Administrator Guide: Closing the Grade Book

Once the grading window opens, it is imperative schools ensure teachers have posted Semester 2 grades to the report card. This checklist has been developed to assist administrators with steps required to confirm teachers have properly posted grades.
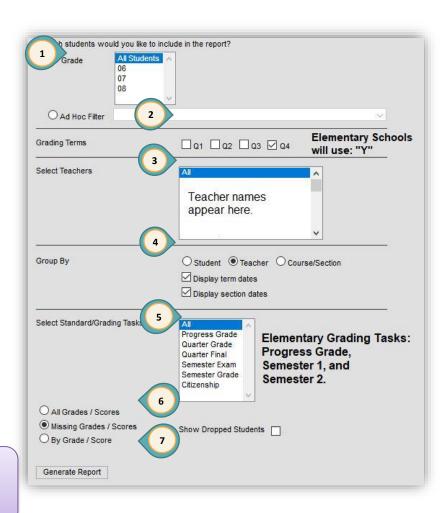
- ☐ Ensure all teachers have posted grades prior to the last teacher work day by running the *Grades Report*.
- ☐ Require all teachers to provide a copy of the *Grades Report* (all sections) prior to check out. (See *Teacher Guide: Verifying Grades are Posted* for teacher instructions.)
- ☐ Verify each student has a posted grade for the term using the *Grades Report*. (See below for administrator instructions.)
- ☐ (Optional) Require all teachers to complete *Teacher Class Grade Book Verification* forms (page 3) prior to check-out and store them at the school site, either digitally or in paper form, for a minimum of five (5) years. Please keep in mind, the grade book is a legal record and teachers must post grades for all students prior to checking out. If teachers do not post grades to the term, it will be the administrator's responsibility to open the grading window to post grades.

Generating the Grades Report for Administrators

This report will assist both elementary and secondary administrators in determining if teachers have posted grades for a desired term. The screenshot provided is for a secondary school. From the Index tab, expand *Grading & Standards*, *Reports*, and select *Grades Report*.

1. Select the *Grade* level(s) desired.
2. Choose the *Grading Term(s)* (Elementary will choose "Y").
3. *Select Teachers* (one, multiple, or "All").
4. Select *Teacher* in the *Group By* section. This will produce a report by teacher that includes all students. Leave the *Display term dates* and *Display section dates* checked.
5. Select the desired *Standard/Grading Tasks* (select the appropriate Semester).
6. To verify all grades have been posted, select *Missing Grades/Scores*. This report displays missing posted grades and scores for the selected grading task(s)/standard(s).
7. Select *Generate Report*.

> To view a short tutorial of how to run the Grades Report, please visit Employee Business Training's Quick Vids at training.ccsd.net/gradebook.
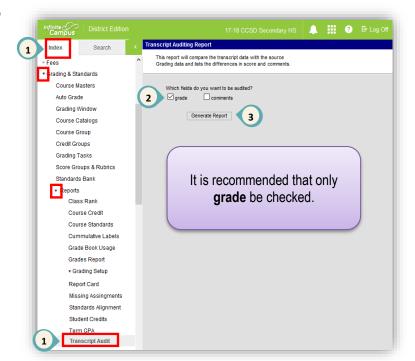
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Generating the Transcript Audit Report for Administrators

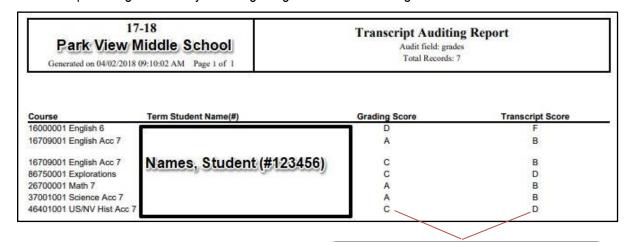This report will enable you to compare the grade on the transcript with the grade in the grade book.

1. From the Index tab, expand *Grading & Standards*, *Reports*, and select *Transcript Audit*.

2. Check the fields to be audited (by default, both *grade* and *comments* are checked).

   - If *grade* is checked, the report provides a list of students that have a grade/score in the teacher's grade book that is different than the grade/score on their transcript record and/or if a transcript record has been modified on the student *Transcript* tab.

   - If *comments* is checked, the report provides a list of students that have a comment in the teacher's grade book that is different than the comment on their transcript record and/or if a transcript record has been modified on the student *Transcript* tab.

3. Select *Generate Report*.

> It is recommended that only **grade** be checked.

> To view a short tutorial of how to run the Transcript Audit Report please visit Employee Business Training's Quick Vids at training.ccsd.net/gradebook.

Example: Transcript Audit Report

This example was generated by checking the grade box and leaving the comments box unchecked.

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Park View Middle School
Generated on 04/02/2018 09:10:02 AM   Page 1 of 1

Transcript Auditing Report
Audit field: grades
Total Records: 7

Course	Term Student Name(#)	Grading Score	Transcript Score
16000001 English 6		D	F
16709001 English Acc 7		A	B
16709001 English Acc 7	Names, Student (#123456)	C	B
86750001 Explorations		C	D
26700001 Math 7		A	B
37001001 Science Acc 7		A	B
46401001 US/NV Hist Acc 7		C	D

> These students have a different grade posted in the grade book than on the transcript.

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CLARK COUNTY SCHOOL DISTRICT

TEACHER CLASS GRADE BOOK VERIFICATION

I certify that I have reviewed and verified the contents of my class grade book for the school year 2017-2018.

_____
School Name

_____
Teacher Name

_____
Teacher Signature

_____
Date

CCSD Regulation 5113.1 III (A)
Retention and Maintenance of Class Record Books – Teachers' class record books are a part of the Clark County School District's official records and must be maintained for a minimum of five full years.

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