

GPA's, Credits & Honor Rolls

Introduction

Administrator's Plus calculates and maintains two separate cumulative GPA's for each student.

A student's *Simple GPA (SGPA)* is calculated by dividing the *Simple Quality Points* for all courses by the total *Weight* of all courses in his or her transcript record.

The *Adjusted GPA (AGPA)* first takes into account the extra *Quality Points* for advanced level courses, then divides the resulting *Adjusted Quality Points* by the total *Weight* of all courses.

Simple Quality Points are determined by the value of the grade earned in the course.

Adjusted Quality Points are the *Simple Quality Points* plus any additional points awarded for advanced level courses. (See *GPA factor*)

Weight is a value used to determine how heavily the *Quality Points* earned in one course should count into the overall GPA calculation compared to other courses. In most cases, the course's *Weight* is the same as 'Credits Attempted'.

Student GPA and Credit values can be 'updated' at the end of the school year from inside the **Statistical Reports** program of the **Report Card** module, or inside the student's **View/Change** screen.

The end-of-year update is based upon the grades found in all report card column(s) designated to award credit. A temporary midyear update based on the grades in any report card column can be performed at any time during the school year. Temporary midyear updates are typically used to obtain an up-to-date class rank for seniors.

Once updated, a student's *Cumulative Credits*, *Simple Quality Points*, *Weight*, and *Adjusted Quality Points*, *SGPA* and *AGPA* can be viewed at the top of the student's **View/Change** window.

Adjusted Quality Points	:	1771.50	Adjusted Weight	:	22.00	Adjusted GPA	:	80.52	Credits	:	22.00
Simple Quality Points	:	1761.50	Simple Weight	:	22.00	Simple GPA	:	80.07			

The SGPA and AGPA Calculation

- 1) If any update has already been performed during the current school year, the program first 'un-updates' the values from the previous update, setting the student's *Quality Points* and *Weight* back to their year-start baseline values.
- 2) Each course in a student's record is examined separately. The **Master Course List** setting 'Count in GPA' tells the program whether or not to include the course in the calculation.
- 3) For each included course, the program looks at the grade symbol stored in the report card column(s) selected in the Update Specifications. Courses with no grade in the specified update column are skipped as well as those with grade symbols set up in the **Grade Table** to be excluded from averages.
- 4) Each grade a student may earn has a quality point value assigned in the **Grade Table**. This value is the same as the *Simple Quality Points*.
- 5) If the course has a *GPA Factor*, (set in the **Master Course List**) this value is either added to or multiplied by the earned (simple) *Quality Points* resulting in the *Adjusted Quality Points*. Use the **CustRC** program to set up whether you want to Add or Multiply your *GPA Factor*.
- 6) The *Weight* of the course is determined by the value assigned in the **Master Course List**. The *Simple Quality Points* are multiplied by the *Weight* to arrive at the *Simple Course Quality Points*. The *Adjusted Quality Points* are multiplied by the *Weight* to arrive at the *Adjusted Course Quality Points*.
- 7) The *Simple Course Quality Points* for all courses are divided by the total *Weight* for all courses to arrive at the *SGPA*. The *Adjusted Course Quality Points* for all courses are divided by the total *Weight* for all courses to arrive at the *AGPA*.
- 8) Cumulative GPA's are maintained by copying student's end-of-year *SQP*, *AQP*, *Credit* and *Weight* values to the new school year using the **Transfer Credits & GPA's** program. Future GPA updates will add *SQP*, *AQP*, *Credit* and *Weight* to these baseline values and recalculate a new GPA based on the values from all courses in a student's transcript record.

Quality Points	X	Course Weight	=	Course QP
92.5		1		92.5
88		1		88
93		1		93
86		1		86
87		1		87
91		.5		45.5
93.5		1		93.5
88.3		1		88.3
90		1		90
92		1		92
87		.5		43.5
84		1		84
Totals:		11		983.3

Total Course Quality Points / Total Weight = Grade Point Average

$$983.3 / 11 = 89.39$$

What goes into the GPA?

The GPA calculation takes into account the following information that you enter in the [Master Course List](#), [Customize RC](#), student's [View/Change](#) transcript records and the [Update Specifications](#). Each piece of information is described in further detail on the following pages.

'Count in GPA' Settings:

Each course can be individually included or excluded from the GPA using the 'Count in GPA' setting in the [Master Course List](#).

Weight:

A course's *Weight* is a comparative value assigned in the [Master Course List](#), which, in almost all cases is the same as *Credits*. The total *Weight* for all courses in a student's transcript record is used as the denominator for the *Simple* and *Adjusted GPA* calculation unless the school has chosen to 'Use Separate Weights for Adjusted and Simple GPA's' in the [Universal GPA Specifications](#).

Quality Points:

Each grade a student may receive for a course has a quality point value assigned in the [Grade Table](#). The total *Quality Points* for all courses in a student's transcript record act as the numerator for the *Simple GPA* calculation. Inside the [Grade Table](#), you can also tell Administrator's Plus to ignore courses in which a student earns specific grade symbols, such as I (Incomplete) or P (Pass).

GPA Factor:

The GPA factor is a value that allows you to award extra *Quality Points* for advanced level courses or take away *Quality Points* for lower level courses.

You tell the program whether to Add or Multiply the *GPA factor* by the earned *Quality Points* in **CustomizeRC->GPA Factor**. Any extra *Quality Points* awarded by the *GPA factor* are included in the student's *Adjusted Quality Points*. The total *Adjusted Quality Points* for all courses in a student's transcript record act as the numerator for the *Adjusted GPA* calculation.

Credit Columns:

Administrator's Plus will award credit when a passing grade is entered into the report card column(s) designated as Credit Column(s). For most schools either the Final Grade Column, two Semester columns or three Trimester columns are designated as the Credit Column(s). If more than one column is designated as a Credit Column, the end of year GPA and Credit update is calculated based on the grades found in all Credit Columns.

Specifications:

Two sets of specifications affect the GPA calculations:

