SGR0280 - Grade Distribution Report

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This report provides counts and percentages of grades, including no grade (N/G), incomplete, and other (blanks) by campus and by instructor, course-section, or grade level. Non-graded and transfer courses are excluded.

The values from Maintenance > Tables > Campus Control Options > Ranges & Conversions are used to determine the distribution of grades regardless of the credit level of the course.

Report fields

In the first set of grade columns is the total number of students receiving the grade for the specified semester-cycle.

- Grades marked N/G or I (incomplete) are displayed under the **N/G** and **Inc** columns.
- Blank grades are included under the **Other** column. Blank grades are only included for withdrawn students if the student was enrolled on the campus for at least one day of the specified semester-cycle. If a cycle is not specified, blank grades are only included for withdrawn students if the student was enrolled on the campus for at least one day of the specified semester.
- Zeros are considered failing.

In the **Total** column:

- If **Sort Order** is *I*, the total number of students for all grades given for the instructor is displayed.
- If **Sort Order** is *C*, is the total number of students for all grades given for the course-section is displayed.
- If **Sort Order** is *G*, the total number of grades given in all courses for the grade level is displayed.

In the next set of grade columns is the percentage of students receiving the grade for the specified semester-cycle.

In the **Total** row:

- If **Sort Order** is *I*, none are displayed.
- If **Sort Order** is *C*, each course is separate with the total number of students given the grade in the course and the percentage of students given the grade.
- If **Sort Order** is *G*, all grade level totals are combined.

Run the report:

Parameter	Description
Ending School Year (YYYY)	Type the four-digit **ending** school year.
Campus ID	Type the three-digit campus ID, or click ⋮ to select the campus.
Sort Order (I=Instructor, C=Crs/Sec, G=Grade Level)	I - Sort by instructor name. C - Sort by course-section. G - Sort by grade level.
Semester (1, 2, 3, 4)	Type the one-digit semester. Valid semesters are 1 and 2. For a four-semester campus, valid semesters are 1, 2, 3, and 4.
Cycle (1, 2, 3)	If **Type of Grades** = C (*cycle*), type a cycle to run the report for a specific cycle. • Valid cycle codes are 1, 2, and 3. • Self-paced courses are not included if **Type of Grades** = C. If **Type of Grades** = S (*semester*) or F (*final*), **Cycle** can be blank. Students or courses that have withdrawal dates before the end date of the specified cycle are not included in the counts.
Include Withdrawn Students (Y, N)	Y - Include students who have a withdrawal date before the end date of the specified semester-cycle. If the **Cycle** parameter is blank, include students who have a withdrawal date before the end date of the specified semester. Withdrawn students who have transferred to a different campus are not included. N - Do not include students who have a withdrawal date before the end date of the specified semester-cycle. If the **Cycle** parameter is blank, do not include students who have a withdrawal date before the end date of the specified semester. **Example:** If a student has a withdrawal date in cycle 3, the report is run for cycle 1, and the student has a grade for cycle 1, the student is included. If the report is run for cycle 3, the student is not included.
Include Withdrawn Courses (Y, N)	Y - Include courses with a withdrawal date before the end date of the specified semester-cycle. Withdrawn students who have transferred to a different campus are not included. N - Do not include courses that have a withdrawal date before the end date of the specified semester-cycle. **NOTE:** If you include self-paced courses and do not include withdrawn courses, self-paced withdrawn courses are included on the report.

Parameter	Description
Type of Grade (C=Cycle, S=Semester, F=Final)	C - Run the report for cycle grades. S - Run the report for semester grades. F - Run the report for final grades. If you select S or F, leave **Cycle** blank so withdrawn students are not included in the count. If you select C, self-paced courses are not included in the count. For example: If you run the report for semester 1-cycle 2, and there is a student with a self-paced semester grade who withdrew in cycle 3, that student is included in the report if **Type of Grades** = S or F and **Cycle** = 2.
Grading Type (E = Elem, S = Secondary, B = Both)	E - Run the report for elementary grade reporting. S - Run the report for secondary grade reporting. B - Run the report for secondary and elementary grade reporting. Only one campus can be selected, so unless the campus being selected is both secondary and elementary, the report only retrieves courses for the selected campus.
Control Nbr (Blank for All)	Type the three-digit control number (instructor ID), click ⋮ to select the control number, or leave blank to select all control numbers.
Course Nbr (Blank for All)	Type the course number, including all leading zeros. Or, click ⋮ to select the course. Leave blank to select all courses in the district.
Include Self Paced Courses (Y, N)	Y - Include self-paced courses. N - Do not include self-paced courses. If you include self-paced courses and do not include withdrawn courses, self-paced withdrawn courses are included on the report.
Attendance Track (Blank for All)	Type the two-digit attendance track. Leave blank to select all tracks.

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