Course History

The Course History screen displays the Grade Summary and the Detailed Report, which both includes the student's grades, GPA (if applicable), teachers, courses, credits, etc. in a selected marking period and/or school year. The columns in this report can be filtered for specific information. Administrators have the ability to update grades as well as print transcripts with a selected letterhead directly from this screen. Note: The Course History screen only displays for post-secondary schools.

Student Search

🤌 Setup	Search
🚖 Students	Course History
🝰 Users	Progression Plan
Scheduling	Report Cards
Arr Grades	District Report Cards & Transcripts CTE Report Cards
🛩 Assessment	Transcripts
dttendance	Approve Grade Changes

1. In the Grades menu, click Course History.

This navigates to the Course History screen where a **Student Search** displays.

Write	erscurre Select Student/Staff Course History	Lois Stringer	SIS
nt	Course History	2023-2024 ▼ Quarter 2 ▼ E	ERP
P	Search Screen Simple List Customized List		
≜			
æ	Q Student Search More Search Options	8	
A*	Student Group		
×4	Search All Schools		
	□ Include Inactive		
9	Previous Years		
	Use Most Recent Enrollment		
		Use Legacy Search Search	
9		Ose Legacy Search Search	

2. Enter the applicable search criteria, and click **Search**.

Write	Select Student/Staff Course History	Lois Stringer	Focus Technical College	e 🔻 SIS
nt		Lois Stringer	2023-2024 🔻 Quart	ter 2 🔻 ERP
<i>»</i>	Search Screen Simple List Customized List			
■	Q Student Search More Search Options			6
*	Student Group			
*	Search All Schools			
4	 Include Inactive Previous Years Use Most Recent Enrollment 			
•			Use Legacy Search	Search
<i>S</i>				

See <u>Searching for Students</u> for more information on conducting a student search.

• To pull data for all students, leave the **Student Search** text box empty.

The Course History Report

Clicking Search on the last screen will navigate to a new Course History screen where you can view grades, GPAs, and more for the selected students defined in the Student Search module. When multiple students are pulled into the Course History report, the cumulative and weighted GPAs and credit information of every student will display on the screen.

Search Sc															
238 Studen	ts 🖪														
Photo	boto Student ID Grade Cumulative GPA Cumulative Weighted GPA Extra Curricular GPA Cumulative C														
0	Acosta, Giavanna Thomas 🛧	2099465	31	4.00000	5.00000	4.00000	2.00								
0.	Baldwin, Emmaline Bennett	6120972	30	N/A	N/A	N/A									
0	Amal, Anderson Neo 🖈	2099378	31	N/A	N/A	0.00000									
	Atencio, Benny Ozark	2046351	31	2.46429	2.46429	2.46429	26.00								

1. At the top of the screen click the submenu options to view a breakdown by a selected marking period, such as Quater 4, Semester 2, Full Year, or by Course History. Course History is selected by default.

F		Select Student/Staff Course History	,	
P	Quarter 4 Seme	ester 2 Full Year Course History		
 ₽	Search Screen	Simple List Customized List		
	78 Students 📑			
•	Photo	Student	Grade	Cumulative GPA
*	•	Acosta, Giavanna Thomas 📩	31	N/A

2. Click on any student's name to navigate to the Grades section of the student record for more details.

Search Scr	een Simple List Customized List						1								
238 Student	s 🗳														
Photo	hoto Student ID Grade Cumulative GPA Cumulative Weighted GPA Extra Curricular GPA Cumulative														
•	Acosta, Giavanna Thomas	2099465	31	4.00000	5.00000	4.00000	2.00								
•	Baldwin, Emmaline Bennett	6120972	30	N/A	N/A	N/A									
•	Amal, Anderson Neo 🛧	2099378	31	N/A	N/A	0.00000									
	Atencio, Benny Ozark	2046351	31	2.46429	2.46429	2.46429	26.00								

Clicking the student's name navigates to the <u>Detailed Report</u> or the <u>Grades Summary</u> depending on the screen most recently viewed.

																-	-	
	Cumulative G				ls of		Cohort Year							M	et Onlin	e Cours	e Req	Not Me
Cum	nulative Weighted G	PA N/A	Total	Credits Ea	rned	3.00												
Current Year Middle School GPA GPA N/A Total Credits Attempted 3.00																		
	Class R	nk N/A		Quality Po	oints (0.00												
4 Records Exp	s 🗹 Show All Scho ort 强 🚔 🕅 Filt	er: OFF	Toggle	Columns		/e Cou	rses 🗆 Grou	p By Cou	rse L	Jpdate	G , 1	View Detail			int Assig			
Records Exp			Toggle			/e Cou	rses 🗌 Grou	p By Cou	rse L	Jpdate	C. 1	View Detail	ed Report		int Assig Q4 🛊	snment (Credit
Records Expr		er: OFF Pd	Toggle	Columns # 🛊 Course			rses 🗌 Grou	p By Cou	rse L	Jpdate	C. 1	View Detail						Credit 0
Records Expected and American Americ American American Ameri American American Ameri	ort 🖳 📑 🛛 Filt	Pd UTE FI	Toggle	Columns # Course 54 CLOUE	2 ‡	YST	rses 🗌 Grou	p By Cou	rse U	Ipdate	C* 1	View Detail	Teacher 🛔	Q3 🛊	Q4 🛊			
4 Records Exp chool \$ JNT	ort 🖳 👼 Filt	Pd UTE FC UTE	Toggle Course CTS002 	Columns # Course 54 CLOUI 54 CLOUI	2 \$ D ANALY	YST YSIS		p By Cou	rse L	Jpdate	C" 1	View Detail	Teacher 🛊 AJA, D	Q3 🛊	Q4 🛊		FY 🛔	0

3. To close out of the selected student and return to the main Course History screen, click the red **X** next to the open student's name in the header.



a. Upon closing the student, you will be redirected back to the main Search Screen. To return to the list of students based on your previous search, click the **Back to Search Results** link at the bottom of the screen.

F	Courses Writers02	History
P	Demographic Enrollment Schedule Requests C Back to Search Results	Activities Referrals
ŝ	Course History	
\$	Cumulative GPA: N/A Quality Points: 0.00 Current Year Middle School GPA GPA N/A Cohort Year:	Program Code: Y300400 Program Title: COMMUNITY EI
۲	Total Credits Earned: 0.00 Credit Hours Attempted: 0 Total Credits Attempted: 0.00 Credit Hours Earned: 0	Earned CPC: N/A Enrolled Hours: 182
A*		Program Code: 9900051 Program Title: Academic ESOL

The Detailed Report

1. Click on any student's name to navigate to the Grades section of the student record for more details.

Search Scr	een Simple List Customized List												
238 Student	s 🛱												
Photo Student ID Student ID Grade Cumulative GPA Cumulative Weighted GPA Extra Curricular GPA Cumu													
•	Acosta, Giavanna Thomas	2099465	31	4.00000	5.00000	4.00000	2.00						
•	Baldwin, Emmaline Bennett	6120972	30	N/A	N/A	N/A							
•	Amal, Anderson Neo.	2099378	31	N/A	N/A	0.00000							
0 -	Atencio, Benny Ozark	2046351	31	2.46429	2.46429	2.46429	26.00						

If the screen defaults to the Grades Summary, click **View Detailed Report**.

C	Cumulative GP		Total Credits Attempted Quality Points	28.00 69.00	link: Brick and morta chool but attend class		FCA	T Rdg/FS		
	Extra Curricular GP		Cohort Year		online through Canvas				(MMCC)	(Y)
	Total Credits Earned		Conort rear	2014-2015	t Reading Concordant Score	tant core	Me	et Math (ant ore
					gebra I EOC Pass Date	Date (Y) 03/17/2	016 Geom	etry EO	C Pass D	ate
					U.S. History EOC Pase Date		Ter	nporary	Quarant	ine ×
					let Online Course Rec	Req Met				
	w All Years 🗌 Show	All Schools	Show Exams Show	w Inactive Cou	View Detailed	iled Report	Print Assign	ment Gr	ades	
Reco	ds 🛛 Export 🖳 层		OFF Toggle Columns		Teacher A	Attended Ho	ours 🛔 04 🔺	S2 Å	FY A	Credit
Sho Reco Pd \$	ds Export 등				Teacher ↓ Roberts, K	Attended Ho	ours 🛊 Q4 🛊		FY 🛊	Credit:

The Grades section of the student record includes many features to track student performance, review course history, and complete multiple tasks from the same screen.

Dei	mog	raphic Enrollm	ent Schedule	Requests	Grades	Absences A	Activities	Referrals	Test History	Audit Trail G	rad ISP St Page St	SS Choice Billing
C	ourse	e History										Full 2022
		Cumulative G	PA: 3.333 Total Credit	s Attempted:	1.50	Progra	am Code: H1	70607	Attende	d Hours: 1009	Program Code: 9	900000 Attended Hou
	(Cumulative Weighted G	PA: 0.000 Q	uality Points:	5.00	Prog	ram Title: Pra	actical Nursing	Require	d Hours: 1350	Program Title: A	BE Required Hou
Curre	ent Ye	ar Middle School GPA (SPA N/A	Cohort Year:		Earr	ned CPC: A,E	3	Percentage Co	mpleted: 75%	Earned CPC: N	I/A Percentage Complete
		Total Credits Ear	ned: 1.50			Enrolle	ed Hours: 16	43.5	Basic Skil	ls Exam: No	Enrolled Hours: 3	3 Basic Skills Exa
3	Gra	des		∠ View	Grades Sumr	nary 🧰 🤆	Comment	Codes H	ligh School	Transcript	t 🗸 Print	Show Florida fiel
Ex	port	🐴 븕 🛛 Filt	er: OFF Tog	jgle Colun	nns Page	Size: 20						
		Year 🛔	Marking Period	♦ Co	ourse 🛔		Course	Number 🛔	Percent 🛔	Grade 🛔	Grade Scale	Cred. Attempted 🛔
	::	2022-2023	Term 2			V					TCTC Gr 🔻	0.5
-	11	2022-2023	Full Year		ED SURG NUR	S 1 PRN0290 🔽	PRN029	90	88	В	Health C 🔻	0.50
	53	2021-2022	Full Year	PF	RAC NURSE 1	FOUND PR 🔽	PRN009	98	94	Α	Tech Cen 🔻	0.50
-	53	2021-2022	Full Year	PF	RAC NURSE 2	FOUND PR 🔽	PRN009	99	86	В	Tech Cen 🔻	0.50

2. Just beneath the Student Info tabs, are additional tabs used to identify specific semesters, or progress/marking periods, etc. Click on any one of these tabs to change the data to reflect the marking period selected. The option defaults to Course History.

🖋 Set 🚊 Stude	📌 Us	🜗 Sched	💦 Grad	🚀 Assess	of Attend	💐 Discipline	📰 Forms	参 Billi	🥔 Eligibi	T Florida	SSS	🚮 Reports
Demographic Enrollmo	nt Schedule	Requests	Grades Al	osences Activi	ties Referrals	Test History	Grad SSS	FA Worksho	eet			
Course History							Quar	ter 4 Semest	er 2 Full 2022	Year All Quarters	All Semest	ers All Years
Cumulative GPA: 2.4642 Cumulative Weighted GPA: 2.4642 Extra Curricular GPA 2.4642 Total Credits Earned: 26.00	Quality P	pted: 28.00 oints: 69.00 Year: 2014-2015	1	rogram Code: T64040 Program Title: Aviatior Earned CPC: Z nrolled Hours: 730	0 Powerplant Mechar	Perce	Attended Hours: 65 Required Hours: N/, ntage Completed: N/. Basic Skills Exam: Ye	A Program Title A Earned CPC	: Aviation Airfram : A,Z,B	e Mechanics T640300) Require Percentage Co	d Hours: 1241.75 d Hours: 1350 mpleted: 92% Is Exam: Yes

When a new one is selected, it will move to the front of the listed periods/exams, as shown in the image.

🎤 Set	Stude	📌 Us	手 Sched	💦 Grad	Assess.	🦪 Attend	💐 Discipline	📰 Forms	🤣 Billi	🥔 Eligibi	TFlorida	l sss	Reports
Demographic	Enrollmen	Schedule	Requests	Grades	Absences A	ctivities Referrals	Test History	Grad SSS	FA Works	heet			
All Years								Quarter 4	Semester 2	Full 2022 Year	All Quarters	All Semesters	Course History
29 Grades							<u></u>	ew Grades Sur	<u>nmary</u>	<u>Comment</u>	Codes Sho	w Florida fiel	ds Save
< Prev	Page: 1 /	2 Next>	Expor	t 🖳 🚔	Filter: OFF	Toggle Columns	Page Size:	20					

When Course History is displayed, additional information displays which varies by district depending on the settings enabled via Setup > <u>System Preferences</u>. In the example shown, Cumulative GPA, Cumulative Weighted GPA, Extra Curricular GPA, Total Credits Earned, Total Credits Attempted, Quality Points, and Cohort Year are displayed.

Course History	
Cumulative GPA: 2.46429 Cumulative Weighted GPA: 2.46429 Extra Curricular GPA 2.46429 Total Credits Earned: 26.00	Total Credits Attempted: 28.00 Quality Points: 69.00 Cohort Year: 2014-2015

Depending on the marking period selected, different information will display on the screen. For example, the information explained about only shows when Course History is selected.

Program sections display in the upper right corner containing the Program Code, Program Title, Earned CPC or OCP, Enrolled Hours, Attended Hours, Required Hours, Percentage Completed, and Basic Skills Exam status. Note: The information displayed here also varies depending on the settings enabled via Setup > <u>System Preferences</u>.

	Qua	rter 4	Semester 2	Full 2022 Year	All Quarters	All Semesters	All Year
Program Code: T640400 Program Title: Aviation Powerplant Mechanics T640400 Earned CPC: Z Peri Enrolled Hours: 730	Attended Hours: 6 Required Hours: N centage Completed: N Basic Skills Exam: Y	/A Pr /A E	ogram Title: Avia arned CPC: A,Z,	tion Airframe Mech B		Attended Ho Required Ho Percentage Comple Basic Skills Ex	urs: 1350 ted: 92%
Program Code: 8800500 Attended Hours: 0 Program Title: Career/Technical Required Hours: N/A Earned CPC: A Percentage Completed: N/A Enrolled Hours: N/A Basic Skills Exam: N/A		Pr	ogram Code: 8827 rogram Title: Care Carned CPC: N/A rolled Hours: N/A	eer/Technical Perce	Attended Hours: Required Hours: entage Completed: Basic Skills Exam:	N/A N/A	
		Pr E	ogram Code: 840 rogram Title: Perf arned CPC: N/A olled Hours: N/A	orming Fine Arts P	Attended Ho Required Ho ercentage Comple Basic Skills Ex	ours: N/A ated: N/A	

3. Click **View Grades Summary** to view the student's grade in a summary format. See <u>The</u> <u>Grades Summary</u> for more information.

