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*.
- Verify each student has a posted grade for the term using the *Grades Report*.
- Teachers can verify grades are posted by generating a *Grades Report* from their grade book.
- (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 enter any grades which were not posted by the teacher. 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. Due to COVID-19, secondary administrators may use this report to verify the Quarter 3, Quarter 4, and Semester Grade are the same for each student.

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*. Use the Ctrl key to select more than one (i.e., Q3, Q4, Semester Grade for secondary schools).
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). For closing the grade book, select semester 2 only.
7. Select *Generate Report*.

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
1. From the Index tab, expand *Grading & Standards*, *Reports*, and select *Transcript Audit*.
2. Check the fields to be audited (by default *grade* and *comments* are checked). Remove the check mark for *comments* before generating this report.
3. Select *Generate Report*.
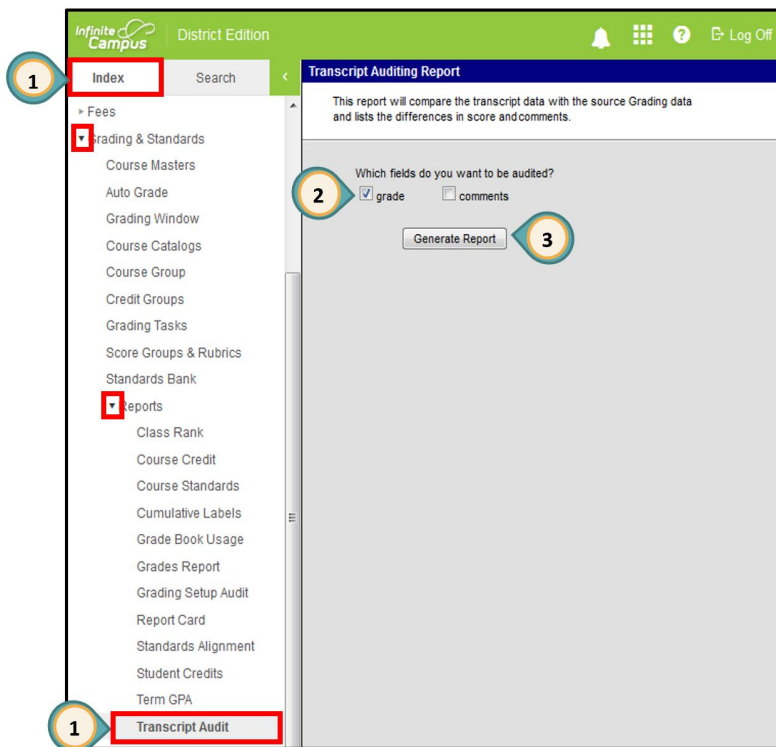
Example
This example was generated by only selecting the *grade* box.

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 2019-2020.

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.
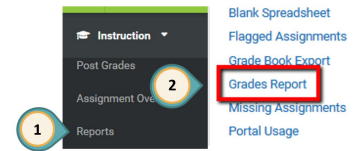
Grades Report

1. From the *Instruction* menu, select *Reports*.
2. Select *Grades Report*.
3. Verify the *Term* and select the desired *Section(s)*. More than one report may be generated at a time.
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. Verify a check by each student to include in the *Select Students* section.
9. Select *Generate Report* at the bottom of the page.
10. Repeat for additional sections as needed.
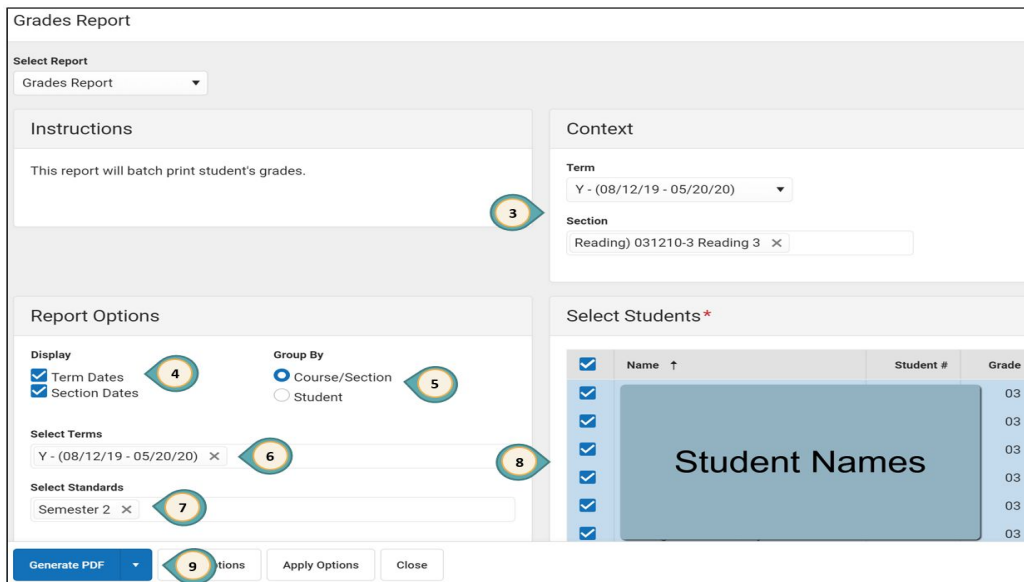
This example report shows these students have a posted grade in reading for semester 2. If a student has a missing grade, return to the grade book and post to the appropriate term.