

GPA, Honor Roll
and Class Rank in
PowerSchool

GPA Calculation Methods

Create GPA calculation methods to define the formula and criteria for GPA calculations. PowerSchool includes four standard calculation methods: Simple, Simple Percent, Weighted, and Weighted Percent. You can modify the standard methods to meet your needs or create an unlimited number of additional calculation methods.

Any changes or additions to the list of calculation methods affect all schools on your server. To share a method with schools on other servers, export the method as a template. For more information, see [How to Export GPA Calculation Methods](#). If you have the proper permissions, you can remove a calculation method using DDA/DDE. For more information, see [Direct Database Export](#).

Once GPA is calculated, the GPA code is used to present GPA information on reports, exports, and student pages. This code always starts with *gpa and is followed by optional parameters that include pairs of names and values.

Examples of the GPA code include:

- **~(*gpa)** returns the cumulative weighted GPA for a student for all years at the school
- **~(*gpa method=weighted type=cumulative grade=12 credittype=CORE)** returns a weighted GPA for core classes for the student's senior year

The following table lists the parameters and values. All parameters except for "method" are overridden by any settings in the calculation method. Parameters and values can be included in the code in any sequence.

Parameter	Description	Example
method	Specifies the name of the specific calculation method that should be used when performing this calculation. If omitted, a method called "weighted" will be used.	method=weighted method=simple method=honors
type	Specifies the type of the calculation. Valid options are: <ul style="list-style-type: none"> • Cumulative: Uses values from historical grades only. • Current: Uses the current (not stored) grades sent by PowerTeacher. If "current" is specified, the term, grade, and year attributes, if specified, are ignored; only grades from the in-session school year using the store code specified on the Current Grade 	type=cumulative type=current type=projected

	<p>Display settings page in District Setup will be used.</p> <ul style="list-style-type: none"> • Projected: Uses the historical grades, plus those projected grades as defined in the calculation method. <p>If omitted, "cumulative" is used.</p>	
term	<p>One or more term abbreviations. Only grades whose store codes match the specified abbreviations will be used in the calculation. Separate multiple terms with commas. If omitted, any store code is permitted. If one or more term abbreviations are specified but no grade or year, only grades from the current school year are used.</p>	<p>term=S1 term=Q1,Q2,Q3</p>
grade	<p>One or more grade levels. Only grades stored at the specified grade levels will be used in the calculation. Separate multiple grade levels with commas. If omitted, the historical grade range for the school is used.</p>	<p>grade=12 grade=7,8,9</p>
year	<p>One or more four-digit school years. Only grades stored during the specified school years will be used in the calculation. Specify the start year of a school year that spans multiple calendar years. For example, use 2003 for the 2003-2004 school year. Separate multiple years with commas. If omitted, all school years are used.</p>	<p>year=1999 year=1998,1999,2000</p>
credittype	<p>One or more credit types. Only grades that match one or more of the specified credit types will be used in the calculation. Separate multiple credit types with commas. If omitted, grades with any credit type, including no credit type, are used.</p>	<p>credittype=English credittype=ENG,SCI,MATH credittype=Core,Electives</p>

scale	The name of the grade scale to use for this calculation. If a particular letter grade is not present in the specified grade scale, that grade will not be included in the calculation. If the name of the grade scale specified is unrecognized, a scale called Default is used. If omitted, the GPA points from the grade itself are used.	scale=Default scale=Standard scale=Honors
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How to Add GPA Calculation Methods

1. On the start page, choose [District](#) from the main menu. The District Setup page appears.
2. Under Grading, click **GPA Calculations**. The GPA Settings page appears.
3. Click **Calculation Methods**. The GPA Calculation Methods page appears.
4. Click **New**. The GPA Calculation Method page appears.
5. Use the following table to enter information in the fields:

Field	Description
Method name	<p>Enter the name of the calculation method. This is the name that will be referred to in GPA codes on other pages in PowerSchool.</p> <p>Note: The standard methods Weighted and Simple cannot be renamed.</p>
Description	<p>Enter a description of the calculation method. This description appears on the GPA Calculation Methods page.</p>
Formula	<p>Enter the formula for the method used to determine the result of the calculation. The formula closely resembles a formula used on a spreadsheet.</p> <p>Formulas can include functions, such as average, round, and sum. Use standard operators, such as + (addition) and * (multiplication), or use logical operators such as = (equal to) and > (greater than).</p> <p>For more information, see Formulas for Calculation Methods.</p>
Calculation type	<p>Choose an option from the pop-up menu:</p> <ul style="list-style-type: none"> ○ Cumulative: Uses historical grades in the calculation that match the query options specified. ○ Current: Uses current final grades in the calculation, as determined in the School Setup area. A current calculation type uses the current final grades from PowerTeacher. Terms, grade levels, and school years are ignored with

	<p>this calculation type.</p> <ul style="list-style-type: none"> ○ Projected: Uses historical grades and additional grades as defined in the Projected GPA Options area of the GPA Calculation Method page. A projected calculation type uses historical grades that match the query options specified, plus additional grades determined by any Projected GPA Options. <p>If the calculation type is specified, the type parameter of the GPA code is ignored.</p>
Grade scale	<p>To override the GPA points used in the calculation with a single grade scale, choose the grade scale from this pop-up menu. If a specific letter grade is not found in the grade scale, it is not used in the calculation.</p> <p>Ordinarily, the GPA points associated with the stored grade are used in the calculation. Typically, these are the weighted points. A single grade scale may be specified to override these GPA points with the values in the specified grade scale for this calculation.</p> <p>For example, a stored grade A may have 5 GPA points. That same A may only be worth 4 GPA points on the Standard grade scale. Use scales to calculate complex weighted GPAs for class ranking and honor roll applications, while maintaining a standard 4.0 scale to use on transcripts and college applications.</p> <p>If a grade scale is specified, the scale parameter of the GPA code is ignored.</p>
Terms	<p>Optionally, specify one or more term abbreviations, such as Q1 or S2, to use in the calculation. Separate multiple values with commas. Only grades whose store code matches one of the term abbreviations will be included in the calculation.</p> <p>If the calculation type is Current, terms are ignored. If terms are specified, the term parameter of the GPA code is ignored.</p>
Grade levels	<p>Optionally, specify one or more grade levels to use in the calculation. Use the numeric grade level, such as 11 for eleventh grade or 0 for kindergarten. Separate multiple values with commas. Only grades recorded when a student was at the specified grade levels will be included in the calculation.</p> <p>Note that only grades that fall within the historical grade levels specified in the school's record in District Setup may be specified. For example, if the historical range for the school is 912, specifying 8 in the GPA code will return zero. Separate multiple</p>

	<p>grade levels with commas. If omitted, the historical grade range for the school is used.</p> <p>If the calculation type is Current, grade levels are ignored. If grade levels are specified, the grade parameter of the GPA code is ignored.</p>
<p>School years</p>	<p>Optionally, specify one or more four-digit school years to use in the calculation. For example, enter 2003 for the 2003-2004 school year. Separate multiple values with commas. Only grades recorded during the specified school years will be included in the calculation.</p> <p>School years are closely related to grade levels. As such, if the school year specified translates to a student's grade level that is outside the historical range for the school, zero will be returned. For more information, refer to the "Grade levels" field.</p> <p>If the calculation type is Current, school years are ignored. If school years are specified, the year parameter of the GPA code is ignored.</p>
<p>Credit types</p>	<p>Optionally, specify one or more credit types to use in the calculation. Separate multiple values with commas. Only grades whose credit type matches one of the types specified will be included in the calculation.</p> <p>In case of a current GPA, the course's credit type is used. In case of a cumulative GPA, the credit type specified for the stored grade is used if present; otherwise, the course's credit type is used, if found.</p> <p>If an historical grade does not have a credit type or if the calculation type is Current, the course's credit type is used. If credit types are specified, the credittype parameter of the GPA code is ignored.</p>
<p>Only include grades</p>	<p>Select all, none, or a combination of the following checkboxes to narrow the selection of grades used in the calculation:</p> <ul style="list-style-type: none"> ○ That count in GPA: Includes only historical grades that are specified to be included in the GPA. If the calculation type is Current, only grades from courses and sections that have been flagged to be included in GPA will be included in the calculation. ○ That count in class rank: Includes only historical grades that are specified to be included in the class rank. If the calculation type is Current, only grades from courses and sections that have been flagged to be included in class

