*Information*NOW – Grading

About this Guide

This Quick Reference Guide provides an overview of the traditional grading options available in *Information*NOW. For details regarding skill-based reporting, please refer to the *InformationNOW – Skills Based Reporting* Quick Reference Guide. For details regarding the teacher's options for Grade Book grading, please refer to the *InformationNOW for Teachers – Classroom Grade Book* Quick Reference Guide.

Grades are based on the courses or subjects in which a student is enrolled for a given academic session. Prior to entering grades:

- *Academic Sessions* and *Terms* must be created. See the *InformationNOW – Creating an Academic Session* Quick Reference Guide for further details.

- Students must be enrolled in the selected school for the selected academic session. See the *InformationNOW – Student Module* Quick Reference Guide for further details.

- Students must be enrolled in courses/subjects for the selected academic session. See the *InformationNOW – Scheduling* Quick Reference Guide for further details.

Setup

Lookups

The following Lookups are created under **Grades | Setup** or under **System Preferences | Setup**. These Lookups pertain to grading and must be created before scores may be recorded for graded items. For complete details regarding adding, viewing and deleting Lookups, please refer to the *InformationNOW – Lookups* Quick Reference Guide.

Required fields are indicated with an asterisk (*).

GPA Method

The *GPA Method* determines the type of grade point averaging that is to be calculated for students (Ex. *Numeric*, *Standard*). Once GPA Methods are defined, they may be attached to grading scales and then to sections in the Master Schedule.

To insert a new record, select **GPA Method** from the drop-list and click **Refresh**. A list of existing GPA Methods will display. Click **Add**.

- ***Name**: Enter the name for this GPA method. Example: *Numeric*.

- **Description**: Enter a description of this GPA method here (not required). Example: *Percentage Based GPA*.

- ***Code**: Enter a unique code for this GPA Method. Example: *Num*.

- **State Code**: Enter the state code if applicable. Refer to State Guidelines to determine if this is required.

- **SIF Code**: Enter the SIF code if applicable. Refer to State Guidelines to determine if this is required.

- **NCES Number**: Enter the NCES number if applicable. Refer to State Guidelines to determine if this is required.

- **Use Numeric Grade**: If the GPA calculation is based on number grades and not letter (*Alpha*) grades, this box must be checked. If *Use Numeric Grade* is not checked, the GPA Method will use letter/alpha grades to compute the GPA.

- **Active**: Check if this is an active GPA method. Inactive GPA methods will not display in drop-lists or on sections in the Master Schedule as an option.

Click **Create.** The record will be saved and a new GPA Method screen will appear.

Continue adding all GPA Methods. Click **Cancel** when finished.

Grading Comments

Grading Comments are typically the observations to be reported at the end of a grading or progress period on the report card (ex. *Works Well With Others*, *Does Not Turn In Homework On Time*).

To insert a new record, select *Grading Comments* from the drop-list and click **Refresh**. A list of existing comments will display. Click **Add**.

- **Code**: Enter a unique identifier for this grading comment.

- **Comment**: Enter the observation (limit 30 characters).

Click **Create.** The record will be saved and a new Grading Comment screen will appear. Continue adding all Grading Comments. Click **Cancel** when finished.

Grading Periods

Grading Periods are used to mark the span of school days in the academic calendar for which report cards are given to students. Report cards typically include grades and/or comments for subjects in which students are enrolled during the Grading Period.

Before Grading Periods may be created, *terms* must be established. See the *Information*NOW – *Attendance* Quick Reference Guide for instructions regarding terms.

To insert a new record, select **Grading Periods** from the drop-list. Select the appropriate term and click **Refresh**. A list of existing grading periods for the selected term will display. Click **Add**.

- ***Name**: Enter a unique name for the grading period. Example: *3rd Quarter*. The name of the grading period will print on the student's report card.

- ***Code**: Enter a code for this grading period. Example: *3Q*.

- ***Start Date**: Enter the date on which this grading period beings in *mm/dd/yyyy* format, or choose the date by clicking the ⌴⌴⌴ button and browsing the popup calendar. Click on the date in the calendar and it will populate the *Start Date* field.

- ***End Date**: Enter the date on which this grading period ends in *mm/dd/yyyy* format, or choose the date by clicking the ⌴⌴⌴ button and browsing the popup calendar.

- **Description**: Give the grading period a description, if desired (optional).

- **Allow Posting?**: Check this box when the grades from the Teacher's Grade Book are ready to post to the student's grade screen to be printed on report cards.

  > Note: Once grades have been posted by teachers, it is recommended that the user uncheck this box so that grades cannot be modified or re-posted while grades are being verified and report cards are being printed.

- **School Announcement**: Enter a message to be printed on each student's report card for the selected grading period.

Click **Create**.

Once the *Grading Period* is defined, the graded items to be collected for that grading period must be added.

Graded Items

While on the *Grading Period* view screen, click **Add**.

The *Add Graded Item* screen will display.

- ***Name**: Enter the name of the Graded Item. The name will appear on the Report Card. It is recommended that this information be different for each grading period. Example: *3rd Quarter Grade*.

- **Description**: A description of the graded item may be entered here (not required).

- **This Graded Item is used to determine**:

  o **GPA Points**: Check this box if this graded item is to be used in the GPA calculation. For example, in some schools, the 3rd Grading Period grade is not included in GPA calculations. However, the 4th Grading Period will have a graded item for which GPA is calculated for these schools. Generally, this option does not apply to elementary schools.

