

# Municipal Accounting Systems, Inc.

## Wen-GAGE Gradebook FAQs

### Administration

**Question:** If the administration office changes a grade for a student through the Wen-GAGE SI System, after it has been calculated by the teacher, what will happen in the Wen-GAGE Gradebook?

**Answer:** The next time the data synchronizes between Wen-GAGE SI System and the Wen-GAGE Gradebook, the Assigned Score and the Instructor Input fields will be updated to the value from Wen-GAGE SI. However, the Calculated Score will remain the value that was calculated by the teacher.

**Question:** Each week, our teachers Calculate Eligibility from their gradebook. If we have a teacher that is out when we calculate eligibility, how do we calculate eligibility for that teacher's sections?

**Answer:** In the Wen-GAGE Gradebook Administration program, there is a function that will allow an administrator to calculate eligibility for the entire district, for each site separately, for a specific section, or for an instructor's sections. You can use any of these functions instead of having the teacher(s) calculate eligibility from their gradebook each week.

**Question:** How can the administration office determine which teachers have recorded Attendance, Eligibility, or Grades?

**Answer:** In Wen-GAGE SI, there is a report called Recorded Status Check (WGSIMAIN.EXE Main Form/Reports Menu/Recorded Status Check). This report will list the sections that have not recorded Attendance, Eligibility, or Grades for the date or grading period selected. **Note:** Once a teacher records Attendance, Eligibility, or Grades and clicks the Save Button, an entry will be sent to Wen-GAGE SI on the next synchronization, indicating that the teacher has recorded that item. If a teacher has a class where all students are present, they must click the Save Button when recording attendance. The recording entry will be made even though no students will be counted absent.

**Question:** Can we allow teachers to override Attendance, Eligibility, or Grades once they have been recorded?

**Answer:** Yes. By default, the system does not allow a teacher to override Attendance, Eligibility, or Grades once it has synchronized with Wen-GAGE SI. However, you can override this setting in Wen-GAGE SI if necessary. From the WGSIMAIN.EXE Main Form, Reference Tab/Site Tab, there are 3 settings for teacher override; GBAllowAttOverride, GBAllowEligOverride, and GBAllowGradeOverride.

**Question:** When we create a login account for Guardians, some Guardians are listed once for each student in that family. Can we combine those Guardians and create one login account per family?

**Answer:** Yes. You can create one login account for each family. However, in Wen-GAGE SI, each student must be tied to the same relation. From the WGSIMAIN.EXE Main Form/Relation Tab, locate the relation(s) in question. Below the Relation grid is a list of students assigned to that relation. At that point, you can use the Re-assign function to re-assign students to the same relation.

**Question:** Where do you enter the email address for the student and guardian?

**Answer:** The student email address is maintained from the WGSIMAIN.EXE Student Form/Demographics Tab/Permanent Tab. The guardian and other contact email addresses are maintained from the WGSIMAIN.EXE Student Form/Demographics Tab/Relation Tab.

**Question:** When recording attendance, can we limit the attendance codes available for the teacher to use?

**Answer:** Yes. The attendance codes can be maintained from the WGSIMAIN.EXE Main Form/Reference Tab/Descriptions Tab. For each attendance code, there is an InstructorViewable option that determines if the code is available for the teacher to use. **Note:** The attendance codes must be the same among all Wen-GAGE SI databases/sites in your district.

**Question:** When we login to the Wen-GAGE Gradebook, the school name displayed next to the username at the top of the page is incorrect. How do we fix this?

**Answer:** The name displayed at the top of the page next to the username is the school district name. This name is maintained from the WGSIMAIN.EXE Main Form/Reference Tab/LEAInfo Tab.

**Question:** How can we change the school/site contact information that is displayed in the My Contact Info View of the Guardian and Student Workspace?

**Answer:** The school/site contact information is the contact information for the site in which the student is currently enrolled. This school/site contact information is maintained from the WGSIMAIN.EXE Main Form/Reference Tab/Site Tab.

