
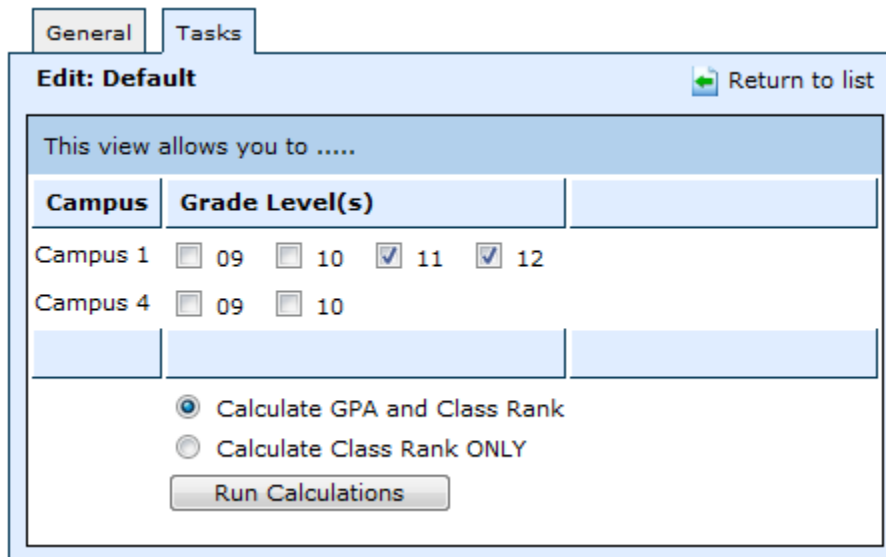

Graduation and GPA


Running GPA for the Campus

Students > Grades > Set Up > GPA Logic

- Click  for the appropriate GPA Logic
- Click on the Tasks tab, you will see all campuses for the district that have grade levels associated with this GPA Logic
- Use the check box(es) to select each grade to be included when running the GPA and/or Class Rank. Any unchecked box(es) will be excluded from processing.
- Use the radio button to select if running GPA *and* Class Rank or Class Rank *ONLY*
- Click



General Tasks

Edit: Default  Return to list

This view allows you to

Campus	Grade Level(s)
Campus 1	<input type="checkbox"/> 09 <input type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12
Campus 4	<input type="checkbox"/> 09 <input type="checkbox"/> 10

Calculate GPA and Class Rank
 Calculate Class Rank ONLY

This process will calculate the GPA for all selected grade levels of students enrolled on the campus(es). If different grade levels have different GPA Policies, please make sure the WebSmart office is aware so that this can be properly configured for you and properly associated.

Running GPA for an Individual Student

The system allows you to run and/or recalculate a single student's GPA from the student's screen in Student Manager.


Students > Students > Student Manager

- Click  for the student


Permanent Record Tab

To access this screen, click the Permanent Record tab. This screen is used to code the information for High School students related to Course Requirements and Cohort Year, Class Rank Display, and the Permanent Records for Testing and Courses.

To recalculate the student:


- Use the  **Recalculate GPA** button to recalculate the individual student's GPA. Using this function will hide the Class Rank information. Class Rank can be rerun using the information on page 1.

To define the Graduation Plan Coding and manually define the GPA and/or Class Rank :

- Click  **Edit Other Info**
- **Other Demographic Information:**
 - Define the **1st Yr Entered 9th Grade** – this is used to determine the student's Cohort Year – the year the student should graduate. Example 1st Yr = 2012-2013 then the Cohort Year = 2015-2016
 - Define the **Graduation Plan** – this is used to determine the course requests for the student during the scheduling process
 - **Advisor** – this is an option used to link students to staff for local accountability procedures. Staff are defined as Advisors in their HR record.
- **Grade Point Average** – the system will define these values through the automated process for calculating GPA, but this can be manually overwritten as needed. This will also display when GPA was last run for the student.
 - Standard GPA – this is calculated based on a standard 4.0 scale GPA and includes active course work
 - Local GPA – this is calculated based upon the district's locally defined GPA policy
- **Class Ranking Information** – the system will define these values through the automated process for calculating Class Rank, but this can be manually overwritten as needed. This will also display when Class Rank was last run for the student.
 - Class Rank – the student's rank

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- Class Size – the total number of students included in the class ranking
 - Quartile – this defines in which fourth the student belongs by class rankings (1 = top fourth or top 25%, 2 = top half, 3 = bottom half, 4 = bottom fourth)
 - Decile – this defines in which tenth the student belongs by class rankings



 **Return to list** will take you back to the list of students in Student Manager or select a new tab to continue working in the student