

Grade Reporting - for Administrators

The purpose of this document is to highlight some of the significant reports available from CIMS to report on student achievement.

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Last Updated March 2005

GRD.591 - Honor Roll

(Can download to - Build File Option) (Can be used also for Work Ethic Lists)

- Order of Grade Titles is important. Unless Cum GPA='Y', the first non-blank value will be used in calculation.

Pre-requisites

- GRD.250 (Grade Symbols) - Mean everything in calculation
- SCH.310 (Crse Credit) - Mean everything in calculation

Build File option 'Y': Report will not be generated. Instead a PC file will be created on the AS/400 that can be downloaded to Excel or Word

Can exclude selected Grade Symbols values (eg: Failures), or Work Ethic values

Sample Calculation:
Grade Titles: SC% FIN

| Course | Credit | FinlMark | Sc% |
|---------|--------|----------|-----|
| Math100 | 4.0 | 77 | |
| SCI100 | 4.0 | 79 | |
| ENG100 | 4.0 | 88 | 96 |
| ART100 | 2.0 | 95 | |
| PED100 | 2.0 | 96 | |
| BIO100 | | 94 | |

$$GPA = 77*4 + 79*4 + 96*4 + 95*2 + 96*2$$

$$----- = 16$$

- Always print the report in detail and random check students to ensure all appropriate courses and/or values are being included
- Report can be run for Feeder School's. Sort alpha, select Last School Attended
- Honor roll tags can be generated and included on report cards and/or transcript print. NOTE: Do not auto-update/fill-in tag info until FINAL runs, ie: do not build tag until you know report is validated and accurate.
- Use Work Ethic values and limit to valid number of credits to produce ethic qualifications
- **All Honor Roll Levels (Principal, B Honor, Ethic ...) should be pre-defined in GRD.291. It is WAY to easy to miss-key information when you are running/re-running honor roll listings. By having the formats pre-defined you will ensure that they are run consistently each time!**

GRD.558 - Print Students with Specific Marks (Failing, Perfect, Missing) (Failures, Incompletes, All marks over 97%, etc)

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Session A - [24 x 80]
File Edit View Communication Actions Window Help
4/16/04 FY 00 DEMONSTRATION SCHOOL DISTRICT 13:52:20 QPADEV0003
CANSMS Print Students with Specific Marks Ref: GRD.558P.01

Report for:
Sort "Y" District: 006
Y School: 030
Grade Title: FIN
Class:
Homeroom: Exclude Courses
Teacher:
Course: Dropped Students? E Incl/Excl/Only
Term: 1 and NOT in Term: 3
Tag:
Print Letter Format: Print TO THE PARENT.. Text? Y
Print Label Format: #Across 3 Type 1 Row 1-10
SUMMARY Students with more than 0 reccs 1=5160 2=5351 3=5161
Select Symbols: INC F NM
(Use *** in first symbol to select missing/blank marks)
Grade Ranges:
0 to to to to to to to to
49

F3=Exit F4=Index F5=Reset F12=Cancel

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Second summary report focusing on repeat failures, ie: list students with more than 2 failures on a 'hit list' in addition to showing the details report.

- Look for 1st Semester Failing final marks (Term 1 and not in 3 - example above)
- Look for high achievers
- Create a letter/merge for all students with failures
- Sort by Teacher or course or student
- **Limit report to symbols (A,F,INC) and/or grade range values (0-49)**
- Report shows course & teacher information PLUS student absences and potentially phone#

GRD.558 – Hit List Report for students with Multiple Failures

GRD.558 can print both phone number and absence information. Fields are available to include only students with say MORE THAN X failures. Lists like this can assist in alerting administration to achievement concerns – hopefully caught in the earlier progress reporting so that they might get resolved in time to correct.