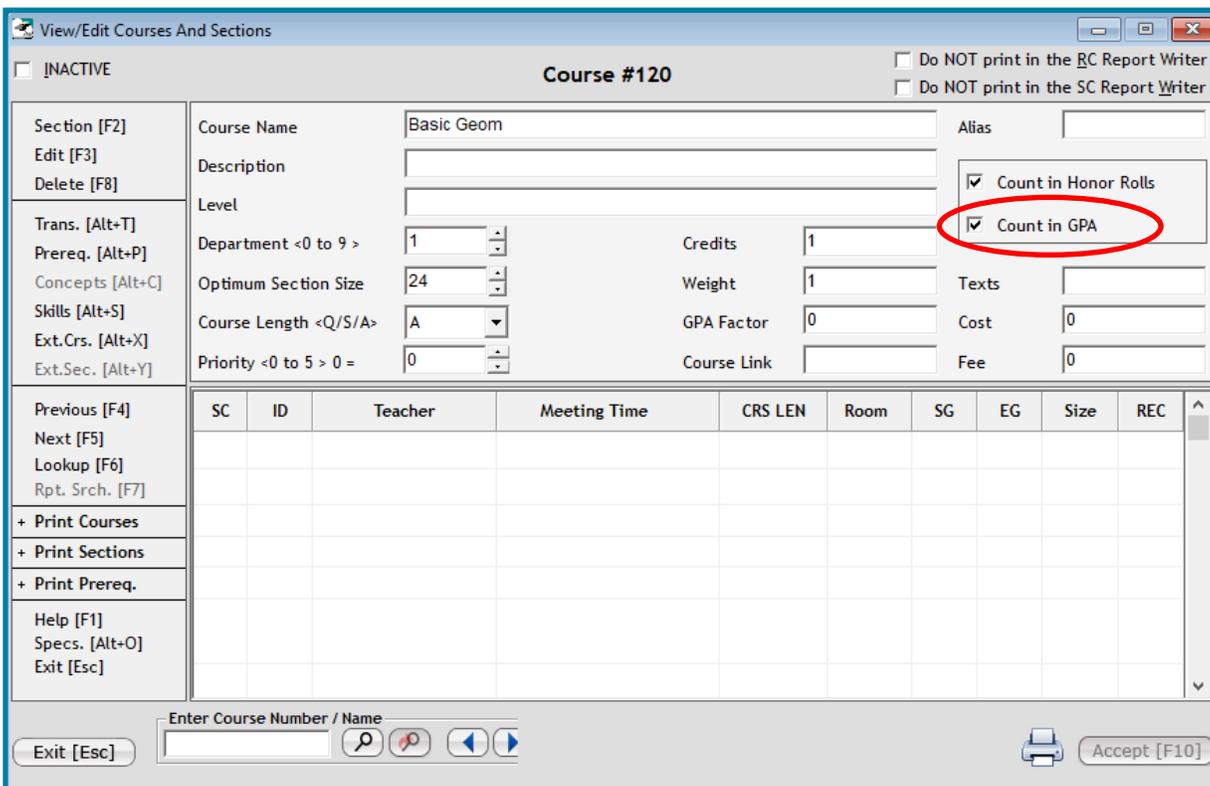
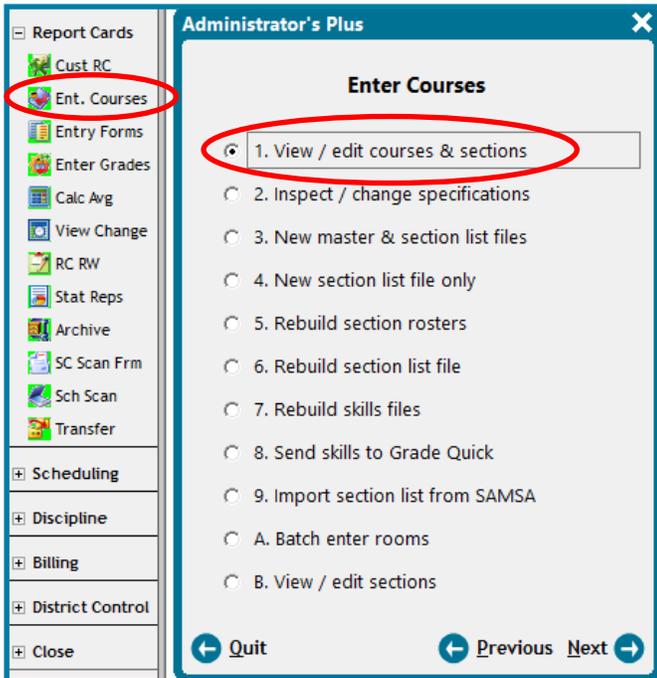
The *Universal GPA Specifications*, which control global GPA options and the *Update Specifications*, which control the parameters of the current GPA update

Overrides:

The *Credit* awarded and/or *Weight* used for any course in a student's record can be overridden by entering an 'Override Code' into report card column 14 (OVR). A student's baseline *Quality Points*, *Credit* and *Weight* can also be overridden from inside the **View/Change** screen.

Which Courses are Included?

If you wish to omit certain courses from the GPA calculation, use the Count in GPA settings inside the **Master Course List**. Go to **Enter Courses->View/Edit Courses & Sections** and check the appropriate boxes for each course. During an update, a course without a check in the **Count in GPA** will be skipped.



The optional Universal GPA Specification **Use Separate Weights for Adjusted and Simple GPA's?** gives schools the option to include different courses in the calculation of the Simple GPA versus the Adjusted GPA.

The screenshots illustrate the navigation path to the GPA specification:

- Stat Reps** (circled in red)
- 2. Grade point averages** (circled in red)
- 4. Update / un-update GPA's / credits** (circled in red)
- 6. Inspect / change universal GPA specifications** (circled in red)

The final dialog, **Universal Specifications: Grade Point Averages**, shows the following settings:

- 1. Minimum Letter Grade For The GPA Factor?
- 2. Minimum Number Grade For The GPA Factor?
- 3. Number Of Decimal Places (0 To 4)?
- 4. Use Regent's Column For Credits?
- 5. Use Separate Weights For Adjusted And Simple GPA's? Yes No

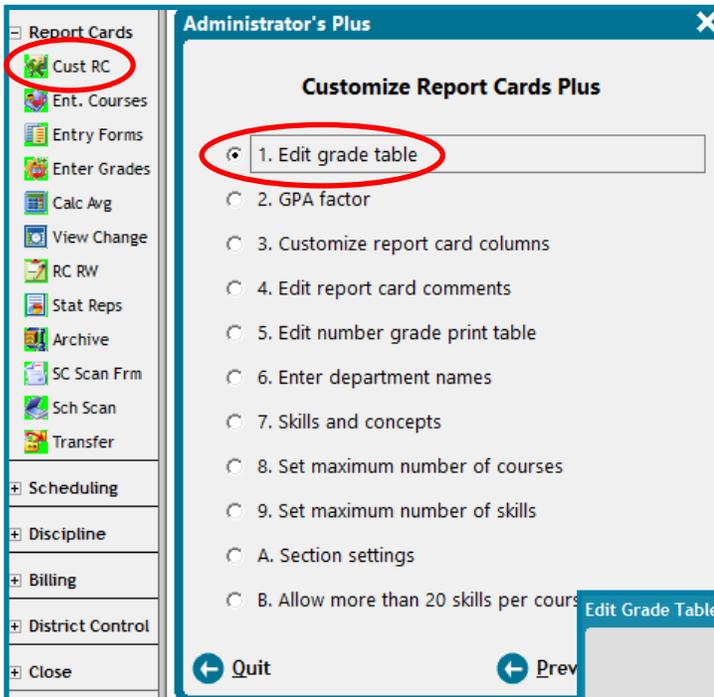
When this specification is set to Yes, the options in the Master Course List change to two separate check box specifications.

The screenshot shows the **View/Edit Courses And Sections** window for **Course #120**. The course name is **Basic Geom**. The following checkboxes are checked and circled in red:

- Count in Master Rolls
- Count in Simple GPA
- Count in Adjusted GPA

Other course details include: Department 1, Credits 1, Weight 1, GPA Factor 0, and Course Length A.

Grade Symbols and Quality Points



The *Quality Points* assigned to each grade symbol can be viewed or edited inside **CustomizeRC->Edit Grade Table**.

The Supervisor can assign the desired *Quality Point* value to each numeric and/or letter grade symbol.

In addition, the Grade Table determines whether or not a grade symbol should be considered a passing grade (if credit should be awarded), and whether or not it should be included in GPA calculations.

#	SYMBOL	Q PTS	CREDIT	AVERAGE?
58	[58]	58.00	N	Y
59	[59]	59.00	N	Y
60	[60]	60.00	N	Y
61	[61]	61.00	N	Y
62	[62]	62.00	N	Y
63	[63]	63.00	N	Y
64	[64]	64.00	N	Y
65	[65]	65.00	Y	Y
66	[66]	66.00	Y	Y
67	[67]	67.00	Y	Y
68	[68]	68.00	Y	Y
69	[69]	69.00	Y	Y
70	[70]	70.00	Y	Y
71	[71]	71.00	Y	Y
72	[72]	72.00	Y	Y
73	[73]	73.00	Y	Y
74	[74]	74.00	Y	Y
75	[75]	75.00	Y	Y
76	[76]	76.00	Y	Y

For schools using numeric grades, all grade symbols 64 or lower may be considered failing grades and therefore a student should not receive credit for the course. In this case, all

