## Middle School - Grading/Report Card Procedures
### End of Second Semester (MP4)

The marking period grading effort is a collaboration of efforts from both CLARITY and Star_Web.

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Step 1: Generate/Distribute Class Rosters (Recommended Step)

Time Frame: Prior to 6/8/2012  
Application: Star_Web  
Responsible: Grading Rep / Teachers  

This is a recommended step only. The purpose of generating Class Rosters from Star_Web is so that each teacher can verify their accuracy before the Grade Collection Table is created and grades are imported from CLARITY. The Class Rosters may be generated by the School’s Grading Representative and distributed to each teacher. The teachers are looking to make sure the correct students are on their class rosters. Teachers should inform the Guidance of any errors as those students may need to have their schedules adjusted in Star_Web.

Generate Class Rosters:

From the Left Navigation Menu, click on Scheduling→Reports (Post)→Class Lists/Roster. The Class Lists/Roster screen will appear:

- **Change Report Sequence**: Depending on how you will distribute the Rosters, you can specify their print sequence. By default, the rosters will print by class code and section. To sort by teacher last name and period, change the report sequence to print by Last_Name, First_Name, and Period as shown above.

- **Semester(s) Field**: In the Semester(s) box, deselect ALL and enter FY and S2 to print only those rosters.

- **Run Button**: Click on the Run button at the bottom of the screen to generate the rosters.

Distribute Class Rosters:

Distribution of Class Rosters to teachers can be done by printing hardcopies of the generated report and giving them directly to the teachers or by sending the rosters electronically to the teachers.

- **Distribute Hardcopies of Rosters**: When the roster file above generates, click on the printer icon in order to print the rosters. **Suggestion**: Load Colored Paper in the printer: This is suggested to act as a reminder and to assist in separating these from other papers on the teacher's desk. Teachers will verify the rosters. Any corrections are made by Guidance or the Principal's designee.

- **Distribute Rosters Electronically**: When the roster file above generates, click on the option to send the file via email (or choose to save the file as a pdf). You can then send the file via an attachment in an email to all teachers asking them to verify the data. Any corrections are made by Guidance or the Principal's designee.
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Step 2: End of Marking Period 4: Create the Grade Collection Table
Time Frame: Friday, 6/8/2012, 9AM
Application: Star_Web
Responsible: LCPS Central Office

The Grade Collection Table will be created by the Central Office for all secondary schools. The Grade Collection Table is created by taking a snapshot of the 04 Marking Period student schedules. It creates the place for the student’s grades to be posted.

- Grading→Maintenance→Create Grade Collection Table
- Semester(s) Field: In the Semester(s) box, deselect ALL and enter FY and S2
- Run Button: Click on the Run button at the bottom of the screen.

Step 3: Grades are due to be entered into CLARITY by Teachers:
Time Frame: by Monday 6/11/2012 (3PM)
Application: CLARITY
Responsible: Teachers

Teachers must have grades entered and verified in CLARITY. Verification reports may be run at school from CLARITY:

- Opt1: Teacher runs a Year Grade Summary Report for each of their classes (and submits the verified, signed sheet to guidance – optional).
- Opt 2: Guidance office at the school runs a Grade Verification Report by Quarter for teachers to verify their grades in CLARITY.

Ask teachers to keep the following Grading Rules in Mind:

- All students must have a grade – there can be no null values. Look for any student that is missing a grade entirely.
- All grades must be numeric unless entering the grades of X, P, I, N G.
  - Numeric Grades:
    - Numeric grades have quality points associated with them that count toward GPA, use weighting, and students are included in class rank.
    - All numeric grades are three-digits (090 instead of 90)
    - All numeric grades must be a whole number. There may be no decimals or periods in the grade (98. or .75 etc)
    - There can be no grade greater than 100 (CLARITY will not load these)
    - Middle School Only – there can be no grade less than 50
  - “P” Grade: Grade of P means “Passed”. YES for credit! No Quality Points, no weighting, and not counted toward GPA. Students are typically pursuing an alternate diploma and are excluded from class rank.
  - “N” Grade: Grade of N means “Not Passed” – This is different from F grade because it’s not counted toward GPA
  - “X” Grade: Grade of X means “Exempt”. No Credit. No Quality Points. No GPA. Used in rare circumstances like when a student enrolls so late in a marking period with no transfer information that they essentially audit a class.
  - “I” Grade: Grade of I means “Incomplete”. An Incomplete grade can be used as an interim placeholder in cases where a student has been unable to complete assigned course work because of legitimately excused absences or illness. However, the earned grade should be entered into the record prior to the end of the next grading period.
  - “G” Grade: Grade of G means “Not Graded”. It means that no grade is awarded to that student for that class. Credit is not awarded and the class is not used for GPA calculations. This is to be used for courses that are graded but for individual students who are not being awarded a grade. Beginning with the 2012/2013 school year, the only valid “grade” for a Not Graded course is “G”.
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Step 4: First Extract of Grades from CLARITY:
Time Frame: 6/11/2012 (Mon) (3pm)
Application: CLARITY
Responsible: CLARITY Vendor

Step 5: Load Grades into Star Web Using Pinnacle Interface:
Time Frame: 6/11/2012 (Mon)
Application: SW
Responsible: LCPS Central Office

Import Error Report:
The LCPS Central Office will load grade files from CLARITY into Star_Web. Upon loading the data, an Import Error Report will be generated for each school. This report will contain all grades that did not load due to data problems. The Principal and Guidance Director/Lead Guidance Counselor will be emailed the error report. The information in this error report must be communicated back to the teachers to make changes/update in CLARITY prior to the second grading Extract.

Step 6: Middle School Grade Calculations:
Time Frame: 6/11/2012 (Mon) or 6/12/12 (Tues AM)
Application: SW
Responsible: Grading Rep

There are 5 separate grade calculations that must be performed. These must be done in the order noted:

**MS Grade Calculation #1: Final Grades for Full Year Non-Credit Bearing Classes:**
Final Grade is calculated as follows FG = MP1 + MP2 + MP3 + MP4 / 4
- From the Star_Web Navigation Menu click on Grading→Maintenance→Grade Calculation Routine.
- **Marking Period:**
  - 01 Factor 001.00 (default)
  - 02 Factor 001.00 (default)
  - 03 Factor 001.00 (default)
  - 04 Factor 001.00 (default)
- **Marking Period to Store Calculated Grade:** FG
- **Type of Grade to Score:** Numeric
- **Override Previously Posted Grades:** Leave unchecked if this is the first time running the calculation, check it for all subsequent calculations.
- **Grade/Action:** Leave letter grades as ‘3’ and change P, G, I, and N to ‘4’. Blank is ‘1’ and X is ‘2’.
- **Base Calculation On:** Numeric Equivalent
- **Semester(s):** FY
- **Courses/Sections:** Keep the All Flag Checked. (Note that this will also calculate a FG for credit-bearing classes, however, the credit bearing classes will have their FG recalculated with calculation #5)
- **Run Button:** Click on the Run button at the bottom of the screen.
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MS Grade Calculation #2: Semester2 Grades for Semester2 Only Classes:
Semester Grade is calculated as follows
\[ S2 = \frac{(1)Q3 + (1)Q4}{2} \]
- From the Star_Web Navigation Menu click on Grading→Maintenance→Grade Calculation Routine.
- **Marking Period:** 03 Factor 001.00 (default)
  04 Factor 001.00 (default)
- **Marking Period to Store Calculated Grade:** S2
- **Type of Grade to Score:** Numeric
- **Override Previously Posted Grades:** Leave unchecked if this is the first time running the calculation, check it for all subsequent calculations.
- **Grade/Action:** Leave letter grades as ‘3’ and change P, G, I, and N to ‘4’. Blank is ‘1’ and X is ‘2’.
- **Base Calculation On:** Numeric Equivalent
- **Semester(s):** S2
- **Courses/Sections:** Keep the All Flag Checked.
- **Run Button:** Click on the Run button at the bottom of the screen.

