



GPA CALCULATION SETUPS

For Schools that are organized on a 4 Term system and Credit is Awarded Each Term

Purpose: *Administration* - This document should assist you in setting up GPA calculations on your sites. As it is difficult to set up one document to cover the many variations of GPA calculations, this may at least serve as a guide and certainly, never hesitate to call and ask us for assistance.

There are Two Types of GPAs

Weighted: The “weighted” method takes into account the amount of credit/potential credit assigned to a course and uses this value to calculate the student’s GPA. The more credit assigned to a course, the heavier it is weighted in calculating the GPA. **This is the method used by the majority of schools!**

Essentially the calculation is:

Total Grade Points Earned divided by Total Potential Credits = GPA

SIMPLE: The “simple” method DOES NOT FACTOR COURSE CREDIT into it’s calculation at all. It treats ALL courses the same, regardless of credit assigned. If the student is enrolled in 6 courses, it divides Total Grade Points Earned by 6. If they are enrolled in 5, then it divides by 5.

Essentially the Calculation is:

Total Grade Points divided by the Number of Courses = GPA

GPA Calculations MUST be setup at the District Level!

You will most likely set up a GPA Calculation for EACH term. For example, a School that is organized on a 4-Term basis, would most likely want a GPA calculated at Q1,Q2,Q3,Q4 (some schools name their Terms something other than Quarter but the concept is the same.) While this may sound like a lot of setup, in reality the setup for each GPA calculation will only take a few minutes.

Once completed, these GPA calculations should be available for use in years to come.



Setting up a WEIGHTED GPA Calculation for 1st Quarter

In this scenario, it is important to note that **CREDIT** is awarded at the end of the 1st Quarter.

For this reason, the 1st Quarter GPA Calculation will use a “**CUMULATIVE**” Calculation Type.

To setup this GPA calculation method:

1. Go to the **District** Start Page
2. Click on **District**
3. Click on **GPA Calculations** (under Grading Functions)
4. Click **Calculation Methods**
5. Click **New**

A screen will come up, allowing you to define your Calculation Method.

The screenshot shows a form with three sections: General, Description, and GPA Calculation. Callouts provide additional instructions for each section.

Section	Field	Value	Callout
General	Method name	Quarter 1 Weighted	Be sure to indicate Term Name in your Method Name
	Description	Quarter 1 GPA for Grades 9,10,11,12 weighted	Recommended to also include the Term Name in the Description as well
GPA Calculation	Formula	<code>round((gpa_sum(gpa_gpapoints()*gpa_potentialcredit())/sum(gpa_potentialcredit())),2)</code>	

Your site already contains the above formula for “Weighted”. It is listed on the GPA Calculation screen to the right of the name – Weighted. You should copy and paste it into the Formula box instead of trying to type in exact text.

NOTE: This formula should work fine. The only possible adjustment you may need to make is if your District wishes to expand the number of places the GPA will carry out the calculation. The default is 2 as designated on the end of the formula. To adjust to 3 or 4 places, simply replace the 2 with the desired number.



Calculation type **Cumulative**

Grade scale

*Grade scale should be left BLANK! As various courses use different grade scales, by leaving this field blank, it allows the GPA Calculation to use the GPA Points that are stored in Stored Grades (Historical Grades). Assigning a grade scale could result in inaccurate calculations.

Query Options

Terms (comma-separated)

Grade levels (comma-separated)

School years (comma-separated)

Credit types (comma-separated)

- Term Q1 will limit the Term to be included in the Calculation.
- It is recommended that you leave Grade Levels, School Years and Credit Types blank.

Only include grades

- that count in GPA
- that count in class rank
- that count in honor roll
- with potential credit

You need to Include Grades that "Count in GPA" and Grades "With Potential Credit"

Ignore the Projected GPA Options as they are not used in this Calculation!

- Click **Submit**

The GPA Calculation will be saved on your site at the District Level and available for use at all of the Schools on your site.