

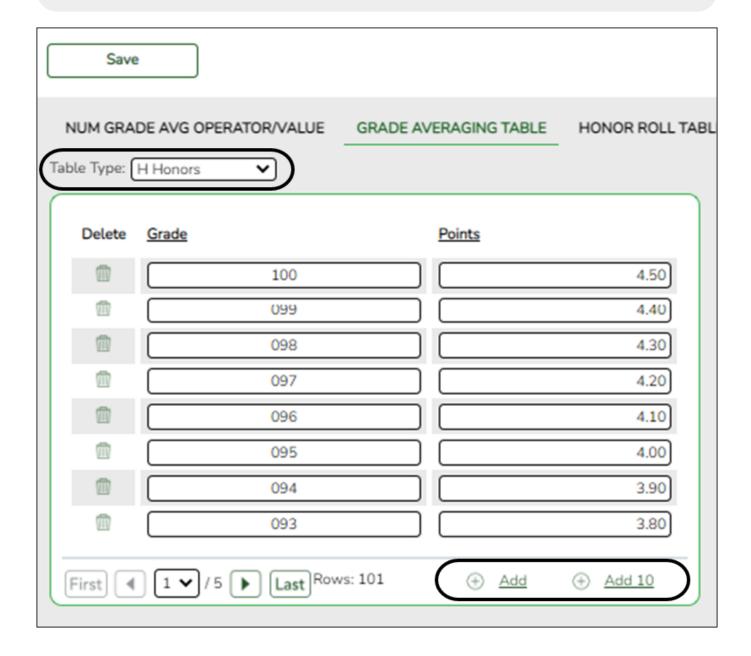
 $grade_reporting_grade_averaging_class_rank_ga_tables_gp$

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Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Grade Average Table

Any codes set up in the Course Type table must have values entered on the Grade Averaging Table tab if any courses in the district master schedule use that course type (i.e., the **GA Table** field on Maintenance > Master Schedule > District Schedule is set to the code).

You cannot combine numeric and grade points in the Grade Averaging table; you must use one or the other.



☐ Select the table type:

Table Type Select the code for the type of courses to which the table applies. The codes are established on Maintenance > Tables > Course Type.

Existing	data	is	displa	ved.

• The list can be re-sorted.

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending \boxtimes or descending \boxtimes order.

• If there are multiple pages, page through the list.

\square Click +Add to add one blank row. A blank row is added to the grid.
☐ Or, click +Add 10 to add ten blank rows to the grid.
<u>-</u>
☐ Under Grade :
onder Grade.

Type the numeric course grade to be adjusted.

IMPORTANT:

You must enter every numeric grade from the high grade to the lowest grade for the table type. If a gap exists, the student's grade will be calculated as zero if it corresponds to the missing grade.

If the **Highest Cycle Grade Allowed** field on Maintenance > Tables > Campus Control Options > Ranges & Conversions is set to a value higher than 100, this table must include grades up to the highest grade allowed. Otherwise, a student's grade will be calculated as zero if it is not included in the table.

☐ Under **Points**:

Type either the grade points or numeric grades that correspond to the course grade when determining grade averaging. Enter up to five digits with three whole numbers and two decimal places (e.g., 100.00).

You can use either all grade points or all modified grades, but not a mixture of both.

Examples:

Grade Points		Numeric Grades		
Course Grade	Numeric Points	Course Grade	Grade Points	
100	5.00	100	105	
099	4.90	099	104	
098	4.80	098	103	
097	4.70	097	102	
and so on		and so on		

You can adjust each grade by a different amount.

Example:

You could add 10 points for grades 90-100, but only add 7 points for grades 80-89, as follows:

Course Grade	Points	Adjusted Grade
100	10.00	110
99	10.00	109
98	10.00	108
97	10.00	107
96	10.00	106
95	10.00	105
94	10.00	104
93	10.00	103
92	10.00	102
91	10.00	101
90	10.00	100
89	7.00	96
88	7.00	95
and so on		

NOTE: If using numeric values, when you run the **Grade Averaging and Class Ranking utility**, you must set **Process** to **Grade Point Grade Averaging** in order to use the Grade Average tables that were set up for this purpose.

□ Click Save .	
☐ Repeat for the next table type.	



Delete a row.

- 1. Click $\overline{\mathbb{Q}}$ to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.
- 2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click No.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).



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