De	mog	raphic Enrolln	nent Sche	dule Requ	ests Grades	Absences	Activities	Referrals	Test History	Audit Trail	Grad	ISP Page	SSS	Choice	
C	ourse	History												Full 2022	Year All Years
		Cumulative (GPA: 3.333 Tot	al Credits Attemp	ted: 1.50	Progra	am Code: H17	0607	Attende	ed Hours: 10	09 Pro	gram Cod	e: 99000	000 Attended Hou	rs: 0
		Cumulative Weighted (Quality Po		Prog	gram Title: Pra	ctical Nursing	Require	ed Hours: 13	50 Pr	ogram Titl	e: ABE	Required Hou	rs: N/A
Curr	ent Yea	ar Middle School GPA		Cohort Y	/ear:	Ean	ned CPC: A,B		Percentage Co	mpleted: 75	% E	arned CP(C: N/A	Percentage Complete	ed: N/A
		Total Credits Ea	med: 1.50			Enrolle	ed Hours: 164	3.5	Basic Ski	lls Exam: No	Enro	olled Hour	s: 33	Basic Skills Exa	m: Z
_	Carades Image: Summary Image: Comment Codes High School Transcript Print Show Florida fields Save xport 🗟 = Filter: OFF Toggle Columns Page Size: 20														
		Year 🛓	Marking P	eriod	Course 🛔		Course	Number 🛔	Percent 🛔	Grade		de Scal	e ♦ C	Cred. Attempted 🛔	Cred. Earned
	::	2022-2023	Term 2			V					TCT	TC Gr).5	
-	53	2022-2023 🔽	Full Year	•	MED SURG NUR	S 1 PRN0290 🔽	PRN029	0	88	В	Hea	alth C).50	0.50
-	23	2021-2022 🔻	Full Year	V	PRAC NURSE 1	FOUND PR 🔻	PRN009	8	94	Α	Tec	h Cen	• 0).50	0.50
-	53	2021-2022	Full Year	V	PRAC NURSE 2	FOUND PR 🔻	PRN009	9	86	В	Tec	h Cen	V 0).50	0.50

4. To view a legend for **Comment Codes**, click the corresponding link. In the Comment Codes pop-up, you will receive a description of each code.

al Credits Attempted: 28.00 Quality Points: 69.00 Cohort Year: 2014-22	Program Code: T640400 Program Title: Aviation Powerplant	t Med	hanics T640400	Attende Require Percentage Co
	Comment Codes 3	×		Basic Skil
Next >	 01. Adequate progress on IEP goals 02. Adequate progress/writing 03. A pleasure to teach 04. Disrupts class 05. Doesn't come to class prepared 06. Excessively absent 07. Excessively tardy 08. Inadequate progress/writing 09. Incomplete summative assignments/assessments 10. Independent worker 11. Low assessment scores 	ł	Attended Hours: 0 Required Hours: N age Completed: N sic Skills Exam: N	/A /A ent Codes
king Period 👙 🛛 🕻	12. Making steady progress 13. Conference requested to discuss		Percent 👙	Grade 🛔
rter 4	progress 14. Not meeting promotion standard 15. Puts forth best effort			
Year 🔽 🛛	16. Recommended for advanced math 17. Takes pride in work		76	с
Year 🔽 🚺	18. Working below grade level	11.	78	с
Year 🔽 🗛	W MAINT GEN TECH AM 🔽 AMT0705		90	A

5. You have the option to print transcripts from this screen. Select the kind of transcript you'd like to generate for printing from the pull-down, and then select **Print**.

Program Code: 8 Program Title: 0 Earned CPC: A Enrolled Hours: N	Career/Technical R Percenta	ttended Hours: 0 equired Hours: N ge Completed: N ic Skills Exam: N	I/A I/A		Program Code: 8827100 Program Title: Career/Technic: Earned CPC: N/A Enrolled Hours: N/A	Attended Hours: al Required Hours: Percentage Completed: Basic Skills Exam:		
				Program Code: 8401000 Attended H Program Title: Performing Fine Arts Required H Earned CPC: N/A Percentage Comp Enrolled Hours: N/A Basic Skills B				
✓ <u>View Gra</u> Filter: OFF	ades Summary Toggle Column		ent Codes Size: 20	, ст	E Transcript 🗸	Print Show Fl		
	Course Number 🛓	Percent 🛔	Grade 🛔	Grade Scale	🛊 Cred. Attempted 🛊	Cred. Earned 🛔		
V				Standard	0.5			
TECH 🔽	AMT0776	76	С	Standard	▼ 0.00	0.00		
H 2 AM 🔽	AMT0766	78	С	Standard	• 0.00	0.00		

Clicking Print will generate a print preview screen. From this screen you have several options Print (printer icon) and Download (down arrow). When finished, click **Return to Focus** to return to the Course History screen.

Return To Focus		
≡ Modules.php	1 / 1 - 150% + 🗄 ᠌	± a :
Vocational		GradeCredits
Practical Nursing 2 Foundations		В 0.5
Practical Nursing 1 Foundations		A 0.5
Medical Surgical Nursing 1		B 0.5

By default the following columns display: Year, Marking Period, Course, Course Number, Percent, Percent, Grade, Grade Scale, Cred. Attempted, Cred. Earned, GPA PTS, Weighted GPA, Affects GPA, Teacher, Grad Subject, Comments, Report Card Comments, Internal Notes, Course History, Locked, Start Date, and End Date.

Demog	raphic I	Enrollme	ent Schedule	Reques	Grades A	sences	Activities	Referrals	Test History	Audit Trail	Grad	ISP Page	SSS	Choice	Billing			
Course	History															F	ull 2022 Year	All Years
	Cumulative V ar Middle Sch	eighted Gl	PA N/A	ts Attempte Juality Point Cohort Yea	s: 5.00			Program Cod Program Titl Earned CP Enrolled Hour	e: Practical N C: A,B		Requ centage	nded Hours: uired Hours: Completed: Skills Exam:	1350 75%	Program Code Program Title Earned CPC Enrolled Hours	: ABE : N/A) Attended Hou Required Hou Percentage Complete Basic Skills Exa	rs: N/A d: N/A	
3 Grae Export		Filte	er: OFF To	ggle Col			ades Summ					E Templa			✓ Prin		rida fields	Save
	Year 🛔		Marking Period	÷ (Course 븆		Course	Number 🛊	Percent	Grade	♦ Gi	rade Scale	• ♦ (Cred. Atten	npted 🛔	Cred. Earned 🖨	GPA PTS 🛔	Weightee
53	2022-202	23 🔻	Term 2									CTC Gr		0.5				
- []	2022-202	23 🔻	Full Year		MED SURG NURS 1	PRN0290	PRN029	0	88	В	H	ealth C		0.50		0.50	3.00	0.00
- ::	2021-202	22 🔻	Full Year		PRAC NURSE 1 FOU	ND PR	PRN009	8	94	A	Te	ech Cen		0.50		0.50	4.00	0.00
= : :	2021-202	22 🔽	Full Year		PRAC NURSE 2 FOU	ND PR	PRN009	9	86	В	Te	ech Cen		0.50		0.50	3.00	0.00

- 1 The Locked column displays when the following steps have taken place:
 - The district must first enable Use Individual Final Grades Field Permissions via Setup > System Preferences > Default School Preferences > Grading tab.
 - Then, the district can view and enable the Final Grades Fields from the Permission Type pull-down via Users > <u>Profiles</u>.
 - Select the **View** and **Edit** check boxes for the **Locked** field to allow the selected profile to view or view and edit the Locked feature.

When the setting "Use Credit Hours" is enabled via Setup > <u>System Preferences</u> > <u>Scheduling</u>, the **Credit Hours Attempted** and **Credit Hours Earned** columns display.

Demographic Enrollment Schedule Requests Grades Absences Activ	ities Referrals Te	est History	Audit Trail	Grad ISP Page SSS	Choice Billing			
Course History							Full 2022 Yea	r All Years
Cumulative GPA: 3.000 Total Credits Attempted: 0.50 Credit Hours Earned: 15 Cumulative Weighted GPA: 3.000 Quality Ponts: 1:50 Current Year Middle School GPA GPA 3.000 Cohort Year: Total Credits Earned: 0.50 Credit Hours Attempted: 13 1 Crade		E	Program Code: 99000 Program Title: ABE Earned CPC: H,F Enrolled Hours: 1678.	Required Hours: N/A Percentage Completed: N/A 5 Basic Skills Exam: Z	Program Title: GEI Earned CPC: N/A Enrolled Hours: 543	D Required Hours Percentage Completed Basic Skills Exam	:: N/A :: N/A :: N/A	
Export 🛐 🎒 Filter: OFF Toggle Columns Page Size: 20	<u> </u>	new orade	<u>-s summary</u>		High School Transcript	✓ Print Sho	ow Florida fields	Save
Year 🛊 Marking Period 🛊 Course 🛊 Course N	umber 🛔 Percent 🛔	Grade 🛔	Grade Scale 🛔	Credit Hours Attempted	Credit Hours Earned 🛔	Cred. Attempted 🛔	Cred. Earned 🛔	GPA PTS 🛔
[] 2022-2023 Term 2 Image: Constraint of the second se			TCTC Gr 🔽			0.5		
- [] 2022-2023 👿 Term 2 👿 (BUS OWNER) GEN MGR M 💟 MKA0092	89	В	TCTC Gr 🔽	13.00	15.00	0.50	0.50	3.00
			_					

6. Click the **Show [State} fields** button to display additional columns and display more information, such as School, Gradelevel, course flags, etc. In the example shown, Show Florida fields is displayed.

		Program Code: 990000 Program Title: Adult B Earned CPC: E,A,J Enrolled Hours: 4140	asic Education Requ Percentage	nded Hours: 270 uired Hours: N/A Completed: N/A Skills Exam: Z	
Comment Codes	Transcript	~	Print Show Flor	rida fields Sav	/e
🛊 Grade Report 🛊 Pere	cent 🛊 Grade 🛊	Grade Scale 🛔	Cred. Attempted 🛔	Cred. Earned 🛔	GPA
		A-F	1		
90	Α	A-F	1.00	1.00	4.0
92	В	A-F	1.00	1.00	3.0
93	А	A-F	1.00	1.00	4.0

7. To hide the additional fields, click the **Hide [State] fields** button. In the example shown, Hide Florida fields is displayed.

		P	ogram Code: 990000 Program Title: Adult Ba Earned CPC: E,A,J rolled Hours: 4140	asic Education Rec Percentage	ended Hours: 270 juired Hours: N/A 9 Completed: N/A Skills Exam: Z	
Comment Co	odes No T	emplate	~	Print Hide Flo	orida fields Sa	ve
Grade Report 🛔	Percent 🛔	Grade 🛔	Grade Scale 🛔	Cred. Attempted 🛔	Cred. Earned 🜲	GPA
			A-F	1		
	90	Α	A-F	1.00	1.00	4.00
	92	В	A-F	1.00	1.00	3.00
	93	Α	A-F	1.00	1.00	4.00

8. If one or more letters has been attached to the course history tab from the <u>Print Letters &</u> <u>Send Email</u> screen, the Grade Report column will display a Grade Report button for one selected letter and a Grade Report pull-down for multiple letters.

Click the **Grade Report** button or select the letter from the pull-down to open the letter in a PDF print preview screen. From here, you can download or print the letter. Note: The Grade Report option only applies to post-secondary schools.

			Commer	nt Codes	High Scho
Filter: OFF Togg	le Columns Page Size: 20]			
Marking Period 🜲	Course 🛊	Course Number 🛊	GradeReport 🌲	Percent 🜲	Grade 🛔
Term 2					
Full Year	BASIC HEALTHCARE WKR	HSC0003	Grade Report		В
Full Year	Introduction to Medical Assist	MEA0002	Grade Report		В
Full Year	Medical Office Procedures M	MEA0501	Grade Report		В
Full Year	PHLEBOTOMIST, MA MEA0	MEA0521	Grade Report		F
Full Year	EKG AIDE, MA MEA0543	MEA0543	Grade Report		С

You can print a Grade Report for the course history for inactive students/students without an enrollment record regardless of the year selected from the school year pull-down.

For more information on how to set up the Grade Report, see <u>Generating the Grade</u> <u>Report (Attach to Tab: Course History Record)</u>.

9. Click the **modal** icon to view individual records from a data table in a pop-up modal to alleviate having to scroll horizontally on large tables.

Demographic Enrollm	ent Schedule Reque	ests Grades Absences Activities	Referrals His	st Audit Grad IS story Trail Grad P	SP SSS Choice Billing		
Course History						Full 2022 Year	All Years
Cumulative C Cumulative Weighted C Current Year Middle School GPA	GPA: 3.333 Total Credits Attempt GPA: 0.000 Quality Poir		Program Code: H1 Program Title: Pro		Hours: 1009 Program Code: 9900000 Hours: 1350 Program Title: ABE	Attended Hours: 0 Required Hours: N/A	-
Total Credits Ea	Year	2022-2023		Marking Period	Full Year	V	
3 Grades	Course	MED SURG NURS 1 PRN0290	V	Course Number	PRN0290		Save
Export 🐴 🚔 Fi Year 🛊	Percent	88		Grade	В		Weighter
F 7 (2022 2022)	Grade Scale	Health Care TCTC		Cred. Attempted	0.50		Weighter
	Cred. Earned	0.50		GPA PTS	3.00		0.00
2021-2022 🔽	Weighted GPA	0.00		Affects GPA			0.00
— [] 2021-2022 V	Teacher	Merritts, Leslie		Grad Subject	Vocational	V	0.00
	Comments	MH ATI Level 2	1	Internal Notes			
	Course History			Locked			
	Last Updated	08/22/2022 10:32 pm		Start Date	08/10/2022		
	End Date	08/19/2022					
						Close	

a. To close the modal, click **Close**, press Esc, or click the dimmed background.

Year	2022-2023	Marking Period	Full Year
Course	MED SURG NURS 1 PRN0290	Course Number	PRN0290
Percent	88	Grade	В
Grade Scale	Health Care TCTC	Cred. Attempted	0.50
Cred. Earned	0.50	GPA PTS	3.00
Weighted GPA	0.00	Affects GPA	
Teacher	Merritts, Leslie	Grad Subject	Vocational
Comments	MH ATI Level 2	Internal Notes	
Course History		Locked	
Last Updated	08/22/2022 10:32 pm	Start Date	08/10/2022
End Date	08/19/2022		
			Close

If the modal is opened on a non-insert row, blue arrow buttons are displayed, allowing cycling through the other records without having to close the modal.

Year	2022-2023	Marking Period	Full Year
Course	MED SURG NURS 1 PRN0290	Course Number	PRN0290
Percent	88	Grade	В
Grade Scale	Health Care TCTC	Cred. Attempted	0.50
Cred. Earned	0.50	GPA PTS	3.00
Weighted GPA	0.00	Affects GPA	
Teacher	Merritts, Leslie	Grad Subject	Vocational
Comments	MH ATI Level 2	Internal Notes	
Course History		Locked	
Last Updated	08/22/2022 10:32 pm	Start Date	08/10/2022
End Date	08/19/2022		
			Close

If the modal is opened on an insert row, a Create button is displayed next to the Close button on the modal, allowing a record to be created.

Year	2022-2023	Marking Period	Term 2
Course		Course Number	
Percent		Grade	
Grade Scale	TCTC Grade Scale	Cred. Attempted	0.5
Cred. Earned		GPA PTS	
Weighted GPA		Affects GPA	
Teacher		Grad Subject	
Comments		Internal Notes	
Course History		Locked	
Start Date		End Date	
			Close Create

Adding, Editing, and Deleting Grade Records on the Detailed Report

Your ability to create and delete records is driven by the Permission Type: Final Grades Fields > Final Grades Record > Create and Delete enabled via Users > Profiles. Note: Your district must also have the setting Use Individual Final Grades Field Permissions must be enabled via Setup > System Preferences > Default School Preferences > Grading tab in order to edit Final Grades Fields permissions.

