



MyEducationBC

GPAs

April 2019 v.2.1

Version History

Version	Date	Description
1.0	7 Jan 2015	Initial Document
2.0	13 Apr 2016	Revision based on change in calculations
2.1	24 Apr 2019	Added hyperlinks to Table of Contents

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Table of Contents

1.0 INTRODUCTION	4
2.0 DISTRICT SETUP	4
2.1 Refreshing the District Course Catalogue	5
2.2 Academic Level	6
3.0 SCHOOL COURSE SETUP	6
3.1 Course Catalogue Refresh	6
3.2 Defining Courses to include in a GPA Calculation	7
3.3 Include Students in GPA	7
3.4 Transcript auto-calculation options	8
4.0 RUN GPA	10
4.1 To run the Grade Point Averages report	10
4.2 View GPA Results for Multiple Students in the School View	11
4.3 To View an Individual Student's Results	12

1.0 Introduction

GPA currently only works for courses set to the **Quarterly - With School Exam** transcript definition. Courses must also have the Course GPA Indicator checked and students must have “Include in GPA/Rank” set to Y.

Courses are based on credit NOT course weight

Transcript Definition = Quarterly - With School Exam

Grades = 10 through 12

Include in GPA = Checked

Academic level = Regular (or other valid value)

Course Terms must = FY, S1 and/or S2


Grade Terms must = Q1, Q2, Q3, or Q4

Transcript records MUST be connected to a section

YOG must be current year or later (YOGs that are past will not display properly. This usually happens with Adult Grad students who are finishing up courses)

2.0 District Setup

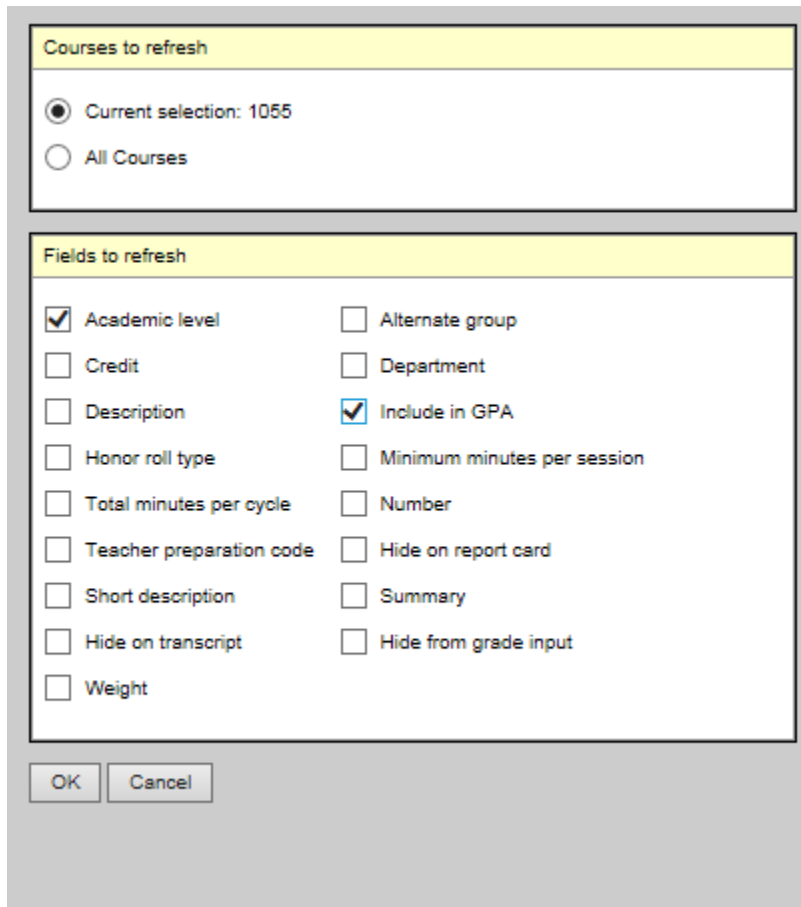
The settings configured on your district’s Setup > Preferences > Schedule > Academic level + Weight + GPA Inclusion Indicator, have implications on how schools can manage GPA marks. These two settings can be set to a value of either School or District. Setting them to School allows the schools themselves to determine which courses will be included in that school’s GPA calculation and the weight of any given course. Setting these values to “District” forces schools to use the district values.

