

SECONDARY GRADE REPORTING CALENDAR MANDATORY REGISTRAR OPERATIONAL TASKS 2017-2018

A	OPENING OF SCHOOL	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
1	<ul style="list-style-type: none"> Active Year Changes to the 2017-2018 school year. 	08/02/17			
2	<ul style="list-style-type: none"> Ensure all families have completed the Online Registration Process. 	08/14/17			
3	<ul style="list-style-type: none"> Ensure schedules are dropped for 'no show' students. 	08/21/17			
4	<ul style="list-style-type: none"> Verify that all class schedule changes have been completed. 	09/07/17		02/01/18	
B	PROGRESS REPORTING PROCESS				
1	<ul style="list-style-type: none"> District opens grading window for Progress grade.* 	09/06/17	11/07/17	01/29/18	04/12/18
2	<ul style="list-style-type: none"> Teacher posts and verifies progress grades and comments by close of business day.** Process: <ul style="list-style-type: none"> Teacher clicks Post button in gradebook for each class and enters comments; or Teacher selects Grade Book > Post Grades, selects the Progress grading task and enters the percent, score, and comments. 	09/08/17	11/09/17	01/31/18	04/16/18
3	<ul style="list-style-type: none"> Secondary schools print Progress Reports. 	09/12/17	11/15/17	02/05/18	04/19/18
4	<ul style="list-style-type: none"> Secondary schools distribute Progress Reports. 	09/13/17	11/17/17	02/07/18	04/24/18
5	<ul style="list-style-type: none"> District closes grading window for Progress.*** 	09/14/17	11/18/17	02/08/18	04/25/18
6	<ul style="list-style-type: none"> Update student information changes. Be certain that all addresses are accurate to minimize return of final report cards. 				05/21/18
C	GRADE REPORTING PROCESS FOR QUARTER AND SEMESTER				
1	<ul style="list-style-type: none"> District opens grading window for report card grade.* 	10/10/17	12/18/17	03/09/18	05/17/18
2	<ul style="list-style-type: none"> End of Quarter Reporting. 	10/13/17	12/22/17	03/14/18	05/24/18
3	<ul style="list-style-type: none"> End of Semester Reporting. 		12/22/17		05/24/18
4	<ul style="list-style-type: none"> Teacher posts and verifies report card grades and comments by close of business day.** 	10/17/17	01/09/18	03/16/18	05/25/18
5	<ul style="list-style-type: none"> Registrars PDF report cards and administrators verify them. 	10/18/17	01/10/18	03/19/18	05/29/18
6	<ul style="list-style-type: none"> Send Email to USER SUPPORT HELP DESK when print file is ready - <u>NO LATER THAN 4:00 P.M.</u> 	10/19/17	01/11/18	03/20/18	05/30/18
7	<ul style="list-style-type: none"> District closes grade reporting window.*** 	10/19/17	01/12/18	03/20/18	05/30/18
8	<ul style="list-style-type: none"> Printed Report Cards, available for pick up at Graphic Arts: If your school is interested in printing your own report cards for first, second, and third quarter, please call the Guidance and Counseling Department at 702-799-8441. (Final report cards for all schools will be mailed to parents.) 	10/26/17	01/19/18	04/05/18	

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C	GRADE REPORTING PROCESS FOR QUARTER AND SEMESTER (continued)				
9	<ul style="list-style-type: none"> Distribute report cards (final report card mailed to parent). 	10/31/17	01/23/18	04/13/18	06/11/18
D	TRANSCRIPT PROCESS				
1	<ul style="list-style-type: none"> Update students' transcripts**** Process: <ol style="list-style-type: none"> In System Administration > Student Portfolio > Transcript Post, select the current calendar and the appropriate grade levels. Shift-click all the Curriculum Groups. Choose the correct term, and uncheck the Post Score Comments to Transcripts box. Press RUN. Note: Once you have posted transcripts, any grade changes must be made in both the <i>Grades</i> and <i>Transcript</i> modules. 	10/20/17 ¹	01/16/18	3/21/18 ¹	06/01/18
2	<ul style="list-style-type: none"> Calculate the on-track status for the Academic Planner. Process: <ol style="list-style-type: none"> In Program Admin > Course Plan Admin, select Calculate on-track status. Click Submit to Batch. When it is finished, you will see a <i>Completed</i> status in the <i>Batch</i> queue. 		01/16/18		06/01/18
3	<ul style="list-style-type: none"> Confirm graduation status and add diploma type on student's <i>Graduation</i> tab. 				06/08/18
E	GRADE REPORTING PROCESS FOR COMPETENCY BASED COURSES				
*	<ul style="list-style-type: none"> School opens grading window for teachers to post final grades and for posting grades to the transcript as required. Process: <ol style="list-style-type: none"> In Grading & Standards > Grading Window, select the current calendar and choose Next. <ul style="list-style-type: none"> Highlight the appropriate grading task (i.e., Quarter Final, Quarter Grade, or Semester Grade) and click Next. Select the appropriate term (i.e., Term 2 for Semester 1) and click Update Active Masks. 				
**	<ul style="list-style-type: none"> Teacher posts and verifies grades and comments. 				
***	<ul style="list-style-type: none"> School closes grading window for report card grades after grades are posted to transcript. Process: <ol style="list-style-type: none"> In Grading & Standards > Grading Window, select the current calendar and choose Next. <ul style="list-style-type: none"> Highlight the appropriate grading task (i.e., Quarter grade or Semester) and click Next. Make sure that no terms are checked and click Update Active Masks. 				

¹ For schools that offer quarter classes, the transcript post process must be done every quarter.

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F	UPDATE TRANSCRIPT PROCESS FOR COMPETENCY BASED COURSES
****	<ul style="list-style-type: none">• Update students' transcripts after teachers have posted grades and comments.• Process:<ol style="list-style-type: none">1. In System Administration > Student Portfolio > Transcript Post, select the current calendar and the appropriate grade levels.2. Shift-click all the Credit Groups.3. Choose the correct term, and uncheck the Post Score Comments to Transcripts box.4. Press RUN. <p>Note: Once you have posted transcripts, any grade changes must be made in both the <i>Grades</i> and <i>Transcript</i> modules.</p>