected to calculate rank for a GPA type that is set up to be ranked district-wide in the GPA Setup, the rank calculation will process all students in the selected grade(s) in any building within the district.

**School Year** *- Select the school year for which to calculate class rank.

**Run Calculation For** *- Select whether to run the rank calculation for the selected period for the GPA or for prior GPA records and the selected period. Select:

- **Only for Prompted RC Run/Term/Year** - to calculate ranks for selected period for the GPA type.
- **Everything Through the Prompted RC Run/Term/Year** - to calculate ranks for all prior GPA records within the selected year for the students through the selected period for the GPA type.
GPA Types *- This section lists each GPA type issued in the district. For GPA types that are issued multiple times a year, a field displays to select the report card run or term to calculate.

- For each GPA type, check if it is wanted to calculate the rank information for this GPA type.
- If the GPA type is issued by Term* or Report Card Run*, select the term or report card run to calculate.

Include Student Grades *- Select the grades for the students for whom to calculate class rank. The grade value(s) is in relation to the selected School Year prompt.

Sample Rank Calculation Statistics Log Statistics Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Rank Calculation Statistics Log Statistics Log</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/10/2012</td>
<td>Started: 05/10/2012 12:50:14 PM</td>
</tr>
<tr>
<td></td>
<td>Completed: 05/10/2012 12:50:17 PM</td>
</tr>
<tr>
<td></td>
<td>File Name: Rank_Calculation_Statistics_Log_20120510_125017.pdf</td>
</tr>
<tr>
<td></td>
<td>Run By User: ARSTUDENT16</td>
</tr>
<tr>
<td></td>
<td>Working School Year: 2012</td>
</tr>
</tbody>
</table>

Statistics
- Number of Selected Students: 12
- Number of Processed Students: 12

Prompts
- Building: 16
- School Year: 2012
- Run Calculation For GPA Types: 4.0, STATE
- Run/Term/Year List: 1
- Grade List: 12
Rank Report

This report allows user to print the rank information for students. This report prints the rank information from the last time the Rank Calculation was run. The report includes the quality points, rank credit and GPA for the selected rank period and cumulative for the GPA type. Additionally, user can select whether the report includes the rank and class size, percentile, decile, quintile, and/or quartile. For each grade, students are sorted in order by the cumulative rank by default. If selecting to print percentile, decile, quintile, and/or quartile, user can print a summary version of the report which displays the high and low ranges for each grouping within the selected ranking type. For example, the report for decile would show the low GPA and high GPA for decile 1, decile 2, decile 3, and so forth.

Menu Access: Mark Reporting Center > Reports > Report Cards > Rank Report

Sample Rank Report Page

Field Descriptions: (*Asterisk notes a required field)

Building * - Building for which to print the rank report. If selecting to print rank for a GPA type that is set up to be ranked district-wide in the GPA Setup, the rank report will process all students in the selected grade(s) in any building within the district.

School Year * - School year for which to print the rank report.
GPA Types *- This section lists each GPA type issued in the district. For GPA types that are issued multiple times a year, a field displays to select the report card run or term to calculate.

- For each GPA type, check if it is wanted to calculate the rank information for this GPA type.
- If the GPA type is issued by Term* or Report Card Run*, select the term or report card run to calculate.

Include On Report - Set of boxes to select how rank information is printed on the rank report. User can select to include the student’s rank in the class as the rank, percentile, decile, quintile, and/or quartile. The options that display are based on how the GPA Setups were defined for the GPA types in the district. An option displays only if at least one GPA type is defined to display it. For each GPA type selected, the report will include only the options that are selected in the GPA Setup.

Summary Only - Checked to print the summary GPA information for the selected rank options, instead of printing the detail rank information for students. The summary report is created only if user selected to include percentile, decile, quintile, and/or quartile rankings on the report. The summary report lists the low and high GPAs for each grouping within the selected ranking type.

Include Student Grades *- Select the grades of the students to include in the rank report. The grade value(s) is in relation to the selected School Year prompt.

Log Statistics - Checked to print the prompts as the first page of the report. Otherwise, when running the report, a log page will be created only if an error occurs.

Sample Rank Report

![Sample Rank Report Image]
## Sample Rank Summary Report

### Rank Summary Report

**8/11/2008**

**SunGard Building 2**  
**GPA Type:** Weighted (District Wide Rank)  
**Rank Year/Term:** 2008 Yearly

<table>
<thead>
<tr>
<th>Grade: 09</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summary for Decile</strong></td>
<td><strong>High GPA</strong></td>
<td><strong>Low GPA</strong></td>
</tr>
<tr>
<td>1</td>
<td>4</td>
<td>3.88</td>
</tr>
<tr>
<td>2</td>
<td>3.89</td>
<td>3.73</td>
</tr>
<tr>
<td>3</td>
<td>3.72</td>
<td>3.59</td>
</tr>
<tr>
<td>4</td>
<td>3.58</td>
<td>3.42</td>
</tr>
<tr>
<td>5</td>
<td>3.41</td>
<td>3.23</td>
</tr>
<tr>
<td>6</td>
<td>3.22</td>
<td>3</td>
</tr>
<tr>
<td>7</td>
<td>2.98</td>
<td>2.68</td>
</tr>
<tr>
<td>8</td>
<td>2.67</td>
<td>2.24</td>
</tr>
<tr>
<td>9</td>
<td>2.23</td>
<td>1.73</td>
</tr>
<tr>
<td>10</td>
<td>1.68</td>
<td>0</td>
</tr>
</tbody>
</table>
Generate MR Data Warehouse

Use this page to generate the data warehouse that stores the mark reporting information that is printed on the report cards and displayed in Home Access Center. User must generate the data warehouse before printing report cards. The Print Report Cards page includes an option to generate the data warehouse when printing the report cards. But, user may want to generate the data warehouse separately if mark reporting data warehouse information is used in the reports created by the district. The Mark Reporting data warehouse stores the report card data based on the report card view setups defined as a view for Report Card Type. If there is a report card view defined for the student's grade, the view for that grade is used. Otherwise, the default view is used.

Prerequisites:

- If including class attendance on the report cards, run the Class Attendance to RC option. *(Mark Reporting Center > Calculations > Class Attendance to RC).*

- If the report card is to include credit earned for the report card run, run the Assign Course Credit option *(Mark Reporting Center > Calculations > Assign Course Credit).*

- If printing honor roll messages or a GPA in the Current GPA field of the GPA and Credit block of the report card, run the Honor Roll Calculation option *(Mark Reporting Center Calculations > Honor Roll Calculation)* for the appropriate honor rolls.

- If the user wants the value for the Semester GPA in the GPA and Credit block of the report card to reflect the student’s current GPA for the GPA type, run the GPA Calculation *(Mark Reporting Center > Calculations > GPA Calculation).*

- If the user wants the value for the Cumulative GPA in the GPA and Credit block of the report card to reflect the student's current cumulative GPA for the GPA type, run the Rank Calculation option *(Mark Reporting Center > Calculations > Rank Calculation).* If the district only runs the rank calculation at designated times of the year, make sure that it is appropriate to run the calculation before proceeding.

Menu Access: Mark Reporting Center > Calculations > Generate MR Data Warehouse

Sample Generate MR Data Warehouse Page:
If user does not want to generate the data warehouse for students who should have their report card held based on fees owed to the district, use the filter and select students using the following criteria:

<table>
<thead>
<tr>
<th>Area</th>
<th>Field Name</th>
<th>Condition</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td>Hold Report Card</td>
<td>&lt;&gt; (is not equal to)</td>
<td>N</td>
</tr>
</tbody>
</table>

Field Descriptions: (*Asterisk notes a required field)

**Building** - Select the building for which to generate the data warehouse.

**Report Card Run** - Select the report card run for which to generate the data warehouse.

**Process Courses Without Marks** - Determines whether courses for which marks have not been entered should display in the report card. Select:

- **Y - Include all courses** - to display all courses for which the student has report card records regardless of whether the courses have received a mark, comment, or absence for the report card run.

- **N - No** - to display only courses in which the student received at least one mark, comment, or absence that was selected to print for the report card run.

- **C - Include only courses that have started** - to display courses for which the student has report card records for the report card run user is processing or for an earlier report card run regardless of whether the courses have received a mark, comment, or absences selected to print for the report card run. This setting does not affect the student competencies that print.

**Demographics As Of Date** - Date to use to select students who were enrolled in the building and to select the values for demographic information that is stored by date. The data warehouse will only include students who were enrolled in the building on the Demographics As Of Date. For demographic fields that are stored by date, the data warehouse will store the student’s value that was active on the specified Demographics As Of Date.

**Earliest Withdrawal Date for Inactive Students** - The earliest withdrawal date for the inactive students the user wants to print. Students withdrawn after this date will be included in the data warehouse.

**Cumulative Credit Building Types** - Select the building type(s) for which to include credit when calculating the cumulative earned credit that prints on the report card. For example, if only credit for courses with a building type of High School should be included in the cumulative earned credit, select High School. If user wants to include credit for all courses that a student earned credit for, leave this field blank.
### Sample Generate MR Data Warehouse Statistics Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/21/2008</td>
<td>Generate MR Data Warehouse Statistics Log</td>
</tr>
</tbody>
</table>

**Generate MR Data Warehouse Statistics Log**

- **Started:** 07/21/2008 03:03:46 PM
- **Completed:** 07/21/2008 04:05:55 PM
- **File Name:** Generate_MR_Data_Warehouse_Log_20080721_160555.pdf
- **Run By User:** SUPPORT
- **Working School Year:** 2008

**Statistics**

- **Total Number of Students:** 2603

**Prompts**

- **Building:** 2 - SunGard Building 2
- **RC Run:** 1
- **Process Courses Without Marks:** No
- **Demographics As Of Date:** 6/18/2008
- **Earliest Withdrawal Date for Inactive Students:** 6/18/2008
- **Cumulative Credit Building Types:**

---

**Note:**

- The content above is a sample log for generating MR Data Warehouse Statistics. It shows the details of the generation process, including the start and completion times, file name, run by user, and basic statistics for the generated data warehouse.
Print Report Cards

This report allows user to print report cards to distribute to students. The report card is formatted based on the report card view defined for the Report Card Type for the selected report card run and the template selected for the report card run. If there is a report card view defined for the student’s grade, the view for that grade is used. Otherwise, the default view is used. 

Note: The report sorts students by name, then student ID by default. Courses are sorted in order by course code, then section number. To change how courses are sorted, select a field from the Master Schedule area.

Prerequisites:

- If including class attendance on the report cards, run the Class Attendance to RC option (Mark Reporting Center > Calculations > Class Attendance to RC).
- If user wants the report card to include credit earned for the report card run, run the Assign Course Credit option (Mark Reporting Center > Calculations > Assign Course Credit).
- To print honor roll messages or print a GPA in the Current GPA field of the GPA and Credit block of the report card, run the Honor Roll Calculation option (Mark Reporting Center Calculations > Honor Roll Calculation) for the appropriate honor rolls.
- If user wants the value for the Semester GPA in the GPA and Credit block of the report card to reflect the student’s current GPA for the GPA type, run the GPA Calculation (Mark Reporting Center > Calculations > GPA Calculation).
- If user wants the value for the Cumulative GPA in the GPA and Credit block of the report card to reflect the student’s current cumulative GPA for the GPA type, run the Rank Calculation option (Mark Reporting Center > Calculations > Rank Calculation). If the district only runs the rank calculation at designated times of the year, make sure that it is appropriate to run the calculation before proceeding.

Menu Access: Mark Reporting Center > Reports > Report Cards > Print Report Cards.

If user does not want to generate the data warehouse for students who should have their report card held based on fees owed to the district, use the filter and select students using the following criteria:

<table>
<thead>
<tr>
<th>Area</th>
<th>Field Name</th>
<th>Condition</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td>Hold Report Card</td>
<td>&lt;&gt; (is not equal to)</td>
<td>N</td>
</tr>
</tbody>
</table>
Sample Print Report Cards Page

Field Descriptions: (*Asterisk notes a required field)

**Building** * - Building for which to print report cards.

**Report Card Run** * - Report card run for which to print report cards.
**Mailing Report Cards** - Select whether to mail report cards to the students’ addresses only or to all contacts that are flagged to receive report cards in Demographics. Multiple report cards per student may be generated if user selects to send cards to flagged contacts. Select:

- **Send cards to student address only** - to print one report card for each student using the student’s address.
- **Send cards to those flagged in Registration** - to print a report card for every contact flagged to receive a student’s report card. A card is not printed for the student’s address with this setting.

**Note:** The Print Report Cards process would have to be run once to get a report card for all students flagged and a second time to generate additional report cards for all contacts flagged.

**Refresh MR Data Before Print** - Checked to refresh the mark reporting data warehouse before printing the report cards. If user leaves this box unchecked, data is printed using the information already stored in the data warehouse. Any changes made after generating the data warehouse will not be printed on the report card.

**Note:** User can only access the next four fields if selecting to generate the data warehouse.

**Process Courses Without Marks** - Determines whether courses for which marks have not been entered should display in the report card. User can only access this field if selecting to generate the data warehouse. Select:

- **Y - Include all courses** - to display all courses for which the student has report card records regardless of whether the courses have received a mark, comment, or absence for the report card run.
- **N - No** - to display only courses in which the student received at least one mark, comment, or absence that was selected to print for the report card run.
- **C - Include only courses that have started** - to display courses for which the student has report card records for the report card run user is processing or for an earlier report card run regardless of whether the courses have received a mark, comment, or absences selected to print for the report card run.

**Demographics As Of Date** - Date to use to select students who were enrolled in the building and to select the values for demographic information that is stored by date. The data warehouse will only include students who were enrolled in the building on the Demographics As Of Date. For demographic fields that are stored by date, the data warehouse will store the student’s value that was active on the specified Demographics As Of Date. User can only access this field if selecting to generate the data warehouse.

**Earliest Withdrawal Date for Inactive Students** - The earliest withdrawal date for the inactive students to print. Students withdrawn after this date will be included in the data warehouse. User can only access this field if selecting to generate the data warehouse.

**Cumulative Credit Building Types** - Select the building type(s) for which to include credit when calculating the cumulative earned credit that prints on the report card. For example, if only credit for courses with a building type of HS - High School should be included in the cumulative earned credit, select HS. If user wants to include credit for all courses that a student earned credit for, leave this field blank. User can only access this field if selecting to generate the data warehouse.

