

# Report Cards



September 2004

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# Table of Contents

Starting the Year and Establishing Class Lists	
P301 - Class Periods Possible . . . . .	1
B105 - Set up Class Lists Records . . . . .	2
CLIS – Class Lists . . . . .	2
P302 - Current Year/Term/Reporting Period . . . . .	3
GBCL – If using grade book software . . . . .	3
R703 - Class Lists Formatter . . . . .	4
P106 – Reporting Periods . . . . .	4
<b>P703</b> – Report Card Formatter, School Year . . . . .	5
Procedure for Gathering Marks	
CCOM - Screen and Report . . . . .	6
Manual Entry	
R203 - Marks and Attendance Gathering List . . . . .	8
R703 - Class Lists Formatter . . . . .	9
IMAD - Input Marks and Attendance Screen . . . . .	10
P124 - Dynamic Screen Modification Parameters . . . . .	10
P146 - Keypad Translation for Mark Entry . . . . .	11
LOGR – If using grade book software . . . . .	12
MOLE – Marks Online Entry . . . . .	12
Progress Books – Grade Book Software Entry . . . . .	13
Verification of Marks	
R203 - Marks and Attendance Gathering List . . . . .	14
R703 - Class Lists Formatter . . . . .	14
Update Absence History for Report Cards	
P173 – Control Parameters for B115 . . . . .	15
B115 - Cumulative Absence History Update . . . . .	16

## Table of Contents (continued)

Cumulative Grade Point Averaging	
B118 – Student Course History Update . . . . .	17
COHI – Student Course History . . . . .	18
B117 – Student GPA Ranking Update . . . . .	19
RANK – Student GPA Ranking . . . . .	20
R325 – Student GPA Ranking Report . . . . .	20
Printing of Report Cards	
P702 - Report Card Formatter, Header Fields . . . . .	21
P704 – Report Card Formatter, Mark Fields . . . . .	22
P705 – Report Card Formatter, Attendance Fields . . . . .	23
P706 – Report Card Formatter, GPA Fields. . . . .	23
R700 - Report Card Formatter (P149 Version) . . . . .	24
B126 – Batch Creation of P149 (based on FEES) . . . . .	25
R700 - Report Card Formatter (All Students) . . . . .	26
Optional Reports	
R112 - Student Composite . . . . .	27
R301 - Marks Analysis . . . . .	27
R328 - Marks Analysis II . . . . .	27
R302 - Students with Specific Marks . . . . .	27
R303 - Honor Roll . . . . .	27
R802 - Ineligibility Summary . . . . .	27
R309 – Student Absence Search Report . . . . .	27
R700 – Format 95, Eligibility Report . . . . .	27
R701 – Format 98, Attempted Credits . . . . .	27
Procedures for Next Reporting Period and Grade Changes	
B105 - Set up Class Lists . . . . .	28
GBCL – If using grade book software and new term .	28
CLIS - Class Lists . . . . .	29
SLIS - Student Class Lists . . . . .	29
ACHI - Student Achievements Screen . . . . .	29
MARK- Student Marks Screen . . . . .	30

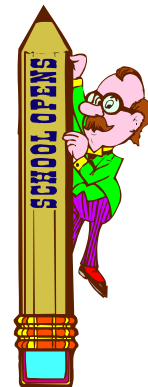
# Starting the Year and Establishing Class Lists

Establishing class lists must be completed prior to printing report cards.

**P301** - Class Periods Possible. Must be set up prior to submitting the B105.

SIS - P301		TCCSA Test School				Aug 27, 2003	
[DISPLAY]		School Control Parameters				04:41 PM	
Class Periods Possible							
						(Days in Session)	
Year:	Term:	Reporting	From	To	Class Periods Possible		
Period:	Period:	Period:	Period:	Period:	New:	Old:	
1	04/05	1	1	8	45	0	
2	04/05	1	2	8	45	0	
3	04/05	1	3	8	0	0	
4	04/05	1	4	8	0	0	
5	04/05	2	5	8	45	0	
6	04/05	2	6	8	45	0	
7	04/05	2	7	8	0	0	
8	04/05	2	8	8	0	0	
9	04/05	2	9	8	0	0	
10							
11							
12							
13							
14							

Command: DISPLAY  
Message:



**B105 - Set up Class Lists Records.** This batch job locks in the schedules and creates class lists the first time. It creates new class lists for consecutive reporting periods and updates any changes that have been made.

```

SIS - B105                      TCCSA Test School          Aug 27, 2003
[DISPLAY]                      Batch Job Requesting        04:45 PM

Batch Job ID: B105             SET UP CLASS LIST RECORDS
Version: 01                   B105 - DEFAULT VERSION
Version Date: 08/19/99        Run Day or Night (D/N): N

----- Batch Job Control -----

School Year:                   04/05

Previous Term:
Previous Report Period:

New Term:                       1
New Report Period:              1

----- Print Control -----
Density:  H   Suppress Message (Y/N): N
Spacing:   1   Auto Status Change (Y/N): N
Copies:    1   Active Status Code: A
Printer:   P1  Inactive Status Code: I
Save (Y/N): Y
Submit For Processing (Y/N): N

```

**CLIS – Class Lists.** Check some CLIS screens to verify B105 has created them.

```

SIS - CLIS                      TCCSA Test School          Aug 28, 2003
[DISPLAY]                      Class List                 05:09 PM

Year: Course:                 Sec: Tr: Rp: Teacher:      Room: Prds: Days:
04/05 100 ANIMATION          1 1 1 NICE                113 1 MTWRF

Student Name:      ID:      Mrk: Wh: Com: Com: Ct: --Periods--  ---Days---
Abs Lat Pos Abs Pos
1 CHARMING, P.    12345
2 DEER, B.        23456
3 DWARF, B.       34567
4 DWARF, D.       45678
5 DWARF, D.       56789
6 DWARF, G.       67890
7 DWARF, H.       78901
8 DWARF, S.       89012
9 DWARF, S.       90123
10 RABBIT, T.     01234
11 SKUNK, F.      98765
12 WHITE, S.      87654
13 WITCH, W.      76543
(MORE)
Message:

```

**P302** - Current Year/Term/Reporting Period. Verify that the B105 worked properly and that you are sitting in the correct school year, term and reporting period.

```
SIS - P302                                TCCSA Test SCHOOL                Aug 28, 2003
[DISPLAY]                                School Control Parameters          11:50 AM
                                         Current Year/Term/Reporting Period

                                         School Year:      04/05

                                         Term:            1

                                         Reporting Period: 1

Command: DISPLAY
Message:
```

**GBCL** – Create Class List files for Grade Book program. Usually one person per building or district is designated to run this and then copy the files to the server for the teachers. To access this option take the “Link to Other Applications” from the POISE Main Menu, then “Custom” from the next to get the following menu:

```
SIS - M80                                TCCSA Test School                SEP 21, 2003
                                         09:00 AM

1  ANNUAL  - County Office Annual Report
2  BIRTHD  - Birthday Reports
3  DSCSCN  - Discipline System
4  RANKIN  - (Wadsworth High School) Ranking Program
5  WOOSTER - (Wooster City) Data Extraction Program
6  EXC2SIS - Load Attendance from grade book program
7  ATT2SIS - Load Attendance from IAM Card
8  GBCL   - Create Class List files for grade book program
9  LOGR    - Load Grades from grade book program
10 ATTEND  - Extract STUD data for IAM Card program
```

**R703** - Class Lists Formatter. Use to verify that class lists are correct. Use The appropriate format #. You may want to use P414 to print out specific courses.

**P106** – Reporting Periods. Verify that the reporting period information is current and accurate. If you are changing reporting periods this year contact TCCSA.

Example of two terms/semesters:

```

SIS - P106                               TCCSA High School                       Aug 28, 2003
[DISPLAY]                                School Control Parameters                 03:43 PM
                                         Reporting Periods

      Term:  Reporting Periods
            From:  To:
1  1         1      4      Term 1, Reporting Period 1 = 1st 9 weeks
2  2         5      8      Term 1, Reporting Period 2 = 2nd 9 weeks
3                                     Term 1, Reporting Period 3 = 1st semester exam
4                                     Term 1, Reporting Period 4 = 1st semester final
5                                     Term 2, Reporting Period 5 = 3rd 9 weeks
6                                     Term 2, Reporting Period 6 = 4th 9 weeks
7                                     Term 2, Reporting Period 7 = 2nd semester exam
8                                     Term 2, Reporting Period 8 = 2nd semester and all
                                         year classes' final

Command: DISPLAY
Message:

```

Example of four terms/quarters:

```

SIS - P106                               TCCSA Middle School                       Aug 28, 2003
[DISPLAY]                                School Control Parameters                 03:43 PM
                                         Reporting Periods

      Term:  Reporting Periods
            From:  To:
1  1         1      1      Term 1, Reporting Period 1 = 1st 9 weeks
2  2         2      3      Term 2, Reporting Period 2 = 2nd 9 weeks
3  3         4      4      Term 2, Reporting Period 3 = 1st semester final
4  4         5      6      Term 3, Reporting Period 4 = 3rd 9 weeks
5                                     Term 4, Reporting Period 5 = 4th 9 weeks
6                                     Term 4, Reporting Period 6 = 2nd semester and all
7                                     year classes' final
8

Command: DISPLAY
Message:

```

**P703** – Report Card Formatter, Demographic Fields. You will need to change the school year that prints on the grade cards. This is only necessary once each school year.

```
SIS - P703                                TCCSA High School                        Aug 28, 2003
[DISPLAY]                                Report Card Formatter                    03:49 PM
                                           Demographic Fields

Format No: 80

   Seq  Line  Col  Field
   ---  ---  ---  ---
  1   010   003  003  STUD.STUDENTID/E=4/T0=9
  2   020   003  010  STUD.LASNAME+
  3   025   003  000  ", "+
  4   030   003  000  STUD.GIVNAME
  5   040   003  041  STUD.SEX
  6   045   003  043  STUD.GRADE
  7   050   003  047
  8   055   003  053  SCHO.SCHOOL_CODE
  9   060   003  058  03-04 ←----- Change to the current school year 04-05
 10   065   003  075  STUD.CNSLNAME/E=1/T0=15
 11   100   041  010  TO THE PARENTS OF:
 12   110   041  050  SCHO.SCHOOLNAME
 13   120   042  012  STUD.GIVNAME+
 14   125   042  000  " "+
(MORE)
Command: DISPLAY
Message:
```





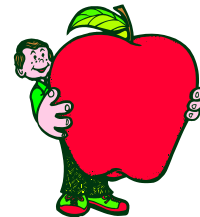
# Procedures for Gathering Marks

**CCOM** - Screen and Report. Use to code comments for report cards. Enter comments you would like to print out in the comment section of report cards. If you use comments for the report cards, you may want to print the report writer report (REPO), called **CCOM** version 01. This can be given to teachers so they have a list of all valid comments and codes for entering students' marks.

SIS - CCOM		TCCSA Test School		Aug 27, 2003
[DISPLAY]		Coded Comments		04:47 PM
	Code:	Line No:	Text:	
1	1	1	REPORT IS NOT COMPLETE	
2	2	1	NOT PARTICIPATING IN CLASS	
3	3	1	OFTEN PARTICIPATES IN CLASS	
4	4	1	NOT AWAKE FOR CLASS	
5	5	1	VERY COOPERATIVE	
6	6	1	PERSONAL REPORT GIVEN TO STUDENT	
7	7	1	MISSING ASSIGNMENTS	
8	8	1	DUE DATES ARE NOT MET	
9	9	1	NOT RESPONSIBLE	
10	10	1	KEYBOARDING SKILLS ARE STRONG	
11	11	1	KEYBOARDING SKILLS ARE WEAK	
12	12	1	TYPING SPEED LOW	
13	13	1	TYPING ERRORS ARE TOO FREQUENT	
14	14	1	QUIZ SCORES ARE LOW	
15	15	1	PRACTICE SET INCOMPLETE	
16	16	1	ACCOUNTING SKILLS ARE WEAK	
17	17	1	UNETHICAL CONDUCT OBSERVED	

(MORE)  
Command: DISPLAY  
Message:

Note: Line No: denotes the sequence if you need more than one line per comment.



