ELEMENTARY SCHOOL – REPORT CARD ADMINISTRATORS

GUIDE FOR UPDATING GRADING & ATTENDANCE RECORDS, RUNNING REPORT CARDS FROM SYNERGY SIS, AND POSTING TRANSCRIPTS

2018 – 2019 VERSION 3
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OnTrack Pre-Processing Reports
Navigate to OnTrack in the CCSD Portal

**OnTrack: Reports > Grade > ES Pre-Processing Grade Reports**
Run these reports PRIOR to printing the report cards to look for potential errors or missing grades. Please review the Elementary Assignment Correlation Conditions report throughout the grading period to look for assignments that are not correlated correctly or subject assignment errors. Don’t wait until report cards are being completed to look for these errors.

![OnTrack Interface](image)

**SSP6035 – Elementary Assignment Correlation Conditions (4th & 5th Grade Assignments)**
Report SSP6035 displays incorrect report card correlations and/or incorrect subject selections on assignments. Notify teachers of all errors as soon as possible so the assignments can be corrected.

- The Course Title - Class Name, Subject, and Correlation should all match subject areas.
- There should only be one report card correlation per assignment, and the correlation should match the subject area and grade level of the class.
- There should not be any assignments in the homeroom classes/sections.
- The report can be exported to CSV (saved as Excel) or PDF.
- It is recommended that you run this report often during the grading period to look for assignments that are not correlated correctly or have subject assignment errors. Don’t wait until report cards are being completed to run the report. Assignment errors should be corrected as soon as possible.
- Note: If an assignment from a prior grading period is corrected, the grades could potentially change for the students causing a difference in Grade Book calculations and Parent/StudentVUE compared to what was on the report card. Be aware of this in case prior report card grades need to be corrected.

- **SY18-19 UPDATE:** The SSP6035 Report was updated in Oct. 2018 to include assignments errors correlated to the wrong grade level. The Correlation column, of the report, may display the message ‘Missing or Wrong Grade Level.’

**What does this mean?**
- A report card correlation may be completely missing or the assignment could have been copied from a different grade level and is retaining the correlation to that original grade level.

**How does the teacher correct the assignment?**
1. Using the information provided in the report, go to gradebook for the section listed and find the assignment shown in error.
2. Click on the assignment and select ‘Edit Assignment.’
3. Review the correlation area of the assignment to determine if it needs to be added or edited.
4. If the correlation is checked for the appropriate subject (subject matches the name of the class/course) the teacher only needs to SAVE THE ASSIGNMENT.
a. Re-saving the assignment should associate the correlation to the correct grade level and it will no longer display on the Correlation Conditions error report. *(Additional information continued on the next page.)*

- As a reminder, when a new assignment is created, the teacher should select the subject that matches the name of the class. Then, the correlation will automatically be selected for the same subject.
- The report will continue to display assignments that have an incorrect subject associated &/or correlation selected.
- It is possible that an assignment could have an error in the Subject column, of the report, and a Correlation error. Be sure to alert the teacher if that is the case.

**SSP4667 – ES Report Card Posting Activity**

Report SSP4667 is an alphabetical listing of all teachers responsible for students’ report card grades. If students’ report card grades are missing for a particular standard, subject, or manual entry such as Conduct or Handwriting, the students’ names will display on the report.

When the teacher completes or posts all the report card grades for a particular standard or subject, the students’ names no longer display and the number of posted report cards will be listed.

*Tip: Set a deadline for all teachers to have report cards completed. Run this report at the deadline to identify teachers who have not met the deadline. Notify teachers of any missing report card grades so they can be added prior to printing the report cards.*

**SSP4665 – K-5 Missing Marks Report**

Report SSP4665 displays marks (grades) that are missing on the K-5 report cards. Wait to run this report until after the teachers’ deadline to have report cards completed. Notify teachers of any missing grades so they can be added prior to printing report cards.

- The report displays teachers’ names alphabetically.
- The report includes any subject-area grades that are missing along with manual-entry grades like Conduct, Handwriting, and Reading Level.
- The report can be exported to CSV and saved as an Excel spreadsheet making it easier to filter the data and narrow the results by teacher or by student.
- Specials (Art, Music & PE) display twice on the report. Once for the specials teachers and once for the homeroom teacher. This enables the report to be sorted by the homeroom teacher without missing the specials classes.
- Withdrawn students display with a leave date. Depending on the date a student withdrew, they may still need report card grades. These entries on the report can be ignored if grades are not required.