**Print Office Copy (English Only)** – Checked to print the standard report card without using alternate language features. **Note:** If the building did not set up alternate languages for report cards, make sure this box is checked. To print report cards using the alternate languages, uncheck this box. When generating report cards for alternate languages, `alt lang` is appended to the report card file name.
### Sample Report Card with Course Information

**Grade Report**

**Student Name:** Doylestown, Derek  
**Student ID:** 20091019

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th>Description</th>
<th>Bidg</th>
<th>Teacher</th>
<th>MP1</th>
<th>MP2</th>
<th>EXM1</th>
<th>SEM1</th>
<th>MP3</th>
<th>MP4</th>
<th>EXM2</th>
<th>SEM2</th>
<th>FIN</th>
<th>COM</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>6144</td>
<td>105</td>
<td>English 9</td>
<td>2</td>
<td>Hastings H</td>
<td>87</td>
<td>85</td>
<td>91</td>
<td>87</td>
<td>82</td>
<td>86</td>
<td>85</td>
<td>84</td>
<td>95</td>
<td>94</td>
<td>100</td>
</tr>
<tr>
<td>8244</td>
<td>1</td>
<td>Gobi St 1</td>
<td>2</td>
<td>Chalford C</td>
<td>91</td>
<td>94</td>
<td>87</td>
<td>91</td>
<td>96</td>
<td>95</td>
<td>91</td>
<td>95</td>
<td>94</td>
<td>103</td>
<td>1</td>
</tr>
<tr>
<td>8348</td>
<td>1</td>
<td>Alegebra 1</td>
<td>2</td>
<td>Dayton D</td>
<td>79</td>
<td>76</td>
<td>72</td>
<td>76</td>
<td>74</td>
<td>76</td>
<td>69</td>
<td>74</td>
<td>75</td>
<td>75</td>
<td>113</td>
</tr>
<tr>
<td>8444</td>
<td>5</td>
<td>Biology</td>
<td>2</td>
<td>Lincoln L</td>
<td>88</td>
<td>86</td>
<td>85</td>
<td>87</td>
<td>88</td>
<td>84</td>
<td>82</td>
<td>85</td>
<td>86</td>
<td>157</td>
<td>1</td>
</tr>
<tr>
<td>6653</td>
<td>105</td>
<td>Computer App</td>
<td>2</td>
<td>Leonie L</td>
<td>85</td>
<td>80</td>
<td>81</td>
<td>82</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.5</td>
</tr>
<tr>
<td>9815</td>
<td>2</td>
<td>In Hini Web P</td>
<td>2</td>
<td>Bedford B</td>
<td>86</td>
<td>83</td>
<td>81</td>
<td>84</td>
<td>83</td>
<td>83</td>
<td>83</td>
<td>83</td>
<td>83</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>9631</td>
<td>101</td>
<td>Micro Word 1</td>
<td>2</td>
<td>Milton M</td>
<td>79</td>
<td>74</td>
<td>72</td>
<td>78</td>
<td>96</td>
<td>80</td>
<td>84</td>
<td>84</td>
<td>84</td>
<td>84</td>
<td>0.5</td>
</tr>
<tr>
<td>9633</td>
<td>1</td>
<td>Micro Excel 1</td>
<td>2</td>
<td>Bedford B</td>
<td>84</td>
<td>84</td>
<td>80</td>
<td>83</td>
<td>83</td>
<td>83</td>
<td>83</td>
<td>83</td>
<td>83</td>
<td>0.5</td>
<td></td>
</tr>
<tr>
<td>9836</td>
<td>1</td>
<td>Powerpoint</td>
<td>2</td>
<td>Bedford B</td>
<td>86</td>
<td>82</td>
<td>80</td>
<td>83</td>
<td>83</td>
<td>83</td>
<td>83</td>
<td>83</td>
<td>83</td>
<td>0.5</td>
<td></td>
</tr>
</tbody>
</table>

### Daily Attendance

<table>
<thead>
<tr>
<th>Description</th>
<th>Current</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unexcused</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Excused</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Tardy</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credit</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td>3.5600</td>
</tr>
<tr>
<td>Semester</td>
<td>3.5000</td>
</tr>
<tr>
<td>Cumulative</td>
<td>7.0000</td>
</tr>
</tbody>
</table>

**Total Earned Credit:** 203  
**Rank In Class:** 226 / 639

---

5/5/2015
Student Center Options

This section outlines the options used to view and change report card information for an individual student. From the Student Center Mark Reporting menu:

- Use the Report Card Summary option to display a summary of the student report card information for the current report card run. From the summary page, user can display a course for which to view or change data and display Gradebook data for a course.

- Use the GPA Summary option to view and change GPA information for a student. The GPA Summary option also includes the student’s rank.

- Use the Honor Roll Summary to view honor roll information for a student. If a student was disqualified for an honor roll, user can see the disqualification message.

- Use the Published Classwork option to display Gradebook information that corresponds to what students and guardians can view from the Home Access Center.

Preview

Student Center items previously covered in this guide:

- Mark Entry By Student

This section provides information on the following topics:

- Report Card Summary
- Student Gradebook
- GPA Summary
- GPA Detail
- Honor Roll Summary
- Transcript Comments
- Published Classwork
Report Card Summary

Use this page to view a summary of the report card information for courses for a student. In the Report Card View Setup, the district’s administrator selected the marks, comments, and absence total fields to display; and defined the headings to display above the fields for the Summary view for each report card run. From this page, user can display the Mark Entry By Student page for a course by clicking the course description link or display the Gradebook detail for a course by clicking on the mark link.

Note: This page displays data from the student’s report card records; it does not display data from the Report Card Data Warehouse. It is possible that the data printed on a report card or displayed in Home Access Center will not match the data displayed on the Report Card Summary page if report card information was changed after the data warehouse was generated.

Menu Access: Student Center > Mark Reporting > Report Card Summary

From this screen a user has the ability to:

- Display a different marking period to view by selecting another run from the Report Card Run dropdown.
- Display the description of a comment code in a tooltip by moving the mouse pointer over the comment code.
- Add report card records for a non-scheduled course by clicking New Course. The Mark Entry by Student page displays.
- Synchronize report card records for scheduled courses by clicking Synchronize.
- Generate a PDF copy of the student’s report card by clicking Printable.
- Open the Mark Entry By Student page by clicking the Description Competency course link. On the Mark Entry By Student page, view and change detailed credit, mark, comment, and absence information. If there are competencies defined for the course, user can also enter marks and comments for the competencies. Standards and Competencies is not implemented in Arkansas at this time.
- Open the Student Gradebook page for a course by clicking the mark link. This page displays the assignments for the course, the averages for the categories of assignments included in the selected mark, and the student’s overall average for the selected mark.
- Display dropped or trailed courses by changing the selected options in the Display Settings fields. Note: To delete a course, open the Mark Entry By Student page for the course and click Delete.
### Field Descriptions:

#### Student Report Card Summary Section

**Report Card Run** - Select the report card run for which to enter or view report card information. In most cases, a report card run corresponds to a marking period.

#### Courses Section

If the student has report card records for the school year for more than one building, a Courses section will display for each building. Each building may have different mark, comments, and attendance total columns.

**Description** - For rows that display course information, click the course description link to open the Mark Entry By Student page. For more information, refer to Mark Entry By Student.

**Course-section** - Course-section code.
Status - Status of the course for Mark Reporting. The Display Settings options determine whether courses with a specific status are displayed. Statuses include:

- **A - Active** - Course is active in the student’s schedule.
- **N - Non-Scheduled** - Course is only active in Mark Reporting, not Scheduling. For example, if a student is taking a course at a local college, user may want to include the course in the student’s grades, but not in the schedule.
- **T - Dropped/Teacher Graded** - Course is dropped in Scheduling, and the last grade will be issued by the teacher.
- **O - Dropped/Office Graded** - Course is dropped in Scheduling, and the last grade will be issued by the office.
- **R - Trailed** - Course is dropped in Scheduling, and the mark reporting information was trailed to another course.

Earned Credit - Credit that the student has earned for the course.

Marks - Columns display for the mark types selected to be displayed. The headings are defined by the district’s administrator. If the mark displays as a link, user can click the link to display the Student Gradebook page which includes Gradebook assignment information, category averages, and the overall average for the mark.

Comments - Columns display for the comment types selected to be displayed. The headings are defined by the district’s administrator. To view the comment description for a comment code, move the mouse pointer over the comment code.

Absences - Columns display for the absence types selected to be displayed. The headings are defined by the district’s administrator.

Display Settings Section

Show Active Courses - Checked to view the student’s courses that are currently active in Scheduling.

Show Non-Scheduled Courses - Checked to view the student’s courses that are active only in Mark Reporting, not in Scheduling. These are courses that were added in Mark Reporting.

Show Dropped/Teacher Graded Courses - Checked to view the student’s courses that were dropped, and the last mark was to be entered by the teacher.

Show Dropped/Office Graded Courses - Checked to view the student’s courses that were dropped, and the last mark to be entered by the office.

Show Trailed Courses - Checked to view the student’s courses that were dropped and the marks for the course were trailed to another course.

Show Course Competencies - Not implemented in Arkansas at this time.
New Course Option

Users can add an in-district course not in the schedule when information already exists for the year within the school district, for example, correspondence courses.

Menu Access: Student Center > Mark Reporting > Report Card Summary
Select the New Course button

Sample Mark Entry by Student page – Add Course (v2.4)

Field Descriptions: (* Asterisk notes a required field)

On Save, also update options:

- **GPA** – If checked GPA will be calculated for student upon saving.
- **Credit Totals** – If checked earned credits will be calculated for the course section for the student upon saving.
- **Mark Averages** – If checked mark averages will be calculated for course section for the student upon saving. If averages are calculated in the gradebook, this would not recalculate from this screen.
- **Honor Rolls** - If checked honor rolls will be calculated for the student for the current report card run upon saving. Do not select this option when saving prior year courses.

Course Information Section

Building – Building where the course was taken.

Course – The course code to add.

Section - The section for the course. After selecting the section, the **Description**, **Teacher**, **Credit**, **Marking Periods**, **Absences and Comments** fields for the course-section will display.
Sample Mark Entry by Student page – Add Course - after adding a course-section

Credit Area

**Attempted** * - The credit value available for the course.

- **Ovr** – Checked if the attempted credit value entered should override the credit value assigned by the scheduling/marking reporting synchronization option.

- **Reason** – The reason why an override has been entered.

**Earned*** - The credit value the student has earned by completing the course or a portion of the course.

- **Ovr** – Checked if the earned credit value entered should override the credit value assigned by the Assigned Course Credits option.

- **Reason** – The reason why an override has been entered.

**Student Marks/Comments/Absences Section**

The columns display for the mark types for which the student can receive a mark. Example might be a nine week, EXM, SEM or Final.

**Marks** – Marks the student earned for the course.

- **Ovr** – If checked, the override prevents teachers from loading the mark from Gradebook in TAC and prevents the Average Calculation from posting a mark to the mark slot. After a check is entered in the **Ovr** box, the Ovr displays as a link which can be selected to display the **Mark Override Reason** popup. On the **Mark Override Reason** popup, a reason can be selected for the override and/or enter a comment up to 255 characters explaining the override. If a comment has been entered a red explanation point displays.
**Comments** – The comment the student received for the comment type.

**Absences** - The absence total for absence type.

**Date Information Section (v2.4)**

This tab displays for non-scheduled courses. Date ranges that the student was in the course can be entered for informational purposes only and does not affect how course information prints on report cards or transcripts.

**Date Added** - The date the student added the course.

**Date Dropped** - The date the student dropped the course.

**Procedure:**

**Menu Access: Mark Reporting > Report Card Summary**

1. Click a student's name to open the Report Card Summary page.
2. Click New Course button. The Mark Entry by Student page displays.
3. Enter the Building and Course and Section by typing in or use the drop-down arrows to make the selections.
4. Marking Periods can be adjusted, if applicable.
5. Enter the Attempted Credits, Earned Credits and Student Marks.
6. If desired, check the GPA, Credit Totals, Mark Averages, and/or Honor Rolls in the On Save also Update: in the upper area of the screen.
7. Click Save to return to the Report Card Summary page.
Printable Option

Generate a PDF copy of the student’s report card by clicking **Printable**. For information on the fields used to generate a printable report card, refer to Print Report Cards.

**Procedures:**

1. Select **Printable** and a new window opens.
2. Set Prompts. **Reminder:** Check **Refresh MR Data Before Print**, to pull most current data.
3. Select **Generate**.
4. The Report Card displays under the **Report Card Summary** tab in pdf and may be printed.
Student Gradebook Link

Use this page to display the Gradebook data entered for the student in Teacher Access Center for assignments. After selecting the mark link for a course, if a student has no assignments in Gradebook, the message No student data found displays.

Menu Access: Student Center > Mark Reporting > Report Card Summary > click the link for a mark for a course

The page displays assignments for the marking period that the mark selected is issued. The Average section includes only the categories that are selected to be included in the average for the mark. If user clicked a mark for a marking period that is not ended, the page displays assignments up to and including the current date.

Sample Student Gradebook Page
Notes

1. Show Class Averages box is used to choose whether the Average Score column displays. To hide the class average, uncheck the box. For example, when printing a report to give to the student, the user may not want to print the class average.

2. For an IPR mark, the current date and the IPR date from which the user selected to display the Gradebook data. This page displays the assignments from the beginning of the marking period up to the specified IPR date or to the current date if the current date is earlier than the IPR date. For a report card mark, the current date and the marking period for the mark clicked. This page displays the assignments for the marking period, up to the current date if the marking period has not ended.

3. This section displays a list of the assignments for the IPR period or marking period. Each column will be defined in detail in the following section.

4. Scores with a strikethrough line indicate that the score was dropped. Teachers can specify a number of lowest scores to drop for a category.

5. Alpha scores can be entered by teachers to either indicate that the student is exempt from the assignment or that the student earned a percentage of the assignment points. In this example, D indicates that the student received 65% of the points. Alpha Gradebook marks are defined at the building level.

6. This section displays a list of the categories and detailed information used to calculate the student’s average for the IPR mark or report card mark. Each column will be defined in detail in the following section. The Category Weight and Category Points columns will not display if the teacher has selected to calculate averages based on Totals Points (no weights for categories).

7. The student’s overall average based on the category information.

8. To print a report of the Gradebook detail for the student, click Print.

Field Descriptions:

Assignment Section

Assignment - Description of the assignment.

Due Date - Date the assignment was due. Assignments that are due in the future are not included in averages and do not display on this page.

Category - Category for the assignment (such as Homework or Quiz). Category types can be district or building defined. The teacher can select the categories to use for Gradebook for a course-section.

Score - Student’s score for the assignment. This value is either a number from 0 - 100 or a Gradebook alpha mark. If a score displays with a strikethrough line (such as 5.00), the assignment has been dropped or excluded. For a category, a teacher can select the number of lowest scores to drop. The teacher may select not to drop any scores for a category. When an assignment is dropped or excluded, the points for the assignment will not be included when calculating the points for the category. Gradebook alpha marks
are defined by the building. An alpha mark may indicate that the assignment should be excluded from the student’s average (such as MED for Medical Exemption where the strikethrough line indicates that the assignment is excluded) or that the student earned a percentage of the possible points (such as D for 65%). To determine the number of points that a student earned for an alpha mark that is equivalent to a percentage, multiply the percent for the mark by the number of points for the assignment. For example, if a D is equivalent to 65% and the total possible points for the assignment is 10, then the student earned \(0.65 \times 10 = 6.50\) points for the assignment.

**Asmt Weight** - Weight of the assignment within its category.

**Weighted Score** - Score to use in average calculations based on Score \(*\) Asmt Weight.

**Average Score** - Class average for the assignment. This column displays only if the Show Class Averages box is checked. If user does not want to display this column, remove the check from the Show Class Averages box.

**Total Points** - Total points students can earn for this assignment. Extra credit assignments do not use total points; therefore, total points, weighted total points, and percentage will not be shown for these assignments. The score for the extra credit assignment will either be added to the student’s points for the category or added to the overall average after it is calculated. If the assignment was dropped as a lowest score or excluded, the total points displayed will not be included in the sum of points for the category.

**Weighted Total Points** - Points to use in average calculations based on Total Points \(*\) Asmt Weight. If the assignment was dropped as a lowest score or excluded, the weighted total points displayed will not be included in the sum of points for the category.

**Percentage** - Student’s percentage for the assignment calculated as \((\text{Weighted Score} / \text{Weighted Total Points}) \times 100\).

### Category Average Section

The columns that display in this section are based on how the teacher selected to average points for the course-section.

• **Example of Category Average Using Weights.**

<table>
<thead>
<tr>
<th>Category</th>
<th>Student's Points</th>
<th>Maximum Points</th>
<th>Percent</th>
<th>Category Weight</th>
<th>Category # of Dropped Assignments</th>
<th>Category # of Excluded Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Presentations</td>
<td>5.50</td>
<td>10.00</td>
<td>65.00%</td>
<td>1.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Homework</td>
<td>3.00</td>
<td>10.00</td>
<td>30.00%</td>
<td>1.00</td>
<td>0/10.000</td>
<td>0</td>
</tr>
<tr>
<td>Quizzes</td>
<td>11.00</td>
<td>20.00</td>
<td>55.00%</td>
<td>1.00</td>
<td>0.55000</td>
<td>1</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>3.00</strong></td>
<td><strong>20.00</strong></td>
<td><strong>55.00%</strong></td>
<td><strong>2.00000</strong></td>
<td><strong>1</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

Student’s overall average is: \(2.00000 / 3.00 = 66.66\%\)

The overall average is calculated by dividing the sum of all category points by the sum of category weights.
• Example of Category Average Using Total Points.

<table>
<thead>
<tr>
<th>Category</th>
<th>Student's Points</th>
<th>Maximum Points</th>
<th>=</th>
<th>Percent</th>
<th># of Dropped Assignments</th>
<th># of Excluded Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Presentations</td>
<td>6.50</td>
<td>10.00</td>
<td></td>
<td>65.00%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Homework</td>
<td>8.00</td>
<td>10.00</td>
<td></td>
<td>80.00%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quizzes</td>
<td>11.00</td>
<td>20.00</td>
<td></td>
<td>55.00%</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Totals</td>
<td>25.50</td>
<td>40.00</td>
<td></td>
<td>63.75%</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

Student’s overall average is: 25.50 / 40.00 = 63.75 %

The overall average is calculated by dividing the sum of the student’s points for all categories by the sum of the maximum points for all categories.

