

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 Semester Report Card Checklist document. This ensures all cycle, exam, semester grades have been verified. Note: Not completed for early computation/end of 5th six weeks				
Check Campus Options, Table Information, and Course Setup:				
Set Campus Options				
Setup Up Grade Averaging Tables				
Set Up Courses in District Master Schedule Sections				
Report - SRG0100 Campus Information (Review Ranges and Conversions section, Computation, Grade Averaging Tables, Grade Reporting Table Maintenance)				
Report - SGR0150 Grade Reporting Tables (verification of table values only)				
Report – SGR0130 to verify GA Table and GA Wt fields are set correctly for all current year courses.				
Update student information.				

Enter student GPA override, and run SGR2600 to verify.				
Add data for prior year courses for transfer students completed years at other schools, summer school, or correspondence.				
Run the Historical Grade Average utility to update prior/historical year grade average totals.				
Run current year GPA.				
Run the current year GPA utility (generally run at end of 1st semester (early comp), at end of 5th six weeks, and again at end of 2nd semester/school year).				
Review individual grade averaging information on the Grade Avg tab.				
Run SGR2070, SGR2075, SGR1925, and SGR2060 to verify data.				
Run cumulative GPA.				
Review campus policy to determine how and when processes are run.				
Run Cumulative Current Year GPA utility. (generally run at end of 1st semester (early comp), end of 5th six weeks, and and of 2nd semester/school year).				
Review utility reports.				
Hand calculate a small selection of students to check the accuracy of the values produced from TxEIS.				