Secondary Grade Reporting
Teacher and Office Processes

TEACHER PROCESSES

Manual Mark Entry via Post Grades Tool
Multi Post for Sections/Tasks in Gradebook
Mark Entry/Post Grades via Gradebook
Select Canned Comments

OFFICE PROCESSES

Open and Close Grading Window
Enter/Edit Posted Grades
Print Progress Report Card
School Wide Comments on Report Card
Print Secondary Custom Report Card
Run Transcript Post
Manually Posting Grades by Task or Student (Teacher)

Posting by Task | Posting by Student | Canned Comments

PATH: Campus Instruction > Post Grades

If you are using the Gradebook to add assignments and calculate In Progress grades, see the Post Grades using Gradebook section. This option is for those grades not being calculated in the Campus Instruction>Gradebook.

Using the Post Grades tool, you have the option of posting grades by task or by student. When using this tool, you are posting grades for the entire task or standard, rather than entering scores for a specific assignment. Posted grades appear in the students' Grades tab and the final mark posts to the students' Transcripts.

Grades can only be posted to open (or active) grading tasks. If a task is selected that has no fields available for entering student grades, the task is not active for grading at this time. The Grading Window for specific terms/tasks will be opened/closed by the Registrar or office staff that has the tool rights.

1. Select the Section and Term from the dropdown lists at the top to populate the Task and Student dropdown lists with available options.

Posting by Task

2. When posting by task, select a Task from the dropdown list. If you see a Student dropdown list instead, click Post by Standard/Grading Task and then select a task. All students in the selected section are listed.
Posting Grades for a Standard or Task

3. Select a Grade from the score group aligned to the task.
4. Enter 1 Comment for the report card using canned comments.
   a. Click Add button to select Canned comment..
5. Click Save when finished to post grades.

Fill Options

Rather than entering grades individually for each student, you have the option of using the Fill tool.

1. Click Fill Percent, Grade, Comment to open the fill window.
2. Select the Grade and choose 1 canned comment
3. Then select which students whose grades you want to fill, all or only where fields are empty.
4. Click Fill when finished.
**Posting by Student**

1. When posting by student, select a **Student** from the dropdown list. If you see a Task dropdown list instead, click **Post by Student** and then select a student. All standards and tasks assigned to that section appear.

![Posting by Student screenshot]

**Posting Grades for a Student**

2. Select a **Grade** from the score group aligned to the task.
3. Enter 1 **Comment** for the report card by clicking **Add** to access the canned comments window.
4. Click **Save** when finished to post grades.

**Filter Options**

When posting grades by student, a filter option displays at the top of the screen. Use filter options to limit the Standards and Grading Tasks shown for the selected student.
Filter Options when Posting By Student

To filter, select which Terms, Standards, and Grading Tasks to include. A blue dot appears on the Filter button when a filter is applied to your view.

Canned Comments

1. Click Add to open the canned comments window.
2. Enter one comment only in any of the following ways:
   a. By entering a numeric Code for the comment and clicking Add.
   b. By marking the checkbox next to the canned Comment.
3. The comment will appear in the Preview box, where you can modify as needed.
Posting Grades from Gradebook (Teacher)

PATH: Campus Instruction > Grade Book

Student grades and scores may be posted through the Grade Book. The Post tool will only appear if the Grading Window has been opened by the registrar and Grade Calculation options have been set (see below). In-Progress grades will be calculated as assignments are entered.

NOTE: If no grades are appearing in the In-Progress column, Grade Calculation options will need to be set.

1. Select the task to which grades need to be posted in the Task dropdown list.
2. Click Post in the Grade column within the In Progress section of the Grade Book.
3. A pop-up will be displayed verifying where the grades should be posted. If grades should be posted to a different term and/or grading task than what is selected at the top of the Grade Book, select the applicable term/task.
4. Click OK to post the grades.
5. The posted grades will be displayed in the Grade column of the Posted section.
6. When finished, click Save.
## Manually Changing A Grade

1. Select the student's grade that needs to be changed in the Grade column within the Posted section of the Grade Book.
2. Select the new grade in the dropdown list.
3. If desired, enter comments reflecting the grade change in the Rpt Crd Comments field. Comments entered in this field will be displayed on report cards and the Portal.
4. When finished, click Save. The grade will be updated on the student's report card.
Post Grades for Multiple Sections in the Gradebook (Teacher)

**PATH:** Campus Instruction > Grade Book > Settings > Multi-Post Grades

The Multi-Post Grades tool can be used to post and update posted grades for multiple courses and tasks at one time.

