Student Records System User Guide

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Section 5

Section Title

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MARK REPORTING AND MARK HISTORY MASTER MENU (Figure 5).

_____

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Report Card Notes & Comments Menu ... F1   For an Individual Student:
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_____

Figure 5. MARK REPORTING AND MARK HISTORY MASTER MENU

Through the Mark Reporting and Mark History Master Menu, all grade reporting
and transcript information is processed.

From the STUDENT RECORD SYSTEM MASTER MENU (Figure 0), press F1 to display the
REPORT CARD NOTES & COMMENTS MENU (Figure 5-1).

_____

                        Report Card Notes & Comments Menu

           Display/Update General Note to All Parents F1

           Display/Update Teacher Comments F3

           Teacher Comments Report F4

                                   Session Defaults F23
                                   Display Print Files F15
                                   Exit F16

_____

Figure 5-1. REPORT CARD NOTES AND COMMENTS MENU

From the REPORT CARD NOTES AND COMMENTS MENU (Figure 5-1), press F1 to add or update a general note to all parents. The DISPLAY/UPDATE GENERAL NOTE screen (Figure 5-1-1A) is displayed.

   CHS

                     Enter Report Card Note Number: ____

                  (LEAVE BLANK TO VIEW FIRST ENTRY ON FILE)

     ENTER=Continue, F16=Exit

Figure 5-1-1A. DISPLAY/UPDATE GENERAL NOTE SCREEN

These notes are printed on the report card for a grading period. You may use any numbering scheme, e.g., the report card note number could correspond to the grading period, so that note one is for grading period one, etc. Or, note nine could be for 9th grade, note ten could be for 10th grade, etc.

Enter the correct note number and press ENTER or just press ENTER to view the first entry on file. The GENERAL NOTE screen (Figure 5-1-1B) is displayed.

   CHS

                   Enter Report Card Note Number: 1

                   Note to be Printed on Report Cards:

  LINE 1: Student_scheduling_for_1996-97_begins_in_January.__Help_your_____
  LINE 2: child_make_sound_educational_plans._____
  LINE 3: _____
  LINE 4: _____

   ENTER=Update, F1=Next Entry on File, F16=Exit w/o updating

---

Figure 5-1-1B. GENERAL NOTE SCREEN

The general note may be entered or changed by typing over the current text. The note will be printed exactly as displayed on the screen, so providing breaks at the correct location between or within words is the responsibility of the operator. When completed, press ENTER to update the note. F1 may be used to move to the next general note if_no_changes are required in the current note.

From the REPORT CARD NOTES AND COMMENTS MENU (Figure 5-1), press F3 to add or update teacher comments. The REPORT CARD COMMENTS SELECTION screen (Figure 5-1-3A) is displayed.
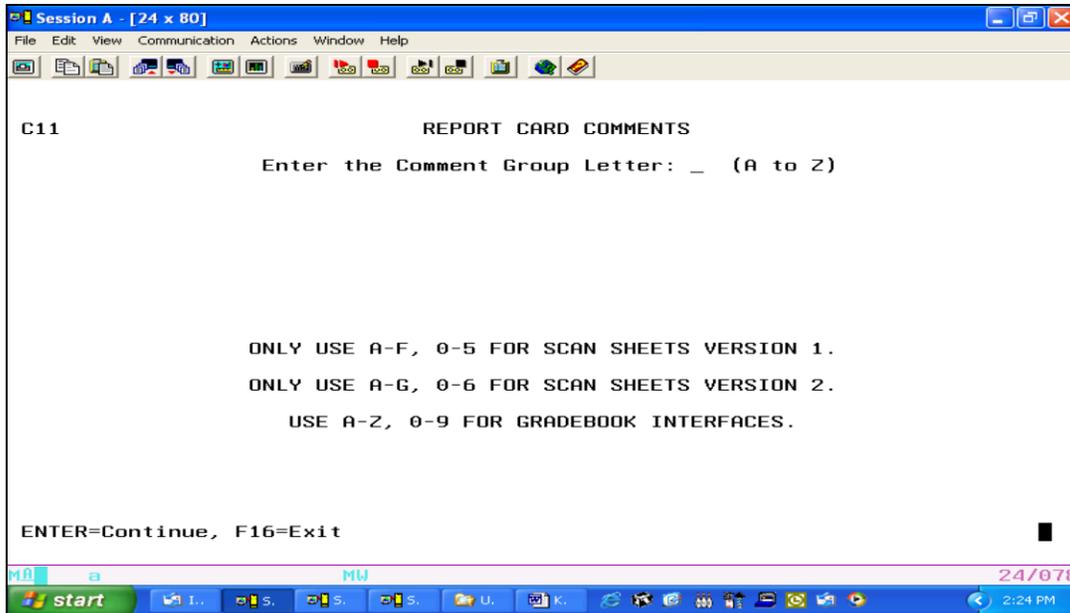
Figure 5-1-3A. REPORT CARD COMMENTS SELECTION SCREEN

Teacher comments are maintained by group, with groups A through Z available. **Note:** Scan sheet capabilities can't be expanded past G.

Enter the desired group and press ENTER. The REPORT CARD COMMENTS screen (Figure 5-1-3B) is displayed.
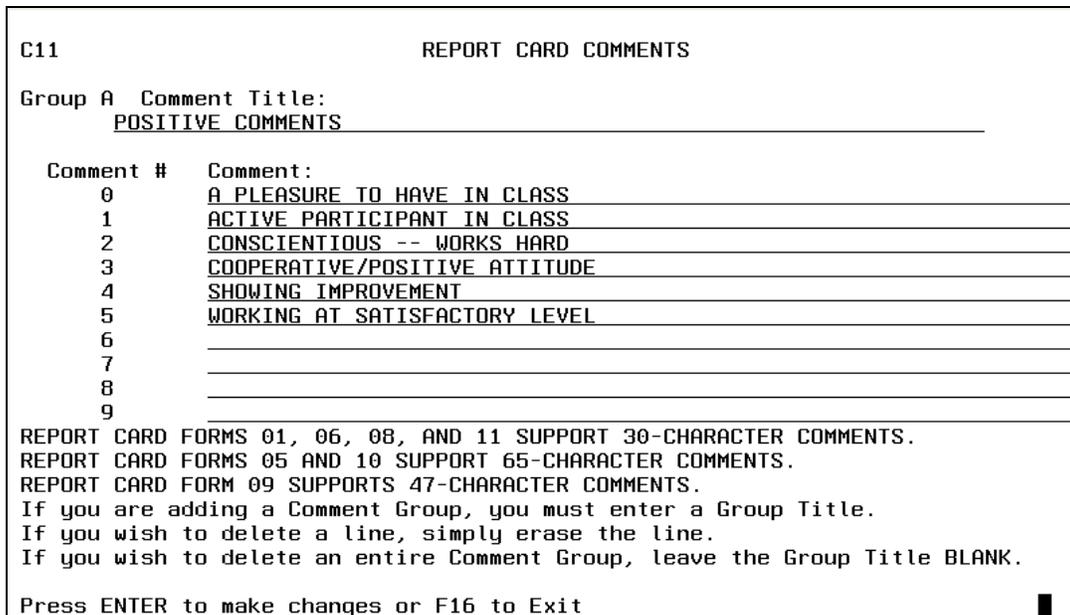
Figure 5-1-3B. REPORT CARD COMMENTS SCREEN

Each comment group must have a title. If the title is erased, all comments
will be removed. Within each group, nine comments are possible numbered 0 –
9. The number of characters available for each comment varies, depending on
the report card form used. Additional instructions for adding and deleting
comments are shown on the screen.

FOR EVANSVILLE-VANDERBURGH SCHOOL CORPORATION ONLY:
To accommodate 3 comments per course instead of 2, the two 2-character comment
fields are evaluated as 4 independent characters. Only the first 3
independent characters will be shown on the report cards. For form #8, the 3
independent characters are translated as follows:

EVSC	Translates To
0	A0
1	A1
2	A2
3	A3
4	A4
5	A5
6	A6
7	B0
8	B1
9	B2
A	B3
B	B4
C	B5
D	B6
E	C0
F	C1
G	C2
H	C3
I	C4
J	C5
K	C6
L	D0
M	D1
N	D2
O	D3
P	D4
Q	D5
R	D6
S	E0
T	E1
U	E2
V	E3
W	E4
X	E5
Y	E6
Z	F0

From the REPORT CARD NOTES AND COMMENTS MENU (Figure 5-1), press F4 to print
the Teacher Comments Report. Please refer to the Student Records Reports
Manual for a sample of the report.

From the MARK REPORTING AND MARK HISTORY MASTER MENU (Figure 5), press F2 to
display the MAINTAIN/PRINT DEPT DESCRIPTION FILE SELECTION screen (Figure
5-2A).

_____
   C11   Maintain Department Description File

                         Start with Dept: _

     ENTER=Continue, F15=Print File, F16=Exit

_____
Figure 5-2A. MAINTAIN DEPARTMENT DESCRIPTION FILE SELECTION SCREEN

To start at a specific position in the file, enter the code for the department
you would like displayed and press ENTER. Or, press ENTER without filling in
a department code to start at the beginning of the file. Press F15 to print
the Department Description File.

After pressing ENTER, the MAINTAIN DEPARTMENT DESCRIPTION FILE screen (Figure
5-2B) will be displayed.

_____
   C11   Maintain Department Description File

           Dept   Sort   _____Description_____   Short_Desc
            A   10   Art_____   Art_____
            B   08   Business_____   Business__
            E   01   English/Language_Arts_____   Eng/Lang_A
            F   06   Foreign_Language_____   For_Lang__
            H   03   Social_Studies_____   Soc_Stud__
            I   17   Industrial_Arts_____   Ind_Arts__
            L   05   Spelling_____   Spelling__
            M   02   Mathematics_____   Math_____
            N   11   Music_____   Music_____
            O   20   Diversified_Occupations_____   Div_Occ___
            P   23   Physical_Education_____   P_E_____
            R   24   Health_Occupations_and_Work_Ex   Health_Occ
            S   25   Special_Education_____   Spec_Ed___
            #   99   Required Electives_____   Req Elect_

            _   __   _____   _____

     ENTER=Update & Next, F5=Next, F18=Previous, F16=Exit

_____
Figure 5-2B. MAINTAIN DEPARTMENT DESCRIPTION FILE SCREEN

Follow the guidelines below when updating:

                   ------------------ **DATA ENTRY REQUIREMENTS** ------------------

DEPARTMENT   Required. Enter the 1-character department code. The department
                 code is the first character of each course number. Any letter,
                 number, or special character can be entered with the exception
                 of: (1 A/N)

                     * = an asterisk is used to mean "all depts" in some of the
                          credit requirement programs. Do not use this character
                          as a department code.

DEPARTMENT(Continued)

       # = a pound sign is used to mean "required electives" for the credit evaluation process. If you are going to define "required electives", then you need to define a department code of "#" in this section. The description for the department can be "required electives" or any similar descriptions.

SORT   Optional. Enter the number to indicate which position on the transcript this department should be listed. For example, if you would like the department to be listed first, enter a "01" in this field. (2 N)

DESCRIPTION Required. Enter a description for the department code. (30 A/N)

SHORT   Optional. Enter an abbreviated description for the department
DESCRIPTION code. (10 A/N)

Always press ENTER to update if data has been modified or added. Pressing F5 will take you to the next screen without updating and F18 will take you to the previous screen without updating. The F18 function will only take you as far back as the screen you originally started with.

From the MARK REPORTING AND MARK HISTORY MASTER MENU (Figure 5), press F3 to
display the MAINTAIN CREDIT REQUIREMENTS BY DEPT SELECTION screen (Figure
5-3A).

```
  C11                  Maintain Credit Requirements by Dept


            Requirement Category: 40   School Year of Graduation: 0910
                   Department: B         Requirement Number: 01


Requirement Category - (required) This is a 2-character code defining the
                       credit requirement category.  (e.g., GR = Graduation
                       Requirements, AH = Academic Honors, etc.)
School Year of Grad - (required) School year in which students (to whom this
                       requirement applies) will be graduating. (e.g., 8788)
        Department - (optional) If a department code is entered, it must
                       be valid on the Department Description File.
                       If an asterisk (*) is entered, the summary screen
                       will be displayed for all departments.
                       If this field is left blank, the first department
                       on file for this category and year of graduation
                       will be displayed.
Requirement Number - (optional) If blank, first req on file (per other
                       fields specified) will be displayed. If asterisks (**)
                       with a valid dept code, dept summary screen will appear.
                       If asterisks in both dept & req, graduation summary
                       screen will appear.  Otherwise, enter 2-digit number.


ENTER=Continue, F8=Copy options, F12=Delete this set, F15=Print options, F16=Ex
```

Figure 5-3A. MAINTAIN CREDIT REQUIREMENTS BY DEPT SELECTION SCREEN

To start at a specific position in the file or to add a credit requirement,
enter the Requirement Category, School Year of Graduation, Department code,
and Requirement Number for the credit requirement you would like displayed or
added and press ENTER. Or, press ENTER without filling in any of the
parameters, to start at the beginning of the file. Placing an * in the
Department field and pressing ENTER will display the GRADUATION SUMMARY FOR
ALL DEPARTMENTS screen (Figure 5-3B). **NOTE:** The total credits required will
not include credits for any "non-primary" requirements.

```
  C11                 GR Requirement Summary for Class of 0910
        Department * ALL DEPTS             Total Credits Required:  43.00
                ---------------- Requirement ------------------   'OR' Linkage to
  Primary     No. Description                      Credits       Requirement No.
     Y      #  01  Required Electives                16.00
     Y      1  01  Art                                3.00           2 01
     N      2  01  Business                           3.00           1 01
     Y      5  01  English                            8.00
     Y      6  01  Foreign Language                   6.00
     Y      C  01  Math Requirements                  6.00
     Y      D  01  Music                              2.00
     Y      E  01  Physical Education                 2.00
  F16=Exit
```

Figure 5-3B. GRADUATION SUMMARY FOR ALL DEPARTMENTS SCREEN

                                                                    (Continued)

Placing a ** in the Requirement Number field, after entering a valid
department code in the department field and pressing ENTER, will display the
GRADUATION SUMMARY BY DEPARTMENT screen (Figure 5-3C).

_____

C11   GR Requirement Summary for Class of 0910

       Department H Social Stu   Total Credits Required: 4.00

                 ---------------- Requirement ------------------   'OR' Linkage to
Primary   No. Description   Credits   Requirement No.
     Y   01 Social Studies   1.00
     Y   02 Social Studies   1.00
     Y   03 Social Studies   1.00
     Y   04 Social Studies   1.00

     F16=Exit
_____

Figure 5-3C. GRADUATION SUMMARY BY DEPARTMENT SCREEN

After entering the desired criteria and pressing ENTER from the MAINTAIN
CREDIT REQUIREMENTS BY DEPT SELECTION SCREEN (Figure 5-3A), the REQUIREMENT
DETAIL screen (Figure 5-3D) will be displayed.

_____

  C11   GR Requirement Detail for Class of 0910

    Department A IND ED   Requirement #: 01   'OR' Linkage to Req. _ __
    Description: Industrial_Arts_____   Short desc: Indust_Art
    Requirement must be completed by the end of: 0910 (School Year, e.g., 0203)
    Total credits necessary to meet this requirement: __4.00   Primary? N (Y/N)
    Minimum GPA, if any: _____   Grades allowed: A B C D _ _ _   Except: __ __
    Min. SAT Reading+Math: ____   Min. ACT Composite: __   Linkage
    Credit   ----------------- Course Codes ------------------ to next line
    __2.00   CSC34_ O CSC43_ O GVA40_ O CSC40_ O CSC42_ O CSC616   &
    __2.00   CSC35_ O CSC50_ O CSC60_ O CSC611 O CSC612 _____   &
    __2.00   CSC___ _ _____   _____   _____   _____   _____   _
    _____   _____ _ _____   _____   _____   _____   _____   _
    _____   _____ _ _____   _____   _____   _____   _____   _
    _____   _____ _ _____   _____   _____   _____   _____   _
    _____   _____ _ _____   _____   _____   _____   _____   _
    _____   _____ _ _____   _____   _____   _____   _____   _
    _____   _____ _ _____   _____   _____   _____   _____   _
    _____   _____ _ _____   _____   _____   _____   _____   _
    _____   _____ _ _____   _____   _____   _____   _____   _
      6.00   Total Credits Required
                    Linkage codes: '&' = and, 'O' = or.

   ENTER=Validate, F5=Next Requirement, F7=Graduation Summary,
   F8=Next Department, F12=Delete Requirement, F16=Exit without Updating
_____

Figure 5-3D. REQUIREMENT DETAIL SCREEN

                                                                          13

Follow the guidelines below when adding or updating:

------------------- **DATA ENTRY REQUIREMENTS** -------------------

DEPARTMENT   NON-MODIFIABLE. The description for the department code will
                   appear here.

REQUIREMENT   NON-MODIFIABLE. The requirement number will appear here.
NUMBER

'OR'_LINKAGE   Optional. Enter the Department code and Requirement # of the
TO_REQ.   requirement you want to link this requirement detail to. Linkage
                   is used when two completely different requirements can be met to
                   fulfill one basic requirement. For example, if a student needs 4
                   credits in math or 4 credits in certain special ed math classes,
                   linkage would not be needed. That type of "OR" condition can be
                   defined on one screen. However, if a student needs 4 credits in
                   math or 5 credits in various business courses and basic math
                   courses, a linkage should be defined. (3 A/N)

DESCRIPTION   Optional. Enter a description for this requirement. (35 A/N)

SHORT   Optional. Enter an abbreviated description for this requirement.
DESCRIPTION   (10 A/N)

REQUIREMENT   Required. Enter the school year (YYYY format) in which this
COMPLETION   requirement must be completed. For example, a school year of
                   2005/2006 should be entered as 0506. This school year can never
                   be greater than the school year of graduation, and should only be
                   less if you plan to "break apart" your requirements by the grade
                   level the student needs to meet the requirement. (4 N)

TOTAL   Optional. Enter the total number of credits needed to meet
CREDITS   this requirement. This number should equal the number of credits
                   defined in the lower portion of the screen, but can be less than
                   the number in the lower portion for the following type of
                   situation: A student needs 4 credits in the science department,
                   but must have a minimum of 2 credits in 2 of 4 science areas. In
                   the "total credits" field, you would enter "4". In the lower
                   portion of the screen, you would define 4 lines of 2 credits and
                   2 credits and 2 credits and 2 credits, thus making the total
                   credits in the lower portion equal to 8. However, the student
                   will meet the requirement as soon as 4 credits are earned in at
                   least 2 areas. (6 N)

PRIMARY   Required. Enter a "Y" to indicate yes, or, enter an "N" to
                   indicate "N". Each requirement should contain a value of "Y" in
                   this field unless it is a secondary linked requirement. For
                   example, if requirement D01 is linked to L01, one of those
                   requirements should be marked as the primary requirement
                   (value=Y) and the other one should not (value=N). Only those
                   requirements with a value of "Y" in this field will be in the
                   category total.

14

                                                                    (Continued)

MINIMUM   Optional. Enter the minimum cumulative semester GPA that a
GPA   student must have achieved in order to have met this requirement
                category. If the category has more than one requirement, the
                minimum GPA only needs to be entered on one requirement. (6 N)

GRADES   Optional. Enter the acceptable letter grades for the courses
ALLOWED   listed on this screen. (7 N)

EXCEPT   Optional. This area is used for more specific grade exceptions.
                For example, if the previous field (GRADES ALLOWED) includes an
                A, B, & C, but you do not want to allow a grade of "CR" (credit
                given to a class when a student earned a grade of "F"), then the
                grade "CR" can be entered here. Or, if you want to allow grades
                of C+ and C, but not allow a grade of C-, enter "C-" in this
                field. Up to two grade exceptions can be entered per
                requirement. (2 A/N + 2 A/N)

MIN SAT   Optional. Enter the minumum passing score needed.
READ+MATH

MIN ACT   Optional. Enter the minumum passing score needed.
COMPOSITE

CREDIT   Required. Enter the total number of credits needed to meet the
                requirement for the courses that are listed in the "Course Codes"
                fields on the same line as this credit entry. (5 N)

COURSE_CODES Required. Enter the courses that are needed to meet the
                requirement. Enter_the_least_amount_of_characters_possible. For
                example, if the requirement requires any courses within a
                department, then only the department code needs to be entered.
                The software will do a character by character match. (6 A/N)

LINKAGE   Optional. If more than one line of requirements is going to be
                entered, you need to enter a code of "&" (and) or "O" (or) in the
                "Linkage to Next Line" field. (1 A/N)

Always press ENTER once to validate and then again to update if data has been
modified or added.

Press F5 to see the next requirement.

Press F7 to display the GRADUATION REQUIREMENT SUMMARY screen (Figure 5-3E).

```
_____
C11                   GR Requirement Summary for Class of 0910

      Department    ALL DEPTS            Total Credits Required:  43.00

                ---------------- Requirement ----------------   'OR' Linkage to
   Primary      No. Description                      Credits    Requirement No.
      Y       # 01  Required Electives               16.00
      Y       1 01  Art                               3.00          2 01
      N       2 01  Business                          3.00          1 01
      Y       5 01  English                           8.00
      Y       6 01  Foreign Language                  6.00
      Y       C 01  Math Requirements                 6.00
      Y       D 01  Music                             2.00
      Y       E 01  Physical Education                2.00

F16=Exit
_____
```

Figure 5-3E. GRADUATION REQUIREMENT SUMMARY SCREEN

NOTE: Only the credits for "Primary" requirements will be added to the "Total Credits Required" on the GRADUATION REQUIREMENT SUMMARY screen.

Press F8 to display the next department requrirement detail screen.

Press F12 to delete the currently displayed screen. The screen will be redisplayed with all fields closed. Press F18 to confirm the deletion.

ADDITIONAL OPTIONS AVAILABLE FROM THE MAINTAIN CREDIT REQUIREMENTS BY DEPT SELECTION screen (Figure 5-3A):

Press_F8 to display the COPY CREDIT REQUIREMENTS screen (Figure 5-3F). This screen allows you to copy credit requirements from one requirement to another, from one year of graduation to another, and from one school to another. Any combination of the options can be used.

```
_____
  C11                      COPY CREDIT REQUIREMENTS

          From Category: __   School Year of Graduation: ____

            To Category: __   School Year of Graduation: ____

          Optionally, this can be copied to another school: C11
```

When requirements are copied, the 'Requirement must be completed by' school year will be adjusted accordingly. If you are copying requirements from one school to another, be sure that all departments have been defined at the school to which you are copying.

```
F4=Copy requirements, F16=Return to previous screen
_____
```

Figure 5-3F. COPY CREDIT REQUIREMENTS SCREEN

Follow the data entry requirements when entering the selection criteria:

                    ------------------- **DATA ENTRY REQUIREMENTS** ------------------

FROM   Required. Enter the 2-character code that defines that credit
CATEGORY   requirement of the requirement you want to copy from. (2 A/N)

SCHOOL_YEAR   Required. Enter the school year of the credit requirement you
OF   are copying from. For example, school year 2005-2006 would be
GRADUATION   entered as 0506. (4 N)

TO   Required. Enter the 2-character code that defines that credit
CATEGORY   requirement of the requirement you want to copy to. (2 A/N)

SCHOOL_YEAR   Required. Enter the school year of the credit requirement you
OF   are copying to. (4 N)
GRADUATION

ANOTHER   Optional. Enter the school code of the school you want to copy
SCHOOL   this requirement to. Make sure that the departments in the
                    requirement being copied have been defined at the school you are
                    copying to. **NOTE:** This field will default to the school code
                    displayed in the upper left-hand corner of the screen. (3 A/N)

After entering all the required selection criteria press F4 to execute the
copy or F16 to exit. If F4 is pressed, the processing will occur and upon
completion the screen will be redisplayed indicating how many records were
copied and not copied. Press F16 to return to the MAINTAIN CREDIT
REQUIREMENTS BY DEPT SELECTION screen.

Press_F12 to delete the set of requirements displayed on the MAINTAIN CREDIT
REQUIREMENTS BY DEPT SELECTION screen (Figure 5-3A). The message

         "Are you sure you want to delete the entire set of requirements?"

will be displayed. Press F18 to confirm that you want to continue with the
deletion or press F16 to return to the MAINTAIN CREDIT REQUIREMENTS BY
DEPARTMENT SELECTION screen (Figure 5-3A) without deleting the requirements.

Press_F15 to print credit requirements from the MAINTAIN CREDIT REQUIREMENTS BY
DEPT
SELECTION screen (Figure 5-3A). The PRINT CREDIT REQUIREMENTS SELECTION
screen (Figure 5-3G) will be displayed.

(Continued)

_____

                          Print Credit Requirements

            Requirement Category: <u>GR</u>   School Year of Graduation: <u>0910</u>
                    Department: <u> </u>   Requirement Number: <u> </u>

  Requirement Category - (required) This is a 2-character code defining the
                         credit requirement category. (e.g., GR = Graduation
                         Requirements, AH = Academic Honors, etc.)
                         If blank, ALL Requirement Categories will be printed.

  School Year of Grad - (required) School year in which students (to whom this
                        requirement applies) will be graduating. (e.g., 0203)

            Department - (optional) If a department code is entered, it must
                         be valid on the Department Description File.
                         If left blank, ALL departments will be printed

    Requirement Number - (optional) If blank, ALL requirements will be
                         printed.

      ENTER=Continue, F15=Go to Print Request Screen, F16=Exit

_____
Figure 5-3G. PRINT CREDIT REQUIREMENTS SELECTION SCREEN

                  ------------------- **DATA ENTRY REQUIREMENTS** -------------------

REQUIREMENT   Required. Enter the 2-character code which defines the credit
CATEGORY   requirement category. (2 A/N)

GRADUATION   Required. Enter the graduating school year for the students this
YEAR   requirement applies to. For example, school year 2005-2006 would
                  be entered as 0506. (4 N)

DEPARTMENT   Optional. Enter a valid department code to print the
                  requirements for a specific department. Leave this field blank
                  to print all departments. (1 A/N)

REQUIREMENT   Optional. Enter the 2-character requirement number to print
NUMBER   a specific requirement. Leave this field blank to print all
                  requirements. (2 N)

After entering all the selection criteria, press ENTER to print the credit
requirement. The PRINT CREDIT REQUIEMENTS SELECTION screen will be
redisplayed.

**The following is an example of a special credit requirement situation and how
it could be handled.**

The student must have either 4 credits in Home Economics or 1 credit in
Physical Education. If the student goes for the 4 credits in Home Economics,
then they must have 13 required electives. If the student is going for the 1
credit in Physical Education, then they would need 16 required electives. To
define the requirement in F5-3, you would need to do the following:

1.   Set up the requirement for Required Electives at 13 credits.
2.   Set up the Home Economics Requirement at 4 credits and link it to the Physical Education requirement that is also set up for 4 credits. The first line will show a requirement of 1 credit in P.E. The end of the line will need an "&" sign. The second line will show a requirement of 3 credits in "#" (required electives). Do not ever put the "#" on the line above a regular course or department! It must be last. The following two screens show how to set up the Home Economics and Physical Education Requirements.

```
 C11                  GR Requirement Detail for Class of 0910


 Department H HOME EC        Requirement #: 01      'OR' Linkage to Req. P 01
 Description: HEALTH_____        Short desc: Health____
 Requirement must be completed by the end of: 0910 (School Year, e.g., 0203)
 Total credits necessary to meet this requirement: __4.00   Primary? N (Y/N)
 Minimum GPA, if any: _____     Grades allowed: A B C D P _ _  Except: __ __
 Min. SAT Reading+Math: ____   Min. ACT Composite: __            Linkage
 Credit    ------------------ Course Codes ------------------  to next line
  __4.00    H4613_ & H4641_ & H4642_ & H4645_ _ _____ _ _____       _
 _____    _____ _ _____  _____  _____  _____  _____       _
 _____    _____ _ _____  _____  _____  _____  _____       _
 _____    _____ _ _____  _____  _____  _____  _____       _
 _____    _____ _ _____  _____  _____  _____  _____       _
 _____    _____ _ _____  _____  _____  _____  _____       _
 _____    _____ _ _____  _____  _____  _____  _____       _
 _____    _____ _ _____  _____  _____  _____  _____       _
 _____    _____ _ _____  _____  _____  _____  _____       _
 _____    _____ _ _____  _____  _____  _____  _____       _
   4.00    Total Credits Required
                  Linkage codes: '&' = and, 'O' = or.


  ENTER=Validate, F5=Next Requirement, F7=Graduation Summary,
  F8=Next Department, F12=Delete Requirement, F16=Exit without Updating
```

HOME ECONOMICS REQUIREMENT DETAIL SCREEN

```
C11                  GR Requirement Detail for Class of 0910

  Department P PHYS ED        Requirement #: 01       'OR' Linkage to Req. H 01
  Description: HEALTH_____        Short desc: Health____
  Requirement must be completed by the end of: 0910 (School Year, e.g., 0203)
  Total credits necessary to meet this requirement: __4.00   Primary? N (Y/N)
  Minimum GPA, if any: _____     Grades allowed: A B C D P _ _  Except: __ __
  Min. SAT Reading+Math: ____  Min. ACT Composite: __            Linkage
  Credit   ----------------- Course Codes ------------------ to next line
  __1.00    P0895_ O P0553_ O P0596_ O P0895S OP0520__ _ _____       &
  __3.00    #_____ _ _____ _ _____ _ _____ _ _____ _____         _
  _____    _____ _ _____ _ _____ _ _____ _ _____ _____         _
  _____    _____ _ _____ _ _____ _ _____ _ _____ _____         _
  _____    _____ _ _____ _ _____ _ _____ _ _____ _____         _
  _____    _____ _ _____ _ _____ _ _____ _ _____ _____         _
  _____    _____ _ _____ _ _____ _ _____ _ _____ _____         _
  _____    _____ _ _____ _ _____ _ _____ _ _____ _____         _
  _____    _____ _ _____ _ _____ _ _____ _ _____ _____         _
  _____    _____ _ _____ _ _____ _ _____ _ _____ _____         _
  _____    _____ _ _____ _ _____ _ _____ _ _____ _____         _
   4.00    Total Credits Required
                   Linkage codes: '&' = and, 'O' = or.

 ENTER=Validate, F5=Next Requirement, F7=Graduation Summary,
 F8=Next Department, F12=Delete Requirement, F16=Exit without Updating
```

PHYSICAL EDUCATION REQUIREMENT DETAIL SCREEN

20

From the MARK REPORTING AND MARK HISTORY MASTER MENU (Figure 5), press F4 to
display the REVIEW GRADES NOT REPORTED SELECTION screen (Figure 5-4A).

```
CHS                        Review Grades Not Reported


                              Semester:  1 (1-4)

   Term code(s) of courses to be checked:  2 _ _ _ _ _ _ (0-5, 8, 9, A-F, S)

                                        GP1 GP2 GP3 GP4 GP5 GP6 EX FINAL
                Grades to be checked (X):  X   _   _   _   _   _   _   _

              Include withdrawn students:  Y (Y/N)

         Teacher's Name: _____ Exact: N (Y/N)

            Course number: E_____    Exact: Y (Y/N)
```

Enter all or part of a teacher's name to begin displaying missing grades. To
display a specific teacher's missing grades, enter a 'Y' in the 'Exact' field.
The same applies to the course number field, which can be used for masking the
course/dept to be selected. This is for use in the current school year only.
ENTER=Continue, F15=Print File, F16=Exit

Figure 5-4A. REVIEW GRADES NOT REPORTED SELECTION SCREEN

Follow the guidelines below when entering selection criteria:
                    ------------------- DATA ENTRY REQUIREMENTS -------------------
SEMESTER   Required. Enter the number for the semester you want to review.
                    Valid entries are:
                             1 = First Semester
                             2 = Second Semester
                             3 = Third Semester or Summer School
                             4 = Summer School for Trimester Schools

GRADES_TO   Required. Place an "X" under the grade(s) to be reported. "GP1"
BE_CHECKED   through "GP6" refer to the grade period grades. "EX" refers to
                    the exam grade. "FINAL" refers to the final grade.

INCLUDE   Required. Indicate with a "Y" (yes) or an "N" (no) whether or not
WITHDRAWN   you want to include withdrawn students. If a "Y" is entered
                    here, only withdrawn students with grades for the grading period
                    being requested will be included. (1 A)

TEACHER'S   Optional. Enter all or part of a teacher's name to review
NAME   grades for a specific teacher or starting with a certain
                    teacher. Entering "DR" would take the user to the first teacher
                    whose last name started with the letters DR. Enter the entire
                    teacher name and place a "Y" in the EXACT field to review only
                    that teacher's grades.

COURSE   Optional. Enter all or part of a course number to review
NUMBER   grades not reported for a specific course number. Enter the
                    entire course number and place a "Y" in the EXACT field to review
                    only grades for that course.

21

Press ENTER after all the selection criteria has been completed. The REVIEW
GRADES NOT REPORTED screen (Figure 5-4B) will be displayed.

_____

```
  CHS                      Review Grades Not Reported


     _Teacher__  Course_Sc  Trm  _____Student_Name_____  GP  EX  FINAL  WD
     COOK        H77006 08    5   xxxxxxxxxxx, Billie Jo
     COOK        H77006 08    5   xxxx, Alyssa
     COOK        H77006 08    5   xxxxxx, Ashley
     COOK        H77006 08    5   xxxxxx, Stephanie
     COOK        H77006 08    5   xxxxxxxxxxx, Adam
     COOK        H77006 08    5   xxxxxx, Angela Nicole
     COOK        H77006 08    5   xxxxx, Kimberly
     COOK        H77006 08    5   xxxx, Chad E
     COOK        H77006 08    5   xxxxxx, Serra
     COOK        H77006 08    5   xxxxxx, Andrew
     COOK        H77006 08    5   xxxxxx, Monica S
     COOK        H77006 08    5   xxxxxx, Suzanne M
     COOK        H77006 08    5   xxxxxxx, Sarah
     COOK        H77006 08    5   xxxxxx, Rosemary
     COOK        H77006 08    5   xxxxxxxx, Stephanie


   ENTER/F5=Next, F18=Previous, F16=Exit
```
_____
Figure 5-4B. REVIEW GRADES NOT REPORTED SCREEN

NOTE: Only those courses whose course master record contains a value of "Y"
for GRADED will appear here.

Press ENTER or F5 to go to the next screen of grades. Press F18 to return to
the previous screen. The F18 function will not take you back farther than you
originally started. Press F16 to exit back to the REVIEW GRADES NOT REPORTED
SELECTION screen, Figure 5-4A. You can print the file by pressing F15 from
the selection screen.

From the MARK REPORTING AND MARK HISTORY MASTER MENU (Figure 5), press F5 to
display the CREDIT EVALUATION REPORT OR LETTER SELECTION screen 1 (Figure 5-
5A).

```
 ┌────────────────────────────────────────────────────────────────────┐
 │ C11                 Credit Evaluation Report or Letter              │
 │                                                                      │
 │                          Category: AH                               │
 │          Show totals at which level? D   (D=Dept, R=Requirement)     │
 │           Select tagged students only? N   (Y/N)  Show ISTEP status? _ (Y/N) │
 │        Show deficient/on-target/all? D   (D/T/A)      Show SAT/ACT? N (Y/N) │
 │      Print summary/detail/both/none? S   (S/D/B/N)                   │
 │               Optional letter #: ___ (001-999, in F8-1)  Term: _ ( /0-5/8/A- │
 │ F/S)                                                                 │
 │          Include classes in progress? Y   (Y/N)                     │
 │                Include future classes? R   (R=12-1-4, S=12-13-12, N=No) │
 │                             Sort: 2   (1=Alpha, 2=Gr/Alpha,3=Counselor/Gr/Alpha) │
 │                   Evaluate through: N   (C=Current year, N=Next year,G=Graduation) │
 │        Print one student per page? N   (Y/N, for detail report only) │
 │                    Grade levels: __ __ __ __     (Blank for all)    │
 │                                                                      │
 │  Select individual students to be evaluated (use F5 for Student Roster): │
 │  _____                              _____                       │
 │  _____                              _____                       │
 │  _____                              _____                       │
 │  _____                              _____                       │
 │  _____                              _____                       │
 │  _____                              _____                       │
 │                                                                      │
 │  ENTER=Cont, F5=Stu Roster, F9=Year of Grad Screen, F24=Help, F16=Exit │
 └────────────────────────────────────────────────────────────────────┘
```
       Figure 5-5A. CREDIT EVALUATION REPORT OR LETTER SELECTION SCREEN 1

Follow the guidelines below when entering selection criteria:
                ------------------- **DATA ENTRY REQUIREMENTS** -------------------
CATEGORY   Required. Enter the 2-character code that defines the credit
                requirement category you want reported, or a letter generated
                for. (2 A/N)

SHOW_TOTALS   Required. Enter a "D" to indicate you want totals listed by
LEVEL   department. Enter an "R" to indicate you want totals listed by
                requirement. (1 A)

SELECT   Required. If a "Y" is entered here, this process will only
TAGGED   evaluate those students who have previously been tagged with
STUDENTS   a career plan that matches the category entered in the first
ONLY   field on this screen. If an "N" is entered, then all students
                will be evaluated regardless of their career plans. (1 A)

SHOW ISTEP   Required. If a "Y" is entered here, a student's Math and English
STATUS   ISTEP status will appear on the report. (1 A)

(Continued)

SHOW   Required. Enter a "D" to only list students who are deficient.
DEFICIENT/ON   Enter a "T" to only list students who are on-target. Enter an "A"
TARGET/ALL   to list all students. (1 A)

SHOW   Required. Enter a "Y" to in show SAT/ACT scores. Enter an "N
SAT/ACT   to not show SAT/ACT scores. (1 A)

                         Detail Reporting will print the highest achieved SAT and/or ACT
                         score.
                         Summary Reporting: If a minimum SAT/ACT score has been entered
                         in F5-3, and a student has passed the minimum for either the SAT
                         or ACT, then the passed test name will print in the 'EARNED'
                         credits column. If a student has taken and passed both tests, the
                         default test name to print will be 'SAT'. Please note that
                         evaluation of SAT/ACT scores will ONLY take place if a minimum
                         score has been entered in F5-3.

SUM/DET/   Required. Enter the desired printing option (1 A). Valid
BOTH/NONE   entries are:
                                     S = summary of credits earned
                                     D = detail of credits earned
                                     B = print both a detail and a summary listing
                                     N = print no report (this option would be used if you
                                         want to generate letters without a credit
                                         evaluation report)

OPTIONAL   Optional. Enter the number of the letter (entered in F8-1) you
LETTER   would like to print. If a letter number is not entered here, be
                         sure you don't enter an "N" in the previous field to indicate
                         that a report is not to be generated. This process would then
                         generate no output. (3 N)

TERM   Optional. A term code is required if the letter being generated
                         has a reserved word that refers to a student's schedule. Valid
                         entries are: (1 A/N)
                                     blank = no term
                                     0 - 5 = 0=1st Quarter, 1=2nd Quarter, 2=1st Semester,
                                             3=3rd Quarter, 4=4th Quarter, 5=2nd Semester
                                     A - F = A=1st six weeks, B=2nd six weeks, C=3 six
                                             weeks, D=4th six weeks, E=5th six weeks, F=6th
                                             six weeks

INCLUDE_IN   Required. Enter a "Y" to indicate yes, include the credits for
PROGRESS   any classes the student is enrolled in this current school year.
                         Enter an "N" to indicate no, do not include the credits for the
                         courses the student is currently enrolled in. If this process is
                         being run for the first semester this would include any second
                         semester classes the student was scheduled into. (1 A)

INCLUDE   Required. Enter a "R" to include the credits for any courses
FUTURE   the student has requested for next year. These courses would be
                 listed on the student's F12-1-4 screen. Enter an "S" to include
                 the credits for any courses the student has been scheduled into
                 for next year. These courses would be listed on the student's
                 F12-13-12 screen. Enter an "N" to not include any future
                 credits. (1 A)

SORT   Required. Enter the desired sort. Valid entries are: (1 N)
                          1 = Alpha
                          2 = Grade/Alpha
                          3 = Counselor/Grade/Alpha

EVALUATE   Required. Enter the letter for the desired "evaluate through"
THROUGH   time period. Enter a "C" if you would like credits evaluated
                 through the current school year. This choice will cause the
                 software to ignore any requirements that do not have to be met by
                 the current year. Enter an "N" if you would like credits
                 evaluated through the next school year. Enter a "G" if you would
                 like credits evaluated through graduation. (1 A)

ONE_STUDENT Required. You have the option of printing one student per page
PER_PAGE?   when generating the detail report. Enter a "Y" to indicate yes,
                 print one student per page. Enter an "N" to indicate no, do not
                 print one student per page. (1 A)

GRADE_LEVELS Optional. Enter specific grade levels to be evaluated, or leave
                 this field blank to indicate that all grade levels should be
                 evaluated. (8 A/N)

INDIVIDUAL   Optional. Here you have the option of entering student ID
STUDENT   numbers for up to twelve individual students. For assistance in
                 entering students, press F5 to access the Student Roster Option
                 screen. You cannot select both grade levels and individual
                 students to be evaluated simultaneously. If you do, the grade
                 level option will be ignored.

(Continued)

Press ENTER after entering all the selection criteria. The CREDIT EVALUATION
REPORT OR LETTER SELECTION screen 2 (Figure 5-5B) will be displayed.
_____
                      Credit Evaluation Report or Letter
                               Screen 2 of 3

  ISTEP English: A P=Pass Only, F=Fail Only*, N=Not Pass**, A=All students)
    ISTEP Math: A P=Pass Only, F=Fail Only*, N=Not Pass**, A=All students)

-------IGNORE THIS AREA IF NOT WITHDRAWING SENIORS WHO DID NOT PASS ISTEP-----

 To automatically withdraw seniors who did not pass ISTEP, enter the withdraw
 date (last day of school for seniors) and withdraw code below (a withdraw code
 that means 'did not graduate due to not passing ISTEP):
                 Withdraw date: __ __ __ (MMDDYY)   Withdraw code: __

 Do you want to DO this process now, UNDO it, or NOT do this process at all:
                        NOT_ (DO/UNDO/NOT)

 For the UNDO process, enter a graduation date here if you want the graduation
   For the DO process, selected seniors graduation date will be cleared.
    * FAIL means the student took the test and failed.
    ** NOT PASS means the student did not pass the test (below, undetermined, or
       diagnostic), or did not take the test.

    ENTER=Validate, F16=Return to previous screen
_____
Figure 5-5B. CREDIT EVALUATION REPORT OR LETTER SCREEN 2

You can optionally select students for evaluation based on their ISTEP
scores. Enter a "P" to indicate you want to evaluate only those students that
passed ISTEP English and/or ISTEP Math. Enter an "F" to indicate you want to
evaluate only those students that failed ISTEP Math and/or ISTEP English.
Enter an "N" to indicate you want to evaluate only those students that did not
pass the ISTEP English and/or ISTEP Math. Not Pass means that the student did
not pass the test, or did not take it. Enter an "A" to indicate you want to
evaluate all students.

You have the option of automatically withdrawing any senior who did not pass
ISTEP. (Regardless of the grade levels selected on the previous screen, only
12th graders would be withdrawn in this process.)

In this automatic withdrawal process, any senior with the following entries in
the ISTEP English and Math Proficiency fields in the Test Score System, will
be withdrawn:

            English = N   Math = N
            English = P   Math = N
            English = N   Math = P
            English = P   Math = blank
            English = blank   Math = blank
            English = blank   Math = P
            English = P   Math = F
            English = F   Math = P
            English = F   Math = F

To use this option, a "Withdraw date" (entered in MMDDYY format) and a
"Withdraw code" (the code should be a valid withdrawal code and defined as
didn't pass ISTEP) must be entered in the appropriate fields. In addition to
the "Withdraw date" and "Withdraw code", you must also indicate whether or not
you want to "DO" the automatic withdrawal, "UNDO" the automatic withdrawl, or
"NOT" do the automatic withdrawal. If you are processing the "UNDO", a
graduation date can be entered to re-plug the graduation date for any senior
being "undone".

