

Ending the Term – Office Instructions

The following is a list of items that should be completed to end a term. The items are listed in a sequential order and should be completed in the order they are listed if possible. *Please Note: Steps 1 and 2 are typically only done before the first term report cards are printed.*

1. Run a Course Grading Info Report in **Schedules: Course: Course Data List**. Choose the Course Grading Info in the Print Box. Review the information listed in this report and edit it if necessary including Class:
 - Weight -Scaling - When Grad Credit is Given
 - When the Class is include in the GPA -Inclusion in the Honor Roll
 - Included in the Report Card -Grading Scheme
 2. Review the Grade Values in **Grades: Utilities: Edit Grade Values**
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3. Have Teachers send their grades to the office. Have them download and use the “Ending the Term – Teacher” document if necessary available at <http://jmcinc.com/teachers>.
 4. Bring Grades into the Office in **Grades: Entry: TGE GradeBook Entry**.
 5. Check to make sure all teachers have sent their grades into the office by running a Grade Distribution Report in **Grades: Reports: Grade Distribution**. Choose the term you are printing of report cards for and the grade level. This report will show how many grades for students in each class, grade level, and grades by teacher have been given. If there are numbers under the “none” column it may mean a teacher has not sent some grades into the office.
 6. If there are teachers who did not send their grades to the office repeat steps 3,4,and 5.
 7. Print Standard JMC Report Cards in **Grades: Reports: Report Cards**. Choose the Term, the students, GPA information, The Day # that this term ended on, Rank and Honor Roll, and Messages to print on report cards.
 8. Print Elementary Standards and Benchmarks Report Cards in **Standards and Benchmarks: Reports: Print Standards and Benchmarks Transcripts**. Choose the students you want to print by grade level or advisor and then hit the Select Form button and choose the form that matches the students you are printing.
 9. Print an Honor Roll Report in **Grades: Reports: Honor Roll**.
 10. Print a Class Rank in **Grades: Reports: Class Rank**.
 11. If there are any questions about a students GPA run a Show GPA report in **Grades: Utilities: Show GPA**. This report will show how a students GPA was calculated.
 12. If you are using Online Parent Access go to File: Online Settings and choose the “Parent” tab to update your “Current Term” to the next term.
 13. Before the teachers start sending grades to the office for the next grading term go to Grades: Utilities: Delete Comments. This will delete out all of the course comments teachers have sent to the office.