JMC_{INC.}

"Bringing computing ease to your student record needs"

Wisconsin Coursework Completion System (CWCS) Instructional Documentation

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Appendix A:

Coursework Completion System (CWCS) Checklist

You may use the following checklist to prepare your JMC database and other applications for exporting CWCS data files. For technical assistance with any of the steps listed below, please Contact JMC at 800-524-8182. You may also wish to view JMC's training videos or request a training session with one of JMC's excellent trainers.

1. Grade definitions, scales, and associated characteristics must be defined on <u>Grades – Utilities – Edit Grade Values</u>. Please refer to Appendix B for a detailed explanation of how to establish these grade definitions.

2. The CWCS grade scale must be specified on <u>Edit – Edit School Data</u> – see Appendix B for more details.

3. Student course schedules must be established for each building. There are some excellent training videos available for this on the JMC website: http://jmcinc.com/resources/instructional-videos. The videos of interest would be Elem/MS Scheduling Parts 1 & 2. Contact JMC for additional training and support.

4. CWCS Course Codes must be assigned for each course for each building that is to be submitted in the CWCS files. These codes are maintained on <u>Schedules – Course – Edit Course Data</u>.

5. JMC grade books must be installed for all teachers that will be submitting student grades and/or completion status codes. This may also require some server setup to support the grade books.

6. JMC grade book training may be needed for all teachers training for submitting grades and completion status codes. Those that are already familiar with JMC grade books may need only a short training session or handout. Those teachers have not used a JMC grade book before may need a little more training.

   Note: Not all term grades submitted from a JMC Gradebook are included in the CWCS Student File. Depending upon the grading scheme for a course, only the grades that bear the credit (or would be included on a transcript) will be included in the CWCS Student File. For example, for a semester course the grading scheme may be set such that the only grade that bears credit (or is included on the transcript) is the semester grade itself. The semester course may also include quarter grades that will show up on a report card but do not bear credit. *In this case, only the semester grade is included in the CWCS Student File.*

Appendix B:

Configuring Grade Definitions and Scales for the Coursework Completion System (CWCS)

Completion Status codes are to be submitted for all students in grades K3 – 12. For the 2010-2011 school year, Grade Earned codes are to be submitted only for students in grades 9-12. Schools that have already been using the JMC Schedules and Grades modules will most likely have grades defined already.

For more information about CWCS Completion Status and Grade Earned, please refer to the corresponding definitions found on the WI DPI website at http://dpi.wi.gov/lbstat/eseamap.html

Configuring Grade Definitions

The following is an example of how a school's grade definitions in JMC would get mapped to CWCS Completion Status and Grade Earned codes.

Your JMC grade definitions are probably already fairly complete for CWCS reporting. You may only need to add some of the italicized JMC grades listed below by including only the JMC grades definitions that correspond to the CWCS Completion Status and Grade Earned codes that you wish to enable for your teachers. Also, you may possibly need to add an alternate grade scale.

JMC Grade	Completion Status	Grade Earned
I	I	NA
F *	F	0.00 or NA **
D-	P	0.67 (suggested)
D	P	1.00 (suggested)
D+	P	1.33 (suggested)
C-	P	1.67 (suggested)
C	P	2.00 (suggested)
C+	P	2.33 (suggested)
B-	P	2.67 (suggested)
B	P	3.00 (suggested)
B+	P	3.33 (suggested)
A-	P	3.67 (suggested)
A	P	4.00 (suggested)
A+	P	4.00 (suggested)
P	P	NA
WD	*WD*	*subject to district policy*
NA	*NA*	*NA*
CP	*P*	*CBC*
CF	*F*	*CBC*
CN	*NA*	*CBC*
EP	*P*	*E*
EF	*F*	*E*
EN	*NA*	*E*
OP	*P*	*O*
OF	*F*	*O*
ON	*NA*	*O*

*   F, or any grade other than I that is not checked in the Grad Credit column

**   0.00 if course is designated to receive grad credit, otherwise NA

IMPORTANT NOTE: Adding some new grade definitions may be necessary for CWCS reporting; however, **do not change existing grade definitions**. Editing grade definitions during the school year could result in issues with grades that have already been submitted by teachers.

Note: If your school does not use +/- grades then these lines may be ignored.

Note: The grade scale utilized in the prior table is an example of a 4-point scale and is not the only possible 4-point grade scale that can be used. Please contact WI WPD HelpDesk if you have questions about your grade scale.

Configuring Grade Scales

A typical example of a set of grade definitions for a school using a 4-point grade scale might look like Figure B1. An example of a 12-point scale is shown in Figure B2.

Grade Name	Regular	Raised	Lowered	Cum GPA	Grad Credit
I	Incomplete grade				
F	0.000	0.000	0.000	✓	
D-	0.670	0.000	0.000	✓	✓
D	1.000	0.000	0.000	✓	✓
D+	1.330	0.000	0.000	✓	✓
C-	1.660	0.000	0.000	✓	✓
C	2.000	0.000	0.000	✓	✓
C+	2.330	0.000	0.000	✓	✓
B-	2.660	0.000	0.000	✓	✓
B	3.000	0.000	0.000	✓	✓
B+	3.330	0.000	0.000	✓	✓
A-	3.660	0.000	0.000	✓	✓
A	4.000	0.000	0.000	✓	✓
P	0.000	0.000	0.000		✓
	0.000	0.000	0.000		
	0.000	0.000	0.000		
	0.000	0.000	0.000		
	0.000	0.000	0.000		
	0.000	0.000	0.000		
	0.000	0.000	0.000		
	0.000	0.000	0.000		
	0.000	0.000	0.000		
	0.000	0.000	0.000		

Figure B1:

4-point scale (initial)

Figure B2:

12-point scale
(initial)

Note: If your school uses a 4-point grade scale but you use something other than 2 decimal places, you will most likely need to set up an alternate grade scale to use in CWCS. Please refer to the following section.

