



PROCESSING “ELEMENTARY”

GRADE CARDS

4 – TERM (**ALPHA**)

Nine Weeks Schools

SIS / PROGRESS BOOK

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Linda Haynes

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4 TERM (Alpha)
NINE WEEKS SCHOOLS
“ELEMENTARY” GRADE CARD PROCEDURES - FORMS



Important:

Run a B105 on the last day of each nine weeks. This has to be done so the teachers can use the Progress Book (grade book) for the next nine weeks. It creates the class rosters for the teachers.

Please follow the instructions on How to Run the B105, page 11-12.

- Have all teachers input their grades in the system by using Mole or Progress Book.
- Have the teachers turn in a “Verify Marks” sheet for each course they teach. This is a way you will know if all teachers are done inputting grades. (If they are using MOLE.)
- Run a R302 Verify Marks report, if the teachers are using Progress Book to make sure you do not have any “blank” marks. (*R302 example in back of this packet.*)
- Check their names off of a list as they turn the sheet into you.
- Make corrections to the proper Clis records if the teachers have grade changes marked on the Verify Sheets.
- **If your school does Interim Grade Cards, make sure you have cleared your “Interim” grades out of the report period you want to create grade cards for.**

NOTE: Each building will be responsible for the following steps:

- 1.) Use the following forms for a check off list when processing the grade cards.
 - ELEMENTARY REG. GRADE CARD - CHECKLIST (For Nine Weeks.)
- 2.) Change the school message on P401. The P401 will hold 6 lines and up to 50 characters per line.
 - Go into Change Mode (or) Delete Mode (or) Add Mode
 - Type in the message you want on your grade cards.

3.) Calculate attendance. Run **BEFORE** grade cards and **AFTER** period ends.

- To run B115. (Use the B115 Attendance Checklist)
- Run B115 for ***past*** and ***present reporting periods up to the current reporting period.***

Ex> **4 Term – 9 Week Schools**

Term 1 Rpt 01 (1 st 9 weeks)	- 08/26/03 to 10/25/03	(1 st B115 run)
Term 2 Rpt 02 (2 nd 9 weeks)	- 10/28/03 to 01/17/04	(2 nd B115 run)
Term 3 Rpt 05 (3 rd 9 weeks)	- 01/21/04 to 03/21/04	(3 rd B115 run)
Term 4 Rpt 06 (4 th 9 weeks)	- 03/31/04 to 06/05/04	(4 th B115 run)

4.) Make sure you always double-check the following “P” screens for proper formatter information.

- Go to the command line: type> D P704
- Type in the correct format number you want to look at: (see chart below)

Format No: 36	RP01 - 1 st 9 weeks =	Format No: 36
Mark Line No: 001	RP02 - 2 nd 9 weeks =	Format No: 37
	RP05 - 3 rd 9 weeks =	Format No: 38
	RP06 - 4 th 9 weeks =	Format No: 39

- P704 (Is this the correct report period ?) \$ABSENT_ RP01

NOTE: It is important to have the correct RP (reporting period) and the correct Format No. This parameter table works along with the P705 to pull the attendance from the ABSE screen so the correct attendance will print on the grade cards.

- If NOT,
 - Go into change mode C P704
 - Type in the line number the words \$ABSENT_RP01 is on.
 - Cursor over to the formatter and retype the \$ABSENT_RPxx (with the correct reporting period you are want to create grade cards for.) See chart below.

RP01 =	1 st 9 weeks
RP02 =	2 nd 9 weeks
RP05 =	3 rd 9 weeks
RP06 =	4 th 9 weeks

- P705 (Check report periods and the dates) Is this your building starting date and ending dates of the reporting period you want to create cards for?

\$DAYS_PRESENT_RP01=A,M,O,U/START=082703/END=102603

- If NOT,
 - Go into change mode C P705
 - Type in the Form Formatter Number: (see below for correct format number)
Hit the rubout key.

