SASIxp™ Grade Reporting
Training Guide

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Course Description

This course provides instruction for the setup, data entry, maintenance, and use of the data files and atoms that are included in the Grade Reporting module. Topics include user-defined data; program options; mass updating of the Grade Reporting file; how to create, print, and scan Grade Reporting scan sheets; and how to print report cards and various reports.

The Grade Reporting module enables you to:

- Enter and maintain student grades and progress information over several marking periods.
- Calculate Grade Point Average (GPA), Numeric Grade Average (NGA) or GPA and NGA.
- Generate report cards, progress reports, and other accounts of student advancement.
- Transfer grade data from Grade Reporting to Course History, which updates information about cumulative GPAs and NGAs and student progress toward graduation.

Expected Outcomes

Upon completion of this course, you will be able to:

- Use the Grading Setup atom to define parameters used in grade reporting.
- Enter and maintain grading comments using the Grading Comments atom.
- Enter and maintain marks using the Mark Definitions atom.
- Enter and maintain the percentage of credit weights and transfer weights using the Credit Definitions atom.
- Enter and maintain GPA and NGA types using the GPA Definition atom.
- Define and generate trend marks using the Grading Trend Definition atom.
- Update the Grade Reporting file with class schedules, absences, and GPAs using the Update Grades atom.
- Enter and maintain grades using the Grades and Class Grades atoms.
- Create, print, and scan grade reporting scan sheets using the Grade Scanning atom.
- Update the Progress Reporting file with class schedules and absences using the Update Progress atom.
- Enter and maintain progress grades using the Progress and Class Progress atoms.
- Create, print, and scan Progress Reporting scan sheets using the Progress Scanning atom.
- Maintain honor roll/eligibility requirements using the Honor Roll/ Eligibility atom.
- Transfer grades using the Update Course History atom.

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Setting Up Grading

This section describes how to use atoms in the Grading Setup folder to set up a grade reporting system according to the needs of your school. Some of the grading elements that you define from this folder include reporting periods, conduct codes, mark definitions, course credit definitions, GPA types, and grade and progress reporting procedures.

You can also specify how the system calculates various totals and GPAs, and what data prints on report cards as well as on other grade and progress reports.

Grading Setup Atom

The Grading Setup atom consists of eleven tabs that enable you to set up specific aspects of a grade reporting system to support your school's requirements:

- Reporting Periods
- Reporting Options
- Mark Descriptions
- Credit Terms
- Attendance Options
- Report Card Text
- Conduct Conversion
- Advanced Options
- Progress Reporting
- Averaging Options
- History Option

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Periods Tab

The Reporting Periods matrix enables you to define up to 15 reporting periods for which the system collects, calculates, and prints data. When you establish reporting periods, you can define report titles, period start and end dates, and the terms (year, semester, quarter, and so on) that you want processed during the reporting period.

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Periods Fields

Field	Description
Track	If your school is a multi-track school, the system displays this field in the upper left corner of the screen. You can select track options from a pop-up list. Any data you enter and save with a displayed track option is associated with that track only.
	Note: If you enter data for one track only, then click Save, the system displays a message asking whether you want to copy Reporting Period information to all other tracks. Click OK to save the data to the other tracks (then you must enter the necessary changes for the other tracks). Click Cancel to save the data for the displayed track only (the other tracks remain blank or unchanged).
Lock CLASSxp users to Current Period	Enables or disables teachers using CLASSROOMxp™ to give grades only for the current period selected.
Current Period	Reporting period for which the system enters, calculates, and prints data.
	Note: Each time you start a new reporting period, make sure the number in the **Current Period** field correlates with the **Rpt** line on which data is being entered.
	You can define up to 15 reporting periods. Select the current reporting period from the pop-up list.
Rpt	Line number of the reporting period.
Report Title	A 30-character title for the reporting period. This title prints on scan sheets, report cards, and grade reports.

Field	*Description*
Date Range	**Starting** and **Ending** date fields for the reporting period defined in the **Report Title** field. The system uses this date range to calculate attendance totals for the current reporting period. This date range prints on report cards and grade reports.
Terms To Process	Term codes for the classes taught during the reporting period. You can select up to 6 term codes for each reporting period. These codes are based on the term codes associated with the Master Schedule. Reporting data is calculated for all classes to which the term applies. For example, if a mini-course starts and ends during the first 6 weeks of the First Quarter, you want to add the term code for the mini-course so the reporting data calculates and prints on the appropriate forms and reports.

Options Tab

The Reporting Options tab enables you to define the type of information to print on report cards and grading reports. You can specify whether to:

- Calculate GPA/NGA and which method to use.
- Use grading comments on the report cards.
- Use mark conversion and rounding.
- Allow credits to be changed.
- Use numeric equivalents for conduct codes.
- Use a district or school return address.
- Print informational messages on report cards.

You can also use this screen to specify the default GPA/NGA type, the report card form to use, and the scanner and scanner port.

Note: Select the **Include Blank Marks in GPA** checkbox to include blank marks in any calculation of GPA.

Options Fields

Field	*Description*
GPA/QPA	Controls use of GPA and/or NGA throughout your SASIxp system, and determines the fields displayed on many of the Course History screens. Options are: ● Not used – No average is calculated (default). ● Grade point average – GPA calculation is based on parameters set up in the GPA Definition atom. Can be used with alpha and numeric marks. ● Quality point average for numeric grades – Calculates QPA for numeric grades instead of GPA. Not currently implemented. ● Quality point average for letter grades – Calculates QPA for letter grades instead of GPA. Not currently implemented. ● Numeric grade average – NGA calculation is based on parameters set up in the GPA Definition atom. Used with numeric marks only. ● Numeric grade average and GPA – NGA and GPA calculations are based on parameters set up in the GPA Definition atom. This option would typically be used by school districts that use numeric grades but need to calculate GPA for college transcripts and some reports.
Com (9 mrk only)	The options are: ● Not used – 9-Mark Report Card Only (default). No user-defined comments print on report cards. ● Print only comments student received – Only the comment codes and comments that apply to the specific student print in the Explanation Of Teacher Comments section of the 9-mark report card.

Field	Description
Mark Conversion	Determines if numeric marks are converted to letter grades. A required field for InteGrade® Pro. Options are: • Not used – Numeric Marks Only (default). No conversion required. • Convert numeric marks to letter equivalents for Numeric Grade schools using GPA in place of NGA. • Convert letter marks to numeric equivalents for averaging letter grades.
Mark Rounding	This field determines the value in the **Round** field in the GPA Definition atom. It is also used when averaging numeric grades. • Not used – Numeric Marks Only (default). Use when no numeric averaging is required. • Truncate Numeric Grades – The system calculates numeric grades to four decimal places, then drops the last digit. For example, a value of 89.7796 truncates to 89.779. • Round Numeric Grades – The system calculates numeric grades to four decimal places, then rounds up or down and drops the last digit. If the last digit of the mark is 4 or less, the number rounds down; otherwise it rounds up. For example, 89.9219 rounds up to 89.922.

Field	*Description*
Report Card Form	Form options for printing report cards: ● 11-Mark Form (SASI 0083, 0084). The comparable NCS Pearson form numbers are 213207 and 213205. ● 9-Mark Form (SASI 0090). The comparable NCS Pearson form number is 213199. ● 4-Mark Form (SASI 0052, 0053, 0054). The comparable NCS Pearson form numbers are 213192 and 213196. ● 1-Mark Form (SASI 0042, 0043, 0044). The comparable NCS Pearson form numbers are 213177, 213249, and 213247. ● 7-Mark Data Mailer.
Scanner Type	Type of scanner for scanning data from grade reporting sheets: ● Scantron models 1400/2700 (Option 1) [27 channel] ● Scantron models 1300 (Option 1) Attend only [27 channel] ● NCS Sentry 3000 [48 channel] ● NCS Pearson OPScan Scanners ● Scantron 8000 series (Option 1) [27 channel] ● Scantron 8000 series (48 channel, 1 read) SM 2000 [48 channel] ● Scantron 8000 series (48 channel, 2 read) SM 2500 [48 channel] ● Scanning Systems/HEI 360 [48 channel] ● Scanning Systems/HEI 380 [48 channel] **Note:** If you select the wrong **Scanner Type** when scanning grade or progress forms, the SASIxp software can lock up. Verify the **Scanner Type** on the Options tab before you start to scan grade or progress forms.

Field	*Description*
Scan Form	Scan form used to collect grades from the teachers. The Grade Scanning atom reads this field to create and print the scan sheets. Options are: ● (27 Chan) 1 mrk alpha (213758) ● (27 Chan) 4 mrk alpha (213313) ● (27 Chan) 5 mrk num ● (27 Chan) 5 mrk alpha ● (48 Chan) 3 mrk alpha FX (44576) ● (48 Chan) 1 mrk alpha FX (158428) ● (48 Chan) 4 mrk alpha (213134, 213137) ● (48 Chan) 1 mrk alpha (213139, 213142) ● (48 Chan) 2 mrk num (213164) ● (48 Chan) 5 mrk alpha KD ● (48 Chan) 2 mrk num, num com (220169) ● (48 Chan) 3 mrk alpha (220171) ● (48 Chan) 3 mrk num (220175) ● User Defined Grade Forms User Defined Grade Forms is an option only if all the following conditions are met: ● NCS OpScan 3/5 is selected at **Scanner Type.** ● At least one user defined form was set up using the ScanTools atom. ● Both the **Enable NCS OpScan Scanner Enhancements** and the **Enable DEW Printing** options are selected on the Controls tab of the ScanTools atom. For more information about User Defined Grade Forms, see the *ScanTools Implementation with SASIxp and NCS ABACUSxp Software* manual.

Field	*Description*
Scanner Port	Port to which the scanner device connects. Options are: • Port 1 (Macintosh Modem) • Port 2 (Macintosh Printer) • Port 3 • Port 4
Permit/Ret. Addr	Determines the permit number and return address that print on the report or progress card. • Default from District School – Use the default permit number and return address for the district. School 000 must be established with the district information in the School atom. • Default from Current School – Use the default permit number and return address for your school.
Default GPA Type	Indicates which GPA displays on the Grades screen.The options are the four GPA types defined in the GPA Definitions atom. This field displays only if the Grade point average option is selected at **GPA/QPA.**
Default QPA Type	Indicates which QPA displays on the Grades screen. The options are the four GPA types defined in the GPA Definitions atom. This field displays only if the Quality point average for letter grades or the Quality point average for numeric grades option is selected at **GPA/QPA**.
Default NGA Type	Indicates which NGA displays on the Grades screen. The options are the four NGA types defined in the GPA Definitions atom. This field displays only if Numeric grade average option is selected at **GPA/QPA**.

Field	*Description*
Default NGA, GPA	Indicates which NGA/GPA displays on the Grades screen. The options are the four GPA/NGA types defined in the GPA Definitions atom. This field displays only if the Numeric grade average and GPA option is selected in the **GPA/QPA** field.
Include Blank Marks in GPA	Enables a teacher to inlude blank marks in any calculation of GPA. If a teacher does not bubble in a mark for a student and this option is selected, the student's GPA is lowered by the inclusion of the blank mark as a 0.0 grade during GPA calculation.
Com Type	Determines whether the comment choices (available through the Grading Comments atom) are alphabetically or numerically coded. Options are: ● None – No comment codes (default). ● Alpha Comments – Comment codes are alphabetic characters. You can use alphabetic codes A through T when you enter comment codes on the Grading Comments screen. Alphabetic comments can be scanned. ● Numeric Comments – Comment codes are numeric. You can use numeric codes 1 through 999 when you enter comment codes in the Grading Comments screen. Only one numeric grades scan form accommodates numeric comments.
Use Teacher Owned Comments	Enables or disables the use of teacher owned comments. If you select this option, additional fields appear on the Grading Comments screen so teacher owned comments can be entered.
Plain Paper Report Card	Enables you to print each student's report card on an individual sheet of 8 1/2 x 11 inch paper.

Field	*Description*
Print Column Headings	Enables you to print column headings on report cards.
Print Darkness (PMD table)	Determines how dark slug marks must print for the scanner to read them (applies to 48-channel scan forms only). There are 15 levels of intensity, and 15 is the darkest. The suggested starting point is 10.
Pencil Darkness (PMD table)	Determines how dark pencil marks must print for the scanner to read them. There are 15 levels of intensity, and 15 is the darkest. The suggested starting point is 7.
Pencil Difference (PMD table)	Determines when the scanner interprets pencil marks as erasures (applies to 48-channel scan forms only). There are 15 levels of intensity, and 15 is the darkest. The suggested starting point is 4. If the scanner reads two marks and the sensitivity level of both marks exceeds the pencil difference, the scanner ignores the lighter mark. For example, you might define the Pencil Darkness as 6 and the Pencil Difference as 5. The scanner might read two marks, one a 15 and the other a 7. The difference between the marks is 8. Because 8 is greater than the Pencil Difference (5), the scanner interprets the lighter mark as an erasure.
Compute Conduct Codes	Determines if numeric equivalents for conduct codes print on report cards.
Allow Credit Override	Determines whether the amount of credit specified on a scan sheet can replace the amount of credit already on file for a particular course or mark. By default, credit override is disabled.

Field	*Description*
School Message 1	You can type a message (up to 80 characters) in this field. The message prints at the bottom of all report cards. **Note:** The 9-mark and 11-mark report card forms truncate these messages to 52 characters.
School Message 2	You can type a second message (up to 80 characters) in this field. The message prints at the bottom of all report cards. **Note:** The 9-mark and 11-mark report card forms truncate these messages to 52 characters.

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Marks Tab

This tab enables you to define:

- Marks that display on the Grades and Class Grades screens and report cards.
- Grade type used.
- How marks are to be averaged.
- Weight for each mark when averaging grades.
- When a mark is the final grade when averaging.
- Number of comments to include on report cards for each mark.
- Whether to include conduct codes, work habits, and absence counts.

Marks Example – Not Averaging Grades

Marks Example – Averaging Grades

Marks Fields

Field	*Description*
Mrk	Line number of the mark record. (You can describe up to 21 marks.)
Hdg 1	Descriptive title (up to 4 alphanumeric characters) for the mark. This title is the first of two titles that displays in the Grades atom and Class Grades atom screens as well as prints on the 9-mark and 11-mark report cards. Heading 1 and Heading 2 are used in combination with each other and the combination must have a unique name. For example, Sem1 and Exam and Sem2 and Exam.
Hdg 2	Descriptive title (up to 4 alphanumeric characters) for the mark. This title is the second of two titles that displays in the Grades atom and Class Grades atom screens as well as prints on the 9-mark and 11-mark report cards. Heading 1 and Heading 2 are used in combination with each other and the combination must have a unique name. For example, Sem1 and Exam and Sem2 and Exam.
Rpt #	Numeric representation of the grade reporting period during which this mark is updated. For example, the First Quarter mark is updated during reporting period 1. The **Rpt #** is defined on the Periods tab.

Field	Description
Mark Type	Identifies the mark as a Progress mark, Grading, Regents Exam, or Final Grade. • Blank – Identifies the mark as a grade that prints on report cards and is included in GPA calculations. • P – Identifies the mark as a progress mark that does not print on report cards and is not factored into GPA calculations. • R – Identifies the mark as a Regents Exam mark (New York) that can display on report cards, transcripts, and the Profile Report, depending on the settings entered in the Competency Test Definitions atom for the Regents Exam. • F – Identifies final marks for a course at the end of a particular term. It is specific to British Columbia.
Alph Num	Identifies the mark as an alphabetic or numeric grade. Options are: • A (Alpha Mark) – Uses the alphabetic marks defined in the Mark Definitions atom. • N (Numeric Mark) – Uses the lowest valid grade to the highest valid grade marks defined on the Advanced Tab of the Grading Setup atom as well as any alpha mark defined in the Mark Definitions atom. **Note:** If you specify the mark type **N** and select the option **Average As Same Mark Type** on the Advanced tab of the Grading setup atom, the semester average mark type remains the same as the last valid mark that was averaged on a course by course basis.

Field	*Description*
Avg	Number of the mark into which this mark is averaged. For example, to make the first semester mark equal the average of the first quarter, second quarter, and semester exam, type **4** in the **Avg** field for marks 1, 2, and 3.
Weight	Number of times the mark counts toward the mark into which it gets averaged. For example, your school might have two quarter marks and an exam mark for each semester, and you might want each quarter mark to count twice as much as the exam mark. You enter a weight of 2 for each of the quarter marks and a weight of 1 for the exam mark.
Final	Indicates if a mark is a final grade when using the averaging process. Select one of these options from the popup menu: ● "Blank" - Not final Mark ● "Yes" - Final mark ● "Yes*" - Final mark with credit control **Note:** The following conditions must be met for "Yes*" to work, 1. The option to use "Credit Earned/Repeat Tags" must be selected. If not, the following message displays: "RT/CE must be selected before this option can be used." 2. The marks which are set up to average into this mark must be creditable marks. If not, the following message displays: "Marks averaging into this mark are not creditable. Cannot use credit control for this mark". 3. Only two marks can be averaged into the current mark. If not, the following message displays: "Only two marks can average into this mark for credit control."

