

Cycle Grades

The Cycle Grades page allows you to review and enter end-of-cycle and end-of-semester grade data, including cycle and semester averages, working final grades, override grades, exams, citizenship grades, and comments. When all data has been entered correctly and is ready to post, you must submit the cycle and/or semester grades to the campus administrator.

Note: If the page displays an error indicating that there is invalid data on the page, but there is no indication of which data is invalid, contact the database administrator to have the invalid data cleared out of the database.

Grades > Cycle Grades

Semester: 1 Course Section: 07 VIDEO TECH (8953-07) Retrieve Data Print

Cycle Grades
Semester: 1 Section: 07 VIDEO TECH (8953-07)

PIN: Save Calculate Semester Averages Mark grades as Ready to Post

Show Withdrawn Students

ID	Name	Posted Cycles	Current Semester: 1, Cycle: 2				Semester Average	Working Final Grade
		1	Average (Auto Grade)	Override	Citizenship	Report Card Comments		
011301	BARHAM, ANDRE M	84	83		S		84	84
011366	BLOUNT, TAYLOR R	77			S		77	77
012090	CARROLL, KEVON J	84			S		84	84
011350	CHICKERY, SHAKARI J	86			S		86	86
012160	ELZEY, JAMES Q	84			S		84	84
012807	FIDERMUTZ, JORDAN L	85			S		85	85
010763	GRISWOLD, MEGAN L	84			S		84	84
012134	IRWIN, MATTHEW D				S			
010833	PAISLEY, CAROLINE M	79			S		79	79
012397	PHARRIS, JESSICA D	80			S		80	80
009966	ROBERTS, BRETT A	82			S		82	82
010825	RYDER, REBEKAH E	81			S		81	81
012952	SCHULTZ, NICOLE E	81			S		81	81
009942	VALENZUELA, MICHAEL L	75			S		75	75
010162	WALKER, ABBIE R	77			S		77	77

Notes about cycle grades:

- No data is displayed for future cycles.
- If it is not currently the last cycle of the semester, the **Semester Average** field displays the student’s working semester average using the data that has been entered up to this point. The value is recalculated every time you click **Calculate Semester Averages** and every time you save grades.

- If the semester is closed, the **Semester Average** field displays the average from the grade course record.
- If a pre-posted semester exam grade exists, it is displayed under **Semester Average** and cannot be changed.
- If a cycle grade is blank, the semester grade is not calculated.
- Withdrawn students are not automatically displayed. To see withdrawn students in the list, select **Show Withdrawn Students**. A withdrawn student has the message “withdrawn” and the withdrawal date displayed by his name. To hide withdrawn students, unselect **Show Withdrawn Students**.
- If the course is set up to post alphabetical grades, and the **Show averages as alpha** field on the Assignment Grades page is selected, alphabetical grades are displayed. Otherwise, numeric grades are displayed.
- No Show students are not displayed.
- For transfer students, the prior cycle grades are entered at the campus level.
- Once saved, failing grades are highlighted in pink.

Notes about final grades:

- Final grade information is displayed under the **Working Final Grade** heading.
- The working final average includes the posted semester average for any previous semesters and the working semester average for the current semester.
- If a posted semester average exists for the current semester, the posted semester average is used in the final average calculation. If there is no posted semester average for the current semester, but an override semester grade exists, the override grade is used in the final average calculation.
- The working final average is recalculated if a semester exam is administered or an override grade is entered for the current semester.
- (TxEIS only) For students who were enrolled in a different section of the same course during a previous semester, the working final average includes the posted semester average for the other section.
- The working final average is not displayed for campuses that use the semester grading concept.
- For situations where a student has been enrolled in more than one section of the same course during the first semester, and another section of the course during the second semester, the following applies:
 - If a semester average exists for only one of the first semester course sections, the semester one average is used to calculate the working final grade.

- If a semester average exists for both of the first semester course sections, the system does not determine which average to use for the first semester. In this case, a question mark (?) is displayed for the semester one average and the working final grade.

