



WVEIS & GRADEQUICK

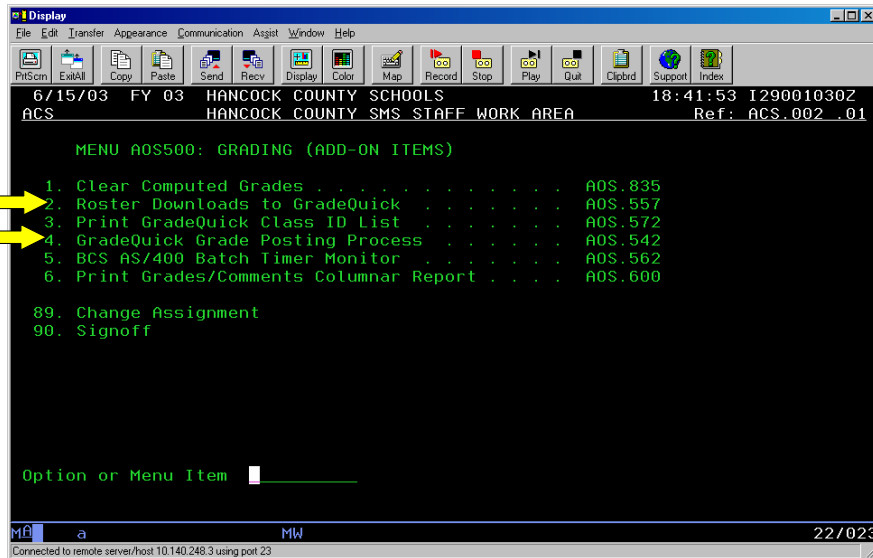
A CASE STUDY
Hancock County Schools
Lou Casini

WVEIS DATA CONFERENCE

JUNE 2003

Lou Casini
Hancock County Schools
104 N. Court Street
New Cumberland, WV 26047
304-564-3411 x387

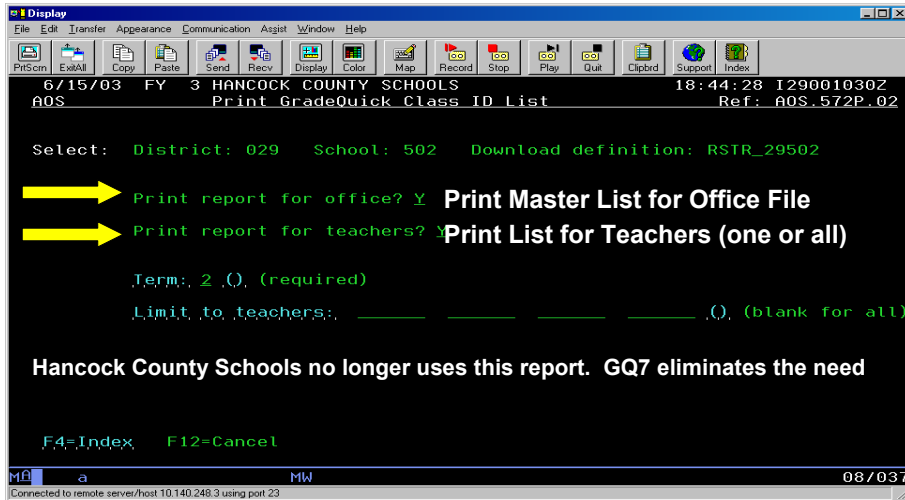
WVEIS Routines for GradeQuick



From the Add-on Student Programs
Grading Add-on Items

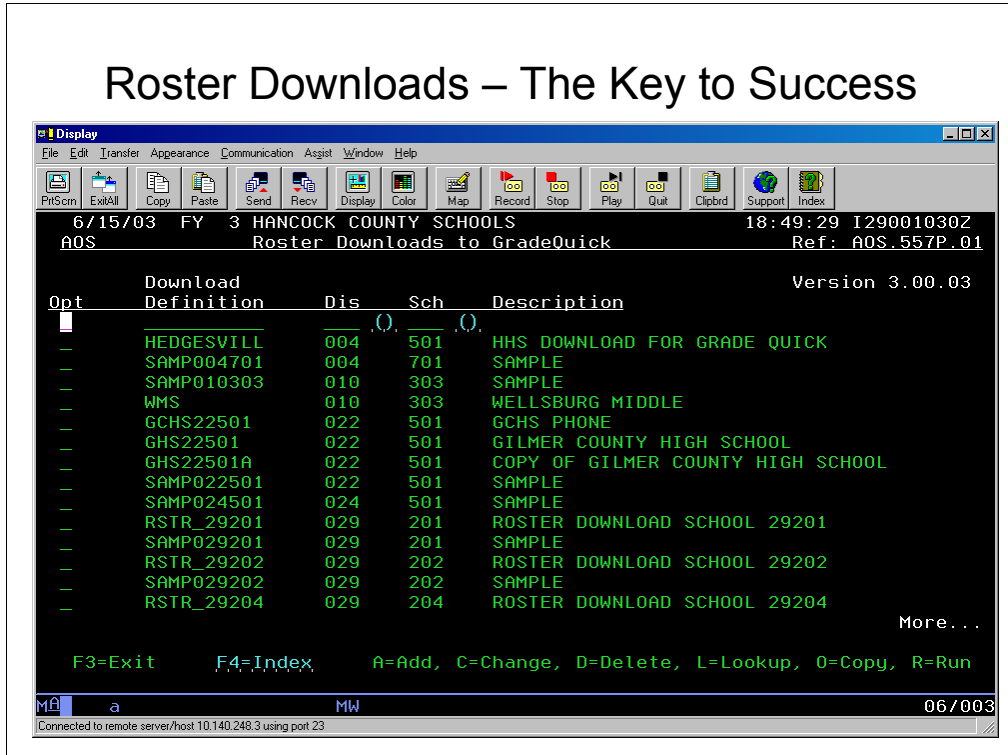
- ROSTER DOWNLOADS
- GRADE POSTING

Print GradeQuick Class ID List



With the advent of the new process for downloading GradeQuick Rosters, this item is not needed for GradeQuick v.7 and later unless you want to maintain a copy in the office.

