

InformationNOW – Grading Checklist

About this Document

This document is intended to provide a brief overview of the steps a district or school might take at the end of a grading period or term.

This checklist is intended only as a guide. There may be additional steps users may need to take based on state-reporting requirements as well as district policies.

This document references several other Quick Reference Guides that are available from the STI support Web site. To access these documents, go to <http://support.sti-k12.com>. Enter the user name and password and **Login**. Select **Documentation | Quick Reference Guides | InformationNOW Web-based SIS**.

Setup: Beginning Of Academic Session Only

The following is a list of steps that should be performed at the beginning of the academic session for each school.

Item
Grades Setup Valid Alphabetic Grades: Verify all grades needed have been entered.
Grades Setup Grading Scale: Add new scales or select View to edit existing scales.
Scheduling Setup Terms: Add new terms or select View to edit existing terms.
Grades Setup Grading Periods: Select Term and click Refresh . Add new grading periods or select View to edit exiting grading periods. Review the graded items, including all checkboxes and the Percentage link where appropriate.
Grades Setup Grade Comments: Add new, Delete old or select View to edit exiting comments.
Scheduling Master Schedule: Add new sections or select View to edit existing sections. Verify <i>Grading Scale</i> , <i>A.Credit</i> checkboxes, <i>GPA Credit</i> , <i>Grad Credit</i> and <i>GPA Method</i> checkboxes.
Students Student Maintenance Contacts: Review contacts to verify that <i>Receives Mailings</i> is checked for those who are to receive report cards.
If Syncing Grades From Serving School: <ul style="list-style-type: none">• Add Serving Schools: Go to School/District School. Search for and View the school to which grades will be imported. Click the <i>Serving School</i> tab. Add the Serving School from which grades are to be imported. Also link Graded Items from the Reporting School to the Serving School graded items.• Schedule students into sections of the same course number at both the Reporting School and the Serving School.• Link Sections: At the Reporting School go to Scheduling Master Schedule. Search for and View sections that contain students who are issued grades at the serving school. Under the Serving Section drop list, select the section of the class that is to be lynched to the section in the Reporting School.

Checklists

The following contains examples of steps schools will take based on the number of terms and grading periods. The checklist contains a step that is to be taken followed by columns for each grading period/term.

If the column to the right is blacked out, it indicates that the step is not performed during that grading period/term. For example, in the *Four 9-Week Grading Periods/Two Terms* checklist, the item below the second step is to turn on *Allow Posting To Transcripts*. The box is blacked out in the 9W1 and 9W3 columns to the right, indicating that this step is not done during those grading periods.

Four 9-Week Grading Periods/Two Terms

The following checklist is for schools that have four 9-week grading periods and two terms (semesters).

Setup	9W1	9W2 End of Term 1	9W3	9W4 End of Term 2
Turn on Posting: Grades Setup Grading Periods . Check <i>Allow Posting</i> .				
Allow Posting to Transcripts: Grades Setup Grading Periods . Check <i>Post to Transcript</i> .				
Turn Off View In Home Portal: To temporarily turn off Home Portal while grades are being finalized, go to School/District District Home Portal . Under Grades , uncheck <i>Enabled</i> . Alternately, this may be done individually for each school.				
Enter Grades: The recommended method is for teachers to post grades and/or skills from the Grade Book . Alternately, teachers may manually enter grades via Classroom Grade Entry or the office may enter grades via Grades Grade Entry . Users may also sync grades from Serving Schools. Go to Mgmt Console Console . Select Synchronize Grades under the <i>Serving Schools</i> option.				
Print Preliminary Reports	9W1	9W2 End of Term 1	9W3	9W4 End of Term 2
Classroom Reports Unposted Grades Report				
Grades Reports Missing Grades Report				
Grades Reports Grade Verification				
Finalize Grades	9W1	9W2 End of Term 1	9W3	9W4 End of Term 2
Correct Missing/Invalid Grades: Best method is to have teachers repost after making corrections.				
If desired, re-run the Grade Verification Report .				
Grades Setup Grading Periods : Uncheck <i>Allow Posting</i> .				
Mgmt Console Console Post Grades to Transcripts				

Print Final Reports	9W1	9W2 End of Term 1	9W3	9W4 End of Term 2
Grades Reports Honor Roll				
Grades Reports: Run the report card of choice: Report Card , Two-Column Report Card , Portrait Report Card or Standards Report Card .				
Print Grade or Permanent Record Labels if desired.				
Grades Reports Rank Report				
Reports Transcript Report or Landscape Transcript				

Four 9-Week Terms

The following checklist is for schools that have four 9-week terms (semesters).