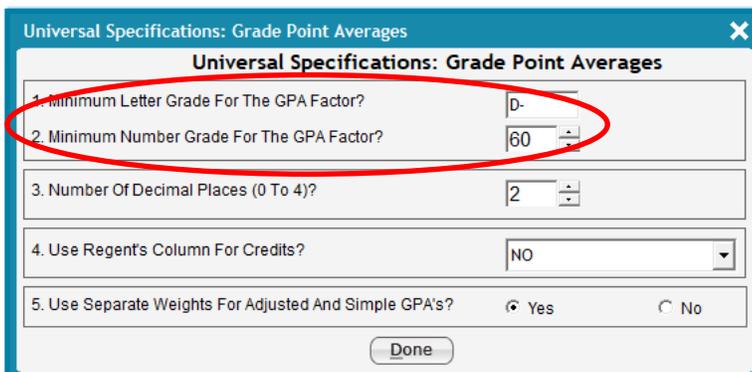
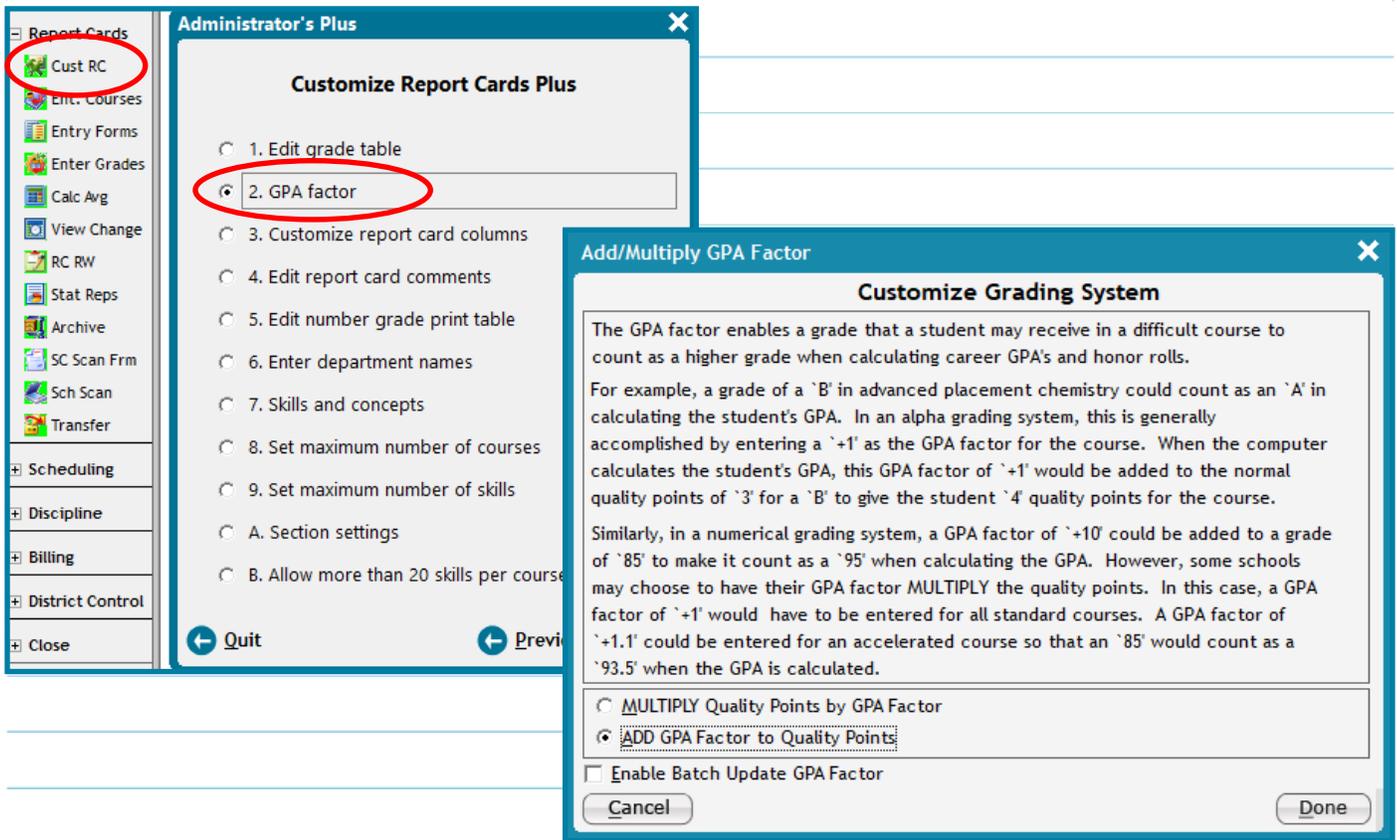
number grades 64 and lower would have an 'N' entered in the **Credit** field. The **Average?** field allows you to tell Administrator's Plus to ignore specific grade symbols in the GPA calculation.

For example, grades such as 'I' (Incomplete) or 'P' (Pass) will not be counted toward the GPA if you enter an 'N' in the average field on that grade's line.

Note: A course with no grade symbol in the specified update column will be skipped during the GPA calculation.

GPA Factor

The GPA Factor is a value that will be added to or multiplied by the Quality Points of the grade earned. Typically the GPA factor is used for AP, Honors and other advanced courses. You can also use the GPA factor to decrease a student's earned Quality Points for lower level courses. For example, setting a GPA factor for a remedial course will cause a student to receive fewer Quality Points if it has a negative GPA factor (when adding) or a percentage value lower than 1 (when multiplying). The Supervisor determines whether Administrator's Plus will add or multiply the GPA factor inside the [CustomizeRC->GPA Factor screen](#).



Inside the Universal GPA specifications you can tell the program the lowest grade a student must earn to receive the GPA factor. Setting a minimum grade for the GPA factor ensures that a student who

receives an 'F' in an advanced level course does not pass the course because the program raised his grade to a 'D' with the GPA factor.

Weight

A course's *Weight* is a comparative value assigned to each course that is used to determine how the grade earned will 'weigh' into the GPA calculation in proportion to grades from other courses. Many schools use 'Credits' or 'Credits Attempted' in the same manner as

The screenshot shows a software window titled "View/Edit Courses And Sections" for "Course #120". The "Credits" field is circled in red. Other fields include Course Name (Basic Geom), Description, Level, Department (1), Optimum Section Size (24), Course Length (A), and Priority (0). There are also checkboxes for "Count in Honor Rolls", "Count in Simple GPA", and "Count in Adjusted GPA". A table at the bottom lists columns for SC, ID, Teacher, Meeting Time, CRS LEN, Room, SG, EG, Size, and REC.

Administrator's Plus uses *Weight*. For these schools a course's *Weight* should equal the *Credits*. Setting comparative *Weight* Values for courses prevents a scenario where a student can skew his or her GPA by taking a greater number of courses that require less course work.

For example, if *All Year*, *Semester* and *Quarter* courses all have equal *weight*, then the grades earned in each course weigh into the GPA calculation with equal significance:

Course & Length	Grade & QP Value	Weight	Course QP = QP x Weight	Course Weight	GPA
English (All Year)	C- = 1.67	x 1.0	= 1.67	= 1	
Psychology (Semester)	A = 4.00	x 1.0	= 4.00	= 1	
Painting (Quarter)	A = 4.00	x 1.0	= 4.00	= 1	
Totals:			9.67	3	9.67 / 3 = 3.22

In the above scenario, the "A" in Painting boosts the student's GPA because it is treated with equal significance as the "C-" in English.

However, when the weight values differentiate the amount of course work required, the quality point values contributed by each grade are congruent with the amount of work the student actually completed. (See next page)

Course & Length	Grade & QP Value	Weight	Course QP = QP x Weight	Course Weight	GPA
English (All Year)	C- = 1.67	x 1.0	= 1.67	= 1	
Psychology (Semester)	A = 4.00	x .50	= 2.00	= .5	
Painting (Quarter)	A = 4.00	x .25	= 1.00	= .25	
Totals:			4.67	1.75	4.67 / 1.75 = 2.67

In the above example, the "A" in Painting is treated with ¼ the significance of the "C-" in English. During a midyear update, the 'Percent to weight...' settings in the Update Specifications screen tell the program the percentage of the full course Weight to use for partially completed courses. These settings also affect the amount of the course credit to award and therefore should reflect the amount of the course that has been completed at the time of the update.

For example, at the midyear point, you can use 50% Weight for All Year courses (courses that are at that point 50% complete) and 100% Weight for Semester 1 and Quarter courses.

Setting Weight percentages during a midyear update balances the Quality Points and Weight contributed by partially completed courses with those contributed by courses that are already finished.

In this example of a midyear update, 50% of the Weight of the All Year course is used. Full Weight is used for the Semester 1 course and the Quarter 2 course, both of which are finished.

