

The TxELS “How To” Guide Series



TxEIS Grade Reporting

How to:

RECALCULATE HISTORICAL GRADE AVERAGES

Developed by the
TEXAS COMPUTER COOPERATIVE





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OVERVIEW

This guide covers the steps for updating a student's grades and semester/final average for a previous semester or school year, and recalculating the student's grade point average. Class rank is only calculated if it has never been calculated for the specified school year and campus.

Prerequisites

- This guide assumes you are familiar with the basic features of the TxEIS Student system and have reviewed the TxEIS Student Overview guide.
- You must be granted historical update access in Security Administration to update data for a prior year.
- This guide is based on TxEIS version 3.1.1.

Checklist Overview

- ☐ Update historical data for a student.
 - ☐ Review current grade point average.
 - ☐ Update the student's grade.
 - ☐ Recalculate the grade point average.
 - ☐ Review the results.
- ☐ Update historical data for a group of students (e.g., summer school grades).
 - ☐ Enter summer school grades for the students.
 - ☐ Recalculate grades.
- ☐ Run a report to review data for one or more students.

UPDATE HISTORICAL DATA FOR A STUDENT

It may be necessary to update a student's grade for a previous school year, including courses taken within the district (whether recorded on the Crs Assgn tab, or courses taken within the district and recorded on the Prior Year Transfer tab - such as summer school). When the student's grades, credits, and/or GPA override are updated, you can recalculate the student's overall grade point average (GPA) using numeric, grade point, or 4-point averaging. For courses entered on the Prior Year Transfer tab, changes to **GA Wgt** and **GA Tbl** also affect the overall grade point average.

View the Student's Current GPA

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

From this tab, you can view the student's current grade point average by school year. Averages are displayed under **Numeric Avg**, **Grd Pt Average**, or **4 Point**, depending on the type of grade averaging used at the campus. See online Help for additional information.

Demo | Crs Assgn | 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

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	2017	14	1197.0000	85.5000	14	1185.0000	84.6428	14	46.0	3.2857	7.0	85.5000	234	208	N
H	2016	16	1310.0000	81.8750	16	1296.0000	81.0000	16	40.0	2.5000	7.5	81.8750	242	203	N
H	2015	16	1261.0000	78.8125	0	0.0000	0.0000	16	36.0	2.2500	7.5	78.0000	265	243	R*
M	2013	0	0.0000	0.0000	16	1361.0000	85.0625	16	50.0	3.1250	.0	85.0625	278	177	G

Refresh Averages + Add

Cum GPA: 80.1282 Cum Rank: 215 Nbr of Students Ranked: 231 Date Ranking: 04/18/2017 Quartile: 4

*Please verify accuracy of Cum GPA due to historical recalculation

Update the Student's Grade and Recalculate

Grade Reporting > Maintenance > Student > Individual Maint > Cumulative Courses

In **Transcript** view (the default view), this tab displays a student's courses and grade information from all years. From here, you can click a semester or final average to change the student's grade.

TEXAS Grant Ind : Cumulative GPA : 80.1282

Credit

State: 22.5

Local:

Credit Totals(State): 22.5

College 4 Point : 2.6521

Class Rank : 215

Class Size : 231

Quartile : 4

Schools Awarding Credit

2014 015102 041 2015 015102 001

2016 015102 001 2017 015102 001

EOC Assessments

Admin Dt	Test Type	Level
15-2015	Algebra 1	II
16-2016	Biology 1	I
16-2016	English 1	I
15-2016	English 2	I

Transcript

Sch Yr	Course Title	Crs Nbr	Trans	Sem 1	Sem 2	Final	Credit	Crs Seq	Service ID	AAR Use	Spec Crs 1	Spec Crs 2	Self Paced
Language Arts													
2014/2015	ENG 1	1831		078	081	079	1.0		03220105				N
2015/2016	ENG 2	1832		087	084	086	1.0		03220205				N
2016/2017	ENG 3	1833		081	090	086	1.0		03220300				N
Mathematics													
2014/2015	ALG 1	2831		077	081	079	1.0		03100505				N
2015/2016	GEOM	2832		082	076	079	1.0		03100705				N
2016/2017	MTHMOD	2833		076	090	083	1.0		03102400				N
Science													
2014/2015	IPC	3902		090	076	077	1.0		84800IPC	X			N
2015/2016	BIO	3851		075	084	080	1.0		03010205				N
2016/2017	AQUA SCI	3856		084	090	087	1.0		03030000				N
Social Studies													
2014/2015	W GEO	4853		078	072	075	1.0		03320105				N
2015/2016	W HIST	4852		077	077	077	1.0		03340405				N
2016/2017	US HIST	4851		076	090	083	1.0		03340100				N
Health													
2013/2014	HL ED 7-8	0772		096		096	0.5		03813000		J		N

