

GPA Calculator

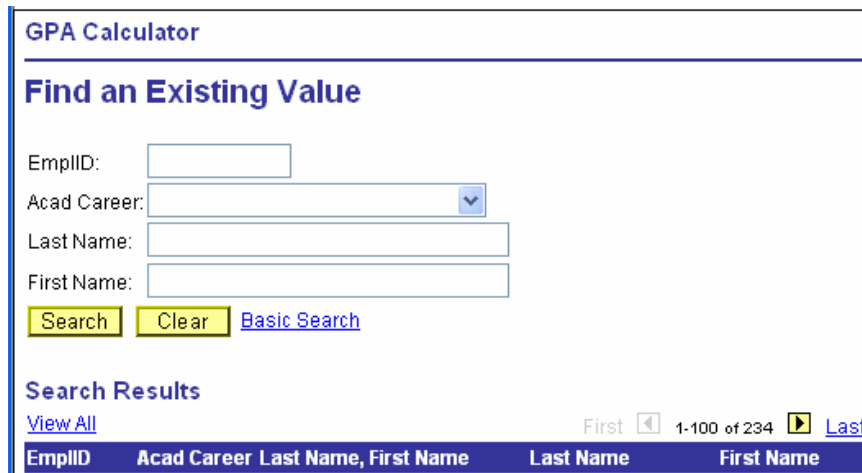
What is it?

Advisors can view an advisee's academic record, look at "what if" scenarios by inputting potential grades, and calculate an unofficial GPA.

How do I use it?

1. Use the GPA search screen.

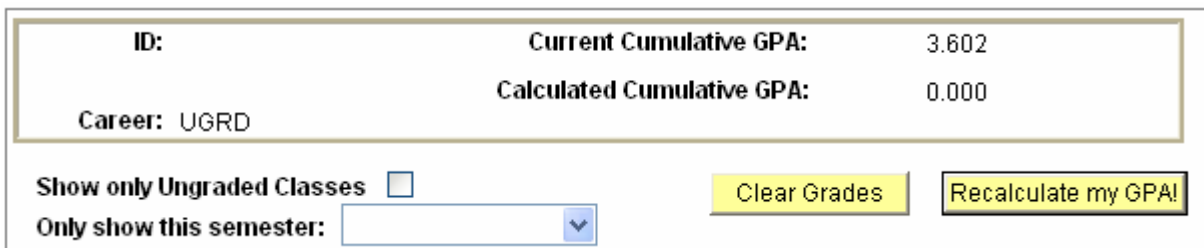
- Click **Search** without filling in any information, which will retrieve a full list of your advisees from which you can choose.
- Fill in the student's ID or last name and first name, and click **Search** to retrieve the student's record.



The screenshot shows the 'GPA Calculator' interface. At the top, it says 'Find an Existing Value'. Below this are input fields for 'EmplID:', 'Acad Career:' (a dropdown menu), 'Last Name:', and 'First Name:'. There are three buttons: 'Search' (yellow), 'Clear' (yellow), and 'Basic Search' (blue text). Below the search fields is a 'Search Results' section with a 'View All' link. On the right, there are navigation controls: 'First' with a left arrow, '1-100 of 234', a right arrow, and 'Last'. At the bottom, there is a table header with columns: 'EmplID', 'Acad Career', 'Last Name, First Name', 'Last Name', and 'First Name'.

2. GPA Calculator

Select a specific semester, or click **Show only Ungraded Classes** to limit the classes displayed.



The screenshot shows the GPA Calculator results screen. It displays the following information:

ID:	Current Cumulative GPA:	3.602
Career: UGRD	Calculated Cumulative GPA:	0.000

Below the table, there are two buttons: 'Clear Grades' (yellow) and 'Recalculate my GPA!' (yellow). There is also a checkbox for 'Show only Ungraded Classes' and a dropdown menu for 'Only show this semester:'.

3. Input potential grade and hit "recalculate GPA button"

4. Hit "clear grades" button

5. Viewing the next advisee

When you are ready to view the next advisee, scroll to the bottom of the screen and click **Return to Search**.