Format No: 36

RP01 - 1st 9 weeks = Format No: 36

RP02 - 2nd 9 weeks = Format No: 37

RP05 - 3rd 9 weeks = Format No: 38

RP06 - 4th 9 weeks = Format No: 39

- Type in the line number the formatter is on.
- Cursor over to the formatter and retype
\$DAYS_PRESENT_RP01=A,M,O,U/START=(the date you want to change it to) /END= (the date you want to change it to)

NOTE: When editing formatter lines ...please make sure you do not have any typos. If you do, the R700 test run will show you that there is an error.

- P706 (If GPA'S are needed – this is the set up)

This parameter table lets the system know which type of GPA(s) and from which reporting period you want to print on the grade cards.

SIS - P706 [DISPLAY]	LACA ELEMENTARY SCHOOL Report Card Formatter GPA Fields	OCT 08, 2003 01:10 PM		
Format No: <u>36</u>				
	Seq	Line	Col	Field
1	010	036	090	CURR GPA:
2	020	036	101	\$GPA_ <u>RP01</u> /GPA=1

NOTE: This Format version is set up for Current GPA's for Format No: 36 which are the 1st nine weeks. (Report Period 01)

SIS - P706 [DISPLAY]	LACA ELEMENTARY SCHOOL Report Card Formatter GPA Fields	OCT 08, 2003 01:10 PM		
Format No: 38				
	Seq	Line	Col	Field
1	010	036	090	CURR GPA:
2	020	036	101	\$GPA_RP05/GPA=1

NOTE: This Format version is set up for Current GPA's for Format No: 38 which is the 3rd nine weeks. (Report Period 05)

On the P706 - the RP (reporting period) for each 9 weeks will be the following Format version number.

- RP01 - 1st 9 weeks = Format No: 36
- RP02 - 2nd 9 weeks = Format No: 37
- RP05 - 3rd 9 weeks = Format No: 38
- RP06 - 4th 9 weeks = Format No: 39

- P746 (Format No: 50)

NOTE: *This Format No: will always be 50 for a nine week school regardless which reporting period you are setting in.*

SIS - P746 [DISPLAY]	LACA ELEMENTARY SCHOOL Report Card Formatter GPA Fields	OCT 08, 2003 01:10 PM	
Format No: 50 (Always version 50 all year long.)			
Line No: 01			
	Seq	Col	Field
1	080	078	\$MARK_RP8
2	085	086	\$MARK_RP9
3	090	090	\$COMCODE1_RP01 (You will change the reporting period every nine weeks.)
4	095	096	\$COMCODE2_RP01 (Make sure this is a zero not a letter "O".)
5	101	102	\$ABSENT_RP01

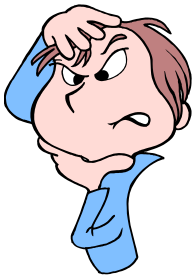
- The RP will have to be changed to the correct reporting period you are creating the grade cards for.

NOTE: You will have to type: \$COMCODE1_RPxx
\$COMCODE2_RPxx
\$ABSENT_RPxx

RP01 = 1st 9 weeks
RP02 = 2nd 9 weeks

RP05 = 3rd 9 weeks
RP06 = 4th 9 weeks

NOTE: Make sure you have the correct RP number because this is the parameter that lets the system know which **attendance** and **comments** to put on your grade cards



If your school wants to keep a history record of the students' courses and grades, you can do so by running the following procedure.

This procedure copies the grades from CLIS and stores them into the Course History (COHI).

If you do not want to store the grades into COHI, then you would skip pages 5 through 8 .

5.) If your school **TERM** ends - **4 Term School only**

- For a **4 Term 9 Week** school you would run Erase_Cohi at the end of the following report periods.

- Report Period = 01 - 1st Weeks
- Report Period = 02 - 2nd Weeks
- Report Period = 05 - 3rd Weeks
- Report Period = 06 - 4th Weeks

- Run Erase_Cohi and a B118.

This procedure is done at the end of **each** nine weeks for a **4 Term School only**.. It copies the grades from CLIS to the COHI records.

- Procedures to ERASE COHI
- **4 Term 9 Wks** school you would run Erase_Cohi at the end of these reporting periods.

