SIS-CLASS RANK CALCULATIONS
LEARNING GUIDE
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Overview

The SIS offers many Class Rank calculation options to meet the needs of our diverse client base. This document describes the various methods available for determining a Class Rank, and outlines the steps required to run a Class Rank. In addition, this document includes several options for adjusting class rank calculations.

Once class rank has been calculated, the individual student results can be viewed in an Excel spreadsheet. Class rank results can be printed on students' transcripts and report cards.

Define Courses for Class Rank

Academic > Course Weights

This screen provides a quick view of which courses are included in, and excluded from, Class Rank calculations. Courses with a green checkmark (✔) in the Class Ranks column are INCLUDED. A course without a checkmark is EXCLUDED from class rank calculations.

The entry in the Class Ranks and Yearly Averages checkboxes in the Course Options portion of the Edit Course screen determines whether or not a course is included in Class Rank calculations.

Course information and options can be exported into Microsoft Excel so that the sort and filter options in Excel can be utilized. Scroll to the right side of the screen to locate the Excel icon.

Important: If a course is included in class rank calculations then the Yearly Averages must also be selected. This is so the class rank cumulative average matches the transcript cumulative average.

Note: The View and Edit icons on this screen allow you to view and edit only the course weight. To edit individual course options, go to SCHEDULING > COURSES. Courses can be updated en masse by using the mass course update option which is located at System > Scheduling > Mass Course Update.
**Edit Course to be Included in Class Rank**

From **Scheduling > Courses**. Select the **Edit** icon to update the appropriate course settings. To include courses into class rank use the course options section:

![Course Options](image)

**Establish Class Rank Exclusion Reasons**

**System > Grade Reporting > Class Rank Exclusion Reasons**

Select this screen to review the list of reasons why a student is excluded from Class Rank. Some sample class rank exclusion reasons are illustrated below:

![Class Rank Exclusion Reasons](image)

**Viewing Excluded Students**

On the **Class Rank Exclusions** screen, view students currently excluded from class rank calculations by entering a check in the **Show Excluded Students Only** checkbox. (By default, this screen shows only excluded students.)

**Note:** Middle School and Elementary courses should **NOT** have Class Rank, yearly average or Transcript options selected.
Viewing Excluded Students

On the Class Rank Exclusions screen, click the Exclusions button to view students currently excluded from class rank calculations.

The default setting for the screen is “Show Excluded Students Only”.

Remove a Student from the Exclusion List

1. Click the checkbox to the left of the student’s Last Name or ID Number.
2. Click Save. The student will be included in class ranking calculations.
3. Run Class Rank.
Excluding Students from Class Rank

Reports > Grade Reporting > Class Rank

After establishing the Exclusion Reasons list, identify students to be excluded from class rank and specify exclusion reasons.

Click the Exclusions button on the Class Rank screen to display the student Class Rank Exclusions screen.

To add a student to the exclusion list, complete the following steps:

1. **Uncheck** Show Excluded Students Only.
2. Search for the student to be excluded.
3. Select an exclusion Reason from the drop-down list box.
4. When finished, click Save.

**Note:** When a student is excluded from Class Rank, the student's Transcript will not contain any rank information, but will display values for all other Academic Standing calculations.

Additionally, students who are excluded from Class Rank will not be included in the overall class size count on the rank run. All other Class Rank calculations will be available for display on transcripts and will be passed to the transcript and XML tab.

**Note:** The date that the student was excluded from class rank is automatically entered on the Class Rank Exclusion screen.
Class Rank Overview

Reports > Grade Reporting > Run Class Rank

The Class Rank screen allows the user to generate a Class Rank for a particular grade. After a Class Rank has been run, the results are recorded as a Class Rank run instance in the SIS. This instance can be found by its date and time of run using the dropdown menu. This run information can be included on student transcripts and on student report cards.

Remember that the calculations for class rank include:

- Only courses with the **Class Ranks** and **Yearly Averages** checkboxes selected in the Course Options are included in the ranking.
- Only students who have **not** been excluded from class rank.

