

The TxELS “How To” Guide Series



TxELS Grade Reporting

How to: **RUN GRADE AVERAGING AND CLASS RANKING**

Developed by the
TEXAS COMPUTER COOPERATIVE





Copyright © 2016 by Texas Computer Cooperative
All rights reserved
1314 Hines Avenue
San Antonio, TX 78208-1899

CONTENTS

Overview	3
Prerequisites	3
Checklist Overview	3
Set Campus Options	5
Set Up Grade Averaging Tables	9
Course Type (GA Table)	9
Numeric Grade Averaging	10
Grade Point Grade Averaging	12
Verify Grade Averaging Tables.....	15
Set Up Courses in District Master Schedule	17
Enter Student Exceptions.....	21
Add Data for Prior Year Courses	23
Transfer Students	23
Summer School and Correspondance Course Students	27
Run Grade Averaging & Class Ranking	31
Seniors at High School Campuses:	36
Early Computations.....	36
Self-Paced Courses	37
Verify Student Records.....	39
Maintenance Page	39
Reports.....	41
SGR2070 - Grd Avg Info - By Student (Info Only)	41
SGR1925 - Student Course Information.....	44
SGR2060 - Grd Avg and Class Rnk - Info ONLY no Update	45
Run Cumulative Grd Avg & Class Ranking	47

OVERVIEW

The TxEIS Grade Reporting application provides tools for performing grade averaging and class ranking.

The grade averaging and class ranking process determines a student's cumulative grade average and rank, which also determines the valedictorian and the salutatorian for the campus, as well as the students graduating in the top 10% of the class.

Because TEA provides no specific guidelines for class ranking, the process can vary greatly between districts. The district's GPA policy should be outlined in the student handbook or a similar publication.

Prerequisites

- This guide assumes you are familiar with the basic features of the TxEIS Student system and have reviewed the TxEIS Student Overview guide.
- This guide is based on TxEIS version 2.0.0005.

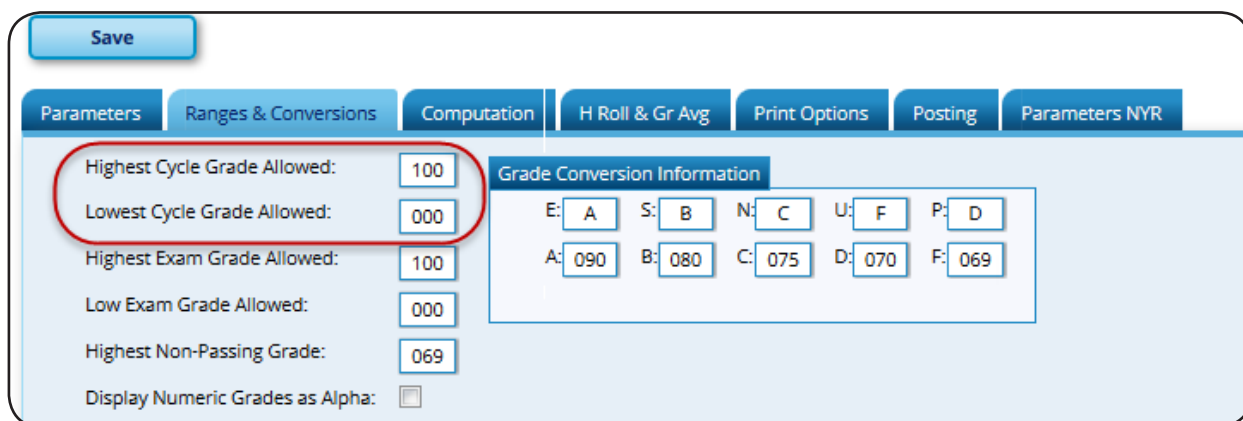
Checklist Overview

- ☐ Set campus-level grade reporting options.
- ☐ Set up and verify grade averaging tables:
 - ☐ Course type (i.e., GA table)
 - ☐ Numeric grade averaging
 - ☐ Grade point grade averaging
- ☐ Set up and verify courses in the district master schedule.
- ☐ Enter and verify student exceptions.
- ☐ Add prior year course data for transfer and summer school students.
- ☐ Run the Grade Averaging and Class Ranking utility.
- ☐ Verify the student records.
- ☐ Run the Cumulative Grade Averaging and Class Ranking utility.

SET CAMPUS OPTIONS

Before proceeding, ensure that campus options are set correctly for the current school year.

Grade Reporting > Maintenance > Tables > Campus Control Options > Ranges & Conversions



Save

Parameters Ranges & Conversions Computation H Roll & Gr Avg Print Options Posting Parameters NYR

Highest Cycle Grade Allowed: 100

Lowest Cycle Grade Allowed: 000

Highest Exam Grade Allowed: 100

Low Exam Grade Allowed: 000

Highest Non-Passing Grade: 069

Display Numeric Grades as Alpha: ☐

Grade Conversion Information

E: A	S: B	N: C	U: F	P: D
A: 090	B: 080	C: 075	D: 070	F: 069

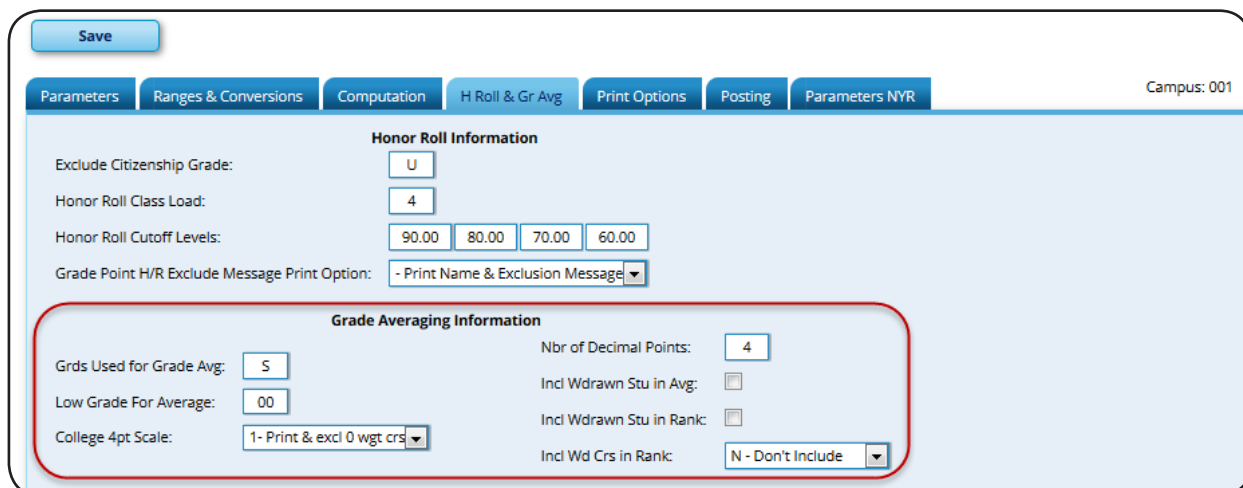
- In the **Highest Cycle Grade Allowed**, type the highest cycle grade allowed.

IMPORTANT!

If you allow a cycle grade higher than 100, this field must reflect that.

- The **Lowest Cycle Grade Allowed** must be set to 000, as mandated by the state.

Grade Reporting > Maintenance > Tables > Campus Control Options > H Roll & Gr Avg



Save

Parameters Ranges & Conversions Computation H Roll & Gr Avg Print Options Posting Parameters NYR

Campus: 001

Honor Roll Information

Exclude Citizenship Grade: U

Honor Roll Class Load: 4

Honor Roll Cutoff Levels: 90.00 80.00 70.00 60.00

Grade Point H/R Exclude Message Print Option: - Print Name & Exclusion Message

Grade Averaging Information

Grds Used for Grade Avg: S

Low Grade For Average: 00

College 4pt Scale: 1 - Print & excl 0 wgt crs

Nbr of Decimal Points: 4

Incl Wdrawn Stu in Avg: ☐

Incl Wdrawn Stu in Rank: ☐

Incl Wd Crs in Rank: N - Don't Include

Below **Grade Averaging Information**, set the fields according to the district and campus policy.

- In the **Grds Used for Grade Avg** field, type the code indicating which grades are used for calculating grade average and glass rank.
 - C - Cycle grades
 - F - Final grades
 - S - Semester grades

Most high school campuses use option S.

- In the **Low Grade For Average** field, type the lowest numeric grade that is considered during grade averaging. This is the lowest grade a student can receive to be used in the grade average calculations. If a student's grade is lower than this grade, the Grade Averaging and Class Ranking utility will use this grade as the student's grade. For example, if this field is set to 50, and the student receives a grade of 45, the utility will use 50 for the student's grade.

Most campuses set this field to 50 or 00.

- In the **College 4pt Scale** field, indicate if you want to use four-point grade averaging for grade average calculations and reports, and if you want to include or exclude zero-weight courses. This is often referred to as the College Grade Point Average. If used, the student's grades are converted according to the Ranges and Conversions tab.
- Most high school campuses use the 4-point scale.
- Some colleges require grades that do not include zero-weighted courses.

4-point Scale Example:

The Ranges and Conversions tab values are set as follows:

The screenshot shows the 'Ranges & Conversions' tab in the TxEIS Grade Reporting utility. The 'Grade Conversion Information' section is highlighted with a red box. It displays the following values:

Letter Grade	Numeric Value
A	090
B	080
C	075
D	070
F	069

The following points are awarded:

Grade Ranges	Points Awarded
A: 100 - 090	4.0
B: 089 - 080	3.0
C: 079 - 075	2.0
D: 074 - 070	1.0
F: 069 - 000	0.0

These are sample grade conversions for a student's un-weighted 4-point average using semester 1 grades:

Semester 1 Grades	Points Awarded
92	4.0
89	3.0
77	2.0
74	1.0
65	0.0
95	4.0
80	3.0
# Courses = 7	Total Points = 17

The student's un-weighted 4-point average is calculated as follows:

$$\text{Total Grade Points} / \text{Number of Courses} = 17/7 = 2.4$$

- In the **Nbr of Decimal Points** field, type the number of decimal places to the right of the decimal point used for the computed grade averages. The decimal places can be set from 1 to 5.

