



FY25 Student Course Grade Collection

Collection Dates September 19, 2024 – September 12, 2025

October 10, 2024
Cathy Edwards



General Collection Information

- **Collection Dates**
 - September 19, 2024 – September 12, 2025
- **Source File**
 - FR Record type
 - L collection
- **Reports**
 - No Level 1 reports
 - Level 2 report (report explanation available)
 - Student Course Grade Missing Report

General Collection Information

- **Who Reports**

- Traditional Districts
- JVSDs
- Community and STEM Schools
- State Supported Schools
- Not reported by ESCs

- **What is the collection for?**

- To identify students who may be at risk of not graduating based on their course performance (Early Warning System)

General Collection Information

- **What is reported?**
 - Grade (Course Grade)
 - Grade Status
 - Local Classroom Code
 - Term

Required to be reported for any course that earns High School Credit

*Note that when reported, grades for middle school (grades 6-8) math and English courses will be utilized in the Early Warning System. DEW therefore encourages the reporting of grades for these courses.



Grade

The grade assigned to a student for a particular term

Valid Options

- A-D, F** The traditional A-D or F grade for a student, or the equivalent grade for a course if the course does not have a grade and is not pass/fail
- I** A student's work in a course is incomplete at the end of a term, and the district's or school's policy allows the student to complete the work after the end of the term
- P** A student has passed a course that is evaluated on a pass/fail basis
- U** At the time of reporting, a student's grade for a term is unknown
- W** The student withdrew from the course before earning any credit in the course

Grade (Course Grade) in Campus

Reports for all courses in grades 9-12 or those marked as High School Credit courses.

Additional Information:

- If the Grading Task is not marked as State Reported and the student has a Roster End Date prior to the end of the section, reports as W.
- If the section has ended with no grade reported, reports as U. To report a final grade, the grading task must be marked as Final.
- If any reported grading task has Course Credit associated with it, all grades marked as State Reported are reported.
 - A grade of I: Incomplete only reports if the term is over and no grade has been given for the reported grading task.
 - A record does not report if the student does not have a grade, unless the term has ended and the student has withdrawn.

Course Grade in Campus

Scheduling & Courses>Courses>Course Grading Tasks;
Grading & Standards>Grading Setup>Grading Task Setup;
Grading & Standards>Grading Setup>Score Group & Rubric Setup

Credit assigned to the grading task


Course	Sections	Grading Tasks	Standards	Categories	Grade Calc Options	
Save Delete Add Copy						
Grading Task Editor						
Grading Task	Credit Group	Credit Type	Score Group	Credit	Term GPA	Post-only
Quarter	High School	English	High School SG		1.000	
Final	High School	English	High School SG	1.000		
Interim			High School SG			

Course Grading Task Detail

Grading Task
Final

*Score Group
High School SG

Term GPA

Credit 

Credit Type
English

Credit Overflow Override

Term Mask
 Term 1 Term 2 Term 3 Term 4

Post-only Grading Task

Course Grade in Campus

Scheduling & Courses>Courses>Course Grading Tasks;
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Grading task – State Reported

Save Delete New New One-time Task

Grading Tasks

- Quarter
- Exam
- Sem Avg
- Final
- Interim

Grading Task Detail

*Name		Abbreviation	
Final		<input type="text"/>	
Number	Seq	Code	Posts to Transcript
<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="YE"/>	<input checked="" type="checkbox"/>
State Reported			External LMS Exclude
<input checked="" type="checkbox"/>			<input type="checkbox"/>
Final	Include in Report Card	Include in Portal	Archived
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Parent Grading Task	<input type="text"/>		
Comments	<input type="text"/>		



Course Grade in Campus

Grading & Standards>Grading Setup>Grading Task Setup;

Code

Code must match between the Student Course (GN), Student Course Grade (FR), Staff Course (CU), and Course Master (CN) records.

- The name of a specific period of time in a school's calendar that is used to report a grade for a course that represents the performance of the student during that period of time.

The screenshot shows the 'Grading Task Detail' form. The 'Code' field is highlighted with a blue box and contains the value 'YE'. Other fields include 'Name' (Final), 'Number' (4), 'Seq' (4), 'State Reported' (checked), 'Final' (checked), 'Include in Report Card' (checked), 'Include in Portal' (checked), 'Parent Grading Task' (dropdown), and 'Comments' (text area). The right side of the form has 'Abbreviation' (empty), 'Posts to Transcript' (checked), 'External LMS Exclude' (unchecked), and 'Archived' (unchecked).

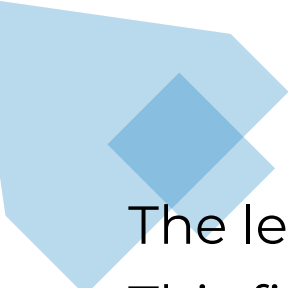
*Name		Abbreviation
Final		
Number	Seq	Code
4	4	YE
State Reported		Posts to Transcript
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Final	Include in Report Card	Include in Portal
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Parent Grading Task		External LMS Exclude
		<input type="checkbox"/>
		Archived
		<input type="checkbox"/>
Comments		

Course Grade in Campus

Grading & Standards>Grading Setup>Grading Task Setup;

Valid Options

YE	Yearend: A term that covers substantially all of the academic year
S1	First Semester: A term that typically covers the first half of a school year
S2	Second Semester: A term that typically covers the second half of a school year
T1	First Trimester: sometimes called first 12 weeks
T2	Second Trimester: sometimes called second 12 weeks
T3	Third Trimester: sometimes called third 12 weeks
Q1	First Quarter: sometimes called first 9 weeks
Q2	Second Quarter: sometimes called second 9 weeks
Q3	Third Quarter: sometimes called third 9 weeks
Q4	Fourth Quarter: sometimes called fourth 9 weeks
X1	First Six Weeks
X2	Second Six Weeks
X3	Third Six Weeks
X4	Fourth Six Weeks
X5	Fifth Six Weeks
X6	Sixth Six Weeks
OT	Other term
NR	Not reportable to the Department: a term code that may be used for a local course that is not reported to the Department on a Course Master (CN) and Student Course (GN) Record (such as a summer school course or transfer credit)



The length of time the course is taught.

