ProgressBook StudentInformation

GPA Procedural Checklist

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

Change Log

Date	Section Number/Name	Change Description
4/6/21	Task #1	Updated screenshot
3/23/20	Task #2	New field on Calculations tab for Formula STDA - Use Class of 2020 Graduation Option for GPA
	Other areas of document	Also updated some screenshots
11/12/19	Entire document	Updated screenshots

Table of Contents

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*.

   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 9th 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 ellipsis 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 i**sn'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 1st 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 1st 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 1st 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.

4. Next click the Next button to move to the 2nd tab named Calculations.
   a. Choose a GPA formula from **Formula** dropdown.

b. For this example the **STDA- Standard GPA Calculation (Alpha)** formula was chosen. The STDA is the most widely used formula.

c. Each formula is explained in the Appendix section at the end of this document.

d. Enter a **Precision** amount. Precision is the number of decimal places in the GPA. The Precision can be set from zero – five.

e. If zero precision is selected every student will get a GPA of 4.0000, 3.0000, and 2.0000, etc.

f. If one precision is selected every GPA will be 3.9000, 2.7000, etc.

g. In the **Missing Marks Handling** dropdown choose how the GPA Set should treat students missing marks.

h. 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 1st 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.

i. 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.

j. 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.

k. If the GPA is calculated using Difficulty Points, check the **Use Difficulty Points** box.

l. How to set up Difficulty Point scales is explained in the Appendix section of this document.

m. 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.

n. If the GPA is calculated using Add-on points check the **Use Add-On Points** box.

o. How to set up Add-on Point scales is explained in the Appendix section of this document.

p. If the GPA is calculated using prorated credit check the **Use Prorated Credit** box.

q. 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.

s. The **Use Class of 2020 Graduation Option for GPA** option is used with the GPA optional pathway for graduation on the Student Exceptions/Requirements screen. The formula must be STDA – Standard GPA Calculation (Alpha) and this option must be checked. Once the GPA Set is configured and calculated, you can view the student's calculations on the Student GPA History screen to determine whether the student has met the GPA optional pathway for graduation. You must still select the GPA checkbox on the Student

Exemption/Requirements screen to indicate that the student has completed the requirement.

t. The **Use Manual Course History Mark Credit Detail** option will use the Mark Attemped Credit amount of the manully entered course history (Tab 2) and use it in the GPA calculation.

u. 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 futher clarification.

v. 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 1st quarter grade for Math101. She then dropped Math101 during 2nd quarter. If you don't want the Math101 grade from 1st quarter to be included in her 1st quarter GPA check **Ignore Dropped Course Sections**.

5. Click Next to move to the 3rd tab named Rank.

a. In the **Source** dropdown choose how you want the students to be ranked.

b. If **GPA** is chosen student will be ranked from highest to lowest GPA. Choosing to rank by GPA is the most popular method.

c. 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.

d. 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 **Save** to save your changes or click **Save and New** to save the current GPA configuration and create another GPA Set. Click Cancel 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 **Refresh** 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 View.
   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

Question:	Diagnosis:	Possible Solution:	Outcome:
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. 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. 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. 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. 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. 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. 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. 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. 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 2nd 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. 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. 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. 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. 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. 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 1st semester averages and this year's earned credit and all prior year's earned credit.

1st Scenario: Setting up a 7 Semester GPA to simply calculate P2 and Earned won't work because we would get 1st Semester Averages for all year courses, which is what we want, but we would also get 1st Semester Averages (P2) and 1st Semester Finals (Earned) for 1st 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 1st Semester Averages for all year and 1st 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 1st 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 1st Semester Average on the all year marking pattern was changed to P3 the GPA will pull all year's 1st Semester Average, 1st Semester Only classes Final, and any manual course history with a Final.

Marking Pattern Rules - Full Year

From this screen, you can display, add, change and delete data pertaining to marking pattern rules.

[Add Pattern Rule] [Cancel and Return]

		Name	Mark Type	Sequence Number	Reporting Term ▲	Significance	Credit Percentage	Marks Start Date	Marks Cutoff Date
🗑	✏	Mrk1	Mark	1	Quarter 1	Progress 1	25		
🗑	✏	Mrk2	Mark	2	Quarter 2	Progress 1	25		
🗑	✏	Ex1	Exam	3	Exam 1	Not Used	0		
🗑	✏	Sem1	Avg	4	Semester 1	Progress 3	50		
🗑	✏	Mrk3	Mark	5	Quarter 3	Progress 1	25		
🗑	✏	Mrk4	Mark	6	Quarter 4	Progress 1	25		
🗑	✏	Ex2	Exam	7	Exam 2	Not Used	0		
🗑	✏	Sem2	Avg	8	Semester 2	Progress 2	50		
🗑	✏	Fin	Final	9	Final	Earned	100		

2ⁿᵈ Scenario: The school is a home school and loads course history from the local JVS for 1st 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 1st 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 1st semester only course Final. Since the 1st 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 1st semester only classes.

Appendix D - Non – Custom GPA Formulas

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:

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.

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.

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

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 **Add Code** or click the edit pencil 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 **Save**.

		Code	Name ▲	Description	Active
🗑	✏	CCP	CCP	CCP	🟢

☑ 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 **Add Point Value**.
   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: **The Point Value was saved successfully.**

		Level of Difficulty ▼	Mark	Combined Mark Group	Point Value
🗑	✏	CCP	A		4.250000
🗑	✏	CCP	A+		4.500000

3. Finally, link the **Difficulty Level** to the course in the current year by going to **StudentInformation > 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.

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 Add.
   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 Save.

		Code ▲	Name	Active	Use Credit Percentage
🗑	✏	AP	Advanced Placement Add-On	🟢	☐
✔ 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 Add.
   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 Save.

		Add On Level	Mark ▲	Combined Mark Group	Student Grade Level	Additional GPA Point Value
🗑	✏	AP	A	A's		0.500000

3. 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.

4. 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 OH0067 at the high school.
The 1st screen shot is the student's GPA without the add-on included.