Many campuses set this field to 5.

- Select **Incl Wdrawn Stu in Avg** if you want to include withdrawn students in grade averaging.

Normally, withdrawn students are *not* included.

- Select **Incl Wdrawn Stu in Rank** if you want to include withdrawn students in ranking.

Normally, withdrawn students are *not* included in the rank.

- In the **Incl Wd Crs in Rank** field, indicate how a student's withdrawn courses should be handled:

- A - Include withdrawn courses in calculations.
- G - Include withdrawn courses if there is a grade for the course.
- N - Do not include withdrawn courses.

Normally, withdrawn courses are *not* included (option N).

NOTE:

Withdrawn self-paced courses with a semester grade are included, regardless of this field, if they are eligible courses.

- Click **Save**.

SET UP GRADE AVERAGING TABLES

Ensure that grade averaging tables are set up correctly.

Course Type (GA Table)

Grade Reporting > Maintenance > Tables > Course Type

Code	Description
0	User defined
1	User Defined
2	Dual Credit
3	User defined
4	User defined
5	User defined
6	User defined
7	User defined

The Course Type page allows you to set up district-wide descriptions for numeric and grade point course types using codes 0-9 and A-Z, such as Regular, Advanced Placement (AP), Pre-AP, Dual Credit, etc. This can also be used at middle schools for Credit Level H.

The default **Description** for each code is *User Defined*. Type over *User Defined* with a new description as needed, and click **Save**.

Examples of common code descriptions:

- 2 - Dual credit
- H - Honors
- J - High school credit course taken in middle school
- P - AP
- Q - Pre-AP
- R - Regular

Setting up the Course Type table is optional. If used, these descriptions are displayed in the following locations:

- **GA Table** drop-down field on Grade Reporting > Maintenance > Master Schedule > District Schedule, which allows you to assign a grade averaging type to the course.
- **GPA Override** drop-down field on Grade Reporting > Maintenance > Student > Individual Maint > Grd Crs Maint, which allows you to assign a grade averaging type to a course for a specific student.

Numeric Grade Averaging

Any codes set up in the Course Type table must be entered in the Numeric Grade Average Operator/Value table if any courses in the district master schedule use that course type (i.e., the **GA Table** field on Maintenance > Master Schedule > District Schedule is set to the code).

The Numeric Grade Average Operator/Value table specifies adjustments (i.e., weights) that will be applied to the student's grade according to the grade average type code used for the course.

Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Num Grade Avg Operator/Value

Delete	Type Code	Operator	Value	Low Grade	High Grade
	D Dual Credit	%+ PERCENT ADD OPERATOR	10	000	100
	P AP	%+ PERCENT ADD OPERATOR	10	000	100
	Q P-AP	%+ PERCENT ADD OPERATOR	10	000	100
	R Regular	+ ADD OPERATOR	0	000	100

- In the **Type Code** field, select the course type. The drop-down list displays the types specified in the Course Types table in the previous step. The type code determines the weight (if any) which will be applied to the student's grade when numeric grade averaging is calculated.
- In the **Operator** field, select the mathematical operation to be applied to the grades.
- In the **Value** field, type the number of points to be applied using the operator selected during grade averaging calculations. The value must be numeric.
- In the **Low Grade** field, type the lowest grade a student can receive and still have the adjustment applied to the grade.
- In the **High Grade** field, type the highest grade a student can receive and still have the adjustment applied to the grade.

IMPORTANT!

The **High Grade** field must match the value entered in the **Highest Cycle Grade Allowed** field on Grade Reporting > Maintenance > Tables > Campus Control Options > Ranges & Conversions.

Examples:

Course Type	Operator	Value	Grade	Calculation	Weighted Grade
Dual Credit	%+ - PERCENT PLUS OPERATOR	10	85	$85 \times .10 = 8.5$ $85 + 8.5$	= 93.5
Modified Coursework	%- - PERCENT MINUS OPERATOR	5	85	$85 \times .05 = 4.25$ $85 - 4.25$	= 80.75

The operator's calculation may produce a decimal place in the weighted grade which is not rounded up or down. The decimal place is used in calculating the student's current year grade point average.

NOTE:

If no weight will be applied to a course, such as a *Regular*, the **Operator** field must be set to + *ADD OPERATOR*, and the **Value** field must be set to 0. These settings will include the course in grade averaging and use the student's grade at face value.

Different Weights for Different Grades:

The Numeric Grade Average Operator/Value table allows different grade ranges to have different weights applied within the same course type.

Example:

Course Type	Operator	Value	Low Grade	High Grade
Honors	%+ - PERCENT PLUS OPERATOR	10	090	100
Honors	%+ - PERCENT PLUS OPERATOR	5	075	089

NOTE:

If a gap exists between grades, and a student has a cycle grade that falls in the gap, the student's grade is calculated at face value. No points are added or subtracted.

Failing Grades:

Failing grades are processed differently in numeric grade averaging than in grade point grade averaging. Numeric grade averaging uses the grade at face value if it falls outside the high or low grade range. In grade point grade averaging, the grade must be listed in the Grade Point Grade Averaging table, with a grade other than zero, to be included in the average.

Example:

If the **Low Grade** field in the Numeric Grade Average Operator/Value table is set to 070, and the student's grade is 65, the student will *not* receive the weighted value for the course. Instead, the student's grade of 65 is used in calculating the GPA.

NOTE:

If the **Low Grade For Average** field on Maintenance > Tables > Campus Control Options > H Roll & Gr Avg is set to 50, and the student's grade is below 50, the grade is adjusted to 50.

Blank, Incomplete, and No Grade:

Grades that are blank, incomplete (I), and no grade (N/G) are adjusted to zero in grade averaging calculations, and the course is counted in the student's total number of courses.

Running Both Numeric and Grade Point Grade Averaging:

A district can choose to use numeric grade averaging with no weights applied to calculate the student's true numeric average, and then use grade point grade averaging to weight the courses and rank the students. In this case, the Numeric Grade Average Operator table must include all Course Type codes used at each campus entered with the **Operator** field set to + *ADD OPERATOR*, and the **Value** field set to 0. Then, the Grade Point tables are used to weight the grades and used to rank the students.

NOTE:

If you are running both numeric and grade point grade averaging, you must run grade point grade averaging last. Each time grade averaging is run, the program overwrites the student's existing current year rank.

Grade Point Grade Averaging

Any codes set up in the Course Type table must have values entered on the Grade Averaging Table tab if any courses in the district master schedule use that course type (i.e., the **GA Table** field on Maintenance > Master Schedule > District Schedule is set to the code).

You cannot combine numeric and grade points in the Grade Averaging table; you must use one or the other.

Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Grade Average Table

Save

Num Grade Avg Operator/Value Grade Averaging Table Honor Roll Table Rpt Card Comments Rpt Card Messages Rpt Card Msg Elementary

Table Type: P AP

Delete	Grade	Points
	100	5.00
	099	4.90
	098	4.80
	097	4.70
	096	4.60
	095	4.50
	094	4.40
	093	4.30
	092	4.20
	091	4.10
	090	4.00
	089	3.90
	088	3.80
	087	3.70
	086	3.60
	085	3.50
	084	3.40
	083	3.30
	082	3.20
	081	3.10
	080	3.00
	079	2.90

Rows: 1 / 5 + Add + Add 10

1. In the **Table Type** field, select the course type. The drop-down list displays the types specified in the Course Types table in the previous step.
2. To insert one blank row, click **+ Add**. A blank row is displayed in the grid. Or, to insert ten blank rows, click **+ Add 10**, and ten blank rows are displayed in the grid.
3. In the **Grade** fields, type each numeric course grade to be adjusted.

WARNING!

- » You must enter every numeric grade from the high grade to the lowest grade for the table type. If a gap exists, the student's grade will be calculated as zero if it corresponds to the missing grade.
- » If the **Highest Cycle Grade Allowed** field on Grade Reporting > Maintenance > Tables > Campus Control Options > Ranges & Conversions is set to a value higher than 100, this table must include grades up to the highest grade allowed. Otherwise, a student's grade will be calculated as zero if it is not included in the table.

- In the **Points** fields, type either the grade point or numeric grade that corresponds to the course grade when calculating grade averaging. The field can be up to five digits with three whole numbers and two decimal places.

You can use either all grade points or all modified grades, but not a mixture of both.

Grade Points

Grade	Points
100	5.00
099	4.90
098	4.80
097	4.70

and so on

Numeric Grades

Grade	Points
100	105
099	104
098	103
097	102

and so on

You can adjust each grade by a different amount.

Example:

You could add 10 points for grades 90-100, but only add 7 points for grades 80-89, as follows:

Grade	Points	Adjusted Grade
100	10.00	110
99	10.00	109
98	10.00	108
97	10.00	107
96	10.00	106
95	10.00	105
94	10.00	104
93	10.00	103
92	10.00	102
91	10.00	101
90	10.00	100
89	7.00	96
88	7.00	95

and so on

The table can have numeric values; however, when you run the Grade Averaging and Class Ranking utility, you must select **Grade Point Grade Averaging** for the **Process** in order to use the Grade Average tables that were set up for this purpose.

- Click **Save**.
- Repeat for the next table type.

Verify Grade Averaging Tables

Grade averaging and class ranking is only as accurate as the data entered in the grade averaging tables. It is very important to verify that the entries in the tables are correct.

