

Average Pass/Fail Grades

The Average Pass/Fail Grades screen contains two tabs, Combine Semesters into Full Year and Split Full Year into Semesters. The Combine Semesters into Full Year tab displays students who have a failing grade in semester 1 or semester 2 in a course, along with an average grade for the two semesters that is passing. When this process is run, it will insert a new report card grade for the full year with an average of the two semesters. The Split Full Year into Semesters tab displays all failing full year student report card grades where course_history = Y and where there are two semester grade records and at least one is passing. When the process is run, it will set course_history = null for the full year grade record and course_history = Y for the two semesters, and will award credit accordingly.

 The report show students with failing FY grades even if the corresponding SEM grades doesn't have a percent grade set. The report displays the letter grade if it is set on the student's report card grade for each marking period column.

Combine Semesters into Full Year

1. In the **Grades** menu, click **Average Pass/Fail Grades**.

The screenshot shows a software interface with a sidebar menu on the left and a main content area on the right. The sidebar menu includes items like Setup, Students, Users, Scheduling, Grades (highlighted in red), Assessment, Attendance, Discipline, Forms, Billing, Eligibility, and Employee Self Service. The main content area has a search bar and a list of options under the 'Grades' category, including Grade Breakdown, Missing Final Grades, Student Final Grades, Print Progression Plans, Teacher Gradebook Usage, Graduation Requirements Report, Setup (highlighted in blue), Calculate GPA, Pull Grades for Report Cards, Average Pass/Fail Grades (highlighted in red), Grading Scales & Comments, Graduation Requirements, Progression Plan, and Honor Roll Setup.

2. Click the **Combine Semesters into Full Year** tab.

The screenshot shows a software interface with a tabbed interface at the top. The 'Combine Semesters into Full Year' tab is highlighted in red. Below the tabs, there are buttons for 'Export' and 'Filter: OFF'. Below that is a table with the following data:

Student	Student ID	Grade Level	Selected	Course	Course Number
Abe, Charlie Noel	055879	10	<input checked="" type="checkbox"/>	AP SPANISH LANG & CU	0708400
Abregan, Kenna Joy	061843	10	<input checked="" type="checkbox"/>	ENG 3	1001370

Listed are the students who have a failing grade in semester 1 or semester 2. Displayed on this tab is the Student name, Student ID number, the Grade Level, the Course name the student is passing or failing, the Course Number, the name of the Section, Semester 1 and Semester 2 grade letter and/or percentage, grade Average, and Credits available.

3. After reviewing the grades and averages, use the **Selected** column to select the students for whom you want the average grade entered as the full year marking period grade. You can also clear the selection by clicking the check box for those students who have been selected by default.

Combine Semesters into Full Year										
Student	Student ID	Grade Level	Selected	Course	Course Number	Section	Semester 1	Semester 2	Average	Credits
Abe, Charlie Noel	05879	10	<input type="checkbox"/>	AP SPANISH LANG & CU	0708400	Period 3 – 001 – Dawkins R Carson	F	C	D	1.00
Abregan, Kenna Joy	061843	10	<input checked="" type="checkbox"/>	ENG 3	1001370	Period 2 – 004 – Fridda Lizette Roxy	F	C	D	1.00

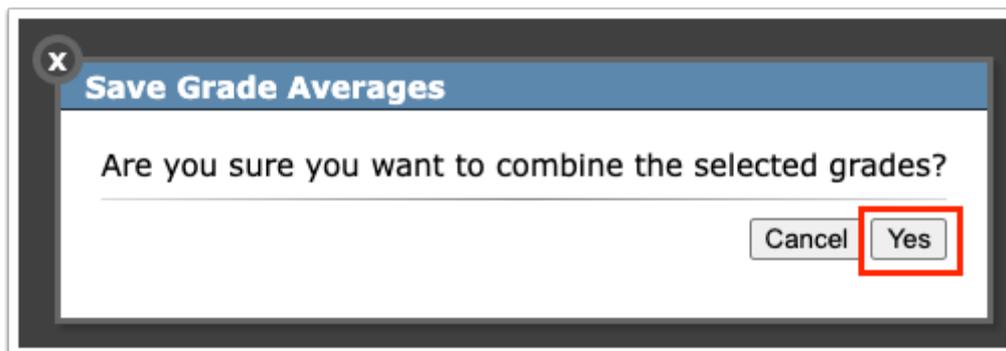
4. Click the **Student ID** number to open [Final Grades, GPA, & Class Rank](#). This allows you to review student grades before processing averages.

