



## GPA Step by Step Checklist



GPA calculations will include applicable course history 15 years from the year in context.

## Change Log

| Date     | Section Number/Name          | Change Description                                  |
|----------|------------------------------|---|
| 2/2/16   | Appendix C                   | Fix Scenario 2                                      |
| 11/7/14  | Entire document              | Update screenshots and breadcrumb trail             |
| 06/09/14 | Cover page                   | 14.4.0 Updates - Added FYI                          |
| 10/1/12  | Task #2                      | Added screenshot of Tab1                            |
| 3/19/12  | Task #2                      | Added text about new full credit options            |
|          | Appendix I                   | New   |
| 1/20/12  | Task #2                      | 12.3.0 Updates – new field                          |
|          | Appendix E, E-2, F-1 and F-2 | Include Other Schools added to the Calculations tab |
|          |                              | Updated screenshots                                 |
| 6/16/11  | Appendix F-2                 | Fix typo  |
| 4/5/11   | Appendix F-6                 | Corrected screenshot                                |
| 2/17/11  | Appendix B                   | Added a troubleshooting suggestion to each table    |

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## Task #1 - Verify Marks and Courses are set up correctly.

1. Change the context to the building level and the current year.
2. Navigate to : **StudentInformation** » **Management** » **School Administration** » **Marks Administration Menu** » **Marks**.
  - a. The following columns on the Marks Maintenance page are used the GPA: **Point Value**, **Min and Max Numeric Mark**, **Credit Multiplier**, **Is Credit Earned**, **Is Included in GPA**, and **Is Dq Mark**.


**Marks Maintenance**  
From this screen, you can display, add, change and delete data pertaining to marks for the current school year.

Add Mark

| Mark ^ | Mark Name | Description | Point Value | Average Point Threshold | Min Numeric Mark   | Max Numeric Mark | Credit Multiplier | Is Alt Mark              | Is Credit Earned                    | Is Included in GPA                  | Is Dq Mark               | Active |
|--------|-----------|-------------|-------------|-------------------------|--|------------------|-------------------|--------------------------|-------------------------------------|-------------------------------------|--------------------------|--------|
| X      | A         | A           | 4.000000    | 3.835000                | Fill in the Min and Max Numeric Mark values if the school is a Numeric School. |                  | 1.000000          | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |        |
| X      | A-        | A-          | 3.670000    | 3.500000                |  |                  | 1.000000          | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |        |

- b. Each mark used in the GPA calculation should have the **Is Included in GPA** box checked.
  - c. The **Credit Multiplier** field on each mark should be 1.0000.
  - d. Verify the **Point Value** of each mark.
  - e. If the receives credit for the mark they received check the **Is Credit Earned** box. HINT: **Is Credit Earned** box for a F should *not* be checked.
  - f. If the mark disqualifies the student from receiving a GPA put a check in the box **Is Dq Mark**. Example: Students who receive a grade of Incomplete are disqualified from getting a GPA.
3. Next, verify the Marking Patterns are set up correctly.
  4. StudentInformation has the ability to define a credit multiplier for each grade level. This option should be used with extreme caution. If you set up a Grade Level Credit Multiplier for grade 9, every 9<sup>th</sup> grader will have their calculated GPA inflated by the multiplier. To set up the Grade Level Multiplier navigate to **StudentInformation** » **Management** » **School Administration** » **Marks Administration Menu** » **Grade Level Credit Multiplier**.
    - a. Remember: Use the Grade Level Credit Multiplier with extreme caution.
  5. Next verify the courses used in the GPA calculation are properly set up.
  6. Navigate to **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Course Maintenance** » **Courses**.



- a. If you would like a course to print on a student's high school transcript and be included in their high school GPA ensure there is a check in the box next to **Is High School Credit:** on the **General** tab of the Course.
  - b. If you would like a course to appear on the Course History screen put a check in the box next to **Is In Update History:** on the **General** tab of the course.
7. Next on the **Marks** tab, verify the applicable **Level of Difficulty:** and **GPA Add-on Level:** are defined if desired.
  - a. Also verify the **Credit Units:** field is correct. The **Credit Units:** field is the amount of credit awarded if the student receives a passing grade.
  - b. HINT: The only GPA calculations that don't use the **Credit Units:** field in the GPA calculation are the GPA by Course Count and Mansfield Method GPAs.
  - c. If you want the course to be included in a student's total credit earned toward graduation then mark the box next to **Include in Total Credits:**.
  - d. NOTE: If you have a middle school course that is marked as **Include in Total Credits:** but isn't marked as **Is High School Credit:** the course will not be included in the student's high school GPA or the transcript or count towards the student's total graduation credit since the course is marked as **Is High School Credit:** = No.
  - e. Next verify **Include in GPA:** box is marked if you want the course to be included in the GPA calculation.
  - f. Again if you have a middle school course that is not marked as **Is High School Credit:** but the middle school course is marked as **Include in GPA:** the course will be included in the student's middle school GPA but not the student's high school GPA, since the **Is High School Credit:** box is not marked.
  - g. If the course is to be included in honor roll mark the **In Honor Roll:** box.
  - h. If the course is a honors course mark the box next to **Is Honors Course:**.
  - i. The **Is Honors Course:** flag is used as a method of filtering on courses marked as Is Honors when you choose the  to use the Course Selection Wizard pop-up to select courses on the Course Maintenance and scheduling pages.
  - j. Please see Appendix H of this document for more detailed explanation of what each combination of flags will do.
8. Finally verify the students are marked as **Include in Ranking:** and **Include in Honor Roll:** on the **Additional** tab of their profile.

- a. If **Include in Ranking:** isn't marked the student will still get a GPA but will not be ranked.
- b. Also verify **Include in Honor Roll:** is marked. If the student shouldn't be included in the Honor Roll calculation uncheck the box next to **Include in Honor Roll:** .

## Task #2 - Set up GPA Sets

1. Navigate to : **StudentInformation » Management » School Administration » Course History Administration » GPA Sets.**
2. Click the **Add GPA Set** button.
3. The **General** tab will display.
  - a. Enter up to a 4 digit code in the **Code:** field.
  - b. Enter a name in the **Name:** field.
  - c. Enter an optional description in the **Description:** field.
  - d. In the **Mark Credit Types:** section select the correct progress level.  
Example: If the school wants a GPA of 1<sup>st</sup> Qtr marks put a checkmark in Progress 1. The progress level selected is based off the marking pattern rules.
  - e. In the **Previous Years:** section select the progress level of the marks from prior years. If the GPA you are calculating only includes this year's mark do not check any boxes.
  - f. In the **Grade Levels:** section select the grade levels you want the GPA to calculate for.
  - g. In the **Reporting Terms:** filter select the appropriate reporting term. If you are calculating the GPA for 1<sup>st</sup> Quarter then pull over reporting term Quarter 1 to the right.
  - h. In the **Mark Type:** filter select the appropriate mark type. If you are calculating the GPA for 1<sup>st</sup> Quarter pull over a mark type of Quarter Mark.
  - i. NOTE: The **Reporting Terms:** and **Mark Type:** filters only apply to the current year's marks, not prior year marks.

**GPA Set Maintenance**  
From this screen, you can display, add, change and delete data pertaining to GPA sets.

General | Calculations | Rank

GPA Set: Next >

Code: 1st Description:

Name: 1st Qtr

Mark Credit Types:

☐ Not Used ☒ Progress 1 ☐ Progress 2 ☐ Progress 3 ☐ Progress 4 ☐ Earned

Previous Years:

☐ Not Used ☐ Progress 1 ☐ Progress 2 ☐ Progress 3 ☐ Progress 4 ☐ Earned

Grade Levels:

☐ PS ☐ KG ☐ 01 ☐ 02 ☐ 03 ☐ 04 ☒ 05 ☒ 06 ☒ 08 ☐ 09 ☐ IN

Reporting Terms: Mark Type:

Interim 1 Quarter 1 Final Mark  
Quarter 2 Interim  
Interim 2  
Quarter 3

Ad-Hoc Membership:  
-- Select an Ad-Hoc Membership --  
Public And Private

4. Next click the **Next >** button to move to the 2<sup>nd</sup> tab named **Calculations**.
- Choose a GPA formula from **Formula:** dropdown.
  - For this example the **STDA - Standard GPA Calculation (Alpha)** formula was chosen. The STDA is the most widely used formula.
  - Each formula is explained in the Appendix section at the end of this document.
  - Enter a **Precision:** amount. Precision is the number of decimal places in the GPA. The Precision can be set from zero – five.
  - If zero precision is selected every student will get a GPA of 4.0000, 3.0000, and 2.0000, etc.
  - If one precision is selected every GPA will be 3.9000, 2.7000, etc.
  - In the **Missing Marks Handling:** dropdown choose how the GPA Set should treat students missing marks.
  - If **Ignore Mark** is chosen, any courses missing grades will not count against the student. This is option is the most widely used. Example: Sally is missing a grade for 1<sup>st</sup> quarter in Spanish1 because the teacher hasn't submitted grades yet. Sally will not be penalized for missing a grade and the GPA will be calculated off of marks she does have.
  - If **Ignore Student** is chosen, a student with any missing mark in the current reporting term or any prior reporting term will not get a GPA.
  - If **Use 0** is selected it is just like giving the student a F for any course missing a mark used in the GPA calculation.
  - If the GPA is calculated using Difficulty Points, check the **Use Difficulty Points:** box.
    - How to set up Difficulty Point scales is explained in the Appendix section of this document.
  - If students have course history in multiple buildings within your district for the current school year that you want included in the GPA calculation, check the **Include Other Schools:** box.
  - If the GPA is calculated using Add-on points check the **Use Add-on Points:** box.
    - How to set up Add-on Point scales is explained in the Appendix section of this document.
  - If the GPA is calculated using prorated credit check the **Use Prorated Credit:** box.
    - Prorated Credit is further explained in the Appendix section of this document.

- r. If you want the GPA to use the course's full credit amount when figuring the GPA, then leave the Use Prorated Credit box unchecked. Two options appear when the Use Prorated Credit box isn't marked.

The screenshot shows the 'Calculations' tab of a GPA calculator. The 'Formula' dropdown is set to 'FNDLY - Findlay Method'. The 'Precision' is set to 5. The 'Missing Marks Handling' is set to 'Ignore Mark'. Under the 'Use Prorated Credit' section, the 'Use Manual Course History Mark Credit Detail' radio button is selected and circled in red, with a red arrow pointing to it. The 'Use Manual Course History Course Credit' radio button is unselected. The 'Ignore Dropped Course Sections' checkbox is unchecked. At the bottom, the 'Honors Base Credit Value' is set to 20 and the 'Honors Credit Divisor' is set to 40.

- s. The ☒ **Use Manual Course History Mark Credit Detail** option will use the Mark Attempted Credit amount of the manually entered course history (Tab 2) and use it in the GPA calculation.

- t. The ☐ **Use Manual Course History Course Credit** option will use Attempted Credit amount on Tab 1 of the manually entered course history record.

NOTE: See Appendix I for further clarification.


- u. If you want marks from dropped courses to be included in the GPA calculation leave the **Ignore Dropped Course Sections:** unchecked. If you don't want dropped courses to be included in the GPA calculation check the box. Example: Sally received a 1<sup>st</sup> quarter grade for Math101. She then dropped Math101 during 2<sup>nd</sup> quarter. If you don't want the Math101 grade from 1<sup>st</sup> quarter to be included in her 1<sup>st</sup> quarter GPA check **Ignore Dropped Course Sections:**.

5. Click **Next >** to move to the 3<sup>rd</sup> tab named **Rank**.
- In the **Source:** dropdown choose how you want the students to be ranked.
  - If **GPA** is chosen student will be ranked from highest to lowest GPA. Choosing to rank by GPA is the most popular method.
  - If **Credits** is chosen students will be ranked from highest to lowest based on the number of credits they earned on the courses used in the GPA calculation.
  - If **Points** is chosen students will be ranked from highest to lowest according to the number of points they have for classes included in the



- GPA. Points are figured by multiplying the point value of the mark and the attempted credit amount.
- e. Please refer to Appendix G located in the document for details on the Custom Rank Methods.
6. Next, determine how GPA rank will handle ties.
    - a. If you choose **Count all students as the same** it will rank students with the same GPA as the same rank. Example: If the first four students have GPA of 4.00, and **GPA** is chosen as the rank method, all four students would be ranked #1 and the next student would be ranked #5 and so on.
    - b. The **Count each student separately** method doesn't allow ties and each student will be ranked separately.
  7. If you would like students who overall status is inactive to be included in the GPA check the option to ☐ **Include inactive students** . Overall student status is determined by **Overall Student Status** column on the **Student Status Codes Maintenance** page.
  8. The option to ☐ **Include students with no marks** isn't currently functioning.
  9. Click  to save your changes or click  to save the current GPA configuration and create another GPA Set. Click  to delete the changes.


## Task #3 - Refresh a GPA Set

1. Navigate to : **StudentInformation** » **Management** » **School Administration** » **Course History Administration** » **GPA Sets**.
2. Click the  button for the GPA you want to refresh.
  - a. The following message will appear.

The GPA Set Job has been submitted for recalculation.

- b. A job will be sent to your **Mgmt** screen.
    - c. Wait for the job to complete.

## Task #4 - Verify student received GPAs.

1. Navigate to **StudentInformation** » **SIS** » **Course History** » **Student GPA/Rank**.
2. Select the GPA set you are working with from the **GPA Set:** dropdown.
  - a. Next select a grade from the **Grade Level:** dropdown.
  - b. Click .
  - c. Verify the students are receiving a GPA by glancing down the list.
  - d. If the students aren't receiving a GPA follow the troubleshooting steps in the Appendix section of this document.
  - e. If the students are getting GPAs, but the GPAs are incorrect, follow the troubleshooting steps in the Appendix section of this document.

