

InformationNOW – Grading

About this Guide

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

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

- *Academic Sessions and Terms* must be created. See the *InformationNOW – Creating an Academic Session* Quick Reference Guide for further details.
- Students must be enrolled in the selected school for the selected academic session. See the *InformationNOW – Student Module* Quick Reference Guide for further details.
- Students must be enrolled in courses/subjects for the selected academic session. See the *InformationNOW – Scheduling* Quick Reference Guide for further details.

Setup

Lookups

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

Required fields are indicated with an asterisk (*).

GPA Method

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

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

- ***Name:** Enter the name for this GPA method. Example: *Numeric*.
- **Description:** Enter a description of this GPA method here (not required). Example: *Percentage Based GPA*.
- ***Code:** Enter a unique code for this GPA Method. Example: *Num*.
- **State Code:** Enter the state code if applicable. Refer to State Guidelines to determine if this is required.
- **SIF Code:** Enter the SIF code if applicable. Refer to State Guidelines to determine if this is required.
- **NCES Number:** Enter the NCES number if applicable. Refer to State Guidelines to determine if this is required.
- **Use Numeric Grade:** If the GPA calculation is based on number grades and not letter (*Alpha*) grades, this box must be checked. If *Use Numeric Grade* is not checked, the GPA Method will use letter/alpha grades to compute the GPA.
- **Active:** Check if this is an active GPA method. Inactive GPA methods will not display in drop-lists or on sections in the Master Schedule as an option.

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

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

Grading Comments

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

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

- **Code:** Enter a unique identifier for this grading comment.
- **Comment:** Enter the observation (limit 30 characters).

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

Grading Periods

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

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

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

- ***Name:** Enter a unique name for the grading period. Example: 3rd Quarter. The name of the grading period will print on the student's report card.
- ***Code:** Enter a code for this grading period. Example: 3Q.
- ***Start Date:** Enter the date on which this grading period begins in *mm/dd/yyyy* format, or choose the date by clicking the button and browsing the popup calendar. Click on the date in the calendar and it will populate the *Start Date* field.
- ***End Date:** Enter the date on which this grading period ends in *mm/dd/yyyy* format, or choose the date by clicking the button and browsing the popup calendar.
- **Description:** Give the grading period a description, if desired (optional).
- **Allow Posting?:** Check this box when the grades from the Teacher's Grade Book are ready to post to the student's grade screen to be printed on report cards.

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

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

Click **Create**.

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

Graded Items

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

Edit Grading Period: Quarter 2

Grading Period

Term: Term 1

*Name: Quarter 2 *Code: Q2 *Start Date: 10/16/2012 *End Date: 12/21/2012

Description: Q2 Allow Posting?

School Announcement: Please sign and return this report card by January 15th

<input type="checkbox"/>	Name	Description	Alpha	Rep Card	Credit	Points	Sequence
<input type="checkbox"/>	Q2	Quarter 2 Grading Period Grade		Yes			1
<input type="checkbox"/>	Exam 1	Semester 1 Final Exam		Yes			2
<input type="checkbox"/>	Sem 1 Final	Semester 1 Final Average Grade		Yes	Yes	Yes	3

Buttons: Add, View, Delete, Up, Down

Buttons: Add, View, Delete, Up, Down

Buttons: OK, Close

Note: To modify the *Sequence* of graded items, which controls the order in which graded items print on the report card, place a check next to the graded item and use the **Up** or **Down** arrows to move the item up or down in the list.

The *Add Graded Item* screen will display.

Add Graded Item

Grading Period Name: **Quarter 2**

*Name: Percentage

Description:

Grade Level(s): All

Used to Determine

GPA Points Graduation Credits

Options

Allow Exemption Display as Avg in Gradebook Include on Yearly Report Card

Post to Transcript Post Rounded Averages Report as Alpha Grade(from Scale)

Buttons: Add, View, Delete

Buttons: Add, View, Delete

Buttons: Create, Cancel

- ***Name:** Enter the name of the Graded Item. The name will appear on the Report Card. It is recommended that this information be different for each grading period. Example: *3rd Quarter Grade*.
- **Percentage:** Can only be accessed once the graded item has been saved.
- **Description:** A description of the graded item may be entered here (not required).
- **Grade Level(s):** Can only be used once a graded item has been saved. If this graded item applies only to one grade level, select that grade level from the available list. **All** grade levels are selected by default.
- **This Graded Item is used to determine:**
 - **GPA Points:** Check this box if this graded item is to be used in the GPA calculation. For example, in some schools, the 3rd Grading Period grade is not included in GPA calculations. However, the 4th Grading Period will have a graded item for which GPA is calculated for these schools. Generally, this option does not apply to elementary schools.
 - **Graduation Credit:** Check this box if this graded item is to be used to determine if graduation credit is to be issued for the student for a given course. For example, in a 2-term/4-quarter school, if graduation credit is based on the final grade for the year, this box would only be checked for the 4th Quarter Final graded item. This option also does not generally apply to elementary schools.
- **Allow Exemptions:** Check to allow students to be exempt from the graded item (i.e., a semester final exam grade). After selecting this option, click the *Percentage* link to set overriding percentages. In the following example, for the semester two final average grade, each quarter grade will be worth 40% and the semester exam will be worth 20%. However, if a student is exempt from the semester exam, each quarter grade will be worth 50% of the semester average. For exemptions by grade level, select the **Grade Level** from the available list. Set the Percentage and Exemption % for the selected grade level.

Edit Percentage: Sem 1 Final

Grade book must be reconciled in order to apply changes made on this screen.

Grade Level: All

Name	Percentage	Exemption %
Exam 1	20.000	0.000
Q1	40.000	50.000
Q2	40.000	50.000

OK Close

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

- **Display as Avg in Gradebook:** Determines the grade item that will be displayed in the *Average* column within the Grade Book instead of the grade that is marked as the grade for GPA Points. Only one item may be set as the Grade Book average. If no graded item is selected, the program will assume the grade that is marked as the GPA Points grade for the grading period is to display as the average in the Grade Book.
- **Include on Yearly Report Card:** This option is checked by default. Uncheck if this graded item (ex. *Comments*) is not to be printed on a report card for subsequent grading periods. For example, if creating a comment for Quarter 1, check this box and this comment will not print on report cards for Quarter 2, 3 or 4.

- **Post to Transcript:** Allows the graded item to be posted to the transcript regardless of graduation credit. Previously the program would post the item that is marked for *Grad Credit* to the transcript. This option allows for one additional grade to be posted to the transcript.
- **Post Rounded Average:** Indicates that the rounded average should be posted from the Grade Book. For example, if this option is selected and a student has a Grade Book average of 69.67, a 70 will be posted to the student's grade record.
- **Report as Alpha Grade (from Scale):** Check this box if only an alphabetic (letter) grade is to appear on the report card even if the graded item is a numeric grade. The corresponding letter grade that is assigned to the numeric value in the grading scale will print on the report card. If the graded item is set to **Report as Alpha Grade** and the user has manually entered an alpha score (instead of posting the grade from the grade book), when grades are posted to the transcript the following will take place:
 - The alpha grade entered on the manual grade entry screen will be displayed as the alpha grade on the student's transcript.
 - The **Averaging Equivalent** of the alpha grade will display as the numeric value on the student's transcript. To determine the averaging equivalent, go to **System Preferences | Setup**. Select **Grading Scales** and click **Refresh**. Click to **View** the grading scale. The number that appears in the **Avg Equivalent** column will be the numeric grade that is posted to the student's transcript.

