

StLandry Cumulative GPA and Ranking Session

Weighted Courses

Courses in the Course Catalog with a code of “W” are weighted courses.

A = 5, B = 4, C=3, etc...

GD	COURSE NAME	LONG NAME	CRE	HONR
09	ENGLISH IV DE	ENGLISH IV DE	1	DW
09	ENGLISH IV (H)	ENGLISH IV (H)	1	H
09	ENGLISH IV (AP)	ENGLISH IV (AP)	1	4W

Transcript Workstation Settings

- “Grades”: Set to desired grade level(s) of students to work with.
- “Transcript Type”:
 - **College** is nice to use as a working transcript. Shows ACT scores.
 - **Official** is good to use when something “official” is being communicated on the print out.
- “Show Current Year Grades”: Defaulted to be on. The current year grades in progress are in a pink color with a “G” (Grade) designation.
- “Active Only” is handy if the user wishes to limit to only students currently enrolled.
- The other buttons are usually set to defaults across the district.

Setup - 12.19.18 ✕

Year : 1819 ▼

District : 049 ▼

School : 010

Grades : 12

Transcript Type : College ▼

Show Current Year Grades

Find Only Active Students

More Options

Basic Grades

Printing Official

Working with a Single Student's Current GPA

- When the green "Save" cell is used on a row, a "Save" updates the cumulative GPA of the student.

The screenshot shows a student record form with a table of courses. The 'Save' button is highlighted with a red box, and a red arrow points to it from a callout box that says "Clicking 'Save' here updates cumulative GPA".

D	GRP	Course	S	S1a	S1yr	R1	S	S2a	S2yr	R2	F	F1a	F1yr	R3	CP	CE	H	G	S-Code	Grade-Source	PE	DS	S
1		ENGLISH I (H)										4 A	16		1.0	1.0	H		120331	049010 EUN...			
1		ENGLISH II (H)	99 A		17			93 A	17			95 A	17		1.0	1.0	H		120332	049010Euni...			

- "Calc GPA" on the Action button: This button will do the following:

- Update the cumulative GPA of the student
- Display a listing of courses and how each figured into the cumulative GPA.
- Ignore the bottom of the two screens. Just close it.
- At the bottom is a summary showing total credits earned divided by credits pursued.
- Very handy when working with students who have a question about how a GPA is calculated.
- Letter grade is given as a point value, multiplied by the credit pursued to give a sum. Grand total is given for points earned and points pursued. The two numbers are divided.

The screenshot shows an 'Action' menu with a search bar and a gear icon. The 'Calc GPA' option is highlighted with a red box and a red arrow.

Calculation report - Replace Grades Included - Alpha Basic					
Course	Honors	Grades	CP	Product	Earned
ACT PREP 1C		4.0	* 1.0	= 4.0000	4.0000
ALGEBRA I (H)	*	4.0	* 1.0	= 4.0000	8.0000
ALGEBRA II (H)	*	4.0	* 1.0	= 4.0000	12.0000
ART I 1C		4.0	* 1.0	= 4.0000	16.0000
ART II		4.0	* 1.0	= 4.0000	20.0000
BIOL I (H)	*	3.0	* 1.0	= 3.0000	23.0000
CE 101	*	4.0	* 1.0	= 4.0000	27.0000
ADV MATH DE		4.0	* 0.5	= 2.0000	19.5000
BIOLOGY II: AP	*	3.0	* 0.5	= 1.5000	81.0000
ENGLISH IV DE	*	4.0	* 0.5	= 2.0000	83.0000
EUR HIST (AP)	*	4.0	* 0.5	= 2.0000	85.0000
MEDICAL TERM I*		4.0	* 1.0	= 4.0000	89.0000
PE IV G(ATH)		4.0	* 0.5	= 2.0000	91.0000
Earned Points:		91.0	/ Total Units... 24.5	= 3.7143	
Attempted Points:		98.0	/ Total Units... 24.5	= 4.0000	

Updating Cumulative GPAs and Ranks for a Grade Level

1. In Transcript Workstation, click “Action” then “Rank Report”. At the setup box, click the “Update GPA” button. This will do the calculations prior to any ranking.
 - a. Always do this before printing a batch of transcripts for students because things change, courses get added, grades get updated.

Setup - 11.01.18

Year : 1819

District : 049

School : 010

Grade : 12

As Of : Feb 12 2019

Age From : 0 To : 100

Minimum Units : 24

GPA Display Type : Alpha Basic

Special Code Exclusion :

Include Early Graduates :

Exclude Summer Graduates :

Exclude NR Students :

Include Replaced Grades :

View Previous Ranks :

Filters

Update GPA OK Set Defaults

2. At the **Update GPA** screen, set as follows:
 - a. Set the “Grade” to calculate. We’ll use “12” in this example.
 - b. Place a check for first two boxes as shown, then click the “OK” button.
 - c. Let it calculate. When done, a message will indicate calculation is complete.

Transcript GPA Calculation Setup - 11.01.18

Year : 1819

District : 049

School : 010

Grade : 12

As of Date : Feb 12 2019

Use current grades

0.5 credit to 1 credit course
if only one semester posted,
even if final posted

Use semester grades only

Use final grades only

Include P grade as failures

- d. You’ll be returned to the Rank setup screen where we started.

3. Configure the Rank Screen as follows: This will use the updated GPA's to now rank the students.
 - a. Grade: Set to desired grade level
 - b. Minimum Units: Set to the lowest number of units to be a member of the grade level
 - c. GPA Display Type: Alpha Basic
 - d. Special Code Exclusion: Set for "COA" and "SUR"
 - i. COA is "Certificate of Achievement"
 - ii. SUR is "Do not rank student".
 - e. Check boxes: Place check boxes as shown below.
 - f. Click the "OK" button to get a ranking of students.

Setup - 11.01.18

Year : 1819

District : 049

School : 010

Grade : 12

As Of : Feb 14

Age From : 0

Minimum Units : 18

GPA Display Type : Alpha Basic

Special Code Exclusion : AC8,ACS,CJA,COA,SUR

Include Early Graduates :

Exclude Summer Graduates :

Exclude NR Students :

Include Replaced Grades :

View Previous Ranks :

Filters

Update GPA OK Set Defaults

During the year for Seniors: Set to 18.
At end of year for Seniors: Set to 23

Set to exclude on...
AC8, ACS - Act 833
CJA - Jump Start Alternate
COA - Cert of Achievemnt
SUR - Do not Rank

4. Reading the Rank Report:
 - a. Don't bother with the column "GPA Att". It is not helpful, and you may want to just hide it.
 - b. Students are listed highest GPA to lowest.
 - c. Ranks of "1111" are at bottom: Special Code student of COA or SUR
 - d. Ranks of "2222" are at bottom: Not enough credits to be ranked for this grade level.
 - e. Ranks of "4444" are at bottom: Students marked "Retained".