

# SASixp™ Elementary Academic Grading Reference Guide

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# Elementary Academic Grading Module

The Elementary Academic Grading (EAG) module consists of these atoms:

- Academic History Atom (194)
- Attainment Comments Atom (195)
- Elementary Grades Atom (192)
- Elem Grading Setup Atom (186)
- Grade Scanning Atom (190)
- Grading Control Atom (95)
- Grading Control Definition Atom (94)
- Mark Definitions Atom (189)
- Mass Assign Subjects Atom (185)
- Master Templates Atom (183)
- Other Comments Atom (187)
- Student Subjects Atom (196)
- Subject Area Atom (182)
- Subject Comments Atom (188)
- Teacher Templates Atom (184)
- Transcript Definition Atom (197)
- Update Academic History Atom (193)
- Update Grades Atom (191)

The Elementary Academic Grading module includes these reports:

- Master Templates Assigned (EAG01)
- Teacher Templates Created (EAG02)
- Grade Reporting Highlights (EAG03)
- Elementary Report Cards (EAG04)
- Mark Listing by Student (EAG05)
- Mark Verification by Teacher (EAG06)
- Elementary Transcripts (EAG07)
- Mark Exception (EAG08)
- Student Recognition (EAG09)
- Mark Distribution by Homeroom Teacher (EAG10)
- Mark Distribution by Subject (EAG11)
- Mark Distribution by Ethnicity (EAG12)
- Mark Distribution by Gender (EAG13)
- Work Habit Mark Distribution by Teacher (EAG14)
- Comment Summary (EAG15)
- Other Comments (EAG16)
- Comment Analysis (EAG18)

## Introduction

The Elementary Academic Grading module is a robust grading system designed for elementary schools and other schools that do not use class schedules. This module provides significant data setup and maintenance capabilities including the ability to:

- Assign students to subjects for which they receive marks
- Award two marks for every subject (for example, Achievement and Effort marks)
- Award marks for work habits
- Award alpha or numeric marks
- Record behavior and work progress comments for students
- Generate report cards and transcripts

## Setup

This section describes setup requirements and recommendations for schools that use the Elementary Academic Grading module.

### Defining Your School Type

Your school must be defined as an elementary school with no schedules to use EAG features and functionality.

The screenshot shows a window titled "Learning Brook Elementary School" with a "School" button in the top right. Below the title bar, there are fields for "Sch# 998", "School Name Learning Brook Elementary School", "Alternate# LBES", "Sch Abrv Elem", and "Telephone 999-123-9876". Below these fields are several tabs: "Basic", "General", "Schedule", "Enrollment", "Term Duration", and "Localization". The "Schedule" tab is active. In the "Schedule" tab, there is a "School Type" dropdown menu that is open, showing three options: "Secondary", "Elementary, No Schedules" (which is selected with a checkmark), and "Elementary, With Schedules". To the right of the dropdown menu, there are two input fields, both containing the number "6".

1. Open the School atom.
2. Display the Schedule tab.
3. In the **School Type** field, select **Elementary, No Schedules** from the pop-up list.
4. Click **Save**.
5. Click **Close** to exit from the School atom.

## Defining Teacher Short Names

The Elementary Academic Grading module displays short names for teachers in numerous fields throughout EAG atoms. Pearson Education Technologies recommends that you define short names for teachers in the Teacher atom to ensure that you can identify teachers who are associated with student and subject information in the EAG module.

The screenshot shows a window titled "Aulderson, Carrie" with a "Teacher" tab. The window contains a form with the following fields and values:

Last Name	First Name	Middle Name	Gnrtn	Soc Sec No	Tch ID				
Aulderson	Carrie	N.		123-45-6789	121				
Short name	Employee No	Gen	Eth	Expr	Degree	Couns	Telephone	Extn	Mailbox
Aulderson, C.	49273-038	F	W		M				HR169
Home Room	MaxStu	Dept 1	Dept 2	Dept 3	Dept 4	Srv Type			
169									
License Number	Email Address								

At the bottom of the window are navigation buttons (back, search, forward) and a "Close" button.

1. Find the teacher for whom you want to define a short name.
2. In the **Short Name** field, type a short name to identify the teacher.
3. Click **Save**.
4. Repeat Steps 2 and 3 to define a short name for another teacher.
5. Click **Close** to exit from the Teacher atom.

## System Files

Data recorded in Elementary Academic Grading atoms is stored in these files. All Elementary Academic Grading files are qualified and can be rolled over to the next year.

File	Description
AACM	Attainment Level Comments
ACHN	Course History Narrative Comments
AEAA	Academic History Attendance
AEAH	Elementary Academic History
AEGC	Elementary Grading Control Definition (Master)
AEGD	Elementary Grading Control Definition (Slave)
AEGL	Elementary Grades Detail (Slave)
AEGR	Elementary Grades (Master)
AEGS	Elementary Grade Reporting Sheets
AENC	Elementary Narrative Comments
AEOC	Elementary Other Comments
AERS	Elementary Grade Reporting Setup
AESC	Elementary Subject Comments
AESS	Elementary Individual Scan Sheets
AETD	Elementary Transcript Definition
AETT	Elementary Teacher Templates
AEWH	Elementary Work Habits
AGCH	Elementary Grade Level Comment History
AGRA	Grade Reporting Additional
AGRP	Grade Reporting Periods
AMDD	Mark Definitions (Slave)
AMDT	Mark Definitions (Master)

File	Description
AMTM	Master Templates Master
AMTT	Master Templates Teacher
AOCM	Other Comments (Master)
AOCS	Other Comments (Slave)
ASBJ	Subject
ASBM	Subject Area ID
ASCM	Subject Comments (Master)
ASCO	Subject Comments (Slave)
ASHE	Scanner Definition
AWHH	Elementary Work Habit History

## Elementary Academic Grading Setup Checklist

This checklist represents the recommended order of tasks for setting up your school to use the SASIxp Elementary Academic Grading module.

- \_\_\_\_\_ 1. Set up your school type as “Elementary, No Schedules.” (School atom)
- \_\_\_\_\_ 2. Define short names for teachers. (Teacher atom)
- \_\_\_\_\_ 3. Assign students to homeroom teachers. (Enrollment atom or Student atom)
- \_\_\_\_\_ 4. Set up basic information in the EAG module. (Elem Grading Setup atom)
  - \_\_\_\_\_ a) Specify general setup options. (Setup Options tab)
  - \_\_\_\_\_ b) Define reporting periods. (Periods tab)
  - \_\_\_\_\_ c) Define mark titles for mark types. (Marks tab)
  - \_\_\_\_\_ d) Define work habits that can receive marks. (Work Habits tab)
  - \_\_\_\_\_ e) Define attendance totals to track and calculate. (Attendance tab)
  - \_\_\_\_\_ f) Define explanation text that prints on report cards. (Explanation tab)
- \_\_\_\_\_ 5. Define elementary **marks** for mark types. (Mark Definitions atom)
- \_\_\_\_\_ 6. Define **subject areas** and **subjects**. (Subject Areas atom)
- \_\_\_\_\_ 7. Define **attainment comments**. (Attainment Comments atom)
- \_\_\_\_\_ 8. Define **subject comments**. (Subject Comments atom)
- \_\_\_\_\_ 9. Define **other comments**. (Other Comments atom)
- \_\_\_\_\_ 10. Specify **print order for subject areas and comments**. (Elem Grading Setup atom)
- \_\_\_\_\_ 11. Define the standard appearance of student **transcripts**. (Transcript Definition atom)
- \_\_\_\_\_ 12. Create **master templates**. (Master Templates atom)
- \_\_\_\_\_ 13. Create **teacher templates**. (Master Templates atom)
- \_\_\_\_\_ 14. Customize teacher templates if necessary. (Teacher Templates atom)

- \_\_\_\_\_ 15. Assign students to subjects on their homeroom teachers' templates using the **Apply Teacher Templates procedures**. (Teacher Templates atom)
- \_\_\_\_\_ 16. Assign selected groups of students to one or more subjects not included on homeroom teacher templates using **Mass Change procedures**. (Mass Assign Subjects atom)
- \_\_\_\_\_ 17. Customize student subject lists for individual students using **Student Subject Assignment procedures**. (Student Subjects atom)

You are now ready to begin the elementary academic grade reporting process established by your school, which may include these tasks:

- \_\_\_\_\_ 18. Create and print grade scanning sheets. (Grade Scanning atom)
- \_\_\_\_\_ 19. Scan information from completed grade scanning sheets into grading files. (Grade Scanning atom)
- \_\_\_\_\_ 20. Record marks and comments that were not scanned for students. (Elementary Grades atom)
  - \_\_\_\_\_ a) Record subject marks. (Subject tab)
  - \_\_\_\_\_ b) Record work habit marks. (Work Habits tab)
  - \_\_\_\_\_ c) Record subject comments. (Subject Comments tab)
  - \_\_\_\_\_ d) Record other comments. (Other Comments tab)
  - \_\_\_\_\_ e) Record narrative comments. (Narrative Comments tab)
- \_\_\_\_\_ 21. Calculate averaged final marks and subject area marks. (Update Grades atom)
- \_\_\_\_\_ 22. Calculate student attendance. (Update Grades atom)
- \_\_\_\_\_ 23. Print report cards. (Elementary Grades atom)
- \_\_\_\_\_ 24. Print other reports. (Elementary Grades atom)
- \_\_\_\_\_ 25. Transfer marks and comments to academic history. (Update Academic History atom)
- \_\_\_\_\_ 26. Record marks and comments not automatically transferred to academic history. (Academic History atom)
- \_\_\_\_\_ 27. Print transcripts. (Academic History atom)

**Note:** You can use the Grading Control Definition atom to define and order the grading process steps that your school uses. You can then track completion of the grading process steps in the Grading Control atom.

# Grading Control Atom

The Grading Control atom displays steps and information related to the elementary academic grading process. You can track both progress and grading process steps. This atom provides fast access to other atom functions and screens that are significant to performing grading process tasks as well as maintaining grading process information. You can also use this atom to track completion of grading process tasks in the current reporting period.

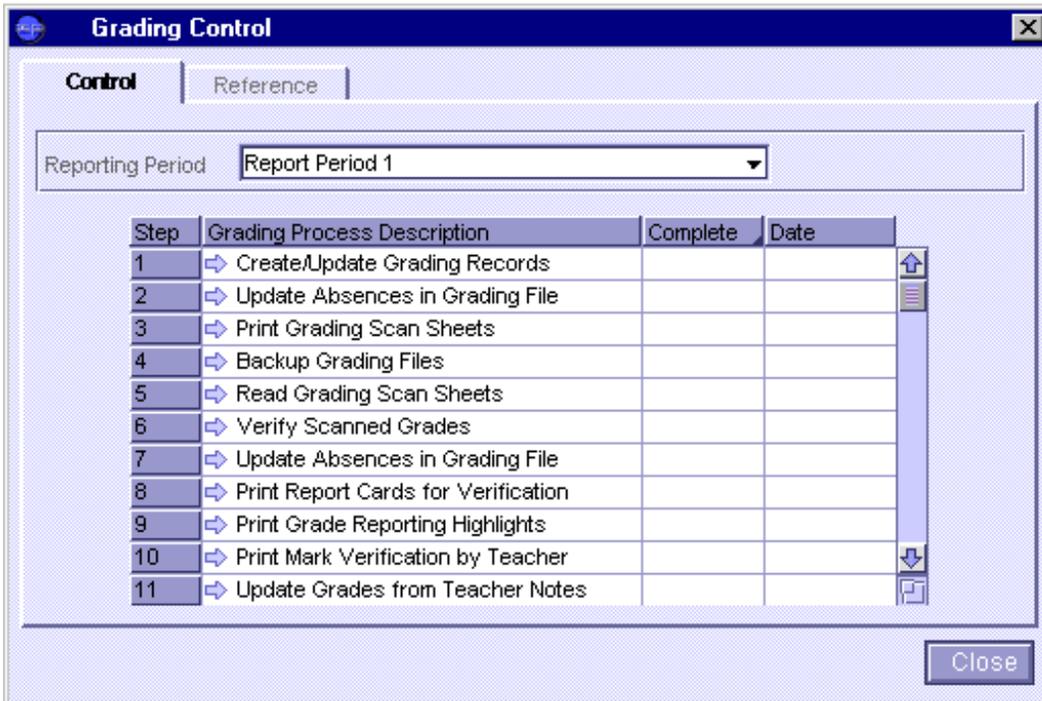
The Grading Control atom consists of two tabs:

- Control Tab
- Reference Tab

## Control Tab

The Control tab lists the required elementary academic grading process steps that your school completes for each reporting period. Steps should be completed in the order displayed. You can record the date that you complete each step.

**Note:** You must use the Grading Control Definition atom to add, delete, and change the order of steps displayed on the Grading Control screen. You cannot change grading process steps from the Grading Control atom.



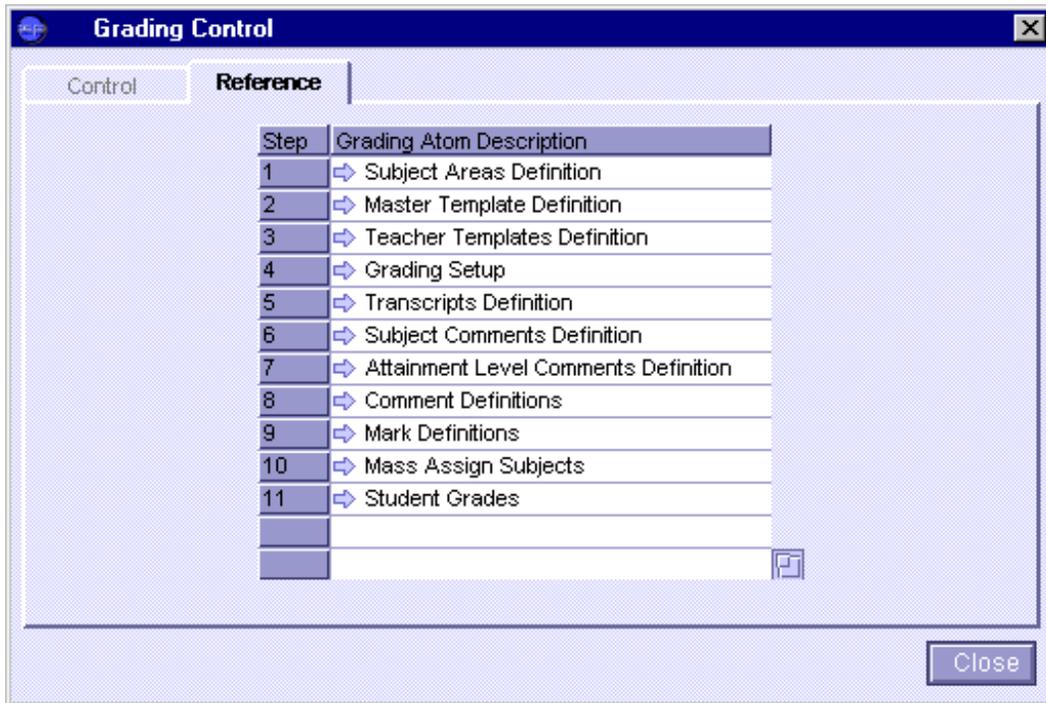
Step	Grading Process Description	Complete	Date
1	⇒ Create/Update Grading Records		
2	⇒ Update Absences in Grading File		
3	⇒ Print Grading Scan Sheets		
4	⇒ Backup Grading Files		
5	⇒ Read Grading Scan Sheets		
6	⇒ Verify Scanned Grades		
7	⇒ Update Absences in Grading File		
8	⇒ Print Report Cards for Verification		
9	⇒ Print Grade Reporting Highlights		
10	⇒ Print Mark Verification by Teacher		
11	⇒ Update Grades from Teacher Notes		

## Control Tab Fields

Field Name	Description
<b>Track</b>	Track for which the grading process steps apply. The pop-up list displays the tracks that your school defines in the School atom. Displays only if your school uses tracks.  <b>Note:</b> All tracks use the same grading process steps. However, your school may record completed grading tasks for separate tracks on different dates.
<b>Reporting Period</b>	Current reporting period. The pop-up list displays the reporting periods that your school defines in the Elem Grading Setup atom.  <b>Note:</b> You must select the reporting period manually at the beginning of each new reporting period.
<b>Progress</b>	Enables you to view progress process steps.
<b>Grading</b>	Enables you to view grading process steps.
Grading Process Matrix Fields – AEGC File	
<b>Step</b>	Order number of the required grading process step.
<b>Grading Process Description</b>	Description of the required grading process step  <b>Note:</b> A fast access arrow precedes each step for easy access to the required atom function or screen.
AEGD File	
<b>Complete</b>	Indicates (Yes / No-blank) whether your school has completed the grading process step.
<b>Date</b>	Date that your school completes the grading process step. Although the system defaults to the current date when you select <b>Yes</b> in the <b>Complete</b> field, you may change the date.

## Reference Tab

The Reference tab lists atoms that contain significant information related to elementary academic grading system setup and maintenance.



### Reference Tab Fields

Field Name	Description
AEGC File	
<b>Step</b>	Line number of the elementary academic grading atom.
<b>Grading Atom Description</b>	Name of the elementary academic grading atom that contains significant information related to setup and maintenance of the grading system.  <b>Note:</b> A fast access arrow precedes each atom name for easy access to the atom.

---

## Using the Grading Control Atom

These procedures describe how to perform tasks in the Grading Control atom.

### Accessing Grading Functions and Screens from the Grading Control Atom

1. Open the Grading Control atom.
2. On the Control tab, select **Progress** to view progress process steps or select **Grading** to view grading process steps.
3. Click the fast access arrow  that precedes the step description.  

An atom screen related to the step displays (sometimes preceded by system messages). The Grading Control atom remains open in the background.
4. Use the atom screen to perform elementary academic grading process tasks or change elementary academic grading information, then exit from the atom.
5. Repeat Steps 2 – 4 to access other grading functions and screens.
6. Click **Close** to exit from the Grading Control atom.

### Recording Completed Process Steps

Process steps should be performed in order although you do not need to complete them on the same day.

**Note:** For a new marking period, reset completed grading process steps from the previous marking period. See *Resetting Grading Process Completion Information for a New Reporting Period* in this chapter.

1. Open the Grading Control atom.
2. On the Control tab, select **Progress** or **Grading**.
3. In the **Track** field (if displayed), select a school track. The process matrix displays completion information for the selected track.
4. In the **Complete** field for the step that your school completed, click once to display **Yes**.  

The system automatically enters the current date in the **Date** field but you can type a different date.
5. Repeat Steps 3 and 4 for each process step that your school completed.
6. Click **Save**.
7. Click **Close** to exit from the Grading Control atom.

## Clearing Completed Process Steps

This procedure describes how to clear completion information for individual process steps during the grading period in progress.

**Note:** See *Resetting Grading Process Steps for a New Reporting Period* in this chapter if you are beginning a new reporting period.

1. Open the Grading Control atom.
2. On the Control tab, select **Progress** or **Grading**.
3. In the **Track** field (if displayed), select a school track. The process matrix displays steps specific to the selected track.
4. In the **Complete** field for the step from which you want to delete completion information, click once to clear the **Complete** and **Date** fields.
5. Repeat Steps 3 and 4 to clear information for another grading process step.
6. Click **Save**.
7. Click **Close** to exit from the Grading Control atom.

## Resetting Process Completion Information for a New Reporting Period

1. Open the Grading Control atom.
2. On the Control tab, select **Progress** or **Grading**.
3. In the **Track** field (if displayed), select a school track. The process matrix displays completion information for the selected track.
4. In the **Reporting Period** field, select the new reporting period.

**Note:** The system does not automatically clear completion information from the last reporting period when you select a new period.

5. In the **Complete** field for the step with completion information, click once to clear the **Complete** and **Date** fields.
6. Repeat Steps 3 – 5 to reset completion information for another track.
7. Click **Close** to exit from the Grading Control atom.

## Exporting Process or Grading Reference Data to External Files

You can export process steps with completion information as well as reference steps to files outside of the SASlxp educational software including .txt, .xls, and .doc file types.

**Note:** You must create a new export file (you cannot export data into an existing file).

1. Open the Grading Control atom.
2. Display the screen with the data that you want to export.

**Note:** For the Grading Control screen, select a school track if the **Track** field displays.

3. From the **Data** menu, select **Export List**. The system displays an export window.
4. Type a file name, including a file extension, for your export file.
5. Save and close the export window.
6. Click **Close** to exit from the Grading Control atom.

**Note:** You may need to format the data in your export document.

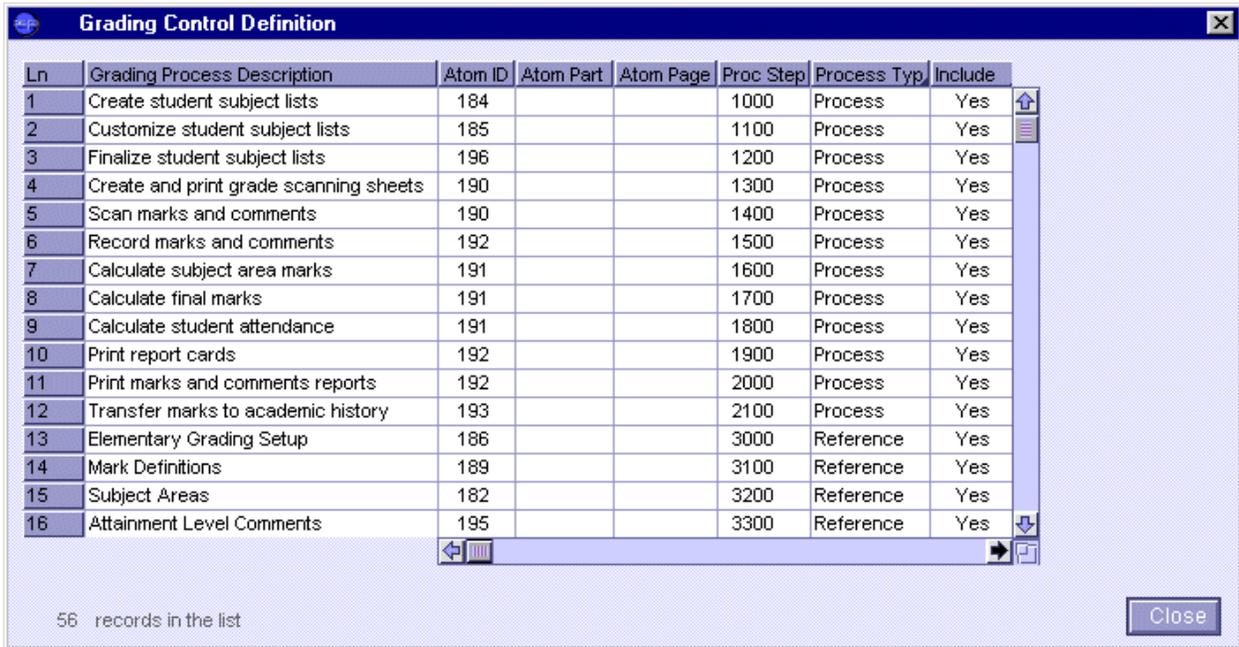
# Grading Control Definition Atom

The Grading Control Definition atom enables you to define the steps required to complete the elementary academic grading process as well as define the order in which your school must perform the grading steps. This atom also enables you to specify reference steps related to setup and maintenance of the elementary academic grading system.

## Grading Control Definition Screen

The Grading Control Definition screen displays information related to elementary academic grading process and reference steps that your school performs and uses. The information in this screen determines the process and reference steps that display in the Grading Control atom.

**Note:** The Grading Control Definition screen contains default information and settings when you install the Elementary Academic Grading module. Pearson Education Technologies recommends that you review and change this information to match the grading process at your school so that you can use the Grading Control atom to track completion of grading process steps.



Ln	Grading Process Description	Atom ID	Atom Part	Atom Page	Proc Step	Process Typ	Include
1	Create student subject lists	184			1000	Process	Yes
2	Customize student subject lists	185			1100	Process	Yes
3	Finalize student subject lists	196			1200	Process	Yes
4	Create and print grade scanning sheets	190			1300	Process	Yes
5	Scan marks and comments	190			1400	Process	Yes
6	Record marks and comments	192			1500	Process	Yes
7	Calculate subject area marks	191			1600	Process	Yes
8	Calculate final marks	191			1700	Process	Yes
9	Calculate student attendance	191			1800	Process	Yes
10	Print report cards	192			1900	Process	Yes
11	Print marks and comments reports	192			2000	Process	Yes
12	Transfer marks to academic history	193			2100	Process	Yes
13	Elementary Grading Setup	186			3000	Reference	Yes
14	Mark Definitions	189			3100	Reference	Yes
15	Subject Areas	182			3200	Reference	Yes
16	Attainment Level Comments	195			3300	Reference	Yes

56 records in the list

## Grading Control Definition Screen Fields

Field Name	Description
AEGC File	
<b>Ln</b>	Line number of the elementary academic grading process or reference step.
<b>Grading Process Description</b>	Description of the grading process or reference step. (40 alphanumeric characters)

Field Name	Description
<b>Proc Step</b>	<p>Order in which the process step or reference step displays in the Grading Control atom. The lowest number displays first. (6 digits)</p> <p><b>Note:</b> By default, the steps are numbered in increments of 100 so that you can easily add new steps between existing steps.</p>
<b>Include</b>	Indicates (Yes/No-blank) whether the process step displays in the Grading Control atom.
<p><b>Edit All Data Function Fields</b></p> <p>These fields display only when you select the Edit All Data function from the Definition menu.</p>	
<b>Atom ID</b>	Identification number for the atom or report that opens from the Grading Control atom.
<b>Atom Part</b>	Not implemented. Leave blank when adding new steps.
<b>Atom Page</b>	Tab (within the atom specified in the <b>Atom ID</b> field) that displays for a grading process step or grading reference step from the Grading Control atom. For example, the number 3 opens the third tab of an atom.
<b>Process Type</b>	<p>Elementary academic grading step type. The pop-up list displays system-defined types:</p> <ul style="list-style-type: none"> <li>• <b>Process</b> – Step displays on the Grading Control screen (in the Grading Control atom) to initiate and track completion of grading process tasks.</li> <li>• <b>Reference</b> – Step displays on the Grading Reference screen (in the Grading Control atom) to provide access to data on grading atom screens.</li> </ul>

## Using the Grading Control Definition Atom

These procedures describe how to perform tasks in the Grading Control Definition atom.

### Adding Grading Process or Grading Reference Steps

This procedure describes how to use the Grading Control Definition atom to add grading process steps and grading reference steps that display in the Grading Control atom.

1. Open the Grading Control Definition atom. The Grading Control Definition screen displays.
2. From the **Definition** menu, select **Edit All Data**. Additional columns display in the grading process matrix.
3. From the **Data** menu, select **Add Grading Ctl Def**. The system adds a row to the grading process matrix.
4. Complete the fields in the matrix row.
5. Repeat Steps 3 and 4 to add another step.
6. Click **Save**.
7. Click **Close** to exit from the Grading Control Definition atom.
8. Open the Grading Control atom and review information there to ensure that steps display accurately.

### Deleting Grading Process or Grading Reference Steps

This procedure describes how to use the Grading Control Definition atom to delete grading process steps and grading reference steps that display in the Grading Control atom.

1. Open the Grading Control Definition atom. The Grading Control Definition screen displays.
2. From the **Definition** menu, select **Edit All Data**. Additional columns display in the grading process matrix.
3. Select a line number (**Ln**) to highlight the step that you want to delete.
4. From the **Data** menu, select **Delete Grading Ctl Def**.
5. Click **Save**.
6. Repeat Steps 3 – 5 to delete another step.
7. Click **Close** to exit from the Grading Control Definition atom.
8. Open the Grading Control atom and review information there to ensure that the grading process and reference steps display accurately.

## Changing the Display Order of Grading Steps

You must use the Grading Control Definition atom to rearrange the order that grading process and grading reference steps display in the Grading Control atom.

1. Open the Grading Control Definition atom. The Grading Control Definition screen displays.
2. In the **Proc Step** field, type numbers according to the order in which you want steps to display in the Grading Control atom.

**Note:** The lowest number displays first. Pearson Education Technologies recommends that you type numbers in increments of 100 so that you can easily add steps later if necessary.

3. Click **Save**.
4. Click **Close** to exit from the Grading Control Definition atom.
5. Open the Grading Control atom and review information there to ensure that the grading process and reference steps display accurately.

# Elem Grading Setup Atom

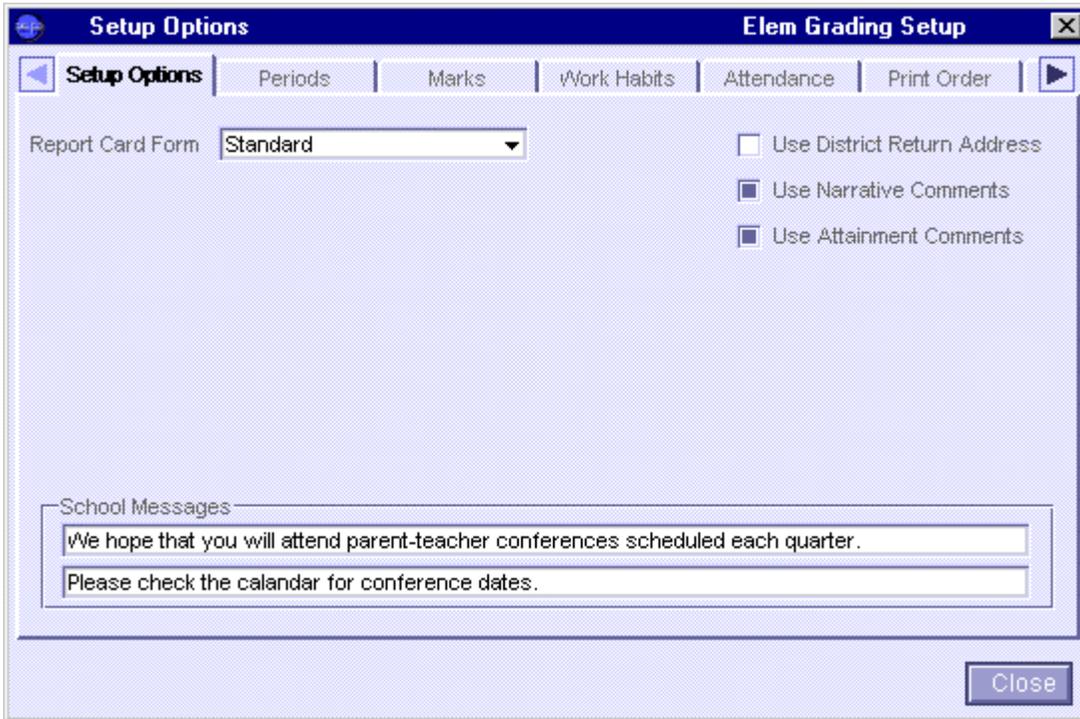
The Elem Grading Setup atom enables you to set up and customize significant aspects of the elementary academic grading system for your school.

The Elem Grading Setup atom consists of seven tabs:

- Setup Options Tab
- Periods Tab
- Marks Tab
- Work Habits Tab
- Attendance Tab
- Print Order Tab
- Explanation Tab

## Setup Options Tab

The Setup Options tab enables you to specify general setup options for the elementary academic grading system.



The screenshot shows a window titled "Elem Grading Setup" with a tab labeled "Setup Options". The window contains the following elements:

- A tab bar with "Setup Options" selected, and other tabs: "Periods", "Marks", "Work Habits", "Attendance", and "Print Order".
- A "Report Card Form" dropdown menu set to "Standard".
- Three checkboxes:
  - Use District Return Address
  - Use Narrative Comments
  - Use Attainment Comments
- A "School Messages" section with two text boxes:
  - Text box 1: "We hope that you will attend parent-teacher conferences scheduled each quarter."
  - Text box 2: "Please check the calendar for conference dates."
- A "Close" button at the bottom right.

## Setup Options Tab Fields

Field Name	Description
AERS File	
<b>Report Card Form</b>	Default form for the report cards that your school prints. The pop-up list displays report card forms supported by the system.
<b>Use District Return Address</b>	<p>A selected checkbox indicates that the district office address prints as the return address on school correspondence.</p> <p>A clear checkbox indicates that the school address prints as the return address on correspondence.</p>
<b>Use Narrative Comments</b>	A selected checkbox indicates that the system displays the Narrative Comments tab in the Elementary Grades atom so that your school can set up and use narrative comments.
<b>Use Attainment Comments</b>	A selected checkbox indicates that your school uses attainment comments in conjunction with subject comments.
<b>School Messages</b>	Two separate lines of text that print on every student's report card. Typically a school modifies this text for every reporting period. (80 alphanumeric characters)

## Periods Tab

The Periods tab enables you to define up to 15 different reporting periods (for all tracks) during which your school can collect, calculate, and report marks for students in an academic year.

Rpt	Report Title	Short Title	Date Range		Terms To Pr		
			Starting	Ending	1	2	3
1	Period 1	Prd1	9/03/01	11/02/01			
2	Period 2	Prd2	11/05/01	1/18/02			
3	Period 3	Prd3	1/21/02	3/29/02			
4	Period 4	Prd4	4/01/02	5/31/02			
5							
6							
7							
8							
9							

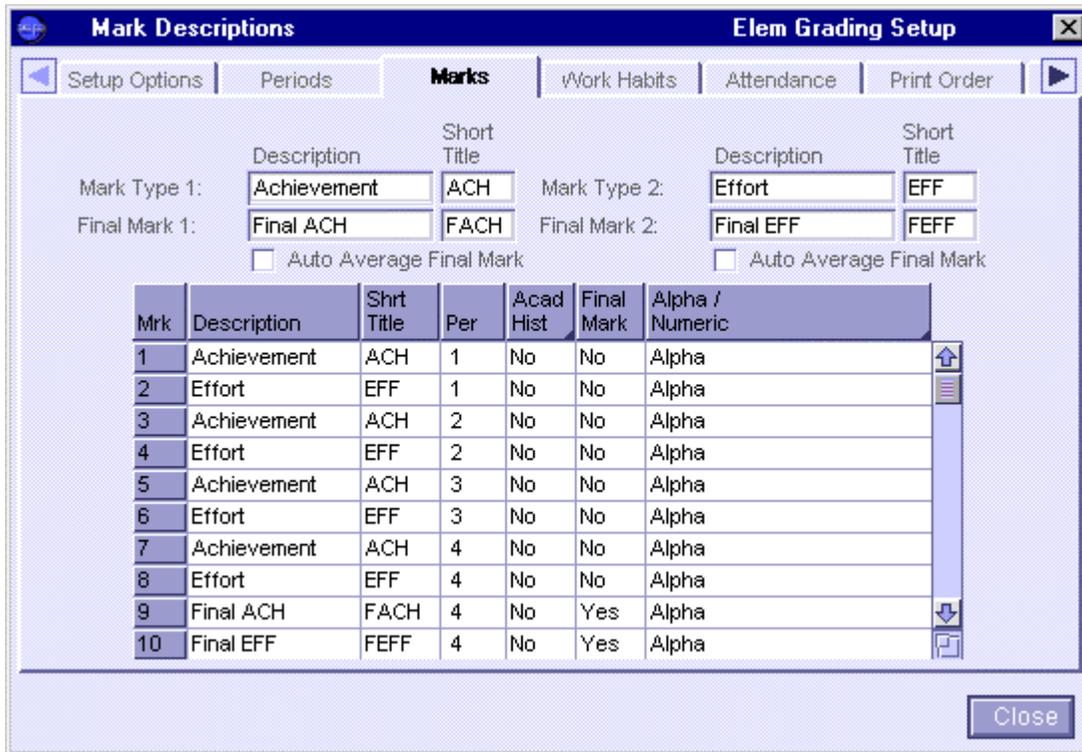
### Periods Tab Fields

Field Name	Description
<b>Track</b>	Track associated with the data in the reporting periods matrix. The pop-up list displays tracks defined in the School atom. Displays only if your school uses tracks.
AERS File	
<b>Current Period</b>	Current reporting period within the academic year. The pop-up list displays reporting period codes in the <b>Rpt</b> field on the reporting periods matrix.  <b>Note:</b> You must manually set this field during each grade reporting period so that your school can scan and record marks as well as create or print report cards for the current reporting period.
Reporting Periods Matrix – AGRP File	
<b>Rpt</b>	Numeric code for the reporting period.
<b>Report Title</b>	Descriptive name of the reporting period that prints on reports. (30 alphanumeric characters)

Field Name	Description
<b>Short Title</b>	Brief descriptive name of the reporting period that displays in atom screens and prints on reports when space is limited. (5 alphanumeric characters)
<b>Starting (Date Range)</b>	Beginning date of the reporting period.  <b>Note:</b> Format is MM/DD/YY or DD/MM/YY, depending on the selection on the Localization tab of the School atom.
<b>Ending (Date Range)</b>	Ending date of the reporting period.  <b>Note:</b> Format is MM/DD/YY or DD/MM/YY, depending on the selection on the Localization tab of the School atom.
<b>Terms to Process</b>	Not implemented.

## Marks Tab

The Marks tab enables you to define mark titles for which your school awards marks to all subjects (and subject areas identified to receive marks) in each reporting period. You can also define mark titles for final marks awarded to each subject.



## Marks Tab Fields

Field Name	Description
Mark Title Fields – AERS File	
<b>Mark Type 1 Description</b>	Descriptive name of the first mark awarded for all subjects in each period. (12 alphanumeric characters, required)
<b>Mark Type 1 Short Title</b>	Short title of the first mark awarded for all subjects in each period. The title typically displays on atom screens and prints on reports. (5 alphanumeric characters, required)
<b>Mark Type 2 Description</b>	Descriptive name of the second mark awarded for all subjects in each period. (12 alphanumeric characters)
<b>Mark Type 2 Short Title</b>	Short title of the second mark awarded for all subjects in each period. The title typically displays on atom screens and prints on reports. (5 alphanumeric characters)
<b>Final Mark 1 Description</b>	Descriptive name of the final mark awarded for Mark Type 1. (12 alphanumeric characters)
<b>Final Mark 1 Short Title</b>	Short title of the final mark awarded for Mark Type 1. The title typically displays on atom screens and prints on reports. (5 alphanumeric characters)
<b>Final Mark 2 Description</b>	Descriptive name of the final mark awarded for Mark Type 2. (12 alphanumeric characters)
<b>Final Mark 2 Short Title</b>	Short title of the final mark awarded for Mark Type 2. The title typically displays on atom screens and prints on reports. (5 alphanumeric characters)
<b>Auto Average Final Mark</b>	<p>A selected checkbox indicates the system calculates the Final Mark for the Mark Type. A clear checkbox indicates the system accepts, but does not calculate, a Final Mark for the Mark Type.</p> <p><b>Note:</b> Selecting or clearing these checkboxes restores default settings in user-defined mark titles matrix fields.</p>
Mark Title Matrix – AERS File	
<b>Mrk</b>	Numeric code for the mark title awarded in a reporting period.
<b>Description</b>	Description of the mark title. (12 alphanumeric characters)
<b>Shrt Title</b>	Primary mark title that displays above a mark column in the Elementary Grades atom and on report cards and other reports. (5 alphanumeric characters)
<b>Per</b>	Numeric code for the reporting period to which the mark title belongs. The pop-up list displays reporting periods defined in the Elem Grading Setup atom.