Class rank calculations should be run **prior** to printing report cards or transcripts when any class rank values are selected on the Report Card Options (**REPORTS > GRADE REPORTING > REPORT CARD: OPTIONS**) or Transcript Options (**REPORTS > GRADE REPORTING > TRANSCRIPT: OPTIONS**).
Class Rank Calculations

Setting the Parameters

There are many different parameters available in the Run New Class Ranks portion of the screen to determine how class rank is calculated. The parameters should be set based on your district’s policy for calculating class rankings.

Use the parameters listed under the Run New Class Ranks for heading to determine how class rank is calculated. Note: A red asterisk indicates a required field.

*Grade Level: Class rank must be run for one grade level at a time.

*School Year: (for Override only): This field imports a class rank override when a district needs to adjust a student’s GPA outside the system.

Rank By: Select a calculation on which to base class rank

The SIS calculates all values, but the option selected here will determine class rank order.

<table>
<thead>
<tr>
<th>Rank By</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raw Unweighted Average</td>
<td>([\text{Sum} , (\text{Grades})] \div [\text{Number of Grades}])</td>
</tr>
<tr>
<td>Raw Weighted Average</td>
<td>([\text{Sum} , (\text{Grades} \times \text{Weight})] \div [\text{Number of Grades}])</td>
</tr>
<tr>
<td>Unweighted Average</td>
<td>([\text{Sum} , (\text{Grades} \times \text{Credits Attempted})] + [\text{Sum} , (\text{Credits})])</td>
</tr>
<tr>
<td>Weighted Average</td>
<td>([\text{Sum} , (\text{Grades} \times \text{Credits Attempted} \times \text{Weights})] \div [\text{Sum} , (\text{Credits})])</td>
</tr>
<tr>
<td>Unweighted GPA</td>
<td>([\text{Sum} , (\text{Raw MP Grade Converted to Grade Points} \times \text{Credits Attempted})] \div [\text{Sum} , (\text{Credits})])</td>
</tr>
<tr>
<td>Weighted GPA</td>
<td>([\text{Sum} , (\text{Raw MP Grade Converted to Weighted Grade Points} \times \text{Credits Attempted})] \div [\text{Sum} , (\text{Credits})])</td>
</tr>
<tr>
<td>Unweighted Quality Points</td>
<td>Unweighted GPA \times \text{Total Credits}</td>
</tr>
<tr>
<td>Weighted Quality Points</td>
<td>Weighted GPA \times \text{Total Credits}</td>
</tr>
<tr>
<td>Credits Earned</td>
<td>Ranks students based on number of credits earned.</td>
</tr>
<tr>
<td>Credits Attempted</td>
<td>Ranks students based on number of credits attempted.</td>
</tr>
</tbody>
</table>

**Grades = Posted grades from the teacher gradebook**

Apply Add-on Points: Some districts use Add-On Points to weight honors or A/P classes.

<table>
<thead>
<tr>
<th>Add-On Point Calculation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply Before</td>
<td>([\text{Sum} , ((\text{Final Course Grade} \times \text{Credit} \times \text{Weight}) \div \text{[Sum (Credit)]})])</td>
</tr>
<tr>
<td>Apply After</td>
<td>([\text{Sum} , ((\text{Final Course Grade} \times \text{Credit} \times \text{Weight} \div \text{Add-On Points}) \div \text{[Sum (Credit)]})])</td>
</tr>
</tbody>
</table>

Include Jan Grad Students: Selecting the Include Jan Grad Students, students who graduated earlier in the school year will be included in class rank.

Include Courses in Progress: – On the Class Rank screen, the settings indicated in below apply only for “Courses in Progress”. Courses that have a Final Course Grade are considered completed courses.

Note: The Override process is not recommended to use on a regular basis. This is because the override only affects the *current* rank run. Therefore, the user would be required to apply the override each time class rank is calculated for this grade level and school year. It is better to determine why the override is necessary and correct the source of the problem.

Important: An in-depth explanation of each Rank-By option can be found in the Ten Options to calculate GPA section.

Note: On the Run Class Rank screen, the user must indicate whether Add-On Points should be added to the grade before multiplying the credit value, or after multiplying times the credit value.