Course number mask 	<input type="text" value="aaaaaaaaab"/>
Auto update school course	<input checked="" type="checkbox"/>
Course Field Ownership	
Academic level	School
Description	School
Grade level	Enterprise
Master type	Enterprise
Number	School
Short description	School
Credit	Burnaby
GPA inclusion indicator	School
Hide from grade input	School
Hide from report card	School
Hide from transcript	School
Honor roll type	School
Weight	School

2.1 Refreshing the District Course Catalogue

Course catalogues at the District level may have to be refreshed from the Enterprise Course Catalogue, changing the Academic level from its current value to the Enterprise setting, changing the Weight from 0 (default at the District / School level) to 1 (default at the Enterprise level) and the Include in GPA check box from unchecked (default at the District / School level) to checked (default at the Enterprise level).

1. Go to *District view > Schedule top tab > Courses side tab > Options > Refresh Course Catalogue*
2. Select “All Courses” or “Current selection”
3. Check the “Academic Level”, “Include in GPA” and “Credit” (GPA works off of courses with credits only) checkboxes
4. Click Ok



Courses to refresh

Current selection: 1055
 All Courses








Fields to refresh

<input checked="" type="checkbox"/> Academic level	<input type="checkbox"/> Alternate group
<input type="checkbox"/> Credit	<input type="checkbox"/> Department
<input type="checkbox"/> Description	<input checked="" type="checkbox"/> Include in GPA
<input type="checkbox"/> Honor roll type	<input type="checkbox"/> Minimum minutes per session
<input type="checkbox"/> Total minutes per cycle	<input type="checkbox"/> Number
<input type="checkbox"/> Teacher preparation code	<input type="checkbox"/> Hide on report card
<input type="checkbox"/> Short description	<input type="checkbox"/> Summary
<input type="checkbox"/> Hide on transcript	<input type="checkbox"/> Hide from grade input
<input type="checkbox"/> Weight	

2.2 Academic Level

GPA relies on Academic Level to determine the point value associated with a given mark i.e., A or 92% = 4.0. As such, all schools need an Academic level set to a predefined value. The default value for most courses is set to Regular at the Enterprise level. These can be changed to any of the following academic levels. Each academic level maintains the same GPA conversion value for a mark.

Grade Scale: ▼

Code	Value	Adapted 	Adv Placem 	Honors/Adv 	Int Bacca. 	Special Ed 	Regular 	Modified 
A	93.00	4.0000	4.0000	4.0000	4.0000	4.0000	4.0000	4.0000
B	79.00	3.0000	3.0000	3.0000	3.0000	3.0000	3.0000	3.0000
C+	69.00	2.5000	2.5000	2.5000	2.5000	2.5000	2.5000	2.5000
C	63.00	2.0000	2.0000	2.0000	2.0000	2.0000	2.0000	2.0000
C-	55.00	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
F	25.00	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000

Marks such as NM, TS and SG have no numeric equivalent for calculating GPA.

*Courses must have one of the above Academic Levels to be calculated in GPA.

3.0 School Course Setup

3.1 Course Catalogue Refresh

Depending on your District's "Schedule Preferences", schools may or may not have the ability to determine which courses are included in the GPA calculation using the "Include in GPA" setting on a course and the "Academic level" for each course. For schools to have the discretion to set one or more of these values for any course, they will need this District Preference set to "School" for that value. If any of these options are controlled at the district level exclusively, schools must perform the following refresh of their course catalogue. If districts have allowed schools to have control over this course setting, then the following steps are optional (though a legitimate value is required).

To set your school's courses' settings of Include in GPA, Weight and/or Academic level from the District course catalogue, follow these steps:

1. Go to *School view > Schedule top tab > Courses side tab > Options > Refresh Course Catalogue*
2. Select *All Courses* or *Current Selection*
3. Check one of the three boxes related to GPA that are available at your school view that you would like to have copied from the district view: *Academic level, Include in GPA* and/or *Weight*.
4. Click **Ok**

Courses to refresh	
<input checked="" type="radio"/>	Current selection: 1260
<input type="radio"/>	All Courses

Fields to refresh			
<input type="checkbox"/>	Alternate group	<input type="checkbox"/>	Credit
<input type="checkbox"/>	Department	<input type="checkbox"/>	Description
<input checked="" type="checkbox"/>	Include in GPA	<input type="checkbox"/>	Honor roll type

3.2 Defining Courses to include in a GPA Calculation

Schedule top tab > Courses side tab > GPA Fields fieldset

Only credit courses will be included in the GPA calculations. These courses need to also be toggled to “Y” or checked for the Include in GPA field. If you go into the details of each record, you can select or deselect the Include in GPA checkbox. You can also Modify List or Mass Update this field from the list view.

