

## ES Clerks—Posting Semester 2 Grades to the Transcript

### Goals:

- To ensure that every teacher posts Semester 2 grades.
- To update the student's course history. This finalizes the courses for the student and will display the grades for students' next school and enable schools to generate an official transcript that includes the student's course work for your school.
- To make grade changes to the transcript where appropriate.

By **June 7, 2019**, the clerk **must** post the grades to the transcript. Grades will be posted from the Semester 2 grading task to the Transcript tab for each student. Teachers must have entered a Semester 2 grade for this to occur successfully.

### Step 1: Run the Grades Report **before teachers leave for the summer.**

1. Navigate to **Index > Grading & Standards > Reports > Grades Report**
  - a. For **Which students would you like to include in the report?**, leave the default selected [**All Students** under **Grade**].
  - b. For **Grading Terms**, check the **Y** box.
  - c. For **Select Teachers**, either select **All**, or select one teacher.
  - d. For **Group By**, select the **Teacher** radio button and uncheck **Display term dates** and **Display section dates**.
  - e. For **Select Standard/Grading Tasks**, click only **Semester 2**.
    - i. TIP: The list is long, do a **CTRL-F** on the keyboard and search for Semester 2. Click **Highlight All** and keep pressing your enter key until it is highlighted under **Select Standard/Grading Tasks**.
    - ii. Once it is highlighted, left-click on it so that it is highlighted in blue.

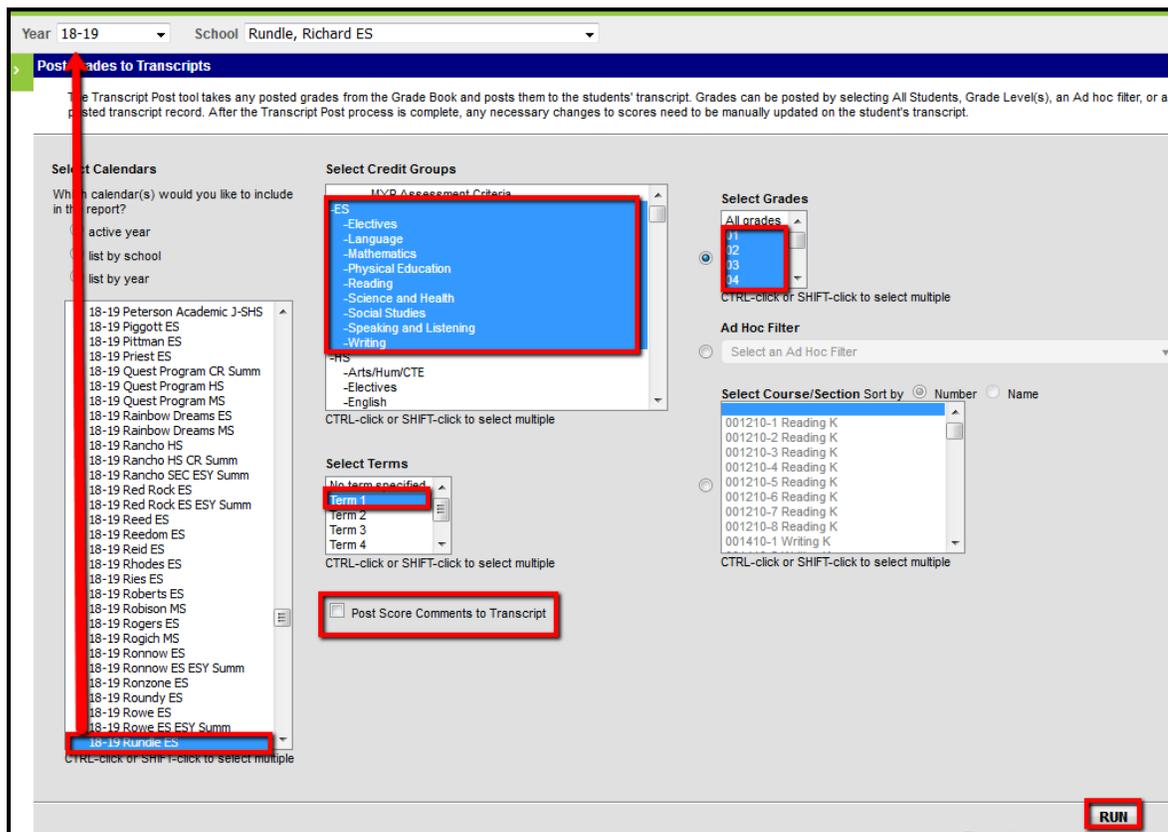
The screenshot shows the 'Grades Batch Report' form. The 'Which students would you like to include in the report?' section has 'Grade' selected with a dropdown menu showing 'All Students', 'PK', 'TP', 'OK', and '01'. The 'Grading Terms' section has a checked 'Y' box. The 'Select Teachers' section has a dropdown menu showing 'All'. The 'Group By' section has 'Teacher' selected, and 'Display term dates' and 'Display section dates' are unchecked. The 'Select Standard/Grading Tasks' section has a list of tasks, with 'Semester 2' selected. A search bar at the bottom shows 'semester 2' and 'Highlight All' buttons.

