

Building Level Year End Reminders (check off as you complete tasks)

Complete the “End of Term” tasks as you have done so previously.

1. Permanently Store Grades (Remember, you may need to store grades more than once. For example, you may need to store Q4, E2, S2 or even F1, Y1 grades depending on your final grade setups.)
2. Calculate Honor Rolls
3. Calculate Class Rank
4. Print Report Cards

Class Rank Frequency.

1. If necessary, change the class rank recalculation frequency to “manually”, so that once the graduates are transferred out of school, their class ranking will not be lost. (The calculation of class rank causes class rank to be deleted for transferred out students.) School > Class Rank > Recalculation Frequency > select “Manually”.

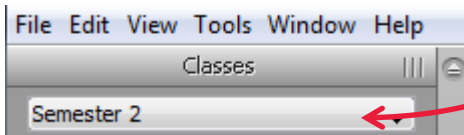
Print other reports as needed.

1. Permanent Record Labels – Instructions on printing these labels are posted to the NWOCA Wiki site. Go to <https://wiki.nwoca.org/x/coBI> You will need to click on Permanent Record Labels as there are other reports listed on this page.
2. Senior Transcripts
3. Reports from the PowerTeacher Gradebook as per **office requirements**. **TEACHERS PRINT FROM GRADE BOOKS** and submit to office as per your building requirements – See Instructions below for 2 options/versions. (some schools do not require this)

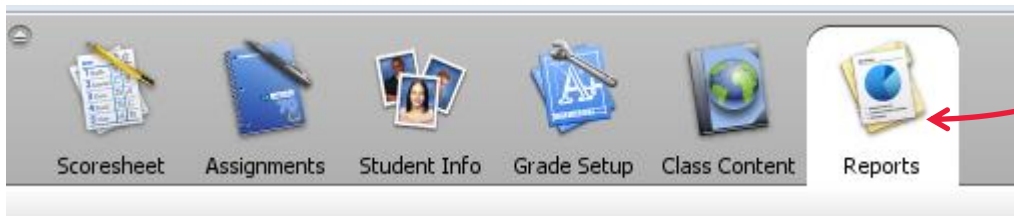
Printing Final Grade Summaries from PT Grade Book Version 1

(No Comments)

1. When in Grade Book, select either “Semester 1” or “Semester 2” (or whatever your final grade term arrangement may be) from the drop down menu at the top. **After completing these steps for one semester or final grade term, you will need to go through them again selecting the other semester or final grade term.**



- Click on "Reports".




- Select the "Scoresheet" by clicking on the gray right arrow.

Name:	Description:
Attendance Grid	Student and date grid template for taking attendance
Category Total Report	Summary of category totals by section or by student
Final Grade and Comment Ver...	Final grades and comments by reporting term
Individual Student Report	Summary of class activity per student
Missing Assignment Report	Listing of assignments that have not been scored
Scoresheet	Student grade and assignment data
Standards Report	Standards Final Grades and Standards Assignment S...
Student Multi-Section Report	Student information from all of a student's sections.
Student Roster	Student demographic information listed one row per ...

- Modify the criteria tab to look like it does below. You should only have to change the "Sections" by clicking the radio button next to "Active Classes" and uncheck the "Assignments" next to "Items to Include". [if you want all assignments included leave assignments checked, but you will have a much longer report.]

Criteria
Layout



Name: Scoresheet

Description: Student grade and assignment data

Output Type: PDF Export (CSV)