- o **Graduation Credit**: Check this box if this graded item is to be used to determine if graduation credit is to be issued for the student for a given course. For example, in a 2-term/4-quarter school, if graduation credit is based on the final grade for the year, this box would only be checked for the 4th Quarter Final graded item. This option also does not generally apply to elementary schools.
- **Allow Exemptions**: Check to allow students to be exempt from the graded item (i.e., a semester final exam grade). After selecting this option, click the *Percentage* link to set overriding percentages. In the following example, for the semester two final average grade, each quarter grade will be worth 40% and the semester exam will be worth 20%. However, if a student is exempt from the semester exam, each quarter grade will be worth 50% of the semester average.

Name	Percentage	Exemption %
1st 9 weeks	40.000	50.000
2nd 9 weeks	40.000	50.000
Conduct	0.000	0.000
Exam grade	20.000	0.000

Note: If no graded item is set to allow exemptions, the *Exemption%* column will be disabled.

- **Display as Avg in Gradebook:** Determines the grade item that will be displayed in the *Average* column within the Grade Book instead of the grade that is marked as the grade for GPA Points. Only one item may be set as the Grade Book average. If no graded item is selected, the program will assume the grade that is marked as the GPA Points grade for the grading period is to display as the average in the Grade Book.

- **Include in Yearly Report Card**: This option is checked by default. Uncheck if this graded item (ex. *Comments*) is not to be printed on a report card for subsequent grading periods. For example, if creating a comment for Quarter 1, check this box and this comment will not print on report cards for Quarter 2, 3 or 4.

- **Post to Transcript:** Allows the graded item to be posted to the transcript regardless of graduation credit. Previously the program would post the item that is marked for *Grad Credit* to the transcript. This option allows for one additional grade to be posted to the transcript.

- **Post Rounded Average:** Indicates that the rounded average should be posted from the Grade Book. For example, if this option is selected and a student has a Grade Book average of 69.67, a 70 will be posted to the student's grade record.

- **Report as Alpha Grade (from Scale)**: Check this box if only an alphabetic (letter) grade is to appear on the report card even if the graded item is a numeric grade. The corresponding letter grade that is assigned to the numeric value in the grading scale will print on the report card.
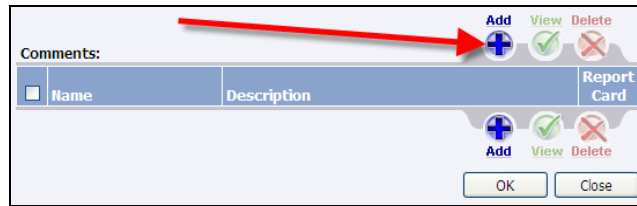
Click **Create**.

Continue adding necessary graded items for the selected grading period.

Comments

Comments may also be added to a graded item. For example, during quarter one the school may collect two comments. These comments should be added to the graded item.

For example, after clicking **Create** to add the Quarter 1 Grade item, click to view the graded item. The *Comments* section is now activated.

Click **Add** to insert a comment to be attached to the quarter 1 grade.

Enter a *Name* (example: *Com1*) and a *Description*. Click **Create**.

The following is an example of a Grading Period 2 with graded items of a period grade, a semester exam grade and a semester final average grade. In this example, the GPA points and graduation credit are determined from the semester final grade.

The following is an example of a Grading Period 4 with graded items of a period grade, a semester exam grade, a semester final average grade and a year-end final grade. In this example, the GPA points and graduation credit are determined from the semester final grade, not the year end average.

Percentages (Averaging Formulas)

To compute a semester or year end average for students, an averaging formula must be created to determine which grades are to be averaged.

Example 1: To set up an averaging formula for the end of Semester 1 in which Quarter 1, Quarter 2 and the Semester Exam are averaged together, perform the following steps:

- Go to **Grades | Setup**. Select to view **Grading Periods**. Select **Term 1**. Click **Refresh**. Select the grading period to edit. Click to view the graded item to which grades are to be averaged (ex. *Semester Final*).

- Click the **Percentage** link to set up the averaging formula for this item.

- Each graded item for the selected term will display. Enter the number representing the percentage that the grade will weight in the final calculated grade. In the following example, when setting up an averaging method for the Semester 1 Final Grade, the 1st 9 weeks grade and 2nd 9 weeks grade each count 40% of the semester final grade. The final exam is worth 20% of the semester final grade.

Note: Grade Book must be reconciled in order to apply changes made on this screen. To reconcile the Grade Book, go to **Management Console | Reconcile Grade Book**.

Example 2: To set up an averaging formula for the end of year final grade where semester 1 final and semester 2 are averaged together, perform the following steps:

- Go to **Grades | Setup**. Select to view **Grading Periods**. Select **Term 2**. Click **Refresh**. Select the grading period to be edited. Click to view the graded item to which grades are to be averaged (ex. *Year End Average*).

- Click the **Percentage** link to set up the averaging formula for this item.

- Each graded item for the selected term will display. Enter the number representing the percentage that the grade will weight in the final calculated grade. In the following example, the semester 1 final average grade and the semester 2 final average grade would each be worth 50% of the Year End Final Average grade.

