Steps for 5th Six Weeks Rank and GPA

** If you have any students that need to be ranked that are inactive (early graduates), for each student, go to WS\ST\TB\EN\TB\EN (this is the Student Profile>Entity tab) and then go to the Entity tab and Edit... change the Status to Active. (When the process is finished - you will need to go back and make them inactive.)**

The system also looks at the Include in Rank flag (Entity Info tab); this must be set to be included in the rank.

Step 1: Run the process to “Hold” any current Semester 2 grades that may have already been entered (example: credit recovery), to move the posted grades into a Semester 4 bucket for this process. (NOTE -- This process should not be run for districts that are set up with 4 semesters for scheduling/grading.)

- Go to WS\OF\GR\RE\SL\MG.
- For Copy From, highlight Semester 2 (SM2 Used).
- For Copy To, highlight Semester 4 (SM4 Unused).
- Click the RUN button.

When the process has finished, a report will be generated and stored in the system. To find and review the report:

- Go to WS\OF\GR\RE\SL\VS.
- Highlight the latest record.
- Click the VIEW button.
- Open the report and review the data.

IMPORTANT – DO NOT DELETE the record until you have finished the entire process.

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Step 2: Verify that Term 4 and 5 have valid and accurate grades that can be used to calculate the semester 2 average.

- Go to WS\OF\GR\RE\GI\SG - Selected Grades Report.
- Set the ranges for By Grade, Grade/Grad Year to 12 and 12 and the Student Status to Active.
- Class should typically be set to Enrolled and Current Year.
- Select any grade marks that would not calculate to a valid Semester 2 average, such as: Blank, INC, P, F, E, S, etc.
- These grade marks would not typically calculate against a numerical grade and would need to be corrected before the next step in the process.
- Select the 4th and 5th six weeks buckets.
- Click the SAVE AND PRINT button.

- Make any changes to students with missing or letter grade marks, if necessary.
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Step 3: Calculate Grades using Existing Grades Utility.

- Go to WS\OF\GR\PS\UT\CU.
- Add a template.
- Select to Print Exception Report – This will show students that have a grade in the 4th and/or 5th six weeks bucket that could not be calculated. Many of these students may not need a valid grade, such as Dual Credit students or credit recovery students. Verify and fix as necessary.
- Set the screen as follows:
  - Grade to be Calculated – SM2 = Semester 2
  - Grade Buckets to Use - Your grade buckets may be labeled a little differently.
    - 4th = 4th six weeks – Grade Buckets to Use 50%
    - 5th = 5th six weeks – Grade Buckets to Use 50%
- For Select Length(s) – It is easiest to move over everything. (You must move over all that could have a semester 2 grade.)

- Click Ranges. (continue on next page)
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- Now set the student ranges:
  - Set the screen as follows; then click the SAVE button.

- Once this is completed, click the SAVE AND PRINT button back on the utility screen.
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**Step 4: Failing Credit Override Utility**

**This step is only required if a student can fail one semester, pass one semester, and pass for the year and earn a full year’s credit for a class with a passing average.**

**This utility will look for students, with the above criteria, and then change the failing grade mark to a DOT grade automatically, which will award earned credit.**

- Go to WS\GR\PS\UT\FC.
- Set the screen as follows; then click Run.
  - Note – you may need to run this multiple times.
- If you have semester length courses, such as English 1A and English 1B, select Set ID for semester, check combine semester courses using service ID’s, and run. If you have more than one semester length (SM [semester] and SN [semester no exam], you will need to run for each.
- If you have a mix of semester and year length courses, run for each Set ID separately to calculate the SM2 average.
- Check Combine Semester Courses Using Service IDS if you want the utility to consider a student with one grade in an honors course and one grade in a regular course where both have the same service ID.
- Check “Group Adjusted Sections of Same Course” if you want the utility to consider a student with one grade in one section of a course that is term adjusted to only semester 1 and one grade in another section of the same course that is also term adjusted to only semester 2.
- Check the box for “Replace Failing Grades with Period Grades” if a student is allowed to fail one semester and pass the other semester in a yearlong course and receive full credit for the course. Select the Grade Buckets that are allowed to have a failing grade replaced with a passing grade. (Some districts allow the failing grade to be in either semester; other districts only allow a falling grade in one certain semester – they would only select that semester.)

**Add Utility Options**

- **Template Settings**
  - Template Description: Skyward
  - Share this template with other users in entity 001

- **Utility Options**
  - **Course Grade Set Selection**
    - Set ID Description: Use Sem Grd Sem Earn Crdt % Use Trm Grd Trm Earn Crdt%
    - SEM Yes 100.00 100.00
    - YEAR Yes 100.00 100.00

  - **Grades To Use**
    - Semester Grades
    - Term Grades

  - **Average Rounding**
    - Round Up to Nearest Whole Number
    - Truncate at Decimal Point
    - Use Grade Calculation Ranges

  - **Combine Semester Courses Using Service IDs**
    - Group Adjusted Sections of Same Course

  - **Replace Failing Grades with Period Grades**
    - Semester
      - SM
      - SM2

  - **Student Ranges**
    - Range Individual Ranges

Asterisk (*) denotes a required field

- Click Ranges
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- Set Student Ranges as follows:

  - Click the SAVE button to save your ranges.
  - Once this is completed, click the SAVE AND PRINT button back on the utility screen.
  - This produces a report that will show you the students for whom it changed the grade from failing to a “dot” grade. (Example - 68 to 68.)
  - You should print and keep this report for reference.
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Step 5: GPA Audit Setup

- Go to WS\OF\GR\PS\CF\GT.
- Click on the “Auto GPA” tab on the left of the screen.
- Click the EDIT button under Historical GPA.
- For the Class Grade Level, make sure you include all grade levels that could have awarded high school credit.
  - It is also important to check the box to “Create District Cumulative (DST) Record for Entities.”
  - If your district uses the GLO, check the boxes according to how your school uses the GLO.
- Click the SAVE button when you have finished.

