grade_averaging_class_ranking_checklist

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✓	Step	Completion Date	Completed By	Notes
Grade Averaging and Class Ranking - Quick Checklist				
	Review district and campus GPA and class rank policy to ensure course and GPA data are set up correctly.			
	Complete the cycle/semester grade posting and report card process according to district and campus policies. This ensures all cycle, exam, semester grades have been verified.			
Before You Begin				
	Set campus options.			
	Set up grade averaging tables. • Course Type (GA) • Numeric Grade Averaging • Grade Point Grade Averaging			
	Set up courses in the district master schedule.			
	Run reports to verify information: • SRG0100 • SGR0130			
	Enter any student exceptions. Run reports to verify: • SGR2600 • SGR2070 • SGR2075			
Calculate Grade Average and Class Ranking for Current Year				
	Run the current year Grade Averaging and Class Ranking utility, which is commonly run: • At midterm for semester 1 (including seniors) • During the 2nd semester for early computation • At the end of the school year for semesters 1 and 2 (excluding seniors).			
After Calculating Grade Average and Class Rank				
	Verify student records: • Grade Avg tab • SGR2060 • SGR2070 • SGR1925			
	Run the Cumulative Grd Avg and Class Ranking utility.			
	Run utility reports.			
	Hand calculate a small selection of students to check the accuracy of the values produced from ASCENDER.			
Generate AARs As Needed				

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