Course & Length	Grade & QP Value	Weight	Course QP = QP x Weight	Course Weight	GPA
English (All Year)	C- = 1.67	x .50	= .835	= 1	
Psychology (Semester)	A = 4.00	x .50	= 2.00	= .5	
Painting (Quarter)	A = 4.00	x .25	= 1.00	= .25	
Totals:			3.835	1.75	3.835 / 1.75 = 3.068

Credit Column(s)

A school's Credit Column(s) tell Administrator's Plus when students should receive credit for a passing grade in the course. The Credit Column(s) are determined by whether it is an All Year School, a Semester School, or a Trimester School. During the end-of-year update, each passing grade found in a Credit Column will cause the student to receive an amount of credit equal to the total credit for the course divided by the number of credit columns. During a mid-year update, students will receive partial or full credit depending on the amount of the total course work that has been completed. The program determines how much of the course has been completed from the 'Percentage to Weight' values entered into the [GPA Update Specifications](#) screen. The Supervisor sets the Credit Column(s) inside the [CustomizeRC->Edit Report Card Columns](#) screen.

All Year Schools have one Credit Column (usually the final grade column). During the end-of-

Customize Report Card Columns

Column	25 Character Name	5 Chr	3 Chr	Type	Credit
1	FIRST MARKING PERIOD	1ST	1ST	PERIOD	N
2	SECOND MARKING PERIOD	2ND	2ND	PERIOD	N
3	0			UNUSED	N
4	MIDYEAR EXAM	MIDEX	MEX	EXAM	N
5	0			UNUSED	N
6	0			UNUSED	N
7	THIRD MARKING PERIOD	3RD	4TH	PERIOD	N
8	FOURTH MARKING PERIOD	4TH	4TH	PERIOD	N
9	0			UNUSED	N
10	FINAL EXAM	FINEX	FEX	EXAM	N
11	0			UNUSED	N
12	0			UNUSED	N
13	FINAL GRADE	FINAL	FIN	FINAL	Y

Abort [Esc] Accept [F10]

year GPA update, the Credit and GPA calculation is based upon the grades stored in the Final Grade Column. The school may temporarily update GPA's and Credits midyear, but during the end-of-year update these midyear values will be 'un-updated' so that the GPA is based on only the grades in the Final Grade Column.

Semester Schools have two Credit Columns (usually Sem 1 and Sem 2). The end-of-year Credit and GPA update is based upon the grades found in both Credit Columns. A midyear update may be performed to show partial credit earned for All Year courses, and full credit earned for Semester and Quarter courses. During the end-of-year update these values will be 'un-updated' so that the end-of-year Credits and GPA are based upon the grades in both Semester Credit Columns.

Customize Report Card Columns

Column	25 Character Name	5 Chr	3 Chr	Type	Credit
1	FIRST MARKING PERIOD	1ST	1ST	PERIOD	N
2	SECOND MARKING PERIOD	2ND	2ND	PERIOD	N
3	0			UNUSED	N
4	MIDYEAR EXAM	MIDEX	MEX	EXAM	N
5	SEMESTER ONE GRADE	SEM1	S1	SEMESTER	Y
6	0			UNUSED	N
7	THIRD MARKING PERIOD	3RD	4TH	PERIOD	N
8	FOURTH MARKING PERIOD	4TH	4TH	PERIOD	N
9	0			UNUSED	N
10	FINAL EXAM	FINEX	FEX	EXAM	N
11	SEMESTER TWO GRADE	SEM2	S2	SEMESTER	Y
12	0			UNUSED	N
13	0			UNUSED	N

Exit [Esc] Accept [F10]

Trimester Schools may award Credit at the end of each trimester. The end-of-year Credit and

Customize Report Card Columns

Column	25 Character Name	5 Chr	3 Chr	Type	Credit
1	Trimester One	Tri 1	T1	SEMESTER	Y
2	0			UNUSED	N
3	0			UNUSED	N
4	0			UNUSED	N
5	Trimester Two	Tri 2	T2	SEMESTER	Y
6	0			UNUSED	N
7	0			UNUSED	N
8	0			UNUSED	N
9	Trimester Three	Tri 3	T3	SEMESTER	Y
10	0			UNUSED	N
11	0			UNUSED	N
12	0			UNUSED	N
13	0			UNUSED	N

Abort [Esc] Accept [F10]

GPA update is based upon the grades found in all three Credit Columns (Trimester 1, Trimester 2, and Trimester 3). To accomplish this, each trimester column must be set up as a 'Semester' Type column with a 'Y' in the credit field.

Specifications

Universal GPA Specifications control the minimum letter or number grade for the GPA factor, the

Universal Specifications: Grade Point Averages ✕

Universal Specifications: Grade Point Averages

1. Minimum Letter Grade For The GPA Factor?

2. Minimum Number Grade For The GPA Factor?

3. Number Of Decimal Places (0 To 4)?

4. Use Regent's Column For Credits?

5. Use Separate Weights For Adjusted And Simple GPA's? Yes No

number of decimal places, and the use of the New York Regents column. This screen also contains the setting that allows you to count different courses in the Adjusted vs. Simple GPA calculation.

Update Specifications control the settings for a specific GPA update including the column on which the GPA update should be based, the year for the update (Year 0 or Archival Years), the detail of the update report, and the percentage of Weight to use for mid-year updates. You can also elect to perform a temporary 3rd quarter update for senior transcripts or National Honors eligibility (see the section on **How to Calculate a 3rd Quarter GPA** later in this document for more

Specifications: Update GPA's and Credits ✕

Specifications: Update GPA's and Credits

1. Update Based On Which Columns?

2. Which Years?

3. Report Detail? Summary Report Detailed Report

If specification #1 is set to update based on ONE column, the following table will be used to weight courses based on their length. If updating on the semester grade, usually full year courses will be weighted 50% and all other courses 100%.

4. Percent To Weight Full Year Courses?	<input type="text" value="50.00"/> %
5. Percent To Weight Sem 1 Courses?	<input type="text" value="100.00"/> %
6. Percent To Weight Sem 2 Courses?	<input type="text" value="100.00"/> %
7. Percent To Weight Qtr Courses?	<input type="text" value="100.00"/> %

8. Third Quarter Update? Yes No

information).

Override the GPA Values

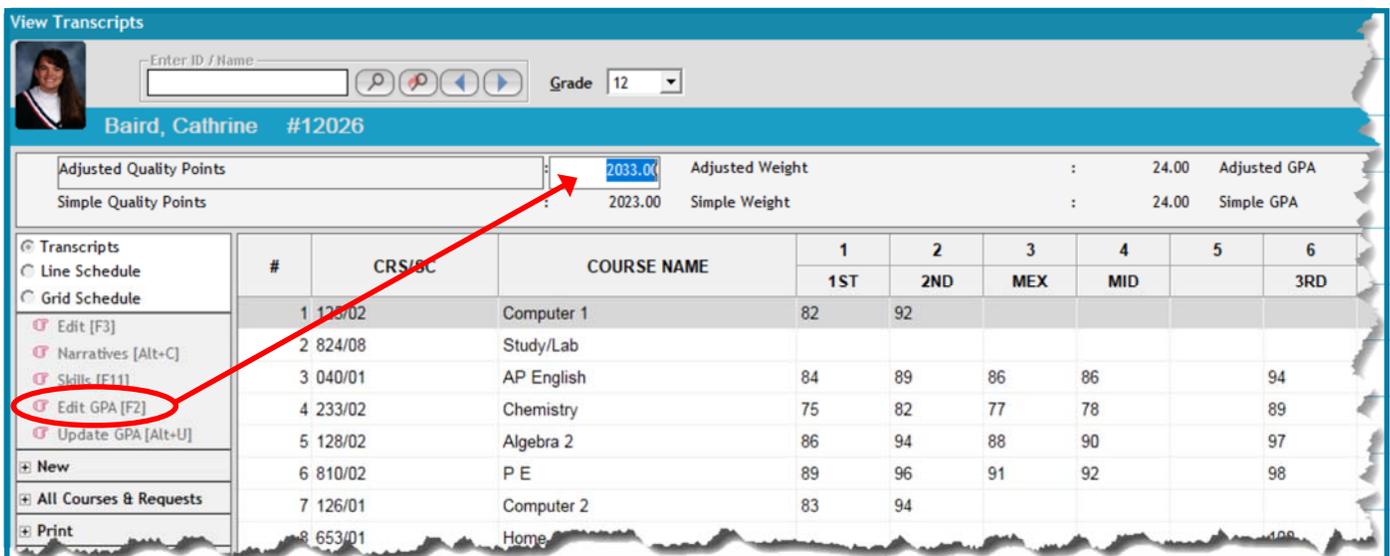
Two types of GPA overrides may be performed on students: Editing the GPA Values, and Using an Override Code. Both are done in a student's **View/Change** screen.