*If a withdrawn student needs a report card, the teacher must ‘Show Dropped Students’ in the gradebook (under Filters & Options) or ‘Show Inactive Students’ on the Report Card > Students screen.*
**OnTrack Grade Reports (Use These Reports for 4th & 5th Grades)**

OnTrack → Reports → Grade → *Helpful reports for Grade Book Managers & Report Card Administrators*

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**SSP4646 – Assignment Types: Weighting (Reminder – weighting is not required in elementary.)**

- **Parameter: < 100** Using this parameter, the report displays any class where the assignment type weighting is not equal to 100%.
  - This can happen if a teacher assigns weights, then deletes (or hides) one of the weighted assignment types. This would cause the weighting tab total for the class to be less than 100%.
- **Parameter: = 0** Using this parameter, the report will display any class where the assignment type weighting is equal to (zero) 0%.
  - This means that the teacher has not applied any weights on the assignment types for the class.

*Reminder - assignment type weighting is not required in elementary schools. It is recommended that teachers on the same grade level in the same school use consistent gradebook setup.*

**SSP4662 – Assignment Types: Weighting Verification (Helpful if your teachers use weighting.)**

This report contains a large amount of data. Reports can be exported to Excel so the data can be filtered/sorted and reviewed by teacher &/or course number to confirm weighting was appropriately applied to the assignment types.

- The report lists every teacher in the school along with the course number of the class and all the assignment types.
- The report also includes the weight percentage associated with the assignment types and the number of assignments used for each type.

**SSP4655 – Assignments Without Points**

The report displays assignments that have a point value of zero.

- This may not be an error. The teacher may have intentionally entered the point value of zero on a new assignment, to have a record of the grades, without counting the assignment toward the students' class calculation.
  - The teacher may have intentionally left the point value of zero on an imported CTLS Assessment.
- Review any assignments on the report with the teacher to determine if the assignment should be counted toward the class calculation.
  - **Helpful Tip:** *If the teacher wishes to leave an assignment with zero point value, ask them to mark it ‘Not For Grading.’ This will suppress it from the SSP4655 report.*
SSP4641 – Classes Missing Assignment Types

This report will display assignments that are using an assignment type that was deleted or hidden on the Grade Book Setup > Assignment Types screen.

- The teacher should associate the assignment with a different assignment type. Alternatively, the teacher can show the hidden assignment types on the Assignment Types screen and edit the hidden type to add it back as an active type.
- If an imported assignment for the district type CTLS Assessments exists in the gradebook and the teacher is not displaying the district types, the assignment will show up with a Hidden Type.

SSP4647 – Teacher Grade Book Activity

The report will display the dates that teachers last created an assignment and entered grades into the gradebook for each of their classes. In addition, it lists the number of assignment types (categories) used in each class. Review the report weekly to identify classes that not had teacher activity.

4 ½ Week Progress Reports (4th & 5th Grades Only)

4th & 5th grade teachers will run progress reports from the Synergy gradebook. Currently, K – 3rd grade teachers do not use the Synergy gradebook and are unable to create progress reports using Synergy.

4th & 5th grade homeroom teachers can run the Summary Progress Report from their homeroom class. The report will include progress grades for every subject area, regardless of who teaches the students, as long as there is a gradebook calculation in the class.

The teachers’ steps are listed below.

- Navigate to Gradebook Main – select the Homeroom section (class).
- Click the Reports button located in the upper right corner of the screen. The Grade Book Reports window will display.
- Select Summary Progress Report and Run for All Students.
- Check the box to Show Missing Assignments, if desired.
  Please note that teachers will need to add the ‘Missing’ comment, in the place of an assignment grade, for it to display as missing on the progress report.
- Click the Run Report button at the bottom of the Grade Book Reports window.
- The output will default to PDF, and the report results may open in a new browser tab. The teacher may need to click the PDF file to open the results.
- Print the report and distribute as required by the district staff use calendar and local school administration.
School Setup Screen: Update Homeroom Data and Select Grading Period

Navigation: PAD Tree → Synergy SIS → System → Setup → School Setup

Select Grading Period – Grading Options (REQUIRED STEP)

1. Ensure the correct term (Quarter) needed for report card processing is selected in the Grading Options section of the School Setup screen. Select the correct term, if necessary, and click the Save button at the top of the screen.

