



Grade Averaging

Table of Contents

| Grade Averaging and Class Ranking - Quick Checklist | | | |
|---|------------------------|---------------------|--------------|
| ✓ Step | Completion Date | Completed By | Notes |
| Review district and campus GPA and class rank policy to ensure course and GPA data are set up correctly. | | | |
| Complete the cycle/semester grade posting and report card process according to district and campus policies. This ensures all cycle, exam, semester grades have been verified. | | | |
| Before You Begin | | | |
| Set campus options. | | | |
| Set up grade averaging tables. <ul style="list-style-type: none"> • Course Type (GA) • Numeric Grade Averaging • Grade Point Grade Averaging | | | |
| Set up courses in the district master schedule. | | | |
| Run reports to verify information: <ul style="list-style-type: none"> • SRG0100 • SGR0130 | | | |
| Enter any student exceptions. Run reports to verify: <ul style="list-style-type: none"> • SGR2600 • SGR2070 • SGR2075 | | | |
| Calculate Grade Average and Class Ranking for Current Year | | | |
| Run the current year Grade Averaging and Class Ranking utility, which is commonly run: <ul style="list-style-type: none"> • At midterm for semester 1 (including seniors) • During the 2nd semester for early computation • At the end of the school year for semesters 1 and 2 (excluding seniors). | | | |
| After Calculating Grade Average and Class Rank | | | |
| Verify student records: <ul style="list-style-type: none"> • Grade Avg tab • SGR2060 • SGR2070 • SGR1925 | | | |
| Run the Cumulative Grd Avg and Class Ranking utility. | | | |
| Run utility reports. | | | |
| Hand calculate a small selection of students to check the accuracy of the values produced from ASCENDER. | | | |
| Generate AARs As Needed | | | |



Back Cover