

WHAT IS EARLY COMPUTATION?

Early Computation is the process to determine the GPA & Class Rank for Seniors, typically at the end of the 5th Six Weeks grading period.

Campuses should review their local policy to determine how and when the computation should be run.

NOTE: This quick reference guide is meant to highlight the steps needed to complete the Early Computation process. Use the guide under Resources (back page) for more information.

RUN EARLY COMPUTATION

[GRADE REPORTING > UTILITY > GRADE AVERAGING & CLASS RANKING](#)

There are two options when using the Early Computation fields. Use the link above for additional selections specific to your campus.

Option 1

This option is often used by **two-semester nine-week campuses** for Senior early computation.

- Select to process **Sem 1** and **Sem 2**.
- Under **Early Computation**, select **Sem2/Cyc1**.

Option 2

This option is often used by **two-semester six-week campuses** for Senior early computation.

- Select to process **Sem 1** and **Sem 2**.
- Under **Early Computation**, select **Sem2/Cyc1** and **Sem2/Cyc2**.

VERIFY STUDENT DATA

Review and verify student's grade averages individually or by a group.

Individual

- Grade Reporting > Maint > Student Individual Maint > Grade Avg
- Grade Reporting > Reports > Grades > SGR2070 – Grd Avg Info by Student (Info Only)

- Grade Reporting > Reports > Grades > SGR2075 – Cumulative Grd Avg Info by Student (Info Only)

Group

- Grade Reporting > Reports > Grades > SGR2060 – Grd Avg Info by Student (Info Only)
- Grade Reporting > Reports > Grades > SGR2075 – Cumulative Grd Avg Info by Student (Info Only)

RUN CUMULATIVE GPA/CLASS RANK

[GRADE REPORTING > UTILITIES > CUMULATIVE GRADE AVERAGING & CLASS RANKING](#)

This utility **MUST BE RUN** anytime the Grade Averaging & Class Ranking Utility is run for the cumulative GPA to update. At early computation time (typically after 5th six weeks has ended) schools will run for seniors to determine the valedictorian and salutatorian.

Use the link above for additional selections specific to your campus. Additionally, the reports mentioned to review student data can also be used for review once the cumulative utility is run.

The Grade Averaging & Class Ranking and Cumulative Grade Average and Class Ranking utilities needs to be run again at the end of the school year to update OTHER grade levels. See district policy to determine if 12th grade should be run again.

PRINT AAR'S

AAR/Transcripts can be printed two ways:

- **Multiple students**
Grade Reporting > Reports > Grade Reporting Reports > Grades > SGR2047 - AAR Multi-Year
- **Individual student**
Grade Reporting > Maintenance > Student > Individual Maint > Cumulative Courses

RESOURCES

For more information regarding the Early Computation Process, reference the [Grade Averaging & Class Ranking & Print AAR's Guide](#).

If you have additional questions, please email us at student.services@esc16.net