

grade_reporting_tables_table_body

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❑ 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 displayed.

- 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 or descending order.

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

❑ 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.

❑ Under **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  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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