If Add-On Points are not used, this option is ignored.
When **IncludeCoursesInProgress** is checked on the Class Rank screen, the following options can be used in the rank calculation, for Courses In Progress only:

- **None**: Used when calculating the Grade x Weight x Credit (entire credit value – not a Partial or “cut” credit). This is the most common, and most accurate option used when calculating class rank.
  
  **Example**: Midyear rank - Will multiply the grade for a full year, 1 credit course by the credit value of the course: 87 x 1 x 1 = 87

- **Partial Credits (PCM1 or PCM2)** – PCM when applied to Class Rank will multiply the selected PCM by the Credits Attempted for the Courses in Progress.
  
  **Example**: Midyear rank - if PCM1 is set to 0.5, it will multiply the grade for a full year, 1 credit course by the PCM1 value of 0.5: 87 x 1 x 0.5 x 1 = 43.5

<table>
<thead>
<tr>
<th>PCM - Grade Type</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raw Average</td>
<td>N/A</td>
</tr>
<tr>
<td>Unweighted Average</td>
<td>[Sum (Grade x Credit Attempted x PCM)] ÷ [Sum (Credit x PCM)]</td>
</tr>
<tr>
<td>Weighted Average</td>
<td>[Sum (Grade x Credit Attempted x PCM x Weights)] ÷ [Sum (Credit x PCM)]</td>
</tr>
<tr>
<td>Unweighted GPA</td>
<td>GPA is calculated after the Unweighted Average is determined.</td>
</tr>
<tr>
<td>Weighted GPA</td>
<td>GPA is calculated after the Weighted Average is determined.</td>
</tr>
</tbody>
</table>

- **Apply % Complete** – The number of Completed Marking Periods divided by the Total number of Marking Periods.
  
  **Example**: 3 of 4 marking periods are completed for a full year course. This option will multiply the credit value for a full year, 1 credit course by the % Complete value of .75: 87 x 1 x .75 x 1 = 65.25

<table>
<thead>
<tr>
<th>% Complete - Grade Type</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raw Average</td>
<td>N/A</td>
</tr>
<tr>
<td>Unweighted Average</td>
<td>[Sum (Grade x Credit Attempted x % Complete)] ÷ [Sum (Credit x % Completes)]</td>
</tr>
<tr>
<td>Weighted Average</td>
<td>[Sum (Grade x Credit Attempted x % Complete x Weights)] ÷ [Sum (Credit x % Complete)]</td>
</tr>
<tr>
<td>Unweighted GPA</td>
<td>GPA is calculated after the Unweighted Average is determined</td>
</tr>
<tr>
<td>Weighted GPA</td>
<td>GPA is calculated after the Weighted Average is determined</td>
</tr>
</tbody>
</table>

**Use Average Formula**: These settings are used to determine a grade for courses in progress. The Average formula allows multiplication factors (weights) to be applied to Marking Period, Midterm Exam, and Final Exam Grades for Courses in Progress in rank calculations.

It is recommended that you use the factors that match your district’s final course grade formula (**System > Grade Reporting > Average Formula: Final Average option**).
Example 1

In the example shown above, a high school calculates the midyear rank using the following formula for Courses In-Progress:

\[
\frac{(MP1 \times 1) + (MP2 \times 1) + (Mid\text{-}Term\ Exam \times 1)}{3}
\]

Johnny is taking English 10R, which is a full year, 1 credit course, and his grades are as follows:
- MP1 = 100
- MP2 = 90
- Midterm Exam = 80

Johnny’s English 10R grade used in the mid-year rank calculation is 90:

\[
\frac{(100 \times 1) + (90 \times 1) + (80 \times 1)}{3} = 90
\]

Example 2

In the example shown above, a high school calculates the midyear rank using the following formula for Courses In-Progress:

\[
\frac{(MP1 \times 2) + (MP2 \times 2) + (Mid\text{-}Term\ Exam \times 1)}{5}
\]

Johnny is taking English 10R, which is a full year, 1 credit course, and his grades are as follows:
- MP1 = 100
- MP2 = 90
- Midterm Exam = 80

Johnny’s English 10R grade used in the mid-year rank calculation is 92:

\[
\frac{(100 \times 2) + (90 \times 2) + (80 \times 1)}{3} = 92
\]
Use Semester Average
This setting allows districts to use Semester Averages (based on School Level and Course Level Average Formulas) for Courses In Progress in rank calculations.