Click **Create**.

Continue adding necessary graded items for the selected grading period.

Graded Item Grade Level Exceptions

Once a graded item has been saved, exceptions may be set up for four of the options based on various grade levels. Click to **View** a graded item. The grade level All will be selected by default. To set an exception for a different grade level, select that grade level from the list.

Grade Level(s):	
12	
Used to Determine	Options
<input type="checkbox"/> GPA Points	<input type="checkbox"/> Allow Exemption
<input type="checkbox"/> Graduation Credits	<input checked="" type="checkbox"/> Display as Avg in Gradebook
	<input checked="" type="checkbox"/> Include on Yearly Report Card
	<input type="checkbox"/> Post to Transcript
	<input type="checkbox"/> Post Rounded Averages
	<input type="checkbox"/> Report as Alpha Grade(from Scale)

The following four options may be changed for the selected grade level:

- **Determines GPA Points**
- **Determines Graduation Credits**
- **Include on Yearly Report Card:** The following options have been updated to only include graded items that are marked as Include on Yearly Report Card for the grade level of the student:
 - **Report Card**
 - **Standard Report Card**
 - **Student Profile**
 - **Two Column Report Card**
 - **Portrait Style Report Card**
 - **Bahamas Report Card**

- **Post to Transcript:** The post transcript option has been modified to only post graded items that are marked as post to transcript for the grade level of the student.

Comments

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

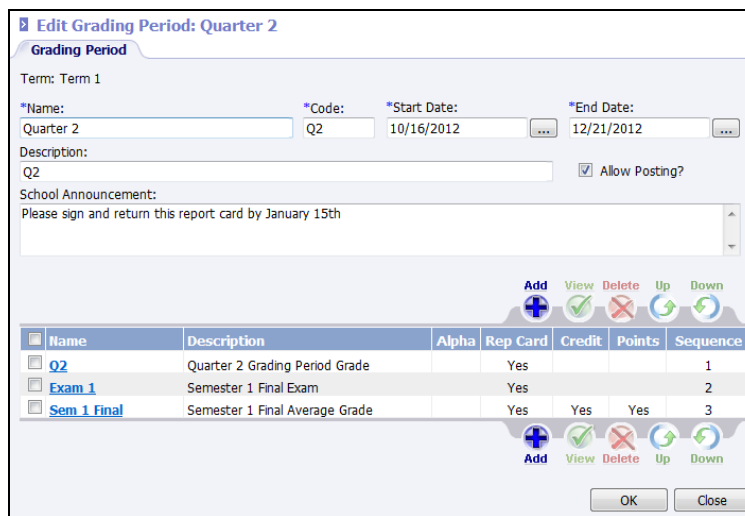
For example, after clicking **Create** to add the Quarter 1 Grade item, click to view the graded item. The *Comments* section is now activated.

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

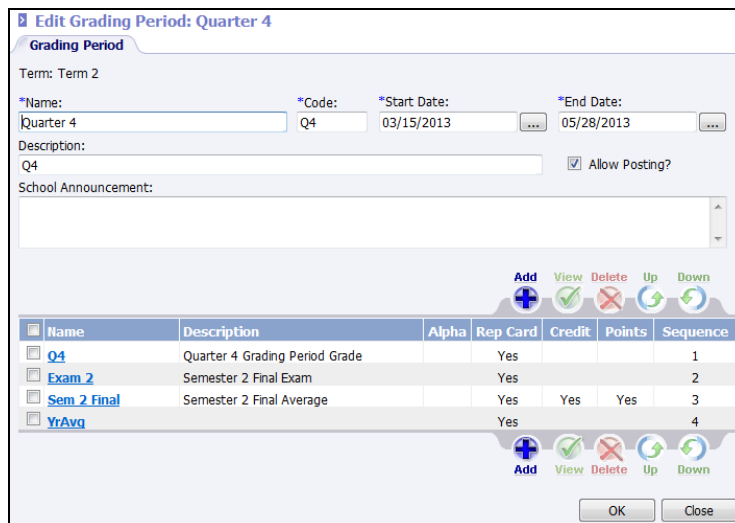


Enter a *Name* (example: *Com1*) and a *Description*. Click **Create**.

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



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



Percentages (Averaging Formulas)

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

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

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

Edit Grading Period: Quarter 2

Grading Period

Term: Term 1

*Name: Quarter 2 *Code: Q2 *Start Date: 10/16/2012 *End Date: 12/21/2012

Description: Q2 Allow Posting?

School Announcement: Please sign and return this report card by January 15th

Name	Description	Alpha	Rep Card	Credit	Points	Sequence
Q2	Quarter 2 Grading Period Grade		Yes			1
Exam 1	Semester 1 Final Exam		Yes			2
Sem 1 Final	Semester 1 Final Average Grade		Yes	Yes	Yes	3

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

Edit Graded Item: Sem 1 Final

Grading Period Name: Quarter 2

*Name: Sem 1 Final [Percentage](#)

Description: Semester 1 Final Average Grade

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

Edit Percentage: Sem 1 Final

Grade book must be reconciled in order to apply changes made on this screen.

Grade Level: All

Name	Percentage	Exemption %
Exam 1	20.000	0.000
Q1	40.000	50.000
Q2	40.000	50.000

OK Close

The criteria entered will apply to all grade levels. To create an exception, select the **Grade Level** from the list and enter a unique percentage for that grade level. This field refers to the **Starting Grade Level** on the master schedule section and **NOT** the student’s grade level.

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

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

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

Edit Grading Period: Quarter 4

Grading Period

Term: Term 2

*Name: Quarter 4 *Code: Q4 *Start Date: 03/15/2012 *End Date: 05/28/2012

Description: Q4 Allow Posting?

School Announcement:

Name	Description	Alpha	Rep Card	Credit	Points	Sequence
<input type="checkbox"/> Q4	Quarter 4 Grading Period Grade		Yes			1
<input type="checkbox"/> Exam 2	Semester 2 Final Exam		Yes			2
<input type="checkbox"/> Sem 2 Final	Semester 2 Final Average		Yes	Yes	Yes	3
<input type="checkbox"/> YrAvg	Year End Average		Yes			4

OK Close

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

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

Name	Percentage	Exemption %
Exam 1	0.000	0.000
Exam 2	0.000	0.000
Q1	0.000	0.000
Q2	0.000	0.000
Q3	0.000	0.000
Q4	0.000	0.000
Sem 1 Final	50	0.000
Sem 2 Final	50	0.000
Year End Average	0.000	0.000

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

Averaging Formulas By Course

Averaging formulas may also be assigned to a specific course. If an averaging formula is assigned to a course, it will override the averaging formula assigned to the graded item/grading period. To assign a formula to a course go to **Scheduling | Valid Courses**. Search for and select to **View** a course. Click the *Average Setup* tab. Select a **Grading Period** in which a formula has been created (ex. *Quarter 2*). Place a check next to the graded item to be modified (ex. *Sem 1 Final Average*) and click **View**. Edit the **Percentages** for this specific course.

