Adminplus
Report Cards
User Guide

Rediker
SOFTWARE

Contents

Introduction

The Report Cards module gives your school the ability to create grading symbols, manage courses and reports, and import grades from various programs outside of AdminPlus. Accelerate the process of generating GPAs, class rank and honor rolls, and recognize students for their achievements by printing these accolades on report cards using this module.

This AdminPlus Report Cards Quick Start Guide takes you step by step through the most common report card tasks. You can add a course, create and customize course skills, and assign those skills to any desired courses in AdminPlus. You can also manage report card columns according to your preferences, calculate averages, generate transcripts, and transfer report cards from one year to the next. Report cards, grades, and transcripts are some of the most important components of a child's academic record, and this guide shows you how to properly manage students' academic information in AdminPlus.

How to Read This Guide

If you're familiar with our other user guides, you'll find this guide to be organized similarly. Each chapter contains modular topics related to the main theme of the chapter, and each topic focuses on helping you accomplish a specific task. The topics are independent from each other, so you can read the guide in any order and skip to a particular topic and task, based on your needs.

As you follow the steps in a topic, you'll come across supplemental information to further help accomplish the task. The illustrations clarify any possible points of confusion. The note boxes provide you with useful information you should be aware of regarding a particular step. The tip boxes offer advice on options and alternative ways to use the system, which could make your life easier. The warning boxes contain critical information to help you avoid errors or other problems.

CHAPTER 1

Manage Courses

1.1 Add a Course

The status of courses in a school often changes, whether courses are added, deleted, or inactivated. You can add a course and assign all required course information in the Report Cards module. However, you should always contact Technical Support before deleting or inactivating a course, as these actions could cause errors in your transcript history.

1. Click **New** > **Course** on the main navigation bar.

2. Click an ****UNUSED**** course number, and click **Select**.

Num	Name
020	Eng Review
021	H So Eng
022	Col So Eng
023	So English
024	Dev So Eng
025	LD So Eng
026	**UNUSED**
027	**UNUSED**
028	**UNUSED**
029	**UNUSED**
030	**UNUSED**
031	H Jr Eng
032	Jr Eng 4

3. Enter the **Course Name**, **Description**, and **Level**.

4. Enter the department code in the **Department <0 to 9>** box.

   > **Tip:** To access a list of department codes, click **Cust RC**, click **6. Enter department names**, and click **Next**.

5. Enter the maximum number of students to be scheduled into this course in the **Optimum Section Size** box.

6. In the **Course Length <Q/S/A>** drop-down list, click **A** for year-long courses, **S** for semester-long courses, or **Q** for quarter or trimester courses.

7. Enter a priority number for this course on a scale of 0–5, with 0 being the highest priority, in the **Priority <0 to 5> 0 =** box.

8. Enter the number of credits assigned to this course in the **Credits** box.

9. Enter the weight of the course in the **Weight** box.

   > **Note:** The weight of a course is usually equal to the number of credits.

10. In the **GPA Factor** box, do one of the following:

    - Enter a **0** if you add your GPA Factor, or enter a **1** if you multiply your GPA Factor.

      > **Tip:** This applies to courses which aren't considered to be honors courses.

- Enter the number that will be added to a student's GPA if this is an honors course.

- Enter the number that will be multiplied by the student's GPA if this is an honors course.

11. Optional: Enter a course number to be linked to this course in the **Course Link** box.

12. Optional: To exclude this course from certain calculations, clear the **Count in Honor Rolls** check box, the **Count in Simple GPA** check box, or the **Count in Adjusted GPA** check box.

13. Enter any text books a student may need in the **Texts** box.

> **Note:** The **Texts** box can fit up to 12 characters, so if you require additional space for your text books, see the tip at the end of the topic.

14. Enter the cost of any books in the **Cost** box.

> **Note:** The **Cost** box can fit up to 6 characters.

15. Enter any course fees in the **Fee** box, and click **Accept [F10]**.

> **Note:** The **Fee** box can contain up to 6 characters.

> **Tip:** If you require additional space for any of your fields, such as text books, click **Ext.Crs. [Alt+X]** from the left panel. Enter any additional information, and click **Done [F10]**.
>
>

1.2 Manage Course Skills

Course skills are an important element of effective teaching methods, as they provide students clear learning goals during the school year. For example, a course skill for a math class could be "Can multiply by 5 up to 50." Create skills and assign them to multiple courses through the Cust RC feature in the Report Cards module.

Create a Course Skill

1. In **Report Cards**, click **Cust RC**.

2. Click **7. Skills and concepts**, and click **Next**.

3. In the **View, Edit or Print Skills** dialog box, click **Add [F2]**.

4. Enter your new skill code in the **Code** box.

5. Enter this skill category in the **Group Heading** box.

> **Note:** Common group categories include writing, reading, social development, and other similar headings.

6. Enter a skill description in the **Description** box, and click **Accept [F10]**.

Assign a Skill to a Course

1. In **Report Cards**, click **Ent. Courses**.

2. Click **1. View/edit courses & sections**, and click **Next**.

3. Click **Lookup [F6]** in the leftmost panel, click the course to which you want to assign a skill, and click **Select**.
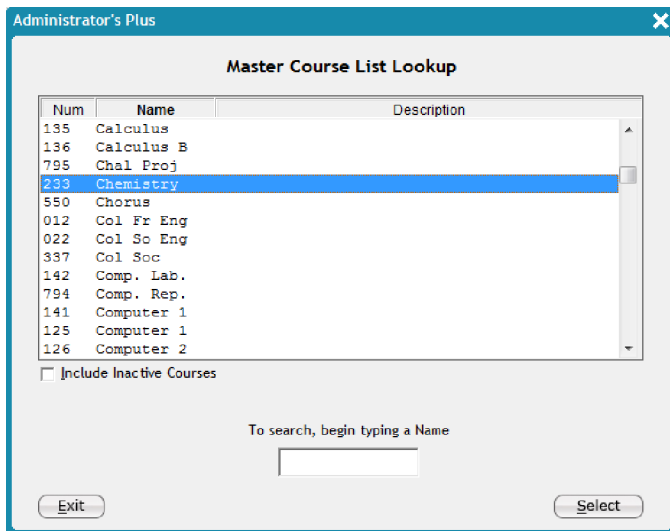
4. Click **Skills [Alt+S]** in the left panel of the **View/Edit Courses And Sections** dialog box.

5. In the **Assign Skills to Course** dialog box, click a skill from the **Available Skills** list, and then click ⟩ to assign the skill to your course.
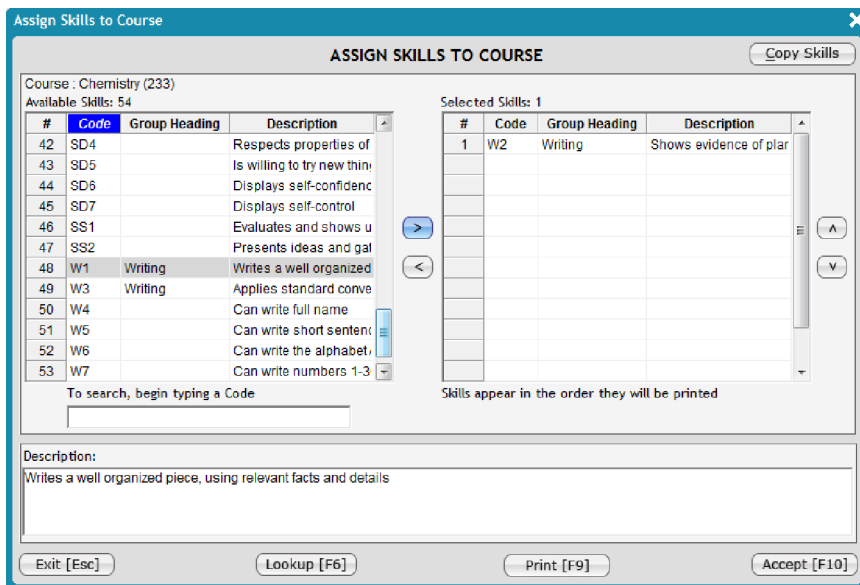
> **Tip:** To remove a skill from the **Selected Skills** list, click the skill, and then click ⟨.

6. Click **Accept [F10]** once you have assigned all applicable skills to this course.

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CHAPTER 2

Manage Grades

2.1 Receive or Import Grades

Because AdminPlus and TeacherPlus Gradebook integrate seamlessly as one system, you can easily receive grades from TeacherPlus into the Report Cards module. You can also import grades from other systems, such as GradeQuick, APWeb Teacher, or a file on your computer that you exported from an LMS gradebook (for example, Haiku or Finalsite).

Receive Grades from TeacherPlus Gradebook

After a teacher has entered grades into the gradebook, they're available for you to receive into AdminPlus. It's recommended that the teachers complete the Submit process in TeacherPlus Gradebook before you receive grades, but grades are available to you regardless of whether a teacher has submitted them or not. Grades should be received when the marking period is complete.

1. In **Report Cards**, click **Ent. Grades**.

2. In the **Enter Grades** dialog box, click **6. Receive from TeacherPlus Gradebook**, and then click **Next**.

3. Click the **Current Marking Period** drop-down list, and then click the marking period you want to receive grades from.

4. In the **Gradebook Columns** list, select the check box(es) next to any column(s) that you want to receive into AdminPlus.

4. Current Marking Period?	FIRST MARKING PERIOD	▾
5. Display Sections Meeting When?	ALL YEAR (Q1, Q2, Q3, Q4, SEM1, SEM2, ALL YEAR)	▾
6. Receive Grades to Which Report Card Columns?		

☑	Gradebook Columns	AdminPlus Report Card Columns
☑	FIRST MARKING PERIOD	FIRST MARKING PERIOD
☑	MIDYEAR EXAM	MIDYEAR EXAM
☑	FINAL EXAM	FINAL EXAM
☑	MIDYEAR GRADE	MIDYEAR GRADE
☑	FINAL GRADE	FINAL GRADE
☑	EFFORT	EFFORT
☑	CITIZENSHIP	CITIZENSHIP

5. For the **Receive Which Grades** specification, do either of the following:

   - Click **Yes** next to **Skill** and/or **Course** to receive skill and/or course grades from TeacherPlus Gradebook.

   - Click **No** next to **Skill** and/or **Course** to opt out of receiving skill and/or course grades.

6. Click **Next** once you've set the relevant specifications.

7. In the **Checking Gradebook Server for New Grades** dialog box, click **Yes**, and then click **Done** when the sync is complete.

8. Select the check box(es) next to any gradebook(s) you want to receive grades from, and then click **Save Grades from Selected Gradebooks**.

> **Tip:** If you think a teacher may have submitted their gradebook since your last sync, click **TeacherPlus Sync** before you receive grades.

Import Grades from GradeQuick

1. In **Report Cards**, click **Ent. Grades**.

2. Click **4. Receive from Grade Quick**, and click **Next**.

3. Click ⬚ next to the **Receive From** box, browse your computer, click the desired file, and then click **OK**.

4. Click ⬚ next to each applicable **Write GQ** box, click the appropriate report card column, and click **Select**.

5. Click **Done**.

Import Grades from APWeb Teacher

1. In **Report Cards**, click **Ent. Grades**.

2. Click **5. Receive from APWeb Teacher**, and click **Next**.

3. Select the check box(es) next to any course you want to import, and click **Receive From Holding Bin**.

> **Note:** The holding bin contains data imported from APWeb Teacher (or other compatible applications), which you then manually receive into AdminPlus.

Import Grades from a File (LMS Import Tool)

The following are required in an import file:

- Tab or comma delimited format

- Student key field (UNID, APID, GUID, etc)

- Course and Section number: They can be separated into two fields or combined in one field

- Acceptable formats: CRSSC, CRS/SC, and CRS-SC

- Earned grades

- Term designation

> **Important:** The LMS Import Tool requires an initial activation code. Also, importing skills, comments, or narratives from an import is not yet supported.

1. In the Report Cards module, click **Enter Grades**, and then click **Receive from file**, and click **Next**.

2. In **Select Import File**, click ⋯, select a comma or tab delimited file from your computer, and set the import file type to **Comma Delimited** or **Tab Delimited**.

   The following figure illustrates steps 2-5.

3. For the **How many header lines to ignore** configuration, enter the number of rows AdminPlus is to ignore in the import file (that is, the number of rows before the grade data actually begins).

   > **Note:** Typically, an import file only contains one row of field label information that is to be ignored, for which you would enter the value 1 in this step. However, it's possible that a school may have an import file containing extra rows of preliminary information, such one row with information about the school and another row with field label information (requiring a value of 2). Remember to double-check your import file to determine how many rows should be ignored.

4. For **Which header line that contains the field names**, enter a number corresponding to the row where the field names are located.

   This is the row containing the labels for student ID, class code, term, and grade. If this is the very first row in your import file, then enter a value of 1. If there are other rows of extra information in the import file before this row, find out which row contains the field labels and enter the number corresponding to the row.

5. For **How many fields per records**, enter the total number of information columns in the import file.

6. Set the primary key in the import file to the field containing the student ID, and set the primary key in AdminPlus to the student's Unique ID (UNID).

> **Note:** The Primary Key is an item of data that should uniquely identify an individual student. This item of data must exist in both the import file and your AdminPlus database. Matching this data ensures that the information in each line of the import file gets posted to the correct student.

The following figure illustrates steps 6-8

7. In the **Field from file column**, click a column cell, and select a field in the import file that matches the AdminPlus field in the **Key fields** column.

   For example, for the AdminPlus **Course ID** field (located in the **Key fields** column), click the corresponding cell in the **Field from file column**, and select a field in the import file that matches the course ID.

8. In the **Field format** column, select the format for the **Course ID** and **Section ID**, and click **Next**. The following formats are available: **CRS** (Course), **SC** (Section), **CRSSC** (CourseSection), **CRS-SC** (Course-Section), and **CRS/SC** (Course/Section)

   About setting the **Course ID** and **Section ID** format:
   Let's say an import file has one column set aside for the course and another column set aside for the section. In the course column, an example course could appear as 702, and in the section column, the field could appear as 01. In this example, we set the course field format to CRS and the section format to SC.

   Now, imagine that the import file contains one column for both the course and section. In this example, course 702, section 01 appears as one field as 70201. We would then set both the course and the section field format to CRSSC. Similarly, if the course and section were separated by a dash (702-01), we would configure both the course and section to CRS-SC, and if the values were separated by a slash (702/01), we would set both fields to CRS/SC.

9. Repeat steps 7 and 8 for **Section ID**.

10. For specification 1 in the column **Marking Period Columns From File**, click a cell corresponding to a marking period to be imported, and select the marking period as it appears in the import file. Repeat this step as needed for additional relevant marking periods.

The following figure illustrates steps 10 and 13.

11. Select the check box corresponding to the marking period (mentioned in step 10). Repeat this step as needed for other marking periods.

12. For specifications 2 and 3, set the grade range that the import will affect by choosing a **Start Grade** and **End Grade**. For example, if this import only applies to juniors and seniors, the **Start Grade** would be 11 and the **End Grade** would be 12.

13. Leave the last specification 4 as **Receive them into another section of the same course**, and click **Next**.

About specification 4:
This setting only applies to the rare occurrence of there being a section mismatch between the import file and AdminPlus when students are moved from one section to another. For example, a student could have been moved from English section 1 to section 2. If the student and grade still happen to be associated with the former section 1 in the import file (even though the student is now in section 2 in AdminPlus), this setting ensures the grades are received into the proper section in AdminPlus.

2.2 Calculate Averages

Calculate report card column averages through the Calc Avg feature in the Report Card module. You can assign column weights to individual columns after you choose which columns to calculate the average of.

How are averages calculated?

Averages are calculated according to the following:

- Any column with a weight of 0 isn't included in the calculation.

- Any column that already has a grade is skipped, unless the **Replace Existing Grade** option is set to **Yes**, in which case the grade is overwritten.

- If any grade is in the Final column, and the Final average isn't the desired average being calculated, the column is skipped.

- If a grade of I, W, WP, or WF appears in a weighted column, that grade becomes the average.

- If any user-defined grade is in an Exam column, the exam grade isn't included in the calculation, and the remaining columns are weighted against each other when the average is calculated.

- If any user-defined grade is in a weighted column, other than an Exam column, an average can't be calculated for this course because the system doesn't know how to process these grades.

- If a blank entry is found in a weighted column, that column is skipped, and the remaining columns are weighted against each other.

- When calculating number grade averages, the quality points table isn't used and the value used is equal to the number. Averages are calculated to six decimal places, and then rounded to the closest grade. Fives are always rounded up. For example, a grade of 89.5 becomes a 90, and a grade of 89.49 or 89.499999 becomes an 89. Also, number grades below the minimum grade are raised to the minimum grade when calculating averages.

- If you choose to calculate averages using AdminPlus, averages are calculated to six decimal places using weights in the same manner as number grades. Then the grades are converted back to letter grades based on the following table, which comes programmed into AdminPlus and can't be edited:

A+	4.16	B+	3.16	C+	2.16	D+	1.16	F	0.00
A	3.83	B	2.83	C	1.83	D	0.83		
A-	3.50	B-	2.50	C-	1.50	D-	0.50		
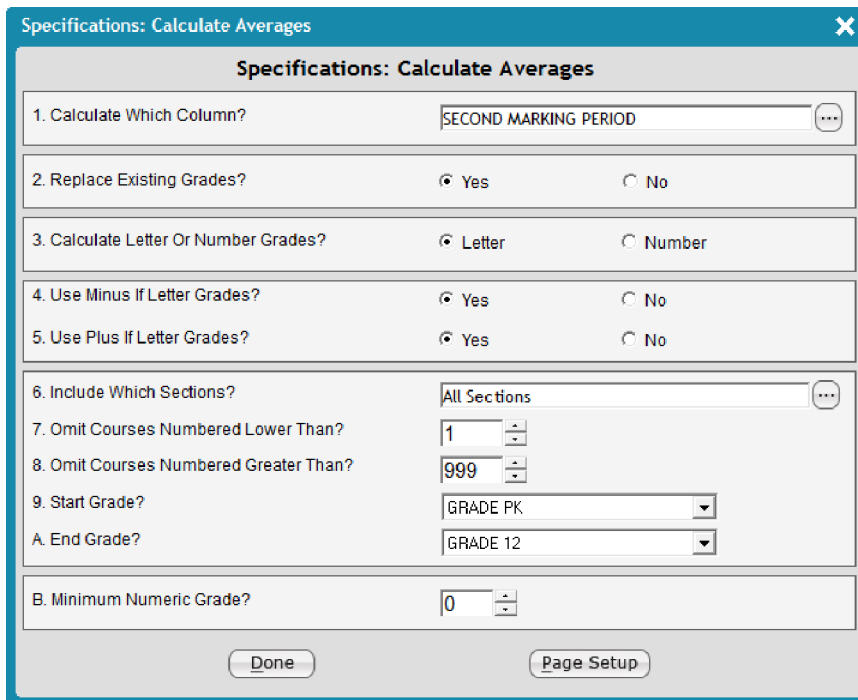
> **Warning:** It's not advisable to calculate letter grade averages using AdminPlus, and teachers should manually calculate averages.

Calculate Averages

1. In **Report Cards**, click **Calc Avg**.

2. Click **1. Calculate averages**, and click **Next**.

3. Click [···] next to the **Calculate Which Column** drop-down list, click a column to calculate, and click **Select**.
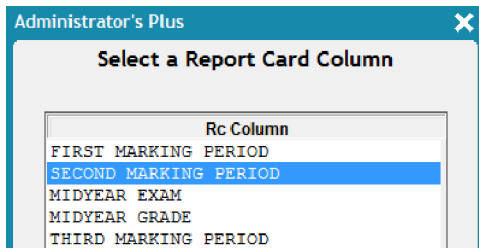
4. Choose whether or not to replace existing grades by clicking **Yes** or **No** for the **Replace Existing Grades** specification.

5. Choose which type of grades to calculate by clicking **Letter** or **Number** for the **Calculate Letter Or Number Grades** specification, and click **Done**.

6. Enter the weight for each of your columns, and click **Done**.

> **Tip:** Enter column weights in the following format: 20% = **020.00**.

> **Note:** The column for which you're calculating an average displays **THIS COLUMN BEING CALCULATED**.

7. Click **1. All sections**, and click **Done**.

8. Optional: To view a report with students' averages for each marking period, click **6. View log**, and then click **Next**.

2.3 Calculate GPAs

GPAs are extremely important for student records, especially when it comes time for students to apply to college and other post-secondary programs. The Report Cards module gives you the flexibility to calculate GPAs based on all report card columns or individual columns within a report card.

1. In **Report Cards**, click **Stat Reps**.

2. Click **2. Grade point averages**, and click **Next**.

3. Click **4. Update/un-update GPA's/credits**, and click **Next**.

4. Click **1. Update GPA's & credits**, and click **Next**.

5. Click ⬚ next to the **Update Based On Which Columns** box, click a column to base your GPA calculation on, and click **Select**.

> **Tip:** Click **ALL CREDIT COLUMNS** to calculate GPA based on students' final grades. Also, if you choose this option, skip step 8.
>
> **Administrator's Plus**
>
> **Update Using Which Columns?**
>
> | Description |
> |---|
> | ALL CREDIT COLUMNS |
> | FIRST MARKING PERIOD |
> | SECOND MARKING PERIOD |
> | MIDYEAR EXAM |
> | MIDYEAR GRADE |
> | 0 |
> | THIRD MARKING PERIOD |
> | FOURTH MARKING PERIOD |
> | FINAL EXAM |
> | 0 |
> | FINAL GRADE |
> | ABSENCES |
> | EFFORT |
>
> To search, begin typing a Description
>
> Exit   Select
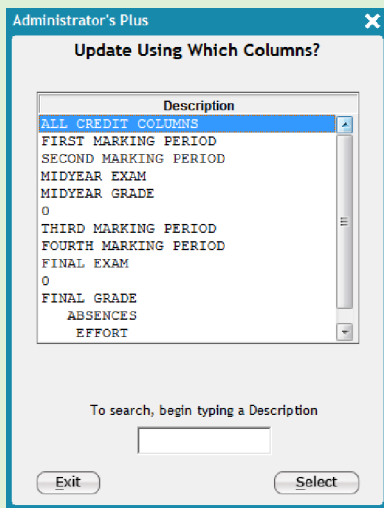
6. Click ⬚ next to the **Which Years** box, click **CURRENT YEAR: YEAR 0**, and click **Select**.

7. Click **Summary Report** next to the **Report Detail** specification.

> **Tip:** Click **Detailed Report** to generate an outline of how the GPA was calculated for each student. This is only recommended for individual students.

8. For each course type in specifications 4–7, enter the desired weight to calculate GPAs based on an individual column.

> **Note:** The most common weight entries for semester GPAs are 50% for full-year courses and 100% for all other courses.

9. Optional: Click **Yes** for the **Third Quarter Update** specification if you need to calculate cumulative GPAs as of the third quarter (assuming that you're calculating GPAs in the middle of the year and the end of the year).

10. Click **Done**.

11. Click a grade from the **Grade number** drop-down list, and click **Next**.

12. Click **All students**, and click **Next**.

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CHAPTER 3

Customize Report Cards

3.1 Add a Grade Symbol

Personalize your grading process by adding grade symbols in AdminPlus. You can assign quality points to a symbol and determine if a student will receive credit when they're assigned the symbol. You can also choose to count the symbol toward the student's GPA and honor roll calculations.

Quality Points: Quality points are a numerical representation of a grade symbol, and they vary from school to school. Whether or not you choose to give credit or not for the grade symbol, the quality points are added to the student's grade total. If you choose to give credit for the grade symbol, the credit is added to the student's credit total. The following figure is an example of a grade scale with quality points.

SYMBOL	Q PTS
[A+]	4.63
[A]	4.00
[A-]	3.67
[B+]	3.33
[B]	3.00
[B-]	2.67
[C+]	2.33
[C]	2.00
[C-]	1.67
[D+]	1.33
[D]	1.00
[D-]	0.67

To add a grade symbol, do the following:

1. In **Report Cards**, click **Cust RC**.

2. Click **1. Edit grade table**, and click **Next**.

3. Click an unused row with no red brackets, and click **Edit [F3]**.

#	SYMBOL	Q PTS	CREDIT	AVERAGE?	
149	[ ]	0.00	N	N	
150	[ ]	0.00	N	N	
151	P	6.00	Y	Y	
152	X	1.00	N	Y	
153	N	0.00	N	N	
154		0.00	N	N	
155		0.00	N	N	

4. Enter the new grade symbol in the **SYMBOL** column.

5. Click the **Q Points** cell, and enter the desired number of quality points.

6. Click **N** in the **Credit** column, and click **Y** or **N** from the drop-down list, depending on whether or not the student is to receive credit when the symbol is assigned.

> **Note: Y** represents yes, and **N** represents no.

7. Click **N** in the **Average** column, and click **Y** or **N** from the drop-down list, depending on whether or not the grade is to be counted in students' GPA and honor roll calculations.

#	SYMBOL	Q PTS	CREDIT	AVERAGE?
149	[ ]	0.00	N	N
150	[ ]	0.00	N	N
151	P	0.00	Y	N
152	X	0.00	N	N
153	N	0.00	N	N
154	T	7.00	Y	Y
155		0.00	N	Y
156		0.00	N	N

8. Click **Accept [F10]**.

3.2 Generate Class Rank

Generate the class rank for individual grades using the Stat Reps feature. Use simple or adjusted GPAs and quality points to create the class rank, and optionally include the class rank on students' report cards. The following figure is an example of a class rank report.

```
                                                            02-04-2016
                          CLASS RANK REPORT

                               GRADE 10
 28 students                                    CAREER DATA: ADJUSTED
 ====================================================================

 RANK          NAME              ID      GPA
 ====          ====              ===   ========
   1)    Barbara Thibodeau        17     90.27
   2)    Heather Lawrence          6     89.21
   3)    Dan Himes                 5     87.40
 --------------------------------------------------------------------
   4)    Hank Adams               10     87.17
   5)    David Wilson             25     86.73
   6)    Erica Girard              3     86.50
 --------------------------------------------------------------------
   7)    Than Nguyen              15     86.17
   8)    Pat Esty                 13     84.58
   9)    Bethanie Brown            1     84.50
 --------------------------------------------------------------------
  10)    Joanne Maguire           28     84.17
  11)    Richard Grant             4     83.83
  12)    Patricia Fulton           9     83.75
 --------------------------------------------------------------------
  13)    George Gadomski          12     83.70
  14)    Kelley Gray              18     83.50
  15)    Cory Small               26     82.90
 --------------------------------------------------------------------
  16)    Jaime Wood               21     81.64
  17)    Michele Hamilton          8     81.55
  18)    Matt Miller               7     78.83
 --------------------------------------------------------------------
  19)    James Durling            14     78.08
  20)    Tina Boutin              16     76.83
  21)    Tori Lorrain             20     73.40
 --------------------------------------------------------------------
  22)    Sam Emerson               2     66.50
  23)    Walter Frank             19     66.30
  24)    Christina McPhail        11     66.08
 --------------------------------------------------------------------
  25)    Gray Chute               24     63.90
  26)    Dana Rogers              22     63.30
  27)    Jake Plourde             23     61.20
 --------------------------------------------------------------------
  28)    Dan StPierre             27     50.90
```

1. In **Report Cards**, click **Stat Reps**.

2. Click **2. Grade point averages**, and click **Next**.

3. Click **1. Print class rank report**, and click **Next**.

4. In the **Print Class Rank Report** dialog box, do either of the following for the **2. Also Print to Disk (Must Do For Transcripts)** specification:

   ■ Click **Yes** to include the class rank on report cards.

   ■ Click **No** to exclude the class rank on report cards.

5. Click **USE CAREER DATA** from the **3. Use Career Or Last Update Data** drop-down list.

6. Click **USE SIMPLE GPA DATA** from the **4. Use Simple Or Adjusted GPA's/Qual Pts** drop-down list.

> **Tip:** Click **USE ADJUSTED GPA DATA** to include extra points awarded from honors classes when calculating the class rank.

7. Click **GPA'S**, **CREDITS**, or **QUALITY POINTS** from the **Search By GPA, Credits Or Quality Points** drop-down list to determine what value the class rank is calculated with.

8. Click **Done**.

9. Click a grade to use for the class rank calculation from the **Grade number** drop-down list, and click **Next**.

10. Click **Print [F9]**.

3.3 Generate the Honor Roll

Generate a customized honor roll for individual grade levels, so students can be recognized for their hard work and achievements during each marking period.
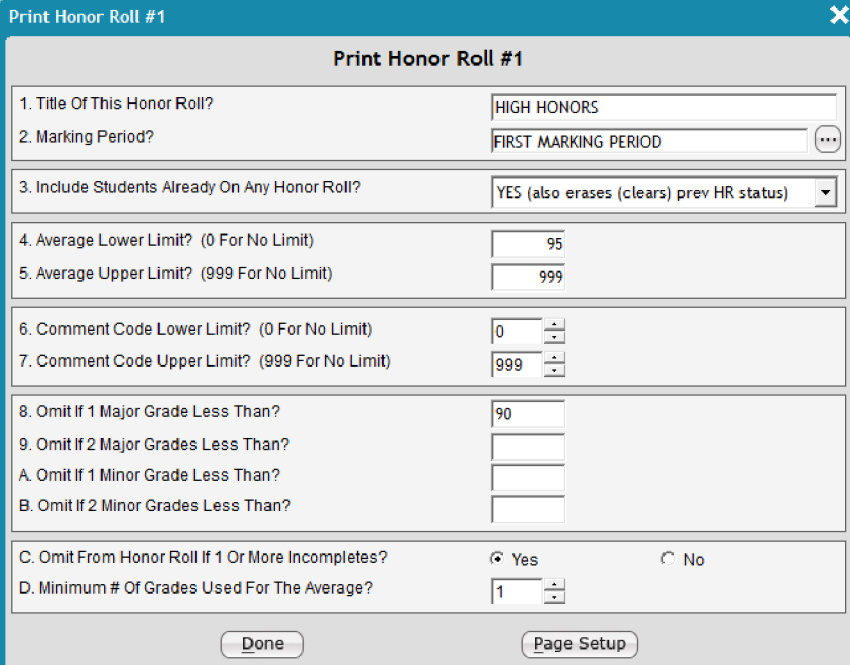
1. In **Report Cards**, click **Stat Reps**.

2. Click **1. Honor rolls**, and click **Next**.

3. Click **1. Print honor roll #1**, and click **Next**.

> **Note:** If you're repeating this task for each grade level, this specification should increase each time. For example, if this is your second time repeating this task, you should click **2. Print honor roll #2**, and so on.

4. Enter a name for this honor roll in the **Title Of This Honor Roll** box.

5. Click ⋯ next to the **Marking Period** box, click the desired marking period for which you want to calculate the honor roll, and click **Select**.

6. Click **YES (also erases (clears) prev HR status)** from the **Include Students Already On Any Honor Rolls** drop-down list.

   Click **NO** if you're repeating this task for honor rolls #2–5.

7. Enter the lowest average a student must achieve in order to receive honor roll status in the **Average Lower Limit (0 For No Limit)** box.

Print Honor Roll #1

1. Title Of This Honor Roll?	HIGH HONORS
2. Marking Period?	FIRST MARKING PERIOD ⋯
3. Include Students Already On Any Honor Roll?	YES (also erases (clears) prev HR status) ▾
4. Average Lower Limit? (0 For No Limit)	95
5. Average Upper Limit? (999 For No Limit)	999
6. Comment Code Lower Limit? (0 For No Limit)	0
7. Comment Code Upper Limit? (999 For No Limit)	999
8. Omit If 1 Major Grade Less Than?	90
9. Omit If 2 Major Grades Less Than?	
A. Omit If 1 Minor Grade Less Than?	
B. Omit If 2 Minor Grades Less Than?	
C. Omit From Honor Roll If 1 Or More Incompletes?	⦿ Yes ◯ No
D. Minimum # Of Grades Used For The Average?	1

Done   Page Setup

8. Optional: In the **Omit if 1 Major Grade Less Than** box, enter the lowest major class grade below which a student is to be omitted from honor roll status. Repeat for the **Omit if 2 Major Grades Less Than** box, if applicable.

9. Optional: In the **Omit if 1 Minor Grade Less Than** box, enter the lowest minor class grade below which a student is to be omitted from honor roll status. Repeat for the **Omit if 2 Minor Grades Less Than** box, if applicable.

10. Choose whether or not to exclude a student from honor roll status if they receive any incompletes in the **Omit From Honor Roll If 1 Or More Incompletes** specification.

11. Enter the appropriate number of grades to use for the calculation in the **Minimum # Of Grades Used For The Average** box, and click **Done**.

12. Click an individual grade level from the **Grade number** drop-down list, and click **Next**.

> **Warning:** You must generate the honor roll for one grade level at a time so that the honor roll can be saved successfully.

13. Repeat steps 2–12 for each subsequent grade level's honor roll.

3.4 Manage Report Card Columns

The AdminPlus Report Cards module gives you the flexibility to adjust the layout of your report cards. You can add or remove report card columns through the Cust RC feature.

> **Note:** To add or remove a report card column, you must be logged in as supervisor. If you own TeacherPlus Gradebook, you must also receive a key from Tech Support every time you add or remove a report card column.

Add a Report Card Column

1. In **Report Cards**, click **Cust RC**.

2. Click **3. Customize report card columns**, and click **Next**.

3. Click a **0 UNUSED N** row, delete the **0**, and enter the report card column name in the **25 Character Name** column.

4. Enter an abbreviation of the column name of up to 5 characters in the **5 Chr** column.

5. Enter an abbreviation of the column name of up to 3 characters in the **3 Chr** column.

6. Click **UNUSED**, and click the type of column from the drop-down list.

7. Click **N** in the **Credit** column, and then do either of the following:

   - Click **Y** from the drop-down list to award credit for the column.

   - Click **N** from the drop-down list to exclude this column from the student's credit total.

8. Click **Accept [F10]**.

Remove a Report Card Column

1. In **Report Cards**, click **Calc Avg**.

2. Click **2. Blank report card column(s)**, and click **Next**.

3. Click [···] next to the **First Column To Blank (Erase)** box, click the column you want to clear, and click **Select**.
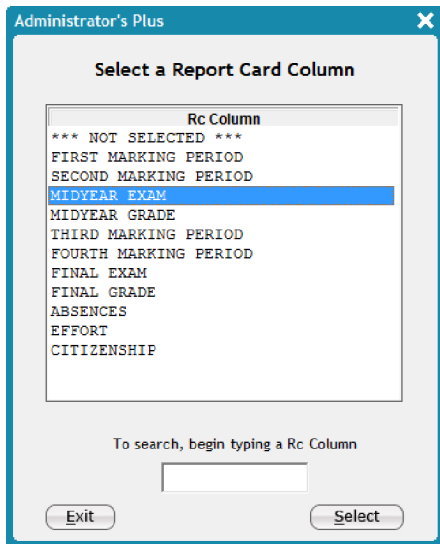
4. Click [···] next to the **Second Column To Blank (Erase)** box, click the column you want to clear, and click **Select**.

> **Tip:** Click ***NOT SELECTED*** to only clear one report card column.
>
>
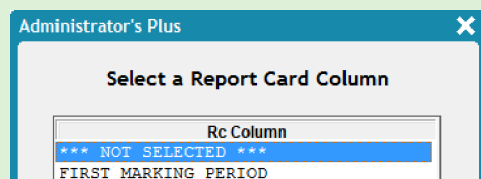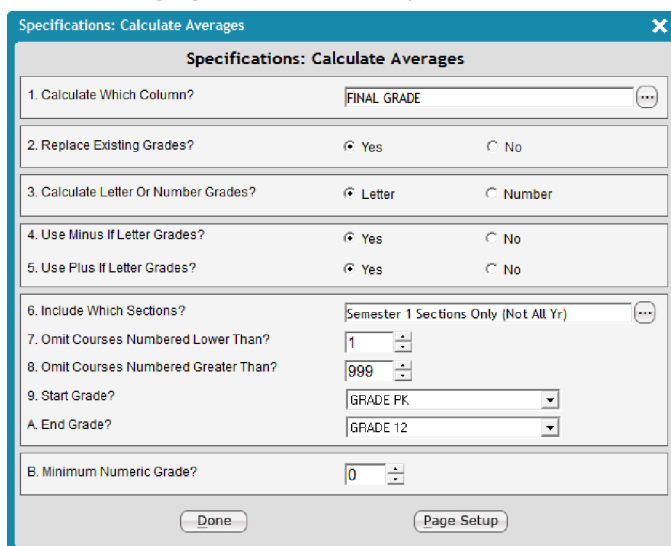
5. Click **Done**.

6. Click **All sections**, and click **Next**.

7. Click **Yes** to confirm the warning.

3.5 Copy First Semester Grades into the Final Grade Column

During the school year, you can rearrange data in your report card columns. For example, you can copy your first semester grades into the final grade column of your first semester. This task is useful to award a student a final semester grade based solely on their performance in that semester.

1. In **Report Cards**, click **Calc Avg**.

2. Click **1. Calculate averages**, and click **Next**.

3. Click ⌄ next to the **Calculate Which Column** box, click **FINAL GRADE**, and click **Select**.

4. Click ⌄ next to **Include Which Sections**, click **Semester 1 Sections Only (Not All Yr)**, and click **Select**.

   The following figure illustrates steps 2–4.

5. Click **Done**.

6. Enter **100.00** in the **First Marking Period** box, enter **000.00** in all other boxes, and click **Done**.

7. Click **1. All sections**, and click **Next**.
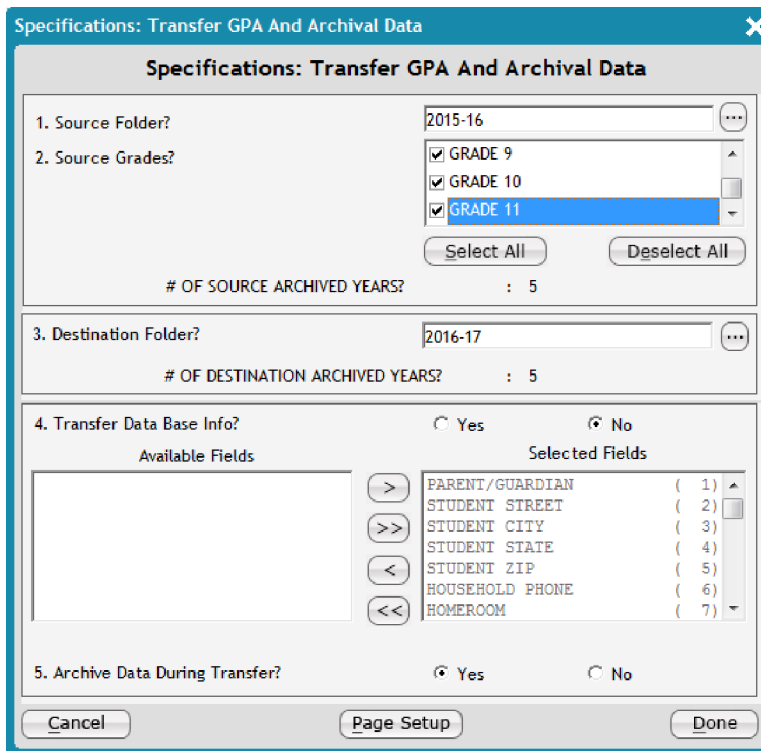
3.6 Transfer Report Cards

Conveniently transfer report cards from year to year using the Transfer feature to customize which grades transfer from a specific year.

1. In **Report Cards**, click **Transfer**.

2. Click [...] next to the **Source Folder** box, click the year from which you want to transfer grades, and click **Select**.

3. Select the check box(es) next to the grades you want to transfer from the **Source Grades** list.

4. Click [...] next to the **Destination Folder** box, click the year to which you want to transfer the grades, and click **Select**.

> **Note:** The **Destination Folder** year should always be the year after the year in the **Source Folder** specification.

5. Click **No** for the **Transfer Data Base Info** specification.

6. Click **Yes** for the **Archive Data During Transfer** specification, and click **Done**.

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CHAPTER 4

Generate Reports

4.1 Generate a Grade Verification Form

After teachers submit grades through the TeacherPlus Gradebook, you can print a grade verification form to make sure teacher's grades are accurate in the system. The grade verification form provides a way for teachers to double check their students' grades by displaying students' courses with the corresponding submitted grades. The following figure is an example of a grade verification form.