**Category** - Category included in the average (such as Homework or Quiz). Category types can be district or building-defined. The teacher can select the categories to use for Gradebook for a course-section. The last row is labeled Totals and displays the totals for the categories.

**Student’s Points** - Sum of the weighted score for all assignments for the category. Dropped scores are not included in the points for the category.

**Maximum Points** - Sum of the Weighted Total Points for all assignments for the category. Points for dropped or excluded assignments are not included in the maximum points for the category.

**Percent** - Percentage for category calculated as (Student’s Points / Maximum Points) * 100. For example, the Quizzes category percent is calculated as (11.00 / 20.00) * 100 = 55.00%.

**Category Weight** - Weight assigned to the category for the average. This column does not display if the teacher selected to calculate the average based on total points.

**Category Points** - Points earned for the category calculated as (Percent / 100) * Category Weight. For example, if the weight for a category is 2 and the Percent was 83.33, then the category points would be calculated as (83.33 / 100) * 2 = 1.66667. This column does not display if the teacher selected to calculate the average based on total points.

**# of Dropped Assignments** - Number of scores that were dropped as lowest scores. The teacher selected the number of scores to drop for a category. The points for these assignments were also not included in the averages.

**# of Excluded Assignments** - Number of scores that were excluded because the teacher entered an alpha grade that indicates that the assignment should be excluded from the student’s average for Gradebook. The points for these assignments were not included in the averages.

**Student’s overall average is** - Displays the calculation used for the average and the calculated average.

**Extra Credit** - The sum of the extra credit points the student earned that the teacher defined as extra credit points to add to the overall average. This line displays only if the student has at least one extra credit assignment that was defined to be added to the overall average.

**Adjusted Overall Average** - The sum of the overall average and the extra credit. This line displays only if the student has at least one extra credit assignment that was defined to be added to the overall average.
Student GPA Summary

Use this page to view a summary of the grade point average (GPA) and rank information for a student. This page displays the current GPA and class rank and the cumulative GPA and class rank for each rank period for the GPA types defined for the district. For each GPA type, the administrator selected whether the GPA is issued by year, term, or report card run. This setting determines the number of records that a student will have per year and the length of the rank period. For example, if a building has two semesters and the GPA type is issued by term, a student will have two GPA records for a year. The rank period is the period of time included in the GPA record; thus a term GPA record reflects information for courses taken during the report card runs associated with the term. To display the GPA summary for a GPA type, click the tab for the GPA type.

Menu Access: Student Center > Mark Reporting > GPA Summary

Note: GPA calculations must be run prior to viewing information on this screen. If GPA calculations have not been run, the following message will display: There is no GPA information for this student and GPA type.

From this screen a user has the ability to:

- Display the GPA Detail page for a ranking period by clicking the link for the school year, term, or report card run.
- From the GPA Detail page, user can update GPA information and set the Override box if user does not want the GPA Calculation to recalculate the GPA for the rank period.
- New: Add a GPA record for the GPA type by clicking the new button.
- Delete: Delete the GPA record for a rank period by checking the Delete box and then clicking the delete button.

- Refresh GPA: Recalculate the GPA record for the current rank period or all GPA records from the earliest GPA record that has the Needs Recalculation box checked by clicking this button. If the GPA type is issued by report card run, the current rank period is the current report card run as indicated in the building's Mark Reporting Configuration. If the GPA type is issued by term, the current rank period is the rank period that includes the current report card run as indicated in the building’s Mark Reporting Configuration. Note: This only calculates the GPA for the GPA Type selected. To refresh all GPA types at once, use the GPA Calculations from Mark Reporting Center > Calculations > GPA Calculation.

Sample Student GPA Summary Page
Field Descriptions: (*Asterisk notes a required field)

Student GPA Summary Section

GPA Type Tabs

A tab displays for each GPA Type that is defined for the district. GPA types are defined using the GPA Setup option (Mark Reporting Center > Setup > GPA Setup).

School Year - Year of the GPA/rank information.

Term/Report Card Run - Semester or report card run of the GPA/rank information. This field does not display if the GPA type is defined to be issued by year.

Building - Student’s last enrollment building during the rank period of this GPA record. If the student has transfer records for rank periods prior to transferring to the district, this is the transfer building. If a student transfers buildings within a rank period, the GPA record stores the last building where the student was enrolled during the rank period. If the student transfers to a building that does not calculate rank or GPA, the student’s building information is not updated to the new building.

Grade – Student’s grade during the rank period of this GPA record.

Current GPA - Student’s grade point average for the rank period. Grade point average is calculated by dividing the total number of quality points by the total number of attempted credits for the rank period. The setup decided upon determines the precision of the GPA. A GPA may have no decimal value or up to 4 digits after the decimal point.

Current Rank - Student’s rank in the class for the rank period. This field displays only if the administrator selected to display rank for the GPA type.

Cumulative GPA - Student’s grade point average of the student for all rank periods. The cumulative GPA reflects courses which are included in the specified GPA type taken during the current rank period and prior rank periods. The GPA Setup decided upon determines the precision of the GPA. A GPA may have no decimal value or up to 4 digits after the decimal point.

Cumulative Rank - Student’s rank in class based on the cumulative GPA. This field displays only if the GPA Setup is set to display rank for the GPA type.

Student GPA Detail

Use this page to view detailed GPA and rank information for the selected rank period and GPA type.

Menu Access: Student Center > Mark Reporting > GPA Summary
Select the link for the GPA record to view.

From this screen a user has the ability to:

- Add a new GPA by clicking New.
- Display the Student GPA Summary page by clicking Summary.
- Recalculate the GPA record for the current rank period or all GPA records from the earliest GPA record that has the Needs Recalculation box checked by clicking Refresh GPA. If the GPA type is issued by report card run, the current rank period is the current report card run as indicated in the building's Mark Reporting Configuration. If the GPA type is issued by term, the current rank period is the rank period that includes the current report card run as indicated in the building's Mark Reporting Configuration. **Note:** This only calculates the GPA for the GPA Type selected. To refresh all GPA types at once, use the GPA Calculations from Mark Reporting Center > Calculations > GPA Calculation.

Sample Student GPA Detail Page

Field Descriptions: (*Asterisk notes a required field)

GPA Type Information Section

The description of the GPA type displays as the header of this section. In the previous Sample Student GPA Detail Page image, Semester GPA is the description of the GPA type SEM.

**School Year** - Year of the GPA/rank information.

**Building** - The primary building to report for the student for the GPA record. The GPA calculation determines the building to use when calculating a GPA record based on Entry/Withdrawal and course information.

- Typically, this is the student's last enrollment building during the rank period of this GPA record.
- If the student has transfer records for rank periods prior to transferring to the district, this is the transfer building.
Building # Override* - Checked will not allow the GPA calculation to change the building of the GPA record. If the student needs to be assigned to a specific building for a GPA record, select the appropriate building and enter a check in this box.

Term/Report Card Run* - Semester or report card run in which the GPA was issued. This field does not display if the GPA type is defined to be issued by year.

Grade* - The student’s grade during the rank period of this GPA record.

Needs Recalculation* - Checked if marks, credits, or other information has changed since the last time the GPA was calculated. When the GPA calculation is run with Only for Prompted RC Run/Term/Year option selected the program checks to see if the Needs Recalculation box is checked for any GPA records for the student. If the box is checked for a record prior to the prompted report card run, term, or year, the program will recalculate the student’s GPA for all rank periods from the earliest GPA record that needs recalculation.

Override* - Checked if the GPA Calculation should not recalculate the GPA entered in the record. Typically a user only enters an override if GPA information has been entered manually and there is no course information for the rank period.

Current and Cumulative Fields for GPA

The following fields appear for both current and cumulative information. Current includes only the rank period of the record; cumulative includes the current and all prior rank periods.

Calculated - Last date the GPA calculation was run for the selected rank period.

GPA - Student’s Grade Point Average. Grade point average is calculated by dividing the total number of quality points by the total number of attempted credits for the rank period. If the district uses add-on points, the add-on points for the student are added to the GPA after the base GPA calculation is completed. For the cumulative GPA, the add-on points for all rank periods will either be totaled or averaged before the points are added to the GPA. The GPA Setup determines how add-on points are added to the cumulative GPA.

Quality Points - Total number of quality points for all of the student’s courses in the rank period. Each course’s quality points are calculated by multiplying the point value of the mark received for the course (as defined in the Level table) by the rank credit value for the course. The rank credit value is determined by dividing the attempted credit for the course by the number of times the student receives the mark type used to calculate the GPA.

Add-On Points - Total points to be added to the GPA for all the student’s courses in the rank period. The add-on points are calculated by summing the add-on points for the student’s marks (as defined in the Level Table that the course uses for the GPA type). For the cumulative GPA, the add-on points for all rank periods will either be a total of all add-on points for the GPA type or an average of the add-on points. The average is calculated by summing the add-on points for all GPA records for the GPA type divided by the number of GPA records. The GPA Setup determines how add-on points are added to the cumulative GPA.

Attempted Credit - Total of all attempted credit values for each course taken during the rank period. The GPA Setup determines how attempted credit is calculated for courses. Only courses that have the Include in GPA checked for a particular GPA level are included.
Rank Information Section - Current and Cumulative Fields for Rank

The following fields appear for both current and cumulative information. Current includes only the rank period of the GPA record; cumulative includes current and all prior rank periods.

**Calculated** - Last date the rank calculation was run for the selected rank period or for all rank periods.

**Rank Out of (class size)** - Student’s rank in the class, based on the number of students included in that rank. The rank is listed with the class size for the student’s grade. The district’s administrator selected whether the class size is for the building or for the district in the GPA Setup. This field displays only if the administrator selected to display rank for the GPA type.

**Class Size** - Class size for the student’s grade, based on the number of students included in that rank. If the administrator selected to display rank for the GPA type, this field does not display; the class size is indicated in the field name for the **Rank Out of [class size]** field.

**Percentile** - Student rank as a percentage in order to see how the student performed compared to other students. This field displays only if the **GPA Setup** is set to display percentile for the GPA type.

**Decile** - Student rank as a decile. The student’s rank position is calculated by dividing the distribution into groups of 10. This field displays only if the **GPA Setup** is set to display decile for the GPA type.

**Quintile** - Student rank as a quintile. The student’s rank position is calculated by dividing the distribution into groups of 5. This field displays only if the **GPA Setup** is set to display quintile for the GPA type.

**Quartile** - Student rank as a quartile. The student’s rank position is calculated by dividing the distribution into groups of 4. This field displays only if the **GPA Setup** is set to display quartile for the GPA type.

**Rank Based on GPA of** - GPA for the student at the time that the rank was last calculated. This field displays only if the district has selected to rank by GPA.

**Rank Based on Quality Points of** - Quality points for the student at the time that rank was last calculated. This field displays only if the district has selected to rank by quality points.
Student Honor Roll Summary

Use this page to view detailed honor roll information for the student. Honor roll information is grouped by the report card run for which the honor roll has been calculated. The report card runs are displayed with the most recent report card run at the top of the page.

Menu Access: Student Center > Mark Reporting > Honor Roll Summary

Sample Student Honor Roll Summary Page

Field Descriptions:
This page is divided into multiple sections.

Honor Roll Section

Report Card Run - Report card period for which the honor roll was calculated.

Building - Student’s enrollment building at the time of this honor roll calculation.

Honor Roll Type - Honor roll that was calculated.

Honor Roll Group - Group code assigned to the honor roll type. If more than one honor roll type has the same group code, the honor rolls are dependent honor rolls. A student can only qualify for one honor roll in a set of dependent honor rolls. The honor roll calculation processes honor rolls in the order defined by the building administrator. Once the student qualifies for an honor roll within the group, the student cannot qualify for any other honor rolls in the group.

Qualified - Indicates whether or not the student was qualified for the honor roll.

Yes - the student met the qualifications for this honor roll.
No - the student did not meet the qualifications for this honor roll. Refer to the disqualification reason for detailed information about why the student was not qualified.
Disqualification Reason - Reason why a student did not qualify for an honor roll.

- **A** - Student was disqualified for excessive absences.
- **B** - Student had more than the maximum allowable blank marks.
- **C** - Student did not have the minimum number of courses.
- **D** - Student received too many of a disqualifying mark.
- **G** - Student’s Honor GPA was below the minimum Honor GPA.
- **H** - Student made a higher Honor Roll in the same Honor Roll Group.
- **L** - Student was not in a grade indicated in the Grades List.
- **M** - Student’s Honor GPA was above the maximum Honor GPA.
- **N** - Student was excluded from this Honor Roll type in Registration.
- **O** - Student received a disqualifying comment.
- **R** - Student’s Honor Credit did not meet the minimum Honor Credit requirement.
- **Q** - Student received insufficient number of a qualifying mark.

Honor Credit - Total of all credit values for courses that are included in the honor roll during the honor roll calculation period. Two factors affect whether the course credit is included in the total for an honor roll:

- In the Master Schedule, the course must be included in the honor roll.
- In the appropriate Level Table, the mark the student has received must be included for the honor roll. In the Master Schedule for a course-section, an administrator has selected the level table to use when calculating an honor roll.

The credit value used for a course can be the credit assigned in the Master Schedule or 1.0, based on the Honor Roll setup. The setup also determines whether full or partial credit is used.

Honor GPA - Grade point average based on the marks of all courses that are included in the honor roll during the honor roll calculation period. GPA is calculated by dividing the total number of honor points by the total number of attempted credits for the report card run. Two factors affect whether the course is included in the GPA calculation:

- In the Master Schedule, the course must be included in the honor roll.
- In the Level Table associated with the honor roll for the course, the mark the student has received must be included for the honor roll. In the Master Schedule for a course-section, an administrator has selected the Level Table to use when calculating an honor roll.

Honor Points - Total number of honor points for all of the student’s courses in the honor roll calculation period. Each course’s points are calculated by multiplying the point value of the mark received for the course (as defined in the Level Table) by the honor credit value assigned to the course. The honor roll setup determines whether the honor credit value for courses is the master schedule credit or 1.0, and whether full or partial credit is used.
Transcript Comments

Use this page to add comments about the student. For example, a comment may be entered to indicate that the student was GT identified or received special honors. Comments that do not have the Exclude flag checked will print on the transcript if the Transcript View is set to include comments.

Menu Access: Student Center > Mark Reporting > Transcript Comments

Field Descriptions: (*Asterisk notes a required field)

**School Year** - Year for which the comment applies. For example, to enter a comment to indicate that the student was a member of the National Honor Society in the 2005 school year, enter 2005.

**Building** - Building to which the comment applies. Buildings are limited based on the student's transcript records.

**Comment** - Comment text for the student. [Character/255]

**Exclude** - Checked if this comment should not print on the transcript.

**Delete** - Delete a comment by checking the Delete checkbox, then clicking Save.
Published Classwork

Use this page to view the classwork information that guardians and students can view from the Home Access Center. The Published Classwork page displays assignments that have been assigned in the Teacher Access Center Gradebook for a course that the student is taking. Teachers can select whether an assignment is published to Home Access Center. If the assignment is published, the teacher can also select whether the scores for the assignment are published. Classwork can be viewed based on scheduled courses. Then, user can select a specific course or display assignments for all courses. Additionally, the marking period can be selected to view classwork.

Menu Access: Student Center > Mark Reporting > Published Classwork

From this screen a user has the ability to:

- Change the information displayed by changing the selected options on the view classwork fields at the top of the page and then clicking **Refresh View**.
- Display a page with the mark averages for the student by clicking **Show All Averages**.
- This can be printed by using the “header” print option, but must be set to landscape orientation.

Sample Published Classwork Page
Notes

1. Click link for the course-section to display the Course Information pop-up window which includes general information about the course-section.

2. This section displays a list of the assignments for the report card run. Each column will be defined in detail in the following section.

3. Click link for the assignment to display the Assignments pop-up window which includes general information for the assignment.

4. Alpha scores can be entered by teachers to either indicate that the student is exempt from the assignment or that the student earned a percentage of the assignment points. In this example, M indicates that the student is exempt from the assignment and D indicates that the student received 65% of the points. Alpha Gradebook marks are defined at the building level.

5. An asterisk displays if the assignment counts toward at least one standards-based competency. Click the assignment link to see the associated competencies. To view the student’s competency marks for the RC Run, select the Competencies view, then click Refresh View. Standards and Competencies is not implemented in Arkansas at this time.

