



# Grade Averaging Table



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## **Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Grade Averaging Table**

This tab allows you to set up adjustments that are made to grades when the system computes grade point averages to determine class rank.

In the Table Type field, click to select the code for the type of courses to which the table applies. The codes are established on the Maintenance > Tables > Course Type page.

If grade conversion data exists, the data is displayed.

The list can be re-sorted.

If more grades are retrieved than can be displayed on one page, you can page through the list.

The tab allows you to insert one blank row at a time or add ten rows at a time.

To insert one blank row, click +Add. A blank row is displayed in the grid.

To insert ten blank rows, click +Add 10. Ten blank rows are displayed in the grid.

In the Grade field, type the grade to be adjusted. The field can be up to three characters.

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 Grade Reporting > 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.

In the Points field, type either the grade points or numeric grades that correspond to the course grade when determining grade averaging. You can use either all grade points or all modified grades, but not a mixture of both. The field can be up to five digits with three whole numbers and two decimal places (e.g., 100.00).

This table gives you the option to add different amounts to each grade for grade average adjustments, and not use the Num Grade Avg Operator/Value table. For example, you could add 10 points for grades 90-100, but only add 7 points for grades 80-89. In this example, the table would look like this:

100

110

99

109

98

108

89

96

88

95

Note: This table can have numeric values; however, when you run the Grade Averaging and Class Ranking utility, you must select Grade Point Grade Averaging for the Process in order to use the Grade Average tables that were set up for this purpose.

Click Save.

To delete a row, click . 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.

Click Save. The selected rows are deleted.

Note: You can save changes and delete records in the same step (i.e., the changes are all committed when the record is saved). If any changes do not pass validation (i.e., cannot be deleted or have validation errors), none of the changes are saved.



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