Press ENTER after entering all the selection criteria. The CREDIT EVALUATION
REPORT OR LETTER SELECTION screen 3 will be displayed.

_____
                   Credit Evaluation Report or Letter
                            Screen 3 of 3

   ------IGNORE THIS AREA IF NOT PROCESSING DISTINGUISHED HONOR EVALUATION-----

   Should distinguished honor students be tagged in this run? N (Y/N)

   For those students tagged as distinguished honor, OPTIONALLY enter a club/
      honors/award code here:
                         Type: _
                         Code: ____ _____

   ENTER=Validate, F16=Return to previous screen
_____
Figure 5-5C. CREDIT EVALUATION REPORT OR LETTER SELECTION SCREEN 3

You can also optionally use the Credit Evaluation System to tag distinguished
honor students. Distinguished Honors Requirements would first need to be
defined in the Maintain/Print Credit Requirements function (F5-3) before using
the tagging process. Enter a "Y" to indicate that you want to use this
option. You can also optionally enter a valid club/honors/award Type and Code
in the appropriate field to log a record in the Clubs, Honors, Activities file
for the distinguished honor students being tagged. (This code can be printed
on transcripts.)

Press F9 from the CREDIT EVALUATION REPORT OR LETTER SELECTION screen 1
(Figure 5-5A) to display the YEAR OF GRADUATION screen (Figure 5-5D).

_____

  C11   Credit Evaluation Report or Letter
                              Year of Graduation Screen

  All grade levels for your school should be listed below. Do not erase a grade
  level unless it is no longer valid for your school.

  Gr YOG   Gr YOG   Gr YOG   Gr YOG   Gr YOG   Gr YOG   Gr YOG   Gr YOG   Gr YOG
  09 04   10 03   11 02   12 01   __ __   __ __   __ __   __ __   __ __

  ENTER=Validate, F16=Return to previous screen
_____

Figure 5-5D.   YEAR OF GRADUATION SCREEN

It is important that each grade level at your school has the "YEAR OF
GRADUATION" field filled in correctly on this screen. Press ENTER to validate
and then press ENTER again to update to save any changes made to this screen.

* * If your grade levels and Year of Graduation are incorrect, you will get
unpredictable results.

NOTE: The software will place any excess credits for a requirement into the
"electives" or "other" category and label them " "EXCESS FROM OTHER" (i.e.,
excess from other departments). For example, a student must have 4 credits in
Math to meet the requirement. One student has 3 courses at 1 credit apiece
and 1 course at 1.5 credits for a total of 4.5 credits. The extra .5 credit
will be added to "electives" or "other" as "EXCESS FROM OTHER".

From the MARK REPORTING AND MARK HISTORY MASTER MENU (Figure 5), press F6 to
display the MARK SUMMARY DATA BASE MANAGEMENT SELECTION screen (Figure 5-6A).
You may use this function for easy maintenance of fields in the Rank History
file (RHISFILE) and Student History file (KHISFILE).

```
   CHS                    Mark Summary Data Base Management


      Field to be updated:   __

      School Year: __ __

      Semester or Grade Period: _ (1-6)

      Sort sequence: _ (1=Alpha, 2=Grade/Alpha)

      History grade level: __ __ __ __ __ __ (Blank for all)  Incl/Excl: _ (I/E)

   1. Cumulative Semester GPA, Rank & Class Size
   2. Current Semester GPA, Rank & Class Size
   3. Cumulative Grade Period GPA, Rank & Class Size
   4. Current Grade Period GPA, Rank & Class Size
   5. Semester GPA and Honor Roll Indicator
   6. Grade Period GPA and Honor Roll Indicator
   7. Graduation Date, Diploma Type, Post Graduate Education
   8. History Grade Level, Current Grade Level

      ENTER=Continue, F16=Exit
```

Figure 5-6A. MARK SUMMARY DATA BASE MANAGEMENT SCREEN

Enter the field number you wish to update. Follow the data entry guidelines
when filling in the remaining selection criteria:

------------------- **DATA ENTRY REQUIREMENTS** -------------------

SCHOOL_YEAR   Required. Enter the school year (YY YY format) of the mark
                   summary you want displayed. (4 N)

SEMESTER_OR   Required.   Indicate the number that corresponds to the semester
GRADE_PERIOD   or grade period you want displayed. Valid entries are:
                        1=First Grading Period or First Semester
                        2=Second Grading Period or Second Semester
                        3=Third Grading Period or Third Semester (Summer School)
                        4=Fourth Grading Period
                        5=Fifth Grading Period
                        6=Sixth Grading Period
                   You will need to enter the correct semester/grade period for
                   the field you are updating. Use the following:

                   Field_to_be_updated   Semester/GP
                   1, 2, or 5   1, 2 or 3
                   3, 4, or 6   1-6
                   7   can be left blank

SORT_SEQUENCE Required. Enter a 1 to sort alphabetically. Enter a 2 to sort
                   alphabetically within grade level. (1 N)

                                                                (Continued)

GRADE_LEVEL   Optional. You can restrict the display of students by filling
                    in the grade level field. Place an "I" in the "INCLUDE/EXLUDE"
                    field to include the grade levels entered. Place an "E" in the
                    "INCLUDE/EXCLUDE field to exclude the grade levels entered. (2
                    A/N)

Field_1_-_Cumulative_Semester_GPA,_Rank_&_Class_Size

Entering the number 1 and pressing ENTER displays the CUMULATIVE SEMESTER GPA,
RANK & CLASS SIZE SCREEN (Figure 5-6B).

```
_____
CHS                      Year: 98 99       Semester: 1
             (F1)  Position to:


(F12=All)  OPEN/CLOSE COLUMNS --------->   F6     F7    F8    F9     F10    F11
                                           Cum   ---Class--          Spec  Withdrew-
Number_ Gr _____Student's_Name_____  ___GPA__ Rank _Size Excl _Ed_ Cd--Date-
S990010 12 Adkins, xxxxx                  _2.02826 _212  _246   _         W1 040197
S990020 12 Adkins, xxxxxx                 _2.73522 _142  _246   _         __ _____
E990000 12 Altmane, xxxxx                 _2.59255 _155  _246   _         __ _____
O990020 12 Appleton, xxxxxxxx             _2.98595 _106  _246   _         __ _____
E990010 12 Ash, xxxx                      _3.16288 __78  _246   _         __ _____
S990060 12 Asher, xxxxxxxxx               _2.30777 _182  _246   _         __ _____
E990020 12 Avery, xxxxxxxxxx              _3.17463 __74  _246   _         __ _____
H990132 12 Bainter, xxxxxxx               _3.13591 __82  _246   _         __ _____
H990271 12 Barnaby, xxxxx                 _2.88767 _121  _246   _         __ _____
W990030 12 Barberei, xxxxx                _1.70243 _230  _246   _         WA 012797
H990147 12 Baskin, xxxxxx                 _1.61390 _233  _246   _         __ _____
S990080 12 Bates, xxxxxx                  _3.21133 __70  _246   _         __ _____
H990134 12 Beatle, xxxxxxx                _2.76070 _137  _246   _         __ _____
H990133 12 Beatle, xxxxxxxxx              _2.84705 _124  _246   _         __ _____
H990180 12 Belk, xxxxxxxx                 _2.93121 _113  _246   _         __ _____
   ENTER=Update & Next, F1=Position, F5=Next, F16=Exit
_____
```

Figure 5-6B. CUMULATIVE SEMESTER GPA, RANK & CLASS SIZE SCREEN

FUNCTION_KEY_OPTIONS:
You have options for opening and closing the various columns of data on each
of the Mark Summary Data Base Management screens using function keys F6, F7,
F8, F9, or F12. Pressing the desired function key will either open or close
the column(s), depending on the status of the column when the key is pressed.
For example, pressing F12 with all the columns open will close all the
columns. Pressing F12 again will reopen the columns.

Press **ENTER** to update and go to the next screen.
Press **F1** to give you the option of positioning to a particular name in the
file. The "Position to:" field will appear asking you to enter a full or
partial name. Type in a student name, last name first, and press ENTER to go
to that student's record in the file.

Press **F5** to go to the next screen. Only use the F5 option when you have not
made any modifications to the screen because the changes will not be updated
when F5 is used.

Press **F16** to exit the screen.

Field_2_-_Current_Semester_GPA,_Rank_&_Class_Size

Entering the number 2 and pressing ENTER displays the CURRENT SEMESTER GPA,
RANK & CLASS SIZE SCREEN (Figure 5-6C).

```
_____
CHS                    Year: 98 99        Semester: 1


          (F1)  Position to:


(F12=All)  OPEN/CLOSE COLUMNS --------->   F6     F7     F8    F9      F10    F11
                                         Current ---Class--      Spec Withdrew-
Number_ Gr _____Student's_Name_____  ___GPA__ Rank _Size Excl _Ed_ Cd--Date-
S990010 12 Adkins, xxxxxxx                _2.38666 _195 _251   _         W1 040197
S990020 12 Adkins, xxxxxxxx               _3.16833 __93 _251   _         __ _____
E990000 12 Altmane, xxxxxxx               _2.16666 _205 _251   _         __ _____
O990020 12 Appleton, xxxxxxxxxx           _2.61166 _172 _251   _         __ _____
E990010 12 Ash, xxxxxx                    _3.16666 __95 _251   _         __ _____
S990060 12 Asker, xxxxxxxxxxx             _2.72166 _156 _251   _         __ _____
E990020 12 Avery, xxxxxxxxxx              _3.00000 _126 _251   _         __ _____
H990132 12 Bainter, xxxxxxx               _3.11166 _102 _251   _         __ _____
H990271 12 Barnaby, xxxxx                 _3.22333 __85 _251   _         __ _____
W990030 12 Barbieri, xxxxxxx              _0.00000 _245 _251   _         WA 012797
H990147 12 Baskin, xxxxxxxx               _1.66666 _232 _251   _         __ _____
S990080 12 Bates, xxxxxxxx                _3.44500 __56 _251   _         __ _____
H990134 12 Beatle, xxxxxxx                _2.88833 _143 _251   _         __ _____
H990133 12 Beatle, xxxxxxx                _3.00000 _126 _251   _         __ _____
H990180 12 Belk, xxxxxx                   _3.33200 __73 _251   _         __ _____


   ENTER=Update & Next, F1=Position, F5=Next, F16=Exit
_____
```

Figure 5-6C. CURRENT SEMESTER GPA, RANK & CLASS SIZE SCREEN

Field_3_-_Cumulative_Grade_Period_GPA,_Rank_&_Class_Size

Entering the number 3 and pressing ENTER displays the CUMULATIVE GRADE PERIOD
GPA, RANK & CLASS SIZE SCREEN (Figure 5-6D).

```
CHS                      Year: 98 99     Grade Period: 2


          (F1)  Position to:


(F12=All)  OPEN/CLOSE COLUMNS --------->   F6     F7    F8   F9      F10   F11
                                           Cum   ---Class--       Spec Withdrew-
Number_ Gr _____Student's_Name_____  ___GPA__ Rank _Size Excl _Ed_ Cd--Date-
S990010 12 Adkins, xxxxx                   _2.44416 _196 _251   _      W1 040197
S990020 12 Adkins, xxxxxx                  _3.19583 _104 _251   _      __ _____
E990000 12 Altmane, xxxxx                  _2.25000 _206 _251   _      __ _____
O990020 12 Appleton, xxxxxxxxxxx           _2.86166 _151 _251   _      __ _____
E990010 12 Ash, xxxxxxx                    _3.25083 __93 _251   _      __ _____
S990060 12 Asker, xxxxxxxx                 _2.72250 _168 _251   _      __ _____
E990020 12 Avery, xxxxx                    _3.05583 _122 _251   _      __ _____
H990132 12 Bainter, xxxxxxxx               _3.30750 __80 _251   _      __ _____
H990271 12 Barnaby, xxxxxxx                _3.16750 _109 _251   _      __ _____
W990030 12 Barberei, xxxxxxx               _1.00000 _243 _251   _      WA 012797
H990147 12 Baskin, xxxxxxx                 _1.75083 _226 _251   _      __ _____
S990080 12 Bates, xxxxxxxxx                _3.55666 __48 _251   _      __ _____
H990134 12 Beatle, xxxxxxx                 _3.08416 _119 _251   _      __ _____
H990133 12 Beatle, xxxxxxxx                _3.13833 _112 _251   _      __ _____
H990180 12 Belk, xxxxxx                    _3.40100 __66 _251   _      __ _____


   ENTER=Update & Next, F1=Position, F5=Next, F16=Exit
```

Figure 5-6D. CUMULATIVE GRADE PERIOD GPA, RANK & CLASS SIZE SCREEN

Field_4_-_Current_Grade_Period_GPA,_Rank_&_Class_Size

Entering the number 4 and pressing ENTER displays the CURRENT GRADE PERIOD
GPA, RANK & CLASS SIZE SCREEN (Figure 5-6E).

```
_____
CHS                    Year: 98 99    Grade Period: 1

          (F1)  Position to:

(F12=All)  OPEN/CLOSE COLUMNS --------->   F6      F7    F8   F9      F10   F11
                                         Current ---Class--     Spec Withdrew-
Number_ Gr _____Student's_Name_____ ___GPA__ Rank _Size Excl _Ed_ Cd--Date-
S990010 12 Adkins, xxxxxxx               _2.50000 _200 _256   _         W1 040197
S990020 12 Adkins, xxxxxx                _3.33500 __81 _256   _         __ _____
E990000 12 Altmane, xxxxx                _2.61166 _195 _256   _         __ _____
O990020 12 Appleton, xxxxxxxx            _3.11166 _128 _256   _         __ _____
E990010 12 Ash, xxxx                     _3.33500 __81 _256   _         __ _____
S990060 12 Asker, xxxxxxx                _2.77666 _178 _256   _         __ _____
E990020 12 Avery, xxxxxxx                _3.11166 _128 _256   _         __ _____
H990132 12 Bainter, xxxxxxx              _3.44666 __70 _256   _         __ _____
H990271 12 Barnaby, xxxxx                _2.89000 _165 _256   _         __ _____
W990030 12 Barberie, xxxxxx              _2.11333 _221 _256   _         WA 012797
H990147 12 Baskin, xxxxxxxx              _1.55666 _245 _256   _         __ _____
S990080 12 Bates, xxxxxxxx               _3.50000 __60 _256   _         __ _____
H990134 12 Beatle, xxxxx                 _3.11166 _128 _256   _         __ _____
H990133 12 Bealte, xxxxxx                _3.16666 _115 _256   _         __ _____
H990180 12 Belk, xxxxxxx                 _3.20000 _110 _256   _         __ _____

   ENTER=Update & Next, F1=Position, F5=Next, F16=Exit
_____
```
Figure 5-6E. CURRENT GRADE PERIOD GPA, RANK & CLASS SIZE SCREEN

Field_5_-_Semester_GPA_and_Honor_Roll_Indicator

Entering the number 5 and pressing ENTER displays the SEMESTER GPA AND HONOR
ROLL INDICATOR SCREEN (Figure 5-6F).

_____

CHS   Year: 98 99   Semester: 1

          (F1) Position to:

(F12=All) OPEN/CLOSE COLUMNS --------->   F6   F7   F8   F9   F10
                                         Current Honor   Spec Withdrew-
Number_ Gr _____Student's_Name_____ ___GPA__ Roll   Excl _Ed_ Cd--Date-
S990010 12 Adkins, xxxxxx   _2.38666   N   _   W1 040197
S990020 12 Adkins, xxxxxx   _3.16833   2   _   __ _____
E990000 12 Altmane, xxxxx   _2.16666   N   _   __ _____
O990020 12 Appleton, xxxxxxxx   _2.61166   N   _   __ _____
E990010 12 Ash, xxxxxxx   _3.16666   2   _   __ _____
S990060 12 Asker, xxxxxxxxxx   _2.72166   N   _   __ _____
E990020 12 Avery, xxxxxxxx   _3.00000   2   _   __ _____
H990132 12 Bainter, xxxxx   _3.11166   2   _   __ _____
H990271 12 Barnaby, xxxxxx   _3.22333   2   _   __ _____
W990030 12 Barberei, xxxxxx   _1.00000   _   _   WA 012797
H990147 12 Baskin, xxxxxxx   _1.66666   N   _   __ _____
S990080 12 Bates, xxxxxx   _3.44500   2   _   __ _____
H990134 12 Beatle, xxxxx   _2.88833   N   _   __ _____
H990133 12 Beatle, xxxxxxx   _3.00000   2   _   __ _____
H990180 12 Belk, xxxxxx   _3.33200   2   _   __ _____

ENTER=Update & Next, F1=Position, F5=Next, F16=Exit
_____

Figure 5-6F. SEMESTER GPA AND HONOR ROLL INDICATOR SCREEN

Field_6_-_Grade_Period_GPA_and_Honor_Roll_Indicator

Entering the number 6 and pressing ENTER displays the GRADE PERIOD GPA AND HONOR ROLL
INDICATOR SCREEN (Figure 5-6G).

```
CHS                    Year: 98 99    Grade Period: 1

          (F1)  Position to:

(F12=All)  OPEN/CLOSE COLUMNS --------->    F6       F7       F8              F9    F10
                                          Current   Honor            Spec   Withdrew-
Number_ Gr _____Student's_Name_____   ___GPA__  Roll_    Excl    _Ed_   Cd--Date-
S990010 12 Adkins, xxxxxx                  _2.50000   N       _              W1 040197
S990020 12 Adkins, xxxxxx                  _3.33500   2       _              __ _____
E990000 12 Altmane, xxxxx                  _2.61166   N       _              __ _____
O990020 12 Appleton, xxxxxxx               _3.11166   2       _              __ _____
E990010 12 Ash, xxxxxx                     _3.33500   2       _              __ _____
S990060 12 Asker, xxxxxxxxx                _2.77666   N       _              __ _____
E990020 12 Avery, xxxxxxxx                 _3.11166   2       _              __ _____
H990132 12 Bainter, xxxxx                  _3.44666   2       _              __ _____
H990271 12 Barnaby, xxxxx                  _2.89000   N       _              __ _____
W990030 12 Barberei, xxxxxxx               _2.11333   N       _              WA 012797
H990147 12 Baskin, xxxxxx                  _1.55666   N       _              __ _____
S990080 12 Bates, xxxxxx                   _3.50000   2       _              __ _____
H990134 12 Beatle, xxxxxx                  _3.11166   2       _              __ _____
H990133 12 Beatle, xxxxxxxx                _3.16666   2       _              __ _____
H990180 12 Belk, xxxxxx                    _3.20000   2       _              __ _____

   ENTER=Update & Next, F1=Position, F5=Next, F16=Exit
```

Figure 5-6G. GRADE PERIOD GPA AND HONOR ROLL INDICATOR SCREEN

Field_7_-_Graduation_Date_and_Diploma_Type

Entering the number 7 and pressing ENTER displays the GRADUATION DATE AND
DIPLOMA TYPE SCREEN (Figure 5-6H). These fields can be viewed by individual
students in F5-9.

```
_____

CHS                    Year: 98 99       Semester: 1


        (F1)  Position to:


(F12=All)  OPEN/CLOSE COLUMNS --------->    F6     F7      F8       F9    F10
                                           Grad  Diploma  Post   Spec Withdrew-
Number_ Gr _____Student's_Name_____    _Date_ _Type__ Grad_Ed _Ed_ Cd--Date-
S990010 12 Adkins, xxxxx x                 060398   _       ___     __ _____
S990020 12 Adkins, xxxxxx x                060398   _       ___     __ _____
E990000 12 Altiere, xxxxx x                060398   _       ___     __ _____
O990020 12 Appenzeller, xxxxx x            060398   _       ___     __ _____
E990010 12 Ash, xxxx x                     060398   _       ___     __ _____
S990060 12 Askew, xxxxxxxxx x              060398   _       ___     __ _____
E990020 12 Avery, xxxxxxxx x               060398   _       ___     __ _____
H990132 12 Bainter, xxxxx x                060398   _       ___     __ _____
H990271 12 Barajas, xxxxx                  060398   _       ___     __ _____
W990030 12 Barbieri, xxxxx x               060398   _       ___     WA 012797
H990147 12 Baskin, xxxxxx x                060398   _       ___     __ _____
S990080 12 Bates, xxxxxx x                 060398   _       ___     __ _____
H990134 12 Baucom, xxxxx x                 060398   _       ___     __ _____
H990133 12 Baucom, xxxxxxx                 060398   _       ___     __ _____
H990180 12 Belk, xxxxxx                    060398   _       ___     __ _____

   ENTER=Update & Next, F1=Position, F5=Next, F16=Exit
_____
```

Figure 5-6H. GRADUATION DATE, DIPLOMA TYPE, POST GRADUATE EDUCATION SCREEN

For the "Diploma Type", enter a 1-character (user definable) code that
indicates the student's diploma type, such as regular, academic honors plus
core 40, core 40 only, GED, etc. This field will be edited for a valid value
if any entries have been made in the diploma type code file in F1-6.

The "Post Grad Ed" (Post Graduate Education) field is used for Section II of
the DOE-PE Report. Enter a 2 character (user definable) code that indicates
the student's post graduate educational choice, such as 4-year college,
military, etc.

Field_8_-_History_Grade_Level,_Current_Grade_Level

Entering the number 8 and pressing ENTER displays the HISTORY GRADE LEVEL,
CURRENT GRADE LEVEL SCREEN (Figure 5-6I).

CHS   Year: 95 96   Grade Period: 1

          (F1) Position to:

          History   Current
Number_   Grade   Grade   _____Student's_Name_____
I990186   09   10   Abulkhair, XXXXXX X
E990000   09   10   Albaugh, XXXXX XXX
E990001   09   Altiere, XXXXX
H990202   09   10   Anderson, XXXXXX X
E990002   09   10   Anderson, XXXXXX
O990900   09   10   Anglemyer, XXXXXXX
E990003   09   10   Anglemyer, XXXXX
H980320   09   11   Artusi, XXXX X
E990005   09   10   Ash, XXXXX
H000004   09   09   Atkins, XXXXX
W990030   09   10   Atkins, XXXXXXXXX
H990209   09   10   Banks, XXXXXX
J990084   09   10   Barnes, XXXXXX   X
H990240   09   10   Battles, XXXX X
H990270   09   10   Beasley, XXXXX

 ENTER=Update & Next, F1=Position, F5=Next, F16=Exit

 Figure 5-6I. HISTORY GRADE LEVEL, CURRENT GRADE LEVEL SCREEN

The purpose of this option is to review/modify students' prior year grade
levels while being able to see each student's current grade level. If the
current grade is blank, the student has not been at your school at anytime
during the current school year.

From the MARK REPORTING AND MARK HISTORY MASTER MENU (Figure 5), press F7 to
display/update all students in an individual course. This can be used to
update the grades and teacher comments for a grade period or semester for each
individual in a particular class section. The course and section number DO
NOT have to exist on the Course Master file. You may use this function to
enter courses taken at other schools in addition to entering grades earned at
your own school.

If your school's control information has not yet been defined, the MARK
CONTROL ERROR screen (Figure 5-7A) is displayed.

C11   No Mark Control Record exists. You must exit and
                       create a Mark Control Record before proceeding.
                                    (Refer to section 5-18)

 ENTER/F16=Exit

Figure 5-7A. Mark Control Error Screen

Mark_Control_Error

If the school ID in the upper left corner of the screen above ends in "00", it
means that you attempted to update mark history for the district. You can
only update mark history by individual school. If the school ID in the upper
left corner of the screen is valid, then contact your system administrator so
that the proper mark control information can be entered through section 5-18.
Once the system administrator has finished that process, you may then go back
into this function.

If your school's Mark Control screen has been defined, the INDIVIDUAL COURSE
SECTION screen 1 (Figure 5-7B) is displayed.

 C11   Mark Reporting System
                         Individual Course Section

                      Course & Section: _____ __

                           Within the semester,
    Semester (1-4): _   Grade Period (1-3): _   School Year: 03 04

The course & section number must be entered, along with the semester number,
grade period, and school year. You will then be able to add or update the
mark history for the students in that particular class. Due to the size of
the Mark History file, it will take a few moments to locate all of the
students in the course section requested.

For Course Master help (F12), you can mask all or part of the course number
in the 'Course & Section' field above, & the semester in the 'Semester' field.

F12=Review the Course Master file for a particular course (can mask above).
ENTER=Continue, F16=Exit

Figure 5-7B. INDIVIDUAL COURSE SECTION SCREEN 1

Enter the course & section desired, plus the semester, grade period, and
school year, and press ENTER. If you are uncertain about the course and/or
section number, select F12 for Course Master help. All or part of the course
number to be matched can be entered in the course number field above.

For example, to search the courses in department 5, enter a 5 in the first
position of the course number and then press F12. Only those courses in
department 5 will be displayed. If semester 1 is entered, only those courses
in department 5 that are available in first semester will be displayed.

To start at the beginning of the Course Master, leave the course number blank
and press F12. The section number will always be ignored when selecting F12.
The semester code entered should correspond with the term code of the course,
unless you enter a course that is not on the Course Master file. In that
case, if the course was previously entered, the semester code should match the
term code that is defined on the INDIVIDUAL COURSE SECTION screen 3 (Figure
5-7D). The semester number will flash if the term code of the course does not
match, but you will still be able to proceed.

Semester	Valid_for_these_term_codes_____
1	0=1st Qtr, 1=2nd Qtr, 2=Semester 1, 9=All Year, A=1st 6 weeks, B=2nd 6 weeks, C=3rd 6 weeks
2	3=3rd Qtr, 4=4th Qtr, 5=Semester 2, 9=All Year D=4th 6 weeks, E=5th 6 weeks, F=6th 6 weeks
3	8=Trimester, or S=Summer School (if not trimester school)
4	S=Summer School (if trimester school)

After pressing ENTER, the INDIVIDUAL COURSE SECTION screen 2 (Figure 5-7C) is
displayed.

```
_____
C11                        Mark Reporting System
                         Individual Course Section


                      Course & Section: E10403 01


                         Within the semester,
        Semester (1-4): 1      Grade Period (1-3): 1      School Year: 03 04

   TITLE: ENGLISH 8    TEACHER: JONES        PERIOD: 05-05    TERM: 9   GPA: N
```

The course & section number must be entered, along with the semester number,
grade period, and school year. You will then be able to add or update the
mark history for the students in that particular class. Due to the size of
the Mark History file, it will take a few moments to locate all of the
students in the course section requested.

IF ABOVE INFO LOOKS CORRECT, PRESS ENTER .... OTHERWISE, PRESS F16 TO REENTER.
_____
Figure 5-7C. INDIVIDUAL COURSE SECTION SCREEN 2

If the course and section entered are not in the current course master, the
message "COURSE NOT ON CURRENT MASTER. IF OK, PRESS ENTER .... OTHERWISE,
F16/REENTER." will be displayed. This will likely occur when looking at class
sections prior to the current year. If the course IS found on the current
course master, the message "IF ABOVE INFO LOOKS CORRECT, PRESS ENTER ....
OTHERWISE, PRESS F16 TO REENTER." will be displayed.
If the course information looks correct, press ENTER. "One Moment Please"
will appear on the screen while the data is being collected. Then, the
INDIVIDUAL COURSE SECTION screen 3 (Figure 5-7D) is displayed.

(Continued)

```
_____
CEL FIRST  01 1st_Grade_   Year: 03 04  Sem: 1   Course School: _____
Trm: 9 Prd: 01 02 Tchr: BUNN,_KAY_ GPA? N Jan Grad? N HR? Y Hnr: N Cred: ___.00
OPEN/CLOSE COLUMNS ---> Position cursor in column to be opened/closed, press F8
(F12=All)               --1-- --2-- --3-- ---1--- ---------- Semester ---------
Number_ Student's_Name_ GP-AB GP-AB GP-AB _COM_ B EX-FG-AW Credit Attmpt Points
O071070 Atkins, Jarrod  A- _1 __ __ __ __  A0 __ _ __ __  _ _____ _____ _____
E081130 Bowmann, Patric A_    __ __ __ __  __ __ _ __ __  _ _____ _____ _____
E080900 Dierk, Michael  C_ _3 __ __ __ __  A3 __ _ __ __  _ _____ _____ _____
O080010 Evrett, Matthew B_    __ __ __ __  __ __ _ __ __  _ _____ _____ _____
E080270 Faulk, Taylor N B+    __ __ __ __  B1 __ _ __ __  _ _____ _____ _____
O071050 George, Judith  C_    __ __ __ __  __ __ _ __ __  _ _____ _____ _____
O080030 Hann, Adam      A-    __ __ __ __  __ __ _ __ __  _ _____ _____ _____
E080350 Issacs, Morgan  C-    __ __ __ __  B4 __ _ __ __  _ _____ _____ _____
E080560 Jansen, Daniell D_    __ __ __ __  __ __ _ __ __  _ _____ _____ _____
E080440 Kesstler, Rache A_    __ __ __ __  A1 __ _ __ __  _ _____ _____ _____
_____                 __ __ __ __ __  __ __ _ __ __  _ _____ _____ _____
_____                 __ __ __ __ __  __ __ _ __ __  _ _____ _____ _____
_____                 __ __ __ __ __  __ __ _ __ __  _ _____ _____ _____
_____                 __ __ __ __ __  __ __ _ __ __  _ _____ _____ _____
F13=Pull in students currently enrolled but not appearing on the screen
(To delete a student's grades from this class, erase the student's ID number)

ENTER=Validate, F2=Next Grade Prd, F5=Next Screen, F10=Skills, F16=Exit
_____
```

Figure 5-7D. INDIVIDUAL COURSE SECTION SCREEN 3

Follow the guidelines below when updating:

------------------- **DATA ENTRY REQUIREMENTS** -------------------

SCHOOL_ID   NON-MODIFIABLE. Will show the 3-characher ID of the school whose records are being added/modified.

COURSE_&_SEC#   NON-MODIFIABLE. Will show the course and section number specified on the INDIVIDUAL COURSE SECTION screen 1 (Figure 5-7B).

COURSE_TITLE   Required. Will default to the current year course title upon initial entry, but can be modified. This field will allow both upper and lower case letters. (10 A/N)

YEAR   NON-MODIFIABLE. Will show the school year specified on the INDIVIDUAL COURSE SECTION screen 1 (Figure 5-7B).

SEMESTER_#   NON-MODIFIABLE. Will show the semester specified on the INDIVIDUAL COURSE SECTION screen 1 (Figure 5-7B).

COURSE_SCHOOL   Optional. If entered, this field should contain the name of the school where the course is offered. Do not enter a school name if the course is offered at your school. (15 A/N)

*F13   Pressing F13 will pull in students currently enrolled but not
                 appearing on the screen. If you select F13 and there are
                 already students listed on the screen, it will not create a
                 second record for the students shown. It will only create
                 records for those students who are missing. The program will
                 edit the screen to verify that the correct term code appears.

TERM   Required. Will default to term specified on the course master
                 file, but may be modified as long as it's in the same semester.
                 Valid entries are:

                   __Semester_1__   __Semester_2__   ___Semester_3___
                   0=1st quarter   4=4th quarter   S=Summer School (if
                   1=2nd quarter   3=3rd quarter   not trimester school)
                   2=1st semester 5=2nd semester 8=3rd semester (trimester
                                                     school)
                                                   4=Summer School (if
                   9=All year   trimester school)

PERIOD   Required. Will default to beginning and ending range of
                 periods specified on the course master file, but may be
                 modified. Valid entries are 01-99, EB or LB. (2 A/N each)

TEACHER   Required. Will default to the teacher specified on the course
                 master file, but may be modified. (10 A/N)

GPA   Required. This field should contain a "Y" or an "N" as to
                 whether this course section should be included for GPA
                 calculations. If this course section's grades are being added
                 for the school year, this field will default to the value for
                 this field on the course master file. It is up to the user to
                 set this indicator correctly. If an "N" is entered, no
                 attempts or points should be entered for each student entered
                 on the screen. (1 A/N)

JAN_GRAD   Required. This field should contain a "Y" or an "N" as to
                 whether this is a January Grad course. By entering a January
                 Grad course, you will be causing the course title (e.g., JAN
                 GRAD) to appear on the transcript of each student entered on
                 the screen. (1 A/N)

HONOR_ROLL   Required. Enter a "Y" or "N" to indicate if this course
                 section should be used to determine eligibility for honor roll.
                 (1 A/N)

HONORS_COURSE Required. This field should contain a "Y" or an "N" to
                 indicate whether or not this is an honors course. If this is
                 an honors course, it is up to the user to enter the correct
                 points for each student entered on the screen, unless the "auto
                 points update" option is used on the Mark Control Screen
                 (F5-18). (1 A/N)

41

CREDIT   Required. This field should contain the amount of credit that
                     can be earned for each final grade given. If no credit is
                     given for this course, leave the entry blank (or enter .00).
                     (5 N, 2 DEC)

GRADE_PERIOD_GRADES

Three grade periods are shown under the headings "--1--", "--2--", and "--3--".
If your school only has two grade periods per semester, only use the first two
grade period columns and leave the third one blank. Under the heading "--1--"
the letters "GP" mean "Grade Period grade". The letters "AB" mean "Absences
for grade period for this class".

A withdrawal code of "W" can be entered as part of the grade period grade but
must only be entered in the first position. For example: WF is valid, but FW
is not. The final grade must be entered separately from the final
audit/withdrawal field. For example, "F" would be entered in the "final
grade" field and "W" would be entered in the audit/withdrawal field.

Also, an audit code of "X" can be entered as part of the grade period grade
but must only be entered in the second position. For example: AX is valid,
but XA is not. The final grade must be entered separately from the final
audit/withdrawal field. For example, "A" would be entered in the "final
grade" field and "X" would be entered in the audit/withdrawal field.

The "COM" sub-column heading refers to teacher comments for the grading period
indicated by the number appearing in the "--#--" heading above this sub-column.

The "B" sub-column heading refers to behavior grades for the grading period
indicated by the number appearing in the "--#--" heading above this
sub-column. You can control the behavior grades allowed here by entering them
on the Mark Control Screen (F5-18). If behavior grades have been entered on
the Mark Control Screen, they will be edited for proper values. If no values
have been entered in F5-18, any values will be allowed in the behavior grade
field. Behavior grades can be entered for each grade period, but only one
grade period can be seen on the screen at a time.

SEMESTER_GRADES

Under the heading "------------- Semester -------------", the sub-column
headings are described here:

        EX   Final exam grade

        FG   Final grade

        AW   Audit/withdrawal code. X=Audit, W=Withdraw

        CREDIT Number of credits received for this course

        ATTEMPT Number of credits attempted for this course

        POINTS Number of points received for this course

The following functions are available to facilitate data entry:

F2   Pressing F2 allows the user to leaf through each grade period's
                 comments and behavior grades. The comment and behavior columns
                 have the number of the grade period at the top of that column.
                 Notice that this number changes each time F2 is pressed. This
                 is indicating the grade period that the comments and behavior
                 grades are referring to.

F10   For elementary schools only, F10 is available to access another
                 screen to maintain each student's skill scores. Acceptable
                 values for skills scores are:

Score:	Acceptable value:	Score:	Acceptable value
B	S, I, N, or U	I	S, I, N, or U
C	S, I, N, or U	J	S, I, N, or U
D	S, I, N, or U	K	S, I, N, or U
E	S, I, N, or U	L	S, I, N, or U
F	S, I, N, or U	M	S or N
G	S, I, N, or U	N	Y or N
H	S, I, N, or U	O	Y or N

                 Skill score definitions are as follows:

                         B = Listens well
                         C = Follows directions
                         D = Takes pride in work
                         E = Completes work on time
                         F = Has necessary supplies
                         G = Practices self-discipline
                         H = Controls talking
                         I = Respects adults
                         J = Respects school and property of others
                         K = Works well with others
                         L = Behaves well outside of the classroom
                         M = Handwriting
                         N = Perfect attendance
                         O = Citizenship

F12   Pressing F12 allows the user to close all data entry columns
                 (GP1, GP2, GP3, Comments, EX, FG, AW, Credit, Attempts, and
                 Points) to not allow modification. Pressing F12 a second time
                 will OPEN all of these columns to allow modification.

F8   Positioning the cursor in the column to be opened or closed and
                 pressing F8 gives the user the ability to open/close specific
                 columns for ease of data entry.

Examples of how the F12 and F8 function keys would be used are:

1.   When entering grades for grade period 1, press F12 to close all
            columns. Then position the cursor in the grade period 1 "GP"
            column. Press F8 to open the grade period 1 "GP" column only.
            If you would also like the "AB" column to be open, simply
            position the cursor in that column and press F8. You could
            also position the cursor in the "COM" or "B" columns and press
            F8 to open these columns as well.

2.   When entering final grades for summer school, press F12 to
            close all columns. Position the cursor in the "FG" column, and
            press F8 to open that column only.

After all information has been entered/changed, press ENTER to validate the
entries. If it is correct, press **ENTER** to update and exit, press **F5** to update
and display the next group of students in the course section, or, press **F8** to
update and stay on the same screen.

NOTE: If F1, F2, F5, F13 or F16 has been selected without changes to one or
more fields being saved, a "Notification of Changes Not Saved" screen will
appear. At that point, F1 can be selected to proceed without saving the
changes or F12 can be selected to return to the previous screen and save the
changes.

_____

                       Notification of Changes Not Saved

You have chosen to leave the previous screen without saving the changes made

             Press F1 to continue without saving the changes

                 Press F12 to return to save the changes

If you choose to return to the previous screen to save the changes, you should
press F12 as stated above. Then, press ENTER to validate and ENTER to update,
or, press ENTER to validate and F5 to update and go to the next screen of
students in this class.

_____

Figure 5-7E. NOTIFICATION OF CHANGES NOT SAVED SCREEN

NOTE: If any changes are made to the fields at the top of the screen, make
sure that you update each full screen of information making the same changes at
the top of each screen. Continue with this process until all screens have been
updated.

CREDITS,_ATTEMPTS_&_POINTS

The credits, attempts, and points columns can be controlled by setting the
"auto update points" on the Mark Reporting Control Data Screen (F5-18). The
possible values are:

    N=   do not automatically compute credits, attempts, and points.
            These will need to be adjusted/entered manually.
    Y=   yes, automatically compute credits, attempts, and points, but
            warn the user first and allow the user to accept or override
            the computer's calculation.
    X=   override any manual entry and have the computer automatically
            compute credits, attempts and points.

Why_would_the_computer's_computation_differ_from_your_own? Sometimes course
credits change from year to year. The points also vary, depending on
weighting and the point-value system in effect for the year that the mark
history is being entered/adjusted. If you are using the "auto update points"
feature with a value of "X" (override), be careful when changing grades for
prior school years if course credits have changed.

GPA/RANKING_CONSIDERATIONS

When final grades are altered/entered on this screen, the students' current
and cumulative semester GPA are also updated. The Class Rank is not affected
by modifications on this screen.

NOTE: There is a feature available for logging grade and skill changes. This
feature is controlled by the System Administrator at the district level. These
changes can be printed in F5-14-8.

FOR SCHOOLS WHO USE NUMERIC GRADES: The software will now compute the final
grade as long as the final grade is blank and all three grade period grades
are numeric or contain the value "++". (This applies to current year only).
The computation will occur when you press ENTER to validate.

From the MARK REPORTING AND MARK HISTORY MASTER MENU (Figure 5), press F8 to
maintain one course at a time for an individual student. The MAINTAIN
INDIVIDUAL STUDENT COURSE screen (Figure 5-8A) is displayed.

```
C11                          Maintain One Course at a Time
                                for an Individual Student


   Student's Current ID: _____  -OR- Name: _____

   Course/Section to be added, displayed, updated, or deleted: _____ __

   Semester #: 2 School Year: 96 97
```

If only the Student's ID or Name is entered, the system will display the
student's first history record in the file. You may then leaf through all
history records in the file for that particular student.

If Course/Section is left blank, the system will display the student's first
history record for the particular school year entered.

By entering only the first character of the Course/Section, the system will
display the student's first history record beginning with that particular
department. Otherwise, blanks are not valid within a course #.
A Course/Section No., whether it is entered as an entire course #, or as a
department only, will not be accepted without a School Year.

ENTER=Continue, F16=Exit

Figure 5-8A. MAINTAIN INDIVIDUAL STUDENT COURSE SCREEN

Entry information is displayed on the first screen. When the appropriate
information is entered, press ENTER to continue. The INDIVIDUAL STUDENT
screen (Figure 5-8B) is displayed.

```
96/97 E980710 Smith, Mary Ann              Gr: 11 Sex: F  543206-06 AMER LIT
C11
 Semester: 2-SPRING      (Audit-W/D Codes: X=Audit W=Withdraw)
             ---------------- FINAL FOR SEMESTER ----------------
             Exam   Final-Grade  Audit-W/D   Credit   Attempt   Points
             B +       A _           _        __1.00   __1.00    __4.00


             ------------- MARKS BY GRADE PERIOD WITHIN SEMESTER -------------
             Marks    Behavior    Audit-W/D   Absences   Comment #1   Comment #2
         1    A _        B           _         _2.00        C 3          D 4
         2    A _        _           _         _____        A 0          C 0
         3    _ _        _           _         _____        _ _          _ _


               Period                     Jan   Honor
 __Title___   Term  Beg__End  _Teacher__  GPA  Grad  Roll_  Honors  ____School_____
 AMER_LIT__    5    02  02    ROBERTS___   Y    N     Y      N       _____
```

ENTER=Validate Modifications, F1=Next Record for Same Student,
F12=Delete, F19=Next Student's 1st Course, F16=Exit

Figure 5-8B. INDIVIDUAL STUDENT SCREEN

If grades are available for the requested student, course, semester and school year, they will be displayed. If none are available, all fields will be blank.

If the course is from the current year, the course description information will be moved into the Title, Term, Period, etc., fields at the bottom. Otherwise, that information must be entered.

NO_CHANGES_REQUIRED:

Use F1 to display the next record for the same student.

Use F12 to delete the currently displayed record for the student. F18 must be pressed to confirm the delete request.

Use F19 to display the 1st course of the next student (alphabetically).

CHANGES_REQUIRED:

Make appropriate changes then press ENTER to validate. If everything is correct, press ENTER again to update.
Always_check_the_student's_number,_name,_course_number,_and_section_information _before_making_changes.

ADD: To add a record, enter the student's ID number and appropriate course number. This will display a screen with blank fields.

NOTE_1: When you are adding or changing a Final Grade, the credits, attempts, and points will be automatically calculated for you if you have answered either "Y" or "X" to the "Auto Update Points" field on the Mark Control Screen (F5-18).

NOTE_2: If the mark information being entered is transferred from another school district, the school name may be entered in the school field. Also the course number used should begin with the appropriate department code, so that the credit given will be used correctly for the "Print Credit Deficiencies" report. See Section 5-5-9.

