End of Course Grade Substitution Report Process

Purpose

The purpose of this report is to provide a file that can be imported into StudentInformation to create End of Course Exam records for students based on their marks earned in courses taken in the prior school year. Courses considered for this report are those in which students earned high school credit during the school year and that have the End of Course Subject Area specified on the Course record. The mark received in the course is converted to a point value that is imported into StudentInformation as an End of Course Exam record.

Before Running the Report

To ensure that the data is as accurate and complete as possible, complete the following updates:

1. Ensure that the **Is High School Credit** checkbox is selected for all courses that earned high school credit in the current school year.
2. Ensure that any course in which a student would take a corresponding End of Course exam upon completion of the course has an **End of Course Assessment Area** selected on the course record **EMIS** tab. (This field should already have been updated to create pre-id files last year.)
3. Ensure that students, who completed a course eligible for End of Course credit, have a final mark in the course.

The End of Course Grade Substitution Report Does the Following:

1. The report includes students enrolled in the current school year who also completed a course where the End of Course Assessment Area on the Course record equals one of the following values:
   a. ELA1 – English Language Arts I
   b. ELA2 – English Language Arts II
   c. ALG1 – Algebra I
   d. MTH1 – Integrated Math I
   e. GEOM – Geometry
   f. MTH2 - Integrated Math II
   g. BIOL – Biology
   h. HIST – American History
   i. GOVM - Government
2. Unlike last year's report that only included marks for courses taken in the second half of the school year, the report this year should include courses completed in any course term.

3. The mark the student received for the course is converted to a point value for the **Score** value and **Performance Level** value. Marks are converted based on the following grading scale:

> A = 5 points
> B = 4 points
> C, P, S = 3 points
> D = 2 points
> F, N, U = 1 point

If a school used any other mark to indicate the student earned credit for the course, the letter grade received is included in the row of the report for the student. Schools then need to filter records on the spreadsheet based on those marks and change the point value for any row in which the mark does not display points.

> ***Note:*** *You can use filters in Excel to locate students whose records need to be updated.*

4. All rows in the report have a **Test Date** of **5/01/2021** and a **Score Not Reported** value of "**W**". Accommodations are set to ****** for all rows. Since students did not actually attempt the exam, no other accommodations value should be used.

The Report Does Not Do Any of the Following:

1. The report does not average marks received in a first semester course with a course in the second semester. For example, a school has only semester courses, and all-year courses are split into 2 separate course sections. For these courses, the End of Course Subject Area is the same for both. The final mark received only in the second semester is included in the report.
2. If a student planned to retake an exam in the second half of the year but did not take a corresponding course during that time, the file does not contain a row for a retake attempt. We have no way of knowing which students had planned to retake the exam. You can add these students to the Excel file prior to importing the assessments if needed.
3. If a student failed a second semester course in the 2019-2020 school year and repeated the course in the second semester of the 2020-2021 school year, only the mark received in the 2020-2021 attempt is used to create the end-of-course exam records. No data from 2019-2020 is considered.

Running the End of Course Substitution Report

1. When running the report, make sure you have the correct district and the 2020-2021 school year in context.
2. Navigate to the **Analytics Hub** screen and expand the **Assessment** folder.
3. Within the **State Assessment Pre-ID** sub-folder, click the **End of Course Grade Substitution Report**.
   In the **Filters** window that opens, the **School Name** and **Course Term** filters display.

4. For the **School Name** filter, in the **Value** column, click ▼ to view a list of available school names. While all schools in the district will display, you only need to include buildings where students are in grades 11 and 12.
5. For the **Course Term** filter, in the **Value** column, click ▼ to display a list of available course terms. Select all course terms in the list that would have a final mark.
   > ***Note:*** *If a course term has the same name in more than one building, the name displays only once in the list.*
6. Click **Okay**.
   Once completed, the report displays on the screen.
7. Click [Export Excel ▼] to download the report to an Excel file.
8. Make any updates needed to the Excel file. Once all updates are made, save the file as .csv.
9. Open the file in Excel and use the 'Remove Duplicates' function in Excel matching on the Student ID column, Subject Area Assessment and Performance Level Score. If a student took the same course (based on EMIS Subject Code) multiple times and received the same grade, the values will be the same in both records. If the student earned a higher score on one of the records, keep that record and eliminate the other record.

If you have any questions on how the marks should be reported, please refer to http://education.ohio.gov/Topics/Reset-and-Restart/Graduation-Flexibility-2020-2021 on ODE's website.

Importing the Assessment File
1. With the correct district in context, navigate to **StudentInformation > SIS > Assessment > Assessment Imports**.
2. In the **Assessment Type** drop-down list, select **Assessment Extract**.
3. Click **File Name** and locate the file you wish to import (it must be in **CSV** format).
4. Click **Upload**.
5. Once the import is complete, navigate to the **Assessment Import Management** screen to view the results of your import.