

## Online Tutorial: Calculating Class Rank

**Step 1:** From the start page, click on “System” under “Setup” in the left navigation bar.

**Step 2:** Click on “Calculate Honor Roll.”

Function	Description
<a href="#">Assign New Student Numbers</a>	Replaces student numbers with new ones.
<a href="#">Attendance Bridge Synchronization</a>	Synchronize one or two-way attendance bridge records.
<a href="#">AutoComm Setup</a>	Set up AutoComm functions.
<a href="#">AutoSend Setup</a>	Set up AutoSend functions.
<a href="#">Average Final Grades</a>	Calculate and store averaged final grades.
<a href="#">Calculate Honor Roll</a>	Calculate and store honor rolls.

### Setup

[Personalize](#)  
[PowerScheduler](#)  
[School](#)  
[Staff](#)  
[System](#)  
[Dashboard](#)  
[PT Administrator](#)

**Step 3:** For “Which Students,” select “All \_\_\_ currently enrolled students.”

**Step 4:** For “Store Code,” enter the correct semester (S1 or S2).

**Step 5:** For “Honor Roll Method,” select “Honor Roll S1 – AP” or “Honor Roll S2 – AP.”

**Step 6:** Click the “Submit” button.

**Step 7:** In the “Calculate Honor Roll Progress” screen, wait until you see “Honor Roll calculation complete.”

**Which Students**

Ramirez, Cynthia Cecilia  
 The selected 63 students  
 All 548 currently enrolled students

**Store code**  for 2008-2009

**Honor Roll method**

```
Calculating Honor Roll - Oscar De la Hoya Animo CHS
Initializing calculation
Processing 1 of 548
Processing 100 of 548
Processing 200 of 548
Processing 300 of 548
Processing 400 of 548
Processing 500 of 548
Writing changes to disk
Honor Roll calculation complete
```

**PowerSchool**

**Step 8:** Click on the PowerSchool logo to go back to the start page.

**Step 9:** In the left navigation bar, click on “School” under the “Setup” heading.

- Setup
- Personalize
- PowerScheduler
- School
- Staff
- System
- Dashboard
- PT Administrator

**Step 10:** Scroll down and click on “Class Rank” under the “Grading” heading.

Grading	Description
<a href="#">Class Rank</a>	Define class rank types and set update frequency.
<a href="#">Comment Bank</a>	Define global teacher comment bank for gradebook.
<a href="#">Current Grade Display</a>	Determine school specific quick look up screen settings.

**Step 11:** Click “Recalculation Frequency,” then “Recalculate now.”

Function	Description
<a href="#">Class Rank Methods</a>	Define and manage the class rank methods used for this school.
<a href="#">Recalculation Frequency</a>	Define how often current class ranks are recalculated.

Recalculate current class ranks

Now you are ready to run your class rank report!

**Step 12:** Click on the PowerSchool logo to go back to the start page.

**PowerSchool**

**Step 13:** In the left navigation bar, click “Reports” under the “Functions” heading.

- Functions
- Absentee Report
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- PowerLunch
- Reports
- Special Functions
- Teacher Schedules

**Step 13:** Click on “Run Reports.”

Function	Description
<a href="#">Run Reports</a>	Run built in reports for attendance, membership, grades, students, and statistics.

**Step 14:** Scroll down to the “Grades and Gradebooks” section and click on “Class Ranking.”

Grades and Gradebooks	Description
<a href="#">Class Ranking</a>	Student list by GPA.

**Step 15:** Select the grade level you’d like to rank. Optionally, you can limit the report by entering a GPA or percentage range.

Option	Value
Grade Level	9
Class Rank Method	AP Weighted GPA
Display GPAs	<input type="text"/> to <input type="text"/> (leave blank to display all)
Display Percentiles	<input type="text"/> % to <input type="text"/> %

[Submit](#)

**Step 16:** Click the “Submit” button.