Class Rank Report

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The Class Rank report calculates a student's class rank that is based on historical (transcripted) grades. Class rank is calculated from the score group and GPA value used in that group. It does not consider any grades that have not been posted to students' transcripts.

Class Rank Report

Report Logic

In order to generate this report, a Year and School should be selected in the Campus Toolbar. These selections control what Grade options appear in the report editor and what year must be entered in the Date field.

The **Number of Significant GPA Decimal Places** System Preference determines the number of decimal places the Cumulative GPA columns display.

See the GPA Calculations in Campus article for details on the GPA calculations.

Report Editor

Field	Description
Student Selection	Select students for this report by choosing their Grade level of enrollment and their **Enrollment Effective Date**. The entered date returns students who were enrolled as of the entered date. The field defaults to the current date, but it can be changed by entering a new date in *mmddyy* format or using the calendar icon to select a new date.
GPA Calculation	This field lists available custom GPA calculation associated with the calendar. If there are no Custom GPAs associated with the chosen calendar, use the Campus Cumulative GPA option.
GPA Calculation Type	This field determines the type of GPA calculation.Options are: • Weighted GPA • Unweighted GPA • Weighted GPA with Bonus Points • Unweighted GPA with Bonus Points See the Campus GPA Calculations article for more information. If a Custom GPA Calculation is selected, this field is not available.
Sort Option	The report can sort by Student Name (Last Name, First Name) or by Class Rank.
Report Format	Indicates how the report generates, in PDF or DOCX format.

Generate the Class Rank Report

1. Select which **Grade** should appear in the report.
2. Enter an **Enrollment Effective Date** in *mmddyyyy* format or by clicking the calendar icon and selecting a date. Only students whose enrollments are active on this date will appear in the report.
3. Select the desired **GPA Calculation**.
4. Select the desired **GPA Calculation Type**.
5. Indicate how the report should be sorted, alphabetically by **Student Name** or numerically by **Rank**.
6. Select the desired **Report Format**.
7. Click **Generate Report**.

The Total Grade Points column always reports to three decimal points. The Highest/Lowest GPA information in the report header does not include excluded students.

Rank	Student(#)	Total Grade Points	Total Weight	Cumulative GPA	Rank	Student(#)	Total Grade Points	Total Weight	Cumulative GPA
1	Student, Emma I(#123456)	280.000	70.00	4.000	50	Student Paytin S(#987654)	270.000	70.00	3.857
2	Student, Lilly M(#234567)	280.000	70.00	4.000	51	Student, Taylor R(#876543)	270.000	70.00	3.857
3	Student, Bridgette (#345678)	280.000	70.00	4.000	52	Student, Leyana G(#765432)	270.000	70.00	3.857
4	Student, Kylie M(#456789)	280.000	70.00	4.000	53	Student, Calvin C(#654321)	270.000	70.00	3.857
5	Student, Conner (#567890)	280.000	70.00	4.000	54	Student, Calista A(#543210)	270.000	70.00	3.857

Class Rank Report - DOCX Format

Class Rank Report - PDF Format