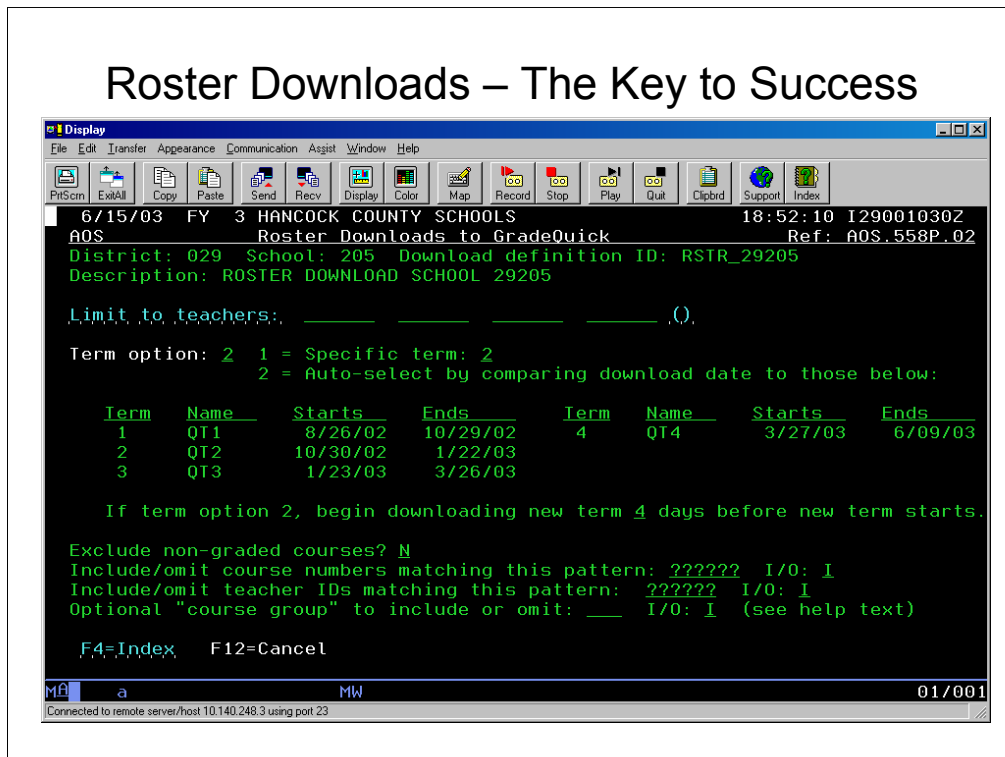
Roster Downloads – The Key to Success



To make GradeQuick work in your schools, establish the following rules:

1. The Secretary MUST Download the rosters daily.
 - This ensures that new students will appear in the gradebooks of the teachers and changed demographic data is updated daily.
2. The Teachers NEVER edit student information or add or remove students manually.
 - This operation will result in incorrect data transfers.
3. Reports must be filed and problems must be reported immediately.
 - If the reports are not filed or the problem is not reported in due time, problems are very difficult if not impossible to trace.
4. **STRONG RECOMMENDATION – DECIDE TO COLLECT GRADES AT LEAST WEEKLY.**
 - This will accomplish several things:
 - Daily averages are available for principals and counselors
 - Problems will surface long before report cards need to be printed, thus avoiding a crisis situation.

Roster Downloads – The Key to Success

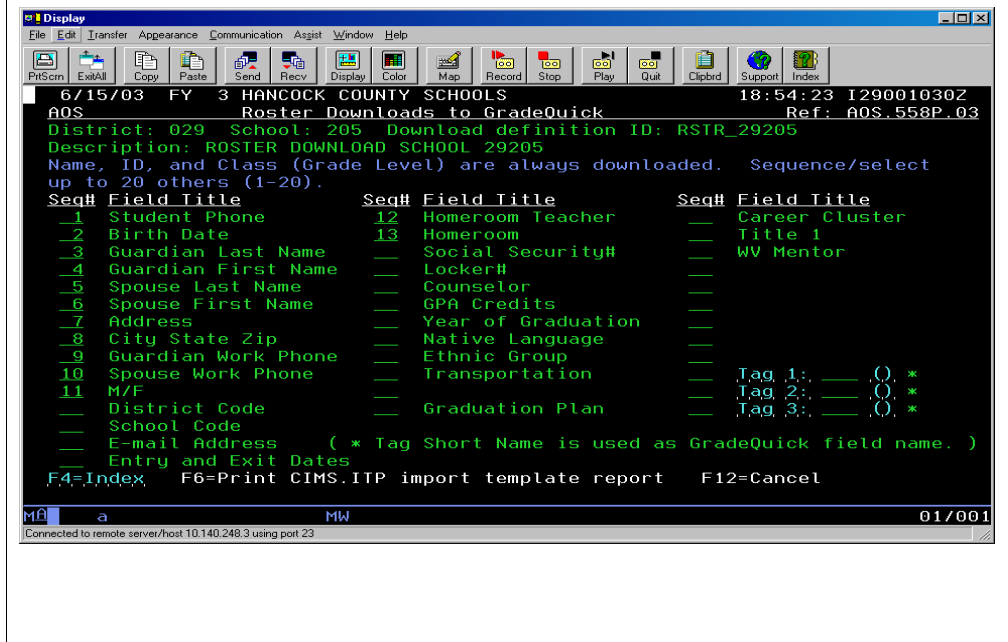


You may choose a specific term to download or opt to have the software choose based on the change dates of your grading periods.