Field Name	Description
<b>Acad Hist</b>	Indicates (Yes/No) whether the system moves marks earned for the mark title into a student's academic history record for printing on student transcripts and other reports.
<b>Final Mark</b>	Indicates (Yes/No) whether the mark title represents a final mark.
<b>Alpha / Numeric</b>	Indicates whether the mark title receives alpha marks or numeric marks.

## Work Habits Tab

The Work Habits tab enables you to define up to 20 work habits for which your school can award marks to students. Students can receive a mark for each work habit in each reporting period. You can also specify that students receive a final mark for each work habit. Final work habit marks can be transferred to student academic history records.

Work habits are comments about student behavior and performance with respect to overall academic or classroom participation and responsibility.

Num	Print Order	Description
1	2	Accepts Responsibility
2	5	Complies with Established Rules
3	3	Exhibits Courteous Behavior
4	9	Follows Through on Assignments
5	6	Listens to and Follows Directions
6	8	Organizes Material
7	1	Respects Personal and School Property
8	7	Uses Time Constructively
9	10	Works and Plays Cooperatively
10	4	Exhibits Self Control

## Work Habits Tab Fields

Field Name	Description
AERS File	
<b>Include Final Mark</b>	Indicates (Yes/No) whether each work habit receives a final mark in addition to marks for each reporting period.
<b>Transfer to academic history</b>	Indicates (Yes/No) whether the system transfers final marks for work habits to student academic histories. Displays only if <b>Include Final Mark</b> is <b>Yes</b> .
Work Habits Matrix – AERS File	
<b>Num</b>	Line number of the work habit.
<b>Print Order</b>	<p>Order in which work habits print on student report cards and other grading reports.</p> <p><b>Note:</b> Pearson Education Technologies recommends that you assign a unique print order number to each work habit. Otherwise the system processes work habits with these results:</p> <ul style="list-style-type: none"> <li>• Work habits that share a print order number print alphabetically by the first letter of their descriptions.</li> <li>• Work habits without a print order number print alphabetically by the first letter of their descriptions after work habits with assigned print order numbers.</li> </ul>
<b>Description</b>	Work habit text that prints (exactly as defined) on report cards and other reports.

## Attendance Tab

The Attendance tab enables you to define up to eight attendance totals that you want to calculate for each student during the academic year. Each attendance total is associated with an attendance type that determines what attendance data the system uses to calculate the attendance total. Attendance totals are values that get calculated based on daily attendance data (for example, Present, Tardy, Excused, and Unexcused) that a school records for students during an academic year.

The attendance total in the top attendance definitions matrix print on report cards and display in the Elementary Grades atom. The attendance totals in the lower academic history attendance definitions matrix are stored in the AEAA file (they do not print or display anywhere).

**Note:** See the *SASlpx™ Attendance Training Guide* for more information about attendance setup in the SASlpx Attendance module.

Attendance Definitions					
Num	Description	Hdg1	Hdg2	Type	Duration
1	All Absences	All	Abs	All Absences	Year to date
2	All Tardies	All	Trdy	All Tardies	Year to date
3	Days Enrolled	Days	Enrl	Days Enrolled	Year to date
4	Days Present	Days	Pres	Days Present	Year to date

Academic History Attendance Definitions			
Num	Heading	Type	Duration
1	All Absences	All Absences	Year to date
2	All Tardies	All Tardies	Year to date
3	Days Enrolled	Days Enrolled	Year to date
4	Days Present	Days Present	Year to date

## Attendance Tab Fields

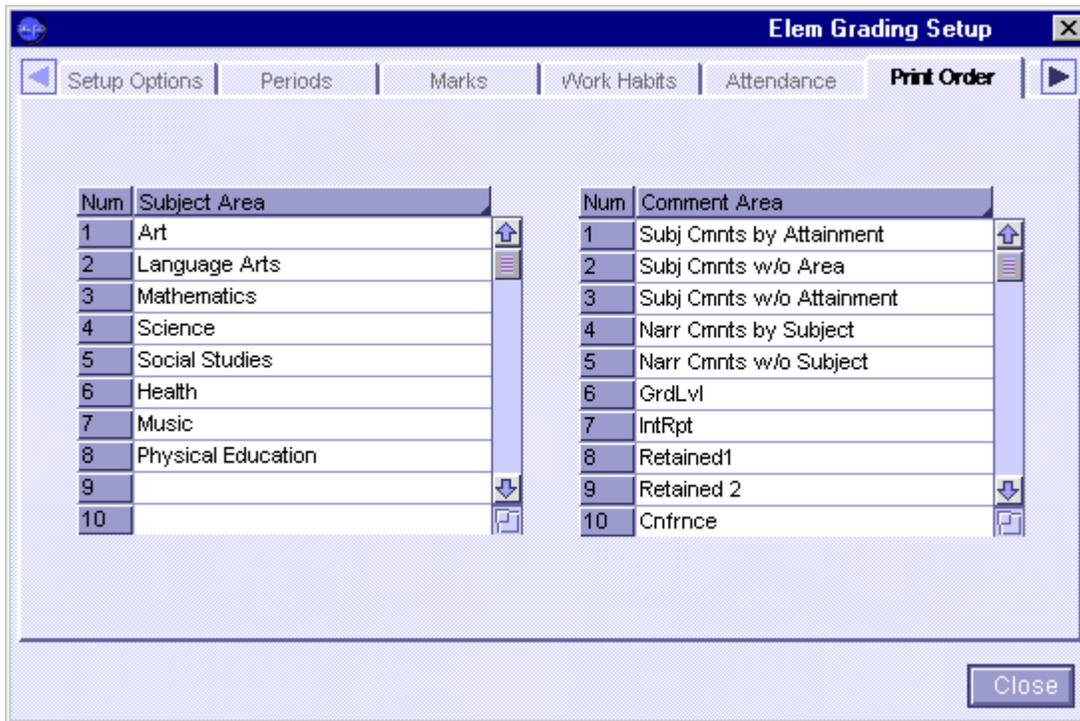
Field Name	Description
Attendance Definitions Matrix – AERS File	
<b>Num</b>	Line number of the attendance total that calculates for each student during the academic year.
<b>Description</b>	Description of the attendance total. (40 alphanumeric characters)
<b>Hdg1</b>	First short title for the attendance total. The system concatenates <b>Hdg1</b> and <b>Hdg2</b> to print on reports. (4 alphanumeric characters)

Field Name	Description
<b>Hdg2</b>	Second short title for the attendance total. The system concatenates <b>Hdg1</b> and <b>Hdg2</b> to print on reports. (4 alphanumeric characters)
<b>Type</b>	<p>Attendance type that determines what data gets calculated for the attendance total. The pop-up list displays system defined types:</p> <ul style="list-style-type: none"> <li>• <b>Not Used</b> – No attendance calculations occurs.</li> <li>• <b>All Absences</b> – Calculates unverified, unexcused, and excused absences as well as absences for school activities.</li> <li>• <b>UNV, UNX, and EXC</b> – Calculates unverified, unexcused, and excused absences.</li> <li>• <b>UNV and UNX</b> – Calculates unverified and unexcused absences.</li> <li>• <b>All Tardies</b> – Calculates excused and unexcused tardies.</li> <li>• <b>Excused Tardies</b> – Calculates excused tardies.</li> <li>• <b>Unexcused Tardies</b> – Calculates unexcused tardies.</li> <li>• <b>Days Enrolled</b> – Calculates the number of days the student is enrolled for the specified duration.</li> <li>• <b>Days Present</b> – Calculates the number of days the student is present during the selected duration. (Days Enrolled minus Excused Absences, Unexcused Absences, and School Activities).</li> <li>• <b>Days Present and ACT</b> – Calculates the number of days the student is present and the days for which the student is recorded as attending a school activity.</li> </ul>
<b>Duration</b>	<p>Time during the academic year for which the system calculates the attendance total. The pop-up list displays system-defined durations:</p> <ul style="list-style-type: none"> <li>• <b>Year-to-Date</b> – Calculates attendance from the beginning date of the first reporting period to the final date of the last reporting period in the academic year.</li> <li>• <b>Current Reporting Period</b> – Calculates attendance for the current reporting period only.</li> </ul>
Academic History Attendance Definitions Matrix – AERS File	
<b>Num</b>	Line number of the attendance total that the system calculates and stores in the AEAA file.
<b>Heading</b>	Description of the attendance total. (40 alphanumeric characters)

Field Name	Description
<b>Type</b>	<p>Attendance type that determines what data gets calculated for the attendance total. The pop-up list displays system-defined types:</p> <ul style="list-style-type: none"> <li>• <b>Not Used</b> – No attendance calculations occurs.</li> <li>• <b>All Absences</b> – Calculates unverified, unexcused, and excused absences as well as absences for school activities.</li> <li>• <b>UNV, UNX, and EXC</b> – Calculates unverified, unexcused, and excused absences.</li> <li>• <b>UNV and UNX</b> – Calculates unverified and unexcused absences.</li> <li>• <b>All Tardies</b> – Calculates excused and unexcused tardies.</li> <li>• <b>Excused Tardies</b> – Calculates excused tardies.</li> <li>• <b>Unexcused Tardies</b> – Calculates unexcused tardies.</li> <li>• <b>Days Enrolled</b> – Calculates the number of days the student is enrolled for the specified duration.</li> <li>• <b>Days Present</b> – Calculates the number of days the student is present during the selected duration. (Days Enrolled minus Excused Absences, Unexcused Absences, and School Activities).</li> <li>• <b>Days Present and ACT</b> – Calculates the number of days the student is present and the days for which the student is recorded as attending a school activity.</li> </ul>
<b>Duration</b>	<p>Time during the academic year for which the system calculates the attendance total. The pop-up list displays system defined durations:</p> <ul style="list-style-type: none"> <li>• <b>Year-to-Date</b> – Calculates attendance from the beginning date of the first reporting period to the final date of the selected reporting period in the academic year.</li> <li>• <b>Current Reporting Period</b> – Calculates attendance for the current reporting period only.</li> </ul>

## Print Order Tab

The Print Order tab enables you to specify the order in which subject areas and comments (including subject comments, other comments, and narrative comments) print on report cards and other reports.



### Print Order Tab Fields

Field Name	Description
Subject Area Matrix – AERS File	
<b>Num</b>	Print order number of the subject area.
<b>Subject Area</b>	Subject area associated with the print order number. The pop-up list displays subject areas defined in the Subject Area atom.
Comment Area Matrix – AERS File	
<b>Num</b>	Print order number of the subject comment, other comment, or narrative comment.

Field Name	Description
<b>Comment Area</b>	<p>Comment area associated with the print order number. The pop-up list displays system-defined comment areas:</p> <ul style="list-style-type: none"> <li>• <b>Subj Cmnts by Attainment</b> – Subject Comments associated with an Attainment Comment (displays only if your school is set up to use attainment comments)</li> <li>• <b>Subj Cmnts w/o Area</b> – Subject Comments not associated with a Subject Area</li> <li>• <b>Subj Cmnts w/o Attainment</b> – Subject Comments not associated with an Attainment Comment (displays only if your school is set up to use attainment comments)</li> <li>• <b>Narr Cmnts by Subject</b> – Narrative Comments (recorded in the Grades atom) associated with a Subject (displays only if your school is set up to use narrative comments)</li> <li>• <b>Narr Cmnts w/o Subject</b> – Narrative Comments (recorded in the Grades atom) not associated with a Subject (displays only if your school is set up to use narrative comments)</li> <li>• <b>Other Comments</b> – All Other Comment Types defined in the Other Comments Atom</li> </ul>

## Explanation Tab

The Explanation tab enables you to define up to 20 sets of explanation text that can print on student report cards to explain your school's marking system or to provide other descriptive information about report card contents.

Each explanation set can be associated with one or more grade levels, and a student's grade level determines which explanation set prints on a report card. Explanation sets contain up to six lines of descriptive text that print in a fixed-width font so you can maintain columnar alignment among the text rows.

**Note:** Explanation text prints on the standard form for Elementary Report Cards (EAG04).

### Explanation Tab Fields

Field Name	Description
AERS File	
<b>Grade Level</b>	Grade level associated with an explanation set. The tab displays grade levels defined in the School atom.
<b>Explanation Set</b> (01-20)	Explanation set associated with the designated grade level. The pop-up list displays twenty system-defined sets (E01–E20). Default selection is blank.  <b>Note:</b> Text for the selected explanation set prints for all students in the grade level.

Explanation Text – AERS File	
<b>Explanation Set</b>	Code for the set of explanatory text currently displayed in the explanation matrix. The pop-up list displays twenty system-defined sets (E01–E20).
<b>Num</b>	Line number on which the explanatory text prints in a designated area on report cards.
<b>Explanation</b>	Explanatory text that prints (exactly as defined) in a designated area on report cards. (60 alphanumeric characters)

### Explanation Text in EAG04

The Elementary Report Card (EAG04) standard form contains a designated area for printing explanation text defined in the Elem Grading Setup atom. When you generate standard form report cards, explanation text prints in the designated area of each report card based on a student’s grade level. The explanation text prints on report cards in a fixed-width font to maintain columnar alignment among the text rows.

Elementary School Progress Report											
Reporting Period 1					2000-2001						
Armstrong, Nicholas J.		Student ID: 10136		Gender: M		Grade: 03					
Learning Brook Elementary School 396 Scholarship Way Education City, VA 20157				School Phone: 999-123-9876		Teacher: Adams, Alicia					
				Principal: Dr. Mary Clarke							
A Excellent	D Outstanding				Attendance Reporting Period		1	2	3	4	Total
B Above Average	G Good				All Absences		1				1
C Average	S Satisfactory				All Tardies		1				1
D Below Average	N Needs Improvement				Days Enrolled		38				38
F Dissatisfactory				Days Present		38				38	
Subjects											
Reporting Period	1	2	3	4	Final	Reporting Period	1	2	3	4	Final

Explanation Text

## Using the Elem Grading Setup Atom

These procedures describe how to perform tasks in the Elem Grading Setup atom.

### Setting Up General Grading Options

1. Open the Elem Grading Setup atom.
2. Click the Setup Options tab.
3. Complete the fields in the Setup Options tab.
4. Click **Save**.
5. Click **Close** to exit from the Elem Grading Setup atom.

### Defining Reporting Periods for an Academic Year

You can define up to 15 reporting periods for an academic year.

1. Open the Elem Grading Setup atom.
2. Click the Periods tab.
3. In the **Track** field (if displayed), select a track.
4. Complete the fields in the reporting periods matrix.
5. Click **Save**.
6. Click **Close** to exit from the Elem Grading Setup atom.

### Setting the Current Reporting Period

You must manually set the current grade reporting period so that your school can scan and record marks as well as create and print report cards for the reporting period.

1. Open the Elem Grading Setup atom.
2. Click the Periods tab.
3. In the **Current Period** field, select the current period from the pop-up list.
4. Click **Save**.
5. Click **Close** to exit from the Elem Grading Setup atom.

## Defining Mark Titles

**Important:** You must define reporting periods before you define mark titles.

1. Open the Elem Grading Setup atom.
2. Click the Marks tab.
3. Complete the fields in the mark titles matrix.
4. Click **Save**.
5. Click **Close** to exit from the Elem Grading Setup atom.

## Defining Work Habits

You can define up to 20 work habits that print on student report cards and other reports.

1. Open the Elem Grading Setup atom.
2. Click the Work Habits tab.
3. Complete the fields on the tab.
4. Click **Save**.
5. Click **Close** to exit from the Elem Grading Setup atom.

## Deleting Work Habits

1. Open the Elem Grading Setup atom.
2. Click the Work Habits tab.
3. In the matrix row of the work habit that you want to remove, delete information from all fields.  
**Note:** The matrix row remains blank until you define another work habit in it.
4. Click **Save**.
5. Click **Close** to exit from the Elem Grading Setup atom.

## Setting the Print Order for Work Habits

1. Open the Elem Grading Setup atom.
2. Click the Work Habits tab.
3. In the **Print Order** field for each work habit in the matrix, type a unique print order number.
4. Click **Save**.
5. Click **Close** to exit from the Elem Grading Setup atom.

## Setting Up for Final Work Habit Marks

1. Open the Elem Grading Setup atom.
2. Click the Work Habits tab.
3. In the **Include Final Mark** field, select **Yes**.
4. Click **Save**.
5. Click **Close** to exit from the Elem Grading Setup atom.

## Setting Up Work Habit Marks to Transfer to Academic History

You can set up the system to transfer final work habit marks to student academic records. Work habit marks for individual reporting periods do not transfer to academic histories.

1. Open the Elem Grading Setup atom.
2. Click the Work Habits tab.
3. In the **Include Final Mark** field, select **Yes**. The **Transfer to academic history** field displays.
4. In the **Transfer to academic history** field, select **Yes**.
5. Click **Save**.
6. Click **Close** to exit from the Elem Grading Setup atom.

## Defining Attendance Totals

You can define up to four attendance totals that calculate during the academic year.

1. Open the Elem Grading Setup atom.
2. Click the Attendance tab.
3. Complete the fields in the attendance definitions matrix.
4. Click **Save**.
5. Click **Close** to exit from the Elem Grading Setup atom.

## Deleting Attendance Totals

1. Open the Elem Grading Setup atom.
2. Click the Attendance tab.
3. Delete text in the **Description**, **Hdg1**, and **Hdg2** fields.
4. In the **Type** field, select **Not Used** from the pop-up list.
5. Click **Save**.
6. Click **Close** to exit from the Elem Grading Setup atom.

## Defining Attendance Totals for the Academic History File

You can define up to four attendance totals that calculate for students during the academic year to be stored in the Academic History file (AEAA).

1. Open the Elem Grading Setup atom.
2. Click the Attendance tab.
3. Complete the fields in the academic history attendance definitions matrix.
4. Click **Save**.
5. Click **Close** to exit from the Elem Grading Setup atom.

## Deleting Attendance Totals for the Academic History File

1. Open the Elem Grading Setup atom.
2. Click the Attendance tab.
3. Delete text in the **Description** field of the attendance total that you want to delete.
4. In the **Type** field of the attendance total that you want to delete, select **Not Used** from the pop-up list.
5. Repeat steps 2 and 3 to delete another attendance total.
6. Click **Save**.
7. Click **Close** to exit from the Elem Grading Setup atom.

## Setting Print Order for Subject Areas

You can set the print order for a maximum of 20 subject areas. The system prints additional subject areas in alphabetical order following those with a defined print order.

1. Open the Elem Grading Setup atom.
2. Click the Print Order tab.
3. Complete the fields in the subject area matrix.
4. Click **Save**.
5. Click **Close** to exit from the Elem Grading Setup atom.

## Setting Print Order for Comments

This procedure sets the print order for a maximum of 20 subject comments, other comments, and narrative comments.

1. Open the Elem Grading Setup atom.
2. Click the Print Order tab.
3. Complete the fields in the comment area matrix.

4. Click **Save**.
5. Click **Close** to exit from the Elem Grading Setup atom.

## Defining Explanation Text for Report Cards

This procedure describes how to define an explanation set with descriptive text that prints on elementary report cards.

1. Open the Elem Grading Setup atom.
2. Click the Explanation tab.
3. In the **Explanation Text** section, locate the **Explanation Set** field and select the explanation set for which you want to define text.

The explanation matrix for the selected explanation set displays.

4. In the explanation matrix, type text into the rows.
5. Click **Save**.
6. Repeat Steps 3 – 5 to define text for another explanation set.
7. Click **Close** to exit from the Grading Setup atom.

## Modifying Explanation Text for Report Cards

This procedure describes how to modify text in an explanation set.

1. Open the Elem Grading Setup atom.
2. Click the Explanation tab.
3. In the **Explanation Text** section, locate the **Explanation Set** field and select the explanation set with text that you want to modify.

The explanation matrix for the selected explanation set displays.

4. In the explanation matrix, modify text in any rows.
5. Click **Save**.
6. Repeat Steps 3 – 5 to modify text for another explanation set.
7. Click **Close** to exit from the Grading Setup atom.

## Deleting Explanation Text for Report Cards

This procedure describes how to delete all text from an explanation set.

**Note:** You can delete all text in an explanation set so that the set is “empty,” but you cannot delete an entire explanation set from the system.

1. Open the Elem Grading Setup atom.
2. Click the Explanation tab.

3. In the **Explanation Text** section, locate the **Explanation Set** field and select the explanation set with text that you want to delete.

The explanation matrix for the selected explanation set displays.

4. Delete text in all rows of the explanation matrix.
5. Click **Save**.
6. Repeat Steps 3 – 5 to delete text for another explanation set.
7. Click **Close** to exit from the Elem Grading Setup atom.

## Assigning Explanation Text to Grade Levels

This procedure describes how to associate an explanation set with a grade level so that all students in the grade level receive explanation text on their elementary report cards.

**Note:** An explanation set may be assigned to multiple grade levels, but a grade level can be associated with only one explanation set.

1. Open the Elem Grading Setup atom.
2. Click the Explanation tab.
3. In the **Explanation Set** field beneath any grade level, select an item from the pop-up list.
4. Repeat Step 3 to select an explanation set for another grade level.
5. Click **Save**.
6. Click **Close** to exit from the Elem Grading Setup atom.

## Removing Explanation Text Assignments from Grade Levels

This procedure describes how to remove an explanation set from assignment to a grade level.

1. Open the Elem Grading Setup atom.
2. Click the Explanation tab.
3. In the **Explanation Set** field beneath any grade level, select the blank item from the pop-up list.
4. Repeat Step 3 to remove the explanation text assignment from another grade level.
5. Click **Save**.
6. Click **Close** to exit from the Elem Grading Setup atom.

## Ensuring that Explanation Text does not print for Grade Levels

You have two options to ensure that explanation text does not print for students in a designated grade level.

- Do not assign the grade level to an explanation set.
- Assign the grade level to an explanation set with no explanation text defined.

# Mark Definitions Atom

The Mark Definitions atom enables you to define the marks that are awarded to students for subjects and for work habits. Marks are defined within mark sets that you associate with a mark type and a grade level range.

## Overlapping Settings for Mark Definitions

For mark titles associated with the same mark type, you cannot save a mark title if the grade range overlaps with the grade range for an existing mark title.

Example

### Example 1 – Acceptable

Grade ranges for the same mark type do not overlap.

<u>Title</u>	<u>Mark Type</u>	<u>Grade Range</u>
Mark Set A	Mark Type 1	1 – 2
Mark Set B	Mark Type 1	3 – 4
Mark Set C	Mark Type 1	5 – 6

### Example 2 – Acceptable

Grade ranges for different mark types overlap.

<u>Title</u>	<u>Mark Type</u>	<u>Grade Range</u>
Mark Set A	Mark Type 1	1 – 3
Mark Set B	Mark Type 2	1 – 3
Mark Set C	Work Habits	1 – 3

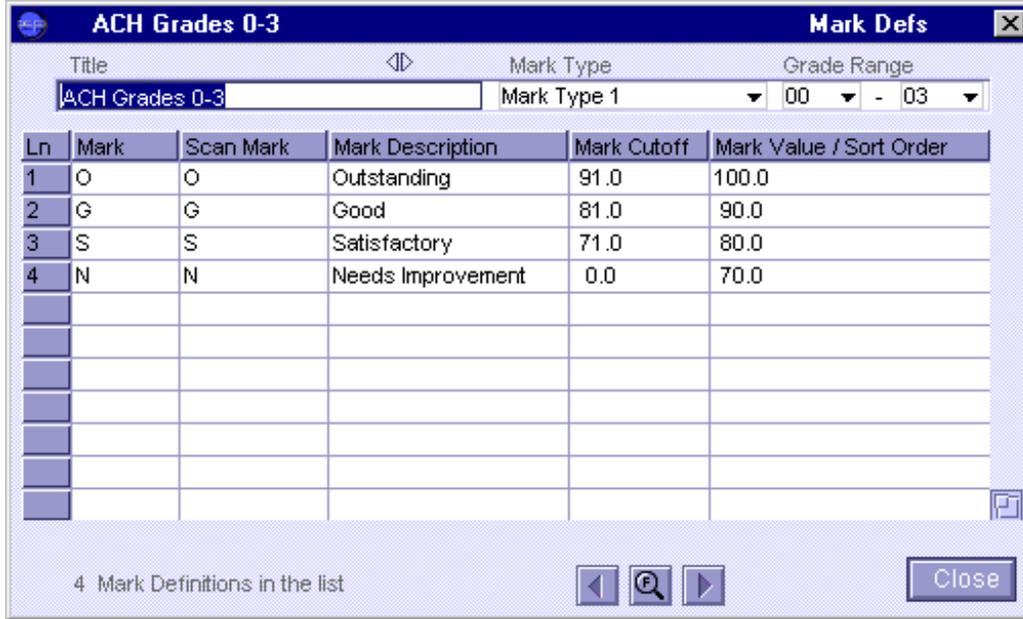
### Example 3 – Not Acceptable

Grade ranges for the same mark type cannot overlap.

<u>Title</u>	<u>Mark Type</u>	<u>Grade Range</u>
Mark Set A	Mark Type 1	1 – 4
Mark Set B	Mark Type 1	4 – 6
Mark Set C	Mark Type 1	3 – 5

## Mark Definitions Screen

The Mark Definitions screen enables you to add, modify, or delete the marks associated with a mark type and grade range.



### Mark Definitions Screen Fields

Field Name	Description
Mark Set Fields – AMDT File	
<b>Title</b>	Title for the set of marks. (18 alphanumeric characters)
<b>Mark Type</b>	<p>Mark type associated with the set of marks. The drop-down list displays system-defined types:</p> <ul style="list-style-type: none"> <li>• <b>Mark Type 1</b> – First mark awarded for all subjects in each reporting period. Also, Final Mark awarded for Mark Type 1.</li> <li>• <b>Mark Type 2</b> – Second mark awarded for all subjects in each period. Also, Final Mark awarded for Mark Type 2.</li> <li>• <b>Avgd Final Mark 1</b> – Final mark calculated by the system for Mark Type 1.</li> <li>• <b>Avgd Final Mark 2</b> – Final mark calculated by the system for Mark Type 2.</li> <li>• <b>Work Habits</b> – Marks awarded for work habits.</li> </ul>
<b>Grade Range</b>	Range of grade levels to which the set of mark definitions applies. The pop-up list displays grade levels defined in the School atom.

Field Name	Description
Marks Matrix – AMDD File	
<b>Ln</b>	Line number of the mark that belongs to the mark set.
<b>Mark</b>	Mark that is awarded to a student for a subject or work habit.
<b>Scan Mark</b>	Mark on a grade reporting scan sheet that is equivalent to the defined mark. The system translates the scan sheet mark to the defined mark.  <b>Note:</b> Typically this is the same mark that displays in the <b>Mark</b> field unless your scan form does not include the mark defined in the <b>Mark</b> field.
<b>Mark Description</b>	Description of the mark. (18 alphanumeric characters)
<b>Mark Cutoff</b>	Minimum value required for an averaged final mark or a subject area mark to receive the alpha mark.  <b>Note:</b> This field is required if you set up the system to automatically average final grades or if you set up subject areas to receive marks.
<b>Mark Value/Sort Order</b>	Numeric equivalent for the mark used by the system when alphabetical marks are averaged. Values in this field determine the sort order of marks in the matrix as well as the display order of alphabetical marks in pop-up lists and on reports (marks sort highest to lowest value).  <b>Note:</b> This field is required if you set up the system to automatically average final grades or if you set up subject areas to receive marks.

## Using the Mark Definitions Atom

These procedures describe how to perform tasks in the Mark Definitions atom.

### Creating Mark Definition Sets

1. Open the Mark Definitions atom. The Mark Definitions screen displays.
2. From the **Data** menu, select **Add Mark Definitions**.
3. Complete the mark set fields (above the matrix).
4. Click **Save**.
5. Add marks to the mark set.
6. Repeat Steps 2 – 5 to create another mark definition set.
7. Click **Close** to exit from the Elementary Mark Definitions atom.

## Deleting Mark Definition Sets

1. Open the Mark Definitions atom. The Mark Definitions screen displays.
2. Find the mark set that you want to delete.
3. From the **Data** menu, select **Delete Mark Definitions**.
4. Repeat Steps 2 and 3 to delete another mark set.
5. Click **Close** to exit from the Mark Definitions atom.

## Adding Marks to Mark Definition Sets

1. Open the Mark Definitions atom. The Mark Definitions screen displays.
2. Find the mark definition set to which you want to add a mark.
3. From the **Mark** menu, select **Add New Mark**.
4. Complete the fields in the marks matrix row.
5. Repeat Steps 3 and 4 to add another mark to the mark set.
6. Click **Save**.
7. Click **Close** to exit from the Elementary Mark Definitions atom.

## Deleting Marks from Mark Definition Sets

1. Open the Elementary Mark Definitions atom. The Elementary Mark Definitions screen displays.
2. Find the mark definition set from which you want to delete a mark.
3. Highlight the matrix row of the mark that you want to delete.
4. From the **Mark** menu, select **Delete Mark**.
5. Repeat Steps 3 and 4 to delete another mark from the mark set.
6. Click **Save**.
7. Click **Close** to exit from the Elementary Mark Definitions atom.

# Subject Area Atom

The Subject Area atom enables you to define all of the subjects that your school teaches. Subjects are organized into common areas of study called *subject areas* that you create.

## Example

The Language Arts subject area might consist of specific subjects including Reading, Spelling, Written Communication, and Oral Communication.

The Subject Area atom consists of two screens:

- Subject Area Screen
- Subject Detail Screen

## Explanation of Subject Area Marks

A subject area mark is awarded to a student based on subject marks that the student earns for designated subjects belonging to the subject area.

## Example

Your school determines that students receive a Language Arts subject area mark based on marks earned for Spelling and Reading subjects in the Language Arts subject area. If a student earns a B in both Spelling and Reading, then the student also receives a B for the Language Arts subject area.

Subject areas receive the same number of marks and mark types that all subjects receive.

## Example

If you define Mark Type 1 and Mark Type 2 in the Elem Grading Setup atom, then all subjects and subject areas can receive two marks for each reporting period.

Students can receive marks for each subject to which they are assigned. Since you cannot assign students to subject areas, students receive a subject area mark if both of these conditions are true with respect to any subject area:

- The subject area is set up to receive marks. (See *Setting Up Subject Areas to Receive Marks* in this chapter).
- The student earns marks for subjects designated to average into the subject area mark. (See *Designating Subjects to Average into a Subject Area Mark* in this chapter).

## Subject Area Screen

The Subject Area screen displays information about a particular subject area, and also displays a matrix of all subjects defined within the subject area.

Ln	ID	Title	Long Title	Average	Term	Print on Reports
1	LA100	Reading	Reading	Yes		Yes
2	LA200	Spelling	Spelling	Yes		Yes
3	LA300	OralComm	Oral Communication	Yes		Yes
4	LA400	WritComm	Written Communication	Yes		Yes

**Tip:** Double-click the line number (**Ln**) of any matrix row to display the Subject Detail screen for a specific subject.

## Subject Area Screen Fields

Field Name	Description
Subject Area Fields – ASBM File	
<b>Subject Area</b>	Code for the subject area. (4 alphanumeric characters)
<b>Title</b>	Descriptive name of the subject area. (40 alphanumeric characters)
<b>Area Mark</b>	Indicates (Yes/No) whether students receive a mark for the subject area. The subject area mark is based on marks that students receive for subjects within the subject area. The default value is <b>No</b> .
Subject Matrix – ASBJ File	
<b>Ln</b>	Line number of the subject defined within the subject area.
<b>ID</b>	Identification code for the subject. (8 alphanumeric characters)
<b>Title</b>	Brief descriptive name for the subject that prints on reports when space is limited. (18 alphanumeric characters)
<b>Long Title</b>	Longer descriptive name for the subject that prints on reports. (40 alphanumeric characters)

Field Name	Description
<b>Average</b>	Indicates (Yes/No) whether marks for the subject are used to calculate an overall mark for the subject area.  <b>Note:</b> The system averages the subject mark into the subject area mark only if the subject area is set up to receive subject area marks. See <i>Setting Up Subject Areas to Receive Marks</i> in this chapter.
<b>Term</b>	Academic term during which the subject is taught. The pop-up list displays system-defined terms.
<b>Print on Reports</b>	Indicates (Yes/No) whether the subject prints on student mark reports and transcripts.
<b>Print Order</b>	Order in which the subject prints beneath its subject area on student reports and transcripts.

## Subject Detail Screen

The Subject Detail screen enables you to view, record, and modify information about specific subjects defined within a subject area.

The screenshot shows a software window titled "Language Arts Subject Detail". The window contains the following fields and controls:

- Subject ID: LA100
- Title: Reading
- Long Title: Reading Skills and Development
- Subject Area: Language Arts
- Subject Type: Core Subject
- Term: (dropdown menu)
- Low Grade Level: (dropdown menu)
- High Grade Level: (dropdown menu)
- Average in Mark: Yes
- Print on Reports: Yes
- Print Order: 1
- Gender Restriction: No Restriction
- State ID 1: (text field)
- State ID 2: (text field)
- Alt ID 1: (text field)
- Alt ID 2: (text field)

On the right side of the window, there is a vertical multi-record selection bar with numbers 1, 2, 3, and 4. A "Close" button is located at the bottom right of the window.

**Tip:** Use the multi-record selection bar (at the right of the screen) to display detail screens for different subjects within the subject area.

## Subject Detail Screen Fields

Field Name	Description
Subject Fields – ASBJ File	
<b>Subject ID</b>	Identification code for the subject. (8 alphanumeric characters)
<b>Title</b>	Brief descriptive name for the subject that prints on reports when space is limited. (18 alphanumeric characters)
<b>Long Title</b>	Longer descriptive name for the subject that prints on reports. (40 alphanumeric characters)
<b>Subject Area</b>	Subject area to which the subject belongs.
<b>Subject Type</b>	Elementary grade reporting subject type. The pop-up list displays system-defined items: <ul style="list-style-type: none"> <li>• <b>CORE</b> – Core Subject (default)</li> <li>• <b>SPEC</b> – Special Subject</li> <li>• <b>PULL</b> – Pull Out Class</li> </ul>
<b>Default Teacher</b>	Teacher responsible for awarding marks to students enrolled in the subject. Displays only when the <b>Subject Type</b> field indicates a Special Subject or Pull Out Class. <ul style="list-style-type: none"> <li>• <b>Blank</b> – Student’s homeroom teacher is responsible for awarding marks for the subject.</li> <li>• <b>Teacher Name</b> – Displayed teacher is responsible for awarding marks to all students who are assigned to the subject (regardless of the student’s homeroom teacher).</li> </ul> <p><b>Note:</b> This field does not display for core subjects because numerous teachers typically teach core subjects.</p>
<b>State ID 1 &amp; 2</b>	Identification numbers assigned to the subject by the state in which the school resides. (10 alphanumeric numbers)
<b>Alt ID 1 &amp; 2</b>	Alternate identification numbers assigned to the subject by the school. (8 alphanumeric numbers)
<b>Gender Restriction</b>	Gender restriction status for the subject. <ul style="list-style-type: none"> <li>• <b>No Restriction:</b> Any student may enroll in the subject. (default)</li> <li>• <b>F – Female Only:</b> Only female students may enroll in the subject.</li> <li>• <b>M – Male Only:</b> Only male students may enroll in the subject.</li> </ul> <p><b>Note:</b> This is an informational field that does not affect system operations. For example, the system does not prevent you from enrolling male students in subjects with a Female Only gender restriction.</p>
<b>Term</b>	Academic term during which the subject is taught. The pop-up list displays system-defined terms.

Field Name	Description
<b>Low Grade Level</b>	<p>Lowest grade level permitted to enroll in the subject. The pop-up list displays grade levels defined in the School atom.</p> <p><b>Note:</b> This is an informational field that does not affect system operations. For example, the system does not prevent you from enrolling first graders in subjects marked with a second grade level minimum.</p>
<b>High Grade Level</b>	<p>Highest grade level permitted to enroll in the subject. The pop-up list displays grade levels defined in the School atom.</p> <p><b>Note:</b> This is an informational field that does not affect system operations. For example, the system does not prevent you from enrolling sixth graders in subjects marked with a fifth grade level maximum.</p>
<b>Average in Mark</b>	<p>Indicates (Yes/No) whether marks for the subject are used to calculate an overall mark for the subject area. The default value is <b>No</b>.</p> <p><b>Note:</b> The system averages the subject mark into the subject area mark only if the subject area is set up to receive subject area marks. See <i>Setting Up Subject Areas to Receive Marks</i> in this chapter.</p>
<b>Print on Reports</b>	<p>Indicates (Yes/No) whether the subject prints on student mark reports and transcripts. The default value is <b>Yes</b>.</p>
<b>Print Order</b>	<p>Order in which the subject prints beneath its subject area on student reports and transcripts. Displays only when the <b>Print on Reports</b> field value is <b>Yes</b>.</p>

## Using the Subject Area Atom

These procedures describe how to perform tasks in the Subject Area atom.

### Creating Subject Areas

This procedure describes how to create subject areas in which you can define subjects.

1. Open the Subject Area atom. The Subject Area screen displays.
2. From the **Data** menu, select **Add Subject Area**.
3. Complete the subject area fields.
4. Click **Save**.
5. Repeat Steps 2 – 4 to add another subject area.
6. Click **Close** to exit from the Subject Area atom.

## Deleting Subject Areas

This procedure describes how to delete subject areas in which subjects are defined.

**Important:** When you delete a subject area, all subjects defined within the subject area are also deleted from the system.

**Note:** You cannot delete a subject area if it is stored in, or referenced by, any EAG file (with the exception of academic history files).

1. Open the Subject Area atom. The Subject Area screen displays.
2. Find the Subject Area that you want to delete.
3. From the **Data** menu, select **Delete Subject Area**.
4. Repeat Steps 2 and 3 to delete another subject area.
5. Click **Close** to exit from the Subject Area atom.

## Adding Subjects to Subject Areas

This procedure describes how to define subjects within subject areas.