Field	Description
Excl GPA	Applies to current grades only and indicates when a mark should not be used for GPA calculation. For example, to exclude a semester exam mark from GPA calculation, specify Yes in this field. Click the cell to toggle between Yes and blank (No).
Excl Rpt	Indicates when a mark should not be printed on report cards. If you specify Yes, this mark does not print on the 9-mark and 11-mark report cards. Click the cell to toggle between Yes and blank (No).
Cmt	Indicates how many teacher comments can be applied to this mark (and the number of comment fields available on the Grades and Class Grades atoms). Options are: ● None – Do not use comments for this mark. ● 1–5 – Number representing how many comments you want to use for this mark.
Citz	Determines whether a **Citizenship** field is included in the Grades and Class Grades atoms. Click the cell to toggle between Yes and blank (No).
WH	Determines whether a **Work Habits** field is included in the Grades and Class Grades atoms. Click the cell to toggle between Yes and blank (No).
Use Abs	Determines whether absence fields are included in the Grades and Class Grades atoms. Click the cell to toggle between Yes and blank (No). Absence fields are defined in the Attendance Options screens of this atom.

Marks Example – Semester Average Reporting

Two SASIxp functions require specific marks setup to run correctly:

- **Calculate Semester Average** option while using the Update Grades process
- Students with a Failing Semester Report

This is an example of a valid marks setup for these two functions.

Setup Requirements

- The school must have first semester, second semester, and year end term codes.
- The last mark in the matrix must be for year end and it must be a final mark.
- The **Mrk** lines for the first and second semester must be averaged into the year end mark.
- Each mark must have a weight of at least 1. If you do not enter a value, report calculations might not be correct.

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Credits Tab

This tab enables you to define the course grades transferred to the Course History file. When grades are transferred to the Course History file, the courses can receive credit.

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The system also uses the fields in the Credits tab to define the term codes that are processed by the Calculate Semester average function in the Update Grades atom. You set up the term codes for averaging into the final mark.
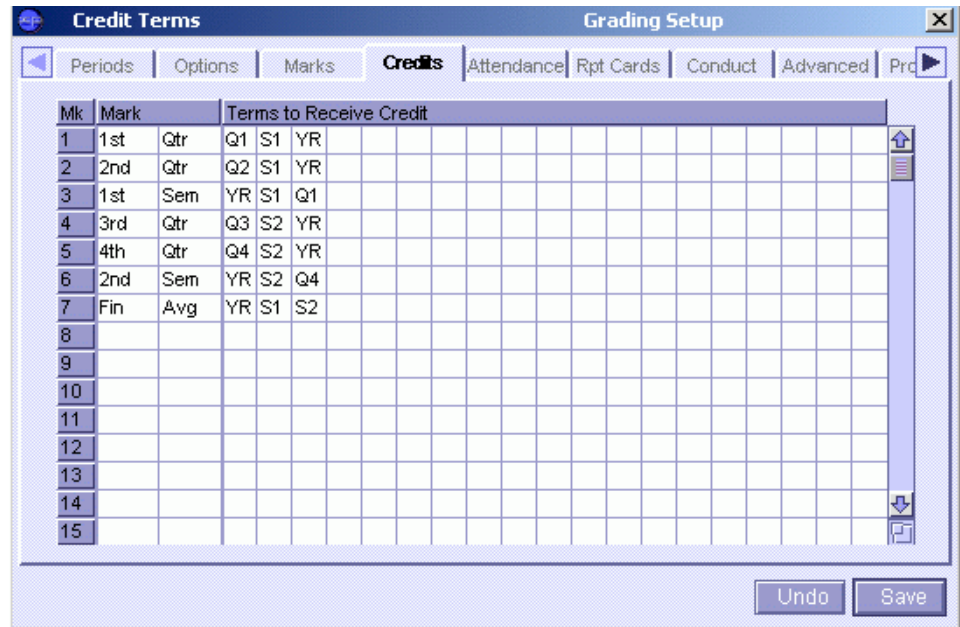
Credits Fields

Field	Description
Mk	Line number of the mark information.
Mark	Description of the mark that indicates the reporting period for which grades are transferred.
Terms to Receive Credit	Terms for which grades are transferred. The selected terms must match those selected in the **Terms to Process** field of the Reporting Periods screen. If you are using averaging, the terms must also match the term codes for averaging into the final mark.

Attendance Tab

The Attendance Options tab consists of two matrixes. The upper Attendance/Tardy Definitions matrix defines two attendance totals that print on report cards and display as fields in the Grades and Class Grades screens. You can use the Attendance/Tardy Definitions matrix to define:

- Absence definitions
- Absence types to count
- Maximum number of allowable absences
- Maximum percentage of allowable absences

The lower Additional Attendance Definitions matrix enables you to configure the reporting period summary attendance that the system calculates and prints on report cards and progress reports. You can specify up to four attendance definitions such as total days present, total days absent, total days tardy, and total days enrolled.

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Attendance Fields

Field	Description
Abs	Line number for the absence or tardy definition.
Hdg 1, Hdg 2	Abbreviated title of the absence/tardy category in the **Type** field. You can use up to 3 alphanumeric characters. Heading 1 prints above Heading 2 on all 9-mark and 11-mark report cards, grade reports, and the Grades and Class Grades screens.
Type (cont.)	• Excused Tardies – Includes excused tardies. Excludes unverified absences, unexcused absences, excused absences, school activities, and unexcused tardies. • Unexcused Tardies – Includes unexcused tardies. Excludes unverified absences, unexcused absences, excused absences, school activities, and excused tardies.

Field	*Description*
Type	Type of absences and tardies for which totals are calculated. The Update Grades atom uses this field when updating absences in the grading file. Options are: ● Not Used – Absence and tardy totals are not calculated by type (default). ● All Absences – Includes unverified absences, unexcused absences, excused absences, and school activities. Excludes excused and unexcused tardies. ● Unverified, Unexcused, Excused – Includes unverified absences, unexcused absences, and excused absences. Excludes school activities, excused tardies, and unexcused tardies. ● Unverified, Unexcused – Includes unverified absences and unexcused absences. Excludes excused absences, school activities, excused tardies, and unexcused tardies. ● All Tardies – Includes excused and unexcused tardies. Excludes unverified absences, unexcused absences, excused absences, and school activities.

Field	*Description*
Duration	Defines the time over which each attendance total is calculated. The Update Grades atom uses this information when updating absences in the grading file. Options are: • Year-to-Date – Includes totals from the start date of the first reporting period to final date of the last reporting period. The start date defined in the Attendance calendar in the Attendance Setup atom and the ending date defined on the Periods tab of the Grading Setup atom determine the year. • Current Semester – Includes absences for the current semester only. The Term Type options selected on the Schedule tab of the School atom define the current semester start and end dates. • Current Period – Includes absences for the current report period only. Start and end dates defined on the Periods tab of the Grading Setup atom determine the current period.
Max.	Maximum number of allowable absences before class credit is withheld.
Max. %	Maximum percentage of allowable absences before class credit is withheld.
Hold Credit	Amount of credit to withhold, if any, if a student exceeds the maximum number or percentage of allowable absences. Options are: • Blank - (No) – Do Not Withhold Credit if over Limit. • Y - (Yes) – Withhold Credit if over Limit. • P - (Yes) – Withhold Credit if over Percentage Limit.
Repeat Tag	Select a repeat tag to deny credit due to attendance. Only repeat tags for which the **Exclude Credit Completed** flag is set to **Yes** are available for selection.

Field	*Description*
Atd	Line number of attendance definition. You can define up to four additional attendance codes.
Heading	Attendance code title.
Type	Type of absences and tardies for which totals are calculated. The Update Grades atom uses this field when updating absences in the grading file. Options are: • Not Used – Absence and tardy totals not calculated by type (default). • Days Enrolled – Includes all days the student is enrolled during the selected duration. • Days Present – Includes all days the student is present (days enrolled minus excused and unexcused absences and school activities). • Days Present and ACT – Includes all days the student is present or attending a school activity. These options are based on the All Day column in Period Attendance: • All Absences – Includes unverified absences, unexcused absences, excused absences, and school activities. Excludes excused and unexcused tardies.

Field	*Description*
Type (cont.)	● Unverified, Unexcused, Excused – Includes unverified absences, unexcused absences, and excused absences. Excludes school activities, excused tardies, and unexcused tardies. ● Unverified, Unexcused – Includes unverified absences and unexcused absences. Excludes excused absences, school activities, excused tardies, and unexcused tardies. ● All Tardies – Includes excused and unexcused tardies. Excludes unverified absences, unexcused absences, excused absences, and school activities. ● Excused Tardies – Includes excused tardies. Excludes unverified absences, unexcused absences, excused absences, school activities, and unexcused tardies. ● Unexcused Tardies – Includes unexcused tardies. Excludes unverified absences, unexcused absences, excused absences, school activities, and excused tardies.
Duration	Time over which each attendance total is calculated. The Update Grades atom uses this field when updating absences in the grading file. Options are: ● Year-to-Date – Includes totals from the start date of the first reporting period to final date of the last reporting period. ● Current Semester – Includes absences for the current semester only. ● Current Period – Includes absences for the current reporting period only.

Report Cards Tab

The Report Card Text tab enables you to provide an explanation of the academic and conduct marks for 9-mark and 11-mark report cards.

> If you use 1-mark or 4-mark report cards, you do not need to complete this tab.

Report Cards Field

Field	Description
Report Card Explanation Text	Provides 9 lines that each hold 80 characters to explain the meaning of the academic and conduct marks on the report card. The explanation text prints on 9-mark and 11-mark report card forms, and each line truncates to 52 characters.

Conduct Tab

This tab enables you to use the Conduct Conversion Setup matrix to define numeric values and cutoffs for each conduct code. The values defined on this screen facilitate conduct code averaging. This feature is currently under development.

Conduct Fields

Field	*Description*
Ln	Line number of the conduct code. You can define up to 16 codes.
Conduct Code	Conduct code for which the numeric value and cutoff are defined. See the Grading Comments Fields on page 51 for a list of conduct codes.
Cutoff	When conduct codes are averaged, this value indicates the point at which the value is rounded up or down to the next whole number. For example, if conduct code O (Outstanding) has a value of 4 while conduct code S (Satisfactory) has a value of 3, setting this value to 3.6 means any student whose conduct averages 3.6 or greater earns a numeric value of 4. If the student's average is less than 3.6, the student receives a numeric value of 3. This value is associated with the **Minimum Average Conduct** field on the Eligibility screen.
Numeric Value	Numeric value assigned to the conduct code.

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Advanced Tab

The Advanced Options tab enables you to define the lowest and highest valid grade when using numeric grades. You can also use the print option for credits. Other conditions you can define include whether to use a fail condition, how to sort grades, the highest final grade, minimum promotional average, total absences limit, total absence duration, and whether to print absences and grade points.

Advanced Fields

Field	Description
Grade Sort Preference	How to sort grades for reports. Options are: ● Blank – Sort in random order (default) ● Sort Grades by Course Number ● Sort Grades by Period
GPA Credit Factor	Credit that factors into the GPA. Options are: ● Credit Attempted – All attempted credits factor into the GPA. ● Credit Completed – Only completed credits factor into the GPA.
Highest Valid Grade	Highest numeric mark accepted by the system. If your school uses numeric marks, you must enter a value in this field. The field accepts up to three digits. A required field if you are using the InteGrade Pro student information software.
Lowest Valid Grade	Lowest numeric mark accepted by the system. If your school uses numeric marks, you must enter a value. A required field if you are using the InteGrade® Pro software.
Highest Final Grade	Highest mark accepted by the system for grades defined as Final on the Mark Definitions screen.
Highest Failing Grade	Credit cutoff for a numeric grade. For example, if you enter a numeric grade of 65, all grades of 65 or lower receive no credit when grades are calculated. If your school uses numeric marks, you must enter a value in this field (up to three digits). A required field if you are using the InteGrade Pro software.
Number of Semesters	Number of semesters in the school year.

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Field	Description
Auto Fail Grade	If left blank (the default), the auto fail option is not used. When you enter a grade in this field, any marks flagged as auto fail, or that are less than or equal to the auto fail grade, count as failing grades when calculating the student's GPA.
Failing Mark To Print	Value entered prints on the report card when the student has a failing grade.
Rank By	Basis for calculating class rank. The default is NGA. Options are: ● NGA ● GPA This field displays only when the Numeric grade average and GPA option is selected in the **GPA/QPA** field on the Options tab.
Use Promotion Condition	When selected, the system automatically promotes students meeting the qualifications for promotion to the next level. If a student does not meet the qualifications, the system does not promote the student. Verification of student records against promotion qualification occurs when you initiate grade calculations in the Grading folder.
Repeat Tag/Credit Earned	When checked, the system displays repeat tags and credit earned columns on the Show All Data tab of the Grading atom.
Minimum Promotion Average	Lowest GPA a student can receive and still be promoted.
Total Absence Limit	Maximum number of absences (all categories combined) the student may have and still be promoted. Students who exceed the limit are not promoted.

Field	**Description**
Total Absence Duration	Indicates whether total absences are for the year to date, current semester, or current reporting period. Options are: ● Year-to-Date – Includes totals from the first day of school to the day you run the update program. ● Current Semester – Includes absences for the current semester only. ● Current Period – Includes absences for the current reporting period only.
Use Grading Trend Mark	When selected, enables grading trend calculations in the Update Grades atom. For more information, see the Grading Trend Definition Atom on page 71.
Print Options – Absences	Indicates whether absences print on report cards and grade reports. Options are: ● Don't Print Absences (default) ● Print All Absences ● Print Absences Once (Daily)
Print Options – Credits	Indicates whether credits print and what they print on. Options are: ● Don't Print Credits (default) ● Print Credits on Report Card Only ● Print Credits on Labels Only ● Print Credits on Report Cards and Labels
Print Options – Grade Points	Indicates whether grade points print and what they print on. Options are: ● Don't Print Grade Points (default) ● Print Grade Points on Report Card Only ● Print Grade Points on Labels Only ● Print Grade Points on Report Cards and Labels

Field	*Description*
Include Alpha Marks in NGA	This checkbox displays when you select **Numeric grade average** or **Numeric grade average and GPA** in the **GPA/QPA** field in the Options tab.
	Select this checkbox to include alpha marks in NGA calculations.

Progress Tab

This tab enables you to define the reporting period, progress reporting title, mark type to use, number of comments to use, whether progress marks should include conduct, and absence counts.

If you do not issue separate progress reports or if you issue them to every student, you do not need to complete this tab.

Progress Fields

Field	Description
Track	If your school is a multi-track school, this field displays in the upper left corner of the screen. You can select tracks from the list. Data that you enter while a specific track displays is associated with that track only.
Period	Reporting period number that defines the start date and end dates as well as the term codes that are used for progress reporting. Use one of the reporting period numbers defined on the Reporting Periods screen.
Progress Reporting Title	Progress report title that prints on scan sheets, report cards, and grade reports. This field defaults to the title you enter in the Reporting Periods screen. You can change the title.
Alpha/Num	Indicates whether the marks recorded are alphabetic or numeric grades. Options are: ● None – No academic mark is given for this mark. ● Alpha Mark – Uses the alphabetic marks defined in the Mark Definitions atom. ● Numeric Mark – Select this option if your school uses numeric marks.
Comments	Indicates how many teacher comments can be applied to this mark. The selected option determines the number of comment fields available on the Progress and Class Progress screens. Options are: ● None – No comments are used. ● 1–5 – Up to 5 different comments can be selected for each mark.

Field	*Description*
Use Conduct	Determines whether a conduct field is included in Progress and Class Progress atoms. Click the cell to toggle between Yes and blank (No).
Use Absences	Determines whether absence fields are included in Progress and Class Progress atoms. Click the cell to toggle between Yes and blank (No). You define absence fields in the Attendance Options matrixes.
Use Work Habits	Determines whether a **Work Habits** field is included in the Progress and Class Progress atoms. Click the cell to toggle between Yes and blank (No).
Scan Form	Scan form used to collect progress data from teachers. The Progress Scanning atom reads this field to create and print the scan sheets. Options are: ● (48 Chan) 2 mrk num (213164) ● (48 Chan) 2 mrk num com (220169) ● (27 Chan) 1 mrk alpha (213758) ● (48 Chan) 3 mrk alpha FX (44576) ● (48 Chan) 1 mrk alpha FX (158428) ● (48 Chan) 1 mrk alpha (213139, 213142)
Report Card	Form on which progress reports print. Options are: ● Stock paper (8.5 inch x 11 inch) ● 1-Mark Form (SASI 0042, 0043, 0044) The comparable NCS Pearson form numbers are 213177, 213249, and 213247. ● Export for Custom Use

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Field	*Description*
Use Addtl Attend	Determines whether an additional attendance field is included in the Progress and Class Progress atoms. Click the cell to toggle between Yes and blank (No). You define absence fields in the Attendance Options matrixes.

