

Grade Averaging and Class Ranking

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This utility calculates grade average and class rank for the current year. The process also updates the student grade averaging records, which are maintained on Maintenance > Student > Individual Maint > Grade Avg.

IMPORTANT! For a middle school offering high school credit for any of its courses, the middle school must know which type of grade averaging the high school runs (i.e., grade point or numeric).

Middle school students taking H credit level courses must have a next year campus number assigned before the calculation will run. The next year campus is set using Registration > Utilities > Set NY Campus.

The high school and the middle school may run different types of grade averaging; however, when the middle school runs grade averaging for high school courses only, the middle school must select the type of grade averaging used by the high school to rank its students. When running grade averaging for only high school courses taken at the middle school, the utility uses the grade averaging tables from the student's next year high school campus for calculations.

The following reports are generated when the utility is run:

- List of options selected on this page and on the Maintenance > Tables > Campus Control Options tabs
- List of student's grade average in class rank order
- List of student's grade average information (sorted as specified in the **Report Sort Order** field)
- Error report, if errors are encountered

Seniors at high school campuses

Campuses can run early computation before the school year ends (i.e. to determine Valedictorian and Salutatorian before the school year ends.

There are two options using the **Early Computation** fields.

Option 1:

Option 1 is often used by two-semester nine-week campuses for senior early computations. The

campus can use the semester 1 average, and use the semester 2-cycle 1 grade as the semester 2 average, as follows:

Example:

- Select to process **Sem 1** and **Sem 2**.
- Under **Early Computation**, select **Sem2/Cyc1**.

Option 2:

Option 2 is often used by two-semester six-week campuses for senior early computations. The campus can use the semester 1 average, and use the semester 2-cycle 1 and cycle 2 grades as the semester 2 average.

Example:

- Select to process **Sem 1** and **Sem 2**.
- Under **Early Computation**, select **Sem2/Cyc1** and **Sem2/Cyc2**.

Option 2 requires an additional calculation to obtain the semester 2 averages:

Semester 2-Cycle 1 Grade	Semester 2-Cycle 2 Grade	Calculation	Semester 2 Average
89	96	89 + 96 = 185 185 / 2 = 92.5	93
0	89	0 + 89 = 89 89 / 2 = 44.5	45

- **IMPORTANT: Blank and N/G (no grade) grades are converted to zero for grade averaging.**
- Only whole numbers are used for semester averages. If the calculated average contains a decimal, it is rounded up or down. However, a weighted score is not rounded in ASCENDER; up to 5 decimal places are carried throughout the calculation and in Historical.

Four-point average

Four-point average is calculated according to the **College 4pt Scale** field on Maintenance >

Tables > Campus Control Options > H Roll & Gr Avg. The 4-point average may be calculated with or without weighting. Points are assigned according to the values for the **Grade Conversion Information A**, **B**, **C**, **D**, and **F** fields on Maintenance > Tables > Campus Control Options > Ranges & Conversions.

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point (if using Ds)
- F = 0 points

Low grade for average:

If a student's grade is lower than the **Low Grade for Average** value on Maintenance > Tables > Campus Control Options > H Roll & Gr Avg, the **Low Grade for Average** value is used in place of the student's grade.

If final grades are used for grade average:

A partial record is used if the following conditions occur:

- The student is enrolled in part of a course, and no other section exists that would make the course complete.
- The course allows partial credit.
- A final grade exists.

If a student is enrolled in part of a course, and there is another section that would make the course complete, the final from the other section is used.

If a student is enrolled in the complete course, but in two sections, both records are used.

Withdrawn students

If a student was withdrawn at one campus where he had at least one course grade, and transfers to another campus, the student will be included when the Grade Averaging and Class Ranking utility when run by the first campus (if that campus selects to include withdrawn students), until the student has at least one course grade at the new campus.

If a student is withdrawn and has a withdrawal code that matches the (graduated) withdrawal code entered on the page, this condition overrides the **Incl Wdrawn Stu in Avg** and *Incl Wdrawn Stu in Rank* fields on Maintenance > Tables > Campus Control Options > H Roll & Gr Avg, and the qualifying

students are included. The following shows the results of selecting the options for including withdrawn students:

Incl Wdrawn Stu in Avg	Incl Wdrawn Stu in Rank	Result
Y	N	All students receive an average. Only active students are ranked. An inactive student's rank is displayed on the report as excluded.
Y	Y	All students receive an average and are included in the rank.
N	N	Only active students are considered.
N	Y	Only active students are considered.

If a withdrawn student is included in grade averaging and class ranking, the **Incl Wd Crs in Rank** field on Maintenance > Tables > Campus Control Options is considered.