3.3 Include Students in GPA

Schools may not want all students within the grade level range to be included in GPA calculations. As such, there is an “Include in rank or GPA” field that can be set to Y (checked) or N (not checked).

Go to **School view > Student top tab > Options menu > Mass update**

1. Select / Filter the students you would like to update their “Include in rank or GPA” value. The default for students is “N” or unchecked.
2. Select the Field value of “Include in rank or GPA.”
3. Check the box for value.
4. Click on the Update button.

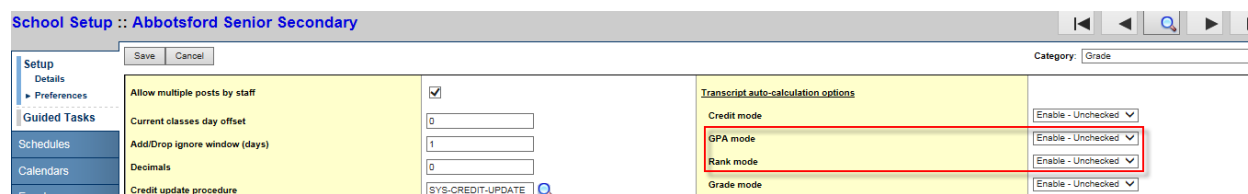
Field	Value
Include in rank or GPA	<input checked="" type="checkbox"/>

Update Cancel Advanced

3.4 Transcript auto-calculation options

School view > School top tab > Setup side tab > Preferences > Category=Grades

GPA mode and **Rank mode** define how Aspen will auto-calculate a student's credits, GPA, rank, and/or grades when you manually change a grade on his or her transcript.



You can select a different mode for how the system updates each field. Select one of the following modes for each:

Disable: to have the system NOT auto-calculate a student's GPA or rank when you manually change a grade on his or her transcript. The Update checkbox does not appear on the student's transcript page.

Force: to force the system to auto-calculate a student's GPA or rank when you manually change a grade on his or her transcript. The Update checkbox appears on the student's transcript page, but the user cannot deselect it.

Enable – Checked: to enable auto-calculation of a student's GPA or rank when you manually change a grade on his or her transcript, and to have the Update checkboxes automatically selected on the student's transcript page:

Enable – Unchecked: to enable auto-calculation of a student's GPA or rank when you manually change a grade on his or her transcript, and to have the Update checkboxes deselected on the student's transcript page:

Note: If you force both student GPA and rank to be auto-calculated whenever a student's transcript grade is updated, the system recalculates the student's GPA and updates the rank of all students in his or her year of graduation. This can cause moderate wait times for users, depending on how many students are in that year of graduation.

If your school or schools have large graduating classes, you can avoid this issue by selecting Enable - Unchecked for the "GPA mode" and "Rank mode" preferences. Users can then select just the Update GPA checkbox when altering a student's transcript grade, allowing them to update student ranks at a later time. This can be useful when users have to update transcript grades for multiple students in the same year of graduation.

Note: MyEducation BC cannot recalculate a student's rank if his or her GPA is not also recalculated.

3.4.1 Rank Options

Rank options	
Rank type	Grade Point Average ▼
Rank Calculation mode	Current year only ▼

Rank type: Select if your school calculates rank using “Total Points” or “Grade Point Average.”

Rank Calculation mode: Select if your school calculates rank using “Cumulative points” (multi-year) or “Current year points only”.