Registration > Reports > Registration Reports > Program > SRG0100 - Campus Information

Date Run:

Cnty-Dist: 015-116

Campus: 001

Sch Year: 2016

Program ID: SRG0100

Page: 5 of 15

Grade Reporting Table Maintenance

Num Grade Avg Operator/Value

Type Code	Operator	Value	Low Grade	High Grade
D	%+	10	000	100
P	%+	10	000	100
Q	%+	10	000	100
R	+	0	000	100

Date Run:

Cnty-Dist: 015-116

Campus: 001

Program ID: SRG0100

Page: 6 of 15

Sch Year: 2016

Grade Reporting Table Maintenance

Grade Averaging Table

Table Type: D

Grade	Value	Grade	Value	Grade	Value	Grade	Value	Grade	Value
100	5.00	080	3.00	060	0	040	0	020	0
099	4.90	079	2.90	059	0	039	0	019	0
098	4.80	078	2.80	058	0	038	0	018	0
097	4.70	077	2.70	057	0	037	0	017	0
096	4.60	076	2.60	056	0	036	0	016	0
095	4.50	075	2.50	055	0	035	0	015	0

SRG0100 displays campus control information and table maintenance information from Grade Reporting. Review all applicable data for accuracy and completeness.

SET UP COURSES IN DISTRICT MASTER SCHEDULE

Grade averaging fields must be properly set for courses in the district master schedule.

Grade Reporting > Maintenance > Master Schedule > District Schedule

Available Courses

gov Title Retrieve Stds-Based Crs Setup

Del	Details	Course Number	Title	Abbrev Name	Service ID	Service ID Description	Graded Crs	Nbr of Sem	Textbook ISBN	Exclude from txGradeBook	Sif Pcd
		00004400	Government DC	GOVT	03330100	GOVT	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input type="checkbox"/>
		00004401	Government	GOVT	03330100	GOVT	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input type="checkbox"/>
		00004403	Government L	GOVT	03330100	GOVT	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input type="checkbox"/>
		00004404	Government S	GOVT	03330100	GOVT	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input type="checkbox"/>
		00004410	Govt AP	GovtAP	A3330100	APUSGOVT	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input type="checkbox"/>
		00004451	Govt SP	GOVT	03330100	GOVT	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input checked="" type="checkbox"/>
		00004491	Govt Mod	GOVT	84400GVM	84400GVM	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input type="checkbox"/>
		00004493	Govt Alt	GOVT	84400GVA	84400GVA	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input type="checkbox"/>

Rows: 8

==>Crs Nbr: 00004410 Govt AP Abbrev Name: GovtAP Service ID: A3330100 APUSGOVT Graded Crs: ☒ Self Paced: ☐

Nbr Sem: 1 Textbook ISBN: Exclude from txGradebook: Incl Both(Att Grds)

GrdRptg Per Crt: 1 Department: Gender Restr: Required: ☒ Elective: ☐

Course Codes and Credits Tot Credits: 0.5 Credit Seq: 4 Credit Lvl: H AAR: CPR: Grad Plan: Speech: Spec Cons: P

Elem/Misc Core Crs: ELA Wgt: Auto Grd: Incl UIL Elig: ☒ Exam/Sem Pat: 1

PEIMS CTE Hrs: Pop Srvd: 01 Instr Sett: Class Type: 01 Role ID: 087 Crs Seq:

HR/GA HRoll Wgt: 1 HRoll Table: P AP HRoll Cd: GA Table: P AP GA Wgt: 1

All courses that will be included in grade averaging must have these fields set correctly.

- Select **Graded Crs** if the course is graded. Only graded courses are included in grade averaging calculations.
- In the **GA Table** select the course type table which will be used to adjust the student's grade for the course in grade averaging calculations.

NOTE:

The default value for a course is *R Regular* when added to the district master schedule. If *R* is not the correct grade average table for the course, the field must be updated.

- In the **GA Wgt** field, type the number of times the course and its grade are counted in grade average calculations.

If one course meets multiple periods, you may want to adjust the weight to the number of times the course meets.

Example:

If a student has seven one-period courses, his course factor is 7. If a student is in one course that meets three periods, and you enter the weight as 1, this student's course factor is 5. However, if you enter a weight of 3 for the three-period course, the student's course factor is 7.

Three-Period Course with Weight = 3	
Math	70
English	70
SS	70
Science	70
Ag Mech (3 hrs)	80
	80
	80
Total	520
Total Divided by 7	520 / 7
Grade Average:	74.2857143

Three-Period Course with Weight = 1	
Math	70
English	70
SS	70
Science	70
Ag Mech (3 hrs)	80
Total	360
Total Divided by 5	360 / 5
Grade Average:	72

NOTE:

The weight can also be used to exclude a course from grade averaging. If a course has zero weight, it is excluded. Many campuses exclude PE, Band, Athletics, Office Aide, etc. from grade averaging calculations.

TxEIS Grade Reporting - Grade Averaging and Class Ranking

Grade Reporting > Reports > Grade Reporting Reports > Master Schedules > SGR0130 - Master Sched Section & Grd Rptng Info

Date Run: 3/2/2016 15:13:31		Master Schedule Section and Grade Reporting Information														Program ID: SGR0130									
CNTY-DIST: 015-116		TxELS High School														Page Nbr: 1 of 106									
CAMPUS: 001		Sch Year: 2016														# Inactive Instructor									
Course/Sec	Inst	Inst Name	Class Role	Non Campus Based	S E Beg Per	End Days Per Wk	Crs Seq Cd	Sem1 Act	Sem1 WD	Sem2 Act	Sem2 WD	Sem3 Act	Sem3 WD	Sem4 Act	Sem4 WD	Max Seats	Ally Part Crdt	Graded Crs	Core Crs	LA Wt	HR Cd	HR Tbl	GA Tbl	GA Wt	Crd Lv
00001000		SEE COUN 1 SEM			Sif Pod N	Credit Seq	4	Exam Sem Pattern:		1						0.0	N	N			R	0	R	0	H
01	931	Counselor	01	00	2 08 08	MTWThF		0	0	0	1	0	0	0	0	050									
02			01	00	2 07 07	MTWThF		0	0	0	1	0	0	0	0	050									
03			01	00	2 06 06	MTWThF		0	0	0	1	0	0	0	0	050									
04			01	00	2 05 05	MTWThF		0	0	1	0	0	0	0	0	050									
05			01	00	2 04 04	MTWThF		0	0	1	1	0	0	0	0	050									
06			01	00	2 03 03	MTWThF		0	0	1	1	0	0	0	0	050									
07			01	00	2 02 02	MTWThF		0	0	1	1	0	0	0	0	050									
08			01	00	2 01 01	MTWThF		0	0	0	1	0	0	0	0	050									
09			01	00	1 01 01	MTWThF		2	1	0	0	0	0	0	0	050									
10			01	00	1 02 02	MTWThF		1	1	0	0	0	0	0	0	050									
11			01	00	1 03 03	MTWThF		1	1	0	0	0	0	0	0	050									
12			01	00	1 04 04	MTWThF		0	1	0	0	0	0	0	0	050									
13			01	00	1 05 05	MTWThF		0	0	0	0	0	0	0	0	050									
14			01	00	1 06 06	MTWThF		0	2	0	0	0	0	0	0	050									
15			01	00	1 07 07	MTWThF		0	1	0	0	0	0	0	0	050									
16			01	00	1 08 08	MTWThF		1	1	0	0	0	0	0	0	050									
Total for Course:								5	8	4	7	0	0	0	0	800									
00001002		SEE COUN 2 SEM			Sif Pod N	Credit Seq	4	Exam Sem Pattern:		1						0.0	N	N			R	0	R	0	H
01			01	00	2 08 08	MTWThF		0	0	0	0	0	0	0	0	025									
Total for Course:								0	0	0	0	0	0	0	0	25									
00001100		Eng1PAP-9			Sif Pod N	Credit Seq	4	Exam Sem Pattern:		1						1.0	Y	Y			Q	1	Q	1	H

Use SGR0130 to verify that all courses in the district master schedule are coded correctly for grade averaging.

ENTER STUDENT EXCEPTIONS

If a particular student in a course should have his grade adjusted differently, you can specify a course type (GA table) for the student. This is not commonly used.

Grade Reporting > Maintenance > Student > Individual Maint > Grd/Crs Maint

In the **GPA Override** field, select the table to be used for the student, course, and semester. If this adjustment applies to both semesters of a two-semester course, update the field for both semesters.

NOTE:

You can select & to exclude the student's course and semester from grade averaging.

Grade averaging calculations are prioritized as follows:

If the student's **GPA Override** field contains a code, the program uses the table specified in this field for the course and student. If the **GPA Override** field is blank, the program uses the table specified in the **GA Table** field on Grade Reporting > Maintenance > Master Schedule > District Schedule.

TxEIS Grade Reporting - Grade Averaging and Class Ranking

Grade Reporting > Reports > Grade Reporting Reports > Student Verification > SGR2600 - Student Grd/Crs Override Proof List

Use SGR2600 to verify that the **GPA Override** field is set correctly for applicable students.

Date Run: 3/2/2016 16:07:09			Student Grade/Course Override Proof List					Program: SGR2600		
Cnty-Dist: 015116 TXEIS ISD								Page 1 of 1891		
Campus: 001 TxEIS High School			Sch Year: 2016							
Stu ID: 014583 Name: PEREZ, A. MARK			Grade 12			Withdraw Dt:				
Withdraw Date	Course Number	Course Title	Sem	Slf Pod	Sec Nbr	AAR Use Cd	AAR Spd Concdr	GPA Override	Service ID	Xfer Crs
08-28-2015	00009913	Lunch	1	N	02			&		
	00009565	WrkBslrn Skills	1	N	01					
	00009560	WkBsd Skills OC	1	N	01					
	00009500	Monitor	1	N	17					
	00009401	Social Skills 4	1	N	09					
	00009401	Social Skills 4	1	N	02					
	00008205	Culinary Arts	1	N	03					
	00009913	Lunch	2	N	02					
	00009565	WrkBslrn Skills	2	N	01					
	00009560	WkBsd Skills OC	2	N	01					
	00009500	Monitor	2	N	17					
	00009401	Social Skills 4	2	N	09					
	00008205	Culinary Arts	2	N	03					
Stu ID: 015272 Name: REYES, MARISSA			Grade 12			Withdraw Dt:				

ADD DATA FOR PRIOR YEAR COURSES

The Prior Year Transfer tab allows you to record course information for a transfer student's completed years at other schools, summer school, and correspondence courses.

