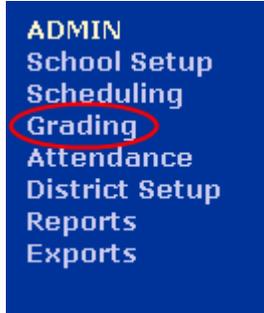


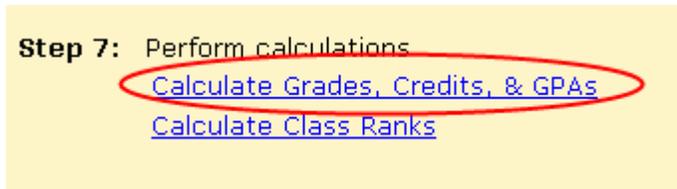
Running GPA Calculations for Honor Roll and Transcripts 9-12 Schools

Running Report Cards, Transcripts and Honor Roll/GPA lists) is a two-step process. Before actually generating a report you must first go through the process of recalculating Grades/Credits and GPAs.

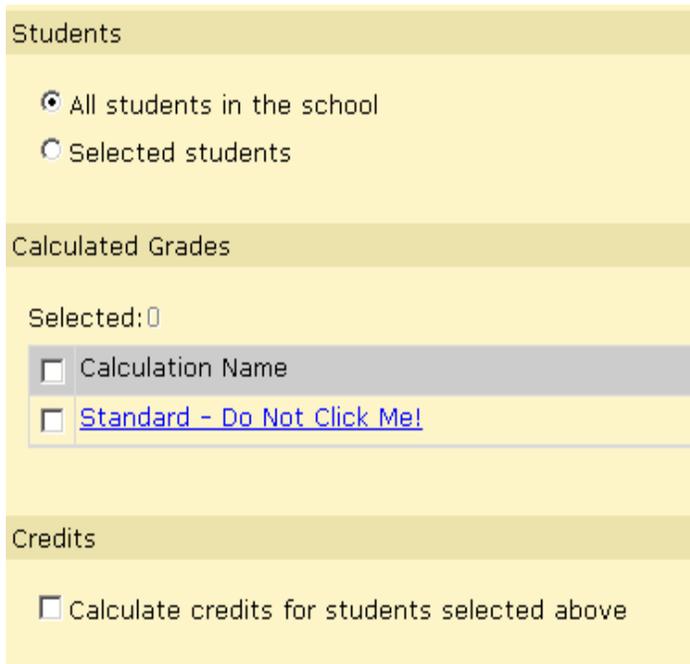
Step One - Recalculating Grades/Credits and GPAs.



On your SMS Home Page, go to the control bar and click *Grading* under the **Admin** section.



In Step 7, click *Calculate Grades, Credits, & GPAs*.

A screenshot of a web application interface. It has a yellow background. The "Students" section has two radio buttons: "All students in the school" (selected) and "Selected students". The "Calculated Grades" section has a "Selected: 0" label and two checkboxes: "Calculation Name" (unchecked) and "Standard - Do Not Click Me!" (unchecked). The "Credits" section has one checkbox: "Calculate credits for students selected above" (unchecked).

In most cases you should select *All students in the school*. If you need a few students or a single grade level calculated you can click *Selected Students*.

NEVER check the box under *Calculation Name*. Your school may use another name than what is shown in this example but you should never click the link or check the box.

Check this box if you are calculating a Semester 1 or Semester 2 marks.

GPAs

The effective time period below applies to all cumulative GPAs when the grading period for a selected current year GPA is set to "year to date".

Effective as of: Last completed report card

Selected: 0

<input type="checkbox"/> Type	GPA Name	Formula
<input type="checkbox"/> Cumulative	Cumulative GPA	Potential credits grade average
<input type="checkbox"/> Current Year	Quarter 1	Weighted adjusted grade average
<input type="checkbox"/> Current Year	Quarter 2	Weighted adjusted grade average
<input type="checkbox"/> Current Year	Quarter 3	Weighted adjusted grade average
<input type="checkbox"/> Current Year	Semester 1 Current Year	Weighted adjusted grade average

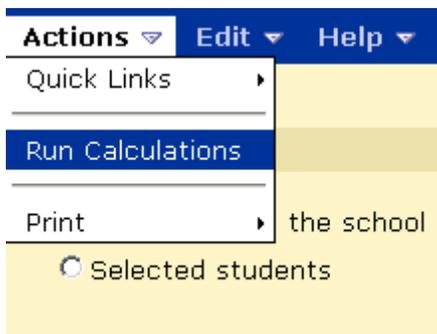
Always leave the **Effective as of** drop-down menu on the default of **Last completed report card**.

Check the appropriate box

Cumulative GPA should be recalculated anytime there has been a modification to a student's Graduation Summary on their Historical Data page.