A student's overall Quality Points, Weight and Credit values can be edited. This option may be used when students transfer from another school or to edit the Quality Point, Credit or Weight values calculated by Administrator's Plus. When a student's GPA has been manually entered into the **View/Change** screen the Adjusted Quality Points, Adjusted Weight, Adjusted GPA, Credit, Simple Quality Points, and Simple Weight become the baseline values for future GPA updates.

Important: If a school chooses to edit a student's GPA from inside the View/Change screen, the values entered will be erased if the school chooses to perform any of the following actions:

1. Transfer Credits & GPA's from a previous school year
2. Reset students' career Credits and GPA's to 0
3. Update based upon Archival Years

To manually enter or edit a student's GPA from the **View/Change** screen, click the **Edit GPA** link. After entering the *Adjusted Quality Point* and *Weight* values the *Adjusted GPA* will automatically be calculated. After entering the *Simple Quality Point* and *Weight* values, the *Simple GPA* will automatically be calculated.



The screenshot shows the 'View Transcripts' interface for student Cathrine Baird (#12026). At the top, there are search fields for 'Enter ID / Name' and 'Grade' (set to 12). Below this, the student's name and ID are displayed. The main area shows GPA override information:

Adjusted Quality Points	2033.00	Adjusted Weight	:	24.00	Adjusted GPA
Simple Quality Points	2023.00	Simple Weight	:	24.00	Simple GPA

Below the GPA information is a table of transcripts with columns for course number, CRS/BC, course name, and grades for semesters 1 through 6. A red arrow points from the 'Edit GPA [F2]' link in the left sidebar to the 'Adjusted Quality Points' field.

#	CRS/BC	COURSE NAME	1	2	3	4	5	6
			1ST	2ND	MEX	MID		3RD
1	128/02	Computer 1	82	92				
2	824/08	Study/Lab						
3	040/01	AP English	84	89	86	86		94
4	233/02	Chemistry	75	82	77	78		89
5	128/02	Algebra 2	86	94	88	90		97
6	810/02	P E	89	96	91	92		98
7	126/01	Computer 2	83	94				
8	653/01	Home						100

Using an Override Code

Under special circumstances, schools may wish to override a student's Credit Earned and/or Weight used toward the GPA for a particular course.

Entering an override code into column 14 of the **View/Change** screen will cause the student to receive more or less Credit and/or Weight than would normally be awarded.

The available credit override codes can be viewed by placing the cursor in the override column for a course, and clicking the Code Lookup button.

Codes '1' through 'A' award a portion of the full course Credit and Weight. For example, the override code '2' will cause the student to earn 1/2 of the course credit for a passing grade and 1/2 of the course Weight. The override code 'B' will cause the student to earn twice the course credit for a passing grade and the grade earned will be given twice the course Weight.

Override code 'C' is the only code that will cause a student to earn credit if a failing grade is entered into the credit column.

Administrator's Plus

Select a Code for the Credit/Gpa Override Column

Code	Description
BLANK	FULL CREDITS FULL GPA
1	0.00 CREDITS 0.00 GPA
2	0.50 CREDITS 0.50 GPA
3	0.00 CREDITS FULL GPA
4	0.50 CREDITS FULL GPA
5	0.25 CREDITS 0.25 GPA
6	0.75 CREDITS 0.75 GPA
7	FULL CREDITS 0.00 GPA
8	0.50 CREDITS 0.00 GPA
9	0.33 CREDITS 0.33 GPA
A	0.67 CREDITS 0.67 GPA
B	2.00 CREDITS 2.00 GPA
C	CREDIT ALWAYS FULL GPA

To search, begin typing a Description

Administrator's Plus

Year: 0

Adjusted GPA : 84.71 Credits : 23.00

Sample GPA : 84.29

6	7	8	9	10CR	11	12	13	14
3RD	4TH	FEX		FNL	ABS	EFT	CIT	OVR
		87		87				
94				89				
89				81				
97				92				
98				94				
		89		89				
100				100				
100				96				

Please note that code 2 is awarding $\frac{1}{2}$ the course's pre-determined credit, not .5 credits. If a course is worth 10 credits, and override code 2 is used, the student will receive 5 credits.

How to calculate an End of Year GPA

To calculate the end of year GPA, go to [Report Cards->Statistical Reports->GPA->Update/Un-update GPA's & Credits->Update GPA's & Credits.](#)

The first screenshot shows the 'Report Cards' menu with 'Stat Reps' circled in red. The second screenshot shows the 'Statistical Reports' window with '2. Grade point averages' circled in red. The third screenshot shows the 'Statistical Reports: GPA's / Credits' window with '4. Update / un-update GPA's / credits' circled in red. The fourth screenshot shows the 'Update/un-update GPA's & Credits' window with '1. Update GPA's & credits' circled in red.

Please note that specs 4-7 are not used in an update that is based upon all credit columns.

Specifications: Update GPA's and Credits

1. Update Based On Which Columns?

2. Which Years?

3. Report Detail? Summary Report Detailed Report

If specification #1 is set to update based on ONE column, the following table will be used to weight courses based on their length. If updating on the semester grade, usually full year courses will be weighted 50% and all other courses 100%.

4. Percent To Weight Full Year Courses?	<input type="text" value="100.00"/>	%
5. Percent To Weight Sem 1 Courses?	<input type="text" value="100.00"/>	%
6. Percent To Weight Sem 2 Courses?	<input type="text" value="100.00"/>	%
7. Percent To Weight Qtr Courses?	<input type="text" value="100.00"/>	%

8. Third Quarter Update? Yes No

Remember that single student updates can also be done directly from their [View/Change](#) screen.

How to calculate a Midyear GPA

Schools may wish to award partial credit and/or perform a temporary GPA Update based upon the grades found in the "Midyear Average" or "Semester One" column. If a midyear update is performed, these updated values will be "un-updated" (set back to the year start baseline values) when the end-of-year update is performed.

Please note that specs 4-7 are used in an update that is based upon a single credit column.

Specifications: Update GPA's and Credits ✕

Specifications: Update GPA's and Credits

1. Update Based On Which Columns? ⋮

2. Which Years? ⋮

3. Report Detail? Summary Report Detailed Report

If specification #1 is set to update based on ONE column, the following table will be used to weight courses based on their length. If updating on the semester grade, usually full year courses will be weighted 50% and all other courses 100%.

4. Percent To Weight Full Year Courses?	<input type="text" value="50.00"/> %
5. Percent To Weight Sem 1 Courses?	<input type="text" value="100.00"/> %
6. Percent To Weight Sem 2 Courses?	<input type="text" value="100.00"/> %
7. Percent To Weight Qtr Courses?	<input type="text" value="100.00"/> %

8. Third Quarter Update? Yes No

Remember that single student updates can also be done directly from their [View/Change](#) screen.

How to calculate a 3rd Quarter GPA

Administrator's Plus can calculate two different types of 3rd Quarter Updates.

The first type is based upon the grades in the Third Marking Period Column.

The values from this update are added onto the values from Midyear or Semester 1 updates.

Therefore, in order to perform this type of 3rd Quarter Update, a Midyear or Semester 1 update **MUST** be completed first. For schools that do not have a Midyear or Semester 1 Column, the second type of 3rd Quarter Update should be used.

3rd Quarter Update - After Midyear Update:

Specifications: Update GPA's and Credits

Specifications: Update GPA's and Credits

1. Update Based On Which Columns? ...

2. Which Years? ...

3. Report Detail? Summary Report Detailed Report

If specification #1 is set to update based on ONE column, the following table will be used to weight courses based on their length. If updating on the semester grade, usually full year courses will be weighted 50% and all other courses 100%.

