ASCENDER GRADE REPORTING –
GRADE AVERAGING AND CLASS RANKING CHECKLIST

____ Reference the campus GPA Policy in the Student Handbook to ensure accuracy when setting up the tables in ASCENDER. Page 1

It is recommended that the following GPA information be outlined in the district's Student Handbook:
- Type of GPA: Numeric or Grade Point
- Weighted courses and assigned weight
- Courses excluded from GPA
- Low grade for average
- Number of decimal places
- Policy for correspondence courses (i.e., DL Courses, College Courses and Students Out of State)
- Policy for middle school courses taken for high school credit

The prerequisites, campus policy and end of semester process should be completed to ensure that all cycles, exam semester grades have been verified. Page 1.

Note: Verify your local policy for when to run Early Computation (i.e., run at end of 5th six weeks).

____1. Before You Begin - Set Campus Options. Pages 2 - 5

____2. Set up Grade Averaging Tables. Pages 6 - 16
- Set up Course Type, page 6
- Set up Numeric Grade Averaging, page 8
- Set up Grade Point Grade Averaging, page 11
- Verify Grade Averaging Tables are set correctly, page 14
   - Run Registration Report SRG0100, page 14

____3. Verify Course Settings in the District Master Schedule. Pages 16 - 18
- Grade Reporting Report SGR0130, page 16
- Grade Reporting Report SGR0050, page 17
- Grade Reporting District Schedule, page 17-18

____4. Enter Exceptions for Individual Students (not common). Pages 19 – 22
- Grade Reporting>Maintenance>Student>Individual Maint>Grd/CrsMaint, page 20
- Grade Reporting Report SGR2600, page 21
- Grade Reporting Report SGR2070, page 21
- Grade Reporting Report SGR2075, page 22

____5. Verify Semester Grades and Credits (Reference ASCENDER TeacherPortal End of Semester 1 Checklist).

ASCENDER GRADE REPORTING –
GRADE AVERAGING AND CLASS RANKING CHECKLIST

___6. Calculate Grade Average and Class Rank for Current Year. Pages 22 - 31
- Run Grade Averaging and Class Ranking Utility, page 22-31
- Set NY Campus for Middle School taking 'H' credit level courses, page 23
- Withdrawn Students, page 24-25
- Self-Paced Courses, page 25
- Non-Campus Based Courses, page 26
- Prior Year Transfer Courses, page 26
- Make selections, choose process, select cycles/semesters, grade levels etc.... Keep in mind, this utility may be run multiple times to capture any changes that have been made to students' grades. If running multiple times, the "official" table must be run last. Page 28

___7. Run Early Computation (Seniors Only). Pages 31 - 39

___8. After Calculating Grade Average and Class Rank - Verify Student Records. Page 32
- Grade Reporting report SGR2060, page 34
- Grade Reporting report SGR2070, page 35
- Grade Reporting report SGR1925, page 37

___9. Run the Cumulative Grade Averaging and Class Ranking Utility. Pages 39 - 43

___10. Print AAR Transcripts. Pages 43 - 52
- Header Information, page 43
- Courses, Grades & Credits, page 45
- Class Rank & GPA Information, page 46-47
- Graduation Information, page 49
- Test Scores, page 49
- Performance Acknowledgments, page 51-52