Hierarchy of Averaging Formulas

When considering average percentages, *InformationNOW* will use the following hierarchy (highest to lowest).

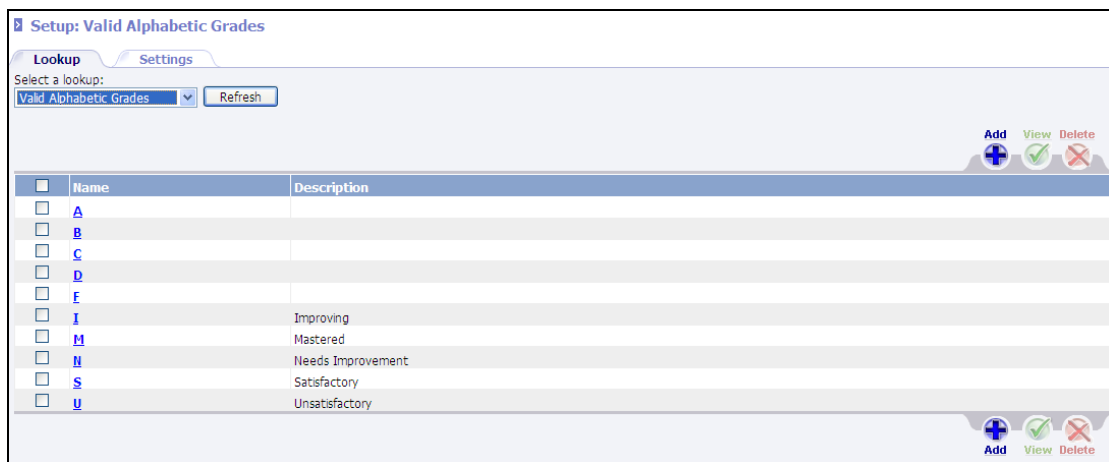
1. Grade Level – Changes to the grade level graded item percentage will overwrite any existing course graded item percentages and will also overwrite existing classroom average percentages.

- Course – Any changes to the course graded item percentage will overwrite any existing classroom average percentages for sections of the course in the academic session of context.
- Classroom Average Percentage – This is the percentage used by grading calculation. The grade level and course graded item percentage screens are a way to mass edit this percentage, but teacher will still be able to overwrite those percentages if they have the **Maintain Classroom** permission.

Valid Alphabetic Grades

All letter grades which may be assigned to a graded item must be entered as a valid alphabetic grade. Users may enter any value in the name field including alpha, numeric or characters.

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



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

- ***Name:** Enter the letter grade. Example: X.
- **State Code:** If applicable, enter the state code to be reported for this alphabetic grade. Check state guidelines to determine if this is required.
- **Description:** Enter a description of the grade. Example: *X is the grade entered for Semester Exam when the student is exempt.*
- **Honor Roll Equivalent:** Select the grade to be considered the equivalent to this grade when calculating honor roll. If, for example, an A+ is considered the same as an A for honor roll calculation purposes, edit the A+ valid alphabetic grade record and select an **A** from the *Honor Roll Equivalent* drop-list.

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

- Click **Create**.

Grading Scales

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

Prior to entering *Grading Scales*, Valid Alphabetic Grades must be created (see “Valid Alphabetic Grades” on page 12). Also, it is recommended that users create the GPA Method (see “GPA Method” on page 1).

To create grading scales, perform the following steps:

- Go to **Grades | Setup** or **System Preferences | Setup**.
- Select **Grading Scales** from the list and click **Refresh**. All existing grading scales will display.
- Click **Add**.

Edit Grading Scale: Numeric

Grading Scale

*Name: Numeric

Description:

Hide Excluded

View

	Incl	Alpha Mark	Low Value	High Value	Credit	Passing	Avg Equivalent	GPA Methods	
								Alpha	Num
<input type="checkbox"/>	Yes	A+	99.000000	100.000...	Yes	No	100	4.00	100.00
<input type="checkbox"/>	Yes	A	96.000000	98.999999	Yes	No	97	3.70	97.00
<input type="checkbox"/>	Yes	A-	91.000000	95.999999	Yes	No	93	3.30	93.00
<input type="checkbox"/>	Yes	B+	88.000000	90.999999	Yes	No	89	3.20	89.00
<input type="checkbox"/>	Yes	B	84.000000	87.999999	Yes	No	86	3.00	86.00
<input type="checkbox"/>	Yes	B-	80.000000	83.999999	Yes	No	82	2.80	82.00
<input type="checkbox"/>	Yes	C+	77.000000	79.999999	Yes	No	78	2.50	78.00
<input type="checkbox"/>	Yes	C	74.000000	76.999999	Yes	No	75	2.20	75.00
<input type="checkbox"/>	Yes	C-	70.000000	73.999999	Yes	No	71	2.00	71.00
<input type="checkbox"/>	Yes	D+	66.000000	69.999999	Yes	No	67	1.70	67.00
<input type="checkbox"/>	Yes	D	63.000000	65.999999	Yes	No	64	1.30	64.00
<input type="checkbox"/>	Yes	D-	60.000000	62.999999	Yes	No	61	1.00	61.00
<input type="checkbox"/>	Yes	F	0.000000	59.999999		No	59	0.00	59.00

View

OK Close

- ***Name:** Enter a unique name for this grading scale (Ex. *Numeric, Standard*).
- **Description:** Enter a brief description for this grading scale.
- **Alpha:** Bullet to display only the alpha grade of the score within the *InformationNOW* Home Portal.
- **Numeric:** Bullet to display only the numeric grade of the score within the *InformationNOW* Home Portal.

- **Both:** Bullet to display both the alpha and numeric values of the score within the *InformationNOW* Home Portal. After the update is applied the default will be set to **Both** for all grading scales which are the current functionality.
- Click **Create**.
- Uncheck the *Hide Excluded* box. All Valid Alphabetic Grades will display.
- Place a check next to the items to be edited (or place a check to the right of the *Incl* heading to select all).
- Click **View**.