Report Period = 01, 02, 05, and 06

Step 1: Bye out of your school building.

- Command: Type> Bye
- At the \$ prompt: Type> MAIN
- Choose the number that correspond to: STUDENT
- Choose the number that correspond to: ERASE_COHI
 - Enter Y to continue, N to abort: Y
 - Enter four letter school code: LACA (put your school code here)
 - Enter current four digit school year (ex: 2002): 2003

Wait..... The system will tell you how many records it finds.

- At the Menu prompt: Type> SIS to get back into your school.

AFTER clearing your COHI go to the next step.

Step 2: Run B118 (screen 01).

NOTE: Do not change **anything** on this screen. Verify the year to see if it is the current year. If NOT then change the year.

- Command: D B118
- Submit for processing (Y/N): Y

AFTER the B118 had completed and show “comp” on the MGMT screen then go to the next step.

Run B117 (screen 01).

Step 1: Change the Inactive Status to Active Status on - P115

- Command: Type> D P115
- Hit your "Rubout" key to display the screen.
- Command: Type> C (for change mode)
- The system will ask you the following:

Enter Line Number To Change:

- Type in: 6 (O – Non-Reside) Hit enter/return.
- Change the "I" to "A" Hit enter/return (2) times. Do not erase the word "Non-Reside".
- The system will ask you the following:

Enter Line Number To Change:

- Type in : 7 (Q – Resident) Hit enter/return.
- Change the "I" to "A". Hit enter/return (2) times. Do not erase the word "Resident".
- The system will ask you the following:

Enter Line Number To Change:

- Press the "Backout" key to get to the command line.

Step 2: Run B117 (screen 01) - This calculates cumulative GPA in COHI.

NOTE: Do not change **anything** on this screen. Verify the year to see if it is the current year. If NOT then change the year.

- Command: D B117
- Submit for processing (Y/N): Y

AFTER the B117 had completed and show "comp" on the MGMT screen then go to the next step.

Step 3: Change the Active Status to Inactive Status on - P115

- Command: Type> D P115
- Hit your "Rubout" key to display the screen.

- Command: Type> C (for change mode)

- The system will ask you the following:

Enter Line Number To Change:

- Type in: 6 (O – Non-Reside) Hit enter/return.
- Change the “A” to “I” Hit enter/return (2) times. Do not erase the word “Non-Reside”.
- The system will ask you the following:

Enter Line Number To Change:

- Type in: 7 (Q – Resident) Hit enter/return.
- Change the “A” to “I” Hit enter/return (2) times. Do not erase the word “Resident”.

- The system will ask you the following:

Enter Line Number To Change:

- Press the “Backout” key to get to the command line.

6.) BEFORE RUNNING GRADE CARDS FOR THE ENTIRE BUILDING.

- Build a P149 with 2 students for each grade level.
(Remember the P149 version number so you can use it on the R700 screen)

SIS - P149 [DISPLAY]	LACA ELEMENTARY SCHOOL School Control Parameters Student ID Report Table	DEC 08, 2003 01:10 PM
Format No: 99		
Student ID		
1	555111 HAYNES, LINDA	
2	77722 EBY, JERRY	
3	4545 MERCER, SANDY	
4	1212 BAKER, TRISH	
5		

- At the command line type in: D P149
- Hit your “Rubout” key to bring up the first version of a P149 that has been used.
Then hit your “Next” key to find out what available number can you use.

- Once you find a number not being used, go into add mode.

Command: A (this will put you into add mode)

- Type in the number **not** being used before. Format No: 99
(Remember what the Format No is, because you will need this on the R700 screen)
- Type in a student id number. Hit enter/return (2) times.
- Type in the next student id number.
- Once you have created your P149 with 3 or 4 students, go to your R700 screen and put the Format No: (the one you just created)

7.) Submit a **Test** R700 so you can use this run to line up your printer and verify the students' attendance is correct.