Averaging Tab

The Averaging Tab has a matrix called **Marks Averaging Credit Control,** which enables the user to select repeat tags to award or deny credit based on the specific circumstance being analyzed at the time.

Refer to the error log (updgrd.log) to locate information about student records missing from the final year averages. The error log includes students with two or more courses with the same state course number in the same semester. It has the student's last name, first name, permanent number, and an error description. The error log is stored in the SASIxp DATAFILE folder.

The four specific cases allowed are the following:

1. If the student has a passing mark in the First Semester, a failing mark in the Second Semester, and the average is **Passing**, then the user can choose to **award** credit to the second failing mark.

2. Similarly, if the student has a failing mark in the First Semester, a passing mark in the Second Semester, and the average is **Passing**, then the user can choose to **award** credit to the first failing mark.

3. Also, if the student has a passing mark in the First Semester, a failing mark in the Second Semester, but the average is **Failing**, then the user can **deny** credit from the first passing mark.

4. And if the student has a failing mark in the First Semester, a passing mark in the Second Semester, but the average is **Failing**, then the user can choose to **deny** credit from the second passing mark.

The **Repeat Tags/Credits Earned** option in the Grading Setup atom must be turned on in order to make this functionality active. If the users select a repeat tag in this matrix and attempt to save the grading setup without the **Repeat Tags/Credits Earned** option turned on, they get a warning message that tells them that the selected averaging functionality is not available without the repeat tags turned on.

The repeat tags, if selected, must specifically **award** Credit Completed for cases 1 and 2, and **deny** Credit Completed for cases 3 and 4.

Note: Here are the conditions in which you shall NOT consider credit control averaging:

1. Either of the marks is a BLANK mark.

2. Either of the marks has a value of -1.

3. If they are alpha marks, either of the marks has NO Numerical value

defined in **Marks Definition**.

Averaging Fields

Field	Description
Mark Averaging Credit Control	
Ln	Line number for the Mark Averaging Credit Control
Mark1, Mark2	These two columns contain static text, defining PASS or FAIL. The marks must be creditable.
AVG = PASS Credit Tag	Select from the popup menu, either blank (Not Used) or any pre-defined repeat tag with the proper attribute for that column to award credit. **Note:** The attribute for the repeat tag must be set to "Award" in the **Excl Credit Complete** column of the Repeat Tag Definition atom. If the user selects an invalid repeat tag for that column, the following message pops up: "Cannot use this repeat tag for Awarding Credit. Select a different repeat tag."
AVG = FAIL Credit Tag	Select from the popup menu, either blank (Not Used) or any pre-defined repeat tag with the proper attribute for that column to deny credit. **Note:** The attribute for the repeat tag must be set to "Deny" in the **Excl Credit Complete** column of the Repeat Tag Definition atom. If the user selects an invalid repeat tag for that column, the following message pops up: "Cannot use this repeat tag for Denying Credit. Select a different repeat tag."
Atom Function fields	

Field	*Description*
Average As Same Mark Type	When selected, the semester average mark type is the same mark type as the last valid (not blank) mark that was averaged, regardless of the type defined on the **Marks** tab of the Grading Setup atom. Schools that give numeric grades and letter grades for different courses use this option.
Final Avg. ACRS Match Option	Matches semester long courses having different course IDs to average into the last mark. Match criteria is defined by course in the Course atom. Match criteria options are: ● Not Used ● StateCrs1 ● StateCrs1 + CollegePrep **Example:** Allows you to average a first semester math class and a second semester math class defined with different course IDs when you run **Calculate Semester Average** in the Update Grades atom.

History Tab

This matrix ensures that the marking period data in the Grades atom is identical to the data in the Course History atom. It serves as default values for updating course history with processes that are run outside of the Update Course History atom.

When you use the **Recalculate Semester Average** option in the Grades atom, you must select the **Auto Update from Grades** checkbox to update course history accordingly.

History Fields

Field	*Description*
Mk	Line number of the matrix in the History tab.
Mark	Comes from the mark column in the **Mark Descriptions** screen of the Grading Setup atom and indicates which grades may be transferred (as defined in the **Credit Terms** screen of the Grading Setup Atom).
Cal Month	Calendar month that the grade reporting period ended.
Cal Year	Calendar year that the grade reporting period ended.
School Year	School year that the courses were taken. The school year that a course was taken is not necessarily the same as the calendar year. For example, if the school year is 98-99 and a course was taken anytime during the 98-99 school year, select 1998.
Term	Term that reflects the semester in which the course was taken. Use 1 for first semester or quarter, 2 for second semester or quarter, and so on, including 2-digit values.
Citz	Toggle between Yes and No (a blank field indicates No). Yes means that you are transferring conduct codes to the Course History file for the selected mark.
Attend	Toggle between Yes and No (a blank field indicates No). Yes means that you are transferring attendance totals to the Course History file for the selected mark.
Transfer Grades options (determine how grades should be transferred)	

Field	*Description*
Track	If your school is a multi-track school, this field displays in the upper right corner of the screen. You can select tracks from the list. Data that you enter while a specific track displays is associated with that track only. **Note:** Selecting a track will load data from other tracks into this matrix. This option is hidden unless the school is defined as a track school.
Auto Update From Grades	Select this check box to enable the user to automatically add new updates to the Course History records from the Grades records.
Update School Attended	Select to transfer student attendance data from the AGRA file to Schools Attended.
Use YTD Dates	When you select this option, the system uses the first and last date as defined on the **Reporting Periods** screen of the Grading Setup atom. The date may also be taken from the student's enrollment record, if the student enrolled after the beginning of the reporting period.
Update Current History	Select this option to update records in the Couse History atom, without duplicating existing records.

Grading Comments Atom

The Grading Comments atom (in the Grading Setup folder) enables you to define the comment codes and comments used for grade and progress reporting. You can enter up to 20 alpha or 999 numeric comment codes, depending on the option you chose in the Options tab of the Grading Setup atom.

> This screen displays the **Tch** and **Teacher Name** fields only if you select the **Use Teacher Owned Comments** option in the Reporting Options screen in the Grading Setup atom. If you do not select this option, only the **Code** and **Comment** fields display.

Grading Comments Screen

Ln	Tch	Teacher Name	Code	Comment
1		(School wide)	A	Outstanding effort
2		(School wide)	B	A pleasure to have in class
3		(School wide)	C	Satisfactory progress
4		(School wide)	D	Excessive tardies
5		(School wide)	E	Does not use class time wisely
6		(School wide)	F	Unprepared for class
7		(School wide)	G	Excessive absences
8		(School wide)	H	Does not work up to ability
9		(School wide)	I	Performs below grade level
10		(School wide)	J	Excessive non-suits in PE

Grading Comments Fields

Field	*Description*
Tch	Initially this field displays as "(School wide)," because the comment associated with the code applies to all teachers and is used on a school-wide basis. To apply a comment to a specific teacher (constituting a "teacher owned" comment), you must enter a teacher number in this field. If you do not know the teacher's number, click the fast access arrow to display the Teacher List. This field displays only if you use teacher owned comments.
Teacher Name	Name of the teacher who owns the comment. This field only displays if you use teacher owned comments.
Code	One alphabetic character or a 3-digit number, depending on the **Com Type** selected on the Reporting Options screen. If using alphabetic codes, you can enter codes A through T. If using numeric codes, you can enter codes 1 through 999. If you enter codes in random order, the Save function automatically places them in sequential order.
Comment	Text describing the code. This comment prints on report cards and various grade and progress reports. If you selected None for the **Com Type** in the Reporting Options, no comment prints.
	Note: The 9-mark report card form does not support teacher-owned comments or numeric codes.

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Grading Setup Considerations

All teachers can use a comment code, although an individual teacher may own it. You may also see several teachers using the same code but with different comments.

- To make a comment code available to all teachers, do not enter a teacher number or name for the code. The system default (school-wide) indicates the comment code is available to all teachers.

- To make a comment code a teacher-owned comment, you must enter a teacher number and name for the code.

Because different teachers can use the same code, each variation of the code's comment must be linked to a different teacher number and name. For example, if Code A is used school-wide and also owned by two different teachers, Code A owned by Teacher 1 prints a different message from Code A owned by Teacher 2. When Code A is used by all other teachers, the school-wide definition prints. Teachers 1 and 2 cannot use the school-wide version of Code A. The system recognizes only the Code A comment linked to their teacher number and name.

Mark Definitions Atom

The Mark Definitions atom (in the Grading Setup folder) enables you to establish the marks that print on report cards and progress reports, and whether credit is given for a mark. In addition, this atom provides for scanned mark-to-mark translation. (If a scanner mark differs in type from the mark you want entered in the student record, the program converts the scanner mark to the proper mark).

> This screen may display different fields depending on what you select in the **Mark Conversion** field on the Options screen in the Grading Setup atom.

Mark Definitions Screen

This matrix displays when you select Not Used – Numeric Marks Only in the **Mark Conversion** field on the Options screen in the Grading Setup atom.

Ln	Mark	Scanner Mark	Credit
1	A	A	Yes
2	A-	A-	Yes
3	B	B	Yes
4	B+	B+	Yes
5	B-	B-	Yes
6	C	C	Yes
7	C+	C+	Yes
8	D	D	Yes
9	D+	D+	Yes
10	D-	D-	Yes
11	F-	F-	
12	I	I	

20 Grade Definitions in the list

This matrix displays when you select Convert numeric marks to letter equivalents or Convert letter marks to numeric equivalents in the **Mark Conversion** field on the Options screen in the Grading Setup atom.

Mark Definitions

Ln	Mark	Scanner Mark	Credit	Mark Cutoff	Mark Value	Auto Fail
1	A	A	Yes	95	95	
2	A-	A-	Yes	92	92	
3	B	B	Yes	85	85	
4	B+	B+	Yes	88	88	
5	B-	B-	Yes	82	82	
6	C	C	Yes	75	75	
7	C+	C+	Yes	78	78	
8	D	D	Yes	65	65	
9	D+	D+	Yes	68	68	
10	D-	D-	Yes	62	62	
11	F-	F-	Yes			Yes
12	I	I	Yes			

27 Grade Definitions in the list

Close

Mark Definitions Fields

Field	Description
Ln	Line number for the mark definition. The matrix accepts an unlimited number of mark definitions.
Mark	Mark identifier using up to 3 alphanumeric characters. This mark prints on report cards. If the scanner mark from the scan sheet is different, the system translates it to the mark you defined in this field.
Scanner Mark	Mark that is read from the grade reporting scan sheet completed by the teacher. Because scan sheets have predefined academic mark options, the scanner mark read by the system may be translated to, and printed on, report cards as a different mark from the one designated on the scan sheet.
Credit	Indicates whether this mark receives credit. Click the cell to toggle between Yes and blank (No).
Mark Cutoff	Required for GPA calculation. Used when converting from numeric marks to letter equivalents for schools using numeric grades and GPA calculations instead of NGAs.
Mark Value	Numeric equivalent of the letter grade. Required to translate letter grades to numeric values when averaging letter grades.
Auto Fail	Indicates whether to allow an auto fail in grading for a certain mark. The options are Yes or blank (No). When using grade averaging, if a student receives a mark less than or equal to the auto fail grade (alphabetic), the student fails. The auto fail grade is defined in the Grading Setup atom.

Exempting Students from the Final Exam

If some students are exempt from taking a final exam, you can use the Mark Definition atom so the system does not factor the final exam grade into their GPA.

1. In the Reporting Options screen of the Grading Setup atom, set the Mark Conversion field to convert letter marks to their numeric equivalent.

2. Define the mark that exempted students receives for their final exam grade in the Mark Definitions screen. For example, use Ex for exempt; the teacher then assigns all exempted students a grade of Ex (in place of A–F) when entering final exam grades.

3. Set the Mark Value of Ex to –1. The system does not include a final exam score when calculating an exempted student's GPA.

Credit Definitions Atom

The Credit Definitions atom (in the Grading Setup folder) enables you to specify how GPA is influenced by a specific grade and how the system transfers credit to the Course History file. This atom consists of two screens:

- Credit Weights
- Transfer Weights

These weights work in conjunction with the values in the Credit Terms screen of the Grading Setup atom.

Credit Weights Matrix

You use the Credit Weights matrix to determine how current GPA is influenced by the grades reported during a course if you are weighting GPA by credit. For example, you can establish that the grade earned in the first semester of a year-long course counts less toward the GPA than the grade earned for the entire course.

Credit Definitions

Ln	Term	Rpt Per 1	Rpt Per 2	Rpt Per 3	Rpt Per 4
1	YR	25	25	25	25
2	S1	50	50		
3	S2			50	50
4	Q1	100			
5	Q2		100		
6	Q3			100	
7	Q4				100
8					
9					
10					
11					
12					
13					
14					
15					

Credit Weights

Close

Credit Weights Fields

Field	Description
Ln	Line number of the credit definition.
Term	Term code to which the percentage of credits applies.
Rpt Per (1–4)	Number of reporting period columns displayed on this screen equals the number of reporting periods defined in the Grading Setup atom. The number at the top of the column corresponds to the reporting period number. The value entered is used primarily for GPA calculations if you are weighing GPA by credit.

Transfer Weights Matrix

You use the Transfer Weights matrix to determine how much of a course's credit to transfer to the Course History file at a specified time during the term of the class, and what credits print on report cards and labels. For example, you can establish that a student gets 50% of the credit available in a year-long course after the student completes the first half of the course.

This screen displays a column for each reporting period. The value you enter in a column determines how much of a course's credit is transferred to Course History, in which reporting period the credit is transferred, and the credit printed on report cards and labels.

Credit Definitions

Ln	Term	Rpt Per 1	Rpt Per 2	Rpt Per 3	Rpt Per 4
1	YR		50		50
2	S1		100		
3	S2				100
4	Q1	100			
5	Q2		100		
6	Q3			100	
7	Q4				100
8					
9					
10					
11					
12					
13					
14					
15					

Trans Weights

Close

Transfer Weights Fields

Field	Description
Ln	Line number for the credit definition.
Term	Term code to which the percentage of credits applies.
Rpt Per (1–4)	Number for the percentage of a course's credit that you want to transfer to the Course History file at the end of the specified reporting period. (You use the Update Course History atom to actually perform the credit transfer.) Normally, when the numbers are summed across the row, they should equal 100 (for 100% credit).
	You defined the number of reporting period columns that display on this screen when you set up the Reporting Periods screen.

GPA Definition Atom

This atom enables you to customize the GPA calculation for up to four GPA types. The GPA types can be based on either numeric or alphabetic grade marks. Each GPA type contains a set of default values that may be used or modified to meet your school's requirements.

The GPA Definition file contains one record for each GPA type.

GPA Definition Screen

The appearance of this screen varies depending on your system setup. See and for additional information.

GPA Definition Fields

Field	Description
ID	Number representing the GPA type. SASIxp software provides four default GPA types that may be used or modified to support your school's requirements. Predefined GPA type IDs are: 1 – Academic GPA (generally excludes non-academic courses such as PE) 2 – Total GPA 3 – Type 3 GPA 4 – Type 4 GPA When you enter each ID, the system displays the other values associated with that GPA type.
Long Title	Up to 30 characters used to describe the GPA option.
Abbr	Up to 3 characters used to abbreviate the long title. The system displays this abbreviation in the **Default GPA Type** field in the Reporting Options screen and on transcripts and various reports.
Low Grd	Lowest grade level for which marks are calculated.
High Grd	Highest grade level for which marks are calculated. When running the GPA calculation, only marks earned for classes taken while the student was enrolled in the grade levels represented by the **Grd** fields are calculated. For example, if the **Low Grd** is 10 and the **High Grd** is 12, only marks earned for classes taken during the student's 10th, 11th, and 12th grades are included in GPA calculations.

Field	*Description*
Type	Indicates the GPA used: ● Blank – Normal GPA ● C – College GPA ● G – Graduation Status ● U – University GPA For example, you may want the University GPA weighted by credit, and non-academic courses to carry no grade points. In contrast, when defining the Graduation Status GPA type, you may want to disable the Weight GPA by Credit option and include grade points for marks earned in non-academic courses.
Weight GPA By Credit	Determines whether the credit earned in a course influences the GPA calculation. If selected, each mark is weighted in GPA calculations according to the credits earned. If not selected, each course is counted equally toward GPA, regardless of credit value. For example, selecting this option means a mark earned in an Math course worth 10 credits weighs more heavily toward the GPA than the same mark earned in a Home Economics course worth 5 credits.
Incl in Transcript	Select this option to print the calculated GPA value for the specified GPA type on student transcripts.
Include Semester Marks Only	Select this option to use only marks earned during terms defined as Semester for GPA calculation. This field not currently implemented.
Incl in Report Card	Select this option to print the calculated GPA value for the specified GPA type in student report cards.
GPA Decimal Place Accuracy	Number of decimal places to which the GPA is calculated. Use the pop-up list to choose from 1 to 4 decimal places.