**Question:** How do I know if the synchronization of data between the Wen-GAGE Gradebook and Wen-GAGE SI is occurring as it should?

**Answer:** In the Wen-GAGE Gradebook Administration program, open the Sync Administration Form by clicking the Sync Admin Button. The Last Update status will display the last time a successful synchronization occurred. **Note:** The time displayed is Eastern Time.

**Question:** We are not synchronizing. Why is this happening?

**Answer:** In most cases, your synchronization will stop if you have an issue with your Wave Server. Please verify these items on your Wave Server.

1. Verify that the Wave Server is turned on and running.
2. Verify you have internet access to the Wave Server by opening the browser and going to [www.wengage.com](http://www.wengage.com).
3. If you have verified Step 1 and 2 and you are still not synchronizing, restart your Wave Server. When the server restarts, please verify that no errors are displayed.
4. If you have verified Step 1, 2, and 3 and you are still not synchronizing; you may need to reset the password under the account which the synchronizing task is running. Have you recently changed the password for the account you gave us to install your Wen-GAGE SIF Agent on the Wave Server? From the Desktop of the Wave Server, click Start/Accessories/System Tools/Scheduled Tasks. You should see a scheduled task named, Gradebook Data. Double click the Gradebook Data scheduled task. Once the Schedule Task Dialog is displayed, click the Set Password Button and set the password.

If you do not start synchronizing after you have verified these items, please contact a Municipal Accounting Systems, Inc. Software Support Representative.

**Question:** Can we use the S, S+, S-, and U grades for a section?

**Answer:** Yes. You can setup a grading scale to include any grade you need to assign. The most important thing to consider, when setting up your grading scale, is the Order field and the Begin/End Numeric Range fields. When you are calculating grades, the Wen-GAGE Gradebook will determine the calculated score, and then look through the grading scale using the Order field. Once it finds a grade with the matching Begin and End Numeric value, it will assign that letter grade. Please keep in mind that if you have a standard grading scale with A, B, C, D and F, then you also have an S and U, you may have to overwrite the Assigned Score with the letter grade you would like to assign.

**Question:** When we calculate grades, the letter grade assigned is not what we are expecting. Why is this happening?

**Answer:** The Letter Grade assigned from the Calculated Score is directly dependent on the student's Grading Scale. Please verify these items in Wen-GAGE SI.

1. Verify the student's Expected Graduation Date (WGSIMAIN.EXE Student Form/ Demographics Tab/Permanent Tab)
2. Verify the Grading Scale assigned to the student (WGSIMAIN.EXE Student Form/ Demographics Tab/Permanent Tab)
3. Verify the Grading Scale (WGSIMAIN.EXE Main Form/ Reference Tab/Grading Scale Tab)

You can setup a grading scale to include any grade you need to assign. The most important thing to consider, when setting up your grading scale, is the Order field and the Begin/End Numeric Range fields. When you are calculating grades, the Wen-GAGE Gradebook will determine the calculated score, and then look through the grading scale using the Order field. Once it finds a grade with the matching Begin and End Numeric value, it will assign that letter grade. Please keep in mind that if you have a standard grading scale with A, B, C, D and F, then you also have an S and U, you may have to overwrite the Assigned Score with the letter grade you would like to assign.

**Question:** Can we use Internet Explorer 7.0 with the Wen-GAGE Gradebook?

**Answer:** Yes. You can use Internet Explorer 6.0 and newer versions, as well as the latest versions of the Firefox and Safari browsers, with the Wen-GAGE Gradebook.

**Question:** After grades have been calculated in the Wen-GAGE Gradebook and then synchronized with the Wen-GAGE SI System, the GRUnits, GPAPoints, and GPAUnits fields are not set. Why is this happening?

**Answer:** When grades are posted from the Wen-GAGE Gradebook, the GRUnits, GPAPoints, and GPAUnits are set to 0, because the Wen-GAGE Gradebook does not need or have the graduation plan information. However, when you calculate grades in the Grade

Card Application (WGSIGCRD.EXE), the grades are validated against the grading scale and graduation plan and those fields will be populated with the appropriate values.