4.0 Run GPA


After you set up all GPA information in the District and School views, you can run the Grade Point Averages report to calculate student grade point averages and rank in a school:

4.1 To run the Grade Point Averages report:

MyEducation BC calculates GPAs by dividing a student's total points by the student's total course credits. **By running the Grade Point Averages report, GPAs are calculated for their students.**

1. Log on to the School view.
2. Click the **Grades** tab.
3. Click the GPA side-tab.
4. On the **Reports** menu, click **Grade Point Averages**. The Grade Point Averages dialog box appears:
5. Use the following table to enter information in the fields:

Field	Description
School year	Click  and select the school year you want to calculate GPAs for.
GPA	<p>Click  and select the GPA definition you want to use to calculate GPA.</p> <p>Select one of the 5 GPA Definitions:</p> <p>All Final Marks Cumulative GPA (Run with Q4) – This calculation works off of final marks only. Although it can be run any time of year, it is designed to be run with the Q4 term. For example, it can be run in February to determine the first semester's GPA based on any final marks entered to that point. Running this GPA with any other quarter term value will not alter this GPA result but it will affect how the report displays number of courses.</p> <p>Term 1 GPA – This calculations works off of any Q1 term marks (but not final marks).</p> <p>Term 2 GPA – This calculations works off of any Q2 term marks (but not final marks).</p> <p>Term 3 GPA – This calculations works off of any Q3 term marks (but not final marks).</p> <p>Term 4 GPA – This calculations works off of any Q4 term marks (but not final marks).</p>

Field	Description
Term	Click  and select the term as of which you want to print GPAs.
Recalculate	Select this checkbox if you want to recalculate GPAs. If you do not select this checkbox, the system displays the results from the last time you ran the report, as they appear when you click Results on the GPA side-tab.
Post Current Year Only	Select this checkbox if you want to calculate GPAs for the current year only.
Update Student Fields	We suggest running the report one time without selecting the Update Student Fields checkbox. Make sure you are happy with the results, as the updates are permanent. If you are satisfied, run the report again with this checkbox selected.
YOG	Type the year of graduation you want to calculate GPAs for. If you want to run GPA for all grade levels, leave this field blank.
Rank By	Do one of the following to determine how you want the system to rank students: <ul style="list-style-type: none"> • Select Grade Point Average to rank students by GPA. • Select Total Points to rank students by the total number of grade points they receive.
Active students only	Select this checkbox if you want to include active students only. Otherwise, leave this checkbox blank.
Sort results by	Select one of the following to determine how you want to sort the results: <ul style="list-style-type: none"> • Name • Rank
Format	Select a report format.

4.2 View GPA Results for Multiple Students in the School View

You can use queries and field sets to find GPA information and print a quick report containing the GPA information you want.

For example, you can use a query to search for all tenth-graders who have a GPA equal to or higher than 3.0. Because a student's GPA can change with each grade term, the group of students that the query gathers could be different each time you use it.

4.2.1 To view GPA results:

1. Log on to the School view.
2. Click the **Grades** tab.

- On the **GPA** side-tab, click **Results**. The page displays the results of the last Grade Point Averages report run. For each student, the page displays a record for each year.

4.3 To View an Individual Student's Results

Student top tab > Transcript side tab > Grade Point Summary sub-side tab

Users can view the GPA performance of individual students by selecting a GPA calculation such as "Term 1 GPA" and its corresponding Grade Term.

Term 1 GPA should be paired with Grade Term Q1.

Term 2 GPA should be paired with Grade Term Q2.

Term 3 GPA should be paired with Grade Term Q3.

Term 4 GPA should be paired with Grade Term Q4.

All Final Marks Cumulative GPA (Run with Q4) should be paired with Grade Term Q4.

GPA [Term 1 GPA] Grade Term [Q1]		Transcript Points	Adjusted Points	Total Points	Transcript Courses	Adjusted Courses	Total Courses	GPA
School year	Grade level							
2010-2011	07	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
2011-2012	08	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
2012-2013	09	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
2013-2014	10	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
2014-2015	11	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
2015-2016	12	10.5000	0.0000	10.5000	4.0000	0.0000	4.0000	2.6250
Total		10.5000	0.0000	10.5000	4.0000	0.0000	4.0000	2.6250

Course Breakdown								
School year	Grade level	Number	Course description	Academic level	Grade Column	Grade	Points	Weight
2016	12	APSY-12-5	AP PSYCHOLOGY 12	Adv Placem	Q1 Grade	63	1.5000	1.0000
2016	12	ASAD-12-5	AP STUDIO ART: DRAWING 12	Adv Placem	Q1 Grade	95	4.0000	1.0000
2016	12	MAF-12-5	ART FOUNDATIONS 12	Regular	Q1 Grade	96	4.0000	1.0000
2016	12	MTXT-12-5	TEXTILES 12	Regular	Q1 Grade	55	1.0000	1.0000