SIS - REPO [CHANGE]	TCCSA Test School Report Requesting	Aug 28, 2003 04:17 PM
Report ID: REPO	AD HOC REPORT(S) SUBMISSION	
Version: 01	DEFAULT VERSION	
Version Date: 08/17/99	Run Day or Night (D/N): A	

----- Selection Control ----- Sequence Control -----

Ad Hoc Report ID: CCOM  
Ad Hoc Version No: 01

----- Print Control -----

Density: L  
Spacing: 1  
Copies: 1  
Printer: P1  
Save (Y/N): Y  
Submit For Processing (Y/N): Y  
Message

CCOM version 01 report:

REPORT ID: CCOM	TCCSA TEST SCHOOL	16:57 08/28/99
VERSION: 01	COURSE COMMENT LISTING	PAGE 1

-----

NUMBER: LINE: COMMENT:

-----

1	1	WORKING BELOW ABILITY
2	1	RESPONSIBLE AND DEPENDABLE
3	1	WORK IS NEAT AND ACCURATE
4	1	MATURITY AS A STUDENT SHOWN
5	1	HELP REQUESTED WHEN NEEDED
6	1	LAB TIME USED WELL
7	1	WORKS WELL WITH OTHERS
8	1	WORKS INDEPENDENTLY
9	1	COURTEOUS AND MANNERLY
10	1	PLEASANT AND HARD WORKING
11	1	PERFORMANCE OUTSTANDING
12	1	WORK COMPLETED ON TIME
13	1	ORIGINAL, CREATIVE WORK
14	1	PRIDE TAKEN IN WORK
15	1	WORKMANSHIP IS EXCELLENT

## Manual Entry

Print one of the following reports for teachers to enter marks:

**R203 - Marks and Attendance Gathering List.** Enter "N" to the question "Print current reporting period data verification (Y/N)"

```

SIS - R203                TCCSA Test School                Aug 31, 2003
[CHANGE]                 Report Requesting                08:51 AM

Report ID:   R203                MARKS AND ATTENDANCE GATHERING LIST
Version:     01                 R203 - STORED TEST PARAMETERS
Version Date: 02/05/92                Run Day or Night (D/N): D

----- Selection Control ----- Sequence Control -----
School Year:  04/05
Term:         1
Report Period: 1
Course ID:
Section:

----- Print Control -----
Density:      H      Print Previous Reporting Period Data From Rpt:   To Rpt:
Spacing:      1      Print Current Reporting Period Data Verification (Y/N): N
Copies:       1      Print on Large or Regular Paper (L/R): R
Printer:      P1     (Large = 11 x 14, Regular = 8.5 x 14)
Save (Y/N):   Y      Print by Block or Course (B/C): C
Submit For Processing (Y/N): Y
Message I - Request being submitted--Please wait
  
```

## R203 – printout

```

REPORT: SIS - R203                TCCSA Test School                RUN AT 08:51 ON 08/31/99

                MARKS AND ATTENDANCE GATHERING LIST                PAGE:      4

TEACHER:      CLASS:      YEAR: TERM:      DAYS:PERIODS: ROOM: REPORTING PERIOD:
Nice, Bea     100-01 ANIMATION  04/05 1ST SEMESTER  MTWRF    4    113    1 - INTERIM
-----
STUDENT NAME      HRM      ID      LVL -----REPORT PERIOD 1-----
                MRK  WH  COM  COM  CTZ  ABS  LAT
-----
CHARMING, P.      S2     12345    10  ---  ---  ---  ---  ---  ---  ---
DEER, B.          S2     23456    10  ---  ---  ---  ---  ---  ---  ---
DWARF, B.         S1     34567    12  ---  ---  ---  ---  ---  ---  ---
DWARF, D.         9      45678    11  ---  ---  ---  ---  ---  ---  ---
DWARF, D.         S2     56789    10  ---  ---  ---  ---  ---  ---  ---
  
```

**R703 - Class Lists Formatter. Use format #81, 82, 83, or 84.**

SIS - R703 [CHANGE]	TCCSA Test School Report Requesting	Aug 31, 2003 09:13 AM
Report ID: R703	CLASS LIST FORMATTER	
Version: 01	Default Version	
Version Date: 08/24/99		Run Day or Night (D/N): D

----- Selection Control -----		----- Sequence Control -----	
From	To		
Period:		Course:	0
Teacher:		Period:	2
		Teacher:	1
P414 Version No:		Room:	3
P416 Version No:			
School Year: 04/05			
Report Period: 1			

----- Print Control -----	
Density: L	R703 Format No: <b>81</b> ←- 82, 83, or 84
Spacing: 1	P413 Version No:
Copies: 1	Print Address Labels (Y/N): N
Printer: P1	Use Student or Parent Address (S/P):
Save (Y/N): Y	
Submit For Processing (Y/N): Y	
Message I	

**R703 – printout:**

REPORT: R703	TCCSA TEST SCHOOL	08/31/99
VERSION: 81	GRADE SHEETS	PAGE: 1

TEACHER:	COURSE:	SECTION:	YR-TERM:	RP:	PRDS:	ROOM:
BEA NICE	100	1	04/05-1	1	6	25
	ANIMATION					

-----				
STUDENT NAME	ST ID	RP1	COMM 1	COMM 2
-----				
CHARMING, PRINCE	12345	_____	_____	_____
DEER, BAMBI	23456	_____	_____	_____
DWARF, BASHFUL	34567	_____	_____	_____
DWARF, DOC	45678	_____	_____	_____
DWARF, DOPEY	56789	_____	_____	_____

Entering marks into the computer:

**IMAD** - Input Marks and Attendance Screen. This screen is for hand entering one reporting period of marks. You may want to use the numeric keypad. This screen operates in the Display and Change modes only.

