



## Clear Grade Averaging and Class Ranking



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This utility clears grade averaging and class ranking data from student records for the current school year only.

The utility is not campus-specific; it deletes all current year grade averaging records in the district for the grade level and credit level selected. Therefore, if two campuses exist with the same grade level (e.g., two middle schools), the utility deletes data at both campuses.

The utility can be used by a middle school that runs grade averaging for credit level H courses only, if its policy does not include courses taken at middle school. You can use the utility to delete the middle school students' grade average row for credit level H.

**WARNING:** Use extreme caution when using the utility. It is recommended that you set menu-level security for this menu item in ASCENDER Security Administration.

### Update data:

| Field                         | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Campus</b>                 | The campus to which you are logged on is displayed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Grade Level Selection</b>  | Select the grade level(s) for which to clear data. Or, click <b>All Grade Levels</b> to select all listed grade levels. <ul style="list-style-type: none"><li>• To select multiple non-consecutive rows, press and hold the CTRL key while selecting the first row and then the subsequent rows.</li><li>• 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.</li></ul> |
| <b>Credit Level Selection</b> | Select the credit level for which to clear data.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

Click **Execute**.



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