## Appendix A - Troubleshooting steps for students not receiving a GPA

| <b>Question:</b>  | <b>Diagnosis:</b>   | <b>Possible Solution:</b>  | <b>Outcome:</b>   |
|---|---|--|---|
| 1. Is Missing Marks Handling on the GPA set marked as Ignore Student?   | If the student is missing any marks in the current or any prior reporting term the student will not get a GPA.  | Change the Missing Marks Handling to Ignore Mark or Use Zero or fill-in the missing marks.   | Refresh the GPA.<br><br>If the student doesn't get a GPA continue onto the next question. |
| 2. Are you running the GPA for a middle school or elementary that doesn't have credit amounts on the courses in course maintenance? | The Course Count and Mansfield GPA formulas are the only formulas that don't take the credit value of the course into account.  | Edit the GPA Set and change the formula to Course Count or edit each course and enter a credit value on the course. Remember – as long as the middle school or elementary course isn't marked as Is High School Credit it won't be included in the student's high school GPA and won't count as high school credit earned. | Refresh the GPA.<br><br>If the student doesn't get a GPA continue onto the next question. |
| 3. On the General tab of the GPA Set are the proper grade levels selected?  | Occasionally, a grade level will be unchecked by accident. If the grade level is not checked, the GPA will not calculate for that grade.  | Edit the GPA Set and mark the appropriate grade levels.  | Refresh the GPA.<br><br>If the student doesn't get a GPA continue onto the next question. |
| 4. Are marks entered for the reporting term selected on the GPA Set?  | If the GPA Set is marked to include Quarter 3, but no grades have been entered yet, the students will not receive a GPA.  | Enter marks in Quarter 3 or edit the GPA Set and choose another reporting term with marks.   | Refresh the GPA.<br><br>If the student doesn't get a GPA continue onto the next question. |
| 5. Is the combination of reporting terms, mark types, and mark credit types valid according to the marking pattern rules set up?    | If the GPA Set is marked to include P1 marks in Quarter 1, with a mark type of average, no student will get a GPA because quarter marks are typically a mark type of quarter mark not a mark type of average. | Edit the GPA Set and make the reporting terms, mark type, and mark credit types a valid combination according the marking patterns.  | Refresh the GPA.<br><br>If the student doesn't get a GPA continue onto the next question. |
| 6. Are the courses marked as Include in GPA?  | If a course should be in the GPA calculation the course needs to be marked as Include in GPA on the Marks tab of the course.  | Edit each course and mark the course as Include in GPA.  | Refresh the GPA.<br><br>If the student doesn't get a GPA submit a Help Desk ticket.       |

|   |  |   |   |
|---|--|---|---|
| 7. Did student receive a mark that is marked as "Is disqualified mark" on the Marks Maintenance page? | If a student receives a grade that is marked as Is disqualified mark in the current year or prior year the student will not receive a GPA. | Edit the mark and uncheck Is Disqualified Mark. | Refresh the GPA.<br><br>If the student doesn't get a GPA submit a Help Desk ticket. |
|---|--|---|---|

## Appendix B - Troubleshooting steps for students receiving the wrong GPA.

| Question:  | Diagnosis:  | Possible Solution:  | Outcome:   |
|--|---|---|--|
| 1. Is the Credit Multiplier of each mark set to 1 on the Marks Maintenance page?   | All marks should have a credit multiplier of 1, even failing marks.   | Edit the Marks Maintenance table and correct any Credit Multiplier that isn't 1.  | Refresh the GPA.<br><br>If the GPA is still incorrect continue onto the next question. |
| 2. Is the correct GPA formula being used?  | Marking the Use Prorated Credit checkbox on the 2 <sup>nd</sup> tab of the GPA Set will yield a different calculated GPA as opposed to not checking Use Prorated Credit.    | Edit the GPA Set and uncheck or check Use Prorated Credit.  | Refresh the GPA.<br><br>If the GPA is still incorrect continue onto the next question. |
| 3. Is the Precision set to the correct amount of tab 2 of the GPA Set?   | If the Precision is set to zero each student will receive a GPA of 4.000,3.000, etc. If the Precision is set to one, every student will receive a GPA of 3.9,3.8, 3.7, etc. | Edit the GPA Set and correct the precision.   | Refresh the GPA.<br><br>If the GPA is still incorrect continue onto the next question. |
| 4. Have you calculated the GPA by hand and compared your hand calculation to the SI calculation? Are the points or credit amounts used by the SI calculation different than your hand calculation? | Knowing exactly what numbers are divided helps determine where the differences lie between the SI calculation and your hand calculation.                                    | After calculating the GPA by hand compare each courses to see which course or courses are different from the SI calculation.  | Refresh the GPA.<br><br>If the GPA is still incorrect continue onto the next question. |
| 5. Is a Grade Level Credit Multiplier set up?  | Schools should use the Grade Level Credit Multiplier with extreme caution. It will inflate each student's GPA for the grade level specified.                                | Navigate to StudentInformation » Management » School Administration » Marks Administration Menu » Grade Level Credit Multiplier and delete the Grade Level Credit Multiplier. | Refresh the GPA.<br><br>If the student doesn't get a GPA submit a Help Desk ticket.    |

|   |  |   |   |
|---|--|---|---|
| 6. Is the student's State Equivilant Grade field set to the proper grade? | Students with a State Equivilant Grade of 9-12, 13 or 23 will have only courses marked as Is High School credit included in their GPA. | Verify the students State Equivilant Grade level field on the FD-Attributes tab is correct. | Refresh the GPA.<br><br>If the student doesn't get a GPA submit a Help Desk ticket. |
|---|--|---|---|

## Appendix C - How to set up a 7 Semester GPA

**Issue:** The high school needs a 7 Semester GPA that looks at this year's 1<sup>st</sup> semester averages and this year's earned credit and all prior year's earned credit.

**1<sup>st</sup> Scenario:** Setting up a 7 Semester GPA to simply calculate P2 and Earned won't work because we would get 1<sup>st</sup> Semester Averages for all year courses, which is what we want, but we would also get 1<sup>st</sup> Semester Averages (P2) and 1<sup>st</sup> Semester Finals (Earned) for 1<sup>st</sup> Semester Only classes and we want one or the other not both.

We also can't set up the GPA for just P2 because would get 1<sup>st</sup> Semester Averages for all year and 1<sup>st</sup> Semester Only course (P2's) but we wouldn't get any manual course history that only had an earned mark.

### **Solution:**

1. Edit the all year marking pattern and change the progress level on the 1<sup>st</sup> Semester Average to be Progress 3.
2. Create GPA Set that will look at Progress 3 and Earned marks for the current year and earned marks for prior years. Since the 1<sup>st</sup> Semester Average on the all year marking pattern was changed to P3 the GPA will pull all year's 1<sup>st</sup> Semester Average, 1<sup>st</sup> Semester Only classes Final, and any manual course history with a Final.

| Marking Pattern Rules - All Year Course   |              |              |                 |                  |              |                   |                  |                   |
|---|--------------|--------------|-----------------|------------------|--------------|-------------------|------------------|-------------------|
| From this screen, you can display, add, change and delete data pertaining to marking pattern rules. |              |              |                 |                  |              |                   |                  |                   |
| <input type="button" value="Add Pattern Rule"/> <input type="button" value="Cancel"/>               |              |              |                 |                  |              |                   |                  |                   |
|   | Name         | Mark Type    | Sequence Number | Reporting Term ^ | Significance | Credit Percentage | Marks Start Date | Marks Cutoff Date |
| X   | 1st Qtr      | Quarter Mark | 2               | Quarter 1        | Progress 1   | 25                |                  |                   |
| X   | 1st Interim  | Interim      | 1               | 1st Interim      | Not Used     | 0                 |                  |                   |
| X   | 2nd Qtr      | Quarter Mark | 4               | Quarter 2        | Progress 1   | 25                |                  |                   |
| X   | 2nd Interim  | Interim      | 3               | 2nd Interim      | Not Used     | 0                 |                  |                   |
| X   | 1st Sem Exam | Exam         | 5               | Exam1            | Not Used     | 0                 |                  |                   |
| X   | 1st Sem Avg  | Average      | 6               | Sem1 AVG         | Progress 3   | 50                |                  |                   |
| X   | 3rd Qtr      | Quarter Mark | 8               | Quarter 3        | Progress 1   | 25                |                  |                   |
| X   | 3rd Interim  | Interim      | 7               | 3rd Interim      | Not Used     | 0                 |                  |                   |
| X   | 2nd Sem Exam | Exam         | 11              | Exam2            | Not Used     | 0                 |                  |                   |
| X   | 4th Qtr      | Quarter Mark | 10              | Quarter 4        | Progress 1   | 25                |                  |                   |
| X   | 4th Interim  | Interim      | 9               | 4th Interim      | Not Used     | 0                 |                  |                   |
| X   | 2nd Sem Avg  | Average      | 12              | Sem2 AVG         | Progress 2   | 50                |                  |                   |
| X   | Final        | Final        | 13              | Final            | Earned       | 100               |                  |                   |



**General** **Calculations** **Rank**

**GPA Set:** Next >

Code: 7SEM Description: 7 Semester GPA

Name: 7 Semester GPA

**Mark Credit Types:**

☐ Not Used ☐ Progress 1 ☐ Progress 2 ☒ Progress 3 ☐ Progress 4 ☒ Earned

**Previous Years:**

☐ Not Used ☐ Progress 1 ☐ Progress 2 ☐ Progress 3 ☐ Progress 4 ☒ Earned

**Grade Levels:**

☒ 09 ☒ 10 ☒ 11 ☒ 12 ☐ 13 ☐ GR ☐ 23 ☐ 31 ☐ IN

**Reporting Terms:** **Mark Type:**

Exam2 Quarter 4 4th Interim Sem2 AVG Sem1 AVG Final Exam Interim Quarter Mark Quiz Final Average

**Ad-Hoc Membership:**

-- Select an Ad-Hoc Membership --

Public And Private ☐

**2<sup>nd</sup> Scenario:** The school is a home school and loads course history from the local JVS for 1<sup>st</sup> semester only courses that have a Semester Average and Final Mark. How would the school set up a 7 semester GPA to only look at the Final Mark for these 1<sup>st</sup> semester only courses?

**Solution:** Load/import the Semester Average as a P3 and the Final Mark as Earned. On the 7 semester GPA, set Mark Credit Types to P2 and Earned and Previous Years to Earned. This way the P2 will grab the all year courses Semester Average and any JVS manual course history that is 1<sup>st</sup> semester only course Final. Since the 1<sup>st</sup> semester only course Average was loaded as a P3, those marks won't be included – which is correct since we are pulling the Final for the JVS 1<sup>st</sup> semester only classes.

**GPA Set Maintenance**

From this screen, you can display, add, change and delete data pertaining to GPA sets.

**General** **Calculations** **Rank**

**GPA Set:** Next >

Code: 7SEM Description: 7 Semester GPA

Name: 7 Semester GPA

**Mark Credit Types:**

☐ Not Used ☐ Progress 1 ☒ Progress 2 ☐ Progress 3 ☐ Progress 4 ☒ Earned

**Previous Years:**

☐ Not Used ☐ Progress 1 ☐ Progress 2 ☐ Progress 3 ☐ Progress 4 ☒ Earned

**Grade Levels:**

☒ 09 ☒ 10 ☒ 11 ☒ 12 ☐ 13 ☐ GR ☐ 23 ☐ 31 ☐ IN

**Reporting Terms:** **Mark Type:**

Exam2 Quarter 4 4th Interim Sem2 AVG Sem1 AVG Final Exam Interim Quarter Mark Quiz Average Final

**Ad-Hoc Membership:**

-- Select an Ad-Hoc Membership --

Public And Private ☐

## **Appendix D - Non – Custom GPA Formulas**

Appendix D-1. STDA Standard GPA Calculation (Alpha)

Appendix D-2. STDA – Standard GPA Calculation (Numeric)

Appendix D-3. GPA by Course Count

## Appendix D-1. STDA – Standard GPA Calculation (Alpha)

1. Most commonly used GPA calculation
2. Can be used by any school which has credit values on courses in Course Maintenance.
3. STDA (Alpha) can be used by Alpha or Numeric schools and will yield GPAs of 3.69 or 4.00.

### GPA Calculation in words:

Sum of the point value of each mark multiplied by the attempted credit amount of the course divided by the sum of the attempted credits for all courses in the GPA calculation.

### How to calculate the GPA by hand:

Student GPA Supporting Details

From this screen, you can view data pertaining to the student's GPA details.

GPA Sub:

| GPA Set     | Formula                          | Reporting Term | Mark Credit Types | Add-On                   | Difficulty Points        | Prev. Years              |
|-------------|----------------------------------|----------------|-------------------|--------------------------|--------------------------|--------------------------|
| Std Qtr GPA | Standard GPA Calculation (Alpha) |                | Progress 1        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Calculations:

| Calculation                            | Date               | Points | Credits | GPA   |
|--|--------------------|--------|---------|-------|
| GPA based on current GPA configuration | 05/15/2008 9:23 AM | 17.33  | 5.50    | 3.151 |
| Last time GPA was recalculated         | 03/15/2008 9:23 AM | 17.33  | 5.50    | 3.151 |

Details:

| Course    |      |          |      | Mark                     |                |                |                  | Calculation Values |          |         |        |        |         |          |         |
|-----------|------|----------|------|--------------------------|----------------|----------------|------------------|--------------------|----------|---------|--------|--------|---------|----------|---------|
| Year      | Code | Abbr     | Term | Include in Total Credits | Include in GPA | Include in Crd | Type             | Mark               | Crd Type | In Ensl | At GPA | PI Val | Crd Att | Crd Earn | Crs Crd |
| 2007-2008 | 1187 | AP Calc  | YEAR | ✓                        | ✓              | ✓              | Quarter Mark: C- | Progress 1         | ✓        | ✓       | ✓      | 1.67   | 1.000   | 1.000    | 1.000   |
| 2007-2008 | 1224 | PHYSICS  | YEAR | ✓                        | ✓              | ✓              | Quarter Mark: B  | Progress 1         | ✓        | ✓       | ✓      | 3.000  | 1.000   | 1.000    | 1.000   |
| 2007-2008 | 1340 | D & F Jr | 1st  | ✓                        | ✓              | ✓              | Quarter Mark: A+ | Progress 1         | ✓        | ✓       | ✓      | 4.000  | .800    | .800     | .800    |
| 2007-2008 | 220  | AP ART   | YEAR | ✓                        | ✓              | ✓              | Quarter Mark: B+ | Progress 1         | ✓        | ✓       | ✓      | 3.333  | 1.000   | 1.000    | 1.000   |
| 2007-2008 | 642  | SPAN 2/  | YEAR | ✓                        | ✓              | ✓              | Quarter Mark: B+ | Progress 1         | ✓        | ✓       | ✓      | 3.333  | 1.000   | 1.000    | 1.000   |
| 2007-2008 | 860  | AP ENG   | YEAR | ✓                        | ✓              | ✓              | Quarter Mark: A  | Progress 1         | ✓        | ✓       | ✓      | 4.000  | 1.000   | 1.000    | 1.000   |

$$\text{GPA} = \frac{\text{sum of column C}}{\text{sum of column 6}} = \frac{17.33}{5.5} = 3.151$$

## Appendix D-2. STDA – Standard GPA Calculation (Numeric)

1. Can only be used by numeric schools that have a credit amount on courses in Course Maintenance.
2. Will yield GPAs of 99.60, 85.00, etc.

### GPA Calculation in words:

Sum of the numeric value of each mark multiplied by the attempted credit amount of the course divided by the sum of the attempted credits for all courses in the GPA calculation.

## Student GPA Supporting Details

From this screen, you can view data pertaining to the student's GPA details.

---

### GPA Set

| GPA Set     | Formula                            | Reporting Term | Mark Credit Types | Add-On                   | Difficulty Points        | Prev. Years              |
|-------------|------------------------------------|----------------|-------------------|--------------------------|--------------------------|--------------------------|
| Std Qtr GPA | Standard GPA Calculation (Numeric) | 2Qtr           | Progress 1        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### Calculations

| Calculation                            | Date                | Points  | Credits | GPA    |
|--|---------------------|---------|---------|--------|
| GPA based on current GPA configuration | 06/15/2008 11:02 AM | 586.000 | 6.000   | 97.667 |
| Last time GPA was recalculated         | 06/15/2008 10:37 AM | 586.000 | 6.000   | 97.667 |

### Details

| Course    |      |           |      | Mark                                |                                     |                                     |         | Calculation Values |            |                                     |         |         |
|-----------|------|-----------|------|-------------------------------------|-------------------------------------|-------------------------------------|---------|--------------------|------------|-------------------------------------|---------|---------|
| Year      | Code | Abbr      | Name | Include in Total Credits            | Include in GPA                      | In WLS Credit                       | Type    | Mark               | Crd Type   | In Excluded In GPA                  | Crd Att | Crs Crd |
| 2007-2008 | 0132 | ENG 10CP  | a-Y  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Quarter | 97.000             | Progress 1 | <input checked="" type="checkbox"/> | 1.000   | 1.000   |
| 2007-2008 | 0431 | PHYS 101  | a-Y  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Quarter | 98.000             | Progress 2 | <input checked="" type="checkbox"/> | 1.000   | 1.000   |
| 2007-2008 | 0532 | ACG 11    | a-Y  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Quarter | 85.000             | Progress 3 | <input checked="" type="checkbox"/> | 1.000   | 1.000   |
| 2007-2008 | 0631 | ACV CHEM  | a-Y  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Quarter | 99.000             | Progress 3 | <input checked="" type="checkbox"/> | 1.000   | 1.000   |
| 2007-2008 | 0632 | ACV 810   | a-Y  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Quarter | 99.000             | Progress 1 | <input checked="" type="checkbox"/> | 1.000   | 1.000   |
| 2007-2008 | 0731 | AMS 200VT | a-Y  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Quarter | 99.000             | Progress 1 | <input checked="" type="checkbox"/> | 1.000   | 1.000   |

$$\text{GPA} = \frac{\text{Sum of column C}}{\text{Sum of column b}} = \frac{586}{6} = 97.667$$

## Appendix D-3. GPA by Course Count

1. Simplest of all calculations.
2. Credit value of course isn't taken into account.
3. Ideal for middle schools and elementary schools who don't use credit amounts on their courses.