Sections: Selected Class Active Classes

Students: All Enrolled Selected Groups and/or Students

Student Field: Student Name Student Number Sort By: Number

Category: ALL

Assignment Display: Assignment Name Assignment Abbreviation

Items To Include: Final Grades ALL Assignments

Date Range: Manual

Start Date: MM/DD/YYYY 📅

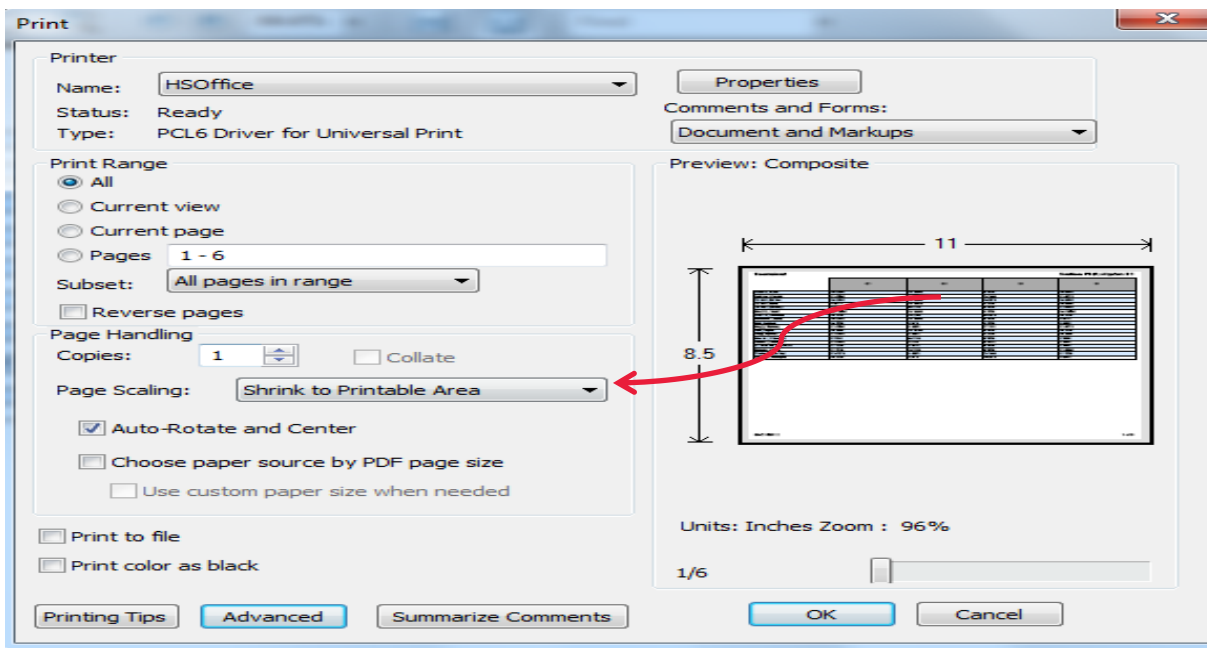
End Date: MM/DD/YYYY 📅

- Click on Run Report at the bottom right of screen and then ok when the pop up box comes up. Report will open as a PDF.

6. The report will contain as many columns as make up the final grade calculation, for example, a typical High School might have 5 columns (student name, 2 quarter grades, exam grade, semester grade). Each course section should be on one page, something like this next screen shot.

	Q1	Q2	E1	F1
aitlyn	A 93%	A 95%		A 94%
Samantha	A 94%	A 96%	A 94%	A 95%
Jan	B 91%	B 89%	B 88%	B 90%
Morgan	A 93%	B 89%	B 85%	B 90%
y	B 92%	B 88%	B 86%	B 89%
a	B 91%	B 92%	A 100%	A 93%
Ilison	B 92%	B 91%		B 92%
rin	B 91%	B 90%		B 91%
ghan	A 95%	A 96%		A 96%
I, Jacob	A 93%	A 95%	A 93%	A 94%
Joshua	A 94%	B 92%	A 93%	A 93%
Isea	B 91%	A 96%	A 96%	A 94%
Sarah	B 92%	B 89%		B 91%
istin	B 86%	B 90%		B 88%
achary	A 93%	C 80%	C 84%	B 86%
sd	B 87%	B 87%	B 86%	B 87%
I, Tristan	B 87%	B 88%	B 86%	B 87%
I, Kevin	A 97%	A 98%	A 98%	A 98%
ohanna	A 95%	A 96%	A 97%	A 96%
Jestin	C 84%	C 79%		C 82%
itthew	A 97%	A 99%	A 96%	A 98%
Taylor	B 86%	C 78%		C 82%
I, Joshua	B 92%	A 93%	A 93%	A 93%
hunter	A 93%	B 92%	A 93%	A 93%

7. Print out the report. You may need to change the page scaling to “Shrink to Printable Area” or it may cut off the headers and footers.

