

Teacher - Grade Cycle Submission Procedures

Step 1: Prior to End of the Grading Cycle

1. Select the checkboxes on **USER PROFILE** for Abs. this Cyc. And Tardies this Cyc. Check Attendance and Tardies from the **GRADES** screens for each class period. Attendance changes beyond three-days must be made by the campus attendance clerk. Use the **Attendance Change Form** to make changes.

Step 2: Prior to Verifying your Gradebook

1. Click **Reports** on the main gradebook toolbar. Select **Missing Assignments** Report to identify students with missing assignments. Check the box to **Include Blank Grades**.
2. Generate and print the report of students who have missing or blank assignment grades.
3. Do this for each of your classes.
4. After the student(s) makes up the assignment, make the necessary corrections to student's assignment grade or mark blank grades – **m** or **Msg** [Missing Assignment], **i** or **inc** [Incomplete assignment], **e** or **exc** [excused from assignment], or **0** [zero].
5. **Important** - Generate and reprint these reports to verify that all missing and blank grades have been cleared. If blank assignment grades remain, they will NOT count against the student.

Step 3: Verify your Gradebook

1. Click **Verify Grade** on the main gradebook toolbar. Review each student's **Computed Cycle Avg.** to ensure that each is correct.

The screenshot shows the 'Verify Grades' window. At the top, there are buttons for 'Update', 'Cancel', 'Spell Check', and 'Verify' (highlighted with a red box). Below these are dropdown menus for 'Class' (set to 'LC Language Arts-1') and 'Mode' (set to 'Report Cards'). The main area contains a table with columns: Student, Computed Cycle Avg., Override Cycle Avg., Comments, and Ctz. A red arrow points to the 'Override Cycle Avg.' column. To the right of the table is a 'Campus / District Comment Codes' section with a list of codes (A through U) and their descriptions. Below that are radio buttons for 'English' (selected) and 'Spanish', and a 'Conduct Codes' section with codes E, S, N, and U.

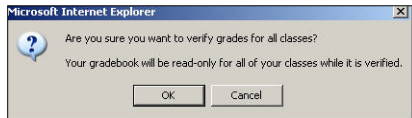
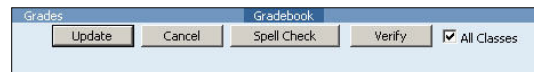
- a. If changes must be made, enter them in the **Override Cycle Avg.** column. Be sure to enter overrides in accordance with campus grading policy. Click **UPDATE**.
- b. **Important** - blank grades, zeros, and/or grades over 100 are **NOT** acceptable. Incompletes [**I**] are acceptable. Enter **G** for students who come at the end of the grading cycle with No Grades.

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2. Enter **up to three comments** for each student, starting from left to right. **DO NOT** enter more than three comments. Leave the last two cells blank in the **Comments** area for each student.
 - a. Enter a **Citizenship / Conduct code** for students as necessary. If no conduct is entered, **the default on the report card will be "S" (Satisfactory)**. Conduct codes are:

E = Excellent	N = Needs Improvement
S = Satisfactory	U = Unsatisfactory
 - b. **Be sure to click UPDATE before switching classes.**
 - c. Use the **Class** drop-down menu to switch subjects. Repeat this procedure for each of the classes until all averages have been verified.
 - d. Once all averages have been checked, click **UPDATE**.

3. After updating any changes, click the **Verify** button to verify a single class or check **ALL Classes** then click the **Verify** button. The teacher will receive the following prompt:



Click **OK** to verify ALL classes in the gradebook.

Note: Once all classes have been verified by the campus administrator, that **cycle** of the gradebook will be set to **"read only"** and **cannot be modified** until unlocked by District gradebook administrator.

Clicking **No** will abort the verification process.

Note: **Users can modify the next grading cycle** for attendance, assignments, and grades, regardless of "read only" status during grade cycle submission.