### GPA Calculation in words:

Sum of points divided by number of marks.

Student GPA Supporting Details

From this screen, you can view data pertaining to the student's GPA details.

GPA Set:

| GPA Set                          | Formula | Reporting Terms | Mark Credit Types | Add-On | Difficulty Points | Prev. Years |
|----------------------------------|---------|-----------------|-------------------|--------|-------------------|-------------|
| Let Qtr GPA: GPA by Course Count |         | Progress 1      |                   |        |                   |             |

Calculations:

| Calculation                            | Date                | Points | Course Count | GPA   |
|--|---------------------|--------|--------------|-------|
| GPA based on current GPA configuration | 03/31/2008 11:18 AM | 19.330 | 6            | 3.222 |
| Last time GPA was recalculated         | 03/31/2008 11:18 AM | 19.330 | 6            | 3.222 |

Details:

| Course    |      |          |      | Mark                     |                | Calculation Values |      |            |             |        |        |          |         |
|-----------|------|----------|------|--------------------------|----------------|--------------------|------|------------|-------------|--------|--------|----------|---------|
| Year      | Code | Abbr     | Term | Include in Total Credits | Include in GPA | Type               | Mark | Crd Type   | Is Excluded | Is GPA | Pt Val | Crd Earn | Crs Crd |
| 2007-2008 | 1057 | AP Calc  | 1EAA | ✓                        | ✓              | Quarter Mark       | C-   | Progress 1 | ✓           | ✓      | 1.475  | 1.000    | 1.000   |
| 2007-2008 | 1224 | PERIODS  | 1EAA | ✓                        | ✓              | Quarter Mark       | E    | Progress 1 | ✓           | ✓      | 3.000  | 1.000    | 1.000   |
| 2007-2008 | 240  | D & P IV | 3A   | ✓                        | ✓              | Quarter Mark       | A+   | Progress 1 | ✓           | ✓      | 4.000  | .800     | .800    |
| 2007-2008 | 289  | AP ART   | 1EAA | ✓                        | ✓              | Quarter Mark       | B+   | Progress 1 | ✓           | ✓      | 3.335  | 1.000    | 1.000   |
| 2007-2008 | 542  | SPARK IV | 1EAA | ✓                        | ✓              | Quarter Mark       | B+   | Progress 1 | ✓           | ✓      | 3.330  | 1.000    | 1.000   |
| 2007-2008 | 980  | AP ENG   | 1EAA | ✓                        | ✓              | Quarter Mark       | A    | Progress 1 | ✓           | ✓      | 4.000  | 1.000    | 1.000   |

GPA =  $\frac{\text{Sum of column a}}{\# \text{ of marks}} = \frac{19.33}{6} = 3.222$

a = 19.33

3.222

## Appendix E - Additional Options for Non-Custom GPAs

Appendix E-1. Use Difficulty Points

Appendix E-2. Use Add-on Points

Appendix E-3. Use Prorated Credit

The screenshot shows a software interface with three tabs: 'General', 'Calculations', and 'Rank'. The 'Calculations' tab is active. At the top right of the 'Calculations' section are '< Back' and 'Next >' buttons. Below these are several settings:

- Formula:** A dropdown menu set to 'STDA - Standard GPA Calculation (Alpha)' with a lightning bolt icon.
- Precision:** A text input field containing '4' with up/down arrow icons and a lightning bolt icon.
- Missing Marks Handling:** A dropdown menu set to 'Ignore Mark' with a lightning bolt icon.
- Use Difficulty Points:** A green highlighted label next to an unchecked checkbox.
- Include Other Schools:** A label next to an unchecked checkbox.
- Use Add-on Points:** A green highlighted label next to an unchecked checkbox.
- Use Prorated Credit:** A green highlighted label next to an unchecked checkbox.
- Ignore Dropped Course Sections:** A label next to an unchecked checkbox.

## Appendix E-1. Use Difficulty Points

StudentInformation has the option to award courses with a higher or lower level of difficulty a different point value then what is denoted on the Marks Maintenance scale in StudentInformation.

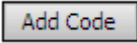


### Example:




Sally is taking Advanced Placement Chemistry and receives an A+. According to the school Marks Maintenance a mark of A+ is worth 4 points. Since this is an Advanced Placement course the school wants to reward Sally for her hard work and wants a mark of A+ to be worth 5 points.

The school can set up a Level of Difficulty table in StudentInformation and link it to the course.

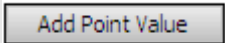
### How to set up a Level of Difficulty table

1. To set up the difficulty points scale first navigate to **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Course Maintenance** » **Course Difficulty** to create a Difficulty Level Code.

- a. Click  or click the  to edit an existing code.
- b. Enter up to 4 digits in the **Code:** field.
- c. Enter a name in the **Name:** field.
- d. Enter an optional description in the **Description:** field.
- e. **Is Active:** should be checked.
- f. Click .

|   |   | Code | Name ^             | Description | Active  |
|---|---|------|--------------------|-------------|---|
|  |  | AP   | Advanced Placement |             |  |
| <input checked="" type="checkbox"/> Show Active Only                                |   |      |                    |             |   |

2. Next, navigate to **StudentInformation** » **Management** » **School Administration** » **Marks Administration Menu** » **Difficulty Point Scale** to set up the levels for the **Difficulty Level** code you defined in the previous steps.

- a. Click .
- b. Choose level of difficulty code in the **Level of Difficulty:** dropdown.
- c. Enter the new point value of the mark in the **Point Value:** field.
- d. Select the mark from the **Mark:** dropdown or select a mark group from the **Combined Mark Group:**.



e. The following message will display and the point value will be added.

## Difficulty Point Scale Maintenance

From this screen, you can maintain the point values for each mark designated by the difficulty level.

The Point Value was saved successfully

Add Point Value

|   | Level of Difficulty | Mark ^ | Combined Mark Group | Point Value |
|---|---------------------|--------|---------------------|-------------|
|   | AP                  | A+     |                     | 5.000000    |

3. Finally, link the **Difficulty Level** to the course in the current year by going to **Student Information » Management » School Administration » Scheduling Administration » Course Maintenance » Courses** and editing the course and choosing a Level of Difficulty code from the dropdown on the Marks tab of the course.
4. If you need to link level of difficulty scales to manually entered course history you will need to link the Level of Difficulty each individual course history record by editing each course history record. Simply editing the course record in prior years and marking the level of difficulty on the course record will not trickle down to the manual course history. Each course history record needs updated by hand or a mass update done the Database Administrator.

| General                                      | Marks | Miscellaneous  | EMIS | Pre/Co-requisites | < Prev: PSO001 | Next: PSO003 > |
|--|-------|--|------|-------------------|----------------|----------------|
| <b>PSO002 - UF PHYS100 Astronomy</b>         |       |  |      |                   |                |                |
| Course Weight: 10.0000                       |       | In Graduation Count: <input checked="" type="checkbox"/> Is Honors Course: <input type="checkbox"/>                            |      |                   |                |                |
| Level of Difficulty: AP - Advanced Placement |       | Include in Total Credits: <input checked="" type="checkbox"/> Include on Permanent Record: <input checked="" type="checkbox"/> |      |                   |                |                |
| GPA Add-on Level:                            |       | Include in GPA: <input checked="" type="checkbox"/> Print on Report Card: <input checked="" type="checkbox"/>                  |      |                   |                |                |
| Credit Units: 0.5000                         |       | In Honor Roll: <input checked="" type="checkbox"/>   |      |                   |                |                |
| Mark Bump:                                   |       |  |      |                   |                |                |
| Rank Weight:                                 |       |  |      |                   |                |                |








## Appendix E-2. Use Add-on Points

Add-on points were designed to reward students for courses taken with added difficulty. Unlike calculating a GPA using difficulty points, the GPA using Add-on is calculated based off the point values in Marks Maintenance and then the add-on points are added to the resulting GPA.



### How to set up an Add-on table



1. Navigate to **StudentInformation** » **Management** » **School Administration** » **Marks Administration Menu** » **Add-On Level Codes** to create the Add-on Level code.

- a. Click .
- b. Enter up to 4 characters in the **Code:** field.
- c. Enter up to 30 characters in the **Name:** field.
- d. Leave the **Is Active:** box checked.
- e. Leave the **Use Credit Percentage:** checkbox unchecked. It is used for the Findlay custom GPA.
- f. Click .

|   |   | <u>Code</u> ^ | <u>Name</u>  | <u>Active</u>   | <u>Use Credit Percentage</u> |
|---|---|---------------|--------------|---|------------------------------|
|  |  | Hon           | Honor Course |  | <input type="checkbox"/>     |
| <input checked="" type="checkbox"/> Show Active Only                                |   |               |              |   |                              |

2. Next, navigate to **StudentInformation** » **Management** » **School Administration** » **Marks Administration Menu** » **Add-On GPA** to set up the add-on levels for the add-on code you set up in the preceding step.

- a. Click .
- b. Select the **Add On Level:** from the dropdown.
- c. Next select a mark from the **Mark** dropdown or select a combined mark group from the **Combined Mark Group:** dropdown.
- d. If the add-on level applies to only a certain grade level select the grade level from the **Student Grade Level:** dropdown, otherwise leave the **Student Grade Level:** field blank.
- e. Enter the additional points added to the calculated GPA in the **Additional GPA Point Value:** field.
- f. Click .

|   |   | <u>Add On Level</u> ^ | <u>Mark</u> | <u>Combined Mark Group</u> | <u>Student Grade Level</u> | <u>Additional GPA Point Value</u> |
|---|---|-----------------------|-------------|----------------------------|----------------------------|-----------------------------------|
|  |  | Hon                   | A+          |                            |                            | 0.009000                          |

- Finally, link the **Add-on Level** to the desired courses in the current year by going to **StudentInformation » Management » School Administration » Scheduling Administration » Course Maintenance » Courses** and editing the course and choosing an add-on level code from the dropdown on the Marks tab of the course.
- If you need to link add-on level scales to manually entered course history you will need to link the add-on level scale each course history record by editing each course history record. Simply editing the course record in prior years and marking the add-on level on the course record will not trickle down to the manual course history. Each student's course history record needs updated by hand or a mass update done by the Database Administrator.

**Example 1:** In the following example an Add-on has been linked to course 940 at the high school.

The 1<sup>st</sup> screen shot is the student's GPA without the add-on included.

## Student GPA Supporting Details

From this screen, you can view data pertaining to the students GPA details.

---

GPA Set:

| GPA Set        | Formula                          | Reporting Terms | Mark Credit Types | Add-On                   | Difficulty Points        | Prev. Years                         |
|----------------|----------------------------------|-----------------|-------------------|--------------------------|--------------------------|-------------------------------------|
| Cumulative GPA | Standard GPA Calculation (Alpha) | FNL             | Earned            | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Calculations:

| Calculation                            | Date               | Points | Credits | GPA   |
|--|--------------------|--------|---------|-------|
| GPA based on current GPA configuration | 06/6/2008 10:53 AM | 70.855 | 20.500  | 3.456 |
| Last time GPA was recalculated         | 06/6/2008 10:53 AM | 70.855 | 20.500  | 3.456 |

Details:

| Course    |        |          |      | Mark                     |                |              |         | Calculation Values |          |                  |        |         |          |         |
|-----------|--------|----------|------|--------------------------|----------------|--------------|---------|--------------------|----------|------------------|--------|---------|----------|---------|
| Year      | Code   | Abbr     | Term | Include in Total Credits | Include in GPA | Is HS Credit | Type    | Mark               | Crd Type | Is Earned In GPA | Pt Val | Crd Att | Crd Earn | Crs Crd |
| 2003-2004 | 1015   | ALG I    |      | ✓                        | ✓              | ✓            | Avg     | C+                 | Earned   | ✓                | 2.330  | 1.000   | 1.000    | 1.000   |
| 2004-2005 | 1027   | ACC GEOM | YEAR | ✓                        | ✓              | ✓            | Final   | B-                 | Earned   | ✓                | 2.670  | 1.000   | 1.000    | 1.000   |
| 2004-2005 | 1100   | BAND     | YEAR | ✓                        | ✓              | ✓            | Final   | A                  | Earned   | ✓                | 4.000  | 1.000   | 1.000    | 1.000   |
| 2004-2005 | 1218   | PSI      | YEAR | ✓                        | ✓              | ✓            | Final   | B                  | Earned   | ✓                | 3.000  | 1.000   | 1.000    | 1.000   |
| 2004-2005 | 1310   | SS 9     | YEAR | ✓                        | ✓              | ✓            | Final   | A                  | Earned   | ✓                | 4.000  | 1.000   | 1.000    | 1.000   |
| 2004-2005 | 300    | KEYBDNG  | 2nd  | ✓                        | ✓              | ✓            | Final   | S                  | Earned   | ✓                | .000   | .500    | .500     | .500    |
| 2004-2005 | 910    | ENG 9    | YEAR | ✓                        | ✓              | ✓            | Final   | A                  | Earned   | ✓                | 4.000  | 1.000   | 1.000    | 1.000   |
| 2004-2005 | PE145  | PE       |      | ✓                        | ✓              | ✓            | Final   | S                  | Earned   | ✓                | .000   | .250    | .250     | .250    |
| 2005-2006 | 1037   | ACCALG 2 | YEAR | ✓                        | ✓              | ✓            | Final   | B-                 | Earned   | ✓                | 2.670  | 1.000   | 1.000    | 1.000   |
| 2005-2006 | 1100   | BAND     | YEAR | ✓                        | ✓              | ✓            | Final   | A+                 | Earned   | ✓                | 4.000  | 1.000   | 1.000    | 1.000   |
| 2005-2006 | 1221   | ADV BIO  | YEAR | ✓                        | ✓              | ✓            | Final   | D+                 | Earned   | ✓                | 1.330  | 1.000   | 1.000    | 1.000   |
| 2005-2006 | 1320   | US SS 10 | YEAR | ✓                        | ✓              | ✓            | Final   | A                  | Earned   | ✓                | 4.000  | 1.000   | 1.000    | 1.000   |
| 2005-2006 | 611    | FREN I   | YEAR | ✓                        | ✓              | ✓            | Final   | B-                 | Earned   | ✓                | 2.670  | 1.000   | 1.000    | 1.000   |
| 2005-2006 | 710    | HEALTH   |      | ✓                        | ✓              | ✓            | Final   | A-                 | Earned   | ✓                | 3.670  | .500    | .500     | .500    |
| 2005-2006 | 920    | ENG 10   | YEAR | ✓                        | ✓              | ✓            | Final   | A-                 | Earned   | ✓                | 3.670  | 1.000   | 1.000    | 1.000   |
| 2006-2007 | 711    | PE-B     |      | ✓                        | ✓              | ✓            | Average | S                  | Earned   | ✓                | .000   | .250    | .250     | .250    |
| 2006-2007 | BIOCHE | BIOCHEM  |      | ✓                        | ✓              | ✓            | Final   | A                  | Earned   | ✓                | 4.000  | 1.000   | 1.000    | 1.000   |
| 2006-2007 | ENGIII | ENGIII   |      | ✓                        | ✓              | ✓            | Final   | A+                 | Earned   | ✓                | 4.000  | 1.000   | 1.000    | 1.000   |
| 2006-2007 | INST   | INST     |      | ✓                        | ✓              | ✓            | Final   | A-                 | Earned   | ✓                | 3.670  | 1.000   | 1.000    | 1.000   |
| 2006-2007 | LDSTPL | LDSTPLB1 |      | ✓                        | ✓              | ✓            | Final   | A-                 | Earned   | ✓                | 3.670  | 3.000   | 3.000    | 3.000   |
| 2006-2007 | PSYCH3 | PSYCH36  |      | ✓                        | ✓              | ✓            | Final   | A                  | Earned   | ✓                | 4.000  | 1.000   | 1.000    | 1.000   |
| 2007-2008 | 940    | ENG 12   | YEAR | ✓                        | ✓              | ✓            | Final   | A+                 | Earned   | ✓                | 4.000  | 1.000   | 1.000    | 1.000   |

**Example 2:** The next screen shot is of the same student but with add-on used on the GPA.

General
Calculations
Rank

Calculations:
< Back
Next >

Formula:
STDA - Standard GPA Calculation (Alpha)

Precision:
4

Missing Marks Handling:
Ignore Mark

Use Difficulty Points:
☐

Include Other Schools:
☐

Use Add-on Points:
☒

Use Prorated Credit:
☒

Ignore Dropped Course Sections:
☐

# Student GPA Supporting Details

From this screen, you can view data pertaining to the students GPA details.