![School Setup Screen](image)

Update Homeroom Data (REQUIRED STEP)

1. This step is required and must be done **before** the Update Grade process described next.
2. Point the mouse to the Menu button in the upper left side of the School Setup screen
3. Click on the Processes > Update Homeroom Data link. Wait while the process runs.

![Processes](image)

4. When the process completes, a message will display that the Homeroom update is complete. Click OK to close the window.
Update Grade Screen (REQUIRED STEP)

Navigation: PAD Tree → Synergy SIS → Grading → Update Grade

1. Confirm the correct grading period, needed for the current report card processing, displays in the Grade Reporting Period menu. If not, follow the steps above to select the correct quarter.

2. Clicking the box next to Grade, with a check, will select all the grade level boxes.
   - The process needs to run for all grade levels K-5.

3. Click the radial option next to Update Grading Records under Operation Type.

4. Click Update Grading Records at the top of the screen.
   - Wait for process to complete. A Job Status window will display while the process is running.
   - When the process completes, a second window will open to notify Update Grade Complete.
   - Click OK to close the windows.
Update Absences (Required for Attendance to Display on Report Cards)

Wait until all attendance has been entered for the entire grading period before running the Update Absences step.

You can return to this screen at the end of (or after) the grading period ends to Update Absences.

5. Return to the Update Grade screen, to update absences.
   a. Be sure that the Update Grading Records was already completed. (See previous step.)
   b. Confirm all grade level boxes are checked.
   c. Click the radial option next to Update Absences.
   d. Click Update Grading Records at the top of the screen. Wait while the process runs.

   e. A Job Result window will open and can be closed.

   f. When the process completes a message window will display the number of updated records.
   g. Click OK to close the message window and return to the Update Grade screen.

Both of the processes on the Update Grade screen can be re-run, if needed.
Important Notes

Be sure the **School Setup screen** is set to the correct Grading Period (quarter) needed for report cards. Teachers will be unable to complete report cards unless the appropriate quarter displays on the setup screen.

The **Update Homeroom Data** process (on the School Setup screen) **MUST** be completed before the two steps on the Update Grade screen will process correctly.

The **Update Grading Records** process is required before teachers can complete report cards and typically can be done for them about 14 days prior to the last day of the grading period. The District report card window for teachers is 14 days before and after the end of the quarter. In January, the window is automatically extended to allow sufficient time for teachers to complete report cards after the winter holiday break.

Consult the CCSD Staff Use calendar for actual grading period dates.

Complete the Update Absences process **on or after** the last day of the grading period to allow for complete recording of all attendance - absences and tardies, for the entire grading period. If done **on** the last day of the grading period, all attendance should be complete for the entire grading period before the process is run.

All of the processes above can be repeated, if needed.

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**If new students enroll or if schedules change after Update Grading Records is completed, the process must be repeated for the changes to display in the gradebook and report card screens for the teachers. Run the Update Homeroom Data process FIRST, and then run the Update Grading Records again.**

Additionally, a gradebook sync will be required for schedule changes to display in the teachers’ gradebook and on report card screens.

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**It is recommended that all teachers using the gradebook save a copy of the report, Print Grade Book, for all classes, at the end of each grading period – after all edits/additions are complete.**

Administrators should review the Pre-Processing Reports in OnTrack prior to printing the report cards.

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**Online Report Card – Grade Module**

Report Card Administrators should review the status of the Grade Module (Online Report Cards) on the ParentVUE and StudentVUE School Configuration Screen. If the Grade Module was left enabled from a prior grading period, schools may wish to disable it until all teachers have completed their report cards and have **marked students complete on the Report Card > Students screen.**

**Important Note:** Teachers must mark students complete on the Report Card > Students screen for the report card grades to be viewed in PVUE & SVUE on the report card screen.

See the chapter on Enabling Online Report Cards later in this guide.
Spanish Version Report Cards (Grades K – 5)

Teachers’ Steps
If a Spanish version of the elementary report card is needed, teachers must follow the steps below to save the language setting for students in their homeroom class.

If a homeroom teacher is unavailable to complete the steps below, the gradebook manager has access to change and save the language settings as described.

Even if the teacher is not going to generate individual or class report cards themselves from the gradebook, the steps below are required for the students to receive a Spanish version in either a printed format or a digital PDF document (online in ParentVUE).

1. Navigate to Report Card > Students and click View Report Cards located in the upper right corner of the screen.

2. Confirm that the Homeroom class is selected for the current quarter.
3. Select Spanish in the language dropdown for students who need that format.
4. Click the green button to Save Language Settings.