In Hancock County Schools, I create a special download to be done a week or so before each new grading period to allow the teachers to get the gradebooks in place prior to the beginning of those terms if they choose.

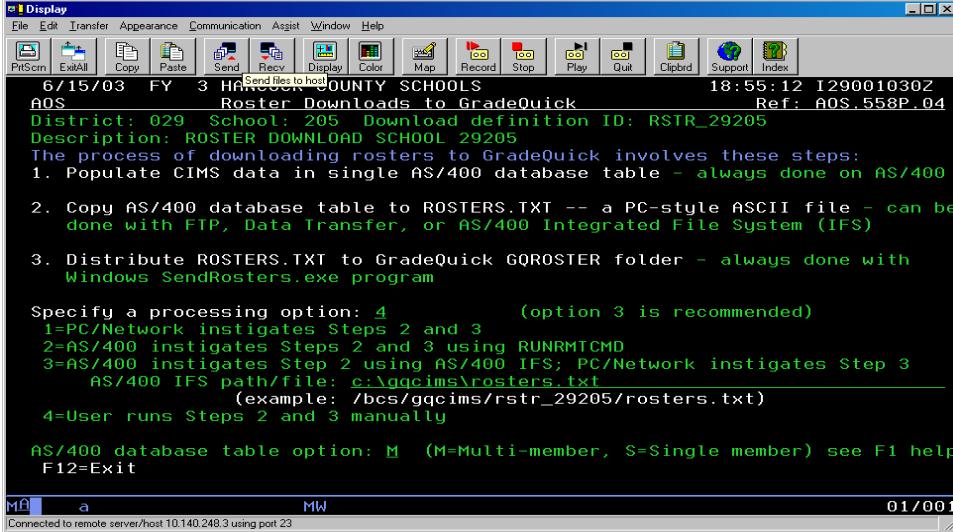
The gradebooks are unique to the terms, so they will not be merged.

Roster Downloads – The Key to Success



You can elect to download more or less demographic and school information for each student. I have left the default settings which are listed here.

Roster Downloads – The Key to Success



```
6/15/03 FY 3 HARRISON COUNTY SCHOOLS 18:55:12 I29001030Z
AOS Roster Downloads to GradeQuick Ref: AOS_558P.04
District: 029 School: 205 Download definition ID: RSTR_29205
Description: ROSTER DOWNLOAD SCHOOL 29205
The process of downloading rosters to GradeQuick involves these steps:
1. Populate CIMS data in single AS/400 database table - always done on AS/400
2. Copy AS/400 database table to ROSTERS.TXT -- a PC-style ASCII file - can be
   done with FTP, Data Transfer, or AS/400 Integrated File System (IFS)
3. Distribute ROSTERS.TXT to GradeQuick GQROSTER folder - always done with
   Windows SendRosters.exe program

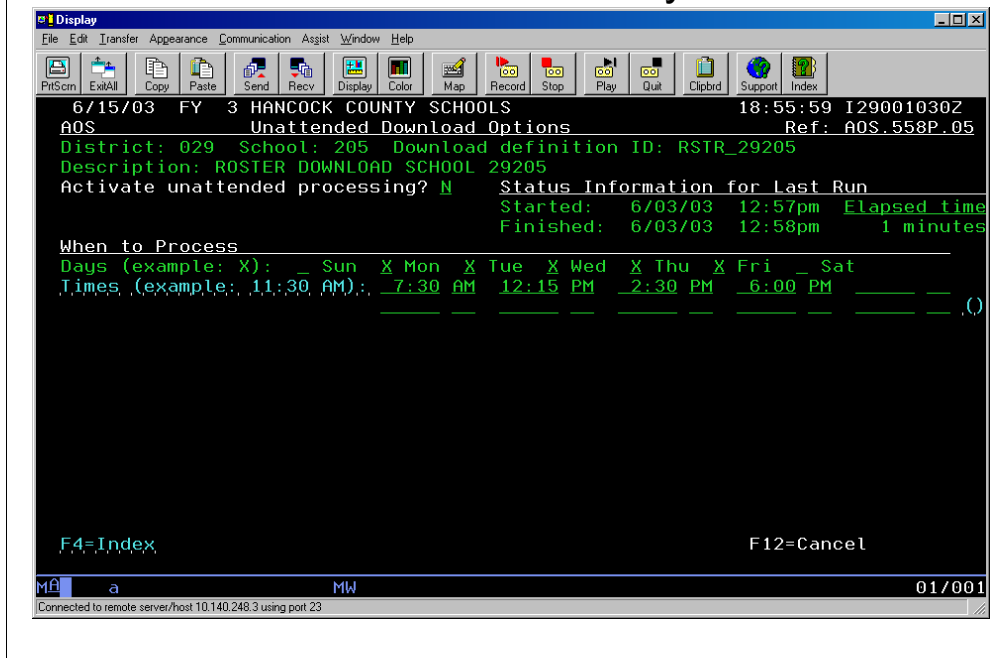
Specify a processing option: 4 (option 3 is recommended)
1=PC/Network instigates Steps 2 and 3
2=AS/400 instigates Steps 2 and 3 using RUNRMTCMD
3=AS/400 instigates Step 2 using AS/400 IFS; PC/Network instigates Step 3
  AS/400 IFS path/file: c:\gqcims\rosters.txt
  (example: /bcs/gqcims/rstr_29205/rosters.txt)
4=User runs Steps 2 and 3 manually

AS/400 database table option: M (M=Multi-member, S=Single member) see F1 help
F12=Exit

M a MW 01/001
Connected to remote server/host 10.140.248.3 using port 23
```

This screen allows the use of automatic downloads of the rosters. To prevent possible unnoticed corrupt file downloads, I have chosen to do only manual downloads (select option 4)

Roster Downloads – The Key to Success



If scheduled operations are being used, they can be configured here.