Field	**Description**
Round	Indicates whether the GPA is rounded or truncated to the selected decimal place. This view-only value is set in the Grading Setup atom. - R – Rounded - T – Truncated - Blank – Not used
ACA	Academic tags defined in the Course atom's **N/H** field. Grade points can be defined for each academic tag included in the GPA. For example, if defining a Academic GPA, you might award higher grade points to an A earned in an Honors course than to an A earned in a Regular course. If defining another GPA, you might choose not to distinguish between marks earned in an Honors course and marks earned in a Regular Course. The same mark earned in both courses then receives the same number of grade points. Academic Tags are originally defined in the ACA table of the Tables Definition atom. Default tags are: - Blank – Represents the grade points earned for Regular classes. - H – Represents the grade points earned for Honors classes. - N – Represents the grade points earned for non-academic classes.
Description	Academic tag's description.

Additional Fields for Schools Using Alphabetic Marks

If your school system uses alphabetic marks instead of numeric marks, a matrix displays on the right when any of the academic codes are highlighted. You can accept or change the default values displayed in the matrix. You can also delete or add values for either matrix field.

Field	Description
Mark	Academic marks associated with the highlighted code as well as marks to which the grade point value applies. The marks listed are the same marks defined in the Mark Definitions atom.
Grade Point	Grade points that each mark earns. For example, an Honors A grade might earn 5 grade points and a Regular class A grade might earn 4 grade points. By default, grade points for Regular classes are less than those awarded for Honors classes. Non-academic grade points default to the same value given Regular classes, but you may want to change the non-academic grade point values. Most schools give less credit, or no credit, for non-academic classes. **Note:** If you do not want to include non-academic courses in a specific GPA calculation (for example, Academic GPA), the **Mark** and **Grade Point** columns must be blank.

Adding Alphabetic Marks

1. Open the GPA Definition atom. The Academic GPA screen displays.

2. In the academic tag matrix, select an academic tag.

3. Click **Add**. The GPA – Add Mark Value screen displays.

4. Select a mark and click **Add.** The mark displays in the Mark/Grade Point matrix.

5. In the **Grade Point** field on the Mark/Grade Point matrix, enter a Grade Point value.

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6. Repeat steps 3 – 5 to add another alphabetic mark.

7. Click **Save**.

Modifying Alphabetic Marks

1. Open the GPA Definition atom. The Academic GPA screen displays.

2. In the academic tag matrix, select an academic tag.

3. In the Mark/Grade Point matrix, select the grade point you want to change.

4. In the **Grade Point** field on the Mark/Grade Point matrix, enter a new grade point value.

5. Repeat steps 3 and 4 to modify another alphabetic mark.

6. Click **Save**.

Deleting Alphabetic Marks

1. Open the GPA Definition atom. The Academic GPA screen displays.

2. In the academic tag matrix, select an academic tag.

3. In the Mark/Grade Point matrix, select the line you want to delete.

4. Click **Del** (Delete).

5. Repeat steps 3 and 4 to delete another alphabetic mark.

6. Click **Save**.

Additional Fields for Schools Using Numeric Marks

If your school uses numeric marks instead of alphabetic marks, and you specified Numeric Grade Average in the **GPA/QPA** field of the Reporting Options screen, then the **Weight Method** and **Factor** fields display on the right side of the screen. You can use these fields to adjust the weight that each type of mark carries in the numeric grade average calculations.

Field	*Description*
Weight Method	Indicates the method used to increase the influence of a certain grade type when calculating GPA. Options are:
	None – Do not apply a Weight Method to a specific grade type. A particular mark of this grade type is still used in GPA calculation but at its face value with no additional weight.
	Multiply – Multiply a mark of the specific grade type by the factor entered in the **Factor** field to add weight to the grade when the numeric grade average is calculated.
	Add – Add to a mark of the specific grade type the number entered in the **Factor** field to add weight to the grade when the grade average is calculated.
	Not Used – Use this option if you do not want this type of mark used in grade average calculation. You would use this option if academic courses are not included in a specific GPA calculation (for example, Academic GPA).
Factor	The numeric mark is multiplied by the number in the **Factor** field if you select the Multiply option in the **Weighting Factor** field. The numeric mark is added to the number in the **Factor** field if you select the Add option in the **Weighting Factor** field.
	Either method increases the weight of the particular type of mark (for example, marks given for Honors classes) during numeric grade average calculations. Weighted marks can improve a student's numeric grade average.
If Mark > =	Calculate GPA using given weight to marks greater than or equal to a value you set in this field.

Tabs for Schools Using Alphabetic and Numeric Marks

If your school uses numeric marks and you specified Numeric Grade Average and GPA in the **GPA/QPA** field on the Reporting Options tab in the Grading Setup atom, then the GPA and NGA tabs display on the right side of the screen.

GPA Tab

The fields on this tab are the same as the GPA Definition Fields and Additional Fields for Schools Using Alphabetic Marks.

The processes for Adding Alphabetic Marks, Modifying Alphabetic Marks, and Deleting Alphabetic Marks are the same as described previously in this chapter.

Defining Grade Points

1. On the GPA tab, select **Add Num**. The GPA Add Numeric Marks screen displays.

2. Enter your highest valid grade value in the **Start** field. This value may be larger, smaller, or the same as the **Stop** value.

3. Enter your lowest valid grade value in the **Stop** field.

4. Enter a value in the **Step** field for the increments of numeric marks or accept the default value of 1.

5. Click **Add**. The GPA tab displays numeric marks based on the values entered in steps 2-4.

6. In the **Grade Point** field, enter the GPA for lowest and highest GPA marks. For example, if you use 4.0 as the highest GPA, a mark of 100 could equal a 4.0 GPA, a mark of 99 could equal a 3.5 GPA, and so on.

7. Click **Save**.

8. Click **Interpolate**. Grade points are calculated for each numeric mark from highest to lowest and numeric marks are filled in where missing.

9. Click **Save**.

> If you do not assign GPA for all numeric values for grades, the numeric mark is converted to alpha using the Marks Definition Cutoff values. The resulting alpha mark is used to look up GPA.

NGA Tab

The fields on this tab are the same as the Additional Fields for Schools Using Numeric Marks on page 67.

Grading Trend Definition Atom

This atom (in the Grading Setup folder) enables you to use grade trending by assigning a grading trend mark to students based on a trend direction, the student's marks, and marking periods that you choose. The grading trend mark is an overall mark that the system calculates based on the trend direction and marks the student has received in previous marking periods.

You can choose to include and select the trend mark on reports, just like any other mark.

You can use the Grading Trend Definition atom only if the **Use Grading Trend Mark** option is selected on the Advanced tab of the Grading Setup atom. Trend marks are calculated only if the **Calculate Trend Marks** option is selected in the Update Grades atom.

Grading Trend Definition Screen

This screen enables you to select the direction of a trend, define a set of trend marks, and choose the marks to include in a trend.

Grading Trend Definition Fields

Field	Description
Trend Direction	Select from a pop-up list the method that SASIxp software uses to determine the trend mark based on the student's marks received for previous grade reporting periods. The choices are: ● Up – If the last reporting period mark value is greater than the average of the marks, the trend mark is greater than the average of the marks. Otherwise, the trend mark equals the average of marks. (default) ● Down – If the last reporting period mark value is less than the average of the marks, the trend mark is less than the average of the marks. Otherwise, the trend mark equals the average of marks. ● Both – If the last reporting period mark value is greater than the average of the marks, the trend mark is greater than the average of the marks. If the last reporting period mark value is less than the average of the marks, the trend mark's value is less than the average of the marks. If the last reporting period mark value is equal to the average of the marks, the trend mark equals the average of marks.
Trend Marks	Use the fields to select up to 20 alphabetic or numeric marks that SASIxp software considers valid marks to include in trend mark calculation.
Value Order	Trend mark value assigned to each mark you select; 1 is the highest value.

Field	Description
Alpha Mark	Select from a pop-up list of all the alphabetic marks defined in the **Marks** column of the Mark Definitions atom.
Num Mrk Low	When you select an alphabetic mark, this field defaults to the mark cutoff defined for the alpha mark. You can edit this field.
Num Mrk High	When you select an alphabetic mark, this field defaults to the mark value defined for the alpha mark. You can edit this field.
Mark Occur	Assign a value from 0-99 in this field for each trend mark. SASIxp software uses this number to determine whether the **Default Mark** or **Default Num Mark** is used to calculate trend marks.
Default Mark	Defaults to the mark value defined for the alphabetic mark in the Mark Definitions atom.
Default Num Mark	If your school uses numeric marks, type the default you want to use in this field. The value can range from 0-999.
Marks to Trend	The fields in this matrix enable you to select the grade reporting period marks that SASIxp software uses to calculate the trend marks.
Mrk	Number of marks in the matrix. This field defaults to the number of marks defined on the Marks tab of the Grading Setup atom.
Hdg 1	Defaults to the value in the Marks tab of the Grading Setup atom. (Read-only)
Hdg 2	Defaults to the value in the Marks tab of the Grading Setup atom. (Read-only)
Rpt Per	Defaults to the value in the Marks tab of the Grading Setup atom. (Read-only)
Mark Type	Defaults to the value in the Marks tab of the Grading Setup atom. (Read-only)

Field	Description
Alph Num	Defaults to the value in the Marks tab of the Grading Setup atom. (Read-only)
Trend Mark	Select either blank or Yes from a pop-up list. Yes means that SASIxp software uses the grade reporting period marks when calculating the trend mark.

Trend Calculation Example

This example of the trend mark calculation uses the default direction of up.

A student has earned the following quarterly marks in her physics class:

Quarter	Mark	Trend Value
1st	A	4.00
2nd	A	4.00
3rd	B	3.00
4th	C	2.00

1. The system first calculates the Total Trend Value: 4.00 + 4.00 + 3.00 + 2.00 = 13.00.

2. The system then calculates the Trend Mark Average by dividing the Total Trend Value by the number of marks to trend: 13.00 / 4 = 3.25.

3. The system compares the value of the last trend mark to the trend mark average using logic for the up direction:

   If the Last Trend Mark < the Trend Mark Average, then the Trend Mark = the Trend Mark Average.

4. Because the last trend mark (the 4th mark, 2.00) is less than the trend mark average of 3.25, the system sets the value of the trend mark to 3.25.

Options on the Data Menu

Menu Option	Description
Add Grading	Clears the Grading Trend Definition screen so you can define additional sets of trend mark definitions.
Delete Grading	Deletes a previously defined set of trend mark definitions.
Inactivate Grading/ Activate Grading	Activates or inactivates the currently defined set of trend marks. SASIxp software only uses the active trend mark definition when calculating trend marks.

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Using Grading

The Grading system enables you to prepare grades for students at the end of each reporting period. The Grading system contains a record for each active student (including information such as mark, course number, period, and teacher). You can view and modify student grade data using the Grades and Class Grades atoms. Before you use the Grading folder, ensure that the grade reporting system is set up properly so that all functions process correctly.

After you update the Grading file using the Update Grades atom, the Grading system does not refer to the Master Schedule file. This process enables you to start changing the Master Schedule file in preparation for the next semester or quarter without affecting the Grading system records.

The Grading System enables you to:

- Enter marks data using a scanner. You can also type or select the mark from a pop-up list.

- Update absences and GPAs /NGAs using the Update Grades atom.

- Define eligibility requirements for up to nine different school activities and honor rolls using the Eligibility/Honor Roll atom.

- Use the Grades atom to print report cards, transcript labels, and various grade reports.

- Use the Update Course History atom to transfer grading data to the Course History file.

Update Grades Atom

You can use the Update Grades atom (in the Grading folder) to mass update the Grade Reporting file (AGRD). When you select a function in the Select Operation section, the system displays options for that function in the Options section.

Update Grades Screen

If your school uses **section linking**, the Progress, Update Progress, Grades, and Update Grades atoms also use attendance and grading information from linked sections when modifying and updating student records.

Update Grades Fields

Field	*Description*
Track	If your school is a multi-track school, the **Track** field displays the first track associated with the selected reporting period. You can select a different track from the list.
Reporting Period	Displays the current period's report title and date range.
	NCS Pearson recommends changing the reporting period in the Current Period field on the Periods tab of the Grading Setup atom instead of changing it in this field.

Operation Options

Update Grade Reporting File from Student Schedules

NCS Pearson recommends that you run this operation only one time for each reporting period. However, conditions may warrant running this operation more than once for these possible reasons:

- Student schedule changes were made after the Grade Reporting file was updated, and you want those changes included in the current Grade Reporting file.

- You want to print report cards for students enrolled after the Grade Reporting files were updated. (An alternative to running this operation is to add the student's classes to the file manually.)

- A student checks out of school and a report card must be printed for the student. Any student who leaves school before the Grade Reporting file is updated for the current period will not receive a current report card.

If you select this option, an additional field displays.

Field	*Description*
Operation Selection	
Update Grade Reporting file from student schedules	Copies the currently attended classes for each active student into the Grade Reporting file.
Option Displayed	
Clear student grades for Report Period	Deletes existing records from the Grade Reporting file for the report period selected and replaces them with records from the new reporting period (for the current term only). Options are: - None (Default) - Report periods defined on the Marks tab of the Grading Setup atom - All

Update Absences

When you run this operation, the system transfers the total of all absences from the Period or Daily Attendance atoms to the corresponding field on the Show All Data tab of the Grades atom.

In addition, the system sets repeat tags for withholding credit due to absences. Repeat tags are set in each of the following cases:

- The total of all absences exceeds the maximum number of allowable absences and the **Hold Credit** option on the Attendance tab of the Grading Setup atom is set to **Y**.

- The total of all absences exceeds the maximum percentage of allowable absences and the **Hold Credit** option on the Attendance tab of the Grading Setup atom is set to **P**.

You can run this operation many times. You might want to update absences before scan sheets are created and printed so that you can print the number of absences on the scan sheets. You might want to update absences again at the end of the current reporting period, after all absences are verified and before printing report cards.

If you select this option, an additional field displays.

Field	*Description*
Operation Selection	
Update Absences	Transfers the number of absences from the Period or Daily Attendance files to the **Absence** field in the Grade Reporting file.
Option Displayed	
Update Course Attendance	Updates the Grade Reporting file with course absences instead of period absences.

Update GPA

This option displays when grade point average is selected in the **GPA/ QPA** popup menu on the Options tab of the Grading Setup atom.

Run this operation before running the Honor Roll and before printing report cards if GPAs print on report cards.

If you select this option, additional fields display.

Field	*Description*
Operation Selection	
Update GPA	Calculates the current GPA.
Options Displayed	
Mark to Calculate GPA for	Select the mark for which you want to calculate GPAs from the popup list. This option displays only if you are assigning multiple marks for the reporting period (defined in the Marks tab of the Grading Setup atom).
Calculate Credit	Select this option to calculate credits earned during the marking period.
Calculate all Creditable Marks	Select this option to calculate credits earned for all creditable marks during the marking period. Otherwise, the system calculates credits earned only for the specified mark during the marking period. This option displays only if you select the **Calculate Credit** option.

Update NGA

This option displays when Numeric grade average is selected in the **GPA/ QPA** popup menu on the Options tab of the Grading Setup atom.

Run this operation before running the Honor Roll and before printing reports cards if GPAs print on report cards.

If you select this option, additional fields display.

Update GPA and NGA

Field	*Description*
Operation Selection	
Update NGA	Calculates the current NGA.
Option Displayed	
Mark to Calculate GPA for	Select the mark for which you want to calculate NGAs from the popup list. This option displays only if you are assigning multiple marks for the reporting period (defined in the Marks tab of the Grading Setup atom).
Calculate Credit	Select this option to calculate credits earned during the marking period.
Calculate all Creditable Marks	Select this option to calculate credits earned for all creditable marks during the marking period. Otherwise, the system calculates credits earned only for the specified mark during the marking period. This option displays only if you select the **Calculate Credit** option.

This option displays when Numeric grade average and GPA is selected in the **GPA/QPA** popup menu on the Options tab of the Grading Setup atom.

Run this operation before running the Honor Roll and before printing reports cards if GPAs print on report cards.

If you select this option, additional fields display.

Field	*Description*
Operation Selection	
Update GPA and NGA	Calculates the current GPA and NGA.
Option Displayed	

Field	*Description*
Mark to Calculate GPA for	Select the mark for which you want to calculate GPAs and NGAs from the popup list. This option displays only if you are assigning multiple marks for the reporting period (defined in the Marks tab of the Grading Setup atom).
Calculate Credit	Select this option to calculate credits earned during the marking period.
Calculate all Creditable Marks	Select this option to calculate credits earned for all creditable marks during the marking period. Otherwise, the system calculates credits earned only for the specified mark during the marking period. This option displays only if you select the **Calculate Credit** option.

Calculate Semester Average

This operation calculates semester averages for current grades. If you select this option, an additional field displays.