From the MARK REPORTING AND MARK HISTORY MASTER MENU (Figure 5), press F9 to
maintain mark summary for an individual student. The MAINTAIN INDIVIDUAL
STUDENT MARK SUMMARY screen (Figure 5-9A) is displayed.

```
  C11                          Maintain Mark Summary
                              for an Individual Student

          Student's ID: _____  -OR- Name: _____

                          School Year: 01 02


  If the Student's ID or Name is entered without entering a School Year, the
  the system will display the student's first mark history year on file.
  You may then leaf through all of the history records for the student.
  If the Student's ID or Name is entered along with the School Year, the system
  will either display the record requested, or allow you to create a new record
  for the student.


  ENTER=Continue, F16=Exit
```

Figure 5-9A. MAINTAIN INDIVIDUAL STUDENT MARK SUMMARY SCREEN

To view mark summary on an individual student, enter that student's ID or name
(all or part), along with the school year desired, and press ENTER. The MARK
SEMESTER SUMMARY screen (Figure 5-9B) is displayed. (If the MARK GRADE PERIOD
SUMMARY screen appears instead, F10 can be used to switch to the MARK SEMESTER
SUMMARY screen if desired.)

```
01/02 E000010 Smith, Amanda              Post Ed: __ Dipl: _  Grad: __ __ __
C11  Grade: 10  HR: 205___  TM: __  Sex: F  Cnsl: ROBERTS___  Birth: 08 15 86
    Street: 24607_Golf_Dr_____ Sp Ed: _   IEP: _  Entry: 08 23 01
City/State: Middleton,_IN_____ Zip: 46555_____   Gifted: 3 __ WD: __ __ __
    Parent: Smith,_John_&_Susan_____      SS#: 111 11 1111 Orig: 08 24 88
Home Phone: ___ 111 1111 Birthplace: _____ Maj: 3.5banquet
Engl GQE: 529 A  Math GQE: 554 A  Last ISTEP: 09 14 01 Dist Hon: _ (Y/N/Blank)
----------------------------  SEMESTER  -------------------------------
F10=GP        Prior    00/01    00/01    00/01    00/01
              Years    Sem 1    Sem 2    Sem 3    Sem 4        Total
   Credits:   13.00     7.00     7.00                          27.00
  Attempts:   13.00     7.00     7.00                          27.00
    Points:   47.00    24.00    25.00                          96.00

  CUR  GPA:             3.74307                                3.74307
  CUR Rank:             ____     ____     ____     ____
  CUR Size:             ____     ____     ____     ____
  CUM  GPA:   3.61538  3.55000  3.55555                        3.64400
  CUM Rank:             __61     __56     __57     ____
  CUM Size:            _442     _454     _457     ____
 Sem. honor roll (1-4/N/ ):   1       _        _        _
 Enter 'X' to print label(s):  _       _        _        _
   ENTER=Validate, F1=Next Year, F12=Delete, F13/19=Next Student, F16=Exit
```

Figure 5-9B. MARK SEMESTER SUMMARY SCREEN

Follow the data entry requirements when updating:

------------------- **DATA ENTRY REQUIREMENTS** -------------------

POST_ED   Optional. Enter a 2 character code (user definable) that
                  indicates the student's post graduate educational choice, such as
                  4-year college, military, etc. This field can also be maintained
                  in Data Base Management (F5-6 field #7). (2 A/N)

DIPL   Optional. Enter a 1 character code (user definable) that
                  indicates the student's diploma type, such as regular, Academic
                  Honors + Core 40, Core 40 only, GED, etc. This field can also be
                  maintained in Data Base Management (F5-6 field #7). If diploma
                  type codes have been established in F1-6, the system will edit
                  this field to ensure that valid codes are used.(1 A/N)

GRAD   Optional. The date of graduation (MM DD YY) can be entered here
                  or in Data Base Management (F8-8-14 field number 38, or F5-6
                  field number 7). (6 N)

IEP   Optional. This field indicates whether the student has an IEP
                  (Individualized Education Plan) and is used in the production of
                  the DOE-SU and DOE-EX reports. Acceptable values are "Y", "N"
                  and blank. (If all special ed students have IEP's, this field
                  can be left blank.) (1 N)

WD_CODE   Optional. If the student is withdrawn, the 2 character field to
                  the left of the withdrawal date will show the withdrawal code.
                  (2 A/N)

ENGL_GQE   NON-MODIFIABLE. The student's English score and GQE status will
                  be shown here. This status is based on the ISTEP scores entered
                  into the Test Score System.

MATH_GQE   NON-MODIFIABLE. The student's Math score and GQE status will be
                  shown here. This status is based on the ISTEP scores entered
                  into the Test Score System.

LAST_ISTEP   NON-MODIFIABLE. The date the student last took an ISTEP test is
                  shown here.

DIST_HON   Optional. If the student has been tagged with "Distinguished
                  Honors" a "Y" will be shown here. Students can be tagged with
                  this honor in the Credit Evaluation Report or Letter feature
                  (F5-5). This field will only appear when the current school year
                  is displayed. (1 A)

CREDITS   NON-MODIFIABLE. Credits are shown for prior years (cumulative),
                  fall, spring, summer, and total cumulative through the end of the
                  school year shown on this screen.

ATTEMPTS   NON-MODIFIABLE. Attempts are shown for prior years (cumulative),
                  fall, spring, summer, and total cumulative through the end of the
                  school year shown on this screen.

(Continued)

-------------------- **DATA ENTRY REQUIREMENTS** -------------------

POINTS   NON-MODIFIABLE. Points earned are shown for prior years
                (cumulative), fall, spring, summer, and total cumulative through
                the end of the school year shown on this screen.

The following fields can also be updated in Data Base Management (F5-6).

GPA   NON-MODIFIABLE. GPA is shown for prior years (cumulative), fall,
                spring, summer, and total cumulative through the end of the
                school year shown on this screen.

CLASS_SIZE   Optional. Class size is shown for the fall, spring, summer
                semesters of the school year shown on this screen.

RANK   Optional. The student's rank within the class is shown for the
                fall, spring, summer semesters of the school year shown on this
                screen.

HONOR_ROLL   Optional. This field will indicate the level (1/2/3/4) of the
                honor roll this student achieved for the appropriate semester or
                grade period. An "N" will appear if the honor roll was not
                achieved. This field will be blank if the honor roll was not
                calculated or the student was excluded from the calculation.

PRINT_LABELS Optional. Placing an "X" in this field indicates that a
                transcript label(s) should be printed for this student when the
                "Print Pre-selected Transcript Labels", (F5-13-8) function is
                used. (This field is not available in Data Base Management.)

CHANGES_REQUIRED
Make any necessary changes and press ENTER to validate, and then ENTER to
update or F13/19 to update and move to the next student by grade level.

NO_CHANGES_REQUIRED
If changes are not necessary you may use F1 to view the next record for this
student.

    F12 to delete the current record displayed.

    F13 to view the next student in the same grade.

    F19 to view the next student in the same school, regardless of grade level.

NOTE: If the information on this screen is not up-to-date, request that the
system operator execute the Class Rank/GPA program.

F10 can be used to view grade period mark data for one school year. The MARK
GRADE PERIOD screen (Figure 5-9C) is displayed.

_____
_01/02 E000010 Smith, Amanda   Post Ed: __ Dipl: _   Grad: __ __ __
C11 Grade: 10 HR: 205___ TM: __ Sex: F Cnsl: ROBERTS___ Birth: 08 15 86
     Street: 24607_Golf_Dr_____ Sp Ed: _   IEP: _ Entry: 08 23 01
City/State: Middleton,_IN_____ Zip: 46555_____ Gifted: 3 __ WD: __ __ __
     Parent: Smith,_John_&_Susan_____   SS#: 111 11 1111 Orig: 08 24 88
Home Phone: ___ 111 1111 Birthplace: _____ Maj: 3.5banquet
Engl GQE: 529 A Math GQE: 554 A Dist Hon: _ (Y/N/Blank)
---------------------------- GRADE PERIOD ------------------------------
F10=SEM   GP1   GP2   GP3   GP4   GP5   GP6
        Credits: _____   _____   _____   _____   _____   _____
       Attempts: _____   _____   _____   _____   _____   _____
         Points: _____   _____   _____   _____   _____   _____
       CUR GPA: _____ _____ _____ _____ _____ _____
      CUR Rank: _____   _____   _____   _____   _____   _____
      CUR Size: _____   _____   _____   _____   _____   _____

       CUM GPA: _____ _____ _____ _____ _____ _____
      CUM Rank: _____   _____   _____   _____   _____   _____
      CUM Size: _____   _____   _____   _____   _____   _____
 1st Honor Roll: _   _   _   _   _   _
 2nd Honor Roll: _   _   _   _   _   _
 3rd Honor Roll: _   _   _   _   _   _

   ENTER=Validate, F1=Next Year, F12=Delete, F13/19=Next Student, F16=Exit
_____
Figure 5-9C. MARK GRADE PERIOD SCREEN

Follow the guidelines below when updating:

                ------------------- **DATA ENTRY REQUIREMENTS** -------------------

CREDITS   MODIFIABLE. Credits are shown for up to 6 grading periods for
             the school year shown in the upper left-hand corner of the screen.

ATTEMPTS   MODIFIABLE. Attempts are shown for up to 6 grading periods for
             the school year shown in the upper left-hand corner of the screen.

POINTS   MODIFIABLE. Points earned are shown for up to 6 grading periods
             for the school year shown in the upper left-hand corner of the
             screen.

CUR_GPA   MODIFIABLE. Current GPA is shown for up to 6 grading periods for
             the school year shown in the upper left-hand corner of the screen.

CUR_RANK   MODIFIABLE. The student's rank within the class is shown for up
             to 6 grading periods for the school year shown in the upper
             left-hand corner of the screen.

CUR_SIZE   MODIFIABLE. Current class size is shown for up to 6 grading
             periods for the school year shown in the upper left-hand corner
             of the screen.

                                                                          51

1st_HONOR   Optional. A 'Y' will appear in each grade period that the 1st
ROLL   level honor roll was achieved. An 'N' will appear if the honor
                 roll was not achieved. This field will be blank if the honor
                 roll was not calculated or the student was excluded from the
                 calculation.

2nd_HONOR   Optional. A 'Y' will appear in each grade period that the 2nd
ROLL   level honor roll was achieved. An 'N' will appear if the honor
                 roll was not achieved. This field will be blank if the honor
                 roll was not calculated or the student was excluded from the
                 calculation.

3rd_HONOR   Optional. A 'Y' will appear in each grade period that the 3rd
ROLL   level honor roll was achieved. An 'N' will appear if the honor
                 roll was not achieved. This field will be blank if the honor roll
                 was not calculated or the student was excluded from the
                 calculation.

NO_CHANGES_REQUIRED:
Use F1 to display the next year's record for the same student.

Use F12 to delete the currently displayed record for the student. F18 must be
pressed to confirm the delete request.

Use F19 to display the record for same year of the next student
(alphabetically).

CHANGES_REQUIRED:
Make appropriate changes then press ENTER to validate. If everything is
correct, press ENTER again to update.

NOTE:
If the student has not been enrolled in the school during the current school
year, and a record needs to be added (e.g. to enter a GED diploma), the
software will present the screen, but you may need to enter the grade level.
If the student earned a GED after leaving your school, a grade level of "GR"
(graduated) would be appropriate if it has been defined on the district and
school control screens (F1-2) as a valid grade level.

From the MARK REPORTING AND MARK HISTORY MASTER MENU (Figure 5), press F10 to maintain mark detail for an individual student. The INDIVIDUAL STUDENT MARK DETAIL SELECTION screen (Figure 5-10A) is displayed.

```
   CHS                        Maintain Mark Detail
                             for an Individual Student


       Student's ID: _____     -OR-    Name: _____
                              Within the semester,
       Semester (1-4): 2      Grade Period (1-3): 2     School Year: 99 00
```

  The student's ID or name must be entered, along with the semester code, grade period (within the semester), and the school year. You will then be able to add or update that student's mark history for that particular semester.
  ENTER=Continue, F16=Exit

_Figure 5-10A. INDIVIDUAL STUDENT MARK DETAIL SELECTION SCREEN

To view detailed mark data on an individual student, enter that student's ID or name (all or part), along with the semester, grade period within that semester, and school year desired, and then press ENTER. The MARK DETAIL screen (Figure 5-10B) is displayed.

```
C11 E010710 Jones, Mary Elizabeth       99 00  Sem 2  Rank 78 of 280    Gr: 10
Prev Credits:  20.00   Prev Attempts:   20.00   Prev Points:   66.51         GPA
F17=Ev F9=Up/10=Dwn --1-- --2-- --3-- ---2--- ---------- Semester --------- HR
 Course_ __Title___ GP-AB GP-AB GP-AB _COM_ B EX-FG-AW Credit Attmpt Points HON
21680608 COMP_APPL_ B- __ A_ _1 __ __ __ __ _ C_ B_  _ __1.00 __1.00 __3.00 YYN
54160610 COMPOSITIO A_ __ B_ _1 __ __ A2 __ _ B+ B+  _ __1.00 __1.00 __3.33 YYN
65360302 SPANIS_III A_ __ A_ _1 __ __ A2 __ _ B_ B-  _ __1.00 __1.00 __2.67 YYN
C7240307 GEOMETRY__ C+ __ C_ _2 __ __ __ __ _ B- C+  _ __1.00 __1.00 __2.33 YYN
D5850301 GRLS_CHOIR A_ __ A_ _1 __ __ __ __ _ __ A_  _ __1.00 __1.00 __4.00 YYN
E6720608 HEALTH/SAF A_ __ A_ _1 __ __ __ __ _ B+ A_  _ __1.00 __1.00 __4.00 YYN
G2800305 CHEM_I____ R_ __ D_ _1 __ __ __ __ _ C_ C-  _ __1.00 __1.00 __1.67 YYN
_____ _____ __ __ __ __ __ __ __ __ _ __ __  _ _____ _____ _____ ___
_____ _____ __ __ __ __ __ __ __ __ _ __ __  _ _____ _____ _____ ___
_____ _____ __ __ __ __ __ __ __ __ _ __ __  _ _____ _____ _____ ___
_____ _____ __ __ __ __ __ __ __ __ _ __ __  _ _____ _____ _____ ___
_____ _____ __ __ __ __ __ __ __ __ _ __ __  _ _____ _____ _____ ___
_____ _____ __ __ __ __ __ __ __ __ _ __ __  _ _____ _____ _____ ___

F6=For matching courses, pull in sect #s from cur schedule, then UPDATE to save
F21=CLOSE/OPEN    (To delete an item, erase the COURSE #)          LABEL (X): _
GP1: _3.28571 _____     GP2: _3.14285 _3.32076   GP3: _____ _____
Cur. Credit:   7.00 Cur. Attempts:   7.00 Cur. Points:  21.00 SEM GPA:  3.00000
Tot. Credit:        Tot. Attempts:        Tot. Points:        CUM GPA:  3.24111
Enter school name ONLY if it applies to ALL of above courses: _____
ENTER=Val 1=Nxt-Sem 2=Nxt-GP 3=Nxt-Yr 4=Sched 5=P-Yr 13/19=Nxt-Stu 18=Hlp 16=Ex
```

Figure 5-10B. MARK DETAIL SCREEN

The information on this screen shows all mark history for the year and semester indicated in the upper middle portion of the screen. Grades entered here can be either letter (A, B, C, etc.) or numeric (99, 86, 42 etc.), depending on the entry in the "Numeric/Letter Grades:" field on the MARK REPORTING CONTROL DATA screen)

Follow the guidelines listed below when entering/modifying data:

------------------- DATA ENTRY REQUIREMENTS -------------------

GRADE   Required. The grade level for the school year indicated will
LEVEL   automatically be displayed here. Once this grade level has been
                entered, it will be locked into the history for that school year.
                If no history exists for the school year for this student, the
                computer will attempt to calculate the student's grade level. Watch
                this closely. You might have to change it if the student was
                retained. If the student's current grade level is not numeric
                (e.g., SE) then the computer will not be able to determine the grade
                level for a prior school year. In that case, the current grade
                level will be assumed, but you can type over it. (2 A/N)

COURSE_&   Required. Normally, this would match the course and section
SEC#   number on the student's schedule and would be loaded in the Mark
                Scan (F5-12-24) process. For those courses not offered by your
                school, but being given credit from another school, add those
                courses to your Course Title File (F4-5). If you don't want to put
                those courses on your school's title file, then add them to the
                District Course Title File instead (F4-5, school =00). You will
                find it extremely helpful when the computer already knows the course
                title and amount of credit to be assigned. Section numbers are not
                required. (8 A/N)

COURSE   Required. Will default to the current year course title upon initial
TITLE   entry, but can be modified. If an "X" (override) is filled in on
                the "auto points" field on the Mark Control Screen (5-18), and a
                course number is changed on the MARK DETAIL SCREEN, the new course's
                title will automatically be pulled in. **IMPORTANT:** Changing a course
                title for an individual student in F5-10 will only affect the mark
                history for that student. However, if this student appears first on
                the Display/Update All Students in an Individual Course Section
                screen (5-7), then changing that student's course title will change
                the title for all students. (This is because the title of the class
                is stored in the first student's record.) You can use a section
                number that is not valid (does not appear on the course master
                file), to prevent this from happening. (10 A/N)

GRADE_PERIOD_GRADES

Three grade periods are shown under the headings "--1--", "--2--", and "--3--".
If your school only has two grade periods per semester, only use the first two
grade period columns and leave the third one blank. Under the heading "--1--"
the letters "GP" mean "Grade Period grade". The letters "AB" mean "Absences
for grade period for this class".

A withdrawal code of "W" can be entered as part of the grade period grade but
must only be entered in the first position. For example: WF is valid, but FW
is not. The final grade must be entered separately from the final
audit/withdrawal field. For example, "F" would be entered in the "final
grade" field and "W" would be entered in the audit/withdrawal field.

Also, an audit code of "X" can be entered as part of the grade period grade but must only be entered in the second position. For example: AX is valid, but XA is not. The final grade must be entered separately from the final audit/withdrawal field. For example, "A" would be entered in the "final grade" field and "X" would be entered in the audit/withdrawal field.

A grade of "R" will be interpreted as an audited grade even without the "audit" column having an "X" in it.

The grade period entry on the INDIVIDUAL STUDENT MARK DETAIL SELECTION screen affects which "comment" field will be displayed on the MARK DETAIL screen. The "COM" sub-column heading refers to teacher comments for the grading period indicated by the number appearing in the "--#--" heading above this sub-column.

If your school uses numeric grades (an "N" is entered in the "Numeric/Letter Grades:" field on the MARK REPORTING CONTROL DATA screen), then you will see effort, "EF" and conduct "CO", column headings instead of comment. This is shown in the following screen.

```
─────────────────────────────────────────────────────────────────────────────
CHS O020010 Avery, Brittney A               98 99  Sem 2                Gr: 09
Prev Credits:   6.00   Prev Attempts:   6.50   Prev Points:   13.33       GPA
F17=Eval           --1-- --2-- --3-- ---2--- ---------- Semester --------- HR
_Course_ __Title___ GP-AB GP-AB GP-AB EF/CO B EX-FG-AW Credit Attmpt Points HON
00340608 STUDYHALL1 __ __ __ __ __ __ __ __ _ __ _ _____ _____ _____ NNN
54080309 ENGLISH_9_ 99 _1 98 _2 __ __ _1 _2 _ __ 98 _ __1.00 __1.00 _10.83 YYN
65300304 SPANISH_I_ 86 _4 91 _2 __ __ _1 _1 _ __ 89 _ __1.00 __1.00 __8.33 YYN
C7080303 PR_ALGEBRA 94 _6 96 _2 __ __ _1 _1 _ __ 95 _ __1.00 __1.00 _10.00 YYN
D5820301 FR_CHOIR__ ++ __ ++ _2 __ __ _1 _1 _ __ ++ _ __1.00 __1.00 _10.83 YYN
E6040303 BASI_PE_9G 88 __ 85 _2 __ __ _1 _1 _ __ 86 _ ___.50 ___.50 __3.75 YYN
G2660304 APPBIOCHM_ 81 __ 89 _2 __ __ _1 _1 _ __ 85 _ __1.00 __1.00 __7.50 YYN
_____ _____ __ __ __ __ __ __ __ __ _ __ _ _____ _____ _____ ____
_____ _____ __ __ __ __ __ __ __ __ _ __ _ _____ _____ _____ ____
_____ _____ __ __ __ __ __ __ __ __ _ __ _ _____ _____ _____ ____
_____ _____ __ __ __ __ __ __ __ __ _ __ _ _____ _____ _____ ____
_____ _____ __ __ __ __ __ __ __ __ _ __ _ _____ _____ _____ ____
_____ _____ __ __ __ __ __ __ __ __ _ __ _ _____ _____ _____ ____ _
─────────────────────────────────────────────────────────────────────────────
F6=For matching courses, pull in sect #s from cur schedule, then UPDATE to save
F21=CLOSE/OPEN    (To delete an item, erase the COURSE #)        LABEL (X): _
GP1: _____ _____    GP2: _3.72727 _____    GP3: _____ _____
Cur. Credit:   5.50 Cur. Attempts:   5.50 Cur. Points:   51.24 SEM GPA: 9.31636
Tot. Credit:   9.50 Tot. Attempts:   9.50 Tot. Points: 101.58 CUM GPA: 5.38083
Enter school name ONLY if it applies to ALL of above courses: _____
ENTER=Val 1=Nxt-Sem 2=Nxt-GP 3=Nxt-Yr 4=Sched 5=P-Yr 13/19=Nxt-Stu 18=Hlp 16=Ex
─────────────────────────────────────────────────────────────────────────────
```

Figure 5-10B. MARK DETAIL SCREEN FOR NUMERIC GRADES

Valid effort and conduct grade entries are either single character numbers such as 1, 2, 3, or 4, or letter grades such as A+, B, etc. If using the number grades, be sure to put the number in the second position of the field as shown in the sample above. The effort and conduct grade fields can also be left blank. Effort and conduct grades can be entered for each grade period, but only one grade period can be seen on the screen at a time.

The "B" sub-column heading refers to behavior grades for the grading period
indicated by the number appearing in the "--#--" heading above this
sub-column. You can control the behavior grades allowed here by entering them
on the Mark Control Screen (F5-18). If behavior grades have been entered on
the Mark Control Screen, they will be edited for proper values. If no values
have been entered in F5-18, any values will be allowed in the behavior grade
field. Behavior grades can be entered for each grade period, but only one
grade period can be seen on the screen at a time.

SEMESTER_GRADES

Under the heading "------------- Semester -------------", the sub-column
headings are described following:

> **EX**   Final exam grade
>
> **FG**   Final grade
>
> **AW**   Audit/withdrawal code. X=Audit, W=Withdraw
>
> **CREDIT** Number of credits received for this course
>
> **ATTEMPT** Number of credits attempted for this course
>
> **POINTS** Number of points received for this course

Changing the credit, attempts and points will cause the total credit,
attempts, points, & GPA at the bottom to be updated. The credits, attempts,
and points can be automatically calculated for you depending on the "auto
points" response on the Mark Control Screen (F5-18).

For schools using numeric grades, the following point system applies:

			Graduates_Prior to_Year_2000
Low Grade	**Reg Course**	**Honors Course**	**Honors Course**
98	10.83	12.83	12.83
93	10.00	12.00	12.00
90	9.17	11.17	11.17
87	8.33	10.33	10.33
83	7.50	9.50	9.50
80	6.67	8.67	8.67
77	5.83	7.83	7.83
73	5.00	7.00	7.00
70	4.17	6.17	6.17
67	3.33	5.33	3.33
63	2.50	4.50	2.50
60	1.67	3.67	1.67

If you have answered "Y" (yes), to the question "Should grade changes be logged?" on the district control screen (section 1-2), grade and skills changes can be printed in F5-14-8.

GPA   Required. If this course section should be included for GPA calculations, enter Y; otherwise enter N. In grade reporting and mark detail, an N will allow the course credit to be used in the total earned credits for graduation but the system will not assign any attempted credits or points to the course. As a result, it will not affect the GPA of a student. (1 A/N)

HR   Required. Enter a Y or N to indicate if this course section should be used to determine eligibility for honor roll. (1 A/N)

HON   Required. Enter a Y or N to indicate if this course section is an Honors course. If this course section has a Y in this field, a different number of points will be assigned to a grade depending on the values entered on the MARK HISTORY CONTROL SCREEN. (1 A/N)

GP1   Optional. Grade Period GPA, found on the 20th line of this
GP2   screen, is NOT automatically updated, but can be modified on
GP3   this screen or on the Mark Summary Screen. The GP1, GP2, and GP3 entries represent the Grade Period GPA for CURRENT followed by CUMULATIVE or MULTI-YEAR CUMULATIVE.

If an 'X' is placed in the Label space at the bottom right, a transcript label would be printed for the student if menu choice Transcript Labels (Pre-selected) were selected from the Mark Reporting/Mark History Reports Menu. See 5-13-8.

If the mark information being entered is transferred from another school district, the school name may be entered in the school field. Also the course number used should begin with the appropriate department code so that the credit given will be used correctly for the student mark report.

Mark history can be entered for a student who had no rank history record for the school year being processed, but you will need to specify the student's grade level as of the school year for which the mark history is being entered .

Press ENTER to validate any changes made to the MARK DETAIL screen. The screen will be redisplayed for verification of data entered. Press ENTER to process or F16 to reenter the screen.

Pressing_F1 will display the next semester in the same school year. For example, if semester 3 is displayed and F1 is selected, you will be returned to semester 1 within the same school year.

Pressing_F2 will display the next grade period in the same school year and semester. This will rotate the COM (comment) and B (behavior grade) columns only. If grade period 3 is displayed and F2 is selected, you will be returned to grade period 1 within the same school year and semester.

Pressing_F3 will display the next school year for the same student. This will take you to grade period 1, semester 1 of the next school year, even if the student has no grades.

Pressing_F4 will display the student's current schedule. From the schedule screen the user can access the student's Emergency, Medical, Withdrawal, Attendance, Clubs, Honors, Activities screens and also optionally print the schedule.

Pressing_F5 will display the prior school year. If the 94/95 school year is currently displayed, pressing F5 would take you to semester 1, grade period 1 of school year 93/94.

Also, if course numbers are consistent between schools (for a "transfer within district"), pressing_F6 can be used to load section numbers from the student's new schedule for those course numbers that match. This option will appear on the screen only when working with current year mark history.

This option is helpful when students transfer into your school in the middle of the school year and you want their grades from the other school to print on the same line as their grades from your school wherever possible. **NOTE:** The section numbers pulled in from the schedule will not be stored until you press ENTER to validate and ENTER to update.

F7 (see Figure 5-10G) will only appear if there are no courses displayed on the screen. Pressing_F7 will pull in the student's current schedule for the school year and semester listed at the top of the screen. This is helpful when you want to hand-enter grades for a student's current schedule. Press ENTER to validate and ENTER to update.

Pressing_F9 will take the user up a line at a time. This function key works in conjunction with F10 that allows movement down a line at a time.

Pressing_F10 displays an additional blank line for course entry. This feature allows for entry of more than 13 courses on a screen. This would be useful if a student has more than 13 courses in a single semester. An additional blank line is displayed each time F10 is pressed.

Pressing_F13 will display the next student alphabetically in the same grade level for the same school year.

Pressing_F17 will allow you to access the CREDIT EVALUATION SELECTION screen for the student whose record you are working with. Refer to Appendix M of the user guide for assistance with this screen.

Pressing_F19 will display the next student alphabetically, regardless of grade level, within the building for the same school year.

Pressing_F18 will display the MARK DETAIL HELP screen (Figure 5-10C) for
additional information regarding this function.

_____
                          Mark Detail Help Screen

Detailed mark history is stored in a SEMESTER record which contains up to 3
grade periods of marks (GP columns) and absences (AB columns). Also, for the
semester: final exam marks (EX), final grades (FG), and an audit or withdraw
code (AW) can be stored. Yes/No indicators are stored in the 'include in GPA?'
(GPA), 'include in Honor Roll?' (HR), and 'honors class?' (HON) columns.

Making grade changes:
1. Valid grade entries are: A, B, C, D, F, P, S, U, I, N, G (F due to absence),
   CR (failure but credit received), R (Retake/Audit), EA (excessive absence,
   no credit, attempts, or points), or blank.
2. The 'Credit', 'Attempt', and 'Point' columns must be manually changed unless
   an option on the Mark Control Screen (F5-18) is used to have the computer
   automatically assign the new point value when a grade is changed.
3. If values in the 'Attempt' and/or 'Point' columns are changed, the computer
   will automatically compute a new CURRENT SEMESTER GPA. Also, this semester's
   and subsequent semester's CUM SEMESTER GPA will be automatically updated.
4. GRADE PERIOD GPA is NOT automatically updated, but can be modified on this
   screen or on the Mark Summary Screen. The GP1, GP2, GP3 entries on the
   20th line of the screen, represent the GRADE PERIOD GPA for CURRENT
   followed by CUMULATIVE. Grade period GPA can be calculated by using F5-13-5.

   ENTER/F16=Return to previous screen

_____

Figure 5-10C. TRANSCRIPT DETAIL HELP SCREEN

Pressing F21 will also display the MARK DETAIL screen (Figure 5-10D) but with all fields closed off except for the course number and final grade fields for ease of entering grade history for incoming students.

```
_____
AHS E000995 Stone, James                  Year: 99 00  Semester: 1  Grade: 11
Prev Credits:  13.00 Prev Attempts:    15.00 Prev Points:    20.00        G   H
                     --1-- --2-- --3-- --1-- ---------- Semester --------- P H O
Course_  __Title___  GP-AB GP-AB GP-AB _COM_ EX-FG-AW Credit Attmpt Points A R N
_____                                          __
_____                                          __
_____                                          __
_____                                          __
_____                                          __
_____                                          __
_____                                          __
_____                                          __
_____                                          __
_____                                          __
F7=Pull in student's current schedule, then UPDATE to save
F21=CLOSE/OPEN     (To delete an item, erase the COURSE #)          LABEL (X): _
GP1: _____ _____        GP2: _____ _____       GP3: _____ _____
Cur. Credit:        Cur. Attempts:        Cur. Points:        SEM GPA:
Tot. Credit:        Tot. Attempts:        Tot. Points:        CUM GPA:
Enter school name ONLY if it applies to ALL of above courses:  _____
ENTER=Val 1=Nxt-Sem 2=Nxt-GP 3=Nxt-Yr 4=Sched 5=P-Yr 13/19=Nxt-Stu 18=Hlp 16=Ex
_____
```

Figure 5-10D. MARK DETAIL SCREEN SHOWING F21 OPTION

Pressing F21 again will display the MARK DETAIL screen (Figure 5-10B) with all fields open for modification.

Printing_transcripts_for_Withdrawn_students:
If you would like to be able to print transcripts for students who were enrolled but withdrew early in the school year, follow either option 1 or 2.

1.   If there have already been courses entered on the screen, enter an "N"
       for the final grade and a "W" in the audit-withdraw column. Press
       ENTER to validate and ENTER to update.
2.   If no courses have been entered, select F7 to pull in the student's
       current schedule. Then enter an "N" for the final grade and a "W" in
       the AW field for each course. Press ENTER to validate and ENTER to
       update.
       **NOTE: The F7 option will not appear if there are already some courses
       on the F5-10 screen.**
You would then withdraw the student using your normal procedures in F8-8-3.
When the transcript is printed for the student, it will show the withdrawal
date.

FOR_HIGHLAND_SCHOOLS_ONLY: The MARK DETAIL screen (Figure 5-10B) will
accommodate numeric grades. The MARK REPORTING CONTROL DATA screen (Figure
5-18A) has to have an "N" in the "Numeric/Letter Grades" field for numeric
grades to be accepted. Enter "++" to indicate a grade of 100.

IMPORTANT: The RCTLFILE (rank control file) needs to be updated by the system
administrator in F1-12, to ensure that this screen works correctly.

From the MARK REPORTING AND MARK HISTORY MASTER MENU (Figure 5), press F11 to
display the INTERIM SCAN SHEET MENU (Figure 5-11).
WANG VERSION
_____

                          Mark Reporting/Mark History
                           Interim Scan Sheet Menu

        The following steps must be run in the sequence specified and be
                 complete PRIOR to beginning the next scan cycle!

         Sequence
            (1)   Print Interim Scan Sheets F18

            (2)   Prior to selecting F20, Scan Sheets must be scanned
                        into a PC and then transferred to the VS

            (3)   Create Interim History Records & Print
                        Interim Sheet Edit Listing for Current
                           Reporting Period (Form# MM91362:3 A1602) F20

         Maintain/Print Interim History Records F22
         Print Interim Report for Current Reporting Period F24

                                        Display Print Files F15
                                        Exit F16

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_____
Figure 5-11W.   INTERIM SCAN SHEET PROCESSING MENU

<u>**IBM VERSION**</u>

```
                        Mark Reporting/Mark History
                         Interim Scan Sheet Menu

     Sequence
       (1)      Print Interim Scan Sheets for District ........ F18

       (2)      Scan Mark Scan Sheets through Scanner
                    (Folder = TOOLS, Document = SCNIFILE.DAT)

       (3)      Load Scanned File from PC to AS/400 ............ F19

       (4)      Create Interim History Records & Print
                   Interim Sheet Edit Listing for Current
                      Reporting Period (Form# MM91362:3 A1602) ... F20

       Maintain/Print Interim History Records by School ....... F22

       Print Interim Reports/Letters for District ............. F24

                                      Display Print Files ..... F15
                                      Exit .................... F16

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```

Figure 5-11I.   INTERIM SCAN SHEET PROCESSING MENU

Interim Scan Sheets are run at the district level with the option to select
the schools to be included for the current grade period. Scan sheets from all
schools must be collected and scanned together, then loaded from a PC or
folder. The interim history records must then be created by using F20. All
records will be created in a file called KINTFILE in K12DATA which will be
replaced each grade period and not retained for historical purposes.

From the INTERIM SCAN SHEET PROCESSING MENU (Figure 5-11), press F18 to print
interim scan sheets for the current grade period. The PRINT INTERIM SCAN
SHEETS screen (Figure 5-11-18A) is displayed.

_____

                  You have selected the option to print interim scan sheets.

                      In addition to printing the interim scan sheets,
                 this procedure creates a file called ISCNFILE which stores
                 the page and line number of each student, to match up with
                       the scan sheets when scanned into the computer.

                   Do NOT rerun this procedure for the SAME grade period unless
                 you plan to redistribute all scan sheets produced from this run.

                                Press ENTER to continue

                           or press ANY function key to EXIT.
_____

Figure 5-11-18A. PRINT MARK SCAN SHEETS SCREEN

This screen is a warning to not rerun interim scan sheets for a grade period
unless you plan to redistribute them. After you read the screen and are
certain that you want to generate interim scan sheets, press ENTER to
continue. If you wish to exit without printing, press ANY function key to
exit. If ENTER is pressed, the INTERIM SCAN SHEETS SELECTION screen (Figure
5-11-18B) is displayed.

_____

C00   INTERIM SCAN SHEETS

Enter the Appropriate Selector   Selector
Code from Legend at Right: _   Code   -------- Terms to be Selected ---------
                                    1   1st Semester   (29)
 Enter Grade Period (1-6): 1   2   2nd Semester   (59)
     Enter Semester (1-3): 1   3   3rd Trimester   (89)
         Sem 1=Fall   4   1st Quarter   (029)
         Sem 2=Spring   5   2nd Quarter   (129)
         Sem 3=Summer   6   3rd Quarter   (359)
                                    7   4th Quarter   (459)
                                    S   Summer School   (S)
                                    9   All Year Only   (9)
                                    A   1st 6 Weeks   (A29)
                                    B   2nd 6 Weeks   (B29)
                                    C   3rd 6 Weeks   (C29)
                                    D   4th 6 Weeks   (D59)
                                    E   5th 6 Weeks   (E59)
                                    F   6th 6 Weeks   (F59)

  ENTER=Continue, F16=Exit

_____

        Figure 5-11-18B. INTERIM SCAN SHEETS SELECTION SCREEN

The first field on the screen, the Selector_Code, will default to the value
used the last time the scan sheets were run. The Selector_Code defines which
Term_Codes (shown in the far right column) will be selected to be printed from
the Course Master File. The Grade Period and Semester fields will default to
whatever was last entered in those fields using processes such as report
cards, grade analysis, etc.

Courses_will_be_selected_for_printing_on_scan_sheets_if:

1. The term code in the Course Master File record matches the term codes
    shown in the right hand column corresponding to the selector code entered
    in the first field on the INTERIM SCAN SHEETS SELECTION screen (Figure
    5-11-18B).

2. The "graded" field in the Course Master File record contains a value of
    "Y". BE CAREFUL! Review your Course Master File (display in section 4-1
    or 4-22, or print in section 4-4) before you run interim scan sheets for
    the first time to make sure that you didn't accidentally give the graded
    field a value of "Y" for non-graded courses such as Study Hall!

3. Students are enrolled in the course.

After typing in the appropriate Selector Code, Grade Period and Semester,
press ENTER. The INTERIM SCAN SHEETS SORT screen (Figure 5-11-18C) is
displayed.

```
  C00                          INTERIM SCAN SHEETS


    Enter the Appropriate Sort        Sort
    Code from Legend at Right:  _     Code      Sorting Sequences


                                       1        (Not Currently Used)
                                       2        Course Number
                                       3        Dept./Teacher Name
                                       4        Teacher Name
                                       5        Term/Course Number
                                       6        Term/Teacher Name
                                       7        Bldg/Teacher Name
                                       8        Schl/Teacher Name



    ENTER=Continue, F16=Exit
```

Figure 5-11-18C. MARK SCAN SHEETS SORT SCREEN

Enter the sort code and press ENTER to continue. Sort codes 7 and 8 look very
similar. The difference is that sort code 7 will sort by the building code in
the building room field on the course master whereas sort code 8 will sort by
the school ID. Press F16 to return to the INTERIM SCAN SHEETS SELECTION
screen (Figure 5-11-18B). If ENTER is selected, the INTERIM SCAN SHEETS
SCHOOL SELECTION screen (Figure 5-11-18D) will be displayed.

C00   INTERIM SCAN SHEETS

Select_all_schools_to_be_printed,_by_entering_an_'X':_____
  _ H21 S.T.A.Y.   _ H22 Alt. HS   _ H31 Park Hill LC _ H41 Leo Middle
  _ H50 Meadowview   _ H51 Highland Ter _ H52 Houston Elem _ H53 Leo Elem
  _ H54 Thomas Elem   _ H55 Miller Elem   _ H56 Summitt Elem _ H57 Southfork
El
  _ H58 Village Elem _ H59 Woodburn Elem _ H60 Summitt MS   _ H61 Vale View
MS
  _ H70 Heritage J/S _ H71 Lincoln Jr/Sr _ H72 Summitt HS   _ H73 Coolidge HS
  _ H74 Calumet J/S   _ H88 Elem Test Sch _ H99 Sec Test Sch

   ENTER=Continue, F16=Exit

Figure 5-11-18D. INTERIM SCAN SHEETS SCHOOL SELECTION SCREEN

Place an "X" next to the schools to be printed and press ENTER to continue.
You will be returned to the INTERIM SCAN SHEET PROCESSING MENU after the scan
sheets have been printed.

Now_that_I've_printed_scan_sheets,_can_I_update_student's_records?

     Yes

When_can_I_start_making_modifications_again?

     As soon as the scan sheets are printed

**What_happens_if_I_print_scan_sheets_for_classes_that_shouldn't_have_been_printe
d**

1. If you discover the error right away, you could correct the "graded" field
    in the Course Master File and rerun the scan sheets. BUT IF YOU HAVE
    ALREADY DISTRIBUTED THE SCAN SHEETS, DO NOT RERUN THEM!

2. If you discover the error after scan sheets have already been distributed,
    go ahead and correct the "graded" field in the Course Master File so that
    it will have the correct value for next grade period. Discard the
    unneeded scan sheets. The worst that is going to happen is that you will
    have an error line on your scan sheet edit listing (section 5-11-20) for
    each line printed on the unwanted scan sheets. The error will tell you
    that the scanner did not find any scanned information, but nothing "bad"
    will happen. No interim history records are created for the erroneous
    scan sheets. On your scan sheet edit listing, cross off the errors caused
    by the missing scan sheets and ignore those error lines.

* F O R   I B M   U S E R S   O N L Y *

This step is available to IBM AS/400 users only, and provides the means to transfer a file from a PC folder onto the AS/400.

Make sure you follow these steps:

1. Before selecting F19, scan the scan sheets for all schools using the scanner which is hooked up to a PC that is hooked up to the AS/400.
2. Run this step (F19) to load the scanned data from the PC onto the AS/400.
3. After the F19 step is completed, select F20 to load the scanned data from the AS/400 work file into the Interim History File. Proceed to Section 5-11-20 in this User Guide (Create Interim History Records & Print Interim Sheet Edit Listing).

*   I N S T R U C T I O N S   O N   U S I N G   F 20   *

From the SCAN SHEET PROCESSING MENU (Figure 5-11), press F19 to load the scanned grade sheets from the PC to the AS/400. The AS/400 work file will be called SCNIFILE. The LOAD SCANNED FILE FROM PC TO AS/400 screen (Figure 5-11-18E) is displayed.

_____

```
          * *   Load Scanned File from PC to AS/400  * *


          The purpose of this procedure is to load the scanned interim
              file from the PC folder to the AS/400 data library.


          ENTER = Continue & Load, ANY Function Key = Exit
```
_____
Figure 5-11-18E. LOAD SCANNED FILE FROM PC TO AS/400

If the scanned file cannot be located, the SCANNED FILE NOT FOUND error screen (Figure 5-11-18F) will be displayed.

_____

```
     * * *    P R O C E S S I N G   S E Q U E N C E   E R R O R    * * *


          An error has occurred when attempting to copy the
              scanned interim file from the PC to the AS/400!

     The scanned file SCNIFILE.DAT in folder TOOLS cannot be located!
          Either the scan sheets have not yet been scanned or
          the scan sheets were scanned and the file then deleted!
          In either case, the scan sheets must be scanned (again)
                   and this step can then be rerun.

          Press ENTER or ANY Function to Acknowledge & Exit
```
_____
Figure 5-11-18F. SCANNED FILE NOT FOUND

If the scanned file IS found, that file will be copied onto the AS/400, and you will be returned to the INTERIM SCAN SHEET PROCESSING MENU (Figure 5-11) upon completion. Once this step (F19) is completed, the next school can use the scanner even though you have not yet selected F20 to create the Mark History records. F20 does not have to be run immediately following F19. You may run F20 (see section 5-11-20), either from the PC menu or from your own school's workstation later in the day, or on the next day.

After you have scanned the interim scan sheets, this step must be run to load
the scanned data into your interim history file. Up to this point, your
interim comments have not been loaded into your files, even though you have
scanned the interim scan sheets. This step will match the scanned data file
(called SCNIFILE.DAT) with the scan sheet file (ISCNFILE) that you generated
when you printed the scan sheets (section 5-11-18), and then create/update
interim history records for the appropriate students in a file called KINTFILE
in K12DATA.

From the INTERIM SCAN SHEET PROCESSING MENU (Figure 5-11), press F20 to
create/update your school's interim history records and print edit listing.
The SCAN SHEET UPDATE WARNING screen (Figure 5-11-20A) is displayed.

_____

                   You have selected the option to create interim records
              from your interim scan sheets, and to print the edit listing.

                   (F20 was selected, for Scan Form #MM91362:3 A1602)

                             Press ENTER to continue

                          or press ANY function key to exit.
_____
Figure 5-11-20A. SCAN SHEET UPDATE WARNING SCREEN

This screen is a warning to allow you the option to exit, in case you did not
intend to edit your interim scan sheets and update your interim history
files. After you read the screen and are certain that you want to continue,
press ENTER. If you wish to exit instead, press ANY function key. If ENTER
is pressed, the INTERIM SCAN SHEET UPDATE screen (Figure 5-11-20B) is
displayed.
_____

   CWS   Interim Scan Sheet Update From Scanner to Disk

            This program will take the scanned information, create interim
            history records, and produce a listing of errors only. To
            produce an edit listing of interim comments, use the Maintain/
            Print Interim Report File function on the Interim Scan Sheet Menu.

      ENTER=Continue, F16=Exit without any updating
_____
Figure 5-11-20B. INTERIM SCAN SHEET UPDATE SCREEN

Press ENTER to continue or F16 to exit without creating the interim records.

When scanning the interim scan sheets, it is best to scan them in page number
order because it makes it easier to review the INTERIM SCAN SHEET ERROR
listing. However, it is not required.

To check the error listing, use the page number and line number in the left column of the error listing to locate the potential error on the scan sheet. For example, the first item on the report might show that the error occurred on scan sheet page 28 line 3. Since the comment was probably not bubbled correctly, we are able to locate scan sheet page 28 to find the comments and manually enter the information (using sections 5-11-22). The hand written information on the error listing verifies the errors and provides any information for manual entry which is completed prior to any other updates or interim report printing. This method provides for best possible accuracy on the interim reports.

The following is a list of potential error messages which may appear on the interim scan sheet error listing:

            Possible Invalid Comment Code
            More than 3 Comments
            Scan Sheet Missing
            Duplicate/Invalid Page number
            Invalid Line on Scan Sheet
            Line Missing from Scan Sheet

From the INTERIM SCAN SHEET PROCESSING MENU (Figure 5-11), press F22 to
maintain/print your school's interim history records. The MAINTAIN INTERIM
REPORT FILE SELECTION screen (Figure 5-11-22A) is displayed.

