Entering Student Grades in Kids Care Center

Grades must be entered in KCC as part of the federally required reporting for all 'regular' students (30+ days attendance). The U.S. Department of Education has changed their reporting process that began with the 2016-17 school year. All sub-grantees must now enter pre and post grades for summer semester (if applicable), fall semester and spring semester.

This process will allow you to enter pre and post grades for a student at the same time on a form that returns your entire roster.

You must enter grades for all students who have attended at least 30 days in a particular semester and for those students who reach a cumulative total of 30 days in a subsequent semester of the _current_ school year. You will need to run the report titled "**Students 30+ Days" for the required outcome entry for the list of students you need to provide grades for**. _Only run this report after you have inputted all attendance for students through the end of a particular semester!_

To enter DESE New Grades Beginning with 2016-17 Data and future years:

A single Batch will be created. Then as subsequent quarters' grades are ready for entry, simply edit the existing batch. If a batch does not contain students that you acquire grades for, then you will create a second batch, with only the students not in a previous batch or batches.

This can be accessed in two ways; select either option A or option B below:
A)
1. Select **Student Management** from the left menu
2. Click on **Site Name**
3. Select **Batch Data Entry** from the left menu
4. In the Third Box Mass Data Entry Select **DESE New Grades 2016**
5. Then proceed to step #11 below

B)
6. Alternatively, You may click on **Site Management**
7. Select the site you want to enter grades for
8. Click on **Data Requirements**
9. In the Case Mgmt Data Requirements Box, Select Pre/Post Math, Reading, Science Grades (click on **view/enter data**)
10. Then Proceed to # 11

YOU MUST THEN CONTINUE WITH THESE STEPS (regardless of selection option A or option B above):
11. Click on the blue **Add DESE New Grades 2016 Data**
12. In the box that appears choose the **Year** you wish to work from
13. You will see a list of all of your active students
14. Then choose the **School Year** and **Grade level** (all grade levels or a specific grade level)

15. Click on the name and then click on the **Add to Outcome list** (you may make multiple selections by holding down the ctrl key and clicking on the student names you wish to remove then click on the **Add to Outcome list**)
16. When you have moved all of the names for a particular batch, click **Save**
17. You will then see the list of names you selected. Each student's name will appear three times (Reading, Math, and Science with a selection for the 1st, 2nd, 3rd and 4th quarters). Choose the appropriate grade from the drop down (if you do not have a grade, leave it on the default). If you do not put anything in for a student, after saving, the students name will not be included in the batch. You can add the student in later when you edit the batch.
18. After you have entered the grades, click save.
19. You may edit this entry at any time. Simply do the following:
    a. Select **Student Management** from the left menu
    b. Click on **Site Name**
    c. Select **Batch Data Entry** from the left menu
    d. In the Third Box--Mass Data Entry Select **DESE Pre/Post Grades**
    e. You will see the batch (or batches) you have entered. Click on the blue **Edit** link
    f. You will see a list of all of your students who are not part of the batch on the left and a list of those in the batch on the right. You may add students to the batch by clicking on their name and then Clicking on the **Add to Outcome List** button. If you have no additions to the list of names click save and then you can edit the entries of the batch.
    g. Click save when you are finished.

Notes:
- Regarding grading scales that break subjects into individual components:

    o If a student's component scores contain an overall assessment score, use that as the grade to input.

    o If a student's component scores do not have the overall assessment for the subject, sub-grantees will need to eyeball it (pick closest option) or figure an average/median (they are not exactly the same) and use that as the grade to input.

    o The Kids Care Center Outcome does have the options for most of the scales already in dropdown boxes so simply pick the appropriate grade (see table on next page).

- For those schools which only collect semester grades: put the grade in the place for 3rd quarter for fall and 4th quarter for Spring. That would give us a pre/post that we would report in spring.

- For those schools which collect trimester grades: you may use either the 1st or 2nd Trimester grade and put it into the 3rd quarter box and then you would use the 3rd Trimester grade and put it into the 4th quarter box. That would give us a pre/post that we would report in Spring.

- We do not typically collect summer school grade data (most students do not attend 30+ days and most activities are not academic in summer). However, summer school attendance will accumulate and add to overall student attendance, so that might push students past the 30 day mark, requiring grade entry.

Attendance Examples:

1) Sara attended 35 days in the Fall and 33 days in the Spring: Sub-grantees would need to pull grades for Fall and for Spring and input them in quarters (or semester as explained above if they only have semester grades).

2) James attended 17 days in fall and 16 days in spring: Sub-grantees would need to record a pre/post grade for each of the subjects but could choose which to enter and they would enter them in the Spring only.

3) Steve went 31 days in fall but left program: Sub-grantees would only enter Fall quarter grades.

4) Mary went 0 days in fall but 31 in Spring: Sub-grantees would enter grades for Spring quarters only.

Grade Dropdown Options/Conversions:

A+

A, Achieving, Check+, ✓+, Mastery, Advanced, or Excel

A-

B+

B or Proficient

B-

C+

C or Developing or Check ✓ or Near Mastery or Basic

C-

D+

D, Concerned, Check-, ✓-, Remediation or Below Basic

D-

F

Excellent or Outstanding

Satisfactory

Unsatisfactory

N/A
Pass
Fail