1. Open the Subject Area atom. The Subject Area screen displays.
2. Find the subject area to which you want to add a subject.
3. From the **Subject** menu, select **Add Subject**. The Subject Detail screen displays.
4. Complete the fields in the Subject Detail screen.
5. Click **Save**.
6. Repeat Steps 3 – 5 to add another subject.
7. Click **Close** to exit from the Subject Detail screen. The system returns to the Subject Area screen.
8. Click **Close** to exit from the Subject Area atom.

## Deleting Subjects from Subject Areas

This procedure describes how to delete subjects from subject areas.

**Note:** You cannot delete a subject if it is stored in, or referenced by, any EAG file (with the exception of academic history files).

1. Open the Subject Area atom. The Subject Area screen displays.
2. Find the subject area with the subject that you want to delete.
3. Click a line number (**Ln**) to highlight the subject record that you want to delete.
4. From the **Subject** menu, select **Delete Subject**.
5. Click **Save**.

6. Repeat Steps 2 – 5 to delete another subject.
7. Click **Close** to exit from the Subject Area atom.

## Setting Up Subject Areas to Receive Marks

This procedure describes how to set up a subject area to receive marks.

**Note:** The system calculates subject area marks when you run the **Average Grades** operation.

1. Open the Subject Area atom. The Subject Area screen displays.
2. Find the subject area that you want to receive marks.
3. In the **Area Mark** field, select **Yes**.
4. Click **Save**.
5. Designate subjects that average into the subject area mark.
6. Click **Close** to exit from the Subject Area atom.

## Designating Subjects that Average into a Subject Area Mark

This procedure describes how to set up a subject to average into a subject area.

**Note:** A subject area must be set up to receive marks for a subject to average into it. See *Setting Up Subject Areas to Receive Marks* in this chapter.

1. Open the Subject Area atom. The Subject Area screen displays.
2. Find the subject area that you want to receive a mark.
3. Double-click the line number of the subject that you want to average into the subject area mark. The Subject Detail screen displays.
4. In the **Average in Mark** field, select **Yes**. The **Weight for Average** field displays.
5. In the **Weight for Average** field, type a weight for the mark.
6. Click **Save**.
7. Click **Close** to exit from the Subject Detail screen. The system returns to the Subject Area screen.
8. Repeat Steps 3 – 7 to average another subject into the subject area mark.
9. Click **Close** to exit from the Subject Area atom.

# Attainment Comments Atom

The Attainment Comments atom enables you to maintain attainment comments that precede subject comments on student report cards and other reports. Attainment comments are general statements of progress that preface more specific subject comments related to student performance and development.

## Purpose and Use of Attainment Comments

Schools typically use attainment comments in conjunction with subject comments to provide a better explanation of a student's performance progress or development requirements.

### Examples

Katie **is learning to** *attainment comment*

- place events in chronological order. (Social Studies) *subject comment associated with the Social Studies subject area*

Katie **needs to** learn *attainment comment*

- read silently for appropriate periods of time. (Language Arts) *subject comment associated with the Language Arts subject area*

Katie **continues to** *attainment comment*

- understand and exhibit individual responsibility. *subject comment not associated with a subject area*

Attainment comments always preface subject comments (they are never used alone). However, you do not have to preface every subject comment with an attainment comment. In the Subject Comments atom, your school has the opportunity to determine whether individual subject comments are prefaced by attainment comments.

## Setting Up the System to Use Attainment Comments

1. Open the Grading Setup atom.
2. Display the Setup Options screen.
3. Select the **Use Attainment Comments** checkbox.
4. Click **Save**.
5. Click **Close** to exit from the Grading Setup atom.
6. Define attainment comments in the Attainment Comments atom.
7. Add subject comments (and indicate whether they require attainment comments) in the Subject Comments atom.

## Attainment Comments Screen

The Attainment Comments screen enables you to define up to six attainment comments that can preface subject comments.

Ln	Code	Description
1	A	has learned to
2	B	is learning to
3	C	continues to learn to
4	D	needs to learn to
5	E	has not learned to
6		

### Attainment Comments Screen Fields

Field Name	Description
AACM File	
<b>Prefix</b>	<p>Text that identifies a student and immediately precedes each attainment comment on report cards and other reports. The pop-up list displays system-defined items:</p> <ul style="list-style-type: none"> <li>• <b>None</b> – (default) No name precedes the comment.</li> <li>• <b>First Name</b> – Student's first name precedes the comment.</li> <li>• <b>Nickname</b> – Student's nickname precedes the comment.</li> <li>• <b>Other Name</b> – Student's alias name precedes the comment.</li> <li>• <b>Pronoun</b> – Pronoun "He" or "She" precedes the comment depending on the gender of the student.</li> </ul> <p>EXAMPLE: If you select First Name for student Katie Prost and assign her attainment comment <i>has learned to</i>, then the phrase <i>Katie has learned to</i> prints on report cards and other reports.</p> <p><b>Note:</b> Pronouns are always capitalized in attainment comments. Other prefixes display exactly as they are recorded in the Student atom.</p>

Field Name	Description
Attainment Comments Matrix – AACM File	
<b>Ln</b>	Line number of the attainment comment. The matrix accepts up to six comments.
<b>Code</b>	Identification code of the attainment comment. (1 alphabetical character)
<b>Description</b>	Attainment comment text that prints on student report cards and other reports. (40 alphanumeric characters).  <b>Note:</b> The printed text may be preceded by a student name or pronoun not displayed in this field (see the <b>Prefix</b> field). Otherwise, the attainment comment prints exactly as it displays here including any capitalization and punctuation.

## Using the Attainment Comments Atom

These procedures describe how to perform functions in the Attainment Comments atom.

### Defining Attainment Comments

You can define a maximum of 6 attainment comments.

1. Open the Attainment Comments atom. The Attainment Comments screen displays.
2. Complete the fields on the Attainment Comments screen.
3. Click **Save**.
4. Click **Close** to exit from the Attainment Comments atom.

### Deleting Attainment Comments

1. Open the Attainment Comments atom. The Attainment Comments screen displays.
2. In the attainment comments matrix, delete all text in the row of the attainment comment that you want to delete.
3. Click **Save**.
4. Click **Close** to exit from the Attainment Comments atom.

# Subject Comments Atom

The Subject Comments atom enables you to maintain subject comments that teachers can assign to students during an academic year. Subject comments are organized within subject comment areas that you create.

## Subject Comments Purpose and Use

Subject comments are statements that describe student performance or behavior. They are typically associated with subject areas to communicate academic progress and development. Subject comments that are not associated with subject areas typically describe a student's citizenship skills, study skills, and personal development.

### Examples

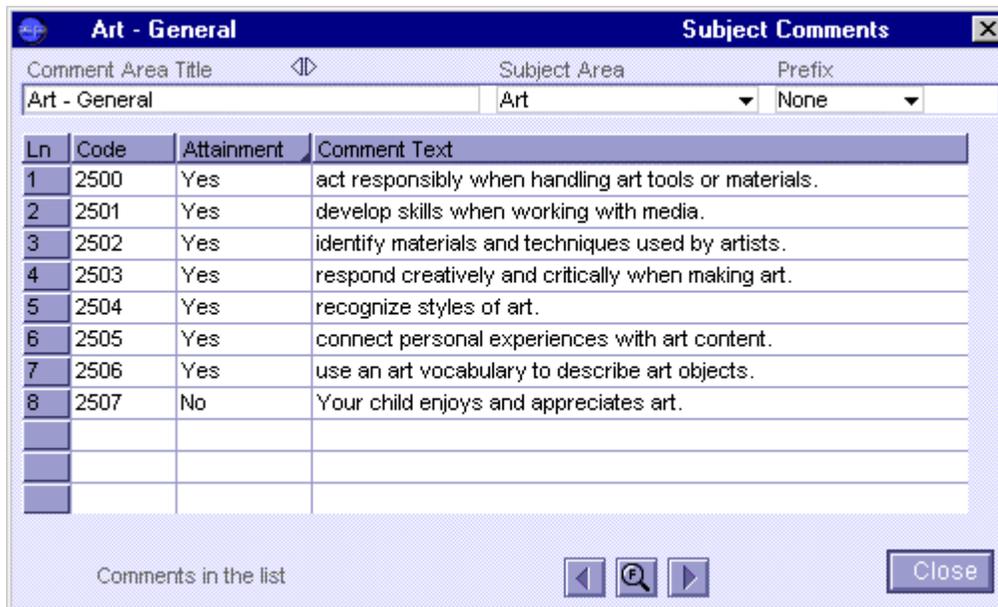
You might create a subject comment area entitled Reading that consists of performance comments related to the Reading subject. If the Reading subject belongs within the Language Arts subject area, then you would associate the Reading subject comment area with the Language Arts subject area.

You might create a subject comment area entitled General Comments consisting of generic performance comments that are not related to any specific subject. You can choose not to associate the General Comments comment area with any subject area since you might want to apply the generic performance comments to any defined subject area.

Subject comments can be prefaced by attainment comments. See *Purpose and Use of Attainment Comments* in this chapter for more information.

## Subject Comments Screen

The Subject Comments screen displays information about a particular subject comment area, and displays a matrix of all subject comments defined within the subject comment area.



The screenshot shows a window titled "Art - General" with a subtitle "Subject Comments". At the top, there are fields for "Comment Area Title" (Art - General), "Subject Area" (Art), and "Prefix" (None). Below these fields is a table with the following data:

Ln	Code	Attainment	Comment Text
1	2500	Yes	act responsibly when handling art tools or materials.
2	2501	Yes	develop skills when working with media.
3	2502	Yes	identify materials and techniques used by artists.
4	2503	Yes	respond creatively and critically when making art.
5	2504	Yes	recognize styles of art.
6	2505	Yes	connect personal experiences with art content.
7	2506	Yes	use an art vocabulary to describe art objects.
8	2507	No	Your child enjoys and appreciates art.

At the bottom of the window, there is a "Close" button and a status bar that says "Comments in the list".

## Subject Comments Screen Fields

Field Name	Description
Subject Comment Area Fields – ASCM File	
<b>Comment Area Title</b>	Descriptive name of the subject comment area. (40 alphanumeric characters)
<b>Subject Area</b>	Subject area to which the subject comment area applies. The pop-up list displays subject areas defined in the Subject Area atom.
<b>Prefix</b>	<p>Text that identifies a student and immediately precedes subject comments (including their attainment codes if assigned) on report cards and other reports. The pop-up list displays system-defined items:</p> <ul style="list-style-type: none"> <li>• <b>None</b> – No name precedes the comment.</li> <li>• <b>First Name</b> – The student's first name (as defined in the Student atom) precedes the comment.</li> <li>• <b>Nickname</b> – The student's nickname (as defined in the Student atom) precedes the comment.</li> <li>• <b>Other Name</b> – The student's alias name (as defined in the Student atom) precedes the comment.</li> <li>• <b>Pronoun</b> – The pronoun "He" or "She" precedes the comment depending on the gender of the student.</li> </ul> <p>EXAMPLE: If you select First Name for student Katie Prost and assign her attainment comment <i>recognizes styles of art</i>, the phrase <i>Katie recognizes styles of art</i> prints on report cards and other reports.</p> <p><b>Notes:</b> Pronouns are always capitalized in subject comments. Other prefixes display exactly as they are recorded in the Student atom.</p> <p>If a subject comment has an attainment code, the attainment code prefix (if assigned) overrides this prefix.</p>
Subject Comments Matrix – ASCO File	
<b>Ln</b>	Line number of the subject comment that belongs to the comment area.
<b>Code</b>	<p>Identification code for the subject comment. (6 alphanumeric characters)</p> <p><b>Note:</b> This number cannot be duplicated within, or among, subject comment areas.</p>

Field Name	Description
<b>Attainment</b>	<p>Indicates whether the subject comment requires an attainment comment.</p> <ul style="list-style-type: none"> <li>• <b>Yes</b> – The subject comment requires an attainment comment.</li> <li>• <b>No</b> – The subject comment does not require an attainment comment.</li> <li>• <b>Either</b> – The subject comment can accept an attainment comment, but an attainment comment is not required.</li> </ul>
<b>Comment Text</b>	Subject comment text that prints on student report cards and other reports. (100 alphanumeric characters)

## Using the Subject Comments Atom

These procedures provide instructions for performing functions in the Subject Comments atom.

### Creating Subject Comment Areas

1. Open the Subject Comments atom. The Subject Comments screen displays.
2. From the **Data** menu, select **Add Comment Area**.
3. Complete the subject comment area fields.
4. Click **Save**.
5. Repeat Steps 2 – 4 to create another subject comment area.
6. Click **Close** to exit from the Subject Comments atom.

### Deleting Subject Comment Areas

1. Open the Subject Comments atom. The Subject Comments screen displays.
2. Find the subject comment area that you want to delete.
3. From the **Data** menu, select **Delete Comment Area**.
4. Repeat Steps 2 and 3 to delete another subject comment area.
5. Click **Close** to exit from the Subject Comment atom.

## Adding Subject Comments to Subject Comment Areas

You must define subject comments within existing subject comment areas.

1. Open the Subject Comments atom. The Subject Comments screen displays.
2. Find the subject comment area to which you want to add a subject comment.
3. From the **Comment** menu, select **Add Comment**.
4. Complete the fields in the subject comment matrix row.
5. Click **Save**.
6. Repeat Steps 3 – 5 to add another subject comment to the subject comment area.
7. Click **Close** to exit from the Subject Comments atom.

## Deleting Subject Comments from Subject Comment Areas

1. Open the Subject Comments atom. The Subject Comments screen displays.
2. Find the subject comment area from which you want to delete a subject comment.
3. Select the subject comment row that you want to delete.
4. From the **Data** menu, select **Delete Comment**.
5. Click **Save**.
6. Repeat Steps 3 – 5 to delete another subject comment from the subject comment area.
7. Click **Close** to exit from the Subject Comments atom.

## Prefacing Subject Comments with Attainment Comments

You must set up the system to use attainment comments before attainment comments can preface subject comments.

1. Open the Subject Comments atom. The Subject Comments screen displays.
2. Find the comment area that includes subject comments that you want to preface with attainment comments.
3. In the **Attainment** field for each subject comment that you want to preface with an attainment comment, select **Yes**.
4. Click **Save**.
5. Click **Close** to exit from the Subject Comments atom.

## Other Comments Atom

The Other Comments atom enables you to maintain comments, other than subject comments, that teachers can assign to students during a reporting period. These comments are organized into comment areas that are associated with a scan grouping. Four scan groupings are available for defining other comments:

- **Grade Level Comments** – Indicate how students are performing with respect to grade level expectations.
- **Conference Comments** – Indicate teacher requests for conferences with parents or guardians.
- **Retained Comments** – Indicate that students could be, or have been, retained for an academic term.
- **Interim Report Comments** – Indicate that a student received a report outside of the typical reporting cycle.

## Overlapping Settings for Other Comment Areas

For comment areas associated with the same scan grouping, you cannot save a comment area if at least one grade level and at least one reporting period both overlap with settings for an existing comment area.

Examples

### Example 1 – Acceptable

Although grade levels overlap, reporting periods do not overlap.

<u>Comment Area</u>	<u>Scan Grouping</u>	<u>Grade Range</u>	<u>Period Range</u>
Area A	Conference	1 – 3	1 – 2
Area B	Conference	1 – 3	3 – 4

### Example 2 – Acceptable

Although reporting periods overlap, grade levels do not overlap.

<u>Comment Area</u>	<u>Scan Grouping</u>	<u>Grade Range</u>	<u>Period Range</u>
Area A	Conference	1 – 3	1 – 4
Area B	Conference	4 – 6	2 – 3

### Example 3 – Not Acceptable

Both grade levels and reporting periods overlap.

<u>Comment Area</u>	<u>Scan Grouping</u>	<u>Grade Range</u>	<u>Period Range</u>
Area A	Conference	1 – 4	1 – 2
Area B	Conference	4 – 6	2 – 4

## Other Comments Screen

The Other Comments screen enables you to view and create other comment areas associated with scan groupings. The matrix also enables you to view, record, and modify other comments within another comment area.

Ln	Code	Comment Text
1	AA	consistently exceeds grade level expectations in Language Arts and Math.
2	AB	consistently exceeds grade level expectations in Language Arts and has not yet met g
3	AO	consistently exceeds grade level expectations in Language Arts and usually meets gre
4	BA	has not yet met grade level expectations in Language Arts and consistently exceeds g
5	BB	has not yet met grade level expectations in Language Arts and Math.
6	BO	has not yet met grade level expectations in Language Arts and usually meets grade lev
7	OA	usually meets grade level expectations in Language Arts and consistently exceeds gre
8	OB	usually meets grade level expectations in Language Arts and has not yet met grade lev
9	OO	usually meets grade level expectations in Language Arts and Math.

## Other Comments Screen Fields

Field Name	Description
Other Comment Area Fields – AOCM File	
<b>Comment Area</b>	Description or title of the comments belonging to the other comment area. (10 alphanumeric characters)
<b>Scan Grouping</b>	Scan grouping category of the other comment area. The pop-up list displays system-defined scan groupings: <ul style="list-style-type: none"> <li>• <b>Grade Level</b></li> <li>• <b>Conference</b></li> <li>• <b>Retained</b></li> <li>• <b>Interim Rpt</b></li> </ul>
<b>Gd Range</b>	Range of applicable student grade levels for comment assignment. The pop-up list displays grade levels defined in the School atom.

Field Name	Description
<b>Prefix</b>	<p>Text that identifies a student and immediately precedes the comment on report cards and other reports. The pop-up list displays system-defined items:</p> <ul style="list-style-type: none"> <li>• <b>None</b> – No name precedes the comment.</li> <li>• <b>First Name</b> – Student’s first name precedes the comment.</li> <li>• <b>Nickname</b> – Student’s nickname precedes the comment. If no nickname exists, a pronoun precedes the comment.</li> <li>• <b>Other Name</b> – Student’s alias precedes the comment. If no alias exists, a pronoun precedes the comment.</li> <li>• <b>Pronoun</b> – Pronoun “He” or “She” precedes the comment depending on the student’s gender.</li> </ul> <p>EXAMPLE: If you select First Name for student Katie Prost and assign her the attainment comment <i>consistently exceeds grade level expectations</i>, then the phrase <i>Katie consistently exceeds grade level expectations</i> prints on report cards and other reports.</p> <p><b>Note:</b> Pronouns are always capitalized in comments. Other prefixes display exactly as they are recorded in the Student atom.</p>
<b>Rp Pd Range</b>	Range of applicable reporting periods for comment assignment. The pop-up list displays the reporting periods defined in the Grading Setup atom.
Other Comment Matrix – AOCs File	
<b>Ln</b>	Line number of the comment belonging to the other comment area.
<b>Code</b>	Code for the other comment. (2 alphanumeric characters)
<b>Comment Text</b>	Other comment text that prints on student report cards and other reports. (100 alphanumeric characters)

## Using the Other Comments Atom

These procedures provide instructions for performing functions in the Other Comments atom.

### Creating Other Comment Areas

This procedure describes how to create comment areas for organizing comments associated with any of the four scan groupings.

1. Open the Other Comments atom. The Other Comments screen displays.
2. From the **Data** menu, select **Add Other Comment**.
3. Complete the other comment area fields.

4. Click **Save**.
5. Repeat Steps 2 – 4 to add another comment area.
6. Click **Close** to exit from the Other Comments atom.

### Deleting Other Comment Areas

1. Open the Other Comments atom. The Other Comments screen displays.
2. Find the other comment area that you want to delete.
3. From the **Data** menu, select **Delete Other Comment**.
4. Click **Save** (or **OK**).
5. Repeat Steps 2 – 4 to delete another comment area.
6. Click **Close** to exit from the Other Comments atom.

### Adding Other Comments to Other Comment Areas

1. Open the Other Comments atom. The Other Comments screen displays.
2. Find the other comment area to which you want to add a comment.
3. From the **Comment** menu, select **Add Comment**.
4. Complete the fields in the other comment matrix row.
5. Click **Save**.
6. Repeat Steps 3 – 5 to add another comment to the comment area.
7. Click **Close** to exit from the Other Comment atom.

### Deleting Other Comments from Other Comment Areas

1. Open the Other Comments atom. The Other Comments screen displays.
2. Find the other comment area from which you want to delete a comment.
3. Select the matrix row with the other comment that you want to delete.
4. From the **Comment** menu, select **Delete Comment**.
5. Click **Save** (or **OK**).
6. Repeat Steps 3 – 5 to delete another comment from the comment area.
7. Click **Close** to exit from the Other Comments atom.



## Master Template Screen Fields

Field Name	Description
Master Template Fields – AMTM File	
<b>Template Title</b>	Name or description of the master template. (40 alphanumeric characters)
<b>Low Grade</b>	Lowest grade level for which the template is applicable. The pop-up list displays grade levels defined in the School atom.
<b>High Grade</b>	Highest grade level for which the template is applicable. The pop-up list displays grade levels defined in the School atom.
Subject Matrix – AMTM File	
<b>Ln</b>	Line number of the subject included in the master template.
<b>Subject</b>	Short title of the subject to include in the master template. The pop-up list displays subjects defined in the Subject Area atom.
<b>Area</b>	Subject area in which the subject belongs.
<b>Type</b>	Elementary academic grading subject type.
<b>Teacher</b>	<p>Teacher responsible for awarding marks for the subject. The pop-up list displays teacher names defined in the Teacher atom. A blank field indicates that homeroom teachers award marks for the subject.</p> <p><b>Note:</b> Core subjects typically do not have default teachers because homeroom teachers teach them within homerooms. Pull-out and special classes are more likely to specify a default teacher because the homeroom teacher typically does not teach pull-out or special classes.</p>
<b>Term</b>	Academic term during which the subject is taught. The pop-up list displays system-defined terms. Defaults to the term selected for the subject in the Subject Area atom.
Teacher Matrix – AMTT File	
<b>Ln</b>	Line number of the teacher assigned to the master template. Double-click the line number to display the teacher's template in the Teacher Template atom.
<b>ID</b>	Identification number of the teacher assigned to the master template.
<b>Name</b>	Name of the teacher assigned to the master template.

## Using the Master Template Atom

These procedures describe how to perform tasks in the Master Templates atom.

### Adding Master Templates

1. Open the Master Templates atom. The Master Templates screen displays.
2. From the **Data** menu, select **Add Master Templates**.
3. Complete the master template fields (above the matrices).
4. Click **Save**.
5. Add subjects to the master template by completing a subject matrix row for each subject that you want to add.  
**Note:** A subject can be included only once in a master template.
6. Click **Save**.
7. Associate teachers with the master template.
8. Click **Save**.
9. Repeat Steps 2 – 8 to add another master template.
10. Click **Close** to exit from the Master Templates atom.

### Deleting Master Templates

1. Open the Master Templates atom. The Master Templates screen displays.
2. Find the master template that you want to delete.
3. From the **Data** menu, select **Delete Master Templates**.
4. Repeat Steps 2 and 3 to delete another master template.
5. Click **Close** to exit from the Master Templates atom.

### Adding Subjects to Master Templates

1. Open the Master Templates atom. The Master Templates screen displays.
2. Find the master template to which you want to add a subject.
3. Complete the fields in a subject matrix row.
4. Repeat step 3 until the master template includes all subjects that you want to add.
5. Click **Save**.
6. Click **Close** to exit from the Master Templates atom.

## Deleting Subjects from Master Templates

1. Open the Master Templates atom. The Master Templates screen displays.
2. Find the master template from which you want to delete a subject.
3. In the **Subject** field for each subject row that you want to delete, select the blank item from the pop-up list.
4. Click **Save**.
5. Click **Close** to exit from the Master Templates atom.

## Associating Teachers with Master Templates

1. Open the Master Templates atom. The Master Templates screen displays.
2. Find the master template with which you want to associate teachers.
3. Complete the teacher matrix fields using the Teacher Lookup feature. (Click the Teacher Lookup fast access button).
4. Click **Save**.
5. Click **Close** to exit from the Master Templates atom.

**Note:** See *Creating or Updating Teacher Templates for All Teachers* or *Creating or Updating Teacher Templates for Selected Teachers* in this chapter to create teacher templates based on teacher associations with master templates.

## Creating or Updating Teacher Templates for All Teachers

This procedure describes how to create or update templates for every teacher who is associated with a master template.

**Warning:** The Create Teacher Template function deletes all existing teacher templates then creates new teacher templates. Typically your school uses this function at the beginning of each new school year when all teachers need new templates.

See *Creating or Updating Teacher Templates for Selected Teachers* in this chapter when you want to create templates, or update existing templates, for a selected group of teachers.

1. Open the Master Templates atom. The Master Templates screen displays.
2. Ensure that the teacher matrix for each master template displays the teachers for whom you want to create teacher templates.
3. From the **Templates** menu, select **Create Teacher Templates**. The systems displays a warning message:

Proceeding will delete all previously defined Teacher Templates. Continue?

4. Click **OK**.
5. Click **Close** to exit from the Master Templates atom.

## Creating or Updating Teacher Templates for Selected Teachers

This procedure describes how to create or update templates for teachers that you select.

**Note:** See *Creating or Updating Teacher Templates for All Teachers* in this chapter if you want to affect all teachers.

1. Open the Master Templates atom. The Master Templates screen displays.
2. Find the template that includes the teachers for whom you want to create or update templates.
3. In the teacher matrix, select the row of each teacher for whom you want to create or update templates.
4. From the **Templates** menu, select **Update Selected Teachers**.
5. Repeat Steps 2 – 4 to create or update templates for teachers associated with a different master template.
6. Click **Close** to exit from the Master Templates atom.

# Teacher Templates Atom

The Teacher Templates atom enables you to view and customize individual homeroom teacher templates that you create based on master templates in the Master Templates atom.

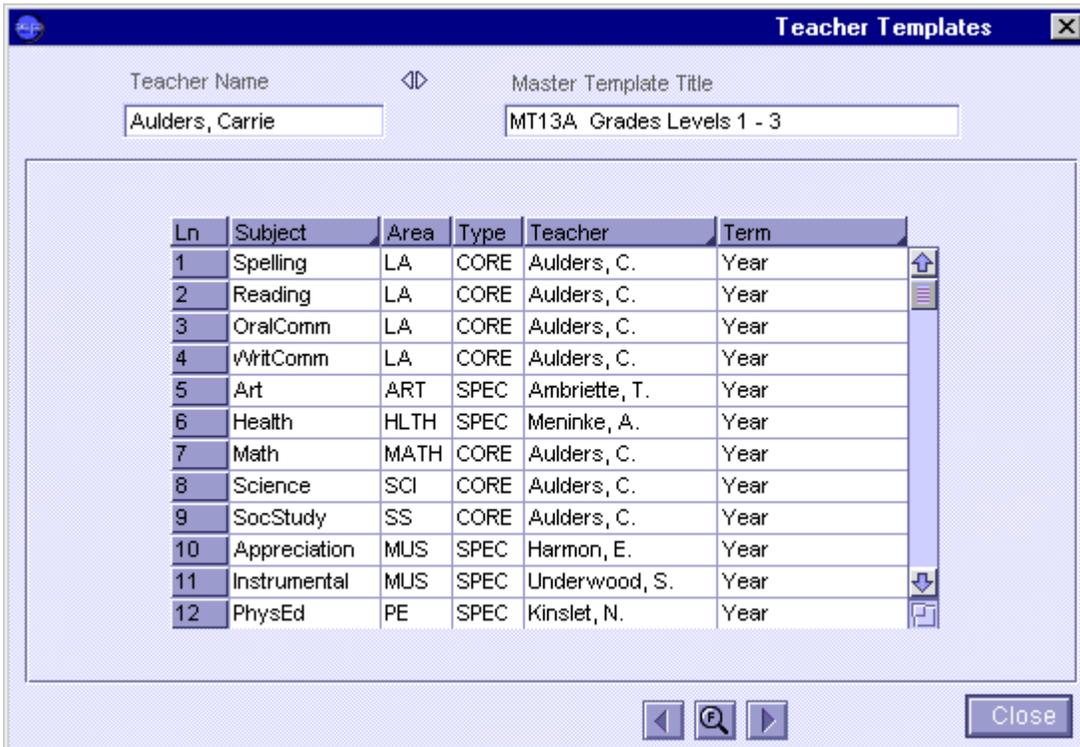
This atom also includes Apply Teacher Template functions on the **Templates** menu that enable you to add subjects on a homeroom teacher's template directly to the grading files of students assigned to the homeroom teacher.

- **Apply ALL** – For every homeroom teacher template that has been created, students assigned to a homeroom teacher receive the subjects on their teacher's template.
- **Apply Displayed** – For the homeroom teacher template that displays in the Teacher Templates screen, students assigned to the homeroom teacher receive the subjects on their teacher's template.
- **Apply Special** – Students in a selected grade level or who are assigned to a selected homeroom teacher receive the subjects on their homeroom teacher's template.

**Note:** This atom includes Apply Teacher Template procedures that are part of the EAG module's subject assignment capability described further in the chapter entitled *Subject Assignment Overview*.

## Teacher Templates Screen

The Teacher Templates screen enables you to view, add, and delete the subjects on an individual homeroom teacher's template. Teacher templates can contain up to 99 subjects.



The screenshot shows the 'Teacher Templates' window. At the top, there are two input fields: 'Teacher Name' with the value 'Aulderson, Carrie' and 'Master Template Title' with the value 'MT13A Grades Levels 1 - 3'. Below these fields is a table with the following data:

Ln	Subject	Area	Type	Teacher	Term
1	Spelling	LA	CORE	Aulderson, C.	Year
2	Reading	LA	CORE	Aulderson, C.	Year
3	OralComm	LA	CORE	Aulderson, C.	Year
4	WritComm	LA	CORE	Aulderson, C.	Year
5	Art	ART	SPEC	Ambriette, T.	Year
6	Health	HLTH	SPEC	Meninke, A.	Year
7	Math	MATH	CORE	Aulderson, C.	Year
8	Science	SCI	CORE	Aulderson, C.	Year
9	SocStudy	SS	CORE	Aulderson, C.	Year
10	Appreciation	MUS	SPEC	Harmon, E.	Year
11	Instrumental	MUS	SPEC	Underwood, S.	Year
12	PhysEd	PE	SPEC	Kinslet, N.	Year

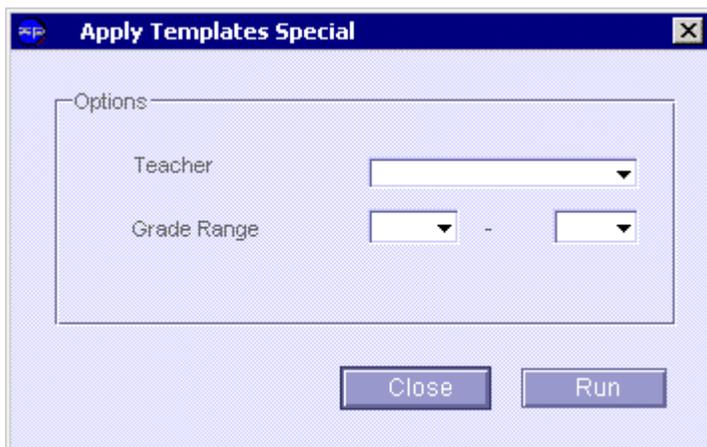
At the bottom of the window, there are navigation buttons (back, search, forward) and a 'Close' button.

## Teacher Template Screen Fields

Field Name	Description
<b>Teacher Name</b>	Name of the teacher for whom a template exists.
<b>Master Template Title</b>	Title of the master template used to create the teacher template.
Subject Matrix – AETT File	
<b>Ln</b>	Line number of the subject included in the teacher template.
<b>Subject</b>	Subject included in the teacher template. The pop-up list displays subjects defined in the Subject Area atom.
<b>Area</b>	Subject area in which the subject belongs.
<b>Type</b>	Elementary academic grading subject type.
<b>Teacher</b>	Teacher responsible for awarding marks for the subject. The pop-up list displays teacher names defined in the Teacher atom.  This field typically defaults to the teacher to whom the template belongs because homeroom teachers provide instruction for most subjects on their individual templates. If the master template used to create the teacher template specified a teacher name, then the specified teacher name displays.
<b>Term</b>	Academic term, or duration, during which students are enrolled in the subject with the teacher. Defaults to the term assigned during subject setup. The pop-up list displays system-defined terms.

## Apply Templates Special Screen

The Apply Templates Special screen enables you to assign homeroom teacher template subjects to students in a designated teacher's homeroom or in designated grade levels. This screen displays when you use the **Apply Special** function on the **Templates** menu.



## Apply Template Special Screen Fields

Field Name	Description
<b>Teacher</b>	Name of the homeroom teacher whose students are affected by the Apply Teacher Template procedure. The pop-up list displays teachers defined in the Teacher atom.
<b>Grade Range</b>	<p>Range of grade levels for students affected by the Apply Teacher Template procedure. The pop-up list displays grade levels defined in the School atom.</p> <p><b>Important:</b> Grade level selections are ignored if you select a teacher in the <b>Teacher</b> field.</p>

## Using the Teacher Templates Atom

These procedures describe how to perform tasks in the Teacher Templates atom.

**Important:** See *Subject Assignment Procedure Rules* in the chapter entitled *Subject Assignment Overview* for details about how subjects in student grading files are affected by Apply Teacher Template procedures and subsequent subject assignment procedures.

### Customizing Teacher Templates

1. Open the Teacher Templates atom. The Teacher Templates screen displays.
2. Find the teacher with the template that you want to customize.

**Note:** If you cannot find a template for a specific teacher, then a teacher template may not have been created. See *Creating or Updating Teacher Templates for Selected Teachers* to create a template for the teacher.

3. Add, delete, or modify subjects within the teacher template matrix.

#### **Adding Subjects**

On the next available blank line, complete the fields in the subject matrix.

#### **Deleting Subjects**

In the **Subject** field for the subject that you want to delete, select the blank item from the pop-up list.

#### **Modifying Subjects**

Display the pop-up list for the field that you want to change, and then select another item from the list. Modify the **Teacher** field if necessary.

4. Repeat Step 3 until the teacher template is customized for the selected teacher.
5. Click **Save**.
6. Click **Close** to exit from the Teacher Templates atom.

## Deleting Teacher Templates

This procedure describes how to delete an existing teacher template.

1. Open the Teacher Templates atom. The Teacher Templates screen displays.
2. Find the teacher template that you want to delete.
3. From the **Data** menu, select **Delete Teacher Templates**.
4. Repeat Steps 2 and 3 to delete another teacher template.
5. Click **Close** to exit from the Teacher Templates atom.

## Applying Teacher Templates for All Teachers with a Template

This procedure describes how to add (not delete or modify) the subjects from all existing homeroom teacher templates to the grading files of all students assigned to a homeroom teacher with a template.

1. Open the Teacher Templates atom. The Teacher Templates screen displays.
2. From the **Templates** menu, select **Apply ALL**. A warning message displays indicating that clicking **OK** will close all currently open forms before applying the teacher templates.
3. Click **OK** to run the Apply Teacher Template process.
4. Click **Close** to exit from the Teacher Templates atom.

## Applying Teacher Template for the Displayed Teacher

This procedure describes how to add (not delete or modify) the subjects from the homeroom teacher template displayed in the Teacher Templates screen to the grading files of students assigned to the homeroom teacher.

**Note:** You can also use the *Applying Teacher Templates for a Selected Teacher* procedure in this chapter for a homeroom teacher who is not displayed on the Teacher Templates screen.

1. Open the Teacher Templates atom. The Teacher Templates screen displays.
2. Find the teacher for whom you want to apply template subjects to homeroom students.
3. From the **Templates** menu, select **Apply Displayed**. A warning message displays indicating that clicking **OK** will close all currently open forms before applying the teacher templates.
4. Click **OK** to run the Apply Teacher Template process.
5. Click **Close** to exit from the Teacher Templates atom.

## Applying Teacher Template for a Selected Teacher

This procedure describes how to add (not delete or modify) the subjects from the template of a selected homeroom teacher to the grading files of students assigned to that homeroom teacher.

**Note:** You can also use the *Applying Teacher Template for the Displayed Teacher* procedure in this chapter for a homeroom teacher whose template displays on the Teacher Templates screen.

1. Open the Teacher Templates atom. The Teacher Templates screen displays.
2. From the **Templates** menu, select **Apply Special**. A warning message displays indicating that clicking **OK** will close all currently open forms before applying the teacher templates.
3. Click **OK**. The Apply Templates Special screen displays.
4. In the **Teacher** field, select a homeroom teacher from the pop-up list.  
**Note:** Teachers who are selected but do not have a template are not affected by this procedure.
5. Click **Run** to run the Apply Teacher Template process.
6. Click **Close** to exit from the Teacher Templates atom.

## Applying Teacher Templates for Selected Grade Levels

This procedure describes how to select a range of students and add (not delete or modify) subjects from their homeroom teachers' templates to their student grading files.

1. Open the Teacher Templates atom. The Teacher Templates screen displays.
2. From the **Templates** menu, select **Apply Special**. A message displays indicating that the Apply Teacher Template process requires an exclusive lock on student grading files.
3. Click **OK**. The Teacher Templates screen displays.
4. In the **Grade Range** fields, select grade levels from the pop-up list.  
**Note:** Students in the selected grade range who are not assigned to a homeroom teacher or whose homeroom teacher does not have a template are not affected by this procedure.
5. Click **Run** to run the Apply Teacher Template process.
6. Click **Close** to exit from the Teacher Templates atom.



Field Name	Description
Lookup Fields	
<b>Subject List Lookup</b>	Opens the Select Subjects generic selection window.
<b>Student List Lookup</b>	Opens the Select Students generic selection window.
Subject List Matrix Fields	
<b>Subject ID</b>	Identification code of the subject that you are adding to, or dropping from, student grading files.
<b>Subject Title</b>	Descriptive short title of the subject.
<b>Type</b>	Elementary academic grading subject type. <ul style="list-style-type: none"> <li>• <b>CORE</b> – Core Subject</li> <li>• <b>SPEC</b> – Special Subject</li> <li>• <b>PULL</b> – Pull Out Class</li> </ul>
<b>Teacher</b>	Name of the teacher who provides instruction for the subject. The pop-up list displays teachers defined in the Teacher atom.  <b>Note:</b> For an “Add” action, this field is required.
<b>Term</b>	Academic term during which students receive instruction for the subject. Defaults to the term assigned during subject setup. The pop-up list displays system-defined terms.
<b>Action</b>	Mass change operation that the system performs. <ul style="list-style-type: none"> <li>• <b>Add</b> – Adds the subject to, or changes subject information in student grading files.</li> <li>• <b>Drop</b> – Removes the subject from student grading files.</li> </ul>
Student List Matrix Fields	
The student list matrix displays individual students who are affected by the mass change procedure.	
<b>Student ID</b>	Identification number of the student who is being assigned to, or dropped from, the subjects in the subjects list matrix.
<b>Student Name</b>	Name of the student who is being assigned to, or dropped from, the subjects in the subjects list matrix.
And Fields	
These fields enable you to mass change subjects for groups of students who meet specified criteria. Use these fields in addition to, or instead of, mass changing subjects for individual students in the student list matrix.	
<b>Teacher</b>	Homeroom teacher whose students are affected by the mass change procedure.

