

BC GPA Calc

User's Guide



Version 1.0 (Preview Release 2)

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Introduction

BC GPA Calc is designed to provide school districts using BCeSIS with a highly flexible and intuitive tool for calculating student Grade Point Average (GPA) and Work Habit. Without the need for external spreadsheets and laborious manipulation, BC GPA Calc quickly and easily generates customized reports for student honour roll and work habit.



Overview of Features

Below is a list of the main features within BC GPA Calc:

- ▶ load data directly from the BCeSIS General Data Extract utility
- ▶ calculate on any reporting period, including final marks
- ▶ exclude courses from calculations
- ▶ exclude students below a specified percentage
- ▶ exclude students that do not have a specified minimum number of courses
- ▶ calculate on the specified top “x” courses
- ▶ optionally weight semester courses twice that of linear courses
- ▶ exclude students with specified grading symbols
- ▶ generate reports with user specified GPA ranges, grades, and sort order
- ▶ export reports as CSV for use in Excel and other spreadsheets



About this Preview Release

This preview release of BC GPA Calc will be available free with no feature restrictions until February 15, 2009. During the preview release, the only conditions of use are:

