Grading Setup Guide

Chancery SMS®

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Contents

About Chancery SMS

Welcome to Chancery SMS® from Pearson. Chancery SMS is a software tool for managing student and family information in your school district.

Support Services Available

Chancery offers a full suite of documentation, Online Help, and technical support to help you with your day-to-day tasks.

Documentation Included

The following documentation is included with Chancery SMS:

See	For
Chancery SMS Guides	The following guides are available in PDF format from our support web site at *http://support.chancery.com*:
	• District Administration Guide: For district administrators, the District Administration Guide provides information about maintaining the centralized Chancery SMS solution, including setting up your district, adding schools to the district, and standardizing data across the district using setup lists.
	• District User Guide: For district office staff, the District User Guide provides information about using Chancery SMS at a district level, including registering and enrolling students and working with student data.
	• School Administration Guide: For school administrators, the School Administration Guide provides information about maintaining a school and performing administrative tasks.
	• School Setup Guide: The School Setup Guide provides information about setting up schools in the district, including the steps to be performed as a district administrator and as a school administrator.
	• School User Guide: For school office staff, the School User Guide provides information about using Chancery SMS at the school level, including how to take attendance, enter grades, and work with student data in the office.
	• Chancery SMS in the Classroom: This guide covers the basics of using Chancery SMS at the homeroom and class level, including how to take attendance, enter grades, and work with student data in the classroom.

See	For
Chancery SMS Speciality Guides	Additional feature-specific guides to supplement the standard guides are available in PDF format from our support web site at *http://support.chancery.com*:
	• Address Validation Guide: For school and district administrators, the Address Validation Guide provides information about setting up address validation at the district and performing address validation tasks at the district and at schools.
	• cTools Guide: This guide provides information about customizing Chancery SMS, along with instructions for using the customization features.
	• Grading Setup Guide: For school administrators, the Grading Setup Guide provides information about setting up grading properties and performing grading-related tasks.
	• Permissions Guide: For district administrators, this guide provides information about setting up permissions in Chancery SMS. The Permissions Guide explains the permission structure and provides information about each permission's dependencies, effect on the system, options, and defaults.
	• Program Management Guide: For district and school administrators and district and school staff who enroll students and process applications, the Program Management Guide is a feature-specific guide that describes the process of setting up programs at the district and at schools and performing program-related tasks.
	• Registration and Enrollment Quick Guide: For school and district staff, the Registration and Enrollment Quick Guide provides procedures for registering students in the district and enrolling students in schools.
	• Scheduling Guide: For school administrators, the Scheduling Guide covers the process of setting up a school scheduling structure, as well as scheduling in elementary and secondary schools.
	• Next-Year Preparation and Year-End Processing Guide: For district and school administrators, this guide covers all the steps required to close off the current school year and prepare for the next.

See	For
Chancery SMS Technical Guides	Technical guides are available in PDF format from our support web site at *http://support.chancery.com*: • Import/Export Guide: For district administrators, the Import/Export Guide describes the process for importing and exporting data into and out of Chancery SMS. • Interoperability Guide: For district administrators, the Interoperability Guide covers how to integrate third-party applications with Chancery SMS using SIF and Import/Export functionality. • Report Writer Guide: For district and school administrators and third-party report writers, the Report Writer Guide covers how to plan, build, and upload reports using the new reporting framework. The guide also includes an in-depth examination of this framework, extensive information about how to use Crystal Reports® functionality, and reference material about using previous reporting methods.
Chancery SMS Online Help	Help is available by accessing the Help menu from the task bar.
Release Notes	Release Notes are summaries of the new features and changes in the current release.
Installation Documentation	The Installation Guide provides technical details for installing the entire Chancery SMS system. The Upgrade Guide provides detailed instructions for upgrading from a prior version of Chancery SMS.

Getting Training

Training courses are available to help ensure you get every advantage from your student information system. We are committed to helping you put our solutions to work. Our broad training offerings are designed with you in mind so that you'll receive the most suitable and effective training for your needs.

Choose from on site training or live online training. We can also create a customized training program to meet your district's needs.

Phone us toll free at 1-800-999-9931 or see the Training area of our customer support web site at *http://support.chancery.com* for an up-to-date list of scheduled courses.

Getting Support

The following support programs are available by subscription only:

Support	Description
One-on-one Technical Support	Talk to a technical support analyst to help solve problems and answer questions when software doesn't produce the expected results. Analysts can use the telephone or Internet access to troubleshoot your issues. Monday to Friday, 5 am to 5 pm Pacific Time Phone: 1-800-688-9939 Fax: 1-800-446-5650 Email: psstechsupp@pearson.com
Access to our web site	*http://support.chancery.com* In Chancery SMS, from the Help menu, click Support Website. Our web site includes a searchable KnowledgeBase with frequently asked questions, tips, and troubleshooting instructions, as well as support forums for users to share experience and knowledge.
Software updates	Updates are provided free of charge for three months from your date of purchase and are included in the subscription to Support Programs.

For more information about Technical Support Programs, phone Customer Service at 1-800-999-9931.

Grading Setup Overview

Because the grading setup process is significantly different between schools that use elementary scheduling and schools that use secondary scheduling, this guide is divided into two sections. Refer to the appropriate section for the type of scheduling your school uses:

- "Elementary Grading Setup" on page 9.
- "Secondary Grading Setup" on page 49.

Setting Up Grading to Support Data Mapping

Data mapping is required for running reports and when uploading data to K12Planet. For more information about data mapping, see the Chancery SMS School Administration Guide and for more information about K12Planet, see the K12Planet System Administrator Guide. Both guides are available from our support site at *http://support.chancery.com*.

To map data and subsequently upload data to K12Planet or generate reports, be aware of the following grading constraints when setting up the grading structure for your school. If your grading data is not set up to support these constraints, data mapping might fail or data will not be reported or uploaded correctly.

Grading Tables

Grading tables define the format and meaning of the grades that students receive on their report cards. For information about elementary school grading tables, see "Understanding Elementary Grading Tables" on page 19. For information about secondary school grading tables, see "Defining Secondary Grading Tables" on page 65.

If your school uses K12 Planet, define only numeric or letter grade grading tables. Data mapping for K12 Planet supports numeric and letter grades for both regular and special grades. Other grade types, such as graphic symbols and narrative grades, are not supported.

NOTE
If subjects and courses are not associated with a Numeric or Letter Grade grading table, data mapping still completes; however, Bin Marks data does not appear in K12Planet.

Grade Items (Secondary)

Grade items are ways that your school measure student performance. For information about grade items, see "Setting Up Grade Items" on page 63.

Data mapping supports a maximum of 30 grade items each year. If you have four grading periods in a year, the default grade item for the course grade is used four times. You have 26 grade items remaining that you can assign to the course throughout the four grading periods. The additional grade items, together with the grade item for the course grade, must not exceed 30 for all grading periods combined.

Complete the following tasks to ensure your grade items are mapped:

- Associate the default "Course" grade item with a Numeric grading table.
- Create three grade items with the following Short Names:
  - WRKHBT

- CTZSHP
- CMNT

Associate these grade items with a Standard Comment type grading table. Additional grade items can be set up; however, only these three grade items map and upload to K12Planet as Bin Marks.

NOTE
If these grade items are not defined or if they're associated with a different type of grading table, data mapping still completes; however, the Bin Marks data does not appear in K12Planet.

Standard Comments

A standard comment is a sentence or two that all teachers can re-use repeatedly when entering grades. For information about elementary standard comments, see "Setting Up Elementary Standard Comments" on page 15. For information about secondary standard comments, see "Setting Up Secondary Standard Comments" on page 59.

The maximum number of standard comments supported for each grading period depends on the grade item:

- WRKHBT supports one comment
- CTZSHP supports one comment
- CMNT supports five comments

If additional comments are entered in the standard comment grading tables associated with these grade items, only the number of comments supported appear in K12Planet.

Comment codes for work habits and citizenship grade items cannot exceed four characters.

For secondary schools, include comments for a course by assigning a standard comment grading table to the required grade items (WRKHBT, CTZSHP, CMNT).

Measures

Measures are used to rate achievement or effort and are defined when creating the elementary report card template. For information about measures, see "Setting Up Elementary Report Cards" on page 39.

For each subject, make sure the following Measures are defined:

- Work Habit
- Citizenship
- Comment

Each measure must be associated with a Standard Comment type grading table.

NOTE
If these measures are not set up or the measures are not associated with a Standard Comment type grading table, data mapping still completes; however, Bin Marks Comments data does not appear in K12Planet.

Additional elements, skills, and measures can be defined and used on Report Cards and Progress Reports; however, only the three measures listed above are mapped and uploaded to K12Planet.

About Assigned Grades

For elementary schools, only assigned grades that are associated with generic subjects are mapped. Grades associated with subject elements are not mapped. For example, grades assigned to the Language Arts subject are mapped, but grades assigned to its subject elements, such as reading, spelling, and writing, are not mapped.

For information about subjects and subject elements, see the Chancery SMS Scheduling Guide and for instructions about assigning grades, see the Chancery SMS School User Guide. Both guides are available from Pearson's Customer Support website.

Elementary Grading Setup

The following steps illustrate how the completed grading setup tasks flow through to the running of the actual report cards or progress reports for elementary schools.

Step 1: Set Up Standard Comments and Categories

Use standard comments and standard comment categories to capture comment-type grades for students. For information about creating standard comments, see "Setting Up Elementary Standard Comments" on page 15.

View: All		

Selected: 0   Total: 6

	Category	*Comment Code	*Comment
	ATT	LAP	Lack of attendance affecting progress
	ATT	OAL	Often arrives late to class
	WH	DOC	Distracts others in class
	WH	ENP	An enthusiastic participant
	WH	MSP	Making satisfactory progress
	WH	PHC	Is a pleasure to have in class

To add more comments, from the Actions menu, click Add Comments.

Step 2: Set Up Grading Tables for All Grade Levels

Use grading tables to define the format and meaning of grades that students receive on their report cards. A grading table legend appears on the report card so that readers can interpret the grades. For information about creating grading tables, see "Understanding Elementary Grading Tables" on page 19.

	*Input Grade	*Reporting Grade	Lower Cutoff	Grbk % Cutoff	Grade Points	P/F	% Credit	*Description in Legend
	E	Happy Face	86	86	4	P		Excellent
	G	Check Mark	75	75	3	P		Good
	S	Neutral Face	65	65	2	P		Satisfactory
	U	Sad Face	55	55	1	F		Unsatisfactory

Step 3: Set Up Grading Periods

Grading periods define the span of time that report cards and progress reports cover. For information about setting up grading periods, see "Defining Elementary Grading Periods" on page 37.

Grading Periods for 2005-2006			
*Set name: Grading Periods K through 8			
*Grade level: ☑ K ☑ 1 ☑ 2 ☑ 3 ☑ 4 ☑ 5 ☑ 6 ☑ 7 ☑ 8			

Grading Periods			
*Type	*Grading Period Name	*Period Code	*End Date (mm/dd/yyyy)
Report Card	Report Card 1	R1	9/15/2005
Report Card	Report Card 2	R2	11/10/2005
Report Card	Report Card 3	R3	12/31/2005
Report Card	Report Card 4	R4	2/29/2006
Report Card	Report Card 5	R5	4/30/2006
Report Card	Report Card 6	R6	7/25/2006

Step 4: Set Up Common Report Card Elements

Common elements are items you want to have print on all report cards and progress reports. For information about setting up common report card elements, see "Selecting Common Report Card Elements" on page 39.

Common Element	Report Card	Progress Report
Grading table legend	☑	☐
Attendance summary	☑	☑
Parent/Guardian comment area	☑	☑
	*No. of lines: 3	*No. of lines: 3
Signature area	☑ Principal ☑ Teacher ☑ Parent/Guardian	☐ Principal ☐ Teacher ☑ Parent/Guardian

Step 5: Set Up Report Card and Progress Report Templates

Report card and progress report templates define how the reports will look when printed. Each subject, subject element, skill, and measure can use a different grading table. For information about setting up elementary report card templates, see "Adding and Editing Elementary Report Cards/Progress Reports" on page 40 and "Working with Elementary Progress Reports" on page 44.

NOTE

Subjects and subject elements come from the subject framework. To set up a subject framework, see "Elementary School Scheduling" in the Chancery SMS Scheduling Guide.

	Type	Item Description	Grading Table		Grade Item Display
☐	Subject	**LANGUAGE ARTS**	AC	▽	Graphic Symbol
☐	Skill	Subject Comments	NC	▽	Narrative Comment
☐	Element	**Listening & Speaking**	AC	▽	Graphic Symbol
☐	Skill	Listens attentively while others speak	MS	▽	Letter Grade
☐	Skill	Speaks audibly	MS	▽	Letter Grade
☐	Skill	Uses appropriate language and grammar	MS	▽	Letter Grade
☐	Skill	Contributes to class discussions	MS	▽	Letter Grade
☐	Skill	Expresses ideas clearly	MS	▽	Letter Grade
☐	Measure ⓘ	Effort	ME	▽	Numeric
☐	Element	**Reading**	AC	▽	Graphic Symbol

Step 6: Enter Grades

Enter grades for each student in a homeroom or class. The columns on the Student Grades page correspond to the subjects, subject elements, skills, and measures found in the report card content area in Step 5. In addition, the choices available from the dropdowns in each of these columns are the grading codes that correspond to the grading tables defined in Step 2. A legend that explains the meaning of each grading code appears at the bottom of the screen.

For information about entering grades, see the Chancery SMS School User Guide available from the Pearson Customer Support website.

	Student Name		1 Languag Arts	2 Subject Comment	3 Listeni & Speakin	4 Listens attenti while	5 Speaks audibly
☐	Basham, Jon	📑	A	📄	B	M	M
☐	Brown, Duane	🔖	▼	📄	▼	▼	▼
☐	Burleson, Michael	🔖		📄			
☐	Dixon, Carrie	🔖		📄			
☐	Eldridge, Justin	🔖		📄			
☐	Gorden, Scarlett	🔖		📄			
☐	Oliver, Erin	🔖		📄			
☐	Seard, Joanna	🔖		📄			
☐	Thomas, Nicole	🔖		📄			

Step 7: Run Report Cards or Progress Reports

When you run report cards or progress reports, the common elements you defined in Step 4 print on the report card or the progress report. The subjects and subject elements are from the subject framework and the skills and measures are added to the report card template in Step 5, along with the grades and comments entered in Step 6.

For information about printing reports, see the Chancery SMS School User Guide available from the Pearson Customer Support website.

Before getting started, ensure you have the necessary permissions. See "Permissions to Set Up Grading and Enter Grades" on page 13.

Permissions to Set Up Grading and Enter Grades

To set up grading and collect grades, you need the following permissions:

To	You need this permission	Set to
Define standard comments	School Setup > Standard Comments	Delete
Define grading tables	School Setup > Grading Tables	Delete
Define grading periods	School Setup > Grading Period Sets	Delete
	School Setup > Define Report Card Periods	Yes
	School Setup > Define Progress Report Periods	Yes
Define report cards and progress reports	School Setup > Report Card Setup	Delete
Edit grades entered by teachers	Grading > Edit Grades from Other Teachers	Yes
Enter or edit grades for any class (including grades entered during a specified grace period)	Grading > Enter Grades for All Classes	Yes
Enter or edit past grades	Grading > Modify Grades for Completed Periods	Yes

By default, the school administrator role can perform all grading setup and collection tasks. For further information about permissions, contact your system administrator or see the Chancery SMS Permissions Guide.

Setting Up Elementary Standard Comments

A standard comment is a sentence or two that teachers can re-use on any report card or progress report.

Here are a few examples:

- "Making satisfactory progress"
- "Lack of attendance is affecting progress"
- "An enthusiastic participant"
- "Needs to participate more in class"

You do not need to set up standard comments, but they can be helpful. Instead of repeatedly typing the same comments, teachers can enter a standard comment with a click of the mouse. Typically, schools or districts have grading policies governing when standard comments can be used.

If you have many standard comments, you can create categories for them and group the comments into those categories. Categories are not required, but they can make selecting comments for student evaluation quicker and easier. You can categorize some, all, or none of the standard comments.

On the Standard Comments page, comments are sorted first by category and then by code. Comments that are not categorized appear first.

To use Standard Comments, you must set up a Standard Comments Grading Table. See "Adding and Editing Standard Comment Grading Tables" on page 33.

NOTE
If you want teachers to be able to enter unique comments, rather than standard comments, you can set up a narrative grading table. See "Creating and Editing Narrative Comment Grading Tables" on page 32.

Creating and Editing Categories for Standard Comments

If you have many standard comments, you can create categories to group the comments.

Categories have a full name and a short name consisting of no more than six letters. The short name appears on the Standard Comments page and describes each category of comments, so ensure the short name is as descriptive as possible.

You can create as many categories as you need. Later, if no comments are assigned to that category, you can delete or change the category.

To create or edit categories for standard comments:

1 In the control bar, under Admin, click Grading.

2 On the Grading page, under Step 1, click Standard Comment Categories.

3 On the Standard Comment Categories page, do any of the following:

To	Do this
Add a category	**1** If all rows are used, from the Actions menu, click Add Rows. **2** In the first empty row, under Standard Comment Category name, enter the name of the category that you want to create. **3** Under Short Name, enter a short name of no more than six characters. **NOTE** Make the short name as descriptive as possible because it appears on the Standard Comments page as a description of the category.
Delete a category	**1** Select the category to delete. **2** From the Actions menu, click Delete Row.
Edit a category	• Click the category and enter the changes.

4 Click OK.

Adding and Editing Standard Comments

You can create as many standard comments as you need. Later, if the comment has not been used on a report card or progress report, you can delete or change it.

To add or edit standard comments:

1 In the control bar, under Admin, click Grading.

2 On the Grading page, under Step 1, click Standard Comments.

3 On the Standard Comments page, do any of the following:

To	Do this
Show only comments in a specific category	• From the View dropdown, select a category.
Add a comment	**1** From the Actions menu, click Add Comments. **2** On the Add Comments page, if you want to assign the comment to a category, select a category in the Comment Category dropdown. **3** For each comment you want to add, enter a unique 4-or 5-character code for the comment and then enter the complete comment text as it will appear on the report card. **4** If you want to add more comments, click "Save+Add". **5** Click OK.
Delete a comment	**1** Select the comment to delete. **2** From the Actions menu, click Delete.

To	Do this
Edit a comment	• Click the comment and enter the changes.

4 Click OK.

To use the standard comments, set up a standard comment grading table to link to appropriate grade items. See "Adding and Editing Standard Comment Grading Tables" on page 33.

Understanding Elementary Grading Tables

Grading tables define the format and meaning of the grades that students receive on their report cards.

The main purpose of a grading table is to list all of the possible grades a student can receive and the meaning of each grade. Grading tables can also identify conversions from one format to another, such as percentages to letters, and whether a grade is a pass or a fail

You need to create a grading table for each way that you capture grades. For example, subjects might be graded as a G (Good), S (Satisfactory), or N (Needs Improvement), while conduct or participation are graded using teacher comments. Students in higher grade levels might be graded using percentages. In each of these scenarios, a different type of grading table is required.

Grading tables appear as a legend on report cards to help readers interpret the grades. Since a report card often includes items with different grading tables, report cards often display multiple grading table legends.

You can choose from five types of grading tables. The type of grading table is determined by how the grade is entered, not how it is displayed on the report card. For more information, see "Selecting a Grading Table Type" on page 19.

In addition, you can add special grades, such as "Incomplete" or "Exempt", to all grading tables. See "Adding Special Grades to Grading Tables" on page 34.

Selecting a Grading Table Type

Grading tables provide the flexibility to enter grades in several ways and either display the grades in the form they were entered or convert them to other forms on report cards.

NOTE
If your school uses K12Planet, use only numeric or letter grade grading tables. Data mapping for K12Planet supports numeric and letter grades for both regular and special grades. Other grade types, such as graphic symbols and narrative grades, are not supported.

With Chancery SMS grading tables, you can:

- Enter letter grades in any format you design; for example, A, B, C, D, and F, or G, S, and N for Good, Satisfactory, and Needs Improvement.

- Enter comments for conduct or participation grades, or enter codes that are shown as symbols, such as ☺, ☺, ☹.

- Use scales such as percentages, 4-point scale, or 12-point scale.

- Enter numbers that are converted to letter grades or symbols.

To get such a wide range of options, grading tables are divided into five different types. These types correspond to the way you enter the grades, not how the grades appear on the report card.

The five types of grading tables are summarized in the following table:

Grading Table Type	Description
Letter Grade	Grades entered as letters will appear on the report card as letters.
Numeric	Grades entered as numbers are either left as is or converted so that they appear as letter grades or graphic symbols on the report card.
Graphic Symbol	Grades entered as codes will appear on the report card as graphic symbols, such as "H" for ☺.
Narrative Comment	Grades entered as free form text.
Standard Comment	Grades selected from a list of predefined options.

The following table shows the options available for entering and displaying grades, along with the required grading table settings:

Grades on Report Cards	Grading Table Type
Letters, such as A, B, C, D, F or G, S, N	To enter letter grades that appear as letter grades on the report card, set the Type to Letter Grade.
	To enter numbers that appear as letter grades on the report card, set Type to Numeric and then set Equivalent Grade Type to Letter Grade.
	For further information, see "Letter Grade Grading Table – Enter Letters and Display Letters" on page 24.

Grades on Report Cards	Grading Table Type
Numbers, such as percentages or 1.0, 2.0, 3.0	To enter numeric grades and display them as numeric on the report card, set Type to Numeric and then set Equivalent Grade Type to None. For further information, see "Numeric Grading Table – Enter Numbers and Display Numbers" on page 21.
Graphics, such as ☺, ☺, ☹	To enter and display a code, such as "H," as a graphic symbol on the report card, set Type to Graphic Symbol. To enter grades as numbers that appear as symbols on the report card, set Type to Numeric and then set Equivalent Grade Type to Graphic Symbol. For further information, see "Numeric Grading Table – Enter Numbers and Display Symbols" on page 24
Comments	To enter and display free-form comments, set Type to Narrative Comments. For further information, see "Creating and Editing Narrative Comment Grading Tables" on page 32 To enter comments by selecting from a set of predefined comments, set Type to Standard Comments. For further information, see "Defining Standard Comments" on page 60.

Numeric Grading Table – Enter Numbers and Display Numbers

To enter grades as numbers and display them as numbers on the report card, set Type to Numeric and Equivalent Grade Type to None.

If you enter grades as percentages, use a grading scale of 100 and a numeric grade input range of 0 to 100.

NOTE
If you want to award bonus points, make the upper input range greater than 100 (e.g. 110). For more information, see "Setting Up for Bonus Points" on page 26.

In the Lower Cutoff column, enter the lowest mark required to earn the grade. In the Description in Legend column, describe the meaning of the grade.

NOTE
The marks you enter in the Lower Cutoff column must be of the same format as the scale you entered in the Grading Scale field. For example, if you enter a grading scale of 100, you must enter lower cutoff marks between 0 and 100.

If you want to report on passing and failing grades, in the P/F column, select Pass (for pass) or F (for fail).

	*Lower Cutoff	*Letter Grade	Grade Points	*Graphic Symbol	P/F	% Credit	*Description in Legend
	86				P		86-100 Excellent
	75				P		75-85 Good
	65				P		65-74 Satisfactory
	55				P		55-64 Poor
	0				F		0-54 Unsatisfactory

If you enter grades on a 4-point scale, use a grading scale of 4 and a numeric grade input range of 0 to 4.

In the Lower Cutoff column, enter the lowest mark (from 0 to 4) required to earn the grade. In the Description in Legend column, describe the meaning of the grade.

NOTE
The marks you enter in the Lower Cutoff column must be of the same format as the scale you entered in the Grading Scale field. For example, if you enter a 4-point grading scale, you must enter lower cutoff marks between 0 and 4.

If you want to report on passing and failing grades, in the P/F column, select Pass (for pass) or F (for fail).

	*Lower Cutoff	*Letter Grade	Grade Points	*Graphic Symbol	P/F	% Credit	*Description in Legend
☐	4				P		4 Excellent
☐	3				P		3.0 - 3.9 Good
☐	2				P		2.0 - 2.9 Satisfactory
☐	1				P		1.0 - 1.9 Poor
☐	0				F		0 - 0.9 Unsatisfactory

Numeric Grading Table – Enter Numbers and Display Letters

To enter grades as numbers and display them as letters on the report card, set Type to Numeric and Equivalent Grade Type to Letter Grade.

Set up the Numeric Grade Scale and Numeric Grades Input Range as appropriate for percentages or grade points.

In the Lower Cutoff column, enter the lowest mark required to earn the grade. If you want to report on passing and failing grades, in the P/F column, select Pass (for pass) or F (for fail). In the Letter Grade column, enter the equivalent letter grade. In the Description in Legend column, describe the meaning of the grade.

	*Lower Cutoff	*Letter Grade	Grade Points	Graphic Symbol	P/F	% Credit	*Description in Legend
☐	86	A			P		A Excellent
☐	75	B			P		B Good
☐	65	C			P		C Satisfactory
☐	55	D			P		D Poor
☐	0	F			F		F Unsatisfactory

Numeric Grading Table – Enter Numbers and Display Symbols

To enter grades as numbers and display them as symbols on the report card, set Type to Numeric and Equivalent Grade Type to Graphic Symbol.

Set up the Numeric Grade Scale and Numeric Grades Input Range as appropriate for percentages or grade points.

In the Lower Cutoff column, enter the lowest mark required to earn the grade. In the Graphic Symbol column, select the equivalent symbol. If you want to report on passing and failing grades, in the P/F column, indicate if the grade is a pass or fail. In the Description in Legend column, describe the meaning of the grade.

	*Lower Cutoff	Letter Grade	Grade Points	*Graphic Symbol	P/F	% Credit	*Description in Legend
☐	80			Happy Face	P		Happy Face = Good
☐	50			Neutral Face	P		Neutral Face = Satisfactory
☐	0			Sad Face	F		Sad Face = Unsatisfactory

Letter Grade Grading Table – Enter Letters and Display Letters

To enter letters and display letters on the report card, set Type to Letter Grade.

Enter the appropriate letters in the Letter Grade column. In the Lower Cutoff column, enter the lowest mark required to earn the grade. If grades will be transferred in from Gradebook, define the Grbk % Cutoff (this value can be different from the Lower Cutoff value, if required). If you want to report on passing and failing grades, in the P/F column, indicate if the grade is a pass or fail. In the Description in Legend column, describe the meaning of the grade. For example:

NOTE
The letter grade is not required in the description because it is added to the legend automatically.

	*Letter Grade	Lower Cutoff	Grbk % Cutoff	Grade Points	P/F	% Credit	*Description in Legend
☐	A	86	86		P		Excellent
☐	B	75	75		P		Good
☐	C	65	65		P		Satisfactory
☐	D	55	55		P		Poor
☐	F	0	0		F		Unsatisfactory

Graphic Symbol Grading Table – Enter Codes and Display Symbols

To display symbols, such as a faces or checkmarks, on the report card, set Type to Graphic Symbol.

Field	Value
*Grading table name:	Graphics (as displayed in legends)
*Short name:	GPK
Description:	Graphic Symbols
Type:	Graphic Symbol
Grading scale:	100

In the Input Grade column, enter up to three characters that staff will use to enter this grade. In the Reporting Grade column, select the symbol to show on the report card. If grades will be transferred in from Gradebook, define the Grbk % Cutoff (this value can be different from the Lower Cutoff value, if required). If you want to report on passing and failing grades, in the P/F column, indicate if the grade is a pass or fail. In the Description in Legend column, describe the meaning of the grade.

	*Input Grade	*Reporting Grade	Lower Cutoff	Grbk % Cutoff	Grade Points	P/F	% Credit	*Description in Legend
☐	E	Happy Face	86	86		P		Excellent
☐	G	Check Mark	75	75		P		Good
☐	S	Neutral Face	65	65		P		Satisfactory
☐	U	Sad Face	55	55		F		Unsatisfactory

Special Grades

To handle special circumstances, such as exemptions, incomplete courses, and grades that are not available, use the Special Grades area at the bottom of numeric, letter, or graphic symbol grading tables.

In the Input Grade column, enter up to three characters that staff will use to enter this grade. In the Reporting Grade column, select the symbol to show on the report card. In the P/F column, indicate if the grade is a pass or fail. In the Description in Legend column, describe the meaning of the grade.

	*Input Grade	*Reporting Grade	P/F	% Credit	*Description in Legend
☐	E	Check Mark	F		E = Exempt
☐	I	Sad Face	P		I = Incomplete
☐	NA	Blank Space	F		NA = Not available

Setting Up for Bonus Points

When you are creating or editing numeric grading tables, you can set up your grade input ranges to accommodate awarding bonus points. The key fields involved are the Grading Scale, the Numeric Grades Input Range fields, and the Lower Cutoff column.

Use these fields to set up bonus points.

In the Grading Scale field, you enter the number that acts as the denominator in all of the calculations relating to grades from this table. In the Numeric Grades Input Range fields, you enter the lowest and highest grades a student can receive for a grade item that uses this table.

When you set up bonus points, the maximum value in the Numeric Grades Input Range should be greater than the value in the Grading Scale field.

If, for example, you are working with percentages and students are eligible for up to ten bonus points, enter a Grading Scale of 100 and a Numeric Grades Input Range of 0 to 110. In the Numeric Grading Table grid, add a row with a Lower Cutoff of 101 to accommodate all grades above 100%, and define all of the other settings as appropriate.

Adding and Editing Numeric Grading Tables

With Numeric Grading Tables, you can choose to enter grades as numbers and have them display as numbers on the report card or you can set up the grading table so numeric grades can be entered as numbers but display as letters or graphic symbols on the report card.

To add or edit a numeric grading table:

1 In the control bar, under Admin, click Grading.

2 On the Grading page, under Step 2, click Grading Tables.

3 On the Grading Table page, do one of the following:

To	Do this
Add a grading table	• From the Actions menu, click Add Grading Table.
Delete a grading table	**1** Select the grading table to delete.
	2 From the Actions menu, click Delete Grading Table.
	3 Click OK and skip the remaining steps.
Edit a grading table	• Click the grading table name.

4 Define the grading table as follows:

Field	Description
Grading Table Name	Enter a name of up to 30 characters, such as "Numeric Grades 1-6".
Short Name	Enter an abbreviation up to six characters, such as "N16". This abbreviation is used when you create report cards.
Description	If you want to describe the table and when to use it, enter a brief description.

5 From the Type dropdown, select Numeric.

6 Define the overall properties for the numeric grading table as follows:

Field	Description
Max No. of Digits	Select the maximum number of digits that teachers can enter. To determine the number of digits, add the digit in the Decimal Places field to the digits in the upper range of the numeric grade input range. For example, for an input range of 0 to 100 with no decimal places, the max number of digits is "3".

Field	Description
Decimal Places	Select the number of digits that indicates how many of the Max No. of Digits appear to the right of the decimal point, such as "1" for grades like "3.5".
	For example, if you enter "3" for Max No. of Digits and "1" for Decimal Places, the maximum value possible is "99.9".
Numeric Grades Scale	Enter the maximum grade a student can receive. For example, if you are assigning percent grades, this value would be 100.
Numeric Grades Input Range	Enter the minimum grade and maximum grade that will be accepted, using only positive numbers. For example, "0 to 4.0" or "0 to 100".
Equivalent Grade Type	Select one of the following: • None to display the numeric grades exactly as they are entered. • Letter Grade to display the numeric grades as letters. • Graphic Symbol to display the numeric grades as symbols.