6. This section displays a list of the categories and detailed information used to calculate the student’s average. Each column will be defined in detail in the field definitions. This section does not display if user selects to order assignments by Date Due.

7. The student’s overall average based on the category information. This field does not display if user selects to order assignments by Date Due.

Field Descriptions:

Published Classwork Section

View Classwork For - Select to view assignments based on scheduled courses or competencies. Then, select a specific course or competency, or display classwork for all courses or all competencies.

Note: Standards and Competencies not implemented in Arkansas at this time.

For Report Card Run - Select the report card run for which to view classwork.

For [Student/Guardian] view - Select whether to display the classwork that would be displayed if the student logged in to Home Access Center or if one of the student’s guardians logged in to Home Access Center. Select:

Student - to display the classwork information as it would display for the student.

Guardian - to display the classwork information as it would display for a guardian.
Order by - Order that assignments should be listed when selected to view classwork for all courses.
Select:

- **Class** - to view all assignments grouped by course. If selected to view assignments in order by class, category average and overall average information for courses are displayed.
- **Date Due** - to view assignments ordered by due date. This field is inaccessible for the Competencies view.

**Show Unpublished Assignments** - Checked to display assignments and scores that the teacher has not published, as well as assignments that the teacher has selected to publish. If this field is unchecked, only assignments and scores that the teacher has selected to publish will display.

**Assignment Section**

If selected to order the classwork by class for the Courses view, a heading row displays above the column titles for the Assignments fields. The heading row indicates the course for which the assignments were assigned. Click the course link to display a pop-up with detailed information about the course. The following field descriptions pertain to the Courses view.

- **Date Due** - Date the assignment was due. Assignments that are due in the future are not included in averages and do not display on this page.
- **Date Assigned** - If the teacher entered a date assigned, displays the date that the assignment was assigned to students.
- **Course** - If selected to order the classwork by date due, the course information is listed in this column.
- **Assignment** - Description of the assignment. To display a pop-up window with assignment information, click the assignment description link.
- **Category** - Category for the assignment (such as Homework or Quiz). Category types can be defined at the district level or building-level. The teacher can select the categories to use for Gradebook for a course-section.
- **Score** - Student's score for the assignment. This value is either a number from 0 - 100 or a Gradebook alpha mark. Gradebook alpha marks are defined by the building. An alpha mark may indicate that the assignment should be excluded from the student's average (such as M for Medical Exemption) or that the student earned a percentage of the possible points (such as D for 65%). To determine the number of points that a student earned for an alpha mark that is equivalent to a percentage, multiply the percent for the mark by the number of points for the assignment. For example, if a D is equivalent to 65% and the total possible points for the assignment is 10, then the student earned \(0.65 \times 10 = 6.5\) points for the assignment. For a category, a teacher can select the number of lowest scores to drop. The teacher may select not to drop any scores for a category. When an assignment is dropped or excluded, the points for the assignment will not be included when calculating the points for the category.
- **Weight** - Weight of the assignment within its category.
- **Weighted Score** - Score to use in average calculations based on Score \* Weight. For example, on the Sample Published Classwork Page screenshot on prior page, the weighted score for the assignment due 9/16 was calculated as 7.00 \* 1.00 = 7.00.
- **Average Score** - Class average for the assignment.
**Total Points** - Total points students can earn for this assignment. Extra credit assignments do not use total points so total points, weighted total points, and percentage will not be shown for these assignments. The score for the extra credit assignment will either be added to the student’s points for the category or added to the overall average after it is calculated. If the assignment was dropped as a lowest score or excluded, the total points displayed will not be included in the sum of points for the category.

**Weighted Total Points** - Points to use in average calculations based on Total Points * Weight. For example, on the Sample Published Classwork Page image, the weighted total points for the assignment due 9/16 was calculated as 10.00 * 1.00 = 10.00. If the assignment was dropped as a lowest score or excluded, the weighted total points displayed will not be included in the sum of points for the category.

**Percentage** - Student’s percentage for the assignment calculated as (Weighted Score / Weighted Total Points) * 100. For example, on the Sample Published Classwork Page screenshot on prior page, the percentage for the assignment due 9/16 was calculated as (7.00 / 10.00) * 100 = 70.00%.

**Published** - Indicates whether the assignment is published.

- Y - assignment is published.
- N - assignment is not published. Assignments and scores that are not published are only displayed if checking the Show Unpublished Assignments box. If user is trying to see what the guardian or student would see when logged into Home Access Center, remember that only published assignments will display in Home Access Center.

**Categories Section**

The columns that display in this section are based on how the teacher selected to average points for the course-section. This section does not display if user selected to order assignments by date due.

**Category** - Category included in the average (such as Homework or Quiz). Category types can be defined at the district-level or building-level. The teacher can select the categories to use for Gradebook for a course-section. The last row is labeled Totals and displays the totals for the categories.

**Student’s Points** - Sum of the weighted score for all assignments for the category. Dropped scores are not included in the points for the category.

**/Maximum Points** - Sum of the Weighted Total Points for all assignments for the category. Points for dropped or excluded assignments are not included in the maximum points for the category.

**Percent** - Percentage for category calculated as (Student’s Points / Maximum Points) * 100. For example, on the Sample Published Classwork Page image, the Quizzes category percent is calculated as (20/20) * 100 = 100%.

**Category Weight** - Weight assigned to the category for the average.

**Category Points** - Points earned for the category calculated as (Percent / 100) * Category Weight. For example, on the Sample Published Classwork Page image, the Group Presentations category has a weight of 2 and the Percent was 84.00%. The category points were calculated as (84.00/100) * 2 = 1.68.

**Student’s overall average** - Displays the calculation used for the average and the calculated average.
Preparing to Print Transcripts

The procedures provided are an overview of the process of generating transcripts for students. The user’s district procedure may be different based on the information the district prints on the transcript.

1. Verify all report card and past course history grades have been entered.
2. Run Assign Course Credit (Mark Reporting Center > Calculations > Assign Course Credit) to update the earned credit for courses based on the Assign Course Credit setup and the marks that students have received.
3. Run Graduation Requirement Calculation (Mark Reporting Center > Calculations Graduation Requirement Calculation) to assign subject areas for courses. Note: This is only applicable when utilizing Graduation Requirements (optional).
4. Run GPA Calculation (Mark Reporting Center > Calculations > GPA Calculation) to create GPA records and calculate the grade point average for the ranking periods that print on transcripts.
5. If needed, run the Rank Calculation (Mark Reporting Center > Calculations > Rank Calculation) to set the official GPA for the ranking period and assign a class rank to students. Do not run this calculation if user has already calculated rank and student ranks should not be changed.
6. Print Transcript(s) (Student Center > Mark Reporting > Transcript Courses Summary OR Mark Reporting Center > Reports > Transcripts > Print Transcripts).
Transcript Courses Summary

The Transcript Courses Summary page is used to view a summary of the transcript for a student. Information can be grouped by year, term, marking period (RC run), subject area, or department depending on the building’s setup. If the building has multiple transcript summary views defined, the view that defaults are determined based on the setups defined.

The information included on the Transcript Courses Summary page is setup by building administrators, but can include course information, department, attempted and earned credits, course level, marks, and course absences. Each building may have different columns displayed based on how the buildings have defined the summary transcript view for the selected course group.

The following prerequisites must be met before transfer courses may be entered:
- A Transfer Building must be configured.
- The student must have a demographic record.

Options:
- Search – Select a new student.
- List – Return to previous search results list to select a different student.
- Add Transfer Building – Add transfer building and course information.
- Add Course - Add an in-district course when information already exists for the year within the school district, for example summer school courses. Note: If the year link does not exist, go to the GPA Summary page and add a GPA record for the appropriate year.

Menu Access: Student Center > Mark Reporting > Transcript Courses Summary

A user may display a different summary view by selecting another option from the Group Courses By drop-down list. This option is only available if there is more than one transcript summary view defined. Click Refresh to see the different view.

Group Courses by – The transcript views defined for the building determine the available options for this field. Courses can be grouped by Year, Term, Report Card Run or Subject Area.

Include Building Types – The building type specifies the courses to display on the transcript view. The building type is assigned to a course in the master schedule. More than one building type may be selected.

Include Courses W/O Building Types – If checked, courses without a building type will display.
Sample Transcript Courses Summary page – Term View

Rae-Anne Black

Transcript Courses Summary

ID: 5905  Building: Your Town High School  Grade: 12

Search  List  Print Transcript

Counselor: 7777 - Johnson, Martha

Group Courses By: T-Term  Include Building Types: HS - High School  MS - Middle School

Include Courses W/O Building Types

Add Transfer Building

Total Earned Credit: 2.5

---

### School Year: 2006-07  Term: 1  Building: Your Town High School

<table>
<thead>
<tr>
<th>Course Building</th>
<th>Course</th>
<th>Section</th>
<th>Description</th>
<th>Department</th>
<th>Attempted Credit</th>
<th>Earned Credit</th>
<th>SHH</th>
</tr>
</thead>
<tbody>
<tr>
<td>420000</td>
<td>1</td>
<td></td>
<td>ENGLISH I</td>
<td></td>
<td>0</td>
<td>0</td>
<td>58</td>
</tr>
<tr>
<td>423000</td>
<td>3</td>
<td></td>
<td>PHYSICAL SCI</td>
<td></td>
<td>0</td>
<td>0</td>
<td>70</td>
</tr>
<tr>
<td>430000</td>
<td>1</td>
<td></td>
<td>ALGEBRA I</td>
<td></td>
<td>0</td>
<td>0</td>
<td>64</td>
</tr>
<tr>
<td>440000</td>
<td>1</td>
<td></td>
<td>SPANISH I</td>
<td></td>
<td>0</td>
<td>0</td>
<td>82</td>
</tr>
<tr>
<td>472100</td>
<td>3</td>
<td></td>
<td>COURS GOVT</td>
<td></td>
<td>0</td>
<td>0</td>
<td>84</td>
</tr>
<tr>
<td>490000</td>
<td>4</td>
<td></td>
<td>HEALTH &amp; SAFETY</td>
<td></td>
<td>0</td>
<td>0</td>
<td>87</td>
</tr>
</tbody>
</table>

Total Earned Credit: 0

---

### School Year: 2006-07  Term: 2  Building: Your Town High School

<table>
<thead>
<tr>
<th>Course Building</th>
<th>Course</th>
<th>Section</th>
<th>Description</th>
<th>Department</th>
<th>Attempted Credit</th>
<th>Earned Credit</th>
<th>SHH</th>
</tr>
</thead>
<tbody>
<tr>
<td>410000</td>
<td>1</td>
<td></td>
<td>ENGLISH I</td>
<td></td>
<td>0</td>
<td>0</td>
<td>74</td>
</tr>
<tr>
<td>423000</td>
<td>3</td>
<td></td>
<td>PHYSICAL SCI</td>
<td></td>
<td>0</td>
<td>0</td>
<td>71</td>
</tr>
<tr>
<td>430000</td>
<td>1</td>
<td></td>
<td>ALGEBRA I</td>
<td></td>
<td>0</td>
<td>0</td>
<td>70</td>
</tr>
<tr>
<td>440000</td>
<td>1</td>
<td></td>
<td>SPANISH I</td>
<td></td>
<td>0</td>
<td>0</td>
<td>56</td>
</tr>
<tr>
<td>472100</td>
<td>3</td>
<td></td>
<td>COURS GOVT</td>
<td></td>
<td>0</td>
<td>0</td>
<td>81</td>
</tr>
<tr>
<td>485000</td>
<td>4</td>
<td></td>
<td>PE</td>
<td></td>
<td>0</td>
<td>0</td>
<td>91</td>
</tr>
<tr>
<td>492120</td>
<td>1</td>
<td></td>
<td>COMP BUS APPS</td>
<td></td>
<td>0</td>
<td>0</td>
<td>84</td>
</tr>
</tbody>
</table>

Total Earned Credit: 0

---

### School Year: 2007-08  Term: 1  Building: Your Town High School

<table>
<thead>
<tr>
<th>Course Building</th>
<th>Course</th>
<th>Section</th>
<th>Description</th>
<th>Department</th>
<th>Attempted Credit</th>
<th>Earned Credit</th>
<th>SHH</th>
</tr>
</thead>
</table>

Total Earned Credit: 0

---

5/5/2015
Sample Transcript Courses Summary page – Year View

### Transcript Courses Summary

**Molly White**

**ID:** 16211  **Building:** Building 16  **Grade:** 10

**Counselor:** T16211HK - Mrs. Kombe

Courses grouped by: Year  Include Building Types:  

- [ ] HS - High School
- [ ] Include Courses W/O Building Types

**Edit transfer building: Year:** 2008  **Block:** 3rd times channel (Run 2, 3)  

**Total Earned Credit:** 9

#### School Year: 2006-07  **Building:** Your Town High School

<table>
<thead>
<tr>
<th>Course Building</th>
<th>Course</th>
<th>Section</th>
<th>Description</th>
<th>Department</th>
<th>Attempted Credit</th>
<th>Earned Credit</th>
<th>Course Type</th>
<th>Score1</th>
<th>Abs1</th>
<th>Score2</th>
<th>Abs2</th>
</tr>
</thead>
<tbody>
<tr>
<td>420000</td>
<td>ENGLISH I</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
<td>1</td>
<td></td>
<td>68</td>
<td>74</td>
<td></td>
<td></td>
</tr>
<tr>
<td>420000</td>
<td>PHYSICAL SCI</td>
<td>3</td>
<td></td>
<td></td>
<td>1</td>
<td>1</td>
<td></td>
<td>70</td>
<td>72</td>
<td></td>
<td></td>
</tr>
<tr>
<td>450000</td>
<td>ARTS</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
<td>1</td>
<td></td>
<td>84</td>
<td>70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>440000</td>
<td>SPANISH</td>
<td>1</td>
<td></td>
<td></td>
<td>0.5</td>
<td>0.5</td>
<td></td>
<td>82</td>
<td>56</td>
<td></td>
<td></td>
</tr>
<tr>
<td>427200</td>
<td>COMPUTER</td>
<td>3</td>
<td></td>
<td></td>
<td>1</td>
<td>1</td>
<td></td>
<td>84</td>
<td>85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>460000</td>
<td>HEALTH SAFETY</td>
<td>4</td>
<td></td>
<td></td>
<td>0.5</td>
<td>0.5</td>
<td></td>
<td>87</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>450000</td>
<td>HIST</td>
<td>4</td>
<td></td>
<td></td>
<td>0.5</td>
<td>0.5</td>
<td></td>
<td>85</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>482129</td>
<td>COMPLUS LABS</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
<td>1</td>
<td></td>
<td>87</td>
<td>84</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Earned Credit:** 6.5

#### School Year: 2007-08  **Building:** Your Town High School

<table>
<thead>
<tr>
<th>Course Building</th>
<th>Course</th>
<th>Section</th>
<th>Description</th>
<th>Department</th>
<th>Attempted Credit</th>
<th>Earned Credit</th>
<th>Course Type</th>
<th>Score1</th>
<th>Abs1</th>
<th>Score2</th>
<th>Abs2</th>
</tr>
</thead>
<tbody>
<tr>
<td>412000</td>
<td>ENGLISH II</td>
<td>2</td>
<td></td>
<td></td>
<td>1</td>
<td>1</td>
<td></td>
<td>77</td>
<td>77</td>
<td></td>
<td></td>
</tr>
<tr>
<td>424000</td>
<td>ORAL COMM</td>
<td>2</td>
<td></td>
<td></td>
<td>1</td>
<td>1</td>
<td></td>
<td>80</td>
<td>75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>420000</td>
<td>BIOLOGY</td>
<td>2</td>
<td></td>
<td></td>
<td>1</td>
<td>1</td>
<td></td>
<td>74</td>
<td>79</td>
<td></td>
<td></td>
</tr>
<tr>
<td>421000</td>
<td>GEOMETRY</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
<td>1</td>
<td></td>
<td>80</td>
<td>67</td>
<td></td>
<td></td>
</tr>
<tr>
<td>450000</td>
<td>ARTS</td>
<td>2</td>
<td></td>
<td></td>
<td>0.5</td>
<td>0.5</td>
<td></td>
<td>91</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>471000</td>
<td>WORLD HISTORY</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
<td>1</td>
<td></td>
<td>74</td>
<td>69</td>
<td></td>
<td></td>
</tr>
<tr>
<td>492100</td>
<td>DESKTOP Pub</td>
<td>1</td>
<td></td>
<td></td>
<td>0.5</td>
<td>0.5</td>
<td></td>
<td>97</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>492100</td>
<td>DESKTOP Pub</td>
<td>1</td>
<td></td>
<td></td>
<td>0.5</td>
<td>0.5</td>
<td></td>
<td>93</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>999998</td>
<td>SOFTWARE PRT</td>
<td>1</td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td></td>
<td>100</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Earned Credit:** 6.5

5/5/2015  

Page 107 of 151
Field Descriptions:

**Group Courses by** – The transcript views defined for the building determine the available options for this field. Courses can be grouped by Year, Term, Report Card Run or Subject Area.

