# Ed-Fi Grading Periods
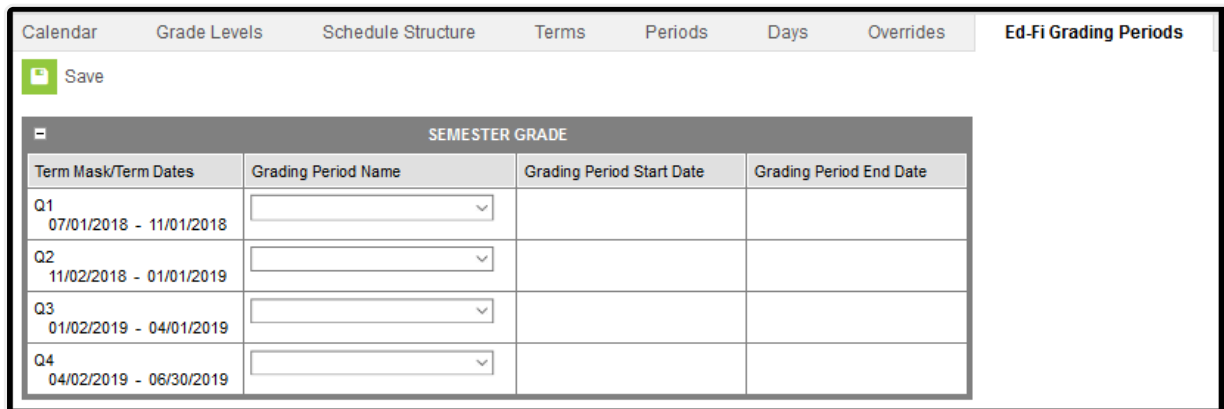
Last Modified on 10/21/2024 8:20 am CDT

Prerequisites | Tool Rights | Grading Period Editor | Add Ed-Fi Grading Periods | Ed-Fi Grading Period Setup Scenarios

**Tool Search:** Ed-Fi Grading Periods

The Ed-Fi Grading Periods tab aligns the calendar periods to grading terms. In order for grading period data to report in the Grading Period entity, this editor must be populated with the state-defined Grading Period Name and the start and end dates of the grading period.

The Grading Periods entity represents the time span for which grades are reported.
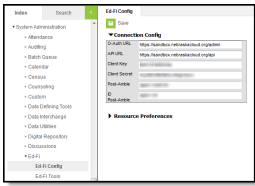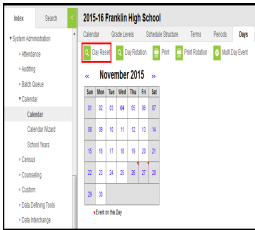


*Ed-Fi Grading Periods*

Grading periods needs to be populated for all calendars, even if all calendars/schedule structures have the same grading periods.

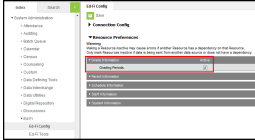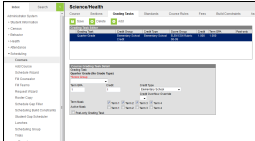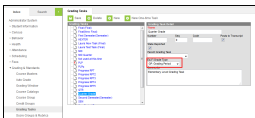Ed-Fi Grading Periods can also be rolled forward using the Calendar Wizard.

- In order to roll Ed-Fi Grading Periods, **Term Schedules** must also be included in the attributes marked to roll forward.
- Entered dates will not roll forward if they fall outside of the destination calendar start and end dates.
- This option is disabled when the Overwrite Terms/Days attribute is selected.
- Grading Periods will not roll forward if the grading task is not aligned to any courses in the destination calendar.

# Prerequisites

| Task | UI Path | Image |
|------|---------|-------|
| Ed-Fi must be configured. | System Administration > Ed-Fi > Ed-Fi Config > Connection Config |  |
| The **Grading Periods Resource** is marked as Active. | System Administration > Ed-Fi > Ed-Fi Config > Resource Preferences |  |
| At least one grading task must be aligned to a course. | Scheduling > Courses > Course > Grading Tasks |  |
| That grading task must have an **Ed-Fi Grade Type** selected. | Grading and Standards > Grading Tasks > Grading Task Detail |  |
| A **Day Reset** must be performed before populating the Grading Periods tab. | System Administration > Calendar > Calendar > Days > Day Reset |  |

# Tool Rights

Tool rights to Ed-Fi Grading Periods are needed, as follows:

- R(ead) rights allow the user to see the tab, but not modify any data
- W(rite) rights allow the user to see the tab and modify existing data
- A(dd) rights allow the user to see the tab, modify existing data and add new data
- D(elete) rights allow the user to see the tab, modify existing data, add new data and remove data
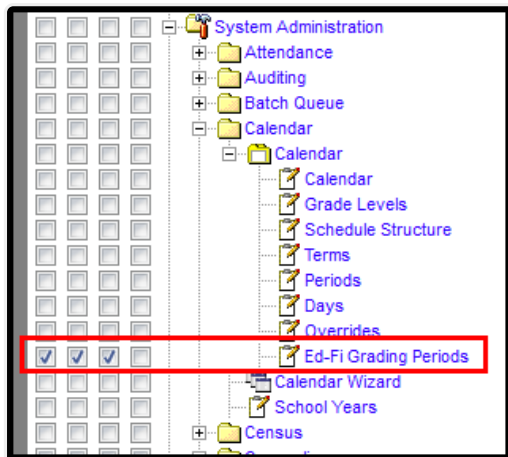
*Ed-Fi Grading Periods Tool Rights*

