

# Introduction to: Marking Period Close

April 2021



# Marking Period Close

## Marking Period Close

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# Marking Period Close

## Marking Period Close Pre-Requisites

The following are Marking Period Close Requirements:

1. Marking Period closures must occur **ON THE DATE** that is entered in the **Calendar Session Management Module** in the **End Date box** for each marking period.
2. Marking Period Close must occur at the **END** of the school day.  
Marking Periods **CANNOT** be closed at the beginning of a school day as Work Ethic Grades will be negatively impacted.
3. A Marking Period Action Plan should be in place:
  - Teachers should be entering grades from the beginning of school until the specified “No additional grade entry” date and time.
  - Administrators should be monitoring teacher grading from the beginning of school until the “No additional grade entry” date and time.
  - Data Validation should be run weekly or bi-weekly by appropriate staff from the beginning of school until Marking Period Close.

Please access our *Validation Schedule* documentation for sample validation structure.



# Marking Period Close

## Marking Period Close Data Validations

The following are Marking Period Close Requirements:

ClassMate Data Validations are a required step in the Marking Period closure process. These Data validations ensure that all data involving Attendance (which directly impacts student Work Ethic grading), Grading, Discipline & Enrollment are as accurate as possible and reflect the actual student achievement & attendance.

The Data Validations listed below must be run and all data discrepancies cleared **PRIOR** to closing the Marking Period. If the data validations are not cleared the student grade & attendance records will **NOT** accurately portray student achievement.

### Enrollment/Projection

Enrollment/Scheduling  
 Withdrawals (Should be run alone and results printed and retained.)  
 Enrollment Dates

### Attendance

Missing Attendance  
 Duplicate Attendance  
 Primary Contacts

### Grading

Knowledge Activities

### Discipline

Suspensions

It is the responsibility of the data manager in charge of the particular functionality. For example, the attendance secretary should run the attendance validations, etc.

Ensure all validation are assigned to a staff member.



# Marking Period Close

## ClassMate Data Validations

### Getting Started    Student Enrollment > ClassMate Data Validations

**Note:** Data validations should be run weekly or bi-weekly by the assigned appropriate data manager. This should occur from the first day of school throughout the school year.

**Please reference our *Data Validation Glossary* for details on possible returning validations to determine if they are informational and/or how to proceed in resolving possible data issues.**

#### Single Validation

- Click the **True** radio button for at least one validation option
- Click the **Validate** button on the top right of the module to run the process & display report results

#### Category Validation

- Select **Validate** from the top of the module
- Select the **Category** option you wish to Validate – this will select ClassMate suggested processes automatically and immediately run the process & display report results

**\*\* Helpful Hint\*\*** If multi-location site > select one or multiple locations by checking box to include/select *PRIOR* to running validation.



# Marking Period Close

## Data Validations

ClassMate AWS - DEMO\_ClassMate - \*\* Live Environment \*\* - [Validations (VAL1\_MTB)]

File | **Validate**

- All Enrollment/Projection
- All Attendance
- All Grading

Calendar: 202021 | Date: 04/07/2021 9:38:52 AM | Validate [Green Checkmark] [Clear]

**1** All Enrollment/Projection

**2**  True  False

**3** If making single validation selection(s) click VALIDATE to run and display report results

ID	LocationName
<input type="checkbox"/> 005283	Harris - East Campus
<input checked="" type="checkbox"/> 005284	Harris - West Camp...
<input type="checkbox"/> 005285	Harris - North Camp...

**Enrollment / Projection**

- Enrollment/Scheduling:  True  False
- Projection Information:  True  False
- Resequence Enrollment:  True  False
- Duplicate Student ID's:  True  False
- Withdrawals:  True  False
- Demographics:  True  False
- Enrollment Dates:  True  False
- Birth Dates:  True  False

**Attendance**

- Missing Attendance:  True  False
- Duplicate Attendance:  True  False
- Primary Contacts:  True  False
- Medical:  True  False

**Grading**

- Curriculum:  True  False
- Knowledge Activities:  True  False
- Multiple Mid-Terms:  True  False
- Report Card Grades:  True  False
- Progress Reports:  True  False

**Discipline**

- Suspensions:  True  False
- Referrals:  True  False

**Special Populations**

- Spec. Pop. Flags:  True  False
- Non-Traditional:  True  False

**Miscellaneous**

- CAD Information/Status:  True  False
- Coop Validation:  True  False
- Rotation Validation:  True  False
- Missing Career Objective:  True  False
- Missing Career Pathway:  True  False
- Missing Student Forms:  True  False
- Primary Certifications:  True  False

**Calendar**

- Snow Days:  True  False

**Base Data**

- Base Data:  True  False

**ODR**

- Duplicate ID's:  True  False



# Marking Period Close

## ClassMate Data Validations

### Understanding a Data Validation

Data Validations should be run so that any potential data discrepancies can be verified/corrected.

Not all validations are ERRORS, rather a flag that the system picked up and is displaying in a report for your validation.

Instructions for correcting validations will appear on the top of each validation report, when you run a given procedure.

Printed at:	10/24/2010 6:24:17PM	Validations Report	Page:	1
<b><u>DMI Unknown Gender in Student Master</u></b>				
The following student(s) have an (U)nknown gender assigned to them. In Student Enrollment -- Student Master Information, assign a gender of (F)emale or (M)ale for each student.				
000001924	Jarrette Markell D	Grade: 9	Gender: U	

To correct a validation discrepancy, simply follow the instructions, then re-run the validation to confirm that your data has been properly updated.

Data has been properly updated when you see this message.



**Note:**  
 Please Access our *Data Validation Glossary* for helpful validation details



# Marking Period Close

## Prior to Marking Period Close

### Grade Reports

#### ClassMate Marking Period Close Best Practices

It is a ClassMate best practice that both instructors and administrators monitor student grades throughout the marking period rather than at marking period close only.

**\*\*** Instructors should calculate student grades for each of their classes by opening **MP Gradebook module** or **Student Snapshot module** and print a current grade calculation report for all classes on the day of the Marking Period Close after PM attendance has been taken.

**\*\*\*** Additionally, the System Administrator should open either **Admin MP Gradebook module** or **Admin Student Snapshot module** to ensure the Grade Calculation process is completed immediately prior to Backing up the Database before closing the Marking Period. **\*\*\***

**This Calculation process runs and updates student grades which is important for any Grade to Date Reports, which REQUIRE this calculation process to update the database tables & return accurate Student Grade information.**

Instructors should then review all student grades; any grade adjustments should be made PRIOR to the MP Close.

Prior to the System Administrator closing the marking period the below reports can be generated and reviewed to ensure accuracy of student grades.

#### Admin Grade Reports to be reviewed

- Current Grades by Class
- Current Grades by Course (inc Failing Students)
- Current Grades by Student
- Student MP Grade Profile
- Task Edit List



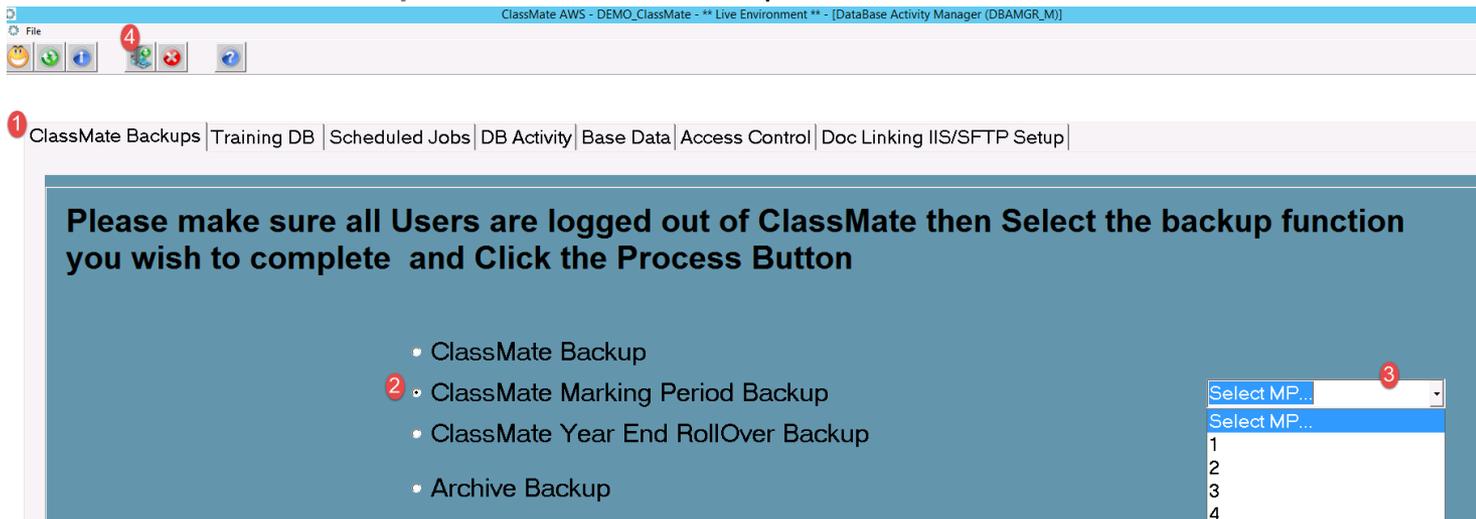
# Marking Period Close

## Database Backup

Prior to closing **ANY** Marking Period, System Administrators **MUST** perform a **ClassMate Marking Period Backup**.