	<p>rank will be included in the calculation.</p> <ul style="list-style-type: none"> ○ That count in honor roll: Includes only historical grades that are specified to be included in the honor roll. If the calculation type is Current, only grades from courses and sections that have been flagged to be included in honor roll will be included in the calculation. ○ With potential credit: Includes only historical grades that have a potential credit that is not zero. If the calculation type is Current, the potential credit is determined by referring to the corresponding course record. <p>If you deselect all of these checkboxes, all historical grades will be included in the calculation.</p>
<p>Projected grades are</p>	<p>If the calculation type is Projected, choose the type of grades used for projected GPA calculations from this pop-up menu. Projected grades are used to determine grades mid-term, such as when colleges want grades for a twelfth-grade student for admission purposes.</p> <ul style="list-style-type: none"> ○ Current final grades: Uses current final grades from PowerTeacher, as determined in the School Setup area. ○ Stored grades from this term: Enter the term abbreviation in the blank field.
<p>Do not add grade if</p>	<p>If the calculation type is Projected, choose the term for the grade to use in projected GPA calculations from this pop-up menu:</p> <ul style="list-style-type: none"> ○ A grade for the course exists in any term ○ A grade for the course exists in this term: Enter the term abbreviation in the blank field. <p>A grade will not be added to the calculation if there already exists an historical grade for the current school year with the same course number for any store code or for the specified store code.</p>
<p>Stored credit hours</p>	<p>If the calculation type is Projected, choose the credit hours option used in projected GPA calculations from this pop-up menu:</p> <ul style="list-style-type: none"> ○ Use actual credit hours ○ Get potential credit from course <p>If projected grades are historical grades, specify whether to use the actual potential and earned credit stored with the grade or to use the potential credit hours from the corresponding course.</p>

Note: When using projected GPA options, most schools will set the last three options as **Projected grades are stored grades from this [specified] term, Do not add grade if a grade for this course exists in any term, and Stored credit hours use the course's potential credit hours.**

6. Click **Submit**. The GPA Calculation Methods page displays the new method.

How to Edit GPA Calculation Methods

1. On the start page, choose [District](#) from the main menu. The District Setup page appears.
2. Under Grading, click **GPA Calculations**. The GPA Settings page appears.
3. Click **Calculation Methods**. The GPA Calculation Methods page appears.
4. Click the name of the calculation method you want to edit. The GPA Calculation Method page appears.
5. Edit the information as needed. For field descriptions, see [How to Add GPA Calculation Methods](#).
6. Click **Submit**. The GPA Calculation Methods page displays the edited method.

How to Export GPA Calculation Methods

After you create and save a calculation method, you can export the calculation method for use on another PowerSchool server. The option to export the calculation method is available only for saved methods.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Grading, click **GPA Calculations**. The GPA Settings page appears.
3. Click **Calculation Methods**. The GPA Calculation Methods page appears.
4. Click the name of the calculation method to be exported. The GPA Calculation Method page appears.
5. Click **Export as template**. Save the file as a PowerSchool Template file (*.pst). You can now share the file with other PowerSchool servers.

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Honor Roll Administration

The ability to calculate your honor roll based on grading, behavior, or attendance information is important to a school. Every school has its own way of calculating or determining who is on the honor roll and who is eligible for extracurricular activities.

First, define the various honor roll lists used by a school or district. Within those lists, set up the different honor levels that may be attained and the criteria for meeting each level. Once the setup is complete, the PowerSchool administrator should run the calculation function periodically throughout the school year. The results of the calculation are stored in a separate table in the database. These results can be viewed as a summary for a single student, a group

report, or as individual components of a custom page, export, or custom report using report codes.

Honor Roll Methods

Honor roll methods define the various honor roll lists used by a school or district. You can create as many different honor roll methods as needed. Honor roll methods can be school-specific or shared among all schools on a server.