Display

Rank & GPA

Rank Only

GPA Only

College 4pt

Quartile

Retrieve

Print AAR

Print Screen

Historical Grade Averaging Options

1. Retrieve the student.
2. In the **Sem#** or **Final** column for a course taken in a previous semester or school year, click the grade you want to change.
 - If the course was taken outside the district, or taken within the district but entered on the Prior Yr Transfer tab (e.g., summer school course), the Prior Yr Transfer tab opens. This will be described later in this section.
 - If the course was taken within the district, the Grd/Crs Maint tab opens. Note that the tab opens in a new page, without the tab headings.

Before:

Course: 3851 Section: 10 Semester: 1 School Year: 2016 Campus: 001

Title: BIOLOGY

Grade	Absences	Citz	Comments
CYC1 077	Total Unexc Exc Sch Rel Tardy 0 0 0 0 0		B I J
CYC2 076	0 0 0 0 0		
CYC3 072	1 0 1 0 0		A C

Exam: Credit: 0.5 EOC Score: AAR use: Transferred: ☐ Self Paced: ☐

Sem: 075 Pass/Fail: 01 EOC Sem: Special Crs Consid: Grad Plan Use Cd:

Final: GPA Override: EOC Final:

3. On the Grd/Crs Maint page, update one or more of the following:

- **Sem** (semester average)
- **Final grade**
- **Credit**
- **GPA Override**

After:

Course: 3851 Section: 10 Semester: 1 School Year: 2016 Campus: 001

Title: BIOLOGY

Grade	Absences	Citz	Comments
CYC1 077	Total Unexc Exc Sch Rel Tardy 0 0 0 0 0		B I J
CYC2 076	0 0 0 0 0		
CYC3 072	1 0 1 0 0		A C

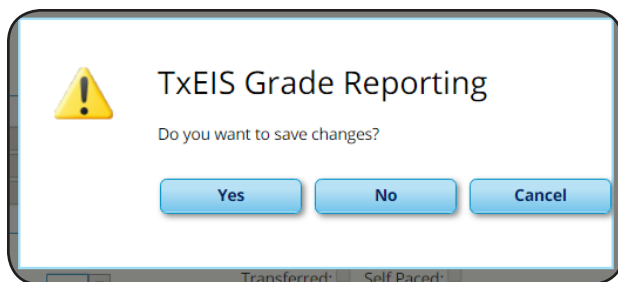
Exam: Credit: 0.5 EOC Score: AAR use: Transferred: ☐ Self Paced: ☐

Sem: 90 Pass/Fail: 01 EOC Sem: Special Crs Consid: Grad Plan Use Cd:

Final: GPA Override: EOC Final:

4. Click **Return**.

A pop-up message prompts you to save the changes. Click **Yes**.



The Cumulative Courses tab is displayed again.

- IMPORTANT:** Click **Retrieve** to refresh the data displayed. The updated grade appears.

The screenshot shows the "Cumulative Courses" tab in the TxElS Grade Reporting interface. It displays a table of courses with columns for Sch Yr, Course Title, Crs Nbr, Trans, Sem 1, Sem 2, Final, Credit, Crs Seq, Service ID, AAR Use, Spec Crs 1, Spec Crs 2, and Self Paced. The table lists courses for Language Arts, Mathematics, Science, and Social Studies. A red arrow points to the "2015/2016 BIO" row, which has a grade of 0.90 in the Sem 1 column. To the right of the table, there are sections for "Credit" (State: 22.5, Local: 22.5, Credit Totals(State): 22.5), "Cumulative GPA" (80.1282), "Schools Awarding Credit" (2014 015102 041 2015 015102 001, 2016 015102 001 2017 015102 001), "EOC Assessments" (15-2015 Algebra 1 II, 16-2016 Biology 1 I, 16-2016 English 1 I, 15-2016 English 2 I), and "Display" options (Rank & GPA, Rank Only, GPA Only, College 4pt, Quartile). There are buttons for "Retrieve", "Print AAR", and "Print Screen".

- Click **Save**.