```
    CHS                       Maintain Interim Report File


                        Start with Page-Ln: _____ __


                               - OR -


                        Start with Student: _____


       ENTER=Continue, F15=Print File, F16=Exit
```

Figure 5-11-22A. MAINTAIN INTERIM REPORT FILE SELECTION SCREEN

Enter either the page-line number or student ID number of the interim report
you want to update. Press ENTER to continue or F15 to print the file. F16
may be used to exit at any time. If Enter is pressed, the MAINTAIN INTERIM
REPORT FILE screen, (Figure 5-11-22B) is displayed.

```
    CHS                       Maintain Interim Report File

    Student
    Number_          _____Student_Name_____    Course-Sc    Comments    Page#-Ln
    J950040    Adkins,_xxxxx_x_____    H77906 01    J M K    _____1 _1
    J952610    Richards,_xxxxxxx_x_____    213203 01    G O _    _____2 _1
    J950320    Brenneman,_xxxxxx_x_____    213203 01    H Z _    _____2 _2
    H955550    Collins,_xxxxxxx_x_____    213202 01    X W 2    _____2 _4
    J950880    Coyle,_xxxxx_x_____    213202 01    O I _    _____2 _5
    J951570    Hartman,_xxxxx_x_____    213202 01    G K Z    _____2 _7
    J952970    Tarman,_xxxxx_x_____    213202 01    X L P    _____2 _8
    J953100    VanVorst,_xxxxxxx_x_____    013202 01    T _ _    _____2 _9
    J953140    Weatherholt,_xxxxxx_x_____    213202 01    U X Z    _____2 10
    J950040    Adkins,_xxxxx_x_____    C73203 05    K 1 _    _____4 _1
    H955400    Agge,_xxx_x_____    924405 01    K 2 P    _____4 _2
    J950040    Adkins,_xxxxx_x_____    210806 02    I 2 _    _____5 _1
    H980100    Weaver,_xxxxx_x_____    210806 02    J _ _    _____5 _2
    H956234    Murphy,_xxxxxxx_____    210806 02    1 2 3    _____5 _3
    J951231    Jones,_xxxxxxx_____    210806 02    4 5 6    _____5 _4


       ENTER=Update & Next, F5=Next, F18=Previous, F20=Print Screen, F16=Exit
```

Figure 5-11-22B. MAINTAIN INTERIM REPORT FILE SCREEN

The Student Number, Course-Section, Comments, and Page#-Line fields are
available for updating. If changes are made, press ENTER to update the screen
and go to the next set of records. Press F5 to go to the next screen or F18
to go to the previous screen without making changes. Pressing F20 will print
the screen.

If a student needs to be added, go to the first blank line and enter the
student's information. Be sure to use a unique page and line # and not one
that already exists or you will override that information.

From the INTERIM SCAN SHEET PROCESSING MENU (Figure 5-11), press F24 to print
the interim report for the current reporting period. The PRINT INTERIM
PROGRESS REPORT SELECTION screen (Figure 5-11-24A) is displayed. The interim
reports are run by individual school even though the scan sheets are processed
by district.

```
   CHS                          PRINT INTERIM PROGRESS

           Grade levels to be printed (blank for all) __ __ __ __

           Sort sequence: 1  (1=Alpha, 2=Homeroom, 3=Grade/Alpha)

           Number of copies:  1  (1-9)

           Letter number: 001 (000-999)  Include withdrawn? N  (Y/N)

   Optionally,_enter_individual_student(s)_to_be_printed:
   _____                                  _____
   _____                                  _____
   _____                                  _____
   _____                                  _____
   _____                                  _____

   Grade levels AND individual students cannot be selected at the same time.
   For individual students, F5 can be used for help for a Student Roster.

    ENTER=Continue, F5=Student Roster, F16=Exit
```

Figure 5-11-24A. PRINT INTERIM PROGRESS REPORT SELECTION SCREEN

Follow the guidelines listed below when entering the selection criteria:
                    ------------------- DATA ENTRY REQUIREMENTS -------------------

GRADE   Optional. Enter grade levels to be printed on the report, or
LEVEL   leave blank to print all. (8 A/N)

SORT   Required. Enter a "1" to print in alpha sequence. Enter a "2"
SEQUENCE   to print in homeroom sequence. Or, enter "3" to print in
                  grade/alpha sequence. (1 A)

NUMBER_OF   Required. Enter the number, (1-9) of copies to be printed. (1
COPIES   N)

LETTER   Required. Any number from 000-999 can be entered. This letter
NUMBER   comes from the FREE FORMAT LETTER file that is also used for
                  printing schedules and course requests. (3 N)

INCLUDE   Required. Enter a "Y" if withdrawn students are to be included
WITHDRAWN   on the report. Enter an "N" if withdrawn students should not be
                  included. (1 N)

INDIVIDUAL   Optional. Here you have the option of entering up to 10 student
STUDENTS   ID numbers to run this report for one to ten individuals. For
                  assistance in entering students, press F5 to access the Student
                  Roster Option. Refer to section 8-8 for help in using this
                  function.

NOTE: you cannot select both grade levels and individual
student(s) to appear on the report at the same time.

After pressing ENTER to continue, you will be given the option to type in a
new free-format letter or modify an existing one (based on the number entered
in the letter number field).

_____

ENTER=Validate, F2=1st 15 Lines, F5=Next 15 Lines, F16=Exit TO NEXT SCREEN
                F8=Select a different free-format letter
                F10=Copy letter in from district level

Please enter free-format letter to contain each student's interim progress:

 1 _____
 2 _____
 3 _____EVANSVILLE-VANDERBURGH_SCHOOL_CORPORATION_____
 4 _____
 5 _____INTERIM_REPORT_---_MIDDLE_SCHOOL_____
 6 _____
 7 SCHOOL_---_[S-NAME]_____HOMEROOM_-_[H-TEACHER]_____DATE_---_[DATE-N]
 8 _____
 9 To_the_parents_of_[FIRST]_[MIDDLE]_[LAST]:_____
10 _____
11 ____A_formal_report_on_your_child's_achievement_in_school_is_sent_to_you___
12 at_the_end_of_each_9-week_grading_period.__The_school_staff_feels_that_if__
13 your_child_is_not_making_satisfactory_progress_in_any_subject,_you_should__
14 be_notified_before_the_end_of_the_marking_period.__The_school_staff_also___
15 feels_that_your_child_needs_to_be_recognized_for_positive_efforts_in_the___

_____

The following reserved words are available:

[DATE-N]   Date of letter as MM-DD-YY

[FIRST]   Student's first name

[H-TEACHER]   Homeroom teacher's name

[LAST]   Student's last name

[MIDDLE]   Student's middle name/initial

[PROGRESS]   Shows course, teacher and comments, (type this word the maximum
              number of times courses could appear when running this report).

[S-NAME]   School name

[S-PHONE]   School phone

From the MARK REPORTING AND MARK HISTORY MASTER MENU (Figure 5), press F12 to
display the MARK SCAN SHEETS MENU (Figure 5-12).

_____
                    Mark Scan Sheets and Gradebook Import Menu

      Print Turnaround Class Lists F10
      Print Mark Entry Sheets F12

         The following steps must be run in the sequence specified and
              be complete PRIOR to beginning the next scan cycle!

      Sequence
         (1)   Print Mark Scan Sheets F18
                   (Option to reprint scan sheets) F19

         (2)   Scan Mark Scan Sheets through Scanner or
                   Create Gradebook Import File
         (3)   Load Scanned File from PC to AS/400................F21

         (4)   Create Mark History Records & Print Mark Edit
                   Listing for Scan Sheets or Gradebook Import F24

                                       Session Defaults F23
                                       Display Print Files F15
                                       Exit F16

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_____
Figure 5-12I. MARK SCAN SHEETS AND GRADEBOOK IMPORT MENU

Each school can process its own scan sheet cycle (i.e., the steps shown on the
screen) independently of other schools and also concurrently with other
schools. If multiple schools are using the same scanner, Steps 2 & 3 must be
completed before the next school can use the same scanner. F24 does not have
to be selected before the next school can scan. Each school can run F24 from
their own terminals rather than running it from the scanner location.

From the MARK SCAN SHEETS MENU (Figure 5-12), press F10 to print the turnaround class list for the same students who would be listed if the mark scan sheets were printed. The TURNAROUND CLASS LISTS SELECTION screen (Figure 5-12-10A) is displayed.

_____

```
CHS                          TURNAROUND CLASS LISTS


Enter the Appropriate Selector        Selector
Code from Legend at Right: 1            Code   ----- Terms to be Selected ------
                                         1     1st Semester            (29)
 Enter Grade Period (1-6): 1             2     2nd Semester            (59)
     Enter Semester (1-4): 1             3     3rd Trimester           (89)
                                         4     1st Quarter            (029)
                                         5     2nd Quarter            (129)
                                         6     3rd Quarter            (359)
                                         7     4th Quarter            (459)
Enter Period Ending: 01 17 00            S     Summer School            (S)
                    (MM DD YY)           9     All Year Only            (9)
                                         A     1st 6 Weeks            (A29)
                                         B     2nd 6 Weeks            (B29)
                                         C     3rd 6 Weeks            (C29)
This procedure will produce class lists  D     4th 6 Weeks            (D59)
containing the same students who would   E     5th 6 Weeks            (E59)
be listed if the mark scan sheets were   F     6th 6 Weeks            (F59)
printed.  The MSCNFILE will not be
affected by running this.

   ENTER=Continue, F16=Exit
```
_____

Figure 5-12-10A. TURNAROUND CLASS LISTS SELECTION SCREEN

The first field on the screen, the Selector_Code, will default to the value used the last time the class lists were run. The Selector_Code defines which Term_Codes (shown in the far right column) will be selected to be printed from the Course Master File. The Grade Period, Semester, and Ending Period fields will default to whatever was last entered in those fields using processes such as report cards, grade analysis, etc.

Courses_will_be_selected_for_printing_on_the_turnaround_list_if:

1. The term code in the Course Master File record matches the term codes shown in the right hand column corresponding to the selector code entered in the first field on the TURNAROUND CLASS LISTS SELECTION screen (Figure 5-12-10A).
2. The "graded" field in the Course Master File record contains a value of "Y".
3. Students are enrolled in the course.

After typing in the appropriate Selector Code, Grade Period and Semester, press ENTER. The TURNAROUND CLASS LISTS SORT screen (Figure 5-12-10B) is displayed.

* The "Enter Period Ending: 00 00 00
                        (MM DD YY)" field will only appear for East Allen and Evansville-Vanderburgh Schools.

```
_____
  CHS                       TURNAROUND CLASS LISTS

     Enter the Appropriate Sort        Sort
     Code from Legend at Right:   4    Code      Sorting Sequences

                                        1        (Not Currently Used)
                                        2        Course Number
                                        3        Dept./Teacher Name
                                        4        Teacher Name
                                        5        Term/Course Number
                                        6        Term/Teacher Name
                                        7        Bldg/Teacher Name


   ENTER=Continue, F16=Exit
_____
```

Figure 5-12-10B.   TURNAROUND CLASS LISTS SORT SCREEN

Enter the desired sort code and press ENTER to continue or press F16 to return
to the TURNAROUND CLASS LISTS SELECTION screen (Figure 5-12-10A). If ENTER is
pressed, the TURNAROUND CLASS LISTS will be generated and you will be returned
to the MARK REPORTING/MARK HISTORY MARK SCAN SHEETS MENU (Figure 5-12) upon
their completion.

From the MARK SCAN SHEETS MENU (Figure 5-12), press F12 to print the mark
entry sheets. This feature is helpful for schools that hand enter grades.
The MARK ENTRY SHEETS SELECTION screen (Figure 5-12-12A)
is displayed.

_____

```
C11                             MARK ENTRY SHEETS

Enter the Appropriate Selector      Selector
Code from Legend at Right: 1          Code  ----- Terms to be Selected ------
                                        1    1st Semester              (29)
   Enter Grade Period (1-6): 1          2    2nd Semester              (59)
       Enter Semester (1-4): 1          3    3rd Trimester             (89)
                                        4    1st Quarter              (029)
  Grades: __ __ __ __ __ __  I/E: I     5    2nd Quarter              (129)
          (Blank = all)                 6    3rd Quarter              (359)
                                        7    4th Quarter              (459)
  Enter Period Ending: 10 25 00         S    Summer School              (S)
                  (MM DD YY)            9    All Year Only              (9)
                                        A    1st 6 Weeks              (A29)
                                        B    2nd 6 Weeks              (B29)
                                        C    3rd 6 Weeks              (C29)
                                        D    4th 6 Weeks              (D59)
                                        E    5th 6 Weeks              (E59)
                                        F    6th 6 Weeks              (F59)




ENTER=Continue, F16=Exit
```
_____
Figure 5-12-12A. MARK ENTRY SHEETS SELECTION SCREEN

The first field on the screen, the Selector_Code, will default to the value
used the last time mark entry sheets were run but can be modified. The
Selector_Code defines which Term_Codes (shown in the far right column) will be
used when selecting the courses to be printed. The Grade Period and Semester
fields will default to whatever was last entered in those fields using
processes such as report cards, grade analysis, etc. but can also be
modified. Enter the appropriate grade period, (1=1st grade period, 2=2nd
grade period, 3=3rd grade period, 4=4th grade period, 5=5th grade period,
6=6th grade period). Enter the appropriate semester, (1=1st semester, 2=2nd
semester, 3=summer or 3rd semester for a trimester school, 4=summer for a
trimester school). Optionally enter up to six grade levels to print the Mark
Entry Sheets for selected grade levels. Leave blank to print for all grade
levels. The I/E field is used for including (I) or excluding (E) the grade
levels entered in the previous field(s). * The Enter Period Ending field will
only appear for East Allen County Schools and Evansville-Vanderburgh School
Corporation.

Press ENTER after entering the desired selection criteria. The MARK ENTRY
SHEETS SORT screen (Figure 5-12-12B) is displayed.

_____

```
   CHS                              MARK ENTRY SHEETS


      Enter the Appropriate Sort          Sort
      Code from Legend at Right:  4       Code        Sorting Sequences


                                           1          (Not currently used)
                                           2          Course Number
                                           3          Dept./Teacher Name
                                           4          Teacher Name
                                           5          Term/Course Number
                                           6          Term/Teacher Name
                                           7          Bldg/Teacher Name



     ENTER=Continue, F16=Exit
```
_____

Figure 5-12-12B. MARK ENTRY SHEETS SORT SCREEN

Enter the desired sort code and press ENTER to continue or press F16 to return
to the MARK ENTRY SHEETS SELECTION screen (Figure 5-12-12A). If ENTER is
pressed, the MARK ENTRY SHEETS will be generated and you will be returned to
the MARK REPORTING/MARK HISTORY MARK SCAN SHEETS MENU (Figure 5-12) upon their
completion.

From the MARK SCAN SHEETS MENU (Figure 5-12), press F18 to print mark scan
sheets for the current grade period. The PRINT MARK SCAN SHEETS screen
(Figure 5-12-18A) is displayed.

_____

                    You have selected the option to print mark scan sheets.

                         In addition to printing the mark scan sheets,
                   this procedure creates a file called MSCNFILE which stores
                    the page and line number of each student, to match up with
                         the scan sheets when scanned into the computer.

                       Do NOT rerun this procedure for the SAME grade period unless
                   you plan to redistribute all scan sheets produced from this run.

                              Press **ENTER** to continue
                          or press **ANY** function key to EXIT.

_____

Figure 5-12-18A. PRINT MARK SCAN SHEETS SCREEN

This screen is a warning to not rerun scan sheets for a grade period unless
you plan to redistribute them. After you read the screen and are certain that
you want to generate mark scan sheets, press ENTER to continue. If you wish
to exit without printing, press ANY function key to exit.

This function will print the scan sheets and create a mirror file called
MSCNFILE in the school library. A standard scan sheet will be printed
(interpreted as form 01 or 04 in F5-12-24), or form 02 for
Evansville-Vanderburgh Schools, form 03 for East Allen County Schools, or form
05 for School Town of Highland.

If ENTER is pressed, the MARK SCAN SHEETS SELECTION screen (Figure 5-12-18B)
is displayed.

_____

  C11   MARK SCAN SHEETS

 Enter the Appropriate Selector   Selector
 Code from Legend at Right: 1   Code ----- Terms to be Selected ------
                                        1   1st Semester   (29)
    Enter Grade Period (1-6): 1   2   2nd Semester   (59)
         Enter Semester (1-4): 1   3   3rd Trimester   (89)
                                        4   1st Quarter   (029)
   Grades: __ __ __ __ __ __   I/E: I   5   2nd Quarter   129)
           (Blank = all)   6   3rd Quarter   (359)
                                        7   4th Quarter   (459)
   Enter Period Ending: 01 19 01   S   Summer School   (S)
                     (**MM DD YY**)   9   All Year Only   (9)
                                        A   1st 6 Weeks   (A29)
                                        B   2nd 6 Weeks   (B29)
                                        C   3rd 6 Weeks   (C29)
                                        D   4th 6 Weeks   (D59)
                                        E   5th 6 Weeks   (E59)
                                        F   6th 6 Weeks   (F59)

   ENTER=Continue, F16=Exit

_____

Figure 5-12-18B. MARK SCAN SHEETS SELECTION SCREEN

The first field on the screen, the Selector_Code, will default to the value
used the last time the scan sheets were run. (This value can also be seen on
the Mark Control Screen F5-18). The Selector_Code defines which Term_Codes
(shown in the far right column) will be selected to be printed from the Course
Master File. The Grade Period and Semester fields will default to whatever
was last entered in those fields using processes such as report cards, grade
analysis, etc.

Courses_will_be_selected_for_printing_on_scan_sheets_if:
1.   The term code in the Course Master File record matches the term codes
     shown in the right hand column corresponding to the selector code entered
     in the first field on the MARK SCAN SHEETS SELECTION screen (Figure
     5-12-18B).

2.   The "graded" field in the Course Master File record contains a value of
     "Y". BE CAREFUL! Review your Course Master File (display in section 4-1
     or 4-22, or print in section 4-4) before you run scan sheets for the first
     time to make sure that you didn't accidentally give the graded field a
     value of "Y" for non-graded courses such as Study Hall!

3.   Students are enrolled in the course.

*   The "Enter Period Ending: 00 00 00
                             (**MM DD YY**)" field will only appear for East
                    Allen and Evansville-Vanderburgh Schools.

Type in the appropriate Selector Code (refer to the legend on the right of the
screen), Grade Period and Semester. Optionally generate scan sheets for
select grade levels by using the "Grades" field. Be sure to use the "I" to
include the desired grade level(s). This option might be used when you need
to process grades for 12th graders ahead of other grade levels. If you select
individual grade levels, you must bubble, scan, and load the grades into mark
history for those grade levels before printing scan sheets for the rest of the
grade levels. You can also use the "Grades" and "I/E" fields to exclude "E"
specific grade levels.

Press ENTER after the selection parameters have been typed in. The MARK SCAN
SHEETS SORT screen (Figure 5-12-18C) is displayed.

```
  C11                            MARK SCAN SHEETS


    Enter the Appropriate Sort        Sort
    Code from Legend at Right:  _     Code      Sorting Sequences


                                       1        (Not Currently Used)
                                       2        Course Number
                                       3        Dept./Teacher Name
                                       4        Teacher Name
                                       5        Term/Course Number
                                       6        Term/Teacher Name
                                       7        Bldg/Teacher Name
    ENTER=Continue, F16=Exit
```

Figure 5-12-18C. MARK SCAN SHEETS SORT SCREEN

Enter the sort code and press ENTER to continue or press F16 to return to the MARK SCAN SHEETS SELECTION screen (Figure 5-12-18B).

USE_OF_SCAN_SHEET
1. Use of the BEHAVIOR column is optional.

2. There are two columns for teacher comments. Be sure to record comments separately. For example, if a teacher wants to record comments A1 and A5 for a single student, A1 should be bubbled in the COMMENT 1 column, and A5 should be bubbled in the COMMENT 2 column. DO NOT bubble A in COMMENT 1 column and then bubble both 1 and 5 in the same column.

3. Teachers may either bubble final semester grades on the scan sheets or have_the_computer_automatically_calculate_final_semester_grades, as follows:

    a. In Section 5-18 (Mark Control Screen), you must define your school's requirements for calculating final grades.

    b. Inform the teachers that they should NOT bubble the final grades on the scan sheets. The only exception would be if the teachers want to override the computer's calculation, then they would bubble the final grade that they want for certain individual students.

Now_that_I've_printed_scan_sheets,_can_I_update_students'_records?
Once you've printed the scan sheets, you need for the current grade period's class lists to remain unchanged until you've scanned in the student's grades IF YOU PLAN TO LOAD ATTENDANCE USING F6-4. Otherwise, updates can occur immediately after printing scan sheets.

Acceptable_student_record_modifications_after_printing_scan_sheets:

1. Modifying student demographics (name, address, parents' names, phone, emergency and medical information).

2. Modifying a student's schedule that does not affect the current grade period. For example, if you are in the process of gathering grades for grade period #2, you can make a schedule change for semester 2, but NOT a change for semester 1. If the student is in GENERAL MATH all year and you want to put the student in a different class for the second semester, you could put a term code of "2" (1st semester) on the student's schedule screen on the GENERAL MATH line, then add the appropriate second semester class or an all-year class with a term code of "5" (2nd semester) on the all-year course's line. This allows your 1st semester to remain in tact while grades are being processed, yet allows you to print 2nd semester schedules if you wish.

3. Adding a new student.

4. Reentering a student (grades, if any for this grade period, would have to be hand-entered).

Unacceptable_student_record_modifications_after_printing_scan_sheets_(ONLY_IF_YOU_PLAN_TO_LOAD_ATTENDANCE_USING_F6-4):

1. Withdrawing a student.

2. Making a change to a student's schedule that affects the current grade period.

When_can_I_start_making_modifications_again?

1. As soon as you have gone through the scan sheet edit process (section 5-12-24), all grades have been loaded into the mark history file for your school. From that point on, all reporting is done from the history file and not from the students' schedules.

    This means that Report Cards, Grade Verification, Grade Analysis, Grade Distribution, Honor Roll, GPA/Class Ranking, etc. are all done from the history. Therefore, if you change a student's schedule after the scan sheet edit process, it will not disrupt the processes just listed.

AFTER THE SCAN SHEET EDIT PROCESS (5-12-24) HAS BEEN RUN FOR YOUR SCHOOL, YOU CAN START MAKING CHANGES AGAIN.

What_happens_if_I_print_scan_sheets_that_shouldn't_have_been_printed?

1. If you discover the error right away, you could correct the "graded" field in the Course Master File and rerun the scan sheets. BUT IF YOU HAVE ALREADY DISTRIBUTED THE SCAN SHEETS, DO NOT RERUN THEM!

2. If you discover the error after scan sheets have already been distributed, go ahead and correct the "graded" field in the Course Master File so that it will have the correct value for next grade period. Discard the unneeded scan sheets. The worst that is going to happen is that you will have an error line on your scan sheet edit listing (section 5-12-24) for each line printed on the unwanted scan sheets. The error will tell you that the scanner did not find any scanned information, but nothing "bad" will happen. No mark history records are created for the erroneous scan sheets. On your scan sheet edit listing, cross off the errors caused by the missing scan sheets and ignore those error lines.

                    * F O R   I B M   U S E R S   O N L Y *

This step is available to IBM AS/400 users only, and provides the means to transfer a file from a PC folder onto the AS/400.

Make sure you follow these steps:

   1. Before selecting F21, scan the scan sheets using the scanner which is hooked up to a PC that is hooked up to the AS/400. IF MULTIPLE SCHOOLS ARE USING THE SAME SCANNER, make sure that the next school does not start scanning until after your school has selected F21 to transfer your scanned
   File from the PC to the AS/400.

2.   Run this step (F21) to load the scanned data from the PC onto the
      AS/400. IF MULTIPLE SCHOOLS ARE USING THE SAME SCANNER, the next
      school can start scanning as soon as this step has been successfully
      completed. This step is done when you have been returned to the MARK
      SCAN SHEETS MENU (Figure 5-12) with no error messages.

3.   After the F21 step is completed, select F24 to load the scanned data
      from the AS/400 work file into the Mark History File. Proceed to
      Section 5-12-24 in this User Guide (Create Mark History Records & Print
      Mark Scan Sheet Edit Listing).

                  *   I N S T R U C T I O N S   O N   U S I N G   F 2 1   *

From the MARK SCAN SHEETS MENU (Figure 5-12), press F21 to load the scanned
grade sheets from the PC to the AS/400. The AS/400 work file will be called
SCAN0001. The LOAD SCANNED FILE FROM PC TO AS/400 screen (Figure 5-12-18D) is
displayed.

_____
                  * *   Load Scanned File from PC to AS/400 * *

            The purpose of this procedure is to load the scanned report
             card file from the PC folder to the AS/400 data library.
           This process must be run each time report card scan sheets
             have been scanned. This must be done PRIOR to the next
                      school beginning their scan process!

               ENTER = Continue & Load, ANY Function Key = Exit

_____
Figure 5-12-18D. LOAD SCANNED FILE FROM PC TO AS/400

If the scanned file cannot be located, the SCANNED FILE NOT FOUND error screen
(Figure 5-12-18E) will be displayed.

_____
        * * *   P R O C E S S I N G   S E Q U E N C E   E R R O R   * * *

                An error has occurred when attempting to copy the
                scanned report card file from the PC to the AS/400!

        The scanned file SCAN0001.DAT in folder TOOLS cannot be located!
                Either the scan sheets have not yet been scanned or
               the scan sheets were scanned and the file then deleted!
               In either case, the scan sheets must be scanned (again)
                          and this step can then be rerun.
                Press ENTER or ANY Function to Acknowledge & Exit

_____
Figure 5-12-18E. SCANNED FILE NOT FOUND

If the scanned file IS found, that file will be copied onto the AS/400, and
you will be returned to the MARK SCAN SHEETS MENU (Figure 5-12) upon
completion. Once this step (F21) is completed, the next school can use the
scanner even though you have not yet selected F24 to create the Mark History
records. F24 does not have to be run immediately following F21. You may run
F24 (see section 5-12-24), either from the PC menu or from your own school's
workstation later in the day, or on the next day.

From the MARK SCAN SHEETS MENU (Figure 5-12), press F19 to reprint mark scan
sheets for the current grade period after scan sheets have been run in
F5-12-18. The REPRINT SCAN SHEETS screen (Figure 5-12-19A) is displayed.

_____

  C11   Reprint Scan Sheets

   Optionally, enter specific teachers to be reprinted (F15=Teacher Help):
        ____ ____ ____ ____ ____ ____ ____ ____ ____ ____

   Optionally, enter specific classes to be reprinted* (F12=Crs Mstr Help):
        _____ __ _____ __ _____ __ _____ __ _____ __ _____ __
        * Course sections can be blank, and course numbers can be masked.

   Optionally, enter a range of pages to be reprinted:
        _____ thru _____

    Optionally, enter specific pages to be reprinted:
        _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
        _____ _____ _____ _____ _____ _____ _____ _____ _____ _____

   Only use one option for your reprinting selection. You can run this more
   than once if you need to use different options. Leave all fields blank to
   reprint all scan sheets.

   ENTER=Continue, F16=Exit

_____

Figure 5-12-19A. REPRINT SCAN SHEETS SCREEN

Follow the guidelines listed below when entering the selection criteria:

                    ------------------ DATA ENTRY REQUIREMENTS ------------------
SPECIFIC Optional. Enter the teacher number for specific teachers you
TEACHERS want to reprint scan sheets for. Press F15 for assistance with
          teacher numbers. (4 N)

SPECIFIC Optional. Enter the course and section number for specific classes
CLASSES   you want to reprint scan sheets for. Press F12 for assistance with
          course and section numbers. (8 A/N)

PAGE   Optional. Enter the beginning and ending page numbers for the
RANGE   range of scan sheets you would like reprinted. The page numbers
          would be on the original scan sheets. (6 N)

SPECIFIC Optional. Enter the page numbers for up to twenty individual scan
PAGES   sheets you would like reprinted. The page numbers would be on the
          original scan sheets. (6 N)

Press ENTER to generate the reprinting of scan sheets.

You can only use one option for each reprinting process. If you need to use
multiple options you can run this process as many times as needed. Leave all
the fields blank to reprint all scan sheets.

After you have scanned the mark scan sheets, this step must be run to load the
scanned data into your mark history file. Up to this point, your grades have
not been loaded into your files, even though you have scanned the mark scan
sheets. This step will match the scanned data file (called SCAN0001) with the
scan sheet file (MSCNFILE) that you generated when you printed the scan sheets
(section 5-12-18), and then create/update mark history records for the
appropriate students.

From the MARK SCAN SHEETS MENU (Figure 5-12), press F24 to create/update your
school's mark history records and print edit listing. The MARK EDIT LISTING
SELECTION screen 1 (Figure 5-12-24A) is displayed.

_____
CHS   Create Mark History Records &
                               Print Mark Edit Listing

        You have selected the option to create mark history records from
            your scanned mark sheets or from your teachers' gradebooks.

Scan form or gradebook used: 01   01 -->   File = SCAN0001   Library = K***DATA
                                  02 -->   File = SCN2FILE   Library = K***DATA
                                  03 -->   File = SCN3FILE   Library = K***DATA
                                  04 -->   File = SCN4FILE   Library = K***DATA
                                  05 -->   File = SCANNUM   Library = K***DATA
                                  06 -->   File = SCANPGB   Library = K***DATA
                                  07 -->   File = SCN7FILE   Library = K***DATA
                                  08 -->   File = SCANGQ   Library = K***DATA

                                          (*** = 3-character school ID)
ENTER=Continue, F16=Exit without processing
_____
Figure 5-12-24A. MARK EDIT LISTING SELECTION SCREEN 1

Enter the appropriate form number (01-07) and press ENTER. If you wish to
exit instead, press F16. If ENTER is pressed, the MARK EDIT LISTING SELECTION
screen 2 (Figure 5-12-24B) is displayed.

_____
  CHS   Mark Scan Sheet Update from Scanner to Disk

            This program will take the scanned information, create mark
            history records, and produce a listing of errors only. To
            produce an edit listing of all grades, the appropriate report
            must be selected from the Report Menu after running this program.
            The following information is crucially important for the proper
            creation of mark history records. If any data is incorrect,
            it must be corrected at this time.

                    School Year: 00 01
                    Current Semester: 1
                    Current Grade Period: 1
                    Total Grade Periods in School Year: 4
            IF SCAN SHEETS WERE USED TO REFLECT DAILY ATTENDANCE
                RATHER THAN CLASS-PERIOD ATTENDANCE, ENTER AN 'X' HERE: _
  ENTER=Continue, F16=Exit without any updating
_____
Figure 5-12-24B. MARK EDIT LISTING SELECTION SCREEN 2

Follow the guidelines listed below when entering the selection criteria:

------------------- DATA ENTRY REQUIREMENTS -------------------

SCHOOL   Required. Enter the current school year in YY YY format. (4 N)
YEAR

CURRENT   Required. Enter the current semester. Valid entries are:
SEMESTER   1=Semester 1
                         2=Semester 2
                         3=Summer School

CURRENT   Required. Indicate the current grade period by entering a number
GRADE   1-6. For example, if you are working with the first grading
PERIOD   period of second semester and you have a total of four grading
                  periods, then you would enter a "3". If there are 4 grade
                  periods in the school year, the current grade period must be 1 or
                  2 in semester 1 and must be 3 or 4 in semester 2. If there are 6
                  grade periods in the school year, the current grade period must
                  be 1, 2, or 3 in semester 1 and must be 4, 5, or 6 in semester
                  2. If your school has two semesters in the regular school year
                  and you are processing Summer school grades, use Semester 3 grade
                  period 1 for first session and grade period 2 for second
                  session. If your school has three semesters in the regular
                  school year and you are processing Summer school grades, use
                  Semester 4 grade period 1 for first session and grade period 2
                  for second session. (1 N)

TOTAL_GRADE   Required. Indicate the total number of regular grading periods
PERIODS_IN   for your school. When processing summer school grades enter the
SCHOOL_YEAR   total number of grade periods in the regular school year. Valid
                  entries would be 4 or 6. (1 N)

IS_A_BEHAVIOR_GRADE_REQUIRED?
This question will appear for form #04 only. A response of "Y" will edit for
a valid behavior grade for each student. A response of "N" will not report
missing or invalid behavior grades.

GRADE_TO_PLUG_IF_TEACHER_DOESN'T_BUBBLE_ONE:
This question will appear for form #04 only. If a teacher fails to bubble a
grade period or final grade for a student, you have the option to plug a grade
of "N" or "*". The asterisk (*) will always flash as an invalid grade for a
student when in F5-7, F5-9, or F5-10; therefore requiring a valid grade to be
obtained from the teacher. It also clearly lets you know that the teacher did
not bubble a grade of "N", but bubbled no grade.

IF_SCAN_SHEETS_WERE_USED_TO_REFLECT_DAILY_ATTENDANCE_RATHER_THAN_CLASS-PERIOD_
ATTENDANCE,_ENTER_AN_'X'_HERE
This question appears for forms 01 and 04 only. If the scan sheets were used
to reflect daily attendance (usually done by the homeroom teacher) rather than
class-period attendance, place an 'X' in the box on the screen. If no 'X' is
entered, any absences bubbled will be interpreted as class period attendance.
This will always default to whatever was last used.

If absences were not bubbled, class period absences can be transferred into your mark history (refer to section 6-4 of your Attendance User Guide) after the scan sheets have been edited.

After making the necessary screen entries, double check to make sure they are correct. Press ENTER to continue. The updating of your mark history will begin.

Credit, attempts, and points will be assigned for all schools based on the final grade. Courses that are audited, will receive no credits, attempts or points.

IMPORTANT - FOR ALL SCHOOLS EXCEPT EAST ALLEN COUNTY SCHOOLS If a student's course is marked as "audited" on the Display/Update Transcript/GPA Detail screen (F5-10), and then in the next grading period of the same semester the teacher doesn't bubble the "audited" bubble on the scan sheet, the "X" will NOT be erased in the "audited" field.

"N" GRADE The program will plug an "N" into any grade period slot for which the student was not withdrawn and no grade was assigned. This method causes the student to appear on the grade verification report with an "N" for no grade. Without the "N" being plugged into the grade period slot, the student would not appear on the grade verification report.

NOTE: For those schools who are using the "Last Transcript Year/Sem:" fields in F5-18 (Mark Reporting Control Data), this process (F5-12-24) will update those fields with the school year and semester being used in the process.

SCANNING
When scanning the grade scan sheets, it is best to scan them in page number order because it makes it easier to review the MARK SCAN SHEET ERROR listing.

To check the error listing, use the page number and line number in the left column of the error listing to locate the potential error on the scan sheet. For example, the first item on the report might show that the error occurred on scan sheet page 28 line 3. Since the grade was probably not bubbled correctly, we are able to locate scan sheet page 28 to find the grade(s) and manually enter the information (using sections 5-7 or 5-8).

The hand written information on the error listing verifies the errors and provides any information for manual entry which is completed prior to any other updates, reports or report card printing. This method provides for best possible accuracy on printed report cards.

The following is a list of potential error messages which may appear on the mark scan sheet error listing:

Scholarship grade missing	Possible Invalid Attendance
Grade - F No Comment	Possible Invalid Sem. Ave.
Audit with No Grade	Duplicate/Invalid Page number
Possible Invalid Final Grade	Invalid Line on Scan Sheet
Possible Invalid Final Exam	Possible Invalid Final Average
Scan Sheet Missing	Possible Invalid Grade
* Invalid Comment	** Final Grade not computed!

* Invalid Comment generally means that the comment code was not found to be a valid code as defined in Section 5-1-3. However, if on the Mark History Control Screen, there is an entry that says that at least one comment is required for each student by each teacher, then this error message will appear when NO comment was bubbled by the teacher.

** Final Grade not computed means that the teacher overrode the grade on the scan sheet or that one or more of the grade period grades is missing and, therefore, the final grade could not be computed. This error message will never appear unless you are using the optional feature to have the computer calculate the final grade (Refer to Section 5-18).

This program will load the final grade that is bubbled on the scan sheet even if the student's mark history already reflects a final grade.

FORM #04 ONLY: The edit listing will differentiate between a missing behavior grade and an invalid behavior grade.

FORM #07 is for processing elementary scan sheets. NOTE: If skills B thru M are not bubbled on the scan sheet, they will default to a value of "S" (satisfactory).

GRIFFITH HIGH SCHOOL (45-4173) ONLY: The software will not print an error message if the behavior grade is missing.

FOR EAST ALLEN COUNTY SCHOOLS ONLY: If a final grade was bubbled in for a grade period when a final grade should not have been recorded, the "Possible Invalid Final Grade" message will appear. It will not appear if the final grade is a "WF".

FOR LOWELL MIDDLE SCHOOL ONLY: The software will edit for final grades at the end of the course's term and print an error message if missing. For all other middle schools and junior high schools, this edit will not be done.

Transferring_students_within_the_district_after_printing_scan_sheets
When creating the mark history and a student is found to have transferred to another school within the district, the *EdEase* software will place the grades at the other school. This is very helpful at semester break, or for summer school.

At semester break, the transferred student's report card will print at his/her new school as will the student's transcript label and permanent record card. The report card will show the teacher's names from the school the student transferred from.

After rollover, a student who was attending middle school may now be in high school. This student's grades will be placed in his/her high school records with a summer school code of 3. This is for a situation where scan sheets were produced before rollover but scanned back in after rollover. In that case, all scan sheets should be scanned back into the school that originally printed them, even if the students are now at other schools. The summer school courses will need to be in the current year course master (the one AFTER rollover) and be sure to reference semester 3 of the prior school year (as you normally would) when editing your scanned grades.

From the MARK REPORTING AND MARK HISTORY MASTER MENU (Figure 5), press F13 to
display the MARK REPORTING/MARK HISTORY REPORTS AND TRANSCRIPTS MENU (Figure
5-13).

_____

                          Mark Reporting/Mark History
                          Reports and Transcripts Menu

       Grade Verification .... F1   Transcript Labels:
                                             Print by Grade Level F7
       Grade Analysis: Print Pre-selected F8
         (Select Marks to Print) ... F2
                                           Transcript Forms:
       Grade Distribution: Print by Grade Level F9
         by Course and Teacher ..... F3   Print by Individual F10
                                             Print by Queue Date F11
       Honor Rolls .... F4   Queue Maintenance F12
       GPA/Class Rank .... F5   University Maintenance .. F13
       Report Cards .... F6   Course Titles F14
       Interim Progress F17
       Athletic Eligibility .... F18   Permanent Record Cards F19
       Behavior Report F20
       Honor Rolls for Newspapers .. F22   Session Defaults F23
                                           Display Print Files F15
                                           Exit F16

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_____

Figure 5-13. MARK REPORTING/MARK HISTORY REPORTS MENU

From the MARK REPORTING/MARK HISTORY REPORTS AND TRANSCRIPTS MENU (Figure
5-13), press F1 to print the grade verification report. The GRADE VERIFICATION
SELECTION screen (Figure 5-13-1A) is displayed.

```
   C11                         GRADE VERIFICATION

   Select sort code: 1 ---------------->  Code        ___Sorting_Sequences___
                                           1        Homeroom Tchr/Alpha
   Special ed: I (I/E/O=Incl/Excl/Only)    2        Course Number
                                           3        Dept/Teacher Name
                                           4        Teacher Name
   Grade levels: __ __ __ __ __ __ I/E: I  5        Term/Course Number
                                           6        Term/Teacher Name
                                           7        Bldg/Teacher/Course

   Incl xfers from __ __ __ thru __ __ __


   Include withdrawn: N (Y/N)  Copies: _1 (01-99)


                    School Year: 00 01
                    Current Semester: 1
                    Current Grade Period: 1 (within the school year)
                    Total Grade Periods in School Year: 4

   ENTER=Continue, F16=Exit
```

Figure 5-13-1A. GRADE VERIFICATION SELECTION SCREEN

Enter the selection criteria based on the following data entry requirements:

	---------------- **DATA ENTRY REQUIREMENTS** ----------------
SORT CODE	Required. Enter a sort code from the legend on the right side of the screen, to indicate your desired sorting sequence. (1 N)
SPECIAL ED	Optional. Include, exclude or select only special ed students. Valid responses are I, E and O. (1 A)
GRADE LEVELS	Optional. You can specify up to six different grade levels to include in the report. Leave these fields blank to print all grade levels. (2 A/N + 2 A/N + 2 A/N + 2 A/N + 2 A/N + 2 A/N)
INCL XFERS FROM	Optional. (Include transfers from) Enter a date range in MM DD YY format to do the following:

     1. Include students who transferred to another school in
       your district before these reports could be run.
     2. Exclude any active students at your school, enrolled
       after the ending date range entered on the screen.

       The start date should be the earliest date a student
       could withdraw but still receive a grade for this grade
       period. The end date should be the last day of the grade
       period. To NOT use this option, simply leave the date
       range blank. (6 N + 6 N)

---------------- **DATA ENTRY REQUIREMENTS** ----------------

NUMBER OF COPIES   Required. This field will default to 1, but may be
                       modified to be any number from 01 to 99. If you want
                       more than one copy of this report to be printed, you must
                       change this field entry. (2 N)

INCLUDE WITHDRAWN   Required. Indicate with a "Y" (yes) or an "N" (no)
                       whether or not you want to include withdrawn students.
                       If a "Y" is entered here, only withdrawn students with
                       grades for the grading period being requested will be
                       included. (1 A)

SCHOOL YEAR   Required. Enter the school year of the grades to be
                       analyzed. (A prior school year CAN be entered!) (4 N)

SEMESTER   Required. Enter a code to indicate which semester's
                       grades should be analyzed. 1=Fall, 2=Spring, 3=Summer or
                       3rd semester for a trimester school, 4=Summer for a
                       trimester school. (1 N)

CURRENT GRADE   Required. Enter the number (1-6) which represents the
PERIOD   current grading period. (1 N)

TOTAL GRADE PERIODS Required. Enter the number (1-6) which represents the
                       total number of grading periods for your school. (1 N)

Press ENTER to continue or press F16 to exit without printing.

Grade verification listings provide a method for teachers to check the grades
which were recorded for a student from the reading of scan sheets or any
manually entered grades following scanning and creation of student grade
records. Refer to the Student Records System Sample Reports Manual for a
sample of the grade verification report.

NOTE 1: A different format of this report will be generated when used by
elementary schools. This format will show grade period grades plus skill
scores, credit, comments, and absences. (School control screen F1-2 must
contain a value of "E" in the school type field.)

NOTE 2: Make sure the Rank Control File (F1-12) has an entry for the school
and school year being processed.

From the MARK REPORTING/MARK HISTORY REPORTS AND TRANSCRIPTS MENU (Figure
5-13), press F2 to print the grade analysis report. The GRADE ANALYSIS
SELECTION screen (Figure 5-13-2A) is displayed.

