

## End of Course Grade Substitution Report - Quick Reference

Task	Completed	Initials
<p><b>Task #1:</b> Make sure all courses that have End of Course assessments associated with them have the Is High School Credit checkbox checked for all courses that earn high school credit in the current school year on the Course record.</p> <p><i>StudentInformation » Management » School Administration » Scheduling Administration » Course Maintenance » Courses</i></p>	<input type="checkbox"/>	
<p><b>Task #2:</b> Make sure all courses that have End of Course assessments associated with them have a Subject Area selected on the Courses – EMIS Tab – End-of-Course Assessment Area.</p> <p><i>StudentInformation » Management » School Administration » Scheduling Administration » Course Maintenance » Courses</i></p>	<input type="checkbox"/>	
<p><b>Task #3:</b> Make sure all students who completed a course eligible for End of Course credit have a final mark in the course.</p> <p><i>StudentInformation » SIS » Student » Marks</i></p>	<input type="checkbox"/>	
<p><b>Task #4:</b> With a building or district in context, run the Ad-Hoc report 'End of Course Grade Substitution' report in the Assessment Folder.</p> <p>Filters:  <u>Fiscal Year:</u> 2021  <u>School Name:</u> School(s) where students may have earned credit towards end-of-course courses  <u>Course Term:</u> Select all that apply to final marks  <u>Grade Level:</u> Select the grade levels you wish to include</p> <p><i>StudentInformation » Local » Analytics Hub</i></p>	<input type="checkbox"/>	
<p><b>Task #5:</b> Edit the report in Excel and make any updates to individual student records as necessary. Save the file as a .CSV file.</p>	<input type="checkbox"/>	
<p><b>Task #6:</b> With the district in context, Import your End of Course Grade Substitution file. Select the Assessment Type: Assessment Extract. Browse for your file name.</p> <p><i>StudentInformation » SIS » Assessment » Assessment Imports</i></p>	<input type="checkbox"/>	
<p><b>Task #7:</b> Once the import is completed, check Assessment Import Management for any issues that occurred during the import.</p> <p><i>StudentInformation » SIS » Assessment » Assessment Imports » Assessment Import Management</i></p>	<input type="checkbox"/>	