SIS - IMAD [DISPLAY]		TCCSA Test SCHOOL Input Marks and Attendance Data				Aug 31, 2003 09:51 AM		
Year: Course: 04/05 100 ANIMATION		Sec: Term: Rp: Teacher: 1 1 1 NICE			Room: Prd: Days: 25 2 MTWRF			
Student Name:	ID:	Mrk:	Wh:	Com:	Com:	Ct:	----Periods----	Exception
							Abs Late Possbl	Credit
1 CHARMING, P.	12345						0 0 0	
2 DEER, B.	23456						0 0 0	
3 DWARF, B.	34567						0 0 0	
4 DWARF, D.	45678						0 0 0	
5 DWARF, D.	56789						0 0 0	
6 DWARF, G.	67890						0 0 0	
7 DWARF, H.	78901						0 0 0	
8 DWARF, S.	89012						0 0 0	
9 DWARF, S.	90123						0 0 0	
10 RABBIT, T.	01234						0 0 0	
11 SKUNK, F.	98765						0 0 0	
12 WHITE, S.	87654						0 0 0	
13 WITCH, W.	76543						0 0 0	
Command: DISPLAY								
Message:								

**P124** - Screen Modification Parameter. Can be set up to customize the data entry of the IMAD screen.

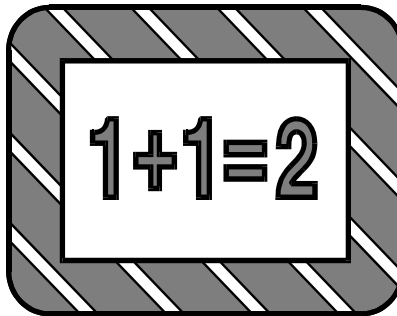
SIS - P124 [DISPLAY]		TCCSA TEST SCHOOL School Control Parameters Dynamic Screen Modification Parameters				Aug 31, 2003 09:57 AM		
Screen Name: IMAD								
	Field No	Bypass	Required	Description				
1	013	N	N	MARK				
2	014	Y	N	WORK HABITS MARK				
3	015	N	N	CODED COMMENT #1				
4	016	N	N	CODED COMMENT #2				
5	017	Y	N	CITIZENSHIP				
6	018	Y	N	ABSENT				
7	019	Y	N	LATE				
8	020	Y	N	POSSIBLE				
9								
Command: DISPLAY								

**P146** – Keypad Translation Table. You may want to set this up to the use of the numeric keypad for quicker, easier data entry.

SIS - P146 [DISPLAY]	TCCSA TEST SCHOOL School Control Parameters Keypad Translation for Mark Entry	Aug 31, 2003 10:01 AM
Keypad #	Mark	
1	01	A
2	02	B
3	03	C
4	04	D
5	05	F
6	06	M
7	07	P
8	08	INC
9	10	A-
10	11	A+
11	20	B-
12	22	B+
13	30	C-
14	33	C+
15	40	D-

(MORE)  
Command: DISPLAY  
Message:

Note: Keypad Translation Will Occur  
Automatically for any Entries  
Displayed in This Table



**LOGR** – Load Grade from Grade Book program. The designated person(s) will copy the files from the server to the “POISE” computer, then run this program to insert the grades and comments to the CLIS records. To access this option – take the Link to Other Applications from the POISE Main Menu, then the Custom option to get the menu below:

SIS - M80	TCCSA Test School	SEP 21, 2003 09:00 AM
1	ANNUAL	- County Office Annual Report
2	BIRTHD	- Birthday Reports
3	DSCSCN	- Discipline System
4	RANKIN	- (Wadsworth High School) Ranking Program
5	WOOSTER	- (Wooster City) Data Extraction Program
6	EXC2SIS	- Load Attendance from grade book program
7	ATT2SIS	- Load Attendance from IAM Card
8	GBCL	- Create Class List files for grade book program
9	<b>LOGR</b>	- Load Grades from grade book program
10	ATTEND	- Extract STUD data for IAM Card program

**MOLE** – If you plan to use the MOLE procedure, there is some set up involved. We will need to be notified well in advance that you wish to use this.

1. Each teacher would need to have a TCCSA username.
2. TCCSA would need to set up P006 and P030 records.
3. Designee would need to help modify P006 records.

Then teachers could access the web page from any where using a internet browser: [tccsa0.tccsa.net/mole/index.html](http://tccsa0.tccsa.net/mole/index.html)



**Progress Book** – If you plan to use the Progress Book procedure, there is some set up involved. We will need to be notified well in advance that you wish to use this.

1. Each teacher would need to have a TCCSA username for DSL to access the Progress Book program.
2. TCCSA would need to set up the files to copy to Progress Book.
3. Training should have occurred for the teachers.

Then teachers could access the our web page from any where using Internet Explorer version 6.0 or higher, and select the Progress Book link and log in. If they are using for a grade book or just an entry method of grades they would select the Enter Report Cards option, select the show all students and they will get the grid to enter, calculate the grades, and comments. Once they have done this they need to hit the SAVE button at the bottom of their grid and that will save the information to POISE.

**ENGLISH 11** Report Cards: DEMO - HS Report Card

Check the columns to calculate, then press the = button.

Student	Assessment	RP1	RP2	S1 Exm	S1 Avg	RP3	RP4	S2 Exm	S2 Avg	Final
<b>MAYS WILLIE</b> Avg. Mark: Points: 0/0 Absent: 0 Tardy: 0	Mark Comment 1 Comment 2	A-	008							
<b>MOUSE MICKEY</b> Avg. Mark: Points: 0/0 Absent: 0 Tardy: 0	Mark Comment 1 Comment 2									
<b>ORGANA LEIA</b> Avg. Mark: Points: 0/0 Absent: 0 Tardy: 0	Mark Comment 1 Comment 2									
<b>SKYWALKER ANAKIN</b> Avg. Mark: Points: 0/0 Absent: 0 Tardy: 0	Mark Comment 1 Comment 2									
<b>SKYWALKER LUKE</b> Avg. Mark: Points: 0/0 Absent: 0 Tardy: 0	Mark Comment 1 Comment 2									

Save



## Verification of Marks

Use one of the following reports to make sure that all grades entered by hand or scanned in are correct. This is the data that will print on report cards!