Setup	T1	T2	T3	T4
Turn on Posting: Grades Setup Grading Periods . Check <i>Allow Posting</i> .				
Allow Posting to Transcripts: Grades Setup Grading Periods . Check <i>Post to Transcript</i> .				
Turn Off View In Home Portal: To temporarily turn off Home Portal while grades are being finalized, go to School/District District Home Portal . Under Grades , uncheck <i>Enabled</i> . Alternately, this may be done individually for each school.				
Enter Grades: The recommended method is for teachers to post grades and/or skills from the Grade Book . Alternately, teachers may manually enter grades via Classroom Grade Entry or the office may enter grades via Grades Grade Entry . Users may also sync grades from Serving Schools. Go to Mgmt Console Console . Select Synchronize Grades under the <i>Serving Schools</i> option.				
Print Preliminary Reports	T1	T2	T3	T4
Classroom Reports Unposted Grades Report				
Grades Reports Missing Grades Report				
Grades Reports Grade Verification				
Finalize Grades	T1	T2	T3	T4
Correct Missing/Invalid Grades: Best method is to have teachers repost after making corrections.				
If desired, re-run the Grade Verification Report .				
Grades Setup Grading Periods: Uncheck <i>Allow Posting</i> .				
Mgmt Console Console Post Grades to Transcripts				
Print Final Reports	T1	T2	T3	T4
Grades Reports Honor Roll				
Grades Reports: Run the report card of choice: Report Card , Two-Column Report Card , Portrait Report Card or Standards Report Card .				
Print Grade or Permanent Record Labels if desired.				
Grades Reports Rank Report				
Reports Transcript Report or Landscape Transcript				

Six 6-Week Grading Periods/Two Terms

Setup	6W1	6W2	6W3 End of Term 1	6W4	6W5	6W6 End of Term 2
Turn on Posting: Grades Setup Grading Periods . Check <i>Allow Posting</i> .						
Allow Posting to Transcripts: Grades Setup Grading Periods . Check <i>Post to Transcript</i> .						
Turn Off View In Home Portal: To temporarily turn off Home Portal while grades are being finalized, go to School/District District Home Portal . Under Grades , uncheck <i>Enabled</i> . Alternately, this may be done individually for each school.						
Enter Grades: The recommended method is for teachers to post grades and/or skills from the Grade Book . Alternately, teachers may manually enter grades via Classroom Grade Entry or the office may enter grades via Grades Grade Entry . Users may also sync grades from Serving Schools. Go to Mgmt Console Console . Select Synchronize Grades under the <i>Serving Schools</i> option.						
Print Preliminary Reports	6W1	6W2	6W3 End of Term 1	6W4	6W5	6W6 End of Term 2
Classroom Reports Unposted Grades Report						
Grades Reports Missing Grades Report						
Grades Reports Grade Verification						
Finalize Grades	6W1	6W2	6W3 End of Term 1	6W4	6W5	6W6 End of Term 2
Correct Missing/Invalid Grades: Best method is to have teachers repost after making corrections.						
If desired, re-run the Grade Verification Report .						
Grades Setup Grading Periods : Uncheck <i>Allow Posting</i> .						
Mgmt Console Console Post Grades to Transcripts						

Print Final Reports	6W1	6W2	6W3 End of Term 1	6W4	6W5	6W6 End of Term 2
Grades Reports Honor Roll						
Grades Reports: Run the report card of choice: Report Card , Two-Column Report Card , Portrait Report Card or Standards Report Card .						
Print Grade or Permanent Record Labels if desired.						
Grades Reports Rank Report						
Reports Transcript Report or Landscape Transcript.						