```
CHS                          GRADE ANALYSIS


Select sort code: 9 ---------------->   Code      ___Sorting_Sequences___
Show beh/com for GP: 1 (N,1-6)           1        Student Alpha
Special ed: I (I/E/O=Incl/Excl/Only)     2        Grade/Alpha
Show teacher names? Y (Y/N)              3        Dept/Teacher/Student
                                         4        Teacher/Student
Grade levels: __ __ __ __ __ __ I/E: I   5        Counselor/Student
Dept: _  _  _  _  (blank=all)            6        Teacher/Course/Student
Crse: _____       (blank=all)           7        Bldg/Teacher/Course
Incl xfers from __ __ __ thru __ __ __   8        Last-Yr-Schl/Gr/Student
Enrolled in course: _____ __ Term: _    9        Homeroom Tchr/Alpha
Include withdrawn: Y (Y/N)  Copies: 01 (01-99)
Grades to be printed: A B C D F I N U _ _ __ __ (ABCDFGIPRNWXSU CR EA *=blank)
Enter 'X' next to one or more items to be selected:
  GP1: X   GP2: _   GP3: _   GP4: _   GP5: _   GP6: _   Exam: _   Final Gr: _

              School Year: 00 01   Semester: 1 (1,2,3,9=1+2)

    Report Title: GRADE_ANALYSIS_-_SEM_1,_GP_1,_SHOW_BEHAVIOR_____

ENTER=Continue, F16=Exit
```

Figure 5-13-2A. GRADE ANALYSIS SELECTION SCREEN

Enter the selection criteria based on the following data entry requirements:

--------------- **DATA ENTRY REQUIREMENTS** ---------------

SORT CODE   Required. Enter a sort code from the legend on the right
                          side of the screen, to indicate your desired sorting
                          sequence. (1 N)

BEH/COM FOR GP   Required. By responding "N", the behavior grades and
                          teacher comments will not be listed. By responding with
                          a grade period of 1-6, that grade period's behavior
                          grades and teacher comments will be listed. (1 A)

SPECIAL ED   Optional. Include, exclude or select only special ed
                          students. The special ed indicator in the rank summary
                          file (viewable in F5-9 and F6-3) will be checked for the
                          school year selected. The special ed indicator in the
                          student's master record (seen in F8-8-20) is not used.
                          Valid responses are I, E and O. (1 A)

TEACHER NAME   Required. Enter a "Y" yes, to include teacher names on
                          the report. Enter an "N" no, to exclude teacher names.
                          If the "N" option is selected here, along with sort code
                          #8 (Last-Year-School/Grade/Student) in the previous
                          field, then the Last Year School name (if available) will
                          be printed in the "Teacher" column on the report. (1 A)

90

                --------------- DATA ENTRY REQUIREMENTS ---------------

GRADE LEVELS   Optional. You can specify up to four different grade
                        levels to include in the report. Leave these fields
                        blank to print all grade levels. (2 A/N + 2 A/N + 2 A/N
                        + 2 A/N)

DEPARTMENT   Optional. Enter up to four valid department codes to
                        print grades for specific departments. Leave these
                        fields blank to print grades in all departments. (1A/N +
                        1 A/N + 1 A/N + 1 A/N)

COURSE   Optional. Enter a course number to print grades for a
                        specific course. Leave this field blank to print grades
                        for all courses. (6 A/N)

INCL XFERS FROM   Optional. (Include transfers from) Enter a date range
                        in MM DD YY format to do the following:

                        1. Include students who have been transferred to another
                            school in your district before these reports could be
                            run.
                         2. Exclude any active students at your school who
                            enrolled after the ending date range entered on the
                            screen.

                        The start date should be the earliest date a student
                        could withdraw but still receive a grade for this grade
                        period. The end date should be the last day of the grade
                        period. To NOT use this option, simply leave the date
                        range blank. (6 N + 6 N)

ENROLLED IN COURSE Optional. Enter a course and section number to print
                        grades for students who are currently enrolled in a
                        specific course section. Leave this field blank to print
                        grades regardless of enrollment. (8 A/N)

                        For example, the head of the math department wants to
                        know the grades received in math last year for the
                        students currently enrolled in algebra. You would enter
                        the department code for math in the "Dept:" field and
                        enter the algebra course number in the " Enrolled in
                        course:" field. Enter all possible grades for your
                        school in the " Grades to be printed:" field (e.g., A, B,
                        C, D, F, I, N). Enter the grade periods, exam, and/or
                        final grade fields along with entering last year's school
                        year and a "9" for the semester.

TERM   Optional. Enter the term code for the course and section
                        number entered in the previous field. (1 A/N)

INCLUDE WITHDRAWN   Required. Indicate with a "Y" (yes) or an "N" (no)
                        whether or not you want to include withdrawn students.
                        If a "Y" is entered here, only withdrawn students with
                        grades for the grading period being requested will be
                        included. (1 A)

NUMBER OF COPIES   Required. This field will default to 1, but may be
                        modified to be any number from 01 to 99. If you want
                        more than one copy of this report to be printed, you must
                        change this field entry. (2 N)

100%   Required. This field will only appear on the screen if
                        you use numeric grades (the Mark Reporting Control Screen
                        is set to an "N" in the NUMERIC/LETTER GRADES field).
                        Enter a "Y" yes, if you want to print students who
                        received a grade of 100. Enter an "N" (no), to not
                        select students based on a grade of 100. By entering an
                        N here, you will not cause grades of 100 to be excluded.

GRADES TO BE PRINTED Required. From the legend at the right, enter the grades
                        to be selected for the report. For example, if you would
                        like to see all students who received a grade of "P" on
                        their final exams and final grades, you would enter a "P"
                        in this field, and then mark an "X" in the "Exam" and
                        "Final Gr" boxes for the next field. Also, you must
                        indicate the proper school year and semester. For both
                        semesters to be reviewed, you would enter a "9" in the
                        semester field. Students would then appear on the report
                        if they received a "P" on either their 1st semester final
                        exam, OR their 1st semester final grade, OR their 2nd
                        semester final exam, OR their 2nd semester final grade.
                        To review 1st semester only, place a "1" in the semester
                        code. To review 2nd semester only, place a "2" in the
                        semester code. Using an asterisk (*), you can select
                        students whose grade is blank for the grade period
                        specified. **THIS_FEATURE_IS_VERY_LIMITED**. It can only
                        select those students who have a mark history record for
                        the school-year/semester specified. It DOES NOT go back
                        to the student's schedule to see if the student was in
                        the course and should have had a grade. It can see that
                        a student had grades for grade period 1, but had no grade
                        the 2nd grade period. (This means that it could pick up
                        1st quarter courses and show that there are no grades for
                        2nd grade period!) It can see that the student had a
                        final grade, but no final exam grade. It COULD include
                        students who are withdrawn from a course, but this should
                        be apparent on the listing.

ITEMS TO BE SELECTED Optional. An 'X' can be entered next to one, several or
                      all of the following items for report selection: GP1,
                      GP2, GP3, GP4, GP5, GP6, the final exam, or the final
                      grade.

SCHOOL YEAR   Required. Enter the school year of the grades to be
                      analyzed. (A prior school year CAN be entered!). (4 N)

SEMESTER   Required. Enter a code to indicate which semester's
                      grades should be analyzed. 1=Fall, 2=Spring, 3=Summer or
                      3rd semester for a trimester school, 4=Summer for a
                      trimester school. (1 N)

REPORT TITLE   Optional. Enter the desired title to appear on this
                      report. This title will automatically be centered. (60
                      A/N)

After all the selection criteria has been filled in, press ENTER. The report
will process. You will be returned to the MARK REPORTING/MARK HISTORY REPORTS
AND TRANSCRIPTS MENU upon completion.

Grade analysis is commonly used to print failures and incomplete listings. If
you would like to see all "F"s and "I"s for Grade Period 2, Final Exams, and
Final Grade, enter an "F" and "I" in the "Grades to be printed on report"
field, and place an 'X' next to GP2, Exam, and Final Gr. Then, place a "1" in
the semester field. Students would appear on the report if they received a
"F" or an "I" on either their 2nd grade period grade, final exam, or final
semester grade.

NOTE: Make sure the Rank Control File (F1-12) has an entry for the school and
school year being processed.

From the MARK REPORTING/MARK HISTORY REPORTS AND TRANSCRIPTS MENU (Figure
5-13), press F3 to print the grade distribution report. The GRADE DISTRIBUTION
SELECTION screen (Figure 5-13-3A) is displayed. NOTE: This is a school
function only. If you attempt to access this function at the district level,
you will be denied access.

```
 C11                          GRADE DISTRIBUTION

 Select sort code: 4 ---------------->  Code      ___Sorting_Sequences___
                                        1         Dept/Course Number
 Special ed: I (I/E/O=Incl/Excl/Only)   2         Course Number
                                        3         Dept/Teacher Name
 Dept totals only? N (Y/N)              4         Teacher Name
 Grade levels: __ __ __ __ __ __  I/E: I


 Incl xfers from __ __ __ thru __ __ __

 Include withdrawn: N (Y/N)  Copies: _1 (01-99)
 Grades to be printed: A B C D F I P        __ __ (ABCDFIPNSU CR EA W=W/F)
 Enter 'X' next to ONE item to be selected:
   GP1: _   GP2: _    GP3: _    GP4: _    GP5: X   GP6: _    Exam: _   Final Gr: _

                 School Year: 00 01   Semester: 2 (1,2,3,4,9=1+2)



     Report Title: GRADE_DISTRIBUTION_REPORT_FOR_00/01_SEMESTER_2_____

   ENTER=Continue, F16=Exit
```

Figure 5-13-3A. GRADE DISTRIBUTION SELECTION SCREEN
Enter the data entry requirements based on the following:

               --------------- DATA ENTRY REQUIREMENTS ---------------

SORT CODE   Required. Enter a sort code from the legend on the right
                      side of the screen, to indicate your desired sorting
                      sequence. (1 N)

SPECIAL ED   Optional. Include, exclude or select only special ed
                      students. Valid responses are I, E and O. (1 A)

DEPT TOTALS   Required. Enter an "N" to indicate that you do not want
                      department totals only. This field will always default
                      to an "N". Enter a "Y" to indicate that you want
                      department totals only. A response of "Y" is valid only
                      if you select Sort Code 1 (Dept/Course Number) or Sort
                      Code 3 (Dept/Teacher Name) (1 A)

GRADE LEVELS   Optional. You can specify up to six different grade
                      levels to include (I) or exclude (E). Leave these fields
                      blank to print all grade levels. (2 A/N + 2 A/N + 2 A/N
                      + 2 A/N + 2 A/N + 2 A/N)

INCL XFERS FROM   Optional. (Include transfers from) Enter a date range
                          in MM DD YY format to do the following:

                          1. Include students who have been transferred to another
                             school in your district before this report could be
                             run.

                          2. Exclude any active students at your school who
                             enrolled after the ending date range entered on the
                             screen.

                          The start date should be the earliest date a student
                          could withdraw but still receive a grade for this grade
                          period. The end date should be the last day of the grade
                          period. To NOT use this option, simply leave the date
                          range blank. (6 N + 6 N)

INCLUDE WITHDRAWN   Required. Indicate with a "Y" (yes) or an "N" (no)
                          whether or not you want to include withdrawn students.
                          If a "Y" is entered here, only withdrawn students with
                          grades for the grading period being requested will be
                          included. (1 A)

NUMBER OF COPIES   Required. This field will default to 1, but may be
                          modified to be any number from 01 to 99. If you want
                          more than one copy of this report to be printed, you must
                          change this field entry. (2 N)

GRADES TO BE PRINTED   Optional. From the legend at the right, enter up to
                          seven grades to be selected for the report. (Even though
                          nine fields are available, the report is limited to a
                          maximum of seven grades.) For example, if you enter A,
                          B, C, D, F, I, and P, you will get a report that shows
                          how teachers assigned grades by number of each of those
                          grades (A's, B's, etc.) and by percentage of each of
                          those grades. DON'T ENTER JUST ONE GRADE ONLY, or your
                          percentage will be 100% on that one grade. You need to
                          enter all grades to be analyzed for distribution
                          percentages. (7 A)

ITEM TO BE SELECTED   Optional. An 'X' can be entered next to ONLY ONE of the
                          following items for report selection: GP1, GP2, GP3,
                          GP4, GP5, GP6, the final exam, the final average, or the
                          final grade.

SCHOOL YEAR   Optional. Enter the school year of the grades to be
                          analyzed for distribution percentages. (A prior school
                          year CAN be entered!). (4 N)

SEMESTER   Required. Enter a code to indicate which semester's
                         grades should be analyzed for distribution percentages.
                         Valid entries are: 1=Fall, 2=Spring, 3=Summer or 3rd
                         semester for a trimester school, 4=Summer for a trimester
                         school, or 9=Fall and Spring. (1 N)

REPORT TITLE   Optional. Enter the desired title to appear on this
                         report. This title will automatically be centered. (60
A/N)

After all the selection criteria has been filled in, press ENTER. The report
will process. You will be returned to the MARK REPORTING/MARK HISTORY REPORTS
AND TRANSCRIPTS MENU upon completion.

NOTE 1: This program looks at the value of an A as entered on the Mark
Control Screen (F5-18) to determine points. This can be based on a 4-point,
10 point, or 12 point system as shown below.

	4	10	12
A	4	10	11
B	3	7.50	8
C	2	5	5
D	1	2.50	2

NOTE 2: Make sure the Rank Control File (F1-12) has an entry for the school
and school year being processed.

From the MARK REPORTING/MARK HISTORY REPORTS AND TRANSCRIPTS MENU (Figure
5-13), press F4 to print the honor roll listing. The HONOR ROLL LIST
SELECTION screen (Figure 5-13-4A) is displayed. **NOTE:** Honor Rolls must be run
before printing report cards if you want congratulatory messages to appear.

```
CHS                           HONOR ROLL LIST


              Select sort code: 3         Code      ___Sorting_Sequences___
                                          1         Straight Alpha
                                          2         Grade/Alpha
                                          3         Team/Alpha


Include withdrawn: Y (Y/N)  Copies: *1 (01-99)
                 Compute Honor Roll on grade period or semester grade? G (G/S)
                 School Year: 97 98
                 Current Semester: 1
                 Current Grade Period: 1 (within the school year)
                 Total Grade Periods in School Year: 4
ENTER=Continue, F16=Exit
```

       Figure 5-13-4A. HONOR ROLL LIST SELECTION SCREEN 1

Enter the sort code and number of copies. Indicate (Y=yes, N=no) whether or
not you want to include withdrawn students. If a "Y" is entered, only
withdrawn students with grades for the grading period being requested will be
included. Indicate whether computation should be based on grade period (G),
or semester (S), grades. Specify the school year, semester, current grade
period, the total grade periods in the school year, and press ENTER to
continue. The HONOR ROLL LIST SELECTION screen 2 (Figure 5-13-4B) is
displayed.

```
   C11                          HONOR ROLL LISTS

  Enter 'X' next to lists to be printed:  Honor Roll #1: _  #2: _  #3: _

  Should students' special ed codes (if any) be printed on the report?    N Y/N
  Should students who are excluded from rank be excluded from honor roll? N Y/N
  Should a class with the grade of 'I'  be skipped for honor roll calc?   N Y/N
  Should a class with the grade of 'N'  be skipped for honor roll calc?   Y Y/N
  Should a class with the grade of 'EA' be skipped for honor roll calc?   Y Y/N
  Enter grade levels to be printed: __ __ __ __ __ __ (Leave blank for all)

Honor Roll #1 Title: HIGH_HONOR_ROLL_____  Min #: 0  Print Sem Cum GPA? N Y/N
Grades Allowed: A B C D P _ _  Minimum GPA: _3.67000  Weight by Credit? C C/P/N


Honor Roll #2 Title: REGULAR_HONOR_ROLL__  Min #: 0  Print Sem Cum GPA? N Y/N
Grades Allowed: A B C D P _ _  Minimum GPA: _3.00000  Weight by Credit? C C/P/N


Honor Roll #3 Title: _____  Min #: 0  Print Sem Cum GPA? _ Y/N
Grades Allowed: _ _ _ _ _ _ _  Minimum GPA: _____  Weight by Credit? N C/P/N
School name, report date & grade period will automatically appear on the list.

   ENTER=Continue, F16=Exit
```

Figure 5-13-4B. HONOR ROLL LIST SELECTION SCREEN 2

The HONOR ROLL LIST SELECTION SCREEN 2 (Figure 5-13-4B) allows for three
different honor roll selection methods. Place an "X" next to any of the three
lists that you wish to have printed.

Answer either yes (Y), or no (N), to the following questions:

> **Should students' special ed codes (if any) be printed on the report?**
>
> For those schools who include special ed courses in the honor roll
> computation. If you respond "Y", each special ed student will have a
> code printed on the listing between the student's ID and student name.
>
> **Should students who are excluded from rank be excluded from honor roll?**
>
> If any non-blank character is filled in the "Exclude from rank" field
> on a student's MISCELLANEOUS DATA screen (Figure 8-8-21A) the student
> can also be excluded from the honor roll if a "Y" is entered here.
> NOTE: Data Base Management field # 51 can also be used to exclude
> students from rank.
>
> **Should a class with the grade of 'I' be skipped for honor roll calc?**
>
> Enter a "Y" if classes with the grade of 'I' should be skipped for
> honor roll calculation. If an "N" is entered here, then a grade of "I"
> will keep a student off of the honor roll.
>
> **Should a class with the grade of 'N' be skipped for honor roll calc?**
>
> Enter a "Y" if classes with the grade of 'N' should be skipped for
> honor roll calculation. If an "N" is entered here, then a grade of "N"
> will keep a student off the honor roll.
>
> **Should a class with the grade of 'EA' be skipped for honor roll calc?**
>
> Enter a "Y" if classes with the grade of 'EA' should be skipped for
> honor roll calculation. If an "N" is entered here, then a grade of
> "EA" will keep a student off the honor roll.

Follow the guidelines below for entering the remaining selection criteria:

-------------------- **DATA ENTRY REQUIREMENTS** -------------------

GRADE_LEVELS Optional. Enter up to six grade levels to be printed. Leave
these fields blank to print all grade levels. (2 N)

HONOR_ROLL Optional. Enter the title to appear on the honor roll listing.
TITLE Be sure to center it on the line if you want the title centered
on the report. (20 A/N)

MINIMUM_# Optional. Enter the minimum number of classes that a student
must take in order to be included in the honor roll. (1 N)

------------------- **DATA ENTRY REQUIREMENTS** -------------------

SEM_CUM_GPA   Required. If you want the semester cumulative GPA to appear on
                 the listing, respond with a "Y". (1 A)

GRADES   Required. Enter the grades allowed (for example, enter "A" and
ALLOWED   "P" only for an "all A" honor roll). (7 A/N)

MIN_GPA   Required. Enter the minimum GPA allowed. (8 N)

WEIGHT_BY   Required. Indicate whether the honor roll GPA calculation should
CREDIT   be weighted by each course's credit, weighted by number of
                 periods, or not weighted. The entry in this field ties in with
                 the response in the "Min #" field. Valid responses are:

                      C= Weight by credit. Not only does this response cause the
                         student's grade to be weighted by the amount of course
                         credit, but this response also ties into the "minimum"
                         field. For example, if you enter a "6" for the minimum
                         number of courses and you respond "C" to "Weight by
                         Credit?", then the student must have a minimum of 6
                         credits. Be careful! If a course has NO CREDIT, then
                         the course will end up being skipped when the GPA is
                         computed.

                      P= Weight by number of periods.   This means that a course
                         that lasts 2 or 3 periods will be given 2 or 3 times the
                         value weight as a 1-period class. Also, this response
                         ties into the "minimum #" field. For example, if you
                         enter a "6" for the minimum number of courses and you
                         respond "P" to "Weight by Credit?", then the student must
                         have a minimum of 6 class periods.

                      N= Do not weight. Each class will have an assumed credit
                         value of 1.00 for honor roll GPA calculation purposes.

Press ENTER to continue or F16 to exit without printing.

A separate spooled printfile will be generated entitled "Honor Roll
Exceptions". Two types of exceptions might appear on this report.

        a. A student who was excluded due to the "exclude from rank" field.

        b. A student who didn't meet the "minimum #" of courses/credits.

HONOR ROLL LISTINGS CAN BE RERUN AS MANY TIMES AS NECESSARY. Also, prior
grade period's honor rolls can also be run/rerun. Whenever honor roll
listings are printed, an indicator is stored in each honor roll student's rank
history record to record the fact that the student met the criteria of one of
the three honor rolls. This indicator can be viewed on the student's
Transcript Summary Screen (Section 5-9) on the GRADE PERIOD view (F10).

NOTE 1:   GPA's (Section 5-13-5) do not have to be run prior to running
HONOR ROLLS.

NOTE 2:   Audited classes will not be included in the calculation of HONOR
ROLLS.

NOTE 3:   Any class with a grade of "R", which means that the class was
audited, will be skipped in the calculation of HONOR ROLLS.

From the MARK REPORTING/MARK HISTORY REPORTS AND TRANSCRIPTS MENU (Figure
5-13), press F5 to print the GPA and Class Rank. The GPA/CLASS RANK SELECTION
screen (Figure 5-13-5A) is displayed.

_____

CHS   GPA/Class_Rank as of _6 _3 00

                    09 10 11 12
1. Weighted   C   C   C   C
2. Special Ed   N   N   N   N
3. Sort Code   1   1   1   1
4. Which GPA   3   3   3   3
5. Rank (0/N/Y)   Y   Y   Y   Y
1. Should Grade Period GPA be weighted by credit or by # of periods? (C/P/N)
2. Should Special Ed students be included in ranking? (Y/N)
3. The 'Sort Code' designates which grade levels should be calculated and how
   to sort the listing(s). At least one grade level must have a sort code.
   Blank=don't calculate GPA & don't print, 1=Grade/Alpha, 2=Grade/Rank, 3=Both
   IF BLANK SORT CODE, no need to erase other fields for that grade level.
4. 1=Cum Gr Prd, 2=Cur Gr Prd, 3=Cum Sem, 4=Cur Sem, 5=Multi-yr Cum Grade Prd
5. 0=Force rank & class size to be zero, Y=Rank students, N=Leave rank as is
Include in ranking students who transferred from __ __ __ thru __ __ __
Should a class with the grade of 'I' be skipped for grade period GPA? N (Y/N)
Should a class with the grade of 'N' be skipped for grade period GPA? N (Y/N)
Should a class with the grade of 'EA' be skipped for grade period GPA? N (Y/N)
School Yr: 00 01 Sem: 1 (1-4) Grade Prd: 1 (0-6)   Copies: 01
Title: Ranking/Cumulative_Sem_2_99/00   Include alternative in rank: N (Y/N)

   Enter=Continue, F16=Exit

_____
Figure 5-13-5A. GPA/CLASS RANK SELECTION SCREEN

Most of the information will be set with the default values initially set in
the Display/Update Mark Reporting Control Data (Section 5-18) and values
entered when this process was last run.

Follow the guidelines below when entering selection criteria:

                    ------------------- **DATA ENTRY REQUIREMENTS** -------------------
AS_OF_DATE   Required. The "AS OF" date (MMDDYY format) at the top of the
                    screen is used to determine whether or not withdrawn students
                    will be included in the ranking. This process refers to the
                    System Administrator's response to the question, "Include
                    withdrawn students in ranking if any grades for term?" on the
                    District Control Screen. If the response is an "N", students who
                    withdrew on or before the "AS OF" date will be excluded even if
                    they have grades for the term being ranked. If the response is a
                    "Y", withdrawn students who have grades for the term being ranked
                    will be included. (6 N)
WEIGHTED   Required. Indicate how Grade Period GPA should be weighted.
                    Valid responses are:

                              C=Weight by credit
                              P=Weight by number of periods
                              N=Do not weight. Each course has a weight factor
                                of 1.

101

SPECIAL_ED   Required. Enter a "Y" yes, or an "N" no, to indicate whether or
                not Special Ed students should be included in this process. (1 A)

SORT_CODE   Required. An entry here designates which grade levels should be
                calculated and how they should be listed. At least one grade
                level must have a sort code. Valid responses are:

                        Blank=don't calculate GPA and don't print
                        1=Grade/Alpha
                        2=Grade/Rank
                        3=Both

WHICH_GPA   Required. Enter a the number that corresponds to the GPA you
                want calculated. Valid responses are:

                1=   CUM_GRADE_PERIOD means cumulative grade period GPA (i.e.,
                        based on the grade period grades) for the current school
                        year. This has nothing to do with semester grades.

                2=   CURRENT_GRADE_PERIOD means current grade period GPA only,
                        based on grade period grades.

                3=   CUM_SEM means cumulative semester GPA for the entire time
                        at the school, based on final semester grades (could be
                        multiple years).

                4=   CURRENT_SEMESTER means current semester GPA only (based
                        on final semester grades).

                5=   MULTI-YEAR_CUMULATIVE_GRADE_PERIOD means cumulative grade
                        period GPA for the entire time at the school, (could be
                        multiple years). The results of this GPA are stored in
                        the same fields that store the Cumulative GPA, option
                        #1. Therefore, you can use option #1 or #5 but not both.

                NOTE: In order for the correct GPA to appear on the report
                cards, the specific GPA to be printed must have been run BEFORE
                the report cards are selected for printing.

RANK   Required. Enter a "0" to force rank and class size to be zero.
                Enter a "Y" to rank students. Or, enter an "N" to leave the
                ranking as it currently is. NOTE: When rerunning a rank listing
                for a prior school year, you probably want to reprint the listing
                without reranking (i.e., enter an "N" response here).

INCLUDE_IN_RANKING_STUDENTS_WHO_TRANSFERRED_FROM

                Optional. Enter a date range in MM DD YY format to do the
                following:

INCLUDE_IN_RANKING_STUDENTS_WHO_TRANSFERRED_FROM (Continued)

> 1. Include students who have been transferred to another school in your district before ranking could be run.
>
> 2. Exclude any active students at your school who enrolled after the ending date range entered on the screen.
>
> The start date should be the earliest date a student could withdraw but still receive a grade for this grade period. The end date should be the last day of the grade period. To NOT use this option, simply leave the date range blank. (6 N + 6 N)

SHOULD_A_CLASS_WITH_THE_GRADE_OF_'I'_BE_SKIPPED_FOR_GRADE_PERIOD_GPA?

> Answer either yes (Y), or no (N). The response entered here will be ignored if running semester GPA because a grade of "I" always counts against a student for semester GPA. For grade period GPA, a "Y" entered here will cause the software to ignore grades of "I" and not factor it into the GPA. A response of "N" will cause grades of "I" to be factored into the GPA.

SHOULD_A_CLASS_WITH_THE_GRADE_OF_'N'_BE_SKIPPED_FOR_GRADE_PERIOD_GPA?

> Answer either yes (Y), or no (N). The response entered here will be ignored if running semester GPA because a grade of "N" is always skipped for semester GPA. For grade period GPA, a "Y" entered here will cause the software to ignore grades of "N" and not factor it into the GPA. A response of "N" will cause grades of "N" to be factored into the GPA.

SHOULD_A_CLASS_WITH_THE_GRADE_OF_'EA'_BE_SKIPPED_FOR_GRADE_PERIOD_GPA?

> Answer either yes (Y), or no (N). A "Y" entered here will cause the software to ignore grades of "EA" and not factor it into the GPA. A response of "N" will cause grades of "EA" to be factored into the GPA.

SCHOOL_YEAR   Required. Enter the school year in YY YY format to indicate the year you want processed. (4 N)

SEMESTER   Required. Enter the number that corresponds to the semester you want processed. Valid responses are:

> 1=first semester
> 2=second semester
> 3=summer or trimester for a trimester school
> 4=summer for a trimester school

GRADE_PERIOD Required. Enter the number (0-6) that corresponds to the grade period you want processed. If you are doing semester GPA for summer school (semester 3), you may enter a zero for the grade period. (1 N)

NOTE: If you are calculating GPA for the 3rd grade period, which happens to be the first grade period for the 2nd semester, you must enter "2" for semester and "3" for grade period.

COPIES   Required. Enter the number (1-99) of copies desired.

TITLE   Optional. A title heading could be entered here.

INCLUDE_ALTERNATIVE_IN_RANK:

Required. Enter either a "Y" to indicate yes, or an "N" for no. The option to "Include alternative in rank" refers to those students attending an alternative school who have your school ID entered in the student's HOME SCHOOL field in F8-8-4. Alternative students should only be included in current year rankings.

Enter the appropriate selection information, and press ENTER to continue or press F16 to exit without computing. Student's GPA and Rank can be viewed in the Mark History/Mark Reporting System (see section 5-9).

Do not be concerned with the date that your mark history was created (i.e., when your scan sheets were edited or when you added or corrected grades). There are no dates stored in the mark history, only year and semester.

Also, it is important to understand that the last rank run is stored in the student's master record. Therefore, if the OFFICIAL rank is run and then the rank is rerun for another date, it would need to be rerun for the OFFICIAL date to get that ranking stored in the student's master record again.

NOTE 1:   The GPA/Rank process was designed to be a flexible process to allow for each grade level's mark history to be evaluated in its own method. When running the GPA/Rank for a prior year, remember to select_the_students'_grade_level_for_the_school_year_being_ranked. For example, if the students are currently 10th graders, and you select the GPA/Rank to be run for 'two years ago', you would select 8th graders to be printed along with entering a school year that is two years less than the current one.

NOTE 2:   Refer to Appendix J (at the end of this user guide) for information on setting up January graduates so that they will be included in the 8th semester ranking.

NOTE 3:   Any class with a grade of "R", which means that the class was audited, will be skipped in the computation of GPA/RANK.

NOTE 4:   Each student's percentile ranking will print to the right of the
               student ID number unless the student is being included from an
               alternative school in which case the percentile ranking will appear
               after the student's name.

IMPORTANT: To compute GPA using the 5 different options available, the
GPA/Class Rank option has to be run 5 times (i.e., once for each option
desired).

HOW_CAN_I_EXCLUDE_INDIVIDUAL_STUDENTS_FROM_THE_RANKING_PROCESS?

Individual students can be excluded from the ranking process by entering any
character in the "Exclude from rank:" field on their Miscellaneous Data Screen
(F8-8-21). If students are excluded from rank, those students will appear on
a separate listing so you won't forget who has been tagged to be excluded.

WHAT_IF_I_RUN_THE_GPA/RANK_*and_the_results_are_incorrect?*

1. Use the Course Master Data Base Management System (section 4-22) to review
    the following fields:

    a. Credit per Final Grade (field #8). If the GPA is weighted against
       the credit and the credit is blank, then the course will not be
       included. If the GPA is weighted against the credit and the credit
       is *incorrect*, of course the GPA would then be incorrectly computed.

    b. "Course Included in GPA Calculations?" indicator (field #10). Make
       sure that the courses have been correctly flagged as "Y" or "N". A
       value of "N" will exclude the course from GPA calculations.

When you are running SEMESTER CUMULATIVE, the results of this will appear on
the TRANSCRIPT DETAIL SCREEN (Figure 8-8-6A) next to "Cum Semester GPA".
Please note that if you're also going to run GRADE PERIOD CUMULATIVE, the
results of this will appear on the TRANSCRIPT DETAIL SCREEN (Figure 8-8-6A)
next to "Cum Grade Period GPA".

It is recommended that you run the Semester Cumulative after the Grade Period
Cumulative because the "Cumulative Credits, Attempts and Points" on the
TRANSCRIPT DETAIL SCREEN (Figure 8-8-6A) apply to the cumulative Grade Point
Average that was last run.

GPA/Ranking Considerations

All_School_Districts

1. A student is considered for GPA calculations and ranking if the student
    has any mark history for the school year and semester being run. The
    software requires the student to meet one of the two following criteria to
    be included in the GPA/ranking process:

    a. At least one of the following fields must contain a non-zero value
        for the current semester:

      1.   Total Credits
      2.   Total Attempts
      3.   Total Points

  b.   At least one of the current semester courses must have been flagged as a January graduation course.

2. If a course's GPA indicator is set to "N", the student's points and attempts for the course are reset to zero (for the purposes of calculation only), regardless of the values shown on the individual student's mark history course record screen.

3. For students ranked on a grade period basis, all students with mark history for the selected grade period will be included in the GPA/rank process.

FOR MERRILLVILLE AND GARY SCHOOLS 12th GRADE ONLY

1st semester ranking will be populated throughout each semester as each semester is run. The ranking will not change for semesters after the 1st semester, even though the reports will show what the students' rank would be if it were allowed to be changed.

SAMPLE	RANK SEM 1	RANK SEM 2	RANK SEM 3
REPORT	15	18	16
RHISFILE	15	15	15

From the MARK REPORTING/MARK HISTORY REPORTS AND TRANSCRIPTS MENU (Figure
5-13), press F6 to print report cards. The PRINT REPORT CARDS screen (Figure
5-13-6A) is displayed.

_____
```
  C11                            REPORT CARDS

  Select sort code: 2 ---------------->  Code      ___Sorting_Sequences___
                                          1         Straight Alpha
  Special ed: I (I/E/O=Incl/Excl/Only)    2         Grade/Alpha
                                          3         Homeroom Teacher/Alpha
                                          4         Team (Loc)/Alpha
                                          5         Zip Code/Alpha
                                          6         Homeroom Number/Alpha
                                          7         Team (Loc)/Grade/Alpha
                                          8         Specific Period


  Include withdrawn: Y (Y/N)  Copies: _1 (01-99)


                    School Year: 01 02
                    Current Semester: 2
                    Current Grade Period: 4 (within the school year)
                    Total Grade Periods in School Year: 4

  ENTER=Continue, F16=Exit
```
_____
Figure 5-13-6A. PRINT REPORT CARDS SCREEN 1

Enter the selection criteria based on the following data entry requirements:

--------------- DATA ENTRY REQUIREMENTS ---------------

SORT CODE   Required. Enter a sort code from the legend on the right
                       side of the screen, to indicate your desired sorting
                       sequence. (1 N) **NOTE:** If you are sorting by homeroom
                       teacher (sort #3) and a student is encountered who is not
                       assigned to a homeroom, no teacher name will appear for
                       that student.

SPECIAL ED   Required. Indicate whether to include special ed ("I"),
                       exclude special ed ("E") or print only special ed ("O").
                       (1 A)

INCLUDE WITHDRAWN Required. Indicate with a "Y" (yes) or an "N" (no)
                       whether or not you want to include withdrawn students.
                       If a "Y" is entered here, only withdrawn students with
                       grades for the grading period being requested will have
                       report cards printed. (1 A)

NUMBER OF COPIES   Required. This field will default to 1, but may be
                       modified to be any number from 01 to 99. If you want
                       more than one copy of report cards to be printed, you
                       must change this field entry. (2 N)

SCHOOL YEAR   Required. Enter the school year of the grades to be
                       reported. (4 N)

SEMESTER	Required. Enter a code to indicate which semester's grades should be reported. 1=Fall, 2=Spring, 3=Summer or 3rd semester for a trimester school, 9=Fall and Spring. (1 N)
CURRENT GRADE PERIOD	Required. Enter the number (1-6) which represents the current grading period. (1 N)
TOTAL GRADE PERIODS	Required. Enter the number (1-6) which represents the total number of grading periods for your school in the school year. (1 N)

After all the selection information has been entered press ENTER to continue
or press F16 to exit without printing. The PRINT REPORT CARDS SCREEN 2
(Figure 5-13-6B) will be displayed.

```
  C11                             REPORT CARDS

  Grade Levels .....  09   10   11   12
  Select Grade (X/ )  X    _    _    _
  Show 1st Sem (Y/N)  _    _    _    _
  General Note        ____ ____ ____ ____

Homerooms _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
OR, enter up to 20 student numbers.  X's above do not need to be erased.
  _____                              _____
  _____                              _____
  _____                              _____
  _____                              _____
  _____                              _____
  _____                              _____
  _____                              _____
  _____                              _____
  _____                              _____
  _____                              _____

  ENTER=Continue, F5=Student Roster, F8=General Note Help, F16=Previous Screen
```

Figure 5-13-6B. PRINT REPORT CARDS SCREEN 2

This screen gives you the option of selecting one or more grade levels to be
printed, or, you have the option of printing specific homerooms or individual
students. (F5 can be used for help in locating student ID numbers.) If
selecting by homeroom or individual student, the X's next to the grade levels
do not need to be erased. Enter either a "Y" or an "N" in the "Show 1st"
field to indicate whether or not first semester grades should appear on second
semester report cards. When you select by homeroom or individual ID#, the
software will determine the grade level of each student and look at the "Show
1st Sem" indicator for that student's grade level to determine if first
semester should be printed. If you would like a general note (up to 4 lines)
printed on the report cards (general notes are defined in section 5-1-1), you
can enter the number of the note next to each grade level. All grade levels
can use the same note number, or some or each grade levels can have different
note numbers. A note number is not required. F8 can be used for help in
selecting a note. Press ENTER to validate and press ENTER again to continue.
The PRINT REPORT CARDS screen 3 (Figure 5-13-6C) will be displayed.

```
    C11                           REPORT CARDS


 Which address should be printed? H (H=Home, 1=Parent #1, 2=Parent #2 address)


         Superintendent: Mary Hill               Phone: 219 123 4567
             Principal: Mrs._Jill_Warren_____    Phone: 219 321 1212
           School Name: Lew_Wallace_High_School_____
               Address: 4455_Grant_Street_____
            City/State: Gary,_IN_____    Zip: 46408_____

   1. Print GPA (GP Cumulative)?     N   (Y/N) Cum Gr Prd GPA: (Right justify)
   2. Print GPA (GP Current)?        N   (Y/N) Cur Gr Prd GPA:
   3. Print GPA (Sem Cumulative)?    Y   (Y/N)  CUM. SEM. GPA:
   4. Print GPA (Sem Current)?       Y   (Y/N)  CUR. SEM. GPA:
   Print Rank for which GPA above?   3   (1/2/3/4/N=no rank should be printed)
   Print Cumulative Credits?         Y   (Y/N) CUMULATIVE_CREDITS:
   Print Daily Attendance/Tardies?   B   (A=Att Only, T=Tardy Only, B=Both, N=No)
   Print Class Period Attendance?    Y   (Y/N)
   Print on which report card form? 05   (01-11)   Window left margin: 00 (00/04)
   Last interim date    (FORM 4)     __ __ __
   Period ending date   (FORM 2/3/4) 10 _2 02   10 _3 02   __ __ __   __ __ __
  (Form 3, use 1st ending date only)
   ENTER=Continue, F16=Return to previous screen
```

Figure 5-13-6C. PRINT REPORT CARDS SCREEN 3

Which address should be printed?
          H = use home address
          1 = use parent/guardian #1 address, as entered on the Emergency
              Screen (F8-8-5). If any piece of parent/guardian #1 address
              is blank, use the corresponding home address piece to replace it.
          2 = use parent guardian #2 name and address. If that address is
              blank, do not print a report card.

The superintendent's name and phone number will appear but cannot be modified
on this screen. This information can be maintained by a system administrator
and is located on the District Control Screen in F1-2.

The principal's name, school name and address will default to what was last
entered, but can be modified.

Which grade point averages (GPA) should be printed on the report cards?
To print one or more grade point averages, enter a 'Y' next to the ones to be
printed, and then type the words that you would like to see appear before the
GPA on the report card.
NOTE: The following four questions apply to report card forms 01, 05, 06, 07,
08, 09 & 11.

1. GP_CUMULATIVE .... means cumulative grade period GPA (i.e., based on the
                        grade period grades). This has nothing to do with
                        semester grades. This will be cumulative within the
                        current school year only, or cumulative for all of the
                        years the student has been at your school, depending
                        upon which option is used when computing GPA in F5-13-5.

2. GP_CURRENT .... means current grade period GPA only, based on grade
                         period grades.

3. SEM_CUMULATIVE ... means cumulative semester GPA for the entire time at
                         the school, based on final semester grades (could be
                         multiple years).

4. SEM_CURRENT ...... means current semester GPA only (based on final
                         semester grades).

NOTE: In order for the correct GPA to appear on the report cards, the
specific GPA to be printed must have been run BEFORE the report cards are
selected for printing. (refer to section 5-13-5)

Which rank should be printed on the report cards?
Only one of the above 4 ranks can be printed (1=GP CUMULATIVE, etc.), or
respond 'N' to not print a ranking on the report cards.

Print cumulative credits?
Respond 'Y' to print cumulative semester credits, otherwise, respond 'N'.
Also, if you want to print the credits, type the words to appear before the
cumulative credits on the report cards. For forms 05 and 07 only: if a course
is audited, the word "AUDT" will print in the credit column.

Print daily attendance/tardies?
For forms 01, 05, 06, 07, 08, 09 & 11 only: This question has three valid
responses:
                     A = print daily attendance only
                     T = print daily tardies only
                     B = print both
                     N = do not print attendance or tardies

Regardless of the form used, a valid response must be entered in this field.

Print class period attendance?
Respond 'Y' to print class attendance down the middle of the report card,
otherwise, respond 'N'. This will show the number of absences for each
individual class for the current grade period and also cumulative. There is
an option when transferring attendance into mark history to transfer and
report tardies instead. Refer to section 6-4 if you are interested in
printing class period TARDIES instead of ABSENCES. If tardies are going to be
printed instead of absences, you should use the report card comment area to
explain this. This field is ignored for forms other than 01, 05, 06, 07, 08,
09 & 11.

Print on which report card form?
Enter the number of the desired report card form to print, (01-11).

FOR REPORT CARD FORMS 05, 08, & 11 ONLY - Window left margin:
Enter a 00 to print the report card with no left margin for the student name
and address. Enter 04 to indicate you would like the student's name and
address to be moved to the right four positions. This will then allow the
report card to fit in a #9 security window envelope.

Last interim date
Enter the ending date (MMDDYY format) of the last interim period. This field
is appropriate for report card form #4 only.

Period ending dates
Enter the ending dates (MMDDYY format) of the periods for the school year.
These fields are appropriate for report card forms #2, #3, and #4 only.
For Form #3 simply use the first "Period ending date" field to indicate the
last day of the grading period.

After responding to all questions on the screen, press ENTER. The screen will
be redisplayed for confirmation of selection choices, but closed for
modification. Press ENTER a second time to continue. Or, press F16 to
reenter the screen.

The HONOR ROLL CONGRATULATORY MESSAGE screen (Figure 5-13-6D) is displayed.

C11   REPORT CARDS

Which Honor Roll should be acknowledged? _ (G=Grade Prd, S=Sem, N=None)

Report Card Congratulatory Message for Honor Rolls:

              1. DISTINGUISHED_HONOR_ROLL_-_CONGRATULATIONS!!_____
              2. YOU_MADE_THE_HIGH_HONOR_ROLL_-_CONGRATULATIONS!___
              3. CONGRATULATIONS_ON_MAKING_THE_HONOR_ROLL!_____

Message to print on report card if citizenship rating is blank:

     _____
Message to print on report card if citizenship rating is NOT blank:

     _____

ENTER=Continue, F16=Return to previous screen

Figure 5-13-6D. HONOR ROLL CONGRATULATORY MESSAGE SCREEN

Specify the Honor Roll to be acknowledged. Enter a "G" for Grade Period, an
"S" for Semester, or an "N" for none. Report card form #05 gives the option
of acknowledging both (B), Grade Period and Semester Honor rolls. Enter the
congratulatory messages for Honor Rolls to appear on report cards. The
messages will always default to whatever was entered the last time that report
cards were run at your school (or to what has been last entered on the mark
control screen for honor rolls, section 5-18). You may enter up to three
messages. Upon completion, press ENTER to continue or press F16 to return to
the previous screen.

Report card forms #05, #07, and #11 can be used to print report cards on a
blank sheet of paper. Form #07 prints numeric grades and also accommodates
effort and conduct grades.

If report card form #5, #07, or #11 is being used, the option F5=Grade Key
will appear at the bottom of the HONOR ROLL CONGRATULATORY MESSAGE screen
(Figure 5-13-6D) as shown next.

ENTER=Continue, **F5=Grade Key**, F16=Return to previous screen

Figure 5-13-6D.   HONOR ROLL CONGRATULATORY MESSAGE SCREEN FOR REPORT CARD FORMS
#05 OR #07

If F5 is pressed, the REPORT CARD FORMS #05, #07, or #11 SELECTION screen
(Figure 5-13-6E) will appear. Once the grade key has been defined, it can be
ignored in any subsequent run.