MS Grade Calculation #3: Final Grades for Semester2 Only Classes:
Final Grade for Semester Only Classes is calculated as follows
\[ FG = (1)S2 \]
- From the Star_Web Navigation Menu click on Grading→Maintenance→Grade Calculation Routine.
- **Marking Period:** S2 Factor 001.00 (default)
- **Marking Period to Store Calculated Grade:** FG
- **Type of Grade to Score:** Numeric
- **Override Previously Posted Grades:** Leave unchecked if this is the first time running the calculation, check it for all subsequent calculations.
- **Grade/Action:** Leave letter grades as ‘3’ and change P, G, I, and N to ‘4’. Blank is ‘1’ and X is ‘2’.
- **Base Calculation On:** Numeric Equivalent
- **Semester(s):** S2
- **Courses/Sections:** Keep the All Flag Checked.
- **Run Button:** Click on the Run button at the bottom of the screen.
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MS Grade Calculation #4: Calculate Semester2 Grades for Credit Bearing Full Year Classes:

- Note that Semester2 grades are not required for non-credit bearing full year courses since there is no exam grade.

Semester Grade for Credit Bearing Classes:  \( S2 = (2)Q3 + (2)Q4 + (1)E2 \)

- From the Star_Web Navigation Menu click on Grading→Maintenance→Grade Calculation Routine.
- **Marking Period:**
  - 03  Factor 001.00 (default)
  - 04  Factor 001.00 (default)
  - E2  Factor 000.50 (not the default)

- **Marking Period to Store Calculated Grade:** S2
- **Type of Grade to Score:** Numeric
- **Override Previously Posted Grades:** Leave unchecked if this is the first time running the calculation, check it for all subsequent calculations.
- **Grade/Action:** Leave letter grades as ‘3’ and change P, G, I, and N to ‘4’. Blank is ‘1’ and X is ‘2’.
- **Base Calculation On:** Numeric Equivalent
- **Semester(s):** FY
- **Courses/Sections:** IMPORTANT: Manually enter only the credit bearing math and foreign language courses offered at the middle school. If you do not enter the specific courses you will mistakenly calculate the grades for all FY classes.
- **Run Button:** Click on the Run button at the bottom of the screen.

MS Grade Calculation #5: Final Grades for Full Year Credit Bearing Classes:

Final Grades for FY Credit Bearing Classes is calculated as follows \( FG = S1 + S2 / 2 \)

- From the Star_Web Navigation Menu click on Grading→Maintenance→Grade Calculation Routine.
- **Marking Period:**
  - S1  Factor 001.00 (default)
  - S2  Factor 001.00 (default)

- **Marking Period to Store Calculated Grade:** FG
- **Type of Grade to Score:** Numeric
- **Override Previously Posted Grades:** THIS MUST BE CHECKED (even the first time). The reason is that Grade Calculation #1 would have also calculated a Final Grade for these courses. By clicking on the flag, will ensure that this new calculation over-rides the first calculation.
- **Grade/Action:** Leave letter grades as ‘3’ and change P, G, I, and N to ‘4’. Blank is ‘1’ and X is ‘2’.
- **Base Calculation On:** Numeric Equivalent
- **Semester(s):** FY
- **Courses/Sections:** IMPORTANT: Manually enter only the credit bearing math and foreign language courses offered at the middle school. If you do not enter the specific courses you will mistakenly calculate the grades for all FY classes.
- **Run Button:** Click on the Run button at the bottom of the screen.

IMPORTANT: Please notify Shelly Schade at DIT when you are ready to have FGs cleared for any student who dropped a course(s) that is not to receive a final grade. This must be completed prior to Posting credits, and printing report cards. This will also correct any problems due to schedule changes made without dragging grades.
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**Step 7: Generate/Distribute Grade Verification Report. Review and Updates by Teachers.**

**Time Frame:** 6/11/12 - 6/12/12 (Monday-Tuesday by Noon)

**Application:** SW

**Responsible:** Grading Rep / Teachers

The purpose of generating the Grade Verification Report from Star_Web is so that the teachers can review and confirm the accuracy of all grades and grade calculations (as they appear in Star_Web) **before** they are printed on the report cards.