**Getting Started : System Administrator > Database Activity Manager**

1. Click the **ClassMate Backups Tab**
2. Click **ClassMate Marking Period Backup**
3. Select the **MP #** from the Drop Down
4. Click the **Backup Icon** located on the top toolbar



ClassMate AWS - DEMO\_ClassMate - \*\* Live Environment \*\* - [DataBase Activity Manager (DBAMGR\_M)]

File

ClassMate Backups | Training DB | Scheduled Jobs | DB Activity | Base Data | Access Control | Doc Linking IIS/SFTP Setup

**Please make sure all Users are logged out of ClassMate then Select the backup function you wish to complete and Click the Process Button**

- ClassMate Backup
- 2** • ClassMate Marking Period Backup
- ClassMate Year End RollOver Backup
- Archive Backup

Select MP... **3**

Select MP...

1

2

3

4

**Note:** It is preferable that all users be logged off of ClassMate before the backup and MP close process. If this is not possible, assure that no users are entering any student related data during the MP close process.

# Marking Period Close

## Marking Period Close Overview

Closing a marking period in ClassMate is an easy and efficient process. The marking period close automated functionality calculates the student grades based on the following:

- Base Data setup in ClassMate Custom Control
- Marking Period or Final Grading formula(s) created and assigned to each class.
- Grades entered into the system with dates that fall within the MP date range PRIOR to the MP Close

The System Administrator should be familiar with all class types being offered by their school as it will impact the Marking Period close. Class types include:

**CTE/Supplemental**  
**Academic Classes**  
**Other**  
**Multi-Locations**

Both class types will close in one action

Needs to be closed individually in a separate step from CTE class type

Needs to be closed individually in a separate step from CTE & Academic class types

All above class types need to be closed for **EACH** location individually

## ClassMate Marking Period Close Best Practices

It is a ClassMate best practice that both instructors and administrators monitor student grades throughout the marking period rather than at marking period close only .

Instructors should calculate their classes and print a current grade calculation report for all classes on the day of the Marking Period Close after PM attendance has been taken.

Instructors should review all grades; any grade adjustments should be made PRIOR to the MP Close.



# Marking Period Close

## Marking Period Close

### *CTE & Supplemental Classes*

Once Grades Calculated, Reports generated and reviewed and the Database Marking Period Backup is completed, you can then proceed to closing the Marking Period.

### Getting Started : System Administrator > ClassMate Master Control

The Marking Period close process closes the grades for **CTE & Supplemental Classes** at the same time. To close the Marking Period for these classes:

1. Select the **Marking Period** to close
2. Click **Period End True**
3. Click **Save** (Floppy Disk Icon) located on toolbar

If a CTC has CTE, Academic, and Other class types, you can close CTE with either Academics or Other together, but then any remaining Alternate Periods need to be selected and closed individually – see following pages.

