

Updated January 2019

ClassMate Master Control – MP Close tab

***** For Individual Students > select student > select appropriate procedure > Save
 Only #1 and #3 can be used for School Wide if specific student selection is not made*****

Also be sure if you are a Multi-Location site that you select the Location the student is assigned to in Student Master. This is the location that is referenced for the process to find the student and then to process all scheduled location classes student scheduled in

We strongly recommend recording or taking a Snapshot of the student grades currently in the system BEFORE running any of the below processes. Then after the process is complete check the students updated grades to ensure adjustments made to only the classes you expected.

#1. Period End:

Running this process will purge ALL grade information for the selected Student and Marking Period and re-reads ALL grades by referencing all Schedules a student was in during the Marking Period to calculate new Marking Period grades (if grades exists and grading formulas are set).

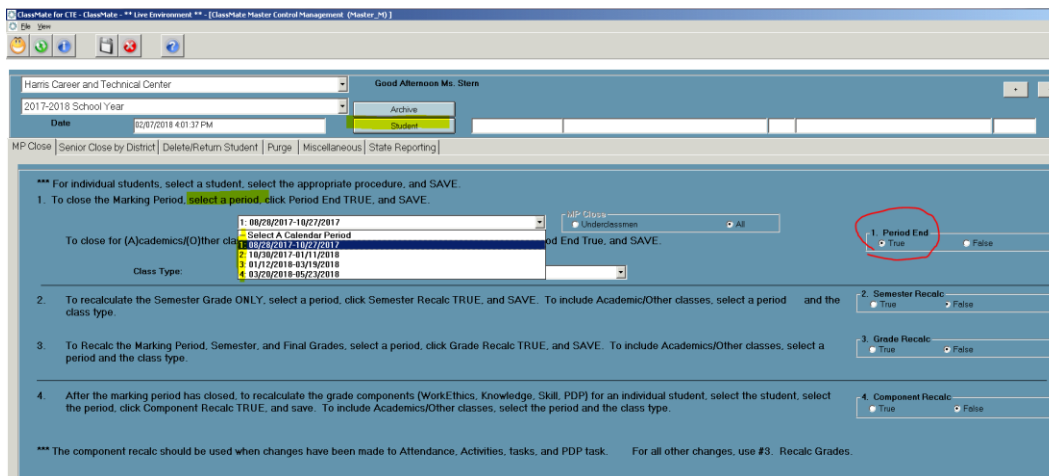
This process disregards the Drop Day set up in Custom Control.

Please use this process cautiously and ensure you are taking a snapshot of grades BEFORE running as additional grades for classes may appear.

This process is USUALLY only used when a student was withdrawn or left the CTE within the Drop Day range and did not calculate a Marking Period Grade and you would like one.

OR if the student changes Programs during a MP (for example Welding to Carpentry) and the Marking Period Close calculated a grade for Carpentry due to the Drop Day date but you require a grade for Welding instead.

Running this process in this case would then produce grades for both Welding AND Carpentry and you would use Admin Grades by Class or by Student to manually remove the Carpentry grade.



ClassMate for CTE - ClassMate - ** Live Environment ** - [ClassMate Master Control Management (Master) 90]

Harris Career and Technical Center Good Afternoon Ms. Stern

2017-2018 School Year Archive

Date: 02/07/2018 4:01:37 PM Student

MP Close | Senior Close by District | Delete/Return Student | Purge | Miscellaneous | State Reporting

*** For individual students, select a student, select the appropriate procedure, and SAVE.

1. To close the Marking Period, select a period, click Period End TRUE, and SAVE.

To close for (A)cademics/(O)ther classes, select a period, click Period End TRUE, and SAVE.

Class Type: [Dropdown]

MP Close: [Dropdown]

1. Period End: True False

2. Semester Recalc: True False

3. Grade Recalc: True False

4. Component Recalc: True False

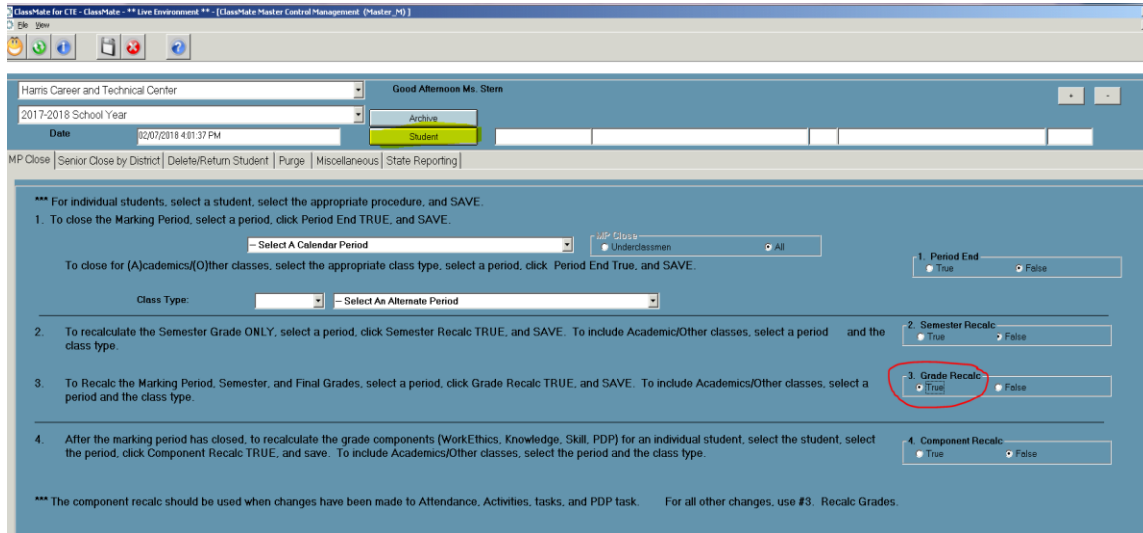
*** The component recalc should be used when changes have been made to Attendance, Activities, tasks, and PDP task. For all other changes, use #3. Recalc Grades.