**Question:** Can the Grade Evaluation Schedule Description be changed to something more meaningful for our school district?

**Answer:** Yes. You can change the Grade Evaluation Schedule Description in the Gradebook Administration application. By default we use the Calendar Description and the Grading Schedule to determine a default name. However, you can change this Description to a more meaningful description for your school district. In the Gradebook Administration application, click SI View and then Maintenance/Grade Evaluation Schedule. Choose each session and change the description of each grading period.

## Instructor Workspace

**Question:** Is there a report that will show the student's attendance, assignments, scores, and average for a section?

**Answer:** Yes. There are several reports available from the Wen-GAGE Gradebook. To determine which report best suits your needs, you can print each report from the Reports View. The available reports include: Student Attendance, Student Scores, Student Summary, and Student Detail.

**Question:** I need to print a report that lists only the StudentID and the Score the students received on a certain assignment. How can I get this report?

**Answer:** You can print this type of report and many others by using the Grid Reports. The Grid Reports will print the data from a grid in the order and for the records you have selected. To print this type of report, filter the Assignment/Scores Grid for the assignment you want to print, and then print the Grid Report. When you select to print the Grid Report, you have the option to select which fields will be printed on the report.

**Question:** If I have an Assignment Type setup that has not yet been assigned to the students, will it affect my Current Average?

**Answer:** No. The Current Average calculation only considers assignment types for the assignments included in the calculation. So, if you have an assignment type for an assignment that has not yet been assigned or scored, then the Current Average calculation will not consider that assignment type in the calculation.

**Question:** I entered an assignment and it is not displaying in my Assignment Plan or Classic View. Where did it go?

**Answer:** The assignment may have been added with a Due Date that is not in the current session you have selected. To verify this, you can select All from the Session Drop-Down List and then locate the assignment to see if you entered the incorrect Due Date for the assignment.

**Question:** Why does the Classic View not update after I have clicked the Save or Save & Re-Calculate Button?

**Answer:** This applies to the Internet Explorer browser only. From your browser, click the Tools Menu/Internet Options. Once the Internet Options dialog is displayed, click the Settings Button in the Temporary Internet files section of the General Tab. Verify the 'Check for newer versions of stored pages' setting is set to Automatically.

**Question:** Can I change the Averaging Method after I have entered assignments and scores?

**Answer:** Yes. You can change the Averaging Method after you have entered assignments and scores. After the Averaging Method is changed, the Current Average will reflect the new Averaging Method. However, grades and eligibility records that were previously calculated with the old Averaging Method will not be changed to reflect the new Averaging Method?

**Question:** If we record an I (Incomplete) for a score, will it be used in the Current Average calculation?

**Answer:** No. An I is not figured into the Current Average or when calculating averages for Grades or Eligibility. The only place an I is used in a calculation is on the Student Scores and Student Detail report where the Average w/Incompletes is displayed.

**Question:** In Classic View, how can I remove a score once it is typed in the Score field, but before it is saved?

**Answer:** If you delete/remove the score from the Score field before clicking Save or Save & Re-Calculate, the score will not be saved.

**Question:** How can I delete a score once it has been saved?

**Answer:** In Classic View, if you delete/remove the score from the Score field and then click Save or Save & Re-Calculate, the score will be deleted. In Record Scores, select the record/score you wish to delete, then click the Red X Button in the navigator.

**Question:** Why are announcements not showing up for the students and guardians?

**Answer:** This is most likely a result of an incorrect Begin Display Date or End Display Date of the announcement. Verify the Begin Display Date and End Display Date of the announcement.

**Question:** Can I set my Gradebook to show a current average for my students?

**Answer:** Yes. From Section Settings, select Calculation Settings as the setting to update. Choose the Grading Period to setup, then specify how the average will be calculated for that Grading Period.