Name	Percentage
1st Quarter Grade	0.000
2nd Quarter Grade	0.000
3rd Quarter Grade	0.000
4th Quarter Grade	0.000
Sem 1 Exam	0.000
Sem 1 Final	50.000
Sem 2 Exam	0.000
Sem 2 Final	50.000

Edit Percentage: Year End Average — Grade book must be reconciled in order to apply changes made on this screen.

Note: Grade Book must be reconciled in order to apply changes made on this screen. To reconcile the Grade Book, go to **Management Console | Reconcile Grade Book**.

Valid Alphabetic Grades

All letter grades which may be assigned to a graded item must be entered as a valid alphabetic grade.

Go to **Grades | Setup** or **System Preferences | Setup**. Select *Valid Alphabetic Grades* and click **Refresh**. All existing *Valid Alphabetic Grades* will display.

Setup: Valid Alphabetic Grades

Lookup / Settings
Select a lookup:
Valid Alphabetic Grades — Refresh

Add View Delete

	Name	Description
☐	A	
☐	B	
☐	C	
☐	D	
☐	F	
☐	I	Improving
☐	M	Mastered
☐	N	Needs Improvement
☐	S	Satisfactory
☐	U	Unsatisfactory

Add View Delete

To insert a record, click **Add**.

Edit Alphabetic Grade: A+

*Name:
A+
Description:

Honor Roll Equivalent:
A

- ***Name**: Enter the letter grade. Example: *X*.

- **Description**: Enter a description of the grade. Example: *X is the grade entered for Semester Exam when the student is exempt*.

- **Honor Roll Equivalent**: Select the grade to be considered the equivalent to this grade when calculating honor roll. If, for example, an A+ is considered the same as an A for honor roll calculation purposes, edit the A+ valid alphabetic grade record and select an **A** from the *Honor Roll Equivalent* drop-list.

  > Note: Once a valid alpha grade has an honor roll equivalent, the original grade is no longer visible on the Honor Roll Report parameter screen. In the following example, the valid grades of A+ and A- have honor roll equivalents, so they no longer show in the grid. B+ and B- do not have honor roll equivalents, so both still show.

- Click **Create**.

Grading Scales

Grading Scales are used to denote numeric and alphabetical grades along with the corresponding numeric values for GPA calculations.

Prior to entering *Grading Scales*, Valid Alphabetic Grades must be created (see "Valid Alphabetic Grades" on page 9). Also, it is recommended that users create the GPA Method (see "GPA Method" on page 1).

To create grading scales, perform the following steps:

- Go to **Grades | Setup** or **System Preferences | Setup**.

- Select **Grading Scales** from the list and click **Refresh**. All existing grading scales will display.

- Click **Add**.

Edit Grading Scale: Numeric

Grading Scale

*Name:
Numeric

Description:

View

Incl	Alpha Mark	Low Value	High Value	Credit	Avg Equivalent	GPA Methods	
						Alpha	Num
Yes	A+	99.000000	100.000...	Yes	100	4.00	100.00
Yes	A	96.000000	98.999999	Yes	97	3.70	97.00
Yes	A-	91.000000	95.999999	Yes	93	3.30	93.00
Yes	B+	88.000000	90.999999	Yes	89	3.20	89.00
Yes	B	84.000000	87.999999	Yes	86	3.00	86.00
Yes	B-	80.000000	83.999999	Yes	82	2.80	82.00
Yes	C+	77.000000	79.999999	Yes	78	2.50	78.00
Yes	C	74.000000	76.999999	Yes	75	2.20	75.00
Yes	C-	70.000000	73.999999	Yes	71	2.00	71.00
Yes	D+	66.000000	69.999999	Yes	67	1.70	67.00
Yes	D	63.000000	65.999999	Yes	64	1.30	64.00
Yes	D-	60.000000	62.999999	Yes	61	1.00	61.00
Yes	F	0.000000	59.999999		59	0.00	59.00

View

☑ Hide Excluded   OK   Close

- ***Name**: Enter a unique name for this grading scale (Ex. *Numeric*, *Standard*).

- **Description**: Enter a brief description for this grading scale.
- Click **Create**.
- Uncheck the *Hide Excluded* box. All Valid Alphabetic Grades will display.
- Place a check next to the items to be edited (or place a check to the right of the **Incl** heading to select all).
- Click **View**.

- o **Averaging Equivalent**: Enter the numeric value to be used when calculating averages for any grades that exist within the established range for this grade. For example, if the low is 96 and the high is 100, if 98 is to be used when averaging semester grades, enter a 98 here.
- o **Low Value**: Enter the lowest numeric value for the selected grade. A value up to 6 decimal places may be defined. There must be no gaps left between values. For example, if the high value of a B+ is 92.9996, the low value of the A- must be 92.9997.
- o **High Value**: Enter the highest numeric value for the selected grade. A value up to 6 decimal places may be defined. There must be no gaps left between values. For example, if the high value of a B+ is 92.9996, the low value of the A- must be 92.9997.
- o **Grade Points**; Enter the point value to be determined when calculating GPA for grades within the established range. For example, if A is to be calculated as a 4.0 on a standard GPA, enter a 4.0 here.
- o **Award Graduation Credit**: If graduation credit is to be awarded to a student for a course in which this grade has been earned, check the *Award Graduation Credit* box.
- Click **OK**.
- Continue defining the values for each Valid Grade for the selected scale.
- Grading Scales may be assigned to:
  - o **Students**: **Students | Student Maintenance** | *School* tab.
  - o **Course Sections**: **Scheduling | Master Schedule** | *Main* tab.
  - o **Grading Settings**: **Grades | Setup** | *Settings* tab.
  - o **School Grade Level**: **School/District | School** | *Main* tab. Select **Grade Scales** under the *Manage* menu at left to assign grading scales to grade levels.