Field Name	Description
<b>Gender</b>	Gender of the students who are who are affected by the mass change procedure. <ul style="list-style-type: none"> <li>• <b>Blank</b> – Mass change female and male students.</li> <li>• <b>Female</b> – Mass change female students only.</li> <li>• <b>Male</b> – Mass change male students only.</li> </ul>
<b>Grade Range</b>	Grade range of the students who are who are affected by the mass change procedure. The pop-up lists display grade levels defined in the School atom.
<b>Track Range</b>	Track range of the students who are who are affected by the mass change procedure. The pop-up list displays tracks defined in the School atom. Displays only if your school uses tracks.

## Mass Change Teacher Screen

The Mass Change Teacher screen enables you to specify a teacher who is being replaced by another teacher for students in a particular homeroom.

The screenshot shows a dialog box titled "Mass Change Teacher". It has a light blue header. Below the header, there are three dropdown menus. The first is labeled "Restrict students by selecting the homeroom teacher". The second is labeled "Change teacher from" and the third is labeled "to". At the bottom right of the dialog box, there are two buttons: "Cancel" and "Change".

## Mass Change Teacher Screen Fields

Field Name	Description
<b>Restrict students by selecting the homeroom teacher</b>	Homeroom teacher of the students who are affected by the change teacher process. The pop-up list displays teachers defined in the Teacher atom.
<b>Change teacher from</b>	Teacher who is currently assigned to provide instruction for one or more subjects to students in a homeroom. The pop-up list displays teachers defined in the Teacher atom.
<b>To</b>	Teacher who should replace the teacher that is currently assigned to provide instruction for one or more subjects to students in a homeroom. The pop-up list displays teachers defined in the Teacher atom.

## Using the Mass Assign Subjects Atom

These procedures describe how to perform tasks in the Mass Assign Subjects atom.

**Important:** See *Subject Assignment Procedure Rules* in the chapter entitled *Subject Assignment Overview* for details about how subjects in student grading files are affected by Mass Change procedures and subsequent subject assignment procedures.

### Populating the Mass Assign Matrices with Homeroom Teacher Information

This procedure describes how to populate the subject list matrix and the student list matrix with the subjects on a homeroom teacher's template and the students assigned to that homeroom teacher, respectively.

**Note:** You can use this procedure in conjunction with other mass change procedures. This procedure is recommended when you are performing mass subject changes for students who are related by homeroom.

1. Open the Mass Assign Subjects atom. A message displays.
2. Click **OK**.
3. In the **Homeroom Teacher** field, select a teacher from the pop-up list.
4. Complete the remaining steps in the *Mass Changing (Add or Drop) Subjects for Students* procedure or the *Mass Changing Subject Information for Students* procedure.

### Mass Changing (Add or Drop) Subjects for Students

This procedure describes how to add one or more subjects to, or drop one or more subjects from, the grading files of selected students.

**Note:** See also *Using the Student Subjects Atom* in this chapter if you want to add or drop subjects for a single student.

1. Open the Mass Assign Subjects atom. A message displays.
2. Click **OK**.
3. In the **Homeroom Teacher** field, select a homeroom teacher whose information populates the matrices. (Optional)
4. Use the **Subject List Lookup** feature to modify or complete the subject list matrix.
5. In the **Action** field, select an action for each subject in subject list matrix.

**Note:** You can include "Add" and "Drop" actions in a single procedure. For subjects that you are adding, you must specify a teacher. For subjects that you are dropping, the subjects are removed from student subject lists regardless of teacher selection.

6. Use the **Student List Lookup** feature to modify or complete the student list matrix.
7. Complete the **And** fields to include groups of students in the mass assign operation. (Optional)

8. Click **Assign**. A message displays indicating that the mass change process requires an exclusive lock on student grading files.
9. Click **OK**. A confirmation message displays.
10. Click **OK** to run the mass change process.
11. Click **Close** to exit from the Mass Assign Subjects atom.

## Mass Changing Subject Information for Students

This procedure describes how to change information for a subject that exists in the grading files of selected students.

1. Open the Mass Assign Subjects atom. A message displays.
2. Click **OK**.
3. In the **Homeroom Teacher** field, select a homeroom teacher whose information populates the matrices. (Optional)
4. Use the **Subject List Lookup** feature to modify or complete the subject list matrix.
5. In the **Action** field, verify that each subject is set for an “Add” action.
6. In the **Teacher** and **Term** fields, select an item from the pop-up list.  
**Note:** You must specify a teacher to complete the mass change process.
7. Use the **Student List Lookup** feature to modify or complete the student list matrix.
8. Complete the **And** fields to include groups of students in the mass assign operation.
9. Click **Assign**. A message displays indicating that the mass change process requires an exclusive lock on student grading files.
10. Click **OK**. A confirmation message displays.
11. Click **OK** to run the mass change process.
12. Click **Close** to exit from the Mass Assign Subjects atom.

## Mass Changing Subject Teachers

This procedure describes how to replace a selected teacher with another teacher that you designate for all students in a particular homeroom.

**Note:** Teacher changes are applicable to all subjects taught by the teacher selected for replacement.

1. Open the Mass Assign Subjects atom. A message displays.
2. Click **OK**.
3. From the **Assign** menu, select **Mass Change Teacher**. A message displays indicating that the mass change process requires an exclusive lock on student grading files.
4. Click **OK**. The Mass Change Teacher screen displays.
5. In the **Restrict Students by selection the homeroom teacher** field, select a homeroom teacher from the pop-up list.
6. In the **Change teacher from...to** fields, select a teacher from the pop-up list.
7. Click **Change** to run the mass change teacher process.
8. Click **Close** to exit from the Mass Assign Subjects atom.

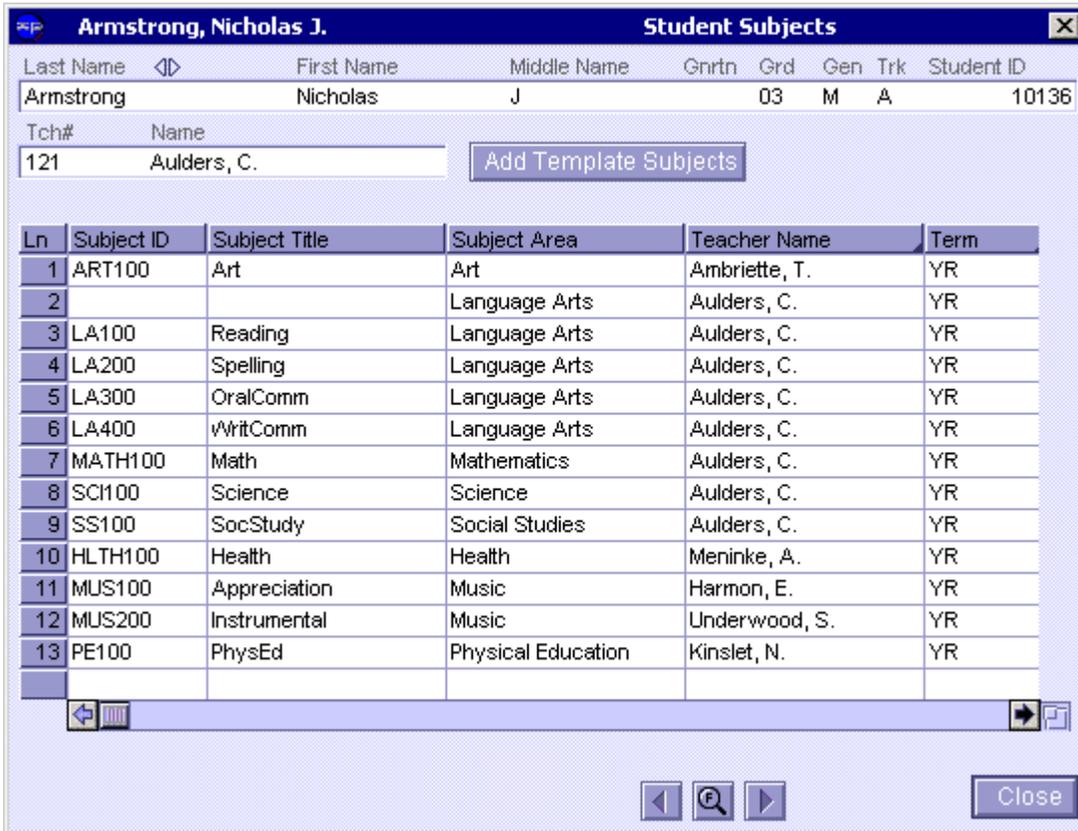
# Student Subjects Atom

The Student Subjects atom enables you to view all subjects in an individual student's grading file. This atom also enables you to perform Student Subject Assignment procedures that customize a student's subject list and save the changes directly to a student's grading file.

**Note:** This atom includes Student Subject Assignment procedures that are part of the EAG module's subject assignment capability described further in the chapter entitled *Subject Assignment Overview*.

## Student Subjects Screen

The Student Subjects screen displays the subjects in a selected student's grading file as well as the homeroom teacher to whom the student is assigned. This screen enables you to add subjects to, delete subjects from, and modify subject information in, an individual student's grading file.



**Armstrong, Nicholas J. Student Subjects**

Last Name	First Name	Middle Name	Gnrtn	Grd	Gen	Trk	Student ID
Armstrong	Nicholas	J		03	M	A	10136

Tch#      Name

121      Aulderson, C.

Ln	Subject ID	Subject Title	Subject Area	Teacher Name	Term
1	ART100	Art	Art	Ambriette, T.	YR
2			Language Arts	Aulderson, C.	YR
3	LA100	Reading	Language Arts	Aulderson, C.	YR
4	LA200	Spelling	Language Arts	Aulderson, C.	YR
5	LA300	OralComm	Language Arts	Aulderson, C.	YR
6	LA400	WritComm	Language Arts	Aulderson, C.	YR
7	MATH100	Math	Mathematics	Aulderson, C.	YR
8	SCI100	Science	Science	Aulderson, C.	YR
9	SS100	SocStudy	Social Studies	Aulderson, C.	YR
10	HLTH100	Health	Health	Meninke, A.	YR
11	MUS100	Appreciation	Music	Harmon, E.	YR
12	MUS200	Instrumental	Music	Underwood, S.	YR
13	PE100	PhysEd	Physical Education	Kinslet, N.	YR

## Student Subjects Screen Fields

Field Name	Description
<b>Student Information Fields – ASTU File</b> These view-only fields display student-specific information defined in the Student atom.	
<b>Last Name</b>	Student's last name.
<b>First Name</b>	Student's first name.
<b>Middle Name</b>	Student's middle name or initial.
<b>Grd</b>	Student's current grade level.
<b>Gen</b>	Student's gender.
<b>Trk</b>	Track to which student belongs. Displays only if your school uses tracks.
<b>Student ID</b>	Student's identification number at school.
<b>Homeroom Teacher</b>	
<b>Tch#</b>	Identification number of the homeroom teacher to whom the student is assigned.
<b>Name</b>	Short name of the homeroom teacher to whom the student is assigned.
<b>Subject Matrix – AEGR File</b>	
<b>Ln</b>	Line number of the subject or subject area for which the student receives marks during the academic year.
<b>Subject ID</b>	Identification code of the subject for which the student receives marks.  <b>Note:</b> If no information exists in the <b>Subject ID</b> and <b>Subject Title</b> fields, then the student receives marks for the subject area identified in the <b>Subject Area</b> field.
<b>Subject Title</b>	Short title of the subject for which the student receives marks.  <b>Note:</b> If no information exists in the <b>Subject Title</b> and <b>Subject ID</b> fields, then the student receives marks for the subject area identified in the <b>Subject Area</b> field.
<b>Subject Area</b>	Subject area of the subject for which the student receives marks. Also can indicate a subject area for which the student receives marks.  <b>Note:</b> If no information exists in the <b>Subject ID</b> and <b>Subject Title</b> fields, then the student receives marks for the subject area identified in the <b>Subject Area</b> field.

Field Name	Description
<b>Teacher Name</b>	Short name of the teacher responsible for awarding subject marks.
<b>Term</b>	Term code for the subject.

## Using the Student Subjects Atom

These procedures describe how to perform tasks in the Student Subjects atom including Student Subject Assignment procedures.

**Important:** See *Subject Assignment Procedure Rules* in the chapter entitled *Subject Assignment Overview* for details about how subjects in student grading files are affected by Student Subject Assignment procedures and subsequent subject assignment procedures.

### Adding Subjects to a Student's Subject List

This procedure describes how to add subjects to an individual student's subject list.

1. Open the Student Subjects atom.
2. Find the student for whom you want add a subject.
3. From the **Data** menu, select **Add Subject**. The next available matrix row becomes active.
4. In the **Subject ID** field, select an item from the pop-up list.
5. Repeat Steps 3 and 4 to add another subject for the student.
6. Click **Save**.
7. Click **Close** to close to close the Student Subjects atom.

### Modifying Subject Information in a Student's Subject List

This procedure describes how to modify subject information in an individual student's subject list.

1. Open the Student Subjects atom.
2. Find the student for whom you want modify subject information.
3. In the row of the subject that you want to modify, change information in any editable field.
4. Repeat Step 3 to change information for another subject.
5. Click **Save**
6. Click **Close** to close the Student Subjects atom.

## Deleting Subjects from a Student's Subject List

This procedure describes how to delete subjects from an individual student's subject list.

1. Open the Student Subjects atom.
2. Find the student for whom you want to delete a subject.
3. Select the row of the subject that you want to delete.

**Note:** You can select multiple non-consecutive rows for deletion by holding down the Ctrl key as you select subject rows.

4. Click **Save**.
5. Click **Close** to close the Student Subjects atom.

## Adding Teacher Template Subjects to a Selected Student

This procedure describes how to assign subjects from a homeroom teacher's template to an individual student.

**Note:** This procedure is typically performed when a student is not yet assigned to any subjects. Due to subject assignment rules, performing this procedure when a student is already assigned to subjects may not result in the expected student subject list. See *Subject Assignment Procedure Rules* in the chapter entitled *Subject Assignment Overview* for more information.

1. Open the Student Subjects atom.
2. Find the student for whom you want to add teacher template subjects.
3. Click **Add Template Subjects**.
4. Click **Close** to close the Student Subjects atom.

# Transcript Definition Atom

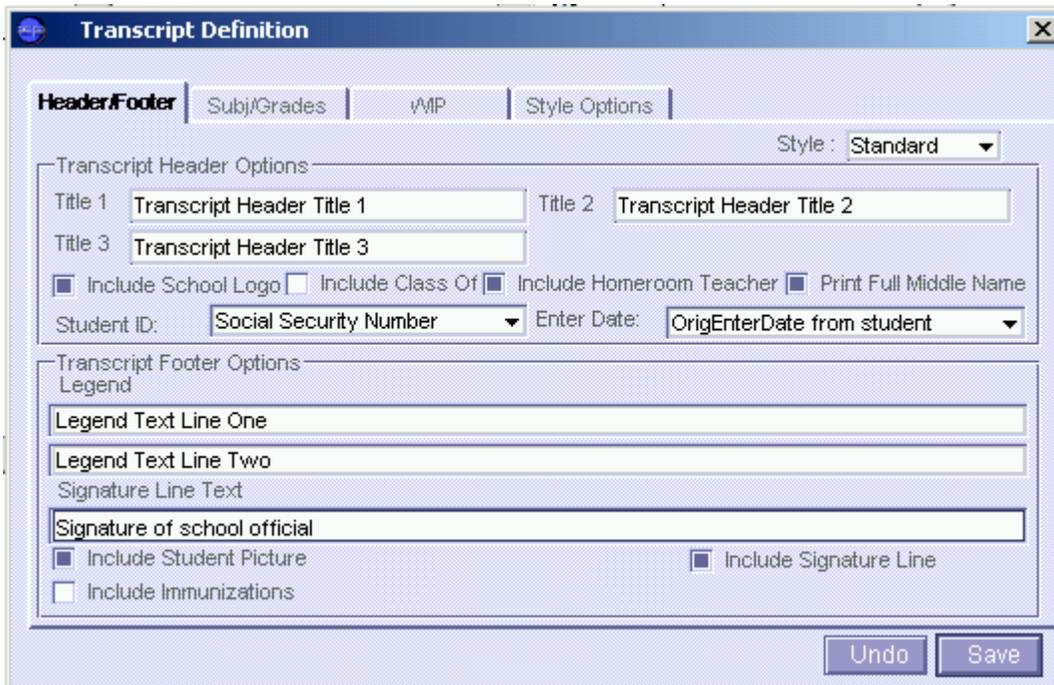
The Transcript Definition atom enables you to specify the information included on student transcripts. The information defined here would be the default settings for the Report Interface for the EAG07 Transcript.

The Transcript Definition atom consists of four tabs:

- Header/Footer Tab
- Subject/Grades Tab
- WIP Tab
- Style Options Tab

## Header/Footer Tab

The Header/Footer tab enables you to specify information that displays at the top and bottom of student transcript pages.



The screenshot shows the "Transcript Definition" dialog box with the "Header/Footer" tab selected. The dialog has four tabs: "Header/Footer", "Subj/Grades", "WIP", and "Style Options". The "Style" dropdown is set to "Standard".

**Transcript Header Options**

Title 1:  Title 2:   
 Title 3:

Include School Logo  Include Class Of  Include Homeroom Teacher  Print Full Middle Name

Student ID:  Enter Date:

**Transcript Footer Options**

Legend

Legend Text Line One:   
 Legend Text Line Two:   
 Signature Line Text:

Include Student Picture  Include Signature Line  
 Include Immunizations

Buttons: Undo, Save

## Header/Footer Tab Fields

## Transcript Header Options Fields – AETD File

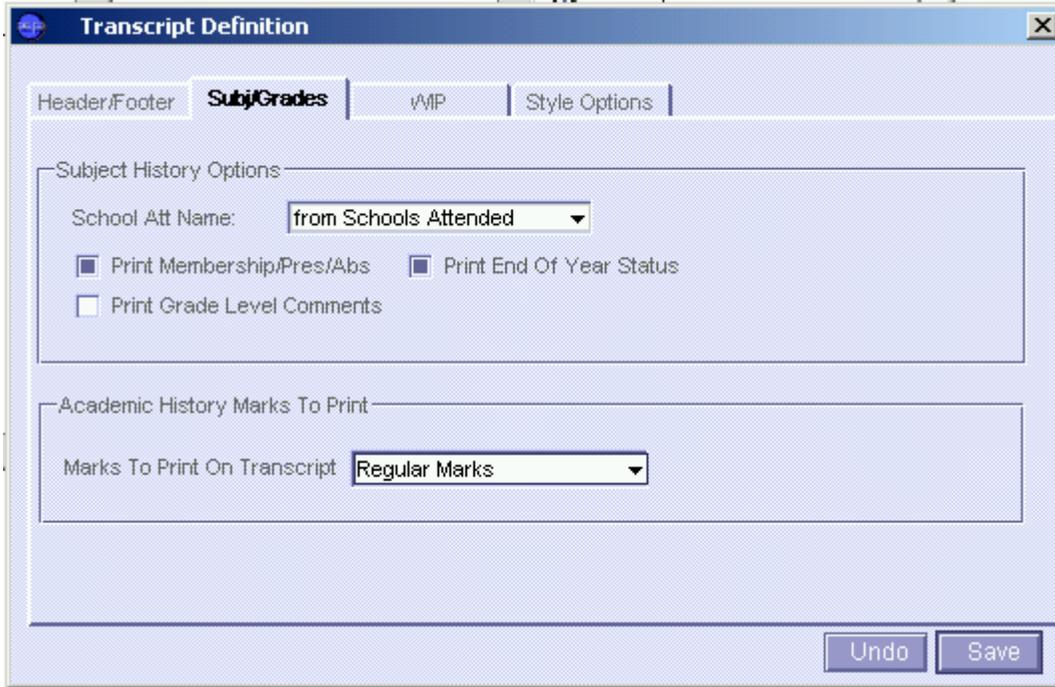
Field Name	Description
<b>Style</b>	Format in which the report displays. You can choose between <b>Standard</b> and <b>Style2</b> formats.
<b>Title 1, 2, 3</b>	Text that prints on the first, second and third title line of Transcript Report. (30 alphanumeric characters)
<b>Include School Logo</b>	A selected checkbox indicates that your school's logo prints on transcripts.
<b>Include Class Of</b>	A selected checkbox indicates that a student's graduation year prints on transcripts (for example, <i>Class of 2000</i> ).
<b>Include Homeroom Teacher</b>	A selected checkbox indicates that the name of a student's homeroom teacher prints on transcripts.
<b>Print Full Middle Name</b>	A selected checkbox indicates that a student's full middle name prints on transcripts (if a student's middle name is defined in the Student atom).
<b>Student ID</b>	<p>Identification number used to identify the student on transcripts. Select one of these options to print on the transcript:</p> <ul style="list-style-type: none"> <li>• <b>Student Number</b> – The student's school assigned identification number prints on transcripts.</li> <li>• <b>Social Security Number</b> – The student's social security number prints on transcripts.</li> </ul>
<b>Enter Date</b>	<p>Student's school system date of entry that prints on transcripts. Select one of these options to print on the transcript:</p> <ul style="list-style-type: none"> <li>• <b>OrigEnterDate from student</b> – The date that the student entered the school district.</li> <li>• <b>EnterDate from student</b> – The earliest date that the student enrolled the current school.</li> <li>• <b>EnterDate from enrollment</b> – The most recent date that the student enrolled in the current school.</li> </ul>

## Transcript Footer Options Fields – AETD File

Field Name	Description
<b>Legend</b>	Text fields (two lines) for text that prints on the lower half of the transcript. (76 alphanumeric characters for each line).
<b>Signature Line Text</b>	Text that accompanies transcript signature lines. (76 characters).
<b>Include Student Picture</b>	A selected checkbox indicates that a student's picture (if available in the system) prints on transcripts.
<b>Include Immunizations</b>	A selected checkbox indicates that a student's immunization records print on transcripts.  <b>Note:</b> This option displays only when you select <b>Standard</b> style format.
<b>Include School Comments</b>	A selected checkbox indicates that comments by school official print on the transcript report.  <b>Note:</b> This option displays only when you select <b>Style2</b> format.
<b>Include Signature Line</b>	A selected checkbox indicates that the Signature Line Text, a blank line for school official's signature, and the current date prints on the transcript.

# Subject/Grades Tab

The Subject/Grades (Subj/Grades) tab enables you to specify information that displays in the subject history sections of student transcripts.



## Subj/Grades Tab Fields

### Subject History Options Fields – AETD File

Field Name	Description
<b>School Att Name</b>	Name of the school that awarded the subject mark. The pop-up displays the following values: <ul style="list-style-type: none"> <li>• <b>from Table file</b> – Prints the school name using the Academic History File (AEAH )</li> <li>• <b>from Schools Attended</b> – Prints the school name from the Schools Attended file (ASAH).</li> </ul>
<b>Print Membership/Pres/Abs</b>	A selected checkbox indicates that three attendance totals from the Schools Attended atom print on transcripts. <p><b>Note:</b> This field displays only when you select <b>from Schools Attended</b> in the <b>School Att Name</b> field.</p>
<b>Print End Of Year Status</b>	End of Year (EOY) Status of the student defined in the Schools Attended atom. A selected checkbox prints the status in the student transcript. <p><b>Note:</b> This field displays only when you select <b>from Schools Attended</b> in the <b>School Att Name</b> pop-up.</p>

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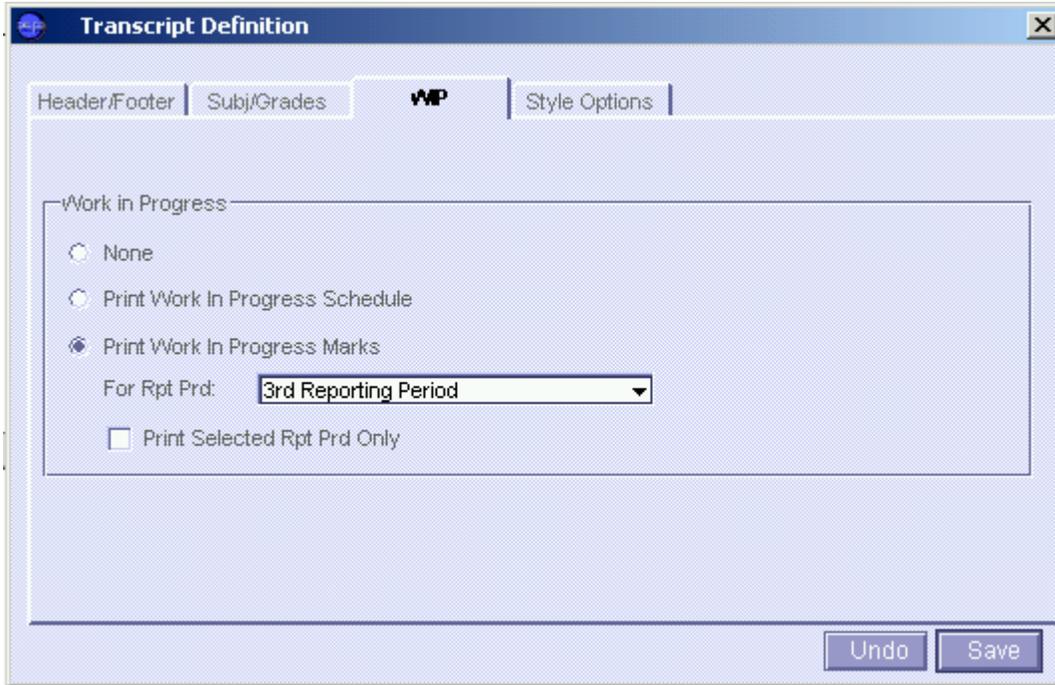
Field Name	Description
<b>Print Grade Level Comments</b>	A selected checkbox indicates that Grade Level Comments defined in the Academic History atom print in the student transcripts.

## Academic History Marks to Print Fields – AETD File

Field Name	Description
<b>Marks To Print On Transcript</b>	This pop-up list displays values Final Marks, Regular Marks, or Both to print on the transcripts.

## WIP Tab

The WIP tab enables you to print work in progress (WIP) information on student transcripts. Work in progress consists of the subjects in which a student is enrolled during the current academic year.

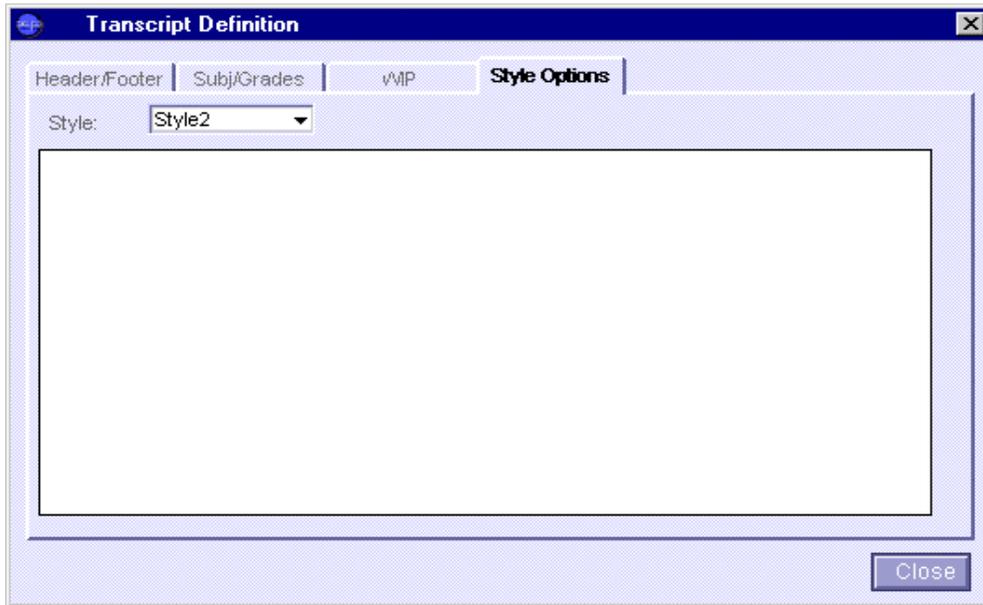


### WIP Tab Fields

Field Name	Description
<b>None</b>	Selection indicates that Work In Progress information does not print on student transcripts.
<b>Print Work In Progress Schedule</b>	Selection indicates to print Subjects in which the student is enrolled for the current reporting period.
<b>Print Work in Progress Marks</b>	Selection indicates to print Subjects, including marks awarded for subjects (if available), in which the student is enrolled for the selected reporting period.
<b>For Rpt Prd</b>	Reporting period through which work in progress prints. The pop-up list displays reporting periods defined in the Elem Grading Setup atom.  <b>Note:</b> This option displays only when you select <b>Print Work in Progress Marks</b> .
<b>Print Selected Rpt Prd Only</b>	A selected checkbox indicates that work in progress prints only for the selected reporting period.  <b>Note:</b> This option displays only when you select <b>Print Work in Progress Marks</b> . This option does not display if you select <b>ALL</b> in the <b>For Rpt Prd</b> field.

## Style Options Tab

The Style Options tab enables you to view and change the style of printed student transcripts.



### Style Options Tab Fields

Field Name	Description
AETD File	
<b>Style</b>	Style of student transcripts. The pop-up list displays transcript styles supported by the elementary academic grading system: <ul style="list-style-type: none"> <li>• <b>Standard</b></li> <li>• <b>Style 2</b></li> </ul>
<b>Comments</b>	Text (up to 12 lines) that prints in the Comments section of Style2 student transcripts. Displays only for Style2 student transcripts.

## Using the Transcript Definition Atom

These procedures provide instructions for performing functions in the Transcript Definition atom.

### Defining Transcript Characteristics

1. Open the Transcript Definition atom.
2. Click the Header/Footer tab.
3. Complete the fields on the Header/Footer tab.
4. Click **Save**.
5. Click the Subject/Grades tab.
6. Complete the fields on the Sub/Grades tab.
7. Click **Save**.
8. Click the WIP tab.
9. Complete the fields on the WIP tab.
10. Click **Save**.
11. Click the Style Options tab.
12. Complete the fields on the Style Options tab.
13. Click **Save**.
14. Click **Close** to exit from the Transcript Definition atom.

# Subject Assignment Overview

Subject assignment refers to the way in which your school assigns students to subjects for which marks can be awarded in student grading files. You can create and customize student subject lists in student grading files using a combination of procedures in three atoms.

Atom	Procedures and Use
Teacher Templates Atom	Apply Teacher Template Procedures to Add Subjects
Mass Assign Subjects Atom	Mass Change Procedures to Add, Delete, or Modify Subjects
Students Subjects Atom	Student Subject Assignment Procedures to Add, Delete, or Modify Subjects

## Subject Assignment Procedure Rules

The order in which you perform subject assignment procedures affects final subject lists for students. The rules in this section help you determine the order in which you must perform subject assignment procedures at your school to ensure that students receive complete subject lists with accurate subject information.

### Apply Teacher Template Procedure Rules

These rules describe how subject lists in student grading files are affected by Apply Teacher Template procedures.

For any subject included in a teacher's template:

**RULE 1:** If the subject does not exist in a homeroom student's grading file, the Apply Teacher Template procedure adds the template subject to the student's grading file.

The subject can be modified or deleted through a subsequent Mass Change or Student Subject Assignment procedure.

**RULE 2:** If the subject exists in a homeroom student's grading file with different information, the template subject information is ignored during the Apply Teacher Template procedure.

**RULE 3:** If the subject exists in a homeroom student's grading file with the same information, the subject is unaffected by the Apply Teacher Template procedure.

## Mass Change Procedure Rules

For any subject marked for a Mass (Add) Change:

**RULE 4:** If the subject does not exist in a student's grading file, the Mass Change procedure adds the mass change subject to the student's grading file.

The subject can be deleted or modified through a subsequent Mass Change or Student Subject Assignment procedure.

**RULE 5:** If the subject exists in a student's grading file with different information, the Mass Change procedure overwrites the subject information in the student's grading file with information from the mass change subject.

The subject information can be modified again or deleted through a subsequent Mass Change or Student Subject Assignment procedure.

**RULE 6:** If the subject exists in a student's grading file with the same information, the subject in the student's list is unaffected by the Mass Change procedure.

For any subject marked for a Mass (Drop) Change:

**RULE 7:** If the subject does not exist in a student's grading file, the student's subject list is unaffected by the Mass Change procedure.

**RULE 8:** If the subject exists in a student's grading file with different information, the Mass Change procedure deletes the mass change subject from the student's grading file.

The subject can be re-added through a subsequent Mass Change, Subject Assignment, or Apply Teacher Template procedure.

**RULE 9:** If the subject exists in a student's grading file with the same information, the Mass Change procedure deletes the mass change subject from the student's grading file.

The subject can be re-added through a subsequent Mass Change, Subject Assignment, or Apply Teacher Template procedure.

**Note:** See *Subject and Subject Area Deletion Rules* in this chapter for more information about deleting subjects with marks and subjects that average into subject areas.

## Student Subject Assignment Procedure Rules

For any subject defined in EAG:

**RULE 10:** If the subject does not exist in the student's grading file, a Student Subject Assignment procedure adds the subject.

The subject can be deleted or modified through a subsequent Student Subject Assignment or Mass Change procedure.

**RULE 11:** If the subject exists in the student's grading file, a Student Subject Assignment procedure modifies subject information.

The subject information can be modified again or deleted through a subsequent Student Subject Assignment or Mass Change procedure.

**RULE 12:** If the subject exists in the student's grading file, a Student Subject Assignment procedure deletes the subject.

The subject can be re-added through a subsequent Student Subject Assignment, Mass Change, or Apply Teacher Template procedure.

**Note:** See *Subject and Subject Area Deletion Rules* for more information about deleting subjects with marks or subjects that average into subject areas.

## Subject and Subject Area Deletion Rules

This section describes the conditions under which subjects and subject areas can be deleted from a student's grading file using a Mass Change or Student Subject Assignment procedure. In general, subjects and subject areas with marks cannot be deleted from student grading files.

### Table of Subject and Subject Area Deletion Rules

This table identifies the conditions and results of an attempt to delete a subject or subject area from a student's grading file using a Mass Change or Student Subject Assignment procedure.

Table of Subject and Subject Area Deletion Rules for Student Grading Files					
	Subject Mark Exists	Subject Averages into Subject Areas	Subject Area Marks Exists	Subject Result	Subject Area Result
1	No	No	–	DELETE	–
2	No	Yes	No	DELETE	DELETE
3	No	Yes	Yes	NO DELETE	NO DELETE
4	Yes	No	–	NO DELETE	–
5	Yes	Yes	No	NO DELETE	NO DELETE
6	Yes	Yes	Yes	NO DELETE	NO DELETE

### Explanation of Subject and Subject Area Deletion Rules

This section provides statements of explanation for the *Table of Subject and Subject Area Deletion Rules*.

Explanation of Subject and Subject Area Deletion Rules	
1	A subject without marks that does not average into a subject area can be deleted.
2a.	A subject without marks that averages into a subject area without marks can be deleted.
2b.	A subject area without marks can be deleted if the subjects that average into it do not have marks.
3a.	A subject without marks that averages into a subject area with marks cannot be deleted.
3b.	A subject area with marks cannot be deleted even if the subjects that average into it do not have marks.
4.	A subject with marks that does not average into a subject area cannot be deleted.
5a.	A subject with marks that averages into a subject area without marks cannot be deleted.
5b.	A subject area without marks that has a subject with marks averaging into it cannot be deleted.
6a.	A subject with marks that averages into a subject area with marks cannot be deleted.
6b.	A subject area with marks that has a subject with marks averaging into it cannot be deleted.

# Common Subject Assignment Scenarios

This section discusses common subject assignment scenarios as well as recommended methods for addressing them.

## Basic Setup at Beginning of Academic Term

This scenario typically occurs at the beginning of an academic term when your school establishes student subject lists prior to the start of subject instruction or at least prior to awarding marks for the academic term.

- ❑ Create and customize teacher templates using the Master Templates atom and Teacher Templates atom, respectively.
- ❑ In the Teacher Templates atom, perform Apply Teacher Template procedures to assign homeroom students to the majority of their subjects.
- ❑ In the Mass Assign Subjects atom, perform Mass Change procedures to assign students who are not necessarily related by homeroom to subjects that were not included on their homeroom teachers' templates.
- ❑ In the Student Subjects atom, perform Student Subject Assignment procedures to customize the subject lists of individual students whose grading files were not finalized by the Apply Teacher Template and Mass Change procedures.

## Homeroom Students take Same Subject from Different Teachers

These methods address the situation in which all students in a homeroom receive instruction for a subject but one or more homeroom students take the subject from a different teacher than their homeroom classmates.

### Example

All students in Ms. Auld's homeroom take Health, but half of the students take Health from Ms. Auld's while the other half takes Health from Ms. Sanchez.

– or –

All students in Ms. Auld's homeroom take Physical Education (PE), but a third of the students take PE from Mr. Kinslet, another third takes PE from Ms. Heiden, and the final third of the students take PE from Mr. Williams.

– or –

All students in Ms. Auld's homeroom take Reading from Ms. Auld's with the exception of one student who receives instruction for Reading from Ms. Blanchen.

### Method A

This method is recommended if you want to include the subject on the homeroom teacher's template.

- In the Teacher Templates atom, add the subject to the homeroom teacher's template and perform an Apply Teacher Template procedure so that all homeroom students are assigned to the subject.
- In the Mass Assign Subjects atom, perform a *Mass Changing Subject Information for Students* procedure for each set of homeroom students taking the subject from a particular teacher.

– or –

In the Student Subjects atom, perform a *Modifying Subject Information in a Student's Subject List* procedure for each homeroom student taking the subject from a particular teacher.

### Method B

This method is recommended if you do not want to include the subject on the homeroom teacher's template.

- In the Mass Assign Subjects atom, perform a *Mass Changing (Add) Subjects for Students* procedure for each set of students taking the subject from a particular teacher.

– or –

In the Student Subjects atom, perform an *Adding a Subject to a Student's Subject List* procedure for each student taking the subject.

