

Grade Averaging & Class Ranking - Quick Checklist

Step	✓	Completion Date	Completed By	Notes
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. <ul style="list-style-type: none"> ● Course Type (GA) ● Numeric Grade Averaging ● Grade Point Grade Averaging 				
Set up courses in the district master schedule.				
Run reports to verify information: <ul style="list-style-type: none"> ● SGR0100 ● SGR0130 				
Enter any student exceptions. Run reports to verify: <ul style="list-style-type: none"> ● SGR2600 ● SGR2070 ● SGR2075 				
Calculate Grade Average and Class Rank for Current Year:				
Run the current year Grade Averaging and Class Ranking utility, which is commonly run:				

<ul style="list-style-type: none"> • 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). 				
Run early computation for seniors.				
After Calculating Grade Average and Class Rank:				
Verify student records: <ul style="list-style-type: none"> • Grade Avg tab • SGR2060 • SGR2070 • SGR1925 				
Run the Cumulative Grd Avg and Class Ranking utility.				
Review utility reports.				
Hand calculate a small selection of students to check the accuracy of the values produced from TxEIS.				
Generate AARs As Needed.				