- Select to Sort by Student
- Identify how many failures you are looking for
- Choose to include phone numbers

M a 13/033
 Connected to remote server/host 192.168.0.69 using port 23 HP Color LaserJet 2500 PCL 6 on LPT1:

| Name | Student# | Sex | CL | HRoom | Course | Sec | Title | Teacher | Au | Ne | Add | Date | F | NM | FSP | T1 |
|------------------------|----------|-----|----|-------|--------|-----|-------------|--------------|----|----|---------|------|---|----|-----|----|
| ABUR, JANNINE | 971147 | F | 2 | | ENGL00 | 2 | ENGLISH 100 | MARVIN YOUNG | 0 | 0 | 4/15/04 | 37 | | | | |
| BECKETT, CHRISTOPHE M. | 11 | H | AK | 01 | BIOL00 | 1 | BIOLOGY 100 | JOE ELLIOT | 0 | 0 | 4/15/04 | 44 | | | | |
| | | | | | BIOL00 | 1 | BIOLOGY 100 | JOE ELLIOT | 4 | 0 | 5/04/04 | 22 | | | | |
| | | | | | ENGL00 | 111 | ENGLISH 100 | R. WILLIAMS | 0 | 0 | 8/26/03 | 35 | | | | |

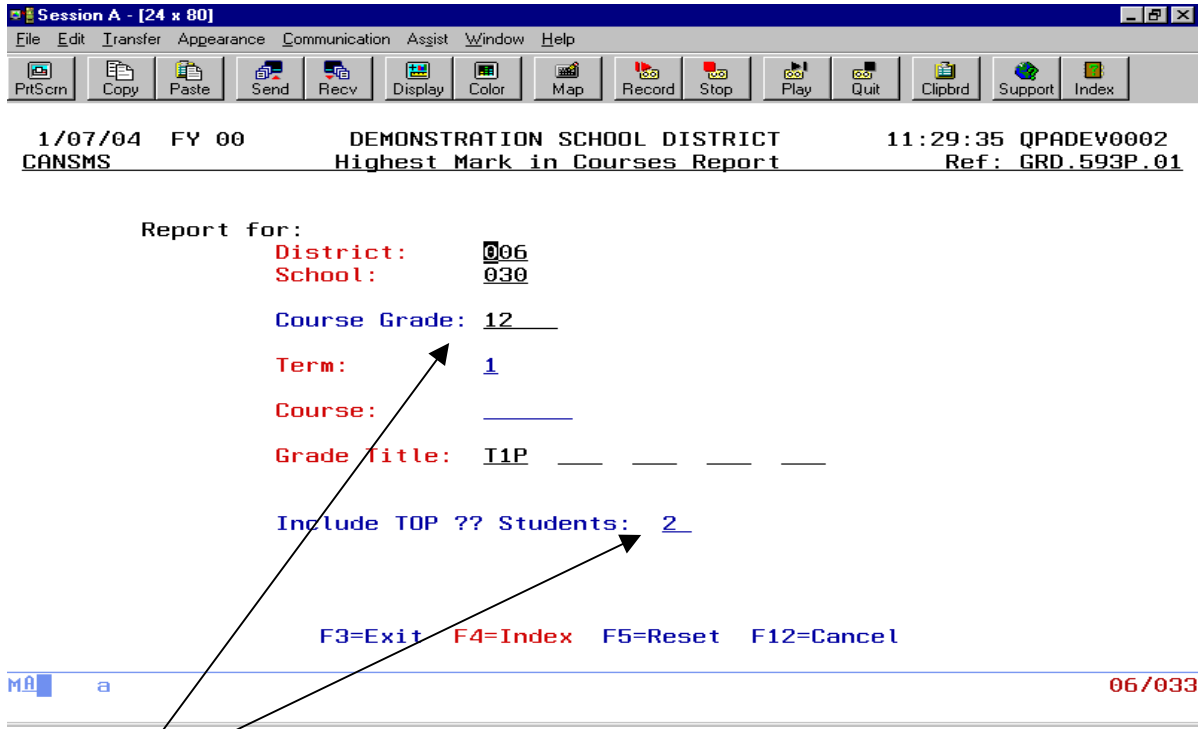
NUMBER OF STUDENTS 2

M a 03/022
 Connected to remote server/host 192.168.0.69 using port 23 HP Color LaserJet 2500 PCL 6 on LPT1:

| STUDENT | CL | HM | RM | HH | PHONE | #RECORDS |
|---------------------|--------|----|----|----|--------------|----------|
| JANNINE ABUR | 971147 | 2 | | | 768-1695 | 2 |
| CHRISTOPHER BECKETT | 11 | AK | 01 | | 204 736-4535 | 2 |

M a 03/022
 Connected to remote server/host 192.168.0.69 using port 23 HP Color LaserJet 2500 PCL 6 on LPT1:

GRD.593 - Print Students with highest mark in Courses (Semester 1, Top Mark Listing)



Can select Course Grade Level providing Grade field has been completed in SCH.320 for all courses! EG: Print only Grade 12 level courses.