To include Semester Averages in calculations for Courses in Progress, check Use Semester Average and select the desired semester from the list presented.

Cumulative Average: This selection is the numeric average (or GPA) on all credit-bearing courses that are flagged for class rank taken in all school years.

The cumulative average is the calculated value that prints on reports including student transcripts and report cards. The school might want to print a value on a student's transcript that is different from the value used to determine class rank.

View Previous Runs
Once class rank is run, the results are saved in the SIS and are identified by the date and time of each run.

To view a previous run, choose a run by date and grade level from the Select a run to view field and click Search.

Students included in the selected run display in the lower half of the screen.

Note: To use semester averages as part of the class rank courses in progress calculation you must have a Semester average formula defined in your grading formulas. System > Grade Reporting > Average Formula.

Important: To view and verify courses and grades that are used in the rank calculation, click on the Excel icon next to the student last name.
Running Class Rank

Reports > Grade Reporting > Run Class Rank

To run a new class rank, select the Grade Level, and the appropriate choices for the rank calculation. (Select School Year only if you are using the override option.)

Click the Run button to generate a new class rank run.

Analyze the Results after Running Class Rank

The results of the class rank calculations are displayed in a grid listing in the lower half of the screen. Remember that all the GPA options available in the Rank by field are actually calculated by the system, but the option selected in the rank by is used to determine the actual class rank. By default, the students appear in ascending class rank sequence.

Notice that all column headings are underlined. This indicates that you can sort the grid listing by clicking on any of the column headings.

A typical grid listing is illustrated below.

Detail Analysis: To view the grades that determined the student’s class rank, click the Excel icon to the left of the student’s last name. A spreadsheet with all of the student’s class rank information will display.
In the example above, last year’s (2015-2016) final grades were posted and the current year grades (2016-2017) are in-progress grades. This spreadsheet displays all the course information used to determine the student’s cumulative averages and derive class rank.

Excel Export Reports

In addition to detailed information about individual student grades, the SIS provides two Excel export options to help you analyze the class rank calculation results. Click the icons in the lower right corner of the screen to generate the Excel reports.

Red = breakdown by year - Green = summary

Green Export to Excel Icon

Click the green Export to Excel icon next to the Run button to create a summary Excel file. This file will contain a list of students and their corresponding GPAs and class rank. As long as the columns are not altered, this file can then be used as an override file. A district might want to create an override file when the system is unable to correctly rank the students. To correctly format this file, columns A and B will need to be removed. See the “Import Override” section for more details. A typical file is illustrated below:
Red Export to Excel Icon

Click the red Export to Excel icon, next to the Run button to create an Excel file by year. This file allows users to view a breakdown of yearly rank calculations. The report also includes an overall average and displays the numerator and denominator used to calculate each year.

When Courses in Progress are included with Partial Credit Multiplier, Percent Complete, Add-On Points, or Semester Averages, those calculations are displayed in the Current Year columns.

To create the file:

1. Click the red excel icon above the class rank results to produce a Zip File:

2. Save and unzip the files: Click on the Extract all Files and save the files to your desktop. This will add two files: ClassRankDetailed and DataFile.

3. Copy all data from the DataFile.csv (Ctrl + A, and then Ctrl + C) into the ClassRankDetailed.xls on the Data_GradesByYear worksheet. (Go to cell A1 and then Ctrl + V)

4. Save the ClassRankDetailed.xls file, close the file, reopen the file and then go to the PivotTable worksheet.
This worksheet can then be used to see total points and total credits for each student. The Excel spreadsheet will appear like the figure below:

The file shows a breakdown by year: total credits, total raw grades, sum grade number = total credits times total raw grades.

### Class Rank Override

**Reports > Grade Reporting**

Class rank runs can be overridden to resolve ties and discrepancies. From the Run Class Rank screen, select the Grade Level and School Year for which the class rank should be overridden and click the Import Override button at the bottom of the screen. Note that when a Rank Override is printed on a transcript, the date of the import is displayed.