Select a Quarter GPA when you want to calculate the Honor Roll for a specific quarter.

Select the Semester 1 or Semester 2 GPA at the end of the semester. Remember to check the box above to calculate credits.



Select **Run Calculations** from the Actions Menu.

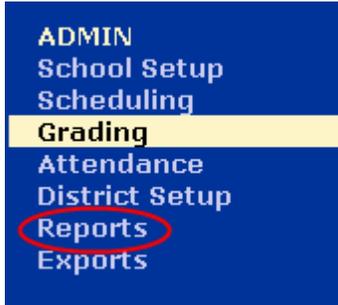


A message will appear stating that this process runs in the background and that you will be notified when the process is complete.

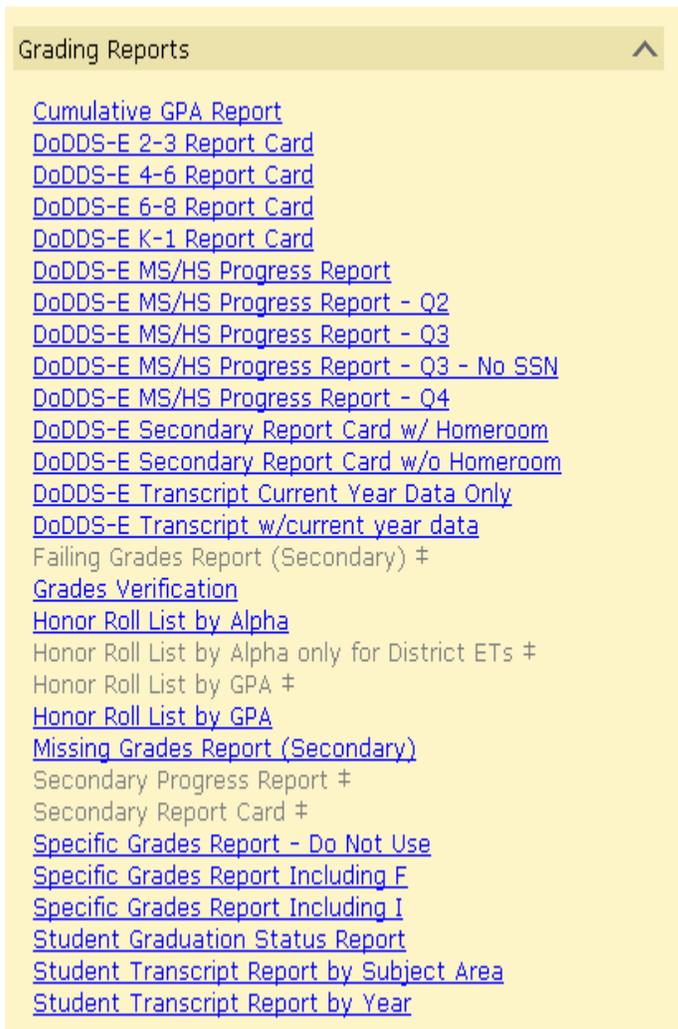


A yellow envelope appears on your screen when the calculation process is complete. You can click the envelope and delete the alert.

Step Two – Generating and Printing Reports



Go to the Reports page in SMS by clicking *Reports* from the **Admin** section of the Control Bar



Cumulative GPA Report:

This will produce a list of students by grade level with their cumulative GPA. Graduation Summary data on the Historical Data page must be correct and you must run the cumulative GPA calculation in step one before running this report.

Report Cards:

Refer to your District SMS ET for the proper filters.

Transcripts:

The **DoDDS-E Transcript w/current year data** should be used if the student has any historical data. The **DoDDS-E Transcript Current Year Data Only** must be run if you have a student with no historical data – usually 9th graders who did not take a foreign language or math class in middle school. **You must run the cumulative GPA process in step one before trying to print any transcript.**

Honor Roll Lists:

See correct filters below.

Honor Roll Lists

The screenshot shows the 'Student Current Year GPA (Root View)' filter configuration. It includes a 'Category' dropdown set to 'Generic', a filter rule 'GPA Definition equals Quarter 3', and a search criteria list containing 'GPA Definition equals "Quarter 3"'. There are 'Add Criteria' and 'Remove' buttons.

Select the GPA definition from the **Student Current Year GPA** section of the filters for the calculation method you performed in step one. If you were going to print a QRT 3 honor roll you would select the appropriate GPA definition here.

The screenshot shows the 'School Student' filter configuration. It includes a 'Category' dropdown set to 'Generic', a filter rule 'Home School equals Alconbury High School', and a search criteria list containing 'Home School equals "Alconbury High School"'. There are 'Add Criteria' and 'Remove' buttons.

Any Honor List must include the student's home school filter. Set the home school in the **School Student** section of the filters.