

## GPA for 6<sup>th</sup> grade using Y1 Grades

- This only calculates an Average GPA for the CURRENT YEAR using Y1 Grades
- Select School from the links on the left
- Select Current Grade Display
- Set your Active Term to Y1 and click Submit
- From the PS Start Page click the 6 to select all 6<sup>th</sup> graders
- Select List Students from the drop down Functions button at bottom right
- Use the following fields:
  - o Last\_Name
  - o First\_Name
  - o Grade\_level
  - o \*gpa method="AverageGPA"
- Check the box to Export
- You can open this in Excel and sort by GPA
- Make sure to set your Current Grade Display back to Q4 so Parent Portal emails will be correct.

Report Title (shown at top of page):

Col	Field Name	Column Title
1.	Fields <input type="text" value="Last_Name"/>	<input type="text" value="Last Name"/>
2.	Fields <input type="text" value="First_Name"/>	<input type="text" value="First Name"/>
3.	Fields <input type="text" value="Grade_Level"/>	<input type="text" value="Grade Level"/>
4.	Fields <input type="text" value='*gpa method="AverageGPA"'/>	<input type="text" value="GPA"/>
5.	Fields <input type="text"/>	<input type="text"/>
6.	Fields <input type="text"/>	<input type="text"/>
7.	Fields <input type="text"/>	<input type="text"/>
8.	Fields <input type="text"/>	<input type="text"/>
9.	Fields <input type="text"/>	<input type="text"/>
10.	Fields <input type="text"/>	<input type="text"/>

Padding In Each Cell  (in points)

# Rows In Between Breaks

Other Options  Gridlines  Export