- Submit a R700 with the correct P149 Version, **Format Version No.**, School Year and **Current Period No.** (Test) (See "R700 Format Version Numbers – Grade Cards" on the next page.)

SIS - R700 [CHANGE]	LACA ELEMENTARY SCHOOL Report Requesting	NOV 24, 2003 03:26 PM
Report ID: R700 Version: 01 Version Date: 10/29/02	STUDENT REPORT CARD FORMATTER Grade Cards - 9 Weeks - Alpha/HR	Run Day or Night (D/N): D
----- Selection Control -----		----- Sequence Control -----
Grade: _____	Status: A	Homeroom: 1
Rpt Prd: 01 01 (this reporting period	P115 Ext/Sys	Name: 2
Course: _____ will change every 9	Stat (E/S): S	Student ID: 0
Homeroom: _____ weeks)		Grade: 0
School Year: 03/04		Zip Code: 0
Current period: 01 1 2 3 4 5		Status: 0
Exclude Data Flags: _____		Counselor: 0
----- Print Control -----		
Density: L	Format Version No: 36	
Spacing: 1	Print Student or Parent Labels (S/P):	
Copies: 1	Report Flag:	
Printer: P2	P149 Version: 99 Clear P149 (Y/N): N	
Save (Y/N): Y	P123 Version: 1	
Enter field Number To Change		
Message:		

R700 Format Version Numbers - Grade Cards
9 Week Building - (ALPHA) ELEMENTARY SCHOOL - FORMS

1 st 9 weeks	- Format Version: 36	Current Period: 01
2 nd 9 weeks	- Format Version: 37	Current Period: 02
3 rd 9 weeks	- Format Version: 38	Current Period: 05
4 th 9 weeks	- Format Version: 39	Current Period: 06

R700 Format Version Numbers - "WHITE" Regular Nine Week
Grade Cards

9 Week Building - (ALPHA) ELEMENTARY SCHOOL - PAPER

1 st 9 weeks	- Format Version: 67	Current Period: 01
2 nd 9 weeks	- Format Version: 68	Current Period: 02
3 rd 9 weeks	- Format Version: 69	Current Period: 05
4 th 9 weeks	- Format Version: 70	Current Period: 06

8.) PRINT the R700 **Test** from the MGMT screen. Use this test to line up your printer and to verify the students' attendance.

- **Verify current days absent.**

- At the command line type in> D ABSE
- Type in the students ID or name to pull up his/her attendance.
- Verify the **current days absent** by counting how many days absent the student has missed during the **current** reporting period date range. On the grade card this number will be printed in the area marked:

THIS PERIOD

DAYS ABSENT

- **Verify tardies.**

- Verify the **current tardies** by counting how many days the student was tardy during the **current** reporting period date range. On the grad card this number will be printed in the area marked:

THIS PERIOD

TIMES TARDY

Steps to run a B105:

Step 1: Change the Inactive Status to Active Status on - P115

- At the command line: Type> D P115
- Hit enter/return
- Hit your "Rubout" key to display the screen.
- At the command line: Type> C (to get you into the change mode)

- The system will ask you the following:

Enter Line Number To Change:

- Type in: 6 (O – Non-Reside) Hit enter/return.
- Change the "I" to "A" Hit enter/return (2) times. Do not erase the word "Non-Reside".
- The system will ask you the following:

Enter Line Number To Change:

- Type in : 7 (Q – Resident) Hit enter/return.
- Change the "I" to "A". Hit enter/return (2) times. Do not erase the word "Resident".
- The system will ask you the following:

Enter Line Number To Change:

- Press the "Backout" key to get to the command line.

Step 2:

- At the command line: C B105
- The system will ask you the following:

Enter field number to change:

- Press the down arrow ↓ key (3) times until you come to the following:

Previous Term: (Type in: 1)

- Hit the enter/return key (1) time.
- The cursor will move to this field:

Previous Report Period:

- Type in: 01 (the system may change the 01 to a 1)
- Hit the enter/return key (1) time.
- The cursor will move to this field:

New Term:

- Type in: 2
- Hit the enter/return key (1) time.
- The cursor will move to this field:

New Report Period:

- Type in: 02 (the system may change the 02 to a 2)
- Press the "Backout" key (2) times.