**R203** - Marks and Attendance Gathering List. Run the R203 after grades have been entered. Enter "Y" to the question "Print current reporting period data verification (Y/N)?" and verify that all is correct.

or

**R703** - Class Lists Formatter. Change **P746** to look for the appropriate reporting period comments. Use format **#02**. Format 02 will print out all previous grades for the current school year.

```
SIS - P746                                TCCSA TEST SCHOOL                        Aug 31, 2003
[DISPLAY]                                Class List Formatter                      01:03 PM
                                         Student Demographics

Format No: 02
Line No: 01

   Seq  Col  Field
1   040  066  $MARK_RP05
2   041  073  $MARK_RP06
3   042  080  $MARK_RP07
4   043  087  $MARK_RP08
5   044  093  $MARK_RP09
6   045  101
7   046  107
8   047  116  $COMCODE1_RP01←----Report Period number must match to the reporting
9   048  123  $COMCODE2_RP01←----period you are using for your current grading period
10

Command: DISPLAY
Message:
```

## Update Absence History for Report Cards

**P173** – Control Parameters for B115. Verify that the current codes are what you want to be used for the calculation of absence history records.

SIS - P173 [DISPLAY]	TCCSA TEST SCHOOL School Control Parameters Control Parameters for B115	Aug 31, 2003 01:10 PM
-------------------------	---	--------------------------

Version No: 1

Create the Following ABHI Absence Types:

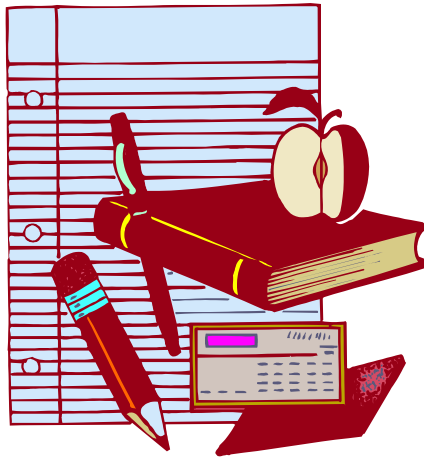
For Full/Half Days Absent:

ABHI Abs Type:	ABSE Abs Types:
1. A	A
2. U	U 0
3.	

For Number or Partial Absences:

ABHI Abs Type:	ABSE Abs Types:
1. T	T
2.	
3.	

Command: DISPLAY  
Message:



**B115 - Cumulative Absence History Update.** This batch job sets up correct totals that appear on the report cards. **Be sure the dates are correct for this specific reporting period.**

```
SIS - B115                      TCCSA TEST SCHOOL                      Aug 31, 2003
[CHANGE]                        Batch Job Requesting                    01:12 PM

Batch Job ID: B115              CUMULATIVE ABSENCE HISTORY UPDATE FROM ABSE
Version: 01                     B115 - VERSION DEFAULT
Version Date: 06/11/99          Run Day or Night (D/N): D

----- Batch Job Control -----
Student Grade From: 09 To: 12

School Year: 04/05
Term: 1
Report Period: 01
P173 Version: 01

ABSE Date From: 08/24/04      To: 10/29/04
-- Print Control --          Create ABHI Records Even if Totals are Zero (Y/N): Y
Density: H                   |
Spacing: 1                   | Report Flag:
Copies: 1                    | P149 Version:
Printer: P1                  | Clear P149 (Y/N): N
Save (Y/N): Y               |
Submit For Processing (Y/N): Y
Message:
```

This batch job posts absence totals in the **ABHI** absence history screen. These totals are calculated by the date range given for each reporting period.

# Cumulative Grade Point Averaging

The following may be done by all schools, but **MUST** be done by those having cumulative GPA printing on their report cards and who have split their schedules into four terms, where term 1 is basically the first 9 weeks.

**B118 - Student Course History Update.** This may be done at the end of a term or at the end of the school year. You must specify which reporting data will be used for term and which will be used for final marks. COHI records may be created for classes that are partially completed, or for classes that are completed for all terms.

**\*This will update course history for 1<sup>st</sup> term classes only\***

```
SIS - B118                      TCCSA Test School                      Nov 11, 2003
[CHANGE]                        Batch Job Requesting                    03:03 PM

Batch Job ID: B118              STUDENT COURSE HISTORY UPDATE
Version: 01                     Default Version
Version Date: 05/28/98          Run Day or Night (D/N): D

----- Batch Job Control -----
School Year: 04/05              Omit Update for Alpha Marks:
Term Range: 1 1
                                Omit Update for Numeric Marks
                                Less Than:
Update COHI for Courses Fully (F)  For Blank Term Mark Update: *
or Partially (P) Completed (F/P): F

Use Latest Mark as Cumulative (Y/N): N  Term    Term Mark    Final Mark
-- Print Control -- Report Flag:      1          1          1
Density: H | P149 Version: 2
Spacing: 1 | Clear P149 (Y/N): N 3
Copies: 1 | Update Existing COHI from CRSE (Y/N): N 4
Printer: P1 | Update Multiple Crse/Secs in Same Term Range (Y/N): Y
Save (Y/N): Y | Submit For Processing (Y/N): Y
Message:
```