## Some Homeroom Students do not take Subject that Other Homeroom Students Take

These methods address the situation in which one or more students in a homeroom do not receive instruction for a subject that their homeroom classmates take. These methods also include recommendations for addressing the situation in which homeroom students receive instruction for a subject in place of the subject that their homeroom classmates take.

### Example

All students in Ms. Auld's homeroom take Physical Education from Ms. Heiden with the exception of one homeroom student who is excused from participation in PE for the academic term.

– or –

All students in Ms. Auld's homeroom take Basic Math from Ms. Auld with the exception of two homeroom students who instead take Advanced Math from Mr. DeGrasso.

### Method A

This method is recommended if you want to include the subject on the homeroom teacher's template and you are not likely to perform an Apply Teacher Template procedure more than once for the affected homeroom.

- In the Teacher Templates atom, add the subject to the homeroom teacher's template and perform an Apply Teacher Template procedure so that all homeroom students are assigned to the subject.
- In the Mass Assign Subjects atom, perform a *Mass Changing (Drop) Subjects for Students* procedure for students who are not taking the subject.

– or –

In the Student Subjects atom, perform a *Deleting Subjects from a Student's Subject List* procedure for each student who is not taking the subject.

**Note:** If you run subsequent Apply Teacher Template procedures, the subject is re-added to the grading files of students from whom you removed it.

For students taking a different subject instead of the template subject, continue with these tasks:

- In the Mass Assign Subjects atom, perform a *Mass Changing (Add) Subjects for Students* procedure for each set of students taking a different subject from a particular teacher.

– or –

In the Student Subjects atom, perform an *Adding Subjects to a Student's Subject List* procedure for each student who is taking a different subject.

## Method B

This method is recommended if you do not want to include the subject on the homeroom teacher's template or if you are likely to perform an Apply Teacher Template procedure more than once for the affected homeroom.

- In the Mass Assign Subjects atom, perform a *Mass Changing (Add) Subjects for Students* procedure that includes only the homeroom students who are taking the subject.

For students taking a subject in place of one taken by their homeroom classmates, continue with these tasks:

- In the Mass Assign Subjects atom, perform a *Mass Changing (Add) Subjects for Students* procedure for each set of students taking a replacement subject from a particular teacher.

– or –

In the Student Subjects atom, perform an *Adding Subjects to a Student's Subject List* procedure for each student who is taking a replacement subject.

## New Student Arrives while Academic Term is in Progress

These methods provide you with options for ensuring that a new student who arrives while the academic term is in progress receives a subject list in student grading files.

### Method A

This method is recommended if the student is assigned to a homeroom teacher, and the student's subject list does not differ greatly from the subjects on the homeroom teacher's template.

- In the Student Subjects atom, perform an *Adding Teacher Template Subjects to a Selected Student* procedure for the new student.
- In the Student Subjects atom, perform Student Subject Assignment procedures to add subjects to, delete subjects from, and modify subject information in, the student's subject list.

### Method B

This method is recommended for one of these conditions:

- The new student is not assigned to a homeroom teacher.
  - The new student is assigned to a homeroom teacher, but the student's subject list differs greatly from subjects on the homeroom teacher's template.
- In the Mass Assign Subjects atom, perform a *Mass Changing (Add) Subjects for Students* procedure that includes all subjects for the new student.

– or –

- In the Student Subjects atom, perform an *Adding Subjects to a Student's Subject List* procedure that includes all subjects for the new student.

## Homeroom Students Get New Homeroom Teacher

These methods address the situation in which a homeroom teacher who provides instruction for one or more subjects to homeroom students leaves prior to the end of the academic term and is replaced by a new homeroom teacher.

### Method A

This method is recommended if, for all subjects taught by the exiting homeroom teacher, all homeroom students receive instruction for those subjects from the new homeroom teacher.

#### Example

Ms. Aulderson begins her maternity leave in February, and the academic term continues through May. All of Ms. Aulderson's homeroom students receive instruction from Ms. Aulderson for 8 of 11 subjects on her template. Ms. Montgomery will replace Ms. Aulderson as a homeroom teacher and will provide instruction to all homeroom students for the eight subjects that Ms. Aulderson taught.

- ❑ In the Mass Assign Subjects atom, perform a *Mass Changing Subject Teachers* procedure for the exiting homeroom teacher.
- ❑ In the School atom or Enrollment atom, change the homeroom teacher assignment for each homeroom student.

### Method B

This method is recommended if, for all subjects taught by the exiting homeroom teacher, not all homeroom students receive instruction for the subjects from the new homeroom teacher.

#### Example

Ms. Aulderson begins her maternity leave in February, and the academic term continues through May. Ms. Aulderson teaches 8 of 11 subjects on her teacher template to her homeroom students. However, some of Ms. Aulderson's homeroom students leave the homeroom to receive instruction for five of the eight subjects from different teachers. Ms. Montgomery will replace Ms. Aulderson as a homeroom teacher and will provide instruction to all homeroom students who receive instruction from Ms. Aulderson. Other homeroom students will continue to receive subject instruction from their assigned subject teachers.

- ❑ In the School atom or Enrollment atom, change the homeroom teacher assignment for each homeroom student.
- ❑ In the Mass Assign Subjects atom, perform a *Mass Changing Subject Information for Students* procedure that includes the subjects taught by the exiting homeroom teacher as well as those homeroom students who receive instruction for the subjects from the new homeroom teacher.

– or –

In the Student Subjects atom, perform a *Modifying Subject Information in a Student's Subject List* procedure for each affected homeroom student and include the subjects taught by the exiting homeroom teacher.

## Homeroom Teacher Change for a Selected Student

These methods address the situation in which a particular student changes from one homeroom class to another or is reassigned to a different homeroom teacher.

### Method A

This method is recommended when a student's subject list in the new homeroom is identical (with the exception of subject teachers) to the student's subject list in the former homeroom.

- In the School atom or Enrollment atom, change the student's homeroom teacher assignment.
- In the Student Subjects atom, perform a *Modifying Subject Information in a Student's Subject List* procedure that includes all subjects for which the student receives instruction from a new teacher because of the homeroom change.

– or –

In the Mass Assign Subjects atom, perform a *Mass Changing Subject Information for Students* procedure that includes all subjects for which the student receives instruction from a new teacher because of the homeroom change.

### Method B

This method is recommended if the student's subject list in the new homeroom is not identical to the student's subject list in the former homeroom but the student's new subject list is similar to subjects on the new homeroom teacher's template.

- In the School atom or Enrollment atom, change the student's homeroom teacher assignment.
- In the Student Subjects atom, perform a *Deleting Subjects from a Student's Subject List* procedure that includes all subjects in the student's subject list.
- In the Student Subjects atom, perform an *Adding Teacher Template Subjects to a Selected Student* procedure for the student.
- In Student Subjects atom, perform Student Subject Assignment procedures to add subjects to, delete subjects from, and modify subject information in the student's subject list.

## Method C

This method is recommended if the student's subject list in the new homeroom is not similar to the student's subject list in the former homeroom and the student's new subject list is not similar to subjects on the new homeroom teacher's template.

- In the School atom or Enrollment atom, change the student's homeroom teacher assignment.
- In the Student Subjects atom, perform a *Deleting Subjects from a Student's Subject List* procedure that includes all subjects in the student's former subject list.

– or –

In the Mass Assign Subjects atom, perform a *Mass Changing (Drop) Subjects for Students* procedure that includes all subjects in the student's former subject list.

- In the Student Subjects atom, perform an *Adding Subjects to a Student's Subject List* procedure that includes all subjects that the student is now taking.

– or –

In the Mass Assign Subjects atom, perform a *Mass Changing (Add) Subjects for Students* procedure that includes all subjects that the student is now taking.

## Subject Teacher Change for Homeroom Subject not taught by Homeroom Teacher

These methods are recommended when a teacher change occurs for a subject that all students in a homeroom take from a teacher other than their homeroom teacher.

### Example

Ms. Auld's template includes Music Appreciation, and all students in Ms. Auld's homeroom receive instruction for the subject from one or more teachers other than Ms. Auld's.

### Method A

This method is recommended when all students in a homeroom take the subject from the exiting teacher, and they will all take the subject from the new teacher.

- In the Mass Assign Subjects atom, perform a *Mass Changing Subject Teachers* procedure that includes all homeroom students and the subject for which the teacher change is applicable.

### Method B

This method is recommended when:

- Some students in a homeroom do not take the subject from the exiting teacher.
- All students in a homeroom take the subject from the exiting teacher but they will receive instruction for the subject from multiple new teachers.
- In the Mass Assign Subjects atom, perform a *Mass Changing Subject Information for Students* procedure for each set of homeroom students who are getting a new teacher for the subject.

– or –

In the Student Subjects atom, perform a *Modifying Subject Information in a Student's Subject List* procedure for each homeroom student who is getting a new teacher for the subject.

## New Subject Offered while Academic Term is in Progress

These methods address the situation in which your school offers a new subject after the academic term has begun and students already have subjects in their grading files.

### Method A

This method is recommended if the subject is offered to a homeroom class from which all students receive instruction for the subject from the same teacher.

#### Example

Your school offers Computer Literacy to begin in the third quarter, and all students in Ms. Auld's homeroom will receive instruction for Computer Literacy from Mr. Diorner.

- In the Teacher Templates atom, add the subject to a homeroom teacher's template and perform an Apply Teacher Template procedure.

### Method B

This method is recommended if the subject is offered to students who are not related by homeroom or if students receive instruction for the subject from different teachers.

#### Example

Your school offers Computer Literacy to begin in the third quarter, and selected students from numerous homerooms will take Computer Literacy from Mr. Diorner.

- or -

Your school offers Computer Literacy to begin in the third quarter, and all third graders will take the subject. Half of third graders will take Computer Literacy from Mr. Diorner and the other half will take it from Mr. Harley.

- In the Mass Assign Subjects atom, perform a *Mass Changing (Add) Subjects for Students* procedure for each set of students taking the subject from a particular teacher.

# Elementary Grades Atom

The Elementary Grades atom enables you to maintain information related to all marks and comments that students receive during an academic year.

The Grades atom consists of five tabs:

- Subject Tab
- Work Habits Tab
- Subject Comments Tab
- Other Comments Tab
- Narrative Comments Tab

## Common Screen Fields

These view-only fields are common for all tabs in the Elementary Grades atom. They display student-specific information defined in the Student atom.

Field Name	Description
<b>Last Name</b>	Student's last name.
<b>First Name</b>	Student's first name.
<b>Middle Name</b>	Student's middle name or initial.
<b>Grd</b>	Student's current grade level.
<b>Gen</b>	Student's gender.
<b>Trk</b>	Track to which student belongs. Displays only if your school uses tracks.
<b>Student ID</b>	Student's identification number at school.

## Subject Tab

The Subject tab enables you to view and record marks for all subjects and subject areas to which a student is assigned for the academic year.

**Note:** See the section entitled *Subject Assignment Overview* for information about how to create or change a student's subject list.

Subject Information		Extra Information		Prd1		Prd2		Prd3		Prd4					
Ln	Subject ID	Subject Title	Subject Area	Teacher Name	Term	ACH	EFF	ACH	EFF	ACH	EFF	ACH	EFF	FACH	FEFF
1			Language Arts	Alders, C.		O	O	O	O	O	O	O	O		
2	LA200	Spelling	Language Arts	Alders, C.	YR	O	O	O	O	O	O	O	O		
3	LA100	Reading	Language Arts	Alders, C.	YR	G	O	O	O	G	O	O	O		
4	LA300	OralComm	Language Arts	Alders, C.	YR	G	G	G	O	G	O	G	G		
5	LA400	WritComm	Language Arts	Alders, C.	YR	O	O	O	O	O	O	O	O		
6	ART100	Art	Art	Ormonde, J.	YR	S	G	S	G	G	G	G	G		
7	HLTH100	Health	Health	Meninke, A.	YR	G	G	G	G	G	G	G	G		
8	MATH100	Math	Mathematics	Alders, C.	YR	S	S	S	G	S	G	S	S		
9	SCI100	Science	Science	Alders, C.	YR	S	S	S	S	G	G	G	G		
10	SS100	SocStdy	Social Studies	Alders, C.	YR	O	O	O	O	O	O	O	O		
11	MUS100	Appreciation	Music	Harmon, E.	YR	G	G	G	G	G	G	G	G		
12	MUS200	Instrumental	Music	Alders, C.	YR	G	G	O	O	G	O	O	O		
13	PE100	PhysEd	Physical Education	Kinslet, N.	YR	S	S	S	S	S	S	S	G		

## Subject Tab Fields

Field Name	Description
AEGR File	
<b>Ln</b>	Line number of the subject or subject area for which the student receives marks during the current academic year.
<b>Subject ID</b>	Identification code of the subject for which a student receives marks.  <b>Note:</b> If no information exists in the <b>Subject ID</b> and <b>Subject Title</b> fields, then the student receives marks for the subject area identified in the <b>Subject Area</b> field.
<b>Subject Title</b>	Short title of the subject for which a student receives marks.  <b>Note:</b> If no information exists in the <b>Subject Title</b> and <b>Subject ID</b> fields, then the student receives marks for the subject area identified in the <b>Subject Area</b> field.
<b>Subject Area</b>	Subject area of the subject for which a student receives marks. Also possibly the subject area for which a student receives marks.
<b>Teacher Name</b>	Short name of the teacher responsible for awarding subject marks.

Field Name	Description
<b>Term</b>	Term code for the subject.
AEGL File	
<b>Reporting Period</b>	Reporting period title that displays above mark title columns for each reporting period.
<b>Mark Title</b>	Short title of a mark type defined for reporting periods. Marks awarded to the student display in mark title columns.
AGRA File	
<b>Attendance Totals</b>	<p>Attendance definitions and totals through the current reporting period (set in the Elem Grading Setup atom). A maximum of four attendance fields display depending on the attendance definitions that you establish in the Elem Grading Setup atom. Field names display a concatenation of <b>Hdg1</b> and <b>Hdg2</b> for each attendance definition.</p> <p><b>Note:</b> These fields display attendance totals calculated by the system each time you run the Update Attendance operation (from the Update Grades atom). You can also type totals into these fields and save them (but they will be overwritten by calculated values next time the Update Attendance operation runs).</p>

## Work Habits Tab

The Work Habits tab enables you to view and record work habit marks earned by a student during the academic year.

**Note:** All work habits defined by your school display in the matrix. Students can receive one mark for each work habit in each defined reporting period as well as a final mark for each work habit.

The screenshot shows a window titled "Anglin, Paulette" with a sub-header "Grades/Comments". Below the header is a table with columns: Last Name, First Name, Middle Name, Grd, Gen, Student ID. The data row shows: Anglin, Paulette, J, 03, F, 10296.

Below this is a tabbed interface with tabs: Subject, **Work Habits**, Subject Comments, Other Comments, Narrative Comments.

The "Work Habits" tab displays a table with the following data:

Ln	Description	Prd1	Prd2	Prd3	Prd4	Final
1	Accepts Responsibility	O	G	O	O	
2	Complies with Established Rules	G	G	G	G	
3	Exhibits Courteous Behavior	S	G	G	G	
4	Follows Through on Assignments	G	G	G	G	
5	Listens to and Follows Directions	G	G	G	G	
6	Organizes Material	O	O	O	O	
7	Respects Personal and School Property	G	O	O	O	
8	Uses Time Constructively	G	G	G	G	
9	Works and Plays Cooperatively	O	O	O	O	
10	Exhibits Self Control	G	G	O	O	

At the bottom of the window are navigation arrows, a search icon, and a "Close" button.

## Work Habits Tab Fields

Field Name	Description
AERS File	
<b>Ln</b>	Line number of the work habit for which the student receives marks during the current academic year.
<b>Description</b>	Descriptive text for the work habit (defined in the Elem Grading Setup atom) for which the student receives marks.
AEWH File	
<b>Reporting Period (Mark)</b>	Short title of the reporting period in which the student receives a mark for the work habit. Work habit marks display in this column.
<b>Final (Mark)</b>	Final mark received by the student for the work habit. Displays only if your school is set up to calculate final work habit marks.

## Subject Comments Tab

The Subject Comments tab enables you to view and record subject marks for a student in a selected reporting period.

The screenshot shows the 'Subject Comments' tab in the 'Grades/Comments' window for student Anglin, Paulette. The 'Reporting Period' is set to 'Period 1'. The table below is a representation of the data shown in the screenshot.

Ln	Sub Area	Teacher	Attainment	Code	Comment
1	Social Studies	Auders, C.	A	3000	Paulette has learned to interpret map symbols, keys, and directional terms. (Social Studies)
2	None	Auders, C.	A	7000	Paulette has learned to assume responsibility for personal decisions and actions.
3	Mathematics	Auders, C.	D	4001	Paulette needs to learn to review completed math problems to ensure accuracy. (Mathematics)
4	Art	Omonds, J.	C	2002	Paulette continues to identify materials and techniques used by artists. (Art)
5	Language Arts	Auders, C.	B	1004	Paulette is learning to reread passages for better understanding. (Language Arts)
6	Science	Auders, C.	B	5001	Paulette is learning to follow proper safety regulations during scientific experiments. (Science)
7	None	Auders, C.		12000	Your child takes academic responsibility seriously.

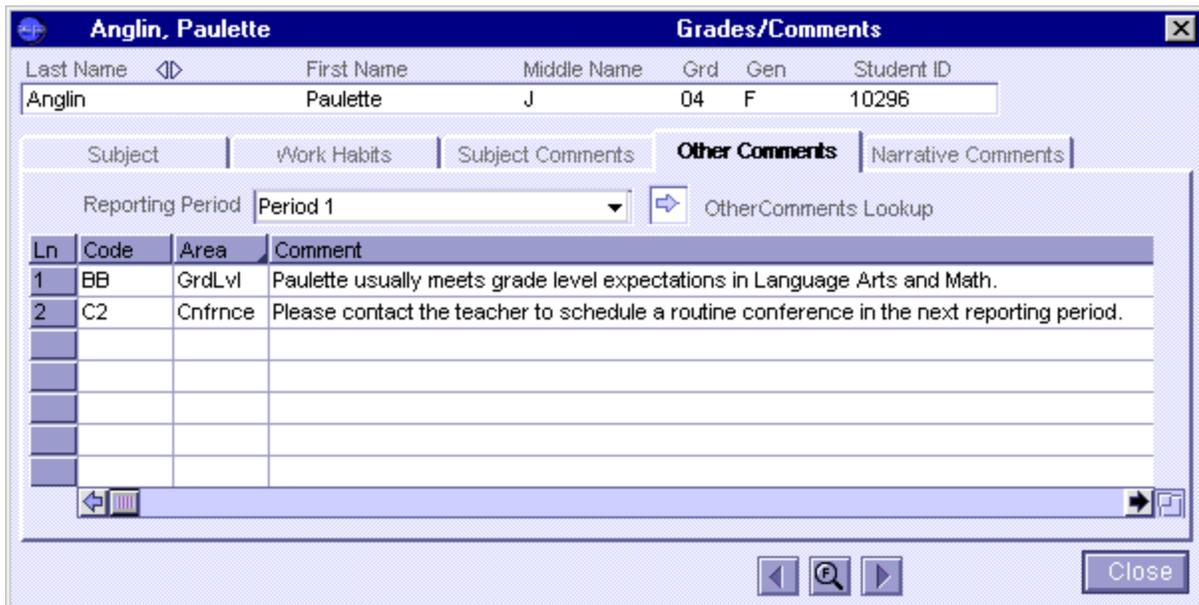
## Subject Comments Tab Fields

Field Name	Description
<b>Reporting Period</b>	Grade reporting period for which the subject comments matrix displays information.
<b>Subject Comments Lookup</b>	Fast access button that opens the Subject Comments atom.

Field Name	Description
<b>Subject Comments Matrix – AESC File</b>	
<b>Ln</b>	Line number of the subject comment information recorded for the student.
<b>Sub Area</b>	Title of the subject area for which the student received a subject comment.
<b>Teacher</b>	Short name of the teacher who assigned the subject comment to the student. The pop-up list displays teachers defined in the Teacher atom.
<b>Attainment</b>	Attainment comment code for the attainment comment that prefaces the subject comment. The pop-up list displays codes defined in the Attainment Comments atom.
<b>Code</b>	Identification code for the subject comment.
<b>Comment</b>	Actual subject comment text that prints on the student's report card (including an attainment code and prefix if designated).

## Other Comments Tab

The Other Comments tab enables you to view and record “other” comments assigned to a student during a selected reporting period.



## Other Comments Tab Fields

Field Name	Description
<b>Reporting Period</b>	Grade reporting period for which the other comments matrix displays information.
<b>Other Comments Lookup</b>	Fast access button that opens the Other Comments atom.
Other Comments Matrix – AEOC File	
<b>Ln</b>	Line number of the other comment information recorded for the student.
<b>Code</b>	Identification code for an “other” comment recorded for the student.
<b>Area</b>	Comment area to which the other comment code belongs.
<b>Comment</b>	Actual “other” comment text that prints on the student’s report card (including a prefix if designated).

## Narrative Comments Tab

The Narrative Comments tab enables you to view and record narrative comments for a student in a selected reporting period. Narrative comments may be associated with subjects to which the student is assigned.

**Note:** This tab displays only if your school is set up to use narrative comments in the Elem Grading Setup atom.

The screenshot shows the 'Narrative Comments' tab in the 'Grades/Comments' window for student 'Anglin, Paulette'. The window title is 'Anglin, Paulette Grades/Comments'. The student information is displayed as follows:

Last Name	First Name	Middle Name	Grd	Gen	Student ID
Anglin	Paulette	J	04	F	10296

The 'Reporting Period' is set to 'Period 1'. The 'Narrative Comments' tab is active, showing a table with the following data:

Ln	ID	Subject Title	Teacher	Comment (Memo)
1	MUS200	Instrumental	Jarvela, J.	Paulette is consistently improving her piano skills.
2			Aulders, C.	It is a pleasure to have Paulette in homeroom.
3	HLTH100	Health	Meninke, A.	Paulette scores consistently well on pop quizzes in Health.

The window includes navigation buttons (back, search, forward) and a 'Close' button at the bottom right.

## Narrative Comments Tab Fields

Field Name	Description
<b>Reporting Period</b>	Grade reporting period for which the narrative comments matrix displays information.
Narrative Comments Matrix – AENC File	
<b>Ln</b>	Line number of the narrative comment information recorded for the student.
<b>ID</b>	ID for the subject to which the narrative comment applies. The pop-up list displays subjects in which the student is enrolled during the academic year.  <b>Note:</b> Leave this field blank if the narrative comment is generic or not applicable to any particular subject.
<b>Subject Title</b>	Short title of the subject to which the narrative comment applies. Displays automatically when you complete the <b>ID</b> field.
<b>Teacher</b>	Short name of the teacher who assigned the narrative comment to the student. The pop-up list displays teachers defined in the Teacher atom.
<b>Comment (Memo)</b>	Actual narrative comment text. The comment prints on the student's report card exactly as typed in the field.

## Using the Elementary Grades Atom

These procedures describe how to perform tasks in the Elementary Grades atom.

### Adding Subject Marks to Student Grade Records

There are two methods for adding subject marks to student grade records.

#### Method A

The most efficient way to add subject marks to student grade records is to scan marks into the system using grade scanning sheets. See *Grade Scanning Atom* for more information.

#### Method B

This procedure describes how to add subject marks manually to student grade records.

1. Open the Elementary Grades atom.
2. Display the Subject tab.

3. Find the student for whom you want to record subject marks.
4. In the **Mark Title** field for any subject, select an alpha mark from the pop-up list or type a numeric mark.
5. Click **Save**.
6. Repeat Steps 3 – 5 to add another subject mark.
7. Click **Close** to exit from the Elementary Grades atom.

## Modifying Subject Marks in Student Grade Records

There are two methods for modifying subject marks recorded in student grade records.

### Method A

Rescan grade scanning sheets (completed with the most current subject marks for students) into the system to overwrite existing marks.

### Method B

This procedure describes how manually to change subject marks recorded in student grade records.

1. Open the Elementary Grades atom.
2. Display the Subject tab.
3. Find the student for whom you want to modify marks.
4. In the **Mark Title** field for any subject, select an alpha mark from the pop-up list or type a numeric mark.
5. Click **Save**.
6. Repeat Steps 3 – 5 to modify another subject mark.
7. Click **Close** to exit from the Elementary Grades atom.

## Deleting Subject Marks from Student Grade Records

This procedure describes how to delete selected subject marks from a student's grade record.

1. Open the Elementary Grades atom.
2. Display the Subject tab.
3. Find the student for whom you want to delete subject marks.
4. In the **Mark Title** field, select the blank item from the pop-up list of alpha marks or delete the numeric mark.

5. Click **Save**.
6. Repeat Steps 3 – 5 to delete another subject mark.
7. Click **Close** to exit from the Elementary Grades atom.

## Adding Work Habit Marks to Student Grade Records

There are two methods for adding work habit marks to student grade records.

### Method A

The most efficient way to add work habit marks to student grades records is to scan marks into the system using grade scanning sheets. See *Grade Scanning Atom* for more information.

### Method B

This procedure describes how to add work habit marks manually to student grade records.

1. Open the Elementary Grades atom.
2. Display the Work Habits tab.
3. Find the student for whom you want to record work habit marks.
4. In the **Reporting Period** field for any work habit, select a mark from the pop-up list.
5. Click **Save**.
6. Repeat Steps 3 – 5 to add another work habit mark.
7. Click **Close** to exit from the Elementary Grades atom.

## Modifying Work Habit Marks Awarded to Students

There are two ways to modify work habit marks recorded in student grade records.

### Method A

Rescan grade scanning sheets (completed with the most current work habit marks for students) into the system to overwrite existing marks.

### Method B

This procedure describes how manually to change work habits marks awarded to students.

1. Open the Elementary Grades atom.
2. Display the Work Habits tab.
3. Find the student for whom you want to modify marks.
4. In the **Reporting Period** field for any work habit, select a mark from the pop-up list.
5. Click **Save**.

6. Repeat Steps 3 – 5 to modify another work habit mark.
7. Click **Close** to exit from the Elementary Grades atom.

## Deleting Work Habit Marks from Student Grade Records

1. Open the Elementary Grades atom.
2. Display the Work Habits tab.
3. Find the student for whom you want to delete work habit marks.
4. In the **Reporting Period** field for any work habit, select the blank item from the pop-up list.
5. Click **Save**.
6. Repeat steps 3 – 5 to delete another work habit mark.
7. Click **Close** to exit from the Elementary Grades atom.

## Adding Subject Comments to Student Grade Records

There are two methods for adding subject comments to student grade records.

### Method A

The most efficient way to add subject comments to student grades records is to scan subject comment codes in to the system using grade scanning sheets. See *Grade Scanning Atom* for more information.

### Method B

This procedure describes how manually to add subject comments to student grade records.

1. Open the Elementary Grades atom.
2. Display the Subject Comments tab.
3. Find the student for whom you want to add subject comments.
4. In the **Reporting Period** field, select a reporting period from the pop-up list.
5. From the **Data** menu, select **Add Subject Comment**.
6. Complete the fields in the subject comment matrix row.  
**Hint:** Click the Subject Comments Lookup button to open the Subject Comments atom and review existing subject comments.
7. Click **Save**.
8. Repeat Steps 3 – 7 to add another subject comment.
9. Click **Close** to exit from the Elementary Grades atom.

## Deleting Subject Comments from Student Grade Records

1. Open the Elementary Grades atom.
2. Display the Subject Comments tab.
3. Find the student for whom you want to delete subject comments.
4. In the **Reporting Period** field, select a reporting period from the pop-up list.
5. Highlight the subject comment row that you want to delete.
6. From the **Data** menu, select **Delete Subject Comment**.
7. Click **Save**.
8. Repeat Steps 3 – 7 to delete another subject comment.
9. Click **Close** to exit from the Elementary Grades atom.

## Adding Other Comments to Student Grade Records

There are two methods for adding other comments to student grade records.

### Method A

The most efficient way to add other comments to student grades records is to scan other comment codes into the system using grade scanning sheets. See *Grade Scanning Atom* for more information.

### Method B

This procedure describes how manually to add other comments to student grade records.

1. Open the Elementary Grades atom.
2. Display the Other Comments tab.
3. Find the student for whom you want to add other comments.
4. In the **Reporting Period** field, select a reporting period from the pop-up list.
5. From the **Data** menu, select **Add Other Comment**.
6. Complete the fields in the other comment matrix row.

**Hint** Click the Other Comments Lookup button to open the Other Comments atom and review existing other comments.

7. Click **Save**.
8. Repeat Steps 3 – 7 to add another comment.
9. Click **Close** to exit from the Elementary Grades atom.

## Deleting Other Comments from Student Grade Records

1. Open the Elementary Grades atom.
2. Display the Other Comments tab.
3. Find the student from whom you want to delete other comments.
4. In the **Reporting Period** field, select a reporting period from the pop-up list.
5. Highlight the other comment row that you want to delete.
6. From the **Data** menu, select **Delete Other Comment**.
7. Click **Save**.
8. Repeat Steps 3 – 7 to delete another other comment.
9. Click **Close** to exit from the Elementary Grades atom.

## Setting Up the System to Use Narrative Comments

1. Open the Elem Grading Setup atom.
2. Display the Setup Options tab.
3. Select the **Use Narrative Comments** checkbox.
4. Click **Save**.
5. Click **Close** to exit from the Elem Grading Setup atom.
6. Open the Elementary Grades atom to ensure that the Narrative Comments tab displays.
7. Click **Close** to exit from the Elementary Grades atom.

## Adding Narrative Comments to Student Grade Records

This procedure describes how to add narrative text to student grade records.

**Note:** The system must be set up to use narrative comments before you can add narrative comments to student grade records.

1. Open the Elementary Grades atom.
2. Display the Narrative Comments tab.
3. Find the student for whom you want to add narrative comments.
4. In the **Reporting Period** field, select a reporting period from the pop-up list.
5. From the **Data** menu, select **Add Nar. Comment**.
6. Complete the fields in the narrative comment matrix row.
7. Click **Save**.

8. Repeat Steps 3 – 7 to add another narrative comment.
9. Click **Close** to exit from the Elementary Grades atom.

## Deleting Narrative Comments from Student Grade Records

1. Open the Elementary Grades atom.
2. Display the Narrative Comments tab.
3. Find the student from whom you want to delete narrative comments.
4. In the **Reporting Period** field, select a reporting period from the pop-up list.
5. Highlight the narrative comment row that you want to delete.
6. From the **Data** menu, select **Delete Nar. Comment**.
7. Click **Save**.
8. Repeat Steps 3 – 7 to delete another narrative comment.
9. Click **Close** to exit from the Elementary Grades atom.

# Update Grades Atom

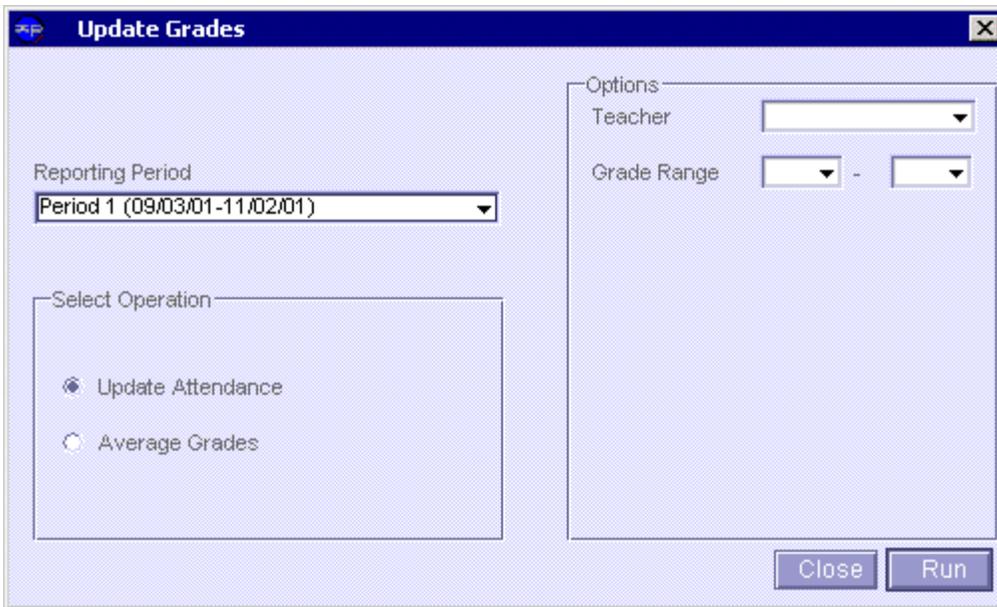
The Update Grades atom enables you to run two critical grading operations:

- Update Attendance Operation
- Average Grades Operation

## Update Attendance Operation

The Update Attendance operation calculates student attendance totals through the selected reporting period based on attendance information recorded in the SASIxp Attendance module.

**Note:** Attendance totals display in the Elementary Grades atom for attendance definitions that you establish in the Elem Grading Setup atom.



## Update Attendance Operation Fields

Field Name	Description
<b>Track</b>	Track affected by the update operation. The pop-up list displays tracks defined in the School atom. Displays only if your school uses tracks.
<b>Reporting Period</b>	Reporting period through which the system calculates cumulative attendance totals. The pop-up list displays reporting periods defined in the Elem Grading Setup atom.
<b>Options Fields</b>	
<b>Teacher</b>	Teacher (ID and short name) whose students are affected by the update operation. The pop-up list displays teachers defined in the Teacher atom.

Field Name	Description
<b>Grade Range</b>	Range of grades affected by the update operation. The pop-up lists display grade levels defined in the School atom.

## Updating Attendance Totals

1. Open the Update Grades atom.
2. Select the track (if applicable) and reporting period affected by the update.
3. In the **Select Operation** section, select the **Update Attendance** option.
4. Complete the fields in the **Options** sections (if applicable).
5. Click **Run**. A progress bar displays in the lower left corner of the SASlxp desktop.
6. Click **Close** to exit from the Update Grades atom.

## Average Grades Operation

The Average Grades Operation calculates averaged final subject marks and subject area marks if the elementary academic grading system is set up for these marks.

**Note:** You can set up your school for averaged final marks (calculated by the system) in the Elem Grading Setup atom. You can set up subject areas to receive marks in the Subject Areas atom.

## Average Grades Operation Fields

Field Name	Description
<b>Track</b>	Track affected by the average operation. The pop-up list displays tracks defined in the School atom. Displays only if your school uses tracks.
<b>Reporting Period</b>	<p>Reporting period affected by the average operation. The pop-up list displays reporting periods defined in the Elem Grading Setup atom.</p> <p>If your system is set up for averaged final marks, then final marks are calculated when you select the last reporting period defined for the academic year.</p> <p>If your system is set up for subject area marks and you select the Calculate subject area grades checkbox, then subject area marks are calculated for the selected reporting period. Final subject area marks are calculated (if final subject marks exist) when you select the last reporting period defined for the academic year.</p>
Options Fields	
<b>Teacher</b>	Teacher (ID and short name) whose students are affected by the update operation. The pop-up list displays teachers defined in the Teacher atom.
<b>Grade Range</b>	Range of grades affected by the update operation. The pop-up lists display grade levels defined in the School atom.
<b>Calculate subject area grades</b>	A selected checkbox indicates that the system calculates subject area marks for subject areas set up to receive marks.
<b>Do not calculate averages if blank marks exist</b>	<p>A selected checkbox indicates that the system does not calculate an averaged final subject mark if the subject is missing a mark in one or more reporting periods.</p> <p>Additionally, the system does not calculate a subject area mark if one or more subjects used to calculate the subject area mark are missing marks in the selected reporting period.</p>

## Averaging Final Subject Marks

This procedure describes how to calculate averaged final subject marks for all subjects.

**Warning:** Existing marks are overwritten each time you run the Average Grades operation.

1. Open the Update Grades atom.
2. Select the track (if applicable) affected by the update.
3. In the **Reporting Period** field, select the last reporting period defined for the academic year.
4. In the **Select Operation** section, select the **Average Grades** option button.
5. Complete the fields in the **Options** section (if applicable).
6. Click **Run**. A progress bar displays in the lower left corner of the SASlpx desktop.
7. Click **Close** to exit from the Update Grades atom.

## Averaging Subject Area Marks

This procedure describes how to average subject area marks for a selected reporting period.

**Note:** Subject areas must be set up to receive marks.

1. Open the Update Grades atom.
2. Select the track (if applicable) and the reporting period for which you want to calculate subject area marks.
3. In the **Select Operation** section, select the **Average Grades** option button.
4. In the **Options** section, select the **Calculate subject area grades** checkbox.
5. Complete the remaining fields in the **Options** section (if applicable).
6. Click **Run**. A progress bar displays in the lower left corner of the SASlpx desktop.
7. Click **Close** to exit from the Update Grades atom.

# Grade Scanning Atom

The Grade Scanning atom enables you to set up and maintain the elementary academic grading system for grade scanning operations that are compatible with your scanning equipment and grade reporting scan sheets.

The Grade Scanning atom consists of four tabs:

- Create/Print Tab
- Scan Tab
- Setup Tab
- Scan Order Tab

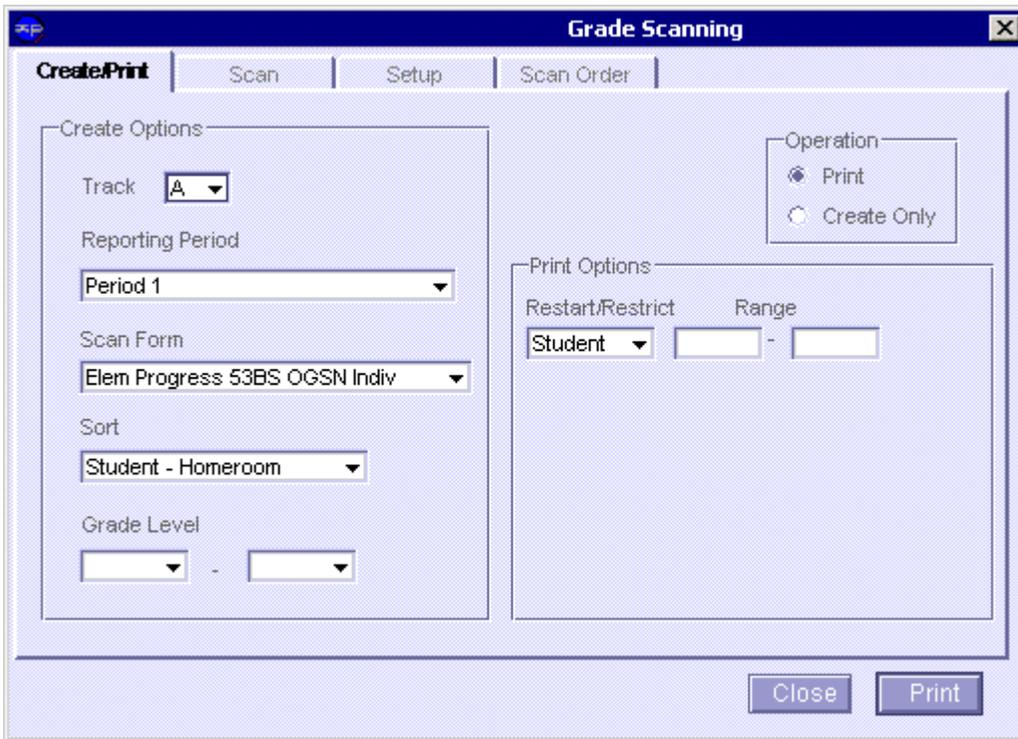
**Important:** Grade scanning operations in the elementary academic grading system require use of the ScanTools II scanning engine that is part of the standard SASIxp application installation.