5. Click Generate Class Report Cards to generate a class file. (Note: The class generated file will group the Spanish version report cards together rather than in alphabetical order. The grouping could come at the beginning or the end of the class file.)
6. To generate a report card for an individual student, click View next to the student’s name.

When a printed Spanish version is needed, it must be generated from the teacher’s Report Card View screen (shown in the screen shot above), or by a Gradebook Manager/Report Card Administrator using the GBK201 Report.
How to Print Report Cards from Synergy SIS - Using the GBK201

Use the information below to print school-wide report cards, for one or more grade levels, one teacher’s class, or for an individual student.

Quick Launch ➔ GBK201 or Navigation: PAD Tree ➔ Synergy SIS ➔ Grade Book ➔ Reports ➔ GBK201

If you plan to attach the PDF report card documents in ParentVUE and StudentVUE, see the section later in this guide called, “Attaching the PDF Report Card Document in ParentVUE/StudentVUE.” The documents can be added while running school-wide report cards. The document provides parents and students the ability to print a copy of students’ report cards. In addition, attaching the document is the only way to provide a digital Spanish version of students’ report cards.

The GBK201 Report Interface screen will display. The Options Tab (below) allows different options for creating the report card file.

Select options or leave blank for a school-wide report cards sorted by Grade Level/Teacher Name/Student Name.

- **By single student** (see Selection tab info, on next page, for an option to run a list of students)
  - Enter the student’s ID or Name in the fields provided in the Student Info section.

- **By grade level(s)**
  - Enter the desired grade level(s) in the fields provided in the Student Info section.

- **By teacher**
  - Use the drop down menu in the Teacher Filters section to select a homeroom teacher.

**Options to Select**

- Keep Batch Process box selected.
- **If you want to attach the report cards documents in PVUE, STOP now. Continue by using the directions in the section called, “Attaching the PDF Report Card Document in ParentVUE - StudentVUE.”**
- Check the box to Include Students Not Marked Complete.

To Print Report Cards in Spanish

- Check the box to Use Gradebook Language Setting, if Spanish versions are needed.
  - The teachers’ steps to set the students’ language (on the previous page) is required for Spanish.
The **Sort/Output tab** (below) allows for various sort options.

- The **default** sort options are by Grade Level/Teacher Name/Student Name and will most likely result in the desired options when running a file for the entire school.
- Change the **Active/Inactive** drop down selection to the desired output for active &/or inactive students.
- A **PDF file** will generate by default.

Use the **Selection** tab to print report cards for a **list of students**. (Only use this step if printing for a specific list of students. When an entire homeroom is needed, use the teacher drop down instead.)

  - Click on the **Selection** tab.
  - Choose **Student** from the **Object Type** drop down menu and click the **Select** button.

Use the **Chooser** screen to **find** students by name or **ID number**.

  - Enter criteria in the appropriate field and click the **Find** button. Click students’ names on the **Find Results** side of the screen to move them to the **Selected Items** side.
  - When all students display on the **Selected Items side** of the **Chooser screen**, click the **Select** button to return to the Report Interface.
After making all selections, **Click the Print button at the top of the GBK201 Report Card.** When the job is complete, the **Job Result** window displays on the screen.

- **Click the icon in the second row to open the report card.** Print or Save the PDF report card or file as desired.
- **It is recommended to save an electronic copy of all report cards at the end of the year.**
- **Review the report card file on the screen before printing to paper.**
- **K-3 Digital report cards are designed for 2-sided, ledger-size paper.**

  **Tips:**
  - Use a copier that has a ledger-sized paper try to avoid feeding the paper into the by-pass tray.
  - Processing one K-3 teacher at a time may be easier when a printed format is needed.
Enabling Online K – 5 Report Cards *(Optional)* – PVUE/SVUE Grade Module

After processing school-wide report cards for the Quarter grading periods, the **Grade** module can be enabled allowing parents and students an online view of the report card from ParentVUE and StudentVUE.

**Important Note:** Schools may prefer to keep the Grade module disabled until every teacher has completed report cards for all students.