Hancock County Schools does not use this option.

Roster Downloads – The Key to Success

```
Display
File Edit Transfer Appearance Communication Asgint Window Help
PrintScreen ExitAll Copy Paste Send Recv Display Color Map Record Stop Play Quit Clipboard Support Index

A0S Prompt to Run Interactive Download Ref: A0S.597 .01

The requested AS/400 data has been formatted and prepared. It is now ready
to be downloaded.

Please toggle to your file transfer program and specify to transfer the
following file:

From AS/400:      Library name: ADDONSTU      aka
                  File name:   PA0S595      Library/file(member)
                  Member name: RSTR_29205  ADDONSTU/PA0S595(RSTR_29205)

To PC or IFS:    File name:   c:\gqcims\rosters.txt

After your file transfer program has run, toggle back to this screen and
press Enter to continue.

MF a MW 01/001
Connected to remote server/host 10.140.248.3 using port 23
```

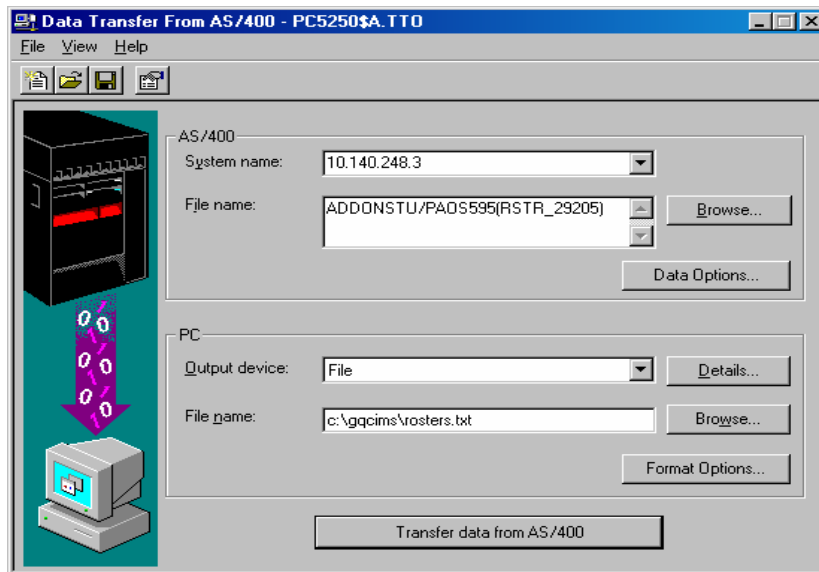
WVEIS will display this screen when the files have been prepared for downloading.

The Library name / File name (member name) format will be the same.

These can be pre-saved in the DATA TRANSFER so that the secretary can run it from a short cut.

(SAVES MANY PROBLEMS!!)

Roster Downloads – The Key to Success



Complete the DATA TRANSFER.

When the download is complete, the secretary runs the SEND ROSTERS module in GradeQuick. I have this module configured to save the roster files to the shared network drive.

GRADE POSTING PROCESS

```
6/15/03 FY 3 HANCOCK COUNTY SCHOOLS 19:09:55 I29001030Z
a0S GradeQuick Grade Posting Process Ref: a0S.542P.01

Opt Process Dis Sch Description
- 29201 GRADE POSTING 029 201 29201 GRADE POSTING
- 29202 GRADE POSTING 029 202 29202 GRADE POSTING
- 29204 GRADE POSTING 029 204 29204 GRADE POSTING
- 29205 GRADE POSTING 029 205 29205 GRADE POSTING
- 29208 GRADE POSTING 029 208 29208 GRADE POSTING
- 29209 GRADE POSTING 029 209 29209 GRADE POSTING
- 29301 GRADE POSTING 029 301 29301 GRADE POSTING
- 29302 GRADE POSTING 029 302 29302 GRADE POSTING
- 29501 GRADE POSTING 029 501 29501 GRADE POSTING
- 29502 GRADE POSTING 029 502 29502 GRADE POSTING

F3=Exit F4=Index A=Add, C=Change, D=Delete, L=Lookup, O=Copy, R=Run
05/002
Connected to remote server/host:10.140.248.3 using port:23
```

I have created Grade Posting Processes for each of our schools.

I edit these at the beginning of each new term to be sure that the secretaries do not send grades to the wrong term.