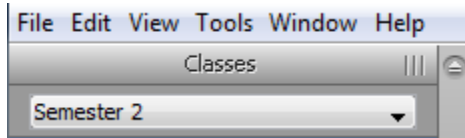


8. Don't forget to go back and do this for the other semester or final grade term set ups

Printing Final Grade Summaries from PT Grade Book Version 2

(With Comments)

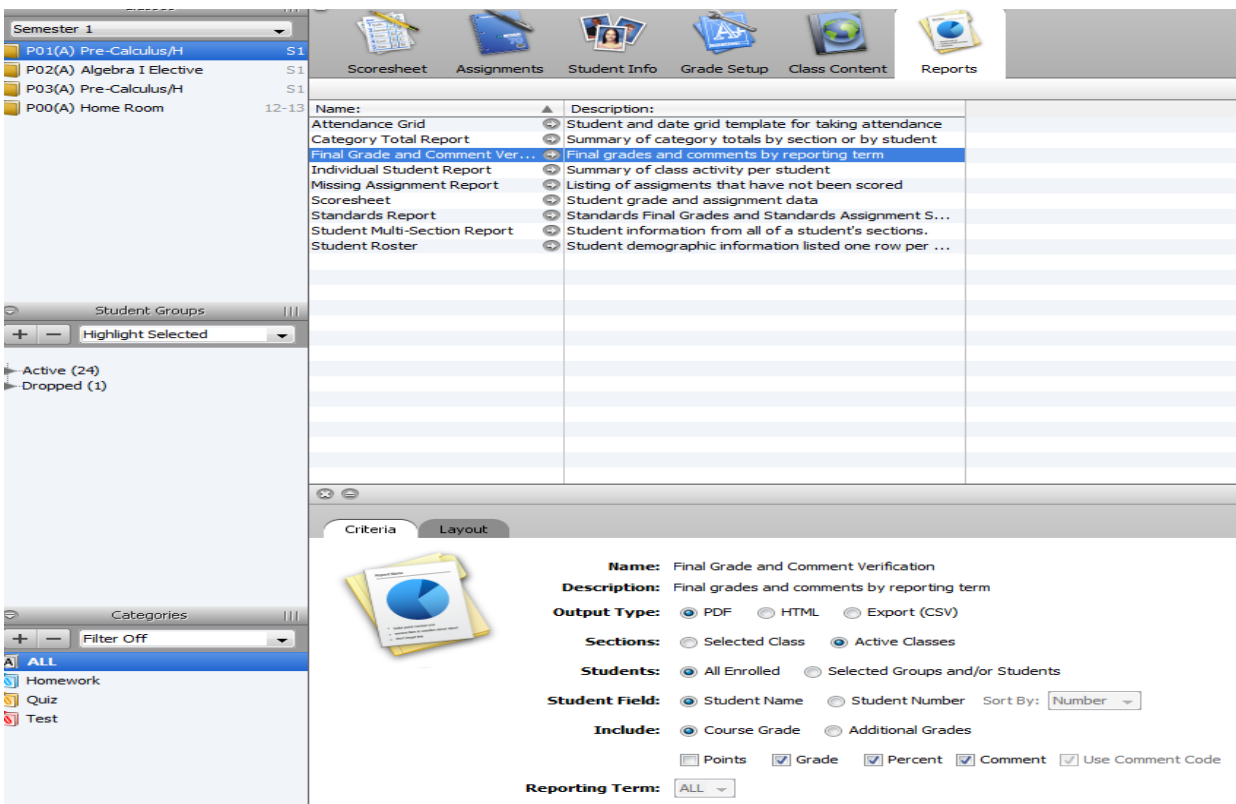
1. When in Grade Book, select either “Semester 1” or “Semester 2” (or whatever your final grade term arrangement may be) from the drop down menu at the top. **After completing these steps for one semester or final grade term, you will need to go through them again selecting the other semester or final grade term.**