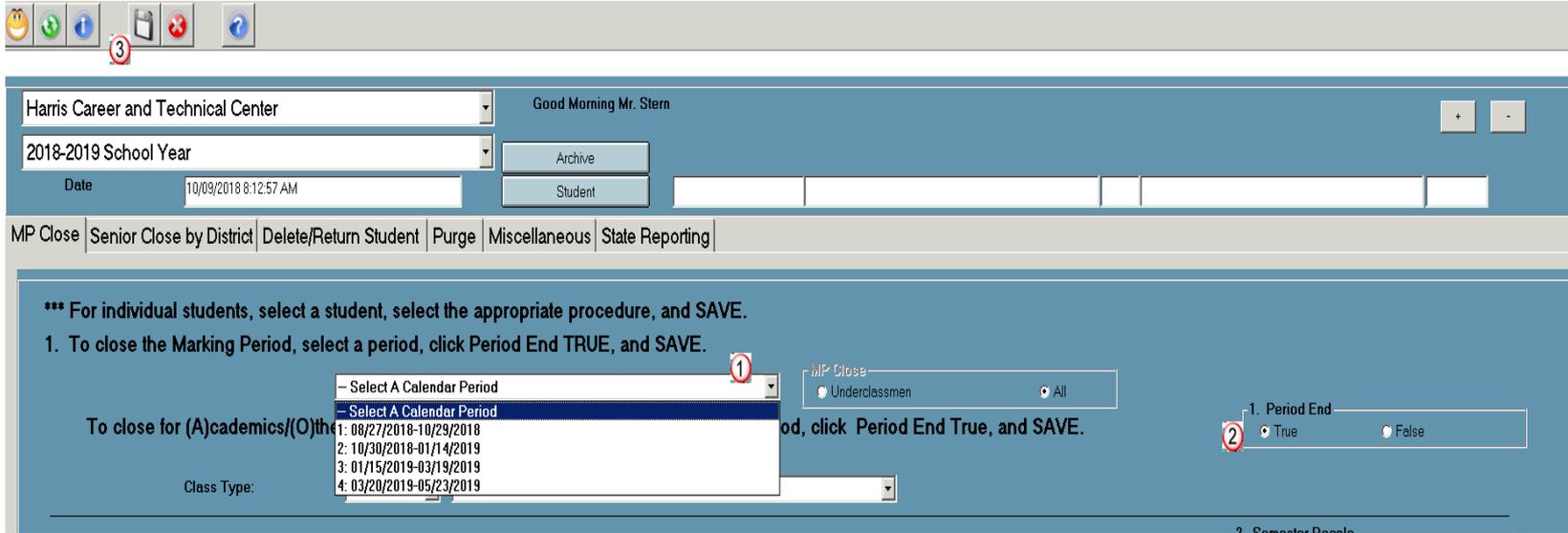
**Note:** It is preferable that all users be logged off of ClassMate before the backup and MP close process. If this is not possible, assure that no users are entering any student related data during the MP close process.



# Marking Period Close

## Performing Marking Period Close

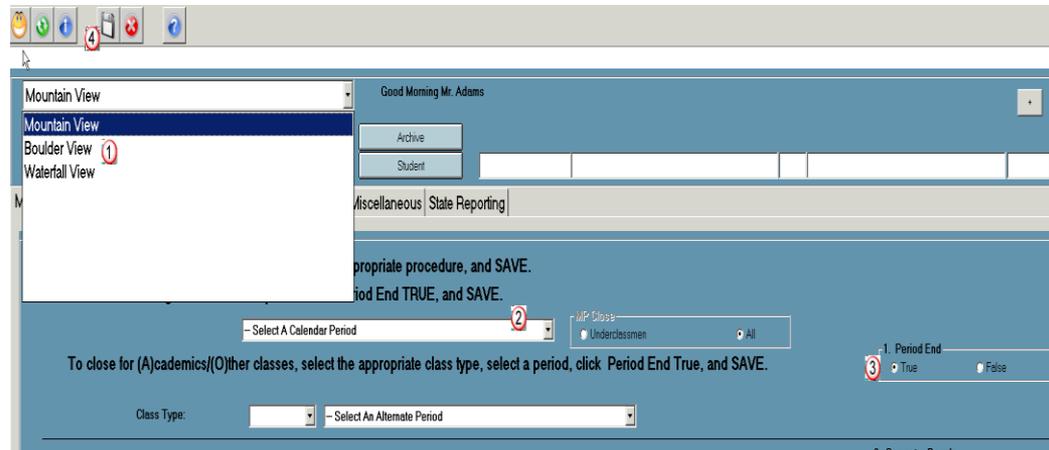
### CTE & Supplemental Classes



### Multi-Location Sites

1. After Closing the Marking Period for the first location you will need to select the **NEXT** location
2. Select the Marking Period you are closing
3. Click Period End True
4. Click Save

