

Historical Grade Averaging and Class Ranking

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This utility should be run to recalculate grade averages for prior school years, including summer school courses entered on the Prior Yr Transfer tab. The current school year is not included.

In addition to prior year courses that exist on the Crs Assign tab, the calculations include grades and credits entered for courses on the Prior Yr Transfer tab under the following conditions:

- The course was taken in the district.
- One or more of the following has changed for the student: semester grade, final grade, credit, GA Table, and/or GA Weight.
- One or more of the following has changed for the course in the district master schedule: Total Credits, Credit Level, GA Table, or GA Weight.

NOTE: Inactive students are included/excluded from processing according to the **Incl Wdrawn Stu in Avg** and **Incl Wdrawn Stu in Rank** fields on Grade Reporting > Maintenance > Tables > Campus Control Options > H Roll & Gr Avg.

Update data:

School Year	Select a prior school year, or select *Only Changed Students*. If a prior school year is selected: • Grade averages for all students are recalculated for that school year. This updates the **Avg** field (either **Numeric** or **Grd Pt**) on Grade Reporting > Maintenance > Student > Individual Maint > Grade Avg. **NOTE:** Students are selected according to their enrollment status and grade level in that school year. For example, if the school year 2017-2018 is selected and grade level 10 is selected, grade averages will be calculated for students who are in 10th grade for school year 2017-2018 and enrolled on the campus selected during school year 2017-2018. • Class rank is only updated if rank has never been calculated for the selected campus, school year, and grade level (i.e., if **Rank** is blank or 0 for all students on Grade Reporting Maintenance > Student > Individual > Grade Avg. If *Only Changed Students* is selected, grade averages are only recalculated for students with altered semester or final grades, credits, and/or GPA override grades in any school year in which a change occurred, and only for school years in which a change occurred. Rank is not updated if this option is selected.
Campus	The campus to which you are logged on is displayed.

❑ Under **Process**, make the following selections:

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.

Specific details about courses included:

When **Include Courses from Other Campuses** is selected for the Historical Grade Averaging and Class Ranking utility or on the Cumulative Courses tab, courses from another campus entered on Grade Reporting > Maintenance > Student > Individual Maint > Crs Assign will be included under the following conditions:

- Courses that are any semester in length are included.
- If a course has a **GPA Override** is & (*Exclude from Grd Avg & Class Rank*) on Grade Reporting > Maintenance > Student > Individual Maint > Grd/Crs Maint, it will be included for calculating total credit, but excluded from grade averaging and class rank calculations (the same as courses at the logged on campus).

- If semester grades are used for grade averaging, the semester grade at the other campus cannot be blank, or credit must be greater than 0.

  NOTE: The program will not include a course with blank semester grade for grade averaging, but will include it when summing credits.

- If semester grades are used for grade averaging and the course is 1 semester long, the final grade at the other campus cannot be blank, or credit must be greater than 0.

  NOTE: The program will not include a course with blank final grade for grade averaging, but will include it when summing credits.

- The semester the course is taken at the other campus must be less than the maximum semester selected for processing on the utility, unless the course is self-paced. A self-paced course will be included for processing for maximum semester selected as long as the same course-semester does not exist at the logged in campus with either a semester/final grade (based on grade used for grade average), credit, more current entry date, or no withdrawal date. (This is the same way the Grade Computation and Credit Assignment utility includes courses from other campuses.)

  Unless a course is self paced, **Sem 2** and/or **Sem 3** and/or **Sem 4** must be selected. Courses from another campus are not included when only **Sem 1** is selected, unless the course is self-paced.

- There cannot be a record at the logged on campus for the same course number and semester as the one at the other campus, unless the course at the logged on campus meets one of the following criteria:
  - Has an entry date prior to the one at the other campus
  - Is withdrawn
  - Does not have the applicable semester and/or final grade or credit, and **Incl Wd Crs in Rank** is not A on Grade Reporting > Maintenance > Tables > Campus Control Options > H Roll & Gr Avg.

  If both the logged on campus and the other campus have the same course number for the same semester, the logged on campus will be considered instead of the other campus, if the course on the login campus meets one of the following criteria:

  - The semester grade is not blank (regardless of entry date and withdrawal date), and **Grds Used for Grade Avg** is S (semester) OR
  - The final grade is not blank (regardless of entry and withdrawal date), and **Grds**

Used for Grade Avg is F (final) OR
- There is credit assigned (regardless of the entry and withdrawal date) OR
- The student's entry date at the logged on campus is after the entry date from the other campus (regardless of semester grade or final grade or credit) OR
- **Incl Wd Crs in Rank** is selected on Grade Reporting > Maintenance > Tables > Campus Control Options > H Roll & Gr Avg OR
- The course is still active (no withdrawal date).

- If **Incl Wd Crs in Rank** is N on Grade Reporting > Maintenance > Tables > Campus Control Options > H Roll & Gr Avg, the course from the other campus is only included for processing if it meets one of the following criteria:

  - There is no course withdrawal date OR
  - The course withdrawal date is the same as the student withdrawal date from the max student enrollment record at the other campus OR
  - The credit is greater than 0 and not NC OR
  - The course non-campus instructor is 08 OR
  - The course is self-paced.