GPA Set:

| GPA Set        | Formula                          | Reporting Terms | Mark Credit Types | Add-On                              | Difficulty Points        | Prev. Years                         |
|----------------|----------------------------------|-----------------|-------------------|-------------------------------------|--------------------------|-------------------------------------|
| Cumulative GPA | Standard GPA Calculation (Alpha) | FNL             | Earned            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Calculations:

| Calculation                            | Date               | Points | Credits | GPA   |
|--|--------------------|--------|---------|-------|
| GPA based on current GPA configuration | 06/6/2008 10:45 AM | 70.855 | 20.500  | 3.465 |
| Last time GPA was recalculated         | 06/6/2008 10:45 AM | 70.855 | 20.500  | 3.465 |

Details:

| Course    |        |          |      | Mark          |            |              |         | Calculation Values |          |           |        |        |         |           |         |        |
|-----------|--------|----------|------|---------------|------------|--------------|---------|--------------------|----------|-----------|--------|--------|---------|-----------|---------|--------|
| Year      | Code   | Abbr     | Term | In Cum Credit | In Cum GPA | Is HS Credit | Type    | Mark               | Crd Type | Is Earned | In GPA | Pt Val | Crd Att | Crds Earn | Crs Crd | Add On |
| 2003-2004 | 1015   | ALG 1    |      | ✓             | ✓          | ✓            | Avg     | C+                 | Earned   | ✓         | ✓      | 2.330  | 1.000   | 1.000     | 1.000   | .000   |
| 2004-2005 | 1027   | ACC GEOM | YEAR | ✓             | ✓          | ✓            | Final   | B-                 | Earned   | ✓         | ✓      | 2.670  | 1.000   | 1.000     | 1.000   | .000   |
| 2004-2005 | 1100   | BAND     | YEAR | ✓             | ✓          | ✓            | Final   | A                  | Earned   | ✓         | ✓      | 4.000  | 1.000   | 1.000     | 1.000   | .000   |
| 2004-2005 | 1218   | PSI      | YEAR | ✓             | ✓          | ✓            | Final   | B                  | Earned   | ✓         | ✓      | 3.000  | 1.000   | 1.000     | 1.000   | .000   |
| 2004-2005 | 1310   | SS 9     | YEAR | ✓             | ✓          | ✓            | Final   | A                  | Earned   | ✓         | ✓      | 4.000  | 1.000   | 1.000     | 1.000   | .000   |
| 2004-2005 | 300    | KEYBDNG  | 2nd  | ✓             | ✓          | ✓            | Final   | S                  | Earned   | ✓         | ✓      | .000   | .500    | .500      | .500    | .000   |
| 2004-2005 | 910    | ENG 9    | YEAR | ✓             | ✓          | ✓            | Final   | A                  | Earned   | ✓         | ✓      | 4.000  | 1.000   | 1.000     | 1.000   | .000   |
| 2004-2005 | PE145  | PE       |      | ✓             | ✓          | ✓            | Final   | S                  | Earned   | ✓         | ✓      | .000   | .250    | .250      | .250    | .000   |
| 2005-2006 | 1037   | ACCALG 2 | YEAR | ✓             | ✓          | ✓            | Final   | B-                 | Earned   | ✓         | ✓      | 2.670  | 1.000   | 1.000     | 1.000   | .000   |
| 2005-2006 | 1100   | BAND     | YEAR | ✓             | ✓          | ✓            | Final   | A+                 | Earned   | ✓         | ✓      | 4.000  | 1.000   | 1.000     | 1.000   | .000   |
| 2005-2006 | 1221   | ADV BIO  | YEAR | ✓             | ✓          | ✓            | Final   | D+                 | Earned   | ✓         | ✓      | 1.330  | 1.000   | 1.000     | 1.000   | .000   |
| 2005-2006 | 1320   | US SS 10 | YEAR | ✓             | ✓          | ✓            | Final   | A                  | Earned   | ✓         | ✓      | 4.000  | 1.000   | 1.000     | 1.000   | .000   |
| 2005-2006 | 611    | FREN I   | YEAR | ✓             | ✓          | ✓            | Final   | B-                 | Earned   | ✓         | ✓      | 2.670  | 1.000   | 1.000     | 1.000   | .000   |
| 2005-2006 | 710    | HEALTH   |      | ✓             | ✓          | ✓            | Final   | A-                 | Earned   | ✓         | ✓      | 3.670  | .500    | .500      | .500    | .000   |
| 2005-2006 | 920    | ENG 10   | YEAR | ✓             | ✓          | ✓            | Final   | A-                 | Earned   | ✓         | ✓      | 3.670  | 1.000   | 1.000     | 1.000   | .000   |
| 2006-2007 | 711    | PE-B     |      | ✓             | ✓          | ✓            | Average | S                  | Earned   | ✓         | ✓      | .000   | .250    | .250      | .250    | .000   |
| 2006-2007 | BIOCHE | BIOCHEM  |      | ✓             | ✓          | ✓            | Final   | A                  | Earned   | ✓         | ✓      | 4.000  | 1.000   | 1.000     | 1.000   | .000   |
| 2006-2007 | ENGIII | ENGIII   |      | ✓             | ✓          | ✓            | Final   | A+                 | Earned   | ✓         | ✓      | 4.000  | 1.000   | 1.000     | 1.000   | .000   |
| 2006-2007 | INSST  | INSST    |      | ✓             | ✓          | ✓            | Final   | A-                 | Earned   | ✓         | ✓      | 3.670  | 1.000   | 1.000     | 1.000   | .000   |
| 2006-2007 | LDSTPL | LDSTPLB1 |      | ✓             | ✓          | ✓            | Final   | A-                 | Earned   | ✓         | ✓      | 3.670  | 3.000   | 3.000     | 3.000   | .000   |
| 2006-2007 | PSYCH3 | PSYCH36  |      | ✓             | ✓          | ✓            | Final   | A                  | Earned   | ✓         | ✓      | 4.000  | 1.000   | 1.000     | 1.000   | .000   |
| 2007-2008 | 940    | ENG 12   | YEAR | ✓             | ✓          | ✓            | Final   | A+                 | Earned   | ✓         | ✓      | 4.000  | 1.000   | 1.000     | 1.000   | .009   |

GPA without add-on points is 3.466. When Use Add-on points is marked on the GPA Set the students GPA is 3.465 or 3.466 + .009 add-on points.

## Appendix E-3. Use Prorated Credit

This option applies credits based on the Credit Percentage configured for the associated Marking Pattern Rule. If using percentages on the marking pattern rules, the numeric mark value is multiplied by credit percentage for a resulting point value. If using ratio, the mark is divided by the ratio. For instance, if a trimester school had a ratio of 1:3, it would use one-third of the credit value, times value of the mark, for one-third of the mark to be included in the calculation. Total prorated credits would be used as the divisor in the calculation.

Prorated Credit should be used when granting credit prior to a Final mark, and is equivalent to the "Divided by Terms" qualifier from SIS.

### Example:

If we calculate Sally's 1<sup>st</sup> Quarter GPA using the Standard Formula with Full Credit her GPA equals 3.151. (17.330 points divided by 5.5 credits)

## Student GPA Supporting Details

From this screen, you can view data pertaining to the students GPA details.

GPA Set:

| GPA Set     | Formula                          | Reporting Terms | Mark Credit Types | Add-On                   | Difficulty Points        | Prev. Years              |
|-------------|----------------------------------|-----------------|-------------------|--------------------------|--------------------------|--------------------------|
| 1st Qtr GPA | Standard GPA Calculation (Alpha) | Qtr1            | Progress 1        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Calculations:

| Calculation                            | Date              | Points | Credits | GPA   |
|--|-------------------|--------|---------|-------|
| GPA based on current GPA configuration | 06/6/2008 1:09 PM | 17.330 | 5.500   | 3.151 |
| Last time GPA was recalculated         | 06/6/2008 1:08 PM | 17.330 | 5.500   | 3.151 |

Details:

| Course    |      |          |      | Mark                                |                                     |                                     |              | Calculation Values |            |                                     |                                     |        |          |           |          |
|-----------|------|----------|------|-------------------------------------|-------------------------------------|-------------------------------------|--------------|--------------------|------------|-------------------------------------|-------------------------------------|--------|----------|-----------|----------|
| Year      | Code | Abbr     | Term | Include in Total Credits            | Include in GPA                      | Is HS Credit                        | Type         | Mark               | Crds Type  | Is Earned                           | In GPA                              | Pt Val | Crds Att | Crds Earn | Crds Crd |
| 2007-2008 | 1057 | AP CAL   | YEAR | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Quarter Mark | C-                 | Progress 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 1.670  | 1.000    | 1.000     | 1.000    |
| 2007-2008 | 1224 | PHYSICS  | YEAR | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Quarter Mark | B                  | Progress 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 3.000  | 1.000    | 1.000     | 1.000    |
| 2007-2008 | 240  | D & P IV | 1st  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Quarter Mark | A+                 | Progress 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 4.000  | .500     | .500      | .500     |
| 2007-2008 | 250  | AP ART   | YEAR | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Quarter Mark | B+                 | Progress 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 3.330  | 1.000    | 1.000     | 1.000    |
| 2007-2008 | 642  | SPAN IV  | YEAR | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Quarter Mark | B+                 | Progress 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 3.330  | 1.000    | 1.000     | 1.000    |
| 2007-2008 | 950  | AP ENG   | YEAR | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Quarter Mark | A                  | Progress 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 4.000  | 1.000    | 1.000     | 1.000    |

Full Credit

If we calculate Sally's 1<sup>st</sup> Quarter GPA using prorated credit her GPA equals 3.222. (4.833 points divided by 1.5 credits)

Student GPA Supporting Details

From this screen, you can view data pertaining to the students GPA details.

GPA Set:

| GPA Set     | Formula                          | Reporting Terms | Mark Credit Types | Add-On                   | Difficulty Points        | Prev. Years              |
|-------------|----------------------------------|-----------------|-------------------|--------------------------|--------------------------|--------------------------|
| 1st Qtr GPA | Standard GPA Calculation (Alpha) | Qtr1            | Progress 1        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Calculations:

| Calculation                            | Date              | Points | Credits | GPA   |
|--|-------------------|--------|---------|-------|
| GPA based on current GPA configuration | 06/6/2008 1:12 PM | 4.833  | 1.500   | 3.222 |
| Last time GPA was recalculated         | 06/6/2008 1:12 PM | 4.833  | 1.500   | 3.222 |

Details:

| Course    |      |          |      | Mark                                |                                     |                                     |              | Calculation Values |            |                                     |                                     |        |         |           |         |
|-----------|------|----------|------|-------------------------------------|-------------------------------------|-------------------------------------|--------------|--------------------|------------|-------------------------------------|-------------------------------------|--------|---------|-----------|---------|
| Year      | Code | Abbr     | Term | Include in Total Credits            | Include in GPA                      | Is HS Credit                        | Type         | Mark               | Crd Type   | Is Earned                           | In GPA                              | Pt Val | Crd Att | Crds Earn | Crs Crd |
| 2007-2008 | 1057 | AP CAL   | YEAR | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Quarter Mark | C-                 | Progress 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 1.670  | .250    | .250      | 1.000   |
| 2007-2008 | 1224 | PHYSICS  | YEAR | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Quarter Mark | B                  | Progress 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 3.000  | .250    | .250      | 1.000   |
| 2007-2008 | 240  | D & P IV | 1st  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Quarter Mark | A+                 | Progress 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 4.000  | .250    | .250      | .500    |
| 2007-2008 | 250  | AP ART   | YEAR | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Quarter Mark | B+                 | Progress 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 3.330  | .250    | .250      | 1.000   |
| 2007-2008 | 642  | SPAN IV  | YEAR | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Quarter Mark | B+                 | Progress 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 3.330  | .250    | .250      | 1.000   |
| 2007-2008 | 950  | AP ENG   | YEAR | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Quarter Mark | A                  | Progress 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 4.000  | .250    | .250      | 1.000   |

Prorated formula is being used.

## **Appendix F - Custom GPAs**

Appendix F-1. FNDLY – Findlay Method

Appendix F-2. HNRS – Honors GPA

Appendix F-3. JKSN – Jackson Method

Appendix F-4. MTV – Mt Vernon Method

Appendix F-5. Mansfield Custom GPA

## **Appendix F-1. Custom GPAs - FNDLY – Findlay Method**

Created for Findlay HS, a member of NOACSC, but can be used by any school.

### **How the Custom Findlay GPA is calculated?**

#### **At Semester time:**

First, the GPA is calculated using the Standard GPA Calculation (Alpha) using prorated credit. Next, if a student has taken a honors course (which is denoted if the “Is Honors” checkbox is marked on the course) the student will receive a specified add-on amount for each honors course if the grade they receive is O, A, or B. If the course is an all year course the student will receive  $\frac{1}{2}$  of the add-on points since the course is still in progress. The add-on points are then added to the calculated GPA which results in Findlay’s Custom GPA.

#### **At Year End:**

First, the GPA is calculated using the Standard GPA Calculation (Alpha) using prorated credit. Next, if a student has taken a honors course (which is denoted if the “Is Honors” checkbox is marked on the course) the student will receive a specified add-on amount for each honors course if the grade they receive is O, A, or B. The add-on points are then added to the GPA. Finally the student can receive a 2nd bonus based on the number of credits earned (not GPA credits) that exceeds 20 divided by 40. The 2<sup>nd</sup> add-on bonus is only used at year end.

## The Custom Findlay GPA requires the following to be set up:

1. Add-on levels. See Appendix E of this document for detailed instructions on how to set up Add-on level codes.

- a. When setting up add-on levels make sure the option to **Use Credit Percentage:** is checked on the Add-On Level Codes

Maintenance page. The **Use Credit Percentage:** option allows the Custom Findlay GPA to award partial bonus points at semester time for all year courses.

|  |  | <u>Code ^</u> | <u>Name</u>        | <u>Active</u> | <u>Use Credit Percentage</u>        |
|--|--|---------------|--------------------|---------------|-------------------------------------|
|  |  | Hon           | Honors Course      |               | <input checked="" type="checkbox"/> |
|  |  | HSem          | Honors 0.50 Credit |               | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/> Show Active Only |  |               |                    |               |                                     |

- b. Findlay has set up two different add-on levels. One level is for all year courses and is marked to use **Use Credit Percentage:**. The other add-on level is for semester only courses and isn't marked to **Use Credit Percentage:**.





|  |  | <u>Add On Level ^</u> | <u>Mark</u> | <u>Combined Mark Group</u> | <u>Student Grade Level</u> | <u>Additional GPA Point Value</u> |
|--|--|-----------------------|-------------|----------------------------|----------------------------|-----------------------------------|
|  |  | Hon                   | A           |                            |                            | 0.016600                          |
|  |  | Hon                   | B           |                            |                            | 0.008300                          |
|  |  | Hon                   | O           |                            |                            | 0.033300                          |
|  |  | HSem                  | A           |                            |                            | 0.008300                          |
|  |  | HSem                  | B           |                            |                            | 0.004150                          |
|  |  | HSem                  | O           |                            |                            | 0.016650                          |

2. Next, each course that receives the bonus points needs to be marked as **Is Honors Course:** and the **GPA Add-on Level:** field on the course record must be filled in.