```
C11                             REPORT CARDS
                                 Form #05
Print behavior grades? Y (Y/N)
Print balance of fees due? C (C=Current Year, B=Both Current & Prior, N=No)
Don't print balance for free lunch codes: _ _ _ _ _ _ _ _ _ _
Separator between courses? 1 (1/2/3) ---------> 1 = Blank line between courses
                                                2 = Underline between courses*
Grade key to be printed:                        3 = Nothing between courses*
  GRADE_KEY_____BEHAVIOR_KEY_____
  A__-_Superior_____A_-_Superior_____      * these options print the most
  B__-_Good_____B_-_Good_____         lines per page
  C__-_Average_____C_-_Average_____
  D__-_Below_Average____D_-_Below_Average_
  F__-_Failure_____F_-_Unsatisfactory
  P__-_Passing_____
  N__-_No_Grade_Given_____
  WF_-_Withdraw_Fail_____
  X__-_Audited_Class_(no_credit)_____
  EA_-_Excessive_Absences_(no_grade)_____

  **ENTER**=Continue, F16=Return to previous screen
```

Figure 5-13-6E.   REPORT CARD FORM #05, #05, or #11 SELECTION SCREEN

Enter the selection criteria based on the following data entry requirements:

                    --------------- **DATA ENTRY REQUIREMENTS** ---------------
PRINT BEHAVIOR   Required. Enter a Y (yes) to indicate that behavior
GRADES   grades should be printed on the report card. Enter an N
                    (no) to indicate that behavior grades should not be
                    printed on the report card. This question will not
                    appear for report card form #11. (1 A)

PRINT BALANCE OF   Required. Enter a C to indicate that the balance of
FEES DUE   the current year fees due should print on the report
                    card. Enter a B to indicate that the total of both
                    current and prior year balances due should print on the
                    report card. Enter an N (no) to indicate that no balance
                    should print on the report card. If you enter an "N"
                    here, the 4 lines of general comments will be moved to
                    the right 7 positions to appear more centered on the
                    report card. (1 A)

DON'T PRINT BALANCE   Optional. Enter the free lunch code of students whose
FOR FREE LUNCH CODES fee balance you do not want printed on the report card.
                          You would only use this field if you had entered either a
                          C or a B in the previous field. (10 A/N)

SEPARATOR BETWEEN   Required. Enter a 1 if you want a blank line to separate
COURSES   the courses on the report card. Enter a 2 if you want an
                          underline to separate the courses. Enter a 3 if you want
                          nothing separating the courses. Options 2 and 3 will
                          print the most lines per page, i.e, more courses can be
                          printed on one page. (1 N)

FREE FORMAT GRADE   Required. Enter your grade and behavior key here to have
KEY   them appear on the report card. (560 A/N)

Press ENTER to generate the report cards.

SORT_SEQUENCE_FOR_COURSES_ON_THE_REPORT_CARD
Courses will print on the report card as follows:

         FORM 01 = period sequence
         FORM 02 = course number sequence
         FORM 03 = period sequence
         FORM 04 = course number sequence
         FORM 05 = course number sequence
         FORM 06 = period sequence
         FORM 07 = course number sequence
         FORM 08 = course number sequence
         FORM 09 = period within semester sequence
         FORM 11 = course number sequence

If the report cards print in course number sequence, a course taught 1st
period semester one and 6th period semester two will appear on the same line.
If the report cards print in period sequence, that course would appear on
separate lines for each semester.

TEACHER COMMENTS:
Teacher comments are maintained in F5-3 (Display/Update Teacher Comments).
Report card forms 01, 06, 08, and 11 support 30-character comments. Report
card forms 05, and 10 support 65-character comments. Report card form 09
supports 47-character comments.

If a teacher enters comments without entering grade period grades, the course
will still be included on the report card.

FORM #01 To laser-generate form #01, enter form #06. This option requires a
special printer. If the student's "distinguished honors" indicator (located
on the Mark Summary screen, F5-9) is set to a "Y", the message "Distinguished
Honor Student" will appear on the report card.

FORM #04 If form #04 is used at the middle school level, a personalized promotion/retention message such as "Mary has been promoted to grade nine." or "Mary has been retained in grade eight." will be printed automatically for grade period 4.

FORM #03 The room and teacher name will print on report card form #3 when the "Specific Period" sort is used.

FORM #05 If the "General Comments to Parents" area and "fee reminder" are not used on form #5, you can print an additional 6 lines of course information before hitting page overflow. If the student's "distinguished honors" indicator (located on the Mark Summary screen, F5-9) is set to a "Y", the message "Distinguished Honor Student" will appear on the report card.

FORM #05 – for Crown Point only (45-4660)– each student's community service hours will now print on the report card, based on a club/honors/award tag of **S-CSH**. If the student has no S-CSH records (blank), nothing will appear on the report card concerning community service hours. If the student has a zero in the S-CSH record field 0), community service hours will print on the report card, indicating zero hours. If the student has multiple S-CSH records, the most current one will appear on the report card.

FORM #11 Form #11 can be used by both semesterized and trimester schools.

FOR IBM ONLY: the print file name for forms 01-05, 07, and 11 will be "REPCARD#" where # = the form number. (Form #06 has no printer overrides.)

NOTE: Honor roll congratulatory messages will not appear on the report cards unless the honor rolls were run BEFORE running the report cards (Section 5-13-4).

NOTE: The general comments/notes to parents are to be entered and maintained by the users at each school site (Section 5-1-1).

NOTE: This process can be time consuming, so don't be concerned if processing time seems long. There is an option to PRINT or NOT PRINT first semester grades on the second semester report card. By not selecting 1st semester to be printed on 2nd semester report cards, your processing time will be reduced.

Special_logic_for_Harrison_Jr._High_&_Pierce_Jr._High
These junior highs have requested special logic to never print GPAs on report cards for 7th and 8th graders.

For Form #05 - for LaPorte (45-4945), Lake Station (45-4680), Lake Central (45-4615) & Michigan City Area (46-4925) schools only – courses with the same course number but different section numbers will not be merged onto the same line.

Form 01 – Prints on preprinted continuous form paper.
Form 02 – EVSC High School
Form 03 – EACS
Form 04 – EVSC Middle School
Form 05 – Prints on blank paper – this is the primary version for secondary schools who are not trimester

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Form 08 – EVSC Elementary
Form 09 – Concord High School trimester
Form 10 – EVSC Grades 4 & 5
Form 11 – Prints on blank paper for trimester schools
Form 12 – EVSC High School ACOM
Form 13 – Prints on blank paper for trimester schools – same as form #11 but
prints more info on a single line
Form 14 – EVSC Middle School ACOM
Form 15 – Prints on blank paper for trimester schools
Form 16 – Prints on blank paper for trimester schools – originated from form
#11, prints wider than 80 characters to fit more on a line, can be used only
with printers that have smaller font capabilities. Developed for Merr Schools.

From the MARK REPORTING/MARK HISTORY REPORTS AND TRANSCRIPTS MENU (Figure
5-13), press F7 to print the transcript labels by grade level. The PRINT
TRANSCRIPT LABELS screen (Figure 5-13-7A) is displayed.

_____

CHS   Print Transcript Labels as of 01 26 02 (MMDDYY)

                        09 10 11 12
            Select (X) _ _ _ _
                        (Grade level will apply to school year entered below)

            School Yr: 01 02   Semester: 1 (1, 2, 3, 4, 9=All Year)
                               (formats A & B grades 8 and under, use 'All Year')

            Print middle school grades in h.s. format? N (Y/N/4/6 Gr Prd Grades)
            How should the labels be sorted?   1 (1=Grade/Alpha, 2=HR)
            Should 'Days Absent' be printed on labels?   Y (Y/N)
            Should 'Rank' be printed on labels?   Y (Y/N)
            Sets of labels to be printed?   01 (01-40)
            Left margin for labels (# characters)?   00 (00/05/10/15)
            Label format? A (A = 2 3/4 inches wide x 1 15/16 inches high)
                            (B = 4 inches wide x 1 15/16 inches high)
                            (C = 3 11/16 inches wide x 1 15/16 inches high)
                            (D = Academic Summary Labels)
                            (E = Same as B, plus teachers names)
                            (F = 5 inches wide x 3 inches high)
                            (G = 2 5/8 inches wide x 2 3/4 inches high)
Enter=Continue, F16=Exit
_____

Figure 5-13-7A. PRINT TRANSCRIPT LABELS SCREEN

The "AS OF" date at the top of the screen works together with the System
Administrator's response to the question, "Print transcript labels for
withdrawn students if any grades for term?" on the District Control Screen.
If the response is an "N", students who withdrew on or before the "AS OF" date
will be excluded even if they have grades for the term to be printed. If the
response is a "Y", withdrawn students who have grades for the term being
printed will be included. In either case, students who enrolled after the "AS
OF" date will not be printed.

Follow the guidelines below when entering selection criteria:

                  ------------------- DATA ENTRY REQUIREMENTS -------------------

SELECT   Indicate the grade level(s) that should be printed on labels by
GRADE(S) placing an "X" under the desired level(s). The grade levels that
          appear on the screen will default to those that appear on your
          school's control screen. If the grade level that needs to be
          selected is not on the screen, add that grade level to the school
          control screen (F1-2, Screen 2) at the end of the list and then
          remove it afterwards. No more than 13 grade levels can be selected
          for an individual label run.

SCHOOL   Enter the school year this process should be printed for.
YEAR

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SEMESTER Enter the appropriate semester to be printed. Valid entries are:
1=Fall, 2=Spring, 3=Summer or 3rd semester for a trimester school,
4=Summer school for a trimester school, 9=All Year. A semester
selection of 9 for all year includes only fall and spring, it does
not include summer. Semester selection of 9 for all year is normally
used by grades 8 and under, while grades 9 and over normally select
individual semesters to be printed.

Print middle school grades in h.s. format?
Enter a "Y" if you are printing labels for students under grade nine
whose labels must be in high school format. Enter an "N" if you want
those labels printed in middle school format or if this question does
not apply to your needs. If you would like to print grade period
grades on middle school labels instead of final grades, respond with a
"4" to print 4 grade period grades or a "6" to print 6 grade period
grades.

How should labels be sorted?
Enter a "1" to sort labels by Grade/Alpha, or a "2" to sort labels by
homeroom. If homeroom sequence is selected, a "break" label will be
printed in between homerooms.

Should "Days Absent" be printed on labels?
Enter a "Y" to indicate yes, include days absent on the transcript
labels or an "N" to indicate no, don't include days absent on the
transcript labels.

Should Rank be printed on labels?
Enter a "Y" to indicate yes, include rank on the transcript labels or
an "N" to indicate no, don't include rank on the transcript labels.
The cumulative semester ranking is the ranking that will be printed.

Sets of labels to be printed?
Enter the number (01-40) of sets of labels to be printed.

LEFT Enter the desired left hand margin, valid entries are as follows:
MARGIN 00=0 margin, 05=5 character margin, 10=10 character margin, 15=15
character margin

LABEL Enter an "A" for format A = 2 3/4 inches wide x 1 15.16 inches high.
FORMAT Enter a "B" for format B = 4 inches wide x 1 15/16 inches high. Or
enter a "C" for format C = 3 11/16 inches wide x 1 15/16 inches
high. Enter a "D" for format D = an Academic Summary Label, which is
intended for use for 12th graders only. Only those students with a
graduation date filled in (Section 8-14, field #38) will be
selected. Enter an "E" for format E which will be the same as label
B but with teacher's names included.

                                                               (Continued)

LABEL   Enter an "F" for format F = 5 inches wide x 3 inches high, for middle
FORMAT   schools who use numeric grades. (Note: for Highland Middle Schools
(cont'd)   only, labels will print 6 LPI, instead of 8 LPI.) Enter a "G" for
           format G = 2 5/8 inches wide x 2 3/4 inches high, which prints middle
           school labels containing final grades, unless the course is a 6-week
           course, then the grade will be printed. To run format "G", the
           response to "Print middle school grades in h.s.format?" should be
           "6." Please refer to the Sample Reports Manual for examples of these
           seven formats.

NOTE 1:   Prior to printing transcript labels, the menu selection "GPA/Class
           Rank (Compute & Print)", section 5-13-5, must be run for the current
           school year and semester to insure correct GPA, credit, and
           transcript information. IF TRANSCRIPT LABELS ARE INACCURATE, it
           would be due to the fact that a particular PREVIOUS semester needs to
           be ranked/re-ranked (problem A), or due to the fact that the current
           semester was not ranked (problem B). (Problem A) Return to the
           "GPA/Class Rank" process to run the ranking for the school year and
           semester that the grade level would have begun receiving credits
           toward graduation. Be sure to run the rank one semester at a time
           (including summer school, semester 3) until you have run through the
           current semester of the current school year. Then, select the
           transcript labels to be printed. They should now be accurate.

           (Problem B) Return to the "GPA/Class Rank" process to run the ranking
           for the current school year and semester. Then, select the
           transcript labels to be printed. They should now be accurate.

NOTE 2:   Rank for summer school will include the students who received grades
           for summer school plus the students who were ranked for semester 2.

NOTE 3:   If labels need to be generated at the end of the first semester for
           grades 8 and under, enter a "1" in the semester to be selected.
           However, when the labels are printed at the end of the school year,
           you should select semester "9" for an all-year label that would then
           be placed over the first semester label on the permanent record card.

NOTE 4:   If the first character of a student's withdrawal code is a "G"
           (meaning graduated), the "withdrew xx-xx-xx" printline will not be
           printed. This will keep the withdrawal date off the label of a
           January graduate and other graduates.

NOTE 5:   Make sure the Rank Control File (F1-12) has an entry for the school
           and school year being processed.

From the MARK REPORTING/MARK HISTORY REPORTS AND TRANSCRIPTS MENU (Figure
5-13), press F8 to print the transcript labels for selected students only.
The PRINT SELECTED LABELS ONLY screen (Figure 5-13-8A) is displayed.

_____

CHS   Print Pre-selected Labels

     Should 'Days Absent' be printed on labels? Y (Y/N)
     Should 'Rank' be printed on labels?   Y (Y/N)
     Left margin for labels (# characters)?   00 (00/05/10/15)

     Label format? A (A = 2 3/4 inches wide x 1 15/16 inches high)
                    (B = 4 inches wide x 1 15/16 inches high)
                    (C = 3 11/16 inches wide x 1 15/16 inches high)
                    (D = Academic Summary Labels)
                    (E = Same as B, plus teachers names)
                    (F = 5 inches wide x 3 inches high)
                    (G = 2 5/8 inches wide x 2 3/4 inches high)
     Print middle school grades in h.s. format? N (Y/N/4/6 Gr Prd Grades)

Labels can be selected for this process in F5-9 and F5-10 by placing an 'X' in
the label selection field on the screen.

Enter=Continue, F16=Exit

_____

Figure 5-13-8A. PRINT SELECTED TRANSCRIPTS SCREEN

Follow the guidelines below when entering selection criteria:

                 ------------------- DATA ENTRY REQUIREMENTS -------------------
DAYS_ABSENT   Enter a "Y" if 'Days Absent' should be printed on labels. Enter
                 an "N" if 'Days Absent' should not be printed on labels.

RANK   Enter a "Y" if 'Rank' should be printed on labels. Enter an "N"
                 if 'Rank' should not be printed on labels.

LEFT_MARGIN   Enter the desired left hand margin, valid entries are as follows:
                 00=0 margin, 05=5 character margin, 10=10 character margin, 15=15
                 character margin

LABEL_FORMAT   Enter an "A" for format A = 2 3/4 inches wide x 1 15.16 inches
                 high. Enter a "B" for format B = 4 inches wide x 1 15/16 inches
                 high. Or enter a "C" for format C = 3 11/16 inches wide x 1
                 15/16 inches high. Enter a "D" for format D = an Academic
                 Summary Label. Intended for use for 12th graders only. Only
                 those students with a graduation date filled in (Section 8-14,
                 field #38) will be selected. Enter an "E" for format E which
                 will be the same as label B but with teacher's names included.
                 Enter an "F" for format F = 5 inches wide x 3 inches high, for
                 middle schools who use numeric grades. Enter a "G" for format G
                 = 2 5/8 inches wide x 2 3/4 inches high, which prints middle
                 school labels containing final grades, unless the course is a
                 6-week course, then the grade period grade will be printed. To
                 run format "G", the response to "Print middle school grades in
                 h.s. format?" should be "6." Please refer to the Sample Reports
                 Manual for examples of these seven formats, (section 5-13-8).

PRINT_MIDDLE Enter a "Y" if you are printing labels for students under grade
SCHOOL   nine whose labels must be in high school format. Enter an "N" if
GRADES_IN   you want those labels printed in middle school format or if this
H.S._FORMAT question does not apply to your needs.   If you would like to
                 print grade period grades on middle school labels instead of
                 final grades, respond with a "4" to print 4 grade period grades
                 or a "6" to print 6 grade period grades.

NOTE 1: Only transcript labels for those selected will be printed (the
'LABEL' field on the individual student's transcript screen, section 5-9 or
5-10, must contain an 'X'). All X's will be automatically cleared after the
labels are sent to the printer.

NOTE 2: If a student has a withdrawal code of "G" (meaning graduated), the
"withdrew xx-xx-xx" printline will not be printed. This will keep the
withdrawal date off the label of a January graduate.

From the MARK REPORTING/MARK HISTORY REPORTS AND TRANSCRIPTS MENU (Figure 5-13), press F9 to print the transcript forms by grade level. The PRINT TRANSCRIPT LABELS screen 1 (Figure 5-13-9A) is displayed.

```
C11                          Print Transcript Forms
                             as of 01 21 04 (MMDDYY)


                  09 10 11 12 08 GR 07 SU
        Select (X)  X  X  X  X  _  _  _  _

        Select the grade level(s) above that the students were in for
                   the school year being requested below.

        School Yr: 03 04    Semester: 1 (1-4)
        Sort: 1 (1=Grade/Alpha, 2=Homeroom)
        Special ed: I (I=Include, E=Exclude, O=Only)
        Include withdrawn students if they have grades for the term? Y (Y/N)

Select students based on the following test scores:
School Yr: 00 00 Test: _____  Form/Level: _____  Date: __ __ __ (MM DD YY)
Scores: 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000      GT,LT,EQ: __
        0000 0000 0000 0000 0000 0000 0000 0000 0000 0000
The date at the top of the screen will cause students who are enrolled after
that date to be excluded.  If the response to the 'include withdrawn students'
question is 'N', then students who withdrew on or before the date at the top of
the screen will be excluded.


Enter=Continue, F18=Help for Selecting Based on Test Scores, F16=Exit
```

Figure 5-13-9A. PRINT TRANSCRIPT FORMS SCREEN 1

Follow the guidelines below when entering selection criteria:

```
-------------------- DATA ENTRY REQUIREMENTS --------------------
```
DATE   Enter the "as of" date in MMDDYY format. This date works in
                    conjunction with the System Administrator's response to the
                    question, "Print transcript labels for withdrawn students if any
                    grades for term?" on the District Control Screen. If the
                    response is an "N", students who withdrew before the "AS OF" date
                    will be excluded even if they have grades for the term to be
                    printed. If the response is a "Y", withdrawn students who have
                    grades for the term being printed will be included. Remember, if
                    a student withdraws on the last day of the semester, the student
                    is still considered active on that date. Also, a student who
                    enters and withdraws on the same date is considered to be a "no
                    show" and would therefore not have a transcript generated in this
                    process. 6 N)

SELECT   Put an "X" in the blank(s) under the grade level(s) that the
GRADE_LEVEL   students were in for the school year being requested in the next
                    (School Year) field. If the grade level that needs to be
                    selected is not on the screen, add that grade level to the school
                    control screen (F1-2, Screen 2) at the end of the list and then
                    remove it afterwards.

SCHOOL_YEAR   Enter the school year in YY YY format, example: 03 04. (4 N)

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                                                          (Continued)

SEMESTER Valid entries are as follows: 1=Fall, 2=Spring, 3=Summer or 3rd
            semester for a trimester school, 4=Summer for a trimester school.

SORT   Enter a "1" to sort transcript forms by Grade/Alpha or a "2" to sort
            by Homeroom.

SPECIAL   Enter an "I" to include special ed students. Enter an "E" to
ED   exclude special ed students. Enter an "O" to print transcripts for
            special ed students only.

INCLUDE_WITHDRAWN_STUDENTS_IF_THEY_HAVE_GRADES_FOR_THE_TERM?
            Enter a "Y" to indicate yes, include withdrawn students. Enter an
            "N" to indicate no, don't include withdrawn students.

SELECT_STUDENTS_BASED_ON_TEST_SCORES:
            Optionally enter the school year, test name, form/level, test date,
            raw scores, GT for "greater than", LT for "less than", and EQ for
            "equal to" (in reference to the scores entered in the previous
            fields) to select students based on the first two sets of 10 scores
            in the RAW score buckets of any test. For example, you might want
            to print transcripts for all students who got less than 400 in the
            Math portion of SAT.

Enter the selection information and press ENTER to continue, press F16 to exit
without printing transcript forms, or press F18 for HELP for selecting based
on test scores (Figure F5-13-9-18A). F18 is pressed, the HELP FOR SELECTING
BASED ON TEST SCORES SCREEN will be displayed.

```
                      Help for Selecting Based on Test Scores


 The purpose of this feature is to print transcripts for only those students who
 match parameters for test score achievement(s).  For example, you may want to
 print transcripts for only those students who received a score of 800 or higher
 on the math portion of the SAT.  In that case, you would enter the school year,
 test name of SAT, the appropriate Form/Level and optionally the date of the
 test.  Then, you would enter 0799 in the second 'Scores:' field and type 'GT'
 in the far right 'GT,LT,EQ:'.

 This screen is giving you the ability to select students based on the first two
 sets of 10 scores in the RAW score buckets of any test.  At the end of each set
 of ten scores is the 4-char miscellaneous field.  For ISTEP, the 1st and 3rd
 positions of the second 4-char miscellaneous field contain the English and Math
 Proficiency indicators.  To select students who scored below the English level,
 enter a 'B' (below) in the first character of the second miscellaneous field.
 Then type 'EQ' in the far right field 'GT,LT,EQ:'.  To check for certain score
 levels in ISTEP English and math, enter specific scores in the 2nd and 3rd
 slots of the 2nd set of ten scores.

 You can select from the first set of 10 scores or the second set, but not BOTH.

 Enter/F16=Return
```

Figure 5-13-9-18A. HELP FOR SELECTING BASED ON TEST SCORES

If ENTER is pressed the PRINT TRANSCRIPT FORMS SCREEN 2, (Figure 5-13-9B) is
displayed.

```
C11 Transcripts
   Course # instead of long title? N (Y/N) Beg/end schl yr or grade?  E (B/E/G)
      Include 'in progress' classes? Y (Y/N) Enroll: H (Y/N/S/H) Copy? _1 (01-99)
Include list of transcripts sent? N (Y/N)   ISTEP: X (Y/N/X)  Immun?  Y (Y/N)
      Include tardies? Y   Absences? Y (Y/N)        Include class rank?  L (Y/N/L)
            Include Honor Roll info? Y (Y/N)         Print school hdg?  Y (Y/N)
      Include Test Score history? N (A/T/N) LPI: 6 (6/8)  1st Line? _1 (01-40)
      Include Clubs, Honors, etc.? Y (Y/N)  GQE: Y (Y/N) Last Line? 58 (50-98)
      Left Margin (00/05/10/15/20)? 00        Form: 2 (1/2) Signature? Registrar
  Include transcript legend below? Y (Y/N)
  _____
  Classes meet 50 minutes/day, five days per week _____
  and receive one credit per 18 weeks semester. _____
  _____ P =0.0 PTS:PASSING _____
                               2003/04               NO CREDIT SCALE
    School Seal Here           12 WK TRIMESTER   F =0 PTS:FAILING
  Indicates Official Transcript  S1 = SEM 1 FALL   EA=0 PTS:PASS W/EXCESS ABS
                               S2 = SEM 2 WINTER   I =0 PTS:INCOMPLETE
  Issued by: _____  S3 = SEM 3 SPRING   W =0 PTS:WITHDRAWN _____
                               S4 = SUMMER         WF=0 PTS:WITHDRAWN/FAILING
  Title: _____
  _____

  Enter=Continue, F11=Load Format, F12=Format Help, F16=Exit   Rpt Format: 0000█
```

Figure 5-13-9B. PRINT TRANSCRIPT FORMS SCREEN 2

Follow the guidelines below when entering selection criteria:
                 ------------------- DATA ENTRY REQUIREMENTS -------------------

Enter a "Y"(Yes), to include or an "N"(No), to exclude the following on the
transcript forms:

         Course # instead of long title? Any course with an asterisk (*)
          in the "Type" field in the Maintain District Transcript Course Title
          file (F5-13-14), will not print on a transcript.

         Include 'in progress' classes? An 'in progress' class is included
          only if it has credit assigned in the Course Master file.

         Include list of transcripts sent?
         Include 'Times Tardy'?
         Include 'Days Absent'? Only absences for grades 09-12 will print.
         Include Honor Roll information?
         Include Clubs, Honors, etc.?

         Include transcript legend below? The twelve lines below this
          question can be used to type any particular message to be
          included on the transcript forms. If you respond "N" to
          not print the legend, you do not need to erase the legend.

Include immunizations?
Print school heading?
GQE (Graduation Qualifying Examination pass/fail line)

BEG/END   Enter a "B" to print the beginning school year a student took the
SCHOOL_YR   course. For example, 03 would print for the 2003/2004 school year
OR_GRADE   if B was entered here. Enter an "E" to print the ending school
                year. For example, "04" would print for the 2003/2004 school
                year. Enter a "G" to print the grade level of the student when the course
                was taken.

INCLUDE   Optionally indicate that only the last ranking
CLASS RANK should be printed by placing an "L" in the "Include class rank?"
                field. A response of 'Y' will list the student's rank for each
                semester. If the "L" option is used and absences and tardies are
                also being requested, they will be shown on a separate line by
                school year as follows:

	01/02	02/03	03/04	04/05	TOTAL
Absences	4.00	.00	3.50	2.00	9.50
Tardies	1	0	3	0	4

INCLUDE   Valid responses to this question are:
TEST   A=print out all test scores on file
SCORE   T=only print those scores tagged to print on transcripts
HISTORY   (per an indicator set in F19-18, Test Score Definitions)
                 N=do not print test scores

                NOTE: Only test scores for grades 9, 10, 11, or 12 will print on
                a transcript. However, if a test score is entered for a school year
                after the student graduates, that score will print on the transcript
                as long as the student's grade level in F5-9 (Mark Summary screen) is
                a "GR". **CSI** (Cognitive Skills Index) scores will not print on a
                transcript. When test scores are printed, the score type will print
                except for RS (raw score) on all tests and MAST (mastery) on the AP
                test.

ENROLL   Enter a "Y" (yes), to print all records of entries and withdrawals on
                the transcript. Enter an "N" (no), to not print enrollment history.
                Enter an "S" to only print secondary school enrollment history.
                (This selection will include middle school or junior high
                information.) Enter an "H" to print only high school and alternate
                school enrollment history. **FOR LAKE CENTRAL SCHOOLS ONLY (45-4615):**
                Enrollment history will not print on the transcript.

NUMBER   Enter the number of copies desired, (01-99). (2 N)
OF_COPIES

ISTEP   Enter a "Y" to print all ISTEP scores. Enter an "N" to not print
                ISTEP scores. Enter an "X" to print a summary line above the GQE
                graduation line that shows the student's English and Math status.

LPI   Enter a 6 to print the transcript at 6 lines per inch. Enter an 8
                to print the transcript at 8 lines per inch. You will get more on
                a page if you choose the 8 lines per inch option. (1 N)

1ST_LINE   Enter the line you would like the transcript to start printing on,
               (01-40). If using letterhead, this enables you to start printing
               the transcript below the letterhead. If you instead choose to have
               the computer print your school heading, the value entered here will
               indicate where to start printing the school heading. (2 N)

LAST_LINE Enter the line you would like the transcript to stop printing on,
               (50-98). This will be helpful when your printer can print more on
               the page than the default, and when your printer is ejecting the
               signature line to a second page. (2 N)

LEFT   Here you can specify a left margin of 00, 05, 10, 15, or 20. This
MARGIN   will allow you to center the transcript. (2 N)

FORM   Here you can specify which transcript form you would like. Form
               1 sorts student grades by department. Form 2 sorts student grades
               by semester. Both Form 1 & 2 will always print the transcript
               legend defined in F5-18 in addition to anything typed in the
               transcript legend available on this screen. Form 2 will also
               include an "Enrollment History" section that will print a student's
               entries and withdrawals. REVERSAL entries will not appear in the
               "Enrollment History". For example, if a student was withdrawn and
               then the withdrawal was reversed in F8-8-8 (drop last entry/WD) the
               following would be logged, but would not appear on the transcript:
                        Withdrew 1/12/03 Washington High School
                        Withdrew 1/12/03 ** REVERSAL **

               **FORMAT 2 IS CURRENTLY NOT SET UP TO ACCOMMODATE MORE THAN 2
               SEMESTERS PER SCHOOL YEAR.**

SIGNATURE Enter the title of the person whose signature will appear on the
               transcript form. If you leave this field blank, nothing will print
               on the bottom line. This allows you to create your own signature
               lines by using the bottom lines of the "transcript legend" area.
               (10 A/N)

TRAN-   This free-format area should be used for printing any additional
SCRIPT   school specific information such as the grading scale. Subjective
LEGEND   comments, remarks, opinions, or recommendations of school
               official(s) regarding the student are strongly discouraged. Should
               a school wish to provide such information for the student at the
               student's request, that information should be put into a separate
               letter. Twenty-three additional lines are available in F5-18-10 for
               the transcript legend. (936 A/N)

After selection criteria has been filled in press ENTER to generate the
transcript forms. You will be returned to the MARK REPORTING/MARK HISTORY
REPORTS MENU (Figure 5-13), upon completion.

NOTE: The width of the transcript print file will be overridden by RDS to
contain a value of 80 + the left margin entered on the screen. If you use a
laser printer and have a width greater than 80, your printer might switch to
landscaped instead of portrait. It depends on your printer.

Up to 4 possible print files can be created when running transcripts. The
overrides are:

Width	Print File Name	Form_#	Description
variable	TRANSCRIPT	108	transcripts
80	TRANERR	109	list of transcript errors or exceptions
80	LABELLIST	110	a list of transcript mailing labels
80	LABELS	111	transcript mailing labels

DIPLOMA TYPE
The diploma type can be printed on transcripts if desired. Diploma type codes
would first need to be defined by the System Administrator in F1-6. Diploma
types should then be entered in either the Maintain Mark Summary for an
Individual Student screen (F5-9), Mark Summary Data Base Management (F5-6),
field number 7, or mass loaded based on career plans before rollover using the
Mass Load Diploma Types for 12th Graders (F10-10) function.

NOTE: If a student's distinguished honors indicator (located on the Mark
Summary screen, F5-9) is set to a "Y", the message "Distinguished Honor
Student" will appear on the transcript.

From the MARK REPORTING/MARK HISTORY REPORTS MENU (Figure 5-13), press F10 to print transcript forms for individual students only. The Print Individual Transcript Student Selection screen is displayed. Refer to section 8-8, (Add/Reenter/Withdraw/Update Student) for assistance in using this selection screen. After using the selection screen to access a particular student, the STUDENT TRANSCRIPT DETAIL screen, (Figure 5-13-10A) is displayed.

```
C11  F1=View by Year         TRANSCRIPT DETAIL          F12=Transcript Forms
                                                        F14=View by Semester
  ID: 8050084    Name: Wedig, Rank                           Sx: M  Gr: 10
                             --1-- --2-- --3-- ------------ Semester -----------
  Year S  Course    Title   GP-AB GP-AB GP-AB  EX  FG  AW  Credit Attempt Points
  0203 1 C1271004 Chem/Phys  A     A     A          A       1.00
  0203 1 E0473006 A.Lit/Comp A     A     A          A       1.00    1.00    4.00
  0203 1 I0867001 Comm.Sys.  A     A     A          A       1.00    1.00    4.00
  0203 1 M0907001 Algebra    A     A     A          A       1.00    1.00    4.00
  0203 1 R0110001 Sculpture  A     A     A          A       1.00    1.00    4.00
  0203 1 R0123001 Drawing    A     A     A          A       1.00    1.00    4.00
  0203 1 S1305013 US Hist*   A     A     A          A       1.00    1.00    4.00
  0203 1 TESTX 01 Test685    A     A     A          A




                Cumulative Credits:    7.00  Attempts:    6.00  Points:  24.00
                   Cum Semester GPA:   4.00000   Rank:    1 of  417  06-01-03

 ENTER=More, F19=Next, F16=Exit                                              ■
```
Figure 5-13-10A. STUDENT TRANSCRIPT DETAIL SCREEN

Pressing F1 allows the user to view a student's transcript detail information for an entire school year at a time. The STUDENT TRANSCRIPT VIEW BY YEAR screen, (Figure 5-13-10B) will be displayed.

```
┌──────────────────────────────────────────────────────────────────────┐
│ C11 8050084 Wedig, Rank                          Year: 02 03  Grade: 10│
│ Prev Credits:       Prev Attempts:       Prev Points:                  │
│                  --1-- --2-- --3-- --4-- --5-- --6-- --1-- --2-- --3-- Summer│
│ Course   Title   GP-AB GP-AB GP-AB GP-AB GP-AB GP-AB EX-FG EX-FG EX-FG EX-FG │
│ C12710 Chem/Phys A     A     A                       A                 │
│ E04730 A.Lit/Comp A    A     A                       A                 │
│ I08670 Comm.Sys.  A    A     A                       A                 │
│ M09070 Algebra    A    A     A                       A                 │
│ R01100 Sculpture  A    A     A                       A                 │
│ R01230 Drawing    A    A     A                       A                 │
│ S13050 US Hist*   A    A     A                       A                 │
│ TESTX  Test685    A    A     A                       A                 │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│ Grade Period GPA:                                                      │
│ Cur. Credit:  7.00 Cur. Attempts:  6.00 Cur. Points:  24.00           │
│ Tot. Credit:  7.00 Tot. Attempts:  6.00 Tot. Points:  24.00 CUM GPA:  4.00000│
│                                                                        │
│ ENTER=More, F3=Next School Year, F5=Prior School Year, F16=Exit    ▮  │
└──────────────────────────────────────────────────────────────────────┘
```
Figure 5-13-10B. STUDENT TRANSCRIPT VIEW BY YEAR SCREEN

This information is being presented in a non-modifiable format. Pressing ENTER will display more detail for the school year being displayed. Pressing F3 will take you to the next school year within the same format. Pressing F5 will take you to the previous school year again within the same format. Pressing F16 will return the user to the STUDENT TRANSCRIPT DETAIL screen, (Figure 5-13-10A).

Pressing F12 from the STUDENT TRANSCRIPT DETAIL screen, (Figure 5-13-10A), allows the user to view a history of transcripts sent as well as request that a transcript be printed. The TRANSCRIPT HISTORY DETAIL screen, (Figure 5-13-10C) will be displayed.

```
C11     Transcript history for 8050084 Wedig, Rank              Grade: 10

     Date          Date of
 F Released  Status   Request      Requestor     Location receiving transcript
 1 12-09-03 Released 12-09-03 Student            Indiana University














 ENTER=Next Screen, F1-15=Select Transcript, F19=Next, F24=Add, F16=Exit    ■
```

Figure 5-13-10C.   TRANSCRIPT HISTORY DETAIL SCREEN

If the student has a history of transcripts sent, each transcript listed will
be accessible by pressing its corresponding function key. Pressing ENTER or
F16 will return the user to the summary screen. Pressing F11 gives the user
the option to delete the record.

Pressing F19 from the TRANSCRIPT HISTORY DETAIL screen, (Figure
5-13-10C), takes you to the next student record. To add a transcript, press
F24. The ADD STUDENT TRANSCRIPT screen 1, (Figure 5-13-10D) will be displayed.

```
┌─────────────────────────────────────────────────────────────────────┐
│                                                                       │
│  C11 Transcript for 8040118 Wedig, Sarah          Gr: 11 Status: Request│
│                                                                       │
│          Date of request: 12 _9 _3    Release date: 12 _9 _3          │
│                                                                       │
│  How to process this request: 1                                       │
│    0=Transcript will be/was printed and mailed manually               │
│    1=Transcript should be generated (printed) right now               │
│    2=Transcript should be placed on queue and printed on release date │
│                                                                       │
│        ___Name of requestor___   Univ  __Location receiving transcript__│
│        _____  ____  _____│
│                    Address Line 1:  _____  │
│                    Address Line 2:  _____  │
│                          City, ST:  _____  │
│                          Zip Code:  _____                        │
│                                                                       │
│  After filling in the requestor, then enter a University Code OR the location to│
│  receive the transcript (NOT BOTH). If a University Code is entered, the address│
│  information will automatically be filled in (if it was entered by the System│
│  Administrator on the University Code File). Whether you are using a University│
│  Code or not, the address information is not required. If the address informa-│
│  tion is entered, mailing labels can be produced for queued transcripts.│
│                                                                       │
│  ENTER=Continue, F13=University Help, F16=Exit                      ▉ │
└─────────────────────────────────────────────────────────────────────┘
```

Figure 5-13-10D. ADD STUDENT TRANSCRIPT SCREEN 1

Follow the guidelines below when entering selection criteria:

------------------- DATA ENTRY REQUIREMENTS -------------------

DATE_OF   Enter the date the transcript request was made, MM YY DD format.
REQUEST   This entry will default to the current date, but can be
              modified. (6 N)

RELEASE   Enter the date the transcript request is to be released, MM YY DD
DATE   format. This entry will default to the current date, but can be
              modified. (6 N)

HOW_TO   Valid entries are as follows:
PROCESS   0=Transcript will be/was printed and mailed manually
              1=Transcript should be generated (printed) right now
              2=Transcript should be placed on queue and printed on release date

NAME_OF   Enter the name of the person requesting the transcript. This
REQUESTOR entry can be as simple as "Mom" or can be a full name. (25 A)
UNIV   If the transcript is being sent to a university, enter the
              university code here. Press F13 for help with university codes.
              (4 A/N)

130

LOCATION   If a university code was entered in the previous field, the
RECEIVING   address information will automatically be filled in, (if the
TRANSCRIPT   university requested has been entered on the University Code
                    File). If no university code was used, you can enter the address
                    of the location receiving the transcript here. This information
                    is not required but mailing labels can be produced for queued
                    transcripts.

After all the required data is filled in, press ENTER to add the transcript
request, ENTER again to update it or F16 to reenter any information. If ENTER
is pressed twice, the ADD TRANSCRIPT screen 2 (Figure 5-13-10E) will be
displayed.

```
C11 Transcripts
   Course # instead of long title? N (Y/N) Beg/end schl yr or grade?  E (B/E/G)
     Include 'in progress' classes? Y (Y/N) Enroll: H (Y/N/S/H) Copy? _1 (01-99)
Include list of transcripts sent? N (Y/N)  ISTEP: X (Y/N/X)  Immun?  Y (Y/N)
     Include tardies? Y   Absences? Y (Y/N)         Include class rank?  L (Y/N/L)
           Include Honor Roll info? Y (Y/N)         Print school hdg?  Y (Y/N)
       Include Test Score history? N (A/T/N) LPI: 6 (6/8)  1st Line? _1 (01-40)
       Include Clubs, Honors, etc.? Y (Y/N)   GQE: Y (Y/N) Last Line? 58 (50-98)
     Left Margin (00/05/10/15/20)? 00        Form: 2 (1/2) Signature? Registrar
 Include transcript legend below? Y (Y/N)

_____
Classes meet 50 minutes/day, five days per week_____
and receive one credit per 18 weeks semester._____
                                               P =0.0 PTS:PASSING
                                2003/04                NO CREDIT SCALE
   School Seal Here            12 WK TRIMESTER  F =0 PTS:FAILING
Indicates Official Transcript  S1 = SEM 1 FALL  EA=0 PTS:PASS W/EXCESS ABS
                               S2 = SEM 2 WINTER I =0 PTS:INCOMPLETE
Issued by:                     S3 = SEM 3 SPRING W =0 PTS:WITHDRAWN
                               S4 = SUMMER       WF=0 PTS:WITHDRAWN/FAILING
Title:_____
_____

Enter=Continue, F11=Load Format, F12=Format Help, F16=Exit    Rpt Format: 0000█
```

Figure 5-13-10E. ADD TRANSCRIPT SCREEN 2

Refer to the guidelines outlined in section F5-13-9, Transcript Forms: Print by
Grade Level, for assistance in entering the selection criteria.

Pressing F14 from the STUDENT TRANSCRIPT DETAIL SCREEN, (Figure 5-13-10A) will
allow the user to limit by year, semester, and grade period, the transcript
detail information being presented on the screen. The TRANSCRIPT DETAIL BY
SEMESTER screen (Figure 5-13-10F) will be displayed.

```
┌─────────────────────────────────────────────────────────────────────────┐
│                                                                           │
│  C11 8050084 Wedig, Rank              Year: 02 03  Semester: 1  Grade: 10  │
│  Prev Credits:        Prev Attempts:      Prev Points:            G     H  │
│                     --1-- --2-- --3-- --3-- --------- Semester --------- P H O │
│   Course    Title   GP-AB GP-AB GP-AB  COM  EX-FG-AW Credit Attmpt Points A R N │
│  C1271004 Chem/Phys  A     A     A    A2 A2    A      1.00                N N N │
│  E0473006 A.Lit/Comp A     A     A    B2 B2    A      1.00   1.00   4.00 Y Y N │
│  I0867001 Comm.Sys.  A     A     A    C2 C2    A      1.00   1.00   4.00 Y Y N │
│  M0907001 Algebra    A     A     A    A2 A2    A      1.00   1.00   4.00 Y Y N │
│  R0110001 Sculpture  A     A     A    B2 B2    A      1.00   1.00   4.00 Y Y N │
│  R0123001 Drawing    A     A     A    C2 C2    A      1.00   1.00   4.00 Y Y N │
│  S1305013 US Hist*   A     A     A    B2 B2    A      1.00   1.00   4.00 Y Y N │
│  TESTX 01 Test685    A     A     A    C2 C2    A                         Y Y Y │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│  GP1:                 GP2:                 GP3:                            │
│  Cur. Credit:  7.00 Cur. Attempts:  6.00 Cur. Points:  24.00 SEM GPA: 4.00000 │
│  Tot. Credit:  7.00 Tot. Attempts:  6.00 Tot. Points:  24.00 CUM GPA: 4.00000 │
│                                                                        ■  │
│  F1=Nxt Sem, F2=Nxt Gr Prd, F3=Nxt Schl Yr, F5=PriorYr, F8=Prior Sem, F16=Exit │
└─────────────────────────────────────────────────────────────────────────┘
```
Figure 5-13-10F. TRANSCRIPT DETAIL BY SEMESTER SCREEN

Pressing F1 will take you to the next semester for the school year currently
being displayed. This function will only allow you to change the semesters
within that school year. Notice that the number in the "Semester" field
changes each time F1 is pressed.

Pressing F2 will take you to the next grade period within the current semester
being displayed. This function will only allow you to change the grade period
within that semester. This allows the user to view the "Comment" field for
each grade period. Notice that the number above the "Comment" heading changes
each time F2 is pressed.

Pressing F3 will take the user to the next school year. For example, if the
"Year" currently displayed is "02 03", pressing F3 will display "03 04".
Notice that the "Year" changes each time F3 is pressed.

Pressing F5 will allow the user to view the prior year's transcript detail.
For example, if the "Year" currently displayed is "02 03", pressing F5 will
display "01 02". Notice that the "Year" changes each time F5 is pressed.

Pressing F8 will take the user to the previous semester within the same school
year. For example, if the "Year" currently displayed is "03 04 Semester 2",
pressing F8 will display "03 04 Semester 1". Pressing F8 again, will take
you to semester 3 within the current school year.

Pressing F16 will return the user to the STUDENT TRANSCRIPT DETAIL screen,
(Figure 5-13-10A).

From the MARK REPORTING/MARK HISTORY REPORTS AND TRANSCRIPTS MENU (Figure
5-13), press F11 to print the transcript forms by queue date. The PRINT
TRANSCRIPT FORM BY QUEUE DATE screen (Figure 5-13-11A) is displayed.

