

eSchool Plus Notes

Channelview ISD

SCHEDULE CHANGES & TRAILING MARKS

Once Report Cards have been printed you will want to trail marks if a student is changing schedules. Grades should be trailed from like course to like course (Math to Math, English to English, etc.) and **you must have grades to trail**. You can check to see if a student has grades by going to the Mark Reporting area in the Student Center and clicking on Report Card Summary. If a course will not trail be sure to check the master schedule to make sure that both courses have the same settings in the “issue marks” section. Any differences there will give you an error during the trailing process.

Go to Student Center >> Search >> Choose your student >> Click Report Card Summary >> Click on all flags at the bottom of the screen >> Print that screen so you have a record of exactly what grades the student has for what courses and which marking periods. For the same student you need to next click on Scheduling>>Click on Mass Entry>>Go to the course you want to drop and enter the date that the schedule changed (must be a membership day so do not use holidays, weekends, Inservice Days). Drop the courses you need to drop. Once you have grades do not use the ungraded or N for No Marks issued. **Using these flags will wipe out any grades that the student has which you may need to trail or want to use for another course that you may not be able to trail.**

Important Note: Make sure that the marking periods next to the dropped course correspond to the time that teacher must give the student grades. Marks assigned by should read T for teacher.

At the bottom of the mass entry page you add the new courses. Be sure to use the date after the date you dropped the courses. **Gaps in dates will cause problems with the grade book and attendance.** Make sure the first marking period corresponds to when the new teacher should assign grades.

If there are no grades to trail keep going to the last line to add more courses until the schedule is complete and click Keep. Now you are ready for the next student.

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SCHEDULE CHANGES & TRAILING MARKS (continued)

If there are grades to trail, as you input each new course move over to the Trail From area. Input your building or another Channelview building since grades can be trailed between schools in Channelview, add the course number and the section **of the dropped course**. Then add the next course until the schedule is complete.

This student will now have a complete report card for the next marking period. **BE SURE TO CLICK KEEP.**

If the student was with us before and you want to add the same course and section back to the student's schedule, you need to go to the Entry screen, Click on the course name, and click on the 2nd line Date Added field and enter the date the course is to be added. If the dropped course is marked ungraded, the newly added course must be checked ungraded as well. If you need to fix that go back to the Mass Entry screen to fix the marking period flags, click on Keep, and then go to Entry to add the duplicate course. We are trying to get this fixed through eSchoolPlus so I will let you know when this is fixed.