

# Final Grades and Attendance Summary Label

## Introduction

The Final grades and attendance summary label tool lets you generate reports of final grades details. This end of year report provides the percentage of standards per subject mastered and an average of mastery levels achieved.

## How to Access and Use the Final grades and Attendance Summary Label Tool

1. Click **[Admin]** link on the top-left of any SchoolSpeak page to go to the 'Admin Utilities' page.
2. Select **Final Grades and Attendance Summary Label** from User Reports.

**Final grades and attendance summary label** [Permissions]

*\* This report can be printed on Avery ® 5168 label.*

*\* When printing select 'Page Sizing' to 'Actual size' in the Adobe Reader print menu.*

Students in:  ▾

Brown, Calvin  
Brown, Larry  
Brown, Owen  
Burt, Mark  
Burt, Traci  
Carter, Teresa  
Chu, Joseph  
Clemens, Adam  
Close, Carl  
Cole, Erik  
Cook, Karen  
Cook, Kristyl

Final grade    Percentage of mastery    Average mastery level    Show Additional Subjects

Include In Report:    Percentage    LetterGrade

Each standards of the subjects are given a mastery level indicators such as Masters grade-level standard/Exceeds grade-level standard for M/E; Approaches grade-level standard for AM; and Does not meet expectations for N used for including the standards not yet assessed as not mastered. Each mastery levels having score values as E = 4, M = 3, AM = 2, and NM = 1.

The recent mastery level of the term is selected as the final mastery level achieved to calculate the percentage and average of mastery level.

The **percentage of mastery** is calculated by the total count of standards mastered as M and E divided by the total number of standards including the standards not yet assessed as not mastered indicated by N.

The **average of mastery level** is calculated by the total score values of the mastery levels achieved for all the standards, divided by the total number of standards including the standards not yet assessed as not mastered indicated by N.

The **Final Grade**, **Letter Grade**, and **Percentage** options are default options.

The **percentage of mastery**, **average mastery level**, and **Show additional subjects** options are **visible on this page depending on the settings specified in the Edit Standards** section of **Edit Gradebook Parameters** Admin tool.

Refer the attached Excel file that has the sample standards calculated values for a single subject.



Standard  
Calculation\_ADLA.xls:

**Note:** The percentage of mastery and average of mastery level is calculated for the standards using only the Academic Score Values.

### To view and print the final grade details:

1. Select the members/groups from the **Students in** drop-down list on the Final grades and attendance summary label page.
2. Select the following options that you want to view in the report as appropriate.
  - **Final grade:** Final grades of the subjects
  - **Percentage of mastery:** Percentage of standards per subject mastered
  - **Average of mastery level:** Mean value of mastery per subject.
3. Click **Print**.

Emma, Casillas School Year: 2014 - 2015 4			Rolan Kian, Duclayna School Year: 2014 - 2015 4		
COURSE	FINAL % MAST.	AVG MAST. LEVEL	COURSE	FINAL % MAST.	AVG MAST. LEVEL
Reading-Literature	78%	M	Reading-Literature	100%	E
Reading-Informational Text	60%	M	Reading-Informational Text	100%	E
Reading-Foundational Skills	100%	M	Reading-Foundational Skills	100%	E
Speaking and Listening	67%	M	Speaking and Listening	67%	M
Writing	95%	M	Writing	90%	M
Language	89%	M	Language	89%	M
Mathematics	74%	M	Mathematics	94%	M
Science	68%	M	Science	72%	M
Social Studies	47%	AM	Social Studies	63%	M
Absences	6		Absences	0	
Tardies:	12		Tardies:	0	
Dismissed:	0		Dismissed:	0	