4. Percent To Weight Full Year Courses?	<input type="text" value="25.00"/> %
5. Percent To Weight Sem 1 Courses?	<input type="text" value="0.00"/> %
6. Percent To Weight Sem 2 Courses?	<input type="text" value="50.00"/> %
7. Percent To Weight Qtr Courses?	<input type="text" value="100.00"/> %

8. Third Quarter Update? Yes No

Administrator's Plus

WARNING

This specification should only be used to produce a temporary update based upon your third marking period grades. It assumes you have already updated your GPA's after the first semester.

ONLY USE THIS OPTION FOR THIS PURPOSE OR YOUR GPA'S AND CREDITS MAY NOT BE CORRECT!!!

Administrator's Plus

ANOTHER WARNING

You must not use this option twice in a row or your GPA's and credits will not be correct!

After using this option, you **MUST** turn it off and update again based on your semester grade. This 'undoes' the temporary update on the 3rd marking period.

After running all desired reports that reflect the 3rd Quarter GPA, you **MUST** perform another GPA updated based on the Midyear Grade. This will restore the original midyear values and ensure that the end-of-year GPA update is correct.

3rd Quarter Update - No prior Midyear Update:

For schools that can not calculate a midyear update because they do not have a midyear average column, a 3rd Quarter Update can be performed by first calculating a composite grade for all 3 quarters into the Final Grade Column.

The 3rd Quarter Update can then be based on these temporary composite grades. After the update is performed and any transcript, class rank or eligibility reports have been printed, these temporary composite grades can be erased.

First use the **Calculate Averages** program to calculate a Final Grade based on the grades found in the Q1, Q2 & Q3 columns.

The screenshot shows a dialog box titled "Specifications: Calculate Averages" with a close button (X) in the top right corner. The dialog contains several settings:

- 1. Calculate Which Column?: FINAL GRADE
- 2. Replace Existing Grades?: Yes, No (circled in red)
- 3. Calculate Letter Or Number Grades?: Letter, Number
- 4. Use Minus If Letter Grades?: Yes, No
- 5. Use Plus If Letter Grades?: Yes, No
- 6. Include Which Sections?: All Sections
- 7. Omit Courses Numbered Lower Than?: 1
- 8. Omit Courses Numbered Greater Than?: 999
- 9. Start Grade?: GRADE 9
- A. End Grade?: GRADE 12
- B. Minimum Numeric Grade?: 0

At the bottom of the dialog are two buttons: "Done" and "Page Setup".

IMPORTANT: When calculating this temporary average, set Specification 2. **Replace Existing Grades** to 'No' so that you do not overwrite any grades that may already exist in the Final Grade Column. If there are any grades in the Final Grade Column make note for which types of courses the final grades are stored (e.g. Semester 1). This will allow you to later blank the composite grades for only those courses that are included in this temporary calculation.

After calculating the Final Average based on the 3 quarter grades, perform the GPA Update on the Final Grade Column.

Specifications: Update GPA's and Credits

1. Update Based On Which Columns?

2. Which Years?

3. Report Detail? Summary Report Detailed Report

If specification #1 is set to update based on ONE column, the following table will be used to weight courses based on their length. If updating on the semester grade, usually full year courses will be weighted 50% and all other courses 100%.

4. Percent To Weight Full Year Courses? %

5. Percent To Weight Sem 1 Courses? %

6. Percent To Weight Sem 2 Courses? %

7. Percent To Weight Qtr Courses? %

8. Third Quarter Update? Yes No

After performing any calculations and printing any transcript, class rank and/or eligibility reports needed, go back to the **Calculate Averages** Program to 'blank' the composite grades for Quarters 1-3 from the Final Grade Column.

Specifications: Blank Report Card Column(s)

1. First Column To Blank (Erase)?

2. Second Column To Blank (Erase)?

3. Include Which Sections?

4. Omit Courses Numbered Lower Than?

5. Omit Courses Numbered Greater Than?

6. Start Grade?

7. End Grade?

8. Include Withdrawn Students? Yes No

9. Include Inactive Students? Yes No

Administrator's Plus

Include Which Sections?

Description
Quarter 1 Sections (Not Sem Or All Yr)
Quarter 2 Sections (Not Sem Or All Yr)
Quarter 3 Sections (Not Sem Or All Yr)
Quarter 4 Sections (Not Sem Or All Yr)
Semester 1 Sections Only (Not All Yr)
Semester 2 Sections Only (Not All Yr)
All Year Sections Only (Not Qtr Or Sem)
All Sections

To search, begin typing a Description

WARNING: If grades were stored in the Final Grade Column prior to the 3rd Quarter Update, make sure you do not blank these grades. Use Specification 3. **Include Which Sections?** To limit the blanking process to a particular type of course. The blanking process may have to be repeated several times, setting Spec. 3 to the appropriate set of courses each time.

Troubleshooting - The Detailed Update Report

The Detailed Update Report should be used to troubleshoot any incorrect GPA calculation. This report will appear after any GPA update as long as Specification **3. Report Detail?** In the Update Specifications is set to 'Detailed Report'. This report includes all elements of the GPA calculation for all students included in the update. Specification settings are listed at the top of the report followed by a course-by-course analysis of each element of information contributing to the student's GPA.

The following detailed update report shows a breakdown of the end-of-year update for a 12th grade student attending an All Year school. The top portion of the report lists the column and

```

DETAILED UPDATE REPORT: DEMO SCHOOL

GRADE 12
=====
UPDATE COLUMNS:  ALL CREDIT COLUMNS.....Semester One
                  .....Semester Two

UPDATE BASED ON WHICH YEARS: CURRENT YEAR: YEAR 0

THIRD QUARTER UPDATE?: NO

UNIVERSAL UPDATING SPECIFICATIONS:

MINIMUM LETTER GRADE FOR THE GPA FACTOR?: D-
MINIMUM NUMBER GRADE FOR THE GPA FACTOR?: 60
REGENTS OPTION?                          : NO
ADD OR MULTIPLY GPA FACTOR?               : ADD
=====
```

year used for the current update as indicated in the Update Specifications. All Universal GPA specifications are also listed.

The program first detects whether or not a previous update has already been performed for this student. In this case, a midyear update has already been performed. Therefore the program will 'un-update' the student's Credits, Adjusted Quality Points, Simple Quality Points and Weight back to the baseline (year start) values.

In the excerpt shown below, the *Current* values reflect the student totals after the midyear update. The *Last Update* values reflect those added by the midyear update. The *Previous* values reflect those in the student's transcript record at the beginning of the school year.

The 'un-update' is accomplished by subtracting the *Last Update* values from the *Current* values.

001) Keefe; Mary							
ALREADY UPDATED...will be un-updated first:							
	CREDITS	ADJ QP	ADJ WT	SIMPLE QP	SIMPLE WT		
CURRENT :	26.0000	2351.0000	26.0000	2341.0000	26.0000	CURR SGPA:	90.0385
-LAST UPDATE :	6.5000	629.5000	6.5000	619.5000	6.5000	PREV SGPA:	88.2821
=PREVIOUS :	19.5000	1721.5000	19.5000	1721.5000	19.5000	CURR AGPA:	90.4231
						PREV AGPA:	88.2821

Each course in the student's record is listed one course at a time. For each course the Master Course values (*Possible Credits, Possible Weight, and GPA Factor*) are indicated as well as the course length.

IF an override code has been entered in the student's transcript record, the override code and its affect on the calculation are included. This information is followed by the grade stored in the report column(s) on which the GPA Update is based.

NOTE: if the update is based on All Credit Columns and the school uses 2 credit columns (e.g. Sem. 1 & Sem. 2), the grade for each semester will be looked at separately.