- On the Cumulative Courses tab under **Historical Grade Average Options**:

The screenshot shows the "Historical Grade Averaging Options" dialog box. It has a "Recalc Grd Avg" button, a "Recalc Only Credits" checkbox, and a "4 Point Avg:" dropdown menu. There are also checkboxes for "Numeric Avg", "Grade Pt Avg", "Semester", and "Final". Below these are "Print Recalc" and "Print Errors" buttons. A red box highlights the "Recalc Grd Avg" button and the "4 Point Avg:" dropdown. A red text box at the bottom states: "Select options for Prior Yr Transfer courses taken outside of the district. Courses taken in the district will use the Campus Control Options from the appropriate school year. Changes must be saved before recalculating grade average. Class rank will not be updated."

- Select **Numeric Avg** and/or **Grade Pt Avg**, depending on the grade averaging used at the campus. You can select both.
- Click **Recalc Grd Avg**.
 - The **Print Recalc** button is only enabled if recalculation was successful. Click to view the report which displays the average(s) resulting from the recalculation. If recalculation was not successful, view the error report.

TxEIS Grade Reporting - Recalculate Historical Grade Averages

Date Run:				Cumulative Courses Recalculate Grade Averaging				Program ID:		Cumulative Crs	
Cnty-Dist: 015-102				TxEIS High School				Page: 1 of		1	
Campus: 001											
079009 SAENZ, XZAVIOR L											

		Numeric Avg			Grade Pt Avg			Four Point Avg					
Grd Lvl	Crdt Lvl	Sch Yr	Grd Used	Nbr Crs	Total Points	Avg	Nbr Crs	Total Points	Avg	Nbr Crs	Total Points	Avg	Credit
10	H	2016	Sem	16.0	1325.00000	82.8125	16.0	1311.00000	81.9375				7.5

- If errors are encountered, the **Print Errors** button is enabled. Click to view the error report and determine if recalculations were performed. Some errors will prevent recalculation from occurring.

Date Run:				Cumulative Courses Recalculate Grade Averaging Errors				Program ID:		Cumulative Crs	
Cnty-Dist: 015-102				TxEIS High School				Page: 1 of		1	
Campus: 001											

Sch Yr	Student ID	Course	Sec	Error Message
2016	079009			Previously ranked for 2016 and new Numeric Average 82.8125 does not match Rank GPA 81.875
2016	079009			Previously ranked for 2016 and new Grd Pt Average 81.9375 does not match Rank GPA 81.875

NOTE:

The error message in the example above can be expected, because the student's class rank was not recalculated; therefore his previous rank is no longer applicable.

- Return to the Grade Avg tab and view the updated grade average.

Demo
Crs Assign
Grd Update
Grd/Crs Maint
Course Codes
Sched Inquiry
Grade Avg
Crs/Sec Change
CTE
Assignment

Active Student

		Numeric Avg			Grd Pt Average			4 Point							
	Crdt Lvl	Year	Nbr Crs	Total Points	Avg	Nbr Crs	Total Points	Avg	Nbr Crs	Total Points	Avg	Credits	Rank GPA	Nbr of Stu	Rank
🗑	H	2017	14	1197.0000	85.5000	14	1185.0000	84.6428	14	46.0	3.2857	7.0	85.5000	234	208
🗑	H	2016	16	1325.0000	82.8125	16	1311.0000	81.9375	16	40.0	2.5000	7.5	81.8750	242	203
🗑	H	2015	16	1261.0000	78.8125	0	0.0000	0.0000	16	36.0	2.2500	7.5	78.0000	265	243
🗑	M	2013	0	0.0000	0.0000	16	1361.0000	85.0625	16	50.0	3.1250	.0	85.0625	278	177

These fields are *not* updated.

Refresh Averages
+ Add

Cum GPA: 80.1282
Cum Rank: 215
Nbr of Students Ranked: 231
Date Ranking: 04/18/201
Quartile: 4

*Please verify accuracy of Cum GPA due to historical recalculation

Prior Year Transfer Course

On the Cumulative Courses tab, if you click the grade for a prior year transfer course taken *outside* the district, or taken within the district but entered on the Prior Yr Transfer tab (e.g., summer school course), the Prior Year Transfer tab opens instead of the Grd/Crs Maint tab. Note that the tab opens in a new page, without the tab headings.