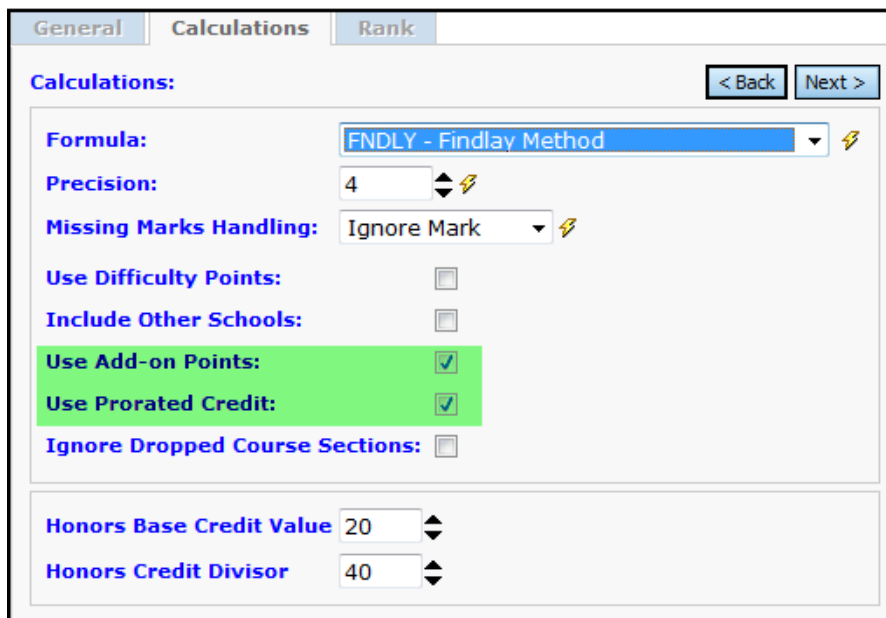
- a. If the course is manually entered ☒ **Is Honors** needs checked and the **Add On Category:** must be filled in.

3. Finally, set up the GPA Set. Navigate to [Student Information](#) » [Management](#) » [School Administration](#) » [Course History Administration](#) » [GPA Sets](#).

- a. Follow the instructions in Task #2 of this Step by Step but on the 2<sup>nd</sup> tab named **Calculations** make sure **FNDLY - Findlay Method** is chosen in the **Formula:** dropdown.
- b. Also, **Use Add-on Points:** and **Use Prorated Credit:** must also be marked.

- c. When you choose the Findlay Method in the dropdown the page refreshes and two new fields appear named **Honors Base Credit Value** and **Honors Credit Divisor**.
- d. If you are trying to get a Semester GPA put 100 in the **Honors Base Credit Value** and 40 in the **Honors Credit Divisor**.
- e. If you are calculating the GPA at year end time fill in the two fields as follows
- Honors Base Credit Value** 20   
**Honors Credit Divisor** 40 
- f. On the **Rank** tab the **Source:** GPA   should be chosen.
- g. Click **Save**.

4. Now, recalc the GPA by clicking the  icon.



The screenshot shows the 'Rank' tab of a GPA calculation interface. At the top, there are tabs for 'General', 'Calculations', and 'Rank'. Below the tabs, there are buttons for '< Back' and 'Next >'. The 'Calculations:' section includes a 'Formula:' dropdown set to 'FNDLY - Findlay Method', a 'Precision:' spinner set to 4, and a 'Missing Marks Handling:' dropdown set to 'Ignore Mark'. Below these are several checkboxes: 'Use Difficulty Points:', 'Include Other Schools:', 'Use Add-on Points:' (checked), 'Use Prorated Credit:' (checked), and 'Ignore Dropped Course Sections:'. At the bottom, there are two input fields: 'Honors Base Credit Value' set to 20 and 'Honors Credit Divisor' set to 40, both with up/down arrow icons.

**Honors Base Credit Value** – If a student has over 20 credits, in this case, and at least one of the courses is an honors course, regardless of the grade they received, the student qualifies for an extra add-on bonus at the end of the year.

**Honors Credit Divisor** – The Honors Credit Divisor is the number divided into the number of credits which exceeds the Honors Base Credit Value. Ex. A student earns 29 credits. One of the credits is a honors course. To figure the 2<sup>nd</sup> bonus add-on level at the end of year, take 29 minus 20 and divide that number by 40 to get the 2<sup>nd</sup> add-on bonus.  $9/40 = .225$  add-on bonus.



**Student GPA Supporting Details**  
From this screen, you can view data pertaining to the student's GPA details.

**GPA Set:**

| GPA Set                   | Formula | Reporting Terms | Mark Credit Types | Add-On | Difficulty Points | Prev. Years |
|---------------------------|---------|-----------------|-------------------|--------|-------------------|-------------|
| Honors GPA - Final Method | Final   | Final           | Final             |        |                   |             |

**Calculations:**

| Calculation                            | Date                | Points   | Credits | GPA    |
|--|---------------------|----------|---------|--------|
| GPA based on current GPA configuration | 08/11/2018 11:40 AM | 116.0000 | 29.0000 | 4.0000 |
| Last time GPA was recalculated         | 08/11/2018 8:17 AM  | 116.0000 | 29.0000 | 4.0000 |

**Details:**

| Year      | Code   | Abbr     | Term | Include in Total Credits | Include in GPA | Is H.S. Credit | Type       | Mark | Crd Type | Is Earned | Is GPA | GPA Crd | Pr Val | Crd Amt | Crd Earn | Crs Crd | Add On | Tot Pt |
|-----------|--------|----------|------|--------------------------|----------------|----------------|------------|------|----------|-----------|--------|---------|--------|---------|----------|---------|--------|--------|
| 2004-2005 | 022    | COM I    |      |                          |                |                | Final      | A    | Earned   |           |        | 25.0000 | 4.0000 | 80000   | 80000    | 90000   | 00000  | 4.0000 |
| 2004-2005 | 041    | ALG II H |      |                          |                |                | Final      | O    | Earned   |           |        | 25.0000 | 4.0000 | 1.30000 | 1.30000  | 1.30000 | 03300  | 4.0000 |
| 2004-2005 | 142    | BHYSI02  |      |                          |                |                | Final      | A    | Earned   |           |        | 25.0000 | 4.0000 | 25000   | 25000    | 25000   | 00000  | 4.0000 |
| 2004-2005 | 181    | LATIN I  |      |                          |                |                | Final      | A    | Earned   |           |        | 25.0000 | 4.0000 | 1.30000 | 1.30000  | 1.30000 | 00000  | 4.0000 |
| 2004-2005 | 938    | CH01R 9  |      |                          |                |                | Final      | A    | Earned   |           |        | 25.0000 | 4.0000 | 1.30000 | 1.30000  | 1.30000 | 00000  | 4.0000 |
| 2004-2005 | 308    | AP AM HE |      |                          |                |                | Final      | O    | Earned   |           |        | 25.0000 | 4.0000 | 1.30000 | 1.30000  | 1.30000 | 03300  | 4.0000 |
| 2004-2005 | 903    | PHYSI01  |      |                          |                |                | Final      | O    | Earned   |           |        | 25.0000 | 4.0000 | 1.30000 | 1.30000  | 1.30000 | 03300  | 4.0000 |
| 2004-2005 | 991    | HEN01    |      |                          |                |                | Final      | A    | Earned   |           |        | 25.0000 | 4.0000 | 1.30000 | 1.30000  | 1.30000 | 01400  | 4.0000 |
| 2005-2006 | 147    | BHYSI01  |      |                          |                |                | Final      | A    | Earned   |           |        | 25.0000 | 4.0000 | 25000   | 25000    | 25000   | 00000  | 4.0000 |
| 2005-2006 | 211    | HEN010   |      |                          |                |                | Final      | O    | Earned   |           |        | 25.0000 | 4.0000 | 1.30000 | 1.30000  | 1.30000 | 03300  | 4.0000 |
| 2005-2006 | 241    | GEOM H   |      |                          |                |                | Final      | O    | Earned   |           |        | 25.0000 | 4.0000 | 1.30000 | 1.30000  | 1.30000 | 03300  | 4.0000 |
| 2005-2006 | 288    | AP A HES |      |                          |                |                | Final      | O    | Earned   |           |        | 25.0000 | 4.0000 | 1.30000 | 1.30000  | 1.30000 | 03300  | 4.0000 |
| 2005-2006 | 243    | HEALT0   |      |                          |                |                | Final      | A    | Earned   |           |        | 25.0000 | 4.0000 | 80000   | 80000    | 90000   | 00000  | 4.0000 |
| 2005-2006 | 271    | CH01R 10 |      |                          |                |                | Final      | A    | Earned   |           |        | 25.0000 | 4.0000 | 1.30000 | 1.30000  | 1.30000 | 00000  | 4.0000 |
| 2005-2006 | 281    | LATIN II |      |                          |                |                | Final      | A    | Earned   |           |        | 25.0000 | 4.0000 | 1.30000 | 1.30000  | 1.30000 | 00000  | 4.0000 |
| 2005-2006 | 308    | BIO AP   |      |                          |                |                | Final      | O    | Earned   |           |        | 25.0000 | 4.0000 | 1.30000 | 1.30000  | 1.30000 | 03300  | 4.0000 |
| 2005-2006 | 008 II | COMB II  |      |                          |                |                | Final      | A    | Earned   |           |        | 25.0000 | 4.0000 | 80000   | 80000    | 90000   | 00000  | 4.0000 |
| 2006-2007 | 222    | AP BU H  | AY   |                          |                |                | Final Mark | O    | Earned   |           |        | 25.0000 | 4.0000 | 1.30000 | 1.30000  | 1.30000 | 03300  | 4.0000 |
| 2006-2007 | 133    | ANATOMY  | AY   |                          |                |                | Final Mark | A    | Earned   |           |        | 25.0000 | 4.0000 | 1.30000 | 1.30000  | 1.30000 | 00000  | 4.0000 |
| 2006-2007 | 311    | ADVCOMP  | AY   |                          |                |                | Final Mark | O    | Earned   |           |        | 25.0000 | 4.0000 | 1.30000 | 1.30000  | 1.30000 | 03300  | 4.0000 |
| 2006-2007 | 331    | CH01R 11 | AY   |                          |                |                | Final Mark | O    | Earned   |           |        | 25.0000 | 4.0000 | 1.30000 | 1.30000  | 1.30000 | 03300  | 4.0000 |
| 2006-2007 | 341    | PE CA H  | AY   |                          |                |                | Final Mark | O    | Earned   |           |        | 25.0000 | 4.0000 | 1.30000 | 1.30000  | 1.30000 | 03300  | 4.0000 |
| 2006-2007 | 371    | CH 11-12 | AY   |                          |                |                | Final Mark | A    | Earned   |           |        | 25.0000 | 4.0000 | 1.30000 | 1.30000  | 1.30000 | 00000  | 4.0000 |
| 2006-2007 | 781    | LAT3-4AP | AY   |                          |                |                | Final Mark | O    | Earned   |           |        | 25.0000 | 4.0000 | 1.30000 | 1.30000  | 1.30000 | 03300  | 4.0000 |
| 2007-2008 | 183    | SPAN I   | AY   |                          |                |                | Final Mark | A    | Earned   |           |        | 25.0000 | 4.0000 | 1.30000 | 1.30000  | 1.30000 | 00000  | 4.0000 |
| 2007-2008 | 313    | CH01R AP | AY   |                          |                |                | Final Mark | O    | Earned   |           |        | 25.0000 | 4.0000 | 1.30000 | 1.30000  | 1.30000 | 03300  | 4.0000 |
| 2007-2008 | 371    | CH 11-12 | AY   |                          |                |                | Final Mark | A    | Earned   |           |        | 25.0000 | 4.0000 | 1.30000 | 1.30000  | 1.30000 | 00000  | 4.0000 |
| 2007-2008 | 411    | AP EN 12 | AY   |                          |                |                | Final Mark | O    | Earned   |           |        | 25.0000 | 4.0000 | 1.30000 | 1.30000  | 1.30000 | 03300  | 4.0000 |
| 2007-2008 | 422    | GOY0 AP  | AY   |                          |                |                | Final Mark | O    | Earned   |           |        | 25.0000 | 4.0000 | 1.30000 | 1.30000  | 1.30000 | 03300  | 4.0000 |
| 2007-2008 | 421    | PHYSICS  | AY   |                          |                |                | Final Mark | A    | Earned   |           |        | 25.0000 | 4.0000 | 1.30000 | 1.30000  | 1.30000 | 00000  | 4.0000 |
| 2007-2008 | 440    | CALC-AP  | AY   |                          |                |                | Final Mark | O    | Earned   |           |        | 25.0000 | 4.0000 | 1.30000 | 1.30000  | 1.30000 | 03300  | 4.0000 |
| 2007-2008 | 781    | LAT3-4AP | AY   |                          |                |                | Final Mark | A    | Earned   |           |        | 25.0000 | 4.0000 | 1.30000 | 1.30000  | 1.30000 | 01400  | 4.0000 |

Year End

$$GPA = \left( \frac{\text{Sum of C}}{\text{Sum of W}} \right) + \left( \text{Sum of F} \right) + \frac{\text{Total Credits} - 20}{40}$$

$$\left( \frac{116}{29} \right) + 566 + \left( \frac{2950 - 20}{40} \right) = 4.8035$$

$a \times b$

$f$

$-C$

## Appendix F-2. Custom GPAs - HNRS – Honors GPA

The Honors GPA awards students who are taking a heavier course load and was developed for LACA.

**Example:** Josh and Joel both had the same number of points (50.00) and same GPA (4.00) until Junior year. In their Junior year both students decided to take two honor courses and received the same grades in both classes but Josh decided to take on another non-honor courses. Both students have all A's. Josh now has 61.8 points and Joel has 59.8 points but Josh is receiving a lower GPA even though he took a heavier load and still got all A's. Had Josh not taken the extra non-honors course he would have had the same GPA as Joel. The following is an example of their GPA calculation using the Standard formula with difficulty points. As you can see Joel's GPA is 4.1241 and he is ranked #1 and Josh's GPA is 4.12 and he is ranked 2<sup>nd</sup>. So, Josh is being penalized for taking a heavier load than Joel.

Comparison screen shot of Joel and Joshua's GPAs using the Standard GPA Calculation. Notice Joshua is ranked 2<sup>nd</sup> even though he took a heavier load.

| <b>Student GPA &amp; Rank List</b>  |                      |       |        |          |           |                |              |
|---|----------------------|-------|--------|----------|-----------|----------------|--------------|
| From this screen, you can view GPA rankings.  |                      |       |        |          |           |                |              |
| GPA Set: <span>Cumulative GPA</span> ⚙ Grade Level: <span>11</span> ⚙ <span>View</span> |                      |       |        |          |           |                |              |
|   | Student              | Grade | Rank ^ | GPA      | Points    | Earned Credits | Attm Credits |
| 🔍   | Student60714, JOEL   | 11    | 1      | 4.124100 | 59.800000 | 14.500000      | 14.500000    |
| 🔍   | Student57978, JOSHUA | 11    | 2      | 4.120000 | 61.800000 | 15.000000      | 15.000000    |

If the Custom Honors formula is used the students are on a level playing field and both ranked #1.

| <b>Student GPA &amp; Rank List</b>  |                      |       |        |          |           |                |              |
|---|----------------------|-------|--------|----------|-----------|----------------|--------------|
| From this screen, you can view GPA rankings.  |                      |       |        |          |           |                |              |
| GPA Set: <span>Honors GPA</span> ⚙ Grade Level: <span>11</span> ⚙ <span>View</span> |                      |       |        |          |           |                |              |
|   | Student              | Grade | Rank ^ | GPA      | Points    | Earned Credits | Attm Credits |
| 🔍   | Student57978, JOSHUA | 11    | 1      | 4.120000 | 62.800000 | 15.250000      | 15.250000    |
| 🔍   | Student60714, JOEL   | 11    | 1      | 4.120000 | 59.800000 | 14.500000      | 14.500000    |

## How to set up the Honor GPA:

**GPA Set Maintenance**  
From this screen, you can display, add, change and delete data pertaining to GPA sets.

General Calculations Rank

**GPA Set:** Next >

Code: Hon ⚡ Description:

Name: Honors GPA ⚡

**Mark Credit Types:**

☐ Not Used ☐ Progress 1 ☐ Progress 2 ☐ Progress 3 ☐ Progress 4 ☒ Earned ⚡

**Previous Years:**

☐ Not Used ☐ Progress 1 ☐ Progress 2 ☐ Progress 3 ☐ Progress 4 ☒ Earned

**Grade Levels:**

☒ 09 ☒ 10 ☒ 11 ☒ 12 ☐ 13 ☐ GR ☐ 23 ☐ 31 ☐ IN ⚡

**Reporting Terms:** **Mark Type:**

Quarter 1 1st Interim Quarter 2 2nd Interim ↔ Final ⚡

Average Exam Interim Quarter Mark ↔ Final ⚡

**Ad-Hoc Membership:**

-- Select an Ad-Hoc Membership --

Public And Private ☐

General Calculations Rank

**Calculations:** < Back Next >

**Formula:** HNRS - Honors GPA ⚡

**Precision:** 4 ⚡

**Missing Marks Handling:** Ignore Mark ⚡

**Use Difficulty Points:** ☒ ←

**Include Other Schools:** ☐

**Use Add-on Points:** ☐

**Use Prorated Credit:** ☐

**Ignore Dropped Course Sections:** ☐

Configure Honor GPA Weighting Factor

## Honor GPA Grade Level Weighting Factor

From this screen, you can add and delete Honor GPA grade level weighting factors.