***** YEAR: 0 *****

1) COURSE: 243/01: Physics Possible Credits: 1.00 Possible Weight : 1.00 GPA Factor : 0.00 ALL YEAR COURSE
OVR (Credit/Average Override) Column: BLANK: Full Credit/Full Average
COUNT IN ADJUSTED GPA?: YES COUNT IN SIMPLE GPA?: YES

Semester One : 89

CREDITS AWARDED: Full year course = Possible credits / Number of credit columns (2) : 0.5000
SIMPLE QUALITY POINTS: (from the Quality Point table) : 89.0000
ADJUSTED QUALITY POINTS: ADD the GPA FACTOR to the quality points : 89.0000
WEIGHT: Full year course = Possible weight / Number of credit columns (2) : 0.5000
COURSE SIMPLE QUALITY POINTS (weight * simple quality points) : 44.5000
COURSE ADJUSTED QUALITY POINTS (weight * adjusted quality points) : 44.5000

RUNNING TOTAL FOR THIS UPDATING:

	CREDITS	ADJ QP	ADJ WT	SIMPLE QP	SIMPLE WT	PREV SGPA:	
PREVIOUS :	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	
+THIS GRADE :	0.5000	44.5000	0.5000	44.5000	0.5000	89.0000	
=NEW :	0.5000	44.5000	0.5000	44.5000	0.5000	0.0000	89.0000

Semester Two : 96

CREDITS AWARDED: Full year course = Possible credits / Number of credit columns (2) : 0.5000
SIMPLE QUALITY POINTS: (from the Quality Point table) : 96.0000
ADJUSTED QUALITY POINTS: ADD the GPA FACTOR to the quality points : 96.0000
WEIGHT: Full year course = Possible weight / Number of credit columns (2) : 0.5000
COURSE SIMPLE QUALITY POINTS (weight * simple quality points) : 48.0000
COURSE ADJUSTED QUALITY POINTS (weight * adjusted quality points) : 48.0000

RUNNING TOTAL FOR THIS UPDATING:

	CREDITS	ADJ QP	ADJ WT	SIMPLE QP	SIMPLE WT	PREV SGPA:	
PREVIOUS :	0.5000	44.5000	0.5000	44.5000	0.5000	89.0000	
+THIS GRADE :	0.5000	48.0000	0.5000	48.0000	0.5000	92.5000	
=NEW :	1.0000	92.5000	1.0000	92.5000	1.0000	89.0000	92.5000

Course #1, Physics, is an all year course with 1.0 possible Credits and 1.0 possible Weight. Since the school has not given this course anything additional in GPA factor, the student will not earn any additional Quality Points for this course. Since no Override codes have been used the grade of "89" for the first semester, and "96" for the second semester earns the student full credit and full Weight toward the GPA.

The *Credits Awarded*, *Simple Quality Points*, *Adjusted Quality Points*, *Weight*, *Course Simple Quality Points* and *Course Adjusted Quality Points* are listed. The Course SQP are calculated by multiplying the SQP by the course Weight. The Course AQP are calculated by multiplying the AQP by the Weight.

The "Running Total for This Updating" table prints the *Previous*, *This Grade* and *New* values for *Credit*, *AQP*, *SQP*, and *Weight* for the current update. *Previous* values indicate those added during this update prior to the current course. Since this is the first course looked at, the *Previous* values for this update are all 0.00. *This Grade* values are those added by the grade earned in this course. *New* values indicate the running totals for each value during this update.

At the end of the report the "Student Grand Totals" table shows the *Previous*, *This Update*, and *New* values for Credit, AQP, SQP, and Weight. The *Previous* values are the student's year-start baseline values. The *This Update* values are those added by the courses during this update. The *New* values are those that have been copied into the student's transcript record.

STUDENT GRAND TOTALS:						
	CREDITS	ADJ QP	ADJ WT	SIMPLE QP	SIMPLE WT	
PREVIOUS :	19.5000	1721.5000	19.5000	1721.5000	19.5000	PREV SGPA: 88.2821
+THIS UPDATE:	6.5000	620.5000	6.5000	610.5000	6.5000	NEW SGPA: 89.6923
=NEW :	26.0000	2342.0000	26.0000	2332.0000	26.0000	PREV AGPA: 88.2821
						NEW AGPA: 90.0769

Troubleshooting - The Summary Update Report

The Summary Update Report is much more simplistic than the detailed report. It basically does the same calculations, but just shows you the final result for each student.

SUMMARY UPDATE REPORT: DEMO SCHOOL							
GRADE 12							
=====							
UPDATE COLUMNS: ALL CREDIT COLUMNS.....Semester One							
.....Semester Two							
UPDATE BASED ON WHICH YEARS: CURRENT YEAR: YEAR 0							
THIRD QUARTER UPDATE?: NO							
UNIVERSAL UPDATING SPECIFICATIONS:							
MINIMUM LETTER GRADE FOR THE GPA FACTOR?: D-							
MINIMUM NUMBER GRADE FOR THE GPA FACTOR?: 60							
REGENTS OPTION? : NO							
ADD OR MULTIPLY GPA FACTOR? : ADD							
=====							
001) Keefe; Mary							
ALREADY UPDATED...will be un-updated first:							
	CREDITS	ADJ QP	ADJ WT	SIMPLE QP	SIMPLE WT	CURR SGPA:	89.6923
CURRENT :	26.0000	2342.0000	26.0000	2332.0000	26.0000	PREV SGPA:	88.2821
-LAST UPDATE :	6.5000	620.5000	6.5000	610.5000	6.5000	CURR AGPA:	90.0769
=PREVIOUS :	19.5000	1721.5000	19.5000	1721.5000	19.5000	PREV AGPA:	88.2821
	CREDITS	ADJ QP	ADJ WT	SIMPLE QP	SIMPLE WT	PREV AGPA :	88.2821
PREVIOUS :	19.5000	1721.5000	19.5000	1721.5000	19.5000	NEW SGPA :	89.6923
+THIS UPDATE :	6.5000	620.5000	6.5000	610.5000	6.5000	PREV SGPA :	88.2821
=NEW :	26.0000	2342.0000	26.0000	2332.0000	26.0000	NEW AGPA :	90.0769

Maintaining Cumulative GPA's

The **Transfer Credits & GPA's** program is used to copy students' end of year *Credit, Weight,* and *Quality Point* values from one school year to the next. These values become the new baseline values on which the values from new GPA updates will be added. In addition, performing the transfer copies the courses and grades from Year 0 of the previous school year into the Year -1 archival year of the new school year, allowing schools to print multi-year transcripts from the **Report Card Report Writer**. At the end of any school year, you can transfer the Credits and GPA's as follows:

1. Have all users log out of Administrator's Plus
2. Log into Administrator's Plus as the Supervisor
3. Go to **Report Cards->Transfer Credits and GPA's**
4. Set up the specifications for the transfer.

5. Click Done

6. Click 'Yes' on the popup reminder concerning the update of Credits and GPA's if a year-end update has already been done in the previous (source) school year

7. From the menu that appears, choose Begin Transfer

8. A report displaying the results of the transfer will appear in a print preview screen. Most of the students appearing on the

Specifications: Transfer GPA And Archival Data

Specifications: Transfer GPA And Archival Data

1. Source Folder? 2017-18

2. Source Grades?

GRADE 9
 GRADE 10
 GRADE 11

Select All Deselect All

OF SOURCE ARCHIVED YEARS? : 5

3. Destination Folder? 2018-19

OF DESTINATION ARCHIVED YEARS? : 5

4. Transfer Data Base Info? Yes No

Available Fields Selected Fields

PARENT/GUARDIAN (1)	>	STUDENT CELL (10)
STUDENT STREET (2)	>>	NICKNAME (12)
STUDENT CITY (3)	<	
STUDENT STATE (4)	<<	
STUDENT ZIP (5)		
HOUSEHOLD PHONE (6)		
HOMEROOM (7)		

5. Archive Data During Transfer? Yes No

Cancel Page Setup Done

report should be students who are not returning to school in the new year or have only been added to the new year. However, if any of the students on the report should be included in the transfer (e.g. the student is active in both the source year and the destination year), then you can force the transfer using option **#2 Individual Student Override**.

An archival update should NOT be performed under the following circumstances:

1. The students' courses and grades exist in the Administrator's Plus school years during which they were taken.
2. The student has had his or her baseline GPA edited using the **F2 (GPA)** option in **View/Change**.
3. Course values (such as Credit and Weight) or courses length have been changed since the year in which the courses were taken.
4. An Administrator's Plus user may Transfer GPA's & Credits in the future.

Making changes to a student's archival record, followed by an archival update is not recommended unless the student did not exist in the Administrator's Plus school year(s) during which the archival courses were taken.