2015/2016 PEFOUND	8811	<u>097</u>		097	0.5	0	PES00052	N
2015/2016 PEITS	8813		<u>100</u>	100	0.5	0	PES00055	N
Fine Arts								
2014/2015 ART 1	6801	<u>090</u>	<u>086</u>	088	1.0		03500100	N
2015/2016 MUS2BAND		<u>098</u>			0.0		03150200	
Career/Tech Ed								
2014/2015 BUSIM1	5803	<u>070</u>	<u>052</u>	061	0.5		13011400	N
2014/2015 PROFCOMM	1828	<u>077</u>		077	0.5	0	13009900	N

Before update:

School Yr: 2016

Title	Svc ID Desc	Svc ID Typ	Sem 1	Exc Abs1	GP Use 1	Sem 2	Exc Abs2	GP Use 2	Sem 3	Exc Abs3	GP Use 3	Sem 4	Exc Abs4
BAND II	MUS2BAND	ARTS	<u>098</u>	<input type="checkbox"/>	<input type="text"/>		<input type="checkbox"/>	<input type="text"/>		<input type="checkbox"/>	<input type="text"/>		<input type="checkbox"/>

Return Cancel

1. On the Prior Year Transfer page, update one or more of the following:

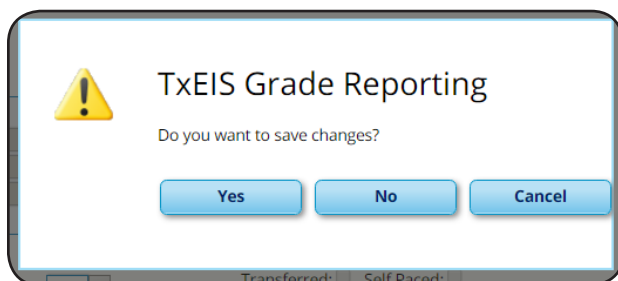
- **Sem #** (semester average)
- **Grd Avg** (final grade or GPA override)
- **Credits**
- **GA Wgt** (grade averaging weight)
- **GA Tbl** (grade averaging table)

After:

The screenshot shows a data entry form for 'School Yr: 2016'. The form has a header row with columns: Title, Svc ID Desc, Svc ID Typ, Sem 1, Exc Abs1, GP Use 1, Sem 2, Exc Abs2, GP Use 2, Sem 3, Exc Abs3, GP Use 3, Sem 4, Exc Abs4. Below the header, the first row contains: BAND II, MUS2BAND, ARTS, 100, and several empty fields. A red circle highlights the 'Sem 1' column containing the value '100'. At the bottom of the form, there are two buttons: 'Return' and 'Cancel'. A red arrow points to the 'Return' button.

2. Click **Return**.

A pop-up message prompts you to save the changes. Click **Yes**.



The Cumulative Courses tab is displayed again.

3. **IMPORTANT:** Click **Retrieve** to refresh the data displayed. The updated grade appears.
4. Recalculate the average as described previously, using the **Historical Grade Average Options** fields on the Cumulative Courses tab.

IMPORTANT:

- » For a prior year transfer course taken *outside* the district, the average is only recalculated if the student was *not* enrolled in any courses within the district for that school year.
- » For courses taken *in* the district but entered on the Prior Year Transfer tab (such as a summer school course), the district ID and campus ID must be the same, and the local course number must be a valid number that can be matched to a course in the district master schedule for that school year, in order for the course to be included in averaging calculations.

UPDATE HISTORICAL DATA FOR A GROUP

It may be necessary to update previous grades for a group of students, such as after summer school courses are completed. Summer school courses are typically entered as prior year transfer courses.

Enter Summer School Grades for Students

If Move to Grade Reporting has occurred, and TxEIS is already set up for the next school year (e.g., 2017-2018), any courses taken during the summer must be entered for the prior school year (e.g., 2016-2017).

Grade Reporting > Maintenance > Student > Individual Maint > Prior Yr Transfer

Active Student
Recalculate GPA & Credit 2016

Warning: Unable to Recalculate - Grade Course Records Exist for 2016

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
2015	023101	002	H	16	1261.0000	78.8125	0	0		16	36.0	2.2500	7.5	78.00000	265	243		
2016	023101	002	H	16	1325.0000	82.8125	16	1311.0000	81.9375	16	40.0	2.5000	7.5	81.87500	242	203		

+ Add

Title	Service ID	Svc ID Desc	Svc ID Typ	Sem 1	Exc Abs1	GP Use 1	Sem 2	Exc Abs2	GP Use 2	Sem 3	Exc Abs3	GP Use 3	Sem 4	Exc Abs4	GP Use 4	Grd Avg	Credits
BAND II	03150200	MUS2BAND	ARTS	100												100	0.5
HEALTH ED	03810100	HLTH ED	HEAL	090												090	0.5

1. Retrieve the student.
2. In the upper grid, click **+Add** to add the school year row for the student. A blank row is added to the grid.
 - In the **School Year** field, type the ending year of the prior school year.
 - Type the **District ID** and **Campus ID** for the summer school course.