Transfer Students

If a student transferred into the district, you can enter data for his courses taken in prior years at another district so they can be printed on the multi-year AAR.

Grade Reporting > Student > Individual Maint > Prior Yr Transfer

The following fields are required for a transfer student:

- In the **School Ending Year** field, type the ending year of the school year you are entering. The current school year cannot be entered. Only one record per year is allowed.
- In the **District ID** field, type the county-district number for the campus that issued the grades. If the student transferred from a private or out-of-state school, type your county-district (i.e., because your district is accepting the course grades and credits). TReX accepts only numeric data in this field.
- In the **Campus ID** field, type the campus number from which the grades were sent. If there is no campus number, type one of the following:
 - 001 for a high school campus
 - 041 for a middle school campus
 - 101 for an elementary school campus

In the lower grid, click **+Add** to add a course for the prior school year.

- In the **Title** field, type the local official name of the course. The name will print on the AAR.
- In the **Service ID** field, type or select the TEA service ID number for the course.
- If you entered a TEA service ID, the **Svc ID Desc** displays the name. If you entered a local service ID (i.e., starts with 8 or 9), type abbreviated title (i.e., up to ten characters) of the course as listed in the PEIMS Data Standards.
- In the **Svc ID Typ** field, select the TEA service ID type that describes the course. This field determines the area on the AAR Transcript in which the course will print.

Example: For the BCIS1 course, you could select *VOED* if the course should be listed under Career and Tech on the AAR, or select *COMP* if the course should be listed under Tech Applications.

NOTE:

If you select a code from the **AAR Use** field, the course will print in the area indicated by the **AAR Use** field rather than the area indicated by the **Svc ID Typ** field.

- In the **Sem #** fields for each semester (up to four), type the student's three-digit numeric grade for the semester. You can also type an alpha grade such as NG, I, P, and F.
- Select **Exc Abs #** for each semester (up to four) if the student has a passing grade for the semester but too many absences to earn credit.

Example:

If the student's semester 1 grade for Algebra I is 90, but the student has 14 absences for semester 1, select **Exc Abs 1**.

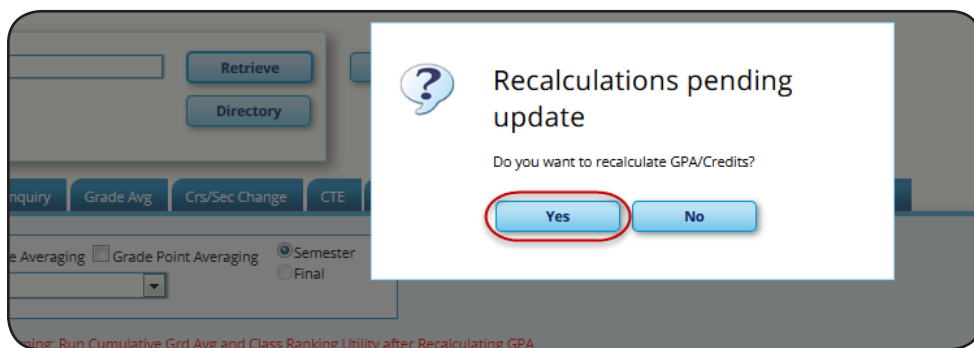
- In the **GP (graduation plan) Use #** fields for each semester (up to four), select the subject area in which the course should be applied on the student's graduation plan, if other than the course's service ID type.
- In the **Grd Avg** field, type the student's final average for the course.
- In the **Credits** field, type the number of credits earned for the course. The field is two digits with one decimal place (e.g., 0.5), and the decimal is entered automatically (i.e., type 05).
- In the **Local Crs** field, type the district-assigned course number if applicable. The field is used on Graduation Plan > Maintenance>District > Graduation Requirements and Graduation Plan > Maintenance > Student > Grade Level Course Detail in conjunction with the service ID to determine if a course should be included in the list of **Required Plan Courses** on the Grade Level Course Detail tab.
- (Optional) In the **Crs Seq** field, indicate the sequence of the course, which is not necessarily the actual semester the course was taught. Most districts leave this field blank.
- In the **AAR Use** field, select the code indicating the area in which the course should be printed on the AAR.

NOTE:

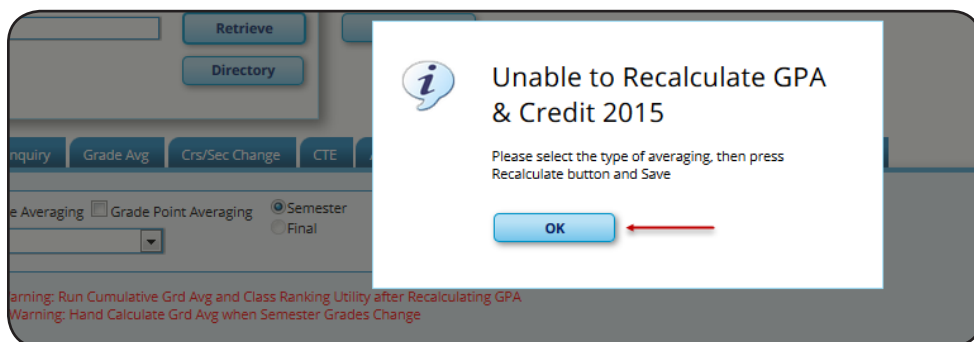
If you select a code from this field, the course will print in this area on the AAR rather than the area indicated by the **Svc ID Typ** field.

- In the **Spec Crs** field, type or select a special course consideration code if applicable.
- In the **GA W** (grade averaging weight) field, type the number of times the grade for the course should be counted in grade average calculations. The default is 1. Type 0 if it should be excluded from grade average calculations.
- In the **GA Tbl** field, if the course type should be a value other than R Regular, type the code for the correct course type (GA table). If the GA table does *not* exist in the historical campus tables for the year entered, the current year campus grade average tables are used.
- Click **+Add** again to add the next course. Continue adding courses as needed.

Click **Save**. If you made any changes to the student's course data, the following message is displayed:



Click **Yes** to continue. The following message is displayed:



Click **OK** to continue. The Prior Yr Transfer tab now displays the following fields. You must set these field properly before you can recalculate:

- Select **Numeric Grade Averaging**, **Grade Point Averaging**, or both, to indicate which option(s) to use for recalculation.
- The **Semester** or **Final** field is selected by default according to the setting of the **Grds Used for Grade Avg** field on **Grade Reporting > Maintenance > Tables > Campus Control Options > H Roll & Gr Avg**.
- In the **4 Point Avg** field, indicate if you want to recalculate the 4-point average, and whether to include or exclude zero-weighted courses.
- Click **Recalculate GPA & Credit 2015**. The grades on the 2015 row are recalculated according to your selections.

NOTE:

If you only changed credits and did not change any grades, select **Recalculate Only Credits** to recalculate only the student's credits.

Pay attention to the following messages displayed on the page.

*** Warning: Hand Calculate Grd Avg when Semester Grades Change**

This message is displayed because the **Grd Avg** column (lower grid) is not automatically recalculated when semester averages change. You must calculate the final grade average by hand and enter it in the **Grd Avg** field for the course. A red asterisk is displayed next to the **Grd Avg** field if the semester average has changed.



Warning: Run Cumulative Grd Avg and Class Ranking Utility after Recalculating GPA

This message is displayed to remind you that cumulative grade averaging should also be run after grade average information has been recalculated. If you changed a student's grades, the changes may affect his cumulative grade averaging data on his AAR.

Click **Save** again.

Save Successful ←

Save

Student: 102410 : AGUILAR, SAVANNAH MARIE

Texas Unique Stu ID: 2581572185

Summer School and Correspondence Course Students

If Move to Grade Reporting (MTGR) has already been run, a student's summer school and correspondence course grades must be added on the Prior Year Transfer tab in the current school year. However, because grades will already exist for the year, grade averages cannot be calculated automatically. After you enter course grades on the Prior Yr Transfer tab, you must then update the grade averages on the Grade Avg tab.

Grade Reporting > Student > Individual Maint > Prior Yr Transfer

Save Successful

Save

Student: 079174 : ALDRICH, JEREMY EDWARD

Texas Unique Stu ID: 7739931097

Retrieve **Comments**
Directory

Demo Crs Assign Grd Update Grd/Crs Maint Course Codes Sched Inquiry Grade Avg Crs/Sec Change CTE Assignments Prior Yr Transfer Cumulative Courses EOC Exception

Active Student
Recalculate GPA & Credit 2016

Warning: Unable to Recalculate - Grade Course Records Exist for 2016
* Warning: Hand Calculate Grd Avg when Semester Grades Change

School Ending Year	District ID	Campus ID	Crdt Lvl	Num Nbr Crs	Num Total Points	Num Avg	Grd Pt Nbr Crs	Grd Pt Total Points	Grd Pt Avg	4 Point Nbr Crs	4 Point Total Points	4 Point Avg	Credits	Rank Gpa	Number of Students	Rank	Type	Ready To Recalc
2016	015102	001																

+ Add

Title	Service ID	Svc ID Desc	Svc ID Typ	Sem 1	Exc Abs1	GP Use1	Sem 2	Exc Abs2	GP Use2	Sem 3	Exc Abs3	GP Use3	Sem 4	Exc Abs4	GP Use4	Grd Avg	Credits	Loc Crs	Crs Seq	AAB Use	Spec Crs	GA W
Sign Language	03983000	SIGNLANG 1	SOCI	092												0.5						

1. Enter the course data for the prior school year. For example, if the summer school course was completed in the summer after the 2015-2016 school year, the **School Ending Year** should be 2016.
2. Click **Save**. A message informs you that GPA and credit cannot be recalculated.
3. Go to the Grade Avg tab.

