

HOW TO ENTER CUMULATIVE RANK INFORMATION


Prerequisites

- Student must be entered in Demographics.

Procedures

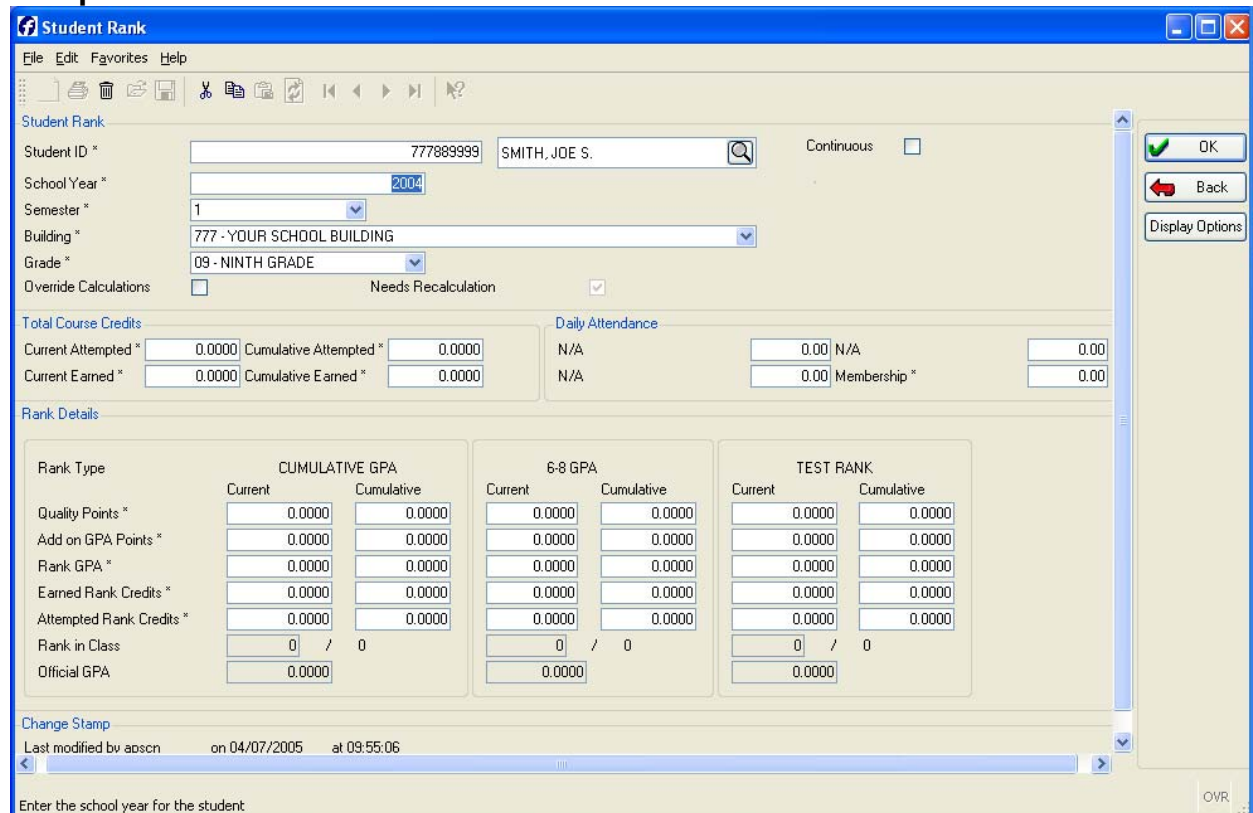
Menu Access:

Applications > Transcripts > Entry > Rank Entry by Student

Click **New**  on the main toolbar to create a new rank record window. When you click in the **Student ID** field the current school year defaults. The semester defaults to 1 and the default building number from your security profile displays.

NOTE: If adding records for multiple students, clicking in the Continuous box will allow for the continuous addition of rank screens.

Sample Student Rank Window



The screenshot shows the 'Student Rank' application window. At the top, there is a menu bar (File, Edit, Favorites, Help) and a toolbar with various icons. The main area is divided into several sections:

- Student Rank:** Fields for Student ID (777889999), Student Name (SMITH, JOE S.), School Year (2004), Semester (1), Building (777 - YOUR SCHOOL BUILDING), Grade (09 - NINTH GRADE), and an unchecked 'Continuous' checkbox.
- Total Course Credits:** Fields for Current Attempted (0.0000), Cumulative Attempted (0.0000), Current Earned (0.0000), and Cumulative Earned (0.0000).
- Daily Attendance:** Fields for N/A (0.00), N/A (0.00), and Membership (0.00).
- Rank Details:** A table with columns for Rank Type, CUMULATIVE GPA (Current, Cumulative), 6-8 GPA (Current, Cumulative), and TEST RANK (Current, Cumulative). All values are currently 0.0000.
- Change Stamp:** Last modified by apscn on 04/07/2005 at 09:55:06.

Buttons for OK, Back, and Display Options are located on the right side of the window.

Add the following information:

1. Enter the **Student ID** or student name.
2. Enter the **School Year** for the previous semester.
3. Enter the last **Semester** attended.
(Usually entered as 1 or 2 but if your school is a 4-block school enter 4.)
4. Verify the building number. The student's enrollment building defaults from **Demographics**.
5. Click in the **Override Calculations** checkbox.

Note: You **MUST** make certain to set the override if you are **NOT** entering course information. If you are only entering cumulative credit and GPA information for the student and this box is not checked, when Report Card **GPA/Credit/Rank** calculations are run for the student, the credit and GPA information will be set back to 0.0000.

6. Enter **Cumulative Attempted** and **Cumulative Earned** credit in the **Total Course Credits** section.
 7. Enter **Daily Attendance** information (optional).
 8. For each rank type displayed in the **Rank Details** section, enter the following information in the **cumulative** column:
 - Quality Points
 - Rank GPA
 - Earned Rank Credits
 - Attempted Rank Credits
- Note:** The **Rank in Class** and **Official GPA** fields are calculated by the program and are not available for manual entry.
9. Verify all entries and click **✓OK** to save the information.
 10. Run **GPA/Credit/Rank** Calculations for the school year in the rank record to set the **Official GPA** and **Rank in Class**.

Menu Access:

Applications > Report Cards > Calculations > GPA/Credit/Rank