- If A (*Include*) is selected, all courses are considered, regardless of withdrawal date.
- If G (*If there is a grade*) is selected, only withdrawn courses with grades are included.
- If N (*Do not Include*) is selected, withdrawn courses are not included.

Self-paced courses:

A student's self-paced courses are included/excluded from grade averaging and class ranking (including early computation) as follows:

The course is included if:

- The course has a withdrawal date and a semester average.
- Or, the course has no withdrawal date but has a semester average.

The course is excluded if:

- The course has a withdrawal date and no semester average.
- Or, the course has no withdrawal date and no semester average.

When running early computation, self-paced courses are included if they meet the criteria for inclusion at the time early computation is run.

Non-campus-based courses:

Course-sections with the **Non Campus Based** field set to 08 (*Credit by Exam*) in the campus section record are calculated if one of the following is true:

- Cycle grades are used (i.e., the **Grds Used for Grade Avg** field is set to C on Maintenance > Tables > Campus Control Options > H Roll & Gr Avg).
- Final grades are used (i.e., **Grds Used to Grade Avg** is F), and a student enrolled in the 08 section has a final grade.
- Semester grades are used (i.e., **Grds Used for Grade Avg** is S) and a student enrolled in the 08 section has a semester grade.

Prior year transfer courses:

Prior year transfer courses taken in the district are included if the course meets the following criteria:

- The course was taken at the district and campus you are logged on to.
- The course was taken for the current school year.
- A valid value is entered for the local course ID (i.e., the ID matches a course in the current year district master schedule).
- If Move to Grade Reporting has occurred, summer school courses must be entered as prior year transfer courses for most districts. Verify your district's summer school policy to determine which school year the course is associated with.

Update data:

❑ Make the following selections:

School Year	The current school year is displayed. You cannot run the utility for prior years. Students grade averaging data is stored by year.

Campus Control Information	Settings from the **Grade Averaging Information** section on Maintenance > Tables > Campus Control Options > H Roll & Gr Avg are displayed for your reference. Verify the settings before running the utility.
H.S. Credit Lvl Courses for Middle School	**Yes** - The utility will only include courses taken for high school credit at the middle school. The H credit level courses taken at the middle school will be the only courses included in the student's grade averaging row, and the row will be marked as credit level H. **No** - The utility will include all courses taken at the middle school campus with credit levels M and H that are eligible for grade averaging. Credit level M courses will be written to the student's grade average row. **IMPORTANT:** High school campuses (grade levels 9-12) should select **No**. **Middle school students taking H credit level courses must have a next year campus number assigned before the calculation will run.** The next year campus is set using Registration > Utilities > Set NY Campus. If the district's class ranking policy does not include high school courses taken at middle school for class ranking, select **No**. If both M and H records are required in the historical record, you can run the utility first with **No** selected to create the M grade averaging rows, and then run the utility again with **Yes** selected to create the H grade averaging rows. Ensure that a common grade average table code is selected for the high school and middle school before running grade averaging for credit level H courses taken at the middle school.

❑ Under **Process**:

❑ Select the grade averaging table:

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).

Include Courses from Other Campuses	This field provides an alternative to entering an in-district transfer course on Grade Reporting > Maintenance > Student > Individual Maint > Crs Assign. If the course is entered on the Course Assign tab, do not select this field. Select to include a student's courses from another campus within the district. For example, if the student attended campus 001 for part of the year, and attended campus 002 for part of the year (e.g., credit recovery), you can include courses from both campuses, provided that the course is unique at the other campus, and was completed at the other campus. (A course is considered complete if the student has a semester grade or final grade, or credit, depending on whether the district uses final or semester grades.) This option can also be used if summer school is offered at a different campus. On the Prior Year Transfer tab, you can specify the campus where the student took the course. This field is only enabled if **Grds Used for Grade Avg** is S (semester) or F (final) on Grade Reporting > Maintenance > Tables > Campus Control Options > H Roll & Gr Avg. • Courses entered on the Prior Year Transfer tab are included if the campus ID is valid for the district, and if the local course number matches a course number in the district master schedule for the school year being run. • Numeric or grade point grade averaging tables from the logged on campus are used. If the other campus used a table that does not exist at the logged on campus, an error message is displayed. • If **High School Credit Lvl Courses for Middle School** is selected, the grade averaging tables from the logged on campus are used for the next year campus. The grade averaging tables at the middle school should match the high school tables to ensure continuity.

NOTE: If running the utility multiple times, the “official” table (grade point/numeric) must be run/selected last.

❑ Under **Sem#/Cyc# and Sem #**:

❑ Select the cycles or semesters to include.

