

## **eSchool Plus Notes Channelview ISD**

### **SECONDARY REPORT CARD CHECKLIST**

In order for a student to receive a report card (RC) from eSchool they must be in the system, with a schedule that has courses that require grades or comments. If you need to change schedules remember the importance of dates (both added and dropped) and last mark flags. You also may need to run the synchronization process if changes will affect this report card.

1.    \_\_\_ Verify Master Schedule
2.    \_\_\_ Check with your attendance specialist to make sure that attendance verifications, corrections, and calculations are up to date. Also give your attendance specialist the date and time for generating and printing report cards.
3.    \_\_\_ Run Scheduling Synchronization for the whole building
4.    \_\_\_ Check Synchronization Log
5.    \_\_\_ Give teachers day and time grades are due
6.    \_\_\_ Run Missing Submissions to see how many teachers may need a reminder about when grades are due
7.    \_\_\_ After grades due deadline run Load Unposted Averages
8.    \_\_\_ Remind your attendance specialist about the Report Card time line and date/time for generating Report Cards
9.    \_\_\_ Run the Report Card Eligibility calculation (Steps 9 to 11 is a way to give coaches and Athletics a heads up prior to the final eligibility run)
10.   \_\_\_ Check the Report Card Eligibility calculation log
11.   \_\_\_ Notify Athletics and Fine Arts that the preliminary RC Eligibility has been run
12.   \_\_\_ Transfer Class Attendance to Report Cards
13.   \_\_\_ Generate Mark Verification Sheets
14.   \_\_\_ Distribute Mark Verification Sheets

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**SECONDARY REPORT CARD CHECKLIST (continued)**

15. \_\_\_\_ Let teachers know when Mark Verification Sheets are due back and remind teachers that by making grade changes in their grade book, going to the Report Card Summary page, Loading from Gradebook again, and clicking on Save will save the grades in eSchool
16. \_\_\_\_ Lock Teachers out of their grade book (email the eSchool team for this)
17. \_\_\_\_ Make changes to the Report Card Setup as needed
18. \_\_\_\_ Load Unposted Averages
19. \_\_\_\_ Verify that all changes to attendance have been completed and all Attendance Calculations have been run after the changes
20. \_\_\_\_ Transfer Class Attendance to Report Cards
21. \_\_\_\_ Run Report Card Eligibility Calculation
22. \_\_\_\_ Notify Athletics and Fine Arts that the final Report Card Eligibility Calculation has been run
23. \_\_\_\_ Set sort for report cards - If your sort is for a particular period run the Set Homeroom based on period option. **NOTE: USE ONLY THE SECONDARY HOME ROOM FOR THIS SORT OR YOU WILL WIPE OUT YOUR APOLLO, ABC, AVONDALE STUDENTS.**
24. \_\_\_\_ Run the Generate MR Data Warehouse
25. \_\_\_\_ Generate Report Cards with the sort set (Secondary Homeroom, Last Name, First Name, Middle Name, Student ID – to have the classes print in period order do not enter any Master Schedule fields in the sort area)
26. \_\_\_\_ Print one Report Card and have it approved by your building principal
27. \_\_\_\_ Print the complete Report Card file
28. \_\_\_\_ Save the Report Card file to your desktop as RCMP#CCC (with the # being the marking period and the CCC being your campus initials)

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**HOW TO PERFORM THE TASKS ON THE SECONDARY REPORT  
CARD CHECKLIST**

Be sure to notify your counselors that you are starting the report card process so schedule changes need to stop or be dated for the next marking period

**#1 Verify the Master Schedule** – Go to Scheduling Center>>Master Schedule>>Master Schedule>>Search>>Choose your criteria>>Click Search>>Check the flags and areas that will affect report cards

**#2 Check with your attendance specialist regarding attendance verifications, corrections, and calculations.**

**#3 Run Scheduling Synchronization** – Go to Mark Reporting Center>>Calculations>>Scheduling Synchronization>>Click on Log all Activity>>Run (NOTE: Do not filter this first time you are running it for any IPR or RC run). This will usually take a long time so you may want to set it up to run once and do it after hours such as 5:00 PM 11/13/2008 so that it will run that night and be ready for you to verify next morning

**#4 Check Synchronization Log** – Go to Home >> Choose Scheduling-MR Synchronization>> This report will be very large since there is a page per student but keep it so you can check for errors on a particular student, if you have any later in the process