**Include Building Types** – The building type specifies the courses to display on the transcript view. The building type is assigned to a course in the master schedule. More than one building type may be selected.

**Include Courses W/O Building Types** – If checked, courses without a building type will display.

**Edit Transfer Building Or Add Transfer Building** – Click on the Add Transfer Building button to add transfer information for courses a student took outside of the district.

The Edit Transfer building field only displays if the student has transfer building records. Users can select the transfer record they want to change from a list of defined transfer records. The list of records displays the school year, building, and report card runs for each of the transfer records defined for the student. To change student transfer detail information, select the desired transfer record and click Edit.

**Transcript Courses Section**

**Total Earned Credit** – Displays the total earned credit for the student for all courses included in the transcript view.

**Group Heading** – (School Year, Term/Report Card Run, Building or Subject Area or Department). For each group of courses, a heading displays identifying the courses in the list. Example: School Year: 2006 and Building: Transfer Building.

- **View transcript information by year, term, or RC run**: Courses are typically grouped based on GPA information. The group heading lists the school year, building, and term or report card run, if appropriate, for the GPA record that corresponds to the courses listed under the heading. The list of the courses taken during the report card runs included in the GPA record displays below the group heading.

If there is no GPA information for a year, term, or RC run, the system groups the courses based on the marking periods, when the courses meet, and the weeks that make up each marking period’s duration.

- **View transcript information by subject area**: Courses are grouped by the graduation requirement subject area(s) to which course credits are applied. For example, all courses applied to the Elective subject area will be displayed under a heading of Elective.

- **View transcript information by department**: Courses are grouped by the department assigned to the course. For example, all courses for the English department will be displayed under a heading of English. If a course is not assigned to a department, the course will not be displayed.

**Course Building** – Building where the student took the course. The building name value may only display in certain situations.

- A building name is displayed for all courses if the Mark Reporting Configuration for the building indicates that the MBS buildings should always be displayed.

- A building name is displayed if a course is taken in a building other than the GPA building if the Mark Reporting Configuration for the building indicates that the MBS buildings should be displayed only when the course building is different.
**Earned Credit** - Credit value the student has earned by completing the course, or a portion of it.

- If the Earned Credit column displays, a total earned credit displays below each group of courses. This total reflects credit for all courses displayed in the group.

**Course Section** – Course-section code.

**Department** – Department in which the course is taught.

**Attempted Credits** – Credit value the student can earn for the course.

**Course Level** – The level table that applies to the course in general. For example, if the course is an academic course that uses a non-weighted grading scale, select the non-weighted level table for the building. This level is used for the Assign Credits calculation and mark reporting reports that display information from the level table for the course.

**Course Type** – Not used at this time.

**Marks** – Columns display for the mark types that have been selected in the transcript summary view.

**Absences** – Columns display for the absence types that have been selected in the transcript summary view.
Adding a Course

Users can add an in-district course when information already exists for the year within the school district, for example summer school courses.

**Note:** If the year link does not exist, go the GPA Summary page and add a GPA record for the appropriate year.

**Menu Access:** Student Center > Mark Reporting > Transcript Courses Summary
Select **Add Course** button.

Sample Mark Entry by Student page – Add Course

---

**Field Descriptions:** (* Asterisk notes a required field)

**On Save, also update** options:

- **GPA** – If checked GPA will be calculated for student upon saving.

- **Credit Totals** – If checked earned credits will be calculated for the course section for the student upon saving.

- **Mark Averages** – If checked mark averages will be calculated for course section for the student upon saving. If averages are calculated in the gradebook, this would not recalculate from this screen.

- **Honor Rolls** - If checked honor rolls will be calculated for the student for the current report card run upon saving. Do not select this option when saving prior year courses.

**Course Information Section**

**Building** – Building where the course was taken.
Course – The course code to add.

Section - The section for the course. After selecting the section, the Description*, Teacher, Credit, Marking Periods, Absences and Comments fields for the course-section will display.

Sample Mark Entry by Student page – Add Course - after adding a course-section

Credit Area

Attempted* - The credit value available for the course.

Ovr – Checked if the attempted credit value entered should override the credit value assigned by the scheduling/marketing reporting synchronization option.

Reason – The reason why an override has been entered.

Earned* - The credit value the student has earned by completing the course or a portion of the course.

Ovr – Checked if the earned credit value entered should override the credit value assigned by the Assigned Course Credits option.

Reason – The reason why an override has been entered.

Student Marks/Comments/Absences Section

The columns display for the mark types for which the student can receive a mark. Example might be a 9 week, EXM, SEM or Final.

Marks – Marks the student earned for the course.
Ovr – If checked, the override prevents teachers from loading the mark from Gradebook in TAC and prevents the Average Calculation from posting a mark to the mark slot. After a check is entered in the Ovr box, the Ovr displays as a link which can be selected to display the Mark Override Reason popup. On the Mark Override Reason popup, a reason can be selected for the override and/or enter a comment up to 255 characters explaining the override. If a comment has been entered a red explanation point displays.

Comments – The comment the student received for the comment type.

Absences - The absence total for absence type.

Date Information Tab (v2.4)

This tab displays for non-scheduled courses. The date ranges that the student was in the course can be entered for information purposes only and does not affect how course information prints on report cards or transcripts.

Date Added - The date the student added the course.

Date Dropped - The date the student dropped the course.

Procedure:

1. Select Student Center > Mark Reporting > Transcript Courses Summary > search for student.
2. Click a student’s name to open the Transcript Courses Summary page.
3. Click Add Course button. The Mark Entry by Student page displays.
4. Enter the Building and Course and Section by typing in or use the drop-down arrows to make the selections.
5. Enter the Attempted Credits, Earned Credits and Student Marks.
6. If desired, check the GPA, Credit Totals, Mark Averages, and/or Honor Rolls in the On Save also Update: in the upper area of the screen.
7. Click Save to return to the Transcript Course Summary page.
Adding Transfer Course History

When students transfer into the district, user can enter historical mark reporting information for prior school years. This information is entered into a transfer building not the enrollment building. Transfer building information can be entered for courses to display on the Transcript Courses Summary screen and print on the student’s transcript. Mark reporting information can be entered for the courses taken in previous transfer buildings. User can also store mark and absence information for transfer courses. Arkansas is using building 9000 as the transfer building. For questions, contact your APSCN Field Representative.

To print a student’s transfer course information from another district on the transcript, student transfer records must be created for each school year and building. Use the Transcript Courses Summary page to add transfer information for courses a student took outside of the district.

Transcript Course Summary allows the addition and/or updating of the following:

- General course information, such as the course description, credit, and subject areas.
- Mark and absence information for the mark slots and absence slots selected to display.
- Once the courses for the school year have been saved, additional course information may be added on the Mark Entry by Student page.
- Based on the transcript course information saved, Master Schedule and Mark Reporting records are created for the student’s transfer courses.
- Additionally, users can choose to update GPA and credit totals based on the courses entered for the transfer building when saving transfer courses.
- The entry information for a transfer building is determined by the transfer building’s Transcript View Setup for the summary view that is defined to group courses by year.

Prerequisites:

- A Transfer Building must be configured.
- The student must be registered in the school district.
Menu Access: Student Center > Mark Reporting > Transcript Courses Summary

Sample Transcript Courses Summary (with no courses)

Field Descriptions:

Courses are grouped by – The transcript views defined for the building determine the available options for this field. Courses can be grouped by Year, Term, Report Card Run or Subject Area.

Include Building Types – The building type specifies the courses to display on the transcript view. The building type is assigned to a course in the master schedule. More than one building type may be selected.

Include Courses W/O Building Types – If checked, courses without a building type will display.

Edit Transfer Building Or Add Transfer Building – Click on the Add Transfer Building button to add transfer information for courses a student took outside of the district.

An Edit Transfer building field only displays if the student has transfer building records. Users can select the transfer record to change from a list of defined transfer records. To change student transfer detail information, select the desired transfer record and click Edit.
Student Transfer Building Detail

Use this page to create student transfer records for the buildings and school years for which a student needs transfer records. For a building, create one record for each school year for which transfer courses should be printed on the student's transcript. **Only one transfer building is allowed per term, per year, per student.**

From the Transcript Courses Summary Screen, select the **Add Transfer Building** button.

**Sample Student Transfer Detail page**

**Field Descriptions: (**Asterisk notes a required field**)

**Student Transfer Detail Section**

**School Year** - School year for which entering transfer information for the student.

**Building** - Building number of the transfer building.

**State Building ID** – Not used in Arkansas. Building code for this transfer building.

**Building Name** - Name of the building where the student transferred from.  [Character/255]
RC Runs - A series of boxes that indicate the report card runs when the student attended the transfer building. A box displays for each report card run defined for the transfer building.

When adding a transfer record, check the box for a run if:

- The student received marks for the duration periods included in the run.
- The student should have a GPA record created for the building based on this report card run.

Grade* - Student's enrollment grade for the school year.

Comment - Comment for the transfer building record. [Character/255]

Transfer Building Information Section

None of the following information will display on the transcript. It is for information purposes only.

Building Abbreviation - Abbreviation for building [Character/10]

Building Type - Building's use, for example, high school or middle school. Transcript views specify the courses to include based on the building type of the building assigned to the course. For example, a transcript view may include only courses taken in high school buildings.

Note: If adding a transfer course for the building and the course is not selected from the Course Catalog, the Building Type entered here is assigned to the transfer course.

Principal - Principal of the building.

Street Address - Two lines of address information.

City - City where the building is located.

State - State where the building is located.

Zip Code - Zip code for the building.

Country - Country where the building is located.

Phone Number - Building's area code and phone number.

Fax Number - Building's area code and fax number.

Entry Date - Date the student entered the building.

Withdrawal Date - Date the student withdrew. The date is first date the student did not attend.
Entering Transfer Courses

Menu Access: Student Center > Mark Reporting > Transcript Courses Summary

1. Select to Add Transfer Building.

2. Enter the Transfer Building Information. Be sure to check the appropriate RC Runs. Save.
3. After selecting Save, the Transcript Courses screen opens.

4. On the Transcript Courses, note that the available grade slots depend upon the Transfer Building’s Transcript View setup as well as the RC Runs selected when adding the Transfer Building detail information.

Enter the course data. It is important that all data be correct. The Attempted and Earned Credit fields should be adjusted, if needed. Verify the GPA, Department, and Course Level are accurate. **Note:** If the More Info column has “Show” displaying, select this option to display the GPA, Department, and Course Level.

Click **Show** in the More Info column to display the additional fields to enter for courses. **If the district administrator did not select any additional fields to display, the More Info column does not display.**
5. When courses for this particular school year are complete, select Save.

6. Select **New Year/Building** to enter data for another school year OR select **Summary** to return to the Transcript Courses Summary screen.

7. On the Transcript Courses Summary screen, verify all courses are listed and accurate.

```
<table>
<thead>
<tr>
<th>School Year: 2008-09</th>
<th>Building: Rivendale High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Building</td>
<td>Course</td>
</tr>
<tr>
<td>410000</td>
<td>N/A</td>
</tr>
<tr>
<td>423000</td>
<td>N/A</td>
</tr>
<tr>
<td>472000</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Total Earned Credit: 5.5

<table>
<thead>
<tr>
<th>School Year: 2009-10</th>
<th>Building: Rivendale High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Building</td>
<td>Course</td>
</tr>
<tr>
<td>411000</td>
<td>N/A</td>
</tr>
<tr>
<td>431000</td>
<td>N/A</td>
</tr>
<tr>
<td>470000</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Total Earned Credit: 2.5
```
Note: Once the course information is saved, courses that have at least one passing grade and one failing grade should be updated to reflect the correct earned credit on each semester. This is done by clicking the course Description link and adjusting the marking period Earned Credit field.

8. Run the GPA Calculation from the menu. (Mark Reporting Center > Calculations > GPA Calculations)

9. Verify entry data using the below methods.
   a. Generating Transcript (Student Center > Mark Reporting > Transcript Courses Summary > select Print Transcript)
   b. GPA Summary screen (Student Center > Mark Reporting > GPA Summary). Check each applicable Rank Type tab.

10. Troubleshooting tips - Run GPA Calculation for the one student selecting to Log All Activity. The log created is useful in verifying accuracy.
Adding Courses to an Existing Transfer Building

Menu Access: Student Center > Mark Reporting > Transcript Courses Summary

Courses may be added to an existing Transfer Building. Reminder: Only one transfer building is allowed per term, per year, per student. Therefore, if courses need to be added for the same term/year, these courses must be added to the existing transfer building record.

Procedures:

1. Accessing the transfer building depends on whether existing courses exist for the year/term. If courses exist, select either the Edit option OR click the Building link above the existing courses. If there are no courses yet, Edit is the only option available.

2. The Transfer Building opens. Click on Transcript Courses. Refer to the previous section on Entering Transfer Courses for further detail on adding transfer courses.
Updating a Transcript Course for a Student

Detail information may be displayed or changed for a course. By selecting the course link from the Transcript Courses Summary page, a user can adjust mark information, add credit overrides, rank, building type and graduation requirements information. Items to be updated are different depending on whether the course section is in the regular school building or the transfer building. Both are described below.

Menu Access: Student Center > Mark Reporting > Transcript Courses Summary
Select the course link of the course to be updated.

Sample Mark Entry by Student page – Mark Information Tab

![Sample Mark Entry by Student page](image)

Use this page to view or change mark reporting information for the selected course-section. The attempted and earned credits for the course may be changed on this page. Mark Reporting allows credit changes at either the course level or the marking period level. The Mark Reporting Configuration Setup determines how credit overrides were to be entered based on the reporting needs. If credit fields display in the Student Marks/Comments/Absences section of the page, then user must make credit changes at the marking period level and the course credit will be equal to the sum of the marking period credits.

Caution should be used when updating from the Transcript Course Information tab as this can affect all students who have the selected course-section.
Field Descriptions: (*Asterisk notes a required field)

Mark Entry by Student Section

On Save, also update: - Series of checkboxes display to select the calculations to run for this student when clicking Save.

- **GPA** - Checked to calculate the GPA for the student when clicking Save. When changes have been saved for a course, the Needs Recalculation box is checked for the GPA records for all rank periods for the school year for the GPA Types that include this course. If selecting this option for a current-year course, the GPA Calculation will run for the current school year. If selecting this option for a prior-year course, the GPA Calculation will run for the school year of the course.

- **Credit Totals** - Checked to calculate earned credits for the course-section for the student when clicking Save.

- **Mark Averages** - Checked to calculate mark averages for the course-section for the student clicking Save. If averages are calculated in the gradebook, this would not recalculate from this screen.

- **Honor Rolls** - Checked to calculate the honor roll for the student for the current report card run as specified in the Mark Reporting Configuration when clicking Save. Do not select this option when saving prior year courses.

**Course Header (unlabeled)** If viewing an existing report card record, the course code, section number, and description display as a header for the course information. If the course selected is a transfer course, the description does not display in the heading. Instead, user can change the description of the course in the Description field that displays.

**School Year** - Displays the school year in which the course was taken.

**Building** - Building where the course was taken. If the course was entered for a transfer building, the building description entered on the Student Transfer Detail page displays.

**Description** - If the course selected is a transfer building course, this field displays so user can change the description of the course for the student's transcript. Screen example of transfer course follows.

**Dept** - Department of the course.

**Level** - Level table associated with the course. The course level indicates the level table to use for calculating averages and assigning course credit.

Updates to the level will update the Master Schedule record for the course-section. If the course was entered in a non-transfer building, changing the level for the course will affect all students who have report card records for the course-section in that school year. If the course was entered in a transfer building, changing the level for courses affects only the selected student.