Field	Description
Operation Selection	
Calculate Semester Average	Calculates average for current grades. The calculation is based on the settings established in the **Avg**, **Weight,** and **Final** fields on the Marks tab in the Grading Setup atom.
Option Displayed	
Semester Average Mark	Select the mark for which you want to calculate the semester average from the pop-up list. The mark you select must be defined as a Final mark on the Marks tab in the Grading Setup atom. This option displays only when multiple final marks are defined in the reporting period on the Marks tab of the Grading Setup atom.
Do not calculate semester average if blank marks exist	Select this option if you do not want to calculate semester averages for students who have any blank marks.
Overwrite Existing Semester Averages	Calculates semester averages for all courses and overwrites any existing marks in the semester average field with new calculations. If there is a mark in the Semester Average column and all marks to be averaged are blank, existing marks are not overwritten.

Update Additional Attendance

This operation updates a summary attendance file (AGRA) that contains attendance summary information by reporting period. When the report card or progress report prints, additional attendance information prints on the bottom of the form. The information that displays depends on which of the four options you selected on the Additional Attendance tab in the Grading Setup atom. If the default (Not Used) was selected, no additional attendance information prints.

You must select this option if you want to update the Schools Attended file with attendance information through the Update Course History process.

Calculate Trend Marks

This operation enables grading trend calculations in the Update Grades atom. See the Grading Trend Definition Atom on page 71. for more information about trend marks.

This option button displays only if you selected the **Grading Trend Mark** check box on the Advanced tab of the Grading Setup atom.

If you select this option, an additional field displays.

Field	*Description*
Operation Selection	
Calculate Trend Mark	SASIxp software calculates and updates a trend mark for all students when you click Run.
Option Displayed	
Do not calculate trend mark if blank mark exists	Select this option if you do not want to calculate trend marks for any student with blank marks.

Grade Scanning Atom

You can use the Grade Scanning atom (in the Grading folder) to create and print the grade reporting scan sheets and to scan data from the scan sheets. The Grade Scanning screen has four sections.

Section	Select Process
Select Process	When you select a process, either Create/ Print Sheets or Scan Sheets, the Special Instructions and Processing Instructions display.
Special Instructions	These instructions relate to the process of scanning grade reporting scan sheets or creating and printing them. The instructions in this section vary depending on the process selected.
Track and Reporting Period	If your school is a multi-track school, the **Track** field displays the first track associated with the selected reporting period. The **Period** field displays the current period's report title and date range. You can select a different track and reporting period from the pop-up lists. NCS Pearson recommends that you set the reporting period on the first screen of the Grading Setup atom.
Processing Instructions	Process instructions generally determine the scan sheet form used and the type of data scanned. The instructions in this section vary depending on the process and special instructions selected.

Creating and Printing Scan Sheets

This section describes how the Create/Print sheets process creates and prints grading scan sheets.

> The system saves sets of scan sheets in a temporary file that is overwritten each time you create a new set of scan sheets. You should rename the temporary file each time you scan sheets if you want to maintain files for previous sets of scan sheets.

Grade Scanning Screen – Create/Print Sheets

Grade Scanning Fields for Create/Print Sheets

Field	*Description*
Select Process	
Create/Print Sheets	Displays two **Special Instructions** options: ● Print – Includes an option to re-start printing ● Create Only Processing instructions vary according to the special instruction you select.
Special Instructions	
Print	Creates the scan sheet file, then prints the scan sheets. Before activating this process, you must specify the scan sheet form on which data is printed. The **Form** field is from the Grading Setup atom.
Re-start printing	If you want to start printing at a specific page, select the **Re-start printing** option. The system displays the **Sheet #** field for you to define the page number where printing starts (you can find sheet numbers by querying the ASHG file). The **to** field enables you to define the page number where printing stops. The **Teacher #** field enables you to specify the teacher number for whom the sheets are being created.
Create Only	Enables you to create the scan sheet file but print it at a later date. This option also requires you to select a scan sheet form.

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Field	*Description*
Processing Instructions	
Form	Indicates the scan form, either standard or user defined, to create or print.
	The scan form selected on the Reporting Options screen in the Grading Setup atom is the default. To change it, select another form from the pop-up list. The selection for this field overrides the scan sheet form selected during setup. A scan sheet form must be selected for both **Print** and **Create Only** special instructions.
	User Defined Grade Forms is an option only if all the following conditions are met:
	● NCS OpScan 3/5 is selected at **Scanner Type** on the Options tab of the Grading Setup atom.
	● At least one user-defined form was set up using the ScanTools atom.
	● Both the Enable NCS OpScan Scanner Enhancements and the Enable DEW Printing options are selected on the Controls tab of the ScanTools atom.
	For more information about User Defined Grade Forms, see the *ScanTools Implementation with SASIxp and NCS ABACUSxp Software* manual.
Sheet #	Displays only if you select the **Re-start printing** option. Type the page number where you want printing to start.
To	Displays only if you select the **Re-start printing** option. Type the page where you want printing to stop.
Teacher #	Displays only if you select the **Re-start printing** option. Enter the teacher number for whom you want to print sheets.

Scanning Data

This section describes how the Scan Sheets process updates the Grade Reporting files.

Grade Scanning Screen – Scan Sheets

Grade Scanning Fields for Scan Sheets

Field	*Description*
Select Process	
Scan Sheets	Displays three or possibly four Special Instructions options: - Show detailed messages - Stop scanner when an error occurs - Use default citizenship/work habits - Competency Sheets (displays only when your localization is set to New York in the School atom) Processing instructions vary according to the special instruction you select.
Special Instructions	
Show detailed messages	Causes student names, sheet number, and error messages included in the scanning process messages.
Stop scanner when errors occur	Causes the scanning process to stop if an error is encountered.
Use default citizenship/ work habits	Causes the **Default Citizenship** and **Default Work Habits** fields to display in the Processing Instructions section. If a citizenship mark or work habits mark is missing from a grade reporting scan sheet, the program automatically reads the code from this field into the scan file.
Period	Select the period for which you want to process scan sheets.

Field	*Description*
Processing Instructions	
Form	Indicates the form being scanned, ether standard or user defined.
	The scan form selected on the Reporting Options screen in the Grading Setup atom displays by default. You can select another form from the pop-up list. The form you use during the scanning process must be the same as the one used when the file was created.
	User Defined Grade Forms is an option only if all the following conditions are met:
	• NCS OpScan 3/5 is selected at **Scanner Type** on the Options tab of the Grading Setup atom.
	• At least one user-defined form was set up using the ScanTools atom.
	• Both the Enable NCS OpScan Scanner Enhancements and the Enable DEW Printing options are selected on the Controls tab of the ScanTools atom.
	For more information about User Defined Grade Forms, see the *ScanTools Implementation with SASIxp and NCS ABACUSxp Software* manual.
	Note: If you select the wrong **Scanner Type** when scanning grade or progress forms, SASIxp software will freeze. Verify the **Scanner Type** on the Options tab before you start to scan grade or progress forms.
Default Citizenship	Available only if you select **Use default citizenship/work habits** in the Special Instructions section. The default code is for any student who does not have a citizenship mark on the scan sheet.

Field	*Description*
Default Work Habits	Available only if you select **Use default citizenship/work habits** in the Special Instructions section. The default code is used for any student who does not have a work habits mark on the scan sheet.
Sheet Mark	This read-only field indicates the sheet marks that display on the selected scan sheet form. For example, if you selected a 4-mark alpha form, the sheet marks are 1ST MARK, *2ND MARK*, *EXAM*, and *FINAL*. If you selected a 1-mark form, the sheet mark is *Only Mark*.
Update Mark	The mark updated by the corresponding scanner sheet mark. The list options are from the Mark Descriptions screen in the Grading Setup atom.

Grades Atom

The Grades atom (in the Grading folder) enables you to enter and maintain grades for an individual student. Using the Grades menu options, you also run the majority of your grading reports from this atom. This atom consists of two tabs:

- Show All Data
- Show Marks Only

The **Show All Data** matrix displays student grades, conduct codes, work habits, comment codes, absence/tardy data, repeat tags, credits earned, cumulative credits earned, credits attempted, total of cumulative credits earned, and total of credits attempted for the reporting period.

The **Show Marks Only** matrix displays only student grades for each reporting period, along with credits attempted. The tabs also display the GPA, or NGA, or both for an individual student.

Both matrixes provide course and schedule information in the Class Information fields. This information is created by running the **Update Grade Reporting Files From Student Schedules** option in the Update Grades atom or by selecting the Add option from the data menu to add one or more classes to grades.

Grades Show All Data Matrix

Grades Show Marks Only Matrix

Grades Fields

Field	*Description*
Class Information	
Ln	Line number of course grade record.
Beg Per	Period the class starts.
End Per	Period the class ends.
Crs-ID	Course ID defined in the Course atom. The maximum size of this field is set in Course Length field on the Schedule tab of the School atom.
Crs Title	Course title defined in the Course atom.
Teacher Name	Name of the teacher of the section for the course being graded.
NGA/GPA	Displays the cumulative GPA (or NGA, or both, if your school uses numeric grade averages) for the default GPA/NGA selected on the Options tab of the Grading Setup atom.
Reporting Period	
The reporting periods that display in this section of the matrix depend on values entered in the Marks tab of the Grading Setup atom.	
Mark columns	Academic grades for each mark. Mark column headings are determined by the mark titles entered in the **Hdg 1** and **Hdg 2** fields on the Marks tab of the Grading Setup atom. The sample screen shows this field's heading as **1st Qtr,** meaning that the academic grades were earned during the first quarter of the current reporting period. Academic marks may be scanned in or entered manually.
Cond (CON Table)	Conduct code earned for the class. Conduct codes may be scanned in, typed, or selected from a pop-up list defined in the Tables atom.

Field	*Description*
W/H (AWH table)	Code for the student's work habits in this class for this mark.
Cmt	Comment code. The number of comment columns is determined by the number defined in the Marks tab of the Grading Setup atom. The comment codes are defined through the Grading Comments atom. Codes may be scanned in, typed, or selected from a pop-up list.
Absence/Tardy Column (All Abs)	This column displays if you set the **Use Abs** field to Yes in the Marks tab from the Grading Setup atom. The column heading depends on the titles entered in the **Hdg 1** and **Hdg 2** fields of the Attendance tab in the Grading Setup atom. Total absences or tardies display in this column. Totals may be defined as cumulative or limited to each marking period. Totals may be typed or automatically entered by running the Update Grades atom.
Absence/Tardy Column (All Tdy)	This column displays if you set the **Use Abs** field to Yes in the Marks tab from the Grading Setup atom. The column heading depends on the Heading definitions entered in the Attendance tab in the Grading Setup atom.
Repeat Tag	This column displays if you select the **Repeat Tag/Credit Earned** option on the Advanced tab of the Grading Setup atom. Select the repeat tag from a pop-up list, which is defined in the Repeat Tag Definition atom. You can assign repeat tags only for marking periods defined on the Credits tab of the Grading Setup atom. Depending on the repeat tag you select, the system denies or awards credit for a marking period. You can use a repeat tag with a higher priority in order to replace an existing repeat tag.

Field	*Description*
Credit Earn	This column displays if you select the **Repeat Tag/Credit Earned** option on the Advanced tab of the Grading Setup atom. Displays credit earned during a marking period based on the repeat tag assigned. Credit is calculated only for marking periods defined on the Credits tab of the Grading Setup atom.
Cumulative Credit	This column displays if you select the **Repeat Tag/Credit Earned** option on the Advanced tab of the Grading Setup atom. Displays the cumulative credit earned for all marking periods.
Credits Attempt	Number of credits the student attempted to earn upon completion of this class. Credits are automatically entered (from the Sections file) when the Update Grades atom is run, or you can type them.
Total Credits: Comp	This field displays if you select the **Repeat Tag/Credit Earned** option on the Advanced tab of the Grading Setup atom. Displays the total credits completed or earned by the student.
Total Credits: Att	This field displays if you select the **Repeat Tag/Credits Earned** option on the Advanced tab of the Grading Setup atom. Displays the total credits attempted by the student.

Options on the Data Menu

Menu Option	*Description*
Add	Adds one or more classes to a student's Grades screen.
Delete	Deletes one or more classes from a student's Grade screen.
Inactivate Grading/ Activate Grading	Activates or inactivates the currently defined set of trend marks. SASIxp software only uses the active trend mark definition when calculating trend marks.

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Options on the Grades Menu

The Grades menu enables you to calculate GPAs for selected marks and to print report cards, labels, and various grade reports.

Menu Option	Description
Report Cards (GRD04)	Prints report cards. The Grading Setup atom determines the report card form and information printed on the report card. If you are using the laser version of the 9 mark report card, press Control and then Print to display the laser alignment screen.
	If you select the 7 Mark Data Mailer option for the report card form on the Options tab of the Grading Setup atom, additional options display for printing report cards.
	The GRD04 report prints a teacher's name on the cover page for the sort period you select on the RI. The cover page prints the school name, reporting period title, and dates of reporting period.
	The **Sort by Term** option displays when you select the period you want from the **Sort on Period** list. The GRD04 report sorts student records by period and term for every teacher.
	It prints "No Section In Period (X)" on the cover page instead of a teacher name for students that are not enrolled in the selected sort period (X) for the printing term.
	Use the **Student Status** field in the options tab to select Active, Inactive, or both Active and Inactive student records for the report.
	Select the **Sort by Zip Code** checkbox to sort student records according to zip code in the report.
	See the *Sample Reports User Guide* for more information.

Menu Option	*Description*
Listing by Student (GRD05)	Prints a list of student marks for the current reporting period or for all marks year-to-date. The report can be printed for a single grade level or a range of grade levels, and if applicable, a specific track. Data is grouped by student and includes the reporting period for which data is compiled, student name and ID, grade level, the class period, course title, and teacher name. If you select to print the report for all marks year-to-date, you can select up to 21 columns of data to print on the report, including a combination of marks, conduct, attendance, attempted credit, and earned cumulative credit. These options are defined on the Marks tab of the Grading Setup atom.
Verification by Teacher (GRD06)	Provides teachers with a list of students enrolled in their classes as well as the mark, conduct code, and comments awarded for the class. Fields include teacher number and name, section ID, period, course ID and description, student ID and name, term mark, credit earned, and comments. A Grading Scan file must exist for this report to print.
Transcript Labels (GRD07)	Prints a transcript label for each student. Transcript labels may be printed for one or four mark labels. Data printed on labels includes the student's grade level, the school year, school ID (one mark form), class descriptions, marks, credits attempted and completed, and GPA. You can print these labels for one student or a range of students. If you select Laser Labels from the pop-up list, press Control and then Print to get laser alignment screen.
Transcript Laser Label (GRD07A)	This report prints transcript information in a format that fits standard laser-printer labels.

Menu Option	**Description**
Exception by Student (GRD08)	Provides a list of students who received a particular academic mark a specified number of times during a selected marking period. Fields include student name and ID, student grade level, course title and period, teacher name, term mark, conduct codes and comments. If you select the All Marks option, all marks for students matching the exception criteria print.
Exception by Teacher (GRD09)	Provides a list of students who received a particular academic mark a specified number of times during the selected marking period. You can print the report for a single teacher or range of teachers. Fields include student name and ID, grade level, course title and period, teacher, term mark, conduct codes and comments. If you select the All Marks option, all marks for students matching the exception criteria print.
Distribution by Teacher (GRD10)	Prints a mark distribution analysis organized first by teacher, then by course and beginning class period. This analysis indicates totals, percentages, and GPAs/NGAs for all academic marks awarded during the selected marking period. Totals are compiled for each teacher, course, and at the end of the report, for the entire school. A distribution option on the report allows alpha and numeric marks to be used simultaneously.
Distribution by Course (GRD11)	Prints a mark distribution analysis organized first by course and beginning class period, then by teacher. This analysis indicates totals, percentages, and GPAs/NGAs for all academic marks awarded during the selected marking period. At the end of each course, distribution totals, percentages, and GPAs/NGAs for all sections of that course are printed. At the end of the report, totals, percentages, and GPAs/NGAs are printed for the entire school. A distribution option on the report allows alpha and numeric marks to be used simultaneously.

