

Standard Report Card "Out of the Box" Features:



The Logo here and Watermark image below (center) are configured in Maintenance>District>Building School Level Details.

Student Report Card

Simpson High School : High School : 2008-2009
17 SchoolZone Avenue, Monroe City, NY 12345
Ms. Jane DeSmith, Principal., 585-555-1212

This information is configured in Maintenance>District>Building School Level Details. The Address shown here consists only of the Address Line 1 and Address Line 2 fields in Maintenance.

06/24/2009

STUDENT NAME	STUDENT NO.	TELEPHONE	GRADE	COUNSELOR	HOMEROOM	PERIOD ENDING
Anders, Ryan	19514	555-1234	12	Futrell	213	06/12/2009

PARENT OR GUARDIAN
Mr. Robert Anders 268 Main Street Rochester, NY 12345

The MEMO area can be customized by counselors when printing report cards.

MEMO
Have a safe and enjoyable
Only the Highest Grade for Exams Re-Taken appears here and is used in Final Average.

QUARTER	1	2	3	4	TOTAL
ABSENCES	0	0	1	2	3
LATENESS	0	0	1	0	1

This is a dropped course. Printing of Dropped Courses can be turned on or off.

SUBJECT TEACHER	QTR 1		QTR 2		SEM	QTR 3		QTR 4		EXAM		FINAL	CRS	Honor Roll Status
	GRD	AB	GRD	AB	EXM	GRD	AB	GRD	AB	Local	RGT	AVG	CRD	
Fundamentals of Speech CC Yellow					94	72		65		98		71	0.50	Cooper
SCCC English 12 Bonner					82	87	1	88	2	83		86	0.50	
Economics R Allyne												85	0.50	Good
American Government CC Allyne	85		88											
Adv. Physics Futrell	62		W/F											Good
Calculus CC Browne	88		89									87	1.00	
Statistics CC Broderick												86	0.50	Good
Power & Energy Freeman	98		95									93	1.00	
Keyboarding & Comp. App. Baily	89		98									93	0.50	Good
PE Sport Davies	78		78									78	0.50	
High School Band David	76		88									85	0.50	Good
QUARTERLY AVERAGE	82		89									EARNED : 7.00		

This is a Withdrawn Course. Courses that students are withdrawn from will appear with an indicator code in the marking period they are withdrawn in. Withdrawn and dropped courses are ignored when calculating vertical and horizontal averages. A Key for these codes appears at the bottom of the report card.

The exact grade (raw) that teachers submit will always appear in the "Grade" column, regardless of the settings configured for the vertical or horizontal average. The grade will be rounded however using the "Report" options in the "Class Average" area of Maintenance>Grading>Course Grading Type

Horizontal Average – rounding rules are set using the "Calculated" options in the "Class Average" area of Maintenance>Grading>Course Grading Type

Available Settings:

- Never Calculate
- If any Grade Notes exist, don't calculate at all
- Calculate using only available grades, ignore any grade notes
- Grade Note Mapping
 - Standard
 - Based on Frequency

Comments: 50 Character Max per Line with an Unlimited Number of Lines (can be less)

The credits that display here are defined in the course catalog for each course using the "Transcript Credit" field.

Final Vertical Average – only calculates on grades for classes marked as "Include in Honor Roll" in the course catalog. Uses the course's GPA Credits from the Course Catalog when calculating.

Available Settings:

- Choose Grading Scale
- Choose Rounding Method

MP Vertical Average – only calculates on grades for classes marked as "Include in Honor Roll" in the course catalog.

Available Settings:

- Printing can be toggled on or off
- Choose Grading Scale
- Choose Rounding Method
- Use Simple Average
- Use Simple Average excluding Vocational
- Use GPA Credit
- Use MP credit
- Use Course Meeting Pattern
- Use GPA weighting
- If any Grade Notes exist, don't calculate at all
- If any Grades are missing, don't calculate
- Standard Grade Note Mapping
- Special Course Credit Exceptions

Printing of the key for "Grade Note" codes can be toggled on or off.

