



# Cumulative Grade Averaging and Class Ranking



# Table of Contents

**Cumulative Grade Averaging and Class Ranking** ..... 1



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## Grade Reporting > Utilities > Cumulative Grd Avg and Class Ranking

This utility uses grade averaging data for multiple years to determine class ranking. The program adds the values of each selected year and divides this by the sum of the courses factors for those years.

Two reports are generated:

- A report of options selected on the page and on the Campus Control Options tabs.
- A listing by the sort order selected. The report is similar to SGR2060 but includes totals.

### Update data:

<b>School Year</b>	The current school year is displayed, as specified on <a href="#">Maintenance &gt; Tables &gt; District Control Table</a> .	
<b>Campus</b>	The campus to which you are logged on is displayed.	
<b>Campus Control Information</b>	Data from the <b>Grade Averaging Information</b> section on <a href="#">Maintenance &gt; Tables &gt; Campus Control Options &gt; H Roll &amp; Gr Avg</a> is displayed for your reference. Verify the settings before running the utility.	
	<b>Nbr of Decimal Points</b>	The number of places to the right of the decimal point to which grade averages are computed is displayed.
	<b>Grade Avg 4pt Scale</b>	The field indicates if four-point grade averaging information will print on the report.
	<b>Incl WD Stu in Avg</b>	If selected, grade averages are computed for students who withdrew after the first cycle.
	<b>Incl WD Stu in Rank</b>	If selected, withdrawn students are included in the class rank.
<b>Credit Level</b>	Select the credit level to be processed.	
<b>Process</b>	<b>Grade Point Grade Averaging</b>	Select to use the Grade Averaging tables (i.e., <a href="#">Maintenance &gt; Tables &gt; Grade Reporting Tables &gt; Grade Averaging Table</a> ).
	<b>Numeric Grade Averaging</b>	Select to use the Numeric Grade Average Operator/Value table (i.e., <a href="#">Maintenance &gt; Tables &gt; Grade Reporting Tables &gt; Num Grade Avg Operator/Value</a> ).

<b>Grades</b>	<p>Select the current year grade level(s) to process. Or, click <b>All Grade Levels</b> to process all listed grade levels. You must select at least one grade level.</p> <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> <p>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).</p>	
<b>Other Options</b>	<b>Report Sort Order</b>	Select the order in which to print the Grade Averaging Cumulative report.
	<b>Print Credit</b>	Select to print the student's total credits for the years included in the cumulative grade averaging. Most campuses select this option.
	<b>Print Detail</b>	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.
	<b>If Graduated WD Students are to be included, Enter the WD Code</b>	<p><b>It is recommended that this field be set to 01 (Graduated).</b></p> <p>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 <b>Incl Withdrawn Stu in Avg/Rank</b> fields on <a href="#">Maintenance &gt; Tables &gt; Campus Control Options &gt; H Roll &amp; Gr Avg</a>.</p> <p>Be sure the grade averaging policy in the campus handbook explains which graduated seniors are included/excluded in the grade averaging and class rank.</p>


**HERE'S A TIP:** When you run the utility multiple times **back to back**, you can change the settings of the Report Sort Order and Print Detail fields to get different reports:


- (Default) Report Sort Order is Grade with Print Detail selected - Prints all years sorted by rank.
- Report Sort Order is grade but 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  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  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.

- FIX THIS LIST: Options report “Cumulative Grade Averaging Report Options Selected”
- SORT ORDER/REPORT DETAIL selections report. “Grade Average Cumulative Report”
- A message is displayed indicating that grade averaging and class ranking is completed. Click **OK**.
  - SCREEN SHOT
- The following fields are updated on [Maintenance > Student > Individual Maint > Grade Avg](#):
  - **Cum GPA**
  - **Cum Rank**
  - **Nbr of Students Ranked**
  - **Date Ranking**
  - **Quartile**



## Back Cover