IMPORTANT:

The summer school course must be taken *in-district*, and the campus **must be** the same campus where the student was enrolled in the previous school year, in order to include this course in grade averaging for the campus.

NOTE: Some schools use a designated summer school campus ID, which is not the campus where the student was enrolled for the school year. Do not enter that summer school campus ID in this **Campus ID** field.

3. Click **Save**.
4. In the lower grid, click **+Add** to add a summer school course. A blank row is added to the lower grid. (You may need to scroll to the right to find **+Add**.)
 - Enter the course title, service ID, and other applicable course information.
 - In the **Sem #** fields, type the student's grade for each semester of the course taken during the summer.
 - In the **Grd Avg** field, type the student's final grade for the course.
 - In the **Credits** field, type the student's credit earned for the course using one whole number and one decimal (e.g., 1.0).
 - Do not type the period. For example, type 05 to enter 0.5 credit.
 - If no credit was awarded, type NC. This only applies if the student passed the course but is not receiving credit due to attendance.
 - In the **Loc Crs** (local course) field, a valid local course number is required in order for the course to be included in grade averaging calculations. If the utility cannot match the local course number to one that exists in the district master schedule for that school year, the course is not included in grade averaging calculations.

GP se 2	Sem 3	Exc Abs3	GP Use 3	Sem 4	Exc Abs4	GP Use 4	Grd Avg	Credits	Loc Crs	Crs Seq	AAR Use	Spec Crs	GA Wgt	GA Tbl
							100	0.5	0660			RX	1	R
							090	0.5	9972			R	1	R

5. In the **Spec Crs** (special course consideration code) field, type or select *R* to indicate that the course was a summer school course. Note that you can type up to two one-character codes in this field.
6. Enter attendance and other data as needed.
7. Click **Save**.

Recalculate Grades

The Historical Grade Averaging and Class Ranking utility must be run to recalculate grade averages for prior school years, including summer school courses entered on the Prior Yr Transfer tab. The current school year is not included.

In addition to prior year courses that exist on the Crs Assign tab, the calculations include grades and credits entered for courses on the Prior Yr Transfer tab under the following conditions:

- The course was taken in the district.
- The course was taken at the student's current year campus in the school year being run.

- The course has a local course number that matches a course in the district master schedule for the school year being run.
- One or more of the following has changed for the student: semester grade, final grade, credit, GA Table, and/or GA Weight.

Grade Reporting > Utilities > Historical Grd Avg and Class Ranking

The screenshot shows the 'Historical Grd Avg and Class Ranking' utility interface. At the top, there's a 'School Year' dropdown set to 'Only Changed Students', a 'Campus: 001' field, and buttons for 'Live', 'Trial', and 'Print'. Below this is a 'Process' section with two radio buttons: 'Grade Point Grade Averaging' (selected) and 'Numeric Grade Averaging'. The main area is divided into four tabs: 'Campus Control Information', 'Semester', 'Options', and 'Grade Levels'. The 'Campus Control Information' tab shows settings for 'Grade used for Averaging = Semester', 'Compute 4 pt = Yes, and Exclude 0 Wgt Crs', 'Incl WD Stu in Avg = No', and 'Incl WD Stu in Rank = No'. The 'Semester' tab has a list of semesters (1, 2, 3, 4) with checkboxes, where 1 and 2 are checked. The 'Options' tab contains various checkboxes for 'Track', 'Print Credit', 'Verify Course Entry Dates', 'High School Credit Lvl Courses for Middle School', 'Exclude students from ranking if taking a crs that excludes him from HR', and 'Normal Max (to flag any student with excessive courses)'. There's also a dropdown for 'Alpha' and 'Rpt Sort', and a text field for 'If Graduated WD Students are to be included, enter the WD Cd'. The 'Grade Levels' tab shows a list of grade levels (09, 10, 11, 12) with a 'Control Click to select multiple grade levels' instruction and an 'All Grade Levels' button.

1. In the **School Year** field, select a school year, or select *Only Changed Students*.
 - If a school year is selected, grade averages for all students are recalculated for that school year. Students are selected according to their enrollment status and grade level in that school year. Rank is only recalculated if rank has never been calculated for the selected campus, school year, and grade level.
 - If *Only Changed Students* is selected, grade averages are only recalculated for students with altered semester or final grades, credits, and/or GPA override grades in any school year in which a change occurred, and only for school years in which a change occurred. Rank is not recalculated if this option is selected.
2. Under **Process**, select the grade averaging table to use for recalculation (grade point or numeric). See online Help for additional information.

NOTE:

After the recalculation, if the program cannot determine whether numeric or grade point averaging was used in determining rank and GPA for a particular student and school year, the **Rank** field on the student's Grade Avg tab will display R* instead of N or G.