### Distribute Grade Verification Reports to Teachers

Distribution of Grade Verification Reports to teachers can be done by printing hardcopies of the generated report and giving them directly to the teachers or by sending them electronically to the teachers.

- **Distribute Hardcopy Report.** When the Grade Verification Report above generates, click on the printer icon in order to print the Report. Distribute the hardcopy reports to your teachers in a secure file folder. **Remind teachers of the sensitivity of the data on the report and that hardcopies should not be left unsecured or unattended.**

- **Distribute Rosters Electronically:** Generate the Grade Verification Report above one teacher at a time. As the Grade Verification Report generates for that teacher, click on the option to send the file via email. **Remind teachers of the sensitivity of the data on the report and that if they choose to print out the report, the hardcopy should not be left unsecured or unattended.**

### Teachers Review Grade Verification Report and Make Updates in CLARITY:

Based on review of the Grade Verification Reports from Star_Web (Step 7) teachers may make grade updates directly into CLARITY. All updates must be complete before the second and final grading extract from CLARITY on **Tuesday, 6/12/2012 at NOON (12pm).**
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Step 8: Second (Final) Extract of Grades from CLARITY:
Time Frame: 6/12/12 (Tues) (12pm)
Application: CLARITY
Responsible: CLARITY Vendor
This process is run by the GSI Vendor.

Note about CLARITY Grade-book Finalization: Following the second/final extract of grades from CLARITY, the CLARITY Vendor will run a SQL routine that finalizes all grade books within the application. All users have the ability to disable/un-finalize any given grade book.

Step 9: Load Grades into SW Using Pinnacle Interface:
Time Frame: 6/12/2012 (Tues)
Application: SW
Responsible: LCPS Central Office

Import Error Report:
Upon loading the data, an Import Error Report will be generated for each school. This report will contain all grades that did not load due to data problems. The Principal and Guidance Director/Lead Guidance Counselor will be emailed the error report. The information in this error report must be communicated back to the teachers. Note that any further changes to grades must be done manually in both CLARITY and Star_Web. Each school should develop a process by which this is tracked.

Step 10: Middle School Grade Calculations (with Override flag checked for each calculation):
Time Frame: 6/12/2012 (Tues)
Application: SW
Responsible: Grading Rep

There are 5 separate grade calculations that must be performed. Because this is the second time grade calculations are being performed, you must click on the Override flag for all five calculations. See Calculation details on Step 6.

Step 11: The Repeated Class Routine
Time Frame: 6/12/2012 (Tues)
Application: SW
Responsible: Grading Rep

From the Star_Web Navigation Menu, click on Grading→Maintenance→Loudoun Repeated Class Routine
- Course(s) / Section(s): This will default to “All” and should be left that way.
- Maximum Grade to not Count as Repeated: 059
- Run Button: Click on the Run button at the bottom of the screen.

This routine will place an R in the Book Level field in the student’s Grade Record for any course that is being repeated and should not receive credit even if it is passed. If there is an R in the Book Level field for the FG marking period of a class, the post credit routine will place 0 in the credits earned field. This routine is run to assure the posting of a credit only once to a student’s record, it MUST be run prior to the Loudoun Post Credit Routine.
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Step 12: Run the Loudoun Post Credit Routine (only for Credit Bearing Courses)

Time Frame: 6/12/2012 (Tues)
Application: SW
Responsible: Grading Rep

From the Star _Web Navigation Menu, click on Grading→Maintenance→Loudoun Post Credit Routine

- **Marking Period:** FG (Final Grade)
- **Course(s) / Section(s):** This will default to “All” and should be left that way. (Middle Schools may opt to enter the course codes for the credit bearing courses only but it is not required.)
- **Minimum Numeric Grade to Give Credit:** Leave as 060
- **Student Status:** Checking all of the status codes is optional; however, remember the inactive students who will get a report card. If you prefer, these reports can be done manually. Whichever way you choose, you must be consistent throughout the grading process.
- **Run Button:** Click on the Run button at the bottom of the screen.