Repeat above steps for **ALL** additional locations & class types



# Marking Period Close

## Performing Marking Period Close

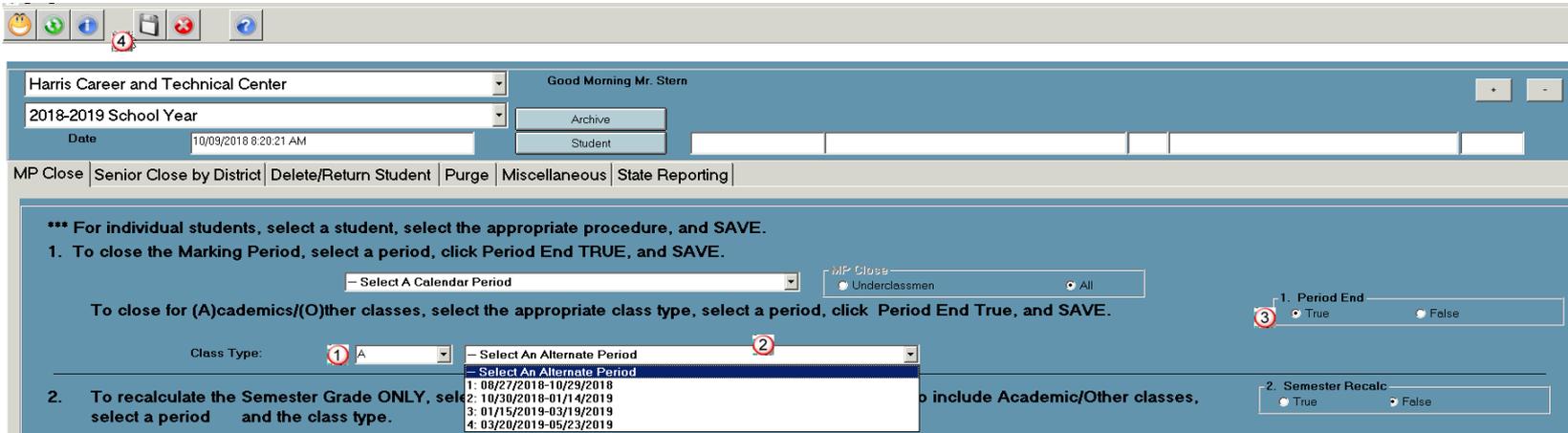
### Academic (A) & Other (O) Classes

The **Alternate Marking Period** close process closes the grades for **Academic and Other Class Types**.

The process does **NOT** close both class types at once. If your school has both Academic & Other classes you will need to perform these steps for **EACH** Class Type.

To close the Marking Period for these classes:

1. Select the **Class Type A or O**
2. Select the **Alternative Marking Period** to close
3. Click **Period End "True"**
4. Click **Save** (Floppy Disk Icon) located on toolbar



**\*\*Multi-Location Sites\*\*** Remember after Closing the Marking Period for the first location you will need to select the **NEXT** location and continue closing process for all additional locations and class types.

# Marking Period Close

## After Marking Period Close

### *Grade Reports*

After the System Administrator closes the marking period a series of additional steps must be taken to ensure accuracy. Internal grade reports are generated, grade adjustments entered, incompletes added and a series of grade approval procedures begin.

The process to generate grade reports by districts and/or generate/print report cards varies greatly from school to school. The details of what, who and when should be part of your Marking period Action plan. The action plan should include the suggested reports:

### Admin Grade Reports

**No Grade Edit List** - Students with no grade

**Grade Entry Form/Edit List** - Students with grade/edits

**Grades by School** - Report to be sent to district

**Failure Report** - Lists all student Failures

**Incomplete Report** - Lists all student with incompletes entered

**Report Cards** - Custom & ClassMate provided

### Teacher Grade Reports

Teacher MP Grade Report

Student 4 MP Grade Report (after MP4 Closed)



# Marking Period Close

## After Marking Period Close

### *Incomplete Grades*

After the System Administrator closes the marking period and the students receiving “**Incompletes**” for the marking period have been identified and approved, the process to enter these incompletes can begin.

### **Before you Begin:**

Incompletes can only be entered **AFTER** the Marking Period Close using the Admin Grades by Class and Admin Grades by Student modules (these are not teacher modules).

Entering Incompletes into ClassMate is an administrative function. Instructors only identify those students who should have an Incomplete.

Instructors can update the “**Incomplete**” student grades in their normal grading modules by entering/updating a Knowledge Activity, changing a Work Ethic grade or entering/updating a Skill grade.

Upon completion of all grade changes or updates, Instructors must notify the System Administrator that all grade changes are completed and should provide the System Administrator a complete listing of the students and the course/section information.

**The System Administrator will re-calculate the Marking Period Close process for those students with updated Incompletes.**

**For complete instructions please access our document on *Entering & Updating Incomplete Grades*.**



# Marking Period Close

## After Marking Period Close

### *Grade Adjustments – Manual Entry of Grade Changes*

After the System Administrator closes the marking period and it is determined through the grade review and verification process that grade adjustments are required you can update individual grading components by completing the following steps:

#### **Admin Grading > Admin Grades by Class module or Admin Grades by Student module**

*(Report Card Comments can also be entered Administratively using either of these modules – please access our Entering Report Card Comments documentation for details)*

- Select **Student**
- Make the necessary grade changes by clicking on the appropriate grade column (SKL,WE,KNW or PGR) & entering the grade revision.
- Click on **Save** icon
- Repeat these steps for each student requiring a grade change

**Note:** If you perform these steps, it is not required for you to do a student recalculation of grades (next slides), as the grades are being manually overwritten as you made changes above.