**#5 Notify teachers of due date and time for grades**

**#6 Run missing submissions** - Go to Mark Reporting Center>>Click on Reports>>Click on Report Cards>>Click on Missing Submissions>>If you click on email teachers the system will send the teachers who have not submitted grades and have an email in their staff file a notice reminding them about the grades being submitted. Either way it will generate a log that will list who is still missing submitting their grades

**#7 After grades due deadline run Load Unposted Averages** – Go to Mark Reporting Center>>Click on Calculations>>Click on Load Unposted Averages>>Be sure to check All Teachers, All Students (Click on All Teachers and All Students only the first time you run this process), and Log Statistics

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**HOW TO PERFORM THE TASKS ON THE SECONDARY REPORT  
CARD CHECKLIST (continued)**

**#8 Remind your attendance specialist about the Report Card time line and date/time for generating Report Cards**

**#9 Run the Report Card Eligibility calculation** – Go to Mark Reporting Center>>Click on Calculations>>Click on RC Eligibility>>Be sure to run it for the current RC Run>>Be sure to include Inactive Students and use the last day of the marking period as your date>>Click on Log all activity>>Click on Run

**#10 Check the Report Card Eligibility calculation log** – Go to Home>>Click on Report Card Eligibility Calc Log>>You may want to save this log since it will give you exact reasons why the student was ineligible

**#11 Notify Athletics and Fine Arts that the preliminary RC Eligibility has been run** Be sure to tell them that this is the preliminary and will not be final until after verification

**#12 Transfer Class Attendance to Report Cards** – Go to Mark Reporting Center>>Click on Calculations>>Click on Class Attendance to RC>>Make sure to use the correct RC Run>>Click on Log all Activity>>Click on Run

**#13 Generate Mark Verification Sheets** – Go to Mark Reporting Center>>Click on Reports>>Click on Report Cards>>Click on Verification Sheets>>Be sure to choose the correct RC Run and click on Log Statistics>>Click on Run

**#14 Distribute Mark Verification Sheets**

**#15 Let teachers know when Mark Verification Sheets are due back and remind teachers that by making grade changes in their grade book, going to the Report Card Summary page, Loading from Gradebook again, and clicking on Save will push the grades to eSchool**

**#16 Lock Teachers out of their grade book** – email the eSchoolPlus Team that you are ready to lock teachers out. **DO NOT LOAD UNPOSTED AVERAGES UNTIL YOU HAVE RECEIVED CONFIRMATION FROM THE eSchoolPlus TEAM THAT TEACHERS ARE LOCKED OUT AND DO NOT CLICK ON ALL TEACHERS AND ALL STUDENTS ONCE TEACHERS HAVE BEEN LOCKED OUT.**

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**HOW TO PERFORM THE TASKS ON THE SECONDARY REPORT  
CARD CHECKLIST (continued)**

**#17 Make changes to the Report Card Setup as needed** – Go to Mark Reporting Center>>Click on Setup>>Click on Report Card Views>>Search for the RC Run you are preparing for>>Click on Report Card Text tab>>Make changes in the Header and/or Footer area>>Click on Save

**#18-22 Repeat steps (see original step instructions above)**

**#23 Set Sort for Report Cards** – Go to Utilities>>Click on Homeroom Assignment by Period>>Always use Secondary Homeroom>>Be sure to choose the marking period you will be handing the Report Cards out in>>Choose the Cycle which is the day of the week you are handing them out>>choose period>>Click Run

**#24 Run the Generate MR Warehouse Data** – Go to Mark Reporting Center >> Click on Calculations >> Click on Generate MR Warehouse Data >> Make sure to use the correct RC Run >> Use the last day of the marking period for both dates >> Click on Run

**#25 Generate Report Cards** – Go to Mark Reporting Center>>Click on Reports>>Click on Report Cards>>Click on Print Report Cards>>Choose RC Run>>Click on Send to student address only>>Use the last day of the marking period for both date fields >> No filter >> Be sure to sort by Homeroom Secondary as the first field >> Add in other fields for alphabetical order after homeroom >> Click on Run **NOTE: If you want courses to print in period order you should NOT enter any Master Schedule fields in the sort option**

The rest of the steps are self explanatory or repeat steps.