P=Pass F=Fail Inc

nd-Audit Abs-Absent

Building School Level Grading Options

The **Maintenance > Grading > Building School Level Grading Options** area is where districts can control yearly grading details, horizontal and vertical average calculations, comment translations, and how information displays on the report cards.

This area is composed of an upper portion with five options, and a Yearly Information portion with three tabs. Each tab must be configured in order for appropriate grade calculations to take place.

Building School Level Grading Options

High School > High School

Maximum Report Card Comments: 3

Maximum Report Card Comment Characters:

Maximum Progress Report Comments: 3

Maximum Progress Report Comment Characters:

Allow Comment Translation: Yes

Show Dropped Courses On Report Cards: No

Allow Free Text Comments: Yes

Yearly Information Grading Details MP Vert Avg Calculations Hertz Avg Calculations

2008-2009 +

- **Maximum Report Card Comments (numeric):** If left blank, teachers will be able to enter an unlimited number of comments for marking period grades/report cards. If filled in with a non-negative whole number, this will limit what a teacher can select for a student.
- **Maximum Report Card Comment Characters (numeric):** Allows districts to limit the number of characters that may be entered for each Report Card comment. When submitting a comment, a character counter will be visible, to indicate to users the number of characters remaining. This counter will respect the Maximum Characters field value, unless that value exceeds the schooltool limit (these are determined by the report format being used).
- **Maximum Progress Report Comments (numeric):** If left blank, teachers will be able to enter an unlimited number of comments for progress reports. If filled in with a non-negative whole number, this will limit what a teacher can select for a student.
- **Maximum Progress Report Comment Characters (numeric):** Allows districts to limit the number of characters that may be entered for each Progress Report comment. When submitting a comment, a character counter will be visible, to indicate to users the number of characters remaining. This counter will respect the Maximum Characters field value, unless that value exceeds the schooltool limit (these are determined by the report format being used).
- **Allow Comment Translation (dropdown, yes or no):** This option allows numeric translation codes entered for each comment in the Comment Bank to be used by the teacher when entering comments for both report cards and progress reports.
- **Show Dropped Courses On Report Cards (dropdown, yes or no):** If set to yes, courses that a student dropped will display on the canned report card. This only affects courses that were dropped, not withdrawn. This does not affect whether dropped courses display on progress reports or transcripts.
- **Allow Free Text Comments (dropdown, yes or no):** If set to yes, teachers will be able to enter free-text comments up to 50 characters in length. If set to no, teachers will not be able to use comment translation codes because the ability to add using the free-text field will not be allowed.

Grading Details

Each specified year will have a series of settings for the Grading Details tab.

Yearly Information Grading Details MP Vert Avg Calculations Hertz Avg Calculations

2008-2009

Marking Period Vertical Average

Calculation Grading Scale: 0-100

Calculation Rounding Rule: Standard 0 Places

Reporting Grading Scale: 0-100

Reporting Rounding Rule: Standard 0 Places

Final Vertical Average

Calculation Grading Scale: 0-100

Calculation Rounding Rule: Standard 0 Places

Reporting Grading Scale: 0-100

Reporting Rounding Rule: Standard 0 Places

The following fields are configurable for both the Marking Period Vertical Average and Final Vertical Average calculations.

- Calculation Grading Scale (dropdown): The scale used to calculate the student's marking period or final vertical average.
- Calculation Rounding Rule (dropdown): The rule for rounding calculated marking period or final vertical averages, as well as the number of allowable decimal places.
- Reporting Grading Scale (dropdown): The scale used to depict the student's marking period or final vertical average on printed transcripts and report cards, if marking period vertical averages are used.
- Reporting Rounding Rule (dropdown): The rule for rounding marking period or final vertical averages for the printing of transcripts and report cards, as well as the number of allowable decimal places.