7 For each grade you want to define in the grading table, complete the following fields, as appropriate:

Field	Description
Lower Cutoff	Enter the lowest mark required to earn the grade, such as "75". The range of marks for the grade start at this value and go to the next highest grade (or to the maximum value for the "Numeric grade input range", if it is the highest range of grades). For example, if the Lower Cutoff for the first row in the table is "80" and the second row is "60", the range for the second row is 60-79.9. This number is used only to determine the grade and is not shown on the report card.
	NOTE The marks you enter in the Lower Cutoff column must be of the same format as the scale you entered in the Numeric Grades Scale field. For example, if you enter a grading scale of 100 you must enter the lower cutoff marks on a 100 point scale.
Letter Grade	If you will display numeric grades as letters, enter the equivalent letter for the grade.
Grade Points	Not applicable to elementary grading.
Graphic Symbol	If you chose an equivalent grade type of graphic symbol, select the graphic symbol to display for the numeric grade.
P/F	If you want to indicate whether the grade is considered a passing or failing grade, select P or F. For example, if the course requires 50% to pass, click F for all grades under 50%.
	Use this column if you later want to report on passing and failing grades.
% Credit	Not applicable to elementary grading.
Description in Legend	Enter a description of the grade, up to 15 characters long, that will appear in the legend on the report card. Ensure the description includes the grade itself, not just the description (e.g., "3.0-4.0—Excellent", "A—85—100", "Happy Face—Excellent").

8 Do any of the following:

To	Do this
Add more rows	• From the Actions menu, click Add Rows to> Grading Table.
Handle special cases such as incomplete, medical exemption, exempt, audit, pass, and fail	• Create special grades for the grading table. See "Adding Special Grades to Grading Tables" on page 34.
Add more rows to the special grades	• From the Actions menu, click Add Rows to>Special Grades.

9 Click OK.

Creating and Editing Letter Grade Grading Tables

With Letter Grade Grading Tables, grades are entered as letters and appear on the report card as letters.

To create or edit a letter grade grading table:

1 In the control bar, under Admin, click Grading.

2 On the Grading page, under Step 2, click Grading Tables.

3 On the Grading Table page, do one of the following:

To	Do this
Add a grading table	• From the Actions menu, click Add Grading Table.
Delete a grading table	**1** Select the grading table to delete. **2** From the Actions menu, click Delete Grading Table. **3** Click OK and skip the remaining steps.
Edit a grading table	• Click the grading table name.

4 Define the grading table as follows:

Field	Description
Grading Table Name	Enter a name up to 30 characters, such as "Letter Grades 1-6".
Short Name	Enter an abbreviation up to 6 characters, such as "L16. This abbreviation is used when you create report cards.
Description	If you want to describe the table and when to use it, enter a brief description.

5 From the type dropdown, select Letter Grade.

6 In the Grading Scale field, enter the maximum value of any grade.

For example, enter "4" for a 4-point scale or "100" for a 100-point scale.

7 For each grade that you want to define in the grading table, complete the following fields:

Field	Description
Letter Grade	Enter up to 3 characters that staff will use to enter this grade on a report card. For example, enter "A" so that staff can press the A key to enter this grade.
Lower Cutoff	Enter the lowest mark required to earn the grade, such as "75". The range of marks for this grade start at this value and go to the next highest grade, with the specified grading scale determining the highest possible value. **NOTE** The marks you enter in the Lower Cutoff column must be of the same format as the scale you entered in the Grading Scale field. For example, if you enter a grading scale of 100, the lower cutoff marks must also be on 100 point scale.
Grbk % Cutoff	If you use Gradebook, enter the percentage in Gradebook that students must earn to receive this grade in Chancery SMS. **NOTE** The Grbk % can be different than the lower cutoff mark, if required.
Grade Points	Not applicable to elementary grading.
P/F	If you want to indicate whether the grade is considered a passing or failing grade, select P or F. For example, if the course requires 50% to pass, click F for all grades under 50%. Use this column if you later want to report on passing and failing grades.
% Credit	Not applicable to elementary grading.
Description in Legend	Enter a description of the grade up to 15 characters, such as "Good". Unlike Numeric grading tables, you do not need to include the grade itself. The report card legend will include the Input Grade next to the description, such as "B - Good".

8 Do any of the following:

To	Do this
Add more rows to the grading table	• From the Actions menu, click Add Rows to>Grading Table.
Handle special cases such as incomplete, medical exemption, exempt, audit, pass, and fail	• Create special grades for the grading table. See "Adding Special Grades to Grading Tables" on page 34.
Add more rows to the special grades	• From the Actions menu, click Add Rows to>Special Grades.

9 Click OK.

Creating and Editing Graphic Symbol Grading Tables

With Graphic Symbol Grading Tables, grades are entered as codes and appear on the report card as graphic symbols. For example, teachers might enter "H" to display ☺.

To create or edit a graphic symbol grading table:

1 In the control bar, under Admin, click Grading.

2 On the Grading page, under Step 2, click Grading Tables.

3 On the Grading Table page, do one of the following:

To	Do this
Add a grading table	• From the Actions menu, click Add Grading Table.
Delete a grading table	**1** Select the grading table to delete.
	2 From the Actions menu, click Delete Grading Table.
	3 Click OK and skip the remaining steps.
Edit a grading table	• Click the grading table name.

4 Define the grading table as follows:

Field	Description
Grading Table Name	Enter a name up to 30 characters, such as "Graphic Grades 1-6".
Short Name	Enter an abbreviation up to 6 characters, such as "GS6". This abbreviation is used when you create report cards.
Description	If you want to describe the table and when to use it, enter a brief description.

5 From the Type dropdown, select Graphic Symbol.

6 In the Grading Scale field, enter the maximum value of any grade.

For example, enter "4" for a 4-point scale or "100" for a 100-point scale.

7 For each grade that you want to define in the grading table, complete the following fields:

Field	Description
Input Grade	Enter up to 3 characters that staff will use to enter this grade. For example, enter "G" so that staff can press the G key to enter this grade.
Reporting Grade	Determine how the grade is displayed on the report card by doing one of the following: • To display a symbol, select Check Mark, Happy Face, Neutral Face, or Sad Face. • To display nothing, select Blank Space. • To display the Input Grade itself, select Same. For example, select Same for an Input Grade of "X" to have a symbol that corresponds to the Check Mark symbol.

Field	Description
Lower Cutoff	Enter the lowest mark required to earn the grade, such as "75". The range of marks for this grade start at this value and go to the next highest grade, with the Grading Scale determining the highest possible value. **NOTE** The marks you enter in the Lower Cutoff column must be of the same format as the scale you entered in the Grading Scale field. For example, if you enter a grading scale of 100, the lower cutoff marks must also be on 100 point scale.
Grbk % Cutoff	If you use Gradebook, enter the mark in Gradebook that students must earn to receive this grade in Chancery SMS. **NOTE** The Grbk % can be different than the lower cutoff mark, if required.
Grade Points	Not applicable to elementary grading.
P/F	If you want to indicate whether the grade is considered a passing or failing grade, select P or F. For example, if the course requires 50% to pass, click F for all grades under 50%. Use this column if you later want to report on passing and failing grades.
% Credit	Not applicable to elementary grading.
Description in Legend	Enter a description of the grade up to 15 characters, such as "Good". Unlike with Numeric grading tables, you do not need to include the grade itself. The legend on the report card will include description next to the Reporting Grade, such as "☺ Good".

8 Do any of the following:

To	Do this
Add more rows	• From the Actions menu, click Add Rows to Special Grades.
Handle special cases such as incomplete, medical exemption, exempt, audit, pass, and fail	• Create special grades for the grading table. See "Adding Special Grades to Grading Tables" on page 34.
Add more rows to the special grades	• From the Actions menu, click Add Rows to>Special Grades.

9 Click OK.

Creating and Editing Narrative Comment Grading Tables

Narrative comment grades are entered free form and appear on the report card as they were entered.

To create or edit a narrative comment grading table:

1 In the control bar, under Admin, click Grading.

2 On the Grading page, under Step 2, click Grading Tables.

3 On the Grading Table page, do one of the following:

To	Do this
Add a grading table	• From the Actions menu, click Add Grading Table.
Delete a grading table	**1** Select the grading table to delete. **2** From the Actions menu, click Delete Grading Table. **3** Click OK and skip the remaining steps.
Edit a grading table	• Click the grading table name.

4 Define the grading table as follows:

Field	Description
Grading Table Name	Enter a name up to 30 characters, such as "Narrative Comment 1-6".
Short Name	Enter an abbreviation up to 6 characters, such as "NAR". This abbreviation is used when you create report cards.
Description	If you want to describe the table and when to use it, enter a brief description.

5 From the Type dropdown, select Narrative Comment.

6 Define the following fields:

Field	Description
Max No. of Chars	Enter a number that represents the maximum number of characters permitted in a comment.
Comments Are Mandatory	When you select this checkbox, if no comments have been entered, the Missing Grades report displays the narrative comment grades as "Missing".

7 Click OK.

Adding and Editing Standard Comment Grading Tables

Standard comment grades are selected from a list of predefined options and appear on the report card as they were entered.

NOTE
To use a Standard Comment Grading Table, you must first set up standard comments. See "Setting Up Elementary Standard Comments" on page 15 for details.

To add or edit standard a comment grading table:

1 In the control bar, under Admin, click Grading.

2 On the Grading page, under Step 2, click Grading Tables.

3 On the Grading Table page, do one of the following:

To	Do this
Add a grading table	• From the Actions menu, click Add Grading Table.
Delete a grading table	**1** Select the grading table to delete. **2** From the Actions menu, click Delete Grading Table. **3** Click OK and skip the remaining steps.
Edit a grading table	• Click the grading table name.

4 Define the grading table as follows:

Field	Description
Grading Table Name	Enter a name up to 30 characters, such as "Participation Comments".
Short Name	Enter an abbreviation up to 6 characters, such as "Partic", This abbreviation is used when you create report cards.
Description	If you want to describe the table and when to use it, enter a brief description.

5 From the Type dropdown, select Standard Comment.

6 Define the following fields:

Field	Description
Max no. of Comments	Enter a number that represents the maximum number of comments that a grade item can receive.
Comments Are Mandatory	When you select this checkbox, if no comments have been entered, the Missing Grades report displays the narrative comment grades as "Missing".

7 Click OK.

Adding Special Grades to Grading Tables

If required, you can add special grades, such as "Incomplete" or "Exempt", to numeric, letter grade, and graphic symbol grading tables.

To add special grades to a grading table:

1 Create or edit a numeric, letter grade, or graphic symbol grading table and set the common options. Refer to the following topics for details:

- "Adding and Editing Numeric Grading Tables" on page 27
- "Creating and Editing Letter Grade Grading Tables" on page 29
- "Creating and Editing Graphic Symbol Grading Tables" on page 31

2 On the Edit Grading Table page, under Special Grades, create grades for special circumstances – such as incomplete, medical exemption, exempt, and so on – as follows:

Field	Description
Input Grade	Enter up to 3 characters that staff will use to enter this grade. For example, enter "I" so that staff can press the I key to enter an incomplete grade.
Reporting Grade	Click on a blank row and, from the dropdown, select Same to display the Input Grade on the report card or select one of the other options (Checkmark, Happy Face, Neutral Face, Sad Face, Blank space) as appropriate. For example, select Same to display "Inc" (Incomplete) for the "Inc" grade.
P/F	If you want to indicate whether the grade is considered a passing or failing grade, select P or F. For example, select F to indicate that Incomplete is a failing grade.
% Credit	Not applicable to elementary grading.
Description in Legend	Enter a description of the grade, such as "Incomplete". On the report card, the description will appear in the legend next to the grade, such as "Inc Incomplete".

3 To add additional rows, from the Actions menu, click Add Rows to Special Grades.

4 Click OK.

Understanding Elementary Grading Periods

Before you can create report cards and progress reports, you must define the date ranges that they cover. These date ranges are called grading periods. Common grading periods are 6-week periods and 9-week periods (also known as quarters).

In Chancery SMS, grading periods are defined in sets, enabling you to stagger grading periods by grade levels. The grade levels that you can choose from are defined on the Grade Levels Setup page. Grading periods affect what grade levels a given report card applies to, because a grading period set is linked to one or more grade levels in the school.

Whatever way you choose to configure the grading periods, ensure that all of the grade levels in your school are included in a grading period set. For information about grade levels, see "Choosing Grade Levels" in the Chancery SMS School Setup Guide.

The following are examples of sets of grading periods that include progress reports:

Kindergarten

Report Card		Progress Report	
Name	**End Date**	**Name**	**End Date**
First Interim Report	Oct. 15	First Progress Report	Nov. 14
Second Interim Report	Dec. 22	Second Progress Report	Feb. 1

Grades 1 to 5

Report Card		Progress Report	
Name	**End Date**	**Name**	**End Date**
First Interim Report	Oct. 5	First Nine Weeks Progress Report	Nov. 4
Second Interim Report	Dec. 14	Second Nine Weeks Progress Report	Jan. 27

Defining Elementary Grading Periods

Grading periods are defined in sets. Typically, you create multiple grading periods sets so that you can provide report cards at different times for different grades.

NOTE
Once you cover all the grades in your school, you can't create more grading period sets unless you delete an existing one first.

When you define grading period sets, you can also specify a grace period for entering student grades. The grace period is the number of days past the last date of all grading periods that staff can continue to enter or submit grades. The grace period is not connected to past grades.

To add or edit grading periods:

1 In the control bar, under Admin, click Grading.

2 On the Grading page, under Step 3, click Grading Periods.

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3 On the Grading Periods page, in the Grace Period field, enter how many days staff can continue entering or submitting grades after the last date of each grading period.

> **NOTE**
> The grace period you enter here applies to all grading periods in all grading period sets.

4 Do one of the following:

To	Do this
Add a set	• From the Actions menu, click Add Grading Period Set.
Delete a set	**1** Select the grading period set to delete. **2** From the Actions menu, click Delete Grading Period Set. **3** Click OK and skip the remaining steps.
Edit a set	• Click the name of a set.

5 On the Add/Edit Grading Period Set page, define the entire set as follows:

Field	Description
Set Name	Enter a meaningful name for the set of grading periods, such as "Grade 3 Grading Periods".
Grade Levels	Select the grade levels that this set applies to. If you do not select all of the grade levels, ensure you create additional sets for the remaining grade levels. The grade levels available are those that are not already covered by other grading period sets.

6 In the Grading Periods panel, define grading periods as follows:

Field	Description
Type	Click in the first blank row and, form the dropdown, select whether this grading period appears on a progress report or a report card.
Grading Period Name	Enter the name of the reporting period (such as Report Card 1 or Interim Report 1) as you want it to appear on reports.
Period Code	Enter up to 3 characters to identify each period that is displayed on the report card as a column heading, for example "Q1".
End Date	Enter the end date of each reporting period. The first period starts on the first school day of the school year, while each other period starts the day after the previous period end date.

If you need more rows, from the Actions menu, click Add Rows.

7 Click OK.

8 Repeat Steps 5 to 7 for each grading period you need to add or edit in the set.

Setting Up Elementary Report Cards

Once you have created your grading structure, you are ready to define report cards and progress reports. For information about creating the grading structure, see "Setting Up Elementary Standard Comments" on page 15, "Understanding Elementary Grading Tables" on page 19, and "Understanding Elementary Grading Periods" on page 37.

You can create different report cards for different grade levels or have one report card for all grade levels; however, you cannot have more than one report card for each grade level. You need to be sure to cover all grade levels in your school.

Once you've assigned a report card to a grade level, that grade level is no longer available for any other report card setup. For example, if your school has grade levels K-5, you could create a report card and assign it to grade levels 1, 2, 3, 4 and 5. You can then create a different report card and assign it to Kindergarten. When you set up the second report card, you only have the option to select Kindergarten because all other grade levels have already been assigned a report card.

At elementary schools, you can use the same design for progress reports and report cards or you can create a different design for progress reports with different report elements. In addition, if initially you have a different progress report than report card, and then later choose to use the same design for both, the progress report, with all its report elements, is deleted and only the report card is used.

The rules for report cards also apply to progress reports; therefore, each grade level can be assigned only one progress report and one report card.

The grade levels you can choose from are defined on the Grade Levels Setup page. For information about grade levels, see the Chancery SMS School Setup Guide.

Selecting Common Report Card Elements

For elementary report cards and progress reports, you can have common elements, such as signatures and attendance summaries, appear on all the school's report cards and progress reports.

These common elements apply even if you set up multiple report cards for different grade levels.

To select common report card elements:
1. In the control bar, under Admin, click Grading.
2. On the Grading page, under Step 4, click Common Elements.
3. On the Common Elements page, select the elements you want to appear on all of the school's report cards and progress reports.
   NOTE
   You can specify one set of common elements for all report cards and another set of common elements for all progress reports.

Element	Description
Grading table legend	Select to include the legend to help readers interpret the grades on report cards and progress reports.
Attendance summary	Select to include a daily attendance summary on each student's report card or progress report.

Element	Description
Parent/Guardian comment area	Select to include a comment area where parents or guardians can write comments after reviewing the report card or progress report.
Signature area	Select to include signature lines for Principal, Teacher, and/or Parent/Guardian.

4 Click OK.

Adding and Editing Elementary Report Cards/Progress Reports

Once you have defined the common elements that you want to appear on all report cards, you are ready to create the report card/progress report template. Each grade level at your school can be assigned only one progress report and one report card

To add or edit a report card/progress report:

1 In the control bar, under Admin, click Grading.

2 On the Grading page, under Step 5, click Report Card and Progress Report Setup.

3 On the Report Card Setup page, do one of the following:

To	Do this
Add a report card	• From the Actions menu, click Add Report Card.
Delete a report card	**1** Select the report card to delete. **2** From the Actions menu, click Delete Report Card. **3** Click OK and skip the remaining steps.
Edit a report card	• Click the name of the report card.

4 On the Add/Edit Report Card page, define the report card as follows:

Field	Description
Report Card Name (not available on Progress Report)	Enter the report card name the way you want it printed on the report card. If you are working on a progress report, this field is not available.
Grade Level	Select the grade levels this report card is for. The only grade levels available are those that are not already assigned to a report card/progress report. When you select a grade level, the page refreshes and the Report Card Content area displays the subjects and elements that are assigned to that grade level in the subject framework. **NOTE** Only subjects that have the Can Schedule checkbox selected on their Subject page display. For more information, see the Chancery SMS Scheduling Guide available from the Pearson Customer Support website.

Field	Description
Progress Report Name	If your school uses progress reports, enter the progress report name the way you want it printed on the progress report.
Progress Report Content Same as Report Card	If you want the progress report to have a different structure than the report card, clear this checkbox. For information about making progress reports that are different from report cards, see "Working with Elementary Progress Reports" on page 44. **NOTE** When you clear this checkbox, the report card and progress report become two separate reports with different report elements (provided grades have not been entered). If you select this checkbox later, the progress report, with all its report elements, is deleted and only the report card is used. This checkbox cannot be changed once grades have been entered for the specified grade levels.

When you select a grade level, the page refreshes and the Report Card Content area displays the subjects and elements that are assigned to that grade level in the subject framework.

5 In the Overall Report Card Period Comments panel, indicate whether staff are to enter overall grading period comments.

6 Enter the maximum number of characters that staff can enter for overall comments.

7 If you want missing comments to appear on the Missing Grades report as "missing", select "Overall comments are mandatory".

8 If you want overall comments to print on a new page, select "Print on a New Page".

9 In the Report Card Content panel, in the Grading Table column, select the Grading Table that will be used for each subject and element.

The following table lists which grading tables can be associated with each report card item type.

Item	Grading Tables
Subject	Numeric, Letter Grade, Graphic Symbol
Element	Numeric, Letter Grade, Graphic Symbol
Skill	Numeric, Letter Grade, Graphic Symbol, Standard Comments, Narrative Comments
Measure	Numeric, Letter Grade, Graphic Symbol, Standard Comments, Narrative Comments

If you created a numeric grading table and set the Equivalent Grade Type to Letter Grade or Graphic Symbol, the Grade Item Display setting indicates how the grade for the subject, element, skill, or measure will appear on the progress report. The default is Numeric but you can change this to Letter Grade or Graphic Symbol, depending on what you chose as the equivalent grade type.

	Type	Item Description	Grading Table	Grade Item Display
☐	Subject	**LANGUAGE ARTS**	Letter ▽	Letter Grade
☐	Element	**Reading**	NUM ▽	Letter Grade

Indicates how the entered grade will appear on the report card.

For more information about grading tables, see "Selecting a Grading Table Type" on page 19.

Subjects and elements from the subject framework.

Measures are used to rate achievement or effort. Pause your cursor over the icon to see what is being measured.

Skills are used as evaluation criteria for subjects or elements.

Headers and footers are used to format the report by adding general descriptions or white space.

Sections are used to evaluate areas that fall outside of scheduled subjects and elements.

Descriptions make it easier to interpret the report card.

	Type	Item Description	Grading Table	Grade Item Display
☐	Subject	**LANGUAGE ARTS**	Letter ▽	Letter Grade
☐	Element	**Reading**	NUM ▽	Letter Grade
☐	Measure ⓘ	Comprehension	Letter ▽	Letter Grade
☐	Element	**Writing**	NUM ▽	Letter Grade
☐	Skill	Grammar	NarCom ▽	Narrative Comment
☐	Skill	Spelling	NarCom ▽	Narrative Comment
☐	Skill	Penmanship	NarCom ▽	Narrative Comment
☐	Footer			
☐	Header	*Required, non-academic courses*		
☐	Subject	**PHYSICAL EDUCATION**	Letter ▽	Letter Grade
☐	Element	**Hockey**	Letter ▽	Letter Grade
☐	Element	**Basketball**	Letter ▽	Letter Grade
☐	Section	**WORK HABITS**		
☐	Description	*Evaluates the student's work habits in all courses*		

10 Add skills and measures as follows:

Report Card Section	Description
Skill	Skills are a set of evaluation criteria for a subject or element, such as Comprehension or Expression skills for Reading. To add one or more skills to a subject or element: **1** Select the subject or element. **2** From the Actions menu, click "Add Skill(s) for the selected item". **3** On the Add Skill page, in the Item Description fields, enter each skill. **4** Select a Grading Table. Click OK.
Measure	Define one or more measures for any level in your subject framework. For example, an Effort measure and an Achievement measure can be collected for subjects, elements, and skills. To add a measure: **1** Select the item. **2** From the Actions menu, click "Add Measure for the selected item(s)". **3** On the Add Measure page, the "For" field defaults to the item being measured. In the Item Description field, enter a description of the measure. **4** Select a grading table. Click OK. **NOTE** If your school uses K12Planet, define the following measures: Work Habit, Citizenship, and Comment. Each of these measures must be associated with a Standard Comment type grading table.

11 Add sections, descriptions, headers, and footers to enhance the layout:

Report Card Section	Description
Section	Create additional sections for areas to be graded that fall outside of scheduled subjects and elements, such as Work Habits, or a Special Services section for ESL, Speech or Language support, or Occupational Therapy. To add a section: **1** Select the subject or section you want the section to follow. **2** From the Actions menu, click "Add Section after the selected item". **3** On the Add Section page, enter a description. Click OK.
Description	Enter descriptions to help make it easier to interpret report cards. You can enter descriptions for any subject, element, or section. To add a description for an item: **1** Select the item **2** From the Actions menu, click "Add Description for the selected item". **3** On the Add Description page, enter a description. Click OK.

Report Card Section	Description
Header	Use headers to include a short description to summarize an area. For example: Required, non-academic courses: • Physical Education • Team Sports To add a header: **1** Select an item. **2** From the Actions menu, click "Add Header for the selected item". **3** On the Add Header page, enter a description. Click OK.
Footer	Use footers to add white space to the layout. For example, insert a footer between a subject and a section, so that it is clear that the subject and section are unrelated. To add a footer: **1** Select an item. **2** From the Actions menu, click "Add Footer for the selected item". **3** On the Add Footer page, enter a description. Click OK.

12 To change the order of grading elements, such as subjects, elements, and measures:

- From the Edit menu, click Change Order.
- Click the item you want to move and use the up and down arrows. Click OK.

   NOTE
   If you highlight and move a subject, any associated elements or measures are also moved. If you highlight an element or measure, you only change the display order as it relates to the associated subject.

13 Click OK.

Working with Elementary Progress Reports

When you create report cards, you automatically create identical progress reports. You can make the progress report different from the report card by:

- Entering different Overall Report Card Period Comments
- Selecting different Grading Tables for subjects, elements, skills, and measures
- Creating different sections, headers, footers, and descriptions

You can also change the common elements, such as Grading Table Legend, Attendance Summary Parent Guardian Comment, and the Signature Area for all progress reports. See "Selecting Common Report Card Elements" on page 39.

You cannot change the subjects, elements, measures, and skills of a progress report and/or change the order of these items. They must be exactly the same as the report card. However, you can remove a subject, element, measure, or skill from the progress report by setting its Grading Table to None.

To work with progress reports that are not the same as report cards:

1 In the control bar, under Admin, click Grading.

2 On the Grading page, under Step 5, click Report Card and Progress Report Setup.

3 On the Report Card Setup page, do one of the following:

To	Do this
Create a progress report that is different from the report card	1 Click the name of the corresponding report card. 2 On the Edit Report Card page, deselect Same as Report Card. Click OK. 3 On the Report Card Setup page, in the Progress Report Setup column, click the name of the progress report you just created.
Delete a progress report that is different from the report card	1 Click the name of the corresponding report card. 2 On the Edit Report Card page, select Same as Report Card. Click OK. The progress report is deleted.
Edit a progress report that is different from the report card	• Click the name of the progress report.

4 On the Edit Progress Report page, in the Progress Report Name field, enter the progress report name the way you want it printed on the progress report.

5 In the Overall Progress Report Period Comments panel, if you want missing comments to appear on the Missing Grades report as "missing", select "Overall comments are mandatory".
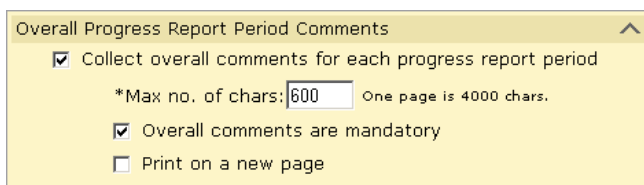
6 If you want overall comments to print on a new page, select "Print on a New Page".

7 Under Progress Report Content, select the Grading Table that will be used for each subject, element, skill, and measure.

The following table lists which grading tables can be associated with each progress report item type.

Item	Grading Tables
Subject	Numeric, Letter Grade, Graphic Symbol
Element	Numeric, Letter Grade, Graphic Symbol
Skill	Numeric, Letter Grade, Graphic Symbol, Standard Comments, Narrative Comments
Measure	Numeric, Letter Grade, Graphic Symbol, Standard Comments, Narrative Comments
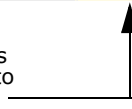
If your school uses K12Planet, define the following measures: Work Habit, Citizenship, and Comment. Each of these measures must be associated with a Standard Comment type grading table.

If you set Grading Table to None, the subject, element, skill, or measure does not appear on the progress report. You cannot add or delete subjects, elements, skills, or measures, or change their order.

Type	Item Description	Grading Table	Grade Item Display
Subject	**LANGUAGE ARTS**	Profic ▽	Graphic Symbol
Element	**Reading Insights**	Profic ▽	Graphic Symbol
Element	**Writing**	Profic ▽	Graphic Symbol
Element	**Oral Communication**	None ▽	N/A

To prevent an item from appearing on the progress report, set Grading Table to None.

If you created a numeric grading table and set the Equivalent Grade Type to Letter Grade or Graphic Symbol, the Grade Item Display setting indicates how the grade for the subject, element, skill, or measure will appear on the progress report. The default is Numeric but you can change this to Letter Grade or Graphic Symbol, depending on what you chose as the equivalent grade type.

Type	Item Description	Grading Table	Grade Item Display
Subject	**LANGUAGE ARTS**	Letter ▽	Letter Grade
Element	**Reading**	NUM ▽	Letter Grade

Indicates how the entered grade will appear on the progress report.

For more information about grading tables, see "Selecting a Grading Table Type" on page 19.

8 Add descriptions, sections, headers, and footers to enhance the layout.

Report Card Section	Description
Section	Create additional sections for areas to be graded that fall outside of scheduled subjects and elements, such as Work Habits, or a Special Services section for ESL, Speech or Language support, or Occupational Therapy. **NOTE** Special Services aren't graded on report cards. Instead, create a grading table entry with a Yes code and a blank code. To add a section: **1** Select the item that you want the section to follow. **2** From the Actions menu, click "Add Section after the selected item". **3** On the Add Section page, enter a description, and then click OK.
Description	Add descriptions for subjects, elements, or sections to make it easier to understand them. To add a description for an item: To add a description: **1** Select the item. **2** From the Actions menu, click "Add Description for the selected item". **3** On the Add Description page, enter a description. Click OK.
Header	Use headers to include a short description to summarize an area. In the following example, the header introduces a list of skills: The student writes clearly • Stays on topic • Organizes writing To add a header: **1** Select an item. **2** From the Actions menu, click "Add Header for the selected item". **3** On the Add Header page, enter a description. Click OK.
Footer	Use footers to add white space to the layout, such as between a subject and a section. To add a footer: **1** Select an item. **2** From the Actions menu, click "Add Footer for the selected item". **3** On the Add Footer page, enter a description. Click OK.

9 Click OK.

Secondary Grading Setup

The following steps illustrate how the completed grading setup tasks flow through to the running of the actual report cards or progress reports for secondary schools.

Step 1: Set Up Standard Comments and Categories

Create standard comments and standard comment categories to capture comment-type grades for students. For information about creating standard comments, see "Setting Up Secondary Standard Comments" on page 59

	Category	*Comment Code	*Comment
View: All			
Selected: 0			🖨 Total: 6
☐	ATT ▾	LAP	Lack of attendance affecting progress
☐	ATT	OAL	Often arrives late to class
☐	WH	DOC	Distracts others in class
☐	WH	ENP	An enthusiastic participant
☐	WH	MSP	Making satisfactory progress
☐	WH	PHC	Is a pleasure to have in class

To add more comments, from the Actions menu, click Add Comments.

Step 2: Set Up Grading Tables for All Grade Levels

Define grading tables to specify the format and meaning of grades that students receive on their report cards. A grading table legend appears on the report card to help readers interpret the grades. For information about creating grading tables, see "Defining Secondary Grading Tables" on page 65.

NOTE
Standard Comment and Narrative Comment grading tables cannot be used to calculate GPAs for report cards.

	*Lower Cutoff	*Letter Grade	Grade Points	*Graphic Symbol	P/F	% Credit	*Description in Legend
☐	101	A+	4.2		P	100	101-110 Fantastic
☐	86	A	4		P	100	86-100 Excellent
☐	75	B	3		P	100	75-85 Good
☐	65	C	2		P	100	65-74 Satisfactory
☐	55	D	1		P	100	55-64 Poor
☐	0	F	0		F	0	0-54 Unsatisfactory

Step 3: Set Up Grade Items to be Collected in Grading Periods

Grade items are ways that your school measures student performance. Create grade items to be taken into consideration for student performance in a course. Examples of grade items are effort, conduct, semester exams, and semester grades. For information about creating grade items, see "Defining Grade Items" on page 64.

	*Grade Item Name	*Short Name	Use in Current Year Calculations	*Grading Table
☐	Course Grade	Course	Yes	Numeric
☐	Semester Grade	SG	Yes ▾	Numeric ▾
☐	Semester Exam	SE	Yes	Numeric
☐	Effort	E	No	Comment
☐	Conduct	C	No	Comment

Step 4: Set Up Grading Periods

Create grading periods to define the span of time that report cards and progress reports cover. For information about creating grading periods, see "Defining Secondary Grading Periods" on page 93.

Grading Periods for 2005-2006

*Set name: Grading Periods 9 through 12

*Grade level: ☐ 7 ☐ 8 ☑ 9 ☑ 10 ☑ 11 ☑ 12

Grading Periods

*Type	*Grading Period Name	*Period Code	*End Date (mm/dd/yyyy)
Report Card	Report Card 1	R1	9/15/2005
Report Card	Report Card 2	R2	11/10/2005
Report Card	Report Card 3	R3	12/31/2005
Report Card	Report Card 4	R4	2/29/2006
Report Card	Report Card 5	R5	4/30/2006
Report Card	Report Card 6	R6	7/25/2006

Step 5: Set Up Grading Properties for Courses

Course grading properties determine the grading table to be used for a grade item for a particular course, which grade items appear on report cards, what grades will be kept for historical purposes, if credit is awarded, if the grade will be used in calculating cumulative GPAs, the number of credits the course is worth, the adjustment factor, and the grading period set to which the course belongs.