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Menu Option	*Description*
Stu w/ Failing Semester (GRD12)	This report lists final grade averages for students in the specified classes. You can run this report successfully only if your school setup defines Semester 1 and Semester 2 term codes that are averaged together for a year mark. If you try to run this report with a different setup, you receive an error message.
	This report only lists students with one failing semester. If a student fails two semesters, they do not appear on the report. Blanks are considered failing grades.
Mark Verification by Teacher (GRD15)	This report provides teachers with a list of students enrolled in their classes. Report data includes the sheet number, teacher number and name, section ID, class period, course ID and description, student ID and name, term mark, conduct code, absences, tardies, credit earned, and credit attempted. It sorts student data by Teacher Number, Beginning Period, Course, and Last Name/First Name/Middle Name (when applicable) in alphabetical, ascending order.
	You can print the report for the current reporting period or for all marks, year-to-date. If you select to print the report for all marks year-to-date, you can select up to 21 columns of data to print on the report, including a combination of marks, conduct, attendance, attempted credit, and earned cumulative credit. These options are defined on the Marks tab of the Grading Setup atom.
Student Mastery Report Card (GRD13J)	This report is a modified version of the 1-Mark Report Card (GRD04). It also includes NCS ABACUSxp Student Mastery information (course, objective description, and mastery). The report is sorted by student last name.
	Note: Before printing student mastery information on the GRD13J report, you must use the ABACUSxp Course Objective atom or Objective Course atom to link courses with objectives.
Update CHS From Grades	Updates the existing course history records with the corresponding data in grades.

Recalculate Semester Average

This procedure describes how to use the Grades atom to recalculate the semester average for one final mark for a specific student. The mark must be defined as final on the Marks tab of the Grading Setup atom. This procedure does not overwrite existing semester averages.

1. Open the Grades atom and find a student record.

2. Select the Show Marks Only tab.

3. In the Show Marks Only matrix, click the cell that contains the final mark or should contain the final mark for which you want to recalculate the semester average.

4. From the Grades menu, select Recalculate Semester Average. The message "Are you sure you want to recalculate this average?" displays.

5. Click **Yes**. The recalculated results display.

6. Click **Close**.

Use the following process to recalculate the semester average for multiple marks for an individual student in one final marking period. The marks must be defined as final on the Marks tab of the Grading Setup atom. This procedure does not overwrite existing semester averages.

1. Open the Grades atom and find a student record.

2. Select the Show Marks Only tab.

3. In the Show Marks Only matrix, find the cell that contains the final mark for which you want to recalculate the semester average.

4. Click the cell and delete the final mark.

5. Repeat Steps 3 and 4 for all final marks for which you want to recalculate the semester average.

6. Click **Save**.

7. Select the column containing the blank cells.

8. From the Grades menu, select Recalculate Semester Average. The message "Are you sure you want to recalculate this average?" displays.

9. Click **Yes**. The recalculated results display for all blank cells.

10. Click **Close**.

> **Note:** The **Recalculate Semester Average** option enables you to recalulate marks for the cell you select. To recalculate all averages, you must select the entire column.

Calculate NGA/GPA for Selected Column

This procedure describes how to use the Grades atom to calculate the NGA, GPA, or both for one mark column for a specific student. The NGA/GPA is defined in the **GPA/QPA** field on the Options tab of the Grading Setup atom. This process does not modify the student's rank.

1. Open the Grades atom and find a student record.

2. In the column for which you want to calculate the NGA/GPA, click the column heading to highlight the column.

3. From the Grades menu, select Calc. NGA/GPA for Selected Col. The message "Are you sure you want to recalculate this average?" displays.

4. Click Yes. The calculated results display in the NGA/GPA fields at the bottom of the screen.

5. Click **Close**.

> Using this process overwrites the GPA in the Student (ASTU) file that is calculated and stored when you run the Update Grades process and select Calculate GPA.

Class Grades Atom

The Class Grades atom (in the Grading folder) enables you to enter and maintain grades for each class taught during the current reporting period. Use this atom to change grading information for several students. Any records entered or updated in the Grades or Class Grades atoms display and update in both atoms. The Class Grades atom consists of two screens:

- Show All Data
- Show Marks Only

The Show All Data matrix displays student grades, conduct codes, work habits, comment codes, absence/tardy data, and credits attempted for the reporting period. (This information is defined in the Grading Setup folder.) The Show Marks Only matrix displays only student grades for each reporting period, along with credits attempted.

Both matrixes contain Student Information fields. Running the **Update Grade Reporting Files from Student Schedules** option in the Update Grades atom creates this information.

Class Grades Show All Data Matrix

This screen is divided into two sections:

Student Information - This section provides a list of students enrolled in a selected class. This information is created by running the Update Grade Reporting Fields From Student Schedules function in the Update Grades atom.

Reporting Period - This section contains columns used to enter students' academic grades, conduct codes, comments and absence/tardy totals for the class. Setup in the Grading Setup atom on the Marks tab determines this section's column headings and list options.

Class Grades Show Marks Only Matrix

This screen is similar to the Show All Data screen. The difference is that the Reporting Periods section displays only columns for reporting period marks and credits attempted. Conduct marks, comment codes, and absence/tardy totals are excluded.

Class Grades Fields

The information in the top line of both Class Grades screens identifies teacher and course information for a specific class.

| Field	Description
Student Information	
Student ID	Unique identification number of the student.
Student Name	Student's name.
Reporting Period	

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Field	*Description*
Mark Description	The sample screen displays this field's heading as 1ST QTR, meaning that the academic grades were earned during the first quarter of the current reporting period. Academic marks may be scanned in or entered manually. If your school uses alphabetic marks instead of numeric marks, you can also select academic marks from a pop-up list.
Cond (CON table)	Conduct code earned for the class. Conduct codes may be scanned in, typed, or selected from the pop-up list.
W/H (AWH table)	Code for the student's work habits in this class for this mark.
Cmt	Comment code. The number of comment columns is determined by the number defined in the Marks tab of the Grading Setup atom. The comment codes are defined through the Grading Comments atom. Codes may be scanned in, typed, or selected from a pop-up list.
Absence/Tardy Column (All Abs)	This column displays if you set the **Use Abs** field to Yes in the Marks tab from the Grading Setup atom. The column heading depends on the titles entered in the **Hdg 1** and **Hdg 2** fields of the Attendance tab in the Grading Setup atom. Total absences or tardies are displayed in this column. Totals may be defined as cumulative or limited to each marking period. Totals may be typed or automatically entered by running the Update Grades atom.
Absence/Tardy Column (All Tdy)	This column displays if you set the **Use Abs** field to Yes in the Marks tab from the Grading Setup atom. The column heading depends on the Heading definitions entered in the Attendance tab in the Grading Setup atom.

Field	Description
Credits Attempt	Number of credits the student attempted to earn upon completion of this class. Credits are automatically entered (from the Sections file) when you run the Update Grades atom, or you can type them.

Maintaining Class Grades
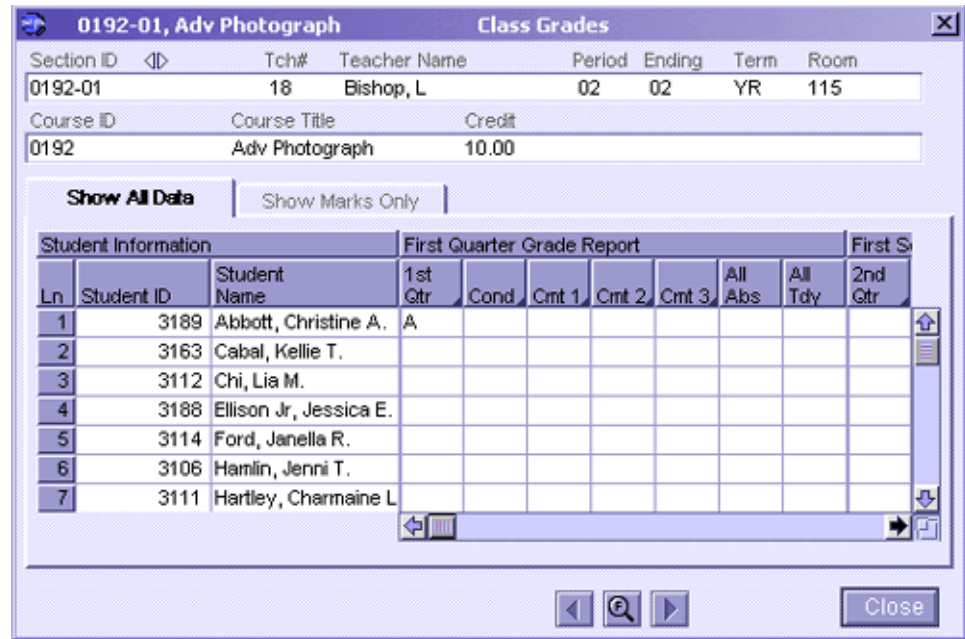
Use this atom to access student records in the Grades atom. The Class Grades atom lists student academic grades given by a particular teacher for a section and course. Locate the student you want and click **Open**. This displays the student's record in the grades atom. You can add or update records to the grades atom from this screen.

1. Open the Class Grades atom from the Grading module.

2. Locate the section and the course you want.

3. Select the student record you want and click **Open**.

4. This displays the entire grades record for that student in the grades atom. See Grades Atom for information on how to add, delete, and update grade records.

Using Class Grades with Teachers List

1. Drag a teacher number from the Teachers' List to the Class Grades atom, a screen displays the classes (sections) for the teacher selected. You can select the class/section you want.

2. If the teacher has no classes defined in the master schedule file (AMST), a message "No Sections found for teacher in the master schedule file (AMST)" displays.

3. Use the Find button to locate a teacher according to the specific teacher number.

Section ID	Course	Per	Term	Course Title	Tch#	Teacher Name	Seats
0192-01	0192	02	YR	Adv Photograph	18	Bishop, L	16
0192-02	0192	03	YR	Adv Photograph	18	Bishop, L	17
0192-03	0192	04	YR	Adv Photograph	18	Bishop, L	16
0192-04	0192	05	YR	Adv Photograph	18	Bishop, L	16
0192-05	0192	01	YR	Adv Photograph	18	Bishop, L	17
0193-01	0193	02	YR	Photograph 1-Hr	18	Bishop, L	35
0193-02	0193	03	YR	Photograph 1-Hr	18	Bishop, L	35
0193-03	0193	04	YR	Photograph 1-Hr	18	Bishop, L	35
0193-04	0193	05	S1	Photograph 1-Hr	18	Bishop, L	35
0194-01	0194	03	S2	Photograph 2-Hr	18	Bishop, L	35
0194-02	0194	03	S1	Photograph 2-Hr	18	Bishop, L	35

11 Sections in the list

Close

Honor Roll/Eligibility Atom

This atom (in the Grading folder) enables you to define types of honor rolls and the criteria a student must meet to qualify for them. You can also use this atom to define the criteria a student must meet to qualify for school activities like sports or band.

You can add multiple definitions, each with its own unique criteria, to the Grade Reporting system using this atom. You can use this atom to enter up to nine records, each representing an honor roll or activity that requires eligibility.

Determination of Eligibility

The criteria you set up in the Honor Roll/Eligibility atom define the standards for achieving an honor or participating in a student activity. When you run the Honor Roll Report (GHD01), the system flags each student who is eligible according to the criteria. Honor roll flags are stored in the Student (ASTU) file.

Each student record has a single flag for each defined mark. On the Honor Roll report interface, you specify which honor roll criteria to use and which mark to check.

The report program observes these rules:

- A student is reported as belonging to a maximum of one honor roll for any mark.
- The system clears all flags for students who do not qualify for any honor roll if the **Clear Previous Honor Roll Tags** option is selected on the Honor Roll Report (GHD01) and Eligibility Report (GHD02) report interface or if the reports are run for the first honor roll.
- Missing grades are ignored if the class-section term code is not one of the terms to process for the mark selected on the report interface.
- If the Exclude from Honor Roll flag is set while defining a repeat tag, the system excludes any mark with such a repeat tag and considers the student ineligible for the honor roll in the specified marking period.

Honor Roll/Eligibility Screen

Honor Roll/Eligibility Fields

Field	Description
ID	Unique 1-digit identification number associated with the eligibility definition record. ID numbers can be 1-9. If you add an honor roll, the system automatically fills this field when you click Save.
Report Title	Honor roll or eligibility requirements identifier. This title prints on the Honor Roll and Eligibility report.
Report Card Message	Honor roll or eligibility message. This message prints on the student's report card if you are using the 9-mark or 11-mark report cards.

Field	*Description*
Minimum	Minimum GPA or NGA for the type of GPA selected that a student must maintain to qualify. In the fields directly to the right of this field, type the GPAs numeric value. (For example, if the student must maintain an A average, type **4** in these fields.) You can also define a range of numeric marks for eligibility in these fields. The GPA Definition atom defines GPA or NGA types and the grade points earned by each letter grade. Use the second set of **Minimum** fields if you are evaluating more than one type of GPA. **Note:** If you specify two GPAs or NGAs, the student must meet the minimum standards for both GPAs to be eligible.
Minimum Courses	Minimum number of courses in which a student must be enrolled to qualify for eligibility.
Minimum Depts	Minimum number of departments a student's courses must span. (All courses are associated with a department such as Math or English.) **Note:** Before the program can determine if the minimum departments are met, the courses in the Course atom must be assigned to a department.
Min Credits Completed	Minimum number of credits the student must have completed for the current reporting period.
Min Credits Attempted	Minimum number of credits a student must have attempted to complete.

Field	Description
Min Average Conduct	Lowest conduct mark average a student can receive and still be eligible for an activity. For example, this field might be defined as S (Satisfactory, 3 pts). If a student receives conduct codes O (4 pts), S (3 pts), and N (2 pts), the numeric total is 9. The conduct average for these three codes equals 3 (9 divided by 3 equals 3). In this example the student qualifies because the average conduct code equals the specified minimum conduct requirements.
Min Grade Average	This field is available only if numeric grades are selected in the Mark Definitions matrix. Enter the lowest numeric grade average a student can receive and still be eligible for an activity.
Matrixes in the screen The matrixes enable you to define conditions that immediately disqualify a student's eligibility. Do NOT enter zero or negative values in the Total matrix fields.	
Ineligible Marks Matrix	Specify how many instances of a specific mark make a student ineligible. Select C* to find C+, C, and C- marks. Select C to find only C marks.
Total	Number of the corresponding marks that make the student ineligible.
Mark	Mark associated with the total.
Ineligible Conduct Matrix	Indicates which conduct code, and how many of each, make a student ineligible.
Total	Number of the corresponding conduct codes that make the student ineligible.
Conduct	Conduct code associated with the total.

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Field	Description
Ineligible Comments Matrix	Indicates the comment code and quantity that renders a student ineligible. If you specify a range of comment codes, any code within that range applies.
Total	Number of the corresponding comment codes render the student ineligible.
Com1 and Com2	Comment code or range of comment codes associated with the total. If entering a single comment code, use the **Com1** column. If entering a range such as R–T, use the **Com1** column for the first value and **Com2** for the second value.
Ineligible Numeric Matrix	Displays only if your school uses numeric grades. Indicates the numeric mark and quantity that renders a student ineligible for the honor roll or activity. If you define a range of numeric marks, any mark within that range applies. For example, if you define a range of 0 – 59 and define the total marks as 1, then a student receiving one 50 is ineligible.
Total	Number of the corresponding numeric marks render the student ineligible.
Low and High	Range of numeric marks associated with the total. If entering a range such as 0–59, use the **Low** column for the first value (0) and the **High** column for the second value (59).

Adding Honor Rolls

1. Open the Honor Roll/Eligibility atom.

2. From the Data menu, select Add Honor Roll. The system enables the data fields on the screen.

3. Complete the fields on the screen. See Honor Roll/Eligibility Fields on page 116.

4. Click Save.

5. Click Close.

Deleting Honor Rolls

1. Open the Honor Roll/Eligibility atom and display the honor roll you want to delete.

2. From the Data menu, select Delete Honor Roll. The system displays a confirmation screen.

3. Click OK on the confirmation screen.

4. Click Close.

Options on the Data Menu

Menu Option	Description
Add Honor Roll	Enables the data fields so that you can enter information for a new honor roll.
Delete Honor Roll	Deletes the currently displayed honor roll.

Options on the Honor Roll/Eligibility Menu

Menu Option	Description
Change ID, Title	Unlocks the top line of the Eligibility screen so you can make changes to the data (**ID**, **Report Title**).
Honor Roll Report (GHD01)	Prints a list of students who are eligible for a specific honor roll. The criteria set in the Honor Roll atom determines their eligibility. Report data also includes the report title, gender, credits attempted, credits completed, and GPA.
Eligibility Report (GHD02)	Prints a list of students who are either eligible or ineligible for a specific school activity. The criteria set in the Eligibility atom determines their eligibility.

To print an Ineligibility report, select the **Only Print Exceptions** option on the report interface. Report data also includes gender, credits attempted, credits completed, and GPA. |

Using the Update Course History Atom

The Update Course History atom (in the Grading and Course History folders) enables you to update GPAs or NGAs on a cumulative basis, and determine students' GPA or NGA ranking within their class. You can perform GPA or NGA calculations for all students or students who belong to a specific grade level or track. You can also use this atom to update the Schools Attended History file.

The Update Course History atom performs two basic functions:

- Transfer grades
- Calculate GPA or NGA

When you open the Update Course History atom, it defaults to the Select Marks to Transfer to Course History matrix. To calculate GPA or NGA, you select the Calculate GPA or NGA option on the Select Marks to Transfer to Course History screen.