Student	Student ID	Grade Level	Selected	Course	Course Number
Abe, Charlie Noel	0055879	10	<input type="checkbox"/>	AP SPANISH LANG & CU	0708400
Abregan, Kenna Joy	0061843	10	<input checked="" type="checkbox"/>	ENG 3	1001370

5. Click **Save Averages**. The average are entered for the full year marking period for the selected courses. The course history flag and credits earned are removed from the semester record and the course history flag and credits are entered for the full year record.

Combine Semesters into Full Year										
Student	Student ID	Grade Level	Selected	Course	Course Number	Section	Semester 1	Semester 2	Average	Credits
Abe, Charlie Noel	055879	10	<input type="checkbox"/>	AP SPANISH LANG & CU	0708400	Period 3 – 001 – Dawkins R Carson	F	C	D	1.00
Abregan, Kenna Joy	061843	10	<input checked="" type="checkbox"/>	ENG 3	1001370	Period 2 – 004 – Fridda Lizette Roxy	F	C	D	1.00

a. In the confirmation pop-up screen, click **Yes** to combine semester grades.

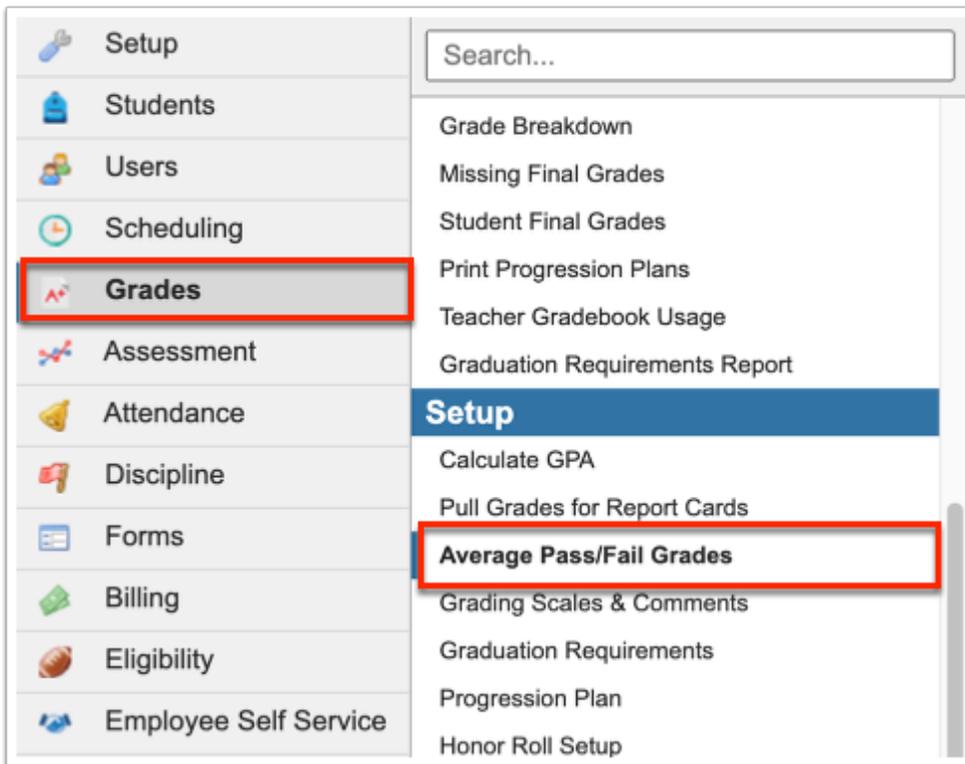


! It is important to double check the selected students before clicking Save Averages. Once the averages have been saved, the process cannot be reversed.

Once averages are saved, you can review grade changes on the [History](#) tab.