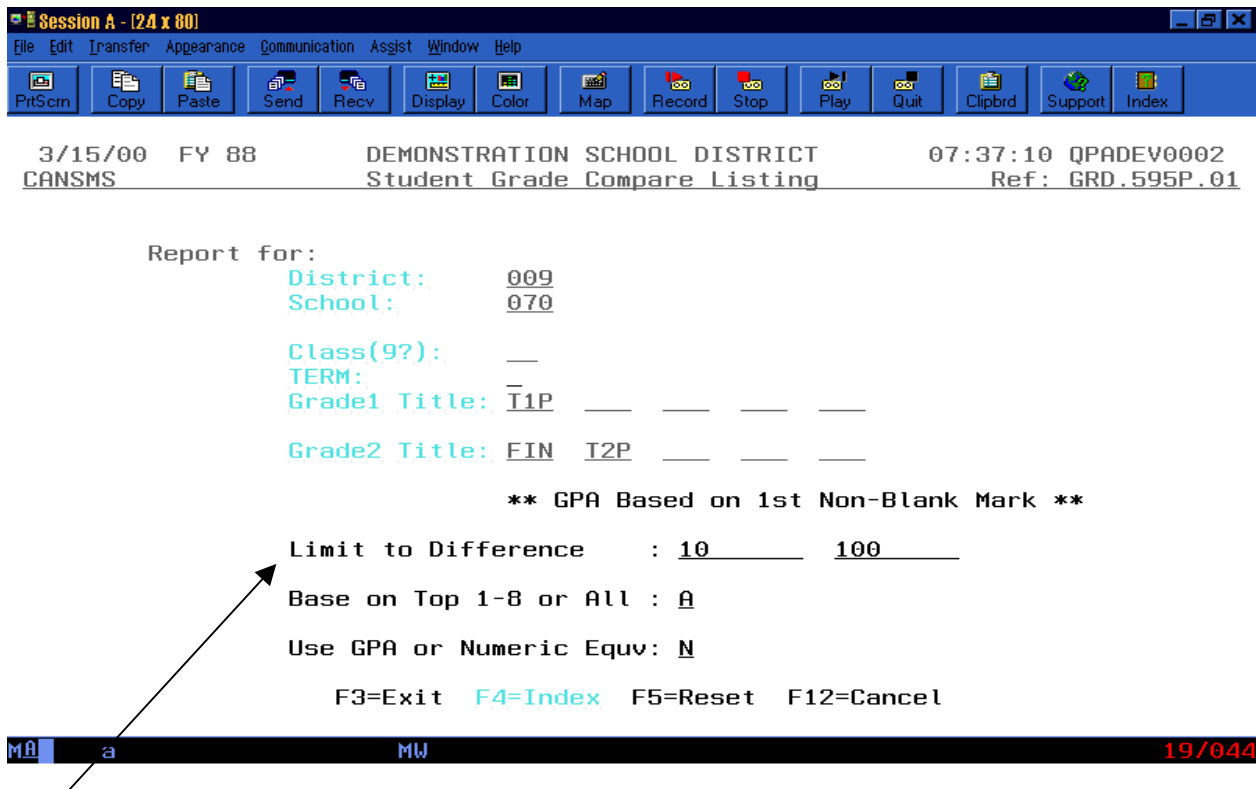
Can include top student(s)

- Use DOWNSMS on the report to export to Excel if this satisfies your high school honor roll requirements

GRD.595 - Grade Compare Listing

(Indicate students whose marks are significantly different from term to term)
(ie: Look for both most improved, and most unimproved (needs attention))

- Run the report first looking for positive differences (ie: most improved)
- Run the report again to look for negative differences (-10 to -100)



Indicates that report will identify any students whose marks for Final or 2nd progress is more than 10% different than the first term

GRD.590 - Grade Matrix - Best by Homeroom or Grade Level (Good for Admin Reviews, Homeroom Statistics)

Use this report for admin meetings & situations where you want to get a visual on each student and subject area for a single term or several term marks.

Make sure to setup format(s) first to make the job of executing the report easy (GRD.292)

Each column can include multiple courses, eg: EN 11, or LIT 11, or COMM 11 all pertain to English so may be grouped into a single column for kid comparison.