1. To add a new row of data, use the blank top line. Select the **Year**, **Marking Period**, and **Course** from the pull-downs.

3	Grad	les			es Summary	Commen	t Codes	FTE Template	✓ Pri	nt Show Flor	ida fields	Save
E	kport	🐴 🚔 🛛 Filt	er: OFF Toggle Co	Page Size: 20								
		Year 🛔	Marking Period 🛔	Course 🛓	Course Number 🛓	Percent 🛔	Grade 🛔	Grade Scale 🛔	Cred. Attempted 🛔	Cred. Earned 🛓	GPA PTS 🛔	Weighte
	53	2022-2023 🔽	Term 2	NURSING ASSISTANT H170	H170602			TCTC Gr 🔽	.5			
-	11	2022-2023 🔻	Full Year	MED SURG NURS 1 PRN0290	PRN0290	88	В	Health C 🔽	0.50	0.50	3.00	0.00
-	53	2021-2022 🔻	Full Year	PRAC NURSE 1 FOUND PR	PRN0098	94	А	Tech Cen 🔻	0.50	0.50	4.00	0.00
	11	2021-2022	Full Year	PRAC NURSE 2 FOUND PR	PRN0099	86	В	Tech Cen 🔽	0.50	0.50	3.00	0.00

When the Course is selected, the **Course Number**, **Grade Scale**, and **Cred. Attempted** will automatically populate.

3 Gr Expo		es 🛐 🚔 🛛 Filt	ter: OFF Toggle Co	View Grade plumns Page Size: 20	es Summary	Commen	t Codes	FTE Template	✓ Prin	Show Flor	ida fields	Save
Year \blacklozenge Marking Period \blacklozenge Course \blacklozenge				Course Number 🛔	Percent 🛓	Grade 🛔	Grade Scale 🛔	Cred. Attempted 🛔	Cred. Earned 🛔	GPA PTS 🛔	Weighte	
:	3	2022-2023	Term 2	NURSING ASSISTANT H170	H170602			TCTC Gr 🔻	.5			
- :	3	2022-2023 🔻	Full Year	MED SURG NURS 1 PRN0290	PRN0290	88	В	Health C 🔽	0.50	0.50	3.00	0.00
- 1	3	2021-2022 🔻	Full Year	PRAC NURSE 1 FOUND PR	PRN0098	94	A	Tech Cen 🔻	0.50	0.50	4.00	0.00
- :	3	2021-2022 🔽	Full Year	PRAC NURSE 2 FOUND PR	PRN0099	86	В	Tech Cen 🔽	0.50	0.50	3.00	0.00

2. When the setting "Use Credit Hours" is enabled via Setup > <u>System Preferences</u> > <u>Scheduling</u>, the Credit Hours Attempted and Credit Hours Earned columns display. Enter or edit the credit hours, as needed.

1 Grade Cluw Grades Summary								iew Grades Summary	Comment Codes	ligh School Transcri	pt v Print	Show Fle	orida fields Sa	ve	
		Year 🛔	Marking Period 🛔	Course 🛔	Course Number 🛔	Percent 🛔	Grade 🛔	Grade Scale 🛓	Credit Hours Attempted 🛔	Credit Hours Earned 🛔	Cred. Attempted 🛔	Cred. Earned 🛔	GPA PTS 🛔	Weighted GPA 🛔	Affe
	53	2022-2023	Term 2					TCTC Gr 🔽	17		0.5				
	• 23	2022-2023	Term 2	(BUS OWNER) GEN MGR M V	MKA0092	89	В	TCTC Gr 🔽	13.00	15.00	0.50	0.50	3.00	3.00	

3. Enter the **Percent**, then press **Tab** or click out of the field. Upon entering a percentage, the letter **Grade**, **Cred. Earned**, and **GPA PTS** fields automatically populate.

_	6 Grac xport	les 🛐 븕 🛛 Filt	er: OFF Toggle Co	C <mark>* View Grade</mark> Diumns Page Size: 20	Commen	t Codes	FTE Template	✓ Print	nt Show Flor	ida fields	Save	
		Year 🛔	Marking Period 🛓	Course 🛓	Course Number 🛔	Percent 🛔	Grade 🛔	Grade Scale 🛔	Cred. Attempted 🛔	Cred. Earned 🛔	GPA PTS 🛔	Weighte
	::	2022-2023 🔻	Term 2	NURSING ASSISTANT H170	H170602	95	A	TCTC Gr 🔻	.5	.5	4	
	11	2022-2023 🔻	Full Year	MED SURG NURS 1 PRN0290	PRN0290	88	В	Health C 🔽	0.50	0.50	3.00	0.00
	111	2021-2022	Full Year	PRAC NURSE 1 FOUND PR	PRN0098	94	A	Tech Cen 🔻	0.50	0.50	4.00	0.00
	10	2021-2022 🔻	Full Year	PRAC NURSE 2 FOUND PR	PRN0099	86	В	Tech Cen 🔻	0.50	0.50	3.00	0.00

You must enter a letter **Grade** to save the record.

4. You can then select whether the grade **Affects GPA** by selecting the check box, if applicable.

	Grade 🛔	Affects GPA 🛔	Teacher	Grad Subject 🛔	Comments 🛔	Report Card Comments 🛔
	Α					
l	Α					
	В					
	Α					

5. You can select a **Teacher**, a **Grad Subject** and enter **Comments** and **Internal Notes** as needed.

6. Select the **Course History** check box to indicate that the grade and corresponding data should appear on the student's Course History.

Percent 🛔	Grade 🛔	Internal Notes 🜲	Course History
95	Α		~
90	Α		~
92	В		~
93	Α		~

7. Select the **Locked** check box to lock the marking period's grade and prevent automatic recalculation upon a grade change being performed. Note: Automatic recalculation is dependent on the setting, "Recalculate parent marking period grades and GPAs when a teacher posts grades or a grade change request is approved" enabled via Setup > <u>System Preferences</u> > School Preferences / Default School Preferences > <u>Grading</u>.

8. To commit the line of data, click any of the fields, then press **Enter**. The new line of data will turn yellow.

Cours	e History									F	ull 2022 Year	All Years
	Cumulative G Cumulative Weighted G ar Middle School GPA Total Credits Ear	GPA N/A Cohort Y	ints: 5.00		Program Code: Program Title: Earned CPC: Enrolled Hours:	Practical Nurs A,B	sing R Percenta	Attended Hours: 1009 Required Hours: 1350 age Completed: 75% sic Skills Exam: No			s: N/A d: N/A	
3 Gra Export		ter: OFF Toggle C		<u>r Grades Summ</u> D	<u>ary</u>	<u>Comment</u>	Codes	FTE Template	~	Print Show Flor	rida fields	Save
	Year 🛔	Marking Period \$	Course 🛔	Course	Number 🛔 P	Percent 🔺	Grade 🛔	Grade Scale A	Cred Attempted	🛔 Cred. Earned 🌲	GPA PTS 🔺	Weighte
						vereent v	unane 🛉	Grade Scale y	cica. Attempted	V CICU. Lutited V		weighte
: 3	2022-2023	Term 2						TCTC Gr	.5			weighte
: : - : :	2022 2022	Term 2	NURSING ASSISTANT H170	✓ H17060			A	•		.50	4.00	0.00
_ = = =	2022-2023		NURSING ASSISTANT H170 MED SURG NURS 1 PRN02		2 9	95		TCTC Gr	.5			
- []	2022-2023 Y 2022-2023 Y	Term 2		90 V PRN029	2 S 0 8	95 88	A	TCTC Gr	.5	.50	4.00	0.00

9. To save the information, click **Save**.

Den	nogr	aphic Enrollm	ent Schedule Requ	ests Grades Absences	Activities	Referrals	Test History	Audit Trail G	arad ISP Page	SSS	Choice Bi	lling			
Co	urse	History											Fi	ull 2022 Year	All Years
Total Credits Earned: 2.00										1009 1350 75% No	Program Code: 99 Program Title: Al Earned CPC: N Enrolled Hours: 33	BE /A Perc	Attended Hours Required Hours centage Completes Basic Skills Exan	s: N/A t: N/A	
	4 Grades C 🖄 Export 🚳 🚔 Filter: OFF Toggle Columns Page Size:				ades Summa	<u>iry</u>	<u>Commer</u>	nt Codes	FTE Temp	ate	~	Print	Show Flor	rida fields	Save
		Year 🛔	Marking Period 🛔	Course 🛓	Course N	lumber 🛔	Percent 🛔	Grade 🕯	Grade Sca	le ♦	Cred. Attempt	ed 🛊 Cre	ed. Earned 🛔	GPA PTS 🛔	Weighter
	::	2022-2023	Term 2						TCTC Gr		.5				
	::	2022-2023 🔻	Term 2	NURSING ASSISTANT H170	H170602	2	95	A	TCTC Gr		.50	.50)	4.00	0.00
	53	2022-2023 🔽	Full Year 🗸	MED SURG NURS 1 PRN0290	PRN0290)	88	В	Health C	V	0.50	0.5	50	3.00	0.00
-	53	2021-2022 🔽	Full Year	PRAC NURSE 1 FOUND PR	PRN0098	}	94	Α	Tech Cen	. 🔻	0.50	0.5	50	4.00	0.00
-	::	2021-2022 🔽	Full Year	PRAC NURSE 2 FOUND PR	PRN0099)	86	В	Tech Cen	. 🔻	0.50	0.5	50	3.00	0.00

10. If any of the student's grades or data is added or edited, the field will turn yellow and the **Save** button will enable (turn red). Be sure to save all changed or added data before navigating away from the screen.

<u>ımmary</u> 📑 <u>C</u>	Comment Codes	No Templa	ate	✓ Print Show Florida fields Sa				
Course Number 🛔	Grade Report 🛔	Percent 🛔	Grade 🛔	Grade Scale 🛔	Cred. Attempted 🛔	Cred. Earned 🛔		
				A-F	1			
Y100400		93	Α	A-F	1.00	1.00		
CTS0054		90	А	A-F	1.00	1.00		
9003550		92	В	A-F	1.00	1.00		
9001500		93	А	A-F	1.00	1.00		

11. Depending on your profile permissions you may have the option to delete data from the Course History screen. To delete a record click the **delete** button (red minus sign).

Grac port		ter: OFF Toggle Co	C <mark>r _ View Grade</mark> Diumns Page Size: 20	es Summary 🔤
	Year 🛔	Marking Period 🛔	Course 🛓	Course Number 🛔
::	2022-2023 🔽	Term 2		
::	2022-2023 🔻	Term 2	NURSING ASSISTANT H170	H170602
::	2022-2023 🔻	Full Year	MED SURG NURS 1 PRN0290	PRN0290
53	2021-2022 🔻	Full Year	PRAC NURSE 1 FOUND PR	PRN0098
::	2021-2022 🔻	Full Year	PRAC NURSE 2 FOUND PR	PRN0099

For a better view while entering data, click the **modal** icon. Select the applicable options from each pull-down and enter the necessary text. Click **Create** once complete.

Demog	graphic	Enroliment	Schedule	Requests	Grades	Absences	Activities	Referrals	Test History	Audit Trail	Grad	ISP Page	SSS	Choice	Billing				
Cours	e History																Full 202	2 Year	All Years
		Weighted GPA:	3.333 Total Cred 0.000 (uality Points: 5	.00			Program Cod Program Titl	e: Practical N			ded Hours:	1350 F	ogram Code Program Title	: 9900000 : ABE		ed Hours: 0 ed Hours: N/A	1	
4 Gra		Tear		2022-2	023				Marking			Term 2						ls	Save
Expor	t 🖳 븕	Cours							Course	Number	l							-	bure
	Year 🛔	Percer	ıt						Grade									's ♦	Weightee
5.3	2022-2	Grade	Scale	ТСТС	Grade Scale				Cred. At	tempted		.5						=	
		023 Cred.	Earned						GPA PTS	;	[0.00
- : :		023 Weigh	ted GPA						Affects	GPA									0.00
- : :		reach	er						Grad Su	bject							V		0.00
	2021-20	Comm	ients						Internal	Notes							1		0.00
		Cours	e History						Locked									L	
		Start I	Date						End Dat	e	[
															(Close	Create		

Course History Fields Explained

General Fields

Field	Explanation
Year	Displays the school Year the course was taken.
Marking Period	Displays the school Marking Period the course was taken.
Course	Displays the Course name and number as defined in the Course Catalog.
Course Number	Displays the Course Number as defined in the Course Catalog (if applicable).
Percent	Displays the percentage earned in the course.
Grade	Displayes the letter Grade earned in the course.
Grade Scale	Displays the type of grading scale appliciable, such as Regular, Honors, Advanced Placement, etc.
Credit Hours Attempted	Displays the number of credit hours attempted; i.e. the number of credits the student was able to earn for the course.
Credit Hours Earned	Displays the number of credit hours earned for the course.
Cred. Attempted	Displays the number of credits attempted; i.e. the number of credits the student was able to earn for the course.
Cred. Earned	Displays the number of credits earned for the course.
GPA PTS	Displays the student's GPA (grade point average) points calculated by quality points/ cumulative points. GPA points are associated with the letter grade and are not adjusted by

Field	Explanation
	the credits attempted or earned.
Weighted GPA	Displays the student's weighted GPA, which take into account the difficulty of the student's classes.
Affects GPA	Determines whether or not the course taken affects the student's GPA. If this check box is left cleared, the course grade will not impact the student's GPA.
Teacher	Displays the name of the Teacher of the course.
Grad Subject	Displays the graduation subject of the course.
Comments	Displays Comments made when entered via Course History.
Course Comments	Displays course comments entered by teacher and administrators applicable to the course.
Internal Notes	Displays Internal Notes made when entered for other staff members.
Conduct	Displays comments selected for students via the Conduct pull-down configured by the disrict; this option may also appear as a text box, where conduct comments can be entered.
Course History	Determines whether or not the course will be included in the student's Course History. If this check box is left cleared, the course will not display while viewing the Course History tab.
Locked	Select the Locked check box to lock the marking period's grade and prevent automatic recalculation upon a grade change being performed. Note: Automatic recalculation is dependent on the setting, "Recalculate parent marking period grades and GPAs when a teacher posts grades or a grade change request is approved" enabled

Field	Explanation
	via Setup > System Preferences > School Preferences / Default School Preferences > Grading.