For information about setting up course grading properties, see "Defining the Grading Properties of a Course" on page 99.

Course Grade Items

Report Card	Progress Report				

Total:15

Grading Period	Grading Table	History	Final Grade	Award Credit	Use In Cum GPA
Course Grade					
1st Quarter Grade	HS AC	Keep			
1st Semester Grade	HS AC	Keep	Yes		Yes
3rd Quarter Grade	HS AC	Keep			
2nd Semester Grade	HS AC	Keep	Yes		Yes
Semester Grade					
1st Quarter Grade	HS CIT	Keep			
3rd Quarter Grade	HS CIT	Keep			
Effort					
1st Quarter Grade	STACOM	Discard			
1st Semester Grade	STACOM	Discard			
3rd Quarter Grade	STACOM	Discard			
2nd Semester Grade	STACOM	Discard			

Step 6: Set Up Calculations

Grade calculation formulas are assigned to existing grade items. Each grade calculation formula indicates which items contribute to the calculation, how they are weighted, how they should be treated when missing, and which courses they should be applied to.

For information about setting up calculated grade formulas, see "Setting Up and Editing Grade Calculation Formulas" on page 97.

Set Up Current Year and Cumulative GPA Definitions

Set up current year and cumulative GPA definitions to calculate grade point averages and have the results appear on report cards and transcripts.

For information about setting up the GPA definitions, see "Setting Up Grade Point Averages" on page 117.

Set Up Class Rank Definitions

Set up Class Ranks definitions to determine the ranking of students based on the cumulative GPA.

For information about setting up class ranks, see "Adding and Editing Class Rank Definitions" on page 137.

Step 7: Create Report Cards & Set Up Transcripts

Report card and progress report templates determine how the reports will look when printed. To create a template, you define the following:

The report card elements:

The GPA type:

The report card columns and grading tables:

The row headers:

For information about setting up report templates, see "Creating Secondary Report Cards/Progress Reports" on page 141.

Although transcript setup is not directly tied to grading setup, an accurate transcript is the ultimate goal of all secondary grading. At the same time that report cards are set up, set up transcript settings and columns as appropriate for your school. For more information about setting up transcripts at the school level, see "Setting Up Transcripts (School-Level)" on page 149.

Step 8: Enter or Import Historical Transcript Information

Before you run your grading calculations, enter or import information about students' performance in past years, including courses and grades. Student historical grades are used in cumulative GPA calculations. For information about entering historical transcript information, see "Student Historical Transcript Information" on page 153

Step 9: Enter Grades and Perform Calculations

Enter grades for each student in a class. The columns on the Student Grades page correspond to the grade items set up in the course grading (Step 4). The grading period corresponds to the grading periods set up in Step 3. The legend for the grading table codes is displayed at the bottom of the screen. For more information about entering grades, see the Chancery SMS School User Guide available from the Pearson Customer Support website.

Once grades have been entered, return to the Grading page to run calculated grade, student credit, GPA, and class rank and honor roll calculations. For more information about performing calculations, see "Performing Grading Calculations & Overrides" on page 165.

Step 10: Run Report Cards or Progress Reports

When you run report cards or progress reports, the grade items you defined in the report card and progress report setup (Step 6) print on the report.

For more information about printing reports, see the Chancery SMS School User Guide available from the Pearson Customer Support website.

Before getting started, ensure you have the necessary permissions. See "Permissions to Set Up Secondary Grading & Enter Grades" on page 58.

Permissions to Set Up Secondary Grading & Enter Grades

To set up grading and collect grades, you need the following permissions:

To	You need this permission	Set to
Define standard comments	School Setup>Standard Comments	Delete
Define grading tables	School Setup>Grading Tables	Delete
Define grade items	School Setup>Grade Items	Delete
Define grading periods	School Setup>Grading Period Sets	Delete
	School Setup>Define Report Card Periods	Yes
	School Setup>Define Progress Report Periods	Yes
Define course grading properties	School Setup>Course Grade Items	Delete
Define GPAs	School Setup>GPA Definitions	Delete
Define class rank definitions	School Setup>Class Ranks	Delete
Define honor roll definitions	School Setup>Honor Rolls Definitions	Delete
Define report cards and progress reports	School Setup>Report Card Setup	Delete
Edit grades entered by teachers	Grading>Edit Grades from Other Teachers	Yes
Enter or edit grades for any class (including grades entered during the specified grace period)	Grading>Enter Grades for All Classes	Yes
Enter or edit past grades	Grading> Modify Grades for Completed Periods	Yes
Set up transcripts	Transcript/Permanent Record>Transcript Grade Items	Delete
Override a student's calculated class rank	Grading>Override Student Ranks	Yes
Override a student's calculated earned credits	Grading>Override/Recalculate Earned Credits	Yes
Run calculations for calculated grades, student credits, and GPAs	Grading>Run Grade, Credit, and GPA Calculations	Yes
Run calculations for class ranks	Grading>Run Class Ranks	Yes

By default, the school administrator can perform all grading setup and collection tasks. For further information about permissions, contact your system administrator or see the Chancery SMS Permissions Guide.

Setting Up Secondary Standard Comments

A standard comment is a sentence or two that teachers can re-use on any report card or progress report.

Here are a few examples:

- "Making satisfactory progress"
- "Lack of attendance is affecting progress"
- "An enthusiastic participant"
- "Needs to participate more in class"

You do not need to set up standard comments, but they can be helpful. Instead of repeatedly typing the same comments, teachers can enter a standard comment with a click of the mouse. Typically, schools or districts have grading policies governing when standard comments can be used.

If you have many standard comments, you can create categories for them and group the comments into those categories. Categories are not required, but they make selecting comments for student evaluation faster and easier. You can categorize some, all, or none of the standard comments.

On the Standard Comments page, comments are sorted first by category and then by code. Comments that are not categorized appear first.

To use Standard Comments, you must set up a Standard Comments Grading Table. See "Creating and Editing Standard Comment Grading Tables" on page 87.

NOTE
If you want teachers to be able to enter unique comments, rather than standard ones, you can set up a narrative grading table. See "Creating and Editing Narrative Comment Grading Tables" on page 86.

Specifying Categories for Standard Comments

If you have many standard comments, you can create categories to group the comments.

Categories have a full name and a short name consisting of no more than six letters. The short name appears on the Standard Comments page and describes each category of comments, so ensure the short name is as descriptive as possible.

You can create as many categories as you need. Later, if no comments are assigned to that category, you can delete or change the category.

To add or edit categories for standard comments:

1 In the control bar, under Admin, click Grading.

2 On the Grading page, under Step 1, click Standard Comment Categories.

3 On the Standard Comment Categories page, do any of the following:

To	Do this
Add a category	**1** If all rows are used, from the Actions menu, click Add Rows. **2** In the first empty row, under Standard Comment Category name, enter the name of the category that you want to create. **3** Under Short Name, enter a short name of no more than 6 characters. **NOTE** Make the short name as descriptive as possible because it appears on the Standard Comments page as a description of the category.
Delete a category	**1** Select the category to delete. **2** From the Actions menu, click Delete Row.
Edit a category	• Click the category and enter the changes.

4 Click OK.

Defining Standard Comments

You can create as many standard comments as you need. Later, if the comment has not been used on a report card or progress report, you can delete or change it.

To add or edit standard comments:

1 In the control bar, under Admin, click Grading.

2 On the Grading page, under Step 1, click Standard Comments.

3 On the Standard Comments page, do the following:

To	Do this
Show only comments in a specific category	• From the View dropdown, select a category.
Add a comment	**1** From the Actions menu, click Add Comments. **2** On the Add Comments page, if you want to assign the comment to a category, select a category in the Comment Category dropdown. **3** For each comment you want to add, enter a unique 4-character code for the comment and then enter the complete comment text as it will appear on the report card. **4** If you want to add more comments, click "Save+Add". **5** Click OK.
Delete a comment	**1** Select the comment to delete. **2** From the Actions menu, click Delete.
Edit a comment	• Click the comment and enter the changes.

4 Click OK.

To use the standard comments, set up a standard comment grading table to link to appropriate grade items. See "Creating and Editing Standard Comment Grading Tables" on page 87.

Setting Up Grade Items

Grade items are ways that your school can measure student performance. Examples of grade items include:

• Conduct

• Effort

• Comments

• Quarter or semester grades

• Semester or final exams

• Course grade (this is a built-in grade item)

By entering grade items on the Grade Items page, you create a schoolwide pool of items for which grades may possibly be reported, and identify how each item will be graded by assigning it a grading table.

	*Grade Item Name	*Short Name	Use in Current Year Calculations	*Grading Table
☐	Course Grade	Course	Yes	Numeric
☐	Semester Grade	SG	Yes ▼	Numeric ▼
☐	Semester Exam	SE	Yes	Numeric
☐	Effort	E	No	Comment
☐	Conduct	C	No	Comment

For example, if you want to display overall comments for the grading period, define a grade item called Comments and assign a narrative comment grading table or a standard comment grading table.

If you plan to collect grades for the same grade item in multiple grading periods, set up a single grade item and assign it to each applicable grading period.

IMPORTANT NOTE
Do not create a separate grade item for each grading period. The numerous grade items produced when you create individual grade items for each grading period slows performance when you enter student grades. In addition, the generic report card displays a maximum of thirteen grade items.

For example, if you want to collect semester exam grades in quarter 2 and quarter 4, create a grade item called Semester Exam, then assign the grade item to a grading table, such as a numeric grading table that displays percentage grades. Later, when you define grading period sets, you can apply this grade item to each semester and assign it to both the quarter 2 and quarter 4 grading periods.

The collection of items that you create on the Grade Items page does not determine what appears on report cards; rather, when you define grading period sets, you select which grade items from this collection you want to appear on the report card for each grading period. for further information, see "Defining Secondary Grading Periods" on page 93.

"Course grade" is a built-in grade item that you cannot remove. You must define what grading table a course grade will use.

The grading table to which you assign a grade item can be changed when the grade item appears in a particular course. For example, you can set up a semester grade item that has a letter grade grading table. You can then change this grading table for courses such as Physical Education that you want to grade as pass/fail. For details about how to change the grading table for a course grade item, see "Defining Course Grading Properties" on page 99.

Defining Grade Items

Grade items must be defined for any grades you want to capture. Do not create a separate grade item for each grading period; too many grade items slow performance when you enter student grades. Instead, create one grade item that can be applied to each grading period. For further information, see "Setting Up Grade Items" on page 63.

To add or edit grade items:

1 In the control bar, under Admin, click Grading.

2 On the Grading page, under Step 3, click Grade Items.

3 On the Grade Items page, do one of the following:

To	Do this
Add a grade item	• Use the first available row. If there are no empty rows, from the Actions menu, click Add Rows.
Delete a grade item	**1** Select the grade item. **2** From the Actions menu, click Delete Row. **3** Click OK and skip the remaining steps.
Edit a grade item	• Edit the settings in the row.

4 Define each grade item as follows:

Field	Description
Grade Item Name	Enter a name for the grade item. This name is shown when the grade item is displayed as a row (e.g., on a report card).
Short Name	Enter up to six characters as an abbreviation of the grade item. This name is shown as the column header when the grade item is displayed as a column (e.g. on a report card).
Use in Current Year Calculations	If you want to use this grade item in GPA definitions, select Yes; otherwise, select No.
Grading Table	Select a grading table that will define the possible grades that teachers can enter for this grade item by default. This grading table can be changed at the course level.

5 Click OK.

Defining Secondary Grading Tables

Grading tables define the format and meaning of the grades and GPAs that students receive on their report cards.

You need to create a grading table for each way that you will capture grades. For example, courses might be graded as percentages or as letter grades. Conduct or participation may be graded using teacher comments. A GPA might be graded using grade points on a 4.0 scale.

You can create different versions of the same grading table to accommodate different course difficulty levels (e.g., remedial, honors, advanced placement) and allow marks to be valued differently, based on the course level.

The core purpose of a grading table is to list all the possible grades a student can receive and the meaning of each grade. Grading tables can also identify:

- Conversions from one format to another, such as percentages to letters
- The credit value of each grade (e.g., a failing grade typically means the students earns 0% of the possible credit for the course)
- Whether a grade is a pass or a fail
- The numeric or grade point equivalent of numeric grades, letter grades, and symbols so that these grades can be used in calculations, such as calculated grades and GPAs
- The different grade points available for numeric, letter, or graphic symbol grades earned in courses of different difficult levels (e.g., honors, advanced)

Grading tables appear as legends on report cards to help readers interpret the grades. Since a report card often includes items with different grading tables, report cards often display multiple grading table legends.

You can choose from five types of grading tables. The type of grading table is determined by how the grade is entered, not how it is displayed on the report card. For more information, see "Selecting a Grading Table Type" on page 65.

You can also enter a numeric grade scale that allows you to manage bonus points and specify equivalent numeric values or grade points for multiple course levels, as required, so that you can set up your GPA definitions to use the appropriate method of calculating your GPAs. See "Setting Up for Bonus Points" on page 74 and "Setting Up for GPA Calculations (including Course Leveling)" on page 75.

In addition, you can add special grades, such as "Incomplete" or "Exempt", to all grading tables. See "Adding Special Grades to Grading Tables" on page 88.

Selecting a Grading Table Type

Grading tables provide the flexibility to enter grades in several ways and either show them as they were entered or convert the grades to other forms on report cards.

With Chancery SMS grading tables, you can:

- Enter numbers that are converted to letter grades or symbols and equated to grade point values for calculations.
- Use scales such as percentages, 4-point scale, or 12-point scale.

- Enter letter grades in any format you design, such as A, B, C, D, and F, or G, S, and N for Good, Satisfactory, and Needs Improvement.
- Enter comments for conduct or participation grades, or enter codes that are shown as symbols, such as ☺, ☺, ☹.

To get such a wide range of options, grading tables are divided into five different types. These types correspond to the way you enter grades, not how the grades appear on the report card.

The five types of grading tables are summarized in the following table:

Grading Table Type	Description
Letter Grade	Grades entered as letters will appear on the report card as letters.
Numeric	Grades entered as numbers are either left as is or converted so that they appear as letter grades or graphic symbols on the report card.
Graphic Symbol	Grades entered as codes will appear on the report card as graphic symbols, such as "H" for ☺.
Narrative Comment	Grades entered as free form text.
Standard Comment	Grades selected from a list of predefined options.

The following table shows the options available for entering and displaying grades, along with the required grading table settings:

Grades on Report Cards	Grading Table Type
Letters, such as A, B, C, D, F or G, S, N	To enter letter grades that appear as letter grades on the report card, set the Type to Letter Grade.
	To enter numbers that appear as letter grades on the report card, set Type to Numeric and then set Equivalent Grade Type to Letter Grade.
	For further information, see "Letter Grade Grading Table – Enter Letters and Display Letters" on page 71.
Numbers, such as percentages or 1.0, 2.0, 3.0	To enter numeric grades and display them as numeric on the report card, set Type to Numeric and then set Equivalent Grade Type to None.
	For further information, see "Numeric Grading Table – Enter Numbers and Display Numbers" on page 67.
Graphics, such as ☺, ☺, ☹	To enter and display a code, such as "H," as a graphic symbol on the report card, set Type to Graphic Symbol.
	To enter grades as numbers that appear as symbols on the report card, set Type to Numeric and then set Equivalent Grade Type to Graphic Symbol.
	For further information, see "Numeric Grading Table – Enter Numbers and Display Symbols" on page 70

Grades on Report Cards	Grading Table Type
Comments	To enter and display free-form comments, set Type to Narrative Comments. For further information, see "Creating and Editing Narrative Comment Grading Tables" on page 86 To enter comments by selecting from a set of predefined comments, set Type to Standard Comments. For further information, see "Defining Standard Comments" on page 60.

Numeric Grading Table – Enter Numbers and Display Numbers

To enter grades as numbers and display them as numbers on the report card, set Type to Numeric and Equivalent Grade Type to None.

Percentages

If you enter grades as percentages, use a grading scale of 100 and a numeric grade input range of 0 to 100.

NOTE

If you want to award bonus points, make the upper input range greater than 100 (e.g. 110). For more details, see "Setting Up for Bonus Points" on page 74.

In the Lower Cutoff column, enter the lowest mark required to earn the grade.

NOTE
The marks you enter in the Lower Cutoff column must be of the same format as the scale you entered in the Grading Scale field. For example, if you enter a grading scale of 100, you must enter lower cutoff marks between 0 and 100.

	*Lower Cutoff	*Letter Grade	Grade Points	*Graphic Symbol	P/F	% Credit	*Description in Legend
☐	86				P		86-100 Excellent
☐	75				P		75-85 Good
☐	65				P		65-74 Satisfactory
☐	55				P		55-64 Poor
☐	0				F		0-54 Unsatisfactory

If you want to report on passing and failing grades, in the P/F column, select P (for pass) or F (for fail).

In the % Credit column, enter the percentage of credit that should be awarded for this grade.

In the Description in Legend column, describe the meaning of the grade.

4-Point Scale

If you enter grades on a 4-point scale, use a grading scale of 4 and a numeric grade input range of 0 to 4.

In the Lower Cutoff column, enter the lowest mark (from 0 to 4) required to earn the grade.

NOTE
The marks you enter in the Lower Cutoff column must be of the same format as the scale you entered in the Grading Scale field. For example, if you enter a 4-point grading scale, you must enter lower cutoff marks between 0 and 4.

	*Lower Cutoff	*Letter Grade	Grade Points	*Graphic Symbol	P/F	% Credit	*Description in Legend
☐	4				P		4 Excellent
☐	3				P		3.0 - 3.9 Good
☐	2				P		2.0 - 2.9 Satisfactory
☐	1				P		1.0 - 1.9 Poor
☐	0				F		0 - 0.9 Unsatisfactory

If you want to report on passing and failing grades, in the P/F column, select P (for pass) or F (for fail).

In the % Credit column, enter the percentage of credit that should be awarded for this grade.

In the Description in Legend column, describe the meaning of the grade.

Numeric Grading Table – Enter Numbers and Display Letters

To enter grades as numbers and display them as letters on the report card, set Type to Numeric and Equivalent Grade Type to Letter Grade.

Set up the grading scale and numeric grades input range as appropriate for percentages or grade points.

In the Lower Cutoff column, enter the lowest mark required to earn the grade.

	*Lower Cutoff	*Letter Grade	Grade Points	Graphic Symbol	P/F	% Credit	*Description in Legend
☐	86	A	4		P		A Excellent
☐	75	B	3		P		B Good
☐	65	C	2		P		C Satisfactory
☐	55	D	1		P		D Poor
☐	0	F	0		F		F Unsatisfactory

In the Letter Grade column, enter the equivalent letter grade.

NOTE

If you plan to use calculated grades, you must set up grade points. Calculated grades and GPAs use grade points to determine the value of the letter grade. For further information, see "Grade Calculations for Semester Grade Averages" on page 97 and "Setting Up Grade Point Averages" on page 117.

If you want to report on passing and failing grades, in the P/F column, select Pass (for pass) or F (for fail).

In the % Credit column, enter the percentage of credit that should be awarded for this grade.

In the Description in Legend column, describe the meaning of the grade.

Numeric Grading Table – Enter Numbers and Display Symbols

To enter grades as numbers and display them as symbols, set Type to Numeric and Equivalent Grade Type to Graphic Symbol.

Set up the grading scale and numeric grades input range as appropriate for percentages or grade points.

In the Lower Cutoff column, enter the lowest mark required to earn the grade. In the Graphic Symbol column, select the equivalent symbol.

	*Lower Cutoff	Letter Grade	Grade Points	*Graphic Symbol	P/F	% Credit	*Description in Legend
☐	80			Happy Face	P		Happy Face = Good
☐	50			Neutral Face	P		Neutral Face = Satisfactory
☐	0			Sad Face	F		Sad Face = Unsatisfactory

If you want to report on passing and failing grades, in the P/F column, indicate if the grade is a pass or fail.

In the % Credit column, enter the percentage of credit that should be awarded for this grade.

In the Description in Legend column, describe the meaning of the grade.

Letter Grade Grading Table – Enter Letters and Display Letters

To enter letters and display letters on the report card, set Type to Letter Grade.

Enter the appropriate letters in the Letter Grade column.

	*Letter Grade	Lower Cutoff	Grbk % Cutoff	Grade Points	P/F	% Credit	*Description in Legend
☐	A	86	86	4	P		Excellent
☐	B	75	75	3	P		Good
☐	C	65	65	2	P		Satisfactory
☐	D	55	55	1	P		Poor
☐	F	0	0	0	F		Unsatisfactory

In the Lower Cutoff column, enter the lowest mark required to earn the grade.

If grades will be transferred in from Gradebook, define the Grbk % Cutoff (this value can be different from the Lower Cutoff value, if required).

NOTE
If you plan to use calculated grades, you must set up grade points. Calculated grades and GPAs use grade points to determine the value of the letter grade. For further information, see "Grade Calculations for Semester Grade Averages" on page 97 and "Setting Up Grade Point Averages" on page 117.

If you want to report on passing and failing grades, in the P/F column, indicate if the grade is a pass or fail.

In the % Credit column, enter the percentage of credit that should be awarded for this grade.

In the Description in Legend column, describe the meaning of the grade.

Graphic Symbol Grading Table – Enter Codes and Display Symbols

To display symbols, such as a faces or checkmarks, on the report card, set Type to Graphic Symbol.

In the Input Grade column, enter up to three characters that staff will use to enter this grade.

	*Input Grade	*Reporting Grade	Lower Cutoff	Grbk % Cutoff	Grade Points	P/F	% Credit	*Description in Legend
	E	Happy Face	86	86	4	P		Excellent
	G	Check Mark	75	75	3	P		Good
	S	Neutral Face	65	65	2	P		Satisfactory
	U	Sad Face	55	55	1	F		Unsatisfactory

In the Reporting Grade column, select the symbol to show on the report card.

If grades will be transferred in from Gradebook, define the Grbk % Cutoff (this value can be different from the Lower Cutoff value, if required).

NOTE

If you plan to use calculated grades, you must set up grade points. Calculated grades and GPAs use grade points to determine the value of the letter grade. For further information, see "Grade Calculations for Semester Grade Averages" on page 97 and "Setting Up Grade Point Averages" on page 117.

If you want to report on passing and failing grades, in the P/F column, indicate if the grade is a pass or fail.

In the % Credit column, enter the percentage of credit that should be awarded for this grade.

In the Description in Legend column, describe the meaning of the grade.

Special Grades

To handle special circumstances, such as exemptions, incomplete courses, and grades that are not available, use the Special Grades area at the bottom of numeric, letter, or graphic symbol grading tables.

In the Input Grade column, enter up to three characters that staff will use to enter this grade.

	*Input Grade	*Reporting Grade	P/F	% Credit	*Description in Legend
☐	Au	Same	P	0	Audit
☐	F	Same	F	0	F = Fail
☐	I	Same	F	50	I = Incomplete
☐	In	Same	F	50	In = Pending completion
☐	M	Same	F	0	M = Medical Exempt
☐	P	Same	P	100	P = Pass
☐	SG	Same	P	100	SG = Standing Granted

In the Reporting Grade column, select the symbol to show on the report card.

In the P/F column, indicate if the grade is a pass or fail.

In the % Credit column, enter the percentage of credit that should be awarded for this grade.

In the Description in Legend column, describe the meaning of the grade.

Setting Up for Bonus Points

When you create or edit numeric grading tables, you can set up your grade input ranges to accommodate awarding bonus points. The key fields involved are the Grading Scale field, the Numeric Grades Input Range fields and the Lower Cutoff column.

In the Grading Scale field, enter the value that acts as the denominator in all of the calculations relating to grades from this table. In the Numeric Grades Input Range field, you enter the lowest and highest grades a student can receive for a grade item that uses this table.

When you set up bonus points, the maximum value in the Numeric Grades Input Range should be greater than the value in the Grading Scale field.

If, for example, you are working with percentages and students are eligible for up to ten bonus points, enter a Grading Scale of 100 and a Numeric Grades Input Range of 0 to 110. In the Numeric Grading Table grid, add a row with a Lower Cutoff of 101 to accommodate all grades above 100%, and define all of the other settings as appropriate.

Setting Up for GPA Calculations (including Course Leveling)

There are several GPA settings that affect how you should set up your grading tables. These GPA settings are:

- Calculation method
- Course level
- Current year GPA report card display

Use these GPA fields to help you determine how to set up grading tables for GPA calculations.

The Calculation Method you select when setting up your current GPA definition determines how the GPA will be calculated:

- If you choose the "Use numeric values scaled to 100" method, the actual numeric values (or the lower cutoff equivalent for letter grades and graphic symbols) are divided by the appropriate scale and then multiplied by 100, which allows grades that use different grading tables to be averaged.
- If you choose the "Use grade points" calculation method, each grade is converted to its equivalent grade point, as specified in the appropriate grading table.

	*Lower Cutoff	*Letter Grade	Grade Points	Graphic Symbol	P/F	% Credit	*Description in Legend
☐	86	A	4		P		A Excellent
☐	75	B	3		P		B Good
☐	65	C	2		P		C Satisfactory
☐	55	D	1		P		D Poor
☐	0	F	0		F		F Unsatisfactory

Where students receive different values for their grades based on the course level, course adjustment factors can be applied in a non-linear or linear way. Whether your school applies adjustment factors in a non-linear or linear way determines how the grading tables should be set up:

- If the course adjustment factor is non-linear (e.g., add 5% to every grade over 75%, but nothing to grades below 75%), the adjustment factors are applied in the grading tables; grading tables should be set up to accommodate the different levels.

Level: <u>Reg</u> **ADV** <u>HON</u>

Selected: 0   Total: 6

	*Lower Cutoff	*Level Adjustment	*Letter Grade	Grade Points	*Graphic Symbol	P/F	% Credit	*Description in Legend
☐	95	1.1	A+	4.6		P	100	Excellent
☐	90	1.1	A	4.1		P	100	Very Good
☐	80	1.1	B	3.1		P	100	Good
☐	70	1.1	C+	2.767		P	100	Average
☐	50	1.1	C	2.1		P	100	Below Average
☐	0	1.1	E	0.1		F	0	0% credit 0 – 29.9

- If the adjustment is linear (e.g., add 5% to every grade), use the course adjustment factors in the GPA definition setup; no adjustment is required at the grading table level (however, the adjustment factor for the course must already be defined).

The Display As setting in the GPA definition determines how the current year GPA will appear on the page and in reports after the calculation is complete:

- If you select Equivalent Grade, the system converts the GPA to the equivalent grade specified in the selected grading table.

- If you select Numeric value, the system leaves the existing numeric value of the GPA as is, rounded to the degree of precision specified in the Decimal Places dropdown. If the current year GPA is calculated using grade points, it is displayed in grade points. If the current year GPA is calculated using numeric values scaled to 100, it is converted to a value based on the scale of the grading table selected for the calculation results (most commonly a percentage).

To support these options, numeric, letter grade, and graphic symbol grading tables have multiple columns where relevant information can be entered.

Numeric grading tables include the following columns to support GPAs:

- Lower Cutoff – Enter the Lower Cutoff for all numeric grading tables, regardless of what settings you are using for your GPA definition.

- Level Adjustment – If you are using the "Use numeric values scaled to 100" calculation method to calculate your GPA, and want to apply non-linear course adjustment factors, enter the adjustment factor in this column. This column is only available for course levels other than "Regular".

- Letter Grade – If you selected "Display as equivalent grade" in your GPA definition, and are setting the equivalent grade type to Letter Grade, enter the equivalent grade in this column.

- Grade Points – If you are using the "Use grade points" calculation method to calculate your GPAs, enter the grade point equivalent in this column.

	*Lower Cutoff	*Letter Grade	Grade Points	Graphic Symbol	P/F	% Credit	*Description in Legend
☐	86	A	4		P		A Excellent
☐	75	B	3		P		B Good
☐	65	C	2		P		C Satisfactory
☐	55	D	1		P		D Poor
☐	0	F	0		F		F Unsatisfactory

- Graphic Symbol – If you selected "Display as equivalent grade" in your GPA definition, and are setting the equivalent grade type to Graphic Symbol, enter the equivalent grade in this column.

Letter and graphic symbol grading tables include the following columns to support GPAs:

- Letter Grade or Graphic Symbol – Enter the Letter Grade or Graphic Symbol for all letter grade and graphic symbol grading tables, regardless of what options you are using for your GPA definition.

- Lower Cutoff – If you choose "Display as equivalent grade" in your GPA definition, which converts your GPA back into a letter grade or graphic symbol, enter the lower cutoff values in this column. Ensure that you use the same scale for these values as the scale in the GPA definition.

- Grade Points – Enter the equivalent values in the Grade Points column regardless of whether you choose the "Use numeric values scaled to 100" or "Use grade points" method.

	*Letter Grade	Lower Cutoff	Grbd % Cutoff	Grade Points	P/F	% Credit	*Description in Legend
☐	A	86		86	P	100	A Excellent
☐	B	75		75	P	100	B Good
☐	C	65		65	P	100	C Satisfactory
☐	D	55		55	P	100	D Poor
☐	F	0		0	F	0	F Unsatisfactory

If you intend to set up GPA definitions using both calculation methods, you may need to set up more than one Letter Grade grading table.

For more information about setting up GPA definitions, refer to "Setting Up Grade Point Averages" on page 117.

Adding and Editing Numeric Grading Tables

With Numeric Grading Tables, you can choose to enter grades as numbers and have them display as numbers on the report card or you can set up the grading table so that numeric grades can be entered as numbers but display as letters or graphic symbols on the report card. For further information, see "Selecting a Grading Table Type" on page 65.

All numeric grading tables display a Regular course level. If your school offers courses with different difficulty levels (e.g., remedial, honors), different levels appear in the grading table.

	*Lower Cutoff	*Level Adjustment	*Letter Grade	Grade Points	*Graphic Symbol	P/F	% Credit	*Description in Legend
Level: Reg AP Hon Rem								
Selected: 0								Total: 6
☐	101	1.5	A+	4.2		P	100	101-110 Fantastic
☐	86	1.5	A	4		P	100	86-100 Excellent
☐	75	1.5	B	3		P	100	75-85 Good

If the marks for these courses are valued differently than the regular level courses, you select a level adjustment factor (add or multiply) and then specify the level adjustment for the level.

To add or edit a numeric grading table:

1 In the control bar, under Admin, click Grading.

2 On the Grading page, under Step 2, click Grading Tables.

3 On the Grading Table page, do one of the following:

To	Do this
Add a grading table	• From the Actions menu, click Add Grading Table.
Delete a grading table	**1** Select the grading table to delete.
	2 From the Actions menu, click Delete Grading Table.
	3 Click OK and skip the remaining steps.
Edit a grading table	• Click the grading table name.

4 Define the grading table as follows:

Field	Description
Grading table name	Enter a name of up to 30 characters, such as "Numeric Grades 8-10". This name is shown when you enter grades.
Short name	Enter an abbreviation up to six characters, such as "N810". This abbreviation appears when you set up course grading properties. For more information, see "Defining the Grading Properties of a Course" on page 99.
Description	If you want to describe the table and when to use it, enter a brief description.

5 From the Type dropdown, select Numeric.

6 Define the overall properties for the numeric grading table as follows:

Field	Description
Max no. of Digits	Select the maximum number of digits that teachers can enter. For example, "3" to permit up to three digits.
Decimal Places	Select the number of digits that indicates how many of the Max No. of Digits appear to the right of the decimal point, such as "1" for grades like "3.5". For example, if you enter "3" for Max No. of Digits and "1" for Decimal Places, the maximum value possible is "99.9".
Grading Scale	Enter the maximum grade a student can receive without bonus points. This value is used as the denominator in all calculations using this grading table. For example, if you are assigning percent grades, this value would be 100, even if bonus points are permitted.
Numeric Grades Input Range	Enter the minimum grade and a maximum grade that will be accepted, using only positive numbers. For example, "0 to 4.0" or "0 to 100". If teachers give bonus points, ensure the upper limit accommodates it, for example, by entering "125" as the maximum rather than "100".
Equivalent Grade Type	Select one of the following: • None – display the numeric grades exactly as they are entered. • Letter Grade – display the numeric grades as letters. • Graphic Symbol – display the numeric grades as symbols.
Level Adjustment Factor	If you are working with course levels with different values for marks, select one of the following: • Add – to adjust the grade, Chancery SMS will add the value entered in the Level Adjustment column to the numeric grade. • Multiply – to adjust the grade, Chancery SMS will multiply the value entered in the Level Adjustment column by the numeric grade. During initial set up of a grading table, when you select Add or Multiply, a Copy button appears that enables you to copy the Regular level version of the grading table to create a new version for other levels. You can then enter the level adjustments and make other changes as required. **NOTE** Level adjustment factors apply only to course levels other than Regular.