**Admin can manually enter a MP grade of 555 / 777 / 888 to show as Medical / Fail / Pass on report cards but in the end to update a FINAL Grade this would need to be changed by entering an actual grade and then using Master Control to reclose for the system to calculate an actual FNL for the student.**

**\*\* A final grade cannot calculate unless it has accurate numerical values \*\***



# Marking Period Close

## After Marking Period Close

### *Component Recalc by student*

After the System Administrator closes the Marking Period and all necessary grade adjustments & incompletes have been entered into the system. A grade **recalculation** for students may be required if teachers have gone in and made any adjustments to their Knowledge, Work Ethic or Skill components.

### Before you Begin:

Ensure all revisions are complete. Your site ClassMate System Administrator will complete the following procedure to recalculate for effected students.

### System Administrator > ClassMate Master Control > MP Close Tab

1. Select the location the student is enrolled from the drop-down menu
2. Select the **Student Name** by clicking the **Student** button to display list > double click to select
3. Select the **Marking Period** to be closed
4. Locate Option #4 **Component Recalc** > Click **“True”** (this process is ONLY for individual students)
5. Click **Save** (Floppy Disk Icon) located on toolbar

The component recalc should **ONLY** be used when changes have been made to Work Ethics grades, Knowledge Activities, Skill/Task grades & PDP tasks.

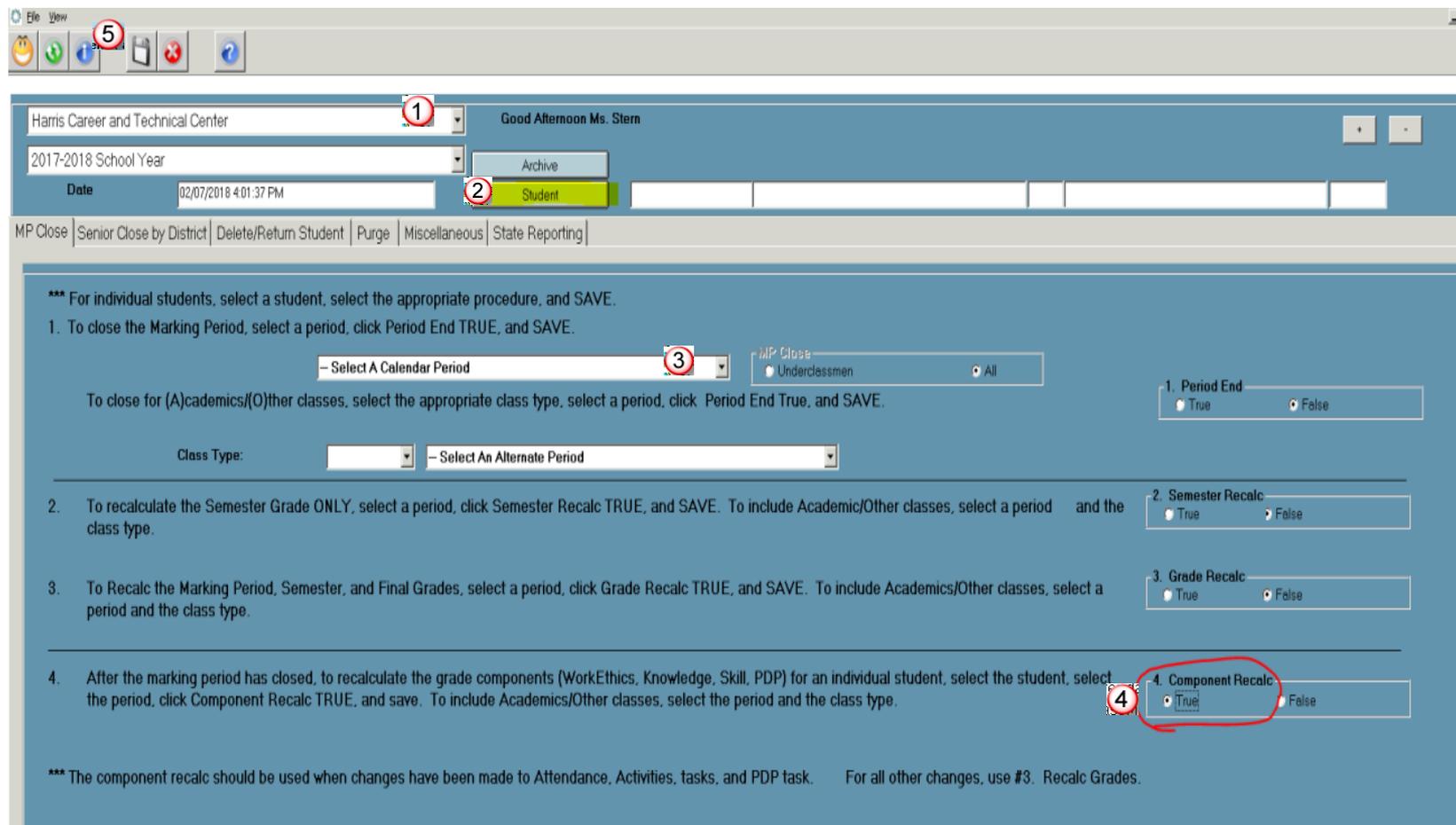
For other grade recalculation options please visit our website and to review the ClassMate Master Control – MP Close documentation for details



