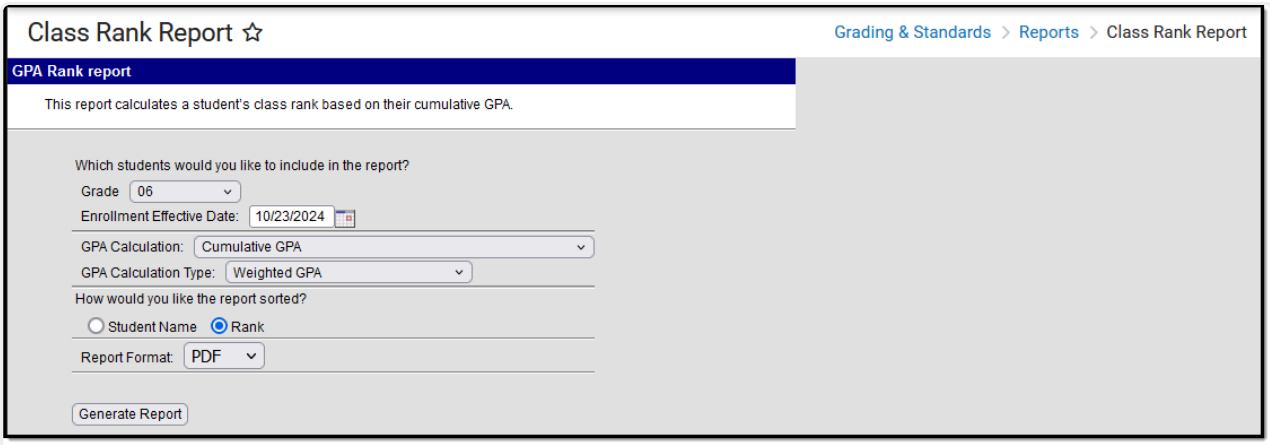
Class Rank Report

Last Modified on 08/12/2026 12:30 pm CDT

Tool Search: Class Rank

The Class Rank Report tool calculates students' class rank based on transcripted grades. Class rank is calculated from the GPA Value, GPA Weight, and Bonus Points (if applicable) from the courses posted to the transcript. Grades that have not been posted to students' transcripts are not considered.



Class Rank Report Editor

See the Grading & Standards Reports Tool Rights article for the tool right needed to generate this report.

How rank is determined

- Students are ranked from highest GPA to lowest within their grade level.
- If two students have the exact same GPA, they get the **same rank,** and the next number is skipped (e.g., two students tied at rank 2 means the next student is rank 4, not 3).
- Excluded students receive no rank at all.
  - Class Rank Exclude" is checked on their enrollment record.
  - They withdrew, and their end status is not "graduated".
  - No-show enrollment.
  - Grade level is flagged "Exclude from GPA/Class Rank" in the Grade Level Editor.

Tool editor field descriptions

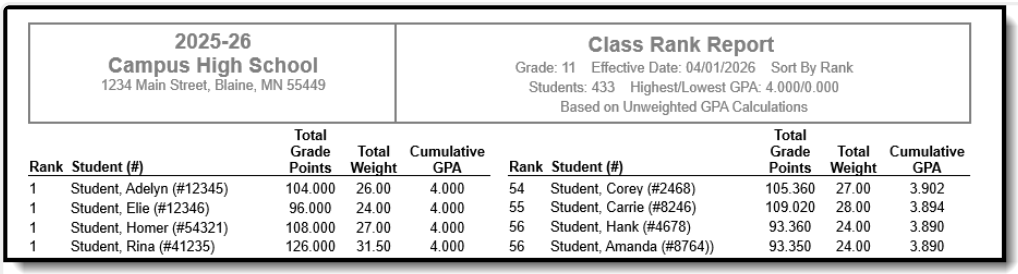
Field	Description
Student Selection	Select students for this report by choosing their Grade level of enrollment and their **Enrollment Effective Date**. The entered date returns students who were enrolled as of the entered date. The field defaults to the current date, but it can be changed by entering a new date in *mmddyy* format or using the calendar icon to select a new date.
GPA Calculation	This field lists available custom GPA calculations associated with the calendar. If no Custom GPAs are associated with the chosen calendar, use the Campus Cumulative GPA option.