Additional Setups

Master Schedule

Additional items pertaining to grading should be set up in the Master Schedule.

Go to **Scheduling | Master Schedule**. Search for and select to view a course section.

- **Display on Report Card**: Check this box if this section of the course should display on report cards.

- **Honor Roll**: Check if the grades received for this section of the course should be considered when calculating Honor Roll.

- **Grading Scale**: Select a grading scale if this course uses a scale different from the scale attached to grade levels.

- **GPA Credit**: Enter the amount of credit a student will earn toward GPA for the entire course.

- **Graduation Credit**: Enter the amount of credit a student will earn toward graduation for the successful completion of the entire course.

- **A. Credit**: Check if attempted (GPA) credit is awarded at the end of the term. The number of check marks here will be divided into the GPA credit and Graduation credit values entered for the section.

- **GPA Method**:
  - **Weight Add**: Enter the weight added value for the various GPA methods. GPA Methods are created under either **Grades | Setup** or **System Preferences | Setup.**
  - **Weight Mult**.: Enter the weight multiplier for the various GPA methods. GPA Methods are created under either **Grades | Setup** or **System Preferences | Setup**.

Grades Settings Tab

To set up additional criteria for grading, go to **Grades | Setup**. Select the *Settings* tab.

- **Min Grade Level for Rank & GPA**: Select the minimum grade level for the school.

  > Note: The grade level is unique to the selected school. However, the grade level selected will apply to all academic sessions for the selected school.

- **GPA Decimal Position**: Enter the number of decimal places to be used when calculating GPA's.

- **Transcript History**:

  o **Grading Scale**: Select the grading scale to be applied to transcript history.

  o **Transcript GPA Method**: Select the GPA method to be used on transcripts.

  o **Display Non-credit Bearing Classes**: Check to display all grades on student transcripts, regardless of graduation credit earned.

- **Class Rank Calculations**:

  o **Sequencing**: Select the sequencing to be used if a tie exists when calculating student class rank.

    ➢ **Sequential**: Example, if three students tie for 2nd in class ranking, the students will all be ranked 2nd and the next student on the list will be ranked 3rd.

    ➢ **Logical**: Example, if three students tie for 2nd in class ranking, the students will all be ranked 2nd and the next student on the list will be ranked 5th.

  o **Weighting**: Select whether weighted or un-weighted grade points are to be used when calculating class rank

  o **Rank GPA Method**: Select the method to be used when calculating the GPA to determine class ranking (alpha or numeric).

  o **Decimal Precision**: Enter the number of decimal places to be used when calculating GPA's to determine class rank.

- o **Rank by Comparing Total Grade Points Only**: Check if class rank is to be determined by adding total grade points earned only. If selected, credit received will not be a determining factor when calculating class rank.
  - o **Weight Transcript GPA**: Check if a transcript GPA is to be weighted.
- **Report Card GPA**:
  - o **GPA Type**: Select the GPA to print on the report card. Select a specific GPA Method, *All* methods or *None*. If selecting *None*, all other GPA options are disabled.
  - o **GPA Weighted Type**: Indicates whether to print *Weighted*, *Unweighted* or *Both*.
  - o **Grading Period GPA**: Determines whether to print a grading period GPA for the *Current Grading Period Only*, *All Grading Periods* (cumulative), or *None*.
  - o **Display Cumulative GPA**: Check to display cumulative "career" GPA.
  - o **Include on Report Card**: Check to include the GPA on the traditional report card.
  - o **Include on Standards Report Card**: Check to include the GPA on the Standards (skills based) Report Card.

Depending on the GPA parameters selected, a table will be generated on the report card similar to below.

GPA method	Cumulative		4th 9 weeks	
	Wt.	Un-wt.	Wt.	Un-wt.
Transcript GPA	9.514	8.752	96.833	96.833
Rank GPA	100.000	34.000	100.000	100.000
STD GPA	7.000	4.000		

Grade Entry

By Student

To enter grading period grades by student, perform the following steps:

- Go to **Students | Student Maintenance**.
- Search for and select to **View** a student.
- Click the **Grades** link under the *Manage* menu at left.
- The grading period closest to the current date on the server will display automatically. If desired, click the **Grading Period** drop-list, select a different grading period, and click **Refresh**.
- All existing courses from the student's schedule for the selected grading period will display along with any grades that were manually entered or posted from the teacher's Grade Book (See the *InformationNOW for Teachers – Classroom* Quick Reference Guide).

- To edit a record, place a check next to the course number and click **View**.

- *Student Number*, *Name*, *Homeroom*, *Grade Level* and *Gender* may not be edited. *Section Number*, *Section Name*, *Term*, *Grading Period*, *Period* and *Teacher* may not be edited.

- All graded item options for the selected grading period selected will display. Enter all criteria in the fields provided.

Note: Comments may be created under **Grades | Setup**. See "Grading Comments" on page 2 for more details.