- **When Grade is checked on the school configuration screen – the module is disabled. See the screen shot below.**

*When teachers complete the Quarter report cards, the students must be marked complete, moving the students’ names to the right side of the Report Card > Students screen.*

*This step is required for the report card grades to display in PVUE and SVUE on the Report Card screen.*

ParentVUE and StudentVUE School Configuration Screen

1. Navigate to the ParentVUE and StudentVUE School Configuration screen in Synergy

   **PAD Tree → Synergy SIS → System → ParentVUE → ParentVUE and StudentVUE School Configuration**

2. **UNCHECK** the Grade module to enable the online report card view for parents and students.

3. **CHECK** the Grade module to disable the online report card view for the parents and students.

4. Click **Save**.

![ParentVUE and StudentVUE School Configuration Screen](image-url)
Online Report Cards – ParentVUE and StudentVUE

When parents or students log into PVUE or SVUE, they will see a Report Card link in the menu. If the module is enabled, as described above, when parents or students choose the Report Card link, the report card grades will display in English only.

- Teachers must move the students to the ‘complete’ area on the Report Card > Students screen before the grades display for parents and students.

![](Image)

The Comment and Legend areas also display.

![](Image)

Continued on the next page.
The K-3 Standards-Based Digital Report Cards also display in PVUE and SVUE when the Grade module is enabled and students are marked complete.

- In the examples above and on the previous page, the Grade Module is enabled. However, the PDF report card document is not attached in either of the screen shots.

*See the next page for directions on attaching PDF report card documents.*
Attaching the PDF Report Card Document in ParentVUE/StudentVUE

To attach the PDF document and activate the printing functionality for parents and students, the report cards must be processed on the GBK201 and the document attached electronically to students’ records in Synergy.

How to View Spanish Report Cards in ParentVUE/StudentVUE

The PDF document can be attached while creating a school-wide report card file. Attaching the document is the only way for parents and students to see a digital Spanish version of the report card in PVUE/SVUE. The teachers’ steps to select the Spanish language setting for their homeroom students, described earlier in this guide, must be completed.

Navigation: PAD Tree → Synergy SIS → Grade Book → Reports → GBK201

1. Determine if the report cards will be processed individually, by grade level, or by homeroom teacher. (Leave all options blank to process the entire school. For a list of students, use the Selection Tab. The steps for a list of students are described a few pages earlier in this guide.)

2. Uncheck the Batch Process box, which enables the Other Options area of the report card.

3. Check the box to Use Gradebook Language Setting. (If this box is not checked, an English version will generate for all students regardless of which language setting is saved in the teachers’ gradebook.)

4. Check the box to Include Students Not Marked Complete. (Confirm all teachers have actually completed their report cards.)

5. In the Other Options area, check Archive to Student Documents, select Report Card for the Document Category and enter a Document Comment (example: Quarter 2).

Click the Print button at the top of the report. Wait while the report runs.
When the job is complete, the **Job Result** window displays on the screen.

- **Click the paper icon in the second row to open the report card file.**
- The PDF file can be saved, and printed if a paper format is needed.
- **Always review the report card file on the screen before printing to paper.**
- **K-3 Digital report cards are designed for 2-sided, ledger-size paper.**

**Tips:**
- Use a copier that has a ledger-sized paper try to avoid feeding the paper into the by-pass tray.
- Processing one K-3 teacher at a time may be easier when a printed format is needed.

The previous steps will process report cards for the specified students/class/grade levels that were selected on the GBK201 (as a PDF file). **IN ADDITION**, it adds the report card document to PVUE/SVUE at the same time. After selecting the Report Card link in PVUE/SVUE, parents and student can click the icon or link (see below) to open a printable PDF of a student’s report card.

The process to add the report card documents can be repeated, if needed. **IT should be repeated if students’ report card grades change after the process is done.**

**Saving a Default for GBK201**

**TIP:** The settings on the report card interface can be saved as a default. **If a default is saved, remember to adjust the reporting periods (quarter) and document comment prior to printing future report cards.**

Once a default is saved the yellow highlight displays. Click the highlighted button to reset the report to the original status.
After Report Card Printing

Change Grading Period Setting on School Setup screen

Navigation: PAD Tree → Synergy SIS → System → Setup → School Setup

After all report cards have been processed and *any necessary corrections are complete*, change the School Setup selection in the Grading Period drop down to the actual current period. (Leave at Quarter 4 at the end of the year.)

Select the new grading period and click the **Save** button at the top of the screen.
OnTrack Post-Processing Reports

Navigate to OnTrack in the CCSD Portal

OnTrack: Reports > Grade > ES Post-Processing Grade Reports

Proficiency Alert Report SSP4668 (Grade Levels K-3)
The report identifies Kindergarten through Third grade students that have report card grades of All 1’s and 2’s or All 1’s. The report can be sorted by Student Name, Course Title, Teacher Name or Grade Level.