  NOTE: This criteria does not guarantee the course will be included in the calculations, just that the course will checked to make sure it meets other criteria for processing.

- If the grading concept is semester, and the course-semester exists at more than one other campus with either a semester grade that is not blank and/or credit greater than 0, then the course that is the most current (maximum course entry date across campuses) and has either a semester grade and/or credit greater than 0 across the other campuses will be the one considered for inclusion.

- If the grading concept is final, and the course is one semester long, and the course-semester exists at more than one other campus with a final grade that is not blank and/or credit greater than 0, then the course that is the most current (maximum course entry date) and has either a final grade and/or credit greater than 0 across the other campuses will be the one considered for inclusion.

- If the grading concept is final, and the course is more than one semester long, and the course-semester exists at more than one other campus, hen the course that is the most current (maximum course entry date) across the other campuses will be the one considered for inclusion.

- Courses from another campus entered on Grade Reporting > Maintenance > Student > Individual Maint > Prior Yr Transfer are included in the following conditions:

- The district ID is logged in district, and the campus ID is a valid campus in the district
- A value exists for a local course number

The program will process these courses the same way it would process Prior Yr Transfer courses from the logged on campus for the student.

NOTE: After the recalculation, if the program cannot determine whether numeric or grade point averaging was used in determining rank and GPA for a particular student and school year, the **Rank** field on the student's Grade Avg tab will display R* instead of N or G.

NOTE: Grade averaging tables and campus control options are used from the campus and school year being processed. If the year being processed does not have table and options, then the current year table and options are used.

Campus Control Information	Settings from the **Grade Averaging Information** section on Maintenance > Tables > Campus Control Options > H Roll & Gr Avg for the selected campus and school year are displayed for your reference. These settings will be applied when recalculating averages for all courses taken *in* the district. Transfer courses taken *outside* the district are not included in recalculations by this utility.
Semester	Select the semester(s) for which to recalculate data. Typically, you should select all semesters to be sure complete school year data is included in the calculation. **NOTE:** Whether the semester or final average is computed depends on the setting of the **Grading Concept** field on Maintenance > Tables > Campus Control Options > Computation.

❑ Under **Options**:

The following are the same fields used when running Grade Reporting > Utilities > Grade Averaging and Class Ranking.

Track	Select A to process all tracks, or select a specific attendance track.
Rpt Sort	(Required) Select the order in which you want to sort the reports produced when the utility is run.

Print Credit	Select to include the student's course credits awarded for the school 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. The course entry/withdrawal dates are compared to the student's entry/withdrawal dates for the campus in order to verify that the student was actually enrolled on the campus for those dates. If the date on the student record 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.
High School Credit Lvl Courses for Middle School	Select if the utility should include only courses taken for high school credit at the middle school. This option is typically used when 8th grade students have moved to 9th grade, and calculation did not occur before running Annual Student Data Rollover. **You must be logged on as the middle school campus.** 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. Otherwise, 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.
Exclude students from ranking if taking a crs that excludes him from HR	Select to exclude students 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. Usually, this field is not selected.
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.

Grade Levels	Select one or more individual grade levels to update, or click **All Grade Levels** to update data for students in all grades. **IMPORTANT:** This must match the grade level the student was in during the year selected to be recalculated. For high school credit level courses taken at a middle school, you must be on the appropriate campus for the prior year grade level (e.g., 8th grade). • 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.

Trial	Click to produce a report of calculations in order to preview results. No grade averaging calculations are actually done. Review, save, and/or print the report. **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last 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.
Live	Once the trial produces the results you want, click **Live** to perform the calculations.

When the utility is completed, a report is displayed on the utility page which lists the updated students, and the **Print** button is enabled. This report is sorted according to your selection in the **Rpt Sort** field.

Print	Click to generate the following reports. Each report opens in a new window or tab.

Options Selected

This report lists field settings used when the utility was run.

Sorted By Grade Level and Class Rank

This report lists the updated students and their grade average and the rank for the selected year (if rank was updated). If rank is not updated, students are sorted by grade average (**Avg** column), and the **Class Rank** column is blank.

NOTE: Rank is only calculated and displayed if rank has never been calculated for the selected campus, school year, and grade level (as explained above).

Sorted By {*Rpt Sort option*}

This report lists the updated students and their grade average and rank for the selected year (if rank was calculated) sorted according to the setting of the **Rpt Sort** field. If rank is not calculated, the **Class Rank** column is blank.

NOTE: Rank is only calculated and displayed if rank has never been calculated for the selected campus, school year, and grade level (as explained above).

Error Report

This report lists student IDs and associated error message.

> **NOTE:** The “Previously ranked…” error message in the example above can be expected, because the student’s class rank was not recalculated; therefore his previous rank is no longer applicable.

Review, save, and/or print the reports.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last 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.


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