- **Display On Transcript**: Check if this grade information for the selected course and grading period is to print on transcript report regardless of whether it is posted to transcripts.

- **Repeating Course**; If the student previous failed the class and the grade record being entered is to repeat the course.

- **Note**: Enter any notes pertaining to this grade record. Notes may be displayed on student report cards.
- **Display Attendance**: Check to view the student's current attendance totals.

Click **OK** to save the record.

> Note: An individual student report card may be generated from the student's grade screen. Click the **Print Report Card** option under the *Reports* menu at left.
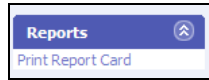
By Group

To enter grades for a group of students by course, go to **Grades | Grade Entry**.

- Enter the search criteria to select the course for which to enter grades.
- Click **Search**.
- A list of courses matching the search criteria will display. To select a course either place a check next to the Course Section and click **View** or click the course section number, which appears as a blue link.

	Course.Section	Section Name	Primary Teacher	Terms 1	2	3
☐	101.1	English 9	Pitt, Brad	9	9	0
☐	101.2	English 9	Pitt, Brad	10	10	0
☐	102.1	English 10	Anderson, Pamela Dean	12	12	0
☐	103.1	PE	Crowder, Krista	1	1	0
☐	104.1	Spanish II	Gordon, Jeff	2	2	0
☐	105.1	World Histor	Howard, Katie	22	22	0
☐	106.1	Geometry	Andretti, Mario	22	22	0
☐	107.1	Biology II	Bonner, Elinor	22	22	0
☐	109.1	BTW	Gordon, Jeff	0	23	0

- All students scheduled into the selected course for the grading period will display along with any grades that were manually entered or posted from the teacher's Grade Book (See the *InformationNOW for Teachers – Classroom* Quick Reference Guide).

- To modify a student's grade either place a check next to the student number and click **View** or click the student number, which appears as a blue link.

Student Number, *Name*, *Homeroom*, *Grade Level* and *Gender* may not be edited. *Section Number*, *Section Name*, *Term*, *Grading Period*, *Period*, and *Teacher* may not be edited.

- All graded item options for the selected grading period selected will display. Enter all criteria in the fields provided.

Note: Comments may be created under **Grades | Setup**. See "Grading Comments" on page 2 for more details.

- **Display On Transcript**: Check if this grade information for the selected course and grading period is to print on transcript report regardless of whether it is posted to transcripts.

- **Repeating Course**: Check this box if the student previously failed the class and the grade record being entered is for the student's repeat of the course.

- **Note**: Enter any notes pertaining to this grade record. Notes may be displayed on student report cards.

- **Display Attendance**: Check to view the student's current attendance totals.

- Click **OK** to save the record.

Reports

All reports pertaining to grades may be generated under the **Grades | Reports** menu or under the main *Reports* menu. Required fields are indicated with an asterisk (*).

Class Rank

To calculate GPA's and generate a list of student's by class ranking based on this GPA, go to **Grades | Reports | Class Rank**.

- **Student Filter**: To generate the report for a select group of students, select the filter. For more details regarding filters, please refer to the *InformationNOW – Filters* Quick Reference Guide.

- ***GPA Method**: Select the GPA method to be used when calculating class rank.

- ***Decimal Precision**. Enter the number of decimal places to be considered when calculating GPA's for the purpose of class rank.

- ***ID To Print**: Select the Student ID to be printed on the report (*Student Number*, *State ID Number*, *Alt. Student Number*, *Soc. Sec. Num.*, *None*).

- ***Order By**: Select the order in which the display the students - *Student Display Name* or *Rank*.

- **GPA Range**: Enter the High and Low GPA Range to be included in class rank. For example, to print a standard based GPA report for students of GPA's from 3.5 to 4.0, enter a 4.0 in the high field and a 3.5 in the low field. All students with a GPA of 3.5 to 4.0 will be included in the class rank report.

- **Ranking Type: Logical/Sequential**:
    - **Logical**: Example: If three students tie for 2nd in class ranking, the students will all be ranked 2nd and the next student on the list will be ranked 5th.
    - **Sequential**: Example: If three students tie for 2nd in class ranking, the students will all be ranked 2nd and the next student on the list will be ranked 3rd.
- **Academic Session**: Select the academic session(s) for which rank is to be calculated. Use *Ctrl*+click or *Shift*+click to select more than one academic session.
- **Min Grade Level**: Select the minimum grade level to be included in the calculation of class rank.
- **Add Unearned Grade Points**: Check if seeking a cumulative GPA and the current term has not yet been posted to transcripts, but all grades are to be included in the cumulative GPA calculation/rank.
- **Other Options**:
    - **Use Weighted GPA**: Check if student's weighted GPA is to be used instead of the un-weighted GPA.
    - **Use Total Grade Points Only**: Check if the GPA to determine class rank is to be based on the number of classes taken regardless of the credit issue for each course. Students will be ranked based on the total number of quality points only. Credit will not be considered.
    - **GPA Information**: Check to display the student's GPA that was used to calculate class rank in addition to the student name on the report.
    - **Withdrawn Students**: Check if students who are currently withdrawn are to be included in the ranking.
    - **Graduation Credits**: Select to include the student's current graduation credit total.
- **Format**: Select the format of the report from the available list (*Acrobat* (PDF file), *CSV* (comma delimited), *Excel*, *HTML*, *TIFF* file or *XML* file with report data).