Note: If the student was enrolled in one section of a course during semester one, and another section of the same course in semester two, the average for each semester is used to calculate the working final grade.

To update data for the current cycle:

Select the semester and course section, and then click **Retrieve Data**. The semester/cycle grades table displays all students currently enrolled in the course section. Students are sorted by last name, unless you have specified a custom sort order on the Arrange Student Order page.

- You can click the student ID to view the student's profile.
- Current cycle information appears under the **Current Cycle: N** heading, where *N* is the cycle number.
- Current cycle information includes the following:
 - The **Average/(Auto Grade)** field displays the student's working cycle average, which is based on the data entered up to this point on the Assignment Grades page. The value is recalculated as assignment grade data is entered or changed for the student. The average will become the student's cycle average, unless the cycle grade is pre-posted or an override grade is entered in the **Override** field (either by the instructor or an administrator).

If the grade in the field is an auto grade, the grade is displayed in parentheses in a lighter shade than a working cycle average. The auto grade is not displayed if there is a working cycle average for the student.

For more information on calculating averages, view Appendix A - Calculating Averages at the end of this guide.

- The **Override** field allows you to override a student's working cycle average with a different grade (e.g., if the student's working cycle average is 69, you may give the student a cycle grade of 70). You can also type N/G to assign an override grade of no grade.
- If the student's cycle grade is pre-posted, the pre-posted grade is displayed in this field. You cannot override a pre-posted cycle grade.
- If you post an override grade for a student even if there are no categories for the course, the weighting type is automatically set to percentage.
- The **Citizenship** field allows you to enter the student's citizenship grade for the current cycle. Valid grades are ESNU and ABCDF.

For Leander ISD elementary campuses, this field is named **Effort** instead of **Citizenship**.

- The campus may have the citizenship grade set to automatically give all students a default grade. You only need to enter grades for students whose citizenship grade differs from the default.

- For iTCCS users, if the campus does not give citizenship grades, or if you are not allowed to post citizenship grades, the field is not displayed.
- The **Report Card Comments** field allows you to enter up to five one-character comment codes to specify the comments you want to print on the report card (e.g., Excessive Talking or Finishes Work On Time).

For a list of valid report card comment codes and descriptions, click **Show Comment Legend**. The comment legend is displayed on the right side of the page allowing you to view valid codes. To hide the comment legend, click **Hide Comment Legend**.

Cycle Grades
Semester: 2 Section: 03 Printing Tech (8953-03)

PIN: Save Calculate Semester Averages [Mark grades as Ready to Post.](#)

Show Withdrawn Students

[Expand Previous Semester Detail](#)

ID	Name	Posted Sem: 1	Posted Cycles	Current Semester: 2, Cycle: 2			Semester Average	Working Final Grade	Code	Description
		Avg	1	Average (Auto Grade)	Override	Citizenship				
012875	AXBERG, LEONARDO					S			A	OUTSTANDING STUDENT
012953	CHARLES, JAY S					S			B	CONSCIENTIOUS & GOOD EFFORT
013156	CONNOLLY, GEORGE W					S			C	SHOWING IMPROVEMENT
010558	FOOTE, MACKENZIE G					S			D	WORK QUALITY IS OUTSTANDING
012072	GAGE, VINCENT D					S			E	EXCESSIVE TARDIES
008844	Gutierrez, Austin S					S			F	BEHAVIOR OBSTRUCTS LEARNING
012538	HOLBERT, LILLIAN M					S			G	NOT WORKING TO POTENTIAL
010774	KENDALL, NICHOLAS J					S			H	IEP PROGRESS AS EXPECTED
008057	NADEAU, KYLE E					S			I	IEP PROGRESS NOT AS EXPECTED
012534	NUGENT, PATRICK J					S			J	NEEDS TO IMPROVE STUDY HABITS
									K	DOES NOT COMPLETE CLASS WORK
									L	CONFERENCE REQUESTED 357-2400
									M	COMES TO CLASS W/O MATERIALS
									N	APPEARS TIRED

[Hide Comment Legend](#)

- For Elementary English Language Arts courses at elementary campuses only, the **Reading Level** column is displayed.

