

grade_reporting_utility_cum_grd_avg_body

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School Year	The current school year is displayed, as specified on Maintenance > Tables > District Control Table.
Campus	The campus to which you are logged on is displayed.
Campus Control Information	Data from the **Grade Averaging Information** section on Maintenance > Tables > Campus Control Options > H Roll & Gr Avg is displayed for your reference. Verify the settings before running the utility.

Nbr of Decimal Points	The number of places to the right of the decimal point to which grade averages are computed is displayed.
Grade Avg 4pt Scale	The field indicates if four-point grade averaging information will print on the report.
Incl WD Stu in Avg	If selected, grade averages are computed for students who withdrew after the first cycle.
Incl WD Stu in Rank	If selected, withdrawn students are included in the class rank.

Credit Level	Select the credit level to be processed.

Process	**Grade Point Grade Averaging**	Select to use the Grade Averaging tables (i.e., Maintenance > Tables > Grade Reporting Tables > Grade Averaging Table).
	Numeric Grade Averaging	Select to use the Numeric Grade Average Operator/Value table (i.e., Maintenance > Tables > Grade Reporting Tables > Num Grade Avg Operator/Value).

Grades	Select the current year grade level(s) to process. Or, click **All Grade Levels** to process all listed grade levels. You must select at least one grade level. • To select multiple non-consecutive rows, press and hold the CTRL key while selecting the first row and then the subsequent rows. • To select multiple consecutive rows, click the first grade level and drag to select multiple grade levels. Or, press and hold the SHIFT key while selecting the first row and then the last row. All the rows (between the first and last rows) are selected. It is common for campuses to run this utility for seniors once they have run early computations and determined the valedictorian and salutatorian. Once grades are final for the year, the campus may run the utility again for 12th grade (depending on district policy).

Other Options	**Report Sort Order**	Select the order in which to print the Grade Averaging Cumulative report.
	Print Credit	Select to print the student's total credits for the years included in the cumulative grade averaging. Most campuses select this option.
	Print Detail	Select to to list the prior year grade averaging information. It is recommended that you select this option, because it allows you to see the values used to calculate the student's cumulative grade averaging. If not selected, only the student's total cumulative grade averaging information is printed.
	If Graduated WD Students are to be included, Enter the WD Code	**It is recommended that this field be set to 01 (Graduated).** If graduated withdrawn students will be included in grade averaging and class ranking, select a withdrawal code to indicate which graduated withdrawn students should be included in cumulative grade averaging. This field overrides the **Incl Wdrawn Stu in Avg/Rank** fields on Maintenance > Tables > Campus Control Options > H Roll & Gr Avg. Be sure the grade averaging policy in the campus handbook explains which graduated seniors are included/excluded in the grade averaging and class rank.

TIP: You can run the utility multiple times back to back, changing the settings of the **Report Sort Order** and **Print Detail** fields to get different reports:

- (Default) **Report Sort Order** is *Grd Lvl*, and **Print Detail** selected: Prints all years sorted by rank.
- **Report Sort Order** is *Grd Lvl*, and **Print Detail** is not selected: Prints one cumulative line per student.
- **Report Sort Order** is *Alpha*, and **Print Detail** is selected: Prints all years in alpha order.
- **Report Sort Order** is *Alpha*, and **Print Detail** is not selected: Prints one cumulative line per student in alpha order.

❑ Click **Execute**.

- When the process is finished, two reports are displayed. View the reports.

  Review the report using the following buttons:

  Click First to go to the first page of the report.
  Click ◀ to go back one page.
  Click ▶ to go forward one page.
  Click Last to go to the last page of the report.

  The report can be viewed and saved in various file formats.

Click to save and print the report in PDF format.

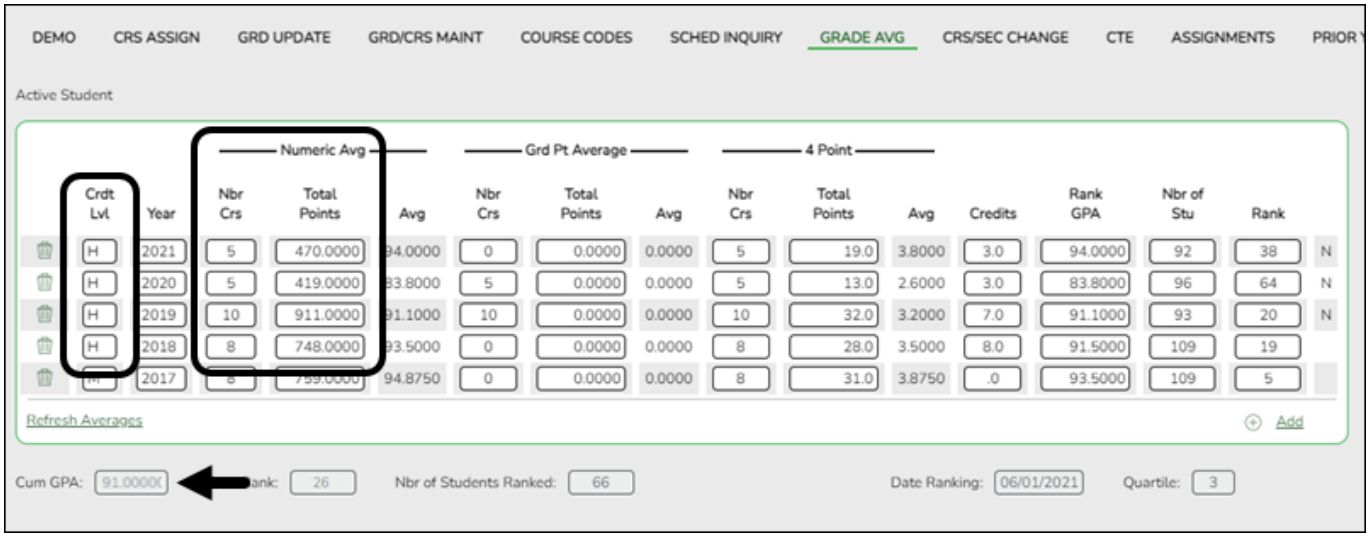
Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