Edit Grading Scale Range: A

Grading Scale Name: **Numeric**

Include in Scale? *Averaging Equivalent: 97

*Low Value: 96.000000 *High Value: 98.999999

Grade Points:

GPA Method	Grade Points	Apply Weighting
Alpha	3.700000	<input checked="" type="checkbox"/>
Numeric	97.000000	<input checked="" type="checkbox"/>

Award Graduation Credit

Is Passing

OK Close

- **Averaging Equivalent:** Enter the numeric value to be used when calculating averages for any grades that exist within the established range for this grade. For example, if the low is 96 and the high is 100, if 98 is to be used when averaging semester grades, enter a 98 here.
- **Low Value:** Enter the lowest numeric value for the selected grade. A value up to 6 decimal places may be defined. There must be no gaps left between values. For example, if the high value of a B+ is 92.9996, the low value of the A- must be 92.9997.
- **High Value:** Enter the highest numeric value for the selected grade. A value up to 6 decimal places may be defined. There must be no gaps left between values. For example, if the high value of a B+ is 92.9996, the low value of the A- must be 92.9997.
- **Grade Points:** Enter the point value to be determined when calculating GPA for grades within the established range. For example, if A is to be calculated as a 4.0 on a standard GPA, enter a 4.0 here.
 - **Apply Weighting:** Uncheck the *Apply Weighting* box for any grade that is not to have weighting applied as defined in the master schedule. If unchecked, weighted grade points will be equal to the unweighted grade points when posting to transcripts. Check the *Apply Weighting* box for any grade that is to have weighting applied as defined in the master schedule. If checked, then weighted grade points will post to the transcripts as in previous versions.

Note: After transcript information has been posted if the *Apply Weighting* option is changed, the system will not automatically recalculate the transcript grade points, class rank, or class rank GPA. The transcript information must be reposted.

- **Award Graduation Credit:** If graduation credit is to be awarded to a student for a course in which this grade has been earned, check the *Award Graduation Credit* box.
- **Is Passing:** Indicates if the grade is considered a passing grade. This change will facilitate state reporting requirements.

- Click **OK**.
- Continue defining the values for each Valid Grade for the selected scale.
- Grading Scales may be assigned to:
 - **Students:** Students | Student Maintenance | *School* tab.
 - **Course Sections:** Scheduling | Master Schedule | *Main* tab.
 - **Grading Settings:** Grades | Setup | *Settings* tab.
 - **School Grade Level:** School/District | School | *Main* tab. Select **Grade Scales** under the *Manage* menu at left to assign grading scales to grade levels.

Additional Setups

Master Schedule

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

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

GPA Method	Weight Add.	Weight Mult.	Inc. Weighted GPA	Inc. Unweighted GPA
Alpha	0.00	1.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Numeric	0.00	1.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- **Display on Report Card:** Check this box if this section of the course should display on report cards.
- **Honor Roll:** Check if the grades received for this section of the course should be considered when calculating Honor Roll.
- **Grading Scale:** Select a grading scale if this course uses a scale different from the scale attached to grade levels.

- **GPA Credit:** Enter the amount of credit a student will earn toward GPA for the entire course.
- **Graduation Credit:** Enter the amount of credit a student will earn toward graduation for the successful completion of the entire course.
- **A. Credit:** Check if attempted (GPA) credit is awarded at the end of the term. The number of check marks here will be divided into the GPA credit and Graduation credit values entered for the section.
- **GPA Method:**
 - **Weight Add:** Enter the weight added value for the various GPA methods. GPA Methods are created under either **Grades | Setup** or **System Preferences | Setup**.
 - **Weight Mult.:** Enter the weight multiplier for the various GPA methods. GPA Methods are created under either **Grades | Setup** or **System Preferences | Setup**.

Grades Settings Tab

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

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

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

- **GPA Decimal Position:** Enter the number of decimal places to be used when calculating GPA's.
- **Transcript History:**
 - **Grading Scale:** Select the grading scale to be applied to transcript history.
 - **Transcript GPA Method:** Select the GPA method to be used on transcripts.
 - **Display Non-credit Bearing Classes:** Check to display all grades on student transcripts, regardless of graduation credit earned.
- **Class Rank Calculations:**
 - **Sequencing:** Select the sequencing to be used if a tie exists when calculating student class rank.
 - **Sequential:** Example, if three students tie for 2nd in class ranking, the students will all be ranked 2nd and the next student on the list will be ranked 3rd.
 - **Logical:** Example, if three students tie for 2nd in class ranking, the students will all be ranked 2nd and the next student on the list will be ranked 5th.
 - **Weighting:** Select whether weighted or un-weighted grade points are to be used when calculating class rank
 - **Rank GPA Method:** Select the method to be used when calculating the GPA to determine class ranking (alpha or numeric).
 - **Decimal Precision:** Enter the number of decimal places to be used when calculating GPA's to determine class rank.
 - **Rank by Comparing Total Grade Points Only:** Check if class rank is to be determined by adding total grade points earned only. If selected, credit received will not be a determining factor when calculating class rank.
 - **Weight Transcript GPA:** Check if a transcript GPA is to be weighted.
- **Report Card GPA:**
 - **GPA Type:** Select the GPA to print on the report card. Select a specific GPA Method, *All* methods or *None*. If selecting *None*, all other GPA options are disabled.
 - **GPA Weighted Type:** Indicates whether to print *Weighted*, *Unweighted* or *Both*.
 - **Grading Period GPA:** Determines whether to print a grading period GPA for the *Current Grading Period Only*, *All Grading Periods* (cumulative), or *None*.
 - **Display Cumulative GPA:** Check to display cumulative "career" GPA.
 - **Include on Report Card:** Check to include the GPA on the traditional report card.
 - **Include on Standards Report Card:** Check to include the GPA on the Standards (skills based) Report Card.
- **Reports And Grade Labels:**
 - **Numeric Grade Decimal Precision:** Enter the number of digits to display for a grade after the decimal point. For example, if a 2 is entered and a student received an 85.4129 grade, an 85.41 would display because the **Numeric Grade Decimal Precision** was set to display 2 points after the decimal period on grade reports and labels.
 - **Include Withdrawn Sections On Reports:** Check to include sections from which students have withdrawn on grading reports.

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

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

- **Use Averaging Equivalent:** Use the averaging equivalent rather than the actual numeric average calculated in the Grade Book. For example, the user wishes to use the numeric grade from classroom for the 9 weeks grades, but calculate the semester average on a different point scale. When this option is selected, the program will reference the applicable grading scale to find the averaging equivalent when calculating an average. If not selected, the application will use the actual numeric value of the Grade Book activities.
- **Transcript Grade Display:** Select to display *Alpha*, *Numeric* or *Both* grades on the individual student's transcript screen.
- **Thresholds for Posting:** Enter the number of instructional days for which the student can be withdrawn from the section or from school and still receive a grade.

Grade Entry

Warning! Grades should *only* be entered using the **By Student** or **By Group** methods outlined below if teachers do not use the *InformationNOW* Grade Book. If teachers use Grade Book, grades should be entered via Grade Book and then posted to the individual student grade records. Grades should not be entered using the **By Student** or **By Group** method as described in the following section when Grade Book is in use because, should a teacher make a change in the Grade Book, that change will *not* be made on the individual student record unless the grade is posted. If the grade is posted, it will overwrite the grade that was entered using the method described in this section.