Florida Fields

Field	Explanation
Semester Content	Displays additional information pertaining to semester courses, such as whether the course is a Course Term, S1 (Semester 1), or S2 (Semester 2), etc.
District	Displays the District number and name where the course was taken.
School	Displays the School number and name where the course was taken.
Gradelevel	Displays the Gradelevel of the student when the course was taken.
Course Number, Substituted	If the student took a course as a substitute for another course, the course that is being substituted would be entered in the Course Number, Substituted.
Course Flag 1-4	Displays course flags applicable to specific courses, such as Gifted, Virtual, Honors, etc.
Distance Learning	Displays Distance Learning information that has been identified for the course, such as Web-based, Not Distance Learning, etc.
Online Course	Displays Online Course information that has been identified for the course, such as Y - Online Course, N - Not an Online Course, etc.
Instructional Hours	If the student is enrolled in technical education courses earning WDIS hours, entered hours displays here.
Industry Certification Identifier 1-3	If the student is enrolled in technical education courses and attempting to earn an industry certification, the entered identifier

Field	Explanation
	displays here.
Industry Certification Outcome 1-3	If the student is enrolled in technical education courses and attempting to earn an industry certification, the entered outcome displays here.
Industry Certification Date 1-3	If the student is enrolled in technical education courses and has earned an industry certification, the date the certification was attempted or earned displays here.
Dual Enrollment Institution Type	Displays information pertaining to dual enrollment. If the student is enrolled in another institution for college credits, it would be indicated here.
Course Assessment Status	Displays information pertaining to the student's EOC exam status, such as A - Took and passed EOC, B - Took and failed EOC, etc.
Voc./Adult Gen. Program Code	Displays the student's Voc./Adult Gen. Program Code, if applicable. This only pertains to student enrolled in adult or vocational (technical) programs.
IET Program Number	Displays the IET (Integrated Education and Training) Program, if applicable.
Course Substituted, Subject Area	Displays the Subject Area of the course that is being substituted. I.e. If the student has taken a course in place of another one, the Subject Area for which that course stands in would be identified here.
Total Clock Hours Earned Toward Award	If the student is enrolled in vocational (technical) courses, the total clock hours earned towards completing the program requirement displays here. This is the number of hours the student has been awarded, which may vary from attended hours if the student completed the program.
EOC Exam Term	Displays the End of Course exam term, such as Full Year Exam, Semester 1 Exam, etc.

Field	Explanation
End of Course Achievement Level	The End of Course Achievement Level applies to virtual courses. The field displays achievement levels, such as Level 1-5, Not a virtual course, etc.
Credit By Assessment	Displays whether the student earned credits via an assessment. This check box should only be selected if the student is full-time and has never been enrolled in the corresponding course but has taken and passed the statewide standardized end-of- course assessment.
Location of Student	Displays information regarding the student's location.
Completion Point Code 1-6	Displays OCPs (technical programs) and LCPs (adult education programs) earned by the student.
Completion Point Code Date 1-6	Displays the dates the student earned OCPs (technical programs) and LCPs (adult education programs).
Modified Completion Point Code	Display the student's modified occupational completion point (MOCP) during the year selected.
Voc. C Points Mod Date	Displays the student's modified occupational completion point (MOCP) date during the year selected.
Virtual, Date of Completion	Displays the student's date of completion when attending the course virtually.
Attended Hours	Displays the student's Attended Hours in an enrolled vocational program.
Course Completion Code	Displays the student's course completion code defined by the district and FLDOE course directory.
Start Date	Displays the date the student started the course.
End Date	Displays the date the student completed the course.

Texas Fields

Field	Explanation
Audit	Displays whether the course is linked to a specific Audit, such as FY, S1, S2, Summer, etc.
Special Explanation Code 1-3	Displays Special Explanation Code(s) entered that pertain to the course, such as Counts as PE Credit, Credit by Exam, etc.
Academic Achievement Record (AAR) Use	Displays the AAR subject for the course, such as Mathematics, Science, English Language Arts, etc.
District	Displays the Distrcit number and name where the course was taken.
School	Displays the School number and name where the course was taken.
No Credit	Displays the code, which indicates why the student did not earn credit for the course; for example, 04: Course was passed, but credit was not received due to excessive absencesSee the following link for a complere list of codes: <u>Pass/Fail Credit</u> Indicator Code
Gradelevel	Displays the Gradelevel of the student when the course was taken.
Num Abs	Displays the number of absences recorded while enrolled in the listed course.
Dual Credit Indicator	Indicates whether the student was eligible to receive both high school and college credit for a college course.
ATC Indicator	Displays the ATC (Advanced Technical Credit) code indicates a high school course for which college credit may be awarded by a post- secondary institution under the conditions of a local articulation agreement or the statewide ATC program agreement.

Field	Explanation
Course Completion Indicator	Indicates whether or not the student finished the full sequence of instruction for a course. Note: 1 does not mean that the student met all of the requirements to receive credit or a grade for the course.
College Credit Hours	Displays the number of college hours a student earned for the completion of a dual credit course.
Pass/Fail Credit Indicator	Displays a pass or fail and credits awarded indicator, such as Passed, But No Credit (other parts of the course have not been taken).
Absence Failure	Displays a check box indicating whether the course was failed due to poor attendance.
PEIMS Course Number	Displays the PEIMS (Public Education Information Management System) Course Number: Student taking end-of-course assessments are enrolled in a course being considered for STAAR Alternate 2 that contains a PEIMS course number indicating that the coursework is accessed through prerequisite skills.
PEIMS Short Title	Displays the PEIMS Short Title for the PEIMS Course.
Non-Campus Based Instruction	Displays the institution the course was taken, if the course was taken on a non-campus based location, such as College Campus Based Course, Credit By Exam, Texas Virtual School Network (TxVSN) Statewide Online Course Catalog, etc.
Semester Content	Displays additional information pertaining to semester courses, such as whether the course is a Course Term, S1 (Semester 1), or S2 (Semester 2), etc.
Summer Dual Enrollment	Indicates if the course was a dual enrollment course (for college credit) taken over the summer.
OnRamps Dual Enrollment Indicator	Displays the OnRamps Dual Enrollment code,

Field	Explanation
	which indicates that the student has successfully completed an OnRamps dual enrollment course. Note: OnRamps is an innovative dual enrollment program coordinated by The University of Texas at Austin.

The Grades Summary

1. If the Grades screen opens the Detailed Report, click **View Grades Summary**.

Total Credits Earned: 2.00 Enrolled Hours: 1643.5 Basic Skills Exam: No Enrolled Hours: 33 Basic Skills Exam: Z 4 Grades C* View Grades Summary Comment Codes FTE Template Print Show Florida fields Export I I I I I I I I I I I I I I I I I I I	All Years Save
Current Vaar Middle GPA: 0.000 Current Vaar Middle School GPA GPA 3.000 Current Vaar Middle School GPA GPA 3.000 Current Vaar Middle School GPA GPA 3.000 Cohort Year: Quality Points: 5.00 Cohort Year: Program Title: Practical Nursing Earned OPC: A,B Enrolled Hours: 1643.5 Basic Skills Exam: Vol Program Title: ABE Earned OPC: N/A Enrolled Hours: 33 Program Title: ABE	Save
Export Image Filter: OFF Toggle Columns Page Size: 20 Year \$ Marking Period \$ Course \$ Course Number \$ Percent \$ Grade \$ Grade \$ Cred. Attempted \$ Cred. Earned \$ GPA PTS \$	Save
	Weight
Image: Second	
- [] 2022-2023 Y Term 2 VURSING ASSISTANT H170 Y H170602 95 A TCTC Gr Y .50 .50 4.00	0.00
E C 2022-2023 V Full Year V MED SURG NURS 1 PRN0290 PRN0290 88 B Health C V 0.50 0.50 3.00	0.00
= [] 2021-2022 Y Full Year Y PRAC NURSE 1 FOUND PR Y PRN0098 94 A Tech Cen Y 0.50 0.50 4.00	0.00
Image: Second system Full Year PRAC NURSE 2 FOUND PR PRN0099 86 B Tech Cen 0.50 0.50 3.00	0.00

The Grades Summary displays GPAs, Credits, End of Courses exam information, and the student's active schedule along with grades.

		e Billing		eSSS	ad Pag	Gra Trail	History	Referrals	Activities	ences	ests Grades Abse	неци	Schedule	Enrollment	graphic E	Demo
ate	I EOC Pass	Alge	s	lead Pas	T/FSAR	FCA]	d 2.00	Total Credits Attempted	3.333	ative GPA	Cumula		
ate	y EOC Pass	Geom	e	Pass Date	cs EOC F	Civi				s 5.00	Quality Points	0.000	nted GPA	ulative Weigh	Cumu	
ice urs	mmunity Se H	Met	e	Pass Date	ry EOC F	US Histo				r	Cohort Yea	3.000 2.00		idle School (Total Credite		Curre
												2.00				
ate	I EOC Pass	Biolo	s	1ath Pas	T/FSA M	FCA										
eq No	nline Course	Met	3.33		stsecon	Ро										
	nline Course		3.33	dary GP/	stsecon		date	Up	Group By Course		Show Inactive Courses	Show cams OFF		Show All Schools		☐ Shov ∕ears 3 Recor
eq Not	nline Course	Met t Assignm	A 3.33	dary GP/	stsecon	Po		Up Teacher 4			Courses	ams	Ex	Schools		/ears
eq Not	nline Course	Met t Assignm	A 3.33	dary GP/	etailed	Po ⊘" View D Report	Atter	Up			Courses	ams	Ex Filter: C	Schools	ds Expor	/ears 3 Recor
eq Not	nline Course	Met t Assignm	A 3.33 Print Grades Q3 \$	dary GP/	etailed	Pa ⊘ª View D Report led Hours \$	Atter	Teacher \$			Courses	ams	Ex Filter: C	Schools	ds Expor	∕ears 3 Recor Pd ‡

The student's Cumulative GPA, Cumulative Weighted GPA, Cohort GPA, Class Rank, Total Credits Earned, Total Credits Attempted, Quality Points, and Cohort Year are displayed in the top left corner of the screen.

The information displayed in the top right corner contains possible EOCs, Online Course Requirements, etc.

The information displayed here may not be applicable to the school. The fields displayed here depend on the settings enabled via Setup > <u>System Preferences</u>.

		orksheet	rad SSS FA Wo	Test Histor	Referrals	Activities	Absences	Grades	le Requests	Schedu	c Enrollment	Demographic
	FCAT Rdg/FSA ELA Pass (MMCCYY)	×	: Brick and mortar ol but attend class ne through Canvas	Ва			28.00 69.00	ty Points		2.46429 2.46429		Cumulative We
	Met Math Concordant Score	×	ading Concordant Score	M			2014-2015	hort Year	Co	2.46429 26.00	urricular GPA redits Earned	
•	Geometry EOC Pass Date	(Y) 03/17/2016	a I EOC Pass Date	ŀ								
•	Temporary Quarantine		History EOC Pass Date									
		Met	Online Course Req									

The Grade Summary displays the student's schedule including the Pd (Period), Course #, Course name, Teacher, Attended Hours (if applicable), grades for applicable marking periods, such as Q4, S2, etc. and Credits earned for each course.

□ Shov Years 3 Recor		Show All Schools	Show Exams	Show Inactive Courses Toggle Columns	Group By Course	Updat	e 🖓 View D Report	etailed		🔒 Prin Grades	nt Assign	ment		🔒 F Transe	Print cripts
Pd 🛔	Course # 🛓	Course 🛓				Teacher 🛔	Attended Hours 🛓	Q1 🛊	S1 🛔	Q3 🛔	S2 🛔	SS1 🛊	SS 🛔	FY 🛔	Credits 🛔
01	PRN0291	MED SURG NU	URS 2			Torrez, W	125.40	93% A		NG					0
	PRN0290	MED SURG NU	JRS 1			Merritts, Leslie								88% B	0.5
	H170602	NURSING ASS	SISTANT			N/A				95% A					0.5
												Calcula	ited grades	are mark	ed with ষ

2. Select the **Show All Years** check box to display grades from all school years where grades have been posted. Click **Update**.

Note: Only posted grades from the student's current school display.

✓ Show Al Years		Show All Schools	Show Exams	Show Inactive Courses	Group By Course	Updat	e 🖓 View D Report	etailed		Prin Grades	t Assign	ment		E F Trans	
6 Records	Expo	rt 🐴 븕	Filter: OFF	Toggle Columns											
Year 🛔	Pd 🛊	Course # 🛓	Course 🛓			Teacher 🛔	Attended Hours 🛓	Q1 🛊	S1 🛊	Q3 🛔	S2 🛔	SS1 🛔	SS 🛔	FY 🛔	Credits 🛔
2022-2023	01	PRN0291	MED SURG NURS 2			Torrez, W	125.40	93% A		NG					0
2022-2023		PRN0290	MED SURG NURS 1			Merritts, Leslie								88% B	0.5
2022-2023		H170602	NURSING ASSISTAN	Т		N/A				95% A					0.5
2021-2022	01	PRN0290	MED SURG NURS 1			Torrez, W	107.50								0
2021-2022	01	PRN0098	PRAC NURSE 1 FOU	ND		Torrez, W								94% A	0.5
2021-2022	01	PRN0099	PRAC NURSE 2 FOU	ND		Torrez, W								86% B	0.5
												Calcula	ted grades	are mark	ed with 🤻

3. Select the **Show All Schools** check box to display posted grades from other schools, such as second schools where the student may be enrolled for technical classes, or online classes, etc. Click **Update**.

Note: If you also selected the Show All Years check box, you will see posted grades from all years at different schools, such as middle school, etc.

< Prev	Page: 1 / 3 Next > 7	1 Records	Export 🛛	Filter: OFF	Toggle Columns	
Year 🛔	School 🛓	Pd	Course # 🛔	Course 🛓	Teacher 🛔	Ex
2022-2023	TECHNICAL CENTER	0107	AMT0775	B AV POWERPLANT TECH 1	Roberts, K	0
2020-2021	TECHNICAL CENTER		AMT0776	B AV POWERPLANT TECH 2	Robert	0
2019-2020	TECHNICAL CENTER	Day	AMT0766	B AV MAINT AF TECH 2	Deaton, D	0
2018-2019	TECHNICAL CENTER	Day	AMT0705	A AV MAINT GEN TECH	Becker, C	0
2018-2019	TECHNICAL CENTER	Day	AMT0765	AV MAINT AF TECH 1	Harper, D	0
2017-2018	HIGH SCHOOL	01	1502490 F	CARE/PREV OF ATH INJ	Tillman, W	2
2017-2018	HIGH SCHOOL	01	1206310	GEO	Smith, C	0
2017-2018	HIGH SCHOOL	02	1200700	MATH COLL. READINESS	Whitlock, C	5
2017-2018	HIGH SCHOOL	03	1001405	ENG 4: FL COLL PREP	Darrow, P	5
2017-2018	HIGH SCHOOL	04	2106310	AMER GOVT	Hayes, T	4
2017-2018	HIGH SCHOOL	04	2102335	ECON FIN LIT	Hayes, T	1

4. Select the **Show Exams** check box to display exams taken per applicable marking periods, such as Semester 1 Exam. Click **Update**.