**Question:** Can we arrange assignments in a specific order?

**Answer:** Yes. When entering assignments you can specify the order of the assignment. The order will automatically increment as assignments are entered. You can also specify the order of assignments in Classic View by entering the order in the assignment heading.

**Question:** Can we arrange students in a specific order?

**Answer:** Yes. In Classic View, specify the order for the students next to the student name.

**Question:** When a student has dropped from a section or dropped from school, the student is still displayed in the Classic View. How can we remove the student from the class roster?

**Answer:** This is really a 2-part question. First, when a student drops from a section/class, the student should not show up in your list of students. However, they still may display in the Classic View if they have assignments assigned to them. To remove the student from the Classic View, you must remove that student from the assignments. Second, if a student is dropped from school, that student may still have records tied to the section/class, such as attendance or scores. Therefore, you can not just delete the student from the class roster. However, if a student is dropped, they are considered off-roll from the date they dropped from school. In that situation, the system will no longer allow you to record attendance or assignments to the student after their drop date. In this situation, you would see NA (Not Assigned) for any assignment assigned to the class after the student was dropped.

**Question:** My reports that print to Adobe Reader are not aligned correctly. What is causing this?

**Answer:** This is most likely caused by settings in Adobe Reader. First, verify that you have the latest version of Adobe Reader installed on your computer. Second, verify the Page Handling settings in Adobe Reader. From the Print Dialog in the Page Handling section of Adobe Reader, set Page Scaling to None and verify that the Auto-Rotate and Center option is not selected.

**Question:** When I print Classic View, it will print the heading for the report on one page and then print the student data on another page. Why is this happening?

**Answer:** This applies to the Internet Explorer browser only. It is most likely the result of the Text Size setting of your browser. From your browser, click the View Menu/Text Size. The Text Size should be set to Medium.

**Question:** If we choose to include previous grades in the grade calculation, will it use the Assigned Score or Calculated Score for the previously calculated grades?

**Answer:** When you include previous grades in a grade calculation, the Assigned Score of the previous grade will be used in the calculation.

**Question:** When we include a previous grade in our grades calculation, should we also include the assignments that were used in the calculation of the previous grade?

**Answer:** Definitely not. The calculation will be using the Assigned Score of the previous grade and therefore, you do not also include the assignments that were used in the calculation of the previous grade.

**Question:** On the Classic View, we see N/A for some scores. What does this mean?

**Answer:** N/A means Not Assigned. If you see N/A for an assignment, then that assignment was not assigned to that student when the assignment was created. By default, assignments are not assigned to students who are considered off-roll as of the Due Date of the assignment. If you see an N/A for a student that should be assigned an assignment, you can edit the assignment and assign the assignment to the student. If the student is off-roll as of the Due Date of the assignment, you can check the Include Off-Roll Students Check Box to include the student in the Available Student List.

**Question:** How do you calculate grades that depend on previously recorded grades? For example, our Semester grade is 40% of 1st 9 weeks, 40% of 2nd 9 weeks, and 20% of the Semester Test.

**Answer:** For detailed instructions on calculating grades, please refer to the documentation on Grade Calculation Tips.

**Question:** Can I copy my assignments from the previous year into the current year?

**Answer:** Yes. For detailed instructions on copying assignments, please refer to the documentation on How To Copy Existing Assignments.

**Question:** Can I copy assignments from one class to another class?

**Answer:** Yes. For detailed instructions on copying assignments, please refer to the documentation on How To Copy Existing Assignments.

**Question:** I had a student move from one period to another period. Can I assign all the assignments to the student at once?

**Answer:** Yes. For detailed instructions on assigning assignments, please refer to the documentation on How To Assign Assignments for a Selected Student.

**Question:** I have attached assignments for a student that moved from one period to a different period. How can I copy his scores that were on these assignments in the previous period?

**Answer:** Yes. For detailed instructions on copying scores, please refer to the documentation on How To Copy Scores.