

Municipal Accounting Systems, Inc.
Wen-GAGE i-GB
End of Year Closing Procedure

As part of the Wen-GAGE i-Gradebook End Of Year Closing Procedures, the following 2011-2012 information will no longer be accessible in the Wen-GAGE i-Gradebook after June 30, 2012.

Section Recording Status
Announcements (LEA, Site, and Section)
Student Eligibility and Student Eligibility Calculation Notes
Student Grade Calculation Notes
Student Assignments/Scores

The Section Assignment Plans and Assignments will remain available so that they can be copied forward to the new school year.

Verify the current year data is recorded and correct:

- Assignments**
 - From the Instructor Workspace/Assignment Scores View/Classic View Tab
 - A. Verify all applicable assignments are scored.

- Grades**
 - From the Instructor Workspace/% Grades View/Grades (Recorded) Tab
 - A. Verify all grades have been recorded for every grading period.

Verify and print the following reports prior to June 30th:

In addition to a hard copy of the reports required by State Statute, your Board of Education and Regional Accreditation Officer, it is important to also print these reports to a PDF file and store in an archive folder at the district. This provides your district an easy way to reference a digital copy of this information. To print to a PDF file, simply click the Export Document Button from the Print Preview.

- Section Assignment Listing**
 - From the Instructor Workspace/Reports View/Section Assignment Listing
 - A. Set Session drop down to "All".
 - B. From Reports View select Section Assignment Listing from drop down options.
 - C. Check mark to Include Off Roll Students.
 - D. Move students to the Selected Students.
 - E. Click Select button to view and print the report.

Print out grade book
Section Summary