Updated January 2019

#3. Grade Recalc:

If student grades were adjusted in either the Admin Grades by Class or the Admin Grades by Student module by manually changing any of the Marking Period Close system calculated grades you can use this selection for ClassMate to recalculate the students FNL and/or PGR.

The process will ONLY look at the students current grades using the class grading formulas assigned to recalculate and update accordingly.

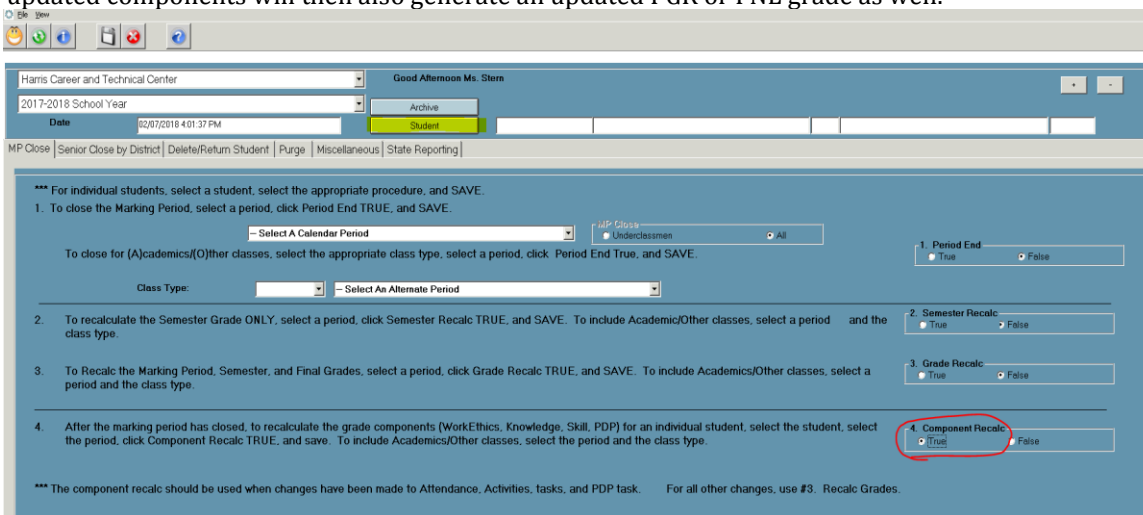


The screenshot shows the ClassMate software interface. At the top, it displays 'Harris Career and Technical Center' and 'Good Afternoon Ms. Stern'. Below this, there are fields for 'Date' (02/07/2018 4:01:37 PM) and 'Student'. A menu bar includes 'MP Close', 'Senior Close by District', 'Delete/Return Student', 'Purge', 'Miscellaneous', and 'State Reporting'. The main content area contains instructions for various recalculation procedures. The '3. Grade Recalc' option is highlighted with a red circle. The instructions for '3. Grade Recalc' are: 'To Recalc the Marking Period, Semester, and Final Grades, select a period, click Grade Recalc TRUE, and SAVE. To include Academics/Other classes, select a period and the class type.' The 'Grade Recalc' radio button is set to 'True'.

#4. Component Recalc:

If a students grades were adjusted by Teacher or Admin by updating individual grading components, such as, knowledge activities, tasks, work ethics, etc. and the dates fall within the Marking Period date range, then when selecting to run this process the system will re-read ALL system grade components to regenerate grades based on class formulas.

Any updated components will then also generate an updated PGR or FNL grade as well.



The screenshot shows the ClassMate software interface, similar to the previous one. The '4. Component Recalc' option is highlighted with a red circle. The instructions for '4. Component Recalc' are: 'After the marking period has closed, to recalculate the grade components (Work/Ethics, Knowledge, Skill, PDP) for an individual student, select the student, select the period, click Component Recalc TRUE, and save. To include Academics/Other classes, select the period and the class type.' The 'Component Recalc' radio button is set to 'True'.