By Student

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

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

Student Grades of S1001 - Adams, Amy Louise

Student Grades

Grading Period: Grading Period 4

View Delete

<input type="checkbox"/>	Course.Section	Section Name	Teacher	Q4 Grade	COM1	COM2	Exam
<input type="checkbox"/>	101.1	Short Mast	Pitt, Brad	94.000000	Pleasure to...	Working ab...	94.000000
<input type="checkbox"/>	103.1	PE	Crowder, Krista	91.000000			92.000000
<input type="checkbox"/>	104.1	Spanish II	Gordon, Jeff	94.000000			94.000000
<input type="checkbox"/>	105.1	World Histor	Howard, Katie	93.000000			93.000000
<input type="checkbox"/>	106.1	Geometry	Andretti, Mario	94.000000			94.000000
<input type="checkbox"/>	107.1	Biology II	Bonner, Elinor	95.000000			95.000000
<input type="checkbox"/>	109.1	BTW	Gordon, Jeff	99.000000			99.000000

View Delete

- *Student Number, Name, Homeroom, Grade Level and Gender may not be edited. Section Number, Section Name, Term, Grading Period, Period and Teacher may not be edited.*
- All graded item options for the selected grading period selected will display. Enter all criteria in the fields provided.

Edit Grade for S1001 - Adams, Amy Louise

Student Information			Section Information			
Student No.: S1001	Student Name: Adams, Amy Louise		Section Number: 110.1	Section Name: English 10		
Homeroom: 	Grade Level: 10	Gender: F	Term: Sem 2	Grading Period: Quarter 4	Period: Period 2	Teacher: Anderson, Pam
Grades						
4th Quarter Grade: 92						
Com1: A5 <input type="button" value="Applies skills in other areas"/>						
Com2: GW <input type="button" value="Good worker"/>						
Sem 2 Exam: 88						
Sem 2 Final: 94						
Year End Average: 93						
Grade Information						
<input type="checkbox"/> Display on Transcript			Note:			
<input type="checkbox"/> Repeating Course			<input type="text"/>			
<input type="checkbox"/> Display Attendance			<input type="button" value="OK"/> <input type="button" value="Close"/>			

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

- **Display On Transcript:** Check if this grade information for the selected course and grading period is to print on transcript report regardless of whether it is posted to transcripts.
- **Repeating Course:** If the student previous failed the class and the grade record being entered is to repeat the course.
- **Note:** Enter any notes pertaining to this grade record. Notes may be displayed on student report cards.

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

Click **OK** to save the record.

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



By Group

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

Search Sections

Search

Criteria

*Grading Period: Grading Period 4

Course or Section number:

Section short name or section long name:

Teacher Number:

Teacher Last Name: Teacher First Name:

Period: ▼

Sort By: ▼

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

Search Sections - Section Result List

Sections

Search Criteria: [Grading Period = Grading Period 4](#)

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

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

Class Roster - Grades

Roster Grades

Section Number: 101.1 Section Name: English 9

Term: Sem 2 Grading Period: Grading Period 4 Period: Period 1 Teacher: Pitt, Brad

View Delete

<input type="checkbox"/>	Student	Name	Alerts	GR	Home	G	Q4 Grade	COM1	COM2
<input type="checkbox"/>	S1001	Adams, Amy Louise	🚨🚨🚨🚨	10	9a	F	94.00	Pleasure to h...	Working abo...
<input type="checkbox"/>	S1007	Anniston, Jennifer		9	9a	F			
<input type="checkbox"/>	S1008	Armstrong, Louis		9	9a	M			
<input type="checkbox"/>	S1009	Arthur, Jessica		11		F			
<input type="checkbox"/>	S1010	Baer, Justin		9	9a	M			
<input type="checkbox"/>	S1013	Blair, Bonnie		9	9a	F			
<input type="checkbox"/>	S1014	Bradshaw, Terry		9		M			
<input type="checkbox"/>	S1028	Froman, Angel		9		F			
<input type="checkbox"/>	S1031	Herring, Julie		11		F			

View Delete

OK Close

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

Edit Grade for S1001 - Adams, Amy Louise

Student Information

Student No.: S1001 Student Name: Adams, Amy Louise

Homeroom: Grade Level: 10 Gender: F

Section Information

Section Number: 110.1 Section Name: English 10

Term: Sem 2 Grading Period: Quarter 4 Period: Period 2 Teacher: Anderson, Pam

Grades

4th Quarter Grade: 92

Com1: A5 Applies skills in other areas

Com2: GW Good worker

Sem 2 Exam: 88

Sem 2 Final: 94

Year End Average: 93

Grade Information

Display on Transcript

Repeating Course

Note:

Display Attendance

OK Close

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

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

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

- **Display On Transcript:** Check if this grade information for the selected course and grading period is to print on transcript report regardless of whether it is posted to transcripts.
- **Repeating Course:** Check this box if the student previously failed the class and the grade record being entered is for the student's repeat of the course.
- **Note:** Enter any notes pertaining to this grade record. Notes may be displayed on student report cards.
- **Display Attendance:** Check to view the student's current attendance totals.
- Click **OK** to save the record.

Reports

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

Note: An option is available to the **Grades | Setup | Settings** tab which allows users to select to *Include Withdrawn Sections on Reports*. Sections from which a student has been withdrawn will print with an asterisk (*). A key will print on the report indicating that an * = Withdrawn. If selected, sections from which students have been withdrawn will print on the following reports. This is a per school setting.

Class Rank

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

Class Rank

Criteria

Student Filter:

*GPA Method: *Decimal Precision:

*ID to Print: *Order By:

GPA Range: High GPA Range: Low GPA Range:

Ranking Type: Logical Sequential

Academic Session

*Grading Period(s):

Classes to Include: All classes, all terms All classes in terms that award credit

Other Options

Use Weighted GPA GPA Information Graduation Credits

Use Total Grade Points Only Withdrawn Students

Working Filter

Save to Working Filter Append to Existing Overwrite Existing

Format: Save as Default

- **Student Filter:** To generate the report for a select group of students, select the filter. For more details regarding filters, please refer to the *InformationNOW – Filters Quick Reference Guide*.
- **GPA Method:** Select the GPA method to be used when calculating class rank.
- **Decimal Precision:** Enter the number of decimal places to be considered when calculating GPA's for the purpose of class rank.
- **ID To Print:** Select the Student ID to be printed on the report (*Student Number, State ID Number, Alt. Student Number, Soc. Sec. Num., None*).
- **Order By:** Select the order in which the display the students - *Student Display Name* or *Rank*.
- **GPA Range:** Enter the High and Low GPA Range to be included in class rank. For example, to print a standard based GPA report for students of GPA's from 3.5 to 4.0, enter a 4.0 in the high field and a 3.5 in the low field. All students with a GPA of 3.5 to 4.0 will be included in the class rank report.
- **Ranking Type: Logical/Sequential:**
 - **Logical:** Example: If three students tie for 2nd in class ranking, the students will all be ranked 2nd and the next student on the list will be ranked 5th.
 - **Sequential:** Example: If three students tie for 2nd in class ranking, the students will all be ranked 2nd and the next student on the list will be ranked 3rd.
- **Academic Session:** Select the academic session(s) for which rank is to be calculated. Use *Ctrl+click* or *Shift+click* to select more than one academic session.
- **Classes To Include:** Select whether to include *All classes, all terms* or *All classes in terms that award credit*.
- **Min Grade Level:** Select the minimum grade level to be included in the calculation of class rank.
- **Add Unearned Grade Points:** Check if seeking a cumulative GPA and the current term has not yet been posted to transcripts, but all grades are to be included in the cumulative GPA calculation/rank.
- **Other Options:**
 - **Use Weighted GPA:** Check if student's weighted GPA is to be used instead of the un-weighted GPA.
 - **Use Total Grade Points Only:** Check if the GPA to determine class rank is to be based on the number of classes taken regardless of the credit issue for each course. Students will be ranked based on the total number of quality points only. Credit will not be considered.
 - **GPA Information:** Check to display the student's GPA that was used to calculate class rank in addition to the student name on the report.
 - **Withdrawn Students:** Check if students who are currently withdrawn are to be included in the ranking.
 - **Graduation Credits:** Select to include the student's current graduation credit total.
- **Format:** Select the format of the report from the available list (*Acrobat* (PDF file), *CSV* (comma delimited), *Excel*, *HTML*, *TIFF* file or *XML* file with report data).