This is a close-up of the 'Select Standard/Grading Tasks' list. The list contains several tasks, including '5.M.Re.8: Interpret intent and meaning in artistic work.', '5.VA.Re.8: Interpret intent and meaning in artistic work.', 'K.M.Re.8: Interpret intent and meaning in artistic work.', 'K.VA.Re.8: Interpret intent and meaning in artistic work.', 'Semester 2', '1.M.Re.9: Apply criteria to evaluate artistic work.', '1.VA.Cn: Connecting - Relating artistic ideas and work with...', '1.VA.Re.9: Apply criteria to evaluate artistic work.', and '2.M.Re.9: Apply criteria to evaluate artistic work.'. The 'Semester 2' option is highlighted in blue.

- f. Check the **Missing Grades/Scores** radio button and uncheck **Show Dropped Students**.
- g. Click **Generate Report**.

**Step 2: Posting Grades to the Transcript** – This process copies the teachers' posted grade book grade to the student's Transcript tab. This should be done after all teachers have submitted their grades and any grade changes in the grade book have been made.

1. From the **Index** tab, go to **System Administration > Student Portfolio > Transcript Post**.
2. Select the current school calendar for your track.
  - a. For **Select Calendars**, select your school's 18-19 calendar.
    - i. Verify that calendar highlighted matches the calendar at the top of the screen.
  - b. For **Select Credit Groups**, SHIFT-click all of the ES Credit Group items listed in the dropdown to ensure that all of the areas are highlighted.
  - c. For **Select Terms**, choose **Term 1**.
  - d. For **Select Grades**, CTRL-click **01, 02, 03, 04, 05, OK**.
  - e. Uncheck **Post Score Comments to Transcript**. This prevents teacher grade book comments from appearing on the transcript.
  - f. Select **Run**.
  - g. Click **OK**.



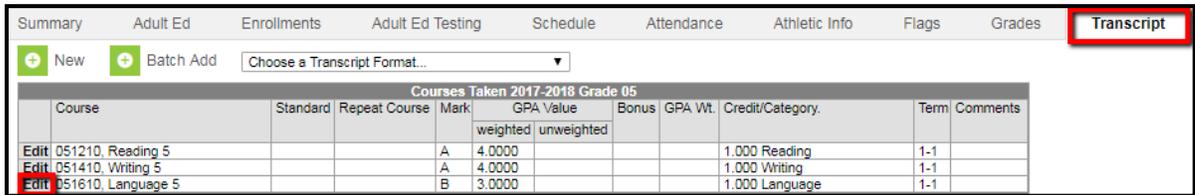
3. Every time the Transcript Post is done, any students with blank transcript grades for the selected term will be updated with the grade that the teacher has posted in the grade book. As long as the grading window is open, the Transcript Post procedure can be run multiple times. **However, if there is a change in the student's grade** [i.e., a posted grade book score change from C to B], **the clerk must make the change on the Transcript tab for the**

**student.** Transcript Post **will not overwrite existing grades** that have already posted to the student's course history.