GPA Set	Formula	Reporting Terms	Mark Credit Types	Add-On	Difficulty Points	Prev. Years
Cumulative GPA	Standard GPA Calculation (Alpha)	Fin	Earned	☐	☐	☑

Calculations:

Calculation	Date	Points	Credits	GPA
GPA based on current GPA configuration	11/11/2019 1:48 PM	50.500	15.000	3.367
Last time GPA was recalculated	11/11/2019 1:28 PM	50.500	15.000	3.367

Details:

	Course			Include in Total Credits	Include in GPA	Is HS Credit		Mark			Is Earned	In GPA		Calculation Values		
Year	Code	Abbr	Term				Type	Mark	Crd Type			Pt Val	Crd Att	Crd Earn	Crs Crd
2017-2018	090150	FRENI	FULL	✔	✔	✔	Final	B	Earned	✔	✔	3.000	1.000	1.000	1.000
2018-2019	0H0030	CP ENG 9	FULL	✔	✔	✔	Final	C	Earned	✔	✔	2.000	1.000	1.000	1.000
2018-2019	0H0051	ALG. I	FULL	✔	✔	✔	Final	C	Earned	✔	✔	2.000	1.000	1.000	1.000
2018-2019	0H0063	BIOLOGY	FULL	✔	✔	✔	Final	C	Earned	✔	✔	2.000	1.000	1.000	1.000
2018-2019	0H0071	AM HIST	FULL	✔	✔	✔	Final	C	Earned	✔	✔	2.000	1.000	1.000	1.000
2018-2019	0H0090	CONCHOIR	FULL	✔	✔	✔	Final	A	Earned	✔	✔	4.000	1.000	1.000	1.000
2018-2019	0H0110	HEALTH	SEM2	✔	✔	✔	Final	B	Earned	✔	✔	3.000	.500	.500	.500
2018-2019	0H0151	FREN II	FULL	✔	✔	✔	Final	A	Earned	✔	✔	4.000	1.000	1.000	1.000
2018-2019	0H0310	ART I	SEM1	✔	✔	✔	Final	A	Earned	✔	✔	4.000	.500	.500	.500
2019-2020	0H0031	ENG 10	FULL	✔	✔	✔	Final	A	Earned	✔	✔	4.000	1.000	1.000	1.000
2019-2020	0H0055	GEOM	FULL	✔	✔	✔	Final	A	Earned	✔	✔	4.000	1.000	1.000	1.000
2019-2020	0H0062	PHYS SCI	FULL	✔	✔	✔	Final	A	Earned	✔	✔	4.000	1.000	1.000	1.000
2019-2020	0H0067	ANATOMY	FULL	✔	✔	✔	Final	A	Earned	✔	✔	4.000	1.000	1.000	1.000
2019-2020	0H0070	WL ST EC	FULL	✔	✔	✔	Final	A	Earned	✔	✔	4.000	1.000	1.000	1.000
2019-2020	0H0090	CONCHOIR	FULL	✔	✔	✔	Final	A	Earned	✔	✔	4.000	1.000	1.000	1.000
2019-2020	0H0152	FREN.III	FULL	✔	✔	✔	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.

GPA Set	Formula	Reporting Terms	Mark Credit Types	Add-On	Difficulty Points	Prev. Years
Cumulative GPA	Standard GPA Calculation (Alpha)	Fin	Earned	☑	☐	☑

Calculations:

Calculation	Date	Points	Credits	GPA
GPA based on current GPA configuration	11/11/2019 1:57 PM	50.500	15.000	3.867
Last time GPA was recalculated	11/11/2019 1:57 PM	50.500	15.000	3.867

Details:

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	Add On
2017-2018	090150	FRENI	FULL	✔	✔	✔	Final	B	Earned	✔	✔	3.000	1.000	1.000	1.000	.000
2018-2019	0H0030	CP ENG 9	FULL	✔	✔	✔	Final	C	Earned	✔	✔	2.000	1.000	1.000	1.000	.000
2018-2019	0H0051	ALG. I	FULL	✔	✔	✔	Final	C	Earned	✔	✔	2.000	1.000	1.000	1.000	.000
2018-2019	0H0063	BIOLOGY	FULL	✔	✔	✔	Final	C	Earned	✔	✔	2.000	1.000	1.000	1.000	.000
2018-2019	0H0071	AM HIST	FULL	✔	✔	✔	Final	C	Earned	✔	✔	2.000	1.000	1.000	1.000	.000
2018-2019	0H0090	CONCHOIR	FULL	✔	✔	✔	Final	A	Earned	✔	✔	4.000	1.000	1.000	1.000	.000
2018-2019	0H0110	HEALTH	SEM2	✔	✔	✔	Final	B	Earned	✔	✔	3.000	.500	.500	.500	.000
2018-2019	0H0151	FREN II	FULL	✔	✔	✔	Final	A	Earned	✔	✔	4.000	1.000	1.000	1.000	.000
2018-2019	0H0310	ART I	SEM1	✔	✔	✔	Final	A	Earned	✔	✔	4.000	.500	.500	.500	.000
2019-2020	0H0031	ENG 10	FULL	✔	✔	✔	Final	A	Earned	✔	✔	4.000	1.000	1.000	1.000	.000
2019-2020	0H0055	GEOM	FULL	✔	✔	✔	Final	A	Earned	✔	✔	4.000	1.000	1.000	1.000	.000
2019-2020	0H0062	PHYS SCI	FULL	✔	✔	✔	Final	A	Earned	✔	✔	4.000	1.000	1.000	1.000	.000
2019-2020	0H0067	ANATOMY	FULL	✔	✔	✔	Final	A	Earned	✔	✔	4.000	1.000	1.000	1.000	.500
2019-2020	0H0070	WL ST EC	FULL	✔	✔	✔	Final	A	Earned	✔	✔	4.000	1.000	1.000	1.000	.000
2019-2020	0H0090	CONCHOIR	FULL	✔	✔	✔	Final	A	Earned	✔	✔	4.000	1.000	1.000	1.000	.000
2019-2020	0H0152	FREN.III	FULL	✔	✔	✔	Final	A	Earned	✔	✔	4.000	1.000	1.000	1.000	.000

Appendix E-3. Use Prorated Credit

F.Y.I. 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.