Failure Listing

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

- **Start Section/End Section:** To generate a listing of students for a range of course section(s), click the **Find** link to search for the beginning section number. Next, click the **Find** link to search for the ending section number.
- **Start Section Short Name/End Section Short Name:** To generate a listing of students for a range of course names (ex. *English 9 to English 10*), enter the first section short name in the start field (ex. *English 9*). Enter the ending section short name in the field provided.
- **Teacher Filter:** To generate the report for a select group or individual teacher, select the filter from the available list. For more details regarding teacher filters, refer to the *InformationNOW – Filters Quick Reference Guide*.
- **Student Filter:** To generate the report for a select group or individual student, select the filter from the available list. For more details regarding student filters, refer to the *InformationNOW – Filters Quick Reference Guide*.
- ***Group By:** Select to group students on the report by *Primary Teacher Display Name, Course Section, Student Display Name, Student Grade Level, Student Homeroom* or *Course Name*.
- **Minimum Occurrences:** Enter the minimum occurrences of the grade that the student must have in order to be included on the report. For example, to obtain a list of students who have 1 or more failing grades, enter a 1.
- **Heading:** Enter a unique heading to print at the top of the report (ex. *More than 2 F's – 3rd Quarter*).

- ***Grades To Include:** Select one failing grade or use *Ctrl*+click or *Shift*+click options to select more than one grade to be considered as failing grades.
- ***Grading Period:** Select the grading period for which to check for failing grades. Use *Ctrl*+click or *Shift*+click to select multiple grading periods.
- ***Graded Items:** Select the graded items to be checked for failing grades. Use *Ctrl*+click or *Shift*+click to select multiple graded items.
- **Required Courses Only:** Select to only check the grades for courses that are marked as required to determine whether a student qualifies for a failing grade.
- **Withdrawn Student:** Check to include currently withdrawn students on the report.
- ***Course Types:** Select the course type(s) to be included when determining if the student has a failing grade.
- ***ID To Print:** Select *Student ID*, *State Student ID*, *Alternate Student ID*, *Social Security Number* or *None*.
- **Format:** Select the format of the report from the available list (*Acrobat* (PDF file), *CSV* (comma delimited), *Excel*, *HTML*, *TIFF* file or *XML* file with report data).

Grade Distribution

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

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

- **Start Section/End Section:** To generate a listing of students for a range of course section(s), click the **Find** link to search for the beginning section number. Next, click the **Find** link to search for the ending section number.
- ***Course Types:** Select the type(s) to be included.
- ***Grading Periods:** Select the grading period for which to print from the available list.
- **Graded Items:** Select the item(s) to be included.
- **Start Section Name/End Section Name:** To generate a listing of students for a range of course names (ex. *English 9* to *English 10*), enter the first section short name in the start field (ex. *English 9*). Enter the ending section short name in the field provided.
- ***Report Type:** Select to print summary or detail.
- ***Group By:** Select the grouping of *No Group* (alphabetical), *Course Type* or *Teacher*.
- **Withdrawn Students:** Check to include currently withdrawn students even if the selected filter is not set up to include withdrawn.
- **Additional Teachers:** Select to include additional teacher information on the report.
- **Percentages:** Select to include student percentages on the report.
- **Breakdowns:** Select to include additional grade distribution breakdown by student's *Gender*, *Economic* status (lunch code), *Racial* code (race) and/or *Grade Level*.
- **Format:** Select the format of the report from the available list (*Acrobat* (PDF file), *CSV* (comma delimited), *Excel*, *HTML*, *TIFF* file or *XML* file with report data).

Grade Label

To print a grade label, go to **Reports | School** or to **Grades | Reports**.

- **Grading Period:** Select the grading period(s) for which to print.
- **Label Size:** Select to print the desired size.
- **Number To Skip:** If printing on a partially used sheet of labels, enter the number of label spaces to skip at the top.
- **Number of Copies:** Enter the number of labels to print.
- **Graded Items:** Select the graded item(s) to be included.
- **Name Format:** Select the format of the name to print.
- **ID To Print:** Select the student ID to print.
- **Order By:** Select the order in which to print the labels.
- **Class Graduation Credit:** Select to include the potential total graduation credit.
- **Cumulative Graduation Credit:** Select to include the student's earned graduation credit.
- **Class Rank Information:** Select to include student's class rank.
- **Grade Format:** Select to print *Alpha*, *Numeric* or *Both*.
- **Cumulative GPA:** Select to include the student's total cumulative GPA.
- **Withdrawn Students:** Select to print for currently withdrawn students.
- **Promotion Status:** Select to include student's promotion status (*Promoted*, *Retained*).

- **Attendance Information:** Select to include student's attendance detail.

Grade Verification Report

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

- **Start Section:** Click **Find** to select the starting section number. If no number is selected, all sections will be included.
- **End Section:** Click **Find** to select the ending section number. If no number is selected, all sections will be included.
- **Start Section Name:** Enter a beginning short name to be included on the report. For example, type *eng* to print for all courses that have a *Short Name* beginning with the letters *eng*.
- **End Section Name:** Enter an ending short name to be included on the report.
- **Grading Period:** Select the grading period(s) to include on the report or **---All---**.
- **Graded Item:** Select the graded item(s) to include on the report or **---All---**. Note: After a grading period has been selected, this list will be filtered to the graded items for the selected grading period. If the user selects to print all grading periods, all graded items will display.
- **Teacher:** To print for one teacher, click **Find**. Search for and select the teacher for which to print. If no teacher is selected, the report will print for all teachers.
- **Staff Filter:** To print for a select group of teachers, click to bullet *Staff Filter* and then select the filter from the available list. If blank, the report will print for all teachers.
- **Section Order:** Select to order sections by:
 - **Section No.:** Sort ascending by full section number.
 - **Period/Section No.:** Sort ascending by period; then full section number.