## Create/Print Tab

The Create/Print tab enables you to accomplish three tasks related to grade scanning sheets:

- Create grade scanning records for scan sheets that you intend to print at a later time.
- Print scan sheets for grade scanning records that you created at an earlier time.
- Create grade scanning records and immediately print scan sheets for those records.

View A: Print Operation with Restart/Restrict by Student, Teacher, or Sheet



The screenshot shows the 'Grade Scanning' application window with the 'Create/Print' tab selected. The window contains the following elements:

- Title Bar:** Grade Scanning
- Tabs:** Create/Print, Scan, Setup, Scan Order
- Create Options:**
  - Track: A
  - Reporting Period: Period 1
  - Scan Form: Elem Progress 53BS OGSN Indiv
  - Sort: Student - Homeroom
  - Grade Level: [ ] - [ ]
- Print Options:**
  - Operation:  Print,  Create Only
  - Restart/Restrict: Student
  - Range: [ ] - [ ]
- Buttons:** Close, Print

## View B: Print Operation with Restart/Restrict by Subject

The screenshot shows the 'Grade Scanning' application window with the 'Create/Print' tab selected. The interface is divided into several sections:

- Create Options:**
  - Track: A
  - Reporting Period: Period 1
  - Scan Form: Elem Progress 53BS OGSN Indiv
  - Sort: Student - Homeroom
  - Grade Level: (Two empty dropdown menus)
- Operation:**
  - Print (selected)
  - Create Only
- Print Options:**
  - Restart/Restrict: Subject
  - Roster Subjects Lookup (checked)
- Table:**

ID	Title
CMPL100	Computer Basics
PE100	PhysEd

Buttons for 'Close' and 'Print' are located at the bottom right of the window.

## Create/Print Tab Fields

Field Name	Description
<b>Create Options Fields</b>	
<b>Track</b>	Track for which the system creates grade scanning records. Displays only if your school uses tracks.
<b>Reporting Period</b>	Reporting period for which the system creates grade scanning records. The pop-up list displays reporting periods defined in the Elem Grading Setup atom.
<b>Scan Form</b>	Grade scanning form for which the system creates grade scanning records. Displays grade scanning forms supported by the system and defined in the SCE table.

Field Name	Description
<b>Sort</b>	Sort order of the grade scanning sheets that the system creates. <ul style="list-style-type: none"> <li>• <b>Student - Homeroom:</b> Sorts by homeroom teacher name then by student name. Displays only for individual type grade scanning forms.</li> <li>• <b>Teacher - Student:</b> Sorts by homeroom teacher name, subject ID, then student name. Displays only for class roster type grade scanning forms.</li> <li>• <b>Teacher - Homeroom:</b> Sorts by teacher name, subject ID, homeroom teacher name, and then student name. Displays only for class roster type grade scanning forms.</li> </ul>
<b>Grade Level</b>	Range of grade levels for which the system creates grade scanning records. The pop-up lists display grade levels defined in the School atom.
Operation Fields	
<b>Print</b>	Performs two operations depending on your field selections: <ol style="list-style-type: none"> <li>1. Creates grade scanning records based on your selections in the <b>Create Options</b> fields and prints grade scanning sheets for those records.</li> <li>2. Prints a subset of existing grade scanning records based on your selections in the <b>Print Options</b> fields.</li> </ol>
<b>Create Only</b>	Creates and stores grade scanning records to print on grade scanning sheets at a later time.

Field Name	Description
Print Options Fields	
<b>Restart/Restrict</b>	<p>Identifies a subset of existing records for which you want to print grade scanning sheets during a <b>Print</b> operation.</p> <ul style="list-style-type: none"> <li>• <b>None</b> – Prints grade scanning sheets for all existing grade scanning records that match the criteria defined in the Create Options section.</li> <li>• <b>Active Students</b> – Prints grade scanning sheets for a specified range of active students with existing grade scanning records that match the criteria defined in the Create Options section.</li> <li>• <b>Inactive Students</b> – Prints grade scanning sheets for a specified range of inactive students with existing grade scanning records that match the criteria defined in the Create Options section.</li> <li>• <b>All Students</b> – Prints grade scanning sheets for all students within a specified range with existing grade scanning records that match the criteria defined in the Create Options section.</li> <li>• <b>Teacher</b> – Prints grade scanning sheets for a specified range of teachers with existing grade scanning records that match the criteria defined in the Create Options section.</li> <li>• <b>Sheet</b> – Prints grade scanning sheets for a specified range of scan sheets with existing grade scanning records that match criteria defined in the Create Options section.</li> <li>• <b>Subject</b> – Prints grade scanning sheets for a specified subject with existing grade scanning records that match criteria defined in the Create Options section.</li> </ul>
<b>Range</b>	Range of students, teachers, or sheets (depending on your selection in the <b>Restart/Restrict</b> field) for which you want to print existing grade scanning sheets.
<b>Roster Subjects Lookup</b>	Opens the Select Subjects generic selection window that contains subjects not selected on the Scan Order tab of the Grade Scanning atom. Displays only when the <b>Restart/Restrict</b> field selection is <b>Subject</b> .

## Scan Tab

The Scan tab enables you to specify information about the completed grade scanning sheets that you intend to scan into the elementary academic grading system.

The screenshot shows the 'Grade Scanning' application window with the 'Scan' tab selected. The window contains the following elements:

- Reporting Period:** A dropdown menu currently showing 'Period 1'.
- Scan Form:** A dropdown menu currently showing 'Elem Progress 53AS ABCDU Indiv'.
- Special Instructions:** A section containing two checkboxes:
  - Show detailed messages
  - Stop scanner when errors occur
- Buttons:** 'Close' and 'Scan' buttons are located at the bottom right of the window.

### Scan Tab Fields

Field Name	Description
<b>Reporting Period</b>	Reporting period that corresponds to the grade scanning sheets that you intend to scan. The pop-up list displays reporting periods that your school defines in the Grading Setup atom. Defaults to the current reporting period.
<b>Scan Form</b>	Scan form sheets that you intend to scan. The pop-up list displays scan forms supported by the system. Defaults to the scan form identified in the grade scanning Setup tab.
<b>Special Instructions Fields</b>	
<b>Show detailed messages</b>	A selected checkbox indicates that the system displays detailed scan sheet error messages in the Scanning Messages screen during the scanning process.

Field Name	Description
<b>Stop scanner when errors occur</b>	<p>A selected checkbox indicates that the system stops each time it encounters a scan sheet error during scanning operations so that you can correct the error immediately.</p> <p>A clear checkbox indicates that the system attempts to deal with errors as they occur and continues scanning if possible. Error messages display in the Scanning Messages window.</p>

## Setup Tab

The Setup tab enables you to specify default scanning operation information related to your scanning hardware and operations.

The screenshot shows the 'Grade Scanning' application window with the 'Setup' tab selected. The interface includes the following fields and values:

- Scanner: NCS OpScan 3/5
- Scan Form: Elem Progress 53AS ABCDU Indiv
- Port: Port3
- Print Darkness: 5
- Pencil Darkness: 7
- Pencil Difference: 3

A 'Close' button is visible in the bottom right corner of the window.

## Setup Tab Fields

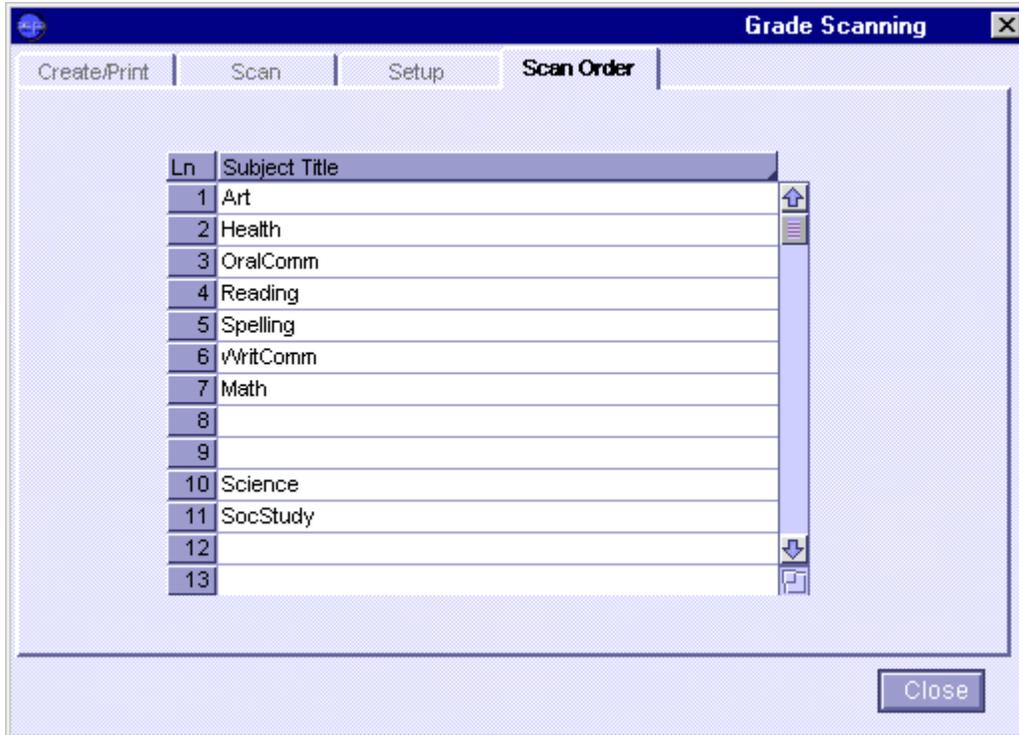
Field Name	Description
<b>Scanner</b>	<p>Default scanner that your school uses to scan student marks into the system from scan-sheets. The pop-up list displays scanners supported by the system.</p> <p><b>Important:</b> Select NCS OpScan 3/5 to enable ScanTools II scanning engine operations.</p>

Field Name	Description
<b>Scan Form</b>	Scan form that your school uses most frequently to scan student marks into the system. The pop-up list displays scan forms supported by the system.
<b>Port</b>	Computer port where your scanner connects. <ul style="list-style-type: none"><li>• Port 1 (Mac Modem)</li><li>• Port 2 (Mac Printer)</li><li>• Port 3</li><li>• Port 4</li></ul>
<b>Print Darkness</b>	Intensity (darkness) of pre-slugged marks on grade scanning sheets created by the system. The pop-up list displays 15 levels of intensity (15 is the maximum intensity).
<b>Pencil Darkness</b>	Minimum intensity (darkness) of bubbled pencil marks that the system reads from scan-sheets. The pop-up list displays 15 levels of intensity (15 is the maximum intensity).
<b>Pencil Difference</b>	Intensity difference of two pencil marks on the same line at which the system interprets one mark as an erasure and the other mark as the intended scan mark.

## Scan Order Tab

The Scan Order tab enables you to specify the scan order for up to 20 subjects that are included on individual type scan forms.

**Note:** For subjects not included on this tab, the system creates, prints, and scans class roster type scan sheets.



### Scan Order Tab Fields

Field Name	Description
<b>Ln</b>	Scan order number of the subject that is scanned using individual type scan sheets.
<b>Subject Title</b>	Title of the subject that is scanned using individual type scan-sheets.

## Scanning Message Screen

The Scanning Messages screen displays error messages and other information as you scan grade scanning sheets into the system.



### Print Missing Scan Sheet List

The Print Missing Sheet List button enables you to print a list of scan sheets that have been created but that have not been scanned into the system with marks. The system generates separate reports for individual type and class roster type scan sheets.

## Using the Grade Scanning Atom

These procedures describe how to perform tasks in the Grade Scanning atom.

### Setting Up System Defaults for Grade Scanning Operations

1. Open the Grade Scanning atom.
2. Display the Setup tab.
3. Complete the fields on the Setup tab.
4. Click **Save**.
5. Click **Close** to exit from the Grade Scanning atom.

### Creating Grade Scanning Records

This procedure describes how to create grade scanning records that you can print as grade scanning sheets at a later time.

**Note:** See *Creating and Printing Grade Scanning Sheets* to create and immediately print grade scanning sheets.

1. Open the Grade Scanning atom.
2. Select the Create/Print tab.
3. In the **Operations** section, select the **Create Only** option button.
4. Complete the fields in the **Create Options** section.
5. Click **Create**. The progress bar in the lower left corner of the SASlpx desktop indicates when records have been successfully created.

### Setting Scan Order for Scanned Subjects

This procedure describes how to set the scan order for subjects that are included on individual type scan forms.

1. Open the Grade Scanning atom.
2. Display the Scan Order tab.
3. For each line in the matrix, select a subject from the pop-up list.
4. Click **Save**.
5. Click **Close** to exit from the Grade Scanning atom.

## Creating and Printing Grade Scanning Sheets

This procedure describes how to create then immediately print grade scanning sheets.

1. Open the Grade Scanning atom.
2. Display the Create/Print tab.
3. In the **Operation** section, select the **Print** option button.
4. Complete the fields in the **Create Options** section.
5. In the **Restart/Restrict** field, optionally identify a subset of records to print.
  - If you select **Student**, **Teacher**, or **Sheet**, enter the range of records to print.
  - If you select **Subject**, click the **Roster Subjects Lookup** link arrow to select the subjects to print.
6. Click **Print**. A warning dialog box displays.
7. Click the button appropriate for your operations.
8. Click **Close** to exit from the Grade Scanning atom.

## Printing Grade Scanning Sheets for Existing Records

This procedure describes how to print grade scanning sheets for grade scanning records that you created at an earlier time.

1. Open the Grade Scanning atom.
2. Display the Create/Print tab.
3. In the **Operation** section, select the **Print** option button.
4. Complete the fields in the **Print Options** section if you want to limit the scan sheets that print.
5. Click **Print**. A warning dialog box displays.
6. Click **Use Existing**.
7. Click **Close** to exit from the Grade Scanning atom.

## Scanning Marks and Comments into the System

**Important:** You must create grade scanning records and print grade scanning sheets before you can scan marks and comments into the system.

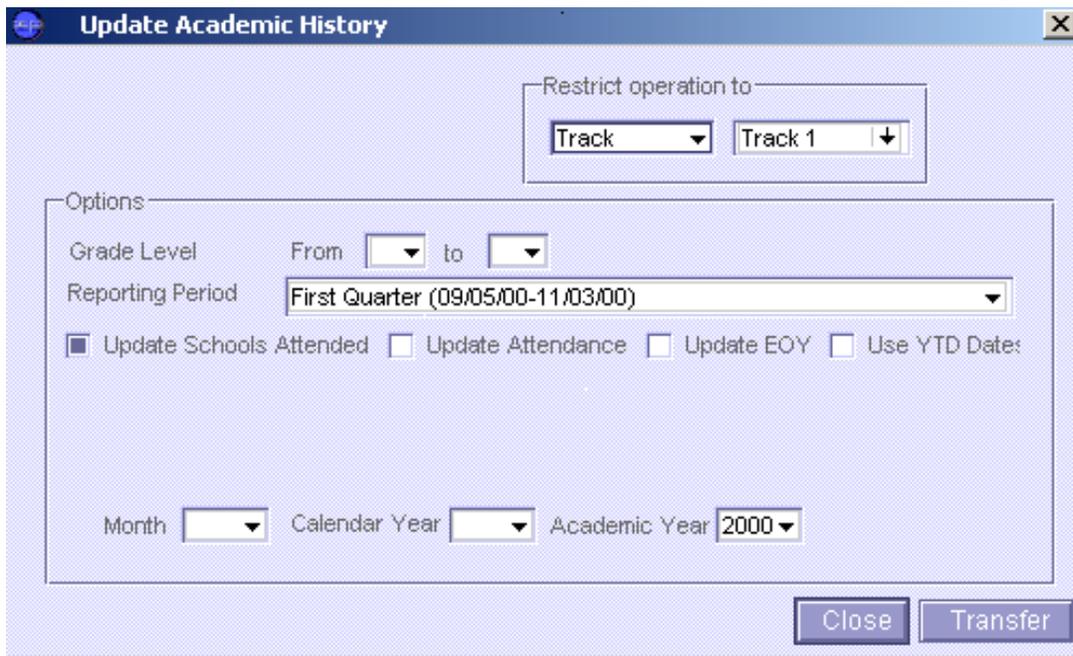
1. Prepare your scanner hardware and load scan-sheets into the scanner.
2. Open the Grade Scanning atom.
3. Display the Scan tab.
4. Complete the fields on the Scan tab.
5. Click **Scan**. The Scanning Message screen displays.
6. Click **Scan** on the Scanning Message screen.
7. Click **Close** to exit from the Grade Scanning atom.

# Update Academic History Atom

The Update Academic History atom enables you to transfer designated information from the current academic year to student academic history records using the Update Academic History operation.

## Update Academic History Operation

The Update Academic History operation transfers marks and comments awarded to students during the current academic year to student academic history records.



The screenshot shows a dialog box titled "Update Academic History" with a close button (X) in the top right corner. The dialog is divided into several sections:

- Restrict operation to:** A section containing two dropdown menus. The first is labeled "Track" and the second is labeled "Track 1".
- Options:** A large rectangular area containing:
  - Grade Level:** A "From" dropdown followed by "to" and another dropdown.
  - Reporting Period:** A dropdown menu currently showing "First Quarter (09/05/00-11/03/00)".
  - Checkboxes:** Four checkboxes are present: "Update Schools Attended" (checked), "Update Attendance" (unchecked), "Update EOY" (unchecked), and "Use YTD Date:" (unchecked).
  - Bottom Row:** Three dropdown menus labeled "Month", "Calendar Year", and "Academic Year" (currently set to "2000").
- Buttons:** Two buttons, "Close" and "Transfer", are located at the bottom right of the dialog.

## Update Academic History Operation Fields

Field Name	Description
<b>Restrict operation to</b>	<p>Restricts transfer operation by filtering student information on the basis of one of the following:</p> <ul style="list-style-type: none"> <li>• <b>Teacher</b> – Select <b>Teacher</b> in the pop-up list. Selecting a teacher transfers information about all students pertaining to the teacher.</li> <li>• <b>Student</b> – Select <b>Student</b> in the pop-up list and enter the Student ID to transfer information about that student.</li> <li>• <b>Tracks</b> – Select <b>Tracks</b> in the pop-up list, and a track defined by the school to transfer information on the students related to that track. For non-track schools, the <b>None</b> option displays instead of the track.</li> </ul>
<b>Grade Level (From, to)</b>	Range of grade levels affected by the operation. The pop-up lists display grade levels defined in the School atom.
<b>Reporting Period</b>	Reporting period for which information is transferred to academic history records. The last reporting period also transfers final marks if your school is set up to record final subject or work habit marks.
<b>Update Schools Attended</b>	When you select <b>Update Schools Attended</b> , the transfer operation updates the academic history records with information about the students' School Attended records.
<b>Update Attendance</b>	<p>When you select <b>Update Attendance</b>, the transfer operation updates the academic history records with the student's attendance information for the attendance definitions in the Attendance tab of the Elem Grading Setup atom. It also transfers information about student Membership, Present days, and Absent days.</p> <p><b>Note:</b> This option displays only when you select <b>Update Schools Attended</b>.</p>
<b>Update EOY</b>	<p>When you select <b>Update EOY</b>, the transfer operation updates the academic history records with the student's End of Year Status.</p> <p><b>Note:</b> This option displays only when you select <b>Update Schools Attended</b>.</p>
<b>Use YTD Dates</b>	<p>When you select <b>Use YTD Dates</b>, the transfer operation updates the attendance information for the Schools Attended records on the basis of year-to-date.</p> <p><b>Note:</b> This option displays only when you select <b>Update Schools Attended</b>.</p>
<b>Month</b>	Month during which marks and comments are recorded in student academic history records.
<b>Calendar Year</b>	Calendar year during which marks and comments are recorded in student academic history records.

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Field Name	Description
<b>Academic Year</b>	Academic year during which marks and comments are recorded in student academic history records.

## Updating Student Academic History Records

1. Open the Update Academic History atom. The Update Academic History screen displays.
2. Complete the fields on the screen.
3. Click **Transfer**. A confirmation message displays.
4. Click **OK**. A progress bar displays in the lower left corner of the SASIxp desktop.
5. Click **Close** to exit from the Update Academic History atom.

# Academic History Atom

The Academic History atom enables you to maintain information related to all marks and comments that are transferred to a student's academic history.

The Academic History atom consists of four tabs

- Academic History Tab
- Work Habit History Tab
- Grade Level Comment Tab
- Narrative Comments Tab

**Note:** The Work Habit History tab displays only if your school is set up to transfer work habit marks to academic history files (see the Elem Grading Setup atom section).

## Common Fields

These view-only fields are common for all tabs in the Academic History atom. They display student-specific information recorded in the Student atom.

Field Name	Description
<b>Last Name</b>	Student's last name.
<b>First Name</b>	Student's first name.
<b>Middle Name</b>	Student's middle name or middle initial.
<b>Grd</b>	Student's current grade level.
<b>Gen</b>	Student's gender (M – Male or F – Female).
<b>Trk</b>	School track to which the student is assigned. Displays only if your school uses tracks.
<b>Student ID</b>	Student's identification number at school.

## Academic History Tab

The Academic History tab displays information related to all of the subject and subject area marks that are recorded in a student's academic history.

### Academic History Tab Fields

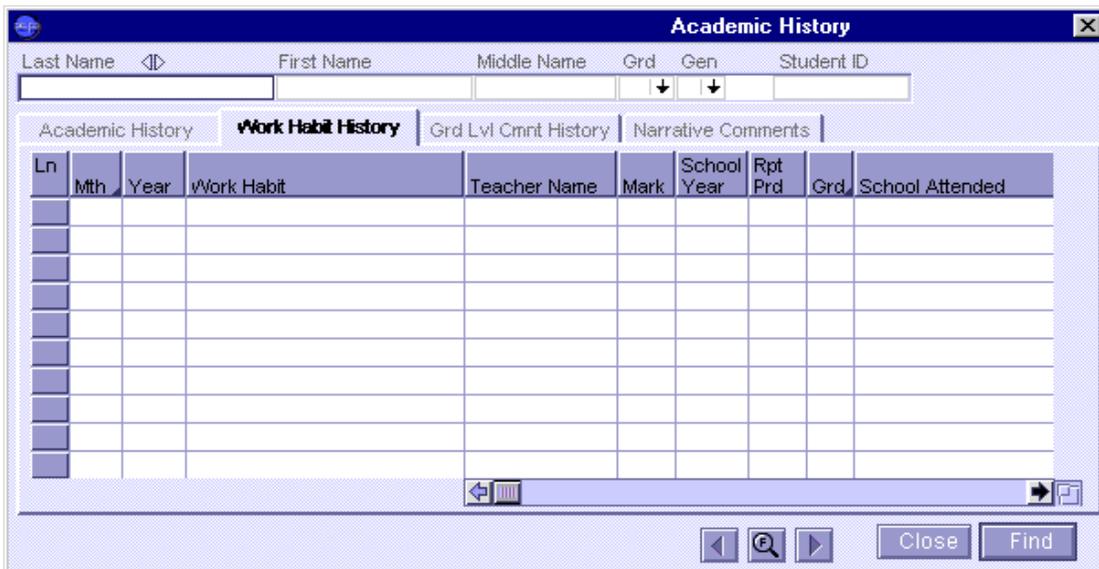
Field Name	Description
AEAH File	
<b>Ln</b>	Line number of the subject (or subject area).
<b>Mth</b>	Month that the subject or subject area mark was recorded in academic history.
<b>Year</b>	Calendar year in which the subject or subject area mark was recorded in academic history.
<b>Subject Area</b>	Subject area in which the subject that received a mark belongs or the subject area that received a mark.
<b>Subject ID</b>	Identification code of the subject that received a mark. <b>Note:</b> If no subject ID or title displays, then the subject area received a mark.
<b>Subject Title</b>	Descriptive name (or short title) of the subject that received a mark. <b>Note:</b> If no subject title or ID displays, then the subject area received a mark.
<b>Teacher Name</b>	Name of the teacher who awarded the mark for the subject.
<b>Mark</b>	Mark that the student earned for the subject or subject area.

Field Name	Description
<b>Alpha/Num</b>	Indicates whether the mark is alpha or numeric.
<b>Mark Title</b>	Short title of the mark awarded for the subject. (4 characters)
<b>Mark Type</b>	Short title of the mark title equivalent in the current academic year. The pop-up list displays mark title defined in the Elem Grading Setup atom.
<b>School Year</b>	Academic year for which the subject or subject area mark was recorded in academic history.
<b>Rpt Prd</b>	Reporting period in which the student earned the mark.
<b>Grd</b>	Grade level during which the student earned the mark.
<b>Final Mark</b>	Indicates whether the mark is a Regular Mark (awarded for a reporting period) or a Final Mark.
<b>School Attended</b>	When you update the academic history records with the <b>Update Schools Attended</b> option, the <b>School Attended</b> column displays the start and end dates of the reporting period and the school's name.  On updating without selecting the <b>Update Schools Attended</b> option, the column displays the school number.

## Work Habit History Tab

The Work Habit tab displays work habit marks that are recorded in a student's academic history.

**Note:** The Work Habit History tab displays only if your school is set up (in the Elem Grading Setup atom) to transfer final work habit marks to academic history files.

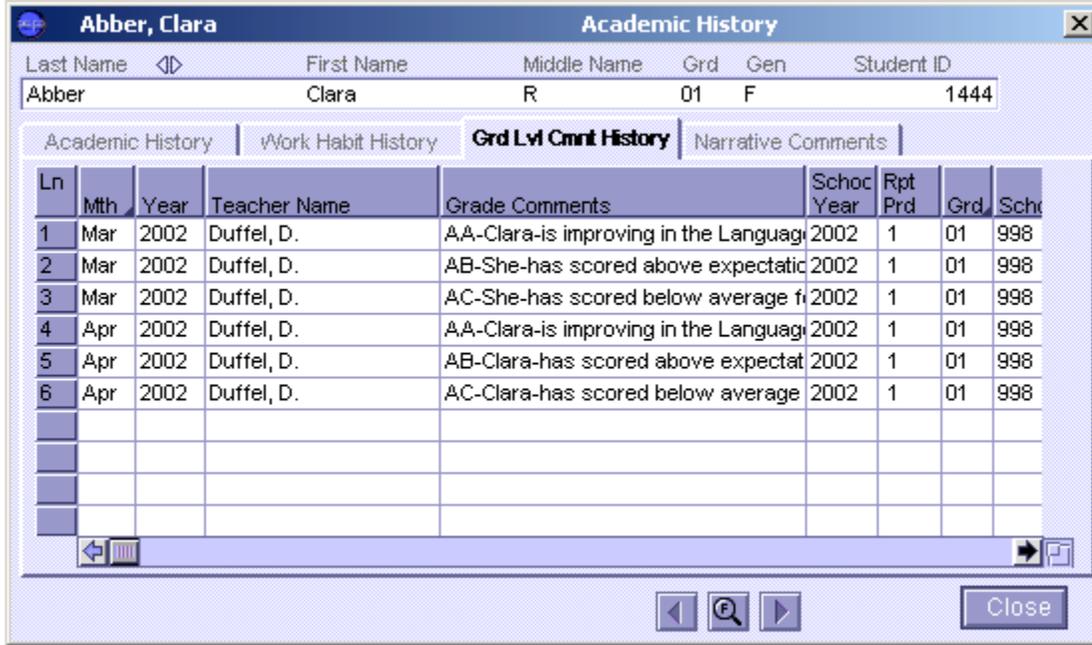


## Work Habit History Tab Fields

Field Name	Description
AWHH File	
<b>Ln</b>	Line number of the work habit.
<b>Mth</b>	Month that the work habit mark was recorded in academic history.
<b>Year</b>	Calendar year in which the work habit mark was recorded in academic history.
<b>Work Habit</b>	Work habit text that prints (exactly as defined) on report cards and other reports.
<b>Teacher Name</b>	Name of the teacher who awarded the work habit mark.
<b>Mark</b>	Final mark that the student received for the work habit.
<b>School Year</b>	Academic year for which the work habit mark was recorded in academic history.
<b>Rpt Prd</b>	Reporting period in which the student received the work habit mark.
<b>Grd</b>	Grade level during which the student received the work habit mark.
<b>School Attended</b>	Number of the school that awarded the work habit mark.

## Grade Level Comment History Tab

The Grade Level Comment History tab displays grade level comments that are recorded in a student’s academic history.



### Grade Level Comment History Tab Fields

Field Name	Description
AGCH File	
<b>Ln</b>	Line number of the grade level comment.
<b>Mth</b>	Month that the grade level comment was recorded in academic history.
<b>Year</b>	Calendar year in which the grade level comment was recorded in academic history.
<b>Teacher Name</b>	Name of the teacher who awarded the grade level comment.
<b>Grade Comment</b>	Grade level comment code, prefix, and text.
<b>School Year</b>	Academic year for which the grade level comment was recorded in academic history.
<b>Rpt Prd</b>	Reporting period in which the student received the grade level comment.

Field Name	Description
<b>Grd</b>	Grade level during which the student received the grade level comment.
<b>School Attended</b>	Number of the school that awarded the work habit mark.

## Narrative Comments Tab

The Narrative Comments tab enables you to maintain comments related to a student's entire academic history.

**Note:** These are not the same narrative comments that you record in the Elementary Grades atom.

The screenshot shows a software window titled "Academic History". At the top, there are search fields for "Last Name", "First Name", "Middle Name", "Grd", "Gen", and "Student ID". Below these are four tabs: "Academic History", "Work Habit History", "Grd Lvl Cmnt History", and "Narrative Comments", with the last one being selected. The main area is a large empty text box for entering comments. At the bottom, there are navigation buttons (back, search, forward) and "Close" and "Find" buttons.

## Narrative Comments Tab Fields

Field Name	Description
ACHN File	
<b>Comments</b>	Text field for comments related to the student's academic history.

## Using the Academic History Atom

These procedures describe how to perform tasks in the Academic History atom.

### Adding Subject Marks to Student Academic History Records

There are two methods for adding subject marks to student academic history records.

#### Method A

The most efficient way to add subject marks awarded in the current academic year to student academic history records is to run the Update Academic Record operation.

#### Method B

This procedure describes how to add subject and subject area marks manually to student academic history records.

1. Open the Academic History atom.
2. Display the Academic History tab.
3. Find the student for whom you want to add a subject mark.
4. From the **Data** menu, select **Add Subject**.
5. Complete the fields in the academic history matrix row.
6. Click **Save**.
7. Repeat Steps 3 – 6 to add another subject mark to academic history.
8. Click **Close** to exit from the Academic History atom.

### Deleting Subject Marks from Student Academic History Records

This procedure describes how to delete subject and subject area marks manually from student academic history records.

**Note:** Subject and subject area marks that you delete during the current academic year may be transferred back into academic history when you run subsequent Update Academic Record operations.

1. Open the Academic History atom.
2. Display the Academic History tab.
3. Find the student for whom you want to delete a subject mark.
4. Select the row of the subject mark that you want to delete.
5. From the **Data** menu, select **Delete Subject**.
6. Click **Save**.
7. Repeat Steps 3 – 6 to delete another subject mark.
8. Click **Close** to exit from the Academic History atom.

## Adding Work Habit Marks to Student Academic History Records

There are two methods for adding work habit marks to student academic history records.

### Method A

The most efficient way to add work habit marks to student academic history records is to run the Update Academic Record operation.

### Method B

This procedure describes how to add work habit marks manually to student academic history records.

1. Open the Academic History atom.
2. Display the Work Habit History tab.
3. Find the student for whom you want to add a work habit mark.
4. From the **Data** menu, select **Add Work Habit**.
5. Complete the fields in the work habit history matrix row.
6. Click **Save**.
7. Repeat Steps 3 – 6 to add another work habit mark.
8. Click **Close** to exit from the Academic History atom.

## Deleting Work Habit Marks from Student Academic History Records

This procedure describes how to delete work habit marks from student academic history records.

**Note:** Work habit marks that you delete during the current academic year may be transferred back into academic history when you run subsequent Update Academic Record operations.

1. Open the Academic History atom.
2. Display the Work Habit History tab.
3. Find the student for whom you want to delete a work habit mark.
4. Select the row of the work habit mark that you want to delete.
5. From the **Data** menu, select **Delete Work Habit**.
6. Click **Save**.
7. Repeat Steps 3 – 6 to delete another work habit mark.
8. Click **Close** to exit from the Academic History atom.

## Adding Grade Level Comments to Student Academic History Records

There are two methods for adding grade level comments to student academic history records.

### Method A

The most efficient way to add grade level comments to student academic history records is to run the Update Academic Record operation.

### Method B

This procedure describes how to add grade level comments manually to student academic history records.

1. Open the Academic History atom.
2. Display the Grd Lvl Cmnt History tab.
3. Find the student for whom you want to add a grade level comment.
4. From the **Data** menu, select **Add Comments**.
5. Complete the fields in the grade level comment history matrix row.  
**Note:** In the **Grade Comment** column, enter the grade comment code, prefix, and text separated by hyphens.
6. Click **Save**.
7. Repeat steps 3 – 6 to add another grade level comment.
8. Click **Close** to exit from the Academic History atom.

## Deleting Grade Level Comments from Student Academic History Records

This procedure describes how to delete grade level comments from student academic history records.

**Note:** Grade level comments that you delete during the current academic year may be transferred back into academic history when you run subsequent Update Academic Record operations.

1. Open the Academic History atom.
2. Display the Grd Lvl Cmnt History tab.
3. Find the student for whom you want to delete a grade level comment.
4. Select the row of the grade level comment that you want to delete.
5. From the **Data** menu, select **Delete Comment**.
6. Click **Save**.
7. Repeat steps 3 – 6 to delete another grade level comment.
8. Click **Close** to exit from the Academic History atom.

## Adding Narrative Comments to Student Academic History Records

This procedure describes how to add narrative text to student academic history records.

1. Open the Academic History atom.
2. Display the Narrative Comments tab.
3. Find the student for whom you want to add narrative comments.
4. Type text into the comments area.
5. Click **Save**.
6. Repeat steps 3 – 5 to add narrative comments for another student.
7. Click **Close** to exit from the Academic History atom.

## Deleting Narrative Comments from Student Academic History Records

This procedure describes how to delete narrative text from student academic history records.

1. Open the Academic History atom.
2. Display the Narrative Comments tab.
3. Find the student for whom you want to delete narrative comments.
4. Delete text from the comments area.
5. Click **Save**.
6. Repeat steps 3 – 5 to delete narrative comments for another student.
7. Click **Close** to exit from the Academic History atom.

# Elementary Academic Grading Reports

The Elementary Academic Grading module includes these reports:

- Master Templates Assigned (EAG01)
- Teacher Templates Created (EAG02)
- Grade Reporting Highlights (EAG03)
- Elementary Report Cards (EAG04)
- Mark Listing by Student (EAG05)
- Mark Verification by Teacher (EAG06)
- Elementary Transcripts (EAG07)
- Mark Exception (EAG08)
- Student Recognition (EAG09)
- Mark Distribution by Homeroom Teacher (EAG10)
- Mark Distribution by Subject (EAG11)
- Mark Distribution by Ethnicity (EAG12)
- Mark Distribution by Gender (EAG13)
- Work Habit Mark Distribution by Teacher (EAG14)
- Comment Summary (EAG15)
- Other Comments (EAG16)
- Comment Analysis (EAG18)

## Master Templates Assigned Report (EAG01)

The EAG01 Master Templates Assigned report prints a list of all homeroom teachers and their master template assignments. It can also print only those homeroom teachers who do not have a master template assigned to them.

<b>Location</b>	Master Templates atom   Templates menu
<b>Default Sort Values</b>	Teacher Last Name, Teacher First Name, Teacher Middle Name, and Teacher Number
<b>Paper Size</b>	8 ½ x 11 inch Letter
<b>Paper Orientation</b>	Portrait

### EAG01 – Report Interface

Field Name	Description
<b>Teacher Selection</b>	Teachers to include in the report: <ul style="list-style-type: none"> <li>• <b>All Teachers</b> – Includes all teachers regardless of template assignment.</li> <li>• <b>Unassigned Teachers</b> – Includes teachers who are not assigned to a master template.</li> </ul>

## EAG01 – Sample Report

03/13/03 10:43:16 AM		Elementary Demo Master Templates Assigned Report School Year 2002-2003			EAG01 Page 1	
<u>All Teachers</u>						
<u>Teacher Name</u>	<u>Teacher Number</u>	<u>Homeroom</u>	<u>Master Template Title</u>	<u>Low Grade</u>	<u>High Grade</u>	
Adams, Alicia	18	4				
Barrow, Betty	25					
Burke, Michelle	31		Grade Levels 04-06	04	06	
Callison, Carrie	19		Grade Levels 04-06	04	06	
Callison, Cindy	119	3				
Duffel, Denise	5	1	Grade Levels 01-03	01	03	
Eldridge, Elizabeth	10	2	Grade Levels 04-06	04	06	
Hughes, Heather	15		Grade Levels 01-03	01	03	
Irvine, Isalella	8					
Jarvela, Joseph	14		Grade Levels 01-03	01	03	
Jones, Jedadiah	12					
Jones, Jerry	9					
Kirk, Kirby	29					
Knight, Kristin	3					
Knoblock, Kathy	32					
Krieg, Katherin	21					
Lee, Larry	7					
Letizia, Louis	17					
Levi, Lisa	6					
Lloyd, Jeramiah	11					
Masterson, Martha	30					
Mesa, Melanie	22					
Needham, Nancy	28					
Nord, Norma	24					
Palacio, Perry	23					
Pyke, Prescilla	13					
Richer, Richard	2					
Roland, Ronald	4					
Saldana, Susan	20					
Total Teachers in Report: 29						

## Teacher Templates Created Report (EAG02)

The EAG02 Teacher Templates Created report enables you to print information about templates created for individual homeroom teachers. The report can indicate whether a template has been created for a teacher as well as the master template used to create a teacher's template.