Grade Reporting > Student > Individual Maint > Grade Avg

Save Student: 079174 : ALDRICH, JEREMY EDWARD Retrieve Comments

Texas Unique Stu ID: 7739931097 Directory

Demo Crs Assign Grd Update Grd/Crs Maint Course Codes Sched Inquiry Grade Avg Crs/Sec Change CTE Assignments Prior Yr Transfer

Active Student

Numeric Avg			Grd Pt Average			4 Point			Avg	Credits	Rank GPA	Nbr of Stu	Rank		
Crdt Lvl	Year	Nbr Crs	Total Points	Avg	Nbr Crs	Total Points	Avg	Nbr Crs							Total Points
H	2016	16	1264.0000	79.0000	0	0.0000	0.0000	16	38.0	2.3750	8.0	79.0000	265	236	N

You must manually calculate and update the following fields for the prior school year.

- Under **Numeric Avg** or **Grd Pt Average**, or both, (depending on grade averaging used):

- Update the **Nbr Crs** field as follows:
 - If the **Grds Used for Grade Avg** field on Grade Reporting > Maintenance > Tables > Campus Control Options > H Roll & Gr Avg is set to *Semester* (most common), add the total number of semester grades earned. For example, if the **Nbr Crs** currently displays 16, and the student earned one semester grade in summer school, add 1. ($16 + 1 = 17$) Update the **Nbr Crs** field to 17.
 - If the **Grds Used for Grade Avg** field is set to *Cycle*, add the number of cycle grades earned. Depending on the campus, there may be two or three cycles per semester, so you may need to add 4 or 6 to the total. ($16 + 6 = 22$) Update the **Nbr Crs** field to 22.
 - If the **Grds Used for Grade Avg** field is set to *Final*, add 1 because there is one final grade. ($16 + 1 = 17$) Update the **Nbr Crs** field to 17.
- Update the **Total Points** field to include the grade earned, including any adjustments based on the Course Type table. For example, if the student earned a grade of 90 for an honors course, and honors courses are adjusted to add 5 points to the grade, add 95 to the **Total Points** field. If the **Total Points** currently displays 1264.0000, and the student's adjusted grade for summer school is 95, add 95. ($1264.0000 + 95 = 1359$) Update the **Total Points** field to 1359.

- Under **4 Point**:

- Update the **Nbr Crs** total as described previously.
- Update the **Total Points** as described previously, except use points values as specified in the **Grade Conversion Information** fields on Grade Reporting > Maintenance > Tables > Campus Control Options > Ranges & Conversions. For example, if the Total Points currently displays 38.0 and the student earned a 95, add 4.0 points. ($38.0 + 4.0 = 42.0$) Update the **Total Points** field to 42.

3. Add any credits the student earned to the **Credits** field. For example, if the student earned .5 credits in summer school, add .5 to the value in the **Credits** field.

RUN GRADE AVERAGING & CLASS RANKING

The Grade Reporting and Class Ranking utility calculates grade average and class rank for the current year. The process also updates the student grade averaging records, which are maintained on Grade Reporting > Maintenance > Student > Individual Maint > Grade Avg.

IMPORTANT!

For a middle school offering high school credit for any of its courses, the middle school must know which type of grade averaging the high school runs (i.e., grade point or numeric).

The high school and the middle school may run different types of grade averaging; however, when the middle school runs grade averaging for high school courses only, the middle school must select the type of grade averaging used by the high school to rank its students. When running grade averaging for only high school courses taken at the middle school, the utility uses the grade averaging tables from the student's next year high school campus for calculations.

The following reports are generated when the utility is run:

- List of options selected on this and the Grade Reporting > Maintenance > Tables > Campus Control Options page
- List of student's grade average by grade level in class rank order
- List of student's grade average information (not sorted in student rank order)
- Error report, if errors are encountered

Grade Reporting > Utilities > Grade Averaging and Class Ranking

School Year: 2015-2016 Campus: 001

Campus Control Information
 Grade used for Averaging = Semester
 Print 4 pt = Yes, and Exclude 0 Wgt Crs
 Incl WD Stu in Avg = No
 Incl WD Stu in Rank = No

H.S. Credit Lvl Courses for Middle School
☐ Yes ☒ No

Process
☐ Grade Point Grade Averaging
☐ Numeric Grade Averaging

☐ Sem1/Cyc1 ☐ Sem1/Cyc2 ☐ Sem1/Cyc3
☐ Sem2/Cyc1 ☐ Sem2/Cyc2 ☐ Sem2/Cyc3

Early Computation
☐ Sem2/Cyc1
☐ Sem2/Cyc2
☐ Sem3/Cyc1

Grade Levels
 09 10 11 12
 (Use ctrl/click to select multiple grade levels.)

Track
 A

Report Sort Order

☐ Print Credit ☐ Verify Course Entry Dates
☐ Exclude students from ranking if taking a crs that excludes him from HR
☐ Normal Max (to flag any student with excessive courses)
 If Graduated WD Students are to be included, enter the WD Cd

- Be sure the **School Year** displays the current school year. You cannot run the utility for prior years. Students grade averaging data is stored by year.

- The **Campus Control Information** section displays settings from the **Grade Averaging Information** section on Grade Reporting > Maintenance > Tables > Campus Control Options > H Roll & Gr Avg. Verify the settings before running the utility.
- Under **H.S. Credit Lvl Courses for Middle School** field, select **Yes** or **No**:
 - **Yes:** The utility will include only courses taken for high school credit at the middle school. The H credit level courses taken at the middle school will be the only courses included in the student's grade averaging row, and the row will be marked as credit level H.
 - **No:** The utility will include all courses taken at the middle school campus with credit levels M and H that are eligible for grade averaging. Credit level M courses will be written to the student's grade average row.

IMPORTANT!

- » High school campuses should leave this field set to **No**.
 - » Middle school students taking H credit level courses must have a next year campus number assigned before the calculation will run. The next year campus is set using Registration > Utilities > Set NY Campus.
 - » If the district's class ranking policy does not include high school courses taken at middle school for class ranking, do not select **Yes**.
 - » If both M and H records are required in the historical record, you can run the utility first with **No** selected to create the M grade averaging rows, and then run the utility again with **Yes** selected to create the H grade averaging rows.
-
- Under **Process**, select the grade averaging table:
 - **Grade Point Grade Averaging:** The grade averaging process will use the Grade Averaging tables (i.e., Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Grade Averaging Table).
 - **Numeric Type Grade Averaging:** The grade averaging process will use the Numeric Grade Average Operator/Value table (i.e., Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Num Grade Avg Operator/Value).
 - Select the semesters or cycles to include. The fields are enabled on this page according to the value in the **Grds Used for Grade Avg** field on Grade Reporting > Maintenance > Tables > Campus Control Options > H Roll & Gr Avg:
 - If the **Grds Used for Grade Avg** field is set to C (cycle), the **Sem#Cyc#** fields are enabled, and the other fields are disabled:

<input type="checkbox"/> Sem1/Cyc1	<input type="checkbox"/> Sem 1
<input type="checkbox"/> Sem1/Cyc2	<input type="checkbox"/> Sem 2
<input type="checkbox"/> Sem1/Cyc3	<input type="checkbox"/> Sem 3
<input type="checkbox"/> Sem2/Cyc1	<input type="checkbox"/> Sem 4
<input type="checkbox"/> Sem2/Cyc2	<input type="checkbox"/> Sem 4
<input type="checkbox"/> Sem2/Cyc3	<input type="checkbox"/> Sem 4
<input type="checkbox"/> Early Computation	
<input type="checkbox"/> Sem2/Cyc1	

Some middle school campuses use cycle grades to determine the top ten students for the school year.

- If the **Grds Used for Grade Avg** field is set to **S** (semester), the **Sem#** fields are enabled:

<input type="checkbox"/> Sem1/Cyc1	<input type="checkbox"/> Sem 1
<input type="checkbox"/> Sem1/Cyc2	<input type="checkbox"/> Sem 2
<input type="checkbox"/> Sem1/Cyc3	<input type="checkbox"/> Sem 3
<input type="checkbox"/> Sem2/Cyc1	<input type="checkbox"/> Sem 4
<input type="checkbox"/> Sem2/Cyc2	<input type="checkbox"/> Sem 4
<input type="checkbox"/> Sem2/Cyc3	<input type="checkbox"/> Sem 4
<input type="checkbox"/> Early Computation	
<input type="checkbox"/> Sem2/Cyc1	

- You cannot select **Sem2** unless **Sem1** is selected. If you select **Sem4**, you must select all previous semesters.
 - The **Sem3** and **Sem4** fields are enabled only at four-semester campuses.
- If the **Grds Used for Grade Avg** field is set to **F** (final), all fields are disabled:

<input type="checkbox"/> Sem1/Cyc1	<input type="checkbox"/> Sem 1
<input type="checkbox"/> Sem1/Cyc2	<input type="checkbox"/> Sem 2
<input type="checkbox"/> Sem1/Cyc3	<input type="checkbox"/> Sem 3
<input type="checkbox"/> Sem2/Cyc1	<input type="checkbox"/> Sem 4
<input type="checkbox"/> Sem2/Cyc2	<input type="checkbox"/> Sem 4
<input type="checkbox"/> Sem2/Cyc3	<input type="checkbox"/> Sem 4
<input type="checkbox"/> Early Computation	
<input type="checkbox"/> Sem2/Cyc1	

- In the **Grade Levels** field, select the grade level(s) to be included when you run the utility. You must select at least one grade level.
 - To select all grade levels at the campus, click **All Grade Levels**.