3. Under **Campus Control Options**, settings from the **Grade Averaging Information** section on **Maintenance > Tables > Campus Control Options > H Roll & Gr Avg** for the selected campus and school year are displayed for your reference. These settings will be applied when recalculating averages for all courses taken *in* the district.

Transfer courses taken *outside* the district are not included in recalculations by this utility.

- Enter data in the **Options** fields. These are the same fields used when running **Grade Reporting > Utilities > Grade Averaging and Class Ranking**. See online Help for that utility for descriptions of these fields.
- In the **Rpt Sort** field under **Options**, select the order in which you want to sort the reports produced when the utility is run.
- Select the **Semester** and **Grade Levels** to be updated. See online Help for additional information.

Whether the semester or final average is computed depends on the setting of the **Grading Concept** field on **Maintenance > Tables > Campus Control Options > Computation**.

- Click **Trial** to produce a report of calculations in order to preview results. No grade averaging calculations are actually done. Review, save, and/or print the report.
- Once the trial produces the results you want, click **Live** to perform the calculations.

When the utility is completed, a report is displayed on the utility page which lists the updated students, and the **Print** button is enabled. This report is sorted according to your selection in the **Rpt Sort** field.

The screenshot shows the TxEIS Grade Reporting utility interface. At the top, there are buttons for 'Live', 'Trial', and 'Print'. Below these are tabs for 'Process' (Grade Point Grade Averaging, Numeric Grade Averaging) and 'Campus Control Information'. The 'Options' section includes fields for 'Track' (Alpha), 'Rpt Sort' (Alpha), 'Print Credit', 'Verify Course Entry Dates', 'High School Credit Lvl Courses for Middle School', 'Exclude students from ranking if taking a crs that excludes him from HR', 'Normal Max (to flag any student with excessive courses)', and 'If Graduated WD Students are to be included, enter the WD Cd'. The 'Grade Levels' section has a list of grade levels (09, 10, 11, 12) and an 'All Grade Levels' button. Below the configuration screen is a report titled 'Grade Point Historical Grade Averaging Report' showing student data.

Student Name	ID Nbr	Gr	Ctrl #	Trk	Birth Date	Sex	Wd Date	Wd Rsn	Four Pt Avg	Credit	Nbr	Total Points	Avg	Class Rank
ACUFF, ALFRED J	083696	10	608	1	08/12/1999	Male					8	719.00000	89.8750	
ADAME, MADISON A	101720	10	302	1	04/09/1999	Female				7	606.00000	86.5714		
ADAMITZ, ARIANA V	000113	10	410	1	07/31/1999	Female				8	695.00000	86.8750		
AGUERO, CRYSTAL AMY A	072683	11	988	1	07/22/1997	Female				7	557.00000	79.5714		

- Click **Print** to generate the following reports. Each report opens in a new tab or window.
 - Options Selected** - Lists field settings used when the utility was run.

TxEIS Grade Reporting - Recalculate Historical Grade Averages

Date Run:	Grade Point Historical Grade Averaging Report	Program ID:	Hist Grd Avg
Cnty-Dist: 015-102	Options Selected	Page Nbr: 1 of	1
Campus: 001	TxEIS High School		
	Sch Year: YYYY-YYYY		
Grade Levels: 09,10,11,12	Grades used: Semester	Sem 1:	Yes
Track: All	Compute 4pt: No	Sem 2:	No
Sort Order: Alpha	Low Grd for Grd Avg: 00	Sem 3:	No
Print Credit: No	Nbr Decimal Pts: 4	Sem 4:	No
Verify Crs Entry Date: No	Include Wd Stu in Avg: No		
Normal Max: blank	Include Wd Stu in Rank: No		
Graduate WD Code: blank	Include Wd Crs in Rank: No		
Exclude student from ranking if taking a crs that excludes him from HR: No			

- **Sorted By Grade Level and Class Rank** - Lists the updated students and their grade average and rank (if rank was calculated). If rank is not computed, students are sorted by grade average (**Avg** column), and the **Class Rank** column is blank.

