

## Core GPA for Beta Club (Middle Schools)

(updated 6/5/2019)

- Select your grade level
- Select List Students from the Functions drop down at the bottom right
- Enter the fields listed below:
  - o Last\_Name
  - o First\_Name
  - o Grade\_Level
  - o \*gpa method="eoycore"  
(\*\*\*You MUST type the above gpa method into the box, copy & paste will usually give you blanks)

Report Title (shown at top of page): Beta List			
Col		Field Name	Column Title
1.	Fields	Last_Name	Last Name
2.	Fields	First_Name	First Name
3.	Fields	Grade_Level	Grade
4.	Fields	*gpa method="eoycore"	GPA

- Click Submit
- If you want to export to Excel – select the Export checkbox

\*\*\* The EOYCore gpa method pulls the GPA from the previous year for any classes with a credit type of CORE. This excludes any electives.