Grade Level:  Weight Factor:

|   | Grade Level ^ | Weighting Factor |
|---|---------------|------------------|
| ✕ | 09            | 4.00             |
| ✕ | 10            | 8.00             |
| ✕ | 11            | 13.00            |
| ✕ | 12            | 18.00            |

## GPA Set Maintenance

From this screen, you can display, add, change and delete data pertaining to GPA sets.

General

Calculations

Rank

Ranking:

Source:  ⚡

☐ Include inactive students

Ties:  ⚡

☐ Include students with no marks

### Required Set up items:

1. Difficulty point scales need set up in current year and prior years.
2. Difficulty point scales need linked to all course history. Simply creating a difficulty scale in a prior year and linking the difficulty scale to the course will not automatically link the scale to the course history. A mass update will need to be performed to link the new difficulty scale to the course history.
3. Configure Honor GPA Weighting Factor table. The Honor GPA Grade Level Weighting Factor can only be reached thru the GPA Set Calculation tab when the Honors formula is chosen. The Weighting Factor is the minimum number of credits a student should have. Example: A 12<sup>th</sup> grader should have at least 18 credits according the districts policy. Weighting Factors will differ from district to district.
4. Honors courses should have the **Is Honors Course:** box checked.

### Honors Formula:

$$\frac{[(\text{Weighting Factor})(\text{STD GPA w/out honors courses included})] + [\text{Sum of (Each Honor Credit x Each Honor Point)}]}{\text{Weighting Factor} + \text{Total Number of Honors Credits}}$$

**Student GPA Supporting Details**  
 From this screen, you can view data pertaining to the student's GPA details.

**GPA Set:**

| GPA Set    | Formula    | Reporting Term | Mark Credit Types | Add-On                   | Difficulty Points        | Prev. Years              |
|------------|------------|----------------|-------------------|--------------------------|--------------------------|--------------------------|
| Honors GPA | Honors GPA |                | Earned            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Calculations:**

| Calculation                            | Date               | Points | Credits | GPA  |
|--|--------------------|--------|---------|------|
| GPA based on current GPA configuration | 04/02/2008 1:44 PM | 61.800 | 13.000  | 4.75 |
| Last time GPA was recalculated         | 04/02/2008 1:44 PM | 61.800 | 13.000  | 4.75 |

**Details:**

| Year      | Code | Abbr     | Term | Include in Total Credits | Include in GPA | Is MS Credit | Type  | Mark | Crtd Type | Is Earned | Is GPA | Calculation Values |        |          |           |          |         | Total |
|-----------|------|----------|------|--------------------------|----------------|--------------|-------|------|-----------|-----------|--------|--------------------|--------|----------|-----------|----------|---------|-------|
|           |      |          |      |                          |                |              |       |      |           |           |        | GPA Crd            | PI Val | Crtd Att | Crtd Earn | Crtd Crd | Crtd PI |       |
| 2004-2005 | 829  | ALPHA 3  | YEAR | ✓                        | ✓              | ✓            | Final | A    | Earned    | ✓         | ✓      | 15.000             | 4.000  | 1.000    | 1.000     | 1.000    | 4.000   | 4.000 |
| 2005-2006 | 1037 | ACC 980H | YEAR | ✓                        | ✓              | ✓            | Final | A    | Earned    | ✓         | ✓      | 15.000             | 4.000  | 1.000    | 1.000     | 1.000    | 4.000   | 4.000 |
| 2005-2006 | 1100 | BAND     | YEAR | ✓                        | ✓              | ✓            | Final | A+   | Earned    | ✓         | ✓      | 15.000             | 4.000  | 1.000    | 1.000     | 1.000    | 4.000   | 4.000 |
| 2005-2006 | 1218 | PSI      | YEAR | ✓                        | ✓              | ✓            | Final | A    | Earned    | ✓         | ✓      | 15.000             | 4.000  | 1.000    | 1.000     | 1.000    | 4.000   | 4.000 |
| 2005-2006 | 1310 | WLD STUC | YEAR | ✓                        | ✓              | ✓            | Final | A+   | Earned    | ✓         | ✓      | 15.000             | 4.000  | 1.000    | 1.000     | 1.000    | 4.000   | 4.000 |
| 2005-2006 | 1444 | HYPERNO  | LM   | ✓                        | ✓              | ✓            | Final | B    | Earned    | ✓         | ✓      | 15.000             | 4.000  | 1.000    | 1.000     | 1.000    | 4.000   | 4.000 |
| 2005-2006 | 410  | LATIN I  | YEAR | ✓                        | ✓              | ✓            | Final | A+   | Earned    | ✓         | ✓      | 15.000             | 4.000  | 1.000    | 1.000     | 1.000    | 4.000   | 4.000 |
| 2005-2006 | 711  | RE-B     | YEAR | ✓                        | ✓              | ✓            | Final | B    | Earned    | ✓         | ✓      | 15.000             | 4.000  | 1.000    | 1.000     | 1.000    | 4.000   | 4.000 |
| 2005-2006 | 910  | ENG 5    | YEAR | ✓                        | ✓              | ✓            | Final | A+   | Earned    | ✓         | ✓      | 15.000             | 4.000  | 1.000    | 1.000     | 1.000    | 4.000   | 4.000 |
| 2006-2007 | 1037 | ACCAIG 1 | YEAR | ✓                        | ✓              | ✓            | Final | A+   | Earned    | ✓         | ✓      | 15.000             | 4.000  | 1.000    | 1.000     | 1.000    | 4.000   | 4.000 |
| 2006-2007 | 1320 | BIO I    | YEAR | ✓                        | ✓              | ✓            | Final | A+   | Earned    | ✓         | ✓      | 15.000             | 4.000  | 1.000    | 1.000     | 1.000    | 4.000   | 4.000 |
| 2006-2007 | 1320 | US SS 10 | YEAR | ✓                        | ✓              | ✓            | Final | A+   | Earned    | ✓         | ✓      | 15.000             | 4.000  | 1.000    | 1.000     | 1.000    | 4.000   | 4.000 |
| 2006-2007 | 420  | LATIN II | YEAR | ✓                        | ✓              | ✓            | Final | A+   | Earned    | ✓         | ✓      | 15.000             | 4.000  | 1.000    | 1.000     | 1.000    | 4.000   | 4.000 |
| 2006-2007 | 710  | HEALTH   | LM   | ✓                        | ✓              | ✓            | Final | A+   | Earned    | ✓         | ✓      | 15.000             | 4.000  | 1.000    | 1.000     | 1.000    | 4.000   | 4.000 |
| 2006-2007 | 711  | RE-B     | YEAR | ✓                        | ✓              | ✓            | Final | B    | Earned    | ✓         | ✓      | 15.000             | 4.000  | 1.000    | 1.000     | 1.000    | 4.000   | 4.000 |
| 2006-2007 | 921  | A ENG 10 | YEAR | ✓                        | ✓              | ✓            | Final | A    | Earned    | ✓         | ✓      | 15.000             | 4.000  | 1.000    | 1.000     | 1.000    | 4.000   | 4.000 |
| 2007-2008 | 1057 | AP CAL   | YEAR | ✓                        | ✓              | ✓            | Final | A    | Earned    | ✓         | ✓      | 15.000             | 4.000  | 1.000    | 1.000     | 1.000    | 4.000   | 4.000 |
| 2007-2008 | 146  | D & P IV | YEAR | ✓                        | ✓              | ✓            | Final | A    | Earned    | ✓         | ✓      | 15.000             | 4.000  | 1.000    | 1.000     | 1.000    | 4.000   | 4.000 |
| 2007-2008 | 1721 | CONG ED  | YEAR | ✓                        | ✓              | ✓            | Final | A    | Earned    | ✓         | ✓      | 15.000             | 4.000  | 1.000    | 1.000     | 1.000    | 4.000   | 4.000 |

**Handwritten Calculations:**

Step #1: Calculate the GPA using the Standard formula and don't include honors courses.

$$GPA = \frac{\text{sum of column C}}{\text{sum of column b}} = \frac{52}{13} = 4.0$$

Step #2: Plug the values into the Honors Formula.

(Honors Factor) \* (GPA with honors courses included) + (Sum of (Each Honor Credit \* Each Honor Point))

$$\frac{[(13)(4.00)] + [(1)(5) + (1)(4)]}{13 + 2} = \frac{52 + 9.8}{15} = 4.12$$

**Handwritten Notes:**

2 x b

C

n/a

n/a

2

n/a

4

Honors

Honors

2

b=13

Σ of C=52


## **Appendix F-3. Custom GPAs - JKSN – Jackson Method.**

Formerly know as Marks Bump.


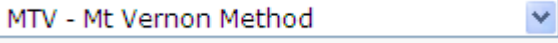






## Appendix F-4. Custom GPAs - MTV – Mt Vernon Method

The Mt Vernon Method takes into account that students in each grade level should have a certain number of earned credits at semester time and end of year.

### Required Set up items:

GPA Minimum Credit Table which is reachable only by choosing the MTV – Mt Vernon Method from **Formula:** dropdown on the **Calculations** tab of the GPA Set. Once the Mt Vernon Method formula is chosen the page will refresh and a new link named .

The GPA Minimum Credits table should be set up for the required number of credits a student should have at Semester time, then when end of year comes the table will need edited and the Minimum Credit amount adjusted to reflect how many credits a student needs at the end of the year.

1. After configuring the first tab of the GPA Set named **General** click  to move to the second tab named **Calculations**.
2. In the **Formula:** dropdown select .
3. Enter the appropriate **Precision:**
4. Choose how you want Student Information to handle student missing marks in the **Missing Marks Handling:** dropdown.
5. If you would like to **Use Difficulty Points:**, **Use Add-on Points:**, **Use Prorated Credit:**, or **Ignore Dropped Course Sections:** place checkmarks in the corresponding boxes.
6. If you have any questions on what any of the options or fields do refer to Appendix E of this document.
7. The  link to set up the GPA Minimum Credits is grayed out until you save the GPA Set.
8. Click  to move to the configure the **Rank** tab.
9. Please refer to Task #2 of this checklist on the different option on the **Rank** tab.
10. Click .
11. Next, click the  to edit the GPA Set you created.
12. Click  to move to the **Calculations** tab.
13. Click on the  link. The GPA Minimum Credits screen is only reachable by clicking on the link inside the GPA Set.
14. In the **Grade Level:** dropdown select a grade level.






15. Enter a credit amount in the **Minimum Credit:** field.


16. Click .

17. Do these three steps for each grade level in the building.

|   | <u>Grade Level</u> ^ | <u>MinimumCredits</u> |
|---|----------------------|-----------------------|
| ✗ | 09                   | 2.50                  |
| ✗ | 10                   | 7.50                  |
| ✗ | 11                   | 12.50                 |
| ✗ | 12                   | 17.50                 |

18. Click .

19. Click  to move to the **Rank** tab and click .

20. Finally click  to refresh the GPA and wait for the job to finish on your **Management** screen.

From this screen, you can view data pertaining to the student's LPA details.

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| GPA Set    | Formula       | Reporting Term | Mark Credit Types | Add-On                   | Difficulty Points        | Prev. Years              |
|------------|---------------|----------------|-------------------|--------------------------|--------------------------|--------------------------|
| Cumulative | Welman Method |                | Progress 1        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

#### MR. Versus Formula

(Total Points) ÷ 30 (Total Credits - Minimum Credits)

Total Credits

| Calculation                            | Date               | Points  | Credits | GPA   |
|--|--------------------|---------|---------|-------|
| GPA based on current GPA configuration | 04/9/2018 7:52 AM  | 106.706 | 27.000  | 4.228 |
| Last time GPA was recalculated         | 04/7/2018 12:48 AM | 106.706 | 27.000  | 4.228 |

$$\frac{(\text{sum of column c}) + .5(\text{sum of column b} - \text{min. credits})}{\text{sum of column b}}$$

## Methods

[illegible]

$$\frac{106705 + 5(27 - 17.50)}{27}$$

$$\frac{10675 + 475}{27}$$

GPA = 4.68

66.37


C. 106705

## Appendix F-5. Custom GPAs – Mansfield Custom GPA

Mansfield High School uses a custom formula to calculate Cum GPA. The Cum GPA is calculated based on all quarter marks and exam marks. Mansfield High School's quarter marks are Progress 1 and Exam are Progress 3. The Course Count formula is used but additional multipliers are set up so that each quarter grade counts as 1 and every exam grade counts as a half of a grade when figuring the GPA points and number of marks used in the divisor of the Course Count formula.

### How to set up Mansfield's Custom GPA:

1. Navigate to **StudentInformation** » **Management** » **School Administration** » **Course History Administration** » **GPA Sets**.
2. On the first tab select ☒ Progress 1 and ☒ Progress 3 in the **Mark Credit Types:** section.
3. In the **Previous Years:** section mark ☒ Progress 1 and ☒ Progress 3 as well.
4. Select the appropriate grade levels in the **Grade Levels:** section.
5. In the **Reporting Terms:** filter select Qtr1, Qtr2, Qtr3, Qtr4, Exam1, and Exam 2.
6. In the **Mark Type:** filter select Mark and Exam.
7. Click **Next >**.
8. In the **Formula:** dropdown select **CRCT - GPA by Course Count**.
9. Enter the appropriate precision and choose how you want to handle missing marks.
10. In the **Mark Types** **Multipliers** enter the following

|      |     |
|------|-----|
| Mark | 1   |
| Exam | 0.5 |
11. Note: The **Mark Types** **Multipliers** section is populated based on the mark types you selected on the **General** tab in the **Mark Type:** filter section.
12. Click **Next >**.
13. In the **Source:** dropdown select the **Mansfield Method**.
14. The **Mansfield Method** ranking method will be explained in further details in the Custom Rank section in this document.
15. Choose how you want StudentInformation to handle ties in the **Ties:** dropdown
16. Click **Save**.
17. Now click  to refresh the GPA.
18. Wait for the job on your **Management** to complete.