Show Al Years	Schools Periods	Exa	ams C	Courses Co	Group By urse	Update	e	☑ View [Report	Detailed		Prir Grades	nt Assignme	nt
< Prev	Page: 1 / 3 Next > 71 Records E	xport	Course # 🛔	course	s Teacher ‡	Ex 🛔	Unx 🛔	Tardy 🛔	Q1 🛔	Q2 🌲	Q4 🛔	S1 Exam 🛔	S1 🛔
	•	•	,	•	•	•			Q1 ¥	Q2 ₹		SIExam 🚽	21 1
2022-2023	TECHNICAL CENTER	0107	AMT0775	B AV POWERPLANT TECH 1	Roberts, K	0	0	0			NG		
2020-2021	TECHNICAL CENTER		AMT0776	B AV POWERPLANT TECH 2	Robert	0	0	0					
2019-2020	TECHNICAL CENTER	Day	AMT0766	B AV MAINT AF TECH 2	Deaton, D	0	2	0					
2018-2019	TECHNICAL CENTER	Day	AMT0705	A AV MAINT GEN TECH	Becker, C	0	8	0					
2018-2019	/ TECHNICAL CENTER	Day	AMT0765	AV MAINT AF TECH 1	Harper, D	0	5	0					
2017-2018	STRUCTION (COURSE OFFERINGS)	01	1206310	GEO	Smith, C	0	0	0					
2017-2018	HIGH SCHOOL	01	1502490 F	CARE/PREV OF ATH INJ	Tillman, W	2	31	4	91% A	75% C		100% A	86% B
2017-2018	HIGH SCHOOL	02	1200700	MATH COLL. READINESS	Whitlock, C	5	86	10	69% D	53% F	65% D	59% F	61% D
2017-2018	HIGH SCHOOL	03	1001405	ENG 4: FL COLL PREP	Darrow, P	5	55	24	84% B	66% D	75% C	85% B	76% C

Calculated grades are marked with a blue upper right arrow. Calculations of grades are based on the district's grading scheme via Setup > <u>Grade Posting Averaging</u>.

Course	Teacher	Ex 🛔	Unx 🛔	Tardy 🛔	Q1 🛊	Q2 🛔	Q4 🛔	S1 Exam 🌲	S1 🛔
B AV POWERPLANT TECH 1	Roberts, K	0	0	0			NE		
B AV POWERPLANT TECH 2	Rober	0	0	0					
B AV MAINT AF TECH 2	Deaton, D	0	2	0					
A AV MAINT GEN TECH	Becker, C	0	8	0					
AV MAINT AF TECH 1	Harper, D	0	5	0					
GEO	Smith, C	0	0	0					
CARE/PREV OF ATH INJ	Tillman, W	2	31	4	91% A	75% C		100% A	86% B

5. Select the **Show Inactive Courses** check box to display dropped courses in the Grades Summary. Click **Update**.

5 Records	Export 🖺 븕 🛛	Filter: O	FF Tog	gle Columns										
School		Pd 🛊	Course # 🛓	Course 🛓	Teacher 🛔	Attended Hours \clubsuit	Q1 🛊	Q2 🛊	S1 🛊	Q3 🛔	Q4 🛔	S2 🛔	FY 🛔	Credits
	TECHNICAL CENTER	0107	AMT0705	A AV MAINT GEN TECH	Becker, C	45.00		84% B		84% B				0
	TECHNICAL CENTER	0107	AMT0705	A AV MAINT GEN TECH	Becker, C	389.50	84% B	84% B		84% B				0
	ECHNICAL CENTER	0107	AMT0766	B AV MAINT AF TECH 2	Winn, S	11.25					NG			0
	TECHNICAL CENTER	0107	AMT0766	B AV MAINT AF TECH 2	Winn, S	194.50				89% B	NG			0
	FECHNICAL CENTER		AMT0705	A AV MAINT GEN TECH	Becke								84% B	0

6. Select the **Group By Course** check box to group sections by the state's course numbers. If selected, two courses with the same state given course number will be displayed as one. Click **Update**.

The image displayed below displays the courses before Group By Course is applied.

5 Records	Export 🖺 🚔 🛛	Filter: O	FF Togg	gle Columns										
School 🛊		Pd 🛔	Course # 🛓	Course 🛔	Teacher 🛔	Attended Hours 🛔	Q1 🛔	Q2 🛔	S1 🛔	Q3 🛔	Q4 🛔	S2 🛔	FY 🛔	Credits
	TECHNICAL CENTER	0107	AMT0705	A AV MAINT GEN TECH	Becker, C	45.00		84% B		84% B				0
	TECHNICAL CENTER	0107	AMT0705	A AV MAINT GEN TECH	Becker, C	389.50	84% B	84% B		84% B				0
	TECHNICAL CENTER	0107	AMT0766	B AV MAINT AF TECH 2	Winn, S	11.25					NG			0
	TECHNICAL CENTER	0107	AMT0766	B AV MAINT AF TECH 2	Winn, S	194.50				89% B	NG			0
	TECHNICAL CENTER		AMT0705	A AV MAINT GEN TECH	Becke								84% B	0

The image displayed below displays the courses after Group By Course is applied.

□ Show All `	Show All Years Show All Schools Show Exams Show Inactive Courses Group By Course Update Stiew Detailed Report Assignment Grades													
2 Records														
School 🛔		Pd ∯	Course # 🛔	Course 🛓	Teacher 🛔	Attended Hours 🛓	Q1 🛊	Q2 🛔	S1 🛔	Q3 🛔	Q4 🛔	S2 🛔	FY 🛔	Credits 🛔
	TECHNICAL CENTER	0107	AMT0705	A AV MAINT GEN TECH	Becker, C	45.00	84% B	84% B		84% B			84% B	0
	TECHNICAL CENTER	0107	AMT0766	B AV MAINT AF TECH 2	Winn, S	11.25				89% B	NG			0
											Calcula	ited grade	s are mark	ed with ষ

7. Click Toggle Columns to customize the columns displayed in the Grades Summary.

< Prev	Page: 1 / 4 Next > 81 Records	xport 🖡	L 🚽	Filter: OFF Toggle Colum	ns	Toggle Columns		
Year 🛔	School 🛊	Pd ફ	Course # 🛔	Course 🛊	Teacher	Year	2 \$	Q5
2022-2023	TECHNICAL CENTER	0107	AMT0775	B AV POWERPLANT TECH 1	Roberts, K	School		
2020-2021	TECHNICAL CENTER	0107	AMT0776	B AV POWERPLANT TECH 2	Roberts, K	Rot		
2020-2021	TECHNICAL CENTER	0107	AMT0776	B AV POWERPLANT TECH 2	Roberts, K	Course #		
2020-2021	TECHNICAL CENTER		AMT0776	B AV POWERPLANT TECH 2	Rober	Course		
2019-2020	TECHNICAL CENTER	Day	AMT0766	B AV MAINT AF TECH 2	Deaton, D	Z Teacher		
2019-2020	(TECHNICAL CENTER	Day	AMT0775	B AV POWERPLANT TECH 1	Roberts, K	Flags Ex		
2018-2019	TECHNICAL CENTER	Day	AMT0705	A AV MAINT GEN TECH	Becker, C			
2018-2019	TECHNICAL CENTER	Day	AMT0765	AV MAINT AF TECH 1	Harper, D	Tardy		
2018-2019	TECHNICAL CENTER	Day	AMT0765	AV MAINT AF TECH 1	Harper, D	Attended Hours		
2017-2018	NSTRUCTION (COURSE OFFERINGS)	01	1206310	GEO	Smith, C	🗆 Q1		
2017-2018	HIGH SCHOOL	01	1502490 F	CARE/PREV OF ATH INJ	Tillman, W	□ Q2 ✓ S1		
2017-2018	HIGH SCHOOL	01	1501390 F	COMPRE FIT	Tillman, W	☑ 01 ☑ Q3		
2017-2018	HIGH SCHOOL	02	1200700	MATH COLL. READINESS	Whitlock, C	🗹 Q4	%C	
2017-2018	HIGH SCHOOL	03	1001405	ENG 4: FL COLL PREP	Darrow, P	🗹 S2	%С	
2017-2018	HIGH SCHOOL	04	2106310	AMER GOVT	Hayes, T	☑ Q5		
2017-2018	HIGH SCHOOL	04	2102335	ECON FIN LIT	Hayes, T	✓ S4 ✓ Q6	6 A (
2017-2018	HIGH SCHOOL	05	0717310	AMER SIGN LANG 2	Clark, M	✓ S5	%С	
2017-2018	HIGH SCHOOL	06	1503350	TEAM SPRTS 1	Miller, K	🗆 SS		
2017-2018	HIGH SCHOOL	06	1503360	TEAM SPRTS 2	Miller, K	🗹 S		
2017-2018	HIGH SCHOOL	07	1503310	BASKETBALL	Ross, R	FY Credits		

From the Toggle Columns pop-up window, clear the selected check boxes of columns you want to hide from the Grades Summary. For example, if you do not need to see the student's attendance on this screen, clear the selected check boxes for Ex, Unx, and Tardy. The Grades Summary automatically updates.

A Hidden columns remain hidden until the applicable check boxes are selected again from the Toggle Columns pop-up window.

8. Click the **View Detailed Report** link to open a detailed grades screen. See <u>The Detailed</u> <u>Report</u> for more information.

ms 🗆 Show	Inactive Courses Group By Co	urse Update	☑ View D	etailed I	Report	⊖ P	rint Assi	gnment (Grades
Export	🖞 🚔 🛛 Filter: OFF 🛛 Toggle C	olumns							
Course # 🛔	Course 🛊	Teacher	Q4 🛔	S1 🛊	S2 🛊	Q3 🛔	Q5 🛔	S4 ≜	Q6 🕯
AMT0775	B AV POWERPLANT TECH 1	Roberts, K	NG						
AMT0776	B AV POWERPLANT TECH 2	Robert	1						
AMT0766	B AV MAINT AF TECH 2	Deaton, D							
AMT0705	A AV MAINT GEN TECH	Becker, C							
AMT0765	AV MAINT AF TECH 1	Harper, D							
1502490 F	CARE/PREV OF ATH INJ	Tillman, W		86% B					
1206310	GEO	Smith, C				NG			
1200700	MATH COLL. READINESS	Whitlock, C	65% D	61% D	75% C	75% C			
1001405	ENG 4: FL COLL PREP	Darrow, P	75% C	76% C	76% C	70% C			

9. Click **Print Assignment Grades** for a breakdown of assignments and grades, as well as the ability to print the page. See <u>Printing & Viewing Course History (Assignments)</u> for more information.

Demo	graphic E	nrollment Schedu	le Req	uests Grades	Absences	Activities	Te Referrals His	st Audit story Trail	ISP rad Pa	SSS	6 Choic	e Billi	ng			
		Cumulative GP/	3.333	Total Credits Att	empted 2.00			FC	AT / FSA	Read Pa	ss	Alg	ebra l E	OC Pass	Date	
	Cumu	lative Weighted GP/	0.000	Quality	Points 5.00	_		Ci	vics EOC	Pass Da	te	Geo	metry E	OC Pass	Date	
Curre		dle School GPA GP/ Total Credits Earned		Cohe	ort Year			US Hist	ory EOC	Pass Da	te	Me	et Comm		rvice lours	
			2.00					FC	AT / FSA	Math Pa	ss	Bio	ology I E	OC Pass	Date	
									ostsecor	ndary GF	PA 3.33	М	et Onlin	e Course	Req	Not Met
□ Shov Years 3 Recor		Schools	Show Exams	Show Ina Courses Toggle Columns		Group By Gourse	Upda	te C [*] View Report	Detailed		🔒 Prin Grades	t Assign	iment		_	Print scripts
Pd 🛔	Course # 🛔	Course 🛔					Teacher	Attended Hours	Q1 🛊	S1 🛊	Q3 🛔	S2 🛔	SS1 🛊	SS 🛔	FY 🛔	Credits 4
01	PRN0291	MED SURG NURS 2					Torrez, W	125.40	93% A		NG					0
	PRN0290	MED SURG NURS 1					Merritts, Leslie								88% B	0.5
	110270															

10. If applicable, click the **Course** link to open the teacher's <u>Web Page</u>.

Comment		Dess Deta		Graduat	on Roading									_					
)nline C	Pass Date	Met	The Moo Mag				The News		ources	ird №	laga	zine	Drin	t Assign	mont			Print
Years	-	Schools	E											des	L MSSIGII	ment		Trans	
< Prev	Page:	1 / 2	Next -	The Trial		2/1	9 9:06pm	1											
Year 🛔	Pd 🌢	Course # 🛔	_	Pre-Trial The Witness		The Tr	ial is co	ming up	on Feb.2	28.				2 4	S 🛔	4 4	5 🛔	FY 🛔	Credits 🛔
2022-2023	01	2003350	CHEM 1	Evidence		NewR	esouro	e Availat	oleWat	ch Now				Ľ	•	•	•	•	0
2022-2023	02	1001370	ENG 3	Racism										D				F	0
2022-2023	03	0708400	AP SPAN			See m	e with q	uestions	;!					с				D	0.5
2022-2023	04	1700410	AVID 3																0
2022-2023	05	2400300	LEAD SKL	S DEV	Samson, E	1	0	0	NG	NG		NG							0
2022-2023	06	1200330	ALG 2		Heller, K	1	0	0	NG	NG		NG							0
2022-2023	07	2100310	US HIST		Varela, S	1	0	0	65% D	100% A		89% B							0
2022-2023		0101350	3-D STUD	DIO ART 3 HON	Roxy, Fridda	0	0	0					95% A						0.5
2020-2021	01	2003350	CHEM 1 H	ION	Casanova, A	1	4	0											0
2020-2021	02	1001370	ENG 3		Roxy, F	2	7	1	88% B	94% A	89% B	89% B	85% B	88% B					1.0
2020-2021	03	0708400	AP SPANI	SH LANG & CU	Carson, D	2	4	0											0
2020-2021	04	1700410	AVID 3		Huxley, A	2	3	1											0
2020-2021	05	2400300	LEAD SKL	S DEV	Samson, E	2	3	0											0

11. Click the **Teacher** names to compose an email and/or message, which opens in a Send a Message or a Send an Email pop-up window depending on your Messenger permissions and whether or not the teacher has an email entered in <u>User Info</u>.

Pd 🌲	Course # 🛔	Course 🛔	Teacher 🛔
0107	AER0503	A AUTO ENGN PERF TECH	Fry, R
0107	AER0453	AUTO SUSP & STEER TE	Rans
0107	AER0257	B AUTO TRANS&AXLE TECH	Gonz
0107	AER0110	E ENGINE REPAIR TECH	Krist, C

To send a message follow these steps:

a. Select the teacher from the **Send to:** pull-down. You can select as many applicable teachers as needed.

b. Enter your message in the provided text box and click **Send**.

c. Click **Cancel** to close the pop-up window without sending a message.

Send to:
Fry, R
Hi, Ms. Fry.
I was just reviewing Abel's grades and
Cancel Send

To send an email follow these steps:

a. Enter Your Email address.

b. Select the teacher to whom the email is being sent from the **Send to:** pull-down. You can select as many applicable teachers as needed.

c. Enter any additional email addresses that should also receive a copy of the email in the **CC** text box.

d. Enter the message in the provided text box.

e. Select the **Receive a personal copy** check box if you want the email also sent to the email address entered as Your Email.

f. Click Send.

g. Click **Cancel** to close the pop-up window without sending an email.