1/07/04 FY 00 DEMONSTRATION SCHOOL DISTRICT 11:40:31 QPADEV0002
 CANSMS Student Grade Matrix Ref: GRD.590P.02

```

District 006 School 030
Format TST
Class A? Sort by Class _ Year Line C (C)urrent/(N)ext
Homeroom _____ Sort by Homeroom _ Grade Titles FIN T1P
Sort by Student Y Last Year Feeder School ____

Columns 1-6 Titles ART _____ BIOLOG _____ CHEMIS _____ MATH _____ PHYSED _____ SCIENC _____
Courses ART104 _____ BIO100 _____ CHE100 _____ MATH _____ PED105 _____ SCI100 _____
ART105 _____ BI100 _____ _____ MATH02 _____ _____ SCI9 _____
ART15G _____ _____ _____ MATH8 _____ _____ _____
ART9 _____ _____ _____ MATH9 _____ _____ _____
_____ _____ _____ MAT100 _____ _____ _____
_____ _____ _____ MAT20G _____ _____ _____

Columns 7-12 Titles SOC ST _____ COMPUT _____ DRAMA _____ ENG _____ FRENCH _____ GEO _____
Courses SS9 _____ CPT105 _____ DRA105 _____ ENGT1 _____ FRE100 _____ GEOTTI _____
_____ _____ _____ _____ ENG100 _____ _____ GEO100 _____
_____ _____ _____ _____ _____ _____ _____
_____ _____ _____ _____ _____ _____ _____

F3=Exit F4=Index F5=Reset F12=Cancel
  
```

MA a 09/024

- Many Sort and select options (eg: Select on grade 10's, sort straight alpha) .. Can also be run for Last Year Feeder school = **PERFECT report for schools to see how their students are doing in new school**
- Each column has a heading and can incorporate 1 or more courses
- Totals at bottom of report indicate marks overall per subject area



```

File . . . . . OGRD590
Control . . . . .
Find . . . . .
Display Spooled File
Page/Line 1/4
Columns 1 - 130
*-----1-----2-----3-----4-----5-----6-----7-----8-----9-----0-----1-----2-----3
3/15/00 DEMONSTRATION SCHOOL
Class : AK 01 STUDENT MARKS OCT FNP
Teacher : ROBIN WILLIAMS
-----
STUDENT NAME ENG100 |FRE100 |GE0100 |HIS100 |MAT100 |
-----
BELL, THOMAS 62
BROWN, GERRY
BROWN, MURPHY C. 67 45 67 87
BSURNAME, EGIVEN B.
CODY, WILLIAM F. 68
CSURNAME, CGIVEN C.
DIAL, JAMES W.
ESURNAME, EGIVEN E.
HIKOCK, JAMES B.
HUXTABLE, THEODORE M. 91 67
HUXTABLE, VANESSA M.
MACGILLIS, JOHN
MCGILL, TESS 81
More...
F3=Exit F12=Cancel F19=Left F20=Right F24=More Keys
  
```

MA a MW 03/022

GRD.519 - Student Grade Composite .. per class, tag, or selected students

Excellent report for showing overall mark/attendance information for selected students or for all alpha to be placed in a binder in the staff room for staff to have information without having a single page report card for each student.

4/24/00 FY 88 DEMONSTRATION SCHOOL DISTRICT 14:51:41 QPADEV0002
CANSMS Print Student Grade Listing - COMPOSITE Ref: GRD.519P.01

District: 006 School: 030 Report Card: RP1

| Sort | Description | Limit to |
|------|--------------------|-------------------------------|
| (1) | | |
| 1 | Student: | _____ or Multiple Students? Y |
| - | Homeroom numbers: | _____ |
| - | Classes: | _____ |
| | Terms: | - - - |
| | Last Attended Schl | _____ |

Include Marks for Dropped Courses? Y

F3=Exit F4=Index F5=Reset F12=Cancel

MA a 10/003

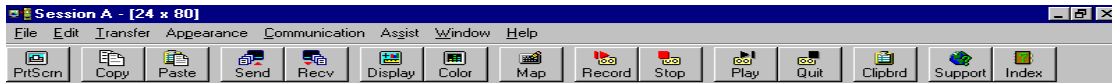
Select Multiple students 'Y', then on the subsequent screen input the student numbers OR use select 'Y', Display 'Y' to choose students by last name!