- To select multiple grade levels, press CTRL while clicking the grade levels.
- In the **Track** field, select the attendance track to process (required).
- In the **Report Sort Order** field, indicate the order in which you want to sort the reports produced when the utility is run. The field is optional. The default sort order is grade level.
- Select **Print Credit** to include the student's course credits awarded for the current year on the report.
- Select **Verify Course Entry Dates** to evaluate the entry date on each grade/course record before including the course for the student in grade averaging. If the date on the student record is after the end of the cycle or semester selected, the grade is not included in the average and ranking. (Usually, this field is not selected.)
- Select **Exclude students from ranking if taking a crs that excludes him from HR** to exclude students who are taking a course that excludes them from the honor roll. If selected, the following occurs:
 - If the student is taking any course(s) for which the **HRoll Cd** field is set to *N=Excl Stu* on Grade Reporting > Maintenance > Master Schedule > District Schedule, the student is completely excluded from the grade averaging and class ranking process.
 - If the student is taking any course(s) for which the **HRoll Cd** field is set to *E=Excl Crs* on Grade Reporting > Maintenance > Master Schedule > District Schedule, those courses are excluded, but the student is still eligible for the grade averaging and class ranking process.
- In the **Normal Max** field, type a two-digit number which will be used to flag students with excessive courses. If the student's course factor is greater than the number entered in this field, an asterisk (*) prints next to the student's course factor. (This is not common.)
- The **If Graduated WD Students are to be included, enter the WD Cd** field is always set to 01. This field overrides the **Incl Wdrawn Stu in Avg** and **Incl Wdrawn Stu in Rank** fields on Grade Reporting > Maintenance > Tables > Campus Control Options.
- Click **Execute**.
 - When the utility has completed processing, the **Print** button is enabled.
 - Click **Print** to view and print the reports. By clicking **Print**, the grade averaging data is stored in the student's record.

If you close without printing, you are prompted to save changes. Click **Yes** to save, or click **No** to not save the data.

Options Selected Report:

Date Run:		Grade Averaging Report		Program ID:	Grd Avg/Class Rank
Sch. Yr.: 2015 - 2016		Options Selected		Page Nbr: 1 of 1	
Cnty-Dist: 015-116		TxEIS High School			
Campus: 001					
Grade Levels: 09	Grades used: Semester	Sem 1: Yes	Sem1/Cyc1: No	Early Comp:	
Track: All	Print 4pt: Yes, and exclude 0 wgt crs	Sem 2: No	Sem1/Cyc2: No	Sem2/Cyc1: No	
Sort Order: Alpha	Low Grd for Grd Avg: 00	Sem 3: No	Sem1/Cyc3: No	Sem2/Cyc2: No	
Print Credit: No	Nbr Decimal Pts: 4	Sem 4: No	Sem2/Cyc1: No	Sem3/Cyc1: No	
Verify Crs Entry Date: No	Include Wd Stu in Avg: No	Sem2/Cyc2: No			
Normal Max: blank	Include Wd Stu in Rank: No	Sem2/Cyc3: No			
Graduate Wd Code: blank	Include Wd Crs in Rank: No				

Grade Averaging Report Sorted by Grade Level and Class Rank:

Date Run:		Grade Averaging Report										Program ID: Grd Avg/Class Rank			
Sch. Yr.: 2015 - 2016		Sorted By Grade Level and Class Rank										Page Nbr: 1 of 34			
Cnty-Dist: 015-116		TxEIS High School										Grades used: Semester			
Campus: 001															
Student Name	ID Nbr	Gr	Ctrl#	Trk	Birth Date	Sex	Wd Date	Wd Rsn	Four Pt Avg	Credit	Nbr	Total Points	Avg	Class Rank	
Orozco Cisneros, Shaun A	016245	09	110	4	11/03/2000	Male			0		7	0	0	Excluded	
Favella, Miranda L	016317	09	731	1	05/25/1999	Female			0		6	0	0	Excluded	
Ledezma, Michelle	016406	09	521	4	07/18/2000	Female			0		7	0	0	Excluded	
Barra, Angela M	016505	09	414	4	09/01/1999	Female			0		7	0	0	Excluded	

Grade Averaging Report Sorted by Name:

Date Run:

Sch. Yr.: 2015 - 2016

Cnty-Dist: 015-116

Campus: 001

Grade Averaging Report

Sorted By Name

TxEIS High School

Program ID:

Grd Avg/Class Rank

Page Nbr: 1 of 29

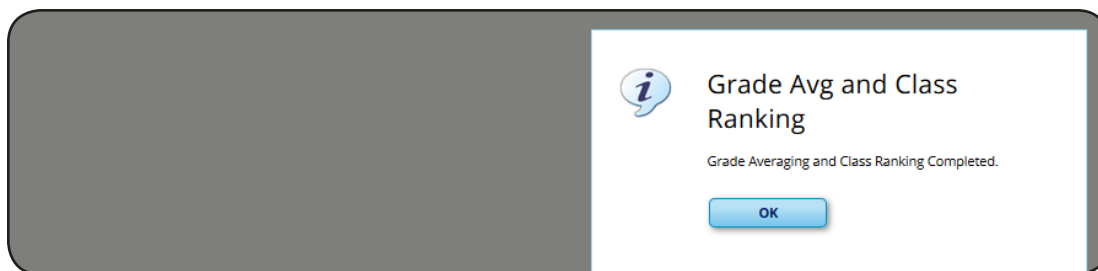
Grades used: Semester

Student Name	ID Nbr	Gr	Ctrl #	Trk	Birth Date	Sex	Wd Date	Wd Rsn	Four Pt Avg	Credit	Nbr	Total Points	Avg	Class Rank
Aoeves, Maximiliano	055274	09	413	4	02/17/2001	Male			0		7	0	0	Excluded
Acosta, Dominique A	380156	09	219	4	03/09/2000	Female			0		7	0	0	Excluded
Acuna, Bryonna L	091291	09	502	4	12/22/2000	Female			0		7	0	0	Excluded
Adam, Adrian B	024226	09	731	4	03/23/2001	Male			0		7	0	0	Excluded

Error Report (if applicable):

Date Run:		Grade Averaging and Class Ranking Errors		Program ID: Grd Avg/Class Ranking	
Sch. Yr.: 2015 - 2016				Page Nbr: 1 of 175	
Cnty Dist: 015-116					
Campus: 001					
Student ID	Course	Sec	Error Message		
016245	00001101	03	Semester grade of blank calculates as zero.		
016245	00002101	30	Semester grade of blank calculates as zero.		
016245	00003111	03	Semester grade of blank calculates as zero.		

- A message is displayed on the utility page indicating that grade averaging and class ranking is completed. Click **OK** to close the message.



Seniors at High School Campuses:

Most high school campuses run the Grade Averaging and Class Ranking utility at midterm for semester 1, including seniors, and then run the utility again at the end of the school year for semesters 1 and 2, excluding seniors.

The high school campuses also run early computations for the seniors.

IMPORTANT!

Before running Move to Grade Reporting, all grade averaging and class ranking calculations must have been run for the current school year. Do not forget to run the utility at the end of the final semester for grade levels 9-11.

Early Computations

Most high school campuses run early computations for seniors to determine the valedictorian and salutatorian before the school year ends. There are several possible options:

■ Option 1

The campus can use the semester 1 average, and use the semester 2-cycle 1 grade as the semester 2 average, as follows:

<input type="checkbox"/> Sem1/Cyc1	<input checked="" type="checkbox"/> Sem 1
<input type="checkbox"/> Sem1/Cyc2	<input checked="" type="checkbox"/> Sem 2
<input type="checkbox"/> Sem1/Cyc3	<input type="checkbox"/> Sem 3
<input type="checkbox"/> Sem2/Cyc1	<input type="checkbox"/> Sem 4
<input type="checkbox"/> Sem2/Cyc2	
<input type="checkbox"/> Sem2/Cyc3	
	Early Computation
	<input checked="" type="checkbox"/> Sem2/Cyc1
	<input type="checkbox"/> Sem2/Cyc2
	<input type="checkbox"/> Sem3/Cyc1

Option 1 is often used by two-semester nine-week campuses for senior early computations.

■ Option 2

The campus can use the semester 1 average, and use the semester 2-cycle 1 and cycle 2 grades as the semester 2 average.

Option 2 is often used by two-semester six-week campuses for senior early computations.

Option 2 requires an additional calculation to obtain the semester 2 averages:

Semester 2-Cycle 1 Grade	Semester 2-Cycle 2 Grade	Calculation	Semester 2 Average
89	96	$89 + 96 = 185$ $185 / 2 = 92.5$	93
0	89	$0 + 89 = 89$ $89 / 2 = 44.5$	45

NOTES:

- » Blank, incomplete, and N/G (no grade) grades are converted to zero for grade averaging.
- » Only whole numbers are used for semester averages. If the calculated average contains a decimal, it is rounded up or down. However, a weighted score is not rounded in TxEIS; up to 5 decimal places are carried throughout the calculation and in historical.

Self-Paced Courses

A student's self-paced courses are included/excluded from grade averaging and class ranking (including early computation) as follows:

- The course is included if:
 - The course has a withdrawal date and a semester average.
 - Or, the course has no withdrawal date but has a semester average.
- The course is excluded if:
 - The course has a withdrawal date and no semester average.

- Or, the course has no withdrawal date and no semester average.

When running early computation, self-paced courses are included if they meet the criteria for inclusion at the time early computation is run.

VERIFY STUDENT RECORDS

After running the Grade Averaging and Class Ranking utility, you can view and verify the student's grade average and class ranking data on the maintenance page and on several reports.

Maintenance Page

Grade Reporting > Maintenance > Student > Individual Maint > Grade Avg

Save

Student ID: 362169 Student Name: Acosta,Elizabeth Rose Texas Unique Stu ID: 1602406059

Retrieve

Directory

Comments

GraduationPlan: R16 - Recommended HSP Cohort 2016-entered 9th Fall 2012

Demo

Crs Assign

Grd Update

Grd/Crs Maint

Course Codes

Sched Inquiry

Grade Avg

Crs/Sec Change

CTE

Assignments

Prior Yr Transfer

Cumulative

Active Student

Crdt Lvl	Year	Numeric Avg			Grd Pt Average			4 Point			Credits	Rank GPA	Nbr of Stu	Rank
		Nbr Crs	Total Points	Avg	Nbr Crs	Total Points	Avg	Nbr Crs	Total Points	Avg				
H	2015	0	0.0000	0.0000	14	47.5000	3.3928	14	49.0	3.5000	7.0	3.3583	737	94
H	2014	0	0.0000	0.0000	14	44.8000	3.2000	14	48.0	3.4285	7.0	3.1999	871	103
H	2013	0	0.0000	0.0000	14	45.1000	3.2214	14	49.0	3.5000	7.0	3.2214	922	135

Refresh Averages

+ Add

Cum GPA: 3.2714 Cum Rank: 102 Nbr of Students Ranked: 742 Date Ranking: 09/21/2015 Quartile: 1

- The **Crdt Lvl** field indicates if the row contains high school (H), middle school (M), or elementary school (E) data.
- The **Year** field displays the ending school year for the row of data. The student should have a row for each year he was included when the utility was run.
- The **Numeric Avg** fields contain data if the Grade Averaging and Class Ranking utility was run with the **Process** field set to **Numeric Grade Averaging**. Otherwise, zeros are displayed.
 - **Nbr Crs** - the number of courses successfully completed that year
 - **Total Points** - the number of points earned that year
 - **Avg** - the calculated average for the year
- The **Grd Pt Average** fields contain data if the Grade Averaging and Class Ranking utility was run with the **Process** field set to **Grade Point Grade Averaging**. Otherwise, zeros are displayed. The fields may contain numeric values the grade average tables were built with numeric values instead of grade points.