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Setup Notes

The Update Course History atom accesses several files within the SASIxp software. Before you try to transfer grades or perform GPA calculations, you should verify that these files exist and are defined accurately:

- ASTU – Student
- ACRS – Course
- AUSR – User
- AMST – Master Schedule
- AGRA – Grade Reporting Additional Attendance
- AGRD – Grade Reporting
- ACDF – Grade Reporting Definition
- AGRP – Period Definitions
- AGRL – Grade Reporting Detail
- AGMK – Mark Definition
- AGCM – Comments
- AGPA – GPA Definition
- AGCR – Credit Definition
- ACHS – Course History
- ARTD – Repeat Tag Definition

To verify that these files exist, open the Create New Files atom (in the File Management folder). Look for a **Yes** in the **Created** column, which signifies that the file exists.

Report any of the files without a Yes to your System Administrator and request that they be created.

Do not perform grade transfers until you verify that:

- Valid data has been defined in the **Course ID**, **Course Title**, and **Credit** fields in the Course atom.
- Valid data has been defined in the **Teacher Name** and **Course ID** fields in the Sections atom.
- If transferring Citizenship marks and Attendance totals, conduct codes have been defined in the CON table of the Tables Definition atom, and attendance categories and criteria have been defined in the Attendance Options and Rpt Card Text screens of the Grading Setup atom.
- All fields in the Grades atom have been defined accurately. The Update Course History atom pulls grades from the grading file and course information from the course file. Accurate course IDs, term

codes, marks, credits attempted, and credits earned must be transferred to the Course History file. If you are transferring citizenship marks and attendance totals, valid totals and conduct codes must have been entered in the Grades atom.

When grades are transferred to the Course History file, the system puts an entry in the Schools Attended History (ASAH) file if the Update Schools Attended check box is selected. The Schools Attended History file reflects the completion of the current term in the current school. The system also updates attendance information from the Grading Summary information in the AGRA table (provided that it was updated previously with the Update Grades atom).

- Valid student information has been defined in the Student atom.

- Reporting periods from which marks are earned have been defined in the Reporting Periods screen of the Grading Setup atom.

- Marks have been defined in the Mark Descriptions screen of the Grading Setup atom.

- The terms to receive credit for transferring marks have been defined in the Credit Terms screen of the Grading Setup atom.

  While verifying these tasks, ensure that all terms to process on the Reporting Periods screen have also been entered in the **Terms to Receive Credit** field on the Credit Terms screen of the Grading Setup atom. If these two fields do not match, the system is not able to transfer grades for all terms within the reporting periods linked to the marks being transferred to the Course History file.

Finally, you should not perform GPA or NGA calculations until you verify that these tasks are complete:

- The **N/H** field has been defined for each course in the Course atom. This "academic tag" categorizes a course as Honors, Regular, or Non-academic and indicates the set of grade points used during GPA or NGA calculations. Academic tags must first be defined in the ACA table of the Tables Definition atom.

- The **Credit** field has been defined in the Mark Definitions atom. This field value determines whether a mark receives credit and affects GPA or NGA results.

- The GPA or NGA type and the grade points earned for each mark have been defined in the GPA Definition atom. The system uses this information to determine how marks are weighted during GPA computation. If a mark is not defined in the GPA Definition atom, it is excluded from GPA or NGA calculations.

Determining Use of GPA, NGA, or Both

Use the **GPA/QPA** field on the Options tab in the Grading Setup atom to select whether you want to use grade point average (GPA), numeric grade average (NGA), or both in your course history information.

If you select ...	Course History screens display...
GPA	GPA information only
Numeric grade average	NGA information only
Numeric grade average and GPA	Both GPA and NGA information

This option controls use of GPA and/or NGA throughout your SASIxp system, and determines the fields displayed on many of the Course History screens. See Grading Setup Atom on page 4 for additional information.

Select Marks to Transfer to Course History Matrix

The Transfer Grades function enables you to select the marks, grade level range, and (if your school is defined as a track school) the track for which you want to transfer grades. The Transfer Grades screen contains an information matrix (Select Marks to Transfer to Course History) along with the controls to select the atom function (Transfer Grades or Calculate GPA/NGA) and an optional Update Current History in order to update existing course history records without adding duplicate records.

Transfer Grades Fields

Field	*Description*
Select Marks to Transfer to Course History Matrix fields	
Mark	Comes from the mark column in the Mark Descriptions screen of the Grading Setup atom and indicates which grades may be transferred (as defined in the Credit Terms screen of the Grading Setup Atom).
Rpt Per	The Reporting Period in which the grades you want to transfer were accrued. The Reporting Period is linked to the mark description in the **Rpt #** field of the Grading Setup atom's Mark Descriptions screen.
Hdg1	First line of the mark description as defined in the Mark Descriptions screen of the Grading Setup atom.
Hdg2	Second line of the mark description as defined in the Mark Descriptions screen of the Grading Setup atom.
Cal Month	Calendar month that the grade reporting period ended.
Cal Year	Calendar year that the grade reporting period ended.
School Year	School year that the courses were taken. The school year that a course was taken is not necessarily the same as the calendar year. For example, if the school year is 98-99 and a course was taken anytime during the 98-99 school year, select 1998.
Term	Term that reflects the semester in which the course was taken. Use 1 for first semester or quarter, 2 for second semester or quarter, and so on, including 2-digit values.

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Field	Description
Citz	Toggle between Yes and No (a blank field indicates No). Yes means you are transferring conduct codes to the Course History file for the selected mark.
Attend	Toggle between Yes and No (a blank field indicates No). Yes means that you are transferring attendance totals to the Course History file for the selected mark.
Atom Function fields (determine the processing function for the atom)	
Transfer Grades	Select to transfer grades to the course history file.
Calculate GPA / NGA	Select to Calculate GPA or NGA Options. NGA information displays only if you select **Numeric Grade Average** or **Numeric Grade Average and GPA** on the Options tab of the Grading Setup atom.
Transfer Grades options (determine how grades should be transferred)	
Update Schools Attended	Select to transfer student attendance data from the AGRA file to Schools Attended.
Use YTD Dates	When you select this option, the system uses the first and last date as defined on the Reporting Periods screen of the Grading Setup atom. The date may also be taken from the student's enrollment record, if the student enrolled after the beginning of the reporting period.
Transfer Grd Range	Enables you to select a specific grade level or range of grade levels for which grades are to be transferred. When you select this option, selection fields for the **From** and **To** grades levels display.

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Field	*Description*
Update Current History	User can select this option to update records in the Couse History atom, without duplicating existing records.
Track to Transfer	Enables you to transfer grades for all tracks to which the selected reporting periods apply or to select a specific track from the pop-up list. This field displays only if your school is defined as a track school.

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Calculate GPA Screen

The Calculate GPA function enables you to calculate cumulative GPAs, NGAs, or both for records in the Course History file. You can also define the grade levels and (if your school is defined as a track school) the track for which you want GPAs or NGAs calculated.

The appearance of the Calculate GPA screen varies, depending on your system setup.

s045b.gif

A student's GPA is based on several factors:

● Academic status tag for a course

- Credit attempted
- GPA or NGA type
- Grade points that a mark earns

For example, an A earned in an Honors course weighs more heavily than an A earned in a regular or non-academic course (if the GPA Definitions atom defines higher grade points for marks earned in honors courses).

Calculate GPA Fields

Field	*Description*
Calculate NGA / GPA Options	
Calculate Cumulative NGAs / GPAs for Students	When selected, this option displays the total GPA, NGA, or both for all courses in the student's Course History record. The GPA or NGA is calculated for students within the selected grade level range and track. GPAs or NGAs are calculated for each of the four GPA or NGA types defined in the GPA Definition atom. Once defined, they are stored in the Student (ASTU) file.
	If you do not select this option, the student's Course History record does not display the student's academic placement within his or her grade level.
	NGA information displays only if you select **Numeric Grade Average** or **Numeric Grade Average and GPA** on the Options tab of the Grading Setup atom.
Include Current Grades	When selected, this option includes the current grades from the grading file in the calculation. Use this option if your school wants to include quarter grades in the GPA or NGA calculation but does not want to update quarter grades to the course history file. This field displays only if you select **Calculate Cumulative GPAs for Students.**

Field	Description
Grading Mark	Enables you to select the mark that you want to include in the GPA or NGA calculation. This field displays only if you select **Include Current Grades**.
Calculate Class Rankings for Students	When selected, this option compares the student's cumulative GPA, NGA, or both with those of other students within the selected grade range and track. You must specify whether to calculate the rankings for **Active Students Only or All Students.** The system calculates class ranking for each GPA or NGA.

If you do not select this option, the student's Course History record does not display the student's academic placement within his or her grade level. |
Active Students Only	Select to calculate class rankings for active students only.
All Students	Select to calculate class rankings for all students.
Clear Class Rankings for Students	Clears class ranking and size.
Atom Function fields	
Transfer Grades	Select to transfer grades to the course history file.
Calculate GPA / NGA	Select to calculate GPA or NGA options.

NGA information displays only if you select **Numeric Grade Average** or **Numeric Grade Average and GPA** on the Options tab of the Grading Setup atom. |
| **Grade Range and Track Option fields** | |

Field	Description
Calculate Grd Range	Enables you to select a specific grade level or range of grade levels for GPA or NGA calculation. When you select this option, selection fields display for the **From** and **To** grade levels.
Track to Calculate	Enables you to calculate GPAs or NGAs for all tracks to which the selected reporting periods apply or to select a specific track from the pop-up list. This field displays only if your school is defined as a track school.

Working with the Update Course History Atom

Transferring Grades

1. Open the Update Course History atom. The system displays the Select Marks to Transfer to Course History matrix.

2. In the **Mark** column, select the reporting period for the grades you want transferred. Then:

   - Select the calendar month for the reporting period.
   - Select the year for the reporting period.
   - Select the school year for the courses to be transferred. For example, if the academic year is 98-99, select 1998.
   - In the **Term** field, type the term number associated with the semester or quarter in which the courses were taken.
   - If you want to transfer conduct codes, select Yes in the **Citz** field.
   - If you want to transfer absence totals, select Yes in the **Attend** field.

3. Repeat Step 2 for each mark that you want to transfer to the Course History file.

4. To transfer grades for a specific grade range, select **Transfer Grd Range**. Then select a **From** and **To** value to specify the grade range.

5. To transfer grades for a specific track in a track school, select a track from the **Track to Transfer** field.

> This field displays only when the SASIxp software is set up for a track school.

6. Select the mark row for the grades you want transferred. To select multiple marks, hold down the Shift key and click each mark to transfer. To remove a mark selected in this way, hold down the Shift key and click the **Mark** field.

7. Click Transfer. The system displays a progress bar in the lower left corner of the SASIxp desktop.

8. When the transfer is complete, click Close.

Calculating GPAs or NGAs

1. Open the Update Course History atom and select the **Calculate GPA, Calculate NGA,** or **Calculate GPAs and NGAs** option. When the Calculate screen displays, select the **Calculate Cumulative** option (for GPA, NGA, or both, depending on your system setup).

2. To include grades from the Grading file, select **Include Current Grades**. When the **Grading Mark** field displays, select an item from the list. (A list displays only if multiple marks are defined for the reporting period.)

3. To rank GPAs, NGAs, or both within grade levels, select **Calculate Class Rankings for Students** and either the **Active Students Only or All Students** option. If you also selected the **Calculate Cumulative** option, the system first calculates the GPAs and/or NGAs, then ranks them within the selected grade level (and track if applicable).

4. To calculate grades for a specific grade range, select **Calculate Grd Range**. Then choose the grade range in the **From** and **To** fields.

5. If your school is a track school and you want to calculate GPAs and/or NGAs for a specific track, select a track from the pop-up list in the **Track to Transfer** field.

6. Click Calculate. The system displays a progress bar in the lower left corner of the SASIxp desktop.

7. When the calculation is complete, click Close.

3

Using Progress Grading

The Progress folder (in the Grade Reporting module) contains atoms that enable you to enter and maintain progress grades for individual students over several reporting periods or on a class-wide basis. You can also use this folder to:

- Summarize attendance totals.
- Scan progress grade information.
- Print scan sheets.
- Print progress reports.
- Print progress report cards.

Update Progress Atom

The Update Progress atom (in the Progress folder) enables you to mass update the Progress Reporting file with student schedules. When you select a function in the Select Operation section of the Update Progress screen, the system displays the options for that function in the Options section.

> If your school uses section linking, the Update Progress atom includes absence information from linked sections when updating student files.

Update Progress Screen

Update Progress Fields

Field	Description
Track	If your school is multi-track, the **Track** field displays the first track associated with the selected reporting period.

Field	*Description*
Progress Title	Current period's report title and date range. This field is set up on the Progress screen of the Grading Setup atom.

Update Progress Reporting File with Student Schedules

This operation copies the classes attended by each active student within the current reporting period into the Progress Reporting file. This operation updates files by reading the **Current Period** and **Terms to Process** fields in the Grading Setup atom, the student class schedules, and the **Term** and **Excl Grd** fields in the Sections atom.

NCS Pearson recommends that you run this operation only one time for each reporting period. However, conditions may warrant running this operation more than once for these possible reasons:

- Student schedule changes were made after the Progress Reporting file was updated, and you want those changes included in the current Progress Reporting file.

- You want to print report cards for students enrolled after the Progress Reporting files were updated. (An alternative to running this operation is to add the student's classes to the file manually.)

- A student checks out of school and a progress report card must be printed for the student. Any student leaving school before the Progress Reporting file is updated for the current period does not receive a current report card.

Update Absences

You can run this operation many times. You might want to update absences before scan sheets are created and printed so that you can print the number of absences on the scan sheets. You also might want to update absences again at the end of the current reporting period, after all absences are verified and before printing progress report cards.

Field	*Description*
Operation Selection	
Update Absences	Transfers the number of absences from the Period or Daily Attendance files to the **Absence** field in the Progress Reporting file.
Option Displayed	
Update Course Absences	Updates the Progress Reporting file with course absences instead of period absences. Attendance records are attached to the course, not the period, even if the course changes to a different class period.

Update Additional Attendance

This operation updates a summary attendance file (AGRA) that contains attendance summary information by reporting period. When the report card or the progress report prints, additional attendance information prints on the bottom of the form. The information that displays depends on which of the four options you selected on the Additional Attendance screen in the Grading Setup atom. If the default (Not Used) was selected, no additional attendance information prints.

Progress Scanning Atom

This atom (in the Progress folder) enables you to create and print progress reporting scan sheets. It also enables you to scan marks from the completed progress reporting forms. The Progress Scanning screen has four sections.

Section	*Description*
Select Process	When you select a process, the Special Instructions and Processing Instructions display.
Special Instructions	The instructions in this section vary depending on the process selected.
Track and Reporting Period	If your school is a multi-track school, the **Track** field displays the first track associated with the selected reporting period. The **Period** field displays the current period's report title and date range.
Processing Instructions	Process instructions generally determine the forms that are printed and scanned. The instructions in this section vary depending on the process and special instructions selected.

Creating and Printing Scan Sheets

This section describes how the Create/Print Sheets process creates and prints grading scan sheets.

Progress Scanning Fields for Create/Print Sheets

Field	Description
Select Process	
Create/Print Sheets	Creates the scan sheet file, or creates then prints the scan sheets depending on your selection in the Special Instructions section.
Special Instructions	
Print	Creates the scan sheet file, then prints the scan sheets.
Re-start printing	If you want to start printing at a specific page, select the **Re-start printing** option. The system displays the **Sheet #** field for you to define the page number where printing starts. The **to** field enables you to define the page number where printing stops. The **Teacher #** field enables you to specify the teacher number for whom the sheets are being created.

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Field	*Description*
Create Only	Enables you to create the scan sheet file without immediately printing scan sheets. (You must still specify a form type in the Processing Instructions section).
Period	Specifies the reporting period for the scan sheets.
Processing Instructions	
Form	Indicates the scan form to print. The scan form selected on the Progress screen in the Grading Setup atom is the default. To change it, select another form from the pop-up list. Your selection in this field overrides the scan sheet form selected during setup. You must specify a scan sheet form for both **Print** and **Create Only** special instructions.
Sheet #	Displays only if you select the **Re-start printing** option. Type the page number where you want printing to start.
To	Displays only if you select the **Re-start printing** option. Type the page where you want printing to stop.
Teacher #	Displays only if you select the **Re-start printing** option. Enter the teacher number for whom you want to print sheets.

Scanning Data

This section describes how the Scan Sheets process updates the Progress Reporting files.

Progress Scanning Screen – Scan Sheets

Progress Scanning Data Fields for Scan Sheets

Field	Description
Select Process	
Scan Sheets	Selects the process to scan the sheets.
Special Instructions	
Show detailed messages	Student names, sheet number, and error messages are included in the scanning process messages.
Stop scanner when errors occur	Causes the scanning process to stop if an error is encountered.
Period	Specifies the reporting period for the scan sheets.