(This happened when I had separate posting processes for each term accessible all the time. This process is very difficult to undo should a mistake occur)

GRADE POSTING PROCESS - Configure

```
6/15/03 FY 3 HANCOCK COUNTY SCHOOLS 19:10:52 I29001030Z
AOS GradeQuick Grade Posting - General Info Ref: AOS.543P.01
District: 029 School: 205 Process ID: 29205 GRADE POSTING
Description: 29205_GRADE_POSTING
Courses must meet in scheduling term: 4 (.), Overwrite existing grades? Y

Blank grades are: 1 Blank comments are: 1 (1=Ignored, 2=Posted as blanks)
Blank grading absences are: 1 (1=Ignored, 2=Posted as blanks/zeros)

Skip courses dropped on/before: _____ (optional)

Allow posting for students in other schools if registered in a course/section
in this school? N

Optional class to include or omit: __ (.), I/O: I (I=Include, 0=Omit)
Optional "course group" to include or omit: __ I/O: I (I=Include, 0=Omit)
("course group" is the 8th graduation requirement on screen SCH.310.12)

Student selection by tag (blank for all): __ __ __ __ __ (.) I/O: 0

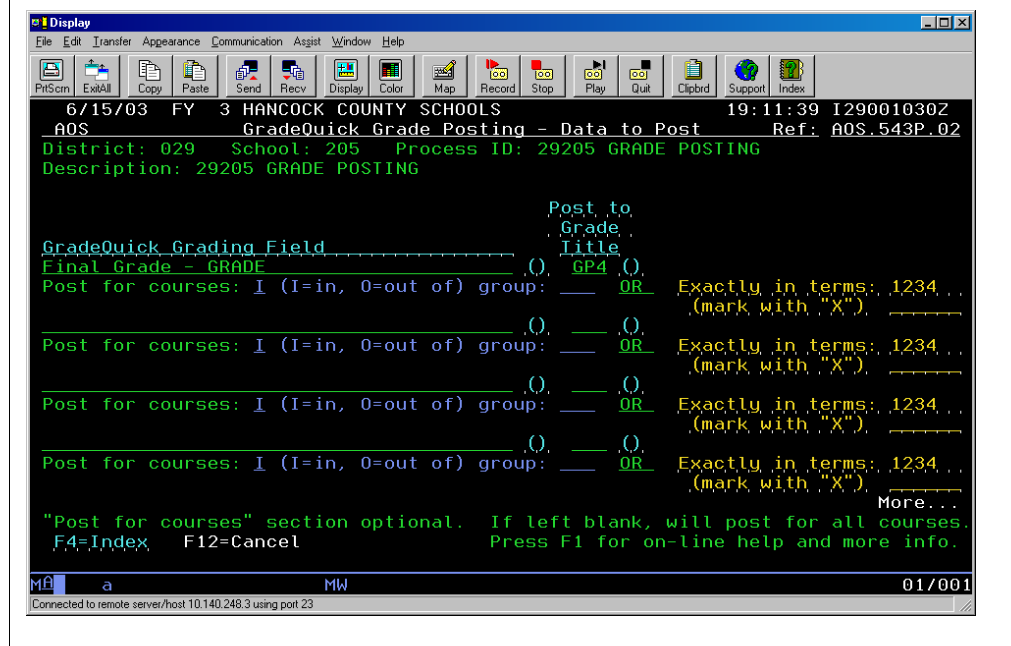
Print audit report of posted records? Y If yes: Hold? N Save? N
Save a copy of the errors report in the output q? N
F4=Index F12=Cancel

MA a MW 01/001
Connected to remote server/host 10.140.248.3 using port 23
```

Configure the Term on this page.

Be sure to allow new grades to overwrite the old.

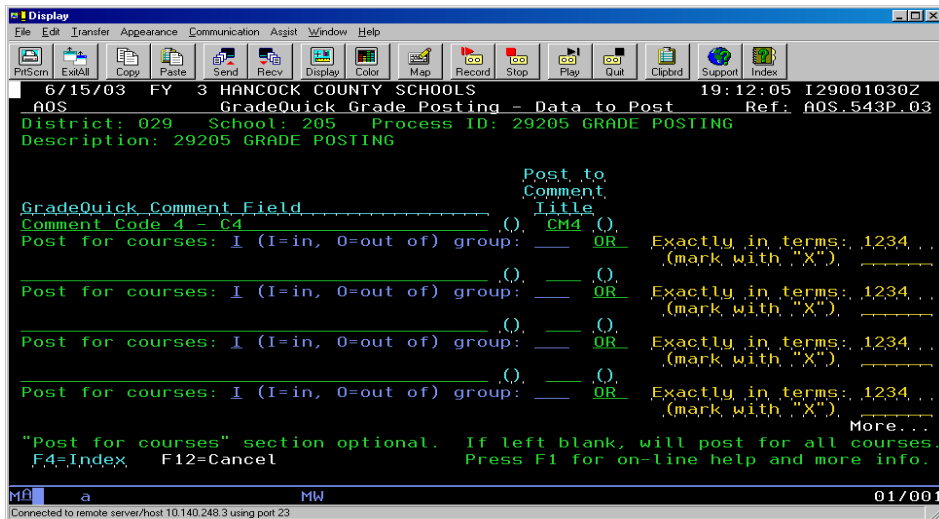
GRADE POSTING PROCESS – Grade?



This screen allows the choice of the GRADE or GRADES to be posted.

In Hancock County, we post only the column called FINAL GRADE.