- **Period/Teacher:** Sort ascending by period; then teacher *Last Name, First Name*.
- **Teacher/Section No.:** Sort ascending by teacher *Last Name, First Name*, then full *Section Number*.
- **Teacher/Period:** Sort ascending by teacher *Last Name, First Name*, then *Period*.
- **Student Order:** Select to order students by *Display Name, Grade Level* or the selected *ID To Print*.
- **Grade Type:** Select to print grade types of *Alpha, Numeric* or *Both*.
- **ID to Print:** Select to print *Alternate Student Number, Social Security Number, State ID Number* or *Student Number*.
- **Include:** Check to include:
 - **Comments/Legend:** If selected, graded item comments will print along with a comment legend at the bottom of the document. If printing for multiple grading periods, only the comments from the latest grading period will print.
 - **Notes:** If selected, student grading period note will print.
 - **Signature:** If selected, a signature line will print.
 - **Withdrawn:** If selected, currently withdrawn students will be included. Withdrawn students will be indicated with an asterisk (*) at the end of the student name.

Honor Roll

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

Graded Item	Minimum								
	A	A+	A-	B	B+	B-	C	C+	C-
Q4 Grade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- **Student Filter:** To generate the report for a select group or individual student, select the filter from the available list. For more details regarding student filters, refer to the *InformationNOW – Filters Quick Reference Guide*.
- ***Grading Period:** Select the grading period for which to determine the Honor Roll.

- **Maximum Allowed Absences:** If attendance is to be considered when determining if a student makes the Honor Roll, enter the maximum number of allowable absences.
 - ***Minimum For Alpha Grade:** For each graded item, enter the minimum number of grades the student may have for each alpha grade. For example, if generating a high honor report and a student may have one A- and still make the Honor Roll, enter a 1 in the A- field. Students with more than one A- will not make the Honor Roll. Enter a zero to indicate that the number of a specific grade that a student has should not affect the report. Leaving a field blank indicates that they student may not have ANY of the specific grade to be included on the report. For example, for an A/B honor roll, enter 0's in the A/B fields to indicate that the students can have any number of A's and B's to be included on the report, and leave the rest of the fields blank to indicate that the student may not have any of the other grades to be included.
- ***Order By:** Select the order in which to print the students - *Grade Level, Homeroom* or *Student Display Name*.
- **Include:**
 - **Grades Earned:** Check to print the student along with all grades earned for the selected grading period.
 - **Student Names Only:** Check to print only the student's name, excluding *Student Number, Homeroom, Grade Level, Phone* and *Guardian* names.
 - **Honor Roll Classes Only:** In the Master Schedule, courses may be marked as counting towards Honor Roll. When generating the Honor Roll report, check this box to only consider these courses marked as Honor Roll courses. When calculating if a student should be on the Honor Roll, grades they have received for classes that are not marked as Honor Roll will not be taken into consideration.
 - **Unlisted Information:** Check to include the student's phone number even if it is marked as unlisted.
 - **Header:** Enter a unique heading that will print at the top of the report (Ex. *High Honor Roll, Honor Roll, Honorable Mention*).
- **Format:** Select the format of the report from the available list (*Acrobat* (PDF file), *CSV* (comma delimited), *Excel*, *HTML*, *TIFF* file or *XML* file with report data).

Missing Grades

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

Note: The report will only print for sections that have been checked to **Display On Report Card**. Go to **Scheduling | Master Schedule**. Search for and click to **View** a section. If **Display On Report Card** is checked, then any students with a missing score for this section will be included in the **Missing Grades** report.

The screenshot shows the 'Missing Grades' report generation window. It features a 'Criteria' section with a 'Student Filter' dropdown, a 'Report Type' section with radio buttons for 'Summary Only' (selected) and 'Detailed', and an '*Order By:' dropdown set to 'Teacher'. There are two list boxes: '*Grading Period:' containing 'All', 'Grading Period 1', 'Grading Period 2', 'Grading Period 3', and 'Grading Period 4'; and '*Graded Item:' containing 'All', 'Q1 Grade', 'Q2 Grade', 'Exam', 'Final', 'Q3 Grade', 'Q4 Grade', 'Exam', and 'Final'. Below these is a 'Working Filter' section with radio buttons for 'Save to Working Filter', 'Append to Existing', and 'Overwrite Existing' (selected). A 'Format:' dropdown is set to 'HTML' with a 'Save as Default' checkbox. 'Preview' and 'Close' buttons are at the bottom right.

- **Student Filter:** To generate the report for a select group or individual student, select the filter from the available list. For more details regarding student filters, refer to the *InformationNOW – Filters Quick Reference Guide*.
- **Report Type:** Select to print a summary report listing only a count of missing grades or select detailed to receive a report of the classes for which grades are missing.
- ***Order By:** Select to order by *Grade Level*, *Section Short Name*, *Student Name* or *Teacher*.
- ***Grading Period:** Select the grading period for which to check for missing grades. Use *Ctrl*+click or *Shift*+click to select multiple grading periods.
- ***Graded Items:** Select the graded items to be checked for missing grades. Use *Ctrl*+click or *Shift*+click to select multiple graded items.
- **Format:** Select the format of the report from the available list (*Acrobat* (PDF file), *CSV* (comma delimited), *Excel*, *HTML*, *TIFF* file or *XML* file with report data).

Portrait Style Report Card

To print a portrait style report card, go to **Grades | Reports | Portrait Report Card**.

- **Grading Period:** Select the grading period for which to print.
- **Order By:** Select the order to print. If printing by distribution period, select the *Distribution Period* of the day and *Distribution Date* to use to determine order of printing.
- **Heading:** Enter the custom header to print at the top of the report.
- **Go Green:** Select this option to not print a hard copy of the report card for any student/guardian (contact) who has elected to **Go Green**. An alert will be created instead which can be used to generate an e-mail to the student/contact to let them know the report is available for viewing via the home portal.
- **Letterhead:** Check to move the printing down on the report card to allow for printing on letterhead.
- **ID To Print:** Select which ID to include on the report.
- **Absence Reasons:** Select the code(s) to be included if printing attendance information on the report.
- **Address Report To:** Select the group for which to print.
- **Attendance Summary:** Select to include the attendance information on the report.
- **Grading Period Notes:** Select to include the notes that were entered on the grading period on the report.
- **Parent Signature:** Select to include a parent signature line.
- **Merit/Demerit Summary:** Select to include student's merit and demerit totals.

- **Grading Scale Legend:** Select to include the grading scale.
- **Withdrawn Students:** Select to include currently withdrawn students when printing.
- **YTD Info:** Select to include student's year-to-date GPA details.
- **Standards Grading Scale Legend:** Select to include the standards based grading scale.
- **Announcements:** Select to include the grading period announcement.
- **Promotion Status:** Check to include the student's current promotion status.
- **Comment:** Select to include the comment entered on the grading period grade.
- **Standards:** Select to include the student's standard marks.

