

## Grade Management Checklist and Timeline

### Preparing Course Sections for Grade Management

✓	Task	Path	Resource	Timeline
	<p><b>Review School Settings for Grade Preferences</b>– Using the chart in the School Setup guide confirm/change settings as needed</p>	School view > School top tab > Setup side tab > Preferences > Grades	School Setup	Aug/Sep
	<p><b>Ensure the School Startup checklist items are completed:</b></p> <p><b>Active Schedule, Grade Terms, and Grade Term Cover Maps have been set and saved; Review the Course Catalogue, Schedule Structure, School Calendar, –</b></p> <p>These items are part of the District and School Start up Tasks Checklist. Ensure they have been completed.</p>	<p><b>Set Active Schedule:</b> School View &gt; School top tab &gt; Schedules side tab.</p> <p><b>Grade Terms:</b> School view &gt; Grades top tab &gt; Grade Terms side tab</p> <p><b>Grade Term Cover Maps:</b> School view &gt; Schedule top tab &gt; Structure side tab &gt; Terms</p> <p><b>Course Catalogue:</b> School view &gt; Schedule top tab &gt; Courses side tab</p> <p><b>Schedule Structure:</b> School view &gt; Schedule top tab &gt; Structure side tab</p> <p><b>School Calendar:</b> School view &gt; School top tab &gt; Calendars side tab</p>	<p>School Setup</p> <p>School Startup Guide</p> <p>District &amp; School Startup Tasks Checklist</p> <p>Grade Management</p>	Aug/Sep
	<p><b>Assign Transcript Definitions to courses; Assign Rubric definitions to courses assessing student learning against the rubric</b> – All courses require transcript definitions for reporting and transcript creation. Rubrics are also assigned to courses assessing against a rubric.</p>	School view > Schedule top tab > Courses side tab	School Setup	Aug/Sep

✓	Task	Path	Resource	Timeline
	<p><b>Prepare Grade Input (Course Dates)</b>            – This process creates the date columns for a course section. Preparing Grade Input for Dates can be done for all course sections, a selection of course sections or individually by course section. Course dates are used for 1701, TRAX, SADE, DVR's and Transcripts.</p>	<p>School view &gt; Grades top tab &gt; Grade Input &gt; Prepare Grade Input &gt; Course</p>	<p>Grade Management</p>	<p>Sep/Oct (may be adjusted throughout the year)</p>
	<p><b>Prepare Grade Input (Term)</b> - This process creates grade input columns, based on the transcript definition assigned to the course and the schedule term of the course section. Preparing Grade Input can be done for all course sections, a selection of course sections or individually by course section.</p>	<p>School view &gt; Grades top tab &gt; Grade Input &gt; Options Prepare Grade Input &gt; Term</p>	<p>Grade Management</p>	<p>Sep/Oct</p>
	<p><b>Grade Post Controls</b> – Grade Term IDs are created when grade input is prepared. Dates can be entered/adjusted to provide a window for Staff view gradebook mark posting.</p>	<p>School view &gt; Grades top tab &gt; Grade Post Controls</p>	<p>Grade Management</p>	<p>Sep/Oct</p>