Failure Listing

To generate a list of students with one or more failing grade, go to **Grades | Reports | Failure Listing.**

- **Start Section/End Section**: To generate a listing of students for a range of course section(s), click the **Find** link to search for the beginning section number. Next, click the **Find** link to search for the ending section number.

- **Start Section Short Name/End Section Short Name**: To generate a listing of students for a range of course names (ex. *English 9* to *English 10*), enter the first section short name in the start field (ex. *English 9*). Enter the ending section short name in the field provided.

- **Teacher Filter**: To generate the report for a select group or individual teacher, select the filter from the available list. For more details regarding teacher filters, refer to the *InformationNOW – Filters* Quick Reference Guide.

- **Student Filter**: To generate the report for a select group or individual student, select the filter from the available list. For more details regarding student filters, refer to the *InformationNOW – Filters* Quick Reference Guide.

- ***Group By**: Select to group students on the report by *Primary Teacher Display Name*, *Course Section*, *Student Display Name*, *Student Grade Level*, *Student Homeroom* or *Course Name*.

- **Minimum Occurrences**: Enter the minimum occurrences of the grade that the student must have in order to be included on the report. For example, to obtain a list of students who have 1 or more failing grades, enter a 1.

- **Heading**: Enter a unique heading to print at the top of the report (ex. *More than 2 F's – 3rd Quarter*).

- ***Grades To Include**: Select one failing grade or use *Ctrl*+click or *Shift*+click options to select more than one grade to be considered as failing grades.

- ***Grading Period**: Select the grading period for which to check for failing grades. Use *Ctrl*+click or *Shift*+click to select multiple grading periods.

- ***Graded Items**: Select the graded items to be checked for failing grades. Use *Ctrl*+click or *Shift*+click to select multiple graded items.

- **Required Courses Only**: Select to only check the grades for courses that are marked as required to determine whether a student qualifies for a failing grade.

- **Withdrawn Student**: Check to include currently withdrawn students on the report.

- ***Course Types**: Select the course type(s) to be included when determining if the student has a failing grade.

- ***ID To Print**: Select *Student ID*, *State Student ID*, *Alternate Student ID*, *Social Security Number* or *None*.

- **Format**: Select the format of the report from the available list (*Acrobat* (PDF file), *CSV* (comma delimited), *Excel*, *HTML*, *TIFF* file or *XML* file with report data).

Grade Distribution

To print a report showing the distribution of grades (ex. how many A's were issues, how many B's, etc.) go to **Grades | Reports | Grade Distribution**.

- ***Grading Period**: Select the grading period for which to print from the available list.

- **Start Section/End Section**: To generate a listing of students for a range of course section(s), click the **Find** link to search for the beginning section number. Next, click the **Find** link to search for the ending section number.

- **Start Section Name/End Section Name**: To generate a listing of students for a range of course names (ex. *English 9* to *English 10*), enter the first section short name in the start field (ex. *English 9*). Enter the ending section short name in the field provided.

- **Teacher Filter**; To generate the report for a select group or individual teacher, select the filter from the available list. For more details regarding teacher filters, refer to the *InformationNOW – Filters* Quick Reference Guide.

- **Student Filter**: To generate the report for a select group or individual student, select the filter from the available list. For more details regarding student filters, refer to the *InformationNOW – Filters* Quick Reference Guide.

- **Include Withdrawn**: Check to include currently withdrawn students even if the selected filter is not set up to include withdrawn.

- ***Group By**: Select the grouping of *No Group* (alphabetical), *Course Type* or *Teacher*.

- ***Include Course Types**: To generate a report for a specific course type, select it from the available list. Use *Ctrl*+click and *Shift*+click option to select more than one course type or all course types.

- **Breakdowns**: Select to include additional grade distribution breakdown by student's *Gender*, *Economic* status (lunch code), *Racial* code (race) and/or *Grade Level*.

- **Format**: Select the format of the report from the available list (*Acrobat* (PDF file), *CSV* (comma delimited), *Excel*, *HTML*, *TIFF* file or *XML* file with report data).

Grade Verification Report

To print a grade verification report, go to **Reports | All Reports** or to **Grades | Reports**.

- **Start Section**: Click **Find** to select the starting section number. If no number is selected, all sections will be included.

- **End Section**: Click **Find** to select the ending section number. If no number is selected, all sections will be included.

- **Start Section Name**: Enter a beginning short name to be included on the report. For example, type *eng* to print for all courses that have a *Short Name* beginning with the letters *eng*.

- **End Section Name**: Enter an ending short name to be included on the report.

- **Grading Period**: Select the grading period(s) to include on the report or **---All---**.

- **Graded Item**: Select the graded item(s) to include on the report or **---All---**. Note: After a grading period has been selected, this list will be filtered to the graded items for the selected grading period. If the user selects to print all grading periods, all graded items will display.

- **Teacher**: To print for one teacher, click **Find**. Search for and select the teacher for which to print. If no teacher is selected, the report will print for all teachers.

- **Staff Filter**: To print for a select group of teachers, click to bullet *Staff Filter* and then select the filter from the available list. If blank, the report will print for all teachers.

- **Section Order**: Select to order sections by:

  o **Section No.**: Sort ascending by full section number.

  o **Period/Section No.**: Sort ascending by period; then full section number.

