

To find a 9 weeks GPA:

### 1-Change the Current Grade Display to the term desired – I will use Q2 in the example

Select School

Choose Current Grade Display

Change the Current Grade box to Q2

Current Grade (always comes from the teacher's Gradebook)	<input type="text" value="Q2"/>
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Click submit

### 2-Select your students

#### Browse Students

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
7 8 9 10 11 12 M F All Current Selection (24)

### 3-From the functions menu choose list students

Select a function for this group of students

### 4-Enter fields or select the fields link in blue and select from the list

\*\*\*Enter the following formula for the GPA(this cannot be selected from the field list)

\*gpa method="AverageGPA"

#### Student List - 413 students will be listed

Report Title (shown at top of page): GPA List			
Col		Field Name	Column Title
1.	Fields	<input type="text" value="LastFirst"/>	<input type="text" value="Name"/>
2.	Fields	<input type="text" value="Grade_Level"/>	<input type="text" value="Grade"/>
3.	Fields	<input type="text" value='*gpa method="AverageGPA"'/>	<input type="text" value="Q2 GPA"/>

### 5-From this screen you may also select to export or how to sort your list

Padding In Each Cell	<input type="text"/> (in points)
# Rows In Between Breaks	<input type="text"/>
Other Options	<input type="checkbox"/> Gridlines <input type="checkbox"/> Export
Optional: Sort Field Name	
<input type="text" value="grade_level"/>	> ▾
<input type="text" value="LastFirst"/>	> ▾
<input type="text"/>	> ▾

### 6-Click submit

Remember to change Current Grade Display to current term