# Grading Period Editor

A grading period editor displays for each grading task that has an Ed-Fi Grade Type selected and is assigned to a course.

| Field | Description |
|---|---|
| **Term Mask/Term Dates** | Lists the calendar terms and start dates with the selected calendar in the Campus toolbar. |
| **Grading Period Name** | This list is a state-defined list of approved grading period names. It can be modified in the Attribute/Dictionary as desired. |
| **Grading Period Start Date/End Date** | When a Grading Period Name is selected, these date fields appear. The entered dates represent when grades could be entered for the grading task. <ul><li>Dates must be within the Term date range (displays in the Term Mask/Term Dates field).</li><li>Dates must be instructional dates, as determined by the Days set in the selected calendar.</li><li>Dates must fall within the selected Calendar start and end dates.</li></ul> Enter dates in *mmddyy* format or use the calendar icon to select dates. |

# Add Ed-Fi Grading Periods

A **School** and **Schedule Structure** (if exists) must be selected in the Campus toolbar.
1.  Select the **Grading Period Name** from the dropdown list.

2. Enter the appropriate **Grading Period Start Date**.
3. Enter the appropriate **Grading Period End Date**.
4. Repeat this process for each grading task editor that displays.
5. Click the **Save** icon when finished.

# Ed-Fi Grading Period Setup Scenarios

Setting the Ed-Fi Grading Periods will vary by district. Please review the scenarios below for examples of different Ed-Fi Grading Period setups.

**Setup for semester grading, reporting from a four term setup (quarter) after the term has started for a course that meets only for one semester at a time (either the first or the second).**

▸ Click here to expand...

1. Set the Section Schedule Placement for the course. An example is shown below:



*Course > Section > Section Schedule Placement*

2. Set up Grading Tasks for the course. An example is shown below:



*Course > Grading Tasks*

3. Set the Terms for the calendar. An example is shown below:

4. Set the Ed-Fi Grading Periods. An example is shown below:

> For "roll-up" terms, make sure that the start/end dates are for the whole grading period (as shown below), not just the individual term on the row.

5. Set the Grading Task Detail. See the examples below for different Grading Task setups.

a). Newly assigned Quarter grade with Ed-Fi Grade type mapping (of FI: Final) for all people on the quarter grading system. This setup is used if nothing has been previously set up.

**Grading Task Detail**
*Name
Quarter - Final
| Number | Seq | Code | Posts to Transcript |
| 1 | 1 | 1 | ☐ |

State Reported ☑
External LMS Exclude ☐

Parent Grading Task

Ed-Fi Grade Type
FI: Final

Comments

b). Existing Quarter grade with the Ed-Fi Grade type mapping removed. This setup is used to give a final grade but do not want it sent to Ed-Fi.

**Grading Task Detail**
*Name
Quarter - old
| Number | Seq | Code | Posts to Transcript |
| 1 | 1 | 1 | ☐ |

State Reported ☑
External LMS Exclude ☐

Parent Grading Task

Ed-Fi Grade Type

Comments

c). Semester grading task. Setup for students you want to be reported in Ed-Fi. This will be reported in Q2.

**Grading Task Detail**
*Name
SEMESTER GRADE
| Number | Seq | Code | Posts to Transcript |
| 4 | 4 | | ☑ |

State Reported ☑
External LMS Exclude ☐

Parent Grading Task

Ed-Fi Grade Type
FI: Final

Comments

# Setup for a year-long course in which students are receiving two grades throughout the year.

▸ Click here to expand...

**Note:** In this scenario, the majority of the course/sections are set up on semesters which is why the terms are set up as Fall/Spring semester. This is the minority setup for the full year and this is why the override is being populated.

1. Set the Section Schedule Placement for the course. An example is shown below:



*Course > Section > Section Schedule Placement*

2. Set up Grading Tasks for the course. An example is shown below



*Course > Grading Tasks*

3. Set the Terms. An example is shown below:

| | *Name | *Sequence | *Start Date | *End Date | Ed-Fi Term Type | |
|---|---|---|---|---|---|---|
| ✕ | Q1 | 1 | 08/01/2018 | 11/01/2018 | 1S: Fall Semester | ⌄ |
| ✕ | Q2 | 2 | 11/02/2018 | 01/01/2019 | 1S: Fall Semester | ⌄ |
| ✕ | Q3 | 3 | 01/02/2019 | 04/01/2019 | 2S: Spring Semester | ⌄ |
| ✕ | Q4 | 4 | 04/02/2019 | 06/01/2019 | 2S: Spring Semester | ⌄ |
| Add Term | | | | | | |

