



---

---

## GPA CALCULATION SETUPS

### For Schools wanting a Quarter GPA, but will not award Credit until the Semester

**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 that you wish to have a GPA calculated for. For example, a school that is organized on a semester basis, would most likely want a GPA calculated at Q1,Q2,S1,Q3,Q4,S2. 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 1<sup>st</sup> Quarter

In this scenario, it is important to note that **NO CREDIT** is awarded at the end of the 1<sup>st</sup> Quarter. Credits are not awarded until the completion of 1<sup>st</sup> Semester!

For this reason, the 1<sup>st</sup> Quarter GPA Calculation will use a **“PROJECTED”** 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**: The **Method name** field contains "Quarter 1 Weighted". A callout box points to this field with the text: "Be sure to indicate Term Name in your Method Name".
- Description**: The **Description** field contains "Quarter 1 GPA for Grades 9,10,11,12 weighted". A callout box points to this field with the text: "Recommended to also include the Term Name in the Description as well".
- GPA Calculation**: The **Formula** field contains the following code:
 

```
round((gpa_sum(gpa_gpapoints()*gpa_potentialcredit())/sum(gpa_potentialcredit())),2)
```

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 Projected 

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 Z1 (comma-separated)

Grade levels  (comma-separated)

School years  (comma-separated)

Credit types  (comma-separated)

- Term Z1 is a fake Term (Store Code) created when using Projected. It needs to be entered in Terms.
- 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 only check "Grades that Count in GPA"

**Projected GPA Options**

Projected grades are Stored grades from this term: Q1

Do not add grade if A grade for the course exists in this term: Z1

Stored credit hours Get potential credit from course

- Be sure to indicate you want Projected Grades from Q1
- Enter Z1 for "Do Not Add Grade If"
- Stored Credit Hours " Get Potential Credit from Course" **(Very Important)**
- 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.