**MIDDLE SCHOOLS:** Credits are printed on the Report Cards, but the GPA is not.
Step 13: Generate and Mail Report Cards

Time Frame: 6/13/2012 (Wed)
Application: SW
Responsible: Grading Rep

From the Star_Web Navigation Menu, click on Grading→Reports→Loudoun County Report Card

- **Report Sequence**: Change to Homeroom, Last_Name (Stu_Base), First_Name (Stu_Base) so that the report cards, when printed, will sort alphabetically by homeroom
- **Period Ending Date**: Change to end of 4th 9 weeks (8-JUN-12)
- **Marking Period**: 04
- **MP GPA/YTD GPA**: Middle schools should select NONE for the GPA boxes
- **Credits Boxes**: Check Print Current Yr Credits
- **Sort Grades By**: Period
- **Message**: Use expunging message for the 8th grade students (see note above)
- **Class Name to Print**: Select Long or Short
- **Run Button**: Click on the Run button at the bottom of the screen.

Report Card Printing Notes:
- Print the report cards on plain paper first and look them over before printing the official copy. This will be the Guidance copy.
- For the first time on the official paper – print pages 1 to 1 to make sure the paper is loaded right. If okay, print the rest.
- Keep an eye on the margins as they print because the paper may shift in the printer tray.

Report Mailing Notes:
- Report cards must be mailed with a post mark date of 6/13/2012

**Suggestion: Save an Electronic File of Report Cards**:
Please save an electronic version of all report cards in a pdf format. Save the file for future reference and password protect it. Upon generating the report cards, click on File→SaveAs. Give your file a name and save as a pdf file format.
Make sure you Password protect the file.
Step 14: Run the Marking Period Honor Roll Routine
Time Frame: After 6/13/2012
Application: SW
Responsible: Grading Contact

The Honor Roll Routine is run at the end of each marking period and after the report cards are generated.
Note that after the HR Routine is run, if a teacher changes a student’s grade(s) then the Honor Roll Routines must be re-run.

From the Star_Web Navigation Menu click on Grading→Reports→Honor Roll Routine

First – Run the “A” Only Honor Roll:
- Honor Roll Code: A (If there is an “H” in this field, change to “A”)
- Marking Period to Store Honor Roll Code: Enter 04
- Reset All Marking Period Honor Roll Codes: Keep this checked for the A Honor Roll
- Marking Period(s): Enter 04
- Minimum # of Honor Roll Classes: 1
- Minimum Numeric Grade: 90
- Alpha or Numeric Range: Alpha Grade Range
- Grade(s) Low Limit/High Limit: Enter A+, A, A-, P, G under “Grade(s)”. Note: The values that appear next to the letter grades refer to how many of these grades you can have. It does not refer to the values associated with the letter grade.
- Run: Click on the Run button at the bottom of the screen.

Second - Run A/B (“H”) Honor Roll:
- Honor Roll Code: H (if there is an “A” in this field, change to “H”)
- Marking Period to Store Honor Roll Code: Enter 04
- Reset All Marking Period Honor Roll Codes: Un-check this box…there should be no check mark in this box when running the A/B honor roll
- Marking Period(s): Enter 04
- Minimum # of Honor Roll Classes: 1
- Minimum Numeric Grade: 80
- Alpha or Numeric Range: Alpha Grade Range
- Grade(s) Low Limit/High Limit: Enter A+, A, A-, B+, B, B-, P, G under “Grade(s)”. Note: The values that appear next to the letter grades refer to how many of these grades you can have. It does not refer to the values associated with the letter grade.
- Run: Click on the Run button at the bottom of the screen.