F.Y.I. 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 1st 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	☐	☐	☐

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

Full Credit

Details:

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
2007-2008	1057	AP CAL	YEAR	✓	✓	✓	Quarter Mark	C-	Progress 1	✓	✓	1.670	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	240	D & P IV	1st	✓	✓	✓	Quarter Mark	A+	Progress 1	✓	✓	4.000	.500	.500	.500
2007-2008	250	AP ART	YEAR	✓	✓	✓	Quarter Mark	B+	Progress 1	✓	✓	3.330	1.000	1.000	1.000
2007-2008	642	SPAN IV	YEAR	✓	✓	✓	Quarter Mark	B+	Progress 1	✓	✓	3.330	1.000	1.000	1.000
2007-2008	950	AP ENG	YEAR	✓	✓	✓	Quarter Mark	A	Progress 1	✓	✓	4.000	1.000	1.000	1.000

If we calculate Sally's 1st 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	☐	☐	☐

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

Prorated formula is being used.

Details:

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
2007-2008	1057	AP CAL	YEAR	✓	✓	✓	Quarter Mark	C-	Progress 1	✓	✓	1.670	.250	.250	1.000
2007-2008	1224	PHYSICS	YEAR	✓	✓	✓	Quarter Mark	B	Progress 1	✓	✓	3.000	.250	.250	1.000
2007-2008	240	D & P IV	1st	✓	✓	✓	Quarter Mark	A+	Progress 1	✓	✓	4.000	.250	.250	.500
2007-2008	250	AP ART	YEAR	✓	✓	✓	Quarter Mark	B+	Progress 1	✓	✓	3.330	.250	.250	1.000
2007-2008	642	SPAN IV	YEAR	✓	✓	✓	Quarter Mark	B+	Progress 1	✓	✓	3.330	.250	.250	1.000
2007-2008	950	AP ENG	YEAR	✓	✓	✓	Quarter Mark	A	Progress 1	✓	✓	4.000	.250	.250	1.000

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 ½ 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 2nd 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.
   b. Findlay has setup 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.**

		Code ^	Name	Active	Use Credit Percentage
✕	✐	Hon	Honors Course	💡	☑
✕	✐	HSem	Honors 0.50 Credit	💡	☐
☑ Show Active Only					

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 **StudentInformation > Management > School Administration > Course History Administration > GPA Sets**
   a. Follow the instructions in Task #2 of this Step by Step but on the 2nd 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** dropdown **GPA** should be chosen.

g. Click **Save**.
4. Now, recalc the GPA by clicking the **Refresh** icon.

Honors Credit Divisor – The Honors Credit Divisior 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 2nd bonus add-on level at the end of year, take 29 minus 20 and divide that number by 40 to get the 2nd add-on bonus. 9/40 = .225 add-on bonus.

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
Honors GPA	Findlay Method	FNL	Earned	☑	☐	☑

Calculations:

Calculation	Date	Points	Credits	GPA
GPA based on current GPA configuration	08/11/2008 11:40 AM	116.00000	29.00000	4.80350
Last time GPA was recalculated	08/11/2008 8:17 AM	116.00000	29.00000	4.80350

Details:

Handwritten annotations:

Year End

$$GPA = \left(\frac{\text{sum of } c}{\text{sum of } b}\right) + \left(\text{sum of } f\right) + \frac{\text{total credits} - 20}{40}$$

$$\left(\frac{116}{29}\right) + .566 + \left(\frac{29.50 - 20}{40}\right) = 4.8035$$

