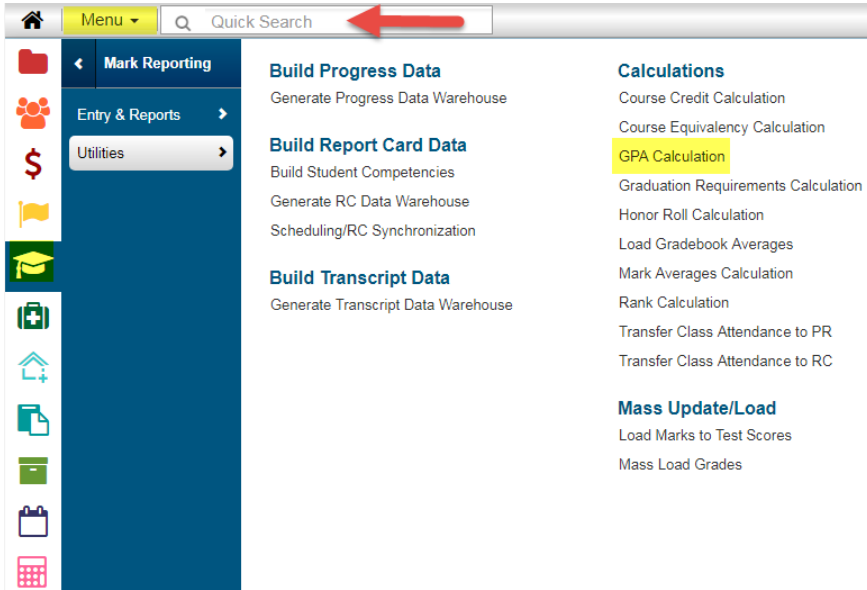


GPA Calculations

Step 1: Path: **Menu > Mark Reporting > Utilities > Calculations > GPA Calculation**

Step 2: Click on GPA Calculation.



Step 3: Follow these Prompts: *(The prompts are the same as we have used in the past)*

Step 4: Click on the arrow at the top right to “Run”.

A screenshot of the 'GPA Calculation' configuration screen. The screen is divided into several sections: 'Prompts', 'Filter', and 'Run'. The 'Prompts' section contains fields for 'Building*' (2 - Cy-Fair High School), 'School Year*' (2017), 'Run Calculation For*' (radio buttons for 'Only for Prompted RC Run/Term/Year' and 'Everything Through the Prompted RC Run/Term/Year'), 'Maximum RC Run' (checkbox for 'Use a maximum RC Run of'), and 'Amount to Log*' (radio buttons for 'Log Errors Only' and 'Log All Activity'). The 'GPA Type*' section has checkboxes for 'Elementary', 'Junior High', 'Non-Weighted' (checked), 'Weighted' (checked), and 'Year GPA for transcripts' (checked). There are also 'Term*' dropdown menus for 'Elementary', 'Junior High', 'Non-Weighted', and 'Weighted', with '2' selected for the last two. The 'Filter' section shows a table with columns for 'Actions', 'AND/OR', '#', 'Area', 'Field Name', 'Condition', and 'Value'. The first row has '1' in the '#' column, 'Demographic' in 'Area', 'Grade' in 'Field Name', '=' in 'Condition', and '12 - Twelfth Grade' in 'Value'. The second row has '2' in the '#' column and 'AND' in the 'AND/OR' column. The 'Run' section has radio buttons for 'Now', 'Once', 'Daily', 'Weekly', and 'Monthly'. A red arrow points to a 'Run' button in the top right corner of the screen.

Step 5: Click on the Tasks/Reports button to view your file.

Tasks (0) / Reports Current Year 2017-2018 School Year

Step 6: Click on the file once it is under “Reports”. The report will go from “Scheduled Tasks” to “Running Tasks” to “Reports”.

Tasks and Reports

Reports 3

Total Reports:21 Using: 393.99 kb

File Name	Modified Date	Size	
GPA Calculation Log	01/29/2018 02:11:01 PM	3.31 kb	<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Running Tasks 2

Total Running Tasks:1

Task	Start Time	Progress

Scheduled Tasks 1

Total Scheduled Tasks:0

Task	Run Time	Status	
			<input type="checkbox"/>

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