### Import Override

The Import Override button gives the user the ability to import an override table for students. To import an override file, you need to specify three things: (1) Grade Level, (2) School Year, and (3) CSV file to import. Click the **Submit** to load it into the Student Information System.

Notice the Click here to download the template csv file text in the pop up window. Clicking on the hyperlink displays the CSV template illustrated below.

---

**Note:** Information for the CSV template can be copied and pasted directly from a class rank run that has been exported in Excel format.
Notice it is similar to the Excel file generated when class rank is calculated, except that the student last name and first name have been removed. When creating the Import Override file, it is recommended that you copy the data from the Excel file into the downloaded CSV template to assure that the data is formatted correctly.

**To copy data from the Excel file to the CSV file:**

1. Display the Excel file by clicking the RED Excel icon.
2. Click in the Excel cell C2 (the first student’s id number) and hold down the CTRL and Shift buttons.
3. Press the End button on your keyboard. All of the data in the file is selected except the student first and last names.
4. After all data is highlighted, click the Copy button to copy the data to the clipboard.
5. Then, with the CSV template file open, click inside cell A2 and click the Paste button to paste the copied data into the CSV file.

**GPA Calculation Options for Weighting Grades**

**Adding points to final grade**

Add-on points is another method that can be used to weight a course, and are typically used for Honors and AP classes.

**System > Scheduling > Course: Course Levels**

If the school is using Add-on Points, enter the number of Weighted Addon points for the Course Level. Administrators can require a student to have a minimum grade in order for points to be added. Select the minimum grade from the box below the Weighted Addon field. Select options to apply the Addon points to Marking Period Totals, Class Rank, or Honor Roll. When checked, the Addon Points will be applied to the calculation.

![Edit Course Level](image)

If a building plans to run unweighted calculations for any grading method associated with GPA, select the appropriate course level from the For Unweighted Calculation drop-down list. The course level chosen from this drop-down list should not be weighted to achieve the desired results.

**Example:**

When this course level is applied to a course, there will be 4 points added to the grade when it is greater than or equal to an 80%. So if a student receives a 100 the final grade would be 104%.

**Note:** To achieve the desired results, the Course Level selected in the For Unweighted Calculation drop-down should NOT be a level used for weighting.
Multiply course weight and final grade

Course weights is the most common method used to add weight to courses.

Scheduling > Courses > Courses: View > Course Weights

Click the Edit button to update course weight.

Enter the new course weight.

Course Weight: Enter a value greater than one to give additional weight to GPA values.

Example: If a student’s final grade is 100 and the course weight is 1.04, multiply the final grade by 1.04 to get a final weighted grade of 104 (100 * 1.04 = 104).

Note: All courses must have a weight of 1 to be included in calculations of class rank.

Note: Do not change the marking period weights here unless they are different than the building average formula.
Accelerate GPA value

Use this option to convert an Unweighted final grade to a weighted GPA value.

Example:

If a student earns a 100 in a regular course, the student earns a 4.0 GPA
If a student earns a 100 in an AP course, the student earns a 5.0 GPA

Creating Course Levels and Grades Conversions allows the GPA to be accelerated.

Create Course Levels

System > Scheduling > Course: Course Level

Use this option to differentiate courses that will use an accelerated GPA conversion. In this example we have Honors courses, AP courses and an academic course level for unweighted calculations.

Notice this course level is not adding on points, but rather used as an identifier for GPA conversion.
Create Grade Conversion Table
System > Grade Reporting > Grade Conversion
Use this option to convert grades from a percent to a grade point scale.

Example: If a student's final grade is between a 92-100
- The AP Grade Conversion would award the student a 4.32
- The Honors Grade Conversion would award the student a 4.16
- The Academic and the “blank” course level would award the student a 4.0 which is the unweighted GPA.

Assign Course Levels to Classes
Scheduling > Courses > Courses
In order for course levels to be applied, and the GPA Conversion to take place then the course level must be set at the course level.