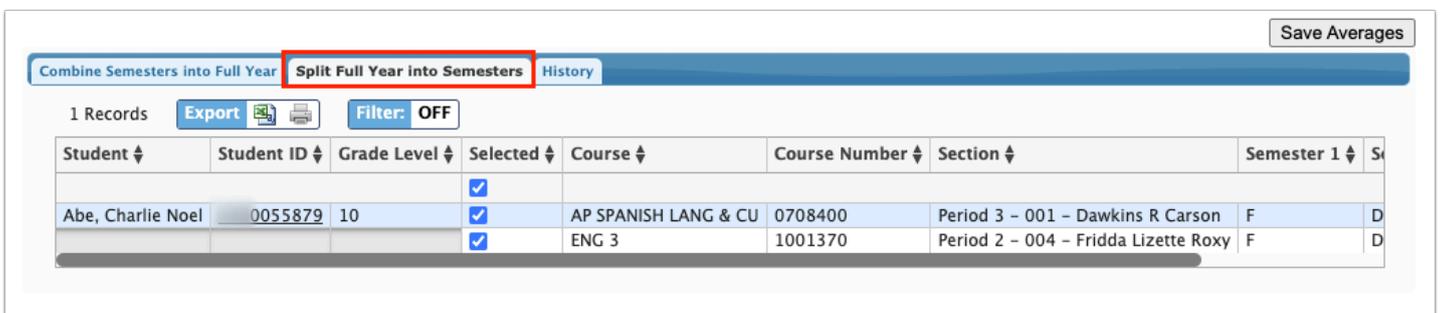
Split Full Year into Semesters

1. In the **Grades** menu, click **Average Pass/Fail Grades**.



The screenshot shows a navigation menu on the left with 'Grades' highlighted in a red box. The main content area on the right shows a list of options under the 'Setup' section, with 'Average Pass/Fail Grades' highlighted in a red box.

2. Click on the **Split Full Year into Semesters** tab.



The screenshot shows the 'Split Full Year into Semesters' tab with a table of student records. The 'Split Full Year into Semesters' tab is highlighted in a red box. The table has columns for Student, Student ID, Grade Level, Selected, Course, Course Number, Section, Semester 1, and Semester 2. The 'Selected' column has checkmarks for all three rows.

Student	Student ID	Grade Level	Selected	Course	Course Number	Section	Semester 1	Semester 2
			<input checked="" type="checkbox"/>					
Abe, Charlie Noel	0055879	10	<input checked="" type="checkbox"/>	AP SPANISH LANG & CU	0708400	Period 3 - 001 - Dawkins R Carson	F	D
			<input checked="" type="checkbox"/>	ENG 3	1001370	Period 2 - 004 - Frida Lizette Roxy	F	D

Students who have a failing full year grade are listed. The students who have a semester 1 or semester 2 grade that contains a passing percentage are automatically selected, as indicated by the check mark. Displayed on this tab is the Student name, Student ID number, the Grade Level,

Course name, the Course Number, the name of the Section, the Semester 1 percentage and/or letter grade, the Semester 2 percentage and/or letter grade, and the Full Year percentage and/or letter grade.

i The inactive areas (grayed) indicate several Courses and Sections linked to one student. For example, AP Spanish Lang & Cu and Eng 3 are listed for the student Abe.

3. After reviewing the grades, use the **Selected** column to select students that do not have a passing Full Year grade. Selecting the students will ensure that the full year grade is recorded as null; the two semesters will be recorded as Y with credit being awarded to the passing semester percentage.

Student	Student ID	Grade Level	Selected	Course
			<input type="checkbox"/>	
Abr	060816	09	<input type="checkbox"/>	GEO HON
			<input checked="" type="checkbox"/>	BIO 1 HON
Eaglin	0013781	10	<input type="checkbox"/>	GEO HON
Sisner	0060826	09	<input checked="" type="checkbox"/>	ALG 1 HON
Enriq	0021280	09	<input type="checkbox"/>	ALG 1 HON
Fonsc	0060243	11	<input type="checkbox"/>	US HIST HON
			<input type="checkbox"/>	GEO

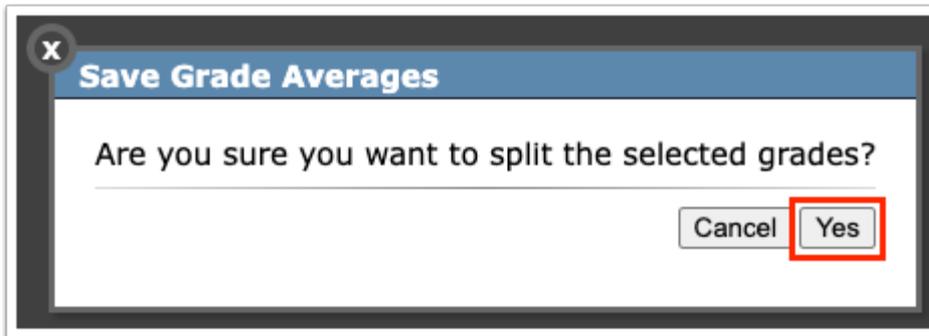
4. Click the **Student ID** number to open [Final Grades, GPA, & Class Rank](#) in another tab or window (depending on browser settings). This allows you to review student grades before processing averages.

