

## How to list current Core GPA's:

(updated 6/5/2019)

- Select School on the left
- Click Current Grade Display and make the term you want GPA's for the Active Term (Q1, Q2, etc) and Submit
- Go to PS home page
- Select your students
- Choose Quick Export from the Functions menu button
- Enter the following fields in the box:

LastFirst

Grade\_Level

^(\*gpa method="coreaveragegpa")

(\*\*\*You MUST type the above gpa method into the box, copy & paste will usually give you blanks)

\*\*See below:

### Quick Export

Export the 219 selected students

LastFirst  
^(\*gpa method="coreaveragegpa")

Field Delimiter: Tab

Record Delimiter: CR

"Surround Fields"  Column titles on 1st row

Export DCID

Fields

- Click Submit
- You can open in Excel