- **Nbr Crs** - the number of courses successfully completed for the year
- **Total Points** - the number of points earned for the year
- **Avg** - the calculated average for the year
- The **4 Point** fields contain data if the **College 4 Point Scale** field is set to *1 - Print & excl 0 wgt crs* or *2 - Print & incl 0 wgt crs* on Grade Reporting > Maintenance > Tables > Campus Control Options > H Roll & Gr Avg.
 - **Nbr Crs** - the number of courses successfully completed for the year
 - **Total Points** - the number of points earned for the year
 - **Avg** - the calculated average for the year
- The **Credits** field displays the total number of credits the student earned for the year.
- The **Rank GPA** field displays the student's GPA used in determining his class rank.
- The **Nbr of Stu** field displays the total number of student's in the student's grade level when the Grade Averaging and Class Ranking utility was run.
- The **Rank** field displays the student's rank out of the **Nbr of Stu** field. The student with the **Rank** field set to 1 has the highest GPA for his grade level.
- In the far-right column, N or G is displayed to indicate if the student was ranked using numeric (N) or grade point (G) grade averaging.
- The following fields will display values once cumulative grade averaging is run, which calculates the student's GPA and rank for the current and prior years. The process of running cumulative grade averaging is described later in this guide.
 - The **Cum GPA** field displays the student's GPA for the current and prior years and is dependent on the number of years included. The student's cumulative GPA can be printed on the multi-year AAR.
 - The **Cum Rank** field displays the student's cumulative rank, which indicates where the student's cumulative average falls as compared to the other student's averages in his grade level.
 - The **Number of Students Ranked** field displays the total number of students ranked, which is based on the number of students in this student's grade level at the time cumulative grade averaging was run.
 - The **Date Ranking** field displays the date on which the cumulative grade averaging utility was run.
 - The **Quartile** field displays value 1, 2, 3, or 4 indicating which quarter of the class the student falls into.

The grade level population is divided into four quarters:

Quartile 1 = 0 – .25

Quartile 2 = .25 – .50

Quartile 3 = .50 – .75

Quartile 4 = .75 – 1.00

The student's cumulative rank is divided by the total number of students in the grade level:

$135 / 541 = 0.249354 = \text{Quartile 1}$

$139 / 541 = 0.256931 = \text{Quartile 2}$

$272 / 541 = 0.502772 = \text{Quartile 3}$

$408 / 541 = 0.754158 = \text{Quartile 4}$

Students who fall within the first quartile often qualify for college scholarships.

Reports

SGR2070 - Grd Avg Info - By Student (Info Only)

SGR2070 clearly shows how each student's GPA was calculated for each course, including the weights, tables, and values. The report can be printed for one student, grade level, or campus. Many campuses print this report at the end of the year to file in each student's permanent record folder.

Grade Reporting > Reports > Grade Reporting Reports > Grades > SGR2070 - Grd Avg Info - By Student (Info Only)

Parameter Description	Value	List
Ending School Year (YYYY)	2016	
Campus ID	001	...
Method (G = Grade Point, N = Numeric)	G	
Student ID (Blank for All)	102410	...
Grade Level (Blank for All)		...
If Grades used = Sem, Include Sem 1 (Y,N,Blank=N)	Y	
If Grades used = Sem, Include Sem 2 (Y,N,Blank=N)	Y	
If Grades used = Sem, Include Sem 3 (Y,N,Blank=N)		
If Grades used = Sem, Include Sem 4 (Y,N,Blank=N)		
If Grades used = Cyc, Include Sem 1, Cyc 1 (Y,N,Blank=N)		
If Grades used = Cyc, Include Sem 1, Cyc 2 (Y,N,Blank=N)		
If Grades used = Cyc, Include Sem 1, Cyc 3 (Y,N,Blank=N)		
If Grades used = Cyc, Include Sem 2, Cyc 1 (Y,N,Blank=N)		
If Grades used = Cyc, Include Sem 2, Cyc 2 (Y,N,Blank=N)		
If Grades used = Cyc, Include Sem 2, Cyc 3 (Y,N,Blank=N)		
If Grades used = Cyc, Include Sem 3, Cyc 1 (Y,N,Blank=N)		
Process only H.S. Credit Lvl Crs for Middle School (Y,N)	N	
Exclude Stu Crs Excl from Honor Roll (Y,N,Blank=N)		

Example:

If you are running grade averaging early computation using the 4th and 5th cycle grades, enter the parameters as follows:

If Grades used = Sem, Include Sem 1 (Y,N,Blank=N)	Y	←
If Grades used = Sem, Include Sem 2 (Y,N,Blank=N)	N	←
If Grades used = Sem, Include Sem 3 (Y,N,Blank=N)	N	
If Grades used = Sem, Include Sem 4 (Y,N,Blank=N)	N	
If Grades used = Cyc, Include Sem 1, Cyc 1 (Y,N,Blank=N)	N	
If Grades used = Cyc, Include Sem 1, Cyc 2 (Y,N,Blank=N)	N	
If Grades used = Cyc, Include Sem 1, Cyc 3 (Y,N,Blank=N)	N	
If Grades used = Cyc, Include Sem 2, Cyc 1 (Y,N,Blank=N)	Y	←
If Grades used = Cyc, Include Sem 2, Cyc 2 (Y,N,Blank=N)	Y	←
If Grades used = Cyc, Include Sem 2, Cyc 3 (Y,N,Blank=N)	N	
If Grades used = Cyc, Include Sem 3, Cyc 1 (Y,N,Blank=N)	N	

TxEIS Grade Reporting - Grade Averaging and Class Ranking

Date Run:
Cntry-Dist: 015-102
Campus: 001

Grade Point Grade Averaging
**** Information only. No update ****
TxEIS High School
Sch Year: 2016
Exclude Stu Crs Excl from Honor Roll:N

Program ID: SGR2070
Page: 1 of 1
Grades used: Semester

102410 AGUILAR, SAVANNAH M

Grade Level: 11

Course Title	Crs Nbr	Sec	Sem	Grade	Weighted Value	GA Wgt	GA Table	Crdt Lvl	GPA Override	HRoll Cd
ENGLISH 3	1803	80	1	091	91.00	1	R	H		
PROFCOMM SPEECH	1828	60	1	091	91.00	1	R	H		
IND STUDY MATH	2818	10	1	091	91.00	1	R	H		
PHYSICS	3805	50	1	091	91.00	1	R	H		
US HISTORY	4801	70	1	091	91.00	1	R	H		
TOUCH SYSTEMS	5813	31	1	091	91.00	1	R	H		
HEALTH SCI	8803	40	1	091	91.00	1	R	H		
PATHOPHYSIOLOGY	8806	20	1	091	91.00	1	R	H		
ENGLISH 3	1803	80	2	045	45.00	1	R	H		
IND STUDY MATH	2818	10	2	045	45.00	1	R	H		
PHYSICS	3805	50	2	045	45.00	1	R	H		
US HISTORY	4801	70	2	045	45.00	1	R	H		
MONEY MATTERS	5805	61	2	045	45.00	1	R	H		
PRN INFORM TECH	5815	31	2	045	45.00	1	R	H		
HEALTH SCI	8803	40	2	045	45.00	1	R	H		
PATHOPHYSIOLOGY	8806	20	2	045	45.00	1	R	H		
				1,088	16				Grade Avg: 68.0000	

The **Grade**, **Weighted Value**, and **GA Wgt** fields can be used to verify the GPA calculations for each of the student's courses.

IMPORTANT!

It is strongly recommended that you hand calculate the GPA for the top students in each grade level, and compare the hand-calculated GPA to the computer-calculated GPA. SGR1925 Student Course Information provides information to help with this process.

SGR1925 - Student Course Information

SGR1925 can be used to verify data and troubleshoot problems identified in the SGR2070 report.

Grade Reporting > Reports > Grade Reporting Reports > Student Schedules > SGR1925 - Student Course Information

Date Run: .		Student Course Information		Program	
CNTY-DIST: 015-102		TxEIS High School		SGR1925	
CAMPUS: 001		Sch Year: 2016		Page Nbr: 1 of 4395	
Student ID:	000074	ALVARADO, ERIC J	Grd Lvl: 09	Active: Y	
Crs Nbr:	1801	20 1 ENGLISH 1	Period: 02 02	Instr: 104	Woodson, Viviana
<u>Student Grade/Crs Information</u>			<u>Master Schedule Information</u>		
Absences			Crs Entry: 08/24/2015	GA Wgt: 1	AAR Use:
Grade	Ttl	Exc Un Sch Tdy Citz	Crs WD:	GA Table: R	Spec Crs Consid:
Cyc1 085	0	0 0 0 0 0	Std Crs AAR Use:	Grade Crs: Y	Allow Partial Crdt: Y
Cyc2 080	0	0 0 0 0 0	Std Crs Spol Crs Consid:	Hroll Code:	Core Crs Cd:
Cyc3 088	0	0 0 0 0 0	Svc ID Override:	Hroll Wgt: 1	Crs Nbr of Sem: 2
Exam 092			GPA Override:	Hroll Table: R	Credit Seq Cd: 4
Sem 091			Transferred: N	L/A Wgt:	Exam/Sem Pattern: 1
Final			Self Paced: N	Credit Lvl: H	
Credit 0.5	P/F Ind 01				
Crs Nbr:	1801	20 2 ENGLISH 1	Period: 02 02	Instr: 104	Woodson, Viviana
<u>Student Grade/Crs Information</u>			<u>Master Schedule Information</u>		
Absences			Crs Entry: 01/06/2016	GA Wgt: 1	AAR Use:
Grade	Ttl	Exc Un Sch Tdy Citz	Crs WD:	GA Table: R	Spec Crs Consid:
Cyc1 089	0	0 0 0 0 0	Std Crs AAR Use:	Grade Crs: Y	Allow Partial Crdt: Y
Cyc2	0	0 0 0 0 0	Std Crs Spol Crs Consid:	Hroll Code:	Core Crs Cd:
Cyc3 085	0	0 0 0 0 0	Svc ID Override:	Hroll Wgt: 1	Crs Nbr of Sem: 2

The data in the report can be used to do manual calculations.