Report Card

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

Code	C	Reason
<input type="checkbox"/>	COL	E College Visit
<input type="checkbox"/>	Court	E Court
<input type="checkbox"/>	DR	E Doctor/Dentist
<input type="checkbox"/>	FNR	E Funeral
<input type="checkbox"/>	II	E Ill
<input type="checkbox"/>	NN	U No Note

- **Student Filter:** To generate the report for a select group or individual student, select the filter from the available list. For more details regarding student filters, refer to the *InformationNOW – Filters Quick Reference Guide*.
- ***Grading Period:** Select the grading period for which to print report cards.
- **Order By:** Select to order the printing of report cards by *Distribution Period, Grade Level, Postal Code, Student Homeroom, Student Name* or *Student Number*. If selecting *Distribution Period*, select the period of day and enter the date for which to print. Student report cards will be grouped together by course for the selected period and date. When printing from either the **Students |**

Reports location, the student *Maintenance* screen or from the Grade Book, users do not have the option to print in *Distribution Period* order.

- **ID to Print:** Select the student identifier to print (*Student Number, State ID Number, Alternate Student Number, Social Security Number* or *None*).
- **Show Grades Across The Page:** Select to print all grades received for a course in one row.
- **Show Grades Down The Page:** Select to print all grades together for each grading period.
- **Absence Reasons:** If including attendance information on the report card, select the absence reasons to be included in the attendance totals.
- **Address Report To:** Select to print for students, custodians or all contacts.
- **Form:** To print on preprinted form purchased from STI, select the form from the available list.
- **Go Green:** Select this option to not print a hard copy of the report card for any student/guardian (contact) who has elected to **Go Green**. An alert will be created instead which can be used to generate an e-mail to the student/contact to let them know the report is available for viewing via the home portal.
- **Letterhead:** If selected, the report will print two inches lower on the page for each student/contact. The report will also no longer print the School Name and Address, allowing for the school to print on a piece of letterhead with the preprinted address and school name.
- **Heading:** Enter the heading to print at the top of each student's address (Ex. *To The Guardian Of:*).
- **Attendance:**
 - **PTD Daily Att:** Check to include all daily records (*Tardy, Half-day* or *All-day*) that have been entered to date for the selected grading period.
 - **Period Att:** Check to include student's Period Attendance (i.e., how many times the student missed 1st period of the day, 2nd period of the day, etc.).
- **Options:**
 - **Print Credit:** Check to print the credit awarded to the student for the course.
 - **Promotion Status:** Select to include the student's current promotion status from the selected term on the label. In order for promotion status to print, grades must be posted to transcripts. The promotion status pulls from the transcript record for the selected grading period to print. Promotion statuses include:
 - D = Demoted
 - E = Enrolled
 - G = Graduated
 - M = Promoted Mid-Year
 - P = Promoted
 - R = Retained
 - W = Withdrawn
 - **Picture:** Check to include student's picture, if on file.
 - **Notes:** Check to include notes that were entered on the student's grade record.
 - **Display YTD Info:** Check to include the grades from a previous grading period.

Note: Graded items must be checked to be included in subsequent report cards. See the bulleted item “Include on Yearly Report Card” on page 5.

- **Parent Signature:** Check to include a parent signature line.
- **Additional Mailing:** Check to print additional copies of the student’s report card for the student contacts who are marked as *Receives Mailings*.
- **Withdrawn Students:** Check to print report cards for students who are currently withdrawn.

Two Column Report Card

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

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

Required fields are indicated with an asterisk (*).

Note: A Spanish version of the report will automatically be used when the browser is set to the Spanish language. If the language set in the user’s Internet Explorer or Firefox browser is set to Spanish, then the Two Column Report Card will automatically print in Spanish. If it is set to any other language it will continue to print in English.

<input checked="" type="checkbox"/>	Code	C	Reason
<input checked="" type="checkbox"/>	COL	E	College Visit
<input checked="" type="checkbox"/>	Court	E	Court
<input checked="" type="checkbox"/>	DR	E	Doctor/Dentist
<input checked="" type="checkbox"/>	FNR	E	Funeral
<input checked="" type="checkbox"/>	Hunt	E	Hunting
<input checked="" type="checkbox"/>	Ill	E	Ill

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

- ***ID to Print:** Select the student identifier to print (*None, Student Number, State ID Number, Alternate Student Number* or *Social Security Number*).
- ***Grading Period:** Select the grading period for which to print.
- **Absence Reasons:** If including attendance information on the report card, select the absence reasons to be included in the attendance totals.
- ***Order By:** Select to order the printing of report cards by *Student Display Name, ID Selected, Grade Level, Homeroom, Zip Code, or Distribution Period*. If selecting *Distribution Period*, select the period of day and enter the date for which to print. Student report cards will be grouped together by course for the selected period and date. When printing from either the **Students | Reports** location, the student *Maintenance* screen or from the Grade Book, users do not have the option to print in *Distribution Period* order.
- **Address Report To:** Select to print for students, custodians or all contacts.
- **Go Green:** Select this option to not print a hard copy of the report card for any student/guardian (contact) who has elected to **Go Green**. An alert will be created instead which can be used to generate an e-mail to the student/contact to let them know the report is available for viewing via the home portal.
- **Letterhead:** If selected, the report will print two inches lower on the page for each student/contact. The report will also no longer print the *School Name* and *Address*, allowing for the school to print on a piece of letterhead with the preprinted address and school name.
- **Attendance Summary:** Check to include an attendance summary. Attendance will be included for the selected absence reasons. The attendance section will include the following based on the absence reason codes selected:
 - Total Days Enrolled
 - Total Days Present
 - Days Absent
 - Excused Days Absent
 - Unexcused Days Absent
 - Times Tardy
 - Excused Tardies
 - Unexcused Tardies
- **Notes:** Check to include the notes entered on the student posted grades. Only notes for the selected grading period will print.
- **Parent Signature:** Check to include a parent signature line on the report card.
- **Announcements:** Check to include the announcements entered on the selected grading period.
- **Merit/Demerit Summary:** Select to include a summary of the student's merits and demerits based on the student's discipline and commendation views.
- **Grading Scale Legend:** Check to include the grading scale legend based on grading scales assigned to the course. Student's schedule may contain sections with different grading scales. The report will print all grading scales for the student in the *Grading Scale Legend* in descending order by max score/range value.
- **Withdrawn Students:** Check to include currently withdrawn students when printing.
- **Standards:** Check to include standard marks on the report card.
- **YTD Info:** Check to include previous grading period grades along with the selected grading period. The report will display up to the last four grading periods due to space availability.

- **Standards Grading Scale Legend**: Check to include a legend for the standard grading scale if selecting to print Standards. Student's schedule may contain sections with different standard grading scales. The report will print all standard grading scales for the student in the *Standards Grading Scale Legend* in descending order by max score/range value.
- **Withdrawn Sections**: Check to include marks for course sections from which the student has previously withdrawn during the selected academic session. An asterisk (*) will appear next to the student name.
- **Promotion Status**: Check to include the student's current promotion status.
- **Comment Legend**: Check to include a legend of descriptions for the comments assigned to the student grade records.
- **Photograph**: Check to include the student's photo if on file.