Honor Roll Levels

Every honor roll method will contain one or more honor roll levels. The evaluation order of honor roll levels is significant. Typically, the highest honor with the most stringent criteria is evaluated first. If a student does not meet the criteria for that level, the criteria for the next highest honor will be evaluated, and so on. If a student meets the criteria for an honor roll level, a record of that honor is created and the remaining levels are skipped.

The evaluation of the criteria within each honor roll level is cumulative, meaning a student must meet all of the specified options to receive that honor. You can create as many different honor roll levels as needed.

Honor Roll Calculations

Once the honor roll methods and levels have been set up, you can calculate an honor roll at any time.

How to Create an Honor Roll Method

Note: Honor rolls that use a GPA Calculation Type of Current (Start Page > District Setup > GPA Calculations > Calculation Methods > New > Calculation Type = Current) must have a term set up that matches the Final Grade setup. For example, if an Honor Roll for the Q1 Final Grade is used, not only is a Q1 Final Grade needed, but a Q1 term setup in years and terms is also needed.

1. On the start page, choose [School](#) from the main menu. The School Setup page appears.
2. Under Grading, click **Honor Roll**. The Honor Roll Methods page appears.
3. Click **New**. The Honor Roll Method page appears.
4. Use the following table to enter information in the fields:

Type	Description
Name	Enter the name of the honor roll method. This is the name that will be referred to in honor roll report codes and on other menu pages.
Description	Enter a description of the honor roll method.

Can be used by	<p>Specifies whether the honor roll method can be used by all schools on the server, or only the current school. Do one of the following:</p> <ul style="list-style-type: none"> ○ Select the current school option. ○ Select the all schools option.
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5. Click **Submit**. The Honor Roll Methods page displays the new honor roll method.
6. Click **Levels** next to the method you just created. The Honor Roll Levels page appears.
7. Click **New**. The Honor Roll Level detail page appears.
8. Use the following table to enter general information:

Type	Description
Name	Enter the name of the honor roll level. This is the level name that appears on report pages and is the default value returned by the honor roll report code. This name does not need be unique, allowing you to define multiple sets of criteria for a given level.
Description	Enter a description of the honor roll level.
Evaluation Order	Enter a value specifying the order in which the various honor roll levels will be evaluated. Lower numbers are evaluated first.
Message	<p>Enter the text message you want to appear on report cards and transcripts.</p> <p>Note: The message should be longer than the level name.</p>

9. Use the following table to enter GPA options:

Type	Description
GPA Calculation Method	Choose the GPA calculation method to use when evaluating this honor roll level from the pop-up menu. The GPA calculation method is used for two things: determining a GPA value that may be compared against a specified cutoff value, and building a list of letter grades that will be used in the Grade Options settings described below. Every honor roll level must specify a GPA calculation method.
GPA result is	Since GPA calculation methods can return alphanumeric results, choose whether the comparison should be numeric or text from the pop-up menu.

Comparison	Choose the comparator to use when comparing the result of the GPA calculation from the pop-up menu. Enter the cutoff value in the provided field. If you do not want to compare the value of the GPA calculation, leave the cutoff value field blank.
Only include grades	<p>If selected, the checkbox setting allows you to override the settings used in the GPA calculation method so that any grades that have been flagged to be excluded from honor roll are not used in the calculation or returned in the list of grades for the grade options.</p> <p>Do one of the following:</p> <ul style="list-style-type: none"> ○ Select the checkbox to allow you to override the settings used in the GPA calculation method. ○ Deselect the checkbox to not allow you to override the settings used in the GPA calculation method.

10. Use the following table to enter credit options information:

Type	Description
Potential Credit	Use the pop-up menu to choose the comparator to use when comparing the total of the potential credit hours from the list of grades returned by the GPA calculation. Enter the cutoff value in the provided field. If you do not want to compare the value of the potential credit hours, leave the cutoff value field blank.
Earned Credit	Use the pop-up menu to choose the comparator to use when comparing the total of the earned credit hours from the list of grades returned by the GPA calculation. Enter the cutoff value in the provided field. If you do not want to compare the value of the earned credit hours, leave the cutoff value field blank.
Number of unique courses	Use the pop-up menu to choose the comparator to use when comparing the number of unique course numbers found in the list of grades returned by the GPA calculation. Enter the cutoff value in the provided field. If you do not want to compare the number of unique course numbers, leave the cutoff value field blank.