If desired, use the Post to Filter dropdown lists to limit the posting options to a specific term, section and/or task.
1. If only a specific section(s) and standard/grading task should be selected for posting, uncheck the Select All checkbox at the top of the Section column. This will be selected by default. Sections to be included in the posting of grades will need to be manually selected. Individual sections may also be manually deselected.

2. If the term from which grades should be posted is the same for all courses, select the term in the Post from Term dropdown list at the top of the Post from Term column.

3. If the standard or grading task from which grades are being posted is the same for all courses, select it in the Post from Standard/Grading Task dropdown list at the top of the Post from Standard/Grading Task column. This will change what is displayed in the corresponding dropdown lists for the sections listed.

4. Individual "posting from" selections may be made for sections if the term, standard or grading task varies by section.

5. Click Next.

6. If desired, individual student grades may be reviewed by selecting a specific section. The number of grades being posted will be displayed in the New/Updated Grades column. The number of students for whom there are no grades to post will be displayed in the No Grades column.

7. When finished, click Post.
8. If desired, use the Post to Filter dropdown lists to limit the posting options to a specific term, section and/or task.
9. Mark the Overwrite Existing Grades checkbox.
10. If only a specific section(s) and standard/grading task should be selected for posting, uncheck the Select All checkbox at the top of the Section column. This will be selected by default. Sections to
be included in the posting of grades will need to be manually selected. Sections may also be manually deselected.

11. If the term from which grades should be posted is the same for all courses, select the term in the Post from Term dropdown list at the top of the Post from Term column.

12. If the standard or grading task from which grades are being posted is the same for all courses, select it in the Post from Standard/Grading Task dropdown list at the top of the Post from Standard/Grading Task column. This will change what is displayed in the corresponding dropdown lists for the sections listed.

13. Individual "posting from" selections may be made for sections if the term, standard or grading task varies by section.

14. Click Next.

15. Review the posting from and to options before overwriting posted grades. If desired, individual student grades may be reviewed by selecting a specific section. The number of grades being updated will be displayed in the New/Updated Grades column. The number of students for whom there are no grades to post will be displayed in the No Grades column.

16. When finished, click Post.
Grading Window

PATH: Grading & Standards>Grading Window

**Opening the Grading Window**

**Year and Calendar**

The first screen of the wizard includes Year and Calendar selection.

1. Select the **School Year**. **Calendars** will populate in the list below based on the Year.
2. Select the Calendar(s) for which the Grading Window should be opened.
3. Click **Next** to proceed to the next screen of the wizard.

*Image 2: Selecting a Year and Calendars*
Grading Tasks and Standards

The second screen of the wizard lists Grading Tasks aligned to Courses in the selected Calendar(s).

1. Select the Grading Tasks for which the Grading Window should be opened.
2. Click Next to proceed to the next screen of the wizard and select specific Terms.

Terms

Users have the option of only opening the Grading Window for the selected Terms.

1. Mark the checkbox next to the Terms for which the Grading Window should be opened.
2. Click Update Active Masks to open the grading window for the selected items in the selected terms.

The Active Mask checkboxes for the Terms marked will be selected on the Course's Grading Tasks.
Any selections made in this wizard will override existing settings. Terms that are not marked in the wizard will not be changed from their existing setting.

**Closing the Grading Window**

1. To close the Grading Window for the selected tasks and standards, leave all **Term** checkboxes **unmarked** in the last screen of the wizard.
2. Click **Update Active Masks** and the grading window will be closed for any **Term** that is not checked.
Edit/Enter Posted Grades (Office)

Grading By Task (Section)

The **Grading by Task** tool allows office personnel to enter and/or edit scores for grading tasks. A list of grading tasks assigned to the course displays at the top. When selected, scores will be entered for that task.

**Section Grading by Task**

Grading tasks are assigned to courses on the **Course Grading Task** tab. In order for teachers to record scores using the **Post Grades** tool, the Active Mask must be turned on for the term and grading task.

**This does not apply for the Section Grading by Task tool.** This is because the active mask should only be set for a period of time, allowing teachers to enter grades up to a certain date. Then the office staff can generate report cards and such. If teachers need to change grades after
the active mask is turned off, either the grading window will need to be opened again, or the office can make grade changes using this tool.

**Grading by Task Editor**

The following image defines the options available on the Grading by Task editor.

**Grade Comments**

Canned Grading Comments can also be entered for the scores. One comment can be entered for a student by marking the appropriate checkbox. The comment will populate in the Comments field when the user selects the *Update Comment* button.
Canned Comments Entry

Remove selected comments from the pop-up window by clicking the **Cancel** button. Remove comments from the **Comments** field by clicking the X.

**Enter Individual Scores for Students**

1. Select the **Grading Task** to assign scores from the dropdown list.
2. Select the **Score** for the student from the dropdown list.
3. Enter a comment for the student using only the **Canned Comments** by clicking the Notepad icon.
4. Repeat these steps for all students in the section.
5. Click the **Save** icon when finished.

**Mass Enter Scores for Students who do not Currently have Scores**

1. Select the **Grading Task** to assign scores from the dropdown list.
2. Enter the **Score** for the students who do not currently have scores.
3. Click the **Fill Empty** button. Scores will be populated for the students (but not percentages).
4. Enter a Comment for the student using only the **Canned Comments** options by clicking the Notepad icon.
5. Click the **Save** icon when finished.

**Mass Enter Scores for All Students**

1. Select the **Grading Task** to assign scores from the dropdown list.
2. Enter the **Score** for the students who do not currently have scores.
3. Click the **Fill All** button. Scores will be populated for the students (but not percentages).
4. Enter a **Comment** for the student or score using the **Canned Comments** options by clicking the Notepad icon.
5. Click the **Save** icon when finished.
Mid Term Progress Report Card (Office)

Report Card Options | Generating Report Cards using Display Options

**PATH:** Grading and Standards > Reports > Report Card

The Report Card Batch will print student scores based on the options selected in the editor for multiple students *en masse.*

When the student has multiple enrollments in the same school year, Report Cards print for each school in which the student was enrolled.

**Margin Size**

The following table describes the default margin size for portrait and landscape report cards:

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Portrait</th>
<th>Landscape</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Paper Size: Letter (8.5in X 11in)</td>
<td>Paper Size: A4 (210mm X 297mm)</td>
</tr>
<tr>
<td></td>
<td>All Pages Top Margin: 0.333in</td>
<td>First Page Top Margin: 0.167in</td>
</tr>
<tr>
<td></td>
<td>All Pages Bottom Margin: 0.333in</td>
<td>Remaining Pages Top Margin: 0.333in</td>
</tr>
<tr>
<td>Conventional</td>
<td>All Pages Left Margin: 0.5in</td>
<td>Remaining Pages Bottom Margin: 0.333in</td>
</tr>
<tr>
<td></td>
<td>All Pages Right Margin: 0.5in</td>
<td>All Pages Left Margin: 0.5in</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All Pages Right Margin: 0.5in</td>
</tr>
</tbody>
</table>

**Create Progress Report**

1. Click *Grading and Standards*
2. Click *Reports*
3. Select *Report Card*
4. Select *Display Options*
5. Enter *Report Display Name*
6. Select *Report Type = Conventional Report Card*
7. **Report on Terms = Main-Quarters**
   a. If you want only one term to print, just select that term and select *Exclude all prior terms from printing.*
   b. If you want all available terms to print, select Term you are printing for *(Don’t select Exclude all prior terms from printing)*
8. Choose desired *Page Layout*
9. Select desired *Display/Header Options*
10. Enter a *School Comment*, if desired to print on all report cards.
11. Select an *Ad Hoc Filter* or *Grade level*
12. Select *Active Only* to exclude inactive students
13. Select *Generate Report*
**Report Card Options**