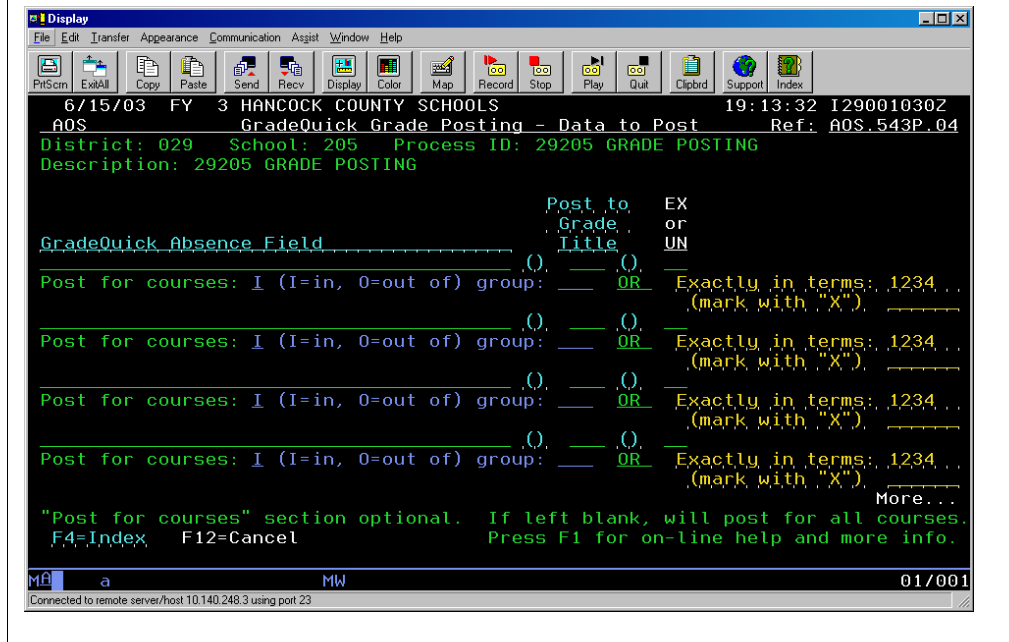
GRADE POSTING PROCESS – Comment?



This screen allows the choice of comments to be posted.

The comments are entered in the STUDENT INFORMATION portion of GradeQuick and should refer to the numeric code for the written comment.

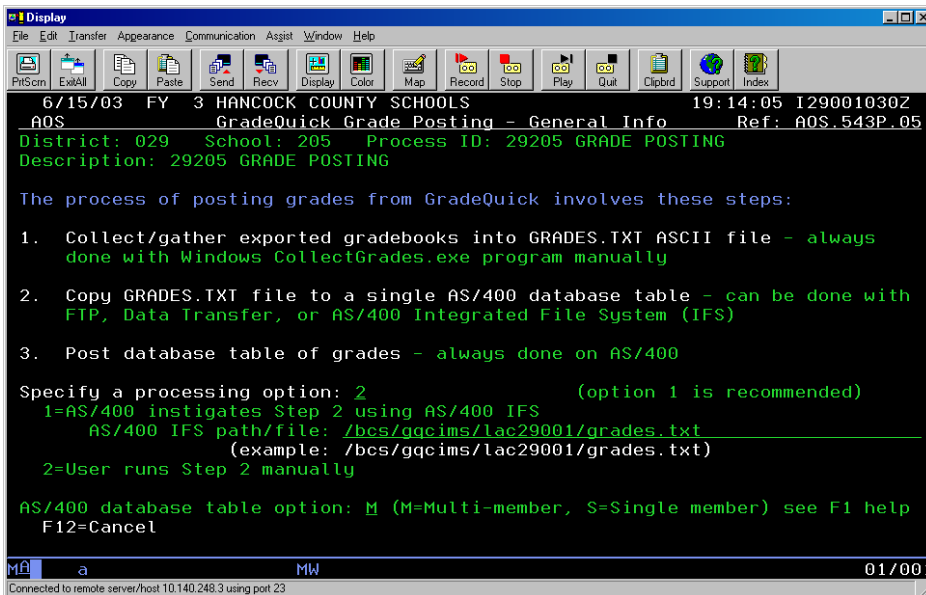
GRADE POSTING PROCESS – Absences?



In Hancock County Schools, GradeQuick is not used for reporting Absences.

If you choose to do so, you would choose the appropriate fields here.

GRADE POSTING PROCESS - Options



The screenshot shows a terminal window titled "Display" with a menu bar (File, Edit, Transfer, Appearance, Communication, Asgist, Window, Help) and a toolbar with icons for PrintScreen, ExitAll, Copy, Paste, Send, Recv, Display, Color, Map, Record, Stop, Play, Quit, Clipboard, Support, and Index. The terminal content is as follows:

```
6/15/03 FY 3 HANCOCK COUNTY SCHOOLS 19:14:05 I29001030Z
_AOS GradeQuick Grade Posting - General Info Ref: AOS.543P.05
District: 029 School: 205 Process ID: 29205 GRADE POSTING
Description: 29205 GRADE POSTING

The process of posting grades from GradeQuick involves these steps:

1. Collect/gather exported gradebooks into GRADES.TXT ASCII file - always
   done with Windows CollectGrades.exe program manually

2. Copy GRADES.TXT file to a single AS/400 database table - can be done with
   FTP, Data Transfer, or AS/400 Integrated File System (IFS)

3. Post database table of grades - always done on AS/400

Specify a processing option: 2 (option 1 is recommended)
1=AS/400 instigates Step 2 using AS/400 IFS
   AS/400 IFS path/file: /bcs/gqcims/lac29001/grades.txt
   (example: /bcs/gqcims/lac29001/grades.txt)
2=User runs Step 2 manually

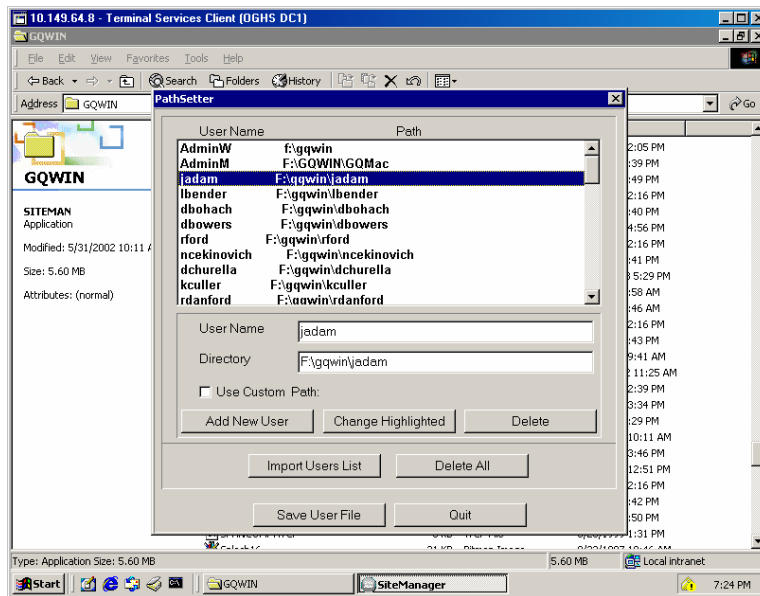
AS/400 database table option: M (M=Multi-member, S=Single member) see F1 help
F12=Cancel
```