*System Administration > Calendar > Calendar > Terms*

4. Set the Ed-Fi Grading Periods. An example is shown below:

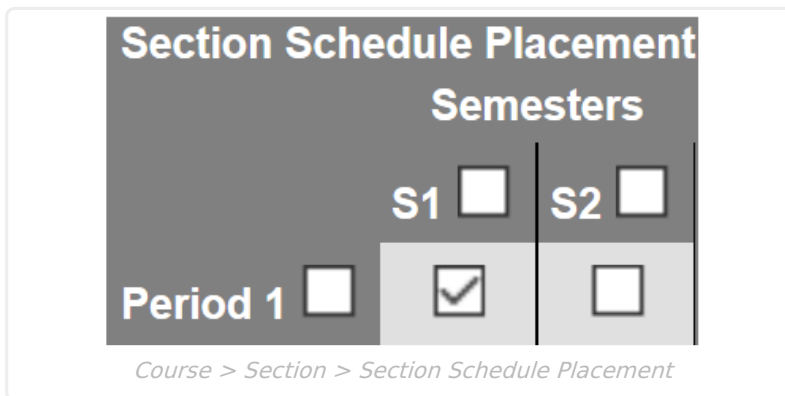| SEMESTER GRADE | | | |
|---|---|---|---|
| Term Mask/Term Dates | Grading Period Name | Grading Period Start Date | Grading Period End Date |
| Q1<br>07/12/2018 - 09/01/2018 | | | |
| Q2<br>09/02/2018 - 12/14/2018 | 04: First Semester ⌄ | 07/12/2018 📅 | 12/14/2018 📅 |
| Q3<br>01/10/2019 - 03/01/2019 | | | |
| Q4<br>03/02/2019 - 05/14/2019 | 11: Second Semester ⌄ | 01/10/2019 📅 | 05/14/2019 📅 |

*System Administration > Calendar > Calendar > Ed-Fi Grading Periods*

5.

# Setup for semester grading reporting from a two term setup  (Semester).

▶ Click here to expand...

1. Set the Section Placement. An example is shown below:



*Course > Section > Section Schedule Placement*

2. Set the Grading Tasks. An example is shown below:

**Grading Task Detail**

*Name

SEMESTER GRADE

| Number | Seq | Code | Posts to Transcript |
|--------|-----|------|---------------------|
| 4 | 4 | | ☑ |

State Reported
☑

External LMS Exclude
☐

Parent Grading Task

[ ⌄ ]

Ed-Fi Grade Type

[ FI: Final ⌄ ]

Comments

*Course > Grading Tasks*

3. Set the Terms. An example is shown below:

**Term Detail**

| | *Name | *Sequence | *Start Date | *End Date | Ed-Fi Term Type |
|---|-------|-----------|-------------|-----------|-----------------|
| ✕ | Sem 1 | 1 | 08/01/2018 | 11/01/2018 | 1S: Fall Semester ⌄ |
| ✕ | Sem 2 | 2 | 11/02/2018 | 01/01/2019 | 2S: Spring Semester ⌄ |
| Add Term | | | | | |

*System Administration > Calendar > Calendar > Terms*

4. Set the Ed-Fi Grading Periods. An example is shown below:

| | SEMESTER GRADE | | |
|---|---|---|---|
| Term Mask/Term Dates | Grading Period Name | Grading Period Start Date | Grading Period End Date |
| S1<br>09/01/2018 - 12/10/2018 | 04: First Semester ⌄ | 09/03/2018 | 12/20/2018 |
| S2<br>01/08/2019 - 05/11/2019 | 11: Second Semester ⌄ | 01/08/2019 | 05/10/2019 |

*System Administration > Calendar > Calendar > Ed-Fi Grading Periods*

5.

# Setup for Normal Trimester

▶ Click here to expand...

1. Set the Section Schedule Placement for the course. An example is shown below:



*Course > Section > Section Schedule Placement*

2. Set up Grading Tasks for the course. An example is shown below:



*Course > Grading Tasks*

3. Set the Terms for the calendar. An example is shown below:



*System Administration > Calendar > Calendar > Terms*

4. Set the Ed-Fi Grading Periods. An example is shown below:



| Term Mask/Term Dates | Grading Period Name | Grading Period Start Date | Grading Period End Date |
|---|---|---|---|
| **Trimester Final** | | | |
| T1<br>09/04/2018 - 11/02/2018 | | | |
| T2<br>11/03/2018 - 12/01/2018 | 07: First Trimester | 11/05/2018 | 11/30/2018 |
| T3<br>12/02/2018 - 01/18/2019 | | | |
| T4<br>01/19/2019 - 03/02/2019 | 14: Second Trimester | 01/21/2019 | 03/01/2019 |
| T5<br>03/03/2019 - 04/02/2019 | | | |
| T6<br>04/03/2019 - 05/01/2019 | 20: Third Trimester | 04/03/2019 | 05/01/2019 |

*System Administration > Calendar > Calendar > Ed-Fi Grading Periods*

5.

*Course > Grading Tasks*