<b>Location</b>	Teacher Templates atom   Templates menu
<b>Default Sort Values</b>	Teacher Last Name, Teacher First Name, Teacher Middle Name
<b>Paper Size</b>	8 ½ x 11 inch Letter
<b>Paper Orientation</b>	Portrait

### EAG02 – RI Options Tab

The screenshot shows the 'Report Interface EX' dialog box. At the top, it says 'Report Interface EX'. Below that, there are two tabs: 'Options' and 'Custom'. The 'Options' tab is selected. In the 'Options' tab, there is a dropdown menu for 'Teacher Selection' with a list of options: 'All Teachers' (checked), 'No Teacher Template', 'Teacher Template - No Master Template', and 'Teacher Template - Master Template'. To the right of the dropdown, there are two checkboxes: 'Cover Page' and 'Draft Print', both of which are unchecked. At the bottom of the dialog, there are five buttons: 'Setup', 'Save', 'Close', 'Queue', and 'Print'.

Field Name	Description
<b>Teacher Selection</b>	<p>Teachers included in the report:</p> <ul style="list-style-type: none"> <li>• <b>All Teachers:</b> Prints information of all teachers regardless of whether they have a master or teacher template assigned.</li> <li>• <b>No Teacher Template:</b> Prints information of all teachers who do not have a teacher template assigned.</li> <li>• <b>Teacher Template – No Master Template:</b> Prints information of all teachers who have a teacher template but do not have a master template assigned.</li> <li>• <b>Teacher Template – Master Template:</b> Prints information of all teachers who have a teacher template and a master template record assigned.</li> </ul>

## EAG02 – Sample Report

Elementary Demo Teacher Templates Created Report School Year 2002 - 2003				
03/13/03 11:39:47 AM				EAG02 Page 1
<u>All Teachers</u>				
<u>Teacher Name</u>	<u>Teacher Number</u>	<u>Homeroom</u>	<u>Teacher Template Created</u>	<u>Master Template Title</u>
asa, asa a.	120	12222	Yes	***No Master Template Attached
Adams, Alicia	18		Yes	Grade Levels 00-03
Adams, Ria	124		No	***No Master Template Attached
Anna, Bohem	123		No	***No Master Template Attached
Barrow, Betty	25	345	Yes	Grade Levels 00-03
Barrow, Joya	125		No	***No Master Template Attached
Bohem, Jerry	122		No	***No Master Template Attached
Burke, Michelle	31		Yes	Grade Levels 00-03
Callison, Carrie	19	88	Yes	Grade Levels 00-03
Callison, Cindy	119		Yes	Grade Levels 00-03
Duffel, Denise	5	125	Yes	***No Master Template Attached
Eldridge, Elizabeth	10	7666	Yes	Grade Levels 00-03
Hughes, Heather	15		Yes	Grade Levels 00-03
Irvine, Isabella	8		Yes	Grade Levels 00-03
Jarvela, Joseph	14		Yes	Grade Levels 00-03
Jones, Jedadiah	12		Yes	Grade Levels 00-03
Jones, Jerry	9		Yes	Grade Levels 00-03
Kirk, Kirby	29		Yes	Grade Levels 00-03
Knight, Kristin	3		Yes	Grade Levels 00-03
Knoblock, Kathy	32		Yes	Grade Levels 00-03
Krieg, Katherin	21		Yes	Grade Levels 00-03
Lee, Larry	7		Yes	Grade Levels 00-03
Lefizia, Louis	17		Yes	Grade Levels 00-03
Levi, Lisa	6		Yes	Grade Levels 00-03
Lloyd, Jeramiah	11		Yes	Grade Levels 00-03
Masterson, Martha	30		Yes	Grade Levels 00-03
Mesa, Melanie	22		Yes	Grade Levels 00-03
Needham, Nancy	28		Yes	Grade Levels 00-03
Nord, Norma	24		Yes	Grade Levels 00-03
Total Teachers in Report: 29				

## Grade Reporting Highlights Report (EAG03)

The EAG03 Grade Reporting Highlights report enables homeroom teachers to review an analysis of the marks and comments assigned to their students in a particular reporting period. Homeroom teachers can use the report to identify conditions related to student performance that should be addressed or corrected prior to printing report cards.

The EAG03 report prints for schools set up to award alpha or numeric subject marks (Elem Grading Setup atom | Marks tab | Mark Title matrix | Alpha/Numeric field = “Alpha” or “Numeric”).

<b>Location</b>	Elementary Grades atom   Grade menu
<b>Default Sort Values</b>	Teacher Last Name, Teacher First Name, Teacher Middle Name, Teacher Number, Grade Level, Student Last Name, Student First Name, Student Middle Name
<b>Paper Size</b>	8 ½ x 11 inch Letter
<b>Paper Orientation</b>	Landscape

### EAG03 – RI Options Tab

The screenshot shows the 'Report Interface EX' window for the 'EAG03' report. The title bar reads 'Report Interface EX'. Below the title bar, the 'Report ID' is 'EAG03' and the 'Recommended Orientation' is 'Landscape'. The report title is 'Grade Reporting Highlights' and the selected report type is 'Generic Report (u)'. There are checkboxes for 'Cover Page' and 'Draft Print', both of which are unchecked. Below this is the section 'Enter Parameters for Grade Report Highlights' with tabs for 'Options', 'Compare Marks', 'Comments', 'Attendance', and 'Custom'. The 'Options' tab is active, showing the following parameters: 'Track' is set to 'A', 'Reporting Period' is '2nd Reporting Period', 'Teacher Number' is empty, 'Grade Levels' is empty, and 'Student Status' is 'Active'. At the bottom of the window are buttons for 'Setup', 'Save', 'Close', 'Queue', and 'Preview'.

Options tab fields

Field Name	Description
<b>Track</b>	Track for which the report prints. The field displays values according to the setup for tracks in the School atom's General tab. It displays options 1 to 9 for Numeric track and options A to I for Alpha track. <b>Note:</b> The <b>Track</b> field displays only if your school uses tracks.
<b>Reporting Period</b>	Current reporting period for the track selected. <b>Note:</b> When you select a reporting period that has both alpha and numeric marks defined on the Marks tab of the Elem Grading Setup atom, a message displays stating that the report cannot be generated for that reporting period because of a combination of alpha and numeric marks.
<b>Teacher Number</b>	Range of teacher numbers for the report. <b>Note:</b> When you include a range of teacher numbers, the value in the first field must be lower than the value in the second field. Enter a teacher number in one of the fields to select a single teacher.
<b>Grade Levels</b>	Range of grade levels for the report. <b>Note:</b> When you enter a range of grade levels, the grade level in the first field must be lower than the grade level in the second field. Enter a grade level in one of the fields to select a single grade.
<b>Student Status</b>	Status of students included in the report: <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> <li>• Both</li> </ul>

EAG03 – RI Compare Marks Tab

## Compare Marks tab fields

Field Name	Description
<b>Accpt Mrk Type 1</b>	Select <b>Accpt Mrk Type 1</b> from the <b>Accpt Mrk Type 1</b> field to choose marks from the generic selection window that appears.
<b>Unacct Mrk Type 1</b>	Select <b>Unacct Mrk Type 1</b> from the <b>Unacct Mrk Type 1</b> field to choose marks from the generic selection window that appears.
<b>Unacct Mrk Type 2</b>	Select <b>Unacct Mrk Type 2</b> from the <b>Unacct Mrk Type 2</b> field to choose marks from the generic selection window that appears.
<b>Accpt Mrk Type 2</b>	Select <b>Accpt Mrk Type 2</b> from the <b>Accpt Mrk Type 2</b> field to choose marks from the generic selection window that appears.
<b>Mark Level Rise</b>	Enter up to two digits in the <b>Mark Level Rise</b> field to select students scoring higher in the reporting period you choose in comparison to the preceding reporting period.
<b>Mark Level Drop</b>	Enter up to two digits in the <b>Mark Level Drop</b> field to select students scoring lower in the reporting period you choose in comparison to the preceding reporting period.

## EAG03 – RI Comments Tab

**Report Interface EX**

Report ID: EAG03 Recommended Orientation:  Cover Page  Draft Print

Grade Reporting Highlights: Generic Report

Enter Parameters for Grade Report Highlights

Options | Compare Marks | **Comments** | Attendance | Custom

Unacct Work Habits: [Dropdown]

Positive Attain Cmnt: [Dropdown]

Buttons: Setup, Save, Close, Queue, Print

Comments tab fields

Field Name	Description
<b>Unacct Work Habits</b>	Select <b>Unacceptable Work Habit Marks</b> from the <b>Unacct Work Habits</b> field to choose marks from the generic selection window that appears.
<b>Positive Attain Cmnt</b>	Select <b>Positive Attainment Marks</b> from the <b>Positive Attain Cmnt</b> field to choose marks from the generic selection window that appears.

EAG03 – RI Attendance Tab

Attendance tab fields

Field Name	Description
<b>Attn Type 1, Attn Type 2</b>	Restricts information to records based on the attendance type. Options are <ul style="list-style-type: none"> <li>• 1 – All Absences</li> <li>• 2 – All Tardies</li> <li>• 3 – Days Enrolled</li> <li>• 4 – Days Present</li> </ul>
<b>Equal or Greater</b>	Enter up to three digits to display attendance messages against records of students who have an equal or greater incidence of the selected <b>Attn Type</b> .

## EAG03 – Sample Report

		Elementary Demo						EAG03			
03/24/03		Grade Reporting Highlights						Page 1			
5:27:00 PM		School Year 2002 - 2003									
Track: A		2nd Reporting Period									
Teacher: 18 - Adams, Alicia Room: 4											
<u>Student ID</u>	<u>Student Name</u>	<u>Grade</u>	<u>Entry Date</u>	<u>Abs</u>	<u>All Trdy</u>	<u>Dup Cmnt</u>	<u>Message</u>	<u>Conf</u>	<u>Grd Lvl Cmnt</u>	<u>Int Rpt Reg</u>	<u>Ret</u>
1667	Acosta, Bill	00	09/03/02	5.0	6.0		Absences equal to/greater than: 4 Tardies equal to/greater than: 6	Y		Y	
						RD101	Duplicate Comment Exists Positive attainment comment not received Grade Level Comment is Missing Interim Report Sent Conference Comment Received				
1569	Cummins, Andrew	00	09/03/02	0.0	0.0		Change in Language Arts grade level Change in Math grade level Higher Mark for Spelling - U < G Lower Mark for Spelling - C > B Unacceptable mark for Spelling - B Unacceptable mark discrepancy for Spelling Retainment Comment Rcvd for Non-Final Rpt Period		EO Y		Y
1678	Fletcher, Lori M.	00	09/03/02	0.0	0.0		No Marks scanned or entered Unacceptable Work Habits Mark - S Grade Level Comment is Missing				
Number of Students Listed: 3											
Total Students in Report: 3											

# Elementary Report Cards (EAG04)

The EAG04 Elementary Report Card prints subject and work habit marks assigned to a student through the selected reporting period, and prints comments assigned to a student in the selected reporting period.

<b>Location</b>	Elementary Grades atom   Grade menu
<b>Default Sort Values</b>	Grade Level, Student Last Name, Student First Name, Student Middle Name, Student ID
<b>Paper Size</b>	8 ½ x 11 inch Letter
<b>Paper Orientation</b>	Portrait

## EAG04 – RI Options Tab

Field Name	Description
<b>Form Options</b>	<p>Report card form that prints. Defaults to report card form selected in the Elem Grading Setup atom on the Setup Options tab.</p> <ul style="list-style-type: none"> <li>• <b>Standard</b> – All portions of the report card print on blank paper.</li> <li>• <b>Preprinted (Subjects)</b> – Selected portions of the report card print on preprinted forms. Information that prints includes:                             <ul style="list-style-type: none"> <li>– Report Header Information</li> <li>– Attendance Totals</li> <li>– Subject and Subject Area Marks</li> <li>– Work Habit Marks</li> <li>– School Messages</li> <li>– Teacher Comments</li> </ul> </li> </ul>

Field Name	Description
<b>Status Type</b>	Status of students included in the report: <ul style="list-style-type: none"> <li>• <b>Active</b></li> <li>• <b>Inactive</b></li> <li>• <b>Both</b></li> </ul>
<b>Track</b>	Track for which the report prints. The pop-up list displays values according to user setup for tracks in the School atom. Displays only if your school is set up to use tracks.
<b>Reporting Period</b>	Reporting period for which the report prints. Defaults to the reporting period selected in the Elem Grading Setup atom on the Periods tab.
<b>Student ID</b>	Range of student identification numbers for which the report prints. <b>Note:</b> Leave both fields blank to include all students. Complete the first field to include a single student.
<b>Grade Levels</b>	Range of student grade levels for which the report prints. The pop-up list displays grade levels defined in the School atom. <b>Note:</b> Leave both fields blank to include all grade levels. Complete the first field to include a single grade level. Complete both fields to include a range of grade levels (value in first field must be less than value in second field).
<b>School Permit #</b>	Not implemented.
<b>City</b>	Not implemented.
<b>State</b>	Not implemented.

# EAGO4 – Sample Report Card

**1** → **Elementary School Progress Report**

**2** → Period 2

**3** → 2001-2002

**4** → Anglin, Paulette J.

**5** → Learning Brook Elementary School  
396 Scholarship Way  
Education City, VA 20157

Student ID: 10296

Gender: F

Grade: 03

School Phone: 999-123-9876

**6** → Teacher: Auldens, Carrie  
Principal: Ms. Mary Clarkson

**7** →

Explanation of Marks				Attendance Reporting Period						
A Excellent	0 Outstanding	1	2	3	4	Total				
B Above Average	1 Good	All Absences	1	0			1			
C Average	2 Satisfactory	All Tardies	1	1			2			
D Below Average	3 Needs Improvement	Days Enrolled	39	37			76			
F Unsatisfactory		Days Present	38	37			75			

**9** →

Subjects													
Reporting Period		1	2	3	4	Final	Reporting Period		1	2	3	4	Final
Art	ACH	S	S				Science	ACH	S	S			
	EFF	O	O					EFF	S	S			
Language Arts	ACH	O	O				Social Studies	ACH	O	O			
	EFF	O	O					EFF	O	O			
- Reading	ACH	O	O				Health	ACH	O	O			
	EFF	O	O					EFF	O	O			
- Spelling	ACH	O	O				Music	ACH	O	O			
	EFF	O	O					EFF	O	O			
- Oral Comm	ACH	O	O				- Instrumental	ACH	O	O			
	EFF	O	O					EFF	O	O			
- Written Comm	ACH	O	O				PhysEd	ACH	S	S			
	EFF	O	O					EFF	S	S			
Math	ACH	S	S					ACH					
	EFF	S	O					EFF					

**11** →

Work Habits													
Respects Personal and School Property		O	O				Listens to and Follows Directions		O	O			
Accepts Responsibility		O	O				Uses Time Constructively		O	O			
Exhibits Courteous Behavior		S	O				Organizes Material		O	O			
Exhibits Self Control		O	O				Follows Through on Assignments		O	O			
Complies with Established Rules		O	O				Works and Plays Cooperatively		O	O			

**14** → We hope you will attend parent teacher conferences scheduled each quarter.  
Please check the calendar for conference dates.

**Teacher Comments**

**15** → Paulette has learned to

- interpret map symbols, keys, and directional terms. (Science)
- assume responsibility for personal decisions and actions.

Paulette is learning to

- reread passages for better understanding. (Language Arts)
- follow proper safety regulations during scientific experiments. (Science)

Paulette needs to learn to

- review completed math problems to ensure accuracy. (Social Studies)

Paulette continues to

- identify materials and techniques used by artists. (Art)

Your child takes academic responsibilities seriously.

Paulette usually meets grade level expectations in Language Arts and Math.

Paulette is consistently improving her piano skills.

Please contact the teacher to schedule a conference as soon as possible.

**16** →

Assignment Next School Year:	Teachers Signature	Date
------------------------------	--------------------	------

## Report Fields

No.	Report Area / Item	Description
1	<b>Report Card Title</b>	Standard report card title.
2	<b>Reporting Period</b>	Reporting period for which the report card prints.
3	<b>Year</b>	Academic year for which the report card prints.
4	<b>Student Information</b>	<p>Student for which the report card prints:</p> <ul style="list-style-type: none"> <li>• Student Name (Last, First MI)</li> <li>• Student ID</li> <li>• Gender</li> <li>• Grade Level</li> </ul>
5	<b>School Information</b>	<p>School information (defined in the School atom) that the report card prints:</p> <ul style="list-style-type: none"> <li>• School Name</li> <li>• School Street Address</li> <li>• School City, State, and Zip Code</li> </ul>
6	<b>Other Information</b>	<p>Additional school and student information that prints:</p> <ul style="list-style-type: none"> <li>• School Phone – School telephone number (School atom)</li> <li>• Teacher – Student’s homeroom teacher (Student atom)</li> <li>• Principal – School principal (School atom)</li> </ul>
7	<b>Explanation Text</b>	Explanation text defined in the Elem Grading Setup atom on the Explanation tab.
8	<b>Attendance Information</b>	<p>Maximum of four rows of attendance definitions set up in the Elem Grading Setup atom on the Attendance tab. Attendance totals specific to each reporting period display through the selected reporting period.</p> <p><b>Note:</b> Attendance totals are calculated from the Update Grades atom using the Update Attendance operation.</p>
9	<b>Subject Grid</b>	<p>Subject information including:</p> <ul style="list-style-type: none"> <li>• Subject Titles</li> <li>• Subject Area Names</li> <li>• Reporting Periods</li> <li>• Marks Awarded for Subjects and Subject Areas</li> </ul>
10	<b>Subject / Subject Area</b>	<p>Subject or subject area that receives a mark. All defined subjects print on the report card.</p> <p>Subject areas print when the subject area:</p> <ul style="list-style-type: none"> <li>• is set up to receive marks</li> <li>• contains more than one subject</li> </ul> <p>Subjects display by the print order of their subject areas (defined in the Elem Grading Setup atom on the Print Order tab) then by subject print order (defined in the Subject Areas atom).</p>

No.	Report Area / Item	Description
11	<b>Subject Area with Marks</b>	<p>Subject area that is set up to receive marks.</p> <p>In the example, <i>Language Arts</i> is a subject area with four subjects. Language Arts has it's own row because it receives marks based on marks awarded for its subjects.</p>
12	<b>Subject Area without Marks</b>	<p>Subject area that is not set up to receive marks but has more than one subject defined within it.</p> <p>In the example, <i>Music</i> does not receive marks but it displays above the subjects defined for it.</p>
13	<b>Work Habits Grid</b>	<p>Work habit information including:</p> <ul style="list-style-type: none"> <li>• Work Habit Descriptions</li> <li>• Reporting Periods</li> <li>• Marks Awarded for Work Habits</li> </ul>
14	<b>School Messages</b>	<p>Displays a maximum of two lines of school messages defined in the Elem Grading Setup atom on the Setup Options tab.</p>
15	<b>Teacher Comments</b>	<p>Comments assigned to the student by any teacher including:</p> <ul style="list-style-type: none"> <li>• Subject Comments</li> <li>• Other Comments</li> <li>• Narrative Comments</li> </ul> <p><b>Note:</b> Comment print order is defined in the Elem Grading Setup atom on the Print Order tab.</p>
16	<b>Signature Line</b>	<p>Information that users can complete in the footer of the Report Card:</p> <ul style="list-style-type: none"> <li>• Assignment Next School Year</li> <li>• Teacher Signature</li> <li>• Date</li> </ul>

## Mark Listing by Student Report (EAG05)

The EAG05 Mark Listing by Student report enables you to print a list of marks that students earned in a designated reporting period. The EAG05 report restricts records to students with **Active** status.

<b>Location</b>	Elementary Grades atom   Grades menu
<b>Default Sort Values</b>	Student Last Name, Student First Name, Student Middle Name
<b>Paper Size</b>	8 ½ x 11 inch Letter
<b>Paper Orientation</b>	Landscape

### EAG05 – RI Report Option Tab

**Report Interface EX**

Report ID: EAG05 Recommended Orientation:  Cover Page  Draft Print

**Mark Listing by Student Report**

Generic Report

Enter Parameters for Mark Listing by Student Report:

**Report Option** Custom

Track: A

Reporting Period: 1st Reporting Period

Grade Level: -

Student ID: -

Buttons: Setup, Save, Close, Queue, Preview

### Report Option tab fields

Field Name	Description
<b>Track</b>	Track for which the report prints. The field displays values according to the setup for tracks in the School atom's General tab. It displays options 1 to 9 for Numeric track and options A to I for Alpha track. <b>Note:</b> The <b>Track</b> field displays only if your school uses tracks.
<b>Reporting Period</b>	Reporting period for which the report prints. The pop-up list displays reporting periods defined in the Elem Grading Setup atom.

Field Name	Description
<b>Grade Level</b>	Range of grade levels for the report. <b>Note:</b> When you enter a range of grade levels, the grade level in the first field must be lower than the grade level in the second field. Enter a grade level in one of the fields to select a single grade.
<b>Student ID</b>	Range of student identification numbers that the report prints. <b>Note:</b> When you enter a range of Student ID numbers, the value in the first field must be lower than the value in the second field. Enter a value in one of the fields to include a single student. The report displays only those student records that include Subject Areas specified in the Subject tab of the Grades/Comments atom.

### EAG05 – Sample Report

Elementary Demo											
Mark Listing by Student Report											
School Year 2002 - 2003											
1st Reporting Period											
03/24/03											EAG05
5:38:48 PM											Page 1
Track: A											
<u>Student Name</u>	<u>Student ID</u>	<u>Grade</u>	<u>Gender</u>	<u>Subject Name</u>	<u>Teacher</u>	<u>ACH</u>	<u>EFF</u>	<u>Conf</u>	<u>Grd Lvl</u>	<u>Int</u>	<u>Ret</u>
Acosta, Bill	1667	00	M	Social Studies	18 Adams	U	E	Y	SO	Y	
				Science	18 Adams	G	H	SB			
				Art	18 Adams	N	D	SE			
				Language Arts	18 Adams	N	D	AA			
				Reading	18 Adams	G	H	AB			
				Spelling	18 Adams	S	E	AC			
				Writing	18 Adams	G	C	AE			
								OA			
				OB							
Cummins, Andrew	1569	00	M	Social Studies	18 Adams	U	E		Y		Y
				Science	18 Adams	U	B	AB			
				Art	18 Adams	U	E				
				Language Arts	18 Adams	S	D				
				Reading	18 Adams	G	H				
				Spelling	18 Adams	U	C				
				Writing	18 Adams	S	D				
Fletcher, Lori M.	1678	00	F	Social Studies	18 Adams	S	E				
				Science	18 Adams	U	B				
				Art	18 Adams	U	E				
				Language Arts	18 Adams	G	E				
				Reading	18 Adams	G	C				
				Spelling	18 Adams	U	C				
				Writing	18 Adams	G	H				
Total Students Listed in Report: 3											

## Mark Verification by Teacher Report (EAG06)

The EAG06 Mark Verification by Teacher report enables teachers of Special and Pull Out subjects to review marks and comments recorded for their students. The report prints subject marks awarded through the selected reporting period as well as subject comments assigned in the selected reporting period. The report also displays Conference and Interim Report comment codes assigned to students in the selected reporting period.

<b>Location</b>	Elementary Grades atom   Grade menu
<b>Default Sort Values</b>	Subject Title, Subject ID, Teacher Last Name, Teacher First Name, Teacher Middle Name, Teacher Number, Grade Level, Student Last Name, Student First Name, Student Middle Name
<b>Paper Size</b>	8 ½ x 11 inch Letter
<b>Paper Orientation</b>	Landscape

### EAG06 – RI Report Option Tab

**Report Interface EX**

Report ID: EAG06    Recommended Orientation:      Cover Page  
 Draft Print

**Mark Verification By Teacher**  
 Generic Report

Enter Parameters for Verification by Teacher

**Report Option**    Custom

Track: A  
 Reporting Period: 1st Reporting Period  
 Teacher Number:    -     
 Grade Levels:    -     
 Student Status: Active  
 Subject Type: Special / Pull Out

Setup    Save    Close    Queue    Preview

### Report Option tab fields

Field Name	Description
<b>Track</b>	Track for which the report prints. The field displays values according to the setup for tracks in the School atom's General tab. It displays options 1 to 9 for Numeric track and options A to I for Alpha track.  <b>Note:</b> The <b>Track</b> field displays only if your school uses tracks.

Field Name	Description
<b>Reporting Period</b>	Reporting period for which the report prints. The pop-up list displays reporting periods defined in the Elem Grading Setup atom.
<b>Teacher Number</b>	Range of teacher numbers for the report. <b>Note:</b> When you include a range of teacher numbers, the value in the first field must be lower than the value in the second field. Enter a teacher number in one of the fields to select a single teacher.
<b>Grade Levels</b>	Range of grade levels for the report. <b>Note:</b> When you enter a range of grade levels, the grade level in the first field must be lower than the grade level in the second field. Enter a grade level in one of the fields to select a single grade.
<b>Student Status</b>	Status of students included in the report: <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> <li>• Both</li> </ul>
<b>Subject Type</b>	Displays information according to subject type. Select one option from <ul style="list-style-type: none"> <li>• Special / Pull Out</li> <li>• SPEC – Special Subject</li> <li>• PULL – Pull Out Class</li> </ul>

**Note:** The EAG06 report prints only those records that have marks of one character length. This facilitates printing of marks for a maximum of 15 reporting periods on a single page.

### EAG06 - Sample Report

03/24/03 5:44:19 PM Track: A		Elementary Demo Mark Verification By Teacher School Year 2002 - 2003 1st Reporting Period RE100 Reading				EAG06 Page1	
Teacher: 18 - Adams, Alicia Room: 4							
<u>Student ID</u>	<u>Student Name</u>	<u>Grade</u>	<u>Homeroom Teacher</u>	<u>Marks</u> 1	<u>Comments</u>	<u>Interim Report</u> <u>Conf</u> <u>Sent</u>	
1569	Cummins, Andrew	00	Adams, Alicia	ACH G EFF H	RD100 - Andrew is reading at Grade Level (Language Arts)		
1667	Acosta, Bill	00	Adams, Alicia	ACH G EFF H	ARD101 - Bill has learned to is improving in reading (Language Arts) ARD101 - Bill has learned to is improving in reading (Language Arts)	Y	Y
1678	Fletcher, Lori M.	00	Adams, Alicia	ACH G EFF C	BRD101 - Lori is learning to is improving in reading (Language Arts) RD100 - Lori is reading at Grade Level (Language Arts)		
Number of Students Listed: 3							

## Elementary Transcripts (EAG07)

The EAG07 Elementary Transcripts report enables you to review the official elementary cumulative academic record of a student's progress in the school district.

The report is available in Standard and Style 2 formats. The report interface fields default to the values defined in the Transcript Definition Atom.

<b>Location</b>	Academic History atom   Academic History menu
<b>Default Sort Values</b>	Student Last Name, Student First Name
<b>Paper Size</b>	8 ½ x 11 inch Letter
<b>Paper Orientation</b>	Portrait

### EAG07 – RI Report Option Tab

Field Name	Description
<b>Title [1, 2, 3]</b>	Title for the report. The three fields default to the values for the 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> line of the title defined in the Transcript Definition atom. <b>Note:</b> These values can be modified on the report interface.
<b>Student ID</b>	Range of student identification numbers for which the report prints. <b>Note:</b> Leave both fields blank to include all students. Complete any one of the fields to include a single student.

Field Name	Description
<b>Grade</b>	<p>Student grade level range for which the report prints.</p> <p><b>Note:</b> Leave both fields blank to include all grade levels. Complete any one of the fields to include a single grade level. When you include a range of grade levels, the value in the first field should be lesser than the value in the second field.</p>
<b>Tracks</b>	<p>Prints report of students on the basis of a single track or a range of <b>Tracks</b>.</p> <p><b>Note:</b> Leave the fields blank to include students related to all tracks. Select a track from any one of the pop-up lists to include a single track. When you include a range of tracks, the value in the first field should be lesser than the value in the second field.</p>
<b>Address To Print</b>	<p>Address of the student. A pop-up list displays the values:</p> <ul style="list-style-type: none"> <li>• <b>Mailing Address</b></li> <li>• <b>Residential Address</b></li> <li>• <b>Parent/Guardian</b></li> </ul>
<b>Print EOY Status</b>	<p>End of Year (EOY) status of the student defined in the Schools Attended atom. A selected checkbox prints the status in the report.</p>
<b>WIP</b>	<p>Work in Progress that consists of the subjects that a student chooses for the current academic year. A pop-up list displays the values:</p> <ul style="list-style-type: none"> <li>• <b>Print Schedule</b></li> <li>• <b>Print Marks</b></li> </ul>
<b>For Rpt Prd</b>	<p>Reporting period for which the report prints marks. A pop-up list displays reporting periods defined in the Elem Grading Setup atom. Selecting a period prints marks from the beginning of the year till the end of the selected reporting period. When you select the last reporting period, the final marks also print in the report.</p> <p><b>Note:</b> This field displays only when you select <b>Print Marks</b> in the <b>WIP</b> field.</p>
<b>Selected Rpt Prd Only</b>	<p>Select the checkbox to include marks only for the selected period in the <b>For Rpt Prd</b> field.</p> <p><b>Note:</b> This field displays only if you select <b>Print Marks</b> in the <b>WIP</b> field. This option does not display if you select <b>ALL</b> in the <b>For Rpt Prd</b> field.</p>
<b>Status Type</b>	<p>Status of students included in the report:</p> <ul style="list-style-type: none"> <li>• <b>Active</b></li> <li>• <b>Inactive</b></li> <li>• <b>Both</b></li> </ul> <p><b>Note:</b> The report ignores this field when you specify the <b>Student ID</b>.</p>

# EAG07 – Standard Transcript Sample Report

<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="3">Student Name Abber, Clara R</td> </tr> <tr> <td style="width:33%;">Student ID: 1444</td> <td style="width:33%;">Grade 01</td> <td style="width:33%;">Gender F</td> </tr> <tr> <td colspan="2">Birth Place Wyoming</td> <td>Data Of Birth 11/01/96</td> </tr> <tr> <td colspan="3">Mailing Address Joyce Alder 329 Orange Av Pleasantville, CA 92653 Phone: 714-555-5529</td> </tr> </table>	Student Name Abber, Clara R			Student ID: 1444	Grade 01	Gender F	Birth Place Wyoming		Data Of Birth 11/01/96	Mailing Address Joyce Alder 329 Orange Av Pleasantville, CA 92653 Phone: 714-555-5529			<p>ELEMENTARY TRANSCRIPT (EAG07) STYLE- Standard</p> <div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto; text-align: center; line-height: 100px;"> <i>School Logo</i> </div>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2">School Name/Address Elementary Demo 1234 Berry Lane Anytown, CA 420049 Tel: 122-693-0202</td> <td style="text-align: right;">Fax: 693-0202</td> </tr> <tr> <td colspan="2">Alternate School Number: 126 Homeroom Teacher: Duffel, Denise</td> <td></td> </tr> <tr> <td colspan="2">Enter Date: 09/03/02</td> <td></td> </tr> <tr> <td colspan="2">Class Of: 2004</td> <td></td> </tr> </table>	School Name/Address Elementary Demo 1234 Berry Lane Anytown, CA 420049 Tel: 122-693-0202		Fax: 693-0202	Alternate School Number: 126 Homeroom Teacher: Duffel, Denise			Enter Date: 09/03/02			Class Of: 2004																																																																																																																																																																																																																																																																																																		
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# EAG07 – Style 2 Transcript Sample Report

Student Name Abber, Clara R		ELEMENTARY TRANSCRIPT (EAG07) STYLE- Style2		School Name/Address Elementary Demo 1234 Berry Lane Anytown, CA 420049 Tel: 122-693-0202 Fax: 693-0202  Alternate School Number: 126 Homeroom Teacher: Duffel, Denise	
Student ID: 1444	Grade 01	School Logo		Enter Date: 09/03/02  Class Of: 2004	
Birth Place Wyoming		Data Of Birth 11/01/96			
Mailing Address Joyce Alder 320 Orange Av Pleasantville, CA 92653 Phone: 714-555-5529					

Grade: 00 Elementary Demo 00-01 Anytown, CA Mem: 66.0 Abs: 1.0 Prs: 65.0 Completed  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;">Period 1</th> </tr> <tr> <th style="text-align: left;">Subject</th> <th style="text-align: center;">Achievement</th> <th style="text-align: center;">Effort</th> </tr> </thead> <tbody> <tr><td>Art</td><td style="text-align: center;">11</td><td style="text-align: center;">11</td></tr> <tr><td>Reading</td><td style="text-align: center;">11</td><td style="text-align: center;">11</td></tr> <tr><td>Science</td><td style="text-align: center;">11</td><td style="text-align: center;">11</td></tr> <tr><td>Spelling</td><td style="text-align: center;">11</td><td style="text-align: center;">11</td></tr> <tr><td>Social Studies</td><td style="text-align: center;">11</td><td style="text-align: center;">11</td></tr> <tr><td>Writing</td><td style="text-align: center;">11</td><td style="text-align: center;">11</td></tr> </tbody> </table> She has to improve Language	Period 1			Subject	Achievement	Effort	Art	11	11	Reading	11	11	Science	11	11	Spelling	11	11	Social Studies	11	11	Writing	11	11	Grade: 01 Elementary Demo 02-03 Anytown, CA Mem: 65.0 Abs: 0.0 Prs: 65.0 Completed  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;">Period 3</th> </tr> <tr> <th style="text-align: left;">Subject</th> <th style="text-align: center;">Achievement</th> <th style="text-align: center;">Effort</th> </tr> </thead> <tbody> <tr><td>Art</td><td style="text-align: center;">11</td><td style="text-align: center;">11</td></tr> <tr><td>Reading</td><td style="text-align: center;">11</td><td style="text-align: center;">11</td></tr> <tr><td>Science</td><td style="text-align: center;">11</td><td style="text-align: center;">11</td></tr> <tr><td>Spelling</td><td style="text-align: center;">11</td><td style="text-align: center;">11</td></tr> <tr><td>Social Studies</td><td style="text-align: center;">11</td><td style="text-align: center;">11</td></tr> <tr><td>Writing</td><td style="text-align: center;">11</td><td style="text-align: center;">11</td></tr> </tbody> </table> She is not performing as per expectations in Mathematics	Period 3			Subject	Achievement	Effort	Art	11	11	Reading	11	11	Science	11	11	Spelling	11	11	Social Studies	11	11	Writing	11	11	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;">Period 3</th> </tr> <tr> <th style="text-align: left;">Subject</th> <th style="text-align: center;">Achievement</th> <th style="text-align: center;">Effort</th> </tr> </thead> <tbody> <tr><td>Reading</td><td style="text-align: center;">S</td><td style="text-align: center;">A</td></tr> <tr><td>Writing</td><td style="text-align: center;">G</td><td style="text-align: center;">B</td></tr> <tr><td>Spelling</td><td style="text-align: center;">O</td><td style="text-align: center;">C</td></tr> <tr><td>Social Studies</td><td style="text-align: center;">U</td><td style="text-align: center;">D</td></tr> <tr><td>Science</td><td style="text-align: center;">G</td><td style="text-align: center;">B</td></tr> <tr><td>Art</td><td style="text-align: center;">O</td><td style="text-align: center;">D</td></tr> </tbody> </table> She is not performing as per expectations in Mathematics	Period 3			Subject	Achievement	Effort	Reading	S	A	Writing	G	B	Spelling	O	C	Social Studies	U	D	Science	G	B	Art	O	D			
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Legend Text Line	

Transcript is unofficial unless signed by a school official \_\_\_\_\_ Date: 02/26/2003

## Mark Exception Report (EAG08)

The EAG08 Mark Exception report displays information related to subject marks for specified teachers, grade levels, and reporting period.

The EAG08 report prints for schools set up to award alphabetical subject marks (Elem Grading Setup atom | Marks tab | Mark Title matrix | Alpha/Numeric field = "Alpha"). The report also prints a maximum of five 3-character marks for each mark type.

<b>Location</b>	Elementary Grades atom   Grade menu
<b>Default Sort Values</b>	Student Last Name, Student First Name, Student Middle Name, Student ID
<b>Paper Size</b>	8 ½ x 11 inch Letter
<b>Paper Orientation</b>	Landscape

### EAG08 – RI Report Option Tab

**Report Interface EX**

Report ID: EAG08 Recommended Orientation:  Cover Page  Draft Print

**Mark Exception Report**

Generic Report

Enter Parameters for Mark Exception Report

**Report Option** | Mark | Custom

Track: A

Reporting Period: 1st Reporting Period

Grade Level: -

Conference Status: All Students

Student Status: Active

Buttons: Setup, Save, Close, Queue, Print

### Report Option tab fields

Field Name	Description
<b>Track</b>	Track for which the report prints. The field displays values according to the setup for tracks in the School atom's General tab. It displays options 1 to 9 for Numeric track and options A to I for Alpha track. <b>Note:</b> The <b>Track</b> field displays only if your school uses tracks.

Field Name	Description
<b>Reporting Period</b>	Reporting period for which the report prints. The pop-up list displays reporting periods defined in the Elem Grading Setup atom.
<b>Grade Level</b>	Range of student grade levels for the report. The pop-up list displays grade levels defined in the School atom. <b>Note:</b> Leave both fields blank to include all grade levels. Complete the first field to include a single grade level. Complete both fields to include a range of grade levels (value in first field must be less than value in second field).
<b>Conference Status</b>	Conference Status of the student as set up in the Other Comments tab of the Elementary Grades atom. Options include <ul style="list-style-type: none"> <li>• All Students</li> <li>• Students with Conference</li> <li>• Students without Conference</li> </ul>
<b>Student Status</b>	Status of students included in the report: <ul style="list-style-type: none"> <li>• A - Active</li> <li>• I - Inactive</li> <li>• B – Both</li> </ul>

### EAG08 – RI Mark Tab

**Report Interface EX**

Report ID:  Recommended Orientation:  Cover Page  Draft Print

**Mark Exception Report**

**Enter Parameters for Mark Exception Report**

Report Option: **Mark** | Custom

First Mark Type:   ACH  EFF Second Mark Type:

Mark 1 and Counter:  -  Mark 4 and Counter:  -

Mark 2 and Counter:  -  Mark 5 and Counter:  -

Mark 3 and Counter:  -  Mark 6 and Counter:  -

All Marks

Buttons: Setup Save Close Queue Print

### Mark tab fields

Field Name	Description
<b>First Mark Type, Second Mark Type</b>	Reflects the values in Short Title for <b>Mark Type 1</b> and <b>Mark Type 2</b> fields in the Marks tab of Elem Grading Setup atom.