Year	Code	Abbr	Term	Include in Total Credit	Include in GPA	Is HS Credit	Type	Mark	Crd Type	Is Earned	In GPA	GPA Crd	Pt Val (a×b)	Crd Att	Crd Earn	Crs Crd	Add On (f)	Tot Pt (c)
2004-2005	022	COM. I		✓	✓	✓	Final	A	Earned	✓	✓	29.00000	4.00000	.80000	.80000	.80000	.00000	4.00000	2
2004-2005	041	ALG II H		✓	✓	✓	Final	G	Earned	✓	✓	29.00000	4.00000	1.00000	1.00000	1.00000	.03330	4.00000	4
2004-2005	141	BPHYSEC		✓	✓	✓	Final	A	Earned	✓	✓	29.00000	4.00000	.25000	.25000	.25000	.00000	4.00000	1
2004-2005	181	LATIN I		✓	✓	✓	Final	A	Earned	✓	✓	29.00000	4.00000	1.00000	1.00000	1.00000	.00000	4.00000	4
2004-2005	935	CHOIR 9		✓	✓	✓	Final	A	Earned	✓	✓	29.00000	4.00000	1.00000	1.00000	1.00000	.00000	4.00000	4
2004-2005	965	AP AM HI		✓	✓	✓	Final	G	Earned	✓	✓	29.00000	4.00000	1.00000	1.00000	1.00000	.03330	4.00000	4
2004-2005	983	PHYSCI H		✓	✓	✓	Final	G	Earned	✓	✓	29.00000	4.00000	1.00000	1.00000	1.00000	.00000	4.00000	4
2004-2005	991	HENG9		✓	✓	✓	Final	A	Earned	✓	✓	29.00000	4.00000	1.00000	1.00000	1.00000	.01665	4.00000	4
2005-2006	147	BPHYSTH		✓	✓	✓	Final	A	Earned	✓	✓	29.00000	4.00000	.25000	.25000	.25000	.00000	4.00000	1
2005-2006	211	HENG10		✓	✓	✓	Final	G	Earned	✓	✓	29.00000	4.00000	1.00000	1.00000	1.00000	.03330	4.00000	4
2005-2006	241	GEOM H		✓	✓	✓	Final	G	Earned	✓	✓	29.00000	4.00000	1.00000	1.00000	1.00000	.03330	4.00000	6
2005-2006	255	AP A HIS		✓	✓	✓	Final	G	Earned	✓	✓	29.00000	4.00000	1.00000	1.00000	1.00000	.03330	4.00000	4
2005-2006	263	HEALTH		✓	✓	✓	Final	A	Earned	✓	✓	29.00000	4.00000	.50000	.50000	.50000	.00000	4.00050	2
2005-2006	271	CHOIR 10		✓	✓	✓	Final	A	Earned	✓	✓	29.00000	4.00000	1.00000	1.00000	1.00000	.00000	4.00000	4
2005-2006	281	LATIN II		✓	✓	✓	Final	A	Earned	✓	✓	29.00000	4.00000	1.00000	1.00000	1.00000	.00000	4.00000	4
2005-2006	308	BIO AP		✓	✓	✓	Final	G	Earned	✓	✓	29.00000	4.00000	1.00000	1.00000	1.00000	.03330	4.00000	4
2005-2006	COM II	COMM II		✓	✓	✓	Final	A	Earned	✓	✓	29.00000	4.00000	.50000	.50000	.50000	.00000	4.00000	2
2006-2007	221	AP EU HI	AY	✓	✓	✓	Final Mark	G	Earned	✓	✓	29.00000	4.00000	1.00000	1.00000	1.00000	.03330	4.00000	4
2006-2007	233	ANATOMY	AY	✓	✓	✓	Final Mark	A	Earned	✓	✓	29.00000	4.00000	1.00000	1.00000	1.00000	.00000	4.00000	4
2006-2007	311	ADVCOMP	AY	✓	✓	✓	Final Mark	G	Earned	✓	✓	29.00000	4.00000	1.00000	1.00000	1.00000	.03330	4.00000	4
2006-2007	331	CHEM I H	AY	✓	✓	✓	Final Mark	G	Earned	✓	✓	29.00000	4.00000	1.00000	1.00000	1.00000	.03330	4.00000	4
2006-2007	341	PR CA H	AY	✓	✓	✓	Final Mark	G	Earned	✓	✓	29.00000	4.00000	1.00000	1.00000	1.00000	.03330	4.00000	4
2006-2007	371	CH 10-12	AY	✓	✓	✓	Final Mark	A	Earned	✓	✓	29.00000	4.00000	1.00000	1.00000	1.00000	.00000	4.00000	4
2006-2007	781	LAT3-AAP	AY	✓	✓	✓	Final Mark	G	Earned	✓	✓	29.00000	4.00000	1.00000	1.00000	1.00000	.03330	4.00000	4
2007-2008	183	SPAN I	AY	✓	✓	✓	Final Mark	A	Earned	✓	✓	29.00000	4.00000	1.00000	1.00000	1.00000	.00000	4.00000	4
2007-2008	310	CHEM AP	AY	✓	✓	✓	Final Mark	G	Earned	✓	✓	29.00000	4.00000	1.00000	1.00000	1.00000	.03330	4.00000	4
2007-2008	371	CH 11-12	AY	✓	✓	✓	Final Mark	A	Earned	✓	✓	29.00000	4.00000	1.00000	1.00000	1.00000	.00000	4.00000	4
2007-2008	411	AP EN 12	AY	✓	✓	✓	Final Mark	G	Earned	✓	✓	29.00000	4.00000	1.00000	1.00000	1.00000	.03330	4.00000	4
2007-2008	422	GO PO AP	AY	✓	✓	✓	Final Mark	G	Earned	✓	✓	29.00000	4.00000	1.00000	1.00000	1.00000	.03330	4.00000	4
2007-2008	431	PHYSICS	AY	✓	✓	✓	Final Mark	A	Earned	✓	✓	29.00000	4.00000	1.00000	1.00000	1.00000	.00000	4.00000	4
2007-2008	440	CALC-AP	AY	✓	✓	✓	Final Mark	G	Earned	✓	✓	29.00000	4.00000	1.00000	1.00000	1.00000	.03330	4.00000	4
2007-2008	781	LAT3-AAP	AY	✓	✓	✓	Final Mark	A	Earned	✓	✓	29.00000	4.00000	1.00000	1.00000	1.00000	.01665	4.00000	4

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 2nd. 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 2nd even though he took a heavier load.

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

GPA Set: Cumulative GPA   Grade Level: 11   View

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.

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

GPA Set: Honors GPA   Grade Level: 11   View

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 🖊
Name: Honors GPA 🖊

Description:

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:** [0.00] [▲▼] [Add]

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

[Return to GPA Set Maintenance]

GPA Set Maintenance

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

General	Calculations	**Rank**

Ranking: [< Back]

Source: [GPA ▼] ⚡   ☐ Include inactive students

Ties: [Count all students as the same ▼] ⚡   ☐ Include students with no marks

[Save] [Save and New] [Cancel]

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 12th 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 students GPA details.

GPA Set:

GPA Set	Formula	Reporting Terms	Mark Credit Types	Add-On	Difficulty Points	Prev. Years
Honors GPA	Honors GPA		Earned	☐	▦	▦

Calculations:

Calculation	Date	Points	Credits	GPA
GPA based on current GPA configuration	04/8/2008 1:44 PM	61.800	15.000	4.120
Last time GPA was recalculated	04/8/2008 1:44 PM	61.800	15.000	4.120

Details:

Year	Code	Abbr	Term	Include in Total Credit	Include in GPA	Is HS Credit	Type	Mark	Crd Type	Is Earned	In GPA	GPA Crd	Pt Val	Crd Att	Crd Earn	Crs Crd	Tot Pt	
2004-2005	839	A.MATH 3	YEAR	✓	✓	✓	Final	A	Earned	✓	✓	15.000	4.000	1.000	1.000	1.000	4.000	4
2005-2006	1527	ACC GEOM	YEAR	✓	✓	✓	Final	A	Earned	✓	✓	15.000	4.000	1.000	1.000	1.000	4.000	4
2005-2006	1100	BAND	YEAR	✓	✓	✓	Final	A+	Earned	✓	✓	15.000	4.000	1.000	1.000	1.000	4.000	4
2005-2006	1218	FDD	YEAR	✓	✓	✓	Final	A	Earned	✓	✓	15.000	4.000	1.000	1.000	1.000	4.000	4
2005-2006	1310	WLD STUD	YEAR	✓	✓	✓	Final	A+	Earned	✓	✓	15.000	4.000	1.000	1.000	1.000	4.000	4
~~2005-2006~~	~~xxx~~	~~xxxxxx~~	~~1st~~	~~✓~~	~~✓~~	~~✓~~	~~Final~~	~~B~~	~~Earned~~		⊘	~~15.xxx~~	~~xxx~~	~~xxx~~	~~xxx~~	~~xxx~~	~~xxx~~	n/a
2005-2006	410	LATIN 1	YEAR	✓	✓	✓	Final	A+	Earned	✓	✓	15.000	4.000	1.000	1.000	1.000	4.000	4
~~2005-2006~~	~~711~~	~~PE-B~~		~~✓~~		~~✓~~	~~Final~~	~~B~~	~~Earned~~		⊘	~~15.xxx~~	~~xxx~~	~~xxx~~	~~xxx~~	~~xxx~~	~~xxx~~	n/a
2005-2006	410	ENG 9	YEAR	✓	✓	✓	Final	A+	Earned	✓	✓	15.000	4.000	1.000	1.000	1.000	4.000	4
2006-2007	1037	ACCALG 2	YEAR	✓	✓	✓	Final	A+	Earned	✓	✓	15.000	4.000	1.000	1.000	1.000	4.000	4
2006-2007	1220	BIO I	YEAR	✓	✓	✓	Final	A+	Earned	✓	✓	15.000	4.000	1.000	1.000	1.000	4.000	4
2006-2007	1320	US SS 10	YEAR	✓	✓	✓	Final	A+	Earned	✓	✓	15.000	4.000	1.000	1.000	1.000	4.000	4
2006-2007	420	LATIN II	YEAR	✓	✓	✓	Final	A+	Earned	✓	✓	15.000	4.000	1.000	1.000	1.000	4.000	4
2006-2007	713	HEALTH	1st	✓	✓	✓	Final	A+	Earned	✓	✓	15.000	4.000	.500	.500	.500	4.000	2
~~2006-2007~~	~~711~~	~~PE-B~~		~~✓~~		~~✓~~	~~Final~~		~~Earned~~		⊘	~~15.xxx~~	~~xxx~~	~~xxx~~	~~xxx~~	~~xxx~~	~~xxx~~	n/a
2006-2007	921	A ENG 10	YEAR	✓	✓	✓	Final	A	Earned	✓	✓	15.000	4.000	1.000	1.000	1.000	4.000	4
2007-2008	1357	AP CAL		✓	✓	✓	Final	A	Earned	✓	✓	15.000	5.000	1.000	1.000	1.000	5.000	Honors
2007-2008	245	D & F IV		✓	✓	✓	Final	A-	Earned	✓	✓	15.000	4.800	1.000	1.000	1.000	4.800	Honors
2007-2008	1721	COMB ED		✓	✓	✓	Final	A	Earned	✓	✓	15.000	4.000	.500	.500	.500	4.000	2

b=13   Σ of C = 52

Handwritten notes (right side):

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.

[Weighting Factor](TS GPA w/out honors courses included) + (Sum of (Each Honor Credit × Each Honor Point))

Weighting Factor = Total Number of Honors Credits

$$\frac{[(13)(4.00)] + [(1 \times 5) + (1 \times 4.8)]}{13 + 2}$$

$$\frac{52 + 9.8}{15} = 4.12$$

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 **Configure GPA Minimum Credits**.

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 **Next** to move to the second tab named **Calculations**.
2. In the **Formula** dropdown select **MTV – Mt Vernon Method**.
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. The **Configure GPA Minimum Credits** link to set up the GPA Minimum Credits is grayed out until you save the GPA Set.
8. Click **Next** to move to configure the **Rank** tab.
9. Please refer to Task #2 of this checklist on the different option on the **Rank** tab.
10. Click **Save**.
11. Next, click the **Edit Pencil** to edit the GPA Set you created.
12. Click **Next** to move to the **Calculations** tab.
13. Click on the **Configure GPA Minimum Credits** 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 **Add**.

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

	Grade Level ▲	MinimumCredits
🗑	09	2.50
🗑	10	7.50
🗑	11	12.50
🗑	12	17.50

18. Click **Return to GPA Set Maintenance**.
19. Click **Next** to move to the **Rank** tab and click **Save**.
20. Finally click **Refresh icon** to refresh the GPA and wait for the job to finish on your **Management** screen.

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	Mt Vernon Method	Progress 2		☐	☑	☑

Mt. Vernon Formula

(Total Points) + .50 (Total Credits - Minimum Credits)
_____
Total Credits

Calculations:

Calculation	Date	Points	Credits	GPA
GPA based on current GPA configuration	04/9/2008 7:52 AM	106.705	27.000	4.128
Last time GPA was recalculated	04/7/2008 10:44 AM	106.705	27.000	4.128

Details:

(Handwritten annotations:)

(sum of column c) + .5(sum of column b - min. credits)
sum of column b

$$\frac{106.705 + .5(27 - 17.50)}{27}$$

$$\frac{106.75 + 4.75}{27}$$

GPA = 4.28

a × b = c

b = 27

c = 106.705

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 Types	Multipliers
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 the **Refresh icon** to refresh the GPA.
18. 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 Terms	Mark Credit Types	Add-On	Difficulty Points	Prev. Years
Cum GPA	GPA by Course Count	Qtr1,Qtr1.Ex1,Qtr3,Qtr4,Ex3	Progress 1, Progress 3	☐	▪	▪

Calculations:

Calculation	Date	Points	Course Count	GPA
GPA based on current GPA configuration	06/13/2008 1:04 PM	136.300	9	3.886
Last time GPA was recalculated	06/13/2008 11:01 AM	136.300	9	3.886

Details:

(handwritten annotations)

GPA = Sum of column a / # of marks

$\dfrac{136}{35} = 3.886$

mark — (remember: Exams count as .5 a mark.)