Special Considerations

Grade Scale Translations

If your school uses a grade scale other than the 4-point scale, you have some options to consider. Some schools may opt to switch to a 4-point scale. If you wish to maintain your existing scale while reporting Grade Earned to CWCS in the required 4-point scale, you will need to use one of the alternate grade scale columns.

The alternate grade scale columns are labeled Raised or Lowered. For purposes of CWCS reporting, these labels can be interpreted as simply alternate grade scales – you may choose either one as your CWCS. Whichever scale you choose (raised or lowered), you may enter the 4-point scale into that column. YOU MUST ALSO SPECIFY THIS GRADE SCALE on Edit – Edit School Data as the CWCS grade scale.

An example of how your grade definitions and scales might look as follows:

Figure B3:

Example of translating between 12-point and 4-point scales for CWCS reporting

Weighted Courses

Grade Earned is to be reported to CWCS as an unweighted grade. If your school uses weighted grades and you are using a scale other than the 4-point scale required for CWCS reporting, you will need to use one of the available alternate grade scale columns as your CWCS grade scale. If for example you are using weighted grades on a 12-point scale, and you have the weighted grade scale entered into the Raised column, then you should use the Lowered column for your CWCS grade scale (4-point scale). *YOU MUST ALSO SPECIFY THIS **LOWERED** GRADE SCALE AS THE CWCS GRADE SCALE* on Edit – Edit School Data. See Figure B4.

Specifying the CWCS Grade Scale

Once you have decided which grade scale to use for CWCS and, if necessary, if entered the alternate grade scale, then you must specify the grade scale you intend to use on Edit – Edit School Data. See Figure B4.
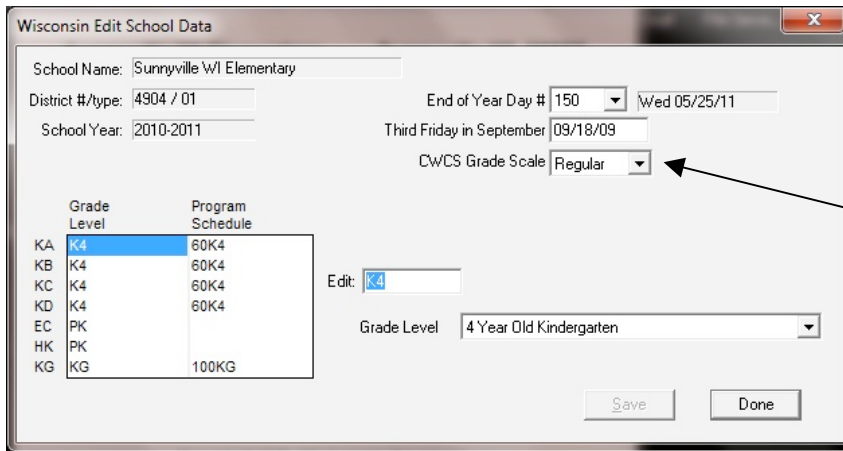
Figure B4:

Specifying the **CWCS Grade Scale** on the Edit School Data screen

JMC Course Grading Schemes and CWCS Student Records

Not all term grades submitted from a JMC Gradebook are included in the CWCS Student File. Depending upon the grading scheme for a course, only the grades that bear the credit (or would be included on a transcript) will be included in the CWCS Student File.

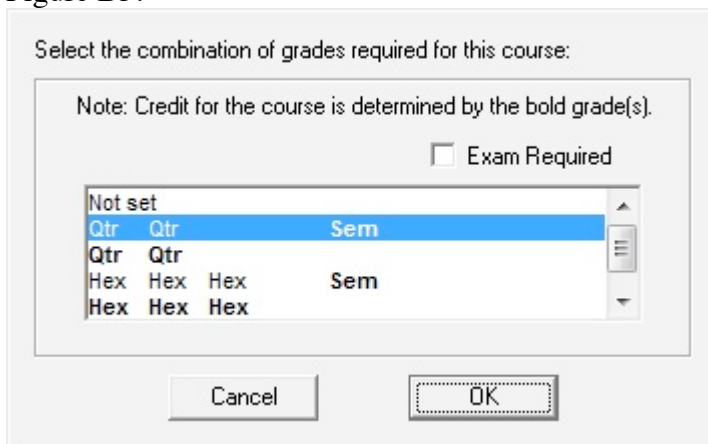Grading Schemes are set for each course at Schedules – Course – Edit Course Data. See Figure B5.

Figure B5:

Grading Scheme for this particular semester course shows that only the semester grade (bolded) bears credit. Grading Schemes for a course can differ and are set using Schedules – Course – Edit course Data

For example, for a semester course the grading scheme may be set such that the only grade that bears credit (or is included on the transcript) is the semester grade itself. The semester course may also include quarter grades that will show up on a report card but do not bear credit. *In this case, only the semester grade is included in the CWCS Student File.*

Updating Grade Definitions in the Grade Books via Office To Teacher

It is best to have the grade definitions configured before the teachers use their JMC grade books for the first time; however, if this is not possible then make sure that all teachers do an "Office to Teacher" in their grade books after any edits are made to grade definitions.