At the bottom of the terminal, there is a status bar with "M a MW" and "01/001", and a small text box at the very bottom that says "Connected to remote server/host 10.140.248.3 using port 23".

On this page, the choice is to run the process manually.

This allows maximum user intervention.

GRADEQUICK SITEMANAGER

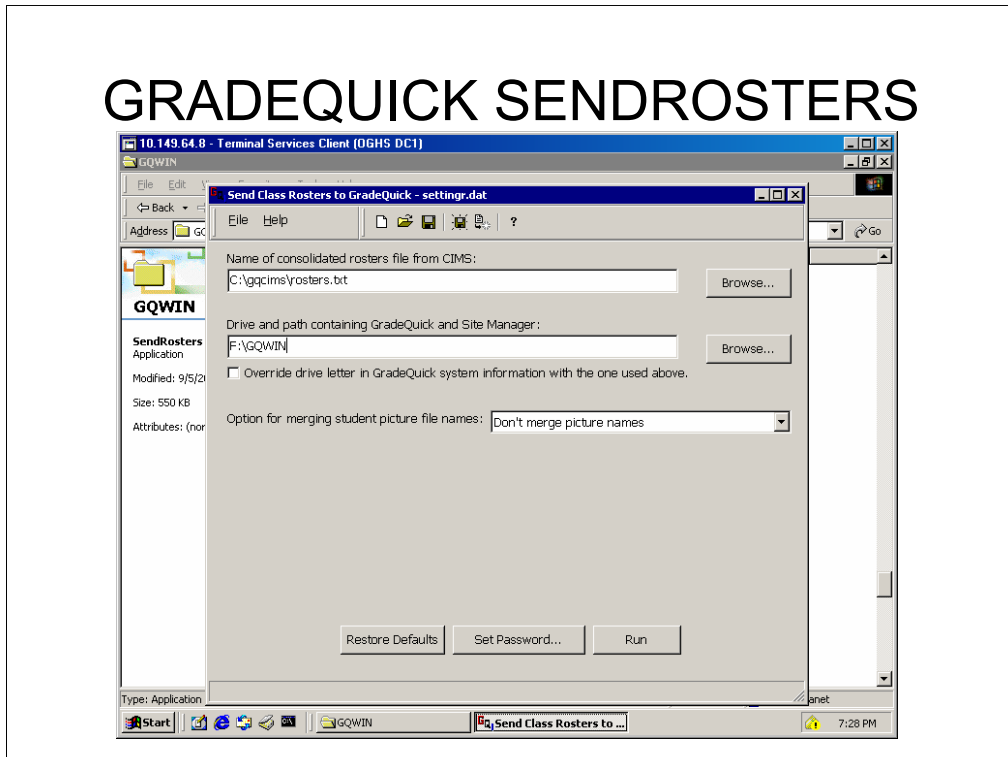


In SITEMANAGER, the User Folders are determined and assigned.

In Hancock County, these folders are mapped to the appropriate teacher in their login script.

A teacher has access to the GQWIN folder and their own personal folder only. They cannot access another teacher's folder.