Cycle Grades
Semester: 2 Section: 06 LAREADING 05 (0151-04)

PIN: Save Calculate Semester Averages [Select courses to mark grades as Ready to Post.](#)

Show Withdrawn Students

[Expand Previous Semester Detail](#)

ID	Name	Posted Sem: 1	Posted Cycles	Current Semester: 2, Cycle: 2					Semester Grades		Working Final Grade		
		Avg	1	Average (Auto Grade)	Override	Effort	Report Card Comments	Reading Level	Notes	Exam		Average	Override
862365	ALMOND, STORMY L					S		Select					
846272	ALONSO ABASTA, BRIANNAM	96				S		Select					96
839233	BOULIER, ALEJANDRO	94				S		Select					94
854711	BUCKNER, ELIZABETH R	96				S		Select					96

[Show Comment Legend](#)

In the **Reading Level** field, select the student's reading level.

- For iTCCS, this column is only available for Leander ISD, and the column is displayed if the course has the word "reading" in the course title. The options are: *Above*, *Below*, or *On grade level*.
- For TxEIS districts, the column is displayed for credit level E courses that have a service ID with ELLA. The available options are set by the district in the TxEIS

Student system. The **Reading Level** field is only displayed if the table is setup in TxEIS Grade Reporting on Maintenance > Gradebook Options > District > Reading Levels.

- For Leander ISD elementary campuses only, under **Notes**, you can add notes about the student. The notes are specific to the campus, semester, cycle, and student; however, these notes are not unique to the course section, which means that all instructors at the campus who have the student for the current semester/cycle will be able to view and update the notes.

Cycle Grades
Semester: 2 Section: 06 LAREADING 05 (0151-04)

PIN: Save Calculate Semester Averages

Show Withdrawn Students

Select courses to mark grades as Ready to Post

ID	Name	Posted Sem: 1	Posted Cycles	Current Semester: 2, Cycle: 2					Semester Grades			Working Final Grade	
		Avg	1	Average (Auto Grade)	Override	Effort	Report Card Comments	Reading Level	Notes	Exam	Average		Override
862365	ALMOND, STORMY L						S	Select					
846272	ALONSO ABASTA, BRIANNAM	96					S	Select					96
839233	BOULIER, ALEJANDRO	94					S	Select					94
854711	BUCKNER, ELIZABETH R	96					S	Select					96

Show Comment Legend

- If no notes exist, the icon is gray
- If notes exist, the icon is green with an N

To update data for the last cycle of a semester:

Select the semester and course section. The semester/cycle grades table displays all students currently enrolled in the course section sorted by last name.

- You can click the student ID to view the student's profile.
- The end-of-semester information is displayed under the **Semester Grades** heading. End-of-semester information includes the following:
 - The **Exam** field allows you to enter the student's semester exam grade. If the student is exempt from the exam, type E. To fill all blank exam grades with E (exempt), click **Fill Exempt Exams**. All blank grades for the exam are changed to E.

Note: Some elementary campuses may have a grade conversion value for E. If the campus uses E as a grade, the numeric value for the grade of E is used for the semester exam, instead of exempt, for calculating the semester average. In this case, you cannot use E to indicate that the student is exempt from the exam.
 - The **Average** field displays the student's working semester average, based on the data entered up to this point. This value is recalculated every time you access the page, click **Calculate Semester Averages**, and/or save grades.
 - For campuses that do not have semester exams every semester (e.g., a four-semester campus that has semester exams at the end of the second and fourth semesters), the semester averages are only calculated if there is a semester exam for the current semester.

