

Calculations for Prior Year Transfer Courses - Numeric

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❑ Click **Recalculate GPA & Credit *YYYY***.

Additional fields are displayed at the top of the tab:

❑ Select any combination of the **Numeric Grade Averaging**, **Grade Point Averaging**, and **4 Point Avg** fields.

4 Point Avg	If using four-point average, select the code indicating how you want to calculate the average.
Semester Final	The fields are displayed according the year you have selected and the **Grds Used for Grade Avg** field on Maintenance > Tables > Campus Control Options > H Roll & Gr Avg. If *Semester* is selected on H Roll & Gr Avg, each semester grade will be included. If *Final* is selected on H Roll & Gr Avg, and a final grade with a weight greater than 0 does not exist, an error message is displayed.
Recalculate Only Credits	The field appears once you click **Recalculate GPA & Credit *YYYY***. Select if you only want to recalculate only the credits when you click **Recalculate GPA & Credits *YYYY*** (e.g., for a credit change only). Example: If you added a student's prior year transfer information and clicked **Recalculate GPA & Credit *YYYY***, and then you realized that the student had excessive absences and should not have received credit, you can change the student's credit (e.g., from 0.5 to 0.0). Then, select **Recalculate Only Credits** before clicking **Recalculate GPA & Credit *YYYY*** again. The student's credits are reduced on the Grd Avg tab, but his grade point average remains the same.
Ready to Recalculate (top grid)	The field is automatically selected if grades and credits are entered or changed, or when a course is deleted.

Calculations for prior-year transfer courses:

- Numeric:

Calculations for Prior Year Transfer Courses - Numeric

SUM (course grade x course weight for each course) / SUM (total weight of each course)

- The numeric grade averaging operator/value table for the logon campus is used.
- Each course is checked.
- If the course has a weight greater than 0, the program looks for the GA table in the numeric operator table for the school year the course was taken.
  - If the table is not available for the school year, the program looks for any other tables that exist for the school year.
  - If other tables exist for the school year, an error message is displayed prompting

you to change to a valid table.
    - If there are no tables for the school year, the program checks the current school year.
    - If the table is found for the current school year, the current year table is used. Otherwise, an error message displays the valid tables.
  - For each course, the grade is converted to numeric (if necessary) and then checked against the numeric operator table. Any necessary calculations to the grade are performed based on the numeric operator table.

The grade is multiplied by the weight.

- Grade Point:

Calculations for Prior Year Transfer Courses - Grade Point

SUM (course points x course weight for each course) / SUM (total weight of each course)

  - The grade averaging table for the logon campus is used.
  - Each course is checked.
  - If the course has a weight greater than 0, the program looks for the GA table in the grade averaging table for the school year the course was taken.
    - If the table is not available for the school year, the program looks for any other tables that exist for the school year.
    - If other tables exist for the school year, an error message is displayed prompting you to change to a valid table.
    - If there are no tables for the school year, the program checks the current school year.
    - If the table is found for the current school year, the current year table is used. Otherwise, an error message displays the valid tables.
  - For each course, each grade is converted to numeric (if necessary), checked against the grade averaging table, and then converted to the correct points. A grade that is not found in the table receives a value of 0.

The grade is multiplied by the weight.

- 4 Point:

Calculations for Prior Year Transfer

Courses - 4 Point

SUM (course points x course weight for each course) / SUM (total weight of each course)

- The Maintenance > Tables > Campus Control Options > Ranges & Conversions tab for the logon campus is used.
- If the school year is not available, the current school year is used.
- You must indicate if you want to include 0 weight courses.
- ESNU course grades are converted to ABCDF as follows:
  - A = 4 points
  - B = 3 points
  - C = 2 points
  - D = 1 point
  - Any other alpha grade is 0.

Numeric grades are checked against the conversion values for A, B, C, D, F, and the appropriate points are returned.

You can use **Recalculate GPA & Credit *YYYY*** if:

- The student does not have any courses on the Course Assign tab for that school year.
- The school year being calculated is not the current school year, and the student was withdrawn at the end of the school year for which you are recalculating.

This process creates a grade averaging record for school years where the student was enrolled at an entirely different district for the school year.

NOTE: Prior year transfer courses used for summer school must be recalculated using the Cumulative Courses tab when calculating for an individual student.

❑ Click **Recalculate GPA & Credit *YYYY*** again.

The **Ready to Recalc** field is cleared.

If there is no existing grade averaging record for the school year, a record is created after the recalculation is saved. The default credit level is H.

❑ Click **Save**.

- Grade averaging options are displayed at the top of the tab if grades, grade averaging, GA weight, and GA table values are entered or changed. A warning message is displayed indicating that you must run the Cumulative Grade Averaging and Class Ranking utility after recalculating the GPA.

- If semester grades are changed, but not the final grade, the course is flagged with an asterisk (*). A warning is displayed indicating that you must manually calculate the grade average.

❑ If errors occur in the recalculation, you are prompted to print the error report. Click **Yes**.

Review, save, and/or print the report.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.
Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

If you are viewing data for a prior school year, the following fields are displayed:

User ID	The user ID of the person who entered the date is displayed.
Date/Time	The date-time stamp of the entry is displayed.

For a prior school year:

- If you have been granted historical read-only access in Security Administration, the data is displayed from all school years up to the prior school year.

- If you have been granted historical update access in Security Administration, you can update data for the last year in which the student was enrolled, if the student does not have any current year enroll records.

- All grade calculations are the same as the calculations used for the Grade Averaging and Class Ranking utility.


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