Date Run:		Grade Point Historical Grade Averaging Report										Program ID:		Hist Grd Avg	
Cnty-Dist: 015-102		Sorted By Grade Level and Class Rank										Page:		1 of 32	
Campus: 001		TxELS High School										Grades used:		Semester	
Sch Year: yyyy															
Student Name	ID Nbr	Gr	Ctrl #	T r k	Birth Date	Sex	Wd Date	Wd Rsn	Four Pt Avg	Credit	Nbr	Total Points	Avg	Class Rank	
CHANCELLOR, MATTHEW D	010037	09	977	1	05/09/2000	Male					8	795.00000	99.3750		
CAMPBELL, PRESTON A	010213	09	977	1	09/12/1999	Male					8	795.00000	99.3750		
THOMPSON, HANNAH M	080880	09	977	1	02/12/2000	Female					8	795.00000	99.3750		
ROSALIZ, BERENDA R	070481	09	209	1	09/25/1999	Female					8	794.00000	99.3699		

- **Sorted By {Rpt Sort option}** - Lists the updated students and their grade average and rank (if rank was calculated) sorted according to the setting of the **Rpt Sort** field. If rank is not computed, the **Class Rank** column is blank.

Date Run:

Cnty-Dist: 015-102

Campus: 001

Grade Point Historical Grade Averaging Report

Sorted By Name

TxEIS High School

Sch Year: YYYY

Program ID: Hist Grd Avg

Page: 1 of 25

Grades used: Semester

↓

Student Name

ID Nbr

Gr

Ctrl #

T r k

Birth Date

Sex

Wd Date

Wd Rsn

Four Pt Avg

Credit

Nbr

Total Points

Avg

Class Rank

ACUFF, ALFRED J

083696

10

608

1

08/12/1999

Male

0

8

719.00000

89.8750

ADAME, MADISON A

101720

10

302

1

04/09/1999

Female

0

7

608.00000

86.5714

ADAMITZ, ARIANA V

000113

10

410

1

07/31/1999

Female

0

8

695.00000

86.8750

GUERO, CRYSTAL AMY A

072683

11

988

1

07/22/1997

Female

0

7

557.00000

79.5714

- **Error Report** - Lists student IDs and associated error message.

Date Run:	Grade Point Historical Grade Averaging Error Report	Program ID:	Hist Grd Avg
Cnty-Dist: 015-102	TxEIS High School	Page: 1 of	23
Campus: 001	Sch Year: yyyy		
Student ID	Course	Sec	Error Message
000112			Previously ranked for 2015 and new Grd Pt Average 95.75 does not match Rank GPA 102.0
000113			Previously ranked for 2015 and new Grd Pt Average 86.875 does not match Rank GPA 88.9375
000120			Previously ranked for 2015 and new Grd Pt Average 84.125 does not match Rank GPA 87.875

NOTE:

The error message in the example above can be expected, because the student's class rank was not recalculated; therefore his previous rank is no longer applicable.

Review, save, and/or print the reports.

HELPFUL TIP!

The Historical Grade Averaging and Class Ranking utility can also be run in the event that grade averaging and class ranking was not calculated prior to running Move to Grade Reporting.

PRINT CUMULATIVE REPORT

You can print a report that displays information used in calculating grade average and class rank for each of a student's courses, one student per page, for all years through the current school year (or specified ending school year) where the student took at least one graded course for the selected credit level. The report does not update student grade averaging records or calculate rank, it only displays results from the Grade Averaging and Class Ranking and Historical Grade Averaging and Class Ranking utilities.

The report is similar to SGR2070, except that SGR2075 prints all years, not just one year, for the selected credit level. When run for multiple students, one student prints per page.

SGR2075 - Cumulative Grd Avg Info By Student (Info Only)

Enter Selection Criteria:

Parameter Description	Value	List
Ending School Year (YYYY)	2017	
Campus ID	001	...
Method (G=Grade Point,N=Numeric)	N	
Student ID (Blank for All)	079009	...
Grade Level (Blank for All)		...
If Grades used = Sem, Include Sem 1 (Y,N)		
If Grades used = Sem, Include Sem 2 (Y,N)		
If Grades used = Sem, Include Sem 3 (Y,N)		
If Grades used = Sem, Include Sem 4 (Y,N)		
If Grades used = Cyc, Include Sem 1, Cyc 1 (Y,N)	Y	
If Grades used = Cyc, Include Sem 1, Cyc 2 (Y,N)	Y	
If Grades used = Cyc, Include Sem 1, Cyc 3 (Y,N)	Y	
If Grades used = Cyc, Include Sem 2, Cyc 1 (Y,N)		
If Grades used = Cyc, Include Sem 2, Cyc 2 (Y,N)		
If Grades used = Cyc, Include Sem 2, Cyc 3 (Y,N)		
If Grades used = Cyc, Include Sem 3, Cyc 1 (Y,N)		
Credit Level (E=Elem,M=Mid,H=High)	H	
Exclude Stu Crs Excl from Honor Roll (Y,N)		

Run Preview
Clear Options

The report cannot be run for all students at the campus. You must specify a student or a grade level. You must also specify a credit level.