- During semesters that have semester exams, the following applies:
 - The **Exam** field is displayed.
 - The **Average** field displays the average of the cycles since the last semester that had an exam. The semester exam is included in the calculation according to campus settings.
 - If the current cycle is the last cycle of the semester, the **Exam** and **Average** fields are displayed under the heading **Semester Grades**. Otherwise, the working semester average is displayed under the heading **Semester Average**.
 - When you view a previous semester that has a semester exam, the **Exam** and **Average** fields display the posted grades.
- During semesters that do not have semester exams:
 - The **Exam** field is not displayed on the page.
 - The **Average** field displays the average of the cycles since the last semester that had an exam.
 - When you view a previous semester that does not have a semester exam, neither the exam nor the semester average is displayed.
- The **Override** field allows you to override a student's working semester average with a different grade (e.g., if the student's working cycle average is 69, you may give the student a cycle grade of 70). You can also type N/G to assign an override grade of no grade.
- If a final grade was posted for a course, the grade is displayed under the **Final Grade** heading.

To save your changes:

Before you leave the page, you must save your changes.

- Type your PIN, and then click **Save**.
- If your changes were saved successfully, the page reloads, and a message is displayed indicating that the cycle grades were saved successfully.

Note: Saving grades is different from posting grades. You can only post your grades once at the end of the cycle; however, you must save your changes every time you visit the page. This allows you to leave this page and return as you enter cycle grade data.

At the end of each cycle, you must post your grades. For more information on posting grades, see the next section.

To post grades:

1. After you enter cycle and/or semester grade data for the course, review your input carefully, and save all changes. Once the data is posted by the campus administrator, you cannot change any data. If you discover an error after grades are posted, you must contact the campus administrator and submit a grade change form to correct any errors.

Note: After grades are posted and the cycle is closed, you can make changes to the grades and view the working cycle average (e.g., for a student who missed the last few days of a cycle due to illness); however, you cannot post any changes. Instead, print your changes and submit your printout to the campus administrator.

- When you are satisfied with your input for one or more of the cycle grades, notify the system that you are ready to post by clicking **Select courses to mark grades as Ready to Post**. This link is only displayed for current cycles that are open for posting. The campus determines when the cycle is open and closed for posting.

A dialog box opens allowing you to select the course sections that are ready to post. All eligible courses are listed.

Mark grades as ready to post x

Select which courses to mark ready to post.

- 01 ENGLISH 1 (2212-12) [Ready]
- 01 ENGLISH 3 (1032-10) [Ready]
- 02 CALCULUS AB AP (2430-21) [Ready]
- 02 ENGLISH 1 (2212-22) [Ready]
- 02 ENGLISH 1 (2212-23)
- 05 ENGLISH 1 (2212-00)
- 05 MATH APPL (2023-01)
- 06 PHYSICS (3410-61)

Select the course(s), and then click **Select**. The dialog box closes, and the selected course(s) are listed below the **PIN** field.

Cycle Grades
Semester: 2 Section: 01 ENGLISH 1 (2212-12) [Ready]

Grades Ready for Posting

Please enter your pin and click 'Continue' to mark grades as ready to post

PIN: PIN:

Selected Courses: 01 ENGLISH 1 (2212-12) [Ready] 01 ENGLISH 3 (1032-10) [Ready]

Show Withdrawn Students

ID	Name	Posted Sem: 1		Posted Cycles		Current Semester: 2, Cycle: 3				Semester Grades			Working Final Grade
		Avg	1	2	Average (Auto Grade)	Override	Citizenship	Report Card Comments	Exam	Average	Override		
818443	FORSTER, CHASE	S	E	E	100		E		88	93		87	
821217	ISHMAN, BRIAN K	S	F	F	100		F		87	93		87	

Show Comment Log

To change the selected courses, click **Cancel**. The dialog box opens allowing you to reselect the course(s).

- In the **PIN** field, type your four-digit PIN, and then click **Continue** to indicate that your grades are ready to post. If your changes are saved successfully, the page reloads, and a message is displayed indicating that the cycle grades were successfully sent to be posted. The message "[Ready]" is displayed in the **Course Section** drop-down list next to the course.
 - You can submit your grades more than one time if you make a change shortly after you marked the grades as ready to post; however, once the data is posted by the campus administrator, you cannot change any data.