**Teacher** - Displays the name of the primary teacher of the course. Not applicable for transfer building courses.

**Status** - Indicates the status of the course for Mark Reporting. This field does not display on courses added in the transfer building. The status will be set to N - Non-Scheduled. Select:

- **A - Active** - to indicate that the course is active in the student's schedule.
N - **Non-Scheduled** - to indicate that the course is only active in report cards, not Scheduling. For example, if a student is taking a course at a local college, user may want to include the course in the student's grades, but not in the schedule.

T - **Dropped/Teacher Graded** - to indicate that the course is dropped in Scheduling, and the last grade will be issued by the teacher.

O - **Dropped/Office Graded** - to indicate that the course is dropped in Scheduling, and the last grade will be issued by the office.

R - **Trailed** - to indicate that the course is dropped in Scheduling, and the mark reporting information was trailed to another course.

**Marking Periods** - Displays boxes for the marking periods in which the student is attending the course.

- If the course is taken in the current year and is scheduled, the boxes are display only.
- If the box is unchecked and display only, this indicates that the student was resolved out of the course for the marking period or that the student had added or dropped the course and did not receive grades for the marking period.

For courses with a status of Non-scheduled, user can change the marking periods that the course meets. When unchecking a marking period box, the mark, comment, and absence fields for the marking period are made inaccessible. When clicking **Save**, any marks, comments, or absences for the marking period that were made inaccessible will be deleted.

**Sample Transfer Building - Mark Entry by Student page – Mark Information Tab**

<table>
<thead>
<tr>
<th>Mark Entry By Student</th>
<th>Course 742 - 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID: 20539 Building: Building 16 Grade: 11</td>
<td>School Year: 2013</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mark Information</th>
<th>Transcript Course Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attempted:</td>
<td>Credit</td>
</tr>
<tr>
<td>Earned:</td>
<td>Over:</td>
</tr>
<tr>
<td>Reason:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Marks/Absences</th>
</tr>
</thead>
<tbody>
<tr>
<td>MP</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
</tbody>
</table>

- Indicates the marking period was trailed from another course.
- Indicates that, for the purposes of mark reporting, the student was not in the course for the marking period.
Mark Information Tab

Credit Area
If credit fields display in the Student Marks/Comments/Absences section of the page, these field will be inaccessible and user must change the values in the Attempted and Earned Credit fields in the marking period’s areas.

Attempted - The credit value available for the course.

Ovr - Checked if the attempted credit value entered should override the credit value assigned by the Scheduling/Mark Reporting Synchronization option.

Reason - Reason why an override has been entered.

Earned - The credit value that the student has earned by completing the course or a portion of it.

Ovr - Checked if the earned credit value entered should override the credit value assigned by the Assign Course Credits option.

Reason - Reason why an override has been entered. If the Assign Course Credit Setup is defined to deny credit for a course if there are excessive absences, the Assign Course Credit option will set the override reason to the value selected to indicate that credit has been overridden for absences.

Course Marks - Columns display for the mark types for which the student can receive a mark once per year. Typically, these might be the final grade or a mark. Depending on the district requirements, final marks may be entered manually; calculated by the Average Calculation program; or loaded from Gradebook.

Ovr - If checked, the final mark entered should override any calculated final from the Average Calculation or Load from Gradebook. After a check is entered in the Ovr box, Ovr displays as a link which allows user to click to display the Mark Override Reason pop-up. On the Mark Override Reason pop-up, user can select a reason for the override and/or enter a comment up to 255 characters explaining the override. If a comment has been entered for an override, a red exclamation point (!) displays after the Ovr box.

Course Absences - Columns display for any absence types that have been defined to hold year-to-date totals. (Not pictured in screen shot)

Ovr - If checked, the absence total entered should override any calculated absences transferred by the Class Attendance to RC option. (Not pictured in screen shot)

Student Marks/Comments/Absences Section

Marks - Mark the student earned for course. Columns display for the mark types for which the student can earn grades.

Ovr - If checked, the absence total entered should override any calculated absences transferred by the Class Attendance to RC option.

Comments – Comment student received for comment type. Columns display for the comment types for which the student can receive comments.

Absences – Absence total for absence type. Columns display for the absence types applicable for the building.
Credit Area

**Attempted** * - The credit value available for the course.

**Ovr** – Checked if the attempted credit value entered should override the credit value assigned by the scheduling/marking reporting synchronization option.

**Reason** – The reason why an override has been entered.

**Earned** * - The credit value the student has earned by completing the course or a portion of the course.

**Ovr** – Checked if the earned credit value entered should override the credit value assigned by the Assigned Course Credits option.

**Reason** – The reason why an override has been entered.

Transcript Course Information Tab

Updating information on this tab updates the Master Schedule record for the course-section. **Caution:** If the course was entered in a non-transfer building, changes on this tab will affect all students who have report card records for the course-section in this school year. If the course was entered in a transfer building, changes affect only the selected student.

Sample Mark Entry by Student page – Transcript Course Information Tab (upper portion)

**Honor Roll** - For each honor roll available, a set of fields which indicates whether the course is included in the honor roll type and the level table to use for the course. For each honor roll, a check indicates that the course-section is included in the honor roll. Level indicates the level table to use for the honor roll calculation.

Updates to Honor Roll area will update the Master Schedule record for the course-section. If the course was entered in a non-transfer building, changing the Honor Roll for the course will affect all students who have report card records for the course-section in that school year. If the course was entered in a transfer building, changing the level for courses affects only the selected student.
Rank - For each GPA/rank available, a set of fields which indicates whether the course is included in the rank type and the level table to use for a course.

For each rank, a check indicates that the course-section is included in the rank. Level indicates the level table to use for the rank calculation.

Updates to the Rank area will update the Master Schedule record for the course-section. If the course was entered in a non-transfer building, changing the Rank for the course will affect all students who have report card records for the course-section in that school year. If the course was entered in a transfer building, changing the Rank for courses affects only the selected student.

Sample Mark Entry by Student page – Transcript Course Information Tab (bottom portion)

Building Types - Select the building types to assign to the course. Transcripts include courses based on the building type assigned to the course; for example, a high school transcript may include courses from high school and middle school building types.

If no building type is specified for a course, it will print on transcripts regardless of building types defined in the Transcript View setup.

Master Schedule District-Defined - A list of links to the district-defined pages for the Master Schedule displays in this section. To view a district-defined page, click the link. If changes have been made to data on the Mark Entry By Student page, user will be prompted to save changes.
Graduation Requirements

**Divide Credit** - Select how course credits should be split among subject areas for graduation requirements. Select:

- **E - Divide Evenly** - to divide the course credits between the subject areas listed. If the course has 1.0 credit, and 2 subject areas, each subject area would receive .5 credit toward graduation requirements.

- **F - Full Credit to Each** - to assign the total course credits to each subject area. If the course has 1.0 credit, and 2 subject areas, each subject area would receive 1.0 credit toward graduation requirements.

- **O - Fill Credit in Order** - to assign credit as needed to subject areas in the specified subject order. If the course credits exceed what the student needs for the first subject area, then the remaining credits are assigned to the next subject area, and so forth. If all subject areas are filled, credit will be applied to subject order 1.

**Subject Order** - Priority of this subject area when Divide Credit is set to **O - Fill Credit in Order**. Order 1 will be filled first, order 2 next, and so forth.

**Subject Area** - Lists the subject areas for which the course meets requirements. For example, if a course can fulfill the graduation requirements for the English or Elective subject area, select these two subject areas.

**Tags** - Course tags applied to the graduation requirement subject area for this course. Course tags are used as a way to group courses within a subject area so that rules can be established for the types of courses a student needs to take to meet credit requirements.

Enter course tags as a comma-delimited list, such as A1,B1,C1. This field shows all course tags that are already assigned to the course through Graduation Requirement Setup's Tag Courses page.

For more information on Graduation Requirements, refer to the Graduation Requirements document on the APSCN website.

**Procedure to Update Course Information:**

1. Select Student Center > Mark Reporting > Transcript Courses Summary > search for student.
2. Click a student’s name to open the Transcript Courses Summary page.
3. Click on the course link of the course to be updated. The Mark Entry by Student page displays.
4. Enter or update mark information if needed.
5. Click the Transcript Course Information tab if user needs to change the rank, building type, graduation requirement information, or district-defined fields.
   a. For courses taken within the district, changes made on this tab affect all students who have a record for this course-section for the school year.
   b. For courses from a transfer building, changes made on this tab affect only the student's mark reporting information being updated.
6. Click Save to return to the Transcript Course Summary page.
7. If changes made will affect GPA, credit, or averaged marks run appropriate calculations such as GPA, Credit Totals, Mark Averages and/or Honor Rolls.
Deleting a Transcript Course for a Student

With the appropriate security, a user may choose to delete a course from a student’s transcript record. No record of the course will be retained for the student. User should only delete a course if entered in error.

**Note:** When deleting a course applicable to Credit/GPA/Rank, leave the **On Save** items unchecked. Once course is deleted, run appropriate calculations to update the credit, GPA, and rank.

**Menu Access:** Student Center > Mark Reporting > Transcript Courses Summary
Select the course to be deleted.

**Sample Mark Entry by Student page**

**Procedure:**

1. Select Student Center > Mark Reporting > Transcript Courses Summary > search for the student.
2. Click on the student’s name to open the Transcript Courses Summary page.
3. Click on the link of the course that is to be deleted to access the Mark Entry by Student page.
4. Click the **Delete** button at the top or bottom of the screen.
5. The user will be prompted to confirm that the record is to be deleted.

   ![Confirmation dialog]

   **Do you want to delete this record?**

   Yes  No

6. Click **Yes**.
7. If course deleted will affect GPA, credit, or averaged marks, run appropriate calculations such as GPA, Credit Totals, Mark Averages and/or Honor Rolls.
Assign Course Credit

Use this page to calculate the earned credit for courses. This option calculates the earned credit for a course based on the Assign Course Credit Setup for the building. To earn credit, the student must have received a mark that is defined as a passing mark in the Level Table for the course.

**Menu Access:** Mark Reporting Center > Calculations > Assign Course Credit

Sample Assign Course Credit for prior years and student ID filter

<table>
<thead>
<tr>
<th>Building</th>
<th>16</th>
<th>Building 16</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Year</td>
<td>2012</td>
<td></td>
</tr>
<tr>
<td>RC Run*</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Run Calculation For:</td>
<td>Only For Prompted Year, From 2012 back through 2011</td>
<td></td>
</tr>
<tr>
<td>Amount to Log in Statistics File:</td>
<td>Log Errors Only, Log All Activity</td>
<td></td>
</tr>
</tbody>
</table>

**Filter**

**Field Descriptions:** (*Asterisk notes a required field)

**Building** - Select the building of the students for whom to assign credits.

**School Year** - The school year to assign course credits for. The Run Calculation For field determines whether only courses for the year in this prompt are calculated or courses from a range of years are calculated.

**RC Run** - Select the report card run for which to assign course credits. If running the calculation for a prior school year, user cannot select a report card run. Credit is assigned for the full year. If the Assign Course Credit Setup is defined so that credit is not issued for courses that are not ended, then credit is not assigned for a course unless the report card run is equal to or after the report card run that includes the last marking period of the course.

5/5/2015
Run Calculation For - Select whether to run the assign credit calculation for the prompted year only or for the selected range of years. Select:

**Only for Prompted Year** - to assign credit for courses taken in the selected school year.

**From [starting school year] back through [ending school year]** - to assign credit for courses taken in the specified range of school years. The school year selected in the School Year field is used as the starting school year.

Amount to Log in Statistics File - Indicates the level of detail to include in the log file. Select:

**Log Errors Only** - to include errors that occur during processing in the log file.

**Log All Activity** - to include messages for all processing in the log file.

Sample Assign Credit Log Statistics Log

<table>
<thead>
<tr>
<th>7/21/2008</th>
<th>Assign Course Credit Status Log Statistics Log</th>
</tr>
</thead>
<tbody>
<tr>
<td>Started:</td>
<td>07/21/2008 11:34:44 AM</td>
</tr>
<tr>
<td>Completed:</td>
<td>07/21/2008 11:42:12 AM</td>
</tr>
<tr>
<td>File Name :</td>
<td>Assign_Credit_Log_20080721_114212.pdf</td>
</tr>
<tr>
<td>Run By User:</td>
<td>SUPPORT</td>
</tr>
<tr>
<td>Working School Year:</td>
<td>2008</td>
</tr>
</tbody>
</table>

**Statistics**

Students Processed: 610

**Prompts**

Building: 2
School Year(s) to Include: 2008
Report Card Run: 4
Log Activity: All Activity

Sample Assign Credit Log with Activity Displayed

<table>
<thead>
<tr>
<th>7/21/2008</th>
<th>Assign Course Credit Status Log</th>
</tr>
</thead>
<tbody>
<tr>
<td>20081018 - Doylestown, Derek</td>
<td>2 - SunGard Building 2</td>
</tr>
<tr>
<td>2008</td>
<td>09</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course-section</th>
<th>Session</th>
<th>Outcome</th>
<th>MP</th>
<th>Attempted Credit</th>
<th>Earned Credit</th>
<th>Credit / Mark</th>
<th>Total Absences</th>
<th>M2</th>
<th>M3</th>
<th>M4</th>
</tr>
</thead>
<tbody>
<tr>
<td>8444-105</td>
<td>1</td>
<td>Granted</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0.5</td>
<td>0</td>
<td>87</td>
<td>Y</td>
<td>84</td>
</tr>
<tr>
<td>8444-1</td>
<td>1</td>
<td>Granted</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0.5</td>
<td>0</td>
<td>87</td>
<td>Y</td>
<td>84</td>
</tr>
<tr>
<td>8348-1</td>
<td>1</td>
<td>Granted</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0.5</td>
<td>0</td>
<td>76</td>
<td>Y</td>
<td>74</td>
</tr>
<tr>
<td>8444-5</td>
<td>1</td>
<td>Granted</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0.5</td>
<td>0</td>
<td>87</td>
<td>Y</td>
<td>85</td>
</tr>
<tr>
<td>8053-105</td>
<td>1</td>
<td>Granted</td>
<td>0.5</td>
<td>0.5</td>
<td>0.5</td>
<td>0.5</td>
<td>0</td>
<td>87</td>
<td>Y</td>
<td>84</td>
</tr>
<tr>
<td>9615-3</td>
<td>1</td>
<td>Granted</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>86</td>
<td>Y</td>
<td>84</td>
</tr>
<tr>
<td>96531-101</td>
<td>1</td>
<td>Granted</td>
<td>0.5</td>
<td>0.5</td>
<td>0.5</td>
<td>0</td>
<td>0</td>
<td>83</td>
<td>Y</td>
<td>83</td>
</tr>
<tr>
<td>96330-1</td>
<td>1</td>
<td>Granted</td>
<td>0.5</td>
<td>0.5</td>
<td>0.5</td>
<td>0</td>
<td>0</td>
<td>83</td>
<td>Y</td>
<td>83</td>
</tr>
</tbody>
</table>
GPA Calculation

Use this page to calculate grade point averages (GPAs) based on the GPA setups for the district. This option creates the GPA records for students and then calculates the current and cumulative GPA for the records. Once user calculates GPA information, run the Rank Calculation and then run the Rank Report to print the class rank information.

Menu Access: Mark Reporting Center > Calculations > GPA Calculation

Troubleshooting
If GPAs are not calculating correctly, select to Log All Activity and enter a filter to select a single student. The log lists detailed information that will help to identify why the GPA is not calculating correctly for the student.

Sample GPA Calculation for multi-years and student ID filter

Field Descriptions: (*Asterisk notes a required field)

Building* - Select the building of the students for whom to calculate GPAs.

School Year* - Select the school year for which to calculate GPA information.
Run Calculation For * - Select whether to run the GPA calculation for the selected period for the GPA only or for prior records and the selected period. Select:

Only for Prompted RC Run/Term/Year - to calculate GPAs for selected period for the GPA type.

Everything Through the Prompted RC Run/Term/Year - to calculate GPAs for all prior GPA records for the student through the selected period for the GPA type.

Note: If a student has a GPA record that has the Needs Recalculation box checked, then all of the student’s GPA records will be recalculated from the rank period for which the record needs to be recalculated.