This field will only display if a numeric grading scale was selected for the previous option.

Final Vertical Average

Although there are no settings that can be defined through the schooltool interface for Final Vertical Average other than those shown above (e.g. Grading Scale and Rounding Rule), the following is the default configuration used by schooltool to calculate final vertical averages for students.

1. For Each Class Marked as "Include in Honor Roll" in the course catalog:

Horizontal Average X GPA Credit for the Course from the Course Catalog

2.

Sum of Results from Previous Calculation

Sum of GPA Credits for Each Course

= Final Vertical Average

Note: Courses that a student is withdrawn or dropped from are excluded from this calculation.

FINAL AVG
71
86
85
87
86
93
93
78
85

MP Vert Avg Calculations

The settings on the Marking Period Vertical Averages Calculations tab are used to control the way the average of all grades for a particular marking period is calculated (i.e. a student's marking period average).

Calculation Type

- ☒ Simple Average
- ☐ Simple Average (except for vocational)
- ☐ Use GPA Credit
- ☐ Use Marking Period Credit
- ☐ Use Meeting Pattern

Miscellaneous

- ☐ Don't calculate if any course has a grade n
- ☐ Don't calculate if any grades are missing
- ☐ Use GPA Weighing

Grade Note Mapping

Grade Note	Value

Course Exceptions

Department	Course	Credit

Note: By default, the settings here will only ever apply to courses that are marked as "Include in Honor Roll" in the course catalog. Courses not marked as this are not included when calculating the MP Vertical Average.

SUBJECT TEACHER	QTR 1	
	GRD	AB
Fundamentals of Speech CC Farber		
SCCC English 12 Bonner	F	
Economics R Allyne		
American Government CC Allyne	85	
Adv. Physics Futrell	62	
Calculus CC Browne	88	
Statistics CC Broderick		
Power & Energy Freeman	98	
Keyboarding & Comp. App. Baily	89	
PE Sport Davies	78	
High School Band Darvid	76	
QUARTERLY AVERAGE :		82

Calculation Type:

- Simple Average:** This formula is a simple average of all eligible courses.
 Example: For three courses: $(90 + 100 + 80) / 3 = 90$.
- Simple Average (except for vocational):** The same average calculation as the simple average with the exception that any course flagged in the course catalog as "vocational" will use the GPA credit type below.
- Use GPA Credit:** This formula uses the GPA credit defined in the course catalog as the multiplier (weight) of each course.
 Example: For three courses with GPA credits of 1, 3, and .5 respectively:

$$((90 * 1) + (100 * 3) + (80 * .5)) / 4.5 \text{ (where 4.5 is the sum of all GPA credits)} = 95.55$$
- Use Marking Period Credit:** This formula uses the marking period credit as the multiplier. If you are using this, all courses in the Course Catalog must have a value other than zero defined.
 Example: For three courses with marking period credits of 1, 0 and .5 respectively:

$$((90 * 1) + (100 * 0) + (80 * .5)) / 1.5 = 86.66$$
- Use Meeting Pattern:** This formula uses the course's meeting pattern.
 By looking at a student's contract for a course we can figure out the meeting pattern of the course and the "credit" given. We need to define that GPA credit is the highest number of credits we can start with.
 Example: A course that meets every day for 2 periods will have a "credit" of 2. A course that meets every other day for 1 period will have a "credit" of .50.

Miscellaneous

In addition to the previously mentioned options, the following are additional options:

- **Don't calculate if any course has a grade note:** If this option is turned on, the system will not calculate a marking period vertical average if the student has a grade note in any class for the marking period that is to be included in the calculation.
Example: A student receives a grade note of Medical for one of their quarterly grades.
- **Don't calculate if any grades are missing:** If this option is turned on, the system will not calculate a marking period vertical average if the student is missing a grade from any class that is to be included in the calculation.
Example: A student receives grades in all classes but because they have not completed all required work for one of their classes they are not given a grade for one of these classes.
- **Use GPA Weighting:** This option allows the district to use GPA weighting based on the weight that is assigned to a course in the course catalog. Based on how courses are weighted in the course catalog applying this options affects the vertical average in one of two ways:

Percent (%): If the weighting option is set to percent in the course catalog and the weight is greater than 0, the following calculation is used:

$$(\text{MP Grade} + (\text{MP Grade} \times (\text{Course Weight} / 100))) \times \text{Course Credit} \rightarrow \frac{\text{Sum Result for Each Class}}{\text{Sum Credits for All Classes}}$$

Points: If the weighting option is set to points in the course catalog and the weight is greater than 0, the following calculation is used:


$$(\text{MP Grade} + \text{Course Points}) \times \text{Course Credit} \rightarrow \frac{\text{Sum Result for Each Class}}{\text{Sum Credits for All Classes}}$$

Note: The course credit that is used in the calculations above depends on the option that is set in "Calculation Type" area as detailed below.

<u>Setting:</u>	<u>Course Credit Used:</u>
Simple Average	One Credit for All Courses
Simple Average (except vocational)	One Credit for non-vocational, Vocational use GPA credit
Use GPA Credit	Use GPA Credit as defined in the course catalog
Use Marking Period Credit	Use Marking Period Credit as defined in the course catalog
Use Meeting Pattern	Automatically calculated based on the courses meeting pattern as defined in the master schedule (its periods and cycle days)


Grade Note Mapping

This area will allow districts to assign a numeric value to a grade note. An example of this would be if a grade note of Pass was given, this would equate to a 65 for averaging purposes.

The Add  button may be used to add a row to this table and assign a value to the specified grade note.

Course Exceptions

This area will allow a district to assign a credit value to a course that will be used for calculations. This can be used as a fail safe for any one course that doesn't fall under any of the above options.

The Add  button may be used to add a row to this table to select a course, by department, and assign a credit override value.

Hortz Avg Calculations

The Horizontal Average Calculations area is used to control how the final average for individual courses is determined. In order for schooltool to calculate a Horizontal Average for a class, all of the scores for Assessments that are associated to the class in the course catalog must have been entered for the student.

SUBJECT TEACHER	QTR 1		QTR 2		SEM	QTR 3		QTR 4		EXAM		FINAL
	GRD	AB	GRD	AB	EXM	GRD	AB	GRD	AB	Local	RGT	AVG
Fundamentals of Speech CC Yellow					94	72		65		98		71

The following details the default process schooltool uses to calculate a horizontal average, and below this follows the different settings that can dictate when the calculation is performed.

Horizontal Class Average Calculation Steps:

- 100 – The Sum of all the “Percent of Final Average” fields for the Course from the Course Catalog
- $$\frac{\text{Result of Prior Calculation}}{\text{\# of Marking Periods Enrolled in Course}} = \text{Marking Period Weight}$$
- For Each Marking Period Grade:

$$\text{Marking Period Grade} \times \text{Marking Period Weight in Decimal Format}$$

↓ Example ↓
100 - 10 for Midterm (10%) - 20 for Final (20%) - 0 for Regents (0%) = 70
If MP's Enrolled = 4 $70 / 4 =$ 17.5 (Marking Period Weight)
MP 1 = $85 \times .175 = 14.875$ MP 2 = $88 \times .175 = 15.40$ MP 3 = $93 \times .175 = 16.275$ MP 4 = $90 \times .175 = 15.75$

4. Sum the Results of All Calculations Performed in the Prior Step
5. For Each Exam Grade:

Exam Score X Exams “Percent of Final Average” From Course Catalog
in Decimal Format
6. Sum the Results of All Calculations Performed in the Prior Step
7. Results of Step #4
 + Results of Step #6

 = **Horizontal Class Average %**

14.875 + 15.40 + 16.275 + 15.75 = 62.3	
Midterm →	90 x .1 = 9
Local Final →	86 x .2 = 17.2
Regents →	95 x 0 = 0
9 + 17.2 + 0 = 26.2	
62.3 + 26.2 <hr style="width: 20%; margin-left: 0;"/> 88.5 %	

Important Notes:

- If a student is withdrawn from a class, only grades for assessments that were administered during the time in which the student was actually enrolled in the class must be entered.
- The rounding rules applied to the Horizontal Class Average, are set using the “Class Average” area of Maintenance>Grading>Course Grading Type.

✗

Regents Comprehensive English

Percent of Final Average:

0

✗

Local Final

Percent of Final Average:

0

✗

Midterm Exam

Percent of Final Average:

0

- ← Students Who Take Multiple Assessments (including re-takes of state exams) will only have the assessments calculated into their “Final Average” for a course, if the assessment has been associated to the course in the course catalog, AND a value greater than ZERO has been entered in the “Percent of Final Average” field for the assessment. If all of this is true, each iteration of the assessment will then be calculated into the student’s “Final Average” for the course.
- Assessments not associated to a course in the course catalog and given a “Percent of Final Average” will NEVER be calculated into a student’s Final Average for that course, even if the assessment is manually added to the students grade tab and associated to the course. From the “Grades” tab of a student’s record, you will never be prompted to identify the “Percent of Final Average” for the assessment if you associate it manually.
- Assessments not associated to a course on the student’s Grades tab, will NEVER be calculated into a student’s Final Average for that course, regardless of if the assessment is properly associated to the course in the Course Catalog and a “Percent of Final Average” is added for the assessment.

Yearly Information Grading Details MP Vert Avg Calculations **Hortz Avg Calculations**

2008-2009

Calculation Type

☐ No average if grade note exists
☒ Ignore grade notes
☐ Do Not Calculate

Automatic Final Grade Note Rules +

Marking Period Grade Note	If found at least this many times	Becomes Grade Note	For classes with this many marking periods (can be blank)	Rank
Grade Note Mapping (Automatic Final Grade Note Rules take precedence) +				
Grade Note			Value	

Calculation Type

Note that these options are all mutually exclusive; only a single option may be selected from this area:

- **No class average if grade note exists:** If selected, a class average is not calculated when there is a grade note (medical, incomplete, etc...) in one or more marking periods.
- **Ignore grade notes:** If selected, an average will be calculated with all grades while ignoring any grade notes (medical, incomplete, etc...).
- **Do Not Calculate:** If selected, the final class average is never calculated by the system. The only way for a final average to appear will be for the user to manually enter a final average.

Automatic Final Grade Note Rules


This area allows a district to translate occurrences of marking period grade notes into final grade note for the course. You can add as many rows as needed; each rule being analyzed in Rank order.

The Add + button may be used to add new rows to this area.

- **Marking Period Grade Note** (dropdown): This represents the grade note given to the student by the teacher or counselor during marking period grading.
- **If found at least this many times** (numeric): This is number of times the selected grade note must occur before being assigned a grade note as the final grade.
If this field is left blank, any occurrence will be used.
- **Becomes Grade Note** (dropdown): This represents the "calculated" grade note based on these rules. This is the grade note that will result as the final grade.
- **For classes with this many marking periods** (numeric): The number of marking periods a course must meet for a grade note mapping to occur.
- **Rank** (numeric): This is the order in which the rule will be examined. Rules will always be processed from the lowest rank to the highest rank.

Grade Note Mapping

This option gives you the ability to map a grade note to a numeric score.

The Add  button may be used to add new rows to this area.

- Grade Note (dropdown): This represents the grade note given to the student by the teacher or counselor during marking period grading.
- Value (numeric): This is the value that the grade note will be translated to for calculations.

The Automatic Final Grade Note rules will always be processed before this section. So if the rules translate a grade note to another, the second grade note will be used when assigning numeric values to the course.