The fields are enabled in this section according to the value in the **Grds Used for Grade Avg** field on Maintenance > Tables > Campus Control Options > H Roll & Gr Avg:

If set to C (*cycle*), the **Sem#/Cyc#** fields are enabled, and the **Sem #** fields are disabled. Some middle school campuses use cycle grades to determine the top ten students for the school year.

If set to S (*semester*), the **Sem #** fields are enabled.

- You cannot select **Sem 2** unless **Sem 1** is selected.
- The **Sem 3** and **Sem 4** fields are enabled only at four-semester campuses.
- If you select **Sem 4**, you must select all previous semesters.

If set to F (*final*), all fields are disabled.

Early Computation	The fields are used for doing early computations for seniors. See the ***Run early computation for seniors*** section below for more information.

Grade Levels	Select the grade level(s) to process. Or, click **All Grade Levels** to process all listed grade levels. You must select at least one grade level. **NOTE:** For campuses that have both high school and middle school grade levels, it is recommended that campuses run middle school ranking separate from high school grade levels. • 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.
Track	Select the attendance track to process. The default is A-All.
Report Sort Order	Select the primary sort order for the grade averaging reports which are generated when the utility is run.

Print Credit	Select to include the student's course credits awarded for the current year on the report.

Verify Course Entry Dates	Select to evaluate the entry date on each grade-course record before including the course for the student in grade averaging. If the student's course entry date is after the end of the cycle or semester selected, the grade is not included in the average and ranking. **Usually, this field is not selected.** This option is used when calculating cycle grades at a two-semester campus where grade average and class rank are calculated by averaging all cycle grades (i.e., **Grds Used for Grade Avg** is C on Grade Reporting > Maintenance > Tables > Campus Control Options > H Roll & Gr Avg) to ensure that a cycle grade is not counted in the grade average if the student was not actually enrolled in the course during that cycle's start and end date for the student's campus and track.
Exclude students from ranking if taking a crs that excludes him from HR	Select to exclude students from grade averaging & class ranking who are taking a course that excludes them from the honor roll. If selected, the following occurs: If the student is taking any course for which **HRoll Cd** is set to *N=Excl Stu* in the district master schedule, the student is completely excluded from the grade averaging and class ranking process. If the student is taking any course for which **HRoll Cd** is set to *E=Excl Crs* in the district master schedule, those courses are excluded, but the student is still eligible for the grade averaging and class ranking process. **NOTE:** If the course's **GA Weight** field is 0 on the district master schedule, this field may not be necessary.
Normal Max	Type a two-digit number which will be used to flag students with excessive courses. If the student's course factor is greater than the number entered in this field, an asterisk (*) is printed next to the student's course factor. (This is not common.)
If Graduated WD Students are to be included, enter the WD Cd	**It is recommended that this field be set to 01 (graduated).** The field overrides the **Incl Wdrawn Stu in Avg** and **Incl Wdrawn Stu in Rank** fields on Maintenance > Tables > Campus Control Options > H Roll & Gr Avg. If a student is withdrawn from the campus (i.e., W/R Enroll tab in Registration) with a code that matches this code, the student will be included in grade averaging and class ranking even if the **Incl Wdrawn Stu in Avg** and/or **Incl Wdrawn Stu in Rank** fields are *not* selected.

❑ Click **Execute**.

When the utility has completed processing, the **Print** button is enabled.

The grade averaging data is stored in the student's record, and four reports open in new browser windows or tabs, depending on your browser settings.

Grade Averaging report:
This report is also displayed on the utility page, below the fields, once the utility is run. It is sorted according to the **Report Sort Order** field.

❑ A message is displayed indicating that grade averaging and class ranking is completed. Click **OK**.

NOTE: If you are running the utility for a middle school and next year campuses have not been assigned to students, a message is displayed when you click **Execute** indicating that the next year campus was not found for some students. Click **OK** and a report will be generated listing the students who do not have a next year campuses assigned. Next year campus is set in Registration > Utilities > Set NY Campus.

- Print Student Course Information - SGR1925 to manually balance students' grade averaging and class ranking for credit level H courses taken at the middle school.
- Print Grd Avg Info By Student (Info only) - SGR2070 to see how grade averaging and class ranking calculated credit level H courses taken at the middle school.

Run early computation for seniors:

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Option 1 is often used by two-semester nine-week campuses for senior early computations. The campus can use the semester 1 average, and use the semester 2-cycle 1 grade as the semester 2 average, as follows:

Example:

- Select to process **Sem 1** and **Sem 2**.
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Option 2:

Option 2 is often used by two-semester six-week campuses for senior early computations. The campus can use the semester 1 average, and use the semester 2-cycle 1 and cycle 2 grades as the semester 2 average.

Example:

- Select to process **Sem 1** and **Sem 2**.
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