Maximum RC Run - Checked to select the maximum report card run for which marks will be included in the GPA calculation. Typically user would not need to check this option. But, if teachers have entered marks for a report card run in advance for some students and user does not want to include these marks in the GPA, check this box. If user checks this box, specify the maximum report card run from which to include marks in the field that displays to the right of the box. Marks for report card runs before or equal to the selected report card run will be included in the GPA calculation.

Note: This value does not override the report card run designated as the current report card run in the Mark Reporting Configuration for the building. The current report card run is used to determine the mark type to use when calculating the GPA. For example, if the GPA type is defined to calculate GPA on the final mark (issued once per year) or the semester mark, the GPA calculation will compare the last marking period of the course to the current report card run to determine if the course is ended. If the current report card run is before the report card run that includes the last marking period of the course, the final mark will not be used.

GPA Types * - This section lists each GPA type issued in the district. For GPA types that are issued multiple times a year, a field displays to select the report card run or term to calculate. For each GPA type, the item must be checked to calculate the GPA information for this GPA type. If that GPA type is issued by Term* or Report Card Run*, also, select the term number or report card run to calculate.

Amount to Log in Statistics File * - Indicates the level of detail to include in the log file. Select:

Log Errors Only - to include errors that occur during processing in the log file.

Log All Activity - to include messages for all processing in the log file.
Sample GPA Calculation Log

<table>
<thead>
<tr>
<th>Date</th>
<th>GPA Calculation Log Statistics Log</th>
</tr>
</thead>
<tbody>
<tr>
<td>Started</td>
<td>09/19/2014 11:27:50 PM</td>
</tr>
<tr>
<td>Completed</td>
<td>09/19/2014 11:27:57 PM</td>
</tr>
<tr>
<td>File Name</td>
<td>GPA_Calculation_Log_20140319_23275T.pdf</td>
</tr>
<tr>
<td>Run By User</td>
<td>2022STUDENT16</td>
</tr>
<tr>
<td>Working School Year</td>
<td>2014</td>
</tr>
</tbody>
</table>

**Statistics**
- Total Number of students: 1

**Prompts**
- Building: 16
- School Year: 2014
- Run Data For: P - Only for Prompted RC Run/Time/Year
- Use Max/RC Run: No
- GPA Type 1: 4.0
- Term: 2
- GPA Type 2: STATE
- Term: 2
- GPA Type 3: YR
- Log File Type: A - Log All Activity

**Filters**
- And/Or Area: Demographic
- Field Name: STUDENT ID
- Condition: =
- Value: 16039

Sample GPA Calculation Log with Activity Displayed

<table>
<thead>
<tr>
<th>Date</th>
<th>GPA Calculation Log</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/19/2014</td>
<td></td>
</tr>
</tbody>
</table>

**Student ID:** 16039  
**Albath, Lucy**  
**Grade:** 08  
**GPA Type:** STATE - STATE  
**Year:** 2012  
**Term:** 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Level</th>
<th>Mark Type</th>
<th>MP</th>
<th>Mark</th>
<th>Quality Points</th>
<th>Course Meets</th>
<th>Attempted Credit</th>
<th>Total Quality Points</th>
<th>Add-On Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>109 - 4</td>
<td>1</td>
<td>SEM</td>
<td>M4</td>
<td>75</td>
<td>2</td>
<td>M4</td>
<td>0.5000</td>
<td>1.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>209 - 5</td>
<td>1</td>
<td>SEM</td>
<td>M4</td>
<td>75</td>
<td>2</td>
<td>M2, M4</td>
<td>0.5000</td>
<td>1.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>409 - 9</td>
<td>1</td>
<td>SEM</td>
<td>M4</td>
<td>85</td>
<td>3</td>
<td>M2, M4</td>
<td>0.6000</td>
<td>1.5000</td>
<td>0.0000</td>
</tr>
<tr>
<td>412 - 4</td>
<td>1</td>
<td>M4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This course is not associated with any mark types included in this GPA Calculation. This course was not included in the GPA Calculation.

<table>
<thead>
<tr>
<th>Course</th>
<th>Level</th>
<th>Mark Type</th>
<th>MP</th>
<th>Mark</th>
<th>Quality Points</th>
<th>Course Meets</th>
<th>Attempted Credit</th>
<th>Total Quality Points</th>
<th>Add-On Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>501 - 2</td>
<td>1</td>
<td>SEM</td>
<td>M4</td>
<td>100</td>
<td>4</td>
<td>M2, M4</td>
<td>0.5000</td>
<td>2.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>669 - 9</td>
<td>1</td>
<td>SEM</td>
<td>M4</td>
<td>100</td>
<td>4</td>
<td>M4</td>
<td>0.5000</td>
<td>2.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>741 - 5</td>
<td>1</td>
<td>SEM</td>
<td>M4</td>
<td>100</td>
<td>4</td>
<td>M4</td>
<td>0.5000</td>
<td>2.0000</td>
<td>0.0000</td>
</tr>
</tbody>
</table>

**TOTAL**
3.5000   11.5000   0.0000

**GPA:** 3.2867

**Student ID:** 16039  
**Albath, Lucy**  
**Grade:** 10  
**GPA Type:** STATE - STATE  
**Year:** 2013  
**Term:** 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Level</th>
<th>Mark Type</th>
<th>MP</th>
<th>Mark</th>
<th>Quality Points</th>
<th>Course Meets</th>
<th>Attempted Credit</th>
<th>Total Quality Points</th>
<th>Add-On Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>110 - 7</td>
<td>1</td>
<td>SEM</td>
<td>M2</td>
<td>85</td>
<td>3</td>
<td>M2, M4</td>
<td>0.5000</td>
<td>1.5000</td>
<td>0.0000</td>
</tr>
<tr>
<td>310 - 6</td>
<td>1</td>
<td>SEM</td>
<td>M2</td>
<td>98</td>
<td>4</td>
<td>M2, M4</td>
<td>0.5000</td>
<td>2.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>320 - 5</td>
<td>2</td>
<td>SEM</td>
<td>M2</td>
<td>85</td>
<td>4</td>
<td>M2, M4</td>
<td>0.5000</td>
<td>2.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>402 - 5</td>
<td>1</td>
<td>SEM</td>
<td>M2</td>
<td>98</td>
<td>4</td>
<td>M2, M4</td>
<td>0.5000</td>
<td>2.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>721 - 5</td>
<td>1</td>
<td>SEM</td>
<td>M2</td>
<td>100</td>
<td>4</td>
<td>M5</td>
<td>0.5000</td>
<td>2.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>742 - 5</td>
<td>1</td>
<td>SEM</td>
<td>M2</td>
<td>100</td>
<td>4</td>
<td>M2, M4</td>
<td>0.5000</td>
<td>2.0000</td>
<td>0.0000</td>
</tr>
</tbody>
</table>

**TOTAL**
3.5000   11.5000   0.0000

**GPA:** 3.2867
Rank Calculation

Use this page to calculate class ranks based on the GPA setups for the district. GPA information must be calculated before running the Rank Calculation. Then, the Rank Report can be run to print the class rank information. For more information, refer to Rank Report.

This process ranks the students and moves the cumulative GPA to the ‘official’ rank GPA field which is normally pulled to a student transcript.

Prerequisite:

Run the GPA Calculation option (Mark Reporting Center > Calculations > GPA Calculation) to verify the student GPA information is current.

Menu Access: Mark Reporting Center > Calculations > Rank Calculation

Sample Rank Calculation Page

Field Descriptions: (*Asterisk notes a required field)

Building *- Select the building of the students for to calculate class rank. If the user selects to calculate rank for a GPA type that is set up to be ranked district-wide in the GPA Setup, the rank calculation will process all students in the selected grade(s) in any building within the district.

School Year *- Select the school year for which to calculate class rank.

Run Calculation For *- Select whether to run the rank calculation for the selected period for the GPA or for prior GPA records and the selected period. Select:

Only for Prompted RC Run/Term/Year - to calculate ranks for selected period for the GPA type.

Everything Through the Prompted RC Run/Term/Year - to calculate ranks for all prior GPA records within the selected year for the students through the selected period for the GPA type.
**GPA Types** *-* This section lists each GPA type issued in the district. For GPA types that are issued multiple times a year, a field displays to select the report card run or term to calculate.

- For each GPA type, check if it is wanted to calculate the rank information for this GPA type.
- If the GPA type is issued by **Term** or **Report Card Run**, select the term or report card run to calculate.

**Include Student Grades** *-* Select the grades for the students for whom to calculate class rank. The grade value(s) is in relation to the selected School Year prompt.

**Sample Rank Calculation Statistics Log**

```
<table>
<thead>
<tr>
<th>Statistics</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Selected Students</td>
<td>4275</td>
</tr>
<tr>
<td>Number of Processed Students</td>
<td>4273</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prompts</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Building</td>
<td>2</td>
</tr>
<tr>
<td>School Year</td>
<td>2008</td>
</tr>
<tr>
<td>Run Calculation For</td>
<td>T</td>
</tr>
<tr>
<td>GPA Types</td>
<td>SEM,UNW,WGHT</td>
</tr>
<tr>
<td>Run/Term/Year List</td>
<td>2,4,1</td>
</tr>
<tr>
<td>Grade List</td>
<td>09</td>
</tr>
</tbody>
</table>
```
Rank Report

This report prints the rank information for students. This report prints the rank information from the most current Rank Calculation. The report includes the quality points, rank credit and GPA for the selected rank period and cumulative for the GPA type. Additionally, prompts selected determine whether the report includes the rank and class size and/or percentile. For each grade, students are sorted in order by the cumulative rank by default. If selecting to print percentile, the user can print a summary version of the report which displays the high and low ranges for each grouping within the selected ranking type.

Menu Access: Mark Reporting Center > Reports > Report Cards > Rank Report.

Sample Rank Report Page

Field Descriptions: (*Asterisk notes a required field)

Building* - Building for which to print the rank report. If selecting to print rank for a GPA type that is set up to be ranked district-wide in the GPA Setup, the rank report will process all students in the selected grade(s) in any building within the district.

School Year* - School year for which to print the rank report.
GPA Types* - Check the box for the GPA types for which to print the rank report. For GPA types that are issued multiple times a year, user must select the report card run or term for which to print rank information. If user needs to select a report card run or term, a field displays to the right of the GPA type description.

Include On Report - Set of boxes to select how rank information is printed on the rank report. User can select to include the student’s rank in the class as the rank and/or percentile. The options that display are based on how the GPA Setups were defined for the GPA types in the district. An option displays only if at least one GPA type is defined to display it. For each GPA type selected, the report will include only the options that are selected in the GPA Setup.

Summary Only - Checked to print the summary GPA information for the selected rank options, instead of printing the detail rank information for students. The summary report is created only if user selected to include percentile rankings on the report. The summary report lists the low and high GPAs for each grouping within the selected ranking type.

Include Student Grades * - Select the grades of the students to include in the rank report. The grade value(s) is in relation to the selected School Year prompt.

Log Statistics - Checked to print the prompts as the first page of the report. Otherwise, when running the report, a log page will be created only if an error occurs.

Sample Rank Report

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student Name</th>
<th>Qual Pts.</th>
<th>Rank Credit</th>
<th>GPA</th>
<th>Decile</th>
<th>Cumulative Pts.</th>
<th>Rank Credit</th>
<th>GPA</th>
<th>Decile</th>
</tr>
</thead>
<tbody>
<tr>
<td>2901372</td>
<td>Adams, Ashley M</td>
<td>8.0000</td>
<td>2.00</td>
<td>4.0000</td>
<td>1</td>
<td>5.0000</td>
<td>2.00</td>
<td>4.0000</td>
<td>1</td>
</tr>
<tr>
<td>20080205</td>
<td>Berkshire, Brian D</td>
<td>17.3335</td>
<td>4.50</td>
<td>3.8700</td>
<td>1</td>
<td>17.3335</td>
<td>4.50</td>
<td>3.8700</td>
<td>1</td>
</tr>
<tr>
<td>20080751</td>
<td>Abilene, Anthony J</td>
<td>7.3334</td>
<td>2.00</td>
<td>3.6667</td>
<td>1</td>
<td>7.3334</td>
<td>2.00</td>
<td>3.6667</td>
<td>1</td>
</tr>
<tr>
<td>20080655</td>
<td>Antwerp, Andrew R</td>
<td>10.6667</td>
<td>3.00</td>
<td>3.5556</td>
<td>1</td>
<td>10.6667</td>
<td>3.00</td>
<td>3.5556</td>
<td>1</td>
</tr>
<tr>
<td>20081071</td>
<td>Aurelius, Amado</td>
<td>12.3334</td>
<td>3.50</td>
<td>3.1238</td>
<td>1</td>
<td>12.3334</td>
<td>3.50</td>
<td>3.1238</td>
<td>1</td>
</tr>
<tr>
<td>20081066</td>
<td>Aspinwall, Amanda R</td>
<td>12.3334</td>
<td>3.50</td>
<td>3.1238</td>
<td>1</td>
<td>12.3334</td>
<td>3.50</td>
<td>3.1238</td>
<td>1</td>
</tr>
<tr>
<td>20080139</td>
<td>Alburtis, Anthony R</td>
<td>12.3334</td>
<td>3.50</td>
<td>3.1238</td>
<td>1</td>
<td>12.3334</td>
<td>3.50</td>
<td>3.1238</td>
<td>1</td>
</tr>
<tr>
<td>6000937</td>
<td>Arpadachtse, Anthony O</td>
<td>12.3334</td>
<td>3.50</td>
<td>3.1238</td>
<td>1</td>
<td>12.3334</td>
<td>3.50</td>
<td>3.1238</td>
<td>1</td>
</tr>
<tr>
<td>6000998</td>
<td>Arthor, Anthony Mv</td>
<td>12.3334</td>
<td>3.50</td>
<td>3.1238</td>
<td>1</td>
<td>12.3334</td>
<td>3.50</td>
<td>3.1238</td>
<td>1</td>
</tr>
<tr>
<td>20081125</td>
<td>Airon, Ace Y</td>
<td>12.3334</td>
<td>3.50</td>
<td>3.1238</td>
<td>1</td>
<td>12.3334</td>
<td>3.50</td>
<td>3.1238</td>
<td>1</td>
</tr>
<tr>
<td>20081208</td>
<td>Aurelius, Andrew Patrick</td>
<td>12.3334</td>
<td>3.50</td>
<td>3.1238</td>
<td>1</td>
<td>12.3334</td>
<td>3.50</td>
<td>3.1238</td>
<td>1</td>
</tr>
<tr>
<td>20080541</td>
<td>Avero, AnnMarie</td>
<td>17.3335</td>
<td>5.00</td>
<td>3.4667</td>
<td>1</td>
<td>17.3335</td>
<td>5.00</td>
<td>3.4667</td>
<td>1</td>
</tr>
<tr>
<td>20080572</td>
<td>Aquino, Autumn</td>
<td>17.3335</td>
<td>6.00</td>
<td>3.4667</td>
<td>1</td>
<td>17.3335</td>
<td>6.00</td>
<td>3.4667</td>
<td>1</td>
</tr>
<tr>
<td>20080713</td>
<td>Amboy, Adrian B</td>
<td>12.0000</td>
<td>3.50</td>
<td>3.4286</td>
<td>1</td>
<td>12.0000</td>
<td>3.50</td>
<td>3.4286</td>
<td>1</td>
</tr>
<tr>
<td>20081098</td>
<td>Adams, Alexander</td>
<td>13.6668</td>
<td>4.00</td>
<td>3.4167</td>
<td>1</td>
<td>13.6668</td>
<td>4.00</td>
<td>3.4167</td>
<td>1</td>
</tr>
</tbody>
</table>
Sample Rank Summary Report

<table>
<thead>
<tr>
<th>Grade: 09</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary for Decile High GPA Low GPA</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
<tr>
<td>6</td>
</tr>
<tr>
<td>7</td>
</tr>
<tr>
<td>8</td>
</tr>
<tr>
<td>9</td>
</tr>
<tr>
<td>10</td>
</tr>
</tbody>
</table>

GPA Type: Weighted (District Wide Rank)
Rank Year/Term: 2008 Yearly
Student GPA Summary

Use this page to view a summary of the grade point average (GPA) and rank information for a student. This page displays the current GPA and class rank and the cumulative GPA and class rank for each rank period for the GPA types defined for the district. For each GPA type, the setup determines whether the GPA is issued by year, term, or report card run. This determines the number of records that a student will have per year and the length of the rank period. For example, if a building has two semesters and the GPA type is issued by term, a student will have two GPA records for a year. The rank period is the period of time included in the GPA record; thus a term GPA record reflects information for courses taken during the report card runs associated with the term. To display the GPA summary for a GPA type, click the tab for the GPA type.

