

Find GPA for Hall of Fame for Middle Schools: (updated 6/5/2019)

This uses Historical grades of 6th, 7th, and current S1 grades of 8th grades

1. Change the Current Grade Display to S1 for Semester 1
 - Select School
 - Choose Current Grade Display
 - Set the Active Term to S1

Current Grade Display - Brandon Middle School

The Active Term is used for:

- Calculating the Quick Lookup GPA from Gradebook grades
- The default term for current Gradebook grades when a term is not specified

To modify which terms appear, go to Quick Lookup Preferences.

Active Term

- Click Submit
2. Select your students from the Start Page
 - Click the 8 to select all 8th graders
 3. Click the Functions button and select List Students
 4. Enter the fields to list as below:

Student List - 2 students will be listed

Report Title (shown at top of page):

Col	Field Name	Column Title
1.	Fields <input style="width: 80px;" type="text" value="LastFirst"/>	<input style="width: 80px;" type="text" value="Name"/>
2.	Fields <input style="width: 80px;" type="text" value="Grade_Level"/>	<input style="width: 80px;" type="text" value="Grade"/>
3.	Fields <input style="width: 80px;" type="text" value="gpa method='Simple CGPA'"/>	<input style="width: 80px;" type="text" value="GPA"/>
4.	Fields <input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>
5.	Fields <input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>
6.	Fields <input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>
7.	Fields <input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>
8.	Fields <input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>
9.	Fields <input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>
10.	Fields <input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>

Padding In Each Cell (in points)

Rows In Between Breaks

Other Options Gridlines Export

Optional: Sort Field Name	Direction
<input style="width: 80px;" type="text" value="Last_Name"/>	> ▾
<input style="width: 80px;" type="text"/>	> ▾
<input style="width: 80px;" type="text"/>	> ▾

Submit

- Click the Fields link to select LastFirst and Grade_Level

- You will need to manually type in the field for the GPA
 - o *gpa method="Simple
CGPA"
**Copy and Paste will not work. Please type the above as you see
it**
- You can check the box to export or just view your list on the screen in your browser
- You can also select your Sort order

5. Click Submit