This will prepare a list of many students on a single page and their marks ... for comparisons!

GRD.555 - Grade Distribution by Course

Ideal report for analyzing how students are achieving per course/section and also see drops, absences and course average values. This report may be downloaded to a file and manipulated in Excel as shown below.

Report can be run for selected Tag(s) of students, by grade level, and or by sex.



1/07/04 FY 00 DEMONSTRATION SCHOOL DISTRICT 11:49:34 QPADEV0002
 GANSMS Print Grade Distribution by Course Ref: GRD.555P.01

District: _____
 School: _____
 Term: _____
 Grade Title: _____

Absence Date Range MMDYY : 0/00/00 - 0/00/00 *INCL ABS REPORT RUNS 1 HR*
 Build File SMSTRANS/PGRD555(USERID) N ** SUMMARY REPORT ONLY
 Limit to Course : _____
 Limit to Students with TAG : _____ Include Course Drops After: 0/00/00
 Limit to Student SEX M/F : _____ Exclude Students with TAG : _____
 Limit to District Group : _____
 Limit to Master Sched Grd : _____
 Summary No/Count/Percent : N

| Colm Heading | Grade Symbols | Numeric | Low-High |
|--------------|---------------|---------|----------|
| 1. EXCED | A B | 85 | 100 |
| 2. MEET | C D | 50 | 84 |
| 3. FAIL | F | | 49 |
| 4. _____ | | | |
| 5. _____ | | | |
| 6. _____ | | | |
| 7. _____ | | | |
| 8. _____ | | | |

F3=Exit F4=Index F5=Reset F12=Cancel

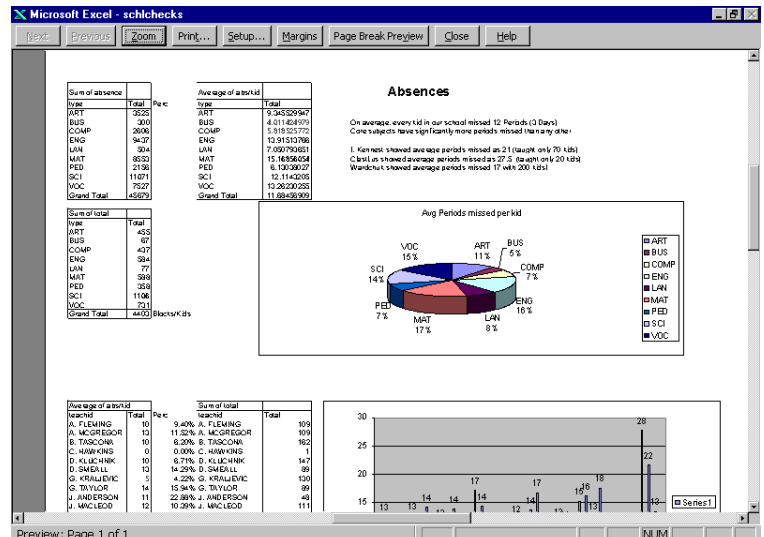
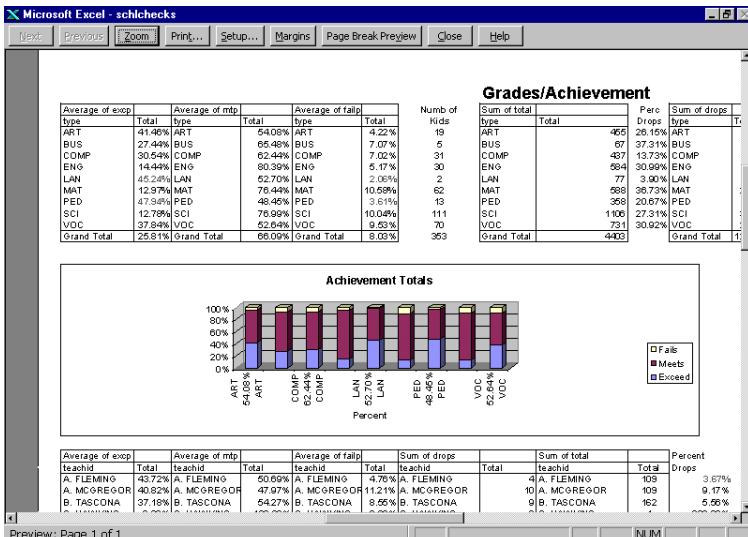
- Ask for report in Summary (not each section) by 'C'ount or 'P'