Note: The report does not include report card grades for Art, Music, or Physical Education.

Course Grades, Report SSP4631 (Grade Levels K-5)
Report SSP4631, Elementary School Course Grades, will display all posted report card grades for students and can be sorted by Student Name, Course Title, Teacher Name or Grade Level.

- Exported to CSV, this report is a great resource for quickly identifying student grades and reading levels.

Grade Distribution by Teacher, Report SSP6030 (Grade Levels 4-5)
Report SSP6030 shows a breakdown of all posted report card grades, sorted by teacher.

Grade Distribution by Course, Report SSP6032 (Grade Levels 4-5)
Report SSP6032 shows a breakdown of all posted grades sorted by course & grade level.

Honors Report, SSP4638 (Grade Levels 4-5)
Parameters for the Elementary Honors Report can include or exclude student conduct grades.

- The report can be run for students who received all A’s or A’s and B’s and will be grouped by grade level.

Course Failures, SSP4637 (Grade Levels 4-5)
Report SSP4637, Elementary School Course Failures, can be sorted by Student Name, Course Title, Teacher Name or Grade Level and displays any posted failure grade.

Please note: The OnTrack Post-Processing Reports can be run and saved after each grading period, if desired. If report card grades are edited, run Post Reports again to get the latest information for school files.

Save an electronic version of all Quarter 4 (end-of-year), Post Processing reports for future reference. Reports can be saved as PDF and (CSV)-Excel.

IMPORTANT NOTE: Post Processing Reports from prior years will not be available.
CSIS Post Transcript Process – Elementary Report Card Administrators

Elementary Transcripts are only posted at the end of the school year

Elementary transcripts only need to be posted at the end of every school year, after all report cards and final grade entries are complete. The transcript posting process is done, for all grade levels at your school, in the CSIS Transcripts Module of the CCSD Portal.

1) Log into the CCSD Portal. Click CSIS from the main menu.
2) Navigate to the Post Transcript screen.

CCSD Portal ➔ CSIS ➔ Modules ➔ Transcripts ➔ Post Transcripts

a. The Post Transcripts screen will display.

b. Click the Post Transcripts button one time.

A spinner icon will display while the grades are loading to the transcripts. Please wait until this process is complete.
c. A message will display when the process is complete and successful.

3) Elementary transcripts are posted one time each school year. If additional attempts are tried after a successful process, a message will display similar to the one shown below.

4) If your school's transcripts need to be re-posted, please contact the Student Reporting Department.
How to Edit an Elementary Transcript

After posting transcripts, if numerous edits are needed, such as an entire grade level or more, contact the Student Reporting Department to request a complete re-post of transcripts for the entire school.

1) Log into the CCSD Portal. Click CSIS from the main menu.
2) Navigate to the Transcript Maintenance screen.
   CCSD Portal → CSIS → Modules → Transcripts → Transcript Maint
3) Search for a student using the search menu. The student transcript screen will display.

4) Click the edit pencil (shown below) for the year and subject that needs to be edited.
   - In some grade levels, the edit pencil displays only after the transcripts are posted.

5) The Transcript Edit window will display.
   a. Change the course number, if needed. Click the search icon to find the correct course number.
   b. Edit the Final Grade, if needed. (Enter E, M, or N for K-3 grade levels. Numerical grades are required for levels 4-5).
   c. Select a different teacher from the drop down, if needed.
   d. Click Submit to save edits and close the window. Cancel will close the screen without saving.
6) Repeat by searching for additional students and editing as needed.
How To Make Changes To 4th or 5th Grade Report Cards In A Previous Grading Period

- Teachers can make edits to report cards during the current school year. The normal default setting allows teachers access to edit report cards for 14 calendar days past the end of the grading period. Once the 14-day window has passed, an administrator should enter a Web Help ticket with a request to extend the report card window for a specific quarter.
  - Please note that in January, the district will automatically extend the teachers’ window to allow sufficient time for teachers to complete, distribute, and edit Q2 report cards. The window will normally remain open for 5 days past the January distribution day. Refer to the District’s Staff Use Calendar for actual dates.
  - Local schools may prefer that the Grade Book Manager/Report Card Administrator make the report card updates, regardless of the number of days past the end of the grading period. If using this method, once the teacher makes necessary grade book edits, the Grade Book Manager/Report Card Administrator can make the report card changes themselves without the need to extend the teachers’ window.

