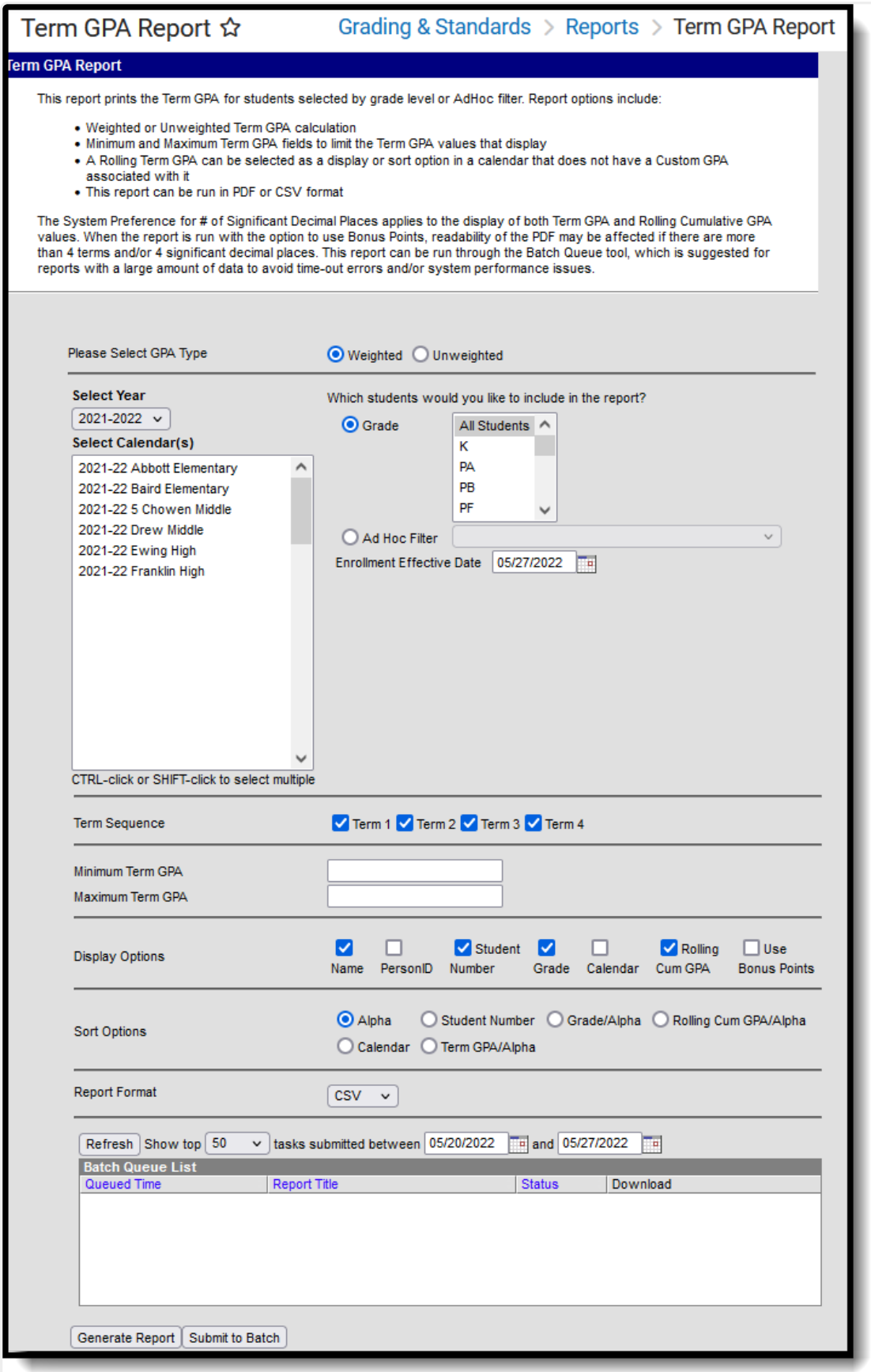
# Term GPA Report

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Path: Grading & Standards > Reports > Term GPA Report

The Term GPA Report displays students' Term GPA based on the options selected in the report editor.




*Term GPA Report*

See the Grading & Standards Reports Tool Rights article for the tool right needed to generate this report.