Student	Student ID	Grade Level	Selected
			<input type="checkbox"/>
Abr	00060816	09	<input type="checkbox"/>
			<input checked="" type="checkbox"/>
Eaglin	00013781	10	<input type="checkbox"/>
Sisn	00060826	09	<input checked="" type="checkbox"/>
En	00021280	09	<input type="checkbox"/>

5. Click **Save Averages**.

Combine Semesters into Full Year Split Full Year into Semesters History									
Student	Student ID	Grade Level	Selected	Course	Course Number	Section	Semester 1	Semester 2	Full Year
Abe, Charlie Noel	0055879	10	<input checked="" type="checkbox"/>	AP SPANISH LANG & CU	0708400	Period 3 – 001 – Dawkins R Carson	F	D	F
			<input type="checkbox"/>	ENG 3	1001370	Period 2 – 004 – Fridda Lizette Roxy	F	D	F

a. In the confirmation pop-up window, click **Yes** to split the selected grades.



! It is important to double check the selected students before clicking Save Averages. Once the averages have been saved, the process cannot be reversed.

To review changes made, see the [History](#) tab.

History

The History tab displays all saved averages and changes made from the Combine Semesters into Full Year tab and the Split Full Year into Semesters tab.

1. In the **Grades** menu, click **Average Pass/Fail Grades**.

The screenshot shows a navigation menu on the left with items: Setup, Students, Users, Scheduling, **Grades**, Assessment, Attendance, Discipline, Forms, Billing, Eligibility, and Employee Self Service. The 'Grades' menu is expanded to show a search bar and a list of options: Grade Breakdown, Missing Final Grades, Student Final Grades, Print Progression Plans, Teacher Gradebook Usage, Graduation Requirements Report, **Setup**, Calculate GPA, Pull Grades for Report Cards, **Average Pass/Fail Grades**, Grading Scales & Comments, Graduation Requirements, Progression Plan, and Honor Roll Setup.

2. Click the **History** tab.

The screenshot shows the 'History' tab selected. At the top right is a 'Save Averages' button. Below the tab are options: 'Combine Semesters into Full Year', 'Split Full Year into Semesters', and 'History'. There are also buttons for 'Export', 'Filter: OFF', and '1 Records'. Below this is a table with the following data:

Student	Student ID	Grade Level	Course	Course Number	Section	Semester 1	Semester 2	Full Year
Abe, Charlie Noel	055879	10	ENG 3	1001370	Period 2 - 004 - Frida Lizette Roxy	F	D	F

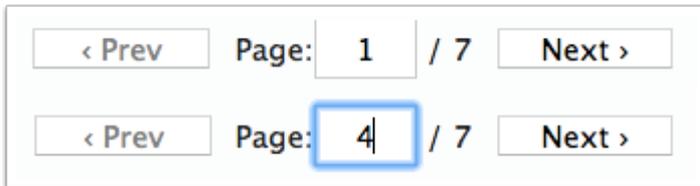
The History tab displays the Student, Student ID, Grade Level, Course name, Course Number, the Section, Semester 1 percentage and/or grade letter, the Semester 2 percentage and/or grade letter, and the Full Year percentage and/or grade letter.

3. Click on the **Student ID** to open Final Grades, GPA, & Class Rank.

This screenshot is identical to the previous one, but the 'Student ID' cell containing '055879' is highlighted with a red box.