GRADEQUICK SENDROSTERS

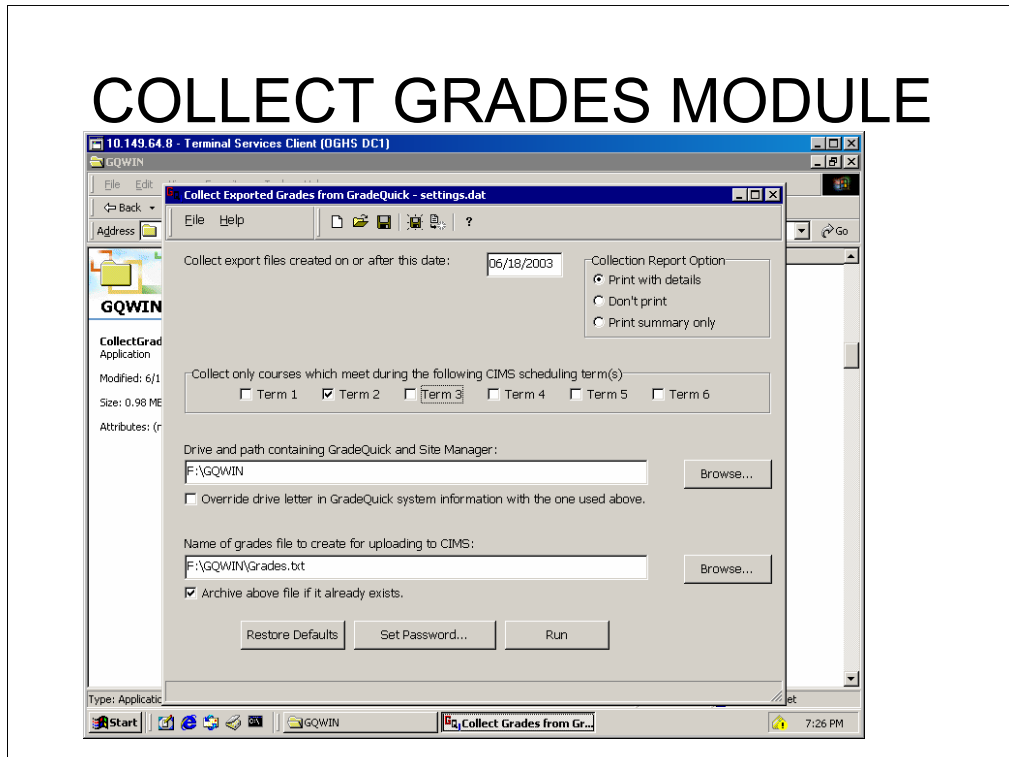


The Secretary runs this module after completing the Data Transfer to download the rosters from wVEIS.

This program takes the downloaded file (ROSTERS.TXT) and splits it into the appropriate files and correct folders for the teachers.

A shortcut has been placed on the start menu of each secretary for this program, as well as the COLLECT GRADES module and also for the pre-configured DATA TRANSFERS for both SENDROSTERS and COLLECTGRADES.

COLLECT GRADES MODULE

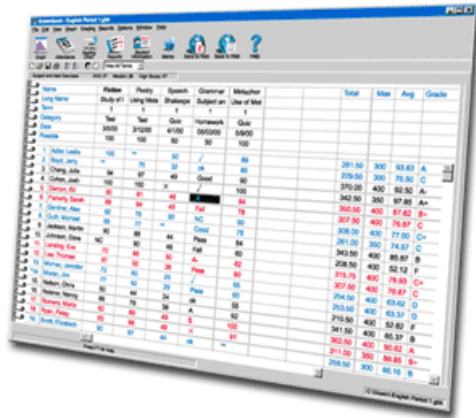


When Collecting Grades, be careful to note that the default date determines an ON OR AFTER parameter. I ask the secretaries to set this date to the beginning of the term. They are asked to collect grades once weekly at a day and time which has been determined by the principal and staff. This day and time should remain consistent so that a teacher knows to get grades sent by that deadline. IF no grades are not sent, since you are collecting from the beginning of the term, the earlier grade is collected again. Teachers are instructed to “SAVE AND SEND”. Every time they make an entry in a gradebook, they SAVE the gradebook and then SEND it to the collection folder. This process takes only seconds. They are also instructed to BACKUP their gradebooks to their own folder (for use should their original gradebook become corrupted) and also to backup to floppy disk. The server is backed up with our backup regimen every day with Monday being overwritten by Wednesday, Tuesday overwritten by Thursday, and Friday being overwritten by the next Friday. We also backup the GQWIN folder to CDR once a week.

BE PARANOID ABOUT BACKUPS!!

GradeQuick Recommendations

- Principals should insist on compliance with the policy you define.
- Backups are ESSENTIAL
- Use the Progress Reports in GradeQuick
- Although initial acceptance was difficult, 98% of our teachers regard the product as a HUGE step forward.



The screenshot displays the GradeQuick software interface, which is a progress report. The table lists student names and their performance across various subjects. The columns include: Name, Student ID, Party, Usage, Strategy, Grammar, Metaphor, Total, Miss, Avg, and Grade. The data is organized into rows for each student, with columns for different subjects and their respective scores. The table is color-coded, with red text indicating lower scores or missed assignments. The interface also shows a toolbar at the top with various icons for navigation and editing.

Name	Student ID	Party	Usage	Strategy	Grammar	Metaphor	Total	Miss	Avg	Grade
John Smith	101	101	101	101	101	101	281.50	300	93.83	A
J. Charles	102	102	102	102	102	102	278.50	300	92.83	C
A. Carter	103	103	103	103	103	103	375.00	400	93.75	A-
J. Charles	104	104	104	104	104	104	342.00	300	97.86	A+
J. Charles	105	105	105	105	105	105	360.00	400	90.00	B+
J. Charles	106	106	106	106	106	106	307.50	400	76.87	C-
J. Charles	107	107	107	107	107	107	308.00	400	77.00	C
J. Charles	108	108	108	108	108	108	291.00	300	97.00	C+
J. Charles	109	109	109	109	109	109	343.50	400	85.87	B
J. Charles	110	110	110	110	110	110	258.50	400	64.62	F
J. Charles	111	111	111	111	111	111	315.75	400	78.93	C+
J. Charles	112	112	112	112	112	112	357.50	400	89.37	C
J. Charles	113	113	113	113	113	113	313.50	400	78.37	C
J. Charles	114	114	114	114	114	114	357.50	400	89.37	C
J. Charles	115	115	115	115	115	115	313.50	400	78.37	C
J. Charles	116	116	116	116	116	116	341.50	400	85.37	B
J. Charles	117	117	117	117	117	117	275.50	400	68.87	F
J. Charles	118	118	118	118	118	118	341.50	400	85.37	B
J. Charles	119	119	119	119	119	119	311.50	300	103.83	A
J. Charles	120	120	120	120	120	120	278.50	300	92.83	B