There is a good possibility that this step is already set up, but we want to be as thorough as possible.
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Step 6: Mass Audit Report/Update (Historical GPA)

- Go to WS\OF\GR\PS\UT\GP\MA.
- This screen should already be set up from running semester 1 rankings. The only thing you need to do this time is to set the grade levels to 12 and 12 in the student ranges; then click the SAVE AND PRINT button.
- If it has not been set up:

![Add Utility Ranges - Entity 001 - WS\OF\GR\PS\UT\GP\MA - 8436 - 05.12.10.00.18 - Mozilla Firefox](image)

- This step could take a few minutes to run and produces a report.
- There is no need to print the report; it just needs to generate to screen.
- Then close the report.
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Step 7: Calculate Cumulative Current Year GPA Utility

- Go to WS\OF\GR\PS\UT\GP\GC.
- Highlight the last Grading Period and click the RUN button.
- This will update earned credit, GPA credit, and GPA points for any current year courses.

![GPA Calculation Utility](image-url)
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Step 8: Student Rank (with Update)

**It is HIGHLY RECOMMENDED that you run this without the update the first time to verify the information before you update the information to the GPA Student Master to print on transcripts. Once the “Update Rank info to Student Master” has been run, it will overwrite existing rank values. In order to correct any errors, you will need to run it again to overwrite.

- Go to WS\OF\GR\RE\SL\SR.
- Click the RANGES button.
- Set the Ranges screen as follows, and then click the SAVE button.

### Ranges Maintenance

Student ranges are based upon the current entity's school year, not the report's school year.

- **Student Key:**
- **Low:**
- **High:**
- **By Individual Grades:**
- **By Grade Range:**
- **By Grad Year Range:**
- **By Grad Req Base Year:**
- **Grade/Grad Yr:**
- **Advisor:**
- **Feeder School:**
- **Zip Code:**
- **Residency:**
- **Residents and Non-Residents**
- **Student Status:**
- **Active**
- **NY Status:**
- **Active and Inactive**
- **CY Member:**
- **CY Members and Non-CY Members**
- **Gender:**
- **Both**
- **Include All Student Types:**
- **Include All Races**
- **Include All Schools**
- **Include All Homerooms**
- **Include All Calendars**
- **Include All Categories**
- **Include All Default Entities**
- **Filter By Activities**
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- Grading Period – select 6th six weeks (for semester 2).
- GPA Method – select the method you are running.
- The rest of this screen should be set for running first semester rank,
- But verify the settings.
- Student Sequence – Alpha or Rank – you may want to run this once each way.
- Click the SAVE AND PRINT button when ready.

- If you have multiple GPA methods, you will need to run this for each method.

** Note – the date this is run is the date for the ranking and will be printed on the transcript.
### Step 9: Delete Grades by Grade Bucket Utility

- Go to `WS\OF\GR\PS\UT\DG`.
- Click the RANGES button.
- Set the Ranges screen as follows, and then click the SAVE button.

#### Ranges Maintenance

Student ranges are based upon the current entity's school year, not the report's school year.

<table>
<thead>
<tr>
<th>Low</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Key:</td>
<td></td>
</tr>
<tr>
<td>By Individual Grades:</td>
<td>By Grade Range</td>
</tr>
<tr>
<td>Grade/Grad Yr:</td>
<td>12  2013</td>
</tr>
<tr>
<td>Advisor:</td>
<td></td>
</tr>
<tr>
<td>Feeder School:</td>
<td></td>
</tr>
<tr>
<td>Zip Code:</td>
<td></td>
</tr>
<tr>
<td>Residency:</td>
<td>Residents and Non-Residents</td>
</tr>
<tr>
<td>Student Status:</td>
<td>Active</td>
</tr>
<tr>
<td>NY Status:</td>
<td>Active and Inactive</td>
</tr>
<tr>
<td>CY Member:</td>
<td>CY Members and Non-CY Members</td>
</tr>
<tr>
<td>Gender:</td>
<td>Both</td>
</tr>
</tbody>
</table>

- Include All Student Types
- Include All Races
- Include All Schools
- Include All Homerooms
- Include All Calendars
- Include All Categories
- Include All Default Entities
- Filter By Activities

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- This utility will delete all grades in the Semester 2 bucket.
- Check the box for the Semester 2 Grade Bucket.
- Click the SELECTED GRADE MARKS button.
  - Click the SELECT ALL GRADE MARKS button.
  - Click the OK button.
- Click the SAVE AND PROCESS button.
- Make sure that you stay on the processing screen.
- Click the PREVIEW DATA TO PROCESS button.
  - Review the data on the update screen.
  - Expand a student's record to see the grades that will be deleted.
  - If you want to remove a student from the list:
    - Highlight the student's record.
    - Click the REMOVE FROM UPDATE button.
    - The student that was removed will not process and have grades deleted.
  - After you have reviewed the data, click the BACK button.
- Click the RUN THE UPDATE button.
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Step 10: Run the Process to “Hold” any current Semester 2 grades that may have already been entered, due to credit recovery for example, from the Semester 4 bucket back to the Semester 2 bucket.

- Go to WS\OF\GR\RE\SL\MG.
- For Copy From, highlight Semester 4 (SM4 Unused).
- For Copy To, highlight Semester 2 (SM2 Used).
- Click the RUN button.

When the process has finished, a report will be generated and stored in the system. To find and review the report:
  - Go to WS\OF\GR\RE\SL\VS.
  - Highlight the latest record.
  - Click the VIEW button.
  - Open the report and review the data.