Send an Email
Your Email: lizetteg@focusschoolsoftware.com
Send to:
Fry, R
CC:
jamesl@owlhighschool.com
Dear Ms. Fry. Are you available to meet with me and Mr. James Friday at noon in Building A Room 202? Please let us know at your earliest connivence. We'd like to discuss Abel's grades.
Sincerely,
Lizette
Receive a personal copy Cancel Send

12. Click the Attended Hours to open the applicable attendance information on the <u>Absence</u> <u>Summary</u> screen.

□ Sho Years		Show All Schools	□ Show Exams	□ Show Inactive Courses	Group By Course	Update	I View Deta Report	ailed		Print A ades	ssignme	ent
4 Reco	rds Expor	t 🛐 👼 🛛 Filt	ter: OFF To	eggle Columns			1					
Pd ‡	Course # 🛔	Course 🛓				Teacher 🛔	Attended Hours 🛓	Q3 🛔	Q4 🛔	S2 🛔	FY 🛔	Credits 🛔
0107	AER0503	A AUTO ENGN PER	RF TECH			Nelson, P					94% A	0
0107	AER0453	AUTO SUSP & STE	ER TE			Nelson, P					93% A	0
0107	AER0257	B AUTO TRANS&A	XLE TECH			Nelson, P	132.00	100% A	100% A			0
0107	AER0110	E ENGINE REPAIR	TECH			Nelson, P					87% B	0
									Calcula	ted grades	are mark	ed with 🌂
Q				Back to Studen	t List			Ģ	Messen	ger 🤇	Help	🗐 Logou

	eframe: 1 2022 10 2023																		S	Save
Demographic	Enrollme	ent Schedule	Requests	Grades	Abser	nces	4	Activ	ities	s F	efer	rals		est isto		Aud Trai		Grad		SP Page
Absent: 4 p	eriods (durii	ng 4 days)		Other	Marks:	1 pe	riod	s (dı	uring	g 1 d	ays)					+	Add	Abs	sence
X ABSEN	IT - X	4 periods -	- 4 days	E	EXCUS	SED	Ε				1	oeric	ds							
T TRANS	FER - T	0 periods		R	REENT	RY ·	R				0	oeric	ds							
W WITHD	RAW - W	0 periods																		
Enrollment Da 5 Days 🖷	t es: Aug 10,	, 2022												Sea	arch					22 22 22
Date	Comment	Excuse Note		lote Status	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16 1
Aug 29, 2022		No File		<u>Set Message</u> I/A	X 00:00															
Aug 26, 2022		No File		<u>Set Message</u> I/A	E 00:00															
Aug 25, 2022	. .	No File		<u>Set Message</u> I/A	X 00:00															
		No File		Set Message	x															

13. Click a grade to open more information as it pertains to the grade given on the <u>Course</u> <u>History (Assignments)</u> screen.

□ Show Years 3 Recor		□ Show All Schools t 등 Filter	Show Exams OFF Togg	Show Inactive Courses	Group B Course	By U	pdate C Vi Repor	ew Deta t	iled	_	Print A ades	ssignme	ent
Pd 🛔	Course # 🛓	Course 🛔				Teacher 🛔	Attended Hours 🛓	S1 🛔	Q3 🛔	Q4 🛔	S2 🛔	FY 🛔	Credits 🛓
0107	PMT0074	WELDER				Richardson, P	533.25		81% B	81% B			0
0107	PMT0072	WELDER, SMAW 1				Richardson, P						82% B	0.00
0107	PMT0073	WELDER, SMAW 2				Richardson, P						80% B	0.00
										Calada			
										Calcula	ted grades	are mark	ed with ষ

9	Ş	Vriters02	ebra Morgan [≣] ← [•	▼ → Co	ourse Hi	story		Lizette Garc Admin	ia Adult Education - 9103 ▼ SI ▼ 2022-2023 ▼ Term D ▼ ER
	Demo	graphic Enrollment Schedule Reques	ts Grades Ab	sences	Activities R	Test Referrals History	Audit Trail Grad	ISP SSS Choice B Page	Search
	ME	ED SURG NURS 2 Period 1 - M	TWHF - PN	1 - Lesl	ie Merritts	S 🗸 🗹 Vie	ew Grades Summa	ry	
	Per Sco	cent of Grade 50% 20%	Homework ATI 10% NG		ents Final E 10% NG	xams Skill Assess 10% NG	ment/Labs/Clinica	s/Attendance/Participation	Weighted Grade 93% A
	9 Ass	ignments Export 🗟 🚔 Filter: OF	F Points Earned 🛔	Grade 🛓	Comment ≜	Assigned 1	Due 🛔	Last Modified 🛓	Category ♣
	:3	Teamwork Positive Attitude School Screenings	•	NG		Fri, 16 Sep 2022	Fri, 28 Oct 2022		Skill Assessment/Labs/Clinicals/Attendance
	: 3	ATI Pharmacology	NG / 100	NG		Thu, 27 Oct 2022	Thu, 27 Oct 2022		ATI Assessments
	: 3	ATI Medical Surgical Nursing	NG/100	NG		Mon, 24 Oct 2022	Mon, 24 Oct 2022		ATI Assessments
	23	polio extra credit essay	3/0	EC		Wed, 21 Sep 2022	Thu, 22 Sep 2022	Wed, 21 Sep 2022 1:17 pm	Quizzes/Quests/Homework
	: 3	Love and Other Drugs Parkinson's extra credit	3/0	EC		Wed, 21 Sep 2022	Thu, 22 Sep 2022	Wed, 21 Sep 2022 1:21 pm	Quizzes/Quests/Homework
	: :	Lazarus affect movie quiz	100/100	A		Thu, 15 Sep 2022	Tue, 20 Sep 2022	Tue, 20 Sep 2022 11:40 am	Quizzes/Quests/Homework
	::	Chapter 10-14 Exam	76/100	с		Mon, 19 Sep 2022	Tue, 20 Sep 2022	Mon, 19 Sep 2022 9:05 am	Exams
	53	Pharm Resp eyes ears exam	99/100	А		Thu, 15 Sep 2022	Thu, 15 Sep 2022	Fri, 16 Sep 2022 2:38 pm	Exams

Printing & Viewing Course History (Assignments)

1. If the Couse History screen opens the Detailed Report, click **View Grades Summary**.

F	þ	Writers02	ebra Morgan ≣ (←) •	▼ → Co	urse His	story			Lizette Ga Admin	rcia V	Adult Education 2022-2023 ▼		SIS ERP
<i>»</i>	Demo	ographic Enrollment Schedule Reques	ts Grades Ab	sences	Activities R	Test leferrals History	Audit Grad Trail	ISP SS Page	S Choice	Billin	g Search		•
<i>♣</i> (-)	М	ED SURG NURS 2 Period 1 - M	TWHF - PN	1 - Lesl	e Merritts	6 🗸 🗹 Vie	ew Grades Summa	iry					
**	Sco		10% NG	Assessme	nts Final Ex 10% NG	kams Skill Assess 10% NG	ment/Labs/Clinica	ls/Attendance	Participatio		eighted Grade % A		
	9 As	signments Export 强 🚔 Filter: OF	Points Earned 🛔	Grade 🛔	Comment 🛔	Assigned 🛓	Due 🛓	Last Modified	d 👙	Ca	tegory 🛓		- 1
=	53	Teamwork Positive Attitude School Screenings	NG/100	NG		Fri, 16 Sep 2022	Fri, 28 Oct 2022			Ski	II Assessment/Labs/C	linicals/Attend	dance
	53	ATI Pharmacology	NG/100	NG		Thu, 27 Oct 2022	Thu, 27 Oct 2022			AT	l Assessments		
9	53	ATI Medical Surgical Nursing	NG/100	NG		Mon, 24 Oct 2022	Mon, 24 Oct 2022			AT	I Assessments		
 <th>:3</th><th>polio extra credit essay</th><th>3/0</th><th>EC</th><th></th><th>Wed, 21 Sep 2022</th><th>Thu, 22 Sep 2022</th><th>Wed, 21 Sep</th><th>2022 1:17 pn</th><th>n Qu</th><th>izzes/Quests/Homew</th><th>vork</th><th></th>	:3	polio extra credit essay	3/0	EC		Wed, 21 Sep 2022	Thu, 22 Sep 2022	Wed, 21 Sep	2022 1:17 pn	n Qu	izzes/Quests/Homew	vork	
-	: 3	Love and Other Drugs Parkinson's extra credit	3/0	EC		Wed, 21 Sep 2022	Thu, 22 Sep 2022	Wed, 21 Sep	2022 1:21 pn	n Qu	izzes/Quests/Homew	vork	
1	53	Lazarus affect movie quiz	100/100	A		Thu, 15 Sep 2022	Tue, 20 Sep 2022	Tue, 20 Sep 2	022 11:40 an	n Qu	izzes/Quests/Homew	vork	
	:3	Chapter 10-14 Exam	76/100	с		Mon, 19 Sep 2022	Tue, 20 Sep 2022	Mon, 19 Sep 2	2022 9:05 am	n Exa	ams		
	53	Pharm Resp eyes ears exam	99/100	A		Thu, 15 Sep 2022	Thu, 15 Sep 2022	Fri, 16 Sep 20	022 2:38 pm	Exa	ams		

2. Click **Print Assignment Grades** to open the Course History (Assignments) screen, which displays all assignments for current courses.

Show A lears		Show All Schools	Show Exams	Show Inactive Courses	Group B Course	, U	pdate Report	ew Detai :	icu		Print A rades	GSIGHING	
8 Records	Expor	t 🛐 🚔 🛛 Filte	r: OFF Tog	gle Columns									
Pd 🛔 🛛 C	Course # 🛔	Course 🛓				Teacher 🛔	Attended Hours ${\clubsuit \over \Psi}$	S1 🛔	Q3 🛔	Q4 🛔	S2 🛔	FY 🛔	Credits
0107 P	PMT0074	WELDER				Richardson, P	533.25		81% B	81% B			0
0107 P	PMT0072	WELDER, SMAW 1				Richardson, P						82% B	0.00
0107 P	PMT0073	WELDER, SMAW 2				Richardson, P						80% B	0.00

The screen displays the course name, period/time, class days, teacher's name, current grade, as well as a breakdown of grade per grade category, such as Classwork, Homework, Tests, etc., if applicable The assignments display the Assignment name, Points possible / points earned, Grade, Comments, Assigned date and time, Due date, Category, Assignment Files attached, Date Last Modified, and Student Files uploaded.

5	Writers02 06 - 30	enny Ozark v I≣ [←] →	- Cou	irse Histo	ory (Assignm	ents)		Lizette Garcia Admin 🛛 🔻	Adult Edu 2022-202
Demo	ographic Enrollment Schedule Reques	sts Grades At	sences	Activities	Referrals Test Hi	istory Audit Trai	Grad ISP Page Files	SSS Choice	Billing
	Include Inactive Courses 🛛 Include Cour	rses from Other	Schools	Update	View Grades	Summary			
Per	rcent of Grade 50% 20% ore 264/300 B 106/100 A	/Homework ATI 10% NG	Assessme %	ents Final E 10% NG	xams Skill Assess 10% NG	sment/Labs/Clinica	ls/Attendance/Participation	Weighted Grade	9
9 AS	signments Export ఊ Filter: OF Assignment ♦	Points Earned 🛔	Grade 🛔	Comment 🛔	Assigned 🛓	Due 🛔	Last Modified 🛓	Category 🛔	
:3	Teamwork Positive Attitude School Screenings	NG/100	NG		Fri, 16 Sep 2022	Fri, 28 Oct 2022		Skill Assessment/	Labs/Clinicals
::	ATI Pharmacology	NG / 100	NG		Thu, 27 Oct 2022	Thu, 27 Oct 2022		ATI Assessments	
	ATI Medical Surgical Nursing	NG / 100	NG		Mon, 24 Oct 2022	Mon, 24 Oct 2022		ATI Assessments	
53									
:] :]	polio extra credit essay	3/0	EC		Wed, 21 Sep 2022	Thu, 22 Sep 2022	Wed, 21 Sep 2022 1:17 pm	Quizzes/Quests/H	Homework
	polio extra credit essay Love and Other Drugs Parkinson's extra credit		EC EC			Thu, 22 Sep 2022 Thu, 22 Sep 2022	Wed, 21 Sep 2022 1:17 pm Wed, 21 Sep 2022 1:21 pm	Quizzes/Quests/H	
	Love and Other Drugs Parkinson's extra credit								Homework

3. Select the **Include Inactive Courses** check box to display assignments for inactive courses, as well.

Demo	graphic Enrollment Schedule Re	quests Grades	Absenc	es Activitie	Tes s Referrals His	at Audit story Trail	rad ISP SSS Choice Page	e Billing Search
	nclude Inactive Courses 🗌 Include	Courses from C	ther Scho	Upda	te 📝 View G	rades Summary		
	rcent of Grade 50% 20%	Quests, Homew		ssessments	10% 10%		os, Clinicals, Attendance, P	articipation Weighted Grade
25 A	ssignments Export 🗟 👼 Filt	er: OFF Points Earned ‡	Grade 🛔	Comment 🛔	Assigned 4	Due 🛔	Last Modified 🛔	Category 🛔
::	Clinical Grade	100/100	A		Fri, 19 Aug 2022	Sat, 20 Aug 2022	Fri, 19 Aug 2022 7:56 am	Skill Assessment, Labs, Clinicals, Attendance, Par
::	Pharmacology Final	91/100	А		Thu, 18 Aug 2022	Fri, 19 Aug 2022	Thu, 18 Aug 2022 3:12 pm	Final Exams
: :	Medical Surgical Final Exam	77/100	с		Wed, 17 Aug 2022	Thu, 18 Aug 2022	Wed, 17 Aug 2022 9:47 am	Final Exams
: 3	Chapter 35-37 Exam	58/100	F		Fri, 12 Aug 2022	Sat, 13 Aug 2022	Fri, 12 Aug 2022 8:32 am	Exams
::	Chapter 17-20 Exam	71/100	F		Fri, 12 Aug 2022	Sat, 13 Aug 2022	Wed, 17 Aug 2022 1:02 pm	Exams

4. Select the **Include Courses from Other Schools** check box to display assignments from courses at other schools the student is enrolled.

emog	jraphic Enro	llment Sch	edule Request	s Grades A	bsences A	ctivities Re	Test eferrals History	Grad	SP SSS Choice Billi Page	ng Search
🗆 Ir	nclude Inactiv	e Courses	Include Cour	ses from Othe	er Schools	Update	View Grades	Summary		
	cent of Grade	Exams	20%	Homework A		ents Final E 10% NG	xams Skill Assess 10% NG	sment/Labs/Clinica	als/Attendance/Participation	Weighted Grade 93% A
	_	oprt 🖺 🛔	Filter: OF			C	A	Durch	1	C. 1
	Assignment 	tive Attitude	School Screenings	Points Earned	NG	Comment -	Fri, 16 Sep 2022	Due Fri, 28 Oct 2022	Last Modified	Category Skill Assessment/Labs/Clinicals
::	ATI Pharmacolo	руу		NG/100	NG		Thu, 27 Oct 2022	Thu, 27 Oct 2022		ATI Assessments
:3	ATI Medical Su	rgical Nursing	t.	NG/100	NG		Mon, 24 Oct 2022	Mon, 24 Oct 2022		ATI Assessments
:3	polio extra cred	lit essay		3/0	EC		Wed, 21 Sep 2022	Thu, 22 Sep 2022	Wed, 21 Sep 2022 1:17 pm	Quizzes/Quests/Homework