Archival Update for Years -3 to -1

Go to:

[Report Cards->Statistical Reports->GPA->Update/Un-update GPA's & Credits->Update GPA's & Credits.](#)

Specifications: Update GPA's and Credits

Specifications: Update GPA's and Credits

1. Update Based On Which Columns? ALL CREDIT COLUMNS

2. Which Years? ARCHIVAL YEARS: - 3 TO -1

3. Report Detail? Summary Report Detailed Report

If specification #1 is set to update based on ONE column, the following table will be used to weight courses based on their length. If updating on the semester grade, usually full year courses will be weighted 50% and all other courses 100%.

4. Percent To Weight Full Year Courses?	100.00 %
5. Percent To Weight Sem 1 Courses?	100.00 %
6. Percent To Weight Sem 2 Courses?	100.00 %
7. Percent To Weight Qtr Courses?	100.00 %

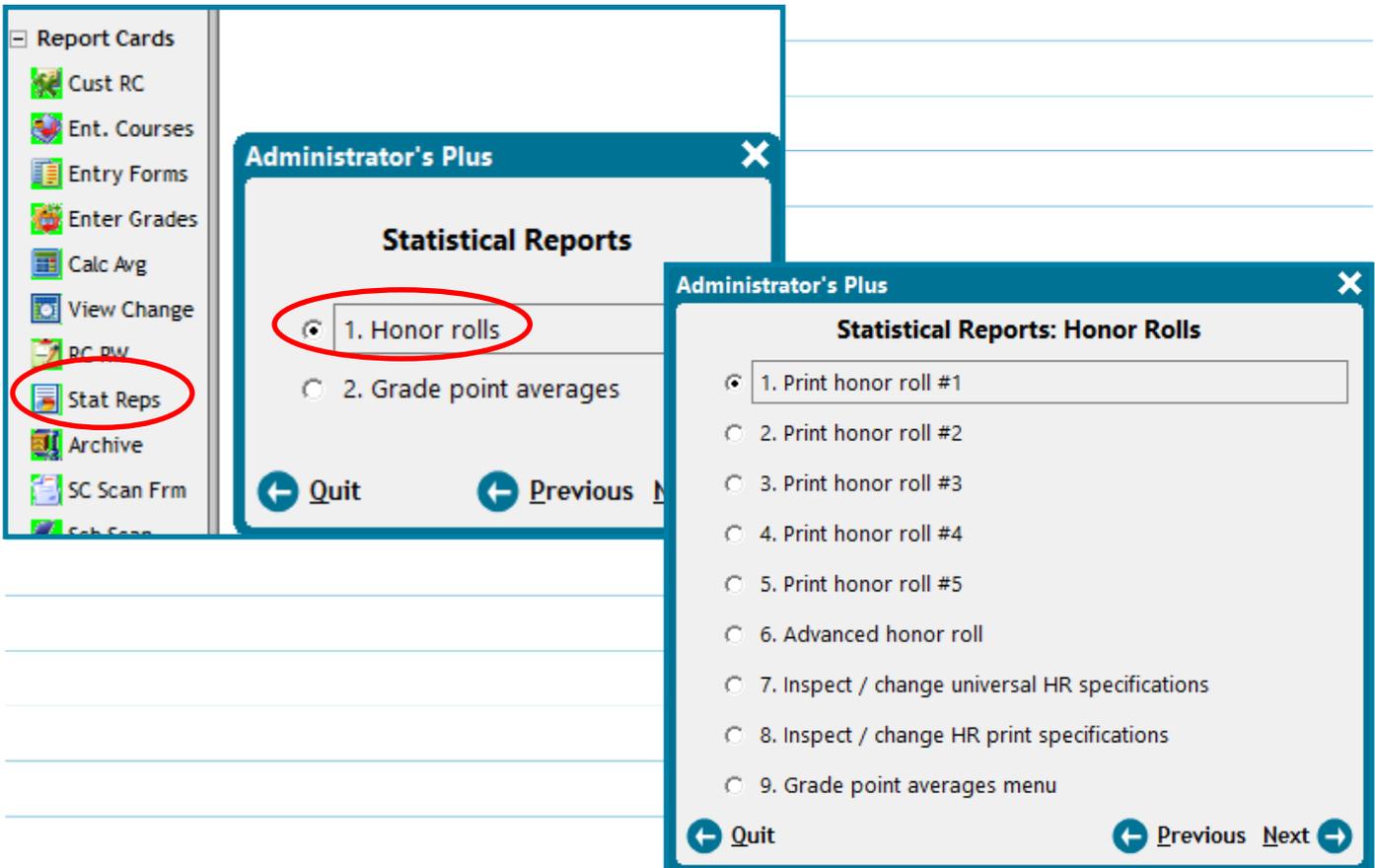
8. Third Quarter Update? Yes No

Cancel Done Page Setup

Note: You will only need to perform *one* archival update based on *all* archival years in the student(s) transcript record. For example, to update a senior's GPA for the grade levels 9 through 11, choose "Archival Years -3 to -1" To update a junior's GPA for the grade levels 9 through 10, choose "Archival Years -2 to -1" and so on.

Running Honor Rolls

Use **Report Cards->Statistical Reports** to run Honor Rolls



All 5 Honor Rolls will bring up a specifications screen where the requirements can be set for making the honor roll.

Note that Specification 3 needs to be set to 'Yes' on the highest honor roll, and 'No' for all

The 'Print Honor Roll #1' specifications screen contains the following fields:

1. Title Of This Honor Roll?	HIGH HONORS
2. Marking Period?	FIRST MARKING PERIOD
3. Include Students Already On Any Honor Roll?	YES (also erases (clears) prev HR status)
4. Average Lower Limit? (0 For No Limit)	95
5. Average Upper Limit? (999 For No Limit)	999
6. Comment Code Lower Limit? (0 For No Limit)	0
7. Comment Code Upper Limit? (999 For No Limit)	999
8. Omit If 1 Major Grade Less Than?	90
9. Omit If 2 Major Grades Less Than?	
A. Omit If 1 Minor Grade Less Than?	
B. Omit If 2 Minor Grades Less Than?	
C. Omit From Honor Roll If 1 Or More Incompletes?	<input checked="" type="radio"/> Yes <input type="radio"/> No
D. Minimum # Of Grades Used For The Average?	1

Buttons: Done, Page Setup

subsequent honor rolls, because any student who makes the highest honor roll will of course make any other honor roll.

Run the honor rolls one at a time, highest to lowest.

The Individual Student Audit

The individual student audit is used when you need to determine why a student didn't make a specific honor roll.

To run the individual student audit, first select the honor roll the student thinks they should be on, and double check the specifications for accuracy. Click done on the Honor Roll specification screen, and then select Individual

Student Audit from the next menu, and the specific student from the following menu.

This is the 'conclusion' from the Individual Student Audit Report for a student who did **NOT** make the Honor Roll in question:

```

=====
COURSE #245/02: Physics          Weight : 1.00   GPA Factor : 0.00   Priority : 0.....MAJOR ALL YEAR COURSE   GRADE: 89
                                OVR (Credit/Average Override) Column:
                                COUNT IN HR?: YES

QUALITY POINTS: (from the Quality Point table)                : 89.0000
ADJUSTED QUALITY POINTS: equals quality points because you have chosen not to use the GPA factor : 89.0000
WEIGHT: PRO-RATING: An all year course's weight is divided by the # of marking periods (4)      : 0.2500
WEIGHT times ADJUSTED QUALITY POINTS = COURSE QUALITY POINTS : 22.2500

      PRIOR WEIGHT:      0.0000      PRIOR QUALITY POINTS:      0.0000
      COURSE WEIGHT:    0.2500      COURSE QUALITY POINTS:    22.2500
      TOTAL WEIGHT:     0.2500      TOTAL QUALITY POINTS:    22.2500      RUNNING AVERAGE (QP/WT): 89.0000

OTHER CHECKS: NOT ON HONOR ROLL: Grade of " 89" in a MAJOR course is less than 90!
    
```

This is the 'conclusion' from the Individual Student Audit Report for a student who **did** make the Honor Roll in question:

```

FINAL WEIGHT:      1.0000      FINAL QP:      93.7500      FINAL AVERAGE (QP/WT): 93.7500      ROUNDED AVERAGE:      93.75
                                CONGRATULATIONS, Albrecht; Kathy MEETS THE REQUIREMENTS FOR THIS HONOR ROLL!
    
```