# Making Period Close

## After Marking Period Close

### Component Recalc by Student



File View

5

1 Harris Career and Technical Center Good Afternoon Ms. Stern

2017-2018 School Year Archive

Date 02/07/2018 4:01:37 PM 2 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.

3 - Select A Calendar Period MP Close Underclassmen All

To close for (A)cademics/(O)ther classes, select the appropriate class type, select a period, click Period End True, and SAVE.

1. Period End True False

Class Type: - Select An Alternate Period

2. To recalculate the Semester Grade ONLY, select a period, click Semester Recalc TRUE, and SAVE. To include Academic/Other classes, select a period and the class type.

2. Semester Recalc True False

3. 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.

3. Grade Recalc True False

4. 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.

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.

# Marking Period Close

## After Marking Period Close

### *Re-Closing for Individual Students*

If a student does not have a grade after the marking period has closed, it is likely that the student is either withdrawn, missing required grading components, or was enrolled within a given time frame that would not allow a grade calculation (as set in the Drop Day field in ClassMate Custom Control).

Should this happen, you can manually close the marking period for the individual student.

The following steps **MUST** occur using the **ClassMate Master Control** module:

1. Select the MP Close Tab
2. Select the location the student is enrolled from the drop-down menu
3. Select the **Student Name** by clicking the **Student** button to display list > double click to select
4. Select the **Marking Period** to be closed
5. Locate Option #1 **Period End** > Click **“True”** (this process is ONLY for individual students)
6. Click **Save** (Floppy Disk Icon) located on toolbar
7. Repeat for Academic Class Type or Other Class Type if it pertains to the student

You would now go back to the Admin Grades by Class or Admin Grades by Student module and confirm that the student has a grade for the marking period.

\* **Helpful Hint:** If you accidentally delete a grade from the Admin Grades by Class or Student module, you can use the same steps above to bring back the students deleted grade.



## Marking Period Close

# Semester Close

## *Performing Semester Close*

ClassMate provides functionality that allows schools offering semester classes (these are classes that have been flagged as Semester 1 or 2 in the Instructional Course Offerings Module) to automatically populate the classes end date with the appropriate date for the specified semester.

To use this functionality:

- Semester classes must be identified in ClassMate:
  - **Modules > Curriculum Management > Instructional Course Offerings**
- Semester Start & End dates must be established in ClassMate:
  - **Modules > School Calendar Information > Calendar Session Management > Semesters Tab**

**Note:** This documentation reviews the process to close the Semester, it does not provide instructions for setting up Semester Classes or Semester dates. You can access Base Data Documentation for Class setup and School Calendar Documentation for Semester Date setup



# Marking Period Close

## Semester Close

### *Performing Semester Close*

To perform a Semester Close:

- Perform a **ClassMate Marking Period Backup** for the appropriate Marking Period using **Database Activity Manager** module (this may be done already if you just closed the Marking Period).

Example:

If you are closing **Semester 1** (usually semester 1 has MP 1 & MP 2 within) select Marking Period backup **MP 2**.

If you are closing **Semester 2** (usually semester 2 has MP 3 & MP 4 within) select Marking Period backup **MP 4**.

- Perform the **Marking Period Close** process for the appropriate Marking Period using the **ClassMate Master Control** module.  
*(you will want to close the Marking Period and perform this Semester close on the same date)*

Example:

If you are closing **Semester 1** then perform the steps to Close all Vocational/Academic/Other class types for **Marking Period 2** first.

If you are closing **Semester 2** then perform the steps to Close all Vocational/Academic/Other class types for **Marking Period 4** first.