5. Click View Grades Summary to return to the Grades Summary screen.

Grades Abs	ences A	ctivities Re	ferrals History	Grad	SP SSS Choice Billin Page	Search
es from Other	Schools	Update	View Grades	Summary		
1 - Leslie Mer						
omework ATI 10% NG		ents Final Ex 10% NG	kams Skill Assess 10% NG	ment/Labs/Clinica	Is/Attendance/Participation	Weighted Grade 93% A
)						
oints Earned 🛔	Grade 🛔	Comment 🛔	Assigned	Due	Last Modified 💂	Category 🛓
NG / 100	NG		Fri, 16 Sep 2022	Fri, 28 Oct 2022		Skill Assessment/Labs/Cl
NG / 100	NG		Thu, 27 Oct 2022	Thu, 27 Oct 2022		ATI Assessments
NG / 100	NG		Mon, 24 Oct 2022	Mon, 24 Oct 2022		ATI Assessments
3/0	EC		Wed, 21 Sep 2022	Thu, 22 Sep 2022	Wed, 21 Sep 2022 1:17 pm	Quizzes/Quests/Homewo

6. Click **Print** at the bottom of the screen to print the grades and assignments.

F	<mark>ک</mark> ور	vriters02	enny Ozark ▼ I≣ I ← I →	Cou	rse Histo	ory (Assignme	ents)		Lizette Garcia Admin ▼	Adult Education - 9
<i>م</i> ھ	Demo	graphic Enrollment Schedule Reques	ts Grades Ab	sences	Activities	Referrals Test Hi	story Audit Trai	Grad ISP Page Files	SSS Choice	Billing
₽		nclude Inactive Courses 🗌 Include Cour	ses from Other S	Schools	Update	View Grades	Summary			
*	Per	cent of Grade 50% 20%	Homework ATI 10% NG	Assessme	Final E 10% NG	xams Skill Assess 10% NG	ment/Labs/Clinical	is/Attendance/Participation	Weighted Grade	
		Assignment 🛊	Points Earned 🛓	Grade 🛔	Comment 🛓	Assigned 🛓	Due 🛓	Last Modified 🛓	Category ≜	
	::	Teamwork Positive Attitude School Screenings	NG/100	NG		Fri, 16 Sep 2022	Fri, 28 Oct 2022		Skill Assessment/	Labs/Clinicals/Attendan
<i></i>	::	ATI Pharmacology	NG/100	NG		Thu, 27 Oct 2022	Thu, 27 Oct 2022		ATI Assessments	
12	::	ATI Medical Surgical Nursing	NG / 100	NG		Mon, 24 Oct 2022	Mon, 24 Oct 2022		ATI Assessments	
,	::	polio extra credit essay	3/0	EC		Wed, 21 Sep 2022	Thu, 22 Sep 2022	Wed, 21 Sep 2022 1:17 pm	Quizzes/Quests/	lomework
•	::	Love and Other Drugs Parkinson's extra credit	3/0	EC		Wed, 21 Sep 2022	Thu, 22 Sep 2022	Wed, 21 Sep 2022 1:21 pm	Quizzes/Quests/	lomework
	::	Lazarus affect movie quiz	100/100	А		Thu, 15 Sep 2022	Tue, 20 Sep 2022	Tue, 20 Sep 2022 11:40 am	Quizzes/Quests/	lomework
	::	Chapter 10-14 Exam	76/100	с		Mon, 19 Sep 2022	Tue, 20 Sep 2022	Mon, 19 Sep 2022 9:05 am	Exams	
	_				_	_				
Q						Print 🔻				9 н

Click the Print arrow for additional options, such as Print Preview.

Print Options	ın, 19 S
Template: Small Font:	✓ , 15 S
Print Preview: 🗌	, 9 Sep
Back to Student List	Print 🔻

Upon clicking Print, the print pop-up displays. Click the Printer icon to print the grades. Click the down arrow to download the grades to your computer.

≣	Modules.p	hp			1 / 2	-	89% + 🗔 🔊			± 👼
Doi	rian Gray Alan	niz 224170							Term	1 Feb 10, 2023
	D SURG NUI Ident: Alaniz D									
	A' As	TI ssessments		Final Exams	Quizzes/Qu	ests/Home	work Skill Assessment/Labs/Clinic	als/Attendance/Particip	pation	Weighted Grade
	ercent of Grade 10)%	50%	10%	20%		10%			
	tudent's Score 93	3% A	93% A	93% A	93% A		93% A			93% A
9 A:	ssignments									
Ass	ignment	Points	Grade	Comments	Assigned	Due	Category		ate Last odified	Student Files
Atti	mwork Positiv itude School eenings	/e / 100	Not Graded		Sep 16, 2022 12:00 AM	Oct 28, 2022 11:59 PM	Skill Assessment/Labs/Clinicals/Atter	ndance/Participation		No Assignment Uploading
ATI	I Pharmacolog	у / 100	Not Graded		Oct 27, 2022 12:00 AM	Oct 27, 2022 11:59 PM	ATI Assessments			No Assignment Uploading
	I Medical gical Nursing	/ 100	Not Graded		Oct 24, 2022 12:00 AM	Oct 24, 2022 11:59	ATI Assessments			No Assignment Uploading

a. When finished, click **X** to close the pop-up window.

Course History (Assignments) per Course

1. From the Course History screen, while on the Grades Summary screen, click the letter and/or percent grade link.

Show	w All Years	□ Show All Schools □ Show Exams □ Show Inactive Courses □ Group By Course □	Jpdate	View Detailed Re	port	🔒 Pri	nt Assig	nment G	rades	
3 Recor	ds Expor	t 🖳 🚔 Filter: OFF Toggle Columns								
Pd 🛊	Course # 🛔	Course ♣	Teacher 🛔	Attended Hours 🛔	S1 🛔	Q3 🛔	Q4 🌲	52 🌲	FY 🛔	Credits 🛔
0107	PMT0074	WELDER	Richardson, P	533.25		81% B	81% B			0
0107	PMT0072	WELDER, SMAW 1	Richardson, P						82% B	0.00
0107	PMT0073	WELDER, SMAW 2	Richardson, P						80% B	0.00
				<u>.</u>						
							Calcula	ted grades	s are mark	ed with 🥄

If on the Detailed Report screen, click the **View Grades Summary** link to open the Grade Summary screen.

Demo	ographic Enroll	ment Schedule Requ	uests	Grades	Absences	Activities Referrals
Cour	rse History					
	Cumulative	GPA: 3.333 Total Credits Attem	pted: 2.00			Program Code: H17(
	Cumulative Weighted	GPA: 0.000 Quality P	oints: 5.00			Program Title: Prac
Current '	Year Middle School GP		Year:			Earned CPC: A,B
	Total Credits E	arned: 2.00				Enrolled Hours: 1643
4 Gr	rades			⊠ <u>_Vie</u>	w Grades Sum	mary <u>Comm</u>
Expo	rt 🖺 븕 🛛 F	ilter: OFF Toggle C	Columns	Page	Size: 20	
	Year 🛔	Marking Period 🛔	Course	÷ .		Course Number 🛔
:	2022-2023	Term 1				
- :		Full Year	MED S	URG NUR	S 1 PRN0290 🔽	PRN0290
- :		Term 2	NURSI	NG ASSIS	TANT H170 🔽	H170602
- 2		Full Year	PRAC	NURSE 1	FOUND PR 🔽	PRN0098
- :	2021-2022	Full Year	PRAC	NURSE 2 I	FOUND PR 🔽	PRN0099

2. The course name, period, section, teacher's name, and current grade are displayed in a pull-down. Click the pull-down to select another active course.

	graphic Enrollment Schedule Reques				History	Audit Trail Grad	ISP Page SSS Choice E	illing
Sco	cent of Grade 50% 20%	Homework ATI 10% NG	6	ents Final Ex 10% NG	kams Skill Assess 10% NG	sment/Labs/Clinica	ls/Attendance/Participation	Weighted Grade 93% A
	Assignment 🛓	Points Earned 🛔	Grade 🛔	Comment 🛔	Assigned 🛔	Due 🛔	Last Modified 🛓	Category 🛔
::	Teamwork Positive Attitude School Screenings	NG/100	NG		Fri, 16 Sep 2022	Fri, 28 Oct 2022		Skill Assessment/Labs/Clinicals/Attendance
::	ATI Pharmacology	NG/100	NG		Thu, 27 Oct 2022	Thu, 27 Oct 2022		ATI Assessments
::	ATI Medical Surgical Nursing	NG/100	NG		Mon, 24 Oct 2022	Mon, 24 Oct 2022		ATI Assessments
::	polio extra credit essay	3/0	EC		Wed, 21 Sep 2022	Thu, 22 Sep 2022	Wed, 21 Sep 2022 1:17 pm	Quizzes/Quests/Homework
::	Love and Other Drugs Parkinson's extra credit	3/0	EC		Wed, 21 Sep 2022	Thu, 22 Sep 2022	Wed, 21 Sep 2022 1:21 pm	Quizzes/Quests/Homework
::	Lazarus affect movie quiz	100/100	А		Thu, 15 Sep 2022	Tue, 20 Sep 2022	Tue, 20 Sep 2022 11:40 am	Quizzes/Quests/Homework

3. Click **View Grades Summary** to return to the corresponding screen.

emo	graphic Enro	ollment Sc	hedule Reques	ts Grades	Abse	nces	Activities	Referrals	Test History	Audit Trail	Grad	ISP Page	SSS
ME	ED SURG	NURS 2	Period 1 - M	TWHF - F	PN1 ·	- Lesl	ie Merrit	ts 🗸	🗗 Vie	w Grades	Summa	ry	
Sco	_	264/300 B	Quizzes/Quests/ 20% 106/100 A		ATI As 10% NG	sessme	ents Final 10% NG		1%	ment/Labs	s/Clinical	s/Attend	lance/l
7 ASS	Assignment 🛔	chour Hail in		Points Earne	d 🛔 G	rade 🛔	Comment	Assigned	i 🌲	Due 🛔		Last Mo	dified
::	Teamwork Posi	tive Attitude	School Screenings	NG/100	N	G		Fri, 16 Se	ep 2022	Fri, 28 Oct	t 2022		
::	ATI Pharmacol	руу		NG/100	N	G		Thu, 27 (Oct 2022	Thu, 27 O	ct 2022		
::	ATI Medical Su	rgical Nursing	ţ	NG/100	N	G		Mon, 24	Oct 2022	Mon, 24 C	oct 2022		

A breakdown of grades per grade category, such as Classwork, Homework, Tests, etc., if applicable, is displayed at the top of the screen, as well as the student's Current grade in class.

Demo	graphic Enrollment Schedule Reques	sts Grades Ab	sences	Activities R	Test eferrals History	Audit Trail Grad	ISP SSS Choice B Page	illing
ME	ED SURG NURS 2 Period 1 - M					ew Grades Summa	IFY	Weighted Grade
Sco	cent of Grade 50% 20% re 264/300 B 106/100 A	10% NG	6	10% NG	10% NG			93% A
9 Ass	ignments Export 🖄 👼 Filter: OF	Points Earned 🛔	Grade 🛔	Comment 🛓	Assigned 🛔	Due 🛓	Last Modified 🛓	Category 🛓
53	Teamwork Positive Attitude School Screenings	NG/100	NG		Fri, 16 Sep 2022	Fri, 28 Oct 2022		Skill Assessment/Labs/Clinicals/Attendance
::	ATI Pharmacology	NG/100	NG		Thu, 27 Oct 2022	Thu, 27 Oct 2022		ATI Assessments
: :	ATI Medical Surgical Nursing	NG/100	NG		Mon, 24 Oct 2022	Mon, 24 Oct 2022		ATI Assessments
::	polio extra credit essay	3/0	EC		Wed, 21 Sep 2022	Thu, 22 Sep 2022	Wed, 21 Sep 2022 1:17 pm	Quizzes/Quests/Homework
::	Love and Other Drugs Parkinson's extra credit	3/0	EC		Wed, 21 Sep 2022	Thu, 22 Sep 2022	Wed, 21 Sep 2022 1:21 pm	Quizzes/Quests/Homework

The screen displays the Assignment name, Points possible / points earned, Grade, Comments, Assigned date and time, Due date and time, Category, Assignment Files attached, Date Last Modified, and Student Files uploaded.

ME	ED SURG NURS 2 Period 1 - M	TWHF - PN	1 - Lesl	ie Merritts	S 🗸 🗹 Vie	ew Grades Summa	iry	
Per	Exams Quizzes/Quests cent of Grade 50% 20%	/Homework ATI 10%		ents Final Ex 10%	cams Skill Assess 10%	ment/Labs/Clinica	ls/Attendance/Participation	Weighted Grade
Sco		NG		NG	NG			93% A
7 Ass	ignments Export 🗟 🚔 Filter: OF	Points Earned 🛔	Grade 🛔	Comment 🛔	Assigned 🛓	Due 🛓	Last Modified 🛓	Category 🛓
::	Teamwork Positive Attitude School Screenings	NG/100	NG		Fri, 16 Sep 2022	Fri, 28 Oct 2022		Skill Assessment/Labs/Clinicals/Attendar
:]	ATI Pharmacology	NG / 100	NG		Thu, 27 Oct 2022	Thu, 27 Oct 2022		ATI Assessments
:]	ATI Medical Surgical Nursing	NG/100	NG		Mon, 24 Oct 2022	Mon, 24 Oct 2022		ATI Assessments
:]	polio extra credit essay	3/0	EC		Wed, 21 Sep 2022	Thu, 22 Sep 2022	Wed, 21 Sep 2022 1:17 pm	Quizzes/Quests/Homework
:3	Love and Other Drugs Parkinson's extra credit	3/0	EC		Wed, 21 Sep 2022	Thu, 22 Sep 2022	Wed, 21 Sep 2022 1:21 pm	Quizzes/Quests/Homework
: 3	Lazarus affect movie quiz	100/100	А		Thu, 15 Sep 2022	Tue, 20 Sep 2022	Tue, 20 Sep 2022 11:40 am	Quizzes/Quests/Homework
:3	Chapter 10-14 Exam	76/100	с		Mon, 19 Sep 2022	Tue, 20 Sep 2022	Mon, 19 Sep 2022 9:05 am	Exams
_	Pharm Resp eyes ears exam	99/100	А		Thu, 15 Sep 2022	Thu, 15 Sep 2022	Fri, 16 Sep 2022 2:38 pm	Exams

Additional Features

You have the ability to navigate to other sections of student information using the tabs at the very top, such as Demographic, Enrollment, Schedule, etc.

		Billing	oice	6 0	SSS	ISP Page	Grad	Audit Trail	est listory	eferrals	Activities	ces	Absen	Grades	equests	lule Red	Schedul	Enrollment	Demographic
	Pass Date	ra I EOC I	lgebr			d Pass	SA Rea	FCAT / I				2.00	empted	Credits Atte	3 Tota	PA 3.333	ative GPA	Cumul	
	Pass Date	try EOC	eome			s Date	OC Pas	Civics E				5.00	y Points	Quality	0	A 0.000	hted GPA	nulative Weig	Cur
	ty Service	ommunit	/let C			s Date	OC Pas	istory E	USE				ort Year	Coho	0	A 3.000	GPA GPA	liddle School	Current Year N
	Hours							,)	ed 2.00	its Earned	Total Credi	
	Pass Date	gy I EOC I	Biolog			th Pass	SA Mat	CAT/F	1										
Not Me	ourse Req	Online Co	Met 0	3	3.33	ry GPA	econda	Posts											

Click the **down arrow** next to the student Photo to open the category menu, which includes quick links to the following screens/information, most of which can be accessed by <u>Student Info</u>: Demographics, Schedule, <u>Grades</u> or <u>Course History</u>, <u>Absences</u>, <u>Add Referral</u>, <u>Test History</u>, <u>SSS</u>, <u>Enrollment</u>, <u>Requests</u>, <u>Standard Grades</u>, <u>Activities</u>, <u>Referrals</u>, and <u>Grad Reqs</u>.