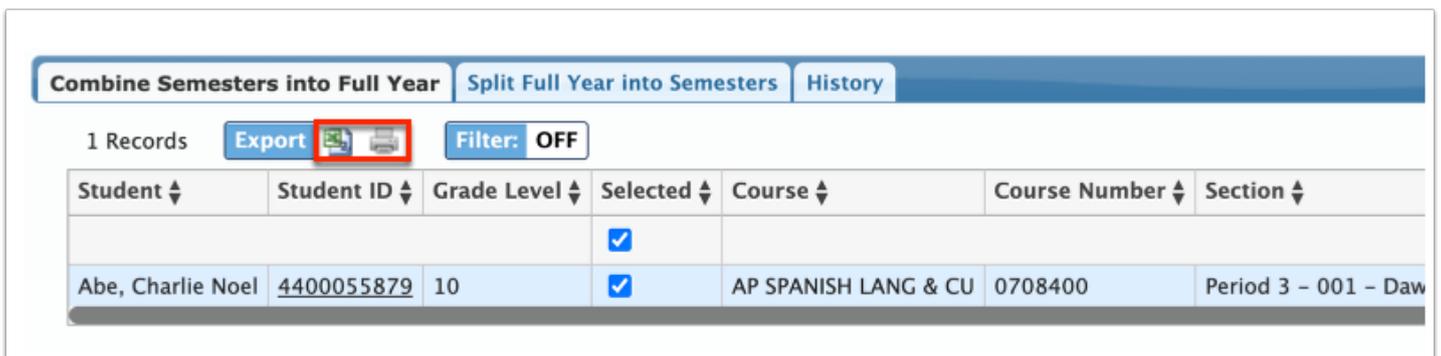
Additional Features

If a report/table contains several pages of information, **Page** numbers display. Click the **Prev** and **Next** buttons to sift through pages. Click the **Page** text box to enter a page number. Press **Enter** to jump to that page.



The image shows two examples of page navigation controls. The top example shows 'Page: 1 / 7' with '< Prev' and 'Next >' buttons. The bottom example shows 'Page: 4 / 7' with the same buttons, and the '4' in the page number is highlighted with a blue box.

To export the listed information to an Excel spreadsheet, click on the **Excel** icon in the **Export** section.



The screenshot shows a report interface with a blue header bar containing 'Combine Semesters into Full Year', 'Split Full Year into Semesters', and 'History'. Below the header, it says '1 Records' and 'Export' with icons for Excel and PDF. A 'Filter: OFF' button is also present. The main table has the following columns: Student, Student ID, Grade Level, Selected, Course, Course Number, and Section. The first row is highlighted in blue and contains the following data: Abe, Charlie Noel, 4400055879, 10, AP SPANISH LANG & CU, 0708400, and Period 3 - 001 - Daw. The 'Selected' column has a blue checkmark in the first row and a gray checkmark in the second row.

To print any of the listed information, click on the **Printer** icon in the **Export** section.

Click **Filters** to further breakdown any report or table when looking for data.

- a. To add more than one filter to a column, click on the **green plus sign**.
- b. To delete an added filter, click on the **red minus sign**.
- c. Select the **gray arrow** for more filtering options.

Export: Filters: ON

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Student	Student ID	Grade Level	Selected	Course
			<input type="checkbox"/>	
Alonso, [redacted]	[redacted]	09	<input checked="" type="checkbox"/>	LRNG STRATEGIES 9-1
Alonso, [redacted]	[redacted]	09	<input checked="" type="checkbox"/>	ERTH/SPA SCI
			<input type="checkbox"/>	LIB ARTS MATH 1
			<input type="checkbox"/>	READ 1
Campos, [redacted]	[redacted]	09	<input type="checkbox"/>	ERTH/SPA SCI

Contains Not
 Equals Not
 Starts with Not
 Ends with Not
 Has value Not
 Greater Not
 Greater or equal Not
 Less Not
 Less or equal Not
 Between Not

For more information, see [Filters](#).

You can also sort data by clicking on any of the headers. Click once for ascending results; click twice for descending results. In the image shown, results have been sorted by clicking on Student (name) twice; therefore, the listed students start with Z.

Student	Student ID	Grade Level	Selected	Course	Number	Section	Semester 2	Semester
			<input type="checkbox"/>					
Zuniga, [redacted]	[redacted]	10	<input checked="" type="checkbox"/>	LIB ARTS MATH 1	1207300	05 - 006 - James [redacted]	63%	58%
Zuniga, [redacted]	[redacted]	10	<input checked="" type="checkbox"/>	HOPE-PE V	1506320	05 - 005 - Peter [redacted]	89%	59%
			<input type="checkbox"/>	WORLD HIST	2109310	03 - 006 - Scott [redacted]	46%	49%
			<input type="checkbox"/>	LIB ARTS MATH 1	1207300	02 - 002 - Malla [redacted]	53%	43%
			<input type="checkbox"/>	READ 1	1008300	01 - 001 - Kathleen [redacted]	52%	61%
Zelaya, [redacted]	[redacted]	11	<input type="checkbox"/>	ANAT PHYSIO HON	2000360	02 - 002 - Tammy [redacted]	58%	60%
Wright, [redacted]	[redacted]	10	<input type="checkbox"/>	LIB ARTS MATH 1	1207300	03 - 003 - Malla [redacted]	51%	40%