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

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

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**.