Menu Access: Student Center > Mark Reporting > GPA Summary

Note: GPA calculations must be run prior to viewing information on this screen. If GPA calculations have not been run, the following message will display: There is no GPA information for this student and GPA type.

From this screen a user has the ability to:

- Display the GPA Detail page for a ranking period by clicking the link for the school year, term, or report card run.

- From the GPA Detail page, user can update GPA information and set the Override box if user does not want the GPA Calculation to recalculate the GPA for the rank period.

- New: Add a GPA Summary record for the GPA type by clicking the new button.

- Delete: Delete the GPA record for a rank period by checking the Delete box and then clicking the delete button.

- Refresh GPA: Recalculate the GPA record for the current rank period or all GPA records from the earliest GPA record that has the Needs Recalculation box checked by clicking this button. If the GPA type is issued by report card run, the current rank period is the current report card run as indicated in the building’s Mark Reporting Configuration. If the GPA type is issued by term, the current rank period is the rank period that includes the current report card run as indicated in the building’s Mark Reporting Configuration. Note: This only calculates the GPA for the GPA Type selected. To refresh all GPA types at once, use the GPA Calculations from Mark Reporting Center > Calculations > GPA Calculation.

Sample Student GPA Summary Page
Field Descriptions: (*Asterisk notes a required field)

Student GPA Summary Section

GPA Type Tabs
A tab displays for each GPA Type that is defined for the district. GPA types are defined using the GPA Setup option (Mark Reporting Center > Setup > GPA Setup).

School Year - Year of the GPA/rank information.

Term/Report Card Run - Semester or report card run of the GPA/rank information. This field does not display if the GPA type is defined to be issued by year.

Building - Student’s last enrollment building during the rank period of this GPA record. If the student has transfer records for rank periods prior to transferring to the district, this is the transfer building. If a student transfers buildings within a rank period, the GPA record stores the last building where the student was enrolled during the rank period. If the student transfers to a building that does not calculate rank or GPA, the student’s building information is not updated to the new building.

Grade – Student’s grade during the rank period of this GPA record.

Current GPA - Student’s grade point average for the rank period. Grade point average is calculated by dividing the total number of quality points by the total number of attempted credits for the rank period. The setup decided upon determines the precision of the GPA. A GPA may have no decimal value or up to 4 digits after the decimal point.

Current Rank - Student’s rank in the class for the rank period. This field displays only if the administrator selected to display rank for the GPA type.

Cumulative GPA - Student’s grade point average of the student for all rank periods. The cumulative GPA reflects courses which are included in the specified GPA type taken during the current rank period and prior rank periods. The GPA Setup decided upon determines the precision of the GPA. A GPA may have no decimal value or up to 4 digits after the decimal point.

Cumulative Rank - Student’s rank in class based on the cumulative GPA. This field displays only if the GPA Setup is set to display rank for the GPA type.

Student GPA Detail

Use this page to view detailed GPA and rank information for the selected rank period and GPA type.

Menu Access: Student Center > Mark Reporting > GPA
Select Term link for the GPA Summary record to view.

From this screen a user has the ability to:

- Add a new GPA Summary by clicking New.
- Display the Student GPA Summary page by clicking Summary.
• Recalculate the GPA record for the current rank period or all GPA records from the earliest GPA record that has the Needs Recalculation box checked by clicking Refresh GPA. If the GPA type is issued by report card run, the current rank period is the current report card run as indicated in the building’s Mark Reporting Configuration. If the GPA type is issued by term, the current rank period is the rank period that includes the current report card run as indicated in the building’s Mark Reporting Configuration. Note: This only calculates the GPA for the GPA Type selected. To refresh all GPA types at once, use the GPA Calculations from Mark Reporting Center > Calculations > GPA Calculation.

Sample Student GPA Detail Page

Field Descriptions: (*Asterisk notes a required field)

GPA Type Information Section

The description of the GPA type displays as the header of this section. In the previous Sample Student GPA Detail Page image, Semester GPA is the description of the GPA type SEM.

School Year* - Year of the GPA/rank information.

Building* - The primary building to report for the student for the GPA record. The GPA calculation determines the building to use when calculating a GPA record based on Entry/Withdrawal and course information.

• Typically, this is the student's last enrollment building during the rank period of this GPA record.
• If the student has transfer records for rank periods prior to transferring to the district, this is the transfer building.

**Building # Override** - Checked will not allow the GPA calculation to change the building of the GPA record. If the student needs to be assigned to a specific building for a GPA record, select the appropriate building and enter a check in this box.

**Term/Report Card Run** - Semester or report card run in which the GPA was issued. This field does not display if the GPA type is defined to be issued by year.

**Grade** - The student's grade during the rank period of this GPA record.

**Needs Recalculation** - Checked if marks, credits, or other information has changed since the last time the GPA was calculated. When the GPA calculation is run with the *Only for Prompted RC Run/Term/Year* option selected the program checks to see if the **Needs Recalculation** box is checked for any GPA records for the student. If the box is checked for a record prior to the prompted report card run, term, or year, the program will recalculate the student’s GPA for all rank periods from the earliest GPA record that needs recalculation.

**Override** - Checked if the GPA Calculation should not recalculate the GPA entered in the record. Typically a user only enters an override if GPA information has been entered manually and there is no course information for the rank period.

**Current and Cumulative Fields for GPA**

The following fields appear for both current and cumulative information. Current includes only the rank period of the record; cumulative includes the current and all prior rank periods.

**Calculated** - Last date the GPA calculation was run for the selected rank period.

**GPA** - Student's Grade Point Average. Grade point average is calculated by dividing the total number of quality points by the total number of attempted credits for the rank period. If the district uses add-on points, the add-on points for the student are added to the GPA after the base GPA calculation is completed. For the cumulative GPA, the add-on points for all rank periods will either be totaled or averaged before the points are added to the GPA. The GPA Setup determines how add-on points are added to the cumulative GPA.

**Quality Points** - Total number of quality points for all of the student’s courses in the rank period. Each course’s quality points are calculated by multiplying the point value of the mark received for the course (as defined in the Level table) by the rank credit value for the course. The rank credit value is determined by dividing the attempted credit for the course by the number of times the student receives the mark type used to calculate the GPA.

**Add-On Points** - Total points to be added to the GPA for all the student’s courses in the rank period. The add-on points are calculated by summing the add-on points for the student’s marks (as defined in the Level Table that the course uses for the GPA type). For the cumulative GPA, the add-on points for all rank periods will either be a total of all add-on points for the GPA type or an average of the add-on points. The average is calculated by summing the add-on points for all GPA records for the GPA type divided by the number of GPA records. The GPA Setup determines how add-on points are added to the cumulative GPA.

**Attempted Credit** - Total of all attempted credit values for each course taken during the rank period. The GPA Setup determines how attempted credit is calculated for courses. Only courses that have the **Include in GPA** checked for a particular GPA level are included.
Rank Information Section - Current and Cumulative Fields for Rank

The following fields appear for both current and cumulative information. Current includes only the rank period of the GPA record; cumulative includes current and all prior rank periods.

**Calculated** - Last date the rank calculation was run for the selected rank period or for all rank periods.

**Rank Out of (class size)** - Student's rank in the class, based on the number of students included in that rank. The rank is listed with the class size for the student's grade. The district's administrator selected whether the class size is for the building or for the district in the GPA Setup. This field displays only if the administrator selected to display rank for the GPA type.

**Class Size** - Class size for the student's grade, based on the number of students included in that rank. If the administrator selected to display rank for the GPA type, this field does not display; the class size is indicated in the field name for the **Rank Out of [class size]** field.

**Percentile** - Student rank as a percentage in order to see how the student performed compared to other students. This field displays only if the GPA Setup is set to display percentile for the GPA type.

**Decile** - Student rank as a decile. The student's rank position is calculated by dividing the distribution into groups of 10. This field displays only if the GPA Setup is set to display decile for the GPA type.

**Quintile** - Student rank as a quintile. The student's rank position is calculated by dividing the distribution into groups of 5. This field displays only if the GPA Setup is set to display quintile for the GPA type.

**Quartile** - Student rank as a quartile. The student's rank position is calculated by dividing the distribution into groups of 4. This field displays only if the GPA Setup is set to display quartile for the GPA type.

**Rank Based on GPA of** - GPA for the student at the time that the rank was last calculated. This field displays only if the district has selected to rank by GPA.

**Rank Based on Quality Points of** - Quality points for the student at the time that rank was last calculated. This field displays only if the district has selected to rank by quality points.
Generate Transcript Data Warehouse

This option allows user to generate the data warehouse that stores the transcript information that is printed on the transcripts. User must generate the data warehouse before printing transcripts.

The Print Transcripts page includes an option to generate the data warehouse when printing the transcripts. But, user may want to generate the data warehouse separately if transcript data warehouse information is used in the Cognos reports created by the district.

The transcript data warehouse stores transcript data based on the transcript setups defined as a view for Transcript Type for the selected Group Courses By option. If there is a transcript view defined for the student's grade, the view for that grade is used. Otherwise, the default view is used.

**Note:** If the building has multiple Transcript Views setup the Group Courses By prompt will have those choices. This process must be run multiple times; once for each view type.

**Menu Access:** Mark Reporting Center > Calculations > Generate Transcript Data Warehouse

**Sample Generate Transcript Data Warehouse page**

Field Descriptions: (*Asterisk notes a required field)

**Building*** - Select the building for which to generate the data warehouse.

**Group Courses By** - Select the Group Courses By option for the transcript view to be generated by the data warehouse.
**Course Area GPA Type** - If user wants the Transcript to group courses based on a different GPA type from the GPA type selected in the Transcript View Setup, select the GPA that to print at the end of a course group.

**Note:** Only GPA types that are issued on the selected course grouping for the transcript setup will be available. For example, if user is defining a transcript that groups courses by term, user can only select a GPA that is issued by term.

**Process Courses Without Marks** - Checked to print all of the student’s courses regardless of whether the courses have received a mark, comment, or absence. Otherwise, leave it unchecked to print only courses in which the student received at least one mark, comment, or absence.

**Earliest Withdrawal Date for Inactive Students** - The earliest withdrawal date for the inactive students to print. Students withdrawn after this date will be included in the data warehouse.

**Sample Generate Transcript Data Warehouse log**

---

```
8/8/2011

Generate Transcript Data Warehouse Statistics Log

Started: 09/08/2011 04:17:58 PM
Completed: 09/08/2011 04:18:05 PM
FileName: Generate_Transcript_Data_Warehouse_Log_20110808_161905.pdf
Run By User: ARSTUDENT15
Working School Year: 2011

Statistics
Total Number of Students: 31

Prompts
Building: 16 - Building 16
Group Courses By: Year
Process Courses Without Marks: Yes
Include Inactive Student Withdrawn After This Date
Print Course Info: Regular Course Description

Filter
And/Or | Area | Field Name | Condition | Value
---|---|---|---|---
Demographic | CURRENT STATUS | = | A
```

---

5/5/2015
Reports

In this chapter, the user will learn about generating reports.

Preview
This chapter provides information on the following topics:

- Print Transcripts

Report Options

Reports options can be configured as to how the report displays information by filtering and sorting information, and setting up whether to run the report on demand or on a specified schedule.

1. Select appropriate Mark Reporting Report.
2. Indicate how the report is to be run completing the appropriate sections of the page as shown below.

Filter
Filters allow users to select the records to include in a report or in a process. The system compares the criteria against the corresponding fields in the records being searched and selects only those records containing data that matches. The filter will be saved as the default filter for the next time the report is run.

To filter the records processed:

1. In the criteria lines, define the criteria to select records.

   ![Filter Table]

   **Area**: Select the table to search.
   **Field Name**: Select the field to search.
   **Condition**: Select the condition to use for search. The conditions available depend on the selected field's data type.
   **Value**: Enter the value on which to search. If using the *Is In* condition, enter a comma-delimited list of values.

2. If defining more than one line of criteria, select either *And* or *Or* for any additional line in the Filter.
   - *And* - to limit records retrieved to those matching all criteria specified.
   - *Or* - to return records that match the criteria line or the criteria line above it.
Sorting
Sorting allows users to specify how records should be ordered in a report. Enter lines of sort criteria and the system compares the sort criteria against the corresponding fields in the records being searched and prints records in either ascending or descending order based on the sort fields.

To sort the records processed:

1. Select the appropriate sort criteria from the drop-down lists:

   ![Sort Table]

   **Area:** The table to use to sort.
   **Field Name:** The field to use to sort based on values.
   **Sort Order:** Defines how to sort values. Users can sort in ascending or descending order.

2. If needed, add another line to the sort. Repeat Step 1 to add a line of criterion.

Scheduling Reports

1. Use the *Run Option* to schedule when a report should run. Some reports can be scheduled for a single time; others can be run daily, weekly, or monthly.

   ![Run Option]

2. After clicking *Run*, the *My Home* page displays listing the scheduled task for the report.
Print Transcripts

This report prints transcripts to distribute. The transcript is formatted based on the transcript view for the selected Group Courses By option and the Transcript Type view and the template for the transcript. If there is a transcript view defined for the student's grade, the view for that grade is used. Otherwise, the default view is used. The transcript data warehouse must be generated before printing the transcripts. There are two ways to print transcripts. For multiple students the user may print from the Transcript Reports folder. For a single student the user may print a transcript from the Transcript Courses Summary page.

Menu Access: Mark Reporting Center > Reports > Transcripts > Print Transcripts

Sample Print Transcript page

Field Descriptions: (*Asterisk notes a required field)

Building* - Select the building for which to print transcripts

Group Courses By - Select the Group Courses By option for the transcript view to print. Courses can be grouped by school year, term, report card run, or subject area. The views defined for the building determine the available options for this field.
Refresh Transcript Data Before Print - Checked to refresh the transcripts data warehouse before printing the transcripts. By leaving this box unchecked, data is printed using the information already stored in the data warehouse. Any changes made since user last generated the data warehouse will not be printed on the transcript.

Note: The next three fields are only assessable if the box was checked to “Refresh Transcript Data Before Print”, which generates the data warehouse.

Course Area GPA Type - If user wants the transcript to print GPA information for a different GPA type from the GPA type selected in the Transcript View Setup, select the GPA to print. Only GPA types that are issued on the selected course grouping for the transcript setup will be available. For example, if defining a transcript that groups courses by term, user can only select a GPA that is issued by term.

Print Courses Without Marks - Checked to print all of the student's courses regardless of whether the courses have received a mark or absence. Otherwise, leave it unchecked to print only courses in which the student received at least one mark or absence.

Earliest Withdrawal Date for Inactive Students - The earliest withdrawal date for the inactive students to print. Students withdrawn after this date will be included in the data warehouse.

Transcript Seal - Select whether the transcript should include the transcript seal for students who completed graduation requirements for which a seal should be printed. Note: This is only possible if an image is uploaded and a template prepared. This is currently not an option in Arkansas. Select:

Exclude Transcript Seal - to not print a transcript seal for any student.

Include Transcript Seal - to print the seal for a student who has a Graduation Date on the Academic page and who is assigned to a graduation requirement for which a seal image has been defined.

Prints Course Info - Select whether the transcript should print the local course information or state course information for courses. This field only displays for buildings which define State Courses for local courses, but do not use the Build Course Equivalency option to build mark reporting records for state courses. Select:

Regular Course Description - to print the course code and description from the Master Schedule.

State Course Description - to print the course code and description for the State Course defined for the local course.

Note: This option displays if the building has a Course Equivalency Setup defined and the TRN Data Warehouse Information field is set to R - Use Regular Courses only to Calculate.
Printing a Single Student Transcript

Menu Access: Student Center > Mark Reporting > Transcript Courses Summary > click Print Transcript

Sample from Transcript Courses Summary page - Print Transcript – Parameters tab

![Parameters](https://example.com/student_transcript.png)

Procedure:

1. Select **Student Center > Mark Reporting > Transcript Courses Summary** to open the **Student List** page.
2. Click a student’s name to open the **Transcript Courses Summary** page.
3. Click **Print Transcript** to display the page to generate the transcript.
4. Click **Generate** to generate the transcript.
5. From the **Home Page** select **transcript**.

Sample Generated Transcript

![Sample Transcript](https://example.com/schoolplus.png)