02-04-2016

COURSE GRADE & COMMENTS VERIFICATION FORM

FIRST MARKING PERIOD

CRSE #/SC : 001/01   CRSE NAME: Social Dev   TEACHER   : Canavan; Daw
CREDITS   : 0.00   TIME   : A   ROOM   : 300
QUARTER   : FULL YEAR   CURR SIZE : 27   GPA FACTOR: 0.00

NAME	GR	#	1st	2nd	MEX	MID	3rd	4th	FEX	FNL	ABS	EFT	CIT
Barans; Julie	PK	016	B	B			B						
Bebe; Mark	PK	001	D	B			B						
Bemis; Bridgett	PK	004	A	A			A						
Carter; Stefanie	PK	020	A	B			B						
Couchon; Elizabeth	PK	008	B	B			B						
Couchon; Emily	PK	009	B	B			A						
Forbes; Mark	PK	025	C	C			B						
Hall; Lawrence	PK	007	A	A			A						
Hemingway; Meadow	PK	024	B	B			A						
Inglis; Mackenzie	PK	010	B	B			B						
Kelman; Aurianna	PK	022	B	B			B						
Kornreich; Norman	PK	019	A	A			A						
Kruse; Tasha	PK	026	D	C			B						
McVeigh; Charlie	PK	021	C	B			B						

1. In **Report Cards**, click **Entry Forms**.

2. Click **3. Grade verification forms**, and click **Next**.

3. In the **Specification: Grade Verification Forms** dialog box, click the desired marking period from the **Include Sections Meeting When** drop-down list.

4. Click a marking period from the **Print Which Marking Period at Top** drop-down list.

5. Choose whether or not to include students on the form by clicking **Yes** or **No** next to **Print Forms Without Any Students**.

6. Choose a desired grade range by setting the **Start Grade** and **End Grade**.

7. Click your preferred layout from the **Line Spacing** drop-down list.

8. Choose whether or not to include canned comments by clicking **Yes** or **No** next to **Print Text of Canned Comments**.

9. Select the check box(es) next to the desired marking period(s) from the **Print Which Narratives** list.
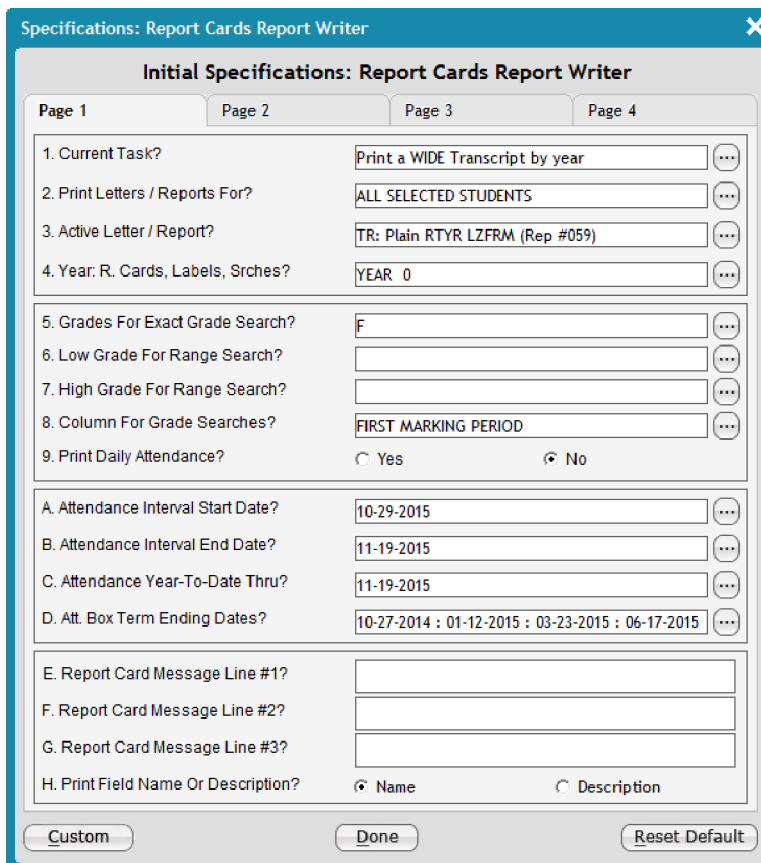
10. Choose whether or not to view a preview of the grade verification form by clicking **Yes** or **No** next to **Print Preview (Y/N)**.

11. Click **Done**.

12. Click **4. Individual sections**, and click **Next**.

13. Click **Lookup [F6]**, click the desired section, and click **Select**.

14. Repeat step 13 for any additional sections, and click **Accept [F10]**.

4.2 Generate a Transcript

Generate and print a transcript for students in each grade, and customize the report to display a specific number of previous years. The Report Cards Report Writer has many extensive specifications you can use to configure the transcript. For instance, you can choose which columns to include as well as which dates the transcript will display, among various other options.

1. In **Report Cards**, click **RC RW**.

2. Click **3 Print a WIDE Transcript by year** for a wide transcript, or click **5 Print a NARROW Transcript by year** for a narrow transcript, and click **Select**.

3. Click [...] next to the **Active Letter/Report** box, click the desired transcript report, and click **Select**.

4. Choose the proper dates for specifications **A**, **B**, and **C** by clicking [...] next to each box, clicking the appropriate date, and then clicking **Select**.

5. Click [...] next to the **Att. Box Term Ending Dates** box, set the marking period end dates, and click **Done**.

6. Click **Page 3**, click **Yes** next to any specifications which you wish to include on your printed transcript.

7. Click **Page 4**, set the appropriate year range for specifications **1** and **2** by clicking ⊡ next to each box, click the proper year, and click **Select**.

8. Click **Done**.

9. Click the desired grade from the **Grade level** drop-down list, and click **Next**.

10. Click **1. All students alphabetically**, and click **Next**.

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