M0 a 04/033

Time: 11:18:28 Grade Distribution by Course FINLMARK

| Course Title | Sec Teacher | DRP | EXC | MEETS | FAILS | DROPS | ABS | AVG |
|---------------|---------------|-----|-----|-------|-------|-------|-----|-------|
| BAN105 | 1 DAVIE JONES | 2 | 2 | 20 | 1 | 4 | 18 | 62.5% |
| | 2 DONNA BELL | 5 | 12 | 6 | 2 | 1 | 23 | 71.8% |
| COURSE TOTALS | | 43 | 7 | 14 | 26 | 3 | 51 | |
| PERCENT | | | 33% | 60% | 7% | | | 67.3% |

Results of bringing information into Excel and utilizing Pivot Tables



Statistical Grade Reporting - GRD.894

GRD.555 produces statistics based on each individual course. GRD.894 groups courses by their mandatory course group and reports to the group level, eg: how are grade 9 students doing in Math (includes all calculus, math, business courses etc. marked with MATH category)

- Select Male/Female
- Select Students by Tag (eg: First Nations)
- Select Grade Titles

Report produces by course type (eg: ENGLISH, MATH, SCIENCES) Number and percentage of students that Exceed, Meet, Fail to meet expectations defined by user when running the report

If you are relying on this report for annual school growth reporting, make sure to qualify the numbers, ie: do the number of students look reasonable in comparison to your grade level totals?

- Can run based on Transcript information OR based on current report card grades
- Can subtotal by grade level
- Can run for Last Year Feeder school for global perspective to provide to Elementary Feeders on how their students are achieving at next school level

GRD.570 – Scholarship/Cumulative Credit Check for Grade 12's

This report combines student current grades (those selected by user eg: Term 3 Progress), Semester 1 Finals (any current course with a final not yet transcribed)– and ALL transcript history to identify for selected students a cumulative GPA and total credits completed and current.

This has only been available since April 2003. This is a CRITICAL report that all high schools should be using. It considers TRAX in BC.

Session A - [24 x 80]

File Edit View Communication Actions Window Help

4/16/04 FY 00 DEMONSTRATION SCHOOL DISTRICT 14:01:11 QPADEV0003
 SGS Print Student Credit Status Report Ref: GRD.570P.01

Report for:
 District: 006
 School: 030

Limit to: Sort
 Class : 12 - by GPA ? Y
 Homeroom : -
 Student : -

Students with LT/GT GI 1 Credits Earned

Summary/Detail/GradPlan: S
 Use GPA or Numeric Equv: G

Use Grade Title in GPA : I3

F3=Exit F4=Index F5=Reset F12=Cancel

Connected to remote server/host 192.168.0.69 using port 23 HP Color LaserJet 2500 PCL 6 on LPT1: 20/034

Session A - [27 x 132]