7 For each grade you want to define in the grading table, complete the following fields, as appropriate:

Field	Description
Lower Cutoff	Enter the lowest mark required to earn the grade, such as "75". The range of marks for the grade start at this value and go to the next highest grade (or to the maximum value for the "Numeric grade input range", if it is the highest range of grades). For example, if the Lower Cutoff for the first row in the table is "80" and the second row is "60", the range for the second row is 60-79.9. This value is used only to determine the grade and is not shown on the report card.
	The marks you enter in the Lower Cutoff column must be of the same format as the grading scale you entered in the Grading Scale field. For example, if you enter a grading scale of 100 you must enter lower cutoff marks between 0 and 100.
	NOTE
	If you are using course leveling, the lower cutoff values can differ between different course level versions of the grading table.
Level Adjustment	This column is only available if:
	• Add or Multiply has been selected from the Level Adjustment Factor dropdown, and
	• You are working with a course level other than Regular.
	Enter the value by which the grade should be adjusted.
	NOTE
	Data is required in this column only if the GPA calculation method is "Use numeric values scaled to 100".
Letter Grade	If required, enter the equivalent letter for the numeric grade.
Grade Points	If required, enter the grade point equivalent of the numeric grade. This value is used in calculations only; it is not displayed on the report card.
Graphic Symbol	If required, select the graphic symbol to display for the numeric grade.
P/F	If you want to indicate whether the grade is considered a passing or failing grade, select P or F. For example, if the course requires 50% to pass, click F for all grades under 50%.
	Use this column if you want to report on passing and failing grades.
% Credit	If you want to award partial credit to students based on their grades, enter the percent of total credit that the student receives for this grade. For example, enter "100" for passing grades, "50" for grades that earn partial credits, and "0" for failing grades.
Description in Legend	Enter a description of the grade, up to 15 characters long, that will appear in the legend on the report card. Ensure the description includes the grade itself, such as "3.0-4.0 Excellent", "A 85-100", or "Happy Face - Excellent", not just the description.

8 Do any of the following:

To	Do this
Add rows to a grid	• From the Actions menu, click Add Rows to > Grading Table. **NOTE** Rows will be added only to the active course level grid.
Set up special grades (e.g., incomplete, medical exemption, exempt, audit)	See "Adding Special Grades to Grading Tables" on page 88.

9 If you have selected a level adjustment factor, click Copy to copy the setup from the Regular course level version to other versions.

OR

Click a course level link to manually enter information.

10 Click OK.

Adding and Editing Letter Grade Grading Tables

With Letter Grade Grading Tables, grades are entered as letters and appear on the report card as letters.

If you plan to use calculated grades, in addition to entering letter grades on the letter grade grading table, you must set up grade points and use a 100-point grading scale. Calculated grades and GPAs use grade points to determine the value of the letter grade.

All grading tables display a Regular course level. If your school provides courses with different difficulty levels (e.g., remedial, honors) additional levels will appear in the grading table. The grading table setup in each additional level is a copy of the grading table setup for the Regular level; you can make adjustments to the grading table setup of these other levels as required.

To add or edit a letter grade grading table:

1 In the control bar, under Admin, click Grading.

2 On the Grading page, under Step 2, click Grading Tables.

3 On the Grading Table page, do one of the following:

To	Do this
Add a grading table	• From the Actions menu, click Add Grading Table.
Delete a grading table	**1** Select the grading table to delete. **2** From the Actions menu, click Delete Grading Table. **3** Click OK and skip the remaining steps.
Edit a grading table	• Click the grading table name.

4 Define the grading table as follows:

Field	Description
Grading table name	Enter a name up to 30 characters, such as "Letter Grades 8-10". This name is shown when you enter grades.
Short name	Enter an abbreviation up to 6 characters, such as "L810". This abbreviation displays when you set up course grading properties. For more information, see "Defining the Grading Properties of a Course" on page 99.
Description	If you want to describe the table and when to use it, enter a brief description.

5 From the Type dropdown, select Letter Grade.

6 In the Grading Scale field, enter the maximum value of any grade.

For example, enter "4" for a 4-point scale or "100" for a 100-point scale.

7 For each grade you want to define in the grading table, complete the following fields:

Field	Description
Letter Grade	Enter up to 3 characters that staff will use to enter this grade on a report card. For example, enter "A" so that staff can press the A key to enter this grade.
Lower Cutoff	If you want to use the grades in calculations such as GPA enter the lowest mark required to earn the grade, such as "75". The range of marks for this grade start at this value and go to the next highest grade, with the Grading Scale determining the highest possible value. For example, to average two grades, first use Num Equiv to get the values of the grades. Then average the values, and use Lower Cutoff to determine the grade of the result. **NOTE** The marks you enter in the Lower Cutoff column must be of the same format as the grading scale you entered in the Grading Scale field. For example, if you enter a grading scale of 100, you must enter lower cutoff marks between 0 and 100.

Field	Description
Grbk % Cutoff	If you use Gradebook, enter the percentage in Gradebook that students must earn to receive this grade in Chancery SMS. **NOTE** The Grbk % can be different than the lower cutoff mark, if required.
Grade Points	If you want to use the grades in calculations such as GPA definitions where grade points are used, enter the number that represents this grade in any calculations. For example, the grade point equivalent of "A" is "4.0". **NOTE** If you are applying linear course adjustment factors, this value will be adjusted by the value specified. If you are applying nonlinear course adjustment factors, you can enter different values in this column to reflect the adjusted value for each course level.
P/F	If you want to indicate whether the grade is considered a passing or failing grade, select P or F. For example, if the course requires 50% to pass, click F for all grades under 50%. Use this column if you want to report on passing and failing grades.
% Credit	If you want to award partial credit to students based on their grades, enter the percent of total credit that the student receives for this grade. For example, enter "100" for passing grades, "50" for grades that earn partial credits, and "0" for failing grades.
Description in Legend	Enter a description of the grade up to 15 characters, such as "Good". Unlike with Numeric grading tables, you do not need to include the grade itself. The report card legend will include the Input Grade next to the description, such as "B - Good".

8 If your school offers courses of different difficulty levels that are graded differently than regular level courses, click a level and enter the appropriate grades.

9 Do any of the following:

To	Do this
Add rows to a grid	• From the Actions menu, click Add Rows to > Grading Table. **NOTE** You can only add rows to the Regular course level version of the grading table because all versions must have the same letter grades.
Set up special grades (e.g., incomplete, medical exemption, exempt, audit)	See "Adding Special Grades to Grading Tables" on page 88.

10 Click OK.

Creating and Editing Graphic Symbol Grading Tables

With Graphic Symbol Grading Tables, grades are entered as codes and appear on the report card as graphic symbols. For example, teachers might enter "H" to display ☺.

All grading tables display a Regular course level. If your school provides courses with different difficulty levels (e.g., remedial, honors) additional levels will appear in the grading table. The grading table setup in each additional level is a copy of the grading table setup for the Regular level; you can make adjustments to the grading table setup of these other levels as required.

To create or edit a graphic symbol grading table:

1 In the control bar, under Admin, click Grading.

2 On the Grading page, under Step 2, click Grading Tables.

3 On the Grading Table page, do one of the following:

To	Do this
Add a grading table	• From the Actions menu, click Add Grading Table.
Delete a grading table	**1** Select the grading table to delete.
	2 From the Actions menu, click Delete Grading Table.
	3 Click OK and skip the remaining steps.
Edit a grading table	• Click the grading table name.

4 Define the grading table as follows:

Field	Description
Grading table name	Enter a name up to 30 characters, such as "Graphic Symbols 8-10". This name is shown when you enter grades.
Short name	Enter an abbreviation up to 6 characters, such as "G810". This abbreviation appears when you set up course grading properties. For more information, see "Defining the Grading Properties of a Course" on page 99.
Description	If you want to describe the table and when to use it, enter a brief description.

5 From the Type dropdown, select Graphic Symbol.

6 In the Grading Scale field, enter the maximum value of any grade.

For example, enter "4" for a 4-point scale or "100" for a 100-point scale.

7 For each grade that you want to define in the grading table, complete the following fields:

Field	Description
Input Grade	Enter up to 3 characters that staff will use to enter this grade on a report card. For example, enter "G" so that staff can press the G key to enter this grade.
Reporting Grade	Determine how the grade is displayed by doing one of the following: • To display a symbol, select Check Mark, Happy Face, Neutral Face, or Sad Face. • To display nothing, select Blank Space. • To display the Input Grade itself, select Same. For example, select Same for an Input Grade of "X" to have a symbol that corresponds to the Check Mark symbol.
Lower Cutoff	If you want to use the grades in calculations such as GPA definitions where numeric values are scaled to 100, enter the lowest mark required to earn the grade, such as "75". The range of marks for this grade start at this value and go to the next highest grade, with the Grading Scale determining the highest possible value. For example, to average two grades, first use Num Equiv to get values of the grades. Then average the values, and use Lower Cutoff to determine the grade of the result. **NOTE** The marks you enter in the Lower Cutoff column must be of the same format as the grading scale you entered in the Grading Scale field. For example, if you enter a grading scale of 100, you must enter lower cutoff marks between 0 and 100.
Grbk % Cutoff	If you use Gradebook, enter the mark in Gradebook that students must earn to receive this grade in Chancery SMS. **NOTE** The Grbk % can be different than the lower cutoff mark, if required.
Grade Points	If you want to use the grades in calculations such as GPA definitions where grade points are used, enter the number that represents this grade in any calculation. For example, enter "4.0". **NOTE** If you are applying linear course adjustment factors, this value will be adjusted by the value specified. If you are applying nonlinear course adjustment factors, you can enter different values in this column to reflect the adjusted value for each course level.
P/F	If you want to indicate whether the grade is considered a passing or failing grade, select P or F. For example, if the course requires 50% to pass, click F for all grades under 50%. Use this column if you want to report on passing and failing grades.

Field	Description
% Credit	If you want to award partial credit to students based on their grades, enter the percent of total credit that the student receives for this grade. For example, enter "100" for passing grades, "50" for grades that earn partial credits, and "0" for failing grades.
Description in Legend	Enter a description of the grade up to 15 characters, such as "Good". Unlike with Numeric grading tables, you do not need to include the grade itself. The legend on the report card will include description next to the Reporting Grade, such as "☺ Good".

8 If your school offers courses of different difficulty levels that are graded differently than regular level courses, click a level and enter the appropriate grades.
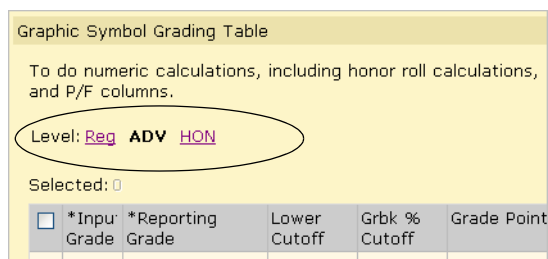
9 Do any of the following:

To	Do this
Set up other course levels	**1** Click the course level link the course level located above the grid. **2** On the new grid, repeat step 7 above.
Add rows to a grid	• From the Actions menu, click Add Rows to > Grading Table. **NOTE** You can only add rows to the Regular course level version of the grading table, as all versions must have the same graphic symbols.
Set up special grades (e.g., incomplete, medical exemption, exempt, audit)	See "Adding Special Grades to Grading Tables" on page 88.

10 Click OK.

Creating and Editing Narrative Comment Grading Tables

Narrative comment grades are entered in free form text and appear on the report card as entered.

NOTE
Comment type grading tables are not included in GPA calculations.

To create or edit a narrative comment grading table:

1 In the control bar, under Admin, click Grading.

2 On the Grading page, under Step 2, click Grading Tables.

3 On the Grading Table page, do one of the following:

To	Do this
Add a grading table	• From the Actions menu, click Add Grading Table.
Delete a grading table	**1** Select the grading table to delete. **2** From the Actions menu, click Delete Grading Table. **3** Click OK and skip the remaining steps.
Edit a grading table	• Click the grading table name.

4 Define the grading table as follows:

Field	Description
Grading table name	Enter a name up to 30 characters, such as "Narrative Comments 8-10". This name is shown when you enter grades.
Short name	Enter an abbreviation up to 6 characters, such as "NC810". This abbreviation is used when you set up course grading properties. For more information, see "Defining the Grading Properties of a Course" on page 99.
Description	If you want to describe the table and when to use it, enter a brief description.

5 From the Type dropdown, select Narrative Comment.

6 Define the following fields:

Field	Description
Max no. of chars	Enter a number that represents the maximum number of characters permitted in a comment.
Comments are mandatory	When you select this checkbox, if no comments have been entered, the Missing Grades report displays the narrative comment grades as "Missing".

7 Click OK.

Creating and Editing Standard Comment Grading Tables

Standard comment grades are selected from a list of pre-defined options and appear on the report card as entered. Comment type grading tables are not included in GPA calculations.

NOTE
To use a Standard Comment Grading Table, you must first set up standard comments. See "Setting Up Secondary Standard Comments" on page 59 for details.

To create or edit a standard comment grading table:

1 In the control bar, under Admin, click Grading.

2 On the Grading page, under Step 2, click Grading Tables.

3 On the Grading Table page, do one of the following:

To	Do this
Add a grading table	• From the Actions menu, click Add Grading Table.
Delete a grading table	**1** Select the grading table to delete. **2** From the Actions menu, click Delete Grading Table. **3** Click OK and skip the remaining steps.
Edit a grading table	• Click the grading table name.

4 Define the grading table as follows:

Field	Description
Grading table name	Enter a name up to 30 characters, such as "Participation Comments". This name is shown when you enter grades.
Short name	Enter an abbreviation up to 6 characters, such as "Partic". This abbreviation appears when you set up course grading properties. For more information, see "Defining the Grading Properties of a Course" on page 99.
Description	If you want to describe the table and when to use it, enter a brief description.

5 From the Type dropdown, select Standard Comment.

6 Define the following fields:

Field	Description
Max no. of comments	Enter the maximum number of comments a grade item can receive.
Comments are mandatory	When you select this checkbox, if no comments have been entered, the Missing Grades report displays the narrative comment grades as "Missing".

7 Click OK.

Adding Special Grades to Grading Tables

If required, you can add special grades, such as "Incomplete" or "Exempt", to numeric, letter grade, and graphic symbol grading tables.

NOTE
If your district is using course levels, you can only edit special grades for the Regular course level. However, the special grades themselves apply to courses for all course levels.

To add special grades:
1 Create or edit a numeric, letter grade, or graphic symbol grading table and set the common options for that type of grading table. Refer to the following for details:

   • "Adding and Editing Numeric Grading Tables" on page 78

- • "Adding and Editing Letter Grade Grading Tables" on page 81
- • "Creating and Editing Graphic Symbol Grading Tables" on page 83

2 Do one of the following:

To	Do this
Add special grades to a new grading table	• Go to step 3 below.
Add special grades to an existing grading table	• From the Actions menu, click Add Rows>Special Grades.

3 Under Special Grades, create grades for special circumstances – such as incomplete, medical exemption, exempt, and so on – as follows:

Field	Description
Input Grade	Enter up to 3 characters that staff will use to enter this grade on a report card. For example, enter "I" so that staff can press the I key to enter an incomplete grade.
Reporting Grade	Select Same to display the Input Grade on the report card or select one of the other options as appropriate. For example, select Same to display "Inc" (for Incomplete) for the "Inc" grade.
P/F	If you want to indicate whether the grade is considered a passing or failing grade, select P or F. For example, select F to indicate that Incomplete is a failing grade.
% Credit	If you want to award partial credit to students based on their grades, enter the percent of total credit that the student receives for this grade. For example, enter "100" for passing grades, "50" for grades that earn partial credits, and "0" for failing grades.
Description in Legend	Enter a description of the grade, such as "Incomplete". On the report card, the description will appear in the legend next to the grade, such as "Inc Incomplete".
Grade Calculations	Select one of the following actions that the system will take when it encounters special grades in grade calculations: • Ignore grade item – if the special grade is part of a calculation, the system removes both the numerator and the denominator from the formula. • Count item as zero – if the special grade is part of a calculation, the numerator is counted as zero, meaning that the student is penalized for the special grade. • No calculated grade – if the special grade is part of a calculation, the calculation cannot be completed. • Treat as missing grade – if the special grade is part of a calculation, the grade is treated as a missing grade, meaning that the Missing Grade setting for that grade item in the calculated grade formula applies. This setting allows special grades to be treated differently in different calculations.

4 Do any of the following:

To	Do this
Add more rows	• From the Actions menu, click Add Rows to Special Grades.
Change the order of the grade descriptions in the legend	**1** From the Edit menu, click Change Order for Special Grades. **2** Use the up and down arrows to change the order. Click OK.

5 Click OK.

Working with Secondary Grading Periods

Before you can create report cards and progress reports, you must define the date ranges that they cover and the grade items to include (for further information about grade items, see "Setting Up Grade Items" on page 63). These date ranges with their grade items are called grading periods.

You need to create separate grading periods when you want report cards and progress reports with:

• the same date ranges but different grade items.
• the same grade items but different date ranges.

You should align the grading period end dates with the scheduling term end dates set up in your school's schedule. Attendance summary statistics that appear on report cards, such as the number of days a student was absent during the grading period, reflect the grading period, not the scheduling term. For information about scheduling, see the Chancery SMS Scheduling Guide.

Grading periods are defined in sets, enabling you to stagger grading periods by grade levels. The grade levels you choose from are defined on the Grade Levels Setup page. Grading periods affect what grade levels a given report card applies to, because a grading period set is linked to one or more grade levels in your school.

You need to create separate grading period sets when you want:

• different grade levels with different date ranges.
• different grade levels with different grade items.

Ensure that all of the grade levels in your school are included in a grading period set.

The following diagram shows two grading period sets at a school. Each set has different date ranges for different grade levels. Within the sets there are separate grading periods for progress reports and report cards because these have different date ranges as well.

Grading Period Set for Grades 7-10

Grading Period	Progress Report Period		Grading Period	Report Card Period	
	Name	End Date		Name	End Date
1	Progress Report Q1	Oct. 3	2	Report Card Q1	Nov. 1
3	Progress Report Q2	Nov 30	4	Report Card Q2	Jan. 9

Grading Period Set for Grades 11-12

Grading Period	Progress Report Period		Grading Period	Report Card Period	
	Name	End Date		Name	End Date
1	Progress Report Q1	Oct. 25	2	Report Card Q1	Nov. 15
3	Progress Report Q2	Dec. 14	4	Report Card Q2	Jan. 14

Grading Periods and GPA/Class Rank Reporting Terms

GPA/Class rank reporting terms in Chancery SMS enable schools to produce GPAs and class ranks for district-defined time periods. GPA/Class rank reporting terms are set up by your district and are based on district policies.

NOTE
A "reporting term" is a period of time determined by your district. It might be a semester, trimester, or some other time period.

If your district has set up GPA/class rank reporting terms, a GPA/Class Rank Reporting Term field appears on the Grading Period page. Use this field to assign a district-defined reporting term to each report card grading period. This assignment enables Chancery SMS to determine which grades to use when calculating term GPAs and term class ranks.

NOTE
If your district does not calculate GPAs and class ranks by term, the GPA/Class Rank Reporting Term field does not appear on the Grading Period page.

In the example below, there is an "RQ1" report card grading period with a grade item called "S1 Grade". The district GPA/class rank reporting term called "Semester 1" is assigned to report card grading period "RQ1". When you run GPA calculations, only the grades from the S1 Grade grade item are included in the term calculation.

NOTE
For a grade item to be included in the GPA calculation, on the Course Grading page, the "Use in Cum GPA" setting for the grade item must be set to "Yes". For further information, see the Chancery SMS Scheduling Guide.

- For further information about term GPA calculations, see "Calculating Term GPAs" on page 174.

- For further information about term class rank calculations, see "Calculating Class Ranks" on page 177.

- For information about setting up district GPA reporting terms, see the Setting up District GPA/Class Rank Reporting Terms Technical Bulletin available from the Pearson Customer Support website.

NOTE
For instructions about how to update custom secondary report cards and/or transcripts to use the new GPA/class rank reporting term functionality in Chancery SMS 6.6.5, contact Pearson technical support.

Defining Secondary Grading Periods

Grading periods are defined in sets. Typically, you create multiple grading period sets so you can provide report cards at different times for different grades.

NOTE
Once all the grade levels in your school are assigned to a grading period set, you can't create more grading period sets unless you delete an existing one first.

When you define grading period sets, you can also specify a grace period for entering student grades. The grace period is the number of days past the last date of all grading periods that staff can continue to enter or submit grades. The grace period is not connected to past grades.

To add or edit grading periods:

1 In the control bar, under Admin, click Grading.

2 On the Grading page, under Step 3, click Grading Periods.

3 On the Grading Periods page, in the Grace Period field, enter how many days staff can continue entering or submitting grades after the last date of the grading periods.

   NOTE
   The grace period you enter here applies to all grading periods in all grading period sets.

4 Do one of the following:

To	Do this
Add a set	• From the Actions menu, click Add Grading Period Set.
Edit a set	• Click the name of a set.
Delete a set	1 Select the grading period set you want to delete.
	2 From the Actions menu, click Delete Grading Period Set.
	3 Click OK and skip the remaining steps.

5 On the Add/Edit Grading Period Set page, define the entire set as follows:

Field	Description
Set Name	Enter a meaningful name for the set of grading periods, such as "Grade 10 Grading Periods".

Field	Description
Grade Levels	Select the grades that this set applies to. If you do not select all of the grades, ensure you create additional sets for the remaining grades. The grades available are the ones that are not already covered by other grading period sets.

6 In the Grading Periods panel, do any of the following:

To	Do this
Add a period	• From the Actions menu, click Add Grading Period.
Edit a period	• Click the name of the grading period.
Delete a period	**1** Select the period. **2** From the Actions menu, click Delete Grading Period. **3** Click OK and skip the remaining steps.

7 On the Grading Period page, define grading periods as follows:

Field	Description
Grading Period Type	Indicate whether this grading period results in a progress report or a report card.
Name	Enter the name of the reporting period, such as Report Card 1 or Interim Report 1, as you want it to appear on reports.
Short Name	Enter up to 6 characters to identify each period that is displayed on the report card as a column heading, for example "Q1".
End Date	Enter the end date of each reporting period. The first period starts on the first school day of the school year, while each other period starts the day after the previous period end date.
Grade Items to Collect	Add grade items to the period by clicking items in the Available list and clicking -> to move them to the Selected list.
GPA/Class Rank Reporting Term	This field appears only if: • Your district has defined GPA/class rank reporting terms in the GPA/Class Rank Reporting Term setup list. • The grading period type is Report Card. Select the GPA/class rank reporting term to assign to the report card grading period. Only the grades for the grade items in this grading period will be included in the GPA calculations. For further information, see "Grading Periods and GPA/Class Rank Reporting Terms" on page 92. **NOTE** For instructions about how to update custom secondary report cards and/or transcripts to use the new GPA/class rank reporting term functionality in Chancery SMS 6.6.5, see the Pearson Customer Support website.

8 Click OK.

9 Repeat Steps 5 through 7 for each grading period you need to add or edit in the set.

10 Click OK.

Grade Calculations for Semester Grade Averages

To create semester grade averages in Chancery SMS, you create grade calculation formulas and apply them to existing grade items. Once the formulas are set up, you can run a calculation to generate grades according to defined rules. The results can be manually overridden if required.

- For more information about grade items, see "Setting Up Grade Items" on page 63.
- For more information about overriding calculated grades, see "Overriding Grade Calculations" on page 166.

Setting Up and Editing Grade Calculation Formulas

Keep in mind the following when setting up grade calculation formulas:

- If you use letter grades, you must use a 100-point grading scale and set up grade points.
- Special grades are handled in the calculation as indicated in the grading table. The grade calculations setting in grading tables specify how special grades are to be treated in grade calculations. For further information, see "Adding Special Grades to Grading Tables" on page 88.
- You can set up a grade item to be calculated from other grade calculations. For example, the Final Grade can be calculated as an average of the Semester 1 Grade and Semester 2 Grade, which are themselves grade calculations.
- Course Grade grade items cannot be grade calculations.

To set up or edit a grade calculation formula:

1 In the control bar, under Admin, click Grading.

2 On the Grading page, under Step 5, click Calculated Grades.

3 On the Grade Calculations page, do one of the following:

To	Do this
Add a grade calculation	• From the Actions menu, click Add Grade Calculation.
Edit a grade calculation	• Click the calculation name.
Delete a grade calculation	1 Select the calculation.
	2 From the Actions menu, click Delete Grade Calculation.
	3 Click OK and skip the remaining steps.

4 On the Add/Edit Grade Item Calculation page, in the Grade Calculation Name field, enter a name to define the formula.

5 From the Calculated Grade Item dropdown, select the grade item for a specific grading period to which the formula applies, such as Semester 1 Grade (Q2).

The list does not include any Course Grade grade items or items that are not used in current year calculations.

6 In the Contributing Grade Items panel, for each potential contributing item, define the following:

Field	Description
Grade Item	The system displays all global grade items collected in or prior to the grading period for the grade item you selected, provided they are set up to be used in current year calculations. This list can include other calculated grades.
Formula Key	Each global grade item is automatically assigned a character to represent it in the formula displayed in the Result panel. You cannot change the assigned character.
Weight	Enter a whole number to indicate how the grade item will be weighted in the calculation (e.g., 2 to double the weighting, 0 to remove the item from the calculation).
Missing Grade	From the Missing Grade dropdown, select the way that the grade will be treated in the calculation if it is missing. Select from: • Ignore grade item – the grade item is removed from both the numerator and denominator of the formula. • Count item as zero – the grade item is counted as a grade of zero, with the weight specified. • No calculated grade – the calculation cannot take place if the grade is missing for the student.

7 If you have changed the default weights for the grade items, in the Result panel, click Refresh to see the new formula.

8 In the Courses Using this Calculation panel, use the Basic or Detail search to populate the Available Courses list with the appropriate courses. Select the courses to which the grade calculation formula applies and click ⟨ -> ⟩ to move them to the Selected Courses list.

NOTE
Courses that have already been assigned a grade calculation formula display in the Available Courses list with an exclamation mark. A course can only be added to one grade calculation for a given grade item. If you select a course that has been added to a grade calculation, completing the transaction will transfer the course from the previous grade calculation to the new one.

9 Click OK.

Defining Course Grading Properties

After creating relationships between grade levels, grade items, and grading periods, you need to make the link to individual courses.

Most aspects of courses are set up at the district. However, each school needs to determine which grading period set the course is using.

In addition, schools specify whether:

- Report card and progress report grade items will use the default grading table or be changed to a different grading table.

- Report card grade items are kept in a student's historical data, displayed on transcripts, or discarded when year-end processing runs.

- Progress report grade items are kept in a student's historical data or discarded when year-end processing runs.

- Report card grade items are counted as final grades towards class rank calculations that include a minimum number of final grades to determine class rank eligibility.

- Report card grade items are credit awarding.

- Report card grade items are used in cumulative GPAs.

Defining the Grading Properties of a Course

Before defining the grading properties for a course, ensure the scheduling structure has been set up at your school. For more information see the Chancery SMS Scheduling Guide available, from the Pearson Customer Support website.

To define the grading properties of a course:

1 In the control bar, under Admin, click Grading.

2 On the Grading page, under Step 4, click Courses.

3 On the Course List page, search for a course and click the course name.

4 In the control bar, click Course Grading.

5 On the Course Grading page, if the school has more than one grading period set, from the Grading Period Set dropdown, select the grading period set to use for the course.

6 In the dialog, click OK.

> **NOTE**
> If the school has only one grading period set, that grading period set is already selected.

After you select a Grading Period Set, the Course Grade Items area displays each grade item collected for each grading period in the selected grading period set. The Course Grade grade item automatically appears for each grading period in the set; for all other items, you select the required grade item when you create each grading period. For further information, see "Defining Secondary Grading Periods" on page 93.

Grading Period	Grading Table	History	Final Grade	Award Credit	Use In Cum GPA
Course Grade					
1st Quarter Grade	HS AC	Keep			
1st Semester Grade	HS AC	Keep	Yes		Yes
3rd Quarter Grade	HS AC	Keep			
2nd Semester Grade	HS AC	Keep	Yes		Yes
Semester Grade					
1st Quarter Grade	HS CIT	Keep			
3rd Quarter Grade	HS CIT	Keep			
Effort					
1st Quarter Grade	STACOM	Discard			
1st Semester Grade	STACOM	Discard			
3rd Quarter Grade	STACOM	Discard			
2nd Semester Grade	STACOM	Discard			

Course Grade Items — Report Card / Progress Report — Total: 15

7 In the Grading Table column, select the appropriate grading table for each grade item.

NOTE
This value defaults from the Grade Items page. The grading table must have the same grading table in all grading periods.

8 In the History column, select one of the following for each grade item:

- Keep – this saves the grade for this grade item in the student's historical data but does not display it on transcripts.

- Discard – this does not save the grade for this grade item beyond the current school year.

- Transcript – this saves the grade for this grade item in the student's historical data and also displays it on transcripts.

NOTE
You can select Transcript for up to four grade items per course.

9 In the Final Grade column, select Yes if the grade item is to be counted as a final grade in calculating class ranks (where the class rank definition includes a minimum number of final grades to determine eligibility). Otherwise, leave the selection blank.

You can only specify that a grade item is a final grade if it does not use a comment-type grading table. For details about how this field is used in class ranks calculations, see "Adding and Editing Class Rank Definitions" on page 137.

10 In the Award Credit column, if the grade item is credit-awarding, select Yes. Otherwise, leave the selection blank.

Your options for the Award Credit column are determined by the following factors:

If	You can
Allow Partial Credits is selected	Divide the maximum credits for the course by more than one grade item by selecting Yes for more than one grade item (e.g., a full-year course that awards partial credits at the end of each semester).
	Divide the maximum credits for the course by more than one grading period by selecting Yes for the Course Grade in more than one grading period (e.g., a full-year course that awards partial credits at the end of each grading period).
Allow Partial Credits is deselected	Select one grade item, other than a course grade item, that will be used to award credit for the course (e.g., a course that awards full credits upon completion).
Max credits for the course is 0	Award Credit is not editable.

For further information about credits, see "Calculating Student Credits" on page 166.

11 In the Use in Cum GPA column, if the grade item is to be used in calculating cumulative GPAs, select Yes. Otherwise, leave the selection blank.

If "Exclude from GPA" is selected at the top of the page, then this course is not included in cumulative GPA, regardless of what you select for the "Use in Cum GPA" column.
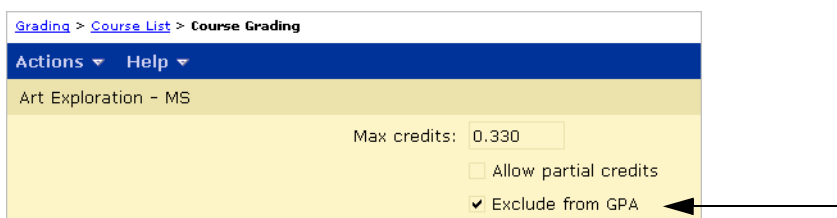
12 If the grading period set includes grading periods for progress reports, click the Progress Report tab.

The Final Grade, Award Credit, and Use in Cum GPA columns are not available in the Progress Report tab because you cannot award credit for progress report grade items or use progress report grade items in cumulative GPAs.

13 On the Progress Report tab, in the History column, select one of the following options for each grade item:

• Keep – this saves the grade for this grade item in the student's historical data but does not display it on transcripts.

• Discard – this does not save the grade for this grade item beyond the current school year.