**\*Example of COHI screen after B118 is ran\***

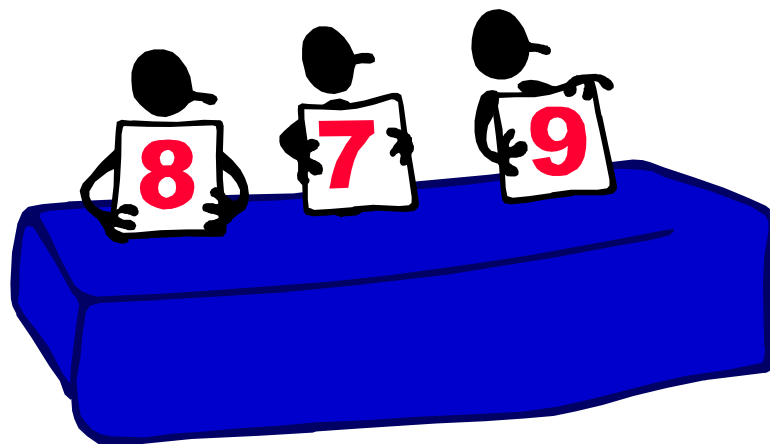
SSS - COHI [DISPLAY]	TCCSA TEST SCHOOL Student Course History	DEC 27, 1998 03:03 PM M-10-A-04/05
Student ID: 12345	MOUSE, MICKEY	
Grade: 10		Attempt Earned
School Year: 04/05		Term: Mrk:Points: Cred: Cred: Abs:
Crse Abbreviation: ALG-I	Sec: 01	
		1 B 4.00 1.000 1.000 0
Crse Text: ALGEBRA I		2
Completion YY/MM: 98/1		3
School: TEST		4
Crse Grade Level: 10		
Crse Grd Lvl Count: Y	Cumul:	
Crse In Cum GPA: Y	Exam:	
Crse In Cum Credit: Y	Aver:	
Crse Language Code:	Final: B	1.000 1.000 0
Crse Hrs of Instr: 165		
Crse Level of Diff: W Weighted		
Crse Area of Study:	Date Update: 11/10/03	
Crse Subject Area: MTH MATH	Updated by: B118	
Crse Transfer Code: 3		
Command: DISPLAY		
Message:		

**COHI** - Student Course History. This screen can be updated via the B118 or Manually.

**B117** - Student GPA Ranking Update. If COHI data is used, GPA may be calculated from term marks and credits or final marks and credit.

**\*Ranks students based on course history up through previous school year\***

SIS - B117 [CHANGE]	TCCSA Test School Batch Job Requesting	Nov 11, 2003 03:14 PM
Batch Job ID: B117 Version: 01 Version Date: 06/09/98	STUDENT GPA RANKING UPDATE Default Version	Run Day or Night (D/N): D
----- Batch Job Control ----- Update RANK from (COHI/CLIS): COHI School Year: 04/05 From To Term/Rpt Prd: 1 1 Grade: 09 12 Rank Inactive Students (Y/N): Y P123 Version: 1	----- CLIS Information ----- Update "New Cum" (N) and Roll "Prev Cum" Forward or Update "Proj New Cum" (P) for Interim Rpt Prd (N/P): N Students with no CLIS Records Include in Ranking? (Y/N): N Delete if not Included? (Y/N): N ----- Include/Exclude Control ----- For COHI use Standard/Difficulty Pts: D MISC Subscreen: Field No: Value(s) of:  1 2 3 4 5 Exclude Data Flags:	
----- COHI Information ----- Use Term, Final or Exclusively Final Data (T/F/E): F		
----- Print Control ----- Density: H Spacing: 1 Copies: 1 Printer: P1 Save (Y/N): Y Submit For Processing (Y/N): Y Message:		



**\*Student's Rank screen after B117 is ran from COHI\***

SIS - RANK [DISPLAY]	TCCSA Test School Student GPA Ranking	Nov 11, 1998 03:18 PM F-11-A-04/05-CAFE		
Student ID: <u>85</u>	GOOD, JONNIE BEA			
	Previous Cumulative	New Cumulative	Current	Project'd New Cumulative
School Year:		04/05		
Term:		1		
Report Period:			00	00
GPA Attempted Credits:		11.500		
GPA Earned Credits		11.500		
GPA Weighted Points:		46.000		
Weighted GPA:	0.000	4.000	0.000	0.000
Student's Rank:		1		
No. Students Ranked:		78		
Date Updated:		11/01/04		
Updated by:		B117		
Command: DISPLAY				
Message:				

**RANK** - Student GPA Ranking. This screen may be used to display rank data. The results are created by B117.

**R325** - Student GPA Ranking Report. Gives a report of ranking data from the RANK screen.

## Printing of Report Cards



**Format 01 = plain paper**  
**Format 42 = six week grading periods**  
**Format 80 = nine week grading periods**  
**Format 90 = plain paper**

**P702** – Report Card Formatter, Header Fields. To print out a message at the bottom of the report cards, the message must be entered here before submitting the **R700**. Up to 110 characters print out. Use line numbers 33, 34 and/or 35. Use the format above that matches your 9 weeks or 6 weeks.

```
SIS - P702                                TCCSA TEST SCHOOL                                Aug 31, 2003
[DISPLAY]                                Report Card Formatter                            01:20 PM
                                           Header Fields

Format No: 80

Seq  Line  Col  Text
1   010   003  065  $RUN_DATE
2   020   006  033  CRDT
3   060   006  042  1 2 E1S13 4 E2S2FN
4   070   033  003  WELCOME TO A THE 04/05 SCHOOL YEAR.
5   080   034  003  PARENT/TEACHER CONFERENCES WILL BE
6   090   035  003  HELD NOVEMBER 9TH, 2004.
7
8
9           ***  You may have up to 3 lines of text to print out on each report card.
10          ***  They must always be in lines 33-35, starting at column 3, and can go
11          ***  no longer than 37 characters each, including spaces etc.
12
13
14

Command: DISPLAY
Message:
```



**P704** – Report Card Formatter, Mark Fields. You must change this if you are printing class absence information on the report card, to the proper reporting period code.

```
SIS - P704                                TCCSA TEST School                                Aug 31, 2003
[DISPLAY]                                Report Card Formatter                            01:33 PM
                                           Mark Fields

Format No:      80
Mark Line No:  001

   Seq Col  Field
   --- --  ---
1   010 003 $COURSE_TEXT
2   012 023 $COURSE_ID
3   014 029 $COURSE_SECTION
4   020 036 $ABSENT_RP01 ←---Make sure to change this to the appropriate
                                           reporting period.

5   030 042 $MARK_RP01
6   035 044 $MARK_RP02
7   040 046 $MARK_RP03
8   050 048 $MARK_RP04
9   060 050 $MARK_RP05
10  062 052 $MARK_RP06
11  064 054 $MARK_RP07
12  066 056 $MARK_RP08
13  100 058 $MARK_FINAL
(MORE)
Command: DISPLAY
Message:
```