File Edit View Communication Actions Window Help

Display Spooled File

File OGR0570 Page/Line 1/7
 Control Columns 1 - 130
 Find

| Name | Student Number | Cl | HmRm | Grp | Credit Required | Credit Earned | Credit Needed | Credit Current | Credit Total |
|-------------------------|----------------|----|------|--------|-----------------|---------------|---------------|----------------|--------------|
| GNILAWUCKO, BERTHA | 971254 | BK | TEST | JELLIO | 100.00 | .000 | .000 | .000 | 1.500 |
| GNILAWUCKO, MARIE V. | 971263 | AK | 01 | DJONES | 100.00 | .000 | 1.500 | .000 | 1.500 |
| GNICHIP, HAROLD J. | 971268 | AK | 01 | DJONES | 60.00 | .000 | .000 | .000 | 1.500 |
| HIND, EVELYN M. | 971266 | AK | 01 | DJONES | .00 | .000 | 1.500 | .000 | 3.000 |
| PISGBOOC, JANIE | 970625 | AK | 01 | DJONES | .00 | .000 | 46.000 | .000 | 1.500 |
| JAHRCAR, RONALD | 20 | AL | 02 | DJONES | 71.20 | 17.500 | 7.500 | 11.000 | 3.000 |
| LUBB, THOMAS | 920043 | AL | | | 61.25 | .000 | 10.000 | .000 | 3.000 |
| UCENRIPU, EGIYEN E. | 5555 | AK | 01 | DJONES | 72.69 | .000 | 5.500 | .000 | 4.500 |
| LNAMR, GERRY | 920078 | AK | 01 | DJONES | 44.00 | .000 | 3.000 | .000 | 10.000 |
| ONAR, JAMIE | 975358 | AK | | | 84.44 | .000 | 8.000 | .000 | 2.000 |
| HEXDILBU, VANESSA M. | 13 | 01 | | | 64.87 | 17.500 | 7.500 | 11.000 | 7.000 |
| GNILAWUCKO, NETTIE | 971270 | AK | 01 | DJONES | 85.00 | .000 | .000 | .000 | 1.500 |
| GNILAWUCKO, NOLAN P. | 971269 | AK | 01 | DJONES | 75.00 | .000 | 1.500 | .000 | 1.500 |
| LDENRIPU, BGIYEN B. | 2222 | AK | 01 | DJONES | 55.42 | .000 | 7.000 | .000 | 4.000 |
| BECKETT, CHRISTOPHER M. | 11 | AK | 01 | FWILLI | 45.45 | 17.500 | 36.500 | 8.000 | 8.000 |
| HEXDILBU, THEODORE H. | 15 | 2K | 04 | | 75.89 | 17.500 | 3.000 | 11.000 | 10.500 |

F3=Exit F12=Cancel F19=Left F20=Right F24=More Keys More...

Connected to remote server/host 192.168.0.69 using port 23 HP Color LaserJet 2500 PCL 6 on LPT1: 03/022

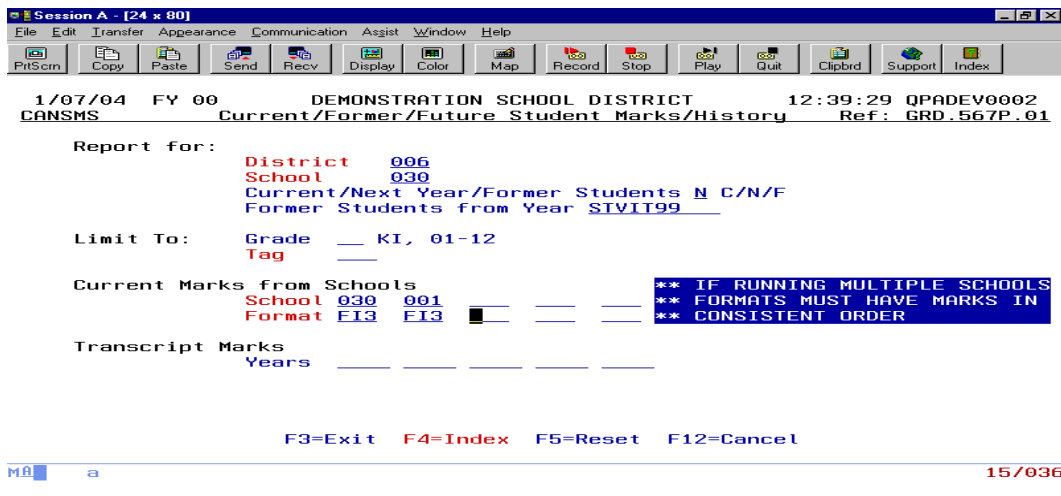
Keep in Mind that this report considers transcript and current courses for the student at the school. If a student has completed courses at other schools (and not transcribed) then make sure to followup with report SCH.711 to identify what students are taking courses elsewhere - then use SCH.410 and F15 to review the progress of those courses online.

GRD.567 - Current/Former/Future Student Mark Info/History

This program produces a report of all current, former or next year students and their current marks for up to 5 schools and/or transcript/TRAX history for up to 5 years.

The purpose of the report is to allow you to look at:

- Students who are currently yours and what their marks are now compare with previous years (transcript)
- Students who are currently yours and how they are doing currently at other locations (alt schools)
- Students who will be yours say Next Year and how they are doing currently at their home locations
- Students who were yours (former) and how are they doing at their new locations



Other Programs of Interest

- How often comment codes have been used - GRD.597
- How many times students have achieved honor roll (based on hroll tag) - GRD.592