- It is recommended that the grade book’s final quarter grade calculation match the grades students receive on the nine-week (quarter) report card. If assignment errors or grade entry errors are found after the report card completion/distribution, teachers should return to the gradebook for the class and make necessary assignment corrections. Then, the homeroom teacher will review the report card grades and re-transfer/overwrite or manually edit grades as needed. Be aware that changes made to an assignment could potentially change grades for all students in the class.

Steps (Gradebook Managers have access to complete the teacher steps, if needed.)

- **Discussion**: The classroom teacher should discuss any necessary assignment edits with the grade book manager and/or the report card administrator prior to making any adjustments in the grade book. If the classroom teacher and the homeroom teacher are not the same, include both teachers.

- **Administrator**: If the 14-day period is available for the teacher to make report card changes, the grade book manager or report card administrator needs to review and change (if needed) the current grading period on the School Setup screen to match the period in which the changes are needed.

- **Administrator**: If it is more than 14 days past the end of the grading period needed for changes, enter a Web Help ticket to request the report card edit window be extended. This will allow the teacher to edit the report
card. Please list all details in the ticket: **Grading Period** that the changes need to be changed, **Teacher’s Name**, and **classes or sections** being edited in the gradebook.

- **Classroom Teacher**: Open the gradebook for the appropriate class and grading period. Make any necessary edits to the assignment(s) and/or grade(s). SAVE changes.

The homeroom teacher will need to review and overwrite student’s report cards. This can be done from the **Report Card Preview screen** or the **Report Card > Students** screen.

- **Homeroom Teacher**: Navigate to **Report Card > Report Card Preview** (select the Homeroom Class for appropriate quarter/grading period) Review students’ grades, individually, to determine if the report card mark (grade) needs to be overwritten after the assignment correction. **See the screen shot and steps below.**
  - Start by reviewing grades for the first student in the **Select Student** dropdown.
  - **Column #1** shows gradebook calculations. **Column #2** shows grades currently on the student’s report card.
  - Notice that this student has a calculated ELA grade of ‘A’ after assignment changes were made. The report card mark (grade) is currently a ‘B.’
  - To overwrite one or more report card grades, check the box at the top of column 2 to **Overwrite All**, or check the box next to the grade that needs to be overwritten. See **yellow highlights** below.
  - With overwrite checks in place; click the button to **Transfer Marks for the one student**, shown at number 3 below.
  - After the grades are transferred and overwritten, select the next student in the list and follow the same process until all students’ grades have been reviewed and overwritten if needed.
  - By reviewing students one-by-one, teachers can confirm report card grades are accurate.
• **Homeroom Teacher:** Instead of using the Report Card Preview screen, teachers may prefer to use the report card view. Navigate to **Report Card > Students.** Select the homeroom class for appropriate quarter (grading period). Click on the student’s name to view the report card entry screen.

![Report Card Entry Screen](image)

- Compare the grades in the **Score** column (these are the gradebook calculations) to the report card grades shown in the **Quarter** column. Make necessary edits to the report card grades using the dropdown and/or to comments as needed. **Save.**

![Report Card Worksheet](image)

- Click the **View Report Card** button to view and print the updated report card, if needed. Notify the administrator when you are finished with all edits.

• **Teacher or Administrator:** The teacher or the administrator can run and print a new report card, as needed.

• **Administrator:** If the school has attached the report card documents to the students, so they are visible in ParentVUE/StudentVUE, the edited report card needs to be attached. Follow the steps in this guide to attach the report card document for a single student, a list of students, or for an entire homeroom class.

• **Administrator:** When all report cards are complete and edits finished, the **School Setup screen** can be set to the current grading period. Notify Technology (through Web Help ticket entered) that the report card changes are complete and the teacher-edit window can be reset to the normal 14-day setting.
How To Make Changes To K – 3rd Grade Report Cards In A Previous Grading Period

Since teachers in grades K – 3 do not use the gradebook for assignments, changes only need to be made on the report card or matrix screen if needed.