```
 C11       Queue date: 00 00 00 (MMDDYY)  F10=Review dates with open queue items
   Course # instead of long title? Y (Y/N) Beg/end schl yr or grade?  G (B/E/G)
    Include 'in progress' classes? Y (Y/N) Enroll: Y (Y/N/S/H) Copy? _1 (01-99)
 Include list of transcripts sent? N (Y/N)   ISTEP: N (Y/N/X)  Immun?  Y (Y/N)
      Include tardies? Y   Absences? Y (Y/N)        Include class rank?  L (Y/N/L)
           Include Honor Roll info? Y (Y/N)         Print school hdg?  Y (Y/N)
       Include Test Score history? N (A/T/N) LPI: 6 (6/8)  1st Line? _1 (01-40)
       Include Clubs, Honors, etc.? Y (Y/N)   GQE: Y (Y/N) Last Line? 58 (50-98)
   Left Margin (00/05/10/15/20)? 00        Form: 1 (1/2) Signature? Registrar
  Include transcript legend below? Y (Y/N)          Mailing labels? Y  (Y/N)
_____ 2003/2004 _____
_____ 12 WK TRIMESTER _____
_____ S1 = SEM 1 FALL _____
_____ S2 = SEM 2 WINTER _____
_____ S3 = SEM 3 SPRING _____
_____ S4 = SUMMER _____ P  = 0.0 PTS:PASSING _____
 DATE:_____ NO CREDIT SCALE _____
 _____ F  = 0 PTS:FAILING _____
 ISSUED BY:_____ EA = 0 PTS:PASS W/EXCESS ABS _____
 _____ I  = 0 PTS:INCOMPLETE _____
 TITLE:_____ W  = 0 PTS:WITHDRAWN _____
 _____ WF = 0 PTS:WITHDRAWN/FAILING _____

 Enter=Continue, F11=Load Format, F12=Format Help, F16=Exit    Rpt Format: 0000
```
Figure 5-13-11A. PRINT TRANSCRIPT FORMS BY QUEUE DATE SCREEN

Refer to the guidelines outlined in section F5-13-9, Transcript Forms: Print by
Grade Level, for assistance in entering the selection criteria except for the
following:

QUEUE   Enter the date the transcript forms are to be queued, MMDDYY format.
DATE   (6 N) Press F10 to view the list of queue dates with unprinted
              transcripts.

MAILING   Indicate with a "Y" yes, or an "N" no, as to whether or not you want
LABELS?   mailing labels generated with the transcripts.

After selection criteria has been filled in press ENTER to generate the
transcript forms. You will be returned to the MARK REPORTING/MARK HISTORY
REPORTS MENU (Figure 5-13), upon completion.

If F10 is selected to review the dates with queued transcripts, the LIST OF
QUEUED TRANSCRIPTS screen, (Figure 5-13-11B) is displayed.

```
┌──────────────────────────────────────────────────────────────────┐
│ ■                                                                  │
│                 List of queue dates with unprinted transcripts     │
│                                                                    │
│                                          # of Transcripts          │
│                    F       Date        Not Yet Printed             │
│                    1     01-15-04             1                     │
│                    2     01-16-04             1                     │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│  ENTER=More, F1-F15=Select Particular Date, F16=Exit               │
│  End of file has been reached!                                     │
└──────────────────────────────────────────────────────────────────┘
```
Figure 5-13-11B. LIST OF QUEUED TRANSCRIPTS SCREEN

Press the function key that corresponds to the queue date you want to release transcripts for. The PRINT TRANSCRIPT FORM BY QUEUE DATE screen (Figure 5-13-11A) is then displayed.

NOTE: Unpredictable printing results will occur if more than 99 transcripts are queued for the same student, for the same date.

From the MARK REPORTING/MARK HISTORY REPORTS AND TRANSCRIPTS MENU (Figure 5-13), press F12 to display queue maintenance for transcript forms. The MAINTAIN TRANSCRIPT QUEUE screen (Figure 5-13-12A) is displayed.

_____

   D11   Maintain Transcript Queue

To view and/or update a list of students queued to have one or more transcripts printed for a particular date, enter the date below and press ENTER.

                          Date: __ __ __

F10=Review list of dates with open queue items.
     This option is helpful for filling in the date above, if you would like to
     use a queue date that already has transcripts queued.

F11=Review list of transcripts already sent.
     This option is helpful for reviewing all transcripts sent out on a certain
     date or within a range of dates. Also, this is helpful for seeing all
     transcripts sent to a particular college or university within a range of
     dates. A 'help' screen is available for college/university codes.
F15=Print list of transcripts queued.
     This option is helpful for printing a list of all transcripts scheduled to
     be sent out on a certain date.

ENTER=Review screen of transcripts queued for the date entered above, F16=Exit
_____
Figure 5-13-12A. MAINTAIN TRANSCRIPT QUEUE SCREEN

If F10 is selected to review the dates with queued transcripts, the LIST OF QUEUED TRANSCRIPTS screen, (Figure 5-13-12B) is displayed.

_____

                  List_of_queue_dates_with_unprinted_transcripts

                                      # of Transcripts
             _F   __Date__   Not_Yet_Printed_
              1   10-25-94   21
              2   11-30-94   89
              3   01-25-95   15

   ENTER=More, F1-F15=Select Particular Date, F16=Exit
_____
Figure 5-13-12B. LIST OF QUEUED TRANSCRIPTS SCREEN

Press F11 to review a list of transcripts already sent.   The REVIEWING TRANSCRIPTS ALREADY SENT screen, (Figure 5-13-12C) is displayed.

_____

                    Reviewing_Transcripts_Already_Sent

To view a list of students whose transcripts were already printed, enter a date
range or a single date, and optionally enter a university code.

                    __ __ __ thru __ __ __

           University Code: ____
                        (F13 Help for Codes)

   ENTER=Review screen of transcripts sent for the dates entered above, F16=Exit
_____
Figure 5-13-12C. REVIEWING TRANSCRIPTS ALREADY SENT SCREEN

Enter either a single date or a date range to view that date's listing of
students whose transcripts were already printed. The TRANSCRIPT SUMMARY
screen, (Figure 5-13-12D) will be displayed.

_____
CHS   Transcripts sent from 10-17-94 thru 10-25-94

 _Date__ Student Gr _____Student_Name_____ _____Transcript_sent_to_____
10-17-94 E951210 11 Jones, Roger Collin   Southern Methodist University
10-21-94 H956542 11 Smeltzer, Nick   Indian University Northwest
10-21-94 E974680 10 Fotia, Mary Louise   Indiana College of Commerce
10-25-94 E941233 12 Adams, John Michael   Purdue University

   ENTER=Next Screen, F1=First, F18=Previous, F16=Exit
_____
Figure 5-13-12D. TRANSCRIPT SUMMARY SCREEN

Press ENTER to view the next screen, F1 to view the first screen, or F18 to
view the previous screen. F16 may be used to exit at any time.

Press F15 to print a list of transcripts queued. The PRINTING A TRANSCRIPT
QUEUE LIST screen, (Figure 5-13-12E) will be displayed.

_____

                        Printing_a_Transcript_Queue_List

  To print a listing of all students queued to be printed on a particular date,
  enter the date(s) below and press ENTER.

  To print a listing of all students queued but not yet printed, leave the
  date(s) blank and press ENTER.

                        <u>10</u> <u>17</u> <u>94</u> thru <u>10</u> <u>25</u> <u>94</u>

     ENTER=Continue, F16=Exit
_____
Figure 5-13-12E.   PRINTING A TRANSCRIPT QUEUE LIST SCREEN

If you would like a listing of all students queued to be printed on a
particular date, enter the date(s) and press ENTER. Leave the date(s) blank
to print a listing of all students queued but not yet printed, and press ENTER.

You will be returned to the MAINTAIN TRANSCRIPT screen, (Figure 5-13-12A)
after the report has been generated.

From the MARK REPORTING/MARK HISTORY REPORTS AND TRANSCRIPTS MENU (Figure
5-13), press F13 to display transcript forms for university maintenance. The
UNIVERSITY FILE MAINTENANCE FOR DISTRICT screen (Figure 5-13-13A) is displayed.

_____

University File Maintenance for District

University/College code: ____

   ENTER=Access record, F13=Search by university name, F15=Print file, F16=Exit
_____
Figure 5-13-13A. UNIVERSITY FILE MAINTENANCE FOR DISTRICT SCREEN

Enter the university code of the file to be updated or press F13 to search the
file by name. If F13 if pressed, the UNIVERSITY/COLLEGE SEARCH BY NAME screen
(Figure 5-13-13B) is displayed.

_____

University/College Search by Name

Sequence option: 1 1=University Name
                   2=University Name within State

Enter name of university (all or partial), or leave blank to view 1st
          _____

Enter state or country code to limit selections
                      __

   ENTER=Continue, F16=Return to previous screen
_____
Figure 5-13-13B. UNIVERSITY/COLLEGE SEARCH BY NAME SCREEN

Enter a "1" to sequence by university name or a "2" to sequence by university
name within state. Then enter the name of the university (all or partial), or
leave blank to view the 1st record on the file. Enter the state or country
code to further limit selections. Press ENTER to continue. The UNIVERSITIES
AND COLLEGES SUMMARY screen, (Figure 5-13-13C) will be displayed.

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_____
                        Universities and Colleges
 State/ Univ
F Country Code _____University/College_Name____ _____Address__(Line_1)_____
1   IN   1 Indiana University Northwest
2   IN   2 Indiana College of Commerce   7147 Kennedy

ENTER=More, F1-F15=Select Particular Code, F16=Exit
_____
Figure 5-13-13C. UNIVERSITIES AND COLLEGES SUMMARY SCREEN

Select the desired university by pressing its corresponding function key. The
UNIVERSITY FILE MAINTENANCE FOR DISTRICT screen, (Figure 5-13D) will then be
displayed.
_____
                  University File Maintenance for District

            Number: 0001   State/Country: IN   Status: A   Type: U

             Name: Indiana_University_Northwest_____
          Address: _____
                   _____
        City/State: Gary,__IN_____   Zip: _____

            Phone: 219 663 9041 Ext: ____ Contact: _____

            Phone: ___ ___ ____ Ext: ____ Contact: _____

            Fax: ___ ___ ____   Contact: _____

            Fax: ___ ___ ____   Contact: _____

     Comment: _____
              _____

ENTER=Validate, F6=Delete, F16=Exit
_____
Figure 5-13-13D. UNIVERSITY FILE MAINTENANCE FOR DISTRICT SCREEN

Follow the guidelines below when updating information:

                ------------------ DATA ENTRY REQUIREMENTS ------------------
NUMBER   Required. Enter the number to be assigned to this particular
                university. Each college and university has been assigned a
                number in the national directory. (4 A/N)

STATE/   Required. Enter the state or country abbreviation. (2 A)
COUNTRY

STATUS   Required. Indicate the status of this file by entering either an
                "A"=active, or an "I"=inactive. (1 A)

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TYPE   Optional. Enter the type of school. The type could be "U" for university, "V" for vocational, etc. (1 A)

NAME/ADDRESS Required. Enter the name and address for this university.

PHONE   Optional. Enter up to two phone numbers with extensions if available. (14 N)

CONTACT   Optional. Enter up to two names of contact people if available. (20 A)

FAX   Optional. Enter up to two fax numbers if available. (10 N)

CONTACT   Optional. Enter up to two names of contact people to fax to if available. (20 A)

COMMENT   Optional. Enter any comment pertinent to this university. (120 A/N)

After all the information has been updated press ENTER, the screen will close up. Press ENTER to update after verifying that the data entered is correct, or F16 to reenter the screen.

From the MARK REPORTING/MARK HISTORY REPORTS AND TRANSCRIPTS MENU (Figure
5-13), press F14 to display transcript forms for course titles. The MAINTAIN
DISTRICT TRANSCRIPT COURSE TITLE SELECTION screen (Figure 5-13-14A) is
displayed. The purpose of this section is to allow for the definition of a
longer course title to be printed on transcripts. Only those titles that need
to be expanded should be entered here.

```
                  Maintain District Transcript Course Title


                       Start with Dept: _


                       Course Title: _____



    ENTER=Continue, F15=Print File, F16=Exit
```

Figure 5-13-14A. MAINTAIN DISTRICT TRANSCRIPT COURSE TITLE SELECTION SCREEN

Enter the department code and all, part, or none of the course title to define
the starting point, or leave blank and press ENTER to take you to the first
course on the file. The MAINTAIN DISTRICT TRANSCRIPT COURSE TITLE SUMMARY
screen, (Figure 5-13-14B) will be displayed.

```
                  Maintain District Transcript Course Title
D T
e y        Type: N=Night, H=Honors, etc. (optional)
p p                                       (Optional)
t e   Short_Title  __Transcript_Title__ _____State_Course_Title_____
A _   Arts/Craft  Arts_&_Crafts_____ _____
B _   Beg_Acct__  Beginning_Accounting _____
B _   Comp_Appl_  Computer_Application _____
B _   Comp_Lit__  Computer_Literacy___ _____
B _   Intro_Bus_  Intro_to_Business___ _____
B _   Keyboard_I  Beg_Keyboarding_____ _____
B _   KeyboardII  Adv_Keyboarding_____ _____
C _   Ap_Biology  Adv_Place_Biology___ _____
C _   Earth_Sci_  Earth_Science_____ _____
C _   Phys_Sci__  Physical_Science____ _____
E _   Basi_PE_9B  Basic_Phys_Ed_9B____ _____
E _   Comp/Lit__  Composition/Lit_____ _____
E _   E_A_Lit___  Early_American_Lit__ _____
E _   Engl_Lit__  English_Literature__ _____
E N   Health/Saf  Health/Safety_____ _____

ENTER=Update & Next, F5=Next, F18=Previous, F20=Print Screen, F16=Exit
```

Figure 5-13-14B. MAINTAIN DISTRICT TRANSCRIPT COURSE TITLE SUMMARY SCREEN

Refer to the data entry requirements when adding or updating.

------------------- DATA ENTRY REQUIREMENTS -------------------

DEPARTMENT   Required. This field should contain the department code for the
                course being maintained. (1 A/N)

TYPE   Optional. This field is available for defining a course as a
                 night school, honors, etc. Any value can be entered. This field
                 will appear in transcripts, format #2. A legend should be
                 defined to explain the "type" values appearing on the
                 transcripts. (1 A/N)

SHORT_TITLE   Required. This field should contain the short title of the
                 course being maintained. The course title can be typed in upper
                 and lower case letters. (10 A/N)

TRANSCRIPT   Required. This field should contain the title of the course as
TITLE   it should appear on a transcript. The transcript title can be
                 typed in upper and lower case letters. (20 A/N)

STATE_COURSE Optional. This field can contain the state title for the course.
TITLE   (40 A/N)

Press ENTER to update after adding or modifying. The data will be updated and
you will be presented with the next screen. Press F5 to advance to the next
screen without updating. Press F18 to go to the previous screen. The F18
feature will not take you back farther than you originally started. Press F20
to print the screen.

From the MARK REPORTING/MARK HISTORY REPORTS AND TRANSCRIPTS MENU (Figure
5-13), press F17 to print out INTERIM PROGRSS Reports. The INTERIM PROGRESS
SELECTION screen (Figure 5-13-17A) is displayed.

_____

CHS   INTERIM PROGRESS

Enter the Appropriate Selector   Selector
Code from Legend at Right: 2   Code ----- Terms to be Selected ------
                                       1   1st Semester   (29)
   Enter Grade Period (1-6): 1   2   2nd Semester   (59)
        Enter Semester (1-4): 1   3   3rd Trimester   (89)
                                       4   1st Quarter   (029)
  Grades: __ __ __ __ __ __   I/E: I   5   2nd Quarter   (129)
         (Blank = all)   6   3rd Quarter   (359)
                                       7   4th Quarter   (459)
  Enter Period Ending: 10 02 00   S   Summer School   (S)
                   (MM DD YY)   9   All Year Only   (9)
  # blanks to be printed: 00 (00-99)   A   1st 6 Weeks   (A29)
  Parent/Student Signature: P (P/S/N) B   2nd 6 Weeks   (B29)
  Blanks only: N (Y/N)   C   3rd 6 Weeks   (C29)
                                       D   4th 6 Weeks   (D59)
                                       E   5th 6 Weeks   (E59)
                                       F   6th 6 Weeks   (F59)

ENTER=Continue, F5=Comment and Grade Key, F16=Exit
_____
Figure 5-13-17A. INTERIM PROGRESS SELECTION SCREEN

Follow the guidelines below when entering selection criteria:

            ------------------ DATA ENTRY REQUIREMENTS ------------------
SELECTOR   Required. Enter the appropriate term code chosen from the
TERM_CODE   following:

             1=1st Semester
             2=2nd Semester or Trimester
             3=3rd Semester for a trimester school
             4=1st Quarter   A=1st 6 Weeks
             5=2nd Quarter   B=2nd 6 Weeks
             6=3rd Quarter   C=3rd 6 Weeks
             7=4th Quarter   D=4th 6 Weeks
             S=Summer School   E=5th 6 Weeks
             9=All Year Only   F=6th 6 Weeks

GRADE   Required. Enter the appropriate grade period (1-6) to
PERIOD   be printed.

SEMESTER   Required. Enter the appropriate semester number. Valid
             entries are (1-4):
                     Sem 1=Fall
                     Sem 2=Spring
                     Sem 3=Summer or Trimester
                     Sem 4=Summer for a trimester school

GRADE   Optional. Enter up to six grade levels to print progress reports
LEVELS   for selected grades. Leave these fields blank to print for all
                   grade levels. Use the include (I), or exclude (E), field to
                   include or exclude the grade levels entered. (6 N)

PERIOD   Required. Enter the ending date of the grade period being
ENDING   printed in MM DD YY format. (6 N)

#_BLANKS   Required. Enter the number (00-99) of blanks, if any, to be
                   printed. (2 N)

PARENT/   Required. Enter a 'P' for a parent signature line, an 'S' for
STUDENT   a student signature line, or an 'N' for no signature line.
SIGNATURE

BLANKS_ONLY   Required. Enter "Y" to indicate yes, print blanks only, or an
                   "N" to indicate no, don't print only blanks.

Press ENTER to continue or F16 to Exit.

To customize the lower portion of the Interim Report form, press F5. The
COMMENT AND GRADE KEY SCREEN (Figure F5-13-17-5B) will be displayed.

```
_____
CHS      **************** COMMENTS ****************      ******* GRADES *******
         _1.__Outstanding_performance_____        _____
         _2.__Conscientious_worker_____        _____
         _3.__Always_prepared_for_class_____        _____
         _4.__Expresses_strong_desire_to_learn_        P_-_PASSING_____
         _5.__Participates_enthusiastically____        _____
         _6.__Exhibits_depth_of_understanding__        U_-_UNSATISFACTORY/___
         _7.__Exhibits_good_study_habits_____        ____BORDERLINE_____
         _8.__Pursues_independent_study_____        _____
         _9.__Has_high_test_scores_____        N_-_NOT_PASSING_____
         10.__Showing_improvement_____        _____
         11.__Please_see_attachment(s)_____        _____
         12.__Excessive_absence_or_tardiness_____
         13.__Achieving_below_ability_level_____
         14.__Does_not_bring_materials_to_class____
         15.__Incomplete_or_late_assignments_____
         16.__Does_not_follow_directions_____
         17.__Exhibits_poor_behavior_____
         18.__Low_test_scores_or_incomplete_tests__
         19.__Must_increase_effort_to_be_successful
         20.__Failure_possible_-_parent_conference_
              _____requested_-_please_call_the_school

   ENTER=Update legend, F16=Return to previous screen without updating
_____
```

Figure 5-13-17-5B. COMMENT AND GRADE KEY SCREEN

The "comments" and "grades" sections can be changed, as desired. This legend
will print at the bottom of each student's interim report. Press ENTER to
update the legend, or select F16 to return to the INTERIM PROGRESS SELECTION
screen without updating the legend.

If ENTER is pressed from the INTERIM PROGRESS SELECTION Screen, the INTERIM
PROGRESS SORT SELECTION screen (Figure 5-13-17C) will be displayed.

```
_____
    C11                             INTERIM PROGRESS


        Enter the Appropriate Sort          Sort
        Code from Legend at Right:  _       Code        Sorting Sequences

                                             1          Straight Alpha
                                             2          Grade/Alpha
                                             3          Homeroom/Alpha
                                             4          Sex/Alpha
                                             5          Grade/Sex/Alpha
                                             6          Grade/Team(Loc)/Alpha


     ENTER=Continue, F16=Exit
_____
```

Figure 5-13-17C. INTERIM PROGRESS SORT SELECTION SCREEN

Enter the sort code for the sort sequence desired and press ENTER to continue
or F16 to exit. If ENTER is pressed, the INDIVIDUAL STUDENT SELECTION screen
(Figure 5-13-17D) will be displayed.

```
┌─────────────────────────────────────────────────────────────────────────┐
│                                                                           │
│   C11                    Option to Select Individual Students             │
│                                                                           │
│                                                                           │
│   Enter IDs of students to be selected, or leave blank to print all:      │
│                                                                           │
│      _____   _____   _____   _____   _____   _____   _____   _____ │
│      _____   _____   _____   _____   _____   _____   _____   _____ │
│      _____   _____   _____   _____   _____   _____   _____   _____ │
│      _____   _____   _____   _____   _____   _____   _____   _____ │
│      _____   _____   _____   _____   _____   _____   _____   _____ │
│      _____   _____   _____   _____   _____   _____   _____   _____ │
│      _____   _____   _____   _____   _____   _____   _____   _____ │
│      _____   _____   _____   _____   _____   _____   _____   _____ │
│      _____   _____   _____   _____   _____   _____   _____   _____ │
│      _____   _____   _____   _____   _____   _____   _____   _____ │
│      _____   _____   _____   _____   _____   _____   _____   _____ │
│      _____   _____   _____   _____   _____   _____   _____   _____ │
│      _____   _____   _____   _____   _____   _____   _____   _____ │
│                                                                           │
│                                                                           │
│   ENTER=Validate, F5=Student Roster, F16=Exit                             │
│                                                                           │
└─────────────────────────────────────────────────────────────────────────┘
```

 Figure 5-13-17D. INDIVIDUAL STUDENT SELECTION SCREEN

Enter individual ID numbers in the fields provided. You can also press F5 to display the student Roster for selecting students. Press ENTER to continue or F16 to exit. If ENTER is selected, the INTERIM PROGRESS REPORTS will be generated. You will be returned to the MARK REPORTING/MARK HISTORY REPORTS AND TRANSCRIPTS MENU upon completion of this process.

From the MARK REPORTING/MARK HISTORY REPORTS AND TRANSCRIPTS MENU (Figure
5-13), press F18 to print out the Athletic Eligibility Report. The ATHLETIC
ELIGIBILITY REPORT SELECTION screen (Figure 5-13-18A) is displayed.

```
C11                        ATHLETIC ELIGIBILITY

Format: 0000  No report format loaded.  F11=Load format.  F12=Format help.
Athlete codes to be included (blank for all): _ _ _ _ _ _ _ _ Incl withdrawn? N
Print student's address? N (Y/N)        Print parents names? N (Y/N)
Print phone(s)? N (N=No, P=Parent only, W=Par & Work, E=Par & Work & Emergency)
Current year grade levels to be printed (blank for all): __ __ __ __
OR, enter up to 10 homeroom numbers.

_____ _____ _____ _____ _____ _____ _____ _____ _____ _____
OR, enter up to 20 student numbers.  F5 for Student Roster help.
 _____                              _____
 _____                              _____
 _____                              _____
 _____                              _____
 _____                              _____
 _____                              _____
 _____                              _____
 _____                              _____
 _____                              _____
 _____                              _____

  ENTER=Continue, F5=Student Roster, F16=Exit
```

Figure 5-13-18A. ATHLETIC ELIGIBILITY REPORT SELECTION SCREEN 1

From this screen, you can define a new Athletic Eligibility report or load the
parameters from a previously defined report. Refer to Appendix K for
assistance in using this feature.

Follow the guidelines below when entering selection criteria:

------------------- DATA ENTRY REQUIREMENTS -------------------

ATHLETIC   Optional. Enter the athletic codes to be included, leave blank
CODES   for all. (8 A)

INCLUDE   Required. Enter a "Y" to indicate yes, include withdrawn or
WITHDRAWN   an "N" to indicate no, don't include withdrawn. (1 A)

PRINT   Required. Enter a "Y" to indicate yes, print student's address or
STUDENT'S   an "N" to indicate no, don't include student's address. (1 A)
ADDRESS

PRINT   Required. Enter a "Y" to indicate yes, print parent's names or
PARENT'S   an "N" to indicate no, don't print parent's names. (1 A)
NAMES

PRINT   Required. Enter the appropriate code to indicate which phone
PHONES   numbers, if any, should be included. Valid entries are as
                  follows:
                          N=No
                          P=Parent only
                          W=Parent and Work
                          E=Parent, Work, and Emergency

Choose one of the following three options for selecting students to be
included on this report.

CURRENT_YEAR Optional. Enter up to four grade levels to be printed, or leave
GRADE_LEVELS blank to include all grade levels. If one grade level has
          different eligibility requirements than other grade levels, you
          would want to run that grade level separately. For example,
          grade 9 might need to be enrolled in 5 credits but at the
          beginning of the school year would have no grade history
          requirement. (8 N)

HOMEROOM   Optional. Enter up to 10 homeroom numbers to be printed.
NUMBERS

STUDENT   Optional. Enter up to 20 student numbers to be printed. Press
NUMBERS   F5 for student roster help.

After all the selection criteria has been entered, press ENTER. The ATHLETIC
ELIGIBILITY REPORT SELECTION screen #2 (Figure 5-13-18B) will be displayed.

```
  C11                         ATHLETIC ELIGIBILITY


  Code _____Sorting_Sequences_____    Code _____Sorting_Sequences_____
   1   Straight Alpha                     7   Athletic Code/Grade/Alpha
   2   Grade/Alpha                        8   Sex/Athletic Code/Alpha
   3   Homeroom Number/Alpha              9   Athletic Code/Sex/Alpha
   4   Homeroom Teacher/Alpha             A   Sex/Athletic Code/Grade/Alpha
   5   Counselor/Alpha                    B   Athletic Code/Sex/Grade/Alpha
   6   Athletic Code/Alpha


  Sort code: 1  (1-9, A, or B, as shown above)

  Minimum number of credits passing to be eligible: 5.0 -OR- solids: __
  Minimum number of credits currently enrolled: 5.0 -OR- solids: __

  Which report should be printed? B D=Detailed, S=Summary, B=Both
  Number of copies to be printed: 01 (01-99)

  Report Title: _____3.0_&_Above_Athletes_-_Fall_____
                      (Center as desired for report heading)
  ENTER=Continue, F16=Return to previous screen
```

Figure 5-13-18B. ATHLETIC ELIGIBILITY REPORT SELECTION SCREEN 2

Follow the guidelines below when entering selection criteria:

```
               ------------------- DATA ENTRY REQUIREMENTS -------------------
SORT_CODE      Required.  Enter the desired sort code.  Valid entries are as
               follows.  (1 A/N)
               1=Straight Alpha                7=Athletic Code/Gr/Alpha
               2=Grade/Alpha                   8=Sex/Athletic Code/Alpha
               3=Homeroom Number/Alpha         9=Athletic Code/Sex/Alpha
               4=Homeroom Teacher/Alpha        A=Sex/Athletic Code/Grade/Alpha
               5=Counselor/Alpha               B=Athletic Code/Sex/Grade/Alpha
               6=Athletic Code/Alpha
```

MINIMUM_#   Optional. Enter the number of credits that the student needs to
OF_CREDITS be passing in order to be considered eligible. If you would
TO_BE   prefer to base eligibility on a specified number of passing
ELIGIBLE   solids, leave this field blank and fill in the solids in the
                corresponding field. On the Athletic Eligibility Report, the
                number of credits that the student is passing will appear next to
                the word PASSING. If the student is passing less than the
                minimum entered here, then there will be asterisks on that same
                line. The information that is being evaluated for this criteria
                is the student's grade history for the school year entered in the
                "For evaluation of passing grades" portion of the ATHLETIC
                ELIGIBILITY REPORT SELECTION screen 3 (Figure 5-13-18C). (1 N 1
                DEC)

OR_SOLIDS   Optional. Enter the number of solids needing to be passed to be
                considered eligible. Only enter a number here if the previous
                field, (MINIMUM # OF CREDITS TO BE ELIGIBLE) was not filled in.
                (2 N)

MINIMUM_#   Required. Enter the minimum number of credits currently
OF_CREDITS enrolled in to be considered eligible. If you would prefer
CURRENTLY   to base eligibility on a specified number of enrolled solids,
ENROLLED   leave this field blank and fill in the solids in the
                corresponding field. (1 N 1 DEC)

OR_SOLIDS   Optional. Enter the number of solids needed to be enrolled in to
                be considered eligible. Only enter a number here if the previous
                field, (MINIMUM # OF CREDITS CURRENTLY ENROLLED) was not filled
                in. (2 N)

REPORT_TO   Required. Enter the desired type of report to be printed.
PRINT?   Valid entries are:
                        D=Detailed
                        S=Summary
                        B=Both

NUMBER_OF   Required. Enter the number of copies to be printed, (01-99).
COPIES   (2 N)

REPORT   Required. Enter the desired title to appear on this report. This
TITLE   title will not be automatically centered. Therefore, you may want
                to type further to the right to create a centered title. (60 A/N)

After all the selection criteria has been entered, press ENTER. The ATHLETIC
ELIGIBILITY REPORT SELECTION screen #3 (Figure 5-13-18C) will be displayed.

(Continued)

_____
C11   ATHLETIC ELIGIBILITY

Grades considered as meeting eligibility requirements:
                A B C D P S CR (ABCDPS, CR)   Behavior: _ _ _ _

For evaluation of PASSING grades, enter an 'X' next to ONE item to be
   reviewed: GP1: _ GP2: X GP3: _ GP4: _ GP5: _ Final Gr: _
      School Year: 00 01   Sem: 1 (1,2,3)

For evaluation of ENROLLMENT, enter the term code for printing the student's
   schedule: 2 (0-5, 8, 9, A-F, S)

This section defines which GPAs should be printed. Be sure that GPAs have first
been calculated. If cumulative semester GPAs are selected but have not yet
been calculated, the most current will be printed. Max of 2 can be selected.
Grade period GPAs are based on grade period grades. Semester GPAs are based
on final semester grades.
   1. Cumulative Grade Period GPA? N (Y/N) ___Cum._GP: (Right justify)
   2. Current Grade Period GPA?   Y (Y/N) ___Cur._GP:
   3. Cumulative Semester GPA?   Y (Y/N) __Cum._Sem:
   4. Current Semester GPA?   N (Y/N) __Cur._Sem:
   Print Rank for which GPA above? 3 (1/2/3/4/N=no rank should be printed)
  ENTER=Continue, F16=Return to previous screen

_____
Figure 5-13-18C. ATHLETIC ELIGIBILITY REPORT SELECTION SCREEN 3

Follow the guidelines below when entering selection criteria:

           ------------------- **DATA ENTRY REQUIREMENTS** -------------------

GRADES   Required. Enter the grades to be considered for eligibility.
CONSIDERED   Valid entries are: A, B, C, D, P, S, or CR.
FOR_ELIGIBILITY

BEHAVIOR   Optional. Enter behavior grades to indicate which behavior
                 grades are required to meet athletic eligibility requirements.

GP1,_GP2,   Required. Enter an "X" next to the grade period desired. This
GP3,_GP4,   field, along with the next two, allow you to evaluate a specific
GP5,_GP6,   grade period or semester final grade, even if you need to look at
FINAL_GRADE the last grade period of the prior school year. **NOTE**: When
                 running this report for summer school (semester 3), use the final
                 grade field. (1 A)

SCHOOL_YEAR Required. Enter the school year to be evaluated in YY YY
                 format. (4 N)

SEMESTER   Required. Enter the semester this report should pertain to.
                 Valid entries are: 1=Fall, 2=Spring, or 3=Summer. (1 N)

TERM_CODE   Required. This field is important for current year enrollment
                  evaluation. The student schedules will be printed for the term
                  code entered here. Valid entries are:

                          0=1st quarter   A=1st 6 Weeks
                          1=2nd quarter   B=2nd 6 Weeks
                          2=1st Semester   C=3rd 6 Weeks
                          3=3rd quarter   D=4th 6 Weeks
                          4=4th quarter   E=5th 6 Weeks
                          5=2nd semester   F=6th 6 Weeks
                          8=3rd semester   S=summer school
                          9=All Year (this should not be used unless you only
                          have all-year courses defined)

For the following fields, enter a "Y" to indicate yes, print the specified
GPA; or an "N" to indicate no, don't print the specified GPA. No more than 2
GPA's can be selected for printing. To the right of each of the PRINT GPA
fields, an 11 digit field is provided for the purpose of entering how the
respective GPA's should be labeled on the report.

CUMULATIVE_GRADE_PERIOD_GPA?

        Refers to cumulative grade period GPA (i.e., based on the grade period
        grades) for the current school year. This has nothing to do with
        semester grades.

CURRENT_GRADE_PERIOD_GPA?

        Refers to current grade period GPA only, based on grade period grades.

CUMULATIVE_SEMESTER_GPA?

        Refers to cumulative semester GPA for the entire time at the school,
        based on final semester grades (could be multiple years).

CURRENT_SEMESTER_GPA?

        Refers to current semester GPA only (based on final semester grades).

PRINT_RANK_FOR_WHICH_GPA_ABOVE?

        Enter the number corresponding to the desired GPA to be used when
        printing the ranking. Enter an "N" to indicate that no ranking should
        be printed.

Press ENTER to continue after all the selection criteria has been filled in.
The ATHLETIC ELIGIBILITY REPORT SELECTION SCREEN 4 (Figure 5-13-18D) will be
displayed.

C11   ATHLETIC ELIGIBILITY

List only those students over age 18
as of a particular date? Y (Y/N)

Age 18 cutoff date: 08 01 00

List only those students who entered 9th
grade before a particular date? Y (Y/N)

9th grade cutoff date: 08 01 98

If age 18 cutoff date is entered, students over age 18 will be flagged.
If the date field is left blank, no students will be flagged.

If 9th grade cutoff date is entered, students entering 9th grade before
that date will be flagged. If the date field is left blank, no students
will be flagged.

ENTER=Continue, F16=Return to previous screen

Figure 5-13-18D. ATHLETIC ELIGIBILITY REPORT SELECTION SCREEN 4

Follow the guidelines below when entering selection criteria:

                ------------------- **DATA ENTRY REQUIREMENTS** -------------------

LIST_ONLY   Required. Enter a "Y" if you want to generate a listing of
STUDENTS   only those students that are over age 18 as of a particular date.
OVER_18   If a "Y" is entered here, then the cutoff date must be entered in
                the next field. Enter an "N" to indicate you don't want to
                evaluate students over 18. (1 A)

AGE_18_DATE   Required if "Y" is entered in the previous field. Enter a date
CUTOFF   in MM DD YY format to be used in determining which students are
OVER_18   over 18. An example of a date to be used here could be the end
                of the football season or a conference game date.

LIST_ONLY   Required. Enter a "Y" if you want to generate a listing of only
STUDENTS   those students that entered 9th grade before a particular date.
WITH_9TH   If a "Y" is entered here, then the "9th grade cutoff date" must
GRADE_ENTRY   be entered in the next field. Enter an "N" to indicate you don't
                want to evaluate students that entered 9th grade prior to a
                particular date. (1 A)

9TH_GRADE   Required if "Y" is entered in the previous field. Enter a date
CUTOFF_DATE   in MM DD YY format to be used in determining which students
                entered 9th grade prior to the standard entry date. For example,
                for the 2001/2002 school year, seniors would have had an entry
                date some time in 1998. In this case the date of 04/01/98 could
                be used. Any student entering 9th grade prior to that date would
                be a potential 2nd year senior. (6 N)

Press ENTER to continue. You will be presented with the "Saving Report
Formats" screen. (Refer to Appendix K for instructions on saving report
formats.) Press ENTER to process the request. You will be returned to the
MARK REPORTING/MARK HISTORY REPORTS AND TRANSCRIPTS MENU upon completion.

From the MARK REPORTING/MARK HISTORY REPORTS AND TRANSCRIPTS MENU (Figure
5-13), press F19 to print PERMANENT RECORD CARDS. The PERMANENT RECORD CARDS
SELECTION screen (Figure 5-13-19A) is displayed.

_____

    CHS   PERMANENT RECORD CARDS

              Grade levels to be printed (blank for all) __ __ __ __

              Sort sequence: 1 (1=Alpha, 2=Homeroom, 3=Grade/Alpha)
              Number of copies: 1 (1-9)   Number of blanks: 00 (00-99)
              Form number: 01 (01-99)   Include withdrawn? N (Y/N)
              Weeks/year: 40 (00-99)   Credits required: 38 (00-99)
              Accredited by: _____
              Grade legend: Grades:___A=100-95___B=94-98____
                             C=87-78___D=77-70___CR=Below_70_
                             P=Pass____F=Failed__I=Incomplete
                             _____
   Optionally,_enter_individual_student(s)_to_be_printed:
    _____   _____
    _____   _____
    _____   _____
    _____   _____
    _____   _____
   Grade levels AND individual students cannot be selected at the same time.
   For individual students, F5 can be used for help for a Student Roster.
   ENTER=Continue, F5=Student Roster, F16=Exit

_____

Figure 5-13-19A. PERMANENT RECORD CARDS SELECTION SCREEN

Follow the guidelines below when entering selection criteria:

                  ------------------- **DATA ENTRY REQUIREMENTS** ------------------
GRADE_LEVELS Optional. Enter the grade levels to be printed. Leave this
          field blank to print all grade levels at your school.

SORT   Required. Enter the desired sort sequence. Valid entries are:
SEQUENCE   1=Alpha, 2=Homeroom, 3=Grade/Alpha

NUMBER_OF Required. Enter the number (1-9) of copies to be printed. (1 N)
COPIES

NUMBER_OF Required. Enter the number (00-99) of blanks to leave on the
BLANKS   card. (2 N)

FORM_NUMBER Required. Enter the form number (01-99) to be used for printing
          of the permanent record cards. (2 N)

INCLUDE   Required. Enter a "Y" to indicate yes, include withdrawn
WITHDRAWN students or an "N" to indicate no, don't include withdrawn
          students in the printing of permanent record cards. (1 A)

WEEKS/YEAR Required. Enter the number of weeks in the school year. (2 N)

ACCREDITED Optional. Enter the name of the accrediting association. (24
BY   A/N)

GRADE_LEGEND Optional. This is a free-format area that will appear on the
            permanent record cards. (32 A/N, per line)

You have the option of printing PERMANENT RECORD CARDS either by grade
level(s) or for up to ten individual students, (both options cannot be
selected at the same time). If the individual student option is selected, F5
can be used to access students using the STUDENT ROSTER OPTION.

When all the selection criteria has been filled in, press ENTER to continue or
press F16 to Exit. You will be returned to the MARK REPORTING/MARK HISTORY
REPORTS AND TRANSCRIPTS MENU after the permanent records cards have been
generated.

From the MARK REPORTING/MARK HISTORY REPORTS AND TRANSCRIPTS MENU (Figure
5-13), press F20 to print the BEHAVIOR REPORT. The BEHAVIOR REPORT SELECTION
screen (Figure 5-13-20A) is displayed. This is the screen you will see if
your school uses numeric grades. (That is, if an 'N' is entered in the
"Numeric/Letter Grades" field on the MARK REPORTING Control Data screen.)

_____
C11   Behavior Report

Sort: 1 1=Alpha, 2=Grade/Alpha, 3=Team/Alpha

Grade: 09 10 __ __ __ __ (blank=all) School year: 00 01

Enter 'X' next to one or more items to be selected:
       GP1: X GP2: _   GP3: _   GP4: _   GP5: _   GP6: _

Print students with effort of: _ _ _ _ conduct of: _ _ _ _
Select all students or only those who made an honor roll? _ _ _
                                    (blank=all, 1/2/3=specific honor roll)

Review honor roll courses only? N (Y=yes, N=no, review all)

Enrolled in course: _____ __ Term: _ Incl withdrawn: N (Y/N) Copies: _1 (1-99)
Should students' special ed codes (if any) be printed on the report? Y Y/N

Report Title: Good_Behavior_Report_____

  ENTER=Continue, F16=Exit

_____
Figure 5-13-20A. BEHAVIOR REPORT SCREEN, numeric grades

The BEHAVIOR REPORT SELECTION screen (Figure 5-13-20B) is the screen you will
see if your school uses letter grades. (That is, if an 'L' is entered in the
"Numeric/Letter Grades" field on the MARK REPORTING Control Data screen.)

_____
C11   Behavior Report

Sort: 1 1=Alpha, 2=Grade/Alpha, 3=Team/Alpha

Grade: __ __ __ __ __ __ (blank=all) School year: __ __

Enter 'X' next to one or more items to be selected:
     GP1: _   GP2: _   GP3: _   GP4: _   GP5: _   GP6: _

Print students with behavior grade of: A _ _ _ ANY/ALL: ANY
Select all students or only those who made an honor roll? _ _ _
                                    (blank=all, 1/2/3=specific honor roll)
Review honor roll courses only? _ (Y=yes, N=no, review all)

Enrolled in course: _____ __ Term: _ Incl withdrawn: _ (Y/N) Copies: __ (1-99)
Should students' special ed codes (if any) be printed on the report? _ Y/N
Report Title: _____

ENTER=Continue, F16=Exit

_____
Figure 5-13-20B. BEHAVIOR REPORT SCREEN, letter grades

Follow the guidelines below when entering selection criteria:

                  ------------------ **DATA ENTRY REQUIREMENTS** ------------------

SORT   Required. Enter the desired sort sequence. Valid entries are:
SEQUENCE   1=Alpha, 2=Grade/Alpha, 3=Team/Alpha

GRADE_LEVELS Optional. Enter the grade levels to be printed. Leave this
                  field blank to print all grade levels at your school. (12 A/N)

SCHOOL_YEAR   Required. Enter the school year to be evaluated in YY YY
                  format. (4 N)

GP1,_GP2,   Required. Enter an "X" next to the grade period(s) desired.
GP3,_GP4,   (1 A)
GP5,_GP6,

BEHAVIOR,   Optional. Schools using **numeric** grades will be asked which effort
EFFORT_&_   and/or conduct grade should be printed. If these entries (effort
CONDUCT__   <u>and</u> conduct) are left blank, no students will be selected. If a
                  '1' and a '2' are entered in effort and a '1' is entered in
                  conduct, only those students will be selected who have a '1' or
                  '2' in effort <u>and</u> a '1' in conduct for <u>every</u> class.

                  Schools using **letter** grades will be asked which behavior grade to
                  print. If these entries are left blank, all students will be
                  selected for the report. If an 'A' and a 'B' are entered, only
                  those students will be selected who have an 'A' or a 'B' in <u>every</u>
                  behavior grade.

ANY/ALL   Required. Entering "ANY" indicates that you want to print
                  students that have the behavior grades listed in the previous
                  fields in any of their classes. Entering "ALL" indicates that
                  you want to print students that have the behavior grades listed
                  in the previous field in all of their classes. For example, you
                  enter A B C & D in the previous fields. With the "ALL" response,
                  only those students that have any of those behavior grades in all
                  of their classes would be printed. A student with an "F" in any
                  class would not be included.

HONOR   Optional. Determines whether to print all students or only those
ROLL   in a specific honor roll. Valid entries are:
                          blank=all, 1/2/3=specific honor roll
                                1= 1st honor roll
                                2= 2nd honor roll
                                3= 3rd honor roll

HONOR_ROLL   Required. Respond 'Y' to review only the behavior grades for
COURSES_ONLY courses that count for the honor roll. Respond 'N' to review the
                  behavior grades for all courses.

. Enter a course number to include only those students
COURSE   enrolled in the course during the term listed in the "TERM"
                  field. (7 A/N)

TERM   Optional. (Required if the "COURSE" field contains a value.)
                  Enter the term code to be evaluated. Valid responses are:

                              0= 1st Quarter   S= Summer - 3rd Semester
                              1= 2nd Quarter   A= 1st six weeks
                              2= 1st Semester   B= 2nd six weeks
                              3= 3rd Quarter   C= 3rd six weeks
                              4= 4th Quarter   D= 4th six weeks
                              5= 2nd Semester   E= 5th six weeks
                              9= All Year   F= 6th six weeks

INCLUDE   Required. Enter a 'Y' to indicate yes, include withdrawn
WITHDRAWN   students or an 'N' to indicate no, do not include withdrawn
                  students in the behavior report. (1 A)

NUMBER_OF   Required. Enter the number (1-99) of copies to be printed. (2 N)
COPIES

SPECIAL_   Required. Enter a 'Y' to indicate yes, special ed codes should
ED_CODES   be printed on the report, or 'N' to indicate no, special ed codes
                  should not be printed on the report. (1A)

TITLE   Optional. Enter the title you wish to appear on the report.
                  (60 A/N)

When all the selection criteria has been filled in, press ENTER to continue or
press F16 to Exit. You will be returned to the MARK REPORTING/MARK HISTORY
REPORTS AND TRANSCRIPTS MENU after the behavior report has been generated.

From the MARK REPORTING/MARK HISTORY REPORTS AND TRANSCRIPTS MENU (Figure
5-13), press F22 to print the honor roll in a format that can be sent to the
newspapers. The HONOR ROLL LISTING FOR THE NEWSPAPER SELECTION screen (Figure
5-13-22A) is displayed.

_____

  C11   Honor Roll Listing for the Newspaper

  This process will create a report showing the students who attained the honor
  roll(s) for the period defined below. In order to produce this report, honor
  roll indicators must already be set (by previously running F5-13-4).

                          School Year: **96** **97**

                    Semester: 1 (1-3) -or- GP: 0 (1-6)

                  Format of Headings: UPLOW (UPPER/UPLOW)

                          Copies: 01 (01-99)

  The headings for each honor roll will be comprised of the honor roll title
  defined in F5-18, along with the school name defined in the long school name
  field on the school control screen (F1-2). If the titles and school name
  should be printed as typed in F5-18 and F1-2, enter UPLOW in the 'format of
  headings' field above. If you would like the titles and school name to be
  converted to upper case letters only, enter UPPER in the 'format of headings'
  field above.
  ENTER=Continue, F16=Exit

_____

Figure 5-13-22A. HONOR ROLL LISTING FOR THE NEWSPAPER SELECTION SCREEN

Follow the guidelines below when entering selection criteria:
                    ------------------- **DATA ENTRY REQUIREMENTS** -------------------

SCHOOL_YEAR   Required. Enter the year in YY YY format for the honor roll
               to be listed. (4 N)

SEMESTER   Optional. Enter the number of the desired semester (1=first
               semester, 2=second semester, 3=summer school) if you want to run
               this honor roll based on a semester honor roll. (1 N)

GP   Optional. Enter the number of the desired grade period if you
               want to run this honor roll based on a grade period honor roll.
               (1 N) Valid entries are:

               1=first grading period   4=fourth grading period
               2=second grading period   5=fifth grading period
               3=third grading period   6=sixth grading period

FORMAT_OF   Required. Enter the desired heading format. If you want the
HEADINGS   honor roll titles and school name to appear the way they are
               typed in F5-18 and F1-2, enter UPLOW here. If you want the
               titles and school name to print in upper case letters only, enter
               UPPER here. (5 A)

NUMBER_OF   Required. Enter the number (1-99) of copies to be printed. (2 N)
COPIES

After filling in all the required fields press ENTER to continue. The screen
will be redisplayed for confirmation but closed to data entry. Either press
ENTER to continue of F16 to reenter the screen. If ENTER is pressed
processing will begin. You will be returned to the Mark Reporting/Mark
History Reports and Transcripts Menu upon completion.

NOTE: To save on printing costs, middle names are not included in this report.

From the MARK REPORTING AND MARK HISTORY MASTER MENU (Figure 5), press F14 to
display the MARK REPORTING/MARK HISTORY SPECIAL FUNCTIONS MENU (Figure 5-14).

_____
                       Mark Reporting and Mark History
                            Special Functions Menu

              Transfer Transcript Data Between Schools F1
              Remove Mark History Records from
                    KHISFILE, MHISFILE, and RHISFILE,
                    CLUBFILE, THISFILE, and TADDFILE F2
              List/Remove History for Specific
                    School Year and Grade Level F3
              Create January Graduate Mark History F4
              Clear GPA Summary Info in Student Master F5
              Clear Rank Info for One Semester or Gr Prd ... F6
              Print Grade Changes by Date Range F8
              Transfer Mark History from
                    One Course Number to Another F9
              Recover Mark History
                    for One School for One School Year F12

                                  Session Defaults F23
                                  Display Print Files F15
                                  Exit F16

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_____

Figure 5-14.   MARK HISTORY/MARK REPORTING SPECIAL FUNCTIONS MENU

From the MARK REPORTING/MARK HISTORY SPECIAL FUNCTIONS MENU (Figure 5-14),
press F1 to transfer transcript data between schools. The TRANSFER TRANSCRIPT
DATA screen (Figure 5-14-1A) is displayed.

_____
                  Transfer Transcript Data Between Schools
                            Transfer to: AHS

      This procedure will transfer mark history from one school to another
      for an individual student, or for an entire grade level. A listing
      will be produced to show which students were transferred, and the
      amount of credits for each student.
      Only_those_records_with_credits,_points_or_attempts_will_be_transferred.

      Enter the school ID of the school where the history currently resides.
      Then, EITHER enter the student ID or enter a grade level & school year.
                         From School: ___

   Enter a student ID, if only one student is to be transferred: _____

   Fill in this section only if you want to transfer an entire grade level:
                 From Grade Level: __   From School Year: __ __

ENTER=Continue, F16=Exit

_____
Figure 5-14-1A. TRANSFER TRANSCRIPT DATA SCREEN

Follow the guidelines below when entering selection information:

                   ------------------- **DATA ENTRY REQUIREMENTS** -------------------
FROM_SCHOOL   Enter the 3-character school I.D of the school from which the
                   students are being transferred.

STUDENT_ID   If transferring only one student, enter the student's I.D.
                   Leave blank if you intend to enter a grade level.

FROM_GRADE   Enter the grade level for the students to be transferred. If a
  LEVEL   grade level is entered, DO NOT ENTER A STUDENT ID!

FROM_SCHOOL   Enter the school year to be transferred only if a grade level
  YEAR   was entered in the FROM GRADE LEVEL field. Do not enter a
                   school year if a student ID was entered.

This program allows you to transfer mark history between schools. For an
individual student, only enter the 'from' school and the student's I.D.. This
will transfer ALL history for a certain student. To transfer all students for
a certain grade level, indicate the proper grade level for the school year
being transferred. For example, if the students were in 8th grade for the
91/92 school year, enter 08, not the current grade level. Whenever history is
transferred, a "MARK HISTORY TRANSFER" report is printed.

NOTE: If you have a situation where a student has an RHISFILE record (rank summary) at both School A and School B, and you want to transfer the record from School A to School B, this process will delete the record at School B before transferring over the record from School A.

After entering the selection criteria, press ENTER to continue or press F16 to exit without transferring. If ENTER is pressed the message "History will be transferred for   " will be displayed. Press ENTER to process the transfer.

The message "History will be transferred for   " will appear on the screen to show the name of the student for verification. However, if there is no student history found, (i.e., no KHISFILE record at the other school) the student number will be redisplayed for verification rather than the name.

If ENTER is pressed, and the message:

  Invalid! Grade level transfer has been restricted by System Administrator!

is displayed at the bottom of the screen, you may not continue with this function. Press F16 to exit. If you feel you should not have received this error message, contact your system administrator.

From the MARK REPORTING/MARK HISTORY SPECIAL FUNCTIONS MENU (Figure 5-14),
press F2 to remove Mark History records. The REMOVE MARK HISTORY screen
(Figure 5-14-2A) is displayed. NOTE: ON THE IBM AS/400, IT COULD TAKE SEVERAL
MINUTES FOR THIS SCREEN TO APPEAR. You will see messages flash on the bottom
of the screen as it prepares for this process. It will cause no problem to
wait until this screen appears, and then decide to exit (F16) without removing
any records.

    C11   REMOVE HISTORY RECORDS

          This procedure will remove all transcript records for the period
          specified below. If a current-year student master record exists
          for a student, the student's transcript data will NOT be removed
          from the history files.

              Remove all transcript records for inactive students
              for school year: __ __ (AND all PRIOR school years!)

          Records will be removed for the school or district shown in the
          upper left corner of this screen.

          Records will be removed from the following files:
          KHISFILE, MHISFILE, RHISFILE, THISFILE, TADDFILE, and CLUBFILE

    ENTER=Continue to next screen, F16=Exit without removing transcript records

---
Figure 5-14-2A. REMOVE MARK HISTORY SCREEN

This program allows you to remove mark history from the following files:

__FILE__	LIBRARY	DESCRIPTION
KHISFILE	K12DATA	Student master (demographics) history
MHISFILE	K12DATA	Mark history detail for each course taken
RHISFILE	K12DATA	Rank history summary for each school year
THISFILE	K12DATA	History of where transcripts were sent
TADDFILE	K12DATA	History of transcripts addresses
CLUBFILE	K12DATA	Clubs, honors, awards, etc.

When entering a school year (e.g., 89 90), all history for that year and prior
school years will be removed from your files, as long as a current-year
student master record (on the KMASFILE) does not exist.

The records are moved into temporary files so that they can be backed up and
removed from the disk once this procedure is done. Be sure to scratch the
output files (KOUTFILE, MOUTFILE, ROUTFILE, TOUTFILE, AOUTFILE, COUTFILE)
after backing them up. Otherwise, they will take up disk space needlessly.

After the records are removed, KHISFILE, MHISFILE, RHISFILE, THISFILE, TADDFILE, and CLUBFILE are automatically reorganized by this procedure. Therefore, *it is important that no users are using the Student Management Software while running this procedure*.

RECORDS REMOVED FROM:		*ARE PLACED INTO*:	
__FILE__	LIBRARY	__FILE__	LIBRARY
KHISFILE	K12DATA	KOUTFILE	K???DATA*
MHISFILE	K12DATA	MOUTFILE	K???DATA
RHISFILE	K12DATA	ROUTFILE	K???DATA
THISFILE	K12DATA	TOUTFILE	K???DATA
TADDFILE	K12DATA	AOUTFILE	K???DATA
CLUBFILE	K12DATA	COUTFILE	K???DATA

* Where ??? represents your three-character school code.

From the MARK REPORTING/MARK HISTORY SPECIAL FUNCTIONS MENU (Figure 5-14),
press F3 to list/remove history for specific school year and grade level. The
LIST/REMOVE MARK HISTORY FOR SPECIFIC SCHOOL YEAR AND GRADE LEVEL screen
(Figure 5-14-3A) is displayed.

_____
                List/Remove Mark History for Specific School Year and Grade Level
                                    for C11

This function can be run district-wide or by individual school, depending upon
the access code entered. The school or district code selected is shown above.

                        School Year: __ __
                        Grade Level: __

   Remove history records and print listing: _ (X to select this option)
                                                   - OR -
   Print listing only without removing records: _ (X to select this option)

Only those students who were in the grade level specified above for the school
year specified above will have their mark and rank history records removed.
Mark and rank history records for these students for other school years will
not be removed.

ENTER=Continue, F16=Exit
_____
Figure 5-14-3A.LIST/REMOVE HISTORY FOR SPECIFIC SCHOOL YR AND GRADE LEVEL
SCREEN

WARNING: When you select the option to remove the records, those records will
not be saved in another area or file. Therefore, you may want to do a backup
before removing records in case you want to restore MHISFILE and RHISFILE in
K12DATA. Individual school's records can be removed but only the entire
district's files can be restored. RHISFILE and MHISFILE contain the records
for all schools.

This process is most often used when mark history has been loaded for the
wrong school year or a ranking is done for the wrong school year (e.g.,
ranking for next year instead of the current year).

It is always best to print the listing first to see which records will be
removed when you select the option to remove them. The records that appear on
the listing are the summary records (RHISFILE) that can be viewed in F5-9 and
also the detail records (MHISFILE) that can be viewed in F5-10. Remember, if
you select the option to print the listing only, the records will not be
removed until you run this process a second time telling it to remove the
records.

From the MARK REPORTING & MARK HISTORY SPECIAL FUNCTIONS MENU (Figure 5-14),
press F4 to create January graduate mark history. The MASS UPDATE FOR JANUARY
GRADUATES screen 1 (Figure 5-14-4A) is displayed.

                        Mass Update for January Graduates

            This module is used to create a mark history record for

            each student whose schedule contains the January graduate

            course entered below. If a mark history record already

            exists, the program will notify you of this and will not

            create a duplicate record.

                         JANUARY GRAD COURSE: _____
                                  School Yr: __ __

                 *** COPY SCREEN BEFORE PRESSING ENTER TO CONTINUE ***
        ENTER=Continue, F16=Exit without Updating

Figure 5-14-4A. MASS UPDATE FOR JANUARY GRADUATES SCREEN 1

This process is used to create a mark history record for each student whose
schedule contains the January graduate course that the user specifies. If a
mark history record exists, the program will notify you of this and will not
create a duplicate record.

NOTE: Refer to Appendix J (at the end of this user guide) for information on
setting up January graduates so that they will be included in the 8th semester
ranking.

Enter the January graduate course number and press ENTER to continue or press
F16 to exit without updating. If ENTER is pressed, the following screen will
appear at the end of the process to let you know how many students it found as
"Enrolled" in the January Graduate Course.

---

                        * * *   C O M P L E T E   * * *

              !   !
              !   Process: UPDATE JANUARY GRAD   !
              !   !
              !   This step has completed successfully.   !
              !   !
              !   During processing, there were a total of   !
              !   !
              !   13   !
              !   !
              !   records processed!   !
              !   !

        Press ENTER or F16 to Acknowledge and Exit

Figure 5-14-4B. MASS UPDATE FOR JANUARY GRADUATES SCREEN 2

From the MARK REPORTING/MARK HISTORY SPECIAL FUNCTIONS MENU (Figure 5-14),
press F5 to clear GPA summary info in the student master. The CLEAR GPA
SUMMARY FIELDS IN STUDENT MASTER RECORDS screen (Figure 5-14-5A) is displayed.

_____

C11   Clear GPA Summary Fields in Student Master Records

This function is usually run to clear summary GPA information for 9th graders
at the beginning of the school year. Please select information to be cleared.

                         Grade Level: __

Place an 'X' next to fields to be cleared:
        Cum Sem Credits, Attempts, Points: _
                         Cum Sem GPA: _
                        Cum Sem Rank: _
                   Cum Sem Rank Date: _
                        Cum G.P. GPA: _
                       Cum G.P. Rank: _
                  Cum G.P. Rank Date: _

The fields to be cleared are those shown on the bottom of the TRANSCRIPT DETAIL
screen in Student Maintenance. Refer to section 8-8-6. This will not affect
the student's mark or rank history in any way. To replug these numbers, simply
rerun the appropriate GPA/Rank. Refer to section 5-13-5.

ENTER=Continue, F16=Exit
_____
Figure 5-14-5A. CLEAR GPA SUMMARY FIELDS IN STUDENT MASTER RECORDS SCREEN

Enter the grade level and place an "X" next to the field(s) to be cleared.
Press ENTER to continue. The screen will be redisplayed for confirmation.
Press ENTER to continue or F16 to reenter the screen.

From the MARK REPORTING/MARK HISTORY SPECIAL FUNCTIONS MENU (Figure 5-14),
press F6 to clear ranking information for a particular school year and
semester. The CLEAR RANKING FOR SPECIFIC SCHOOL YEAR AND GRADE LEVEL screen
(Figure 5-14-6A) will be displayed. You must have administrator access rights
to Mark History to be able to run this. One reason for using this feature is
if you run ranking for the wrong school year and/or semester. For example,
you might run ranking for 96/97 semester 3 when you really intended to run
ranking for 95/96 semester 3.

_____

CHS   Clear Ranking for Specific School Year and Grade Level

This function can be run district-wide or by individual school, depending upon
the access code entered. The school or district code selected is shown above.

          School Year: __ __

          Semester: _ (1-4)
          -or-
          Grade Period: _ (1-8)

          Grade Level: __ (Blank for all
)
          Cumulative or current: _ (1=Cumulative, 2=Current)

Only those students who were in the grade level specified above for the school
year specified above will have their rank information cleared.
THE FIELDS CLEARED WILL BE THE GPA, RANK, AND CLASS SIZE FIELDS SHOWN ON THE
RANK SUMMARY SCREEN (F5-9). BE CAREFUL! NOTICE THAT THERE ARE CURRENT AND
CUMULATIVE FIELDS FOR EACH SEMESTER AND ALSO FOR EACH GRADE PERIOD!

ENTER=Continue, F16=Exit
_____
Figure 5-14-6A. CLEAR RANKING FOR SPECIFIC SCHOOL YEAR AND GRADE LEVEL SCREEN

Enter the selection criteria based on the following data entry requirements

                ------------------ **DATA ENTRY REQUIREMENTS** ------------------
SCHOOLYEAR   Required. Enter the school year, e.g. 96 97, of the ranking
                information to be removed. (4 N)

SEMESTER/OR   Required. Enter the desired semester or grade period code
GRADE_PERIOD   of the ranking information to be removed. (1N)
                Valid entries are:
                      Semester   Grade_Period
                      1=first semester   1=first grading period
                      2=second semester   2=second grading period
                      3=summer or   3=third grading period
                        trimester   4=fourth grading period
                      4=summer for a   5=fifth grading period
                        trimester school   6=sixth grading period
                                            7=seventh grading period
                                            8=eighth grading period

GRADE_LEVEL   Optional. Enter a grade level if only a particular grade level
                 needs ranking records removed. Leave blank to remove ranking
                 from all grade levels for the semester or grade period indicated
                 in the previous field. (2 A/N)

CUMULATIVE/   Required. Enter a 1 to indicate cumulative records are to be
OR_CURRENT   removed. Enter a 2 to indicate current records are to be
                 removed. (1 N)

After entering all the selection criteria press ENTER. The screen will be
redisplayed for confirmation. Press ENTER to continue or F16 to reenter the
screen.

From the MARK REPORTING/MARK HISTORY SPECIAL FUNCTIONS MENU (Figure 5-14),
press F8 to print grade changes by date range. The PRINT GRADE CHANGES BY
DATE RANGE screen (Figure 5-14-8A) is displayed.

_____

CHS   Print Grade Changes by Date Range

Date: __ __ __ thru __ __ __ (MMDDYY)

Sort: <u>0</u> (1=Student Name/Date, 2=Gr/Student Name/Date, 3=Dept/Student Name/Dt,
         4=Course/Student Name, 5=Date/Student Name, 6=Date/Gr/Student Name)

User: ___ (Enter a user ID, or leave blank for all)

To select grade changes for a department, enter the first character of the
course number only. To select grade changes for specific courses, enter the
complete course numbers. Leave blank for all.

_____ _____ _____ _____ _____ _____ _____ _____ _____ _____

Current year grade levels to be printed (blank for all): __ __ __ __

Students (blank for all): _____ _____ _____ _____ _____ _____

Copies: 1 (1-9)   Print regular grades or skills? R (R=Regular, S=Skills)

ENTER=Continue, F4=Student Roster, F16=Exit
_____
Figure 5-14-8A. PRINT GRADE CHANGES BY DATE RANGE SCREEN

Enter the selection criteria based on the following data entry requirements

                   ------------------- DATA ENTRY REQUIREMENTS -------------------
<u>DATE</u>   Required. Enter the desired date range (MMDDYY format). (6N +
               6N)

<u>SORT</u>   Required. Enter the desired sort sequence. Valid entries are:

                   1=Student Name/Date
                   2=Grade/Student Name/Date
                   3=Department/Student Name/Date
                   4=Course/Student Name
                   5=Date/Student Name
                   6=Date/Grade/Student Name

<u>USER</u>   Optional. Enter a user ID if this listing is to be printed for a
               specific user. Or, leave blank to print for all users. (3 A/N)

<u>DEPT/</u>   Required. Enter either the department or course numbers desired
<u>COURSE</u>   to appear on this report. The department number is indicated by
               using the first character of the course number. To select grade
               changes for specific courses, enter the complete course numbers.
               Leave blank for all. (6 A/N)

<u>GRADE</u>   Optional. Enter the grade levels to be printed, leave blank
<u>LEVELS</u>   to print all. (2 A/N)

STUDENTS   Optional. Enter a student ID number(s) if this report is to
                       be run for individual students. Up to six student ID numbers can
                       be entered here. Leave this field blank to print all students.
                       (7 N)

NUMBER   Required. Enter the number (1-9) of copies desired. (1 N)
OF_COPIES

PRINT   Required. Enter an "R" to print regular grade changes. Enter an
REGULAR   "S" to print version 1 or 2 skill changes.
GRADES OR
SKILLS

Press ENTER to continue. The screen will be redisplayed for confirmation.
Either press ENTER to continue or F16 to reenter the screen. You will be
returned to the MARK REPORTING AND MARK HISTORY SPECIAL FUNCTIONS MENU upon
completion.

From the MARK REPORTING/MARK HISTORY SPECIAL FUNCTIONS MENU (Figure 5-14),
press F9 to change the course number for existing mark history records. The
TRANSFER MARK HISTORY FROM ONE COURSE NUMBER TO ANOTHER screen (Figure
5-14-9A) is displayed.

_____
CHS   Transfer Mark History from One Course Number to Another

The purpose of this process is to change the course number for grades already
assigned to students. It is up to you to ensure that the new course number is
valid for use. If the new course number should have a different credit value,
you will need to go into F5-7 to further edit your grades. After you bring up
the list of students in F5-7, alter the control information at the top of the
screen. Then, press enter to validate and F5 to update and go to the next
screen. Alter the control information at the top of the next screen, just
as you did on the first screen. Again, press ENTER to validate and F5 to
update and go to the next screen. Repeat that process until all students'
records have been updated.

                  From Course and Section: _____

                    To Course and Section: _____

                                 Semester: _

                              School Year: 97 98
ENTER=Continue, F16=Exit

_____
Figure 5-14-9A.   TRANSFER MARK HISTORY FROM ONE COURSE NUMBER TO ANOTHER SCREEN

Enter the selection criteria based on the following data entry requirements
                ------------------- DATA ENTRY REQUIREMENTS -------------------
FROM_COURSE Required. Enter the course and section number of the course
AND_SECTION you want to change. (8 A/N)

TO_COURSE   Required. Enter the course and section number you want to
AND_SECTION use to replace the course and section number listed in the
               previous field. The course must be a valid course and section
               number that is listed on the course master file. (8 A/N)

SEMESTER   Required. Enter the semester of the mark history record you want
               to transfer. Valid entries are:
                       1 = First semester
                       2 = Second semester
                       3 = Third semester (Summer School)

SCHOOL_YEAR Required. Enter the school year of the mark history record you
               want to transfer in YY YY format. (4 N)

Press ENTER to continue after all the selection criteria has been filled in.
The screen will be redisplayed but closed to data entry for confirmation.
Either press F16 to reenter the screen or ENTER to continue. If ENTER is
pressed, the message "Processing Request" will display on the screen. When
the update is complete, the number of updates processed and not processed will
display at the bottom of the screen. To confirm the updates, F5-7 can be used
to review mark history by school year, semester and course section.

From the MARK REPORTING/MARK HISTORY SPECIAL FUNCTIONS MENU (Figure 5-14),
press F12 to recover mark history records for an individual school that
incorrectly posts current grades to the wrong grade period or school year.
The RECOVER MARK HISTORY RECORDS screen (Figure 5-14-12) is displayed.

_____

CHS   Recover Mark History Records

          You have selected the option to recover mark history records for
             a particular school year. A backup of MHISFILE, MHISFILE01,
          and MHISFILE02 must be placed in RDSDATA prior to running this.

                    School Year: 01 02

If there is a chance that students have transferred between schools since the
last backup, run F8-9-3 at the district level to get a list of transferred
students. Then, check the mark history of those students individually. It
would be best to exit this process and print the F5-10 screens of those
students before running this.

    You may have to rerun F5-12-24 after recovering the MHISFILE records.

ENTER=Continue, F16=Exit without processing
_____
Figure 5-14-12. RECOVER MARK HISTORY RECORDS SCREEN

You must have administrator access rights to mark history in order to run this
for a particular school. District level access is not allowed. A school year
must be entered to define the records to be recovered from a backup of the
MHISFILE which must first be placed in the RDSDATA library. All records for
the school year entered will be deleted from the live MHISFILE in K12DATA for
the school running the process. Then, records will be copied from the backup
file (MHISFILE in RDSDATA) to the live file for the school year entered on the
screen. **The backup of MHISFILE must be placed in RDSDATA before running this
step**. MHISFILE contains all schools' records in a single file, but this
process allows one school's records to be recovered without disrupting other
schools.

You may have to rerun F5-12-24 after recovering the MHISFILE records.

From the MARK REPORTING AND MARK HISTORY MASTER MENU (Figure 5), press F18 to
display the MARK REPORTING CONTROL DATA screen (Figure 5-18A). The mark
control screens will need to be filled in for each of your schools as well as
at the district level (school number = 00). When filling in the criteria at
the district level you only need to enter the required fields.

```
  C11                        Mark Reporting Control Data
                             Student Records Year: 08 09


Mark School Year: 08 09   Last Mark Scan Sheet Seq: _   Last Honor Roll Seq: _
Mark Semester: 1          Last Mark Scan Selector:  _   Last Grade Verf Seq: _
Mark Term: 0              Last Report Card Seq: _       Last Grade Anal Seq: _
Mark Grade Period: 2      Total Grade Periods:  4       Last Grade Dist Seq: _
Auto Update Points: X (Y/N/X)                           Last Transcript Seq: _
Audited Class Impact GPA: N (Y/N)          Last Transcript Year/Sem: 0708 3
Numeric/Letter Grades: L (N/L)

Valid behavior grades: 1 2 3 4 _ _ _ _ _ _ (any letter, number, or character)

Point Values (letter grades not listed are assumed to have a point value of 0):
   A+ = _4.00  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- = __.67
Honors Point Values:
   A+ = _4.00  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- = __.67

  ENTER=Validate, F5=Honor Rolls, F8=Final Gr Calc, F10=Transcript, F16=Exit
```

Figure 5-18A. MARK REPORTING CONTROL DATA SCREEN

Follow the data entry requirements below when adding or updating:

------------------- **DATA ENTRY REQUIREMENTS** -------------------
STUDENT   NON-MODIFIABLE. The value in this field will be the school
RECORDS_YEAR   year for the current student records. This field gets updated
                   during the rollover. When working in the mark history system,
                   the student's grade level for prior school years is determined
                   by computing the difference between the value in this field and
                   the Mark School Year being worked on for the student, and then
                   subtracting that difference from the student's current grade
                   level. Normally, prior year grade levels are already contained
                   in the student's history, but if a new student enters your
                   school and prior year grades are entered into the mark history
                   system, this would be the only means of determining prior year
                   grade levels automatically.

MARK_SCHOOL   Required. This field represents the last school year utilized
YEAR   in an update basis by any user in the Mark History System.

LAST_MARK   Optional. This field represents the last sort sequence
SCAN_SHEET_SEQ requested during scan sheet printing.

LAST_HONOR   Optional. This field represents the last sort sequence
ROLL_SEQ   requested during honor roll printing.

MARK_SEMESTER   Required. This field represents the last semester (1-3)
                    utilized in an update basis by any user in the Mark History
                    System.

LAST_MARK   Optional. This field represents the last "term selector code"
SCAN_SEL   used during the printing of scan sheets. This is not a term
                    code, but a code used to select certain terms. Refer to
                    section 5-12-18 for selector code values.

LAST_GRADE   Optional. This field represents the last sort sequence
VERIF_SEQ   requested during grade verification printing.

MARK_TERM   Required. This field represents the last term (0=1st Quarter,
                    1=2nd Quarter, 2=1st semester, 3=3rd quarter, 4=4th quarter,
                    5=2nd semester) utilized in an update basis by any user in the
                    Mark History System.

LAST_REPORT   Optional. This field represents the last sort sequence
CARD_SEQ   requested during report card printing.

LAST_GRADE   Optional. This field represents the last sort sequence
ANAL_SEQ   requested during grade analysis printing.

MARK_GRADE   Required. This field represents the last grade period (1-6)
PERIOD   utilized in an update basis by any user in the Mark History
                    System.

TOTAL_GRADE   Required. This field should contain a 4 or 6. It is very
PERIODS   important that this field is correct!

LAST_GRADE   Optional. This field represents the last sort sequence
DIST_SEQ   requested during grade distribution printing.

AUTO_UPDATE   Required. This field can be set to the following values to
POINTS   control this function:
                    N=No, do not use this function.
                    Y=Yes, override points, etc, but warn me first so that I have
                    the option to not use the values computed by the software.
                    X=Yes, override with no option to use values other than those
                    defined on the District Title file. By entering courses at the
                    district level, this feature would only require the entering of
                    the course # and grade, and then the rest of the line would be
                    automatically filled in. By entering courses at the district
                    level, you can also define courses that are taken by students
                    transferring into your district without having to have a course
                    section defined. This option only requires entry of a course
                    #, not course and section. If you want the computer to fill in
                    the title, leave it blank. If you enter a title, the computer
                    will not override it.

                                                          (Continued)

AUDITED_CLASS   Required. Enter a "Y" to indicate that an audited class should
IMPACT_GPA   impact the GPA. Enter an "N" to indicate that an audited class
                     should not impact the GPA. If a "Y" is entered here the
                     audited class will be treated as if the student received an F
                     when the GPA is run.

LAST_TRAN-   Optional. Enter a year in YYYY format (0102 for example), and a
SCRIPT_YEAR/SEM semester, to define the last school year and semester that
                     should be printed on any student's transcript. Valid semester
                     entries are: 1=first semester, 2=second semester, 3=summer
                     school or third trimester, 4=summer school for trimester
                     schools. This is helpful when grades have started to be
                     entered for the next semester for some students but you don't
                     want that semester summary information reflected on transcripts
                     that you are printing individually in F8-8-6-12. This field
                     can be kept up to date manually. However, the year and
                     semester entered here will automatically be bumped up to the
                     next school year and/or semester whenever grades are loaded in
                     F5-12-24. For those schools that don't process F5-12-24, this
                     field can be maintained in a data base management format in
                     F1-8-2 (Maintain Teachers Module Control File screen 2).
                     NOTE: This field will also affect the printing of test
                     scores. Test scores with dates after the school year and
                     semester entered here will not appear on transcripts.

LAST_TRANS_SEQ   Optional. This field represents the last sort sequence
                     requested during transcript printing.

NUMERIC/LETTER   Required. Enter an "N" to indicate that numeric grades
GRADES   should be printed on report cards. Enter an "L" to indicate
                     that letter grades should be printed on report cards.

VALID_BEHAVIOR   Optional. If you want the software to edit for valid
GRADES   behavior grades, you can enter those values here. (10 A/N)

POINT_VALUES   Required. If entered, these fields should contain letter
                     grades and their point values.

HONORS_POINT   Optional. If entered, these fields should contain the honors
VALUES   point values for each letter grade.

This screen is used to set many of the default values used throughout the mark
reporting system, and should be maintained only by the system administrator.

Normally, these values are rarely changed once they are established during
software installation.

From the MARK REPORTING CONTROL DATA screen (Figure 5-18A), press F5 to
display the HONOR ROLL REQUIREMENTS screen (Figure 5-18B).

(Continued)

```
C11                        Mark Reporting Control Data
                                 Honor Rolls

Honor Roll Requirements:
1. Grades Allowed: A B C D _ _ _   Min. GPA: _3.67000  Min #: 0  Weight? C C/P/N
2. Grades Allowed: A B C D _ _ _   Min. GPA: _3.00000  Min #: 0  Weight? C C/P/N
3. Grades Allowed: _ _ _ _ _ _ _   Min. GPA: _____  Min #: 0  Weight? N C/P/N

Honor Roll List Headings:
          1. HIGH_HONOR_ROLL_____        1. Print Sem Cum GPA? N Y/N
          2. REGULAR_HONOR_ROLL__         2. Print Sem Cum GPA? N Y/N
          3. _____         3. Print Sem Cum GPA? _ Y/N

Report Card Congratulatory Message for Honor Rolls:
          1. _____
          2. _____
          3. _____

Should students' special ed codes (if any) be printed on the report?    N Y/N
Should students who are excluded from rank be excluded from honor roll? Y Y/N
Should a class with the grade of 'I' be skipped for honor roll calc?    N Y/N
Should a class with the grade of 'N' be skipped for honor roll calc?    N Y/N

  ENTER=Validate, F5=Return to previous screen without updating, F16=Exit
```

Figure 5-18B. HONOR ROLL REQUIREMENTS SCREEN

Follow the guidelines below when adding or updating:

------------------- **DATA ENTRY REQUIREMENTS** -------------------

GRADES   Required. Enter the grades allowed (for example, enter "A" and
ALLOWED   "P" only for an "all A" honor roll). (7 A/N)

MIN_GPA   Required. Enter the minimum GPA allowed. (8 N)

MINIMUM_#   Optional. Enter the minimum number of classes that a student
                 must take in order to be included in the honor roll. (1 N)

WEIGHT   Required. Indicate whether the honor roll GPA calculation
                 should be weighted by each course's credit, weighted by number
                 of periods, or not weighted. The entry in this field ties in
                 with the response in the "Min #" field. Valid responses are:

                     C= Weight by credit. Not only does this response cause
                        the student's grade to be weighted by the amount of
                        course credit, but this response also ties into the
                        "minimum" field. For example, if you enter a "6" for
                        the minimum number of courses and you respond "C" to
                        "Weight by Credit?", then the student must have a
                        minimum of 6 credits. Be careful! If a course has NO
                        CREDIT, then the course will end up being skipped when
                        the GPA is computed.

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WEIGHT(Continued)   P= Weight by number of periods. This means that a course
                            that lasts 2 or 3 periods will be given 2 or 3 times
                            the value weight as a 1-period class. Also, this
                            response ties into the "minimum #" field. For example,
                            if you enter a "6" for the minimum number of courses
                            and you repond "P" to "Weight by Credit?", then the
                            student must have a minimum of 6 class periods.

                         N= Do not weight. Each class will have an assumed credit
                            value of 1.00 for honor roll GPA calculation purposes.

HONOR_ROLL   Required. Enter the heading for each honor roll for
LIST_HEADINGS   report usage (1-3).

SEM_CUM_GPA   Required. If you want the semester cumulative GPA to appear on
                      the listing, respond with a "Y". (1 A)

HONOR_ROLL   Required. Enter the heading for each honor roll for
LIST_HEADINGS   report usage (1-3).

SEM_CUM_GPA   Required. If you want the semester cumulative GPA to appear on
                      the listing, respond with a "Y". (1 A)

REPORT   Optional. Enter a message to appear on the report card of a
CARD_MESSAGE   student on the corresponding honor roll (1-3).

Answer either yes (Y), or no (N), to the following questions:

Should students' special ed codes (if any) be printed on the report?
For those schools who include special ed courses in the honor roll
computation. If you respond "Y", each special ed student will have a
code printed on the listing between the student's ID and student name.

Should students who are excluded from rank be excluded from honor roll?
If any non-blank character is filled in the "Exclude from rank" field
on a student's MISCELLANEOUS DATA screen (Figure 8-8-21A) the student
can also be excluded from the honor roll if a "Y" is entered here.
NOTE: Data Base Management field # 51 can also be used to exclude
students from rank.

Should a class with the grade of 'I' be skipped for honor roll calc?
Enter a "Y" if classes with the grade of 'I' should be skipped for
honor roll calculation. If an "N" is entered here, then a grade of "I"
will keep a student off of the honor roll.

Should a class with the grade of 'N' be skipped for honor roll calc?
Enter a "Y" if classes with the grade of 'N' should be skipped for
honor roll calculation. If an "N" is entered here, then a grade of "N"
will keep a student off the honor roll.

From the MARK REPORTING CONTROL DATA screen (Figure 5-18A), press F8 to
display the FINAL GRADE VALUES screen (Figure 5-18C). If you do not want the
computer to calculate final grades at the end of each semester, then respond
'N' to the question and you do not have to fill in any other entries on the
screen. (You can respond 'N' even if all of the entries are filled in.) DO
NOT BE CONCERNED ABOUT CHANGING THE RESPONSE FROM 'Y' TO 'N' on the grade
periods that do not have final grades. If you want the computer to calculate
final grades, leave it always set to a 'Y'. It will not calculate final
grades unless you are at the end of the semester.

NOTE: even if you have the computer compute the final grade, any teacher can
bubble one, two or all of his/her students final grades to override the
computer's calculations.

The following screen shows an example of point values that could be used for
determining final grades when there are 4 grade periods. THIS IS AN EXAMPLE
ONLY. You will need to enter the correct values that apply to your individual
school. Each school can enter its own values.

_____
                    Mark Reporting Control Data for C11

The purpose of this screen is to define the values needed in order to calculate
final grades at the end of a semester. Do you want the computer to calculate
the final grades for the semester? Y

Grade Period Point Values (when student takes final exam):
   A+ = 24.00 A = 24.00 A- = 22.00 B+ = 20.00 B = 18.00 B- = 16.00
   C+ = 14.00 C = 12.00 C- = 10.00 D+ = 8.00 D = 6.00 D- = 4.00

Grade Period Point Values (when student does not take final exam):
   A+ = 30.00 A = 30.00 A- = 27.50 B+ = 25.00 B = 22.50 B- = 20.00
   C+ = 17.50 C = 15.00 C- = 12.50 D+ = 10.00 D = 7.50 D- = 5.00

Final Exam Point Values:
   A+ = 12.00 A = 12.00 A- = 11.00 B+ = 10.00 B = 9.00 B- = 8.00
   C+ = 7.00 C = 6.00 C- = 5.00 D+ = 4.00 D = 3.00 D- = 2.00

Final Grade Low-end Point Values:
   A+ = 99.99 A = 57.50 A- = 52.50 B+ = 47.50 B = 42.50 B- = 37.50
   C+ = 32.50 C = 27.50 C- = 22.50 D+ = 17.50 D = 12.50 D- = 7.50

ENTER=Validate, F5=Return to previous screen without updating, F16=Exit
_____
Figure 5-18C. FINAL GRADE VALUES SCREEN (4 GRADE PERIODS)

If you have two grade periods per semester and the student does not have two
grade period grades, then the computer will not calculate the final grade and
will print an error message on the SCAN SHEET EDIT, F5-12-24. The computer
can, however, compute a final grade when the student does not have a final
exam grade. This will be done based on the values entered on the screen for
the grade period grade with or without a final exam.

The following screen shows an example of point values that could be used for
determining final grades when there are 6 grade periods.

Mark Reporting Control Data for C11

The purpose of this screen is to define the values needed in order to calculate
final grades at the end of a semester. Do you want the computer to calculate
the final grades for the semester? Y

Grade Period Point Values (when student takes final exam):
   A+ = 16.00 A = 16.00 A- = 14.67 B+ = 13.33 B = 12.00 B- = 10.67
   C+ = _9.33 C = _8.00 C- = _6.67 D+ = _5.33 D = _4.00 D- = _2.67
Grade Period Point Values (when student does not take final exam):
   A+ = 20.00 A = 20.00 A- = 18.33 B+ = 16.67 B = 15.00 B- = 13.33
   C+ = 11.67 C = 10.00 C- = _8.33 D+ = _6.67 D = _5.00 D- = _3.33
Final Exam Point Values:
   A+ = 12.00 A = 12.00 A- = 11.00 B+ = 10.00 B = _9.00 B- = _8.00
   C+ = _7.00 C = _6.00 C- = _5.00 D+ = _4.00 D = _3.00 D- = _2.00
Final Grade Low-end Point Values:
   A+ = 99.99 A = 57.50 A- = 52.50 B+ = 47.50 B = 42.50 B- = 37.50
   C+ = 32.50 C = 27.50 C- = 22.50 D+ = 17.50 D = 12.50 D- = _7.50
   ENTER=Validate, F5=Return to previous screen without updating, F16=Exit

Figure 5-18D. FINAL GRADE VALUES SCREEN (6 GRADE PERIODS)

To update the values entered on the screen, press ENTER to validate, then
ENTER to update. Or, if no updates need to be entered, press F16 to exit.
From the MARK REPORTING CONTROL DATA screen (Figure 5-18A), press F10 to
display the TRANSCRIPT LEGEND screen (Figure 5-18E).

Class_periods_are_55_minutes,_5_times_a_week,_38_weeks_a_year.__Passing_marks_
are_A,_B,_C,_&_D.__"H"_denotes_an_honors_course,_"G"_denotes_a_Gifted/Talented
course.__Honors_and_Gifted/Talented_courses_receive_an_additional_point_in_GPA
calculation.__"S"_denotes_a_course_taken_during_Summer_School,_"N"_denotes_a__
course_taken_during_Night_School,_"E"_denotes_an_extended_day_course,_and_"X"_
denotes_an_accelerated_course,_"AP"_denotes_Advanced_Placement._____

Grade_Point_Values:_____
__A_=_4____D_=_1_____A_=_Excellent_____D_=_Poor_____
__B_=_3____F_=_0_____B_=_Good_____F_=_Failure_____
__C_=_2____P_=_0_____C_=_Fair_____P_=_Passing_____

Washington_Township_Community_Schools_are_first-class_commissioned_high_____
schools,_licensed_by_the_Indiana_State_Department_of_Public_Instruction_and___
are_members_of_the_North_Central_Association_of_Colleges_and_Secondary_____
Schools._____
_____
_____
_____
_____

ENTER=Validate, F5=Return to previous screen without updating, F16=Exit

Figure 5-18E. TRANSCRIPT LEGEND SCREEN

Transcript format #02 always prints the information entered on this screen.
If you want one legend defined for use by all schools, enter it one time at
the district level and not at the school level. Any entry at the school level
will override the district definition.