- o **Period/Teacher**: Sort ascending by period; then teacher *Last Name*, *First Name*.

  - o **Teacher/Section No.**: Sort ascending by teacher *Last Name*, *First Name*, then full *Section Number*.

  - o **Teacher/Period**: Sort ascending by teacher *Last Name*, *First Name*, then *Period*.

- **Student Order**: Select to order students by *Display Name*, *Grade Level* or the selected *ID To Print*.

- **Grade Type**: Select to print grade types of *Alpha*, *Numeric* or *Both*.

- **ID to Print**: Select to print *Alternate Student Number*, *Social Security Number*, *State ID Number* or *Student Number*.

- **Include**: Check to include:

  - o **Comments/Legend**: If selected, graded item comments will print along with a comment legend at the bottom of the document. If printing for multiple grading periods, only the comments from the latest grading period will print.

  - o **Notes**: If selected, student grading period note will print.

  - o **Signature**: If selected, a signature line will print.

  - o **Withdrawn**: If selected, currently withdrawn students will be included. Withdrawn students will be indicated with an asterisk (*) at the end of the student name.

Honor Roll

To generate an Honor Roll based on the number of grades earned for a selected grading period, go to **Grades | Reports | Honor Roll**.

- **Student Filter**: To generate the report for a select group or individual student, select the filter from the available list. For more details regarding student filters, refer to the *InformationNOW – Filters* Quick Reference Guide.

- ***Grading Period**: Select the grading period for which to determine the Honor Roll.

- **Maximum Allowed Absences**: If attendance is to be considered when determining if a student makes the Honor Roll, enter the maximum number of allowable absences.

- o ***Minimum For Alpha Grade**: For each graded item, enter the minimum number of grades the student may have for each alpha grade. For example, if generating a high honor report and a student may have one A- and still make the Honor Roll, enter a 1 in the *A-* field. Students with more than one A- will not make the Honor Roll. Enter a zero to indicate that the number of a specific grade that a student has should not affect the report. Leaving a field blank indicates that they student may not have ANY of the specific grade to be included on the report. For example, for an A/B honor roll, enter 0's in the *A/B* fields to indicate that the students can have any number of A's and B's to be included on the report, and leave the rest of the fields blank to indicate that the student may not have any of the other grades to be included.

- ***Order By**: Select the order in which to print the students - *Grade Level*, *Homeroom* or *Student Display Name*.

- **Include**:
  - o **Grades Earned**: Check to print the student along with all grades earned for the selected grading period.
  - o **Student Names Only**: Check to print only the student's name, excluding *Student Number*, *Homeroom*, *Grade Level*, *Phone* and *Guardian* names.
  - o **Honor Roll Classes Only**: In the Master Schedule, courses may be marked as counting towards Honor Roll. When generating the Honor Roll report, check this box to only consider these courses marked as Honor Roll courses. When calculating if a student should be on the Honor Roll, grades they have received for classes that are not marked as Honor Roll will not be taken into consideration.
  - o **Unlisted Information**: Check to include the student's phone number even if it is marked as unlisted.
  - o **Header**: Enter a unique heading that will print at the top of the report (Ex. *High Honor Roll*, *Honor Roll*, *Honorable Mention*).

- **Format**: Select the format of the report from the available list (*Acrobat* (PDF file), *CSV* (comma delimited), *Excel*, *HTML*, *TIFF* file or *XML* file with report data).

Missing Grades

To generate a list of students and courses for which a grade has not yet been entered, go to **Grades | Reports | Missing Grades**.

- **Student Filter**: To generate the report for a select group or individual student, select the filter from the available list. For more details regarding student filters, refer to the *InformationNOW – Filters* Quick Reference Guide.

- **Report Type**: Select to print a summary report listing only a count of missing grades or select detailed to receive a report of the classes for which grades are missing.

- ***Order By**: Select to order by *Grade Level*, *Section Short Name*, *Student Name* or *Teacher*.

- ***Grading Period**: Select the grading period for which to check for missing grades. Use *Ctrl*+click or *Shift*+click to select multiple grading periods.

- ***Graded Items**: Select the graded items to be checked for missing grades. Use *Ctrl*+click or *Shift*+click to select multiple graded items.

- **Format**: Select the format of the report from the available list (*Acrobat* (PDF file), *CSV* (comma delimited), *Excel*, *HTML*, *TIFF* file or *XML* file with report data).

Report Card

To generate traditional report cards (i.e., non skill-based report cards), go to **Grades | Reports | Report Card**.

- **Student Filter**: To generate the report for a select group or individual student, select the filter from the available list. For more details regarding student filters, refer to the *InformationNOW – Filters* Quick Reference Guide.

- ***Grading Period**: Select the grading period for which to print report cards.

- **Order By**: Select to order the printing of report cards by *Distribution Period*, *Grade Level*, *Postal Code*, *Student Homeroom, Student Name* or *Student Number*. If selecting *Distribution Period*, select the period of day and enter the date for which to print. Student report cards will be grouped together by course for the selected period and date. When printing from either **Students | Reports**, the student *Maintenance* screen or the Grade Book, users do not have the option to print in *Distribution Period* order.

- **ID to Print**: Select the student identifier to print (*Student Number*, *State ID Number*, *Alternate Student Number*, *Social Security Number* or *None*).