Field	*Description*
Processing Instructions	
Form	Indicates the form being scanned. The scan form selected on the Progress screen in the Grading Setup atom displays by default. You can select another form from the pop-up list.

Progress Atom

The Progress atom (in the Progress folder) enables you to enter progress marks and print progress reports and academic mark information. This atom reads and updates the Progress Reporting file.

> If your school uses section linking, the Progress atom prints absences for classes based on the section links and section attendance absence totals.

The Progress atom consists of two screens:

- Show All Data
- Show Marks Only

The Show All Data matrix displays student grades, conduct codes, work habit codes, comment codes, absence/tardy data, and credits attempted for the reporting period. (This information is defined in the Grading Setup folder.) The Show Mark Only matrix displays only student grades and credits attempted for each reporting period.

Both matrixes provide course and schedule information in the Class Information fields. This information is created by running the **Update Progress Reporting Files from Student Schedules** option in the Update Progress atom or by selecting the Add option from the Data menu.

Progress Show All Data Matrix

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Progress Show Mark Only Matrix

Progress Fields

The information in the top row of the Progress screen identifies the student to whom the record belongs.

Field	*Description*
Class Information	
Ln	Line number of course progress record.
Beg Per	Period the class starts.
End Per	Period the class ends.
Crs-ID	Course ID defined in the Course atom.
Crs Title	Course title defined in the Course atom.
Teacher Name	Name of the teacher of the section for the course being graded.
Reporting Period	
Mark	Mark earned during the current reporting period. Mark column headings are determined by the mark titles entered in the **Hdg 1** and **Hdg 2** fields on the Mark Descriptions screen of the Grading Setup atom. Academic marks may be scanned in or typed. If your school uses alphabetic marks instead of numeric marks, you can also select marks from a pop-up list.
Cond	Conduct code earned for the class. Conduct codes may be scanned in, typed, or selected from the pop-up list.
W/H (AWH table)	Code for the student's work habits in this class for this mark.
Cmt 1 / Cmt 2	Comment codes. The number defined in the Progress screen of the Grading Setup atom determines the number of comment columns. Comment codes are defined during setup in the Grading Comments atom. Codes can be scanned in, typed, or selected from a list.

Field	*Description*
Absence/Tardy Column (All Abs)	This column displays if you set the **Use Abs** field to Yes in the Progress screen from the Grading Setup atom. The column heading depends on the titles entered in the **Hdg 1** and **Hdg 2** fields of the Attendance Options screen in the Grading Setup atom. Total absences or tardies are display in this column. Totals may be defined as cumulative or limited to each marking period. Totals may be typed or automatically entered by running the Update Grades atom.
Absence/Tardy Column (All Tdy)	This column displays if you set the **Use Abs** field to Yes in the Progress screen from the Grading Setup atom. The column heading depends on the Heading definitions entered in the Attendance Options screen in the Grading Setup atom.
Credits Attempt	Number of credits the student attempted to earn upon completion of this class. Credits are automatically entered (from Sections) when the Update Progress Atom is run, or you can type them.

Options on the Progress Grades Menu

Menu Option	*Description*
Progress Report Cards (PRG04)	Prints student progress reports or deficiency notices on special forms. You can print a progress report for multiple parents or guardians for each student if you select the **E/M** option (extra mailings) on the Personal/Employment screen in the Parent Guardian atom. You can also select return address service when you are ready to print progress report cards.
Mark Listing (PRG05)	Prints a list of each student's marks for the current progress reporting cycle.

Menu Option	Description
Mark Verification by Teacher (PRG06)	Prints a report by teacher number of the progress marks given to each student in each of the teacher's classes. Used for verification of the marks given to students. A Progress Scan file must exist for this report to print.
Mark Exception Report (PRG08)	Prints a report of students who received a particular mark a specified number of times during the reporting period.
Mark Distribution Analysis by Teacher (PRG10)	Prints a mark distribution report in order by teacher, course, and period. Shows totals, percentages, and grade point averages of all marks given for each class.

Bulk Mail and Return Service

If your mail conforms to postal regulations for bulk mail, your school may save money when it's time to mail progress reports. Check with the post office for details about the current procedures.

Sorting Progress Reports by Zip Code

Use the following procedure to sort progress reports by zip code and print the address information in all uppercase.

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1. When you are ready to print the progress reports, select **Progress Report Cards** from the Progress Grades menu.

2. Click the Custom tab in the report interface.

3. Type **BULK MAILING** in the **Custom Report Subtitle** field. Be sure to type it in all uppercase, or this option will not work properly.

4. In the **Print Service Req:** field, select Address Service Requested from the pop-up list.

5. Set the first sort field as Zip Code.

6. Click Print to print the progress reports in zip code order, with address service requested.

Requesting Return Service

Return service guarantees that if a progress report is undeliverable, the postal service returns it to you.

1. When you are ready to print the progress reports, select Progress Report Cards from the Progress Grades menu.

2. Click the **Print Service Req**: field and select the appropriate option from the pop-up list.

   ● If you select **Address Service Requested**, the message prints on progress report mailers.
   ● If you select **Return Service Requested**, the message prints on pre-mailers.

Class Progress Atom

The Class Progress atom (in the Progress folder) enables you to enter progress grades for each class taught during the current reporting period. This atom reads and updates the Progress Reporting file.

The Class Progress atom consists of two screens:

- Show All Data
- Show Marks Only

The difference between these two screens is that the Show All Data matrix can display student grades, conduct codes, work habits codes, comment codes, absence/tardy data, and credits attempted for the reporting period. (This information is defined on the Progress screen of the Grading Setup atom.) The Show Mark Only matrix displays only student grades and credits attempted for each reporting period.

Both matrixes contain Student Information fields. Running the **Update Progress Reporting Files from Student Schedules** option in the Update Progress atom creates this information.

Class Progress Show All Data Matrix

s121a.bmp

Class Progress Show Mark Only Matrix

s121b.bmp

Class Progress Matrixes Fields

The information in the top line of both Class Progress screens identifies teacher and course information for a specific class.

Field	Description
Student Information	
Student ID	The unique identification number of the student.
Student Name	The student's name.

Field	*Description*
Reporting Period	
Mark	The sample screen displays this field's heading as **Mark**. Academic marks may be scanned in or typed. If your school uses alphabetic marks instead of numeric marks, you can also select academic marks from a pop-up list.
Cond (AWH table)	Conduct code earned for the class. Conduct codes may be scanned in, typed, or selected from the pop-up list.
W/H	Code for the student's work habits in this class for this mark.
Cmt 1 / Cmt 2	Comment codes. The number of comment columns is determined by the number defined in the Progress tab of the Grading Setup atom. Comment codes are defined during setup in the Grading Comments atom. Codes can be scanned in, typed, or selected from a list.
Absence/Tardy Column (All Abs)	This column displays if you set the **Use Abs** field to Yes in the Progress tab from the Grading Setup atom. The column heading depends on the titles entered in the **Hdg 1** and **Hdg 2** fields of the Attendance tab in the Grading Setup atom. Total absences or tardies display in this column. Totals may be defined as cumulative or limited to each marking period. Totals may be typed or automatically entered by running the Update Grades atom.
Absence/Tardy Column (All Tdy)	This column displays if you set the **Use Abs** field to Yes in the Progress tab from the Grading Setup atom. The column heading depends on the Heading definitions entered in the Attendance tab in the Grading Setup atom.

Field	*Description*
Credits Attempt	Number of credits the student attempted to earn upon completion of this class. Credits are automatically entered (from Sections) when the Update Progress atom is run, or you can type them.

Grading Control Atom

The Grading Control atom (in the Grade Reporting module) provides fast access to the atom screens used to facilitate the grade and progress reporting processes.

Selection buttons enable you to select a list of steps for either the progress or grade reporting processes. Depending on whether you display the Grading Control or Grading Reference list, fast access arrows enable you to quickly open the atom associated with a process step. Process steps initiate procedures such as updating absences or printing report cards. Reference steps enable you to view and modify data on a specific screen.

When completing process steps, clicking the **Complete** field places a Yes value next to the completed step, and automatically enters the date of completion in the **Date** field. This method enables you to keep a record of where you stopped if you are unable to complete the entire list.

The process and reference steps listed in the Grading Control atom are defined in the Grading Control Definition and Progress Control Definition atoms.

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Control List

The Grading Control list provides a list of process steps associated with either Progress or Grade Reporting. These steps are listed in the order they should be processed. Before initiating either process, make sure you select the correct Reporting Period and, if yours is a multi-track school, the correct track.

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Reference List

The Grading Reference list provides a list of reference steps associated with either Progress or Grade Reporting. These steps can be used to review or modify data pertaining to the process.

Grading Control Definition Atom

The Grading Control Definition atom (Grading Setup folder) defines the grade reporting process tasks as well as the order in which they occur. Running the Create New Files atom for the Grade Reporting module creates a default list of tasks that you can modify or use as is.

If the **Edit All Data** option from the Definition menu is enabled, additional fields not displayed on the sample matrix (but described in this section) are included.

Grading Control Definitions Screen

Grading Control Definitions Fields

Field	*Description*
Grading Process Description	Use up to 40 characters to describe the process step.

Field	*Description*
Proc Step	Indicates the order in which the step is processed. By default, process steps are numbered in increments of 100, enabling you to add multiple steps between those steps already defined. You can use up to 6 numeric characters to define the process step number.
Include	Indicates whether this step should be added to the process list in the Process Control atom. Click the cell to toggle between Yes and blank (No).

Grading Control Definition Screen – Edit All Option

Additional Fields Available for the Edit All Option

Field	*Description*
Atom ID	ID number of the atom opened by the link arrow.

Field	*Description*
Atom Part	Leave this field blank.
	When default data was generated for this atom, system-defined default values were added to this field. On occasion, these values may be used by the NCS Pearson programming or technical support staff.
Atom Page	Some atoms have several screens. This field is used to indicate which screen of an atom the system must access to initiate the procedure step.
Process Type	Defines the step as a part of the Process or Reference information. Process steps initiate procedures such as updating absences or printing report cards. Reference steps enable you to view or modify data on a specific screen. For example, if you want to print grade report cards, you may want to reference the Grading Comments atom to verify that the comment codes were entered correctly.

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Progress Control Definition Atom

You can use the Progress Control Definition atom (in the Grading Setup folder) to define the progress reporting process tasks as well as the order in which they occur. Running the Create New Files atom for the Progress Module creates a default list of tasks that you may modify or use as is.

If the **Edit All Data** option from the Definition menu is enabled, additional fields are included.

Progress Control Definition Screen

Use the Progress Control Definition screen to the view and change the order of the steps involved in the process of reporting student progress.

Ln	Progress Reporting Process Description	Proc Step	Include
1	Create/Update Progress Records	100	Yes
2	Update Absences in Progress File	200	Yes
3	Print Progress Scan Sheets	300	Yes
4	Backup Progress Files	400	Yes
5	Read Progress Scan Sheets	500	Yes
6	Verify Scanned Progress Grades	600	Yes
7	Update Absences in Progress File	700	Yes
8	Backup Progress Files	800	Yes
9	Print Progress Verification Listing	900	Yes
10	Update Grades from Teacher Notes	1000	Yes
11	Backup Progress Files	1100	Yes
12	Print Progress Reports	1200	Yes
13	Print Mark Listing by Student	1300	Yes

18   records in the list

Close

Progress Control Definition Fields

Field	*Description*
Progress Reporting Process Description	Use up to 40 characters to describe the process step.

Field	*Description*
Proc Step	Indicates the order in which the step is processed. By default, process steps are numbered in increments of 100, enabling you to add multiple steps between those already defined. You can use up to 6 numeric characters to define the process step number.
Include	Indicates whether this step should be added to the process list in the Process Control atom. Click the cell to toggle between Yes and blank (No).

Progress Control Definition Screen – Edit All Option

If you select the **Edit All Data** option from the Definition menu on the menu bar, the Progress Control Definition screen displays several additional fields.

Progress Control Definition

Ln	Progress Reporting Process Description	Atom ID	Atom Part	Atom Page	Proc Step	Process Ty	Include
1	Create/Update Progress Records	122	1		100	Process	Yes
2	Update Absences in Progress File	122	2		200	Process	Yes
3	Print Progress Scan Sheets	123	1		300	Process	Yes
4	Backup Progress Files	140			400	Process	Yes
5	Read Progress Scan Sheets	123	2		500	Process	Yes
6	Verify Scanned Progress Grades	30000			600	Process	Yes
7	Update Absences in Progress File	122	2		700	Process	Yes
8	Backup Progress Files	140			800	Process	Yes
9	Print Progress Verification Listing	20930			900	Process	Yes
10	Update Grades from Teacher Notes	121			1000	Process	Yes
11	Backup Progress Files	140			1100	Process	Yes
12	Print Progress Reports	20910			1200	Process	Yes
13	Print Mark Listing by Student	20920			1300	Process	Yes
14	Print Grade Exception Report	20940			1400	Process	Yes
15	Print Mark Distribution Analysis	20950			1500	Process	Yes
16	Progress Setup	41		7	1600	Reference	Yes

18   records in the list

Close

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Additional Fields Available for the Edit All Option

Field	*Description*
Atom ID	ID number of the atom opened by the link arrow.
Atom Part	Leave this field blank. When default data was generated for this atom, system-defined default values were added to this field. On occasion, these values may be used by the NCS Pearson programming or technical support staff.
Atom Page	Some atoms have several screens. This field is used to indicate which screen the system must access to initiate the procedure step.
Process Type	Defines the step as a part of the Process or Reference information. Process steps initiate procedures such as updating absences or printing report cards. Reference steps enable you to view or modify data on a specific screen. For example, if you want to print grade report cards, you may want to reference the Grading Comments atom to verify that the comment codes were entered correctly.

Progress to Grades Atom

You can use the Progress to Grades atom (in the Progress folder) to copy academic marks from the Progress Reporting file to the Grade files. The academic marks you enter for progress reports can also be used as the grades on report cards. This atom provides a way for your school to keep a history of progress marks. If you do not use this atom, student academic marks entered in the Progress atom are replaced by the new progress marks entered during the next reporting period.

This atom preserves the progress marks that were entered using the Progress atom by moving the progress marks from the Progress Reporting file (APRG) to the Grade files (AGRD and AGRL). If the courses for which you are entering grades exist in the Progress Reporting file but not in the Grade files, this atom gives you the opportunity to add those courses to the Grade file. It also gives you the opportunity to overwrite any academic marks already entered in the Grade files for a specific marking period, with the corresponding academic marks entered for those students in the Progress Reporting file.

Progress to Grades Screen

Progress to Grades Fields

Field	*Description*
Report Period	Report period for which you want to move progress marks to grade marks from the pop-up list.
Transfer Current Progress to	Academic mark to transfer from the pop-up list.
Transfer Grade Range from	Select this option if you want to limit the transfer of marks to students in a specific grade or range of grade levels, then select the beginning grade level from the pop-up list.
Transfer Grade Range to	If you are limiting the transfer of marks to students in a specific grade or range of grade levels, select the ending grade level from the pop-up list.
Add classes if they don't exist in grades	Use this option to add courses and academic marks that exist in the Progress file but not in the Grades file.
Overwrite existing grades	Use this option to overwrite existing grades in the Grade files with any corresponding grades in the Progress file. If you don't select this option, any existing grades entered in the Grade files are preserved. This option only overwrites grades in the event that an academic mark has been entered in the Grade files for a student in a particular course, and an academic mark has also been entered in the Progress file for that same student and course.

Updating Progress to Grades

1. Open the Progress to Grades atom. If the Grading files do not already exist, the system prompts you to create them by clicking Create (or you can click Cancel).

2. Read the Warning dialog. Click Launch Backup/Restore to initiate the backup process for the Grade files (or click OK if you have already backed up the Grade files or if you want to continue using the Progress to Grades atom without the backup process).

3. In the **Report Period** field, select the reporting period for which you want to move progress marks to grade marks from the pop-up list.

4. In the **Transfer Current Progress to** field, select the mark transferred from the list.

5. To limit the transfer of progress to grade marks to a specific grade or range of grade levels, select the Transfer Grade Range option. Then select the grade range for the progress marks to copy. Specify the starting and ending grade ranges in the **From** and **To** fields, respectively.

6. If your school uses tracks, from the Track to Transfer field, select a track from the list.

7. In the Options section, select one or more of the available options:

    ●   This atom can add courses that exist in the Progress file but not the Grades file. To add the courses (and academic marks) from the Progress files to the Grade files, select the **Add classes if they don't exist in grades** option.

    ●   To overwrite existing grades in the Grade files with any corresponding grades in the Progress files, select the **Overwrite existing grades** option. If you don't select this option, any existing grades entered in the Grade files are preserved. This option only overwrites grades in the event that an academic mark has been entered in the Grade files for a student in a particular course, and an academic mark has also been entered in the Progress file for that same student and course.

8. Click Transfer to begin copying the progress marks to the Grade files (or click Close to exit from the Progress to Grades atom without making any changes to the Grade files).