# Marking Period Close

## Semester Close

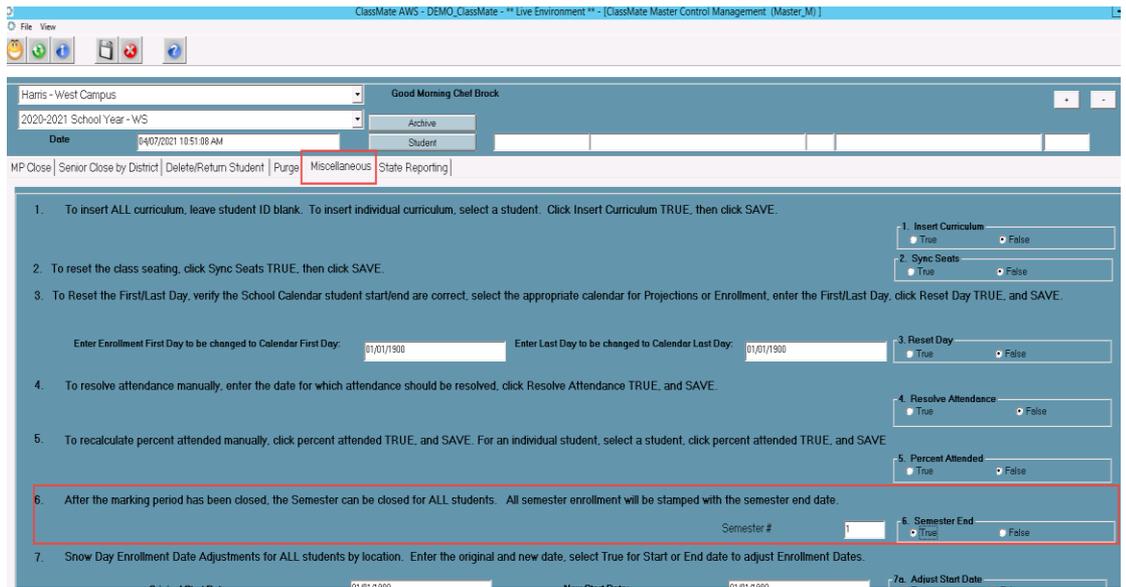
### Performing Semester Close

Once the appropriate Marking Period has been closed go to:

- **System Administrator > ClassMate Master Control**

To perform a Semester Close:

- Click the **Miscellaneous** tab
- Select Option **#6 Semester End**
- Enter the **Semester #** you wish to close in the Semester # box (a 1 for Semester 1 or a 2 for Semester 2)
- Click **True**
- Click **Save**
- **Note:** **Multi Locations** sites will need to select the next location and perform these steps for all additional sites.



ClassMate AWS - DEMO\_ClassMate - \*\* Live Environment \*\* - [ClassMate Master Control Management (Master\_M)]

Harris - West Campus | Good Morning Chef Brock

2020-2021 School Year - WS | Archive | Student

Date: 04/07/2021 10:51:08 AM

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

- To insert ALL curriculum, leave student ID blank. To insert individual curriculum, select a student. Click Insert Curriculum TRUE, then click SAVE.
  - 1. Insert Curriculum:  True  False
- To reset the class seating, click Sync Seats TRUE, then click SAVE.
  - 2. Sync Seats:  True  False
- To Reset the First/Last Day, verify the School Calendar student start/end are correct, select the appropriate calendar for Projections or Enrollment, enter the First/Last Day, click Reset Day TRUE, and SAVE.
  - Enter Enrollment First Day to be changed to Calendar First Day: 01/01/1900 | Enter Last Day to be changed to Calendar Last Day: 01/01/1900
  - 3. Reset Day:  True  False
- To resolve attendance manually, enter the date for which attendance should be resolved, click Resolve Attendance TRUE, and SAVE.
  - 4. Resolve Attendance:  True  False
- To recalculate percent attended manually, click percent attended TRUE, and SAVE. For an individual student, select a student, click percent attended TRUE, and SAVE.
  - 5. Percent Attended:  True  False
- After the marking period has been closed, the Semester can be closed for ALL students. All semester enrollment will be stamped with the semester end date.
  - Semester #: 1
  - 6. Semester End:  True  False
- Show Day Enrollment Date Adjustments for ALL students by location. Enter the original and new date, select True for Start or End date to adjust Enrollment Dates.
  - 7a. Adjust Start Date

After you perform this Semester close, all classes that were marked with the Semester identified (ex: Sem 1) will be ended with the End Date of that Semester. Depending on the Semester, you may need to schedule the students into a new course.

An easy way to do that is to use the **Modules > Student Projections > Return Student Projection/Enroll**. Be sure to use the correct begin date of the Sem 2 class.



## **ClassMate**

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Questions? Contact us!  
*ClassMate HelpDesk*  
855-984-1228  
*support.classmate.net*