  - Cumulative Grade Averaging Report - Options Selected - Displays the options selected when the utility was run.
  - Grade Averaging Cumulative Report - Displays the results of the utility according to the selections of the **Report Sort Order** and **Print Detail** fields.
- A message is displayed indicating that cumulative grade averaging and class ranking is completed.
- Click **OK**.

- The following fields are updated on Maintenance > Student > Individual Maint > Grade Avg:

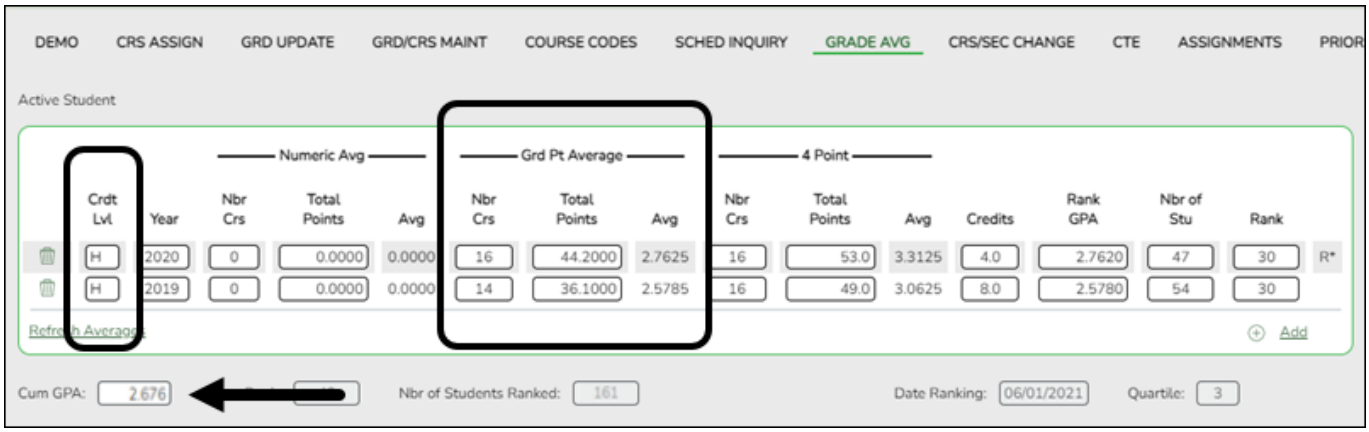
Cum GPA
Cum Rank
Nbr of Students Ranked
Date Ranking
Quartile

Numeric Average Calculation



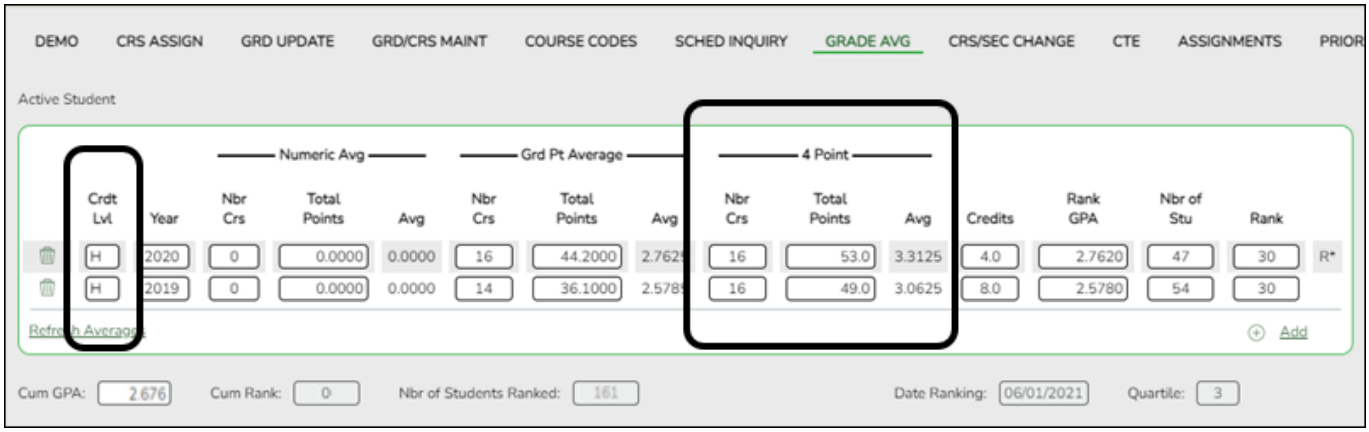
Total Points ÷ **Nbr Crs** with **Crdt Lvl** H = **Cum GPA**
Example: 2548 ÷ 28 = 91.0000

Grade Point Average Calculation



Total Points ÷ **Nbr Crs** with **Crdt Lvl** H = **Cum GPA**
Example: 80.3 ÷ 30 = 2.676

4 Point Average Calculation



Total Points ÷ **Nbr Crs** with **Crdt Lvl** H = **Cum GPA**
Example: 102 ÷ 32 = 3.187

NOTE: The cumulative **4 Point** average does not appear on Grd Avg, but will print to the AAR - SRG2047 report.


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