# Term GPA Report field descriptions

The following table describes the options available in the Term GPA Report editor.

| Editor Field | Description |
|---|---|
| **GPA Type** | Indicates which GPA type (weighted or unweighted) reports. See the GPA Calculations in Campus article for more information. |
| **Select Year** | Selection indicates which school-year Term GPA data are reported. Based on this selection, the calendars for that year are available for selection. The year selected in the toolbar is the default value. |
| **Select Calendar** | At least one calendar needs to be selected for the report to generate. Calendars can be chosen by **Active Year**, by **School** or by **Year**. If a calendar is selected in the Campus toolbar, that calendar is automatically selected. |
| **Grade** | The grade level(s) to be included in the report. The options available depend on the school selected in the Campus Toolbar. |
| **Ad hoc Filter** | Rather than selecting a grade level, users can select a previously made Ad hoc Filter to indicate which students will appear in the report. |
| **Enrollment Effective Date** | Limits report results to only enrollments that are active on the entered date. This option applies to both the grade-level and Ad hoc filter selections. |
| **Term Sequence** | Allows selection of the terms to appear in the report. |

| Editor Field | Description |
| --- | --- |
| **Minimum Term GPA** | Limits the report to students with a Term GPA greater than or equal to the entered value.<br><br>When multiple terms are selected, the Term GPA in each selected term with calculated grades must meet the entered value. If a student has no GPA calculated for a selected term (a null value), that term is ignored by the filter, and the student still reports as long as all existing Term GPAs meet the criteria. The term without a GPA will display a dash (-) on the PDF report (or blank in CSV).<br><br>Values entered here are limited to the System Preference for Number of Significant GPA Decimal Places. For example, if the preference is set to be three decimal places (i.e, 3.123), a value of 3.1234 cannot be entered. |
| **Maximum Term GPA** | Limits the report to students with a Term GPA less than or equal to the entered value.<br><br>When multiple terms are selected, the Term GPA in each selected term with calculated grades must meet the entered value. If a student has no GPA calculated for a selected term (a null value), that term is ignored by the filter, and the student still reports as long as all existing Term GPAs meet the criteria. The term without a GPA will display a dash (-) on the PDF report (or blank in CSV).<br><br>Values entered here are limited to the System Preference for Number of Significant GPA Decimal Places. For example, if the preference is set to be three decimal places (i.e., 3.123), a value of 3.1234 cannot be entered. |

| Editor Field | Description |
| --- | --- |
| **Display Options** | Indicates what information appears in the report, in order of how they appear on the report. Items with asterisks are automatically selected for display in the report (but can be deselected).<br><br>Options are:<br>• Name - Student's Last Name, First Name<br>• Person ID - Student's personID<br>• Student Number - Student's local student number<br>• Grade - Student's grade level of enrollment<br>• Calendar - Name of calendar in which the student was enrolled<br>• Rolling Cumulative GPA - Student's cumulative GPA as of the effective date of the report. This option is available when the GPA Type is Weighted or Unweighted. If a calendar uses a Custom GPA, this option is not available.<br>• Use Bonus Points - Indicates that the total Bonus Points and a GPA calculated using Bonus Points will also report for each term selected.<br><br>When choosing the Use Bonus Points option, the display of multiple terms in the PDF is optimized when the System Preference for Number of Significant Decimal Places is set to 1 or 2. |
| **Sort Options** | Indicates how the results will be sorted. Options are:<br>• Alpha<br>• Student Number<br>• Grade/Alpha<br>• Rolling Cumulative GPA/Alpha<br>• Calendar/Alpha<br>• Term GPA/Alpha |
| **Report Format** | The report can be generated in either PDF format or CSV format. |
| **Report Generation** | The report can be generated immediately using the **Generate Extract** button. When a larger amount of data is selected (several calendars, a large date range, etc.), use the **Submit to Batch** button, which allows the user to choose when the report is generated and helps avoid timeouts or system performance issues. See the Batch Queue article for more information. |

The Minimum GPA and Maximum GPA fields are not required. When both fields are populated, the report returns GPAs within the entered range. When only the Minimum GPA field is populated, the report returns GPAs of the entered value and above; when only the Maximum GPA field is populated, the report returns GPAs of the entered value and below.

# Generate the Term GPA Report

1. Select the desired **GPA Type**.
2. Indicate which **Students** should appear in the report by selecting a **Grade** or an **Ad hoc Filter**.
3. Enter an **Enrollment Effective Date** if desired. Defaults to the current date.
4. Select which **Terms** should appear in the report.
5. Enter a **Min Term GPA** and/or **Max Term GPA** to limit results to GPAs within the entered margin.
6. Select which **Display Options** should appear in the report.
7. Select the desired **Sort Option** for the report.
8. Select the desired **Report Format**.
9. Click **Generate Report** to generate the report immediately, or click the **Submit to Batch** button to choose when the report generates.

When the selected calendar has a Custom GPA associated with it, the Rolling Cum GPA (and the Cum GPA with Bonus) columns do not print.

When a student has no previous transcript records, but a Term GPA value exists on the Grades tab, the Term GPA value prints without a Rolling Cumulative GPA value. Note the students in Grade 09 in the screenshot below for an example.