**Student GPA Supporting Details**  
From this screen, you can view data pertaining to the student's GPA details.

**GPA Set:**

| GPA Set | Formula             | Reporting Term                | Mark Credit Types      | Add-On                   | Difficulty Points        | Pres. Years              |
|---------|---------------------|-------------------------------|------------------------|--------------------------|--------------------------|--------------------------|
| Cur GPA | GPA by Course Count | Q1-1,Q2-2,E1-1,Q3-3,Q4-4,E2-2 | Progress 1, Progress 2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Calculations:**

| Calculation                            | Date                | Points  | Course Count | GPA   |
|--|---------------------|---------|--------------|-------|
| GPA based on current GPA configuration | 06/13/2018 1:04 PM  | 136.000 | 35           | 3.886 |
| Last time GPA was recalculated         | 06/13/2018 11:01 AM | 136.000 | 35           | 3.886 |

**Details:**

| Course    |      |          |      | Mark                     |                |                |        | Calculation Values |          |           |        |        |          |         |
|-----------|------|----------|------|--------------------------|----------------|----------------|--------|--------------------|----------|-----------|--------|--------|----------|---------|
| Year      | Code | Abbr     | Term | Include in Total Credits | Include in GPA | In GPA Credits | Type   | Mark               | Crd Type | In Earned | In GPA | Pt Val | Crd Earn | Crd Crd |
| 2017-2018 | 1802 | SPAN 1   | Full | ✓                        | ✓              | ✓              | Mark A | Progress 1         | ✓        | ✓         | ✓      | 4.000  | 1.000    | 1.000   |
| 2017-2018 | 1802 | SPAN 1   | Full | ✓                        | ✓              | ✓              | Exam A | Progress 2         | ✓        | ✓         | ✓      | 3.000  | 1.000    | 1.000   |
| 2017-2018 | 1802 | SPAN 1   | Full | ✓                        | ✓              | ✓              | Mark A | Progress 1         | ✓        | ✓         | ✓      | 4.000  | 1.000    | 1.000   |
| 2017-2018 | 1802 | SPAN 1   | Full | ✓                        | ✓              | ✓              | Mark A | Progress 2         | ✓        | ✓         | ✓      | 3.000  | 1.000    | 1.000   |
| 2017-2018 | 1802 | SPAN 1   | Full | ✓                        | ✓              | ✓              | Mark A | Progress 1         | ✓        | ✓         | ✓      | 4.000  | 1.000    | 1.000   |
| 2017-2018 | 1802 | SPAN 1   | Full | ✓                        | ✓              | ✓              | Mark A | Progress 1         | ✓        | ✓         | ✓      | 4.000  | 1.000    | 1.000   |
| 2017-2018 | 2040 | ISPL PE  | Sem1 | ✓                        | ✓              | ✓              | Mark A | Progress 1         | ✓        | ✓         | ✓      | 3.700  | .250     | .250    |
| 2017-2018 | 2040 | ISPL PE  | Sem1 | ✓                        | ✓              | ✓              | Exam B | Progress 2         | ✓        | ✓         | ✓      | 1.900  | .250     | .250    |
| 2017-2018 | 2040 | ISPL PE  | Sem1 | ✓                        | ✓              | ✓              | Mark B | Progress 1         | ✓        | ✓         | ✓      | 2.700  | .250     | .250    |
| 2017-2018 | 2190 | HEALTH   | Sem2 | ✓                        | ✓              | ✓              | Mark A | Progress 1         | ✓        | ✓         | ✓      | 4.000  | .800     | .800    |
| 2017-2018 | 2190 | HEALTH   | Sem2 | ✓                        | ✓              | ✓              | Mark A | Progress 1         | ✓        | ✓         | ✓      | 4.000  | .800     | .800    |
| 2017-2018 | 2190 | HEALTH   | Sem2 | ✓                        | ✓              | ✓              | Exam A | Progress 2         | ✓        | ✓         | ✓      | 3.000  | .800     | .800    |
| 2017-2018 | 3180 | ENGL 9   | Full | ✓                        | ✓              | ✓              | Exam A | Progress 2         | ✓        | ✓         | ✓      | 2.000  | 1.000    | 1.000   |
| 2017-2018 | 3180 | ENGL 9   | Full | ✓                        | ✓              | ✓              | Mark A | Progress 1         | ✓        | ✓         | ✓      | 4.000  | 1.000    | 1.000   |
| 2017-2018 | 3180 | ENGL 9   | Full | ✓                        | ✓              | ✓              | Exam A | Progress 2         | ✓        | ✓         | ✓      | 3.000  | 1.000    | 1.000   |
| 2017-2018 | 3180 | ENGL 9   | Full | ✓                        | ✓              | ✓              | Mark A | Progress 1         | ✓        | ✓         | ✓      | 4.000  | 1.000    | 1.000   |
| 2017-2018 | 3180 | ENGL 9   | Full | ✓                        | ✓              | ✓              | Mark A | Progress 1         | ✓        | ✓         | ✓      | 4.000  | 1.000    | 1.000   |
| 2017-2018 | 3180 | ENGL 9   | Full | ✓                        | ✓              | ✓              | Mark A | Progress 1         | ✓        | ✓         | ✓      | 4.000  | 1.000    | 1.000   |
| 2017-2018 | 4030 | W HSTT A | Sem1 | ✓                        | ✓              | ✓              | Mark A | Progress 1         | ✓        | ✓         | ✓      | 4.000  | .800     | .800    |
| 2017-2018 | 4030 | W HSTT A | Sem1 | ✓                        | ✓              | ✓              | Mark A | Progress 1         | ✓        | ✓         | ✓      | 4.000  | .800     | .800    |
| 2017-2018 | 4030 | W HSTT A | Sem1 | ✓                        | ✓              | ✓              | Exam A | Progress 2         | ✓        | ✓         | ✓      | 2.000  | .800     | .800    |
| 2017-2018 | 4040 | W HSTT B | Sem2 | ✓                        | ✓              | ✓              | Mark A | Progress 1         | ✓        | ✓         | ✓      | 4.000  | .800     | .800    |
| 2017-2018 | 4040 | W HSTT B | Sem2 | ✓                        | ✓              | ✓              | Exam A | Progress 2         | ✓        | ✓         | ✓      | 2.000  | .800     | .800    |
| 2017-2018 | 4040 | W HSTT B | Sem2 | ✓                        | ✓              | ✓              | Mark A | Progress 1         | ✓        | ✓         | ✓      | 4.000  | .800     | .800    |
| 2017-2018 | 5480 | W GEOH   | Full | ✓                        | ✓              | ✓              | Exam A | Progress 2         | ✓        | ✓         | ✓      | 3.000  | 1.000    | 1.000   |
| 2017-2018 | 5480 | W GEOH   | Full | ✓                        | ✓              | ✓              | Mark A | Progress 1         | ✓        | ✓         | ✓      | 4.000  | 1.000    | 1.000   |
| 2017-2018 | 5480 | W GEOH   | Full | ✓                        | ✓              | ✓              | Mark A | Progress 1         | ✓        | ✓         | ✓      | 3.700  | 1.000    | 1.000   |
| 2017-2018 | 5480 | W GEOH   | Full | ✓                        | ✓              | ✓              | Mark A | Progress 1         | ✓        | ✓         | ✓      | 4.000  | 1.000    | 1.000   |
| 2017-2018 | 5480 | W GEOH   | Full | ✓                        | ✓              | ✓              | Exam A | Progress 2         | ✓        | ✓         | ✓      | 3.000  | 1.000    | 1.000   |
| 2017-2018 | 5480 | W GEOH   | Full | ✓                        | ✓              | ✓              | Mark A | Progress 1         | ✓        | ✓         | ✓      | 4.000  | 1.000    | 1.000   |
| 2017-2018 | 6790 | PNC HEAL | Full | ✓                        | ✓              | ✓              | Mark A | Progress 1         | ✓        | ✓         | ✓      | 4.000  | 1.000    | 1.000   |
| 2017-2018 | 6790 | PNC HEAL | Full | ✓                        | ✓              | ✓              | Mark A | Progress 1         | ✓        | ✓         | ✓      | 4.000  | 1.000    | 1.000   |
| 2017-2018 | 6790 | PNC HEAL | Full | ✓                        | ✓              | ✓              | Exam A | Progress 2         | ✓        | ✓         | ✓      | 2.000  | 1.000    | 1.000   |
| 2017-2018 | 6790 | PNC HEAL | Full | ✓                        | ✓              | ✓              | Exam A | Progress 2         | ✓        | ✓         | ✓      | 1.800  | 1.000    | 1.000   |
| 2017-2018 | 6790 | PNC HEAL | Full | ✓                        | ✓              | ✓              | Mark A | Progress 1         | ✓        | ✓         | ✓      | 4.000  | 1.000    | 1.000   |
| 2017-2018 | 6790 | PNC HEAL | Full | ✓                        | ✓              | ✓              | Mark B | Progress 1         | ✓        | ✓         | ✓      | 3.300  | 1.000    | 1.000   |
| 2017-2018 | 7180 | W BIOC   | Full | ✓                        | ✓              | ✓              | Exam A | Progress 2         | ✓        | ✓         | ✓      | 2.000  | 1.000    | 1.000   |
| 2017-2018 | 7180 | W BIOC   | Full | ✓                        | ✓              | ✓              | Mark A | Progress 1         | ✓        | ✓         | ✓      | 3.700  | 1.000    | 1.000   |
| 2017-2018 | 7180 | W BIOC   | Full | ✓                        | ✓              | ✓              | Mark B | Progress 1         | ✓        | ✓         | ✓      | 4.000  | 1.000    | 1.000   |
| 2017-2018 | 7180 | W BIOC   | Full | ✓                        | ✓              | ✓              | Mark A | Progress 1         | ✓        | ✓         | ✓      | 3.700  | 1.000    | 1.000   |
| 2017-2018 | 7180 | W BIOC   | Full | ✓                        | ✓              | ✓              | Mark A | Progress 1         | ✓        | ✓         | ✓      | 4.000  | 1.000    | 1.000   |
| 2017-2018 | 7180 | W BIOC   | Full | ✓                        | ✓              | ✓              | Exam A | Progress 2         | ✓        | ✓         | ✓      | 1.800  | 1.000    | 1.000   |

**Handwritten Notes:**

- GPA =  $\frac{\text{Sum of column a}}{\text{\# of marks}}$
- $\frac{136}{35} = 3.886$
- mark
- Q= 136
- 35 marks (remember: Exams count as .5 a mark)

## Appendix F-6. Custom GPAs – QP - Quality Points

The Quality Points formula takes the point value of the mark times the attempted credit amount divided by the number of marks.

Student GPA Supporting Details

Press this screen, you can view data pertaining to this student's GPA details.

GPA Set

Calculate

| GPA Set | Formula        | Reporting Term | Mark/Credit Types | Add-On | Difficulty Points | Prev. Term |
|---------|----------------|----------------|-------------------|--------|-------------------|------------|
| Std QP  | Quality Points | Q1             | Progress 1        | 0      | 0                 | 0          |

Calculations

| Calculation                            | Date               | Points  | Credits | GPA    |
|--|--------------------|---------|---------|--------|
| GPA based on current GPA configuration | 04/5/2011 3:12 PM  | 14.0000 | 0.0000  | 0.0000 |
| ADD NEW GPA ADD RECALCULATED           | 04/5/2011 10:40 AM | 14.0000 | 0.0000  | 0.0000 |

Details

| Course    |      |          |      | Work                     |                |               |           | Calculation Values |        |        |          |         |        |
|-----------|------|----------|------|--------------------------|----------------|---------------|-----------|--------------------|--------|--------|----------|---------|--------|
| Year      | Code | Abbr     | Term | Include in Total Credits | Include in GPA | In Wk Credits | In Wk GPA | GPA Cnt            | Pr Snt | Crd Bk | Crd Earn | Crs Cnt | Tot Pt |
| 2010-2011 | 014  | SP1000   | 1000 | ✓                        | ✓              | Quarter Mark  | B         | Progress 1         | ✓      | 0.0000 |          |         |        |
| 2010-2011 | 036  | PH 4010  | Year | ✓                        | ✓              | Quarter Mark  | A         | Progress 1         | ✓      | 0.0000 | 4.0000   | 1.0000  | 4.0000 |
| 2010-2011 | 078  | PH 04010 | Year | ✓                        | ✓              | Quarter Mark  | B         | Progress 1         | ✓      | 0.0000 | 4.0000   | 1.0000  | 4.0000 |
| 2010-2011 | 080  | PHC      | Year | ✓                        | ✓              | Quarter Mark  | C         | Progress 1         | ✓      | 0.0000 | 2.0000   | 1.0000  | 2.0000 |
| 2010-2011 | 090  | WPH0100  | Year | ✓                        | ✓              | Quarter Mark  | D         | Progress 1         | ✓      | 0.0000 | 1.0000   | 1.0000  | 1.0000 |
| 2010-2011 | 400  | PH010    | Year | ✓                        | ✓              | Quarter Mark  | B         | Progress 1         | ✓      | 0.0000 | 2.0000   | 1.0000  | 2.0000 |

$$GPA = \frac{\text{Sum of column C}}{\text{Total \# of marks}}$$

$$GPA = \frac{14}{5} = 2.80$$

$$C = 14$$

## **Appendix G - Custom Ranks**

Appendix G-1. Lake Method


Appendix G-2. Mansfield Method













Appendix G-3. Wapak Rank Method

## Appendix G-1. Lake Method

The Lake Method multiplies the student's GPA using the Standard GPA formula by 25 and then adds the number of earned credits to achieve a number used to rank students. If the student has over 28 earned credits only 28 of those earned credits will be added to the GPA.

### How to configure the Lake custom rank method:

1. After configuring the first tab of the GPA Set named **General** click **Next >** to move to the second tab named **Calculations**.
2. In the **Formula:** dropdown select **STDA - Standard GPA Calculation (Alpha)**.
3. Enter the appropriate **Precision:**
4. Choose how you want StudentInformation to handle student missing marks in the **Missing Marks Handling:** dropdown.
5. If you would like to **Use Difficulty Points:**, **Use Add-on Points:**, **Use Prorated Credit:**, or **Ignore Dropped Course Sections:** place checkmarks in the corresponding boxes.
6. If you have any questions on what any of the options or fields do refer to Appendix E of this document.
7. Click **Next >** to move to the third tab named **Rank**.
8. In the **Source:** dropdown choose **Lake Method**.
9. Select how you want to handle ties from the **Ties:** dropdown.
10. Enter 25 in the **Rank Multiplier** field.
11. Enter 28 in the **Maximum Credits** field.
12. Click **Save**.
13. Click  and wait for the job to finish on your **Management** screen.

| Student GPA & Rank List   |              |       |        |          |            |                |              |            |
|---|--------------|-------|--------|----------|------------|----------------|--------------|------------|
| From this screen, you can view GPA rankings.  |              |       |        |          |            |                |              |            |
| GPA Set: CUM    Grade Level: 12    View   |              |       |        |          |            |                |              |            |
|   | Student      | Grade | Rank ^ | GPA      | Points     | Earned Credits | Attm Credits | Rank Value |
|  | Bo , Austin  | 12    | 1      | 4.000000 | 112.000000 | 28.000000      | 28.000000    | 128.000000 |
|  | Gala , Ber   | 12    | 1      | 4.000000 | 110.000000 | 27.500000      | 27.500000    | 128.000000 |
|  | Mokl , Laure | 12    | 3      | 3.969400 | 107.175000 | 27.000000      | 27.000000    | 127.235000 |
|  | Orc , Kat    | 12    | 4      | 3.988000 | 109.670000 | 27.500000      | 27.500000    | 127.200000 |
|  | You , Al     | 12    | 5      | 3.927600 | 108.010000 | 27.500000      | 27.500000    | 126.190000 |
|  | Dy , An      | 12    | 6      | 3.954300 | 100.835000 | 25.500000      | 25.500000    | 125.857500 |
|  | Joes , Dan.  | 12    | 7      | 3.900900 | 104.350000 | 26.750000      | 26.750000    | 125.522500 |
|  | Hea. , Pat   | 12    | 8      | 3.974600 | 103.340000 | 26.000000      | 26.000000    | 125.365000 |
|  | Mesz , John  | 12    | 9      | 3.993500 | 100.835000 | 25.250000      | 25.250000    | 125.337500 |
|  | Gros , An.   | 12    | 10     | 3.926300 | 106.010000 | 27.000000      | 27.000000    | 125.157500 |
|  | Li- , Nat    | 12    | 11     | 3.869300 | 108.340000 | 28.000000      | 28.000000    | 124.732500 |
|  | Jur , Ashle  | 12    | 12     | 3.866000 | 110.180000 | 28.500000      | 28.500000    | 124.650000 |



From this screen, you can view data pertaining to the student's CPA details.

| GPA Set | Formula                          | Reporting Term | Mark Credit Types | Add-On                   | Difficulty Points                   | Prev. Years                         |
|---------|----------------------------------|----------------|-------------------|--------------------------|-------------------------------------|-------------------------------------|
| CJH     | Standard GPA Calculation (Alpha) | F24            | Earned            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

### Getting Started

1000

**RANK =**  

$$\left( \text{GPA} \times \text{Rank Multiplier} \right) + \text{max credit amount or earned credits (whichever is lower \#)}$$

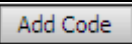

$$(3.866 \times 25) + 28 = 124.65$$












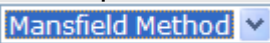


## Appendix G-2. Mansfield Method

The Mansfield rank method is used in conjunction with the Mansfield Custom GPA detailed in Appendix F-4 of this document. The Mansfield Rank method requires the set up of the Course Rank Weight Maintenance table and linked the values to the courses and course history. The rank is calculated by taking the marks point value times the rank weight.