- Teachers can make edits to report cards during the current school year. The normal default setting allows teachers access to edit report cards for 14 calendar days past the end of the grading period. Once the 14-day window has passed, an administrator should enter a Web Help ticket with a request to extend the report card window for a specific quarter.
  - Please note that in January, the district will automatically extend the teachers' window to allow sufficient time for teachers to complete, distribute, and edit Q2 report cards. The window will normally remain open for 5 days past the January distribution day. Refer to the District’s Staff Use Calendar for actual dates.

- Administrator: Review and change (if needed) the current grading period on the School Setup screen to match the period in which the changes are needed.

  ![School Setup Screen](image)

- **Teacher:** Once the School Setup screen is set to the grading period needed for the change, and the window is open, the teacher can open the Report Card Matrix or Report Card > Students screen. Make any needed changes and save.
- **Teacher or Administrator:** The teacher or the administrator can run and print a new report card, as needed.
- **Administrator:** If the school has attached the report card documents to the students, so they are visible in ParentVUE/StudentVUE, the edited report card needs to be attached. Follow the steps in this guide to attach the report card document for a single student, a list of students, or for an entire homeroom class.
- **Administrator:** When all report cards are complete and edits finished, the School Setup screen can be set to the current grading period. Notify Technology (through Web Help ticket entered) that the report card changes are complete and the teacher-edit window can be reset to the normal 14-day setting.
How To Make Changes To Report Cards In A Previous School Year

If a report card grade from a previous school year needs to be edited, the Grade Book Manager/School Administrator will be required to make the changes.

➢ Report cards can be edited for any grade level, K – 5.
➢ There will be no way to change the assignments or grades in the 4th or 5th grade teacher’s gradebooks once a new school year begins. The updates will be directly on the report card.
➢ Administrators should keep complete documentation of all grade changes on file.
➢ Update the student’s permanent folder with a copy of the new report card.
➢ Edit the student’s transcript using the directions provided in this guide.

Steps To Follow

• Click in the area of the school name and the Change Focus window will display.
  
  o Select the school year from the Year dropdown.

  o Select ‘Show Active and Inactive’ students and click Save.

• The Synergy screen color will change to green indicating the focus to a prior school year.

• Click on the TVUE icon.
• Select the **teacher** from the drop down menu.

• Select **Homeroom** from the class list.
  
  You must **click** on the Homeroom class to select it.

• Select **Report Card > Students** from the main menu.

• When the Students screen opens, point the mouse at the name of the class to open the **Class Focus** window. Confirm the **School Year** is correct. Change it using the dropdown, if needed.

  • Select the **Quarter** (Period) needed from the Class Focus dropdown.
• Click the **name of the student** who needs grades edited.

  ![Image of report card]

  **STUDENTS’ NAMES WILL DISPLAY.**

• The report card will open for the student.
• The selected Quarter will display in the class focus window and will have dropdowns enabled for grades.

• Make all necessary **edits**.
• Click the **Save/Continue** button.
  o Click the **View Report Card** button to see a copy of the report card. (Only English language report cards are produced from this screen.)

• **Please wait** while the report card processes. A message will display asking if you want to open/save/cancel. Click to open the PDF. Print &/or save as desired.
How To Print Report Cards From A Previous Year – Using GBK201 in Synergy

- Click in the area of the school name and the **Change Focus** window will display.
  
  - Select the school year from the Year dropdown.

  - Select ‘Show Active and Inactive’ students and click **Save**.

- The Synergy screen color will change to green indicating the focus to a prior school year.

- Enter **GBK201** into Quick Launch and click on the name of the report when it displays.
  
  - Or use **Navigation**: PAD Tree → Synergy SIS → Grade Book → Reports → GBK201

*Steps continued on next page*
On the GBK201 Report Interface select from the following options:
- Enter the student’s ID or student’s name to print a report card for a single student.
- Enter grade level(s) to print for one or more grade levels.
- Select a teacher from the teacher drop down to print class report cards for that teacher.

In the Options section of the report:
- Check the box to **Include Students Not Marked Complete**.
- Check the box to **Print in Home Language**, if Spanish Language is needed.
- Select Quarter 4 in the Grading Period.
- Click Print at the top of the screen.
- Wait while the report processes.

When the Job Result window displays, click the icon in the second row to open the PDF file.
- Print and/or save as desired.

**BE SURE TO CHANGE YOUR SYNERGY FOCUS BACK TO THE CURRENT YEAR WHEN YOU ARE FINISHED.**

Please enter a Web Help ticket anytime additional assistance is needed. Select **Application > Synergy** on the ticket so it will be routed to the Synergy Team for quick and accurate tech assignment.