2. Click on “Reports”.



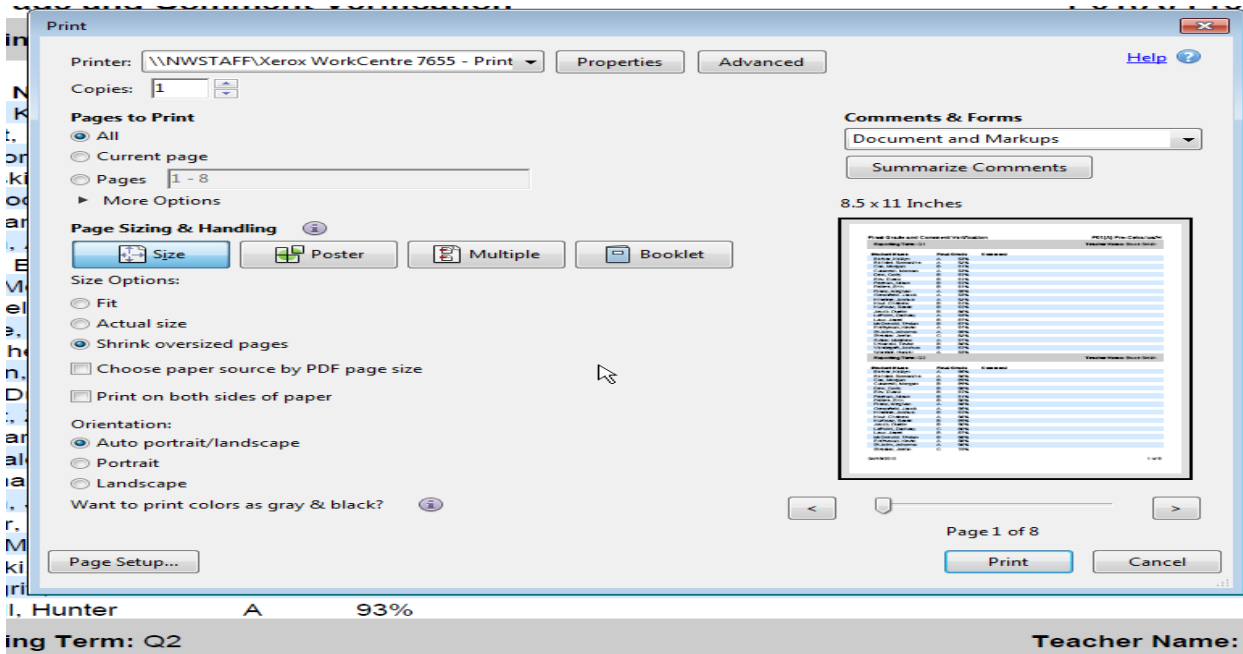
3. Select the “Final Grade and Comments” by clicking on the gray right arrow. Modify the criteria tab to look like it does below. You should only have to change the “Sections” by clicking the radio button next to “Active Classes” and uncheck the “Points” next to “Items to Include”.

A screenshot of the software interface. On the left, a list of classes is shown under 'Semester 1'. The 'Reports' menu is open, and 'Final Grade and Comment Ver...' is selected. Below the menu, a 'Criteria' tab is active, showing settings for the selected report. The settings include: Name: Final Grade and Comment Verification; Description: Final grades and comments by reporting term; Output Type: PDF (selected); Sections: Active Classes (selected); Students: All Enrolled (selected); Student Field: Student Name (selected); Include: Course Grade (selected), Grade (checked), Percent (checked), Comment (checked), Use Comment Code (checked); Reporting Term: ALL.

- Click on Run Report at the bottom right of screen and then ok when the pop up box comes up. Report will open as a PDF.
- The report will contain columns as per screen shot below. The comments entered by staff on the final grade reporting periods that pulled to grade cards during the year, will print on this report, something like this screen shot.

Reporting Term: Q2		Teacher Name	
Name	Final Grade	Grade	Comment
ugh IV, Thomas	F	5%	Thomas is in danger of failing
, Marshon	B	86%	
lope	B	85%	
r, Devan	A	93%	
, Brian	C	80%	
Cyle	B	85%	
itarland	C	83%	
MaKenzie	B	88%	
n, Halie	C	80%	
egan	C	83%	
z, Alexander	B	87%	
Tyler	C	84%	
Megan	B	91%	
Destiny	C	80%	

- Print out the report. You may need to change the page scaling to “Shrink to Printable Area” or select other print options depending on what you want to submit to the office.