Transcript is not an option in the History dropdown because you cannot display progress report grades on transcripts.

14 Click Save.

Copying Grading Properties

Since each school can have many courses, Chancery SMS enables you to define the properties for one course and copy them to other courses.

To copy grading properties, you must meet the following requirements:

- The course you are copying from and the courses you are copying to must all be scheduled.
- The course you are copying from and the courses you are copying to must all have the same settings for:
    - grading period;
    - scheduling term; and
    - Allow Partial Credits.

    In general, copy from a course that allows partial credits to other courses that allow partial credits, and vice versa. Specifically, you cannot copy from a course that will distribute credits among multiple grade items to a course that does not allow partial credits.

- The courses that you are copying to:
    - Must be able to collect grades. Specifically, "Collect Grades for this Course" on the Course Grading page must be selected. This checkbox is set at the district level; and
    - Must not already have collected grades.

To copy grading properties from one course to other courses:

1 In the control bar, under Admin, click Grading.

2 On the Grading page, under Step 4, click Courses.

3 On the Course List page, search for the course you want to copy grading properties from, and click the course name.

4 In the control bar, click Course Grading.

5 On the Course Grading page, click Copy in the upper right corner.
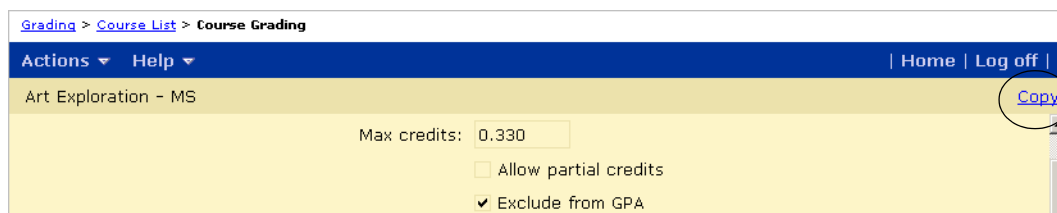
6 On the Copy page, under Fields to Copy, select Course Grade Item Properties.
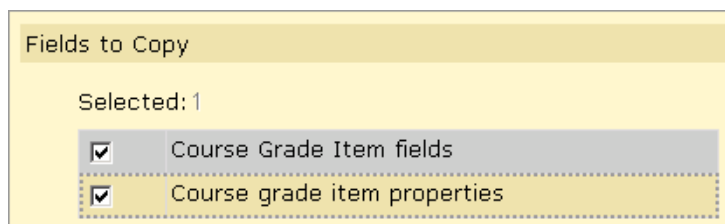
7 Under "School Graded Courses to Copy to", in the "Available School Graded Courses" list, select the courses you want to copy to, and then click [->] to move them to the selected School Graded Courses List.
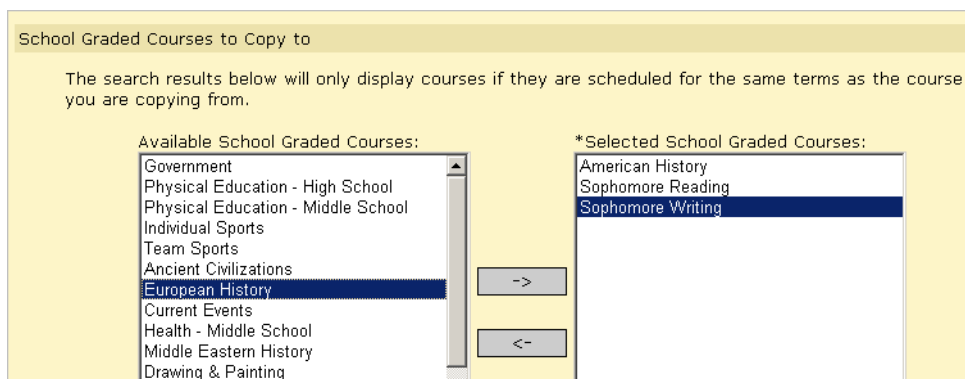
The available courses are course for which:

- The district has selected "Collect Grades for this Course".
- The school has selected the same Grading Period Set as the course being copied from.
- The school has scheduled the course for the same term as the course being copied from.

8 Click OK.

Working with Honor Rolls

Honor rolls list students who have met specific academic requirements. The honor roll functionality available in Chancery SMS allows your school to set up rules that determine students' honor roll eligibility.

Eligibility is determined using a wide variety of criteria, including grades, GPAs, attendance, and test results. At the end of each report card period, eligibility is calculated and the resulting list of students is assigned to the honor roll.

Honor rolls are only available for secondary schools.

Permissions to Set Up and Use Honor Rolls

To set up and use honor rolls, you need the following permissions:

To	You need this permission	Set to
Set up honor roll definitions, including defining eligibility criteria	School Setup > Honor Roll Definitions	Delete
Manage honor rolls, including calculating honor rolls	Grading > Honor Rolls	Edit
Assign students to honor rolls	Grading > Honor Rolls	Edit
Assign ineligible students to honor rolls	Student > Override Honor Rolls	Yes
Run the Honor Rolls Report	Reports > Honor Roll Report	View

By default, school administrators can set up honor roll definitions, including eligibility rules. School administrators can also assign students to honor rolls and calculate honor rolls. Only school administrators have permission to override honor rolls.

School secretaries can view honor roll information, including honor roll definitions and students' honor roll status.

For further information about permissions, contact your system administrator or see the Chancery SMS Permissions Guide.

Understanding Eligibility Rules

Chancery SMS enables you to construct eligibility rules that specify the criteria students must meet to qualify for an honor roll. You can run calculations that use these rules to determine students' honor roll eligibility.

Eligibility rules are created using the eligibility control. This control is available to many features of Chancery SMS, such as Attendance, Demographics, Grading, Program Management, and so on. This topic focuses specifically on honor roll eligibility.

For detailed information about the eligibility control, see the Understanding Eligibility Rules Technical Bulletin.

The eligibility control is made up of:

- A statement builder

  In the case of honor rolls, a statement describes what the student needs to have achieved to qualify for an honor roll; for example, a GPA of 3.5 or a total of less than 5 absences in a specific time frame. The statement builder is a collection of fields known as "Search By" sets that you use to construct the statement.

- Eligibility criteria

  Eligibility criteria are one or many statements plus the logical operators (AND/OR) that connect the statements. The eligibility criteria section is where you add the statements and their logical operators.

In each category (e.g. Grading, Attendance), you will find all the existing properties in the database that could be relevant to calculating eligibility for that particular category.

The Search By section in the statement builder is made up of a left term (the left dropdown), an operator (e.g., equals, is greater than or equal to, contains, etc.), and a right term (the right dropdown). Using these components, you construct the main search statement.

Depending on the category you select, from the left term, you can select either a field or a function.
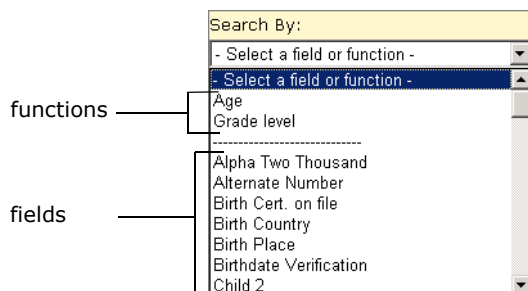
The options available for specifying a criteria depends on whether you select a field or a function from the left term dropdown:

- Field

  In its simplest form, a field is any single piece of data stored in the database, such as a student's gender. When you select a basic field as the left term, you can simply specify an operator and right term, then add the statement to the eligibility rule.
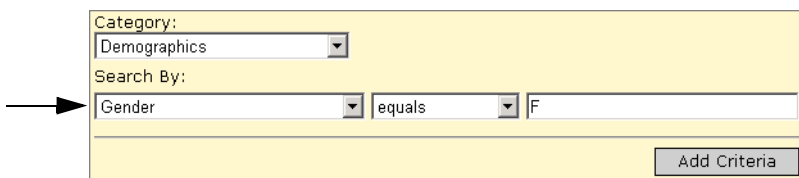
  Some fields include an additional Search By set below the first, which allows you to search for specific information related to the selected field. For example, if you select a setup list, such as Ethnicity, an additional dropdown allows you to select another left term, such as description or code, and specify an operator and right term; for example, "Ethnicity Description equals Asian".
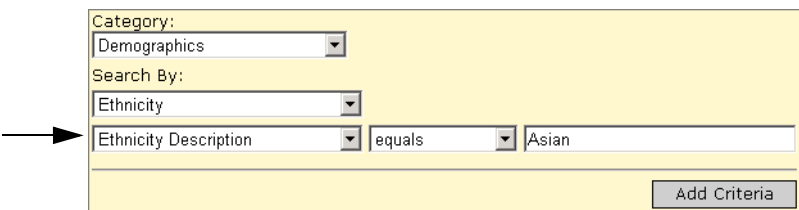
- Function

   A function is used to construct statements about complex data that require you to specify limiting or "where" clauses. When you select a function, a section called "Where the following conditions apply" appears below the Search By section.

   For example, if you select the category Grading, then choose Cumulative GPA from the left dropdown, a "where clause" displays, enabling you to select a specific GPA definition.

When you select a function in the first Search By dropdown, you can specify conditions in the "Where the following conditions apply" section.

Once you select the operator and value for the first Search By set and all associated where clauses, you can add the statement to the eligibility rule.

The eligibility rule as a whole is displayed in the list box in the Eligibility Criteria section. This list box is organized in a tree structure, similar to the folders on a computer. The branches of this tree are called nodes.

A node can be the Criteria text at the top of the Eligibility Criteria list box or a logical operator within the list box. When you construct a statement and click Add Criteria, the statement is added below the selected node, or to the bottom of the rule if a node was not selected.
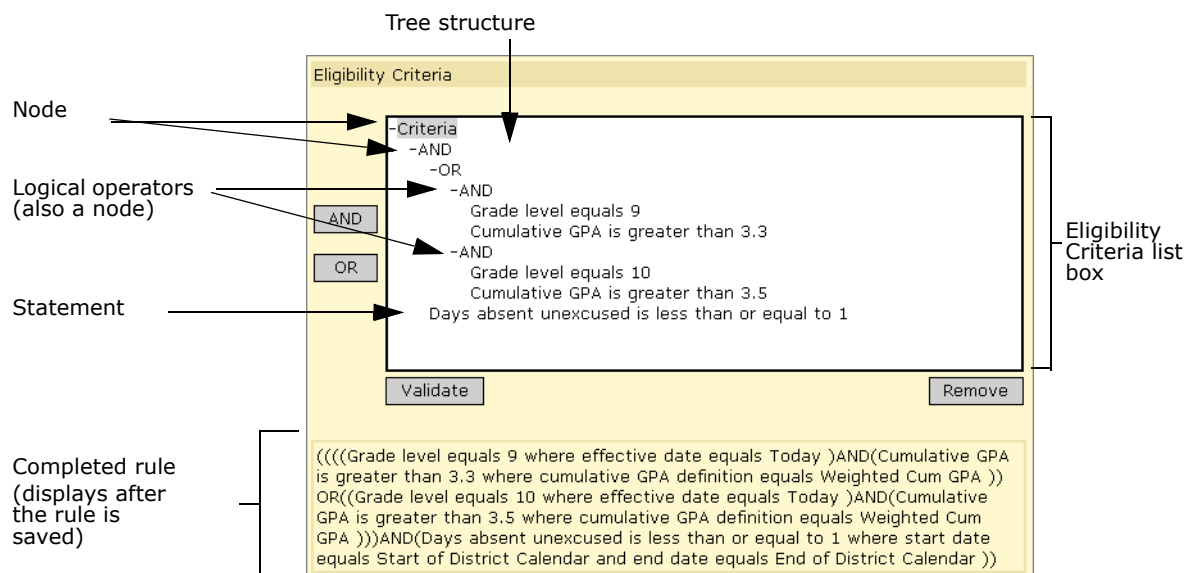
If you have more than one statement in the your rule, you must add logical operators to group them meaningfully.

For example, if students are required to meet all the criteria in your rule, the first node under Criteria should be AND; all the statements would then hang off that node. If, on the other hand, students are only required to meet one out of a list of criteria, the first node should be OR. Additional nodes can be added to allow a combination of these operators.

To add logical operators, click the node to which you want to add the operator and then click the AND or OR button. If required, you can drag the statements to the appropriate node. You can also drag whole nodes to different locations in the list box, or remove statements completely.

NOTE
When dragging a statement or operator, make sure the cursor is directly above the node before releasing it.

Eligibility Rule Example

In the following example, a single honor roll is used for multiple grade levels. Students in grades 9 must have a weighted cumulative GPA of 3.3 or higher; students in grades 10 must have a weighted cumulative GPA of 3.5 or higher. For both grade levels, students may have no more than one unexcused absence for the year-to-date.

```
-Criteria
  -AND
    -OR
      -AND
         Grade level equals 9
         Cumulative GPA is greater than or equal to 3.3
      -AND
         Grade level equals 10
         Cumulative GPA is greater than or equal to 3.5
  Days absent unexcused is less than or equal to 1
```

To construct this statement, perform the following steps:

1 In the eligibility criteria panel, next to the tree, click AND. This allows you to specify that there are multiple statements in the rule (e.g., grade level and GPA, plus attendance).

2 In the tree, click the cursor on the AND item, then click OR. This adds OR to the rule, which allows you to create one set of rules for one grade level, and another for a different grade level.

3 In the tree, click the cursor on the OR item, then click AND. This adds AND as a branch, where you can define multiple criteria for one variation of the honor roll.

4 Add the grade level and GPA criteria for one grade level as follows:

a From the Category dropdown, select Demographics.

b In the first search by set, construct the following statement: "Grade level equals 9".In the second search by set, construct the following where clause: "Effective date equals today".

c Click Add Criteria.

d From the Category dropdown, select Grading.

e In the first search by set, construct the following statement: "Cumulative GPA is greater than or equal to 3.3".

f In the second search by set, construct the following where clause: "Cumulative GPA Definition equals Weighted Cumulative GPA".

g Click Add Criteria.

5 Click and drag the two statements to the AND item.

NOTE
You must drag and drop the statement directly on top of the AND statement to move it.

6 Repeat steps 3-5 for grade 10 with a GPA of 3.5.

7 Add the attendance criteria for one grade level as follows:

a From the Category dropdown, select Attendance.

b In the first search by set, construct the following statement: "Days Absent Unexcused is less than or equal to 1".

c In the second search by set, construct the following where clause: "Start date equals start of district calendar (active)".

d In the second search by set, construct the following where clause: "End date equals today".

e Click Add Criteria.

NOTE
When you calculate eligibility for honor rolls, Chancery SMS looks at grades earned at the school that is running eligibility. So if a student is dual-enrolled in the district, only the grades he or she earned at the school that is running eligibility will be counted.

Setting Up Honor Rolls

Honor rolls should be set up by someone familiar with the relevant data and comfortable with the logical statements created by the eligibility control. Once the honor roll definition is created, other users can run the eligibility calculation and manage the resulting list of students. For information about calculating eligibility and managing honor rolls, see "Working with Student Honor Rolls" on page 112 and "Managing Honor Rolls" on page 115.

Creating and Editing Honor Roll Definitions

Before you assign students to an honor roll, you must first define the honor rolls for your school. You can have multiple honor rolls. For example, you might create one honor roll for each grade level.

You can also create multiple honor rolls for each grade level. You might have an all "As" Honor Roll, an all "As" and "Bs" Honor Roll, an Academic Honor Roll, an All Courses Honor Roll, and so on.

To create or edit an honor roll definition:

1 In the control bar, under Admin, click Grading.

2 On the Grading page, under Step 5, click Set Up Honor Rolls.

3 On the Honor Roll Definitions page, do one of the following:

To	Do this
Add an honor roll definition	• From the Actions menu, click Add Honor Roll Definition.
Edit an honor roll definition	• Click the honor roll definition name.
Delete an honor roll definition	**1** Select the honor roll definition to delete. **2** From the Actions menu, click Delete Honor Roll Definition. **3** Click OK and skip the remaining steps.

4 On the Add/Edit Honor Roll Definition page, specify the following:

Field	Details
Honor Roll Name	Enter the name of the honor roll.
Description	Enter a description of the honor roll.
Automatically assign eligible students	If you want the system to automatically assign all eligible students to the honor roll when eligibility is calculated, select this checkbox.

5 In the eligibility control, do any of the following:

To	Do this
Add a logical operator to define the relationships between statements	**1** In the Eligibility Criteria list box, click the node below which you want to add the logical operator (e.g., click Criteria or another logical operator). **2** Click AND or OR.
Add a criteria statement to the eligibility rule	**1** From the Category dropdown, select the type of data to be added. **2** Under Search By, from the first dropdown, select the field or function. **3** From the second dropdown, select the appropriate operator (e.g., equals, is in list). **4** In the third field, enter or select the appropriate value(s). **5** If additional Search By sets appear below the first set, repeat steps 2-4 for all sets. **6** Click Add Criteria.
Delete a criteria statement from the eligibility rule	**1** In the Eligibility Criteria list box, click the statement to highlight it. **2** Click Remove.
Move a statement to another location in the eligibility rule	• Click and drag the statement to the new logical operator under which it belongs. **NOTE** Ensure that the cursor is directly on the operator before releasing.

To	Do this
Validate the rule	• Click Validate.
Save the rule and continue working with it	• Click Apply.

6 Click OK.

Working with Student Honor Rolls

When working with honor rolls, you first determine eligibility. If student is eligible, you assign the student to an honor roll.

If your district is using honor roll overrides, and you have the appropriate permissions, you can assign an override reason code to students who were deemed ineligible for the honor roll. For example, a student might be ineligible due to poor attendance, but if their poor attendance record is due to illness and the student has achieved the required GPA, you can assign an appropriate override code and still place the student on the honor roll. You might also have a student who has achieved the eligibility criteria but because of disciplinary problems you want to remove him from the honor roll. For this student, assign an override reason code and remove the eligible student from the honor roll.

Adding a Student to an Honor Roll

1 Search for and open a student record.

2 On the Demographics page, in the control bar, click Honor Rolls.

3 On the Student Honor Rolls page, from the Actions menu, click Add Honor Roll.

4 On the Add Honor Roll page, specify the following:

Field	Details
Honor Roll Name	From the dropdown, choose an honor roll name.
Report Card Name	From the dropdown, choose a report card name.
Eligibility	Indicates the student's eligibility status.
Override Reason	If the student is ineligible, from the dropdown choose an override reason, if applicable.

5 To determine whether the student is eligible for the selected honor roll, click Calculate Eligibility.

Honor Roll Name: Attendance Honor Roll

Report Card Period: Report Card Period 1

Calculate Eligibility

The student's eligibility status displays.

Eligiblity

Eligibility: Not eligible

*Override Reason: N/A

6 If the student is Not Eligible for the selected honor roll, from the dropdown, choose an override reason.

7 Click OK.

Editing or Deleting Student Honor Roll Assignments

1 Search for and open a student record.

2 On the Demographics page, in the control bar, click Honor Rolls.

3 On the Student Honor Rolls page, do one of the following:

To	Do this
Edit an honor roll	Click the honor roll name.
Delete an honor roll	**1** Select the honor roll to delete.
	2 From the Actions menu, click Delete Honor Roll.
	3 Click OK and skip the remaining steps.

4 On the Edit Honor Roll page, specify the following:

Field	Details
Honor Roll Name	From the dropdown, choose an honor roll name.
Report Card Name	From the dropdown, choose a report card name.
Calculate Eligibility	To determine whether the student is eligible for the selected honor roll, click the Calculate Eligibility link.
Eligibility	Indicates the student's eligibility status.
Override Reason	From the dropdown, choose an override reason, if applicable.

5 Click OK.

Calculating Honor Roll Eligibility

When you assign students to an honor roll, first calculate their eligibility, then place them on the appropriate honor roll. Typically, students are placed on honor rolls at the end of a report card period.

You can also recalculate eligibility for a student partway through the report card period. For example, if a student was ineligible for an honor roll when you initially tried to assign them at the start of the term but the student has since improved their attendance record, you can re-assess the student's eligibility.

You can calculate honor roll eligibility for individual students or a group of students.

To calculate honor roll eligibility for a student:

1   Search for and open a student record.

2   On the Demographics page, in the control bar, click Honor Rolls.

3   On the Student Honor Rolls page, do one of the following:

To	Do this
Add an honor roll	• From the Actions menu, click Add Honor Roll.
Edit an honor roll	• Click the honor roll name.

4   On the Add/Edit Honor Roll page, enter or update information as needed.

5   To determine whether the student is eligible for the selected honor roll, click Calculate Eligibility.

6   Click OK.

To calculate honor roll eligibility for a group of students:

1   In the control bar, under Admin, click Grading.

2   On the Grading page, under Step 7, click Calculate Honor Rolls.

3   On the Honor Rolls page, select an honor roll and, from the Actions menu, click Manage Honor Roll.

4   On the Manage Honor Roll page, in the Eligible Students section, select the students you want to calculate eligibility for and, from the Actions menu, click Calculate Eligibility.

Managing Honor Rolls

When working with honor rolls, you can assign and unassign students as needed. You can also view students who are eligible for the selected honor roll and those who are currently assigned to the selected honor roll.

To manage honor rolls:

1 In the control bar, under Admin, click Grading.

2 On the Grading page, under Step 7, click Calculate Honor Rolls.

3 On the Honor Rolls page, select an honor roll and, from the Actions menu, click Manage Honor Roll.

4 On the Manage Honor Roll page, do one of the following:

To	Do this
Assign an eligible student to an honor roll	**1** Under Eligible Students, select one or more students. **2** From the Actions menu, click Assign Students.
Remove a student from an honor roll	**1** Under Assigned Students, select one or more students. **2** From the Actions menu, click Unassign Students.

Configuring the Honor Roll Calculation Alert

By default, honor roll alerts are turned on. These alerts are sent to the user who ran the eligibility calculation.

You can turn off the Calculate Honor Roll alert or change its priority.

To configure the calculate honor roll alert:

1 In the control bar, under Admin, click School Setup.

2 On the School Setup page, under School, click Alerts.

3 On the Alerts page, click Calculate Honor Roll.

Depending on how many alerts you have, you might need to click Next to navigate to the next page.

4 On the Edit Alert page, make the necessary changes.

5 Click OK.

Setting Up Grade Point Averages

Use Chancery SMS to calculate grade point averages (GPAs).

NOTE
"Grade Point Average" refers to any grade average, not just averages using grade points.

Chancery SMS supports four types of GPAs:

- Current year GPAs include grades from the current year only. For details, see "Working with Current Year GPAs" on page 117.

- Cumulative GPAs include both current year grades and historical grades. For details, see "Working with Cumulative GPAs" on page 127.

- Term GPAs:

    - End-of-term GPAs include grades for a district-defined period of time in the current year only. Term GPAs are only calculated if your district has set up GPA/class rank reporting terms.

    - Cumulative-to-end-of-term GPAs include current year and historical grades, but only for a district-defined period of time.

    NOTE
    To calculate term GPAs, your district must set up GPA/class rank reporting terms. When GPA/class rank reporting terms are set up and calculations are run, end-of-term GPAs and cumulative-to-end of term GPAs are calculated automatically. For further information about term GPAs, see "Grading Periods and GPA/Class Rank Reporting Terms" on page 92, "Calculating Term GPAs" on page 174, and "Entering and Editing Historical Term GPAs" on page 156.

Working with Current Year GPAs

Current year GPAs are highly flexible, providing many options for you to choose from. To understand these options, refer to the appropriate topic:

- "Options for Current Year GPAs" on page 117
- "Selecting a Current Year GPA Calculation Formula & Method" on page 118
- "Displaying Current Year GPAs" on page 122
- "Adding and Editing Current Year GPAs" on page 123

Options for Current Year GPAs
The following options are available when determining what goes into a current year GPA calculation:

- Depending on the calculation formula you use, you can apply weights or adjustment factors. You can also use course leveling to apply adjustments.

- You can calculate GPAs based on grade points or numeric values.

- Current year GPAs are not limited to course grades. While most GPAs do contain course grades, GPAs can include other grade items, such as semester grades or exam grades. To make the grade items available for use in GPAs, the "Used in Current Year Calculations" option must be set to Yes on the Grade Items page. The only items you cannot include in a GPA are grade items that use a comment-type grading table.

- The items in a GPA do not have to share the same grading table. Each grade item can have a different grading table. For example, a GPA can include a Course Grade grade item that uses a letter grade grading table and an exam grade item that uses a numeric grading table in percentages. Chancery SMS converts all the grades to a common 100-point scale or it uses grade points to average the grades.

- You control the courses by including only courses you specifically select, excluding courses you specifically select, or including all courses. A GPA can only include courses for which grades are collected, which is determined by the district in the Course Catalog.

- You can include the best courses in the GPA definition, such as the best five courses, rather than all of the courses selected in the GPA definition.

NOTE
If a student is enrolled in multiple schools, the current year calculations are based on the grading tables for the school where the student is taking the course.

Selecting a Current Year GPA Calculation Formula & Method

When creating your current year GPAs, you must select a calculation formula. How this calculation formula works depends on the calculation method you use: grade points or numeric values scaled to 100. Refer to the description for each formula for details:

- "Simple Grade Average" on page 119
- "Adjusted Simple Grade Average" on page 120
- "Weighted Grade Average" on page 121
- "Weighted Adjusted Grade Average" on page 122

Current Year GPA Calculation Formula Setup Example

For each formula, assume the GPA includes only course grades that use a letter grade grading table. A student took two courses, and received a B and a C, and the grading table was set up as follows:

	*Letter Grade	Lower Cutoff	Grbk % Cutoff	Grade Points	P/F	% Credit	*Description in Legend
☐	A	86	86	4	P	100	Excellent
☐	B	75	75	3	P	100	Good
☐	C	65	65	2	P	100	Satisfactory
☐	D	55	55	1	P	100	Poor
☐	F	0	0	0	F	0	Unsatisfactory

Simple Grade Average

For setup example, see "Selecting a Current Year GPA Calculation Formula & Method" on page 118.

The process for calculating a simple grade average differs depending on whether you are using grade points or using numeric values scaled to 100.

When calculating a simple grade average using grade points, Chancery SMS first determines the grade points of each grade by checking the appropriate grading table. It then averages the grades by adding the grades for each grade item in the calculation and dividing by the total number of grade items in the calculation.

The formula for a simple grade average that uses grade points is:

$$\frac{\Sigma \ (\text{Grade Points})}{\text{Total Number of Grades}} \quad = \quad \frac{3+2}{1+1} \quad = \quad 2.5$$

When calculating a simple grade average by scaling numeric values to a scale of 100, Chancery SMS first determines the numeric value of each grade. For grade items using numeric grading tables, the numeric value is simply the grade that is entered. For grade items using letter grade or graphic symbol grading tables, the Grade Points column in the grading table is used.

Chancery SMS then converts all grades to a 100-point scale. Since GPAs can include grade items that use different grading tables, the grades could have different scales. For example, course grades might use a grading scale of 4.0, while exam grades use a percentage, with a grading scale of 100. Therefore, all grades must be converted to the same scale before being used in the calculation.

To convert a grade to a 100-point scale, Chancery SMS divides the grade by the current scale specified in the original grading table, and multiplies it by the common scale of 100.

Chancery SMS averages the grades by adding the scaled numeric values for each grade item in the calculation and dividing by the total grade items in the calculation.

The formula for a simple grade average that uses numeric values scaled to 100 is:

$$\frac{\Sigma \ (\text{Numeric Values Scaled to 100})}{\text{Total Number of Grades}} \quad = \quad \frac{\left(\frac{3}{4}\right) \times 100 \ + \ \left(\frac{2}{4}\right) \times 100}{1+1} \quad = \quad 62.5$$

Chancery SMS converts the resulting GPA to the scale or numeric range of the grading table assigned to the GPA in the GPA definition. For example, if the scale of the grading table is 4.0, divide the GPA by 100 and multiply the result by 4:

$$\frac{62.5}{100} \quad \times \quad 4.0 \ = \ 2.5$$

Adjusted Simple Grade Average

For setup example, see "Selecting a Current Year GPA Calculation Formula & Method" on page 118.

Using adjustment factors enables you to adjust a grade value to accommodate different levels of difficulty.

For example, an A in the regular course is equivalent to a B in the more difficult honors course. To reflect the difference, you can assign an adjustment factor to the honors course that multiplies the value of the grade by 1.25.

The district sets the adjustment factors for every course in the Course Catalog. When schools define GPAs, they can decide whether to take adjustment factors into account. To use adjustment factors, choose a Calculation Formula that includes the word "adjusted".

NOTE
If your school does not apply adjustment factors in a linear way to courses (i.e., you cannot always multiply by or add the same factor to all grades), you cannot use adjustment factors in your GPAs. Instead, set up your grading tables to accommodate the different course levels (advanced, remedial, etc.). For further information, see "Setting Up for GPA Calculations (including Course Leveling)" on page 75.

To adjust a grade average, include the adjustment factor of the course before scaling the grade. The adjustment factor can be a multiplier or an addition, and is defined at the district level in the course catalog.

Using the same example, assume that the B course does not have an adjustment factor, so no adjustment factor is included. The C course is an honors course and therefore has an adjustment factor that multiplies the grade by 1.25.

The exact formula depends on whether you are using grade points or numeric values scaled to 100.

The formula for an adjusted grade average that uses grade points is:

$$\frac{\Sigma\,(\text{Adjusted Grade Points})}{\text{Total Number of Grades}} \;=\; \frac{(3 \times 1) + (2 \times 1.25)}{1 + 1} \;=\; 2.75$$

The formula for an adjusted grade average that uses numeric values scaled to 100 is:

$$\frac{\Sigma\,(\text{Adjusted Numeric Values Scaled to 100})}{\text{Total Number of Grades}} \;=\; \frac{\left(\dfrac{3 \times 1}{4}\right) \times 100 + \left(\dfrac{2 \times 1.25}{4}\right) \times 100}{1 + 1} \;=\; 68.75$$

Weighted Grade Average

Credit weights change the impact of a course on the GPA using course credits. For example, a Math course might be worth 3 credits, while an after-school band program is worth only 1.5 credits. If you don't use course credit weights, the band grade affects the GPA as much as the Math grade. If you use course credits weights, the band grade has only half the impact of the Math grade.

The district sets the maximum course credits for every course in the Course Catalog. When schools define GPAs, they can decide whether to take course credits into account.

Alternatively, you can use user-defined grade-item weights, which change the impact of one grade item over another based on rules you define. For example, assume a GPA includes a course grade and an exam grade, and you want the course grade to have twice as much impact on the GPA as the exam grade. You would set the weight of the course grade to 2 and the exam to 1.

Using the setup example (see "Selecting a Current Year GPA Calculation Formula & Method" on page 118), assume that the B course is worth 6 credits while the C course is worth only 3.

The formula for a weighted grade average that uses grade points is:

$$\frac{\Sigma\,(\text{Weighted Grade Points})}{\text{Weighted Total Number of Grades}} \;=\; \frac{(3 \times 6) + (2 \times 3)}{(1 \times 6) + (1 \times 3)} \;=\; 2.6666$$

The formula for a weighted grade average that uses numeric values scaled to 100 is:

$$\frac{\Sigma\,(\text{Weighted Numeric Values Scaled to 100})}{\text{Weighted Total Number of Grades}} \;=\; \frac{\left(\dfrac{3 \times 6}{4}\right) \times 100 \;+\; \left(\dfrac{2 \times 3}{4}\right) \times 100}{(1 \times 6) \;+\; (1 \times 3)} \;=\; 66.6666$$

For user-defined grade item weights, the formula is the same but the values of the weights comes from a different source. Also, user-defined grade item weights only apply when you are using different grade items.

NOTE
A single formula can include both course weights and user-defined weights.

Weighted Adjusted Grade Average

For setup example, see "Selecting a Current Year GPA Calculation Formula & Method" on page 118.

A weighted adjusted grade average applies both adjustments and course and/or user-defined weights to each grade.

In this example, the B course is worth 6 credits while the C course is worth only 3. The B course does not have an adjustment factor, so its adjustment factor is set to 1. The C course is an honors course and has an adjustment factor that multiplies the grade by 1.25.

