

Overview

GPA/Class reporting terms enable schools to produce GPAs and class ranks for district-defined time periods.

NOTE

It is not mandatory to set up GPA/Class reporting terms; only set up reporting terms if you want to calculate GPAs and class ranks by term.

This technical bulletin contains district-level setup information and procedures and is intended for district administrators responsible for setting up GPA/class rank reporting terms. For detailed information about working with GPA/class rank by reporting terms and for school-level procedures, see the Chancery SMS Grading Setup Guide.

Understanding GPA/Class Rank Reporting Terms

Schools can calculate student GPAs and class ranks for reporting terms specified by the district. A reporting term might be a semester, trimester, or some other time period, depending on district policy. If the district has set up GPA/class rank by reporting terms, when GPA calculations are run, the results include only the grades students earned in the district-defined time period.

To use the GPA/class rank by reporting term functionality, the district creates setup list items to represent each GPA/class rank reporting term, and then the schools in the district assign these reporting terms to their report card grading periods.

1. District creates GPA/class rank reporting term list items.

2. School assigns GPA/Class rank reporting term to grading period.

The screenshot shows the 'Edit Grading Period Set' interface. At the top, the breadcrumb is 'Grading > Grading Periods > Edit Grading Period Set > Grading Period'. Below this is a navigation bar with 'Actions' and 'Help' menus. The main content area is titled 'GPA/Class Rank Reporting Term' and contains several fields:

- *Grading period type: Report Card (dropdown)
- *Name: RQ1 (text input)
- *Short name: RQ1 (text input)
- *End date: 10/29/2006 (calendar icon and text input)
- GPA/Class rank reporting term: Semester 1 (dropdown menu)

 To the left of these fields is a table with the following data:

Code	Description
N/A	N/A
Sem1	Semester 1
Sem2	Semester 2

 An arrow points from the 'Semester 1' link in the table to the 'Semester 1' dropdown menu. Below the main form is a section titled 'Grade Items To Collect' with the instruction: 'Select the grade items to be collected in this grading period in addition to the course grade.' It contains two lists:

- Available: Citizenship, Comments, Narrative Comments, Year Average, S2 Grade
- Selected: S1 Grade

 An arrow points from the 'S1 Grade' item in the 'Selected' list to the right.

3. Grade item is included in the "Semester 1" GPA/Class rank by reporting term calculation.

In the example above:

- 1 The district created a GPA/class rank reporting term called "Semester 1".
- 2 The school has a grade item called "S1 Grade" in grading period RQ1.
- 3 The school assigned the Semester 1 GPA/class rank reporting term to grading period RQ1.

When the school runs GPA calculations, only the grades for grade item S1 Grade in the Semester 1 reporting term are included in the calculation.

What Occurs When You Create GPA/Class Rank Reporting Terms

When you create reporting terms by populating the GPA/Class Rank Reporting Term setup list, the following changes occur in Chancery SMS:

- **A "GPA/Class rank reporting term" field appears on the Grading Period page.** Schools use this field to apply a GPA/class rank reporting term to report card grading periods. When the school runs GPA calculations, GPAs and class ranks are calculated to the end of the selected term only for the grade items in the associated grading period. For further information, see "Understanding GPA/Class Rank Reporting Terms" on page 1

Grading > Grading Periods > Edit Grading Period Set > Grading Period

Actions ▾ Help ▾

*Grading period type: Report Card ▾

*Name: RQ1

*Short name: RQ1

*End date: 10/29/2006 (mm/dd/yyyy)

GPA/Class Rank reporting term: Semester 1 ▾

- **A Term GPA panel appears on the Historical page.** The Term GPAs panel enables schools to enter weighted and unweighted historical GPAs by reporting term for each student, along with their potential credits or total number of grades for that reporting term. For further information about entering historical GPAs by report term, see the Chancery SMS Grading Setup Guide.

Term GPAs

Unweighted Weighted

Selected: 0 Total: 4

*Year	*GPA/Class Rank Reporting Term	Term GPA	Pot Cr For Term GPA	# Grades Term GPA	Cum Term GPA	Pot Cr For Cum Term GPA	# Grades Cum Term GPA
<input type="checkbox"/> 2004	S1	3.000	2.000		3.255	4.000	
<input type="checkbox"/> 2004	S2	2.000	2.000		3.500	4.000	
<input type="checkbox"/> 2005	S1	2.500	2.000		2.845	3.000	
<input type="checkbox"/> 2005	S2	2.000	2.500		3.000	3.000	

About Term GPA Calculations

Chancery SMS provides two types of GPA calculations: End-of-term GPA and Cumulative-to-end-of-term GPA. Both are cross-school calculations; that is, when a student is enrolled in more than one school in the district, the calculations include the student's grades in all schools.

