

Administrator Guide to Closing Procedures for the Grade Book

End-of-Year Grade Book Procedures

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 ensure 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.
- Verify each student has a posted grade for the term using the **Grades Report**.
- (Optional) A **Teacher Class Record Book Verification** form is available (see page 3) should schools choose to request teachers complete it prior to check-out.

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. Quick Vids are available for each of the following reports identified below at training.ccsd.net > Quick Vids > Campus for Administrators.

Helpful Reports: Grades Report

The Grades Report will assist administrators in determining if teachers have posted grades for a desired term.

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 select "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 **All Grades/Scores**. This report displays all posted grades and scores for the selected grading task(s)/standard(s).
7. Select **Generate Report**.

The screenshot shows the 'Grades Report' configuration interface. It includes the following elements:

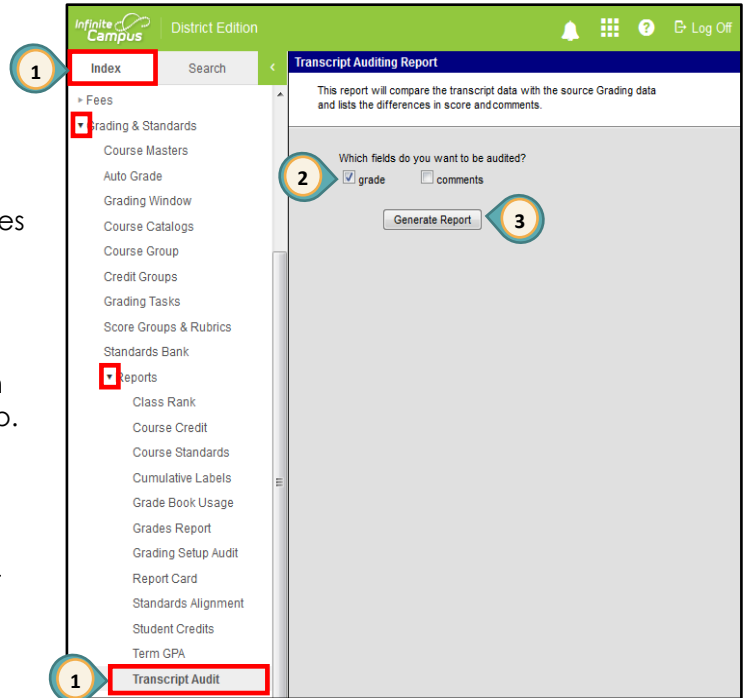
- 1**: A dropdown menu for 'Which students would you like to include in the report?' with 'All Students' selected.
- 2**: A section for 'Grading Terms' with radio buttons for Q1, Q2, Q3, Q4, and 'Y= ES' selected.
- 3**: A dropdown menu for 'Select Teachers' with 'All' selected and a callout box stating 'Teacher names appear here.'
- 4**: A 'Group By' section with radio buttons for Student, Teacher (selected), and Course/Section. Checkboxes for 'Display term dates' and 'Display section dates' are checked.
- 5**: A dropdown menu for 'Select Standard/Grading Tasks' with 'All' selected and a callout box stating 'The Grading Tasks for Elementary are Progress Grade, Semester 1, and Semester 2.'
- 6**: Radio buttons for 'All Grades / Scores' (selected), 'Missing Grades / Scores', and 'By Grade / Score'.
- 7**: A 'Generate Report' button.

Helpful Reports: Transcript Auditing Report

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

Transcript Auditing Report

- From the Index tab, expand **Grading & Standards, Reports**, and select **Transcript Audit**.
- Check the fields to be audited (by default **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 the 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 grade book that is different than the comment on the transcript record and/or if a transcript record has been modified on the student **Transcript** tab.
- Select **Generate Report**.



Example

This example was generated by only selecting the **grade** box.

16-17 ParkView Middle School Generated on 05/02/2017 04:17:30 PM Page 1 of 1		Transcript Auditing Report Audit field: grades Total Records: 1250	
Course	Term Student Name(#)	Grading Score	Transcript Score
83050001 Beg Art	2 Student, Name (#123456)	A	B
17200001 English 8	2 Student Name (#987654)	C	C

Student has a different grade posted in the grade book than on the transcript.

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 2018-2019.

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.

Teacher Guide to Verify Posted Grades

Grades Report

This report assists teachers in determining if grades have posted for a desired term. At the end of the school year, this report may be especially helpful to verify teacher grade books are complete.

Grades Report

1. From the **Instruction** menu, select **Reports**.
2. Under **Grade Book**, select **Grades Report**.
3. Verify the **Term** and select the desired **Section**.
4. Leave the **Display Term Dates** and **Display Section Dates** checked.
5. Determine how you want the report organized and make a selection in the **Group By** section.
6. Choose the **Grading Term(s)** (Elementary will choose "Y").
7. Select the desired **Tasks/Standards** by highlighting the appropriate task. To close the school year, elementary teachers will select **Semester 2**. Secondary teachers will select **Semester Grade**.
8. Place a check by each student to include in the **Select Students** section.
9. Select **Generate Report** at the top of the page.
10. Repeat for additional sections as needed.

Grade Book

- Assignment Analysis
- Flagged Assignments
- Grade Book Export
- Grades Report**
- Missing Assignments

Report Options - Grades Report

Term: Q4 (03/18/19 - 05/23/19) Section: 01) 26300002-15 Math 6 (1)

Report: Grades Report

This report will batch print student's grades.

Display Term Dates
 Display Section Dates

Group By:
 Course/Section
 Student

*Select Terms:
All
Q3
Q4

CTRL-click or SHIFT-click to select multiple

*Select Tasks/Standards:
All
Grading Tasks
Progress Grade
Quarter Grade
Citizenship
Semester Exam
Semester Grade

*Select Students:

Name	Student #	Grade
<input type="checkbox"/>		06
<input checked="" type="checkbox"/>	Student Names	06
<input checked="" type="checkbox"/>		06

This example report shows these students have a posted grade in Reading for Semester 2. If a student has a missing grade, return to the grade book and post to the appropriate term.

Reading) 031210-3 Reading 3		Teacher: Ms. Jones
Section Dates: 08/13/2018 - 05/23/2019		Term
Student	Task	Y
03 Student Name Student #: Student Number	Semester 2	B
03 Student Name Student #: Student Number	Semester 2	A