The formula for a weighted adjusted grade average that uses grade points is:

$$\frac{\Sigma \text{ (Adjusted Weighted Grade Points)}}{\text{Weighted Total Number of Grades}} = \frac{(3 \times 1 \times 6) + (2 \times 1.25 \times 3)}{(1 \times 6) + (1 \times 3)} = 2.8333$$

The formula for a weighted adjusted grade average that uses numeric values scaled to 100 is:

$$\frac{\Sigma \text{ (Adjusted Weighted Numeric Values Scaled to 100)}}{\text{Weighted Total Number of Grades}} = \frac{\left(\frac{3 \times 1 \times 6}{4}\right) \times 100 + \left(\frac{2 \times 1.25 \times 3}{4}\right) \times 100}{(1 \times 6) + (1 \times 3)} = 70.8333$$

NOTE
If your school does not apply adjustment factors in a linear way to courses (i.e., you cannot always multiply by or add the same factor to all grades), you cannot use adjustment factors in your GPAs. Instead, set up your grading tables to accommodate the different course levels (advanced, remedial, etc.). For further information, see "Setting Up for GPA Calculations (including Course Leveling)" on page 75.

Displaying Current Year GPAs

Once the calculation is complete, Chancery SMS uses the GPA display settings to determine how to display the calculation results. If "Display As" is set to Numeric Value, the system rounds the GPA result to the number of decimals specified in the GPA definition. If "Display As" is set to Equivalent Grade, and/or the "Calculation method" is set to Use numeric values scaled to 100, the system uses the Grading Table selected in the GPA definition to convert the GPA to the appropriate equivalent grade.

For example, assume that the Calculation Result panel of a GPA definition is set up as follows:

In this example, the GPA definition specifies that the GPA should display as the Numeric Value, with a precision of 1. As a result, a final GPA of 3.25 remains in grade points, rather than being converted to a letter grade, but is rounded to 3.3.

Conversely, if the GPA specified that the Equivalent Grade should be displayed, the same GPA is converted to a letter grade of B based on the setup of the letter grade grading table.

Adding and Editing Current Year GPAs

Each current year GPA definition can cover year-to-date or a specific report card period.

To add or edit a current year GPA:

1 In the control bar, under Admin, click Grading.

2 On the Grading page, under Step 5, click Grade Point Averages.

3 On the Grade Point Averages page, do one of the following:

To	Do this
Add a GPA definition for the current year	• From the Actions menu, click Add > Current Year GPA Definition.
Edit a GPA definition	• Click the current year GPA definition name.
Delete a GPA definition	**1** Select the current year GPA definition to delete. **2** From the Actions menu, click Delete GPA Definition. **3** Click OK and skip the remaining steps.

4 On the Add/Edit Current Year GPA page, define the GPA as follows:

Field	Description
GPA name	Enter a unique name for the GPA of up to 55 characters. If you will be using more than one GPA on a report card, ensure the name clearly distinguishes the GPA from all other GPAs. For example, if a report card will have different GPAs for different grading periods, include the grading period in the GPA name, such as "GPA Current Rpt Card Period", "GPA Year-to-Date", or "GPA Rpt Card Period". Similarly, if the report card will have different GPAs for different courses, describe the courses in the GPA name, such as "Academic GPA" and "GPA for All Courses".
Description	If you want to describe the GPA in greater detail, enter a description.

5 From the Calculation Formula dropdown, choose a formula that uses adjusted, weighted, both, or neither. Use the following table as a guide:

Calculation Formula	Adjustment Factor Used?	Weights Used?
Simple grade average	No	No
Adjusted simple grade average	Yes	No
Weighted grade average	No	Yes
Weighted adjusted grade average	Yes	Yes

For more information, see "Selecting a Current Year GPA Calculation Formula & Method" on page 118.

6 From the Calculation Method dropdown, select one of the following:

- Use grade points – this converts existing grades to the grade point equivalents specified in the grading table prior to averaging them.

- Use numeric grades scaled to 100 – this divides the actual grades entered by the appropriate scale and then multiplies them by 100 prior to averaging them.

For more information, see "Selecting a Current Year GPA Calculation Formula & Method" on page 118.

7 From the Level dropdown, select one of the following:

- Use Assigned Level – this uses values from the version of the grading table specified for the course (e.g., Honors, Remedial).

- Use Regular Level – this uses values from the Regular version of the grading table, regardless of the course level specified for the course. The name of this option may be different if your district has changed the name of the Regular course level setup list item.

8 In the Calculation Display Result panel, define how the GPA result is displayed as follows:

Field	Description
Grading Table	Select the grading table that will be used to determine the grade of the resulting GPA.
Display As	Choose one of the following: • Equivalent Grade – this displays the grade in the format specified by the Equivalent Grade column of a numeric grading table or the Input Grade of a letter grade or graphic symbol grading table. • Numeric Value – this displays the numeric value of the GPA result, using the scale of the grading table.
Decimal Places	• If you selected Numeric Value, specify how many decimal places the resulting GPA should be rounded to.

NOTE
The grading table selected in the Grading Table field is only used when the GPA Calculation method is set to "Use numeric values scaled to 100" and/or the GPA "Display as" option is set to "Equivalent grade". For more information, see "Displaying Current Year GPAs" on page 122.

9 In the "Contributing Grading Periods and Grade Items panel", from the Grading Period dropdown, select a grading period for the GPA. The different settings have the following effects:

Grading Period	Description
Year to Date	If this option is selected, the resulting GPA includes all grading periods up to the current grading period.
	The GPA may also include the current grading period; however, this depends on the option chosen when GPA calculations are run. For more information see "Current-Year GPAs and Effective As Of Date" on page 175.
	If the result of this GPA definition is printed on every report card in a grading period set, the result changes each grading period to include the most recent grades.
Current Report Card Period	If this option is selected, the GPA includes grades from either the current grading period only or from the last completed grading period.
	Which grades are included depends on the option chosen when GPA calculations are run. For more information, see "Current-Year GPAs and Effective As Of Date" on page 175.
Report Card <#>	This option allows you to customize the GPA for each report card period or to show GPA definitions for each report card period at once by creating a separate GPA for each.
	If you have more than one grading period set, you can use the same GPAs for report cards of each grading period set. The GPA for Report Card 1 applies to the first report card period, no matter what the date range or the name.

10 In the Available Grade Items list, click each grade item that you want to include in the GPA and click [→] to move it to the Selected Grade Items list.

If a grade item that you want does not appear in the Available Grade Items list, ensure the Used in Calculations setting for the grade item is set to Yes. For further information, see "Setting Up Grade Items" on page 63.

11 If the Calculation Formula is set to "Weighted Grade Average" or "Weighted Adjusted Grade Average", do any of the following:

To	Do this
Weigh grades to reflect course credits	• To use course credit weights, select "Use Course Credit Weights". Credit weights change the impact of a course on the GPA using course credits. For example, a Math course might be worth 3 credits, while an after-school band program is worth only 1.5 credits. If you don't use course credit weights, the band grade affects the GPA as much as the Math grade. If you use course credit weights, the band grade has only half of the impact than the Math grade. The district sets the maximum course credits for every course in the Course Catalog. When schools define GPAs, they can decide whether to take course credits into account. Courses with 0 max. credits are ignored. **NOTE** The % Credit column in the grading tables is unrelated to course credit weights.
Weigh grade items using weights you specify	**1** Select "Use user-defined grade item weights". **2** Click "Specify Grade Item Calculation Properties". **3** On the Grade Item Calculation page, in the Weight column for the grade item, enter the appropriate weight. **4** Click OK. User-defined grade item weights change the impact of one grade item over another; therefore, it applies only to the GPAs that include multiple grade items, not to GPAs based on course grades only. For example, assume a GPA includes a course grade and an exam grade, and you want the course grade to make up two-thirds of the GPA - the course grade has twice as much impact on the GPA as the exam grade. You would set the weight of the course grade to 2 and the exam to 1. The school sets user-defined grade-item weights when it defines a GPA.
Specify what happens if a grade is missing	By default, missing grades are ignored. You can choose to count a missing grade as 0. To change the impact of missing grades: **1** Click "Specify Grade Item Calculation Properties". **2** On the Grade Item Calculation page, in the Missing Grade column for the grade item, select the appropriate setting. **3** Click OK.

12 In the Contributing Courses panel, do one of the following:

To	Do this
Include all courses in the GPA calculation	• Select "Include all courses in the calculation".
Include only certain courses in the GPA calculation	**1** Select "Include selected courses in the calculation". **2** Click "0 courses selected". **3** On the Select Courses page, search for and select the courses to be included in the GPA, and then click OK.
Exclude only certain courses from the GPA calculation	**1** Select "Exclude selected courses from the calculation". **2** Click "0 courses selected". **3** On the Select Courses page, search for and select the courses to be excluded from the GPA, and then click OK.
Include only a student's top grades in the GPA calculation	• Select "Count only the best # of the included courses" and enter the number of courses. **NOTE** This option can be combined with any of those listed above.

Contributing Courses

- ○ Include all courses in the calculation
- ● Include selected courses in the calculation   0 courses selected...
- ○ Exclude selected courses from the calculation

☐ Count only the best [0] of the included courses (enter 1-99)

13 In the Historical Pages panel, select "Store in historical pages upon year end processing and print on student transcript report", if required.

NOTE
You can only select this option for one weighted and one unweighted current year GPA definition. The GPA definitions with this setting appear on the Grade Point Averages page and are preceded by an asterisk (*).

14 Click OK.

Working with Cumulative GPAs

Cumulative GPAs can be easily configured to meet the specific requirements of your school. To understand the available options, refer to the appropriate topic:

Options for Cumulative GPAs

Because cumulative GPA calculations include both current year and historical data, make sure the overall historical data on the students' historical pages does not include any current year information - keep current year grades and historical grades separate. The cumulative GPA calculations combine the historical and current year data to produce the correct cumulative GPA and if historical GPAs include current year data, cumulative calculations will not be correct. For more information, see "Selecting a Calculation Formula" on page 129.

For any cumulative GPA definition, you can:

*   Calculate as a potential credits grade average or a simple grade average.
*   Apply course adjustment factors or not, regardless of the formula chosen.
*   Use grade points or numeric values scaled to 100 in the calculation.
*   Specify that if the student is denied credit for any reason the grade should be counted as 0 in cumulative GPA calculations.
*   Define how to treat missing grades.
*   Use course leveling to apply adjustment factors.
*   Use either weighted or unweighted values from historical data, regardless of the formula chosen.
*   Control the courses by including only courses you specifically select, excluding courses you specifically select, or including all courses. A GPA can only include courses for which grades are collected, as determined by the district in the Course Catalog.
*   Include the best courses in the GPA definition, such as the best five courses, rather than all of the courses assigned to the GPA definition.

All cumulative GPA calculations also follow these rules:

*   From the current year's grades, special grades are ignored because they have no point values or numeric equivalents.
*   If a student is enrolled in multiple schools, the cumulative calculation includes all courses from all schools the student is enrolled in. The cumulative GPA definition used for a particular student is taken from the student's home school.
*   If cumulative GPA definitions are set up differently at different schools, students who are dual enrolled may be awarded different GPAs at different schools. In this case, the cumulative GPA assigned at the student's home school prints on the student's transcript and, when Year End Processing is run, rolls over to the student's historical transcript page.
*   On the Course Grading page at the district level, if "Exclude from GPA" is selected, then that course is not included in the cumulative GPA calculations. The "Exclude from GPA" setting supersedes the "Use in Cum GPA" setting on the Course Grading page at the school level.
*   For a student's grades to be included in the cumulative GPA calculation, the student must be enrolled during the time period to which the calculation applies. A new student's grades earned prior to enrollment and entered in Chancery SMS are not counted in the cumulative GPA calculations because the student was not enrolled during the applicable time period.

- If a student is missing overall historical data or one or more yearly historical GPAs, the student is added to the suspect cumulative GPA list. However, if the student is also in a grade level **equal to** the "Start from grade level" specified on the Add/Edit Cumulative GPA page, the student's cumulative GPA is calculated using the current year data.

Also be aware of the attendance rules for credit calculations that apply to the current year grades portion of cumulative GPA calculations. The rules are as follows:

- For current year grades, if both Award Credit and "Use in Cum GPA" on the Course Grading page are set to Yes, then the attendance rules set up on the "Attendance Rules for Credit Calculations" page that affect credit awarding are taken into account.

- If a student is denied credit due to excessive absences based on the settings on the "Attendance Rules for Credit Calculations" page, then the grade is considered 0 (zero) for the cumulative GPA calculation. For example, if a student gets 87 in a course but is denied credit due to excessive absences, that course is counted as 87 in current year averages, but as 0 for cumulative GPA calculations. For information about attendance rules for credit calculations, see "Set Up Attendance Rules for Credit Calculations" in the Chancery SMS School Setup Guide.

- If a user enters a credit override where, for example, the calculated credits earned is 0 and it is overridden to 0.5, then the student's actual grade is used, not 0 and not the overridden credits earned.

- If a student's credits earned value is 0 due to the student's grade, then the grade is used for calculations. For example, D=0 grade points in the grading table is a passing grade with 0% credit awarded.

Using More than One Scale for Cumulative GPAs

If you choose to set up cumulative GPAs using both grade points and numeric values scaled to 100, you must ensure that you are comparing grades using the same scale for historical and current year data. When you are using numeric values scaled to 100, this is not an issue because the scaling is done as part of the calculation. However, with the grade points method, there is no scaling.

To accommodate no scaling for grade points, you must enter overall values in all students' historical records in the same scale that you use for the Grade Points column of the grading table used for the current year data. This ensures that the grades are comparable.

Selecting a Calculation Formula

When you create cumulative GPAs, you must select a calculation formula. How this calculation formula works then depends on the calculation method you use: grade points or numeric values scaled to 100.

For information about each formula, refer to the following descriptions:

- "Sum (Points x Potential Credits / Total Potential Credits (Potential Credits Grade Average)" on page 131

- "Sum (Points) / Total Number of Grades (Simple Grade Average)" on page 132

The following factors apply to all cumulative GPA calculations:

- If an overall cumulative GPA exists on the historical transcript pages, it is used for the historical portion of the calculation. The current year portion of the calculation uses current year grades.

    "Overall cumulative GPA" is the Cumulative GPA value entered in the Graduation Information panel on the Student > Historical page.

- If an overall cumulative GPA does not exist, the yearly GPA value is used for each historical year that has a yearly GPA.

    "Yearly GPA" is the Yearly GPA value in the Course Information panel on the Student > Historical > Add/Edit Historical Year page.

- If at least one yearly GPA value is missing and an overall cumulative GPA does not exist, then the calculation is based on the yearly GPAs that do exist, and the item is included in the suspect cumulative GPA list.

Cumulative GPA Calculation Formula Setup Examples

For each combination, assume that no adjustment factors are applied, the GPA definitions are set up to use Unweighted values from the student's historical page, and the following overall values have been entered:

	Potential	Earned	State	Local
Total credits:	20	18	0	0

	Unweighted	Weighted
Cumulative GPA:	3.2	3.4

	Unweighted	Weighted
Potential credits for cumulative GPA:	20	20

	Unweighted	Weighted
Total points:	32	31

	Unweighted	Weighted
Total number of grades:	10	10

For the current year, the student took two courses, and received a B for a 6-credit course and a C for a 3-credit course. The current year grading table is set up as follows:

Type: Letter Grade

Grading scale: 100

Letter Grade Grading Table

To do numeric calculations, including honor roll calculations, provide numeric values for Lower Cutoff, numeric equiv, and P/F columns.

Selected: 0

	*Letter Grade	Lower Cutoff	Grbk % Cutoff	Grade Points	P/F	% Credit	*Description in Legend
☐	A	86	86	4	P	100	Excellent
☐	B	75	75	3	P	100	Good
☐	C	65	65	2	P	100	Satisfactory
☐	D	55	55	1	P	100	Poor
☐	F	0	0	0	F	0	Unsatisfactory

Sum (Points x Potential Credits / Total Potential Credits (Potential Credits Grade Average)

The "Potential Credits" for a grade item is the maximum credits for the course divided by the number of grade items within the class's schedule that have "Use in Cum GPA" set to Yes. For example, if a course has a maximum credits of 1 and it has two grade items – one in each semester – set to "Use in Cum GPA", the potential credits are calculated as 1 / 2 = 0.5. If the class only runs in one semester, the potential credits are calculated as 1 / 1 = 1.

The potential credits grade average formula weights the historical cumulative or yearly GPAs and the current year grades by multiplying them by their potential credits.

The formula for "Sum (Points x Potential Credits) / Total Potential Credits" using grade points is:

$$\frac{\left(\text{Unweighted Overall Cum GPA} \times \begin{array}{c}\text{Total Potential}\\\text{Credits from}\\\text{historical data}\end{array}\right) + \Sigma \left(\text{Grade Points} \times \text{Potential Credits}\right)}{\text{Total Potential Credits from historical data} \quad + \quad \text{Total Potential Credits from current year}} = \text{Cum GPA}$$

$$\overleftarrow{\quad\quad\quad \underset{\text{Historical Data}}{} \Big| \underset{\text{Current Year Data}}{} \quad\quad\quad}\rightarrow$$

When you apply the values from the example, it looks like this:

$$\frac{\left(3.25 \times 9\right) + \left(3 \times 6\right) + \left(2 \times 3\right)}{9 + 9} = 3.125$$

$$\overleftarrow{\quad \underset{\text{Historical Data}}{} \Big| \underset{\text{Current Year Data}}{} \quad}\rightarrow$$

The formula for "Sum (Points x Potential Credits) / Total Potential Credits" using numeric values scaled to 100 is:

$$\frac{\left(\left(\frac{\text{Unweighted Overall Cum GPA}}{\text{Historical Scale}} \times 100\right) \times \begin{array}{c}\text{Total Potential}\\\text{Credits from}\\\text{historical data}\end{array}\right) + \Sigma \left(\left(\frac{\text{Grade}}{\text{Scale}} \times 100\right) \times \text{Potential Credits}\right)}{\text{Total Potential Credits from historical data} \quad\quad + \quad \text{Total Potential Credits from current year}} = \text{Cum GPA}$$

$$\overleftarrow{\quad\quad\quad \underset{\text{Historical Data}}{} \Big| \underset{\text{Current Year Data}}{} \quad\quad\quad}\rightarrow$$

When you apply the values from the example, it looks like this:

$$\frac{\left(\left(\frac{3.25}{4.0} \times 100\right) \times 9\right) + \left(\left(\frac{3}{4} \times 100\right) \times 6 + \left(\frac{2}{4} \times 100\right) \times 3\right)}{9 + 9} = 75.9583$$

$$\overleftarrow{\quad \underset{\text{Historical Data}}{} \Big| \underset{\text{Current Year Data}}{} \quad}\rightarrow$$

Sum (Points) / Total Number of Grades (Simple Grade Average)

The simple grade average formula does not use weights, so each grade is considered an equivalent unit, regardless of the potential credits.

The formula for "Sum (Points) / Total Number of Grades" using grade points is:

$$\frac{\left(\left(\dfrac{\text{Unweighted Overall Cum GPA}}{\text{Historical Scale}} \times 100\right) \times \begin{array}{c}\text{Total Potential}\\\text{Credits from}\\\text{historical data}\end{array}\right) + \Sigma\left(\left(\dfrac{\text{Grade}}{\text{Scale}} \times 100\right) \times \text{Potential Credits}\right)}{\text{Total Potential Credits from historical data} \quad + \quad \text{Total Potential Credits from current year}} = \text{Cum GPA}$$

$$\overset{\textit{Historical Data} \quad | \quad \textit{Current Year Data}}{\longleftrightarrow}$$

When you apply the values from the example, it looks like this:

$$\frac{\left(3.35 \times 9\right) + \left(3 \times 1 \times 6\right) + \left(2 \times 1.25 \times 3\right)}{9 + 9} = 3.3$$

$$\overset{\textit{Historical Data} \quad | \quad \textit{Current Year Data}}{\longleftrightarrow}$$

The formula for "Sum (Points) / Total Number of Grades" using numeric values scaled to 100 is:

$$\frac{\left(\left(\dfrac{\text{Unweighted Overall Cum GPA}}{\text{Historical Scale}} \times 100\right) \times \begin{array}{c}\text{Total Potential}\\\text{Credits from}\\\text{historical data}\end{array}\right) + \Sigma\left(\left(\dfrac{\text{Grade}}{\text{Scale}} \times 100\right) \times \text{Potential Credits}\right)}{\text{Total Potential Credits from historical data} \quad + \quad \text{Total Potential Credits from current year}} = \text{Cum GPA}$$

$$\overset{\textit{Historical Data} \quad | \quad \textit{Current Year Data}}{\longleftrightarrow}$$

When you apply the values from the example, it looks like this:

$$\frac{\left(\left(\dfrac{3.25}{4.0} \times 100\right) \times 9\right) + \left(\left(\dfrac{3}{4} \times 100\right) \times 6 + \left(\dfrac{2}{4} \times 100\right) \times 3\right)}{9 + 9} = 75.9583$$

$$\overset{\textit{Historical Data} \quad | \quad \textit{Current Year Data}}{\longleftrightarrow}$$

Adding and Editing Cumulative GPAs

When you edit cumulative GPAs, keep in mind that class ranks use cumulative GPAs as part of their definitions; you will need to recalculate class ranks because student ranks may be affected by your changes.

NOTE
If your district calculates term GPAs, Chancery SMS uses the formula you set up for the cumulative GPA when calculating both the end-of-term GPA and the cumulative-to-end-of-term GPA. For more information about term GPAs, see "Grading Periods and GPA/Class Rank Reporting Terms" on page 92 and "Calculating Term GPAs" on page 174.

To add or edit a cumulative GPA:

1 In the control bar, under Admin, click Grading.

2 On the Grading page, under Step 5, click Grade Point Averages.

The Grade Point Averages page shows the type of GPA (Cumulative or Current Year), the GPA name, its formula, and its description.

3 On the Grade Point Averages page, do one of the following:

To	Do this
Add a cumulative GPA definition	• From the Actions menu, click Add > Cumulative GPA Definition.
Edit a GPA definition	• Click the cumulative GPA definition name.
Delete a GPA definition	**1** Select the cumulative GPA definition to delete. **2** From the Actions menu, click Delete GPA Definition. **3** Click OK and skip the remaining steps. **NOTE** Deleting GPA definitions will affect the class rank definitions that use them, as well as the student ranks calculated using those class rank definitions.

4 On the Add/Edit Cumulative GPA page, define the cumulative GPA:

| Field	Description
GPA Name	Enter a unique name for the GPA of up to 55 characters. If you will be using more than one cumulative GPA on a report card, ensure the name clearly differentiates the GPA from all others.
Description	If you want to describe the GPA in greater detail, enter a description of up to 200 characters.
Calculation formula	Select one of the following: • Sum (Points x Potential Credits) / Total Potential Credits • Sum (Points) / Total Number of Grades For more details, see "Selecting a Calculation Formula" on page 129.

Field	Description
Adjustment factor	If you want to apply course adjustment factors to the current year portion of the calculation, select "Use course adjustment factor to determine points". **NOTE** If your school does not apply adjustment factors in a linear way to courses (i.e., you cannot always multiply by or add the same factor to all grades), you cannot use adjustment factors in your GPAs. Instead, set up your grading tables to accommodate the different course levels (advanced, remedial, etc.). For further information, see "Setting Up for GPA Calculations (including Course Leveling)" on page 75.
Calculation method	Select one of the following: • Use grade points – converts existing grades to the grade point equivalents specified in the grading table. • Use numeric grades scaled to 100 – divides grades entered by the appropriate scale and multiplies them by 100.
Credits earned penalty	If you want to penalize students who have not received credit, select "If credits earned is zero, count grade as zero".
Missing grade	Indicate how you want missing grades to be treated. Select one of the following: • Ignore Grade Item – removes the grade item from both the numerator and the denominator. • Count Item as Zero – enters a value of zero in the numerator and leaves the corresponding credit value in the denominator.
Level	Select one of the following: • Use Assigned Level – this uses values from the version of the grading table specified for the course (e.g., Honors, Remedial). • Use Regular Level – this uses values from the Regular version of the grading table, regardless of the course level specified for the course. The name of this option may be different if your district has changed the name of the Regular course level setup list item.
Historical values	Select one of the following: • Use unweighted values from historical • Use weighted values from historical
Start from grade level	Select the grade level to go back to when calculating cumulative GPAs. This only applies if yearly historical values are being used by the system, rather than overall historical values.
Historical scale	Enter the scale to be used when using GPA values in historical records. For example, if you enter 4 and the GPA value in the historical records is 3.29, Chancery SMS takes 3.29 to be on a 4 point scale. If you enter 5, the calculation is 3.29 on a 5 point scale. This only applies if the Calculation Method is "Use numeric values scaled to 100". No scale is required for grade points.

5 In the Calculation Display Result panel, from the Decimal Places dropdown, select how many decimal places the resulting GPA should be rounded to when displaying the result. This is the display precision, not the calculation precision.

When Chancery SMS does its calculations, it uses the internal value with more decimal places, and then rounds and displays the result in the number of decimal places you specify here. Therefore, the results might not be the same as calculating using the displayed values. You can, however, use the Cumulative GPA report to print displayed precision values for comparison.

6 In the Contributing Courses panel, do one of the following:

To	Do this
Include all courses in the GPA calculation	• Select "Include all courses in the calculation".
Include only certain courses in the GPA calculation	**1** Select "Include selected courses in the calculation". **2** Click "0 courses selected". **3** On the Select Courses page, search for and select the courses included in the GPA, and then click OK.
Exclude only certain courses from the GPA calculation	**1** Select "Exclude selected courses from the calculation". **2** Click "0 courses selected". **3** On the Select Courses page, search for and select the courses excluded from the GPA, and then click OK.
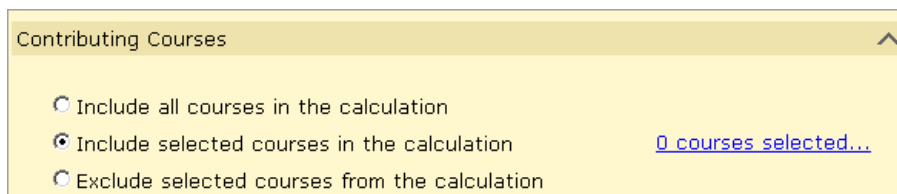
7 In the Historical Pages panel, select "Store in historical pages upon year end processing and print on student transcript report", if required.

You can only select this option for one weighted and one unweighted cumulative GPA definition.The GPA definitions with this setting appear on the Grade Point Averages page, preceded by an asterisk (*).

8 Click OK.

Class Ranks

A class rank is the academic standing of a student based on their grade point average in comparison with the other members of a class. Typically, schools calculate student class ranks for transcript purposes.

In Chancery SMS, you can set up class rank definitions for your school. When you create these definitions, you select a predefined cumulative GPA definition, as well as specify the grade levels and minimum enrollment days, credits, and grades for the ranking. You then run calculations against these class rank definitions to determine each student's ranking in a class. For information about class rank calculations, see "Calculating Class Ranks" on page 177.

Class ranks functionality is only available for secondary schools, as class ranks are built on cumulative GPAs, which are also available for secondary schools only. You must set up cumulative GPA definitions before you can set up class rank definitions. For further information, see "Adding and Editing Cumulative GPAs" on page 133.

Adding and Editing Class Rank Definitions

Set up class rank definitions based on your district's policies. If required, you can choose to exclude certain students who may meet eligibility requirements but who should not be included in class rank calculations. These students are treated as ineligible for the purposes of the calculation.

Some students may be ineligible to be ranked according to the class rank eligibility criteria you set up, but may be eligible for other reasons. In this case, you can manually rank those students, provided you have the access permissions. See "Permissions to Set Up Secondary Grading & Enter Grades" on page 58.

For information about calculating and storing student ranks, see "Calculating Student Ranks" on page 179.

To add or edit class rank definitions:

1 In the control bar, under Admin, click Grading.

2 On the Grading page, under Step 5, click Set Up Class Ranks.

3 On the Class Ranks page, do one of the following:

To	Do this
Add a class rank definition	• From the Actions menu, click Add Class Rank Definition.
Edit a class rank definition	• Click the class rank definition name.
Delete a class rank definition	**1** Select the class rank definition to delete. **2** From the Actions menu, click Delete Class Rank Definition. **3** Click OK and skip the remaining steps.

4 On the Add/Edit Class Rank page, specify the following:

Field	Description
Class rank name	Enter a class rank name of up to 55 characters.
Description	Enter a description of up to 200 characters.

5 In the Student Exclusions panel, search for students.

6 From the Available Student's list, select the students you want to exclude from the calculation.

7 Click [->] to move the appropriate students to the Selected Students list.

> **NOTE**
> You can run multiple searches for students based on different criteria; the results in the Available list change to match the search criteria, but the Selected Student list displays a cumulative list of students you have selected, regardless of the search.

8 In the Global Criteria panel, specify the following:

Field	Description
Cumulative GPA	Select the cumulative GPA to be used for calculating class rankS.
Rank following a tie	Select what rank number to use after a tie. The options are: • Skips number in tie – e.g., if three students were ranked 15th, the next student would be ranked 18th. • Use next consecutive number – e.g., if three students were ranked 15th, the next student after the tie would be ranked 16th.
Ignore all students who have withdrawn from the current year except those students with the following status codes	This option is selected by default and enables you to exclude students who have withdrawn during the current year. In the Available Items list, select the status codes to include in class rank calculations and click [->] to move them to the Selected Items list. Only Withdrawal type status codes are listed in the Available Items list. **NOTE** If you deselect this option, then all students, including students who have withdrawn from the current year, are included in class rank calculations.

9 In the Grade Level Specific Criteria panel, specify the following for each grade:

Field	Description
Grade Level	Displays the grade levels from the cumulative GPA definition. Chancery SMS always calculates class ranks for each grade level separately. You can set up multiple class rank definitions for a grade level.
Include	Select whether to include this grade level in class rank calculations. If there are already calculated or stored ranks for a grade level, and you change this field to No, the calculated and stored ranks for this grade level are permanently deleted.

Field	Description
Min Number Days Enrollment in District	Enter the minimum number of days students in this grade level must be enrolled in the district before students are eligible to be included in this class rank definition. For example, your district might require that students be enrolled for at least the equivalent of one semester's school days before they're eligible to be included in class rank calculations. A student who is enrolled in any school in your district is counted; therefore, if a student is enrolled in two schools, enrollment days in both schools are counted.
Min Number Credits Earned	Enter the minimum number of credits students in this grade level must have earned, in any school or district, before they are eligible to be included in class rank calculations. Credits earned in historical years contribute to this count.
Min Number Final Grades	Enter the minimum number of grade items indicated as final grade that students in this grade level must have earned, in any school or district, before they are eligible to be included in class rank calculations. All final grades earned in historical years contribute to this count, as do failing final grades in the current year, and final grades from other schools the student is enrolled in.

10 In the Historical panel, if you want to store historical class rank information, select "Store in historical upon year end processing".

You can store one rank definition – weighted or unweighted – for each grade level. For example, if you have a class rank definition for grades 9 and 10, and another one for grades 11 and 12, you can select this option for both class rank definitions. If you have a class rank definition for grades 10 and 11, and another one for grades 11 and 12, you can select this option for only one of the class rank definitions, because grade 11 is in both class rank definitions.

NOTE
This checkbox indicates which set of stored student ranks is put on the historical pages. Before you run Year-End Processing, be sure to calculate (or recalculate) and store the student ranks for this definition so that Chancery SMS stores the correct student ranks.

11 Click OK.

Setting Up Secondary Report Cards

Once you create your grading structure and set up your calculations, you are ready to define report cards and progress reports.

Chancery SMS provides a generic report card template, which you can modify to meet your needs, or you can create a custom report card template. For further information, see the Chancery SMS Working with Secondary Report Cards and Progress Reports Technical Bulletin.

NOTE
For instructions about how to update custom secondary report cards to use the new GPA/class rank reporting term functionality in Chancery SMS 6.6.5, contact Pearson technical support.

You need to be sure to set up a report card for all grade levels in your school. You can create different report cards for different grade levels or have one report card for all grade levels.