**P705** – Report Card Formatter, Attendance Fields. You must change this to reflect the correct date ranges for the correct days present, days absent, and times tardy to print on the report cards.

```

SIS - P705                               TCCSA TEST School           Aug 31, 2003
[DISPLAY]                                Report Card Formatter       01:38 PM
                                         Attendance Fields

Format No: 80

Seq Line Col Field
1 010 036 050 $DAYS_PRESENT_RP01=A,U/START=082404/END=102904
2 020 036 056 $DAYS_ABSENT_RP01=A,U
3 030 036 063 $TIMES_LATE_RP01=T,X
4 100 038 050 $TOTAL_DAYS_PRESENT=A,U/START=082404/END=102904
5 110 038 056 $TOTAL_DAYS_ABSENT=A,U
6 120 038 063 $TOTAL_TIMES_LATE=T,X
7
8
9
NOTE: Even though you are only changing the date range, you must type in the entire field
line.

Command: DISPLAY
Message:

```

**P706** – Report Card Formatter, GPA Fields. If you have current gpa printing on your report cards, you must change the P706 to reflect the correct reporting period for the gpa.

```

SIS - P706                               TCCSA TEST School           Aug 31, 2003
[DISPLAY]                                Report Card Formatter       01:42 PM
                                         GPA Fields

Format No: 80

Seq Line Col Field
1 010 038 006 CURR GPA
2 020 038 016 $GPA_RP01 ←-- this must match current reporting period
3 030 038 023 YTD GPA or can change to $GPA_CURRENT
4 040 038 033 $GPA_FINAL
5 050 039 006 CUM GPA
6 060 039 016 $GPA_RANK
7 070 039 023 CUM CRDT
8 080 039 033 $TOTAL_CREDITS_CUMULATIVE_FINAL
9

Command: DISPLAY

```

**R700 - Report Card Formatter P149 Version.** Set up a P149 version for 1 to 5 students and run report cards for those students.

**Verify accuracy of data.** Check for misspellings, misalignments, and any other type of errors. If all is ok, submit for all students.

SIS - R700 [CHANGE]	TCCSA TEST School Report Requesting	Aug 31, 2003 01:53 PM
Report ID: R700	STUDENT REPORT CARD FORMATTER	
Version: 01	Default Version	
Version Date: 06/16/99	Run Day or Night (D/N): D	
----- Selection Control ----- Sequence Control -----		
From To	Homeroom: 0	
Grade:	Status: A  Name: 2	
Rpt Prd:	P115 Ext/Sys  Student ID: 0	
Course:	Stat (E/S): S Grade: 1	
Homeroom:	Zip Code: 0	
School Year: <b>04/05</b>	Status: 0	
Current Period: <b>01</b> 1 2 3 4 5	Counselor: 0	
Exclude Data Flags:	Program:	
----- Print Control -----		
Density: H	Format Version No: 80	
Spacing: 1	Print Student or Parent Labels (S/P):	
Copies: 1	Report Flag:	
Printer: P1	<b>P149 Version: 1</b> Clear P149 (Y/N):	
Save (Y/N): Y	P123 Version: 1	
Submit For Processing (Y/N): Y		
Message:		

**B126** – Batch Creation of P149 Based on Fees. If your school building uses the FEES program with payments, you can create two separate P149 versions. One version can be for those who still owe fees and the other for those who do not, then you can run the R700 using the P149 versions you created and sort them that way.

**B126 ran for those who still owe fees:**

```

SIS - B126                TCCSA Test School                Dec 13, 2000
[DISPLAY]                Batch Job Requesting                03:14 PM

Batch Job ID: B126        BATCH CREATION OF P149
Version: 01                Standard Defaults
Version Date: 01/13/99        Run Day or Night (D/N): D
----- Batch Job Control -----
                From                To
Grade:                                Create P149 Version: 8 ←Make this a unique #
Homeroom:                                Build New/Update Current (B/U): B
Fee Balance: 0.01    999.99

Status:
P115 Ext/Sys Status (E/S): S
                1 2 3 4 5
Exclude Data Flags:
----- Print Control -----
Density: L
Spacing: 1
Copies: 1
Printer: P1
Save (Y/N): Y
Submit For Processing (Y/N): N
Message:
  
```

**B126 ran for those who do NOT owe fees:**

```

SIS - B126                TCCSA Test School                Dec 13, 2000
[CHANGE]                Batch Job Requesting                03:14 PM

Batch Job ID: B126        BATCH CREATION OF P149
Version: 01                Standard Defaults
Version Date: 01/13/99        Run Day or Night (D/N): D
----- Batch Job Control -----
                From                To
Grade:                                Create P149 Version: 9 ←Make this a unique #
Homeroom:                                Build New/Update Current (B/U): B
Fee Balance: 0.00    0.00

Status:
P115 Ext/Sys Status (E/S): S        Note: May need to put a negative value in From
                1 2 3 4 5        if you owe monies back.
Exclude Data Flags:
----- Print Control -----
Density: L
Spacing: 1
Copies: 1
Printer: P1
Save (Y/N): Y
Enter Field Number To Change
  
```

**R700 - Report Card Formatter (All Students).** Submit report cards for all students **after** verifying all data using procedure outlined above.  
 You will want to remove the P149 version number so that it is blank.

