

RSCCC and txGradebook: Year 1

These are some of the things we learned after the 1st semester of using RSCCC and txGradebook. Many of the following issues were learned the hard way, as is par for the course with any new program, especially one as major as this. BUT I do think this system is much better than what we have had in the past. And from what I have heard from some of the faculty, most of you agree. However, I feel these issues are very important and need to be shared so we can assure smooth grade reporting in the future. I do want to thank everyone for all the patience you have shown during this huge conversion. I want to especially thank, and hope you join me in this, Vanessa Payne, Patrice Counts, Lisa Harrelson, Terry Poindexter, Connie Hamilton, Kenneth Williams and Bobbie Ann Moran for all the hard work and long hours they have put into this major undertaking. They have been used and abused and spent many long hours in helping to make this a successful and somewhat painless conversion. Thank you!

Now, here we go with what we have learned:

1. Semester exam grades should not be entered at Progress Report time.

This is a BIGGIE!!!!

Once Progress Reports are printed, the averages are cleared out of RSCCC. When exam grades were entered for the 1st semester before Christmas break, those grades were cleared out with the Progress Report averages. This was not caught until semester verifications went out. Since 3rd six weeks grades had already been uploaded to RSCCC, Ms. Moran and I had to manually enter 1st semester exams as well as corrected 1st semester averages for several classes for MS and HS.

This is also why it is so important that reports for Blank/Missing Grades and Blank/Missing Exam Grades are run before you Mark Ready to Post. Next year, semester exams will not be entered until after Christmas break.

2. Teachers should keep up with missing and incomplete grades on a weekly basis. You should check with you Principal to see what your campus policy is about making up assignments when absent. You should also remember that blank grades are calculated as 0 and incomplete grades will show the cycle and semester and eventually final average as an 'I' for Incomplete. At the end of the 1st semester, Ms. Moran and I had to manually enter corrected cycle and semester grades for several students who had made up assignments. Remember, once a cycle has passed, you can enter the assignment grade for a previous cycle, but you cannot repost and you cannot change the cycle or semester grade. The corrected cycle and/or semester grade has to be manually entered in RSCCC by Ms. Moran. Please also keep in mind that we had to do this for several students on all 3 campuses. I know it is easy to overlook missing or incomplete grades, especially one a cycle has passed. This is another reason why it is so important that reports for Blank/Missing Grades are run before you Mark Ready to Post.

3. New students enrolling during the school year should be accepted as Transfer Student in your gradebook as soon as you get their grades from previous school.
New students must be accepted in your gradebook as a Transfer Student and their withdrawal grade entered in your gradebook for the current cycle. Grades for previous cycles and/or semesters must be sent to Ms. Moran asap to be entered into RSCCC. You cannot enter grades for previous cycles or semesters. **DO NOT ENTER TRANSFER GRADES AS OVERRIDE GRADES.**
We had several students move into the district after the school year started but the grades were not sent to Ms. Moran for previous cycles. Many of these students were not accepted into the teachers' gradebook as Transfer Students. At the end of the semester, their semester averages were incorrect. Since this was not noticed by the teacher until after grades were uploaded into RSCCC and verifications were sent out, we had to do manual grade changes for cycles and semester for several students on all 3 campuses.
4. Override grades should not be entered unless at end of cycle and only if absolutely necessary.
We learned that override grades entered at Progress Report time do not clear out with the rest of the grades. Therefore, cycles do not average. The override grade shows as their cycle grade. This also affects the semester average.
I strongly suggest that if you REALLY need to enter an override grade for a cycle, that you contact your campus tech before doing so. Let them know the reason you need to enter an override grade. They will let me know and we will figure out the best course of action and then get back with you. However you should NEVER enter an override grade for Progress Report.
5. Check your student rosters often.
This is especially true if you know you have new students in your class(es). We have had occurrences where students were not noticed missing from rosters until grade reporting time. We all know this is a terribly busy time to have to make additional adjustments. In addition to that, we also have to consider attendance reporting for these students.
6. Save often!!!
If you are logged in your gradebook and do not do anything for a while, it will time you out. If you do not get to see the pop up message then you may not realize you have timed out. It will let you enter assignments/grades/comments, etc but it will not let you save. Therefore you have to re-enter everything you just put in.

7. Grades must be posted on time.

It is very important that grades are posted on time. This gives Ms. Moran time to make any manual changes that must be made (although if reports are run before posting grades, manually changes should rarely occur).

This also gives her time to print Progress Reports or Report Cards and run reports required during grade reporting times.

If you are going to be out when grades are due, you can post them early.

We open posting usually by Tuesday of the last week of the grading cycle.

You will also be able to do your grades at home now. However, if you will not be there for verifications, you **MUST** print your cycle average report from your gradebook, verify the grades are correct, sign the report and turn it in to Ms. Moran before you are out. This is very important!

8. If you have a student that ARDs into your class, you must notify Ms. Moran in writing (email) as soon as possible.

You will need to let Ms. Moran know the student's name, what class they are coming out of and the name and period of the class they are going into.

Please do not call Ms. Moran with this information. She needs it in writing to keep an accurate record of the transfer. Email is best.

9. Student schedule changes must be submitted to Ms. Moran in writing by the campus counselor or principal.

Once a student's schedule change is approved, it should be sent to Ms. Moran by the counselor so the change can be made in RSCCC. You will need to be sure to include the class name/period/teacher they are transferring from and the class name/period/teacher that the student is transferring to. Ms. Moran cannot change a student schedule on a teacher's request. However, once a student schedule has been changed, you will need to make sure your class roster reflects the change. If not, you will need to have your campus counselor or principal check with Ms. Moran.

10. Please set a gradebook log in and password that will be easy for you to remember.

We all have our brain blurbs when we cannot remember our password (sometimes I can't even remember my name). Each time you lock yourself out of gradebook, Ms. Moran or I have to go into RSCCC and reset it. This can be a problem at grade time if we are unavailable for some reason. Plus, once we reset your account, you have to change your password. I do not recommend that you write it down and keep it where students or faculty can see it. If you write it down you need to keep it in a secured place. Remember, student grades are confidential.

11. If you are having any problems, or have questions or concerns, contact your campus tech asap.

Please do not wait until the last minute to contact your campus tech with a question, concern, or problem. They need time to investigate the issue in order to correct the problem or instruct you on what needs to be done. If your campus tech cannot take care of it, they will contact Cheryl Jones or Ms. Moran. Your campus tech should always be your first contact with any tech issue.