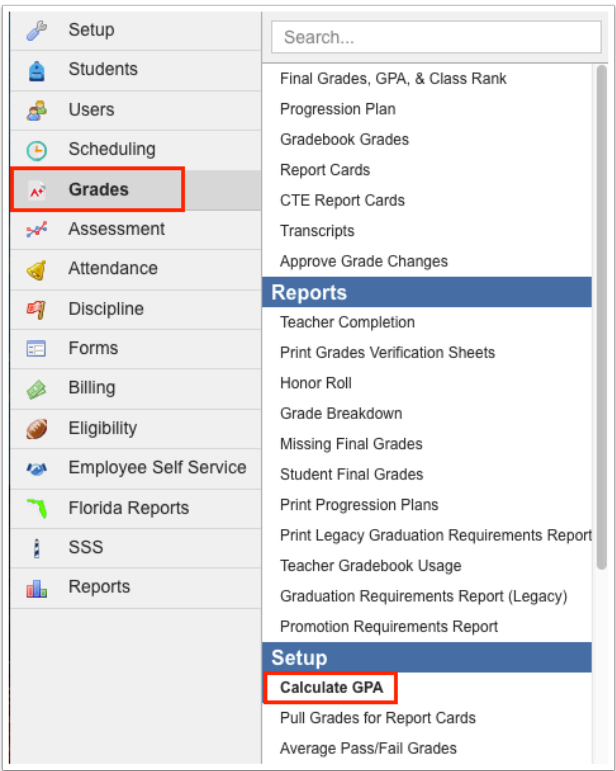# Calculate GPA

The Calculate GPA screen is used to generate a GPA and class rank for students at one or multiple schools. The GPA and class rank calculation will overwrite any existing records.

There are several system preferences that control how GPA and class rank function. See the Grading system preferences for more information.

Calculating GPA and Class Rank
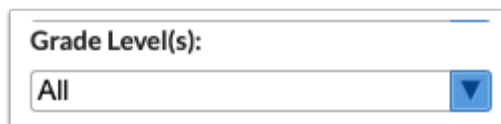
1. In the **Grades** menu, click **Calculate GPA**.

2. Select the **School(s)** for which to calculate GPA and class rank. One or multiple schools can be selected.
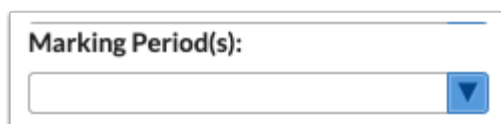
3. Select the **Grade Level(s)** for which to calculate GPA and class rank. One or multiple grade levels can be selected.
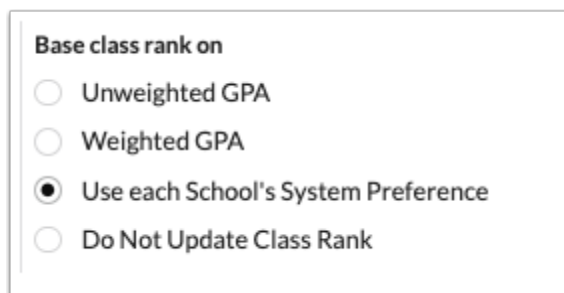
Grade Level(s):

All ▼

4. Select the **Marking Period(s)** for which to calculate GPA and class rank. One or multiple marking periods can be selected.

> **ℹ** The grade levels and marking periods available for selection depend upon the schools selected, only displaying the grade levels and marking periods that are active at those schools.

Marking Period(s):

▼

5. Select an option to **Base class rank on**.

Select "Use each School's System Preference" to refer to each school's setting for the system preference "Base class rank on" in Setup > System Preferences > Grading tab for the calculation of class rank.

Base class rank on

○ Unweighted GPA

○ Weighted GPA

⦿ Use each School's System Preference

○ Do Not Update Class Rank

6. Select an option for the **Effective Date**.

When Custom Date is selected, a date box displays where you can enter the custom date.

7. Select an option for **Weight GPA by Credits**.

Select "Use each School's System Preference" to refer to each school's setting for the system preference "Use Weighted GPA" in Setup > [System Preferences > Grading]() tab for the calculation of GPA.

8. Click **Calculate GPAs and Class Rank**.

A green check mark and confirmation message is displayed at the top of the screen when the process is finished.