- The semester number is displayed between the course-section and course title.
- Note the **Crs WD** date. If withdrawn courses are not included, you must not include these courses in manual calculations.
- Note the **GPA Override** code if it exists. Note if it is different than the **GA Table** for the course. If the student's grade averaging table is different than the grade averaging table for the course, his calculations will be different.
- If the **Self Paced** field contains Y, you must determine if the course should be included or excluded from calculations.
- The **GA Weight** is the number of times the course is counted in the GPA calculations, or if the course is excluded.
- The **GA Table** indicates the grade averaging table used for the course. Note if this is different than the student's **GPA Override** code.
- In the **Grade Crs** field, note if the course is graded or not.
- For four-semester campuses, note the **Exam/Sem Pattern**. If set to 2, students only receive semester averages in semesters 2 and 4 for two-semester courses. One-semester courses can have semester averages in all four semesters.

SGR2060 - Grd Avg and Class Rnk - Info ONLY no Update

SGR2060 provides a break down by school year for each student. The report is used to verify grade point, numerical, and four-point grade averaging data, as well as credits and class ranking for the year. The report can be used to troubleshoot abnormalities in a student's record.

Grade Reporting > Reports > Grade Reporting Reports > Grades > SGR2060 - Grd Avg and Class Rnk - Info ONLY no Update

Date Run:		Grade Avg and Class Rank Report (Information ONLY - No Update)												Program SGR2060			
Cnty-Dist: 015-102		TxEIS High School												Page Nbr: 1 of 7			
Campus: 001																	
Student Name	Stu ID	Grd	Gavg Yr	GP Crs Fctr	GP Ttl Val	GP Avg	Num Crs Fctr	Num Ttl Val	Num Avg	4pt Crs Fctr	4pt Ttl Val	4pt Avg	Crdt	Rank	Nbr of Stu		
ACEVEDO, AMAYA C	010170	09	2016	8	722.0	90.2500	0	0	0.0000	8	24.0	3.0000	5.0	260	278		
AGUILAR, BAILEY E	083943	09	2016	8	728.0	91.0000	0	0	0.0000	8	24.0	3.0000	4.0	1	278		
ALDAKKOUR, ROMAN E	000210	12	2016	6	498.0	83.0000	0	0	0.0000	6	18.0	3.0000	3.0	1	1		
ALVARADO, ERIC J	000074	09	2016	8	728.0	91.0000	0	0	0.0000	8	24.0	3.0000	4.0	1	278		
ALVARADO, KENDALL B	080211	09	2016	8	728.0	91.0000	0	0	0.0000	8	24.0	3.0000	4.0	1	278		
ANGUIANO, LUIS R	102157	09	2016	9	728.0	80.8888	0	0	0.0000	9	24.0	2.6666	4.0	276	278		
AVERY, TRISTAN R	000260	09	2016	8	728.0	91.0000	0	0	0.0000	8	24.0	3.0000	4.0	1	278		
BALDERAS, GENESIS H	010274	09	2016	8	728.0	91.0000	0	0	0.0000	8	24.0	3.0000	4.0	1	278		
BALDERAS, HUNTER J	080175	09	2016	8	728.0	91.0000	0	0	0.0000	8	24.0	3.0000	4.0	1	278		
BALTIMISTA, RANDY B	080288	09	2016	8	728.0	91.0000	0	0	0.0000	8	24.0	3.0000	4.0	1	278		

RUN CUMULATIVE GRD AVG & CLASS RANKING

The Cumulative Grade Averaging and Class Ranking utility uses grade averaging data for multiple years to determine class rank.

The following reports are generated when the utility is run:

- List of options selected on this and the Grade Reporting > Maintenance > Tables > Campus Control Options page.
- List of students with data by school year. The report is similar to SGR2060 but includes totals.

The program adds the values of each selected year and divides this by the sum of the courses factors for those years.

Grade Reporting > Utilities > Cumulative Grd Avg and Class Ranking

School Year: 2015-2016 **Campus:** 001 **Execute**

Campus Control Information

Nbr of Decimal Points: 4

Grade Avg 4pt Scale: Print 4pt

Incl WD Stu in Avg ☐

Incl WD Stu in Rank ☐

Credit Level

☐ E (Elementary)

☐ M (Middle)

☒ H (High)

Process

☒ Grade Point Grade Averaging

☐ Numeric Grade Averaging

Grades

09
10
11
12

Use ctrl/click to select multiple grade levels.

All Grade Levels

Other Options

Grd Lvl (Report Sort Order)

☒ Print Credit

☒ Print Detail (uncheck for Totals Only)

If Graduated WD Students are to be included, Enter the WD Code

- The **School Year** field displays the current school year, as specified on Grade Reporting > Maintenance > Tables > District Control Table.
- The **Campus Control Information** section displays settings from the **Grade Averaging Information** section on Grade Reporting > Maintenance > Tables > Campus Control Options > H Roll & Gr Avg. Verify the settings before running the utility.
- Under **Credit Level**, indicate if you are running the utility for an elementary, middle school, or high school campus.
- Under **Process**, select the grade averaging table used in the current school year.

- **Grade Point Grade Averaging:** The grade averaging process will use the Grade Averaging tables (i.e., Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Grade Averaging Table).
- **Numeric Type Grade Averaging:** The grade averaging process will use the Numeric Grade Average Operator/Value table (i.e., Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Num Grade Avg Operator/Value).
- Under **Grades** field, select the grade level(s) to be included when you run the utility. You must select at least one grade level.
 - To select all grade levels at the campus, click **All Grade Levels**.
 - To select multiple grade levels, press CTRL while clicking the grade levels

NOTE:

Most campuses run this utility for seniors once they have run early computations and determined the valedictorian and salutatorian. Then, the campus will run the utility again for grade levels 9-11.

- Under **Other Options**, make the following selections for the reports that are produced when the utility is run:
 - In the **Report Sort Order** field, indicate the order in which you want to sort the reports.
 - Select **Print Credit** to print the student's total credits for the years included in the cumulative grade averaging. Most campuses select this option.
 - Select **Print Detail** to list the prior year grade averaging information. It is recommended that you select this option, because it allows you to see the values used to calculate the student's cumulative grade averaging. If not selected, only the student's total cumulative grade averaging information is printed.
- In the **If Graduated WD Students are to be included, enter the WD Cd** indicate which graduated withdrawn students should be included in cumulative grade averaging. This field overrides the **Incl Wdrawn Stu in Avg** and **Incl Wdrawn Stu in Rank** fields on Grade Reporting > Maintenance > Tables > Campus Control Options. Select the withdrawal code from the drop-down list to include those graduated withdrawn students in cumulative grade averaging and class ranking.

Be sure the grade averaging policy in the campus handbook explains which graduated seniors are included/excluded in the grade averaging and class rank.

- Click **Execute**.
 - When the utility has completed processing, the reports are generated.
Options Selected Report:

TxEIS Grade Reporting - Grade Averaging and Class Ranking

Date Run: Cnty-Dist: 015-116 Campus: 001	Cumulative Grade Averaging Report Options Selected TxEIS High School Sch Year: 2016	Program ID: Grd Avg/Class Rank Cum Page: 1 of 1
Grade Levels: 09 Years Selected:		
Sort Order: Grd Lvl Nbr Decimal Pts: 4 Print Credit: Yes Include Wd Stu in Avg: No Graduate WD Code: blank Include Wd Stu in Rank: No		

Student Report:

Date 3/30/2016 08:47		Grade Averaging Cumulative Report										Program SGR325		
Run: AM														
Cnty-Dist: 015-116		TxEIS High School										Page: 1 of 47		
Campus: 001		Sch. Year: 2016												
Student Name	Stu ID	Grd	Cntrl #	Sex	Birthdate	Crdt Lvl	Year	Credit	Crs. Factor	Total Value	4-Pt Avg	Average	Class Position	Quar-tile
Orozco Cisneros, Shaun A.	016245	09	110	M	Nov 03, 2000	H	15-16	0.0	0	0.0000	0.0000	0.0000		
							Total:	0.0	0	0.0000	0.0000	0.0000	0 of 1079	
Favella, Miranda L.	016317	09	731	F	May 25, 1999	H	15-16	0.0	0	0.0000	0.0000	0.0000		
							Total:	0.0	0	0.0000	0.0000	0.0000	0 of 1079	
Ledezma, Michelle	016406	09	521	F	Jul 18, 2000	H	15-16	0.0	0	0.0000	0.0000	0.0000		
							Total:	0.0	0	0.0000	0.0000	0.0000	0 of 1079	
Ibarra, Angela M.	016505	09	414	F	Sep 01, 1999	H	15-16	0.0	0	0.0000	0.0000	0.0000		
							Total:	0.0	0	0.0000	0.0000	0.0000	0 of 1079	

- A message is displayed on the utility page indicating that grade averaging and class ranking is completed. Click **OK** to close the message.