SIS - R700 [CHANGE]	TCCSA TEST School Report Requesting	Aug 31, 2003 01:53 PM
Report ID: R700	STUDENT REPORT CARD FORMATTER	
Version: 01	Default Version	
Version Date: 06/16/99	Run Day or Night (D/N): D	
----- Selection Control ----- Sequence Control -----		
From To	Homeroom: 0	
Grade:	Status: A  Name: 2	
Rpt Prd:	P115 Ext/Sys  Student ID: 0	
Course:	Stat (E/S): S  Grade: 1	
Homeroom:	Zip Code: 0	
School Year: <b>04/05</b>	Status: 0	
Current Period: <b>01</b> 1 2 3 4 5	Counselor: 0	
Exclude Data Flags:	Program:	
----- Print Control -----		
Density: H	Format Version No: 80	
Spacing: 1	Print Student or Parent Labels (S/P):	
Copies: 1	Report Flag:	
Printer: P1	<b>P149 Version:</b> Clear P149 (Y/N):	
Save (Y/N): Y	P123 Version: 1	
Submit For Processing (Y/N): Y		
Message:		

**Note:** You will always use the same format number. Be sure to enter the number of reporting period grade that contains the current 6 or 9 week grade in the Current Period field on the R700. Do not enter the reporting period of semester, exam or final here.

## Optional Reports

**R112** - Student Composite. Runs for up to 6 reporting periods; attendance information will **NOT** print out.

**R301** - Marks Analysis. Provides a distribution of marks for a given class. A total of 9 different marks may be shown on a report.

**R328** - Marks Analysis II. Used to analyze the marks achieved by teacher, department, or course. The report allows a maximum of 18 marks or alternatively, a **P178** version of Combined Marks.

**R302** - Students with Specific Marks. May be used to identify failing students.

**R303** - Honor Roll. May run for a single reporting period, a range of reporting periods, or up to 6 specific reporting periods.

**R802** - Ineligibility Summary. Gives a summary of ineligible marks per teacher.

**R309** – Student Absence Search Report. This report gives a listing of all students absent within a specified period of time. Can be used for a Perfect attendance report.

**R700** – Format 95 – Eligibility Report (P702, P704, P706 need changed)

**R701** – Format 98 – Attempted Credit listing by student.

# Procedures for Next Reporting Period and Grade Changes

Screens used to setup class lists for the next reporting period and screens used to make grade or schedule changes.

**B105 - Set up Class Lists.** Set up of class records for the next reporting period should be run sometime after report cards are printed or before schedule changes are made for the next reporting period. You should verify the results of this by printing the report out from the MGMT screen.

```
SIS - B105                TCCSA TEST School                Aug 31, 2003
[CHANGE]                  Batch Job Requesting                02:04 PM

Batch Job ID: B105        SET UP CLASS LIST RECORDS
Version: 01                B105 - DEFAULT VERSION
Version Date: 08/05/99    Run Day or Night (D/N): N

----- Batch Job Control -----

School Year:              04/05

Previous Term:            1
Previous Report Period:  1

New Term:                 1
New Report Period:       2

----- Print Control -----
Density:  H   Suppress Message (Y/N): N
Spacing:  1   Auto Status Change (Y/N): N
Copies:   1   Active Status Code: A
Printer:  P1  Inactive Status Code: I
Save (Y/N): Y
Enter Field Number To Change
Message:
```

**PROGRESS BOOK users – Note:** You will want to run your B105's to create the class lists, a few days before the end of the current reporting period, so that night the 2<sup>nd</sup> 9 weeks or 2<sup>nd</sup> 6 weeks class lists can go into PROGRESS BOOK for the teachers.

**CLIS - Class Lists.** Any grade changes after the B105 has been run should be made through CLIS. Verify that the B105 worked properly and created CLIS records for the next reporting period.

**SLIS - Student Class Lists.** This is another way to make grade changes; useful if students are moving from section to another, and the grades are following them.

```

SIS - SLIS                      TCCSA TEST School                Aug 31, 2003
[DISPLAY]                       Student Class List                 02:07 PM
                                   F-12-A-04/05-S1
Student ID: 87654                WHITE, SNOW                        School Year: 04/05
Crse/Sec: 100   1  11  21        Crse/Sec: 100   3
                ANIMATION

Rp:  Mrk:  Wh:  Com:  Com:  Ct:  ----Periods----  ----Days----
                Abs Late Possbl  Abs   Possbl
1  1  A
2
3
4
5
6

Command: DISPLAY
Message:

```

**ACHI - Student Achievements Screen.** Working in display mode only, this screen will display information from course history or the class list.

```

SIS - ACHI                      TCCSA TEST School                Aug 31, 2003
[DISPLAY]                       Student Achievements             02:11 PM
                                   F-12-A-04/05-S1
Student ID: 87654                WHITE, SNOW
CLIS/COHI Data (C/H): C                    Only Latest CLIS (Y/N): Y

Year:      Course:                Sec: Teach: Rp: Mrk: Wh: Comments: Ct: Abs: Lat:
C 04/05-1 100  ANIMATION           01 0030  1 A      2  6      0  0
C 04/05-1 330  DRAWING IV           01 0025  1 B+     1      0  0
C 04/05-1 508  CHORUS              01 0005  1 A      2      0  0
C 04/05-1 812  HOME-EC IV         02 0095  1 A      5  8      0  0
C 04/05-1 822  CASTLE MAIN.       01 0095  1 A      4      0  0

Command: DISPLAY
Message:

```



**MARK** - Student Marks Screen. This screen displays up to 12 reporting periods for each student's classes and is similar to a mini report card. You can use the **Change** mode now on this screen too!

NOTE: If you get an error trying to pull up a student's schedule on the SCHE screen, display the MARK screen and verify all the classes the student is in is on your CMST and/or CGRP screen with a matching section number.

SIS - MARK [DISPLAY]			TCCSA TEST School Student Marks				Aug 31, 2003 02:52 PM F-12-A-04/05-S1										
Student ID: 87654			WHITE, SNOW				RP Range: 1 12										
ID	Course Abbr	Sec	Teac ID	Reporting Periods													
				1	2	3	4	5	6	7	8	9	10	11	12		
100	ANIMATE	02	0030	A													
330	DRAW IV	01	0025	B+													
508	CHORUS	01	0005	A													
812	H-E IV	02	0095	A													
822	CASTLE	01	0095	A													
6																	
7																	
8																	
9																	
10																	
Command: DISPLAY				Message:													