You can have a maximum of one report card for each grade level. Once you've assigned a report card to a grade level, that grade level is no longer available for any other report card setup. For example, if your school has grades 9, 10, 11, and 12, you could create a report card and assign it to grade levels 9, 10, and 11 and then create a different report card and assign it to grade 12. When you set up the second report card, you only have the option to select grade 12 because other grade levels have already been assigned a report card.

At secondary schools, progress reports are set up just like, but separately from, report cards. As with report cards, each grade level can have only one progress report.

The grade levels you can choose from are defined on the Grade Levels Setup page. For information about grade levels, see the Chancery SMS School Setup Guide.

Creating Secondary Report Cards/Progress Reports

You can specify the columns and headings you want to show on the report cards and progress reports, as well as the order in which you want courses to display. In addition, you can specify which current year GPAs to show on report cards.

Setting up Report Card and Progress Report Options

1 In the control bar, under Admin, click Grading.

2 On the Grading page, under Step 6, click Report Card and Progress Report Setup.

3 On the Report Card Setup page, do one of the following:

To	Do this
Add a report card	• From the Actions menu, click Add Report Card.
Add a progress report	• From the Actions menu, click Add Progress Report.
Edit a report card or progress report	• Click the name of the report card or progress report.
Delete a report card or progress report	**1** Select the report card or progress report to delete. **2** From the Actions menu, click Delete Report. **3** Click OK and skip the remaining steps.

4 On the Edit Report Card/Progress Report page, define the report card as follows:

Field	Description
Report card/Progress report name	Enter a name for the report card or progress report, such as "Grade 10 Report Card".
Grade level	Identify the grades that this report card or progress report applies to. If you do not select all of the grades, ensure you create additional report cards and progress reports for those grades.

After you select grade levels, the page refreshes to display all defined grade items.

5 Under Report Card/Progress Report Elements, select all of the elements that you want displayed on the report card or progress report.

NOTE
Due to space restrictions, if you select to display course level information, you cannot also display grading table legends.

Sorting Courses on Report Cards and Progress Reports

You can specify the order that courses should appear on report cards and progress reports.

To sort courses:

1 On the Edit Report Card or Edit Progress Report page, do one of the following:

| To	Do this
Sort courses alphabetically by course name	From the Sort Courses By dropdown, select Course Name.
Sort courses alphabetically by course number	From the Sort Courses By dropdown, select Course Number.

To	Do this
Sort courses by meeting pattern	From the Sort Courses By dropdown, select Meeting Pattern/Scheduling Term or Scheduling Term/Meeting Pattern.
	Selecting Meeting Pattern/Scheduling Term sorts by meeting pattern first and then by term, so you would see the course in period 1 for term 1, then the course for period 1 in term 2.
	Selecting Scheduling Term/Meeting Pattern sorts by term first and then by meeting pattern, so you would see the courses for all periods in term 1 and then the courses for all periods in term 2. For information about meeting patterns, see the Chancery SMS Scheduling Guide.
	NOTES • If a class is assigned to more than one term, the course is sorted according to the current term for the current grading period. • If a class has a different meeting pattern in each term, courses are sorted according to the meeting pattern that currently applies, e.g., in semester 1, the course is sorted according to the meeting pattern assigned to the class for semester 1 and, in semester 2, according to the meeting pattern assigned to the class for semester 2. • If a class is assigned to more than one meeting pattern within the same term, the course is sorted based on the earliest occurrence of the class and subsequent occurrences of the class are ignored. For example, if a class is assigned to meeting pattern 1 that meets in Period 1 on Mondays and meeting pattern 4 that meets in Period 4 on Wednesdays, the course is sorted according to Period 1 on Monday only. • If a school has more than one term set defined, terms are sorted by the number of terms in the term set (smallest to biggest), by the term number, and then by term set name. For example, a full year term with 1 term would be displayed first and a term set with 2 terms would sort next with semester 1 coming before semester 2.

2 If you want to display meeting pattern and term on the report card/progress report, under Course Information, select Meeting Pattern and Scheduling Term.

3 Click OK.

## Defining Report Card GPAs, Columns, and Headers

You can specify which current year GPAs to show on the report card. Current year GPAs apply only to report cards, not to progress reports. For both report cards and progress reports, you can specify which columns and columns headings to display.

To define GPAs, columns and headers:

1 On the report card, select one or more current year GPAs in the Available list and click [→] to move them to the Selected list.

The current year GPAs in the Available list are the current year GPAs set up for your school. See "Setting Up Grade Point Averages" on page 117.

2 To change the order in which the GPAs appear on the report card, change their order in the Selected list. To move a GPA up or down, in the Selected list, click the GPA you want to move and click the up or down arrow.
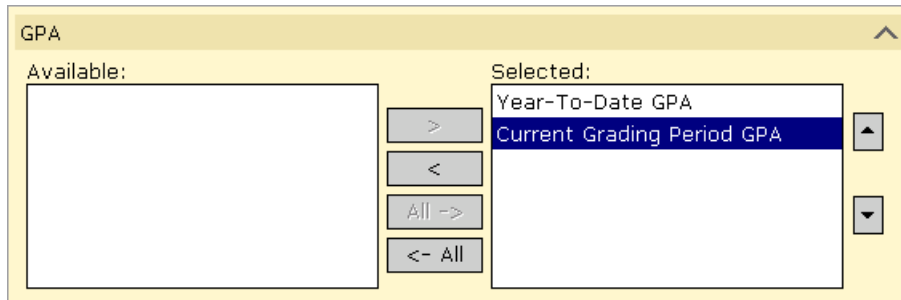
NOTE
If your current year GPA definition is set up to calculate for a specific report card grading period (for example, grading period "Report Card 1"), remember to remove the GPA from the report card setup when it is no longer that grading period. This is because if you are now in a new grading period (i.e. "Report Card 2") but you have not removed the current GPA for the Report Card 1 grading period, it will still appear on the student's report card.

3 Under Report Card/Progress Report Columns, to provide labels for the columns on the report card or progress report, click the Column Header field for each item and enter a label or use the grade item code that appears by default.

If you defined a numeric grading table and set the Equivalent Grade Type to Letter Grade or Graphic Symbol, you can use the Grade Item Display setting to specify whether you want to display the numeric value, the Equivalent Grade value, or both for the grade item. For more information about grading tables, see "Selecting a Grading Table Type" on page 65.

4 Add summaries of attendance and credits:

To add this	Do this
A column showing credit awarded for a grade item (report card only)	**1** Under Report Card Columns, select a grade item. **2** From the Actions menu, click Add Column > Credit Awarded.
A column indicating the cumulative absences in a course (report card only)	**1** Under Report Card Columns, select a Course Grade for one of the grading periods. **2** From the Actions menu, click Add Column > Cumulative Absences.
A column indicating the total absences in a course (progress report only)	**1** Under Progress Report Columns, select a Course Grade for one of the grading periods. **2** From the Actions menu, click Add Column > Total Absences.
A row of total absences (excused and unexcused) for each grade item for each grading period	• From the Actions menu, click Add Row > Total Absences.
A row of unexcused absences for each grade item for each grading period	• From the Actions menu, click Add Row > Unexcused Absences.
A row of excused absences for each grade item for each grading period	• From the Actions menu, click Add Row > Excused Absences.

NOTE
If you add a Credit Awarded or Cumulative Absences column, the Grade Item Display column shows N/A.

5 If you want to display a grade item as a row on the report card or progress report instead of a column, select the grade item under Report Card Columns. From the Actions menu, click Switch Row/Column.

When positioning elements as rows or columns, the following restrictions apply:

• Grade items that use Numeric, Letter Grade, or Graphic Symbol grading tables can be either columns or rows. They appear as columns by default.

• Grade items that use comment grading tables must appear in rows.

• Credit Awarded and Cumulative Attendance can appear only as columns.

• Total Absences, Unexcused Absences, and Excused Absences can appear only as rows.

6 Click OK.

Interpreting Attendance Values on Secondary Report Cards

Cumulative Absences typically indicate absences during the selected grading period. However, if you add only one Cumulative Absences column and it is in the last grading period, the column indicates absences during the entire year.

Attendance numbers for a course only appear on the report card if the course appears on the report card.

Therefore, if a student transfers between courses, the report card displays both courses – and absences in them – only if the student receives a grade for both courses. Similarly, if a student withdraws, the report card displays the course – and absences in it – only if the student receives a grade for the course.

Filtering and Grouping for Distribution

Chancery SMS includes several options for filtering and grouping report cards/progress reports for distribution.

To filter and group for distribution:

1 In the control bar, under Admin, click Reports.

2 On the Reports List page, under Grading Reports, click Secondary Progress Report or Secondary Report Card.

3 On the Report Options page, from the Grading Period Set dropdown, select the grading period set.

4 From the Grading Period dropdown, select a grading period.

5 To filter report cards/progress reports, do one of the following:

To	Do this
To include students who have withdrawn from the school after grades were collected This option applies to all filters.	• Under students, select "Include withdrawn students who have grades".
Print report cards/progress reports for all students	• Under students, select "All students from the selected grading period".
Print report cards/progress reports for students in a specific grade level	• Under students, select Selected Grade Levels. Select the grade levels. **NOTE** Available grade levels display when a grading period set and grading period are selected.
Print report cards for specific students	**1** Under students, select Selected Students. **2** In Last Name and First Name fields, enter the student name search criteria. Click Search. **3** Students matching the search criteria are added to the Available Students list. **4** In the Available Students list, select students and move them to the Selected Students list.

To	Do this
Print reports for students who have a course taught by a specific teacher For example, use this option if a teacher made a grading error and you need to reprint the report cards for all students in her classes	**1** Under students, select "Students taught by teacher in the selected grading period". **2** In the Available Teachers list, select teachers and move them to the Selected Teachers list.
Print reports for students who are taking a specific course	**1** Under students, select "Students taking course in selected grading period". **2** Use basic or detail search to search for specific courses or click Display All Records. Courses matching the search criteria are added to the Available Courses list. **3** In the Available Courses list, select courses and move them to the Selected Courses list.

6 To group the print output for distribution, do one of the following:

NOTE
If a student does not match the selected grouping criteria, their report card prints at the end of the print run, sorted by student last name.

To	Do this
Group by student homeroom, then sort by student last name	In Sort Options, select Homeroom/Student Last Name.
Sort by student last name, then student first name	In Sort Options, select Student Last Name.
Group by Grade Level, then sort by student last name	In Sort Options, select Grade Level/Student Last Name.

To	Do this
Group by the student's teacher in a specific period, then sort by student last name	**1** In Sort Options, select "Student's teacher in period/Student last name".
	2 In the date fields, select the date. Chancery SMS groups the report cards based on the student's schedule on the selected date.
	3 If more than one scheduling group is defined for the school, from the Scheduling Group dropdown, select the appropriate scheduling group.
	4 In the Day field, verify the scheduling day assigned to the specified date.
	5 In Period Name, select the period you want to distribute report cards in.
	6 If you want to exclude students who are not taking classes in the specified scheduling group, click "Exclude students not scheduled for the specified scheduling group".
	For example, if your school has different scheduling groups for middle and high school students. You can print report cards for your middle school students and exclude the high school students, so their report cards don't print at the end of the print run sorted only by student last name. Then you can print report cards for the high school students and exclude the middle school students.

7 Click Preview.

Setting Up Transcripts (School-Level)

A transcript is an official document that summarizes a student's academic history. Often, transcripts summarize secondary school performance for students applying to college or university.

Setting up transcripts involves both the district and the school. The steps are as follows:

1 The district:

- Chooses the columns that contain grade information and what their names are, such as S1 for Semester 1 and S2 for Semester 2. The district can choose up to four columns for grade information.

- Chooses the specific content of the transcript, including the subject areas that are shown, the tests the person printing the transcript can choose to show, and specific details such as whether the student's address or the principal's name is shown.

- Informs the schools that it has completed its part of the transcript setup.

For information about these steps, see the Transcript Setup topic in the Chancery SMS District Administration guide.

2 The schools define the grade items that correspond to each of the columns the district has chosen. See "Setting Up Grade Items for Historical Courses" on page 150.

When all of these steps are completed, historical information can be entered or imported.

About Transcripts

You can print student transcripts for students who have historical transcript information, meaning that information has been:

- Manually entered on the Historical student pages. See "Student Historical Transcript Information" on page 153.

- Imported as historical data. See the Chancery SMS Import/Export Guide.

- Entered in a previous year and converted to historical records through Year-End Processing. See the Chancery SMS School User Guide.

Transcripts in Chancery SMS also include current year data and up-to-date cumulative GPAs. You can group transcripts by school year (e.g., 2000, 2001, 2002), or by subject area.

Transcripts can include the following information:

- School and student information

- Courses, course grades, and grade averages

- Attendance

- Scores on state or college exams

- Credits

- Graduation information

Printing transcripts is like printing other reports in Chancery SMS. For information about printing transcripts, see the Reports topic in the Chancery SMS School User Guide.

Setting Up Grade Items for Historical Courses

The district defines much of the information that appears on transcripts. However, each school needs to customize historical information and transcripts in these ways:

- Identify all the grade items that can be collected for historical courses at the school. Grade items are anything related to a course that you can collect a grade for, such as a semester 1 grade, a semester 2 grade, a final grade, a semester 1 exam, and a semester 2 exam. You can define up to 12 grade items; however, you can display only 4 grade items on transcripts.

Transcript columns

- Identify which grade items appear on transcripts by linking your grade items to the transcript columns the district created. The district can create up to four columns. Be sure to define and link a grade item to each one. The only grade items that will show on transcripts are the ones linked to transcript columns.
- Determine whether each grade item awards credit.
- Determine whether each grade item is used in cumulative GPAs.

Before you customize your school transcripts, ensure the district has named the transcript columns.

To name and link grade items to transcript columns:

1 In the control bar, under Admin, click School Setup.
2 On the School Setup page, under School, click Transcript Grade Items.

3 On the Transcript Grade Items page, add the transcript column and a description by clicking in the rows and entering the column name and description. You can create up to 12 grade items.

Transcript grade items where you store historical grades for a student

Transcript columns defined by the district

Grade Item	Description	Transcript Column	Award Credit	Use in Cum GPA
SE	Semester Exam	S1 ▾	Yes ▾	Yes ▾
SE	Semester Exam	S2	Yes	Yes
SG	Semester Grade	S2	Yes	Yes
AVG	Average	AVG	Yes	
FIN	Final Grade	FIN	Yes	Yes

4 From the Transcript Column dropdown, select the column that will be linked to each grade item, if any. The district can create up to four columns. Be sure to define and link a grade item to each column. The only grade items that will be shown on transcripts are the ones linked to transcript columns.

You can link multiple grade items to a transcript column. For example, the district has set up transcript columns for Semester 1 and Semester 2 and you want to display Semester 1 and Semester 2 exam marks on the transcript. You would link the Semester Exam grade item to the Semester 1 transcript column and to the Semester 2 transcript column.

5 If more than one option is available in the Award Credit dropdown, select one of the following:

• Yes – credit is awarded for this grade item at this school.

• Blank – credit is not awarded for this grade item at this school.

Two options are available to you only if the district chose School-Defined when setting up Transcript Columns at the district level.

6 If more than one option is available in the "Use in Cum GPA" dropdown, select one of the following:

• Yes – this grade item is used in Cumulative GPAs at this schools.

• Blank – this grade item is not used in Cumulative GPAs at this school.

Two options are available to you only if the district chose School-Defined when setting up Transcript Columns at the district level.

7 Click OK.

Student Historical Transcript Information

Historical transcript data for secondary students is used by Chancery SMS when calculating cumulative GPAs or, if your district calculates GPAs by term, when calculating cumulative-to-end-of-term-GPAs. Before you run cumulative GPA calculations, it's important to ensure that historical data has been entered.

You can enter three types of historical transcript information:

- Summary information about all past school years, such as the student's cumulative GPA, weighted and unweighted GPAs by term, total absences, total points, total credits, and so on. You enter summary information about the main Historical page in the fields on the Graduation Information panel.

- Information about a specific year, such as the student's school, credits and GPA that year, and class rank. You enter information about a specific year on the Add/Edit Historical Year page.

- Information about the courses a student took in a specific year, such as the course name and number and the grade that the student received. You enter course information on the Add/Edit Historical Course page. You can see a list of all the courses for a specific year on the Historical Courses page.

Permissions to Work with Historical Transcript Information

To work with historical transcript records, you need the following permissions:

To	You need this permission	Set to
Add and edit historical records	Transcript/Permanent Record>Student Historical Data	Edit
Delete historical records	Transcript/Permanent Record>Student Historical Data	Delete

For further information about permissions, contact your district administrator or see the Chancery SMS Permissions Guide.

Methods for Entering Historical Transcript Information

Student historical transcript information can be entered using the following methods:

- Imported as historical data. This method is typically used when there are many students who require historical data entry. For information about importing records, see the Chancery SMS Import/Export Guide.

- Populated during Year End Processing. After a school has used Chancery SMS for the first school year, current year information becomes historical information through an automated process during Year End Processing. For details, see the Chancery SMS Next-Year Preparation and Year-End Processing Guide.

- Manually entered on the student's Historical pages. This method is typically used when only one or two students require historical data entry. This chapter covers this manual entry method. Refer to the appropriate sections for details:
  - "Entering and Editing Historical Transcript Summary Information" on page 154
  - "Entering and Editing Historical Term GPAs" on page 156

- "Entering and Editing Historical Transcript Year Records" on page 158
- "Entering Information About Students' Past Courses" on page 161

For information about displaying historical transcript information about transcripts, refer to:

- "Setting Up Transcripts (School-Level)" on page 149
- "Student Transcript Report" in the Chancery SMS School User Guide

Entering and Editing Historical Transcript Summary Information

Use the historical transcript summary page to enter and edit information, such as the student's graduation date, cumulative GPA, total absences, total credits, and so on, for all historical years.

Historical transcript summary information is used in cumulative GPA calculations. If historical summary information is not available, cumulative GPAs are calculated using historical year data. See "Entering and Editing Historical Transcript Year Records" on page 158.

To enter or edit historical summary information:

1 Open a student record.

2 In the control bar, click Historical.

3 On the Historical page, in the Graduation Information heading bar, click Edit.

4 On the Edit Graduation Information page, enter or edit the following information:

| Field	Description
Program Type	Enter the program type; for example "Accelerated" or "Regular".
High School Enrollment Date	Enter the date the student entered high school.
Graduation Date	If applicable, enter the official date the student graduated from high school.
Coursework Completion Date	Enter the date the student actually completed all coursework – but not necessarily the tests – required for graduation.
Graduation Status	Chancery SMS automatically populates this field when the student graduates from your district.
Grant Eligibility	Select either Yes or No to indicate whether the student is eligible for grants. Eligibility is usually associated with the program type taken by the student. For example, students in the Accelerated Program Type may be eligible, while students in the Regular Program Type may not be.
Total Absences	Enter the number of daily absences the student had in all historical school years.

Field	Description
Total Credits	Potential – Enter the total number of credits the student could have earned for all courses the student attempted in all historical school years. **NOTE** This value is not used for cumulative GPAs. Earned – Enter the total number of credits the student actually earned in all historical school years. State – Enter the total number of credits the student earned for state courses in all historical school years. Local – Enter the total number of credits the student earned for local courses in all historical school years.
Cumulative GPA	Unweighted – Enter the student's unweighted GPA for all historical school years. Weighted – Enter the student's weighted GPA for all historical school year.
Potential Credits for Cumulative GPA	Enter the potential credits for historical school year courses that are to be included in cumulative GPA calculations. The difference between these fields and the Total Credits - Potential field is that the credits you enter here are the total potential credits for historical courses that are to be used in the cumulative GPA only, whereas the numbers in the Total Credits - Potential field include credit for all courses the student attempted. **NOTE** If this field is blank, cumulative GPA calculations use the yearly historical GPA values - not the Total Credits value. Unweighted – Enter the total number of unweighted potential credits the student could earn for his or her cumulative GPA. Weighted – Enter the total number of weighted potential credits the student could earn for his or her cumulative GPA.
Total Points	Depending on what you use for your cum GPA calculations, you can enter either total grade points or percentage points in this field. Values entered here are used only when calculating cumulative GPAs using the simple average formula. Unweighted – Enter the total number of unweighted points the student earned in all historical school years. Weighted – Enter the total number of weighted points the student earned in all historical school years.

Field	Description
Total Number of Grades	This number is intended to take into account only the number of grades for courses that were to be counted in the cumulative GPA calculation.
	Values entered here are used only when calculating cumulative GPAs using the simple average formula.
	Unweighted – Enter the total number of unweighted grades for the student in all historical school years.
	Weighted – Enter the total number of weighted grades for the student in all historical school years.

5 Click OK.

Entering and Editing Historical Term GPAs

If your district has set up Chancery SMS to produce term GPAs, a Term GPAs panel appears on the Historical page. Use the fields on this panel to track the student's historical term GPAs.
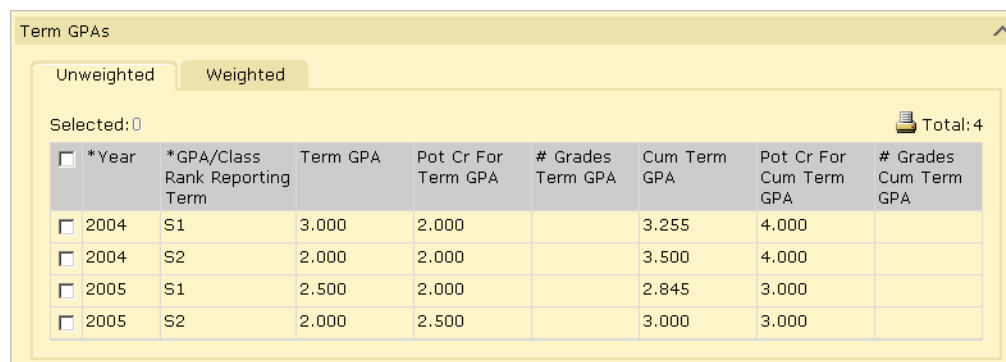
For detailed information about term GPAs see "Grading Periods and GPA/Class Rank Reporting Terms" on page 92 and "Calculating Term GPAs" on page 174.

To enter or edit historical term GPAs:
1 Open a student record.
2 In the control bar, click Historical.
3 On the Historical page, in the Term GPAs panel, do one of the following:

To	Do This
Add or edit a historical end-of-term GPA or historical cumulative-to-end-of-term GPA	**1** If your district uses weighted GPA values, click the Weighted tab. **2** Go to Step 4.

To	Do This
Delete a historical end-of-term GPA or historical cumulative-to-end-of-term GPA	**1** If your district uses weighted GPA values, click the Weighted tab. **2** Clear the fields. **3** Click Save.
Add additional rows to enter more term GPAs	• From the Actions menu, click "Add Rows To Term GPAs".

4 Enter the following information (if your district uses weighted GPA values, click the Weighted tab and enter the information under that tab):

Field	Description
Year	Enter the year to which the student's end-of-term GPA and cumulative-to-end-of-term GPA applies.
GPA/Class Rank Reporting Term	Select the applicable GPA reporting term.
Term GPA	For the reporting term you selected, Enter the GPA for the student.
Pot Cr for Term GPA	If the potential credits formula was used to calculate the term GPA, enter the potential credits. **NOTE** If you enter the total number of grades in the "# Grades Term GPA" field, you cannot enter potential credits.
# Grades Term GPA	If the simple grade average formula was used to calculate the term GPA, enter the total number of grades. **NOTE** If you enter potential credits in the "Pot Cr for Term GPA" field, you cannot enter the total number of grades.
Cum Term GPA	Enter the cumulative-to-end-of-term GPA for the reporting term you selected.
Pot Cr for Cum Term GPA	If the potential credits formula was used to calculate the cumulative-to-end-of-term GPA, enter the potential credits. **NOTE** If you enter the total number of grades in the "# Grades Cum Term GPA", you cannot enter potential credits.
# Grades Cum Term GPA	If the simple grade average formula was used to calculate the cumulative-to-end-of-term GPA, enter the total number of grades. **NOTE** If you enter potential credits in Pot Cr for Cum Term GPA field, you cannot enter the total number of grades.

5 Click Save.

Entering and Editing Historical Transcript Year Records

Before you can enter student course data for a specific historical school year, you must create a historical transcript year.

When you create a historical transcript year, use the Add/Edit Historical Year page to enter the student's:

- school information for the year, such as the school name and address
- graduation information for the year, such as the credits and GPA
- ranking information for the year, such as the student's class rank
- daily attendance information for the year, such as the absences and tardies

At a minimum, you must identify the year, the school name and number, and the student's grade level in order to save the record. (Other historical information is not required to save the record but may be required by your district.)

NOTE
If historical transcript summary information is not entered, cumulative GPAs are calculated using yearly historical transcript data. If one or more historical year fields are blank, the historical yearly data that is available is used and the cumulative GPA result is marked as "suspect".

To enter or edit a historical year:

1 Open a student record.

2 In the control bar, click Historical.

3 On the Historical page, do one of the following:

To	Do this
Add a new year.	• From the Actions menu, click Add Historical Year.
Edit an existing year.	• In the Historical Years panel, click the year.
Edit more than one existing year.	**1** Under Historical Years, select the years you want to edit. **2** From the Actions menu, click Edit Historical Year.

4 On the Add/Edit Historical Year page, in the School Information panel, enter or edit the following information:

Field	Description
Year	Enter the year with which all the information is associated. Use the year that started the academic year, such as "2004" for the 2004-2005 academic year. **NOTE** When you run the transcript report, if you choose to group information by school year, the year displays as a heading over each section of course information.
School	Identify the school the student attended that year as follows: If the school uses Chancery SMS: **1** Click Select. **2** In the Select School dialog, click a school. **3** Click OK. The remaining School Information fields are filled in with information for the selected school. OR If the school does not use Chancery SMS, in the School field, enter the school name.
School Number	If the school is out of district, enter the number that identifies the school. If you chose a Chancery SMS school using the Select link, this information is entered for you.
College Board Campus Code (CBCC)	If the school is out of district, enter the number that uniquely identifies the school for the college board. Students present this number when they are evaluated in any of the college board exams.
District Number	If the school is out of district, enter the number that identifies the district.
Principal	If the school is out of district, enter the name of the principal of the school that year. If you chose a Chancery SMS school using the Select link, this information is entered for you.
Address, City State, Country, ZIP, Phone, and Fax	If the school is out of district, enter the contact information for the school. If you chose a Chancery SMS school using the Select link, this information is entered for you.
Comments	Enter information about this school that does not fit elsewhere. This information does not appear on transcripts.

**5** In the Year Information panel, enter or edit the following information:

Field	Description
Grade level	Enter the grade level of the student that year.
Homeroom	Enter the name or number of the student's homeroom that year. You can enter up to 10 characters.
Yearly Absences	Enter the total number of daily absences the student had that year.

Field	Description
Yearly Credits	Potential – Enter the total number of credits the student attempted to earn that year.
	Earned – Enter the total number of credits the student successfully earned that year.
	State – Enter the total number of credits the student earned for state courses that year.
	Local – Enter the total number of credits the student earned for local courses that year.
Yearly GPA	Unweighted – Enter the student's unweighted GPA for that year.
	Weighted – Enter the student's weighted GPA for that year.
Total Points	Unweighted – Enter the student's unweighted points for that year.
	Weighted – Enter the student's weighted points for that year.
Total Number of Grades	Unweighted – Enter the student's unweighted grades for that year.
	Weighted – Enter the student's weighted grades for that year.
Comments	Enter information about the student's graduation information that does not fit elsewhere. This information does not appear on transcripts.

6 In the Ranking Information panel, enter or edit the following information:

Field	Description
Class Rank Date	Enter the date when class rank was calculated that year.
Class Rank	If the student was formally ranked against the rest of the class, enter their rank in this field. For example, if the student was the second best student out of a class of 200, enter "2" for Class Rank. **NOTE** Do not enter a value in both the Relative Position Only field and the Class Rank field.
Relative Position Only	If the student was assigned a relative position against the rest of the class—possibly because the student came from outside the district—enter the number in this field. Do not enter a value in both the Relative Position Only field and the Class Rank field.
Out Of	Enter the number that identifies the total number of classmates that student is being compared against. For example, if the student ranked 2 out of 200, enter "200".
Percentile	Enter the student's class rank as a percentage.

7 In the Daily Attendance Information panel, enter or edit the following information:

Field	Description
Present	Enter the number of times the student was present for the year.
Excused Absences	Enter the number of times the student was absent during the year with a valid reason.
Unexcused Absences	Enter the number of times the student was absent during the year without a valid reason.
Excused Tardies	Enter the number of times the student was late during the year with a valid reason.
Unexcused Tardies	Enter the number of times the student was late during the year without a valid reason.

8 If you are editing more than one year at a time, move to another year by selecting from the year dropdown at the top of the page or by clicking Next.

To work with another year, select from the dropdown, or click Prev or Next.

Actions ▾   Edit ▾   Help ▾

2003 - 2004   ▼ Prev | Next
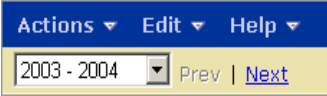
9 Click OK.

Entering Information About Students' Past Courses

You can enter detailed information about the courses a student took in previous years, along with the grades the student earned.

Before you can enter courses, you must create a historical transcript year to identify the year the courses were taken. See "Entering and Editing Historical Transcript Year Records" on page 158.

To add or edit a historical course:

1 Open a student record.

2 In the control bar, click Historical.

3 On the Historical page, in the Historical Years panel, click the number in the No. Courses column corresponding to the year the courses were taken. If no courses have been added yet, click the "0".

Historical Years

Selected: 0   Total: 2

	Year	School No.	Name	No. Courses
☐	2003	400	Chancery High	10
☐	2004	400	Chancery High	9

Click to add or edit a historical course.

4 On the Historical Courses page, do one of the following:

To	Do this
Add a new course.	• From the Actions menu, click Add Historical Course.
Delete an existing course.	**1** Select the course to delete. **2** From the Actions menu, click Delete Historical Course. **3** Click OK and skip the remaining steps.
Edit an existing course.	• Click the course number.

5 On the Add/Edit Historical Course page, in the Course Information panel, enter or edit the following information:

Field	Description
Exclude From Cum GPA Calcs	Select Yes or No to specify whether the course should be included or excluded from GPA calculations.
Show on Transcript	Select Yes or No to specify whether the course appears on the transcript.
Summer School	Currently, this field is not used. In a future version of Chancery SMS, this field will identify whether the course was taken as part of a summer school program.
Course Number	Enter the official number (identifier) of the course.
State Course ID	Enter the official number (identifier) assigned by the state to the course.
Course Name	Enter the name of the course.
Alternate Name	If the course has another name, enter it.
Short Name	Enter an abbreviated version of the course name.
Course Type	Enter the type or category of the courses; for example, "Academic".
Department	Enter the department the course is in; for example "English".
Course Level	Enter the level of difficulty of the course; for example "Regular" or "Honors".
Course Grade Level	Enter the grade level of the course.
Section	Enter the section of the course.
Teacher	Enter the name of the teacher of the course.
Subject Area	Select the subject area of the course; for example, "Science" or "Mathematics".
Description	Enter a description of the course.
Adjustment Factor	If a course adjustment factor was used in this course, select this option, then enter the adjustment value in the applicable Add or Multiply field.

6 In the Course Attendance Information panel, enter or edit the following information:

Field	Description
Present	Enter the number of times the student was present for the course.
Excused Absences	Enter the number of times the student was absent from the course with a valid reason.
Unexcused Absences	Enter the number of times the student was absent from the course without a valid reason.
Excused Tardies	Enter the number of times the student was late for the course with a valid reason.
Unexcused Tardies	Enter the number of times the student was late for the course without a valid reason.