This field looks first at the Code entered on the Grading Task being reported. If a Code is entered (Y, S, T, Q, or X), this field reports that code followed by the number of the term that the Grading Task is assigned. If a Code has not been entered, this field considers the number of terms, the section, and the term that the grade/grading task is being reported.

- If 1 term, report as YE
- Otherwise reports a character indicating the number of terms followed by the sequence of the term that the grade is from:
 - If 2 terms, reports as S1 or S2
 - If 3 terms, reports as T1, T2, or T3
 - If 4 terms, reports as Q1, Q2, Q3, or Q4
 - If 6 terms, reports as X1, X2, X3, X5, X5, or X6
 - Otherwise reports as OT

Course Grade in Campus

Grading & Standards>Grading Setup>Grading Task Setup;

Reporting Instructions. Select the term code that most closely matches the terms used for grade reporting within the district. Note that the term code used will usually be related to the Semester Code (CN090) reported for the course on the Course Master (CN) Record, but the two codes will not necessarily match exactly.

For example, an all-year course (e.g., a course reported with Course Master (CN) Record Semester Code Element option 3) may not have a summative all-year grade calculated; it may have a final grade calculated for each semester. By the end of the year, Student Course Grade (FR) Records would be reported with final grades for the S1 and S2 terms, no record at all for the YE term, and interim (I) grades for Q1, Q2, Q3, and Q4 if the reporting district is teaching the course and issues grades/report cards four times per year. If another district or contractor is actually teaching the course outside the reporting district, then the quarterly grades are encouraged but not required to be reported.

Course Grade in Campus

Scheduling & Courses>Courses>Course Grading Tasks;
 Grading & Standards>Grading Setup>Grading Task Setup;
 Grading & Standards>Grading Setup>Score Group & Rubric
 Setup

State
Score

Score Group List Items Detail						Credit	Minimum GPA Value	GPA	GPA	GPA
Sequence Name	Score	State Score	Passing Score	Coeff.	Value	Unweighted Value	Bonus Points			
X 10	A	A: A	<input checked="" type="checkbox"/>	1	92.5	4	0.05			
X 20	A-	A: A	<input checked="" type="checkbox"/>	1	89.5	3.67	0.05			
X 30	B+	B: B	<input checked="" type="checkbox"/>	1	86.5	3.33	0.05			
X 40	B	B: B	<input checked="" type="checkbox"/>	1	82.5	3	0.05			
X 50	B-	B: B	<input checked="" type="checkbox"/>	1	79.5	2.67	0.05			
X 60	C+	C: C	<input checked="" type="checkbox"/>	1	76.5	2.33	0.05			
X 70	C	C: C	<input checked="" type="checkbox"/>	1	72.5	2	0.05			
X 80	C-	C: C	<input checked="" type="checkbox"/>	1	69.5	1.67	0.05			
X 90	D+	D: D	<input checked="" type="checkbox"/>	1	66.5	1.33	0.05			
X 100	D	D: D	<input checked="" type="checkbox"/>	1	59.5	1	0.05			
X 110	F	F: F	<input type="checkbox"/>	0	0	0	0			
X 120	I	I: Incomplete	<input type="checkbox"/>	0	0	0	0			
X 130	NC	I: Incomplete	<input type="checkbox"/>	0	0	0	0			
X 140	NCF	I: Incomplete	<input type="checkbox"/>	0	0	0	0			
X 150	NG	I: Incomplete	<input type="checkbox"/>	0	0	0	0			
X 155	P	P: Pass	<input checked="" type="checkbox"/>	1	0		0			
X 160	S	P: Pass	<input checked="" type="checkbox"/>	1	0		0			
X 180	U	F: F	<input type="checkbox"/>	0	0		0			
X 190	W	W: Withdraw - No Credit	<input type="checkbox"/>	0	0		0			
X 200	WF	W: Withdraw - No Credit	<input type="checkbox"/>	0	0	0	0			



Grade Status

Indicates if the grade reported indicates the grade at the end of a term or a preliminary grade for the term

Valid options

- F** The summative or *final* grade for the course

- I** An *interim* grade issued to a student that indicates the student's performance for a specific grading period or term of the course and usually reported on a report card

- P** A grade that represents a student's *progress* to date in a term of the course that has not yet ended and that may change as the term progresses

Grade Status in Campus

Grading & Standards>Grading Tasks>Final

Grading Task Detail			
*Name Final			Abbreviation
Number	Seq	Code	Posts to Transcript
4	4	YE	<input checked="" type="checkbox"/>
State Reported			External LMS Exclude
<input checked="" type="checkbox"/>			<input type="checkbox"/>
Final	Include in Report Card	Include in Portal	Archived
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Parent Grading Task			
<input type="text"/>			
Comments			
<input type="text"/>			

Local Classroom Code

The code used by the local school district that uniquely identifies a specific classroom (i.e., building, period, and section) within the district

The Local Classroom Code must match between the Student Course (GN), Student Course Grade (FR), Staff and Course (CU), and Course Master (CN) Records.

Classroom Code Example

00000000001234-1100-02

Building IRN

Course number

Section number