

# Notes from Academic History Webex

10/26/07

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- Academic history receiving most scrutiny by state and Century now that more critical issues in state reporting have been addressed.
- Almost always when problem in History there is corresponding problem in validation tables (Curriculum, Marking, Valid Grades)
- Be sure you have rolled Academic History for 2007-2008
  - Fundamentals of Academic History Rollover (Annually)
    - Roll Students (to update grade levels, addresses, etc.)
      - Update Graduation Date (Differentiates Groups – By Grade Level)
      - Set Initial Graduation Date for Same Date of Year
        - IE: 9<sup>th</sup> Grade: May 25, 2011
        - IE: 10<sup>th</sup> Grade: May 25, 2010
        - IE: 11<sup>th</sup> Grade: May 25, 2009
          - Does not matter if Saturday or Sunday
        - Does not matter if actual graduation date.
        - Once they actually graduate, actual date can be changed.
        - Problem if SPED student (CDC) those records would need to be cleared (example: returnees until age 26)
          - Date does not get sent to EIS until Type, Period are populated
        - Can be run/rerun at any time
        - Can select specific students
        - **Red Flag: DEFAULT IS CHECKED: Do not check Update Existing Graduation Date by Default – if only run for only grade IE: 9<sup>th</sup> Grade, MUST select Grade Level at bottom of page. If run for all four grades, not necessary.**
        - Update Existing ONLY if you want to OVERWRITE what is already there.
      - May want to wait to update Grades and Absence information
        - **Key is to SELECT Marking Periods. DEFAULTS to ALL. Change to select what you want rolled**
          - **Only way to remove unwanted is have Century write SQL statement**
        - Activity Information is club data (CTE)
          - Activity Code Table must be populated per school. State codes pull from dropdown but must be added to school level table.

- Most run three times a year (August, January, May)
  - On live side, if student address changed or inactivated, student will not be updated on history side until rolled.
    - Beneficial to roll periodically (students)
    - Uncheck Everything But Main Information, Address Information, and Auxiliary Information
      - Grad Date
      - Absences
      - Grades
      - GPA
      - Activity
  - After hit “Roll” Button get secondary screen (when hit run again – it goes – no opportunity to change your mind....)
- Roll Valid Grades
  - Must be rolled every year or can’t calculate
- School Header
  - Only needs to be rolled if changes
- Comment Codes, Citizen/Effort Grades
  - Only if using on “live” side
- Marking Period Table
  - Often rolled with incorrect dates (last year’s dates)
    - Fix on Live Side, then reroll
  - Transfer School
    - To give credit for any marking period, must be in Marking Period Table
      - IE: Q1 Grade received ½ credit – when running GPA calculation, if you have transfer students with Q1 credits/grades, must include in calculation
      - Could put Q1 grade in S1 as .5 credit?? For calculation purposes??
- Issues when Making Manual Changes on Grades (History)
  - If you manually change credits earned, does not manually populate Credits Earned on GPA tab (issue with Century)
    - Manual changes on GPA tab (not grade tab) create disconnect with GPA tab, must be manually calculated (forever.....)
    - Must be manually recalculated on credits earned
    - Rule of Thumb: less you change manually the better
    - Key to having backups restored is date – sooner the better, once tape is backed up off site, cost. Also issue of all other changes being lost
  - Credit Denied due to Attendance (when passing grade)

- *Manually remove on Grades Tab and calculate GPA*
- *GPA based on number of possible credits – (are you only removing credit – grade still counts toward GPA – unless manually recalculate – if grade is there it will count in GPA)*  
*\*\*Add to procedure??*
- *Could eliminate Transfer School by adding classes to your school curriculum table (if you don't care that it appears classes come from your school)*
- *If you post credits on live side and roll to history, then roll to history, must post in history*
- *Transfer Student: Key on Grades Page, then must run post credit routine for that student (for all grade levels), since manually input, if you manually put credit on GPA page, will no longer pick up totals on GPA tab*
- *If go back to prior year and make grade change, will need to reroll and recalculate GPA ??????? Check rewrite of above statements.*
- Transfer School must be created in History and Live side to reference Semester table
  - **\*\*Make sure copied from high school to transfer school**
- Roll Courses
  - Only credit bearing? (Not study hall, etc.)
- Update Existing – will overwrite indicated table
- Roll Curriculum Table – frequent problems
  - Double Check Credits
  - Double Check Semester
  - Double Check Graded
  - Double Check Rank Code
  - **\*\*\*Use dropdowns when entering courses on Grades Tab for transfer students (typo will not pull info from table)**
  - Double Check section number on Grades tab – MUST exist in Curriculum Table to count.
  - Double Check Weight if you weight honors courses.
- GPA Calculation
  - Be sure to select only Marking Periods you want to calculate GPA, defaults to ALL
  - Hint; may be best to change year first, then select values
  - To reverse calculations (IE Accidentally posted credits for Q1:
    - Specify Year
    - Go to 1 Marking Period
    - (Only values that will show up have Credits Y in Marking Period Table)

- Change Credit Column to Yes for 1 (be sure to change back)
- Post Credit Routine, Select Q1, All Sections All Semesters, Minimum Numeric Grade to Give Credit (use high number like: 300). Will clear out credits

### Quick Summary Beginning of Year Rollover:

- Log into Current Year
- Academic History - Rollover Routine
- Order Does Not Matter
- Uncheck all but Main Info, Address, and Auxiliary (Can re-roll later to update Grad date, etc. re-roll will also update active/inactive in academic history)
- Roll Valid Grades
- Roll Header
- Roll Marking Periods
- Roll Courses - Check with Schools to see if want non-credit courses rolled (I rolled only credit-bearing courses) Changed to: Copied 2006 Academic History Curriculum Table instead of Rolling 2007 Curriculum Table
- Update Existing should be checked

**If you ever manually edit a student's GPA, you will have to manually update from now on. Only fix is to delete Academic History and start over.**