

TEAMS MS End of Year Procedure Regular Classes

This handout is designed to demonstrate the TEAMS End of Year posting procedure for MS teachers with a regular MS schedule.

Begin by checking the **grades** in the **Avg** column to make sure they are accurate. Also, make sure that there are **no "NG" grades**. NG grades are not allowed. **Every student must have a grade. Discuss the "NG" policy with your campus administration.**

GL	SCH							Avg
With Ownership								
07	055	D	S	G	P			84
07	055	D	S	G	P			81
07	055	D	S	G	P			90
07	055	D	S	G	P			85
07	055	D	S	G	P	L		97

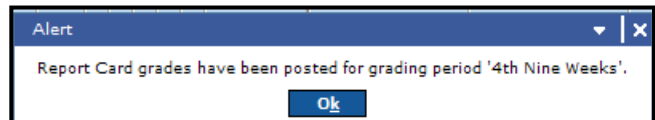
Save the NW4 results.



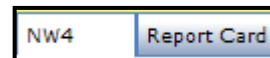
Click on the **"Post to Report Card"** button to move the grades from the NW4 grade book to the **Report card area**. You can **post as many times** as you want. If there is a **change in a grade(s)** in the NW4 grade book, you must **repost** your grades to the Report Card area.



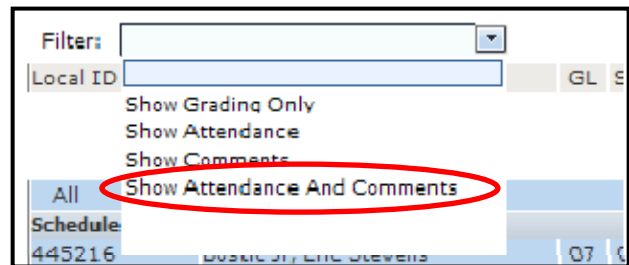
In the **"Post to Report Card"** confirmation message, **click on OK**.



Click on the **"Report Card"** tab.



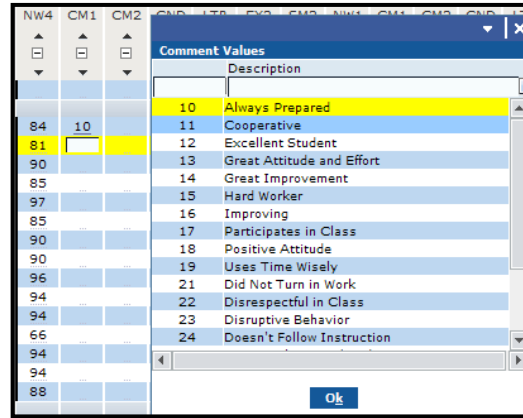
From the Report Card Screen, go to the **"Filter"** drop-down menu and **select "Show Attendance and Comments"**. This will expand the NW4 column so that **conduct grades** can be entered.



In the expanded view, **enter the conduct grade (S or U)**. You can use the **"All"** cell underneath the **"CND"** column to **fill down** conduct grades. Type in the grade and **press the "Enter" key**.

NW4	CM1	CM2	CND	LTR	EX2	SM2
▲	▲	▲	▲	▲	▲	▲
▼	▼	▼	▼	▼	▼	▼
84			S			
81			S			
90			S	4		
85			S	3		
97			S	1		

Comments can also be entered in the expanded view of the Report Card area. Teachers can enter up to two comments per student. **Entering comments is optional.**



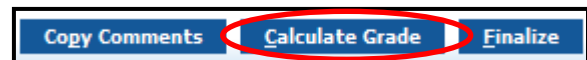
DO NOT ENTER any codes in the **EX2** column. Leave this column blank.

NW4	CM1	CM2	CND	LTR	EX2	SM2
94				3		
88				4		
88						
94				1		

Now TEAMS is ready to **calculate** the **End of Year** grades for the students. Click on the "All" cell under the "SM2" label.

NW4	CM1	CM2	CND	LTR	EX2	SM2
94				3		
88				4		
88						
94				1		



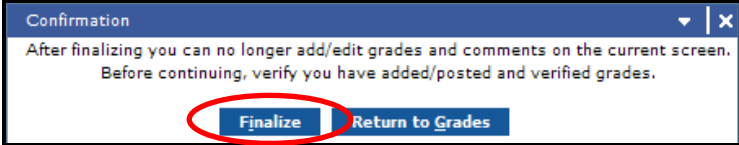
Click on the "Calculate Grade" button.



The **End of Year averages** for all of the students will appear in the **SM2** column. At this point, you should select a couple of students and **manually calculate** their averages to **check for accuracy**.

NOTE: If a student's **NW4** grade changes, the teacher can **recalculate** the **SM2** grade by clicking on the **individual cell** and clicking on "Calculate Grade" again.

NW4	CM1	CM2	CND	LTR	EX2	SM2
94				3		91
88				4		83
88						84
94				1		92

<p>Save the Report Card results.</p>																									
<p>When all grades have been calculated, click on the "Finalize" button.</p>																									
<p>To complete the Finalize procedure, click on the "Finalize" button in the confirmation window.</p>																									
<p>When the grades for a class are finalized, TEAMS will go back to the list of classes and there will be a "Yes" in the Finalized column.</p>	<table border="1" data-bbox="870 688 1375 905"> <thead> <tr> <th>Campus</th> <th>Cal</th> <th>Finalize</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>055</td> <td></td> <td>No</td> <td>SOC STUDY 7</td> </tr> <tr> <td>055</td> <td></td> <td>No</td> <td>SOC STUDY 7</td> </tr> <tr style="background-color: yellow;"> <td>055</td> <td></td> <td>Yes</td> <td>SOC STUDY 7</td> </tr> <tr> <td>055</td> <td></td> <td>No</td> <td>SOC STUDY 7</td> </tr> <tr> <td>055</td> <td></td> <td>No</td> <td>SOC STUDY 7</td> </tr> </tbody> </table>	Campus	Cal	Finalize	Description	055		No	SOC STUDY 7	055		No	SOC STUDY 7	055		Yes	SOC STUDY 7	055		No	SOC STUDY 7	055		No	SOC STUDY 7
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The procedure above must be repeated for every class that is assigned to a teacher. Please be very systematic about the finalize procedure.