

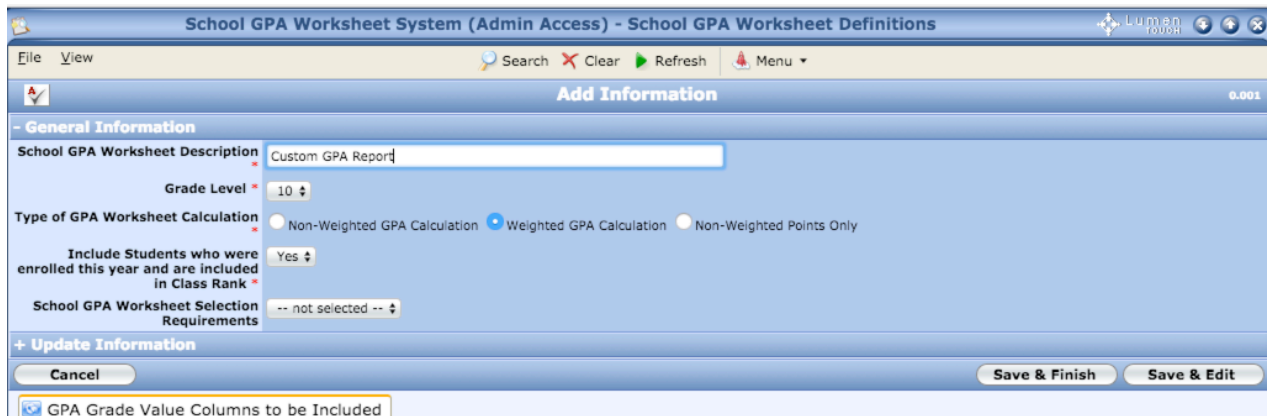
## GPA Worksheet System

Overview: This application is designed for instances when a school needs a GPA calculated other than a Marking Period GPA or the Cumulative GPA. Examples: S1 calculated with Q3. Last 2 Semesters. Etc.

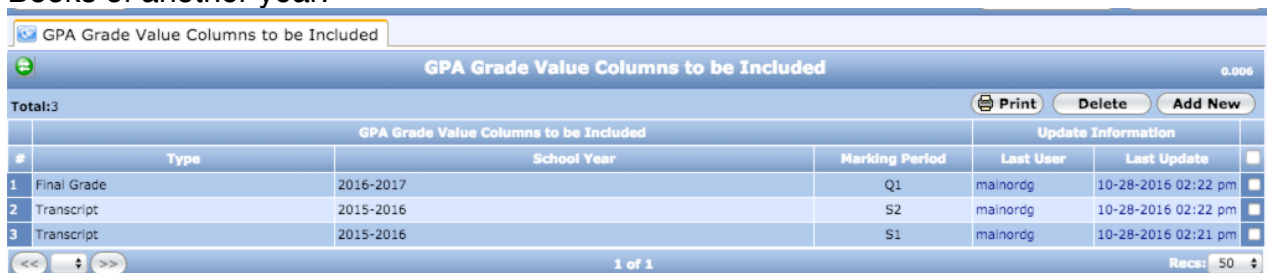
### Defining the Calculation

EzStart -> Lumen Touch - School -> School Counselor -> School GPA Worksheet System -> School GPA Worksheet Definitions

- 1) Enter required fields
- 2) The School GPA Worksheet Selection Requirements will be described later.
- 3) Save and Edit



- 4) In the below section, Select Add New.
- 5) Enter the Type. The choice determines if the GPA will be calculated on the grades in the transcripts or in the grade books.
- 6) Select the School Year and Marking Period. Save & Add. Repeat until finished, then Save & Finish. Example below:  
1<sup>st</sup> & 2<sup>nd</sup> Semesters from transcripts of a previous year and Quarter 1 from the Grade Books of another year.

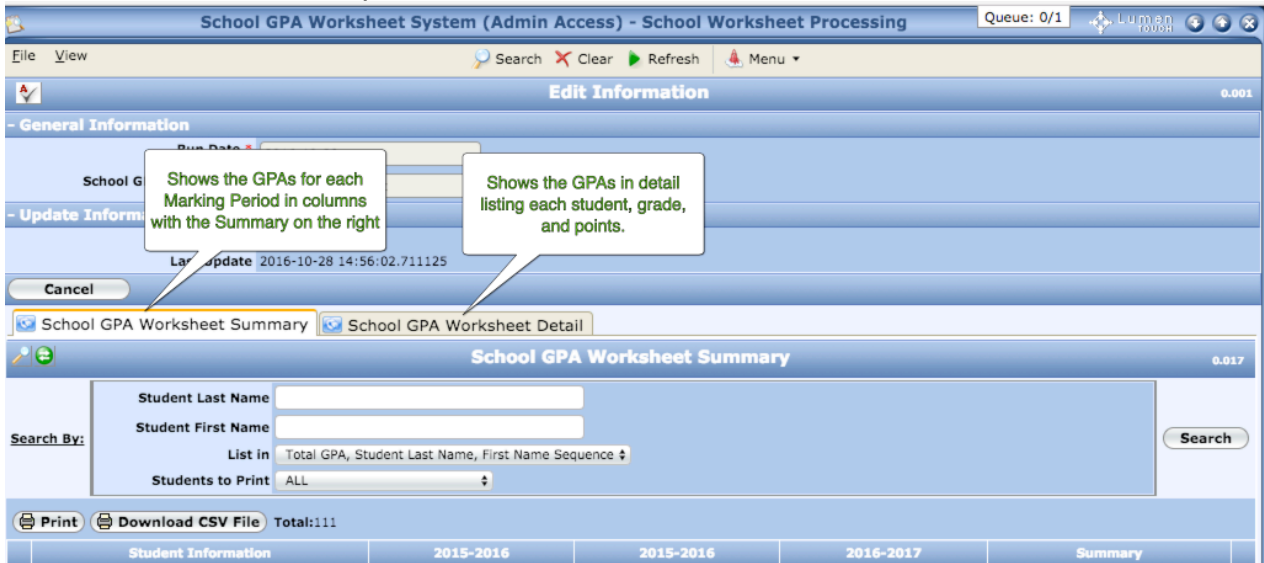


#	Type	School Year	Marking Period	Last User	Last Update	
1	Final Grade	2016-2017	Q1	mainordg	10-28-2016 02:22 pm	<input type="checkbox"/>
2	Transcript	2015-2016	S2	mainordg	10-28-2016 02:22 pm	<input type="checkbox"/>
3	Transcript	2015-2016	S1	mainordg	10-28-2016 02:21 pm	<input type="checkbox"/>

## Creating the Report

EzStart -> Lumen Touch - School -> School Counselor -> School GPA Worksheet System -> School Worksheet Processing

- 1) Select Generate GPA Worksheet List
- 2) Choose the GPA Definition and click Generate.
- 3) Print or Download the Report



## Define the Requirements

EzStart -> Lumen Touch - School -> School Counselor -> School GPA Worksheet System -> 5School GPA Worksheet Selection Requirements

Requirements can be defined and when assigned to the worksheet definition, the list will be filtered by the requirements. Add New and define the requirements.