11. Use the following table to enter grade options information:

Type	Description
Student must have	These four groups of grade options allow you to do comparisons

	<p>on the list of letter grades returned by the GPA calculation. Choose a comparison from the pop-up menu:</p> <ul style="list-style-type: none"> ○ At least: There must be at least <the specified number> of any of the grades below in the list of grades returned by the GPA calculation ○ No more than: There cannot be any more than <the specified number> of any of the grades below in the list of grades returned by the GPA calculation ○ Exactly: There must be no more than and no less than <the specified number> of any of the grades below in the list of grades returned by the GPA calculation ○ None: There cannot be any of the grades below in the list of grades returned by the GPA calculation ○ Only: There must be only the grades below in the list of grades returned by the GPA calculation.
Of the grades	Enter a comma-separated list of letter grades to use with the "Student must have" comparison. If you do not want to compare letter grades in one or more of the grade options, leave this field blank.
And	Choose additional comparisons from the pop-up menu. For each additional comparison, enter the "Students must have" and "Of these grades" information.

12. Click **Submit**. The Honor Roll Methods page displays the new honor roll level.
13. Repeat steps 7 through 12 for each level you want to create.
14. Verify the evaluation order.
15. Click **Submit**. The Honor Roll Methods page appears.

How to Edit an Honor Roll Method

Note: Honor rolls that use a GPA Calculation Type of Current (Start Page > District Setup > GPA Calculations > Calculation Methods > New > Calculation Type = Current) must have a term set up that matches the Final Grade setup. For example, if an Honor Roll for the Q1 Final Grade is used, not only is a Q1 Final Grade needed, but a Q1 term setup in years and terms is also needed.

1. On the start page, choose [School](#) from the main menu. The School Setup page appears.
2. Under Grading, click **Honor Roll**. The Honor Roll Methods page appears.
3. Click the method you want to edit. The Honor Roll Method page appears.
4. Edit the information as needed. For field descriptions, see [How to Create an Honor Roll Method](#).
5. Click **Submit**. The Honor Roll Methods page displays the edited honor roll method.

How to Delete an Honor Roll Method

1. On the start page, choose [School](#) from the main menu. The School Setup page appears.
2. Under Grading, click **Honor Roll**. The Honor Roll Methods page appears.
3. Click the method you want to delete. The Honor Roll Method page appears.
4. Click **Delete**. The Selection Deleted page appears.
5. Click **Back** to return to the Honor Roll Methods page.

Note: If a "Warning Page Expired" message appears, click the **PowerSchool** logo to return to the start page.

How to Edit Honor Roll Levels

1. On the start page, choose [School](#) from the main menu. The School Setup page appears.
2. Under Grading, click **Honor Roll**. The Honor Roll Methods page appears.
3. Click the levels of the honor roll you want to edit. The Honor Roll Level page appears.
4. Click the level you want to edit. The Honor Roll Levels detail page appears.
5. Edit the information as needed. For field descriptions, see [How to Create an Honor Roll Method](#).
6. Click **Submit**. The Honor Roll Levels detail page reappears.

How to Delete Honor Roll Levels

1. On the start page, choose [School](#) from the main menu. The School Setup page appears.
2. Under Grading, click **Honor Roll**. The Honor Roll Methods page appears.
3. Click the levels of the honor roll you want to edit. The Honor Roll Level page appears.
4. Click the level you want to delete. The Honor Roll Levels detail page appears.
5. Click **Delete**. The Selection Deleted page appears.
6. Click **Back** to return to the Honor Roll Methods page.

Note: If a "Warning Page Expired" message appears, click the **PowerSchool** logo to return to the start page.