- **End-of-term GPA** – This calculation includes only grade items for the report card grading periods associated with the GPA reporting term defined on the Grading Periods page. Historical grades are not used and future grades are not counted. In addition, the end-of-term GPA calculation uses the grade items' setting "Use in Cum GPA" from the Course Grading page.
- **Cumulative-to-end-of-term GPA** – This calculation includes historical grades and uses the same formula as the year-to-date cumulative GPA calculation; however, for the current year portion of the formula, only the grade items for the grading periods associated with the GPA reporting term are included.

A cumulative-to-end-of-term GPA provides a snapshot of a student's GPA at the end of a GPA reporting term. This is useful if you want, for example, to compare a student's cumulative GPA at the end of Semester 1 with their cumulative GPA at the end of Semester 2.

As with end-of-term GPA calculations, future grades are not counted.

Setting up GPA/Class Rank Reporting Terms

To set up GPA/class rank reporting terms for your district, you need the following Setup List permission:

To	You need this permission	Set to
Add GPA/class rank reporting terms	Setup Lists > School/District Data > GPA/Class Rank Reporting Term	Delete

Adding or Editing GPA/Class Rank Reporting Term List Items

CAUTION

Keep the following in mind when editing or deleting GPA/class rank reporting terms:

- If you delete a GPA/class rank reporting term list item, all GPAs and class ranks calculated for that reporting term are also deleted and the reporting term for the associated report card grading periods is set to N/A. To continue calculating GPAs and class ranks by term, assign a new or different GPA/class rank reporting term to the applicable grading periods and rerun the GPA calculations.
- Editing an existing GPA/class rank reporting term list item may change information on the Grading Period and Grading Period Set pages. After making any changes to GPA/Class Rank Reporting Term setup list items, ensure the data in the associated report card grading periods is still valid. For further information about grading periods, see the Chancery SMS Grading Guide.

To add or edit items in the GPA/Class Rank Reporting Term setup list

- 1 Log on as a district administrator.
- 2 In the control bar, click District Setup.
- 3 On the District Setup page, click Setup Lists.

- 4 On the Setup Lists page, under School/District Data, click GPA/Class Rank Reporting Term.
- 5 On the GPA/Class Rank Reporting Term - Setup List page, do one of the following:

To	Do this
Add a GPA/Class rank reporting term	<ul style="list-style-type: none"> • Click Add.
Edit a GPA/Class rank reporting term	<ul style="list-style-type: none"> • Click the GPA term. <p>NOTE: Editing an existing GPA/class rank reporting term list item may change information on the Grading Period and Grading Period Set pages. After making any changes to GPA/Class Rank Reporting Term setup list items, ensure the data in the associated report card grading periods is still valid.</p>
Delete a GPA/Class rank reporting term	<ol style="list-style-type: none"> 1 Click Delete. 2 Select the GPA /class rank reporting term. Click OK. 3 Skip the remaining steps. <p>CAUTION If you delete a GPA/class rank reporting term list item, all GPAs and class ranks calculated for that reporting term are also deleted and the reporting term for the associated grading periods is set to N/A. To continue calculating GPAs and class ranks by term, assign a new or different GPA/class rank reporting term to the applicable grading periods and rerun the GPA calculations.</p> <p>NOTE: You cannot delete a GPA/class rank reporting term if it's in use on the Historical Summary page.</p>

- 6 On the Add/Edit List Items page, complete the following fields:

Field	Description
Description	Enter a name for the GPA/class rank reporting term (e.g., Semester 1, Trimester 1).
Short code	Enter a short code. This code is used in the Term GPA panel on the student Historical page. Ensure the short code can easily be understood by other users.
State Description	If applicable, enter a description for state reporting.
State Short Code	If applicable, enter a short code for state reporting.

- 7 Click Return.
- 8 On the GPA/Class Rank Reporting Term - Setup List page, click OK.