GPA Calculation Type	The type of GPA calculation:
	• Weighted GPA
	  ◦ Uses the weighted grade points from your grading scale (honors/AP courses can be worth more)
	• Unweighted GPA
	  ◦ Treats all courses equally regardless of difficulty level
	• Weighted GPA with Bonus Points
	• Unweighted GPA with Bonus Points
	
	Note: When you select a Custom GPA Calculation, the GPA Type dropdown disappears because the type (weighted/unweighted) is already built into that custom calculation's definition.
	
	See the Campus GPA Calculations article for more information.

Sort Option	Sort the report by: • Student Name (Last Name, First Name) • Class Rank
Report Format	Indicates how the report is generated: • PDF • DOCX

Generate the Class Rank Report

1. Select which **Grade** should appear in the report.
2. Enter an **Enrollment Effective Date** in *mmddyyyy* format, or click the calendar icon to select a date. Only students with active enrollments 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**.



2025-26
Campus High School
1234 Main Street, Blaine, MN 55449

Class Rank Report
Grade: 11 Effective Date: 04/01/2026 Sort By Rank
Students: 433 Highest/Lowest GPA: 4.000/0.000
Based on Unweighted GPA Calculations

Rank	Student (#)	Total Grade Points	Total Weight	Cumulative GPA	Rank	Student (#)	Total Grade Points	Total Weight	Cumulative GPA
1	Student, Adelyn (#12345)	104.000	26.00	4.000	54	Student, Corey (#2468)	105.360	27.00	3.902
1	Student, Elie (#12346)	96.000	24.00	4.000	55	Student, Carrie (#8246)	109.020	28.00	3.894
1	Student, Homer (#54321)	108.000	27.00	4.000	56	Student, Hank (#4678)	93.360	24.00	3.890
1	Student, Rina (#41235)	126.000	31.50	4.000	56	Student, Amanda (#8764))	93.350	24.00	3.890

Class Rank Report displaying student rank, grade points, total weight, and cumulative GPA based on unweighted GPA calculations.

Report field descriptions

Column	Description
Rank	Student's position in the class
Student (#)	Student name and student number
Total Grade Points	Sum of all grade points earned (GPA Weight * GPA Value for each course). If "w/ Bonus Points" is selected, bonus points are added.
Total Weight	Sum of all GPA Weights (credits attempted) If a course has a GPA Weight of 0 (or NULL), the student's transcript entry for that course won't factor into the Class Rank calculation at all. Any student whose total weight sums to zero is explicitly excluded
Cumulative GPA	Total Grade Points divided by Total Weight

Troubleshooting Class Rank Reports

Issue	Check
Student missing from the report	Verify **Class Rank Exclude** is not selected on the student's enrollment record. Confirm the student does not have a non-graduation end status and has transcript entries with GPA values.
GPA appears incorrect	Verify GPA values are posted to transcript course records. Courses without GPA values are excluded from calculations. Also, confirm the course GPA Weight was correct when the transcript entry was posted.

Report shows "0 of 0" students	Verify the grade level is not excluded from GPA calculations. Also confirm at least one student in the grade has transcript courses with GPA values.
Student appears in the "Not Included" section	The student has a class rank but was not actively enrolled on the selected effective date. The student may have withdrawn or transferred before that date.
Total Weight appears incorrect	Verify the course GPA Weight. If the GPA Weight was changed after the transcript entry was posted, the transcript retains the original value. Delete and repost the transcript entry or update it manually.
Total Grade Points are 0	Verify GPA Values are assigned to scores in the Score Group and that the course GPA Weight is greater than 0.
Course is not included in class rank	Verify the course GPA Weight is not 0 or blank, the earned score has an assigned GPA Value in the Score Group, and the transcript entry has been posted.
Bonus points are not included	Verify **Bonus Points Available** is selected on the course, bonus point values are assigned in the Score Group, and a **w/ Bonus Points** GPA type is selected when running the report.
Custom GPA calculation is not available	Verify the Custom GPA Calculation is assigned to the selected calendar under **Calendar > GPA Calculations**. Only calculations assigned to the current calendar appear in the report.