



JCampus – Processing 1st Nine Weeks Interim Reports

2020-2021

Office Edition

This document will provide you with step by step instructions to successfully complete your interim reports.

Week of September 21, 2020

- ❖ Inform teachers that interim grades will be captured at 9:00 a.m. on Wednesday, September 30, 2020. Teachers must have all assignment grades and comments entered in Grades by that time. Technology Coordinators can assist teachers with entering comments. These procedures are covered on pages 11 – 14 of the JCampus Classroom PowerPoint Presentation 2020 – 2021 and on the JCampus – Processing 1st Nine Weeks Interim Reports TEACHER EDITION.
 - ❖ Run the **Assignment Audit** report to access if teachers are entering the required number of grades per category.
1. In the left navigation panel, go to *Grades> Count> Assignment Audit*. Select the following in the setup box:
 - Marking Period: “P1”
 - Report: “Greater Than or Equal to Per Category”
 - Assignments: “0”
 - Report Type: “Detailed”
 - Check-off “Exclude Non-Displayed Assignments”
 - From Date = First day of the current nine weeks (August 31, 2020)

- To Date = Today's date

1. Click OK to get the report. Please be patient as it will take a few minutes to produce the report.
2. Each class will be listed on several rows to show a count of assignments per class, per category.

Course Name	Section	Enrolled	Assig...	Posted	Missing	Category	Wgt	Total Points
MATH 2	1	17	1	17		Assessments	75	100
MATH 2	1	17	1	17		Participation	25	100

Section 1 has two categories. Each has 1 assignment.

3. Click on the count of **Assignments** to see the assignments in the gradebook.
4. Click on the count of **Posted** to see the grades given to students.
5. Click on the count of **Missing** to see empty grade cells.
6. Check out the **Total Points** to see the total number of points possible for that class/category.
7. Tip 1: Run this weekly to verify that staff members are entering assignments.
8. Tip 2: Do you need to check something out in a Grades? Click *Grades>Entry>Classroom* to view the actual Grades of the teacher in question.

9. Tip 3: Do you need to check the % of A, B, C, D, F for classes right now? Click *Grades>Count>Grade Distribution*. Set to first Marking Period, then OK to get results. Grade counts are clickable to see students.

❖ Run the **Missing Grades Audit** report to identify students with no average (due to no assignments or blank grading average). Ignore classes that should not have grades such as Kindergarten.

1. In the left navigation panel, go to *Grades>Entry>Missing Grades Audit*. Select the following in the setup box:

- As of Date: Today's date
- Marking Period: "P1"

The screenshot shows a dialog box titled "Setup-05.22.17" with the following fields and options:

- Year: [dropdown]
- District: 026 [dropdown]
- School: 700 [text]
- Grade: [text]
- Teacher: [text]
- As Of Date: [dropdown] [dropdown] [dropdown] [calendar icon]
- Exclude State Course Code 999999
- Marking Period: P1 [text]
- Show Remote Scheduled Students
- OK [button]

Two callout boxes are present:

- "Today's Date" points to the As Of Date field.
- "Set the first grading period." points to the Marking Period field.

2. Students with missing marking period averages will be displayed with grading period columns on the right (P1). Sort the report by teacher, student, or course to work with teachers on getting student averages up to date.

Wednesday, September 30, 2020 at 9:00 a.m.

Interim Reports must be captured at 9:00 a.m. on September 30, 2020 and saved on a flash drive or a computer. **JCampus doesn't store interim reports.**

Printing Interim Reports

Grades>Lists>Report Card. The steps correspond to the numbers on the image below.

1. Elementary: Select "1-5". Middle and High leave blank.
2. As of Date: "September 30, 2020."
3. Display Date: "October 01, 2020."
4. Order to List: "Class Period". Choose Semester: "1" and Period: "1."
5. Type to Print: "Progress Report."
6. Order Courses by: "Class Period Order."
7. ___ Grading Period: "1."
8. Check boxes as shown.
9. Optional.
10. Optional.
11. Optional.
12. Traditional Schedules: Always use August 31, 2020.
Block schedules: Use first day of current semester (August 31, 2020)
13. Select: "September 30, 2020."
14. Select all the "P" codes.
15. **CHECK "PRINT TO DAS."** This will send the most recent interim/report card to the SPC.
16. Click "Print." Click "Yes." Download as PDF and print.
17. Send home with students on Thursday, October 1, 2020.