### How to set up the Mansfield Custom GPA Rank Method?

1. Navigate to **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Course Maintenance** » **Course Rank Weight**.
2. Click .
3. In the **Code:** field enter up to 4 characters.
4. Enter a name in the **Name:** field.
5. Enter an optional **Description:**.
6. Enter the rank multiplier in the **Multiplier:** field.
7. Ensure the **Is Active:** box is checked.
8. Click .

|   |   | Code | Name ^ | Description | Multiplier | Active  |
|---|---|------|--------|-------------|------------|---|
|  |  | R    | 1      | 1           | 1          |  |
|  |  | A    | 1.5    | 1.5         | 1.5        |  |
|  |  | H    | 2      | 2           | 2          |  |
| <input checked="" type="checkbox"/> Show Active Only                                |   |      |        |             |            |   |

9. Next ensure the rank multiplier is linked to the courses in Course Maintenance and linked to manual course history.
10. The **Rank Weight:** is located on the **Marks** tab of the course or the **Course Details** of the manually entered course history record.
11. Now we are ready to calculate the GPA.
12. See Appendix F-4 on how to set up the GPA for Mansfield.
13. On the **Rank** tab choose  from the **Source:** dropdown.
14. Click .
15. Next click  recalculate the GPA.
16. Wait for the job on your **Management** screen to complete.

# Student GPA Supporting Details

From this screen, you can view data pertaining to the students GPA details.

GPA Set:

| GPA Set | Formula             | Reporting Term              | Mark Credit Types      | Add-On                   | Difficulty Points                   | Prev. Years                         |
|---------|---------------------|-----------------------------|------------------------|--------------------------|-------------------------------------|-------------------------------------|
| Cur GPA | GPA by Course Count | Qtr1,Qtr2,ExL,Qtr3,Qtr4,End | Progress 1, Progress 2 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

RANK = Sum of column C

Calculations:

| Calculation                            | Date                | Points  | Course Count | GPA   |
|--|---------------------|---------|--------------|-------|
| GPA based on current GPA configuration | 06/15/2009 11:01 AM | 126.000 | 6            | 3.896 |
| Last time GPA was recalculated         | 06/13/2008 11:01 AM | 126.000 | 6            | 3.896 |

Details:

| Course    |      |          |      | Mark                     |                |              |      | Calculation Values |            |           |        |
|-----------|------|----------|------|--------------------------|----------------|--------------|------|--------------------|------------|-----------|--------|
| Year      | Code | Abbr     | Term | Include in Total Credits | Include in GPA | Is MS Credit | Type | Mark               | Crd Type   | Is Earned | In GPA |
| 2007-2008 | 1901 | SPAW I   | Full | ✓                        | ✓              | ✓            | Mark | A                  | Progress 1 | ✓         | 4.000  |
| 2007-2008 | 1902 | SPAW I   | Full | ✓                        | ✓              | ✓            | Exam | A                  | Progress 1 | ✓         | 3.000  |
| 2007-2008 | 1903 | SPAW I   | Full | ✓                        | ✓              | ✓            | Mark | A                  | Progress 1 | ✓         | 4.000  |
| 2007-2008 | 1904 | SPAW I   | Full | ✓                        | ✓              | ✓            | Exam | A+                 | Progress 1 | ✓         | 3.000  |
| 2007-2008 | 1905 | SPAW I   | Full | ✓                        | ✓              | ✓            | Mark | A+                 | Progress 1 | ✓         | 4.000  |
| 2007-2008 | 1906 | SPAW I   | Full | ✓                        | ✓              | ✓            | Exam | A                  | Progress 1 | ✓         | 4.000  |
| 2007-2008 | 2080 | SSAL PE  | Sem1 | ✓                        | ✓              | ✓            | Mark | A-                 | Progress 1 | ✓         | 3.700  |
| 2007-2008 | 2080 | SSAL PE  | Sem1 | ✓                        | ✓              | ✓            | Exam | B                  | Progress 1 | ✓         | 3.000  |
| 2007-2008 | 2080 | SSAL PE  | Sem1 | ✓                        | ✓              | ✓            | Mark | B                  | Progress 1 | ✓         | 3.700  |
| 2007-2008 | 2180 | HEALTH   | Sem2 | ✓                        | ✓              | ✓            | Mark | A+                 | Progress 1 | ✓         | 4.000  |
| 2007-2008 | 2180 | HEALTH   | Sem2 | ✓                        | ✓              | ✓            | Mark | A+                 | Progress 1 | ✓         | 4.000  |
| 2007-2008 | 2180 | HEALTH   | Sem2 | ✓                        | ✓              | ✓            | Exam | A                  | Progress 1 | ✓         | 3.000  |
| 2007-2008 | 3180 | W ENG 9  | Full | ✓                        | ✓              | ✓            | Exam | A+                 | Progress 1 | ✓         | 3.000  |
| 2007-2008 | 3180 | W ENG 9  | Full | ✓                        | ✓              | ✓            | Mark | A+                 | Progress 1 | ✓         | 4.000  |
| 2007-2008 | 3180 | W ENG 9  | Full | ✓                        | ✓              | ✓            | Exam | A                  | Progress 1 | ✓         | 3.000  |
| 2007-2008 | 3180 | W ENG 9  | Full | ✓                        | ✓              | ✓            | Mark | A+                 | Progress 1 | ✓         | 4.000  |
| 2007-2008 | 3180 | W ENG 9  | Full | ✓                        | ✓              | ✓            | Mark | A+                 | Progress 1 | ✓         | 4.000  |
| 2007-2008 | 3180 | W ENG 9  | Full | ✓                        | ✓              | ✓            | Exam | A                  | Progress 1 | ✓         | 3.000  |
| 2007-2008 | 4000 | W HIST A | Sem1 | ✓                        | ✓              | ✓            | Mark | A+                 | Progress 1 | ✓         | 4.000  |
| 2007-2008 | 4000 | W HIST A | Sem1 | ✓                        | ✓              | ✓            | Exam | A+                 | Progress 1 | ✓         | 3.000  |
| 2007-2008 | 4040 | W HIST B | Sem2 | ✓                        | ✓              | ✓            | Mark | A+                 | Progress 1 | ✓         | 4.000  |
| 2007-2008 | 4040 | W HIST B | Sem2 | ✓                        | ✓              | ✓            | Exam | A                  | Progress 1 | ✓         | 3.000  |
| 2007-2008 | 4040 | W HIST B | Sem2 | ✓                        | ✓              | ✓            | Mark | A+                 | Progress 1 | ✓         | 4.000  |
| 2007-2008 | 5480 | W GEOH   | Full | ✓                        | ✓              | ✓            | Exam | A+                 | Progress 1 | ✓         | 3.000  |
| 2007-2008 | 5480 | W GEOH   | Full | ✓                        | ✓              | ✓            | Mark | A                  | Progress 1 | ✓         | 4.000  |
| 2007-2008 | 5480 | W GEOH   | Full | ✓                        | ✓              | ✓            | Mark | A                  | Progress 1 | ✓         | 3.700  |
| 2007-2008 | 5480 | W GEOH   | Full | ✓                        | ✓              | ✓            | Exam | A                  | Progress 1 | ✓         | 4.000  |
| 2007-2008 | 5480 | W GEOH   | Full | ✓                        | ✓              | ✓            | Mark | A                  | Progress 1 | ✓         | 4.000  |
| 2007-2008 | 5760 | PNC HEAL | Full | ✓                        | ✓              | ✓            | Mark | A+                 | Progress 1 | ✓         | 4.000  |
| 2007-2008 | 5760 | PNC HEAL | Full | ✓                        | ✓              | ✓            | Exam | A+                 | Progress 1 | ✓         | 3.000  |
| 2007-2008 | 5760 | PNC HEAL | Full | ✓                        | ✓              | ✓            | Exam | A-                 | Progress 1 | ✓         | 3.880  |
| 2007-2008 | 5760 | PNC HEAL | Full | ✓                        | ✓              | ✓            | Mark | A                  | Progress 1 | ✓         | 4.000  |
| 2007-2008 | 5760 | PNC HEAL | Full | ✓                        | ✓              | ✓            | Mark | B+                 | Progress 1 | ✓         | 3.300  |
| 2007-2008 | 7180 | W BIOL   | Full | ✓                        | ✓              | ✓            | Exam | A+                 | Progress 1 | ✓         | 3.000  |
| 2007-2008 | 7180 | W BIOL   | Full | ✓                        | ✓              | ✓            | Mark | A-                 | Progress 1 | ✓         | 3.700  |
| 2007-2008 | 7180 | W BIOL   | Full | ✓                        | ✓              | ✓            | Mark | A                  | Progress 1 | ✓         | 4.000  |
| 2007-2008 | 7180 | W BIOL   | Full | ✓                        | ✓              | ✓            | Mark | A-                 | Progress 1 | ✓         | 3.700  |
| 2007-2008 | 7180 | W BIOL   | Full | ✓                        | ✓              | ✓            | Exam | A                  | Progress 1 | ✓         | 3.880  |

a  
b  
c  
Rank points  
214.95

## Appendix G-3. Wapak Rank Method

The Wapak Custom Rank method takes into account the number of honor courses the student is taking, the student's max ACT or Plan Composite score and their total credits. Honors courses must have the **Is Honors Course:** box checked on the course record in order to be included in the rank calculation.

Wapak chooses the **STDA - Standard GPA Calculation (Alpha)** from the **Formula:** dropdown on the **Calculations** tab of the GPA Set and chooses **WAPAK Method** rank method in the **Source:** dropdown on the **Rank** tab.

**Student GPA & Rank List**  
From this screen, you can view GPA rankings.

GPA Set: Custom Ranking Grade Level: 12 View

$$RANK = 10 \left[ \left( \frac{.5}{4} \right) (GPA) + \frac{.25}{15} \left( \frac{\# \text{ of honors courses}}{\text{courses}} \right) + \frac{.15}{36} \left( \frac{\text{Max ACT or Plan}}{\text{Plan}} \right) + \frac{.1}{28} \left( \frac{\text{total earned credits}}{\text{credits}} \right) \right]$$

$$10 [ .4165 + .2000 + .125 + .1263714 ] = 9.500714$$

| Student       | Grade | Rank ^ | GPA      | Points     | Earned Credits | Attm Credits | Rank Value |
|---------------|-------|--------|----------|------------|----------------|--------------|------------|
| BROW , ZAC    | 12    | 1      | 3.972000 | 141.000000 | 35.500000      | 35.500000    | 9.500714   |
| KROC , KAIT   | 12    | 2      | 3.975000 | 107.330000 | 27.000000      | 27.000000    | 9.409226   |
| MA , KYLE     | 12    | 3      | 4.000000 | 108.000000 | 27.000000      | 27.000000    | 9.357143   |
| BUR , BRIAN   | 12    | 4      | 3.989000 | 115.670000 | 29.000000      | 29.000000    | 9.331488   |
| MCCLIN , KYLE | 12    | 5      | 4.000000 | 108.000000 | 27.000000      | 27.000000    | 9.315476   |
| HER , DAVID   | 12    | 6      | 3.929000 | 110.010000 | 28.000000      | 28.000000    | 9.220774   |

## Appendix H – Flag Settings

| Scenario:                     | Is High School Credit: | Include in Total Credits: | Include in GPA: | Outcome:  |
|-------------------------------|------------------------|---------------------------|-----------------|---|
| High School course marked as: | Yes                    | Yes                       | Yes             | Course will be included in total HS credits and will be included in the HS GPA. |
| High School course marked as: | Yes                    | Yes                       | No              | Course will be included in total HS credits but not the HS GPA.                 |
| High School course marked as: | Yes                    | No                        | Yes             | Course will be included in HS GPA but not total HS credits.                     |
| High School course marked as: | Yes                    | No                        | No              | Course will not be included in either the HS GPA or total HS credits.           |
| High School course marked as: | No                     | Yes                       | Yes             | Course will not be included in either the HS GPA or total HS credits.           |
| High School course marked as: | No                     | No                        | No              | Course will not be included in either the HS GPA or total HS credits.           |

| <b>Scenario:</b>                | <b>Is High School Credit:</b> | <b>Include in Total Credits:</b> | <b>Include in GPA:</b> | <b>Outcome:</b>   |
|---------------------------------|-------------------------------|----------------------------------|------------------------|---|
| Middle School course marked as: | Yes                           | Yes                              | Yes                    | Course will be included in the student's MS total credits and HS total credits, as well as the MS and HS GPA.             |
| Middle School course marked as: | Yes                           | Yes                              | No                     | Course will be included in the student's MS and HS total credits, but not included in either the MS or HS GPA.            |
| Middle School course marked as: | Yes                           | No                               | Yes                    | Course will not be included in the student's MS or HS total credit, but the course will be included in the MS and HS GPA. |
| Middle School course marked as: | No                            | Yes                              | Yes                    | Course will only be included in the student's MS total credits and MS GPA, not the student's HS GPA or credits.           |

|                                 |    |     |     |  |
|---------------------------------|----|-----|-----|--|
| Middle School course marked as: | No | No  | Yes | Course will only be included in the student's MS GPA, not in the student's MS total credit, HS total credit, or HS GPA.  |
| Middle School course marked as: | No | Yes | No  | Course will only be included in the student's MS total credit, not in the student's MS GPA, HS GPA, or HS total credits. |
| Middle School course marked as: | No | No  | No  | Course will not be included in MS or HS credit nor in the MS or HS GPA.  |

## Appendix I – Full Credit versus Prorated Credit Flags

**Calculations:** < Back   Next >

**Formula:** FNDLY - Findlay Method


**Precision:** 5

**Missing Marks Handling:** Ignore Mark

**Use Difficulty Points:** ☐

**Include Other Schools:** ☐

**Use Add-on Points:** ☒

**Use Prorated Credit:** ☐ 

☒ Use Manual Course History Mark Credit Detail

☐ Use Manual Course History Course Credit

**Ignore Dropped Course Sections:** ☐

**Honors Base Credit Value** 20

**Honors Credit Divisor** 40

In the following example the course is worth 1.0 credit and the GPA is calculated by using 1<sup>st</sup> sem avg marks

| Option used:                                 | Courses on Student Marks page                               | Courses in Manual Course History                                       |
|--|---|--|
| Use Manual Course History Mark Credit Detail | Full credit amount it used (1.00)                           | Attempted credit amount on tab2 of cohi is used (partial credit) (.50) |
| Use Manual Course History Course Credit      | Full credit amount is used (1.00)                           | Attempted credit amount on tab1 is used (full credit) (1.00)           |
| Use Prorated Credit                          | Partial credit amount is used – gpa looks at credit % (.50) | Attempted credit amount on tab2 of cohi is used (partial credit) (.50) |