



Clear Grade Averaging and Class Ranking

Table of Contents

Clear Grade Averaging and Class Ranking 1

Clear Grade Averaging and Class Ranking

Grade Reporting > Utilities > Clear Grd Avg and Class Ranking

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
Grade Level Selection	Select the grade level(s) for which to clear data. Or, click All Grade Levels to select all listed 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.
Credit Level Selection	Select the credit level for which to clear data.

Click **Execute**.

[View the report.](#)

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.



Back Cover