4. If grades are not posted, it will appear as a Work In Progress on the student's transcript.

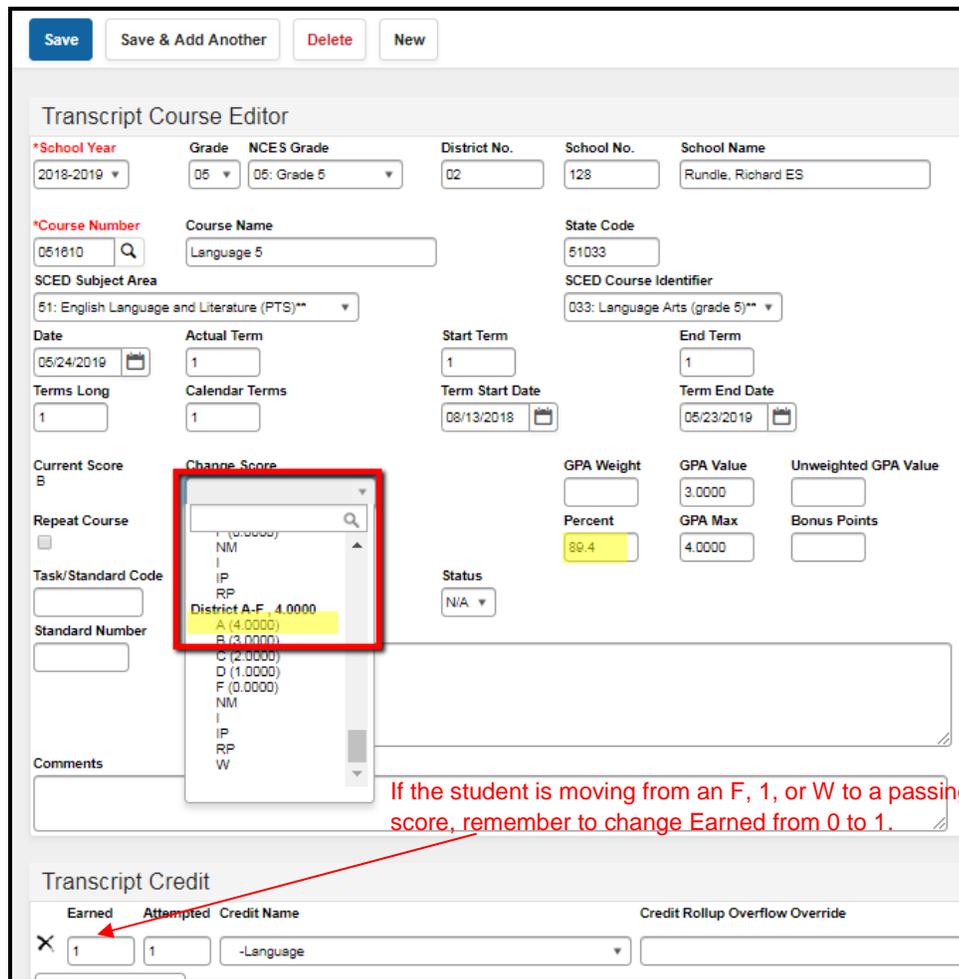
**Making Transcript Corrections:** After the Transcript post, if a teacher makes a grade change in the grade book, the change **will not be reflected** on the transcript. All changes **must be also made** on the student's transcript.

1. Navigate to **Index > Student Information > General > Transcript** for the student.
2. Click **Edit** to the left of the course that needs be corrected.



Courses Taken 2017-2018 Grade 05											
	Course	Standard	Repeat Course	Mark	GPA Value		Bonus	GPA Wt.	Credit/Category	Term	Comments
					weighted	unweighted					
Edit	051210, Reading 5			A	4.0000				1.000 Reading	1-1	
Edit	051410, Writing 5			A	4.0000				1.000 Writing	1-1	
Edit	051610, Language 5			B	3.0000				1.000 Language	1-1	

3. Select the appropriate grade from the **Change Score** drop down and click **Save**.
  - a. Only District A-F scores of **A, B, C, D**, or SBRC scores of **2, 3**, and **4** earn credit. If the student earns an **F, 1**, or **W** for the course, no credit will be posted. When changing a student's grade to a passing score, remember to enter a **1** in the Earned box before saving.



Transcript Course Editor

\*School Year: 2018-2019 | Grade: 05 | NCES Grade: 05: Grade 5 | District No.: 02 | School No.: 128 | School Name: Rundle, Richard ES

\*Course Number: 051610 | Course Name: Language 5 | State Code: 51033

SCED Subject Area: 51: English Language and Literature (PTS)\*\* | SCED Course Identifier: 033: Language Arts (grade 5)\*\*

Date: 05/24/2019 | Actual Term: 1 | Start Term: 1 | End Term: 1

Terms Long: 1 | Calendar Terms: 1 | Term Start Date: 08/13/2018 | Term End Date: 05/23/2019

Current Score: B | Change Score: **District A-F, 4.0000** (highlighted)

Repeat Course:  | Task/Standard Code: | Standard Number: | Status: N/A

GPA Weight: | GPA Value: 3.0000 | Unweighted GPA Value: | Percent: 89.4 | GPA Max: 4.0000 | Bonus Points: |

Comments: *If the student is moving from an F, 1, or W to a passing score, remember to change Earned from 0 to 1.*

Transcript Credit

Earned	Attempted	Credit Name	Credit Rollup	Overflow	Override
1	1	-Language			