_____ Complete the “Scheduling Process”. This applies to all buildings that used PowerScheduler for scheduling students. Most high schools and middle schools use PowerScheduler and this current year, quite a few elementary schools also used PowerScheduler. BEFORE YOU COMMIT, MAKE SURE YOU HAVE READ AND COMPLETED THE YEARS AND TERMS DIRECTIONS ASTERISKED BELOW!!!

_____ If you have not added Study Halls to your student’s schedules in PowerScheduler, run the Automated Study Hall Function. This can be a little tricky so don’t hesitate to request assistance from Nwoca Student Services.

_____ Confirm that you are done scheduling students in PowerScheduler. After the schedules are “committed”, the data (CC records) is moved from PowerScheduler to the “live” side. At that time, you will no longer be able to make Master Schedule or individual student schedule changes in PowerScheduler. You **will be able** to make schedule changes on the “live” side of PowerSchool in the 13-14 school year.

_____ *****Confirm that the Years & Terms set in PowerScheduler are correct!** As some of you may remember, confirmed dates for the 13-14 year might not have been available when you or your district’s representative attended PowerSchool Scheduling training. It is very important that you revisit the “Years and Terms” section of PowerScheduler, under “Parameters”, click “Edit Years & Terms” to confirm that all of the dates in this section are correct. If not, make the corrections before the “commit” process!

_____ *****Confirm LIVE SIDE years/terms have been created for your building matching those in PowerScheduler that you just checked!** Failure to do so, **WILL RESULT IN YOU HOSING** 5 critical attendance related tables that take hours to rebuild. Don’t commit until you are 100% certain you have **LIVE SIDE** years/terms in your building for 13-14.

_____ **Run the “Commit” process in PowerScheduler.** (“Commit” is the last item under “Processing” in PowerScheduler.) The “Commit” process should be run when your schedule is as good as it can possibly be **and** school is no longer in session. It **MUST** be run before the EOY (End of Year) process takes place in mid-July. It is possible you may receive an error message related to the calendar (most common message is about Day(s) Abbreviation not matching up, i.e., A vs. A Day) or some other unique error message. If so, please call STUDENT SERVICES for assistance. The good news is, you get more than one chance to commit if something goes wrong. Nwoca can assist in deleting the commit records and starting over if necessary.

WARNING: If you do not “Commit” next year’s schedule in PowerScheduler before the End of Year process is run in July, you will lose the work done in PowerScheduler!

Calendar Setup - Once you have “Committed” the schedule for next year, the building level Calendar for the next school year can be completed. If the Calendar was set up prior to the commit, it will need attention as the commit will “blank out” various calendar values.

Access Calendar Setup – Be sure to set the year/term to 13-14

Log into the appropriate school and navigate to Start Page > School > Calendar Setup. The Calendar Setup page may take a few moments to load.

Or...

Use the use the Automated Calendar Setup by navigating from the Start Page > School > Automated Calendar Setup. (most prefer automated)

You will be adding all the calendar days to the 13-14 school calendar. Be sure to mark the:

- “Day” dropdown
- “Schedule” dropdown
- “In Session” checkmark
- “Membership Value” number
- “Type” dropdown
- The “Note” is optional

Date	Day	Schedule	Tracks						In Sess	Memb Value	Type	Note
			A	B	C	D	E	F				
Wed, Aug 22	A Day	Regular Bell Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	In Session		
Thu, Aug 23	A Day	Regular Bell Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	In Session		
Fri, Aug 24	A Day	Regular Bell Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	In Session		
Sat, Aug 25			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0			
Sun, Aug 26			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0			
Mon, Aug 27	A Day	Regular Bell Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	In Session		
Tue, Aug 28	A Day	Regular Bell Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	In Session		
Wed, Aug 29	A Day	Regular Bell Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	In Session		
Thu, Aug 30	A Day	Regular Bell Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	In Session		

Graduated Students Building:

- Set up Years and Terms for the full year only for each year that have been created in the high school. Remember to add the year that just ended and the upcoming school year. (This is so that all information from historical grades will appear correctly on the transcripts printed from the Graduated Students school.)