

Online Tutorial: Exporting GPAs

Step 1: From the start page, search for the subset of students for which you'd like to exports GPAs.

Search Students

[View Field List](#) [View Function List](#) [How to Search](#)

If you'd prefer, you can also browse students by name or by grade level.

Browse Students

- A B C D E F G H I J K L M
- N O P Q R S T U V W X Y Z
- K 1 2 3 4 5 6 7 8 9 10 11 12 M FALL

Step 2: Once you've selected your students, scroll to the bottom of the screen and choose "Quick Export" from the drop-down menu.

Select a function for this group of students

- Attendance Change
- Counselor's Screen
- Enrollment Summary
- Export Using Template
- Fee Functions
- ID/Password Assignment
- LDAP Directory Synchronization
- List Students
- Mass Enroll in Classes
- Mass Print A Student Screen
- Next School Indicator
- Print Report
- Print Mailing Labels
- Quick Export**
- Re-Enroll in School
- Reports Menu
- Save Stored Selection
- Search By GPA
- Search By Grades/Attendance

Step 3: In the "Quick Export" text box, enter the following:

```
student_number  
last_name  
first_name  
^(*gpa method="AP Weighted GPA")  
^(*gpa method="AP Weighted GPA"  
term="S1" year="2007")
```

Export the 138 selected students

Extended tables for core table Students:
No Extended Tables Found.

```
student_number  
last_name  
first_name  
^(*gpa method="AP Weighted GPA")  
^(*gpa method="AP Weighted GPA" term="S1" year="2007")
```

Step 4: The instructions you entered will export two GPAs for each student. The first is a cumulative GPA for every class the student has taken and had a grade stored. The second is limited by term and year, in this case, semester 1 of 2007-2008.

To export GPAs for terms and years other than semester 1 of 2007-2008, you'll need to change the information you enter into the text box.

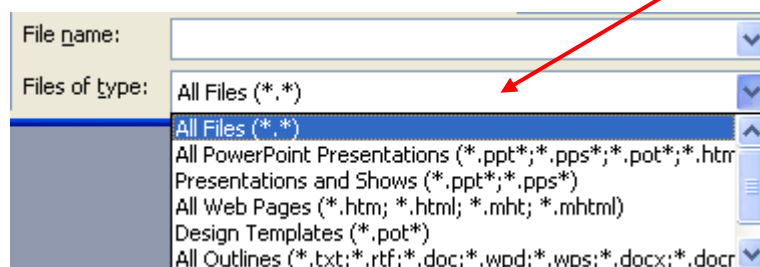
For example, if you'd like to search for semester 1 of 2008-2009, simply change "2007" to "2008."

`^(*gpa method="AP Weighted GPA" term="S1" year="2008")`

If you'd like to include multiple terms of years, separate them with commas. For example, to find results from Semester 1 & Semester 2 of 2007-2008, enter:

`^(*gpa method="AP Weighted GPA" term="S1,S2" year="2007")`

Step 5: Your results will be exported as a text file. You can open this type of file in Excel by opening Excel, clicking "File," "Open," and choosing "All Files" in the drop-down menu.



Step 6: After doing so, you will be prompted by the “Text Import Wizard.” Luckily, Excel’s default settings work fine, so simply click the “Finish” button, and you’ll have your GPAs.