Note: If your district ranks by the student GPA then the CSIU recommends that you have a more precise GPA conversion.
EXAMPLE: Honors Conversion
99-100 = 4.16
98-99=4.056
97-98=3.952
96-97=3.848
95-96=3.744
Scheduling > Courses > Courses: Edit

1. Locate the course and click the edit icon.
2. Use the drop-down menu to select the correct course level.

**Note:** Use mass course updates to add course levels to multiple courses.
**System > Scheduling > Mass Course Update**

**Important:** When using course levels ALWAYS use the Standard Grade Group.
## Class Rank Calculations

**Ten Options to Rank Students**

<table>
<thead>
<tr>
<th>Options</th>
<th>Rank By</th>
<th>Calculation</th>
<th>Note:</th>
</tr>
</thead>
</table>
| Option 1 | Raw Unweighted Average   | \[
\text{[Sum (Grades)] \div [Number of Grades]}
\]  
Note: This option does not consider course credit or weights. Typically, this calculation is used for Elementary and Middle School courses because these courses do not have weights or credits associated with them. |
| Option 2 | Raw Weighted Average     | \[
\text{[Sum (Grades x Weight)] \div [Number of Grades]}
\]  
Note: This option does not consider course credits, but course weights are factored into the calculation. This calculation is used for Elementary and Middle School courses. However, it is rarely used by schools as an option for calculation purposes. |
| Option 3 | Unweighted Average       | \[
\text{[Sum (Grades x Credits Attempted)] \div [Sum (Credits)]}
\]  
Note: This option does not consider course weights. Used when schools do not give additional weight to Honors or A/P courses. |
| Option 4 | Weighted Average         | \[
\text{[Sum (Raw MP Grade Converted to Grade Points x Credits Attempted)] \div [Sum (Credits)]}
\]  
Note: Used in schools that give additional weight to Honors or A/P courses. This option uses the Gradebook final grade multiplied by the course credit and then multiplied by the course weight. If add-on points are used, the extra points can be added either before or after when determining class rank. |
| Option 5 | Unweighted GPA           | \[
\text{[Sum (Raw MP Grade Converted to Weighted Grade Points x Credits Attempted)] \div [Sum (Credits)]}
\]  
Note: Grade conversions and course levels must be setup for this calculation. This option converts the Gradebook Grade to a GPA 4.0 scale instead of a 0-100 percentage scale. |
| Option 6 | Weighted GPA             | \[
\text{[Sum (Raw MP Grade Converted to Weighted Grade Points x Credits Attempted)] \div [Sum (Credits)]}
\]  
Note: Grade conversion must be used with course levels that include "for unweighted calculation" value. This option converts the Gradebook Final Grade to a GPA scale instead of a 0-100 percentage scale based on Course Levels. Used in districts that prefer a 4.0 scale over a percentage scale, but allow students to exceed the 4.0 value. |
| Option 7 | Unweighted Quality Points| \[
\text{Unweighted GPA \times Total Credits}
\]  
Note: Used in districts to rank students by the number of credits taken. The more courses a student takes the higher their class rank will be. This option uses the unweighted average (Final Gradebook Grade * Credit) and then multiplies by the credits a second time. Therefore, this option ranks students with more credits higher than students who take fewer credits. |
| Option 8 | Weighted Quality Points  | \[
\text{Weighted GPA \times Total Credits}
\]  
Note: Used in districts to rank students by the number of credits taken. This option ranks students with more credits higher than students who take fewer credits. This option uses the weighted GPA (GPA * credit * weight) and then multiplies by the credits a second time. |
| Option 9 | Credits Earned           | \[
\text{Total Credits Earned - Ranks based on credits}
\]  
Note: This option is rarely used. This option bases class rank only on the number of credits earned. Student grades will not factor into the calculation, unless the student fails a course and then those credits will not count. |
| Option 10| Credits Attempted        | \[
\text{Total Credits Attempted - Ranks based on credits.}
\]  
Note: This option is rarely used. This option bases class rank only on the number of credits attempted. Student grades will not factor into the calculation. If a student fails a course, the credits attempted will count in class rank. |

Note:
Grades = Teacher Gradebook Grades