- The campus administrator can run a Missing Grades report to determine which instructors have posted their grades and which instructors have not yet posted their grades.

Note: If the campus option is set to include exam grades in the semester average, a warning message is displayed if you do not enter an exam grade.

To inquire about closed (posted) cycles/semesters:

For cycles and semesters that are closed, the following applies:

- For closed semesters, the posted semester grades are displayed under the **Posted Sem: #** heading, where # is the closed semester. Click **Expand Previous Semester Detail** to view all data for the closed semesters, including the cycle grades, semester exam grades, and semester averages. If you are currently in the first semester, the **Posted Sem #** heading is not displayed.

Semester averages may or may not be displayed depending on your semester exam pattern and number of semesters.

Click **Collapse Previous Semester Detail** to hide data for the closed semester.

- Posted cycle grades for the current semester are displayed under the **Posted Cycles** heading below the cycle numbers. If you are currently in the first cycle of a semester, the **Posted Cycle** heading and cycle numbers are not displayed.
- If a cycle or semester is closed, the average is pulled from the grade course record and is display only. If an override grade was entered for the cycle grade, the override grade is displayed.

For data on a posted cycle, click the cycle average. A dialog box opens to display the posted cycle average, citizenship grade, and report card comments for the cycle.

- If an override grade was entered for the cycle or semester grade, the override grade is displayed.

To update data for self-paced courses:

1. Select the semester and course section. A modified version of the Cycle Grades page is displayed to accommodate cycle grade data for self-paced courses.

Cycle Grades
Semester: 2 Section: 04 BOYS ATHLTCS 4 (5443-01)

PIN: Save [Mark grades as Ready to Post](#)

Show Withdrawn Students

ID	Name	Posted Sem: 1	Posted Cycles		Current Semester: 2, Cycle: 3			Semester Grades			Working Final Grade	
			Avg	1	2	Average (Auto Grade)	Override	Citizenship	Report Card Comments	Exam		Average
011679	AKINS, ANTHONY M	70					B					70
010790	BOOTH, DANTE						B					
012128	EVANS, LUKE W						B					
011769	FOSTER, ANTHONY M						B					

Show Comment Legend

If assignment grades are recorded for the self-paced course, the average (based on the assignment grades) is displayed under **Cycle Average**. The use of assignment grades is optional for self-paced courses.

The semester grade for the self-paced course must be manually entered in the **Override** field, regardless of the data in the other fields.

2. The semester grades for self-paced courses are automatically posted when they are saved. Type your PIN, and then click **Post**. If your changes are saved successfully, the page reloads, and a message is displayed indicating that the grades were saved successfully.

To print cycle grades:

1. To print the cycle grades displayed on the page, click **Print**. The Print dialog box opens allowing you to select your printer and settings.
2. Click **Print** to continue, or click **Cancel** to cancel printing.

To navigate the page:

You can use the following keys to navigate the fields:

- Press ENTER after you enter each grade to move down the list to the next student. Press SHIFT+ENTER to move up the list. You can also press the up and down arrow keys to move up and down the list.
- Press TAB to move across the list to the next field. Press SHIFT+TAB to move back to the left.

To sort and rearrange columns:

The columns can be sorted and rearranged according to your preferences. An arrow  indicates the column and order by which the table is currently sorted. If a column can be sorted, a sort box  is displayed in the column heading.

- To resort the list by another column heading, click  in the column heading. The column is sorted in ascending order, as indicated by  in the column heading. To sort the column in descending order, click  again. The sort arrow changes direction.

If you sort by the **Last name** column, the table actually sorts by last name, then first name. If you sort by the **First name** column, the table actually sorts by first name, then last name.

- To rearrange the columns, click  on the left side of the column you want to move, and then drag the column to the desired location in the table. Before you drop the column in the new location, a red bar appears in the location in which it will drop.