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# Course Completion Process

Course Completion is the function that assigns the Pass/Fail Indicator codes to all graded courses. This step also awards credit where applicable.

## Reports

First verify that all teachers have completed their grade entry. Use the Section Submission Status report to verify which teacher have submitted their grades and which still need to do so.

Student > Reports - Grading report category – Section Submission Status (this should be run at report card time each cycle)

- **Instructional Period** – set to the current school year
- **Schedule** – select the desired campus schedules
- **Grading Cycle** – run for each report card period in the Term
- **Pending Only?** – this will limit the report, when checked, to only include the un-submitted sections. If left unchecked, it will list all sections and give the date and timestamp for each submitted section and user id that submitted the section.
- **Export Data to Excel** – this *option* runs the report to a spreadsheet for local sorting

The screenshot shows a web interface titled "Student Reports" with a "Return to list" link. The main configuration area is titled "Parameters" and includes the following fields:

- Report\***: A dropdown menu set to "Section Submission Status".
- Instructional Period**: A dropdown menu set to "2012-2013 School Year".
- Schedule**: A dropdown menu set to "Campus 1 | Standard Bell Schedule".
- Grading Cycle**: A dropdown menu set to "2".
- Pending Only?**: A checked checkbox.
- Export Data To Excel**: An unchecked checkbox.

At the bottom of the form is a "Run Report" button with a blue icon.

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## Schedule Manager

[Students](#) > [Scheduling](#) > [Schedule Manager](#)

### Locking the Cycles

Once all teachers have completed their grades, it is time to lock the cycle(s) to prevent any grade alterations and to unlock the Course Completion feature. All cycles in the term must be locked before Course Completion can be run. Cycles should be locked before Report Cards are run at the end of each cycle.


To lock Reporting Cycles:

- Click the  to open the Schedule
- Select the **Calendar Tab**
- Click the  for any OPEN cycles in the Term to be processed
  - This step will take a moment; it rolls up all pending grades, submits, and locks all gradebooks. The screen will fade but do not leave the screen. Once it completes, you will see a  and the cycle will be labeled CLOSED.

### Course Completion

Only when all cycles in the Term are CLOSED, can Course Completion be run. The system only assigns the following indicators in accordance with the course catalog setup (credit by term or overall): 01, 02, 06, 08, 13, and 14. Credit is only awarded by term or overall, if district policy allows both, the codes must be manually updated on the students.

To Process Course Completion:






- Click 
- You will get a pop-up, click OK.
  - This step will take a moment. The screen will fade but do not leave the screen. Once it completes, you will see a log of all Pass/Fail Indicators assigned.

The Course Completion Results portion of the screen is temporary. It is suggested this information be copied for local record purposes.

**Edit: 2012-2013 School Year Schedule For Campus 1 - 00001101** [Return to list](#)

The grading calendar is used for two purposes: first to determine to which cycle and term a particular date belongs in order to properly allocate grades within the grade book and second to determine, depending on the scheduling track onto which a student is enrolled, which periods occur in which sequence.

**Grading Calendar** [Edit Grading Cycles](#) [Edit Calendar](#)

Cycle	Term	Date Range	Valid Grade Range	Progress Date	Actions
1	1	7/16/2012 - 9/20/2012	No Minimum - No Maximum	None	CLOSED 
2	1	10/8/2012 - 12/19/2012	No Minimum - No Maximum	None	CLOSED  
3	2	1/7/2013 - 3/1/2013	No Minimum - No Maximum	None	OPEN 
4	2	3/18/2013 - 5/22/2013	No Minimum - No Maximum	None	OPEN 

**Course Completion Results**






Category	Assignments Made	Code
Non-High School Course Pass	1892	13 - Non-High School Course Passed
Non-High School Course Fail	42	14 - Non-High School Course Failed
Credit Awarded For Pass	47	01 - Course was passed and credit was received
Credit Awarded For Mixed Result	0	08 - Course was failed, but credit was received (other parts of the course have been passed and credit was awarded based on the grades in those parts)
Credit Withheld For Mixed Result	0	07 - Course was passed, but credit was not received (other parts of the course have been taken but not passed)
Credit Withheld For Attendance (1st)	0	04 - Course was passed, but credit was not received due to excessive absences - first occurrence this school year
Credit Withheld For Attendance (2nd)	0	05 - Course was passed, but credit was not received due to excessive absences - second occurrence this school year
Credit Withheld For Attendance (3rd)	0	
Credit Withheld For Fail (1st)	0	02 - Course was failed and no credit was received - first occurrence this school year
Credit Withheld For Fail (2nd)	0	03 - Course was failed and no credit was received - second occurrence this school year
Credit Withheld For Fail (3rd)	0	11 - Course was failed and no credit was received - third occurrence this school year
Credit Withheld For Incomplete Coursework	69	06 - Course was passed, but credit was not received (other parts of the course have not been taken)

## Student Manager

[Students](#) > [Students](#) > [Student Manager](#)

### Manual Pass/Fail Coding

When it is necessary to manually code or edit the Pass/Fail indicators, this is done on the individual student. This step is most commonly used when credit is denied due to attendance or when district policy allows credit when overall is passing but has defined the course to award credit at the term. These students would have an 02 code changed to 08.

- Click the  to open the student
- Select the Enrollment Tab
- Click  Course Schedule
- Click the  for the current schedule
- Click the  for the course
- Change the Pass/Fail Indicator to the new code
- Click 
- Repeat as needed

### PASS / FAIL Indicator Code Table

<b>Code Table ID</b>	<b>Name</b>	<b>Date Issued</b>	<b>Date Updated</b>
C136	PASS/FAIL-CREDIT-INDICATOR-CODE	03/13/92	03/01/10
<b>Code</b>	<b>Translation</b>		
00	Not Applicable		
01	Course Was Passed And Credit Was Received		
02	Course Was Failed And No Credit Was Received – First Occurrence This School Year		
03	Course Was Failed And No Credit Was Received – Second Occurrence This School Year		
04	Course Was Passed, But Credit Was Not Received Due To Excessive Absences – First Occurrence This School Year		
05	Course Was Passed, But Credit Was Not Received Due To Excessive Absences – Second Occurrence This School Year		
06	Course As Passed, But Credit Was Not Received (other parts of the course have not been taken)		
07	Course Was Passed, But Credit Was Not Received (other parts of the course have been taken but not passed)		
08	Course Was Failed, But Credit Was Received (other parts of the course have been passed and credit was awarded based on the grades in those parts)		
09	Course Work Is Incomplete And No Credit Has Been Awarded		
10	Course Was Passed, But Credit Was Not Received (course had previously been passed, and was repeated for better mastery)		
11	Course Was Failed And No Credit Was Received – third occurrence this school year		
12	Course Was Passed, But Credit Was Not Received Due To Excessive Absences – third occurrence this school year		
13	Non-High School Course Passed		
14	Non-High School Course Failed		