The following defines the available options on the Report Card Batch.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Report Options</strong></td>
<td>HI does not have any pre-defined report cards set, so this option will be empty.</td>
</tr>
<tr>
<td><strong>Display Options</strong></td>
<td>If there is no report card available in the Report Options dropdown list, choose the items to display from the Display Options list. Enter “Progress Report” or other wording to display on the report.</td>
</tr>
<tr>
<td><strong>Report Display Name</strong></td>
<td>Select the students to include in the report from an existing ad hoc filter. Only those students included in the filter will have a report card generated for them (if they meet the requirements of the report card). Or, select students by a grade level. All students in the school can be selected at one time, but it is recommended to limit the number of students included in each batch.</td>
</tr>
<tr>
<td><strong>Ad hoc Filter or Grade</strong></td>
<td>Marking this checkbox includes only those students who are actively enrolled as of the entered Effective Date. The entered date reflects the date by which students are actively enrolled. If all students regardless of active enrollment should be included in the report, remove the mark from the Active Only checkbox; this disables the Effective Date field. This field displays the current date but can be modified by typing in <em>mmddyy</em> format or using the calendar icon to select a date.</td>
</tr>
<tr>
<td><strong>Effective Date</strong></td>
<td>The Report Cards can be sorted in the following ways:</td>
</tr>
<tr>
<td><strong>Sort Options</strong></td>
<td>- <strong>Alphabetical</strong> - report cards are printed alphabetically by last name.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Grade/Alpha</strong> - report cards are printed numerically by grade level, and then alphabetically by last name within the grade level.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Zip Code</strong> - report cards are printed in ascending zip code order, best for bulk mailings.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Teacher</strong> - report cards are printed alphabetically by teacher last name, based on the student's teacher assignment for the selected period.</td>
</tr>
<tr>
<td><strong>Teacher Sort Options</strong></td>
<td>When the Teacher Sort option is selected, options for selecting the Calendar of enrollment, the Effective Date and the Period of the day appear. If a student does not have a teacher for the selected period in the calendar for the effective date chosen, the student's report card prints first and the teacher's name will be blank.</td>
</tr>
</tbody>
</table>
Custom Report Card School Wide Comments (Office)

PATH: System Administration>Calendar>Calendar>Calendar tab

School wide comments can be entered here for each term. Comments will print on all report cards printed for that term.

1. Type comment in the appropriate term box.
2. Click Save.
Print HI Custom Secondary Report Card

**PATH:** Grading and Standards>Reports>Custom Secondary Report Card

Registrars can print report cards by Ad Hoc Filter, Grade or by individual student.

1. Select **Ad Hoc Filter, Grade or Student** to print report card
2. **Active Only** defaults, but if you wish to see inactive students, deselect.
3. Current date will default for **Effective Date**, and can be changed to any enrollment effective date.
4. Select **Term** that is desired for printing
5. Select **Cumulative GPA**, if desired.
6. Select **Print Class Rank**, if desired.
7. Select **Print Multiple Mailing Address**, if desired.
8. Select **Print Front/Back**, if desired.
9. Select **Promotion/Retention Status**, if desired.
10. Select **Term Display** (Quarters/Trimesters)
11. Select Sort Detail Options
12. Select **Sort Options** (If distributing by teacher/period, the effective date must be a date that includes that period).
13. Click **Generate Report**
Transcript Post

**Checklist for Posting Transcripts | Use the Post Transcripts Wizard**

**PATH:** System Administration > Student Portfolio > Transcript Post

The **Transcript Post** will take a snapshot of only the students’ final marks and post them to the students’ transcript. If no final marks are ready for posting, then no marks will post to the transcript.

**NOTE:** The Transcript post can be ran multiple times, however, it will not overwrite a previously posted mark.

**Post to Transcripts Editor**

**Checklist for Posting Transcripts**

- Verify **all grades have been reported** for all students.
  - Grading and Standards>Reports>Grades Report
  - Run the report for **Missing Grades**
  - Mark Verification Report
    - HIDOE Custom Reports>HIDOE Mark/Grade/GPA/Honor Reporting>HIDOE Mark Verification Report

- Verify the **grade the student received is correct**.
  - After posting transcripts, only manual changes can be made to this grade.

**Using the Post Transcripts Wizard**
Post to Transcripts Editor

1. Select the **Calendars** for which to post transcripts, if appropriate
2. Select the **Credit Groups** for which to post transcripts.
3. Select the **Terms** for which to post the transcripts.
4. Select the **Grade Levels** of the students where the transcript grades will be posted.
5. Mark the **Post Score Comments to Transcript**.
   a. If selected, will only show on student transcript tab comments, will not print on the custom transcript.
6. Click the **Run** icon. The process may take a little time to run. When finished, a confirmation message will display indicating how many grades were posted.

7. Click the **OK** button when finished.

8. Navigate to the student's Transcript tab to review the posted grades. (Student Information>General>Transcript)