Search S		Customized Li	st	
Photo	Student		Student ID	Grade
12 5	2	mmatte	060059	30
	Demographics Schedule Course History	Enrollment Requests Standard Grades	086729	31
0	Add Referral Test History	Activities Referrals Grad Reqs	086463	30
	SSS		086886	31

You can also view the listed students in a **Customized List**, click on the tab. This will display the same list of students with your customized information.

The information/columns displays in the Customized List is set up via Users > <u>My Preferences</u> > Columns in Student Lists. This screen is also accessible via the **Customize Student List** tab on the Course History screen.

Search Sci	reen Simple List Custo	mized List	Custo	mize Student Li	st							
71 Students	71 Students											
Photo	Student	Student ID	Grade	Cumulative GPA	Current Year Middle School GPA GPA							
•	Acom	087407	31	N/A	N/A							
	Acost	033917	31	N/A	N/A							
•	Adams	087615	31	N/A	N/A							

Click the **floppy disk** icon to export the listed data to an Excel spreadsheet.

Full Year Course History										
Search So	reen Simple	List Customized List								
206 Studer	nts 🖪									
Stud	ent									
💄 👻 <u>Aguil</u> a	ar, Donn Rene Rec	ar Jr								

You can also sort data by clicking on any of the headers. Click once for ascending results; click twice for descending results.

port 🐴 🚔	Filter: OFF Toggle Columns											
Course # 🛊	Course ≰		Teacher	Attended Hours 🛓	Q1 🛊	S1 🛊	Q3 🛔	S2 🛔	SS1 🛊	SS 🜲	FY 🛔	Credits (
PRN0291	MED SURG NURS 2		Torrez, W	125.40	93% A		NG					0
PRN0290	MED SURG NURS 1	•	Torrez, W	107.50								0
PRN0098	PRAC NURSE 1 FOUND		Torrez, W								94% A	0.5
PRN0099	PRAC NURSE 2 FOUND	•	Torrez, W								86% B	0.5
PRN0290	MED SURG NURS 1	1	Merritts, Leslie								88% B	0.5
H170602	NURSING ASSISTANT	1	N/A				95% A					0.5
	PRN0291 PRN0290 PRN0098 PRN0099 PRN0290	PRN0291 MED SURG NURS 2 PRN0290 MED SURG NURS 1 PRN0098 PRAC NURSE 1 FOUND PRN0099 PRAC NURSE 2 FOUND PRN0290 MED SURG NURS 1	PRN0291 MED SURG NURS 2 PRN0290 MED SURG NURS 1 PRN0098 PRAC NURSE 1 FOUND PRN0099 PRAC NURSE 2 FOUND PRN0290 MED SURG NURS 1	PRN0291 MED SURG NURS 2 Torrez, W PRN0290 MED SURG NURS 1 Torrez, W PRN0098 PRAC NURSE 1 FOUND Torrez, W PRN0099 PRAC NURSE 2 FOUND Torrez, W PRN0290 MED SURG NURS 1 Merritts, Leslie	PRN0291 MED SURG NURS 2 Torrez, W 125.40 PRN0290 MED SURG NURS 1 Torrez, W 107.50 PRN0098 PRAC NURSE 1 FOUND Torrez, W PRN0099 PRAC NURSE 2 FOUND Torrez, W PRN0290 MED SURG NURS 1 Merritts, Leslie	PRN0291MED SURG NURS 2Torrez, W125.4093% APRN0290MED SURG NURS 1Torrez, W107.50107.50PRN0098PRAC NURSE 1 FOUNDTorrez, W107107.50PRN0099PRAC NURSE 2 FOUNDTorrez, W107.50107.50PRN0290MED SURG NURS 1Merritts, Leslie107.50	PRN0291 MED SURG NURS 2 Torrez, W 125.40 93% Å PRN0290 MED SURG NURS 1 Torrez, W 107.50 PRN0098 PRAC NURSE 1 FOUND Torrez, W 107 PRN0099 PRAC NURSE 2 FOUND Torrez, W 107 PRN0290 MED SURG NURS 1 Merritts, Leslie 100	PRN0291MED SURG NURS 2Torrez, W125.4093% ANGPRN0290MED SURG NURS 1Torrez, W107.50CCPRN0098PRAC NURSE 1 FOUNDTorrez, WCCCPRN0099PRAC NURSE 2 FOUNDTorrez, WCCCPRN0290MED SURG NURS 1Merritts, LeslieCCC	PRN0291MED SURG NURS 2Torrez, W125.4093% ANGPRN0290MED SURG NURS 1Torrez, W107.50Image: Constraint of the second secon	PRN0291 MED SURG NURS 2 Torrez, W 125,40 93% A NG Image: NG Stress of the stres of the stress of the stress of the stress of the	PRN0291 MED SURG NURS 2 Torrez, W 125.40 93% A NG Image: Med Surg Nurs 1 PRN0290 MED SURG NURS 1 Torrez, W 107.50 Image: Med Surg Nurs 1 Image: Med Surg Nurs 2 Image: Med Surg Nurs 2 Image: Med Surg Nurs 1 Image: Med Surg Nurs 1 Merritts, Leslie Image: Med Surg Nurs 1 Image: Med Surg Nurs 1	PRN0291 MED SURG NURS 2 Torrez, W 125.40 93% A NG A A PRN0290 MED SURG NURS 1 Torrez, W 107.50 Image: Constraint of the cons

To make the list full screen, click on the **expansion** icon (four arrows) next to the Search text box. Once in full screen mode, click the icon again to exit full screen.

$\leftarrow \rightarrow $	C 🏠 🔒 sandbox.focusschoolso	ftware.com/v	vriters02	2/Modules.php?m	odname=Grades/Studen 🗣 🖞	☆ 🛛 🚯 :						
🥸 Proficen	cy Site 🧳 Writers' Trunk 🧔 Writers'	ERP Demo	Scree	nSteps 🕇 Help D	oc Updates 🤵 ERP for Focus Em	💠 JIRA 🛛 😕						
78 Students	78 Students 🖺 Search											
Photo	Student	Student ID	Grade	Cumulative GPA	Current Year Middle School GPA GPA	Cumulative Credits						
•	Acosta, Giavanna Thomas 🛧	0033917	31	N/A	N/A							
•	Adams, Debra Morgan	087615	31	N/A	N/A							
•	Amal, Anderson Neo	087707	31	N/A	N/A							
•	Atencio, Benny Ozark	0035506	30	N/A	N/A							

If looking for specific information housed within the resulting students, type the information in the **Search** text box provided and press **Enter**.

Search Scr	Search Screen Simple List Customized List												
78 Students 🖫 am 🔛													
Photo	Student	Student ID	Grade	Cumulative GPA	Current Year Middle School GPA GPA	Cumulative Credits	Relevance						
•	Adams, Debra Morgan	087615	31	N/A	N/A								
•	Amal, Anderson Neo.	0087707	31	N/A	N/A								
•	Carter, William Frantzy	033140	31	N/A	N/A								
	<u>Dames, Jerry Quasi</u>	087293	30	N/A	N/A								

If the chart contains several pages of information, **Page** numbers will displays along with **Prev** and **Next** buttons. Utilize these buttons to sift through pages. Click the **Page** text box to enter a page number. Press **Enter** to jump to that page.

Show A	ll Years 🗹 Show All	Schools	Sho	w Exams	Show Inactive Courses Gr				
• Prev Page: 3 / 6 Next > 127 Records Export Image: 3 Filter: OFF									
Year 🛔	School 🖕		Pd	Course # 🛔	Course 🛓				
2015-2016	MIDDLE SC	HOOL	06	0500012	M/J PER/CAR/SCH2 C/P				
2015-2016	MIDDLE SC	HOOL	06	0500012	M/J PER/CAR/SCH2 C/P				
2014-2015		Middle	01	8207310	INTROD TO INFO TECH				
2014-2015		Middle	02	1205040	M/J MATH 2				

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

✓ Show All Years		Show All Schools	□ Show □ Show Inactive Exams Courses
6 Records	Export	t 🐴 🖶	Filter: OFF Toggle Columns
Year 🛔	Pd 🛔	Course # 🛔	Course 🛓
2022-2023	01	PRN0291	MED SURG NURS 2
2021-2022	01	PRN0290	MED SURG NURS 1
2021-2022	01	PRN0098	PRAC NURSE 1 FOUND
2021-2022	01	PRN0099	PRAC NURSE 2 FOUND
2022-2023		PRN0290	MED SURG NURS 1
2022-2023		H170602	NURSING ASSISTANT

To print data, click on the **Printer** icon in the **Export** section.

Prev Page: 3 / 6 Next > 127 Records Export 🛐 🚍 Filter: OFF Toggle Columns											
Year 🛔	School 🛓	Pd 🜲	Course # 🛓	Course 🛓	Teacher 븆	S1 (
2015-2016	MIDDLE SCHOOL	06	0500012	M/J PER/CAR/SCH2 C/P	Colvin, J						
2015-2016	MIDDLE SCHOOL	06	0500012	M/J PER/CAR/SCH2 C/P	Lewis, K						
2014-2015	t Middle	01	8207310	INTROD TO INFO TECH	Kildow, R	91%					
2014-2015	t Middle	02	1205040	M/J MATH 2	Wing, A						
2014-2015	t Middle	03	1001040	M/J LANG ARTS 2	Hayes, H						
2014-2015	t Middle	04	2106010	M/J CIVICS	Allen, H						

Click **Filters** to further breakdown data.

Show All	Years 🗹 Show All Schools 🗌 Sho	ow E	xams 🗆 She	ow Inactive C	Courses Group B	y Course Update	•	🕑 Vie
21 Records	Export 🖄 🚔 Filter: ON	Τ	oggle Column	S				
•	•	V	•	•	😯 weld 🔻	•	0	V
					😑 art 🔹	Contains	Not	L
Year	School 🛊		Pd 🌲	Course # 🛔	Course 🖕	Equals	Not	S1 🌲
2020-2021	TECHNICAL CENTER		0107	PMT0074	WELDER	Starts with	Not	
2020-2021	TECHNICAL CENTER		0107	PMT0070	WELDER ASSISTANT	Ends with	Not	
2020-2021	TECHNICAL CENTER		0107	PMT0071	WELDER ASSISTANT	Has value	Not	
2020-2021	FECHNICAL CENTER		0107	PMT0072	WELDER, SMAW 1	Greater Greater or equal	Not Not	-
2020-2021	TECHNICAL CENTER		0107	PMT0073	WELDER, SMAW 2	Less	Not	-
2018-2019	HIGH SCHOOL		01	8800530	CULINARY ARTS 3	Less or equal		100% A
2018-2019	HIGH SCHOOL		02	8800540	CULINARY ARTS 4	Between	Not	100% A
2017-2018	HIGH SCHOOL		03	8800530	CULINARY ARTS 3	Redd, B		91% A

- **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.

For more information, see <u>Filters</u>.

Click **Toggle Columns** to customize the columns displayed. For a complete list of columns, be sure **Show [State] fields** is selected, then you can clear the selection for any columns you do not want displayed.

Toggle Columns		
Prev Arking Period Course	🗑 🔄 Filter: OFF 🛛 Toggle Column	
Ye Grade	¢ Course Number ♦	Percent Grade
Grade Scale Cred. Attempted Cred. Earned		
GPA PTS Weighted GPA	R ASSISTANT 1 PM 🔽 PMT0070	93 A
Treacher Grad Subject	R ASSISTANT 2 PM V PMT0071	83 B
Comments	R, SMAW 1 PMT0072 MT0072	89 B
Conduct Conduct Conduct	R, SMAW 2 PMT0073 PMT0073	83 B
Last Updated	OLL. READINESS 1 1200700	82 B
20 District ✓ School Gradelevel	TO HOS TOUR 8850 V 8850110 DIV ED-OJT 8300420 V 8300420 SVN	98 A
Course Number, Substituted	TAT W/APPS HON 1 V 1210300	86 B
Course Flag 2	CI FOUND 1 8106810 V 8106810	74 C
Course Flag 4	FL COLL PREP 100 V 1001405	85 B
Instructional Hours Industry Certification Identifier	GOVT HON 2106320 2106320	67 D
Industry Certification Outcome Industry Certification Date Industry Certification Identifier	HON 2003350 2003350	86 B
20 21 21 21 21 21 21 21 21 21 21 21 21 21	MICS 2102310 2102310	87 B
Q 3rd Industry Certification Identifier	FL COLL PREP 100 IN 1001405	82 B

To change the amount of grade records displayed, click in the text field for **Page Size**. This is defaulted at 20 records a page. Enter the number of records you would like displayed per page and press **Enter**.

Demog	raphic Enro	Iment Schedule Requ	uests Grades Absences	Activities Referrals	Test History	Audit Trail Gr	ad ISP SS Page SS	S Choice Billing			
Cours	e History									Full 2022 Yea	r All Years
Cumulative GPA: 3.333 Total Credits Attempted: 2.00 Program Code: H170607 Attended Hours: 1009 Program Code: 9900000 Attended Hours: 0 Cumulative Weighted GPA: 0.000 Quality Points: 5.00 Program Title: Practical Nursing Required Hours: 1350 Program Title: ABE Required Hours: NA Current Year Middle School GPA 3.000 Cohort Year: Earned CPC: A,B Percentage Completed: 75% Earned CPC: NA Percentage Completed: NA Total Credits Earned: 2.00 Enrolled Hours: 163.5 Basic Skills Exam: NO Enrolled Hours: 163.5 Basic Skills Exam: NO											
4 Grades C View Grades Summary Comment Codes High School Transcript Print Show Florida fields Save Export I I I I I I I I I I I I I I I I I I I											
	Year 🛊	Marking Period 🛔	Course 🛊	Course Number 🛊	Percent 🖨	Grade 🛊	Grade Scale 🛊	Cred. Attempted 🛔	Cred. Earned 🌲	GPA PTS 🖨	Weighted
53	2022-2023	Term 1					TCTC Gr 🔻	0.5			
- 23	2022-2023	Full Year	MED SURG NURS 1 PRN0290	PRN0290	88	В	Health C 🔽	0.50	0.50	3.00	0.00
- 33	2022-2023	Term 2	NURSING ASSISTANT H170	H170602	95	Α	TCTC Gr 🔻	0.50	0.50	4.00	0.00
- 33	2021-2022	Full Year	PRAC NURSE 1 FOUND PR	PRN0098	94	Α	Tech Cen 🔻	0.50	0.50	4.00	0.00
- 33	2021-2022	🚺 Full Year 🛛 🔻	PRAC NURSE 2 FOUND PR	PRN0099	86	в	Tech Cen 🔻	0.50	0.50	3.00	0.00