How to Calculate the Honor Roll

1. On the start page, choose **System** from the main menu. The System Administrator page appears.
2. Click **Calculate Honor Roll**. The Calculate Honor Roll page appears.
3. Use the following table to enter information in the fields:

Type	Description
Which Students	<p>Indicate which students for whom you want to calculate honor roll by selecting one of the following options:</p> <ul style="list-style-type: none"> ○ Select the [Student name] option to calculate honor roll for a single student. This option is useful for testing. ○ Select The selected [x] students option to calculate

	<p>honor roll for the current selection of students. This selection is useful when calculating honor roll for a specific group of students, such as all current seniors.</p> <ul style="list-style-type: none"> ○ Select the All [x] currently enrolled students option to calculate honor roll for all enrolled students in the selected school.
Store Code	<p>Indicates the new store code to use when storing the resulting honor roll. Enter a valid store code (a letter followed by a single number).</p> <p>Note: Results of the honor roll calculation will be stored using this store code for the current school year.</p>
Honor Roll Method	<p>The method by which you want honor roll calculated. Use the pop-up menu to make your choice.</p> <p>Note: Only one honor roll method can be calculated at a time.</p>

4. Click **Submit**. PowerSchool calculates the specified honor roll method for the selected students.

The results of honor roll calculations may be viewed for a [single student or for a group of students](#).

Honor Roll Codes

The honor roll code returns data based on honor roll calculations that are periodically run by the PowerSchool administrator. The honor roll code provides an easy way to access the stored data when working with a single student, such as a custom student page, quick export, or object report.

The basic syntax of the honor roll code is illustrated by the examples below. The code always starts with ***honorroll** and is followed by several parameters (name/value pairs). These parameters are always of the form **name=value**. Certain parameters are required. All other parameters are optional and default values will be used if omitted.

```
~(*honorroll method=High School term=Q2)
~(*honorroll method=NHS term=S1 year=2002 result=gpa)
~(*honorroll method=Honors term=Q2 grade=11)
```

The following table lists the parameters, values, and examples for the honor roll code. Parameters and values can be included in the code in any sequence.

Parameter	Description	Example
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method	Specifies the name of the honor roll method to return. These methods are predefined by the user in the Honor Roll section of school setup. The method parameter is required. If omitted, an error message is returned.	method=High School method=NHS
term	A single term abbreviation. Specifies the store code of the appropriate honor roll record. The term parameter is required. If omitted, an error message is returned.	term=S1 term=Q3
grade	A single grade level. For KG, PK, use the numeric code 0, -1, and so forth. Specifies the historical grade level of the appropriate honor roll record. Note that grade and year are often mutually exclusive and the use of both parameters in the code may cause no record to be found. If no grade or year parameter is specified, will find an honor roll record from the current school year.	grade=12 grade=8
year	A single four-digit school year. Remember that school years in PowerSchool are specified using the start year. For example, for the 2003-2004 school year, use 2003. Specifies the school year of the appropriate honor roll record. Note that grade and year are often mutually exclusive and the use of both parameters in the code may cause no record to be found. If no grade or year parameter is specified, will find an honor roll record from the current school year.	year=2003 year=2004
result	The type of data to return as the result. Valid options are level, message, gpa, schoolname, and date. Level means return the name of the honor roll level met. Message means return the text message for the honor roll level. GPA means return the GPA used to determine the honor roll level. Schoolname means return the name of the school where the student earned the honor roll. Date means return the date the honor roll was calculated. If omitted, level is returned. Note that if no honor roll is found that matches the parameters specified, no text will be returned regardless of the result setting.	result=level result=message result=gpa result=schoolname result=date

The following are annotated examples of various honor roll codes.

High school honor roll from Q3 of the student's junior year:
~(*honorroll method=High School term=Q3 grade=11)

The GPA used to determine that honor roll level:
~(*honorroll method=High School term=Q3 grade=11 result=gpa)

The NHS honor roll message from S2 of the current school year:
~(*honorroll method=NHS term=S2 result=message)

The date the Q1 Honors honor roll was calculated for this student in the 2002-2003 school year:
~(*honorroll method=Honors term=Q1 year=2002 result=date)

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Class Rank

Use class rank to determine the order of students when sorted by grade point average (GPA). For example, the student with the highest GPA ranks at the top of the class. Since class rank calculates based on GPAs, the appropriate GPA calculation methods must exist before determining class rank.