- **Show Grades Across The Page**: Select to print all grades received for a course in one row.

- **Show Grades Down The Page**: Select to print all grades together for each grading period.

- **Absence Reasons**: If including attendance information on the report card, select the absence reasons to be included in the attendance totals.

- **Go Green**: Select this option to <u>not</u> print a hard copy of the report card for any student/guardian (contact) who has elected to **Go Green**. An alert will be created instead which can be used to generate an e-mail to the student/contact to let them know the report is available for viewing via the home portal.

- **Heading**: Enter the heading to print at the top of each student's address (Ex. *To The Guardian Of:*).

- **Attendance**:

  o **PTD Daily Att**: Check to include all daily records (*Tardy*, *Half-day* or *All-day*) that have been entered to date for the selected grading period.

  o **Period Att**: Check to include student's Period Attendance (i.e., how many times the student missed 1st period of the day, 2nd period of the day, etc.).

- **Options**:

  o **Print Credit**: Check to print the credit awarded to the student for the course.

  o **Promotion Status**: Select to include the student's current promotion status from the selected term on the label. In order for promotion status to print, grades must be posted to transcripts. The promotion status pulls from the transcript record for the selected grading period to print. Promotion statuses include:

  - ➢ D = Demoted
  - ➢ E = Enrolled
  - ➢ G = Graduated
  - ➢ M = Promoted Mid-Year
  - ➢ P = Promoted
  - ➢ R = Retained
  - ➢ W = Withdrawn

  o **Picture**: Check to include student's picture, if on file.

  o **Notes**: Check to include notes that were entered on the student's grade record.

  o **Display YTD Info**: Check to include the grades from a previous grading period.

  > Note: Graded items must be checked to be included in subsequent report cards. See "Include in Yearly Report Card" on page 5.

  o **Parent Signature**: Check to include a parent signature line.

  o **Additional Mailing**: Check to print additional copies of the student's report card for the student contacts who are marked as *Receives Mailings*.

  o **Withdrawn Students**: Check to print report cards for students who are currently withdrawn.

Two Column Report Card

To generate a two-column traditional report cards (i.e., non skill-based report cards), go to **Grades | Reports | Two Column Report Card**. This report may also be accessed under:

- **Students | Reports**

- **Students | Student Maintenance**: Search for and select to **View** the student. Select the **Two Column Report Card** option under the **Reports** menu on the left.

- **Reports | Two Column Report Card**

- **Classroom | Gradebook**: Select to **View** the course. Select the **Two Column Report Card** option under the **Reports** menu on the left.

Required fields are indicated with an asterisk (*).

- **Student Filter**: Select the filter of students for which to print. If no filter is selected, all currently enrolled students will print. When printing from the teacher Grade Book, only students for the selected course will print.

- **ID to Print**: Select the student identifier to print (*None*, *Student Number*, *State ID Number*, *Alternate Student Number* or *Social Security Number*).

- **Grading Period**: Select the grading period for which to print.

- **Absence Reasons**: If including attendance information on the report card, select the absence reasons to be included in the attendance totals.

- **Order By**: Select to order the printing of report cards by *Student Display Name*, *ID Selected*, *Grade Level*, *Homeroom*, *Zip Code*, or *Distribution Period*. If selecting *Distribution Period*, select the period of day and enter the date for which to print. Student report cards will be grouped together by course for the selected period and date. When printing from either **Students | Reports**, the student *Maintenance* screen or the Grade Book, users do not have the option to print in *Distribution Period* order.

- **Attendance Summary**: Check to include an attendance summary. Attendance will be included for the selected absence reasons. The attendance section will include the following based on the absence reason codes selected:
  - Total Days Enrolled
  - Total Days Present
  - Days Absent
  - Excused Days Absent
  - Unexcused Days Absent
  - Times Tardy
  - Excused Tardies

- o   Unexcused Tardies

- **Notes**: Check to include the notes entered on the student posted grades. Only notes for the selected grading period will print.

- **Parent Signature**: Check to include a parent signature line on the report card.

- **Announcements**: Check to include the announcements entered on the selected grading period.

- **Merit/Demerit Summary**: Select to include a summary of the student's merits and demerits based on the student's discipline and commendation views.

- **Grading Scale Legend**: Check to include the grading scale legend based on grading scales assigned to the course. Student's schedule may contain sections with different grading scales. The report will print all grading scales for the student in the *Grading Scale Legend* in descending order by max score/range value.

- **Withdrawn Students**: Check to include currently withdrawn students when printing.

- **Standards**: Check to include standard marks on the report card.

- **YTD Info**: Check to include previous grading period grades along with the selected grading period. The report will display up to the last four grading periods due to space availability.

- **Standards Grading Scale Legend**: Check to include a legend for the standard grading scale if selecting to print Standards. Student's schedule may contain sections with different standard grading scales The report will print all standard grading scales for the student in the *Standards Grading Scale Legend* in descending order by max score/range value.

- **Withdrawn Sections**: Check to include marks for course sections from which the student has previously withdrawn during the selected academic session. An asterisk (*) will appear next to the student name.

- **Promotion Status**: Check to include the student's current promotion status.

- **Comment Legend**: Check to include a legend of descriptions for the comments assigned to the student grade records.

- **Photograph**: Check to include the student's photo if on file.