7 In the Grades Information panel, enter or edit the following information:

Field	Description
Grade Item	Whether you need to enter grade items here depends on the following: • If, when you added the historical year, you chose a Chancery SMS school using the Select link, you do not need to add grade items because the school's transcript grade items automatically display here. • If, when you added the historical year, you did not use the Select link and manually entered the school, you must enter the grade items.
Leveled Letter Grade, Leveled Numeric Grade Leveled Grade Points	Enter a grade for this grade item in one of these columns.
P/F	Select P or F to indicate whether the grade is a pass or fail.
Final Grade	Select Yes or blank (blank means no). **NOTE** The final grade is used when calculating class ranks, but only when the Min Number Final Grades grade level criteria is being used on the Class Ranks page. See "Adding and Editing Class Rank Definitions" on page 137.
Potential Credits	Enter the credits the student can earn for this grade item.
Credits Earned	Enter the credits the student actually earned for this grade item.

8 If you are editing more than one existing course, choose from the dropdown at the top of the page or click Next to move to the next course. Your changes are automatically saved.

9 Click OK.

Student Historical Transcript Information
Entering Information About Students' Past Courses

Performing Grading Calculations & Overrides

Within grading at secondary schools, there are several calculations that are performed automatically by Chancery SMS or initiated by users and run as tasks in the background:

- Grade calculations. See "Calculating Grades" on page 165.
- Student credit calculations. See "Calculating Student Credits" on page 166.
- Current year and cumulative GPAs. See "Calculating GPAs" on page 173.
- Class ranks calculations based on GPAs. See "Calculating Class Ranks" on page 177.

NOTE
Ensure all required grades have been entered before performing any grading calculations.

Calculating Grades

Grades should be calculated before student credit, GPA, or class rank and honor roll calculations. There are two parts to the process:

- From the Grading page, you can run the grade calculation task from a new calculations page. See "Performing Grade Calculations" on page 165.
- Once the calculations are complete, the calculated grade can be manually changed on the Student Grades and Class Grades pages in the same way as you would enter any other grade. See "Overriding Grade Calculations" on page 166.

For information about how to set up grade calculations, see "Grade Calculations for Semester Grade Averages" on page 97.

Performing Grade Calculations

All calculations for grades, credits, and GPAs are run from the same page.

To perform grade calculations:

1 In the control bar, under Admin, click Grading.

2 On the Grading page, under Step 7, click "Calculate Grades, Credits, & GPAs".

3 On the "Calculate Grades, Credits, & GPAs" page, in the Students panel, do one of the following:

- To run the calculation for all students, choose "All students in the school".
- To run the calculation for selected students, choose "Selected students". Use the Basic or Detail tabs to search for and select all students for whom you want to perform the calculation.

4 In the Calculated Grades panel, select the grade calculations to be run.

NOTE
You can run this calculation with other calculations on the page.

5 From the Actions menu, click Run Calculation. In the confirmation dialog, click OK.

The grades are calculated in the background. You will receive an alert when the task is complete.

Overriding Grade Calculations

Calculated grades can be overridden either from the Class Grades page or from the Student Grades page.

To override calculated grades for a class:

1 In the control bar, click Classes.

2 On the Classes page, click the Grading icon for the class.

3 On the Class Grades page, calculated grades are indicated with the Calculated Grades icon ( ). To view the calculated grade formula, pause the cursor over the icon.

4 Click the Calculated Grades icon.

5 In the Calculated Grades Override dialog, enter or select the appropriate grade. If override reasons are required for the district, from the dropdown, select an override reason.

6 Click OK.

On the Class Grades page, calculated grades that have been overridden are indicated with a tilde (~).

7 Click Save.

To override calculated grades for a student:

1 Open a student record.

2 On the Student Demographics page, in the control bar, click Grades.

3 On the Student Grades page, calculated grades are indicated with the Calculated Grades icon ( ). To view the calculated grade formula, pause the cursor over the icon.

4 Click the Calculated Grades icon.

5 In the Calculated Grades Override dialog, enter or select the appropriate grade. If override reasons are required for the district, from the Override Reason dropdown, select an override reason.

6 Click OK.

On the Student Grades page, calculated grades that have been overridden are indicated with a tilde (~).

7 Click Save.

Calculating Student Credits

Chancery SMS calculates the credits a student receives according to the grading table you are using.

A student's credits earned are awarded based on the following:

• A credit-awarding grade item for a course the student has taken has a posted grade.

• Attendance Rules for Credit Calculations is either turned off or the student satisfies those attendance rules. A student who does not satisfy attendance rules is denied credit, overriding any calculation that might have given credit.

If they meet the above rules, students are eligible for full credit at the end of the class; whether they receive full credit then depends on the student's grade. For more examples of how credits are calculated, see "Examples of Credit Calculations" on page 167.

If your district uses attendance rules for credit calculations, then students might be denied credit due to excessive absences. For more information, see "Set Up Attendance Rules for Credit Calculations" in the Chancery SMS School Setup Guide, available from the Pearson Customer Support website.

From the Grading page, you can run credit calculations. See "Performing Student Credit Calculations" on page 170. Once the credits calculations are complete, you can override credits for individual students. See "Overriding Student Credit Calculations" on page 171.

All credit overrides are recorded in the audit log so that an audit trail is kept. For information about viewing the audit log, see "Viewing Audit Trail Records" in the Chancery SMS School Setup Guide.

NOTE
If a student's grade is deleted, the calculated credits earned and any overridden credits earned are also deleted, so the student will not have any credits.

Examples of Credit Calculations

- For each course in the course catalog, the district chooses whether to set the "Allow Partial Credits" flag. See "Allow Partial Credits" on page 167.
- Schools can set up classes using different scheduling term sets, and students can be assigned to those classes with a schedule that may or may not match the schedule of the class. See "Class and Student Schedules" on page 168.

Allow Partial Credits

When "Allow partial credits" is not selected for a course on the Course Grading page (set at the district level), only one grade item can be credit-awarding. Credit cannot be awarded to a student until a grade has been entered for that credit-awarding grade item.

However, when "Allow partial credits" is selected, multiple grade items can be set up to be credit-awarding. When a grade is entered for credit-awarding grade items, credits are awarded for each grade item based on potential credits, which is the maximum allowable credits for the course divided by the number of grade items with "Award Credit" set to Yes, and on the student's schedule for the class. For example, if a full-year course has a maximum of 1 credit and it has a grade item in each semester with an Award Credit setting of "Yes", then the potential credits is 1 / 2 = 0.5. If the student is taking only the second half of the class, he or she is eligible for a maximum of 0.5 credits.

Once potential credits have been determined, credits are awarded based on the way that the grading table has been set up. For example, you can set up a grading table where receiving a grade of A, B, or C allows 100% of the potential credit to be earned, D allows 50%, and F allows 0%. At the end of the course with maximum credits of 5 and two credit-awarding grade items, students receive the following for each grade item:

Grade	% Credit	Potential Credits	Calculation	Credits Earned
A	100%	2.5	100% x 2.5	2.5
B	75%	2.5	100% x 2.5	2.5

Grade	% Credit	Potential Credits	Calculation	Credits Earned
C	50%	2.5	100% x 2.5	2.5
D	25%	2.5	50% x 2.5	1.25
F	0%	2.5	0% x 2.5	0

A student that gets a C for the first grade item and a D for the second grade item receives 2.5 credits (100% x 2.5) and 1.25 credits (50% x 2.5) for a total of 3.75 credits. The credits will be awarded for each grade item when the grade is entered for that item.

Class and Student Schedules

The other major elements that determine how credits are awarded are the scheduling terms set for the course, the schedule for the class, and the schedule for the individual student. Chancery SMS takes each of these into consideration when calculating credits.

For example, if a course is set up using a Semesters scheduling term set to accommodate setting up classes in each semester, as well as year-long classes, partial credits can be set up to allow a credit-awarding grade item in each term. If the student takes the full-year class, they are eligible for partial credit at the end of each semester. If the student takes the Semester 1 or Semester 2 class, they are eligible for the full credit at the end of the appropriate semester.

The key principle is that the student is eligible for full credit whenever their schedule matches the schedule of the class.

NOTE
Because the system now takes multiple factors into consideration when calculating credits, the grading properties for a course will no longer provide a visual cue for users as to how credit will be awarded.

The following table shows how credits are awarded based on the supported scheduling scenarios with the following assumptions:

- Max Credit is set to 1 for each course.
- The school uses full year and semester courses with nine-week grading periods, e.g., quarters.
- If Allow Partial Credits is selected, there is only one credit-awarding grade item in each semester.
- The student has earned a grade that allows them to receive full credit based on the grading table:

Scheduling Term Set	Student Schedule	Allow Partial Credits Not Selected	Allow Partial Credits Selected
Full Year (1 class scheduled across the full year) **NOTE** If Partial Credit is not enabled, the credit-awarding grade item is in Semester 2.	Entire Class	1 credit awarded at the end of the year.	Half of the potential credits awarded at the end of Semester 1 and half awarded at the end of Semester 2, adding up to a potential of one credit for the full year course.
	Semester 1 only	No credit awarded.	Half of the potential credits awarded at the end of Semester 1, adding up to a maximum potential of .5 credits for taking half the course.
	Semester 2 only	1 credit awarded at the end of the year.	Half of the potential credits awarded at the end of Semester 2, adding up to a maximum potential of .5 credits for taking half the course.
Semesters (2 classes, one in each semester, e.g. Math-1 in S1 and Math-2 in S2) **NOTE** If you want to schedule a single course across two semester, e.g., Math-1 in S1 and S2, use a Full Year term set.	Both classes **NOTE** Student may be retaking the course to get a better grade.	Not supported because you cannot have two credit awarding grades when partial credits is not selected.	1 potential credit awarded at the end of Semester 1 and 1 credit awarded at the end of Semester 2, adding up to a maximum potential of two credits for taking both classes.
	Semester 1 only	Not supported because you cannot have two credit awarding grades when partial credits is not selected.	1 potential credit awarded at the end of Semester 1, adding up to a maximum potential of 1 credit for the course.
	Semester 2 only	Not supported because you cannot have two credit awarding grades when partial credits is not selected.	1 potential credit awarded at the end of Semester 2, adding up to a maximum potential of 1 credit for the course.

Scheduling Term Set	Student Schedule	Allow Partial Credits Not Selected	Allow Partial Credits Selected
Fall (class offered in the Fall semester only)	Entire class	1 credit awarded at the end of the Fall semester.	Half of the potential credits awarded at the middle of the semester and half awarded at the end of the Fall semester, adding up to a maximum potential of 1 credit for the semester course.
Spring (class offered in the Spring semester only)	Entire class	1 credit awarded at the end of the Spring semester.	Half of the potential credits awarded at the end of quarter term 1 and half awarded at the end of the Spring semester, adding up to a maximum potential of 1 credit for the semester course.

Performing Student Credit Calculations

You perform student credit calculations from the same page as calculations for grades and GPAs.

NOTE
When you open the Student Credits page, the credits are automatically re-calculated.

To perform student credit calculations:

1 In the control bar, under Admin, click Grading.

2 On the Grading page, under Step 7, click "Calculate Grades, Credits, & GPAs".

3 On the "Calculate Grades, Credits, & GPAs" page, in the Students panel, do one of the following:

- To run the calculation for all students, choose "All students in the school".

- To run the calculation for selected students, choose "Selected students". Use the Basic or Detail tabs to search for and select all students for which you want to perform the calculation.

4 In the Credits panel, select "Calculate credits for students selected above".

NOTE
You can run this calculation with other calculations on the page.

5 From the Actions menu, click Run Calculation. In the confirmation dialog, click OK.

Credits are calculated in the background. You will receive an alert when the task is complete.

Overriding Student Credit Calculations

You can manually override the credits Chancery SMS calculates for a student. When you manually override a student's credits, all calculated credits are no longer used and attendance rules are ignored. Only your manually entered value is used.

To override student credit calculations:

1 Open the student record.

2 On the Student Demographics page, in the control bar, click Credits.

				🖨 Total: 7
Grade Item	Grade	Potential Credits	Credits Earned	Override Reason
Alg12-1				
Sem 1 (RCQ2)	45	0.5	~ 0.25	🗒
Sem 2 (RCQ4)	50	0.5	0.5	🗒
Chem12-1				
Sem 1 Exam (RCQ2)	100	0.25	0.25	🗒
Course Grade (RCQ2)	A	0.25	0.25	🗒
Sem 2 Exam (RCQ4)	100	0.25	0.25	🗒
Course Grade (RCQ4)	B	0.25	0.25	🗒
Drama-1				
Course Grade (RCQ2)	B	1.0	1.0	🗒

3 On the Student Credits page, review the following information:

Field	Description
Grade Item	Only credit-awarding grade items are shown with the grade item name and the grading period short code.
	Grade items are grouped by class.
Grade	The grade the student received for that grade item.
Potential Credits	The potential credits for that grade item.
Credits Earned	The credits earned for that grade item, based on the Maximum Credits value for that course.
	A tilde (~) indicates that the earned credit has been manually overridden.
Override Reason	If a grade item has an override reason, an icon appears in this column. Pause your cursor over the icon to see the override reason.

4 From the Actions menu, click Override/Recalculate Credits.

The Override/Recalculate Credits page opens.

ALLEN, MEGAN				008312 Gr-11 Female Aug 29, 1990
Grade Item	Potential Credits	Credits Earned (calculated)	Credits Earned (overridden)	Override Reason
Alg12-1				
Sem 1 (RCQ2)	0.5	0.0	0.25	Borderline performance
Sem 2 (RCQ4)	0.5	0.5		
Chem12-1				
Sem 1 Exam (RCQ2)	0.25	0.25		
Course Grade (RCQ2)	0.25	0.25		
Sem 2 Exam (RCQ4)	0.25	0.25		
Course Grade (RCQ4)	0.25	0.25		
Drama-1				
Course Grade (RCQ2)	1.0	1.0		
Foods-4				
Final (RCQ4)	1.0	1.0		
Hist11-1				
Course Grade (RCQ1)	0.25	0.25		
Course Grade (RCQ2)	0.25	0.25		
Course Grade (RCQ3)	0.25	0.25		
Course Grade (RCQ4)	0.25	0.25		
Phys12-1				
Sem 1 (RCQ2)	0.5	0.5		
Sem 2 (RCQ4)	0.5	0.5		

OK   Cancel

5 On the Override/Recalculate Credits page, specify the following information:

Field	Description
Grade Item	Only credit-awarding grade items are shown, with the grade item name and the grading period short code. Grade items are grouped by class.
Potential Credits	The potential credits for that grade item.
Credits Earned (calculated)	The credits earned as calculated by Chancery SMS. Use this as a reference for the override value.
Credits Earned (overridden)	Enter the overridden credits earned for this grade item, to a maximum of three decimal places.
Override Reason	Enter a reason, if appropriate. While this is not a required field, giving a reason helps others understand why the calculated credits earned was overridden.

6 To delete an overridden earned credit, delete the value in the Credits Earned (overridden) column and remove the reason for the override. The calculated credits earned is now used for that grade item.

7 Click OK.

Calculating GPAs

You run current year GPA calculations and cumulative GPA calculations from the same page. Before you run the cumulative GPA calculation, ensure student historical data has been entered. For further information, see "Student Historical Transcript Information" on page 153.

If your district has defined GPA/class rank reporting terms and you have assigned them to report card grading periods at your school, when you run the cumulative GPA calculation, Chancery SMS calculates end-of-term GPAs and cumulative-to-end-of-term GPAs. For further information, see "Calculating Term GPAs" on page 174.

GPA calculations are run as a background task. When the task is complete, an alert message is sent to the user who initiated the task. The alert message indicates whether the task was successful. This message includes the number of suspect cumulative GPAs, the number of students processed, the number of GPA definitions processed, the length of time the task took, and when it was completed. If GPA results were not successfully calculated or if a GPA is suspect, this message also displays the reason. For more information about working with alerts, see the Chancery SMS School User Guide available from the Pearson Customer Support website.

A GPA result is considered suspect if it meets either of the following conditions:

- The cumulative GPA (or, if your district is set up to use term GPAs, the cumulative-to-end-of-term GPA) is calculated from historical yearly GPAs and at least one historical GPA is missing.

- The student meets both the following conditions:

  - The student is in a grade level **higher than** the "Start from grade level" specified on the Add/Edit Cumulative GPA page.

  - The student does not have any historical data with an overall cumulative GPA or yearly GPA.

The number of suspect GPAs includes all cumulative GPA definitions that are suspect. For example, if you set up one weighted and one unweighted cumulative GPA definition, and a student meets the suspect criteria for both GPA definitions, then that student is listed twice. Therefore, you might have a higher number of suspect cumulative GPAs than the total number of students.

For more information about how GPAs are defined, see "Setting Up Grade Point Averages" on page 117.

NOTE
Unlike other grading calculations, GPA calculations cannot be overridden.

Calculating Term GPAs

GPA/Class rank reporting terms enable schools to produce GPAs for district-defined time periods. A reporting term could be a semester, trimester, or other time period specified by the district.

The district sets up GPA/class rank reporting terms and then the schools in the district assign the terms to their report card grading periods with defined grade items.

If your district has defined GPA/class rank reporting terms and the reporting terms have been assigned to grading periods, when you run GPA calculations, Chancery SMS calculates term GPAs.

There are two types of term GPA calculations: end-of-term GPAs and cumulative-to-end-of-term GPAs. Both are cross-school calculations; that is, when a student is enrolled in more than one school in the district, the calculations include the student's grades in all schools.

- **End-of-term GPA –** This calculation includes only grade items associated with the GPA reporting term specified on the Grading Periods page. Historical grades are not used and future grades are not counted. In addition, the end-of-term GPA calculation uses the "Use in Cum GPA" setting from the Course Grading page for grade items.

- **Cumulative-to-end-of-term GPA** – This calculation includes historical grades and uses the same formula as the year-to-date cumulative GPA calculation; however, for the current year portion of the formula, only the grade items for the grading periods associated with the GPA reporting term are included.

  A cumulative-to-end-of-term GPA provides a snapshot of a student's GPA at the end of a GPA reporting term. This is useful if you want, for example, to compare a student's cumulative GPA at the end of Semester 1 with their cumulative GPA at the end of Semester 2.

  As with end-of-term GPA calculations, future grades are not counted.

When you run GPA calculations, the calculations include only the grade items specified in the grading period to which the GPA reporting term is assigned. Both term calculations use the formula defined for the cumulative GPA. For further information about the cumulative GPA formulas, see "Working with Cumulative GPAs" on page 127.

For information about assigning a district GPA reporting term to a grading period, see "Grading Periods and GPA/Class Rank Reporting Terms" on page 92.

Current-Year GPAs and Effective As Of Date

When determining which grades to include in the calculation, current-year GPA calculations consider the Effective As Of setting, as well as the Grading Period selected on the Edit Current Year GPA page.

The following table summarizes how the Grading Period and Effective As Of settings affect the current-year GPA calculations:

Grading Period (Set on Edit Current Year GPA Page)	Effective As Of (Set on Calculate Grades, Credits, and GPAs Page)	Description
Current Report Card Period	Last Completed Report Card	The calculation includes grades from only the last completed report card.
		For example, if you run the calculation in grading period 2, the calculation only includes grades from grading period 1.
	Current Report Card	The calculation includes grades from only the current report card period.
		For example, if you run the calculation in grading period 2, the calculation only includes grades from grading period 2.
Year-to-date	Last Completed Report Card	The calculation includes the grades up to and including the previous grading period.
		For example, if you run the calculation in grading period 3, the calculation includes the grades for grading periods 1 and 2.
	Current Report Card	The calculations includes the grades up to and including the current grading period.
		For example, if you run the calculation in grading period 3, the calculation includes the grades for grading periods 1, 2, and 3.

Grading Period (Set on Edit Current Year GPA Page)	Effective As Of (Set on Calculate Grades, Credits, and GPAs Page)	Description
Report Card 1, Report Card 2, and so on	Last Completed Report Card	Setting ignored.
	Current Report Card	Setting ignored.

To calculate GPAs:

1 In the control bar, under Admin, click Grading.

2 On the Grading page, under Step 7, click "Calculate Grades, Credits, & GPAs".

3 On the "Calculate Grades, Credits, & GPAs" page, in the Students panel, do one of the following:

- To run the calculation for all students, choose "All students in the school".

- To run the calculation for selected students, choose "Selected students". Use the Basic or Detail tabs to search for and select all students for which you want to perform the calculation.

4 In the GPAs panel, select the GPAs you want to calculate.

> **NOTE**
> You can run this calculation with other calculations on the page.

5 From the Effective As Of dropdown, select the appropriate setting.

6 From the Actions menu, click Run Calculation. In the confirmation dialog, click OK.

This calculation is run as a background task. When the calculation is finished, you receive an alert showing the results.

Cumulative GPAs and Effective As Of Date

By default, cumulative GPA calculations always include GPA values from students' historical records (except when a student has no historical record, in which case only current-year grades are used). To specify which of the students' current-year grades you want to include in the calculation, you select an option from the Effective As Of field. If you select "Last Completed Report Card", the calculation does not include the grades from the current reporting period.
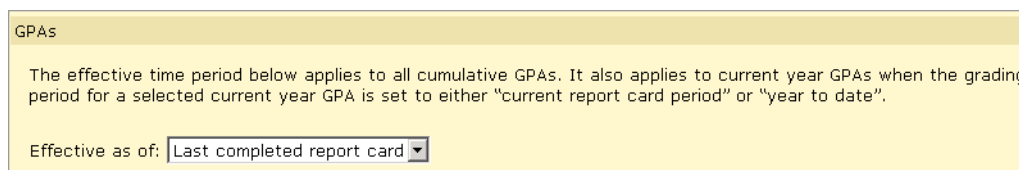
For example, let's say you run a cumulative GPA calculation during grading period 2. If, in the Effective As Of dropdown, you select "Last Completed Report Card", the calculation includes historical GPA values and current-year grades up to grading period 1. Any grades entered in grading period 2 are ignored. If you select "Current Report Card", the calculation includes grades up to and including grading period 2.

NOTE
If your district calculates cumulative-to-end-of-term GPAs, the effective date functionality works exactly as it does for cumulative GPAs.

Calculating Class Ranks

You can calculate class ranks based on the cumulative GPA assigned to the class rank definition or, if your district has set up GPA/class rank reporting terms, you can choose to calculate class ranks based on a term GPA. For more information about term GPAs, see "Calculating Term GPAs" on page 174.

With a cumulative GPA, class ranks are calculated to the end of the year. With a term GPA, class ranks are calculated using a cumulative GPA calculation but only to the end of the selected term. The term class rank can be stored, which enables you to track class ranks for each term in a school year.

NOTE
Although you can store multiple class rank calculations, you can select only one class rank calculation to be rolled over to the next school year during Year-End Processing.

Cumulative and term GPA class rank calculations are run independently of each other; running a term GPA class rank calculation does not override any cumulative GPA class rank calculation results.

NOTE
You must run cumulative GPA calculations before you can calculate class ranks. If student grades were changed since the last time cumulative GPAs were run, you must run cumulative GPA calculations again before calculating class ranks. To be sure results are up-to-date, always run cumulative GPA calculations first, and then immediately calculate class ranks.

For more information about how class ranks are calculated and displayed, see "Class Rank Calculation Eligibility" on page 178.

From the Grading page, you can run class rank calculations. See "Calculating Student Ranks" on page 179. Once the class rank calculations are complete, you can override ranks for individual students. See "Overriding Stored Class Ranks" on page 181.

When class ranks are calculated, the results appear on the Student Ranks page. This page has two tabs, Calculated and Stored:

Use this tab	To do this
Calculated	• View the most recent calculated student ranks for a grade level in a class rank definition. • Recalculate student ranks. • Store calculated ranks.
Stored	**NOTE** This tab only appears if class ranks have been stored previously. • View the last stored student ranks for a grade level in a class rank definition. • Override a student's calculated rank. • Manually assign a rank to students who are deemed ineligible to be ranked by the criteria the school has set up.

For more information about how class ranks are defined, see "Adding and Editing Class Rank Definitions" on page 137.

Class Rank Calculation Eligibility

To be eligible to be included in class ranks calculations, the student must:

• Meet all criteria in the class rank definition, including, if applicable, rules covering withdrawal codes, minimum number of days enrolled in the district, and minimum number of credits earned; and

• Have a cumulative GPA value.

If a student's ineligibility is suspect, a "?" appears in the left column on the Student Ranks page. A student's ineligibility is considered suspect if the student is missing yearly credits earned or credits earned for course grade items because if the student's credits earned were not missing, the student might be eligible.

Understanding Precision When Calculating Class Ranks

The cumulative GPA definition specifies the precision, or number of decimal places, in the calculation result. The displayed result is rounded to the precision specified, even though internally Chancery SMS stores and uses numbers with more decimal places.

Chancery SMS uses the stored precision, not the display precision, when calculating class ranks and when determining ties. Therefore, it is possible for students displaying an identical GPA to be ranked differently.

For example, let's say the cumulative GPA definition specifies three decimal places. If the stored cumulative GPA for student A is 3.2568 and for student B is 3.2566, both students' GPA would be displayed as 3.257 because they are rounded to three decimal places. However, student A would be ranked higher than student B because Chancery SMS uses the stored value and not the displayed value when calculating class ranks.

To see full precision values, run the Cumulative GPA Report.

If the calculated class rank is not appropriate, you can manually override class ranks. For information about overriding a student's rank, see "Overriding Stored Class Ranks" on page 181.

Calculating Student Ranks

1 In the control bar, under Admin, click Grading.

2 On the Grading page, under Step 7, click Calculate Class Ranks.

3 On the Calculate Class Ranks page, from the GPA for Rank Calculation dropdown, select cumulative GPA or a Term GPA.

Displays the grade levels selected for each class rank definition.

The date class ranks were last stored for that grade level.

Click to begin class rank calculations.

4 Do one of the following:

To	Do this
Review stored class ranks	• Click the link in the Date Last Stored column.
Calculate class ranks	• Click Run next to the appropriate grade level.

When calculations are complete, the Student Ranks page opens and you can view and store the latest class ranks.

Use the Calculated tab to view the most recent calculated student ranks for this grade level for this class rank definition. The Last calculated field shows the date the student ranks were last calculated.

5 On the Student Ranks page, on the Calculated tab, review the following information:

Field	Description
Grade Level	The grade level you selected on the Calculate Class Ranks page.
GPA For Rank Calculation	The GPA used to calculate the student ranks.
Class Rank Out Of	The total number of students in this grade level ranked by Chancery SMS. This number does not include students ineligible to be ranked, but does include any ineligible students manually ranked on the Stored tab.
Last Stored	The date and time you clicked Store to store the ranks of all students for this grade level for this class rank definition.
Last Calculated	The date and time class ranks were calculated or recalculated for students for this grade level for this class rank definition.
Left column	This column appears only if there are special indicators for any student. • A tilde (~) indicates the calculated rank has been manually overridden. • A "?" indicates the student's eligibility is in question. • A caret (^) indicates an ineligible student's rank has been overridden.
Rank	The student's rank as of the Last calculated date and time. **NOTE** If you click Recalculate, all students on this tab are re-ranked and the Last calculated field is updated.
Student Name	Students are sorted by rank, then by cumulative GPA, then by last name, and lastly by first name.
GPA Value	The cumulative GPA or term GPA used to calculate the student's rank. The number of decimal places displayed is specified in the cumulative GPA definition. For more information, see "Understanding Precision When Calculating Class Ranks" on page 178.

Students who are not ranked because they are deemed ineligible according to the class rank definition criteria always appear at the bottom of the list. Students with no GPA value are treated the same as ineligible students and also appear at the bottom of the list.

6 Do any of the following:

To	Do this
Recalculate student ranks as of today	• Click Recalculate. All students on this tab are re-ranked and the Last calculated field is updated.
Replace the currently stored student ranks, if any, and keep this list of student ranks in the Stored tab	• Click Store.

To	Do this
Manually override any of the calculated student ranks	• See "Overriding Stored Class Ranks" on page 181.

Overriding Stored Class Ranks

1 On the Student Ranks page, click the Stored tab.

2 On the Stored tab, review the following information:

Field	Description
Grade level	The grade level you selected on the Calculate Class Ranks page.
GPA For Rank Calculation	The GPA used to calculate the student ranks.
Class rank out of	The total number of students in this grade level ranked by Chancery SMS.
	This does not include students ineligible to be ranked. However, if you have manually ranked ineligible students on the Stored tab, then those students are included in this number.
Last stored	The date and time you clicked Store to store the ranks of all students for this grade level for this class rank definition.
Left column	This column appears only if there are special indicators for any student.
	• A tilde (~) indicates the calculated rank has been manually overridden.
	• A "?" indicates the student's eligibility is in question.
	• A caret (^) indicates an ineligible student's rank has been overridden.
Rank	The student's rank as of the Last stored date and time.
	Students who are not ranked because they are ineligible according to the class rank definition criteria always appear at the bottom of the list.
	To manually override a student's rank, enter a new number in this field.
Student Name	Students are sorted by rank, then by cumulative GPA, then by last name, and lastly by first name.
GPA Value	The cumulative or term GPA used to calculate the student's rank. The number of decimal places that is displayed is specified in the cumulative GPA definition. For more information, see "Understanding Precision When Calculating Class Ranks" on page 178.

3 Do any of the following:

To	Do this
Manually override a student's rank	• Click the student's rank and enter a new rank. A tilde (~) indicates an eligible student's rank has been overridden. A caret (^) indicates an ineligible student's rank has been overridden.
Clear a manual override	**1** Select the row. **2** From the Actions menu, click Clear Override. Chancery SMS replaces the rank in that row with the last calculated rank.

4 Click Save.

> **NOTE**
> Clicking Save on this tab does not change the Last stored date and time.

Calculating Honor Rolls

When calculating honor rolls, the system verifies that all students on the honor roll are still eligible. Students might have been eligible when they were first added to an honor roll, but their attendance or grades may have slipped, making them ineligible. In addition, the eligibility criteria associated with an honor roll might also have changed.

When the honor roll calculation is complete, all eligible students are assigned to the honor roll. To view students on the honor roll, see "Managing Honor Rolls" on page 115.

To calculate honor rolls

1 In the control bar, under Admin, click Grading.

2 On the Grading page, click Calculate Honor Rolls.

3 On the Honor Rolls page, select an honor roll.

4 From the Actions menu, click Calculate Honor Roll.
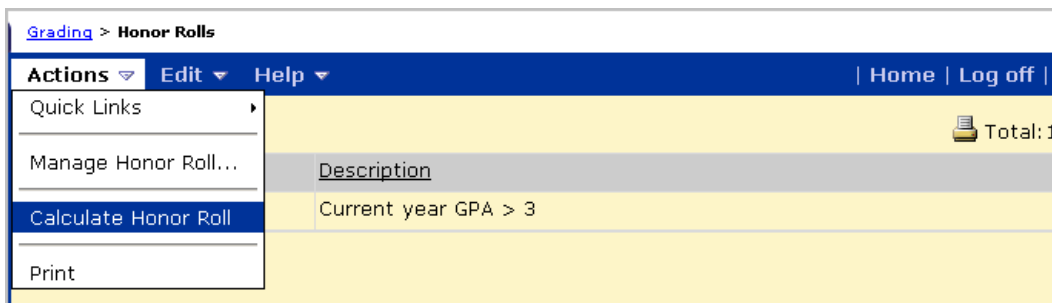
5 In the confirmation dialog, click OK.

6 In the Select a Report card Period dialog, choose an option from the dropdown.
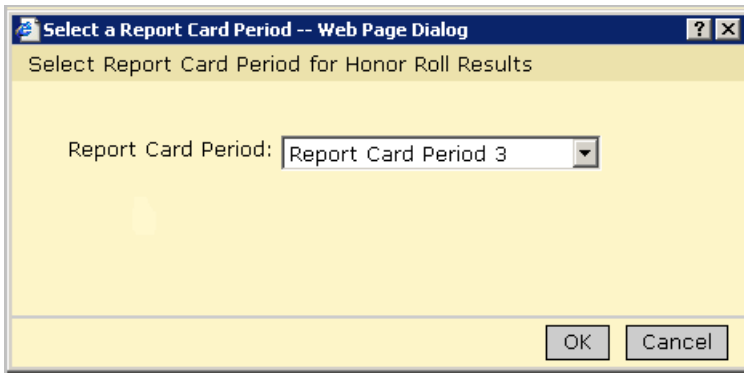
7 Click OK.

When eligibility calculations are complete, alerts are sent to the user who ran the eligibility calculation.

Index

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