The "If Grades used=" parameters allow you to include or exclude specific semesters or cycles. Make selections according to the grading concept used at the campus (i.e., **Grading Concept** field on **Maintenance > Tables > Campus Control Options > Computation**).

These parameters only apply if you are running the report to include current year data, or to the ending school year entered. For any prior school years, all semester-cycles are included.

Example: During the second semester of the current school year, where semester grades are used, you can run the report in order to determine a student's standing as of the end of the

TxEIS Grade Reporting - Recalculate Historical Grade Averages

first semester. In this case, you would include all first semester cycles, and exclude all second semester cycles.

The report lists all of the student's courses for the specified credit level by grade level. The course grades and weighting information are also displayed, according to the grading method (numeric or grade point).

- Numeric calculates adjustments according to **Maintenance > Tables > Grade Reporting Tables > Num Grade Avg Operator/Value.**
- Grade point calculates adjustments according to **Maintenance > Tables > Grade Reporting Tables > Grade Averaging Table.**

Date Run:		Cumulative Numeric Grade Averaging						Program ID: SGR2075				
Cnty-Dist: 015-102		**** Information only. No update ****						Page: 1 of 2				
Campus: 001		TxEIS High School						Credit Level: H				
		Exclude Stu Crs Excl from Honor Roll:N										
079009 SAENZ, XZAVIOR L												
Sch Year: 2017		Grade Level: 11		Grades Used: Semester		Campus: 001						
Course Title	Crs Nbr	Sec	Sem	Grade	Operator/ Value	Weighted Value	GA Wgt	GA Table	Crdt Lvl	GPA Override	HRoll Cd	Credit
ENGLISH 3	1833	20	1	082	+ 0	82.00	1	B	H			0.5
MATH MODEL	2833	10	1	077	+ 0	77.00	1	B	H			0.5
AQUATIC SCI	3856	50	1	086	+ 0	86.00	1	B	H			0.5
US HISTORY	4851	30	1	076	+ 0	76.00	1	B	H			0.5
ROTC 3	8887	60	1	096	+ 2	98.00	1	R	H			0.5
CAREER PREP 1	9861	40	1	072	+ 2	148.00	2	R	H			1.0
						567	7	Grade Avg:		81.0000		3.5
Sch Year: 2016		Grade Level: 10		Grades Used: Semester		Campus: 001						
Course Title	Crs Nbr	Sec	Sem	Grade	Operator/ Value	Weighted Value	GA Wgt	GA Table	Crdt Lvl	GPA Override	HRoll Cd	Credit
ENGLISH 2	1832	50	1	088	+ 0	88.00	1	B	H			0.5
GEOMETRY	2832	40	1	082	+ 0	82.00	1	B	H			0.5
BIOLOGY	3851	10	1	075	+ 0	75.00	1	B	H			0.5
W HISTORY	4852	20	1	081	+ 0	81.00	1	B	H			0.5
PE 1A/FITNESS	8811	60	1	097	+ 2	99.00	1	R	H			0.5
ROTC 2	8886	30	1	077	+ 2	79.00	1	R	H			0.5
CHILD DEVELOPME	9863	81	1	086	+ 2	88.00	1	R	H			0.5
PRIN AG/FOOD/NA	9890	70	1	063		63.00	1	R	H			0.0
ENGLISH 2	1832	50	2	084	+ 0	84.00	1	B	H			0.5
GEOMETRY	2832	40	2	076	+ 0	76.00	1	B	H			0.5
BIOLOGY	3851	10	2	084	+ 0	84.00	1	B	H			0.5
W HISTORY	4852	20	2	077	+ 0	77.00	1	B	H			0.5
PRN INFORM TECH	5815	81	2	076	+ 2	78.00	1	R	H			0.5
PE IS INDIVID	8813	61	2	100	+ 2	102.00	1	R	H			0.5
ROTC 2	8886	30	2	084	+ 2	86.00	1	R	H			0.5
PRIN AG/FOOD/NA	9890	70	2	071	+ 2	73.00	1	R	H			0.5
						1,315	16	Grade Avg:		82.1875		7.5
Sch Year: 2015		Grade Level: 09		Grades Used: Semester		Campus: 001						

The student's cumulative grade average and credits are displayed at the end of the report.

HEALTH 8	0772	70	1	096	+ 0	0	0	B	H			0.5
							0	0	Grade Avg:	0.00000		0.5
							3,132	39	Cumulative Grade Avg:	80.30769		19.0