a = 136 ... 35 marks

Year	Code	Abbr	Term	Include in Total Credit	Include in GPA	2x In% Credit	Type	Mark	Crd Type	In Earned	In GPA	a. Pt Val	Crd Earn	Crs Crd	mark
2007-2008	1RL1	SPAN I	Full	✓	✓	✓	Mark	A	Progress 1	✓	✓	4.000	1.000	1.000	1
2007-2008	1RL1	SPAN I	Full	✓	✓	✓	Exam	A	Progress 3	✓	✓	4.000	1.000	1.000	.5
2007-2008	1RL1	SPAN I	Full	✓	✓	✓	Mark	A	Progress 1	✓	✓	4.000	1.000	1.000	1
2007-2008	1RL1	SPAN I	Full	✓	✓	✓	Exam	A+	Progress 3	✓	✓	4.000	1.000	1.000	.5
2007-2008	1RL1	SPAN I	Full	✓	✓	✓	Mark	A+	Progress 1	✓	✓	4.000	1.000	1.000	1
2007-2008	1RL1	SPAN I	Full	✓	✓	✓	Mark	A	Progress 1	✓	✓	4.000	1.000	1.000	1
2007-2008	2060	GRL PE	Sem1	✓	✓	✓	Mark	A-	Progress 1	✓	✓	3.700	.250	.250	1
2007-2008	2060	GRL PE	Sem1	✓	✓	✓	Exam	B	Progress 3	✓	✓	3.000	.250	.250	.5
2007-2008	2060	GRL PE	Sem1	✓	✓	✓	Mark	B-	Progress 1	✓	✓	2.700	.250	.250	1
2007-2008	2150	HEALTH	Sem2	✓	✓	✓	Mark	A+	Progress 1	✓	✓	4.000	.500	.500	1
2007-2008	2150	HEALTH	Sem2	✓	✓	✓	Mark	A+	Progress 1	✓	✓	4.000	.500	.500	1
2007-2008	2150	HEALTH	Sem2	✓	✓	✓	Exam	A	Progress 3	✓	✓	3.000	.500	.500	.5
2007-2008	3180	=ENG 9	Full	✓	✓	✓	Exam	A+	Progress 3	✓	✓	3.000	1.000	1.000	.5
2007-2008	3180	=ENG 9	Full	✓	✓	✓	Mark	A+	Progress 1	✓	✓	4.000	1.000	1.000	1
2007-2008	3180	=ENG 9	Full	✓	✓	✓	Exam	A	Progress 3	✓	✓	3.000	1.000	1.000	.5
2007-2008	3180	=ENG 9	Full	✓	✓	✓	Mark	A+	Progress 1	✓	✓	4.000	1.000	1.000	1
2007-2008	3180	=ENG 9	Full	✓	✓	✓	Mark	A+	Progress 1	✓	✓	4.000	1.000	1.000	1
2007-2008	3180	=ENG 9	Full	✓	✓	✓	Mark	A+	Progress 1	✓	✓	4.000	1.000	1.000	1
2007-2008	4030	W HIST A	Sem1	✓	✓	✓	Mark	A+	Progress 1	✓	✓	4.000	.500	.500	1
2007-2008	4030	W HIST A	Sem1	✓	✓	✓	Mark	A+	Progress 1	✓	✓	4.000	.500	.500	1
2007-2008	4030	W HIST A	Sem1	✓	✓	✓	Exam	A+	Progress 3	✓	✓	3.000	.500	.500	.5
2007-2008	4040	W HIST B	Sem2	✓	✓	✓	Mark	A+	Progress 1	✓	✓	4.000	.500	.500	1
2007-2008	4040	W HIST B	Sem2	✓	✓	✓	Exam	A+	Progress 3	✓	✓	3.000	.500	.500	.5
2007-2008	4040	W HIST B	Sem2	✓	✓	✓	Mark	A+	Progress 1	✓	✓	4.000	.500	.500	1
2007-2008	5460	= GEOM	Full	✓	✓	✓	Exam	A+	Progress 3	✓	✓	3.000	1.000	1.000	.5
2007-2008	5460	= GEOM	Full	✓	✓	✓	Mark	A	Progress 1	✓	✓	4.000	1.000	1.000	1
2007-2008	5460	= GEOM	Full	✓	✓	✓	Mark	A-	Progress 1	✓	✓	3.700	1.000	1.000	1
2007-2008	5460	= GEOM	Full	✓	✓	✓	Mark	A	Progress 1	✓	✓	4.000	1.000	1.000	1
2007-2008	5460	= GEOM	Full	✓	✓	✓	Exam	A	Progress 3	✓	✓	3.000	1.000	1.000	.5
2007-2008	5460	= GEOM	Full	✓	✓	✓	Mark	A	Progress 1	✓	✓	4.000	1.000	1.000	1
2007-2008	6790	PhD HEAL	Full	✓	✓	✓	Mark	A+	Progress 1	✓	✓	4.000	1.000	1.000	1
2007-2008	6790	PhD HEAL	Full	✓	✓	✓	Mark	A+	Progress 1	✓	✓	4.000	1.000	1.000	1
2007-2008	6790	PhD HEAL	Full	✓	✓	✓	Exam	A+	Progress 3	✓	✓	3.000	1.000	1.000	.5
2007-2008	6790	PhD HEAL	Full	✓	✓	✓	Exam	A-	Progress 3	✓	✓	1.850	1.000	1.000	.5
2007-2008	6790	PhD HEAL	Full	✓	✓	✓	Mark	A	Progress 1	✓	✓	4.000	1.000	1.000	1
2007-2008	6790	PhD HEAL	Full	✓	✓	✓	Mark	B+	Progress 1	✓	✓	3.300	1.000	1.000	1
2007-2008	7180	= BIOL	Full	✓	✓	✓	Exam	A+	Progress 3	✓	✓	2.000	1.000	1.000	.5
2007-2008	7180	= BIOL	Full	✓	✓	✓	Mark	A-	Progress 1	✓	✓	3.700	1.000	1.000	1
2007-2008	7180	= BIOL	Full	✓	✓	✓	Mark	A	Progress 1	✓	✓	4.000	1.000	1.000	1
2007-2008	7180	= BIOL	Full	✓	✓	✓	Mark	A-	Progress 1	✓	✓	3.700	1.000	1.000	1
2007-2008	7180	= BIOL	Full	✓	✓	✓	Mark	A	Progress 1	✓	✓	4.000	1.000	1.000	1
2007-2008	7180	= BIOL	Full	✓	✓	✓	Exam	A	Progress 3	✓	✓	1.850	1.000	1.000	.5

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.

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 the **Refresh icon** 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
Jus , Ashle	12	12	3.866000	110.180000	28.500000	28.500000	124.650000

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
CUR	Standard GPA Calculation (Alpha)	FIN	Earned	☐	☐	☐

Calculations:

Calculation	Date	Points	Credits	GPA
GPA based on current GPA configuration	06/12/2008 2:04 PM	110.1800	28.5000	3.8660
Last time GPA was recalculated	06/12/2008 9:30 AM	110.1800	28.5000	3.8660

Details:

Year	Code	Abbr	Terms	Include In Total Credits	Include In GPA	Is Intl Credit	Type	Mark	Crd Type	Is Earned	In GPA	Pt Val	Crd Att	Crd Earn	Crs Crd
2004-2005	0001	Algebra		✓	✓	✓	Final	A-	Earned	✓	✓	3.6700	1.0000	1.0000	1.0000
2004-2005	0002	Dgt Over		✓	✓	✓	Final	A	Earned	✓	✓	4.0000	1.0000	1.0000	1.0000
2004-2005	0003	English		✓	✓	✓	Final	A-	Earned	✓	✓	3.6700	1.0000	1.0000	1.0000
2004-2005	0004	Phys. Sci		✓	✓	✓	Final	A	Earned	✓	✓	4.0000	1.0000	1.0000	1.0000
2004-2005	0005	World H.		✓	✓	✓	Final	A	Earned	✓	✓	4.0000	1.0000	1.0000	1.0000
2004-2005	0006	PE		✓	✓	✓	Final	A	Earned	✓	✓	4.0000	.2500	.2500	.2500
2004-2005	0007	Spanish		✓	✓	✓	Final	A	Earned	✓	✓	4.0000	1.0000	1.0000	1.0000
2004-2005	0008	Geometry		✓	✓	✓	Final	A-	Earned	✓	✓	3.6700	1.0000	1.0000	1.0000
2004-2005	0009	Choir		✓	✓	✓	Final	A	Earned	✓	✓	4.0000	1.0000	1.0000	1.0000
2005-2006	0001	Health		✓	✓	✓	Final	A	Earned	✓	✓	4.0000	.5000	.5000	.5000
2005-2006	0002	English		✓	✓	✓	Final	A	Earned	✓	✓	4.0000	1.0000	1.0000	1.0000
2005-2006	0003	Biology		✓	✓	✓	Final	A	Earned	✓	✓	4.0000	1.0000	1.0000	1.0000
2005-2006	0004	US Hist		✓	✓	✓	Final	A	Earned	✓	✓	4.0000	.5000	.5000	.5000
2005-2006	0005	US Hist		✓	✓	✓	Final	A-	Earned	✓	✓	3.6700	.5000	.5000	.5000
2005-2006	0006	PE		✓	✓	✓	Final	A	Earned	✓	✓	4.0000	.2500	.2500	.2500
2005-2006	0007	Spanish		✓	✓	✓	Final	A	Earned	✓	✓	4.0000	1.0000	1.0000	1.0000
2005-2006	0008	Int. Mat		✓	✓	✓	Final	A	Earned	✓	✓	4.0000	1.0000	1.0000	1.0000
2006-2007	G240	1 Math 4		✓	✓	✓	Final	A-	Earned	✓	✓	3.6700	1.0000	1.0000	1.0000
2006-2007	C234	Chem Hon		✓	✓	✓	Final	B+	Earned	✓	✓	3.3300	1.0000	1.0000	1.0000
2006-2007	R171	Cosmo La		✓	✓	✓	Final	A	Earned	✓	✓	4.0000	3.0000	3.0000	3.0000
2006-2007	R172	Cosmo 1		✓	✓	✓	Final	A	Earned	✓	✓	4.0000	1.0000	1.0000	1.0000
2006-2007	W002	Eng 3 FV		✓	✓	✓	Final	A	Earned	✓	✓	4.0000	1.0000	1.0000	1.0000
2006-2007	W009	AM Gov F		✓	✓	✓	Final	A	Earned	✓	✓	4.0000	.5000	.5000	.5000
2006-2007	W012	Economic		✓	✓	✓	Final	A-	Earned	✓	✓	3.6700	.5000	.5000	.5000
2007-2008	G806	Cosmo2 L	AY	✓	✓	✓	Final	A	Earned	✓	✓	4.0000	3.0000	3.0000	3.0000
2007-2008	G807	Cosmo2 R	AY	✓	✓	✓	Final	A	Earned	✓	✓	4.0000	1.0000	1.0000	1.0000
2007-2008	W003	PS Math	SEM1	✓	✓	✓	Final	B	Earned	✓	✓	3.0000	.5000	.5000	.5000
2007-2008	W003	PS Math	SEM2	✓	✓	✓	Final	A	Earned	✓	✓	4.0000	.5000	.5000	.5000
2007-2008	W313	PS Acc	SEM1	✓	✓	✓	Final	A	Earned	✓	✓	4.0000	.5000	.5000	.5000
2007-2008	Z121	Eng 4 FV	AY	✓	✓	✓	Final	B	Earned	✓	✓	3.0000	1.0000	1.0000	1.0000

Handwritten annotations:

$$GPA = \frac{\text{sum of } c}{\text{sum of } b} = \frac{110.18}{28.50} = 3.866$$

$a \times b = c$

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

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

$b = 28.5$ $c = 110.18$

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 **Add Code**.
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 **Save**.

		Code	Name ▲	Description	Multiplier	Active
🗑	✎	R	1	1	1	🟢
🗑	✎	A	1.5	1.5	1.5	🟢
🗑	✎	H	2	2	2	🟢

✔ 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 **Mansfield Method** from the **Source** dropdown.
14. Click **Save**.
15. Next click the **Refresh icon** recalculate the GPA.
16. Wait for the job on your **Management** screen to complete.

GPA Set:

GPA Set	Formula	Reporting Terms	Mark Credit Types	Add-On	Difficulty Points	Prev. Years
Cum GPA	GPA by Course Count	Qtr1,Qtr1Ex1,Qtr3,Qtr4Ex1	Progress 1, Progress 3	☐	☑	☑

Calculations:

Calculation	Date	Points	Course Count	GPA
GPA based on current GPA configuration	06/16/2008 11:31 AM	136.000	9	3.896
Last time GPA was recalculated	06/13/2008 11:31 AM	136.000	9	3.896

Details:

RANK = Sum of column C

Year	Code	Abbr	Term	Include in Total Credits	Include in GPA	Is WS Credit	Type	Mark	Crd Type	Is Earned	In GPA	Pt Val (a)	Crd Earn	Crs Crd	rank weight (b)	rank points (c)
2007-2008	1910	SPAN I	Full	✓	✓	✓	Mark	A	Progress 1	✓	✓	4.000	1.000	1.000	1.5	6
2007-2008	1910	SPAN I	Full	✓	✓	✓	Exam	A	Progress 3	✓	✓	2.000	1.000	1.000	1.5	3
2007-2008	1910	SPAN I	Full	✓	✓	✓	Mark	A	Progress 1	✓	✓	4.000	1.000	1.000	1.5	6
2007-2008	1910	SPAN I	Full	✓	✓	✓	Exam	A+	Progress 3	✓	✓	2.000	1.000	1.000	1.5	3
2007-2008	1910	SPAN I	Full	✓	✓	✓	Mark	A+	Progress 1	✓	✓	4.000	1.000	1.000	1.5	6
2007-2008	1910	SPAN I	Full	✓	✓	✓	Mark	A	Progress 1	✓	✓	4.000	1.000	1.000	1.8	8
2007-2008	2080	GIRL PE	Sem1	✓	✓	✓	Mark	A-	Progress 1	✓	✓	3.700	.250	.250	1	3.7
2007-2008	2080	GIRL PE	Sem1	✓	✓	✓	Exam	B	Progress 3	✓	✓	3.000	.250	.250	1	1.5
2007-2008	2080	GIRL PE	Sem1	✓	✓	✓	Mark	B-	Progress 1	✓	✓	2.700	.250	.250	1	2.7
2007-2008	2130	HEALTH	Sem2	✓	✓	✓	Mark	A+	Progress 1	✓	✓	4.000	.500	.500	1	4
2007-2008	2130	HEALTH	Sem2	✓	✓	✓	Mark	A+	Progress 1	✓	✓	4.000	.500	.500	1	2.4
2007-2008	2130	HEALTH	Sem2	✓	✓	✓	Exam	A	Progress 3	✓	✓	2.000	.500	.500	1	4
2007-2008	3180	H ENG 9	Full	✓	✓	✓	Exam	A+	Progress 3	✓	✓	2.000	1.000	1.000	2	4
2007-2008	3180	H ENG 9	Full	✓	✓	✓	Mark	A+	Progress 1	✓	✓	4.000	1.000	1.000	2	8
2007-2008	3180	H ENG 9	Full	✓	✓	✓	Exam	A	Progress 3	✓	✓	2.000	1.000	1.000	2	4
2007-2008	3180	H ENG 9	Full	✓	✓	✓	Mark	A+	Progress 1	✓	✓	4.000	1.000	1.000	2	8
2007-2008	3180	H ENG 9	Full	✓	✓	✓	Mark	A+	Progress 1	✓	✓	4.000	1.000	1.000	2	8
2007-2008	3180	H ENG 9	Full	✓	✓	✓	Mark	A+	Progress 1	✓	✓	4.000	1.000	1.000	2	8
2007-2008	4000	W HIST A	Sem1	✓	✓	✓	Mark	A+	Progress 1	✓	✓	4.000	.500	.500	1.5	6
2007-2008	4000	W HIST A	Sem1	✓	✓	✓	Mark	A+	Progress 1	✓	✓	4.000	.500	.500	1.5	3
2007-2008	4000	W HIST A	Sem1	✓	✓	✓	Exam	A+	Progress 3	✓	✓	2.000	.500	.500	1.6	6
2007-2008	4040	W HIST B	Sem2	✓	✓	✓	Mark	A+	Progress 1	✓	✓	4.000	.500	.500	1.5	3
2007-2008	4040	W HIST B	Sem2	✓	✓	✓	Exam	A+	Progress 3	✓	✓	2.000	.500	.500	1.5	6
2007-2008	4040	W HIST B	Sem2	✓	✓	✓	Mark	A+	Progress 1	✓	✓	4.000	.500	.500	1.5	4
2007-2008	5460	H GEOM	Full	✓	✓	✓	Exam	A+	Progress 3	✓	✓	2.000	1.000	1.000	2	4
2007-2008	5460	H GEOM	Full	✓	✓	✓	Mark	A	Progress 1	✓	✓	4.000	1.000	1.000	2	7.4
2007-2008	5460	H GEOM	Full	✓	✓	✓	Mark	A-	Progress 1	✓	✓	3.700	1.000	1.000	2	5
2007-2008	5460	H GEOM	Full	✓	✓	✓	Mark	A	Progress 1	✓	✓	4.000	1.000	1.000	2	8
2007-2008	5460	H GEOM	Full	✓	✓	✓	Exam	A	Progress 3	✓	✓	2.000	1.000	1.000	2	
2007-2008	5460	H GEOM	Full	✓	✓	✓	Mark	A	Progress 1	✓	✓	4.000	1.000	1.000	2	4
2007-2008	6790	PHO HEAL	Full	✓	✓	✓	Mark	A+	Progress 1	✓	✓	4.000	1.000	1.000	1	4
2007-2008	6790	PHO HEAL	Full	✓	✓	✓	Mark	A+	Progress 1	✓	✓	4.000	1.000	1.000	1	2
2007-2008	6790	PHO HEAL	Full	✓	✓	✓	Exam	A+	Progress 3	✓	✓	2.000	1.000	1.000	1	1.85
2007-2008	6790	PHO HEAL	Full	✓	✓	✓	Exam	A-	Progress 3	✓	✓	1.850	1.000	1.000	1	4
2007-2008	6790	PHO HEAL	Full	✓	✓	✓	Mark	A	Progress 1	✓	✓	4.000	1.000	1.000	1	3.2
2007-2008	6790	PHO HEAL	Full	✓	✓	✓	Mark	B+	Progress 1	✓	✓	3.300	1.000	1.000	1	4
2007-2008	7180	H BIOL	Full	✓	✓	✓	Exam	A+	Progress 3	✓	✓	2.000	1.000	1.000	2	7.4
2007-2008	7180	H BIOL	Full	✓	✓	✓	Mark	A-	Progress 1	✓	✓	3.700	1.000	1.000	2	8
2007-2008	7180	H BIOL	Full	✓	✓	✓	Mark	A	Progress 1	✓	✓	4.000	1.000	1.000	2	7.4
2007-2008	7180	H BIOL	Full	✓	✓	✓	Mark	A-	Progress 1	✓	✓	3.700	1.000	1.000	2	8
2007-2008	7180	H BIOL	Full	✓	✓	✓	Mark	A	Progress 1	✓	✓	4.000	1.000	1.000	2	3.7
2007-2008	7180	H BIOL	Full	✓	✓	✓	Exam	A-	Progress 3	✓	✓	1.850	1.000	1.000	2	

(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

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

$$10\left[.4165 + .2000 + .125 + .126514\right]$$

$$= 9.500714$$

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.

Scenario	Is High School Credit	Include in Total Credits	Include in GPA	Outcome
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

In the following example the course is worth 1.0 credit and the GPA is calculated by using 1st 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)