Field Name	Description
<b>Mark (1 – 6) and Counter</b>	The marks you define in the Mark Defs atom display according to the mark type and grade levels you select.
<b>All Marks</b>	Select the checkbox to print marks for all subjects taken by the students.

## EAG08 – Sample Report

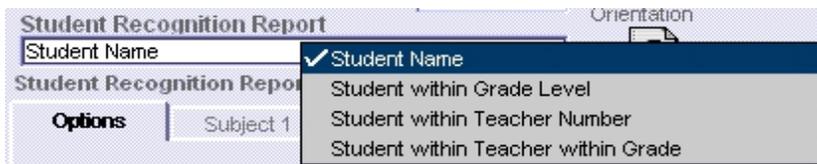
03/24/03 3:49:35 PM Track: A		Elementary Demo Mark Exception Report School Year 2002 - 2003 1st Reporting Period							EAG08 Page 1		
<u>Student Name</u>	<u>Student ID</u>	<u>Grade</u>	<u>Gender</u>	<u>Subject Name</u>	<u>Teacher</u>	<u>ACH</u>	<u>EFF</u>	<u>Conf</u>	<u>Grd Lvl</u> <u>Cmt</u>	<u>Int</u>	<u>Ret</u>
Abber, Clara R.	1444	01	F	eTest	5 Duffel	U	B	C1	AA	IE	R1
				eTest Sub1	5 Duffel	U	A	CA	AB	IM	R2
				eTest Sub2	5 Duffel	U	A		BB		
				Social Studies	5 Duffel	S	B		CC		
				Science	5 Duffel	U	B		DD		
				Art	1 Williams	OW	A				
				Music	5 Duffel	G	B				
				Reading	5 Duffel	OW	B				
				Spelling	5 Duffel	G	A				
				Writing	5 Duffel	G	A				
				Brown, Joshua	1547	01	M	Social Studies	5 Duffel	U	A
Science	5 Duffel	G	A					CA	DD	IM	R2
Art	1 Williams	U	A						CC		
Language Arts	5 Duffel								BB		
Reading	5 Duffel	S	A								
Spelling	5 Duffel	S	A								
Writing	5 Duffel	G	A								
Lee, Robert S.	1586	00	M	Social Studies	31 Burke	S	C	C1	DD	IE	R1
				Science	31 Burke	S	B	CA	BB	IM	
				Art	1 Williams				CC		
				Language Arts	31 Burke						
				Reading	31 Burke	G	C				
				Spelling	31 Burke	S	C				
Writing	31 Burke	G	B								
Total Students in Report: 3											

## Student Recognition Report (EAG09)

The EAG09 Student Recognition report enables you to print a list of students who match mark criteria that you establish for subjects and work habits. The first page of the report displays selected mark criteria and the following pages list students who meet the criteria.

<b>Location</b>	Elementary Grades atom   Grade menu
<b>Default Sort Values</b>	Student Last Name, Student First Name, Student Middle Name
<b>Paper Size</b>	8 ½ x 11 inch Letter
<b>Paper Orientation</b>	Portrait

### EAG09 – RI report title selection field



The report title selection field options are

- Student Name
- Student within Grade Level
- Student within Teacher Number
- Student within Teacher within Grade

### EAG09 – RI Options Tab

**Report Interface EX**

Report ID: EAG09 Recommended Orientation:  Cover Page  Draft Print

**Student Recognition Report**  
Student within Teacher within Grade

**Student Recognition Report**

**Options** | Subject 1 | Subject 2 | Subject 3 | Work Habit 1 | Work Habit 2 | Custom

Track: A

Final Marks Only

Reporting Period: 3rd Reporting Period

Teacher Number: 18 - 20

Grade Level: 00 -

Mark Type: Selected

Setup Save Close Queue Preview

## Options tab fields

Field Name	Description
<b>Track</b>	Track for which the report prints. The field displays values according to the setup for tracks in the School atom's General tab. It displays options 1 to 9 for Numeric track and options A to I for Alpha track. <b>Note:</b> The <b>Track</b> field displays only if your school uses tracks.
<b>Final Marks Only</b>	Enables you to select only final marks for the last reporting period. Clear the checkbox to include all marks for the last reporting period. <b>Note:</b> You can view this field only when you select the last reporting period and you have defined final marks in the Marks tab of the Elem Grading Setup atom.
<b>Reporting Period</b>	Reporting period for which the report prints. The pop-up list displays reporting periods defined in the Elem Grading Setup atom.
<b>Teacher Number</b>	Range of teacher numbers for the report. <b>Note:</b> When you include a range of teacher numbers, the value in the first field must be lower than the value in the second field. Enter a teacher number in one of the fields to select a single teacher.
<b>Grade Level</b>	Range of grade levels for the report. <b>Note:</b> When you enter a range of grade levels, the grade level in the first field must be lower than the grade level in the second field. Enter a grade level in one of the fields to select a single grade.
<b>Mark Type</b>	Click this field to select Mark Types from the list that appears on the Select Marks Definitions matrix. Mark types that you select display for each subject on the Subject tabs of the report interface. The <b>Mark Type</b> field on the report interface displays as <b>Selected</b> if you select a Mark Type from the list.

## EAG09 – RI Subject (1, 2, 3) Tab

**Report Interface EX**

Report ID:  Recommended Orientation:  Cover Page  Draft Print

**Student Recognition Report**

**Student Recognition Report**

Options | **Subject 1** | Subject 2 | Subject 3 | Work Habit 1 | Work Habit 2 | Custom

Subject	<input type="text" value="RE100 Reading"/>	ACH Marks	<input type="text" value="GNOSU"/>
		EFF Marks	<input type="text" value="BCDEH"/>
Subject	<input type="text" value="WR100 Writing"/>	ACH Marks	<input type="text" value="GNOSU"/>
		EFF Marks	<input type="text" value="BCDEH"/>
Subject	<input type="text" value="SP100 Spelling"/>	ACH Marks	<input type="text" value="GNOSU"/>
		EFF Marks	<input type="text" value="BCDEH"/>
Subject	<input type="text"/>	ACH Marks	<input type="text"/>
		EFF Marks	<input type="text"/>

## Subject (1, 2, 3) tab fields

Field Name	Description
<b>Subject</b>	<p>You can select up to twelve different subjects in three Subject tabs. The Subject pop-up list displays subjects defined in the Subject Area atom in the Elem Grading Setup folder.</p> <p><b>Note:</b> The report prints only if you select at least one subject. The report does not print if you select the same subject in more than one field.</p>
<b>(Subject) Marks</b>	<p>You can select one or more marks for each subject. The marks for the Mark Types are defined in the Marks Defs atom in the Elem Grading Setup folder.</p> <p><b>Note:</b> The <b>Marks</b> fields display if you select Mark Types in the <b>Mark Type</b> selection field on the Options tab. The labels for the <b>Marks</b> fields are based on the Mark Types that you select on the Options tab.</p>

## EAG09 – RI Work Habit (1, 2) Tab

**Report Interface EX**

Report ID:  Recommended Orientation:  Cover Page  Draft Print

**Student Recognition Report**

**Student Recognition Report**

Options | Subject 1 | Subject 2 | Subject 3 | **Work Habit 1** | Work Habit 2 | Custom

vWork Habit	<input type="text" value="1 Respects Personal And Schod"/>	vWork Habit Marks	<input type="text" value="N O S U"/>
vWork Habit	<input type="text"/>	vWork Habit Marks	<input type="text"/>
vWork Habit	<input type="text"/>	vWork Habit Marks	<input type="text"/>
vWork Habit	<input type="text"/>	vWork Habit Marks	<input type="text"/>
vWork Habit	<input type="text"/>	vWork Habit Marks	<input type="text"/>

Buttons: Setup, Save, Close, Queue, Preview

### Work Habit (1, 2) tab fields

Field Name	Description
<b>Work Habit</b>	You can select up to ten different work habits in two Work Habit tabs. <b>Note:</b> The report prints only if you select at least one work habit. The report does not print if you select the same work habit in more than one field.
<b>Work Habit Marks</b>	You can select one or more marks for each Work Habit. Marks are defined for the mark type in the Mark Defs atom in the Elem Grading Setup folder.

## EAG09 – Sample Report

03/25/03 9:36:20 AM Track: A	Elementary Demo Student Recognition Report School Year 2002 - 2003 3rd Reporting Period		EAG09 Page 1	
Parameters Selected				
Track Option	A			
Reporting Period	3rd Reporting Period			
Teacher Number	18 - 20			
Grade Levels	00			
Sort Option	Student within Teacher within Grade			
Subject	RE100 Reading	ACH	EFF	
		G N O S	B C D E	
	U	H		
	WR100 Writing	G N O S	B C D E	
		U	H	
	SP100 Spelling	G N O S	B C D E	
		U	H	
	Work Habits	1 Respects Personal And School Property	Wkhbt	
			N O S U	

## Mark Distribution by Homeroom Teacher Report (EAG10)

The EAG10 Mark Distribution by Homeroom Teacher report displays data about subject marks awarded to students in a particular homeroom during a selected reporting period.

The EAG10 report prints for schools set up to award alphabetical or numeric subject marks (Elem Grading Setup atom | Marks tab | Mark Title matrix | Alpha/Numeric field = “Alpha” or “Numeric”). The report prints a maximum of five 3-character marks for each mark type in Portrait orientation and a maximum of ten 3-character marks for each mark type in Landscape orientation. The report does not calculate or print subject area marks.

<b>Location</b>	Elementary Grades atom   Grade menu
<b>Default Sort Values</b>	Homeroom Teacher Last Name, Teacher First Name, Teacher Number, Grade Level
<b>Paper Size</b>	8 ½ x 11 inch Letter
<b>Paper Orientation</b>	Portrait (Choose landscape orientation when there are more columns than what fit into portrait orientation.)

### EAG10 – RI Options Tab

**Report Interface EX**

Report ID:  Recommended Orientation:  Cover Page  Draft Print

Mark Distribution by Homeroom Teacher

Enter Parameters

**Options** | Custom

Track:   Final Marks Only

Reporting Period:

Teacher Number:  -

Grade Levels:  -

Student Status:

### Options tab fields

Field Name	Description
<b>Track</b>	Track for which the report prints. The field displays values according to the setup for tracks in the School atom's General tab. It displays options 1 to 9 for Numeric track and options A to I for Alpha track. <b>Note:</b> The <b>Track</b> field displays only if your school uses tracks.

Field Name	Description
<b>Final Marks Only</b>	<p>Enables you to select only final marks for the last reporting period. Clear the checkbox to include all marks for the last reporting period.</p> <p><b>Note:</b> You can view this field only when you select the last reporting period and you have defined final marks in the Marks tab of the Elem Grading Setup atom.</p>
<b>Reporting Period</b>	<p>Reporting period for which the report prints. The pop-up list displays reporting periods defined in the Elem Grading Setup atom.</p>
<b>Teacher Number</b>	<p>Range of teacher numbers for the report</p> <p><b>Note:</b> When you include a range of teacher numbers, the value in the first field must be lower than the value in the second field. Enter a teacher number in one of the fields to select a single teacher.</p>
<b>Grade Levels</b>	<p>Range of grade levels for the report.</p> <p><b>Note:</b> When you enter a range of grade levels, the grade level in the first field must be lower than the grade level in the second field. Enter a grade level in one of the fields to select a single grade.</p>
<b>Student Status</b>	<p>Status of students included in the report:</p> <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> <li>• Both</li> </ul>

## EAG10 – Sample Report (Page 1)

		Elementary Demo Mark Distribution by Homeroom Teacher School Year 2002 - 2003 3rd Reporting Period Active Students							EAG10 Page 1		
03/28/03 0:23:12 PM Track: A		Teacher: 5 - Duffel, Denise Room: 10							Grade Level: 01		
Subject ID	Subject Name	OW	Achievement					Total	Effort		Total
			G	S	U	N	B		C		
	eTest										
		Total	1	1	1	0	0	3	0	3	3
		%	33	33	33	0	0		0	100	
eTS1	eTest Sub1										
		Total	1	0	1	1	0	3	2	1	3
		%	33	0	33	33	0		67	33	
eTS2	eTest Sub2										
		Total	1	1	1	0	0	3	1	2	3
		%	33	33	33	0	0		33	67	
	fTest Sub										
		Total	0	1	1	0	0	2	0	3	3
		%	0	50	50	0	0		0	100	
fTS2	fTest Sub2										
		Total	0	0	1	1	1	3	1	2	3
		%	0	0	33	33	33		33	67	
SS100	Social Studies										
		Total	0	0	3	4	3	10	7	3	10
		%	0	0	30	40	30		70	30	
SC100	Science										
		Total	3	3	0	3	1	10	4	6	10
		%	30	30	0	30	10		40	60	
MA100	Math										
		Total	2	0	0	0	0	2	0	2	2
		%	100	0	0	0	0		0	100	
	Eldridge, Elizabeth - 10										
		Total	1	2	1	0	2	6	5	1	6
			0	1	0	0	0	1	0	0	0
		%	17	33	17	0	33		83	17	
SP100	Spelling										
		Total	2	0	4	4	0	10	6	4	10
		%	20	0	40	40	0		60	40	
WR100	Writing										
		Total	2	3	2	3	0	10	3	7	10
		%	20	30	20	30	0		30	70	

EAG10 – Sample Report (Page 2)

		Elementary Demo								EAG10	
		Mark Distribution by Homeroom Teacher								Page 2	
		School Year 2002 - 2003									
		3rd Reporting Period									
		Active Students									
Teacher: 5 - Duffel, Denise		Room: 10 (Continued)								Grade Level: 01	
<u>Subject ID</u>	<u>Subject Name</u>	<u>Achievement</u>					<u>Effort</u>				
		OW	G	S	U	N	Total	B	C	Total	
<b>Core Subject Totals:</b>		Total	13	11	15	16	7	62	29	34	63
		%	21	18	24	26	11		46	54	
MU100	Music	Total	0	0	0	0	1	1	1	0	1
		%	0	0	0	0	100		100	0	
RE100	Reading	Total	2	2	4	1	1	10	6	4	10
		%	20	20	40	10	10		60	40	

## Mark Distribution by Subject Report (EAG11)

The EAG11 Mark Distribution by Subject report displays data about subject marks awarded by specified teachers to students in specified grade levels during a selected reporting period.

The EAG11 report prints for schools set up to award alphabetical or numeric subject marks (Elem Grading Setup atom | Marks tab | Mark Title matrix | Alpha/Numeric field = “Alpha” or “Numeric”). The report prints a maximum of five 3-character marks for each mark type in Portrait orientation and a maximum of ten 3-character marks for each mark type in Landscape orientation.

<b>Location</b>	Elementary Grades atom   Grade menu
<b>Default Sort Values</b>	Subject Print Order, Grade Level, Teacher Number
<b>Paper Size</b>	8 ½ x 11 inch Letter
<b>Paper Orientation</b>	Portrait (Choose landscape orientation when there are more columns than what fit into portrait orientation.)

### EAG11 – RI Options Tab

### Options tab fields

Field Name	Description
<b>Track</b>	Track for which the report prints. The field displays values according to the setup for tracks in the School atom's General tab. It displays options 1 to 9 for Numeric track and options A to I for Alpha track. <b>Note:</b> The <b>Track</b> field displays only if your school uses tracks.

Field Name	Description
<b>Final Marks Only</b>	Enables you to select only final marks for the last reporting period. Clear the checkbox to include all marks for the last reporting period. <b>Note:</b> You can view this field only when you select the last reporting period and you have defined final marks in the Marks tab of the Elem Grading Setup atom.
<b>Reporting Period</b>	Reporting period for which the report prints. The pop-up list displays reporting periods defined in the Elem Grading Setup atom.
<b>Teacher Number</b>	Range of teacher numbers for the report. <b>Note:</b> When you include a range of teacher numbers, the value in the first field must be lower than the value in the second field. Enter a teacher number in one of the fields to select a single teacher.
<b>Grade Levels</b>	Range of grade levels for the report. <b>Note:</b> When you enter a range of grade levels, the grade level in the first field must be lower than the grade level in the second field. Enter a grade level in one of the fields to select a single grade.
<b>Student Status</b>	Status of students included in the report: <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> <li>• Both</li> </ul>

### EAG11 – Sample Report

03/28/03 0:26:02 PM		Elementary Demo Mark Distribution by Subject School Year 2002 - 2003 3rd Reporting Period Active Students							EAG11 Page 1	
Track: A AR100 - Art									Grade Level: 01	
		<u>Achievement</u>				<u>Effort</u>				
		OW	G	S	U	N	Total	B	C	Total
Teacher: 5 - Duffel, Denise Room: 10										
<b>Total</b>		1	0	0	0	0	1	1	0	1
<b>Teacher Total %</b>		100	0	0	0	0		100	0	
Teacher: 10 - Eldridge, Elizabeth Room: 2										
<b>Total</b>		0	1	0	0	0	1	1	0	1
<b>Teacher Total %</b>		0	100	0	0	0		100	0	
Teacher: 1 - Williams, Winnie Room:										
<b>Total</b>		3	0	0	1	4	8	4	4	8
<b>Teacher Total %</b>		38	0	0	13	50		50	50	
Grade Level Subject Total		4	1	0	1	4	10	6	4	10
Grade Level Subject Total %		40	10	0	10	40		60	40	

## Mark Distribution by Ethnicity Report (EAG12)

The EAG12 Mark Distribution by Ethnicity report displays data about subject marks awarded to students, during a selected reporting period, who belong to specific ethnic groups.

The EAG12 report prints for schools set up to award alphabetical or numeric subject marks (Elem Grading Setup atom | Marks tab | Mark Title matrix | Alpha/Numeric field = “Alpha” or “Numeric”). The report prints a maximum of five 3-character marks for each mark type in Portrait orientation and a maximum of ten 3-character marks for each mark type in Landscape orientation.

<b>Location</b>	Elementary Grades atom   Grade menu
<b>Default Sort Values</b>	Subject Print Order, Grade Level, Student Ethnic Code
<b>Paper Size</b>	8 ½ x 11 inch Letter
<b>Paper Orientation</b>	Portrait (Choose landscape orientation when there are more columns than what fit into portrait orientation.)

### EAG12 – RI Options Tab

The screenshot shows the 'Report Interface EX' window. At the top, the Report ID is 'EAG12'. Below that, the report title is 'Mark Distribution by Ethnicity'. The 'Enter Parameters' section is expanded to the 'Options' tab. The parameters are: Track (A), Final Marks Only (unchecked), Reporting Period (3rd Reporting Period), Teacher Number (5), Grade Levels (01), and Student Status (Active). At the bottom, there are buttons for Setup, Save, Close, Queue, and Preview.

### Options tab fields

Field Name	Description
<b>Track</b>	Track for which the report prints. The field displays values according to the setup for tracks in the School atom's General tab. It displays options 1 to 9 for Numeric track and options A to I for Alpha track. <b>Note:</b> The <b>Track</b> field displays only if your school uses tracks.

Field Name	Description
<b>Final Marks Only</b>	<p>Enables you to select only final marks for the last reporting period. Clear the checkbox to include all marks for the last reporting period.</p> <p><b>Note:</b> You can view this field only when you select the last reporting period and you have defined final marks in the Marks tab of the Elem Grading Setup atom.</p>
<b>Reporting Period</b>	<p>Reporting period for which the report prints. The pop-up list displays reporting periods defined in the Elem Grading Setup atom.</p> <p><b>Note:</b> If you select the last reporting period, the <b>Final Marks Only</b> checkbox displays.</p>
<b>Teacher Number</b>	<p>Range of teacher numbers for the report.</p> <p><b>Note:</b> When you include a range of teacher numbers, the value in the first field must be lower than the value in the second field. Enter a teacher number in one of the fields to select a single teacher.</p>
<b>Grade Levels</b>	<p>Range of student grade levels for the report. The pop-up list displays grade levels defined in the School atom.</p> <p><b>Note:</b> Leave both fields blank to include all grade levels. Complete the first field to include a single grade level. Complete both fields to include a range of grade levels (value in first field must be less than value in second field).</p>
<b>Student Status</b>	<p>Status of students included in the report:</p> <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> <li>• Both</li> </ul>

## EAG12 – Sample Report

		Elementary Demo Mark Distribution by Ethnicity School Year 2002 - 2003 3rd Reporting Period Active Students									EAG12 Page 1	
		Achievement							Effort		Grade Level: 01	
Subject: AR100 - Art		OW	G	S	U	N	Total	B	C	Total		
Ethnic Code: A - Asian - A												
	Total	0	0	0	0	1	1	1	0	1		
	Ethnic Mark %	0	0	0	0	100		100	0			
	Total Mark %	0	0	0	0	10		10	0			
Ethnic Code: B - Black - BI												
	Total	2	0	0	0	0	2	2	0	2		
	Ethnic Mark %	100	0	0	0	0		100	0			
	Total Mark %	20	0	0	0	0		20	0			
Ethnic Code: F - Filipino												
	Total	0	1	0	0	0	1	1	0	1		
	Ethnic Mark %	0	100	0	0	0		100	0			
	Total Mark %	0	10	0	0	0		10	0			
Ethnic Code: H - Hispanic												
	Total	0	0	0	1	1	2	2	0	2		
	Ethnic Mark %	0	0	0	50	50		100	0			
	Total Mark %	0	0	0	10	10		20	0			
Ethnic Code: I - Indian												
	Total	0	0	0	0	0	0	0	0	0		
	Ethnic Mark %	0	0	0	0	0		0	0			
	Total Mark %	0	0	0	0	0		0	0			
Ethnic Code: P - Pacific Islander												
	Total	0	0	0	0	0	0	0	0	0		
	Ethnic Mark %	0	0	0	0	0		0	0			
	Total Mark %	0	0	0	0	0		0	0			
Ethnic Code: W - White												
	Total	2	0	0	0	2	4	0	4	4		
	Ethnic Mark %	50	0	0	0	50		0	100			
	Total Mark %	20	0	0	0	20		0	40			
Grade Level Subject Totals		4	1	0	1	4	10	6	4	10		
Grade Level Subject Total %		40	10	0	10	40		60	40			

## Mark Distribution by Gender Report (EAG13)

The EAG13 Mark Distribution by Gender report displays data about subject marks awarded to students of both genders within specified grade levels during a selected reporting period.

The EAG13 report prints for schools set up to award alphabetical or numeric subject marks (Elem Grading Setup atom | Marks tab | Mark Title matrix | Alpha/Numeric field = “Alpha” or “Numeric”). The report prints a maximum of five 3-character marks for each mark type in Portrait orientation and a maximum of ten 3-character marks for each mark type in Landscape orientation.

<b>Location</b>	Elementary Grades atom   Grade menu
<b>Default Sort Values</b>	Subject Print Order, Grade Level, Student Gender
<b>Paper Size</b>	8 ½ x 11 inch Letter
<b>Paper Orientation</b>	Portrait (Choose landscape orientation when there are more columns than what fit into portrait orientation.)

### EAG13 – RI Options Tab

#### Options tab fields

Field Name	Description
<b>Track</b>	Track for which the report prints. The field displays values according to the setup for tracks in the School atom’s General tab. It displays options 1 to 9 for Numeric track and options A to I for Alpha track. <b>Note:</b> The <b>Track</b> field displays only if your school uses tracks.

Field Name	Description
<b>Final Marks Only</b>	Enables you to select only final marks for the last reporting period. Clear the checkbox to include all marks for the last reporting period. <b>Note:</b> You can view this field only when you select the last reporting period and you have defined final marks in the Marks tab of the Elem Grading Setup atom.
<b>Reporting Period</b>	Reporting period for which the report prints. The pop-up list displays reporting periods defined in the Elem Grading Setup atom. <b>Note:</b> If you select the last reporting period, the <b>Final Marks Only</b> checkbox displays.
<b>Teacher Number</b>	Range of teacher numbers for the report. <b>Note:</b> When you include a range of teacher numbers, the value in the first field must be lower than the value in the second field. Enter a teacher number in one of the fields to select a single teacher.
<b>Grade Levels</b>	Range of grade levels for the report. <b>Note:</b> When you enter a range of grade levels, the grade level in the first field must be lower than the grade level in the second field. Enter a grade level in one of the fields to select a single grade.
<b>Student Status</b>	Status of students included in the report: <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> <li>• Both</li> </ul>

## EAG13 – Sample Report

		Elementary Demo Mark Distribution by Gender School Year 2002 - 2003 3rd Reporting Period Active Students						EAG13 Page 1		
03/28/03 0:38:51 PM Track: A										
Subject: AR100 - Art								Grade Level: 01		
		<u>Achievement</u>					<u>Effort</u>			
		OW	G	S	U	N	Total	B	C	Total
Gender: F - Female										
Female Total		3	1	0	0	2	6	5	1	6
Female Total %		50	17	0	0	33		83	17	
Total Mark %		30	10	0	0	20		50	10	
Gender: M - Male										
Male Total		1	0	0	1	2	4	1	3	4
Male Total %		25	0	0	25	50		25	75	
Total Mark %		10	0	0	10	20		10	30	
Grade Level Subject Totals		4	1	0	1	4	10	6	4	10
Grade Level Subject Total %		40	10	0	10	40		60	40	

## Work Habit Mark Distribution by Teacher Report (EAG14)

The Work Habit Mark Distribution by Teacher report displays data about work habit marks awarded to students in specified grade levels during a selected reporting period. The report prints a maximum of five 3-character work habit marks type in portrait orientation and a maximum of ten 3-character marks for each mark type in landscape orientation.

<b>Location</b>	Elementary Grades atom   Grade menu
<b>Default Sort Values</b>	Homeroom Teacher Last Name, Homeroom Teacher First Name, Homeroom Teacher Middle Name, Homeroom Teacher Number, Sequence Number
<b>Paper Size</b>	8 ½ x 11 inch Letter
<b>Paper Orientation</b>	Portrait (Choose landscape orientation when there are more columns than what fit into portrait orientation.)

### EAG14 – RI Options Tab

### Options tab fields

Field Name	Description
<b>Track</b>	Track for which the report prints. The field displays values according to the setup for tracks in the School atom’s General tab. It displays options 1 to 9 for Numeric track and options A to I for Alpha track. <b>Note:</b> The <b>Track</b> field displays only if your school uses tracks.

Field Name	Description
<b>Final Marks Only</b>	Enables you to select only final marks for the last reporting period. Clear the checkbox to include all marks for the last reporting period. <b>Note:</b> You can view this field only when you select the last reporting period and when you select <b>Yes</b> in the <b>Include Final Mark</b> field on the Work Habits tab of the Elem Grading Setup atom.
<b>Reporting Period</b>	Reporting period for which the report prints. The pop-up list displays reporting periods defined in the Elem Grading Setup atom. <b>Note:</b> If you select the last reporting period, the <b>Final Marks Only</b> checkbox displays.
<b>Teacher Number</b>	Range of teacher numbers for the report. <b>Note:</b> When you include a range of teacher numbers, the value in the first field must be lower than the value in the second field. Enter a teacher number in one of the fields to select a single teacher.
<b>Grade Levels</b>	Range of grade levels for the report. <b>Note:</b> When you enter a range of grade levels, the grade level in the first field must be lower than the grade level in the second field. Enter a grade level in one of the fields to select a single grade.
<b>Student Status</b>	Status of students included in the report: <ul style="list-style-type: none"><li>• Active</li><li>• Inactive</li><li>• Both</li></ul>

## EAG14 – Sample Report

		Elementary Demo					EAG14
03/28/03		Work Habit Mark Distribution by Teacher					Page 1
2:30:19 PM		School Year 2002 - 2003					
Track: A		3rd Reporting Period					
		Active Students					
Teacher: 5 - Duffel, Denise Room: 10							Grade Level: 01
<b>Work</b>							
<b>Habit</b>							
<b>Code</b>	<b>Work Habit Description</b>	<b>Marks</b>					
		N	O	S	U	Total	
1	Respects Personal And School Property	Total	2	4	2	2	10
		Work Habit Mark %	20	40	20	20	
2	Accepts Responsibility	Total	0	2	5	3	10
		Work Habit Mark %	0	20	50	30	
3	Complies with Established Rules	Total	3	2	3	2	10
		Work Habit Mark %	30	20	30	20	
4	Follows through on Assignments	Total	4	1	1	4	10
		Work Habit Mark %	40	10	10	40	
5	Organizes Material	Total	2	1	5	2	10
		Work Habit Mark %	20	10	50	20	
6	Work and Plays Cooperatively	Total	5	1	1	3	10
		Work Habit Mark %	50	10	10	30	
7	Exhibits Self Control	Total	2	1	5	2	10
		Work Habit Mark %	20	10	50	20	
8	Uses Time Constructively	Total	2	4	2	2	10
		Work Habit Mark %	20	40	20	20	
9	Listens to and Follows Directions	Total	1	3	4	2	10
		Work Habit Mark %	10	30	40	20	
		Grade Level Work Habit Mark Totals	21	19	28	22	90
		Grade Level Work Habit Mark Totals %	23	21	31	24	

## Comment Summary Report (EAG15)

The EAG15 Comment Summary report enables you to print a list of the comments assigned to each student by one or more teachers for a specified reporting period.

<b>Location</b>	Elementary Grades atom   Grade menu
<b>Default Sort Values</b>	Homeroom Teacher Last Name, Homeroom Teacher First Name, Homeroom Teacher Number, Student Last Name, Student First Name, and Student ID.
<b>Paper Size</b>	8 ½ x 11 inch Letter
<b>Paper Orientation</b>	Landscape

### EAG15 – RI Options Tab

**Report Interface EX**

Report ID:  Recommended Orientation:  Cover Page  Draft Print

**Comment Summary Report**

Generic Report

**Enter Parameters for Comment Summary Report**

**Options** | Custom

Track:

Reporting Period:

Teacher Number:  -

Grade Levels:  -

Student ID:  -

Student Status:

Buttons: Setup, Save, Close, Queue, Print

### Report Option tab fields

Field Name	Description
<b>Track</b>	Track for which the report prints. The field displays values according to the setup for tracks in the School atom's General tab. It displays options 1 to 9 for Numeric track and options A to I for Alpha track. <b>Note:</b> The <b>Track</b> field displays only if your school uses tracks.
<b>Reporting Period</b>	Reporting period for which the report prints. The pop-up list displays reporting periods defined in the Elem Grading Setup atom.



## Other Comments Report (EAG16)

The EAG16 Other Comments report enables you to print a list of students who receive one or more comments for a selected scan grouping in a designated reporting period. The report displays all comment codes assigned to the student for the selected scan grouping.

<b>Location</b>	Elementary Grades atom   Grade menu
<b>Default Sort Values</b>	Homeroom Teacher Last Name, Homeroom Teacher First Name, Homeroom Teacher Middle Name, Homeroom Teacher Number, Student Last Name, Student First Name, and Student Middle Name.
<b>Paper Size</b>	8 ½ x 11 inch Letter
<b>Paper Orientation</b>	Portrait

### EAG16 – RI Report Option Tab

**Report Interface EX**

Report ID:  Recommended Orientation:  Cover Page  Draft Print

**Other Comments Report**  
 

**Enter Parameters for Other Comments Report**

**Report Option** | Custom

Track:

Reporting Period:

Teacher Number:  -

Grade Level:  -

Student ID:  -

Scan Group:

Selected Students:

### Report Option tab fields

Field Name	Description
<b>Track</b>	Track for which the report prints. The field displays values according to the setup for tracks in the School atom's General tab. It displays options 1 to 9 for Numeric track and options A to I for Alpha track. <b>Note:</b> The <b>Track</b> field displays only if your school uses tracks.
<b>Reporting Period</b>	Reporting period for which the report prints. The pop-up list displays reporting periods defined in the Elem Grading Setup atom.

Field Name	Description
<b>Teacher Number</b>	Range of teacher numbers for the report. <b>Note:</b> When you include a range of teacher numbers, the value in the first field must be lower than the value in the second field. Enter a teacher number in one of the fields to select a single teacher.
<b>Grade Level</b>	Range of grade levels for the report. <b>Note:</b> When you enter a range of grade levels, the grade level in the first field must be lower than the grade level in the second field. Enter a grade level in one of the fields to select a single grade.
<b>Student ID</b>	Range of student identification numbers for the report. <b>Note:</b> When you enter a range of Student ID numbers, the value in the first field must be lower than the value in the second field. Leave both fields blank to include all students. Complete any one of the fields to include a single student.
<b>Scan Group</b>	You can select student records on the basis of scan group defined in the <b>Scan Grouping</b> field of Other Comments atom. Options include <ul style="list-style-type: none"> <li>• <b>CO – Conference</b> - indicates teacher requests for conferences with parents or guardians</li> <li>• <b>GL – Grade Level</b> - indicates how students' performance according to grade level expectations</li> <li>• <b>RE – Retained</b> - indicates students that may have been retained for an academic term</li> <li>• <b>IR – Interim Rpt</b> - indicates that a student received a report exclusive of the typical reporting cycle</li> </ul>
<b>Selected Students</b>	You can select student records depending on comments in the <b>Area</b> field on the Other Comments tab of the Grades/Comments atom.  Options include <ul style="list-style-type: none"> <li>• All Students</li> <li>• Student with Comments</li> <li>• Students Without Comments</li> </ul>

## EAG16 – Sample Report

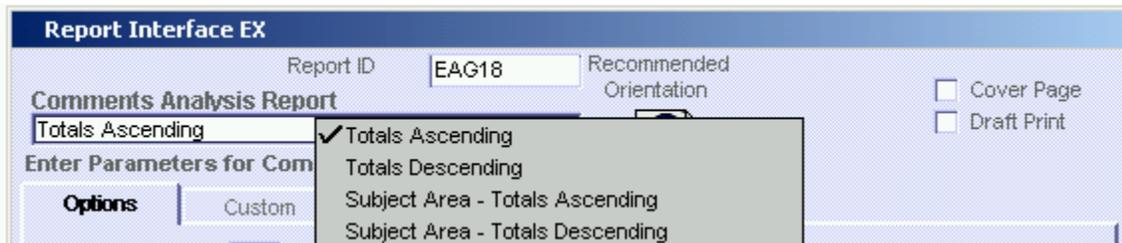
03/24/03 3:33:18 PM Track: A	Elementary Demo Other Comments Report School Year 2002 - 2003 1st Reporting Period Teacher Grade Level List	EAG16 Page 1
Teacher: 5 - Duffel, Denise Home Room: 1		
<u>Student ID</u>	<u>Student Name</u>	<u>Grade</u>
1444	Abber, Clara R.	01
		AA AB BB CC DD
1547	Brown, Joshua	01
		AA DD CC BB
1548	Bryant, Victor R.	01
		AA BB CC DD
Number of Students Listed: 3		
Total Students in Report: 3		

## Comment Analysis Report (EAG18)

The EAG18 Comment Analysis report lists all subject comments assigned to students in a selected reporting period and totals subject comment assignments in specified grade levels.

<b>Location</b>	Elementary Grades atom   Grade menu
<b>Paper Size</b>	8 ½ x 11 inch Letter
<b>Paper Orientation</b>	Landscape

### EAG18 – RI report title selection field



The report title selection field lists options that represent the sort order for the report. The report prints an appropriate sub-header to the title depending on this selection.

### EAG18 - Report title selection field options

Option	Description
<b>Totals Ascending</b>	Prints <b>By Ascending Total Frequency of Use.</b>
<b>Totals Descending</b>	Prints <b>By Descending Total Frequency of Use.</b>
<b>Subject Area - Totals Ascending</b>	Prints <b>By Ascending Total Frequency of Use within Subject Area.</b>
<b>Subject Area - Totals Descending</b>	Prints <b>By Descending Total Frequency of Use within Subject Area.</b>

## EAG18 – RI Report Option Tab

**Report Interface EX**

Report ID: EAG18      Recommended Orientation: Portrait

Cover Page  
 Draft Print

**Comment Analysis Report**

Totals Ascending

**Enter Parameters for Comment Analysis Report**

Options      Custom

Track: A

Reporting Period: 1st Reporting Period

Grade Level: -

Comments: All Subject Comments

Setup   Save      Close   Queue   Print

## Report Option tab fields

Field Name	Description
<b>Track</b>	Track for which the report prints. The field displays values according to the setup for tracks in the School atom's General tab. It displays options 1 to 9 for Numeric track and options A to I for Alpha track. <b>Note:</b> The <b>Track</b> field displays only if your school uses tracks.
<b>Reporting Period</b>	Reporting period for which the report prints. The pop-up list displays reporting periods defined in the Elem Grading Setup atom.
<b>Grade Level</b>	Range of grade levels for the report. <b>Note:</b> When you enter a range of grade levels, the grade level in the first field must be lower than the grade level in the second field. Enter a grade level in one of the fields to select a single grade.
<b>Comments</b>	Subject comments assigned to students in a selected reporting period. Options include <ul style="list-style-type: none"> <li>All Subject Comments</li> <li>Selected Subject Area Comments</li> <li>Comments Without Subject Areas</li> </ul> <b>Note:</b> When you choose <b>Selected Subject Area Comments</b> from the options, a generic selection window displays all Subjects Areas.

## EAG18 – Sample Report

		Elementary Demo							EAG18
03/24/03		Comment Analysis Report							Page 1
3:18:16 PM		School Year 2002 - 2003							
Track: A		1st Reporting Period							
		By Ascending Total Frequency of Use							
		All Subject Comments							
<u>Code</u>	<u>Comments</u>	<u>00</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>	<u>06</u>	<u>Total</u>
1000	performs well under stress conditon.	1	0	0	0	0	0	0	1
1005	good athletics.	0	0	0	1	0	0	0	1
3200	needs improvement in music and rhythm.	0	0	1	0	0	0	0	1
500	Leans music very well.	1	0	0	0	0	0	0	1
600	knows very well all the aspects of drawing.	1	0	0	0	0	0	0	1
700	no need of extra classed .performs well under stress conditon.	1	0	0	0	0	0	0	1
800	having good knowledge of all the aspecrts of music.	1	0	0	0	0	0	0	1
8962	always punctual . follows rules and regulations.	0	0	0	0	1	0	0	1
900	good learning knowledge of operating system .	1	0	0	0	0	0	0	1
RD101	is improving in reading	0	1	0	0	0	0	0	1
RD102	penmanship needs improvment	1	0	0	0	0	0	0	1
1002	requires improvement in Maths.	0	0	0	1	0	1	0	2
3003	has won olympidad .	0	0	1	0	0	0	1	2
MA100	Past Math level wrap	0	3	0	0	0	0	0	3
RD100	is reading at Grade Level	2	1	0	0	0	0	0	3