

Online Tutorial: Searching by GPA

Step 1: On the start page, click on “Special Functions” under the “Functions” heading.

Functions

- Absentee Report
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- PowerLunch
- Reports
- Special Functions
- Teacher Schedules

Step 2: In the middle of the page, click on “Search by GPA.”

Function	Description
Attendance Functions	Performs attendance related functions.
Assign IDs & Passwords	Automatically assigns IDs and passwords to students.
Current Users	Shows the names of those currently logged on to PowerSchool.
Daily Bulletin Setup	Adds and edits items on the daily bulletin.
Enroll New Student	Adds a new student to PowerSchool.
Fee Functions	Performs fee functions.
Group Functions	Performs functions for the currently selected student(s).
Importing & Exporting	Transfers data into and out of PowerSchool.
Interfaces to other systems	Links to other systems which can be used with PowerSchool.
Incident Management	Create, update, and delete Incidents.
Search By GPA	Searches students by GPA.
Search By Grades/Attendance	Searches currently selected students by grades, citizenship, attendance, etc.
Search For Perfect Attendance	Searches currently selected students for perfect attendance.


Step 3: Choose between all enrolled students or your current selection of students.

Option	Value
Scan these	<input checked="" type="radio"/> 607 currently enrolled students <input type="radio"/> selected 0 students

Step 4: Decide which type of GPA you'd like to include in the report: cumulative, term, or current. After doing so, enter the appropriate search terms (e.g., greater than 3.0).

Whose cumulative GPA is	<input type="text" value="greater than"/> <input type="text" value="3.0"/>
	GPA method: <input type="text" value="AP Weighted GPA"/>
Whose term GPA (<input type="text"/>) is	<input type="text" value="greater than"/> <input type="text"/>
	GPA method: <input type="text" value="05-06 AP Weighted"/>
Whose current GPA is	<input type="text" value="greater than"/> <input type="text"/>
	GPA method: <input type="text" value="05-06 AP Weighted"/>

Step 5: Next to “GPA Method,” select “AP Weighted GPA” from the drop-down menu.

GPA method: 

- 05-06 AP Weighted
- AP Weighted GPA**
- AP Weighted GPA - Quick Lookup Screen
- ClassRankGPA
- ClassRankGPA_AP
- Count of Ds and Fs
- Current Weighted GPA


Step 6: Click the “Submit” button to run your search.




Step 7: Click the “Export Using Template” link under the “Function” heading.

Function


- [Attendance Change](#)
- [Counselor's Screen](#)
- [Enrollment Summary](#)
- [Export Using Template](#)**
- [Fee Functions](#)

Option	Value
Type of Export:	<input type="text" value="Students"/> 



Step 8: Next to “Type of Export,” select “Students” from the drop-down menu. If the system does not automatically update, click the “Submit” button.

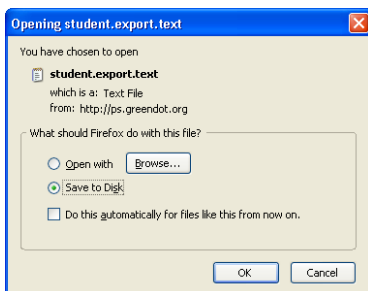
Step 9: Next to “Export template,” select “3n upload file” from the drop-down menu.

Option	Value
Type of Export:	Students
Export template?	<input type="text" value="3n upload file"/> 
For Which Records?	<input type="radio"/> Zapien, Eric <input checked="" type="radio"/> The selected 169 students

Step 10: Next to the “For Which Records” heading, click the button next to “The selected ___ students.”

Step 11: Click the “Submit” button.



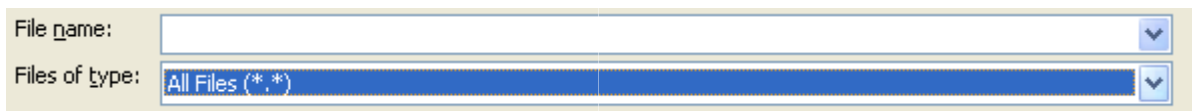


Step 12: After you click the “Submit” button, a new window will pop up, prompting you to save your file.

Save the file to your desktop, and click OK.

Step 13: Open Microsoft Excel, and select “File-Open.” The “Open” window will pop up.

Step 14: In the drop-down menu next to “Files of type,” select “All Files.”

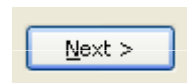


Step 15: Double-click the file you just downloaded. The file should be named “student.export.text.”



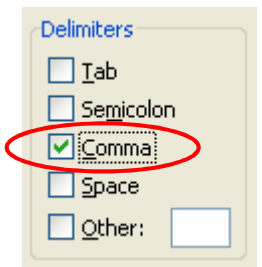
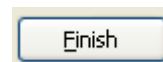
Step 16: To import the file into Excel, you will have to use the Text Import Wizard.

On the first screen, simply click the “Next” button.



Step 17: On the next screen, click the checkbox next to “Tab” to remove the check. Then, click the box next to “Comma.”

When you’ve done this, click the “Finish” button.



Step 18: Highlight and bold the headings in your spreadsheet, and use your GPA report.