

#### 4.0 STEPS FOR ELEMENTARY REPORT CARD PROCESSING

- 1) **Free time report** - Run frequently to find any students without a schedule

**Scheduling > Student Schedules > Post Scheduler Reports > Free Time Detail**

- 2) **Students with Modeled Schedules – In Cognos.**

(Path: Cognos Reporting > eSchool > CFISD Published Reports > Scheduling > Students with Modeled Schedules

To find any students that were not completely scheduled or saved. If you have anyone on this report. . . . then. . .

You need to find the student in **Student Center > Mass Entry > click on the KEEP button located at the top of the screen.**

- 3) **Synchronization – For grades 02 - 05**

**Mark Reporting > Utilities > Build Report Card Data > Scheduling/RC Synchronization**

- 4) **Missing Submission Report – For grades 02 – 05** After grades are posted, run this report

**Marking Reporting > Entry & Reports > Report Card Reports > Missing Submission**

This report identifies any teacher and course for which no report card data was submitted for the report card run. You will see courses that have course competencies for students, don't worry about those.

- 5) **Mark Verification Sheets - For grades 02 - 05**

**Mark Reporting > Entry & Reports > Report Cards > Mark Verification Sheets**

Each teacher will receive a sheet for her home room and each course/section she is responsible for to verify that the data is correct. You must have them returned with “No changes required with initials” or “Changes made with initials”.

- 6) **If there are any grade changes, the teachers make the change(s) and save/submit. The teachers will have this capacity UNTIL we change marking periods. You will need to send me an email when to move your campus to the next marking period. The teacher will then only have viewing rights in report cards. If a change is needed. . . . see Step 11. (They will have 3 days or less . . . campus call.)**

- 7) **CALCULATION OF ATTENDANCE** – I will send an email as to when you need to run this process. You **must** run it on the date I send you the email.

**Mark Reporting > Utilities > Calculations > Transfer Class Attendance to RC**

- 8) **AVERAGE CALCULATION – For grades 02 - 05**

**Mark Reporting > Utilities > Calculations > Mark Average Calculations**

Anytime you make a grade change on a student, you **MUST** run this this again and click on Report Card Summary and click on the drop-down arrow and select “Print Report Card” to update the Data Warehouse.

- 9) **Generate Mark Reporting Data Warehouse. - For grades 02 - 05**

**You must run this BEFORE you can print the report cards.**

**Mark Reporting > Utilities > Build Report Card Data > Generate RC Data Warehouse**

**After you have done this step, send me an email so I can move you to the next marking period. IF YOU MAKE ANY GRADE CHANGES, you will need to run for that student the Average Calculation again using the Filter: Demographic – Student ID – Equals --- xxxxxx RUN and then refresh the Data Warehouse.**

10) If **you** need to make any grade changes after the teachers have been ‘locked’ out of report cards, you will go to: **Student Center > Mark Reporting > Report Card Summary > Search on the ID number** and make the change on the appropriate course/section. Click on Save. **If have made a numeric grade change** you will have to run 8 for that student and when it completes, go back to Report Card Summary and click on **PRINTABLE** and make sure you **place a checkmark** in the box for **“Refresh MR Data Before Print”, change the Y to C and click Run.** You will get a new screen, click on **GENERATE**. You will “see” a report card come up.

11) **Parent copy** of the report card will be generated in Cognos.

**Path:** eSchoolPlus > Cognos Reporting > CFISD Published reports 9 weeks > Mark Reporting > Elementary Cards

I strongly suggest that you keep the FINAL copy of the file for each grade level. You can store it on a jump drive, your desktop etc. . . . it will save you paper and time.

12) **In-house copy** of the report card can be run in eSchoolPlus.

Path: Mark Reporting Center > Reports > Report Cards > Print Report Cards (which are for grades 02 – 05).

Depending on what procedures your campus follows, you can print these or save them on a jump drive, your desktop etc.

For the lower grades you will need to use the original parent copy file and **“shrink to fit” on 8 ½ X 11.**