NOTE: Your screen should look like this example. *Do Not change any other fields. Only highlighted field needs changed each nine weeks.*

```
SIS - B105                LACA ELEMENTARY SCHOOL                Oct 20, 2003
[CHANGE]                  Batch Job Requesting                    11:13 AM

Batch Job ID: B105        SET UP CLASS LIST RECORDS
Version:      01          B105 - DEFAULT VERSION
Version Date: 10/20/02   Run Day or Night (D/N): N

----- Batch Job Control -----
School Year:              03/04

Previous Term:            1
Previous Report Period:  1

New Term:                 2
New Report Period:       2

----- Print Control -----
---
Density:   H   Suppress Message (Y/N): N
Spacing:   1   Auto Status Change (Y/N): N
Copies:    1   Active Status Code: A
Printer:   P1  Inactive Status Code: I
Save (Y/N): Y
Enter Field Number To Change
Message:
```

- The system will ask you the following:

Submit For Processing (Y/N): N

- Change the "N" to "Y"
- Hit enter/return (1) time.
- The system will ask you the following:

Store Request (Y/N): N

- Change the "N" to "Y"
- Press the "Backout" key (1) time to get to the command line.

Step 3:

- At the command line: D MGMT
- Look at the MGMT screen to see if the B105 is on it and the queue is NIGHT. This means the batch job will execute after 8:01 p.m.

Step 4: Verify the MGMT screen

The next morning, after the B105 ran. Verify the MGMT screen and the P302 table to see if the batch job complete successfully.

- At the command line: Type in D MGMT
If the B105 has completed successful, it will look like this:

SIS - MGMT	LACA ELEMENTARY SCHOOL	Oct 20, 2003
[DISPLAY]	Batch/Report Management	11:23 AM
Display Batch/Print/All Queues (B/P/A): A		
Queue	Status	Request - Submitted - Action Prt Form Page Control
		After Only
1	PRINT COMP	B105-01 SEP 09 12:37 P1 010

NOTE: If the status reads "ERROR" call Linda Haynes or Jerry Eby at Laca. They will help find out what went wrong with the batch job.

Step 5: Verify the P302 table.

- At the command line: Type in D P302
If the B105 has completed successful, it will look like this.

```
SIS - P302                               LACA ELEMENTARY SCHOOL                               Oct 20, 2003
[DISPLAY]                               School Control Parameters                           11:28 AM
                                         Current Year/Term/Reporting Period

                                         School Year:           03/04
                                         Term:                 2
                                         Reporting Period:     2
```

NOTE: *The Term and Reporting Period will change depending on what you submit on the B105.*

Step 6: Change the Active Status to Inactive Status on - P115 (Back to normal)
If this step is not done then any reports you or anyone else in your building or board office will not be correct.

NOTE: *You will need to do this step BEFORE you run any other report for your school. This procedure will set the statuses back to normal for running other reports.*

- At the command line: Type> D P115
- Hit enter/return.
- Hit your “Rubout” key to display the screen.
- At the command line: Type> C (to get you into change mode)
- The system will ask you the following:

Enter Line Number To Change:

- Type in: 6 (O – Non-Reside) Hit enter/return.
- Change the “A” to “I” Hit enter/return (2) times. Do not erase the word “Non-Reside”.
- The system will ask you the following:

Enter Line Number To Change:

- Type in: 7 (Q – Resident) Hit enter/return.

- Change the "A" to "I" Hit enter/return (2) times. Do not erase the word "Resident".

- The system will ask you the following:

Enter Line Number To Change:

- Press the "Backout" key to get to the command line.

Congratulations..... you have just finished a complete "Grade Card Run"!!



IMPORTANT NOTE:

Before you create your 2nd and 4th nine week grade cards.....

- **One week before** the 2nd or 4th reporting period ends - E-mail Linda (lhaynes@laca.org) to create the exam and semester CLIS records so the teachers can input their grades.