Create a class rank method to set parameters for calculating the class rank. Use multiple class rank methods with varying settings to determine multiple sets of class rankings. For example, you can rank all current students using one method and then rank all current students plus students who graduated early using another method.

Class rank is calculated either manually or automatically at specified intervals, such as every week or only after grades are stored. Since calculating class rank affects all class rank methods, it is best to avoid creating more class rank methods than necessary.

Note: Though you can edit class rank methods, you cannot delete class rank methods via the Class Rank Settings page. Instead, you must use Direct Database Access to remove the class rank method. For more information, see [Direct Database Export](#).

View the results of the class rank calculation using the Class Ranking Report. For more information, see [How to Run the Class Ranking Report](#). You can also include class rank data access tags on custom reports and exports. For more information about data codes, go to [PowerSource](#).

How to Add a Class Rank Method

1. On the start page, choose [School](#) from the main menu. The School Setup page appears.
2. Under Grading, click **Class Rank**. The Class Rank Settings page appears.
3. Click **Class Rank Methods**. The Class Rank Methods page appears.
4. Click **New**. The Class Rank Method page appears.
5. Use the following table to enter information in the fields:

Field	Description
Description	Enter a description of the class rank method, such as Class Rank - Simple GPA .
GPA Calculation Method	Select from the pop-up menu which GPA calculation method to use when calculating class rank. The GPA calculation method determines what is queried and how grades are calculated.
GPA result is	Select from the pop-up menu how you want to assess the class rank: <ul style="list-style-type: none"> ○ Numeric - Assesses rank numerically, such as giving the student with the highest GPA the rank of 1. This is the most commonly-used selection. ○ Text - Assesses rank alphabetically, such as giving the student with a GPA of A the rank of 1. Select this option when the GPA method returns a text value. For more information, see GPA Calculation Methods.
Only include grades	Select the checkbox to include only grades for courses or sections that count in class rank. Note: When selected, the class rank grade results may differ from GPA calculation results. This is the only class rank method setting that returns a result that may differ from the GPA.
Exclude students	Select the checkbox to exclude students that are set as excluded from class rank on the students' Other Information page. Some students may be excluded from class rank because they are enrolled for a short amount of time and should not be ranked amongst longer-term students. For more information about excluding a student from the class rank, see Other Information . Deselect the checkbox to override the student exclusion setting.
Include early graduates?	Select the checkbox to include students that graduate early. This checkbox filters students that have already exited the school using an exit code that identifies an early graduation. If selected, you must specify in the next field the early graduation exit code.
Early graduation exit code	If the checkbox in the previous field is selected, enter an exit code that specifies an early graduation.

6. Click **Submit**. The Class Rank Methods page displays the new class rank method.

How to Edit a Class Rank Method

1. On the start page, choose [School](#) from the main menu. The School Setup page appears.
2. Under Grading, click **Class Rank**. The Class Rank Settings page appears.
3. Click **Class Rank Methods**. The Class Rank Methods page appears.
4. Click the name of the class rank method you want to edit. The Class Rank Method page appears.
5. Edit the information as needed. For field descriptions, see [How to Add a Class Rank Method](#).
6. Click **Submit**. The Class Rank Methods page displays the edited class rank method.

How to Recalculate Class Rank

To refresh class rank data, recalculate all class rank methods either manually or at specified intervals.

1. On the start page, choose [School](#) from the main menu. The School Setup page appears.
2. Under Grading, click **Class Rank**. The Class Rank Settings page appears.
3. Click **Recalculation Frequency**. The Class Rank Recalculation Frequency page appears.
4. Select at which frequency the class rank should recalculate:
 - **Daily** - Recalculates automatically during the nightly process
 - **Weekly** - Recalculates automatically each weekend
 - **Monthly** - Recalculates automatically once per month
 - **After storing grades** - Recalculates automatically each time grades are stored
 - **Manually** - Never recalculates automatically

Note: To manually recalculate the class rank, click **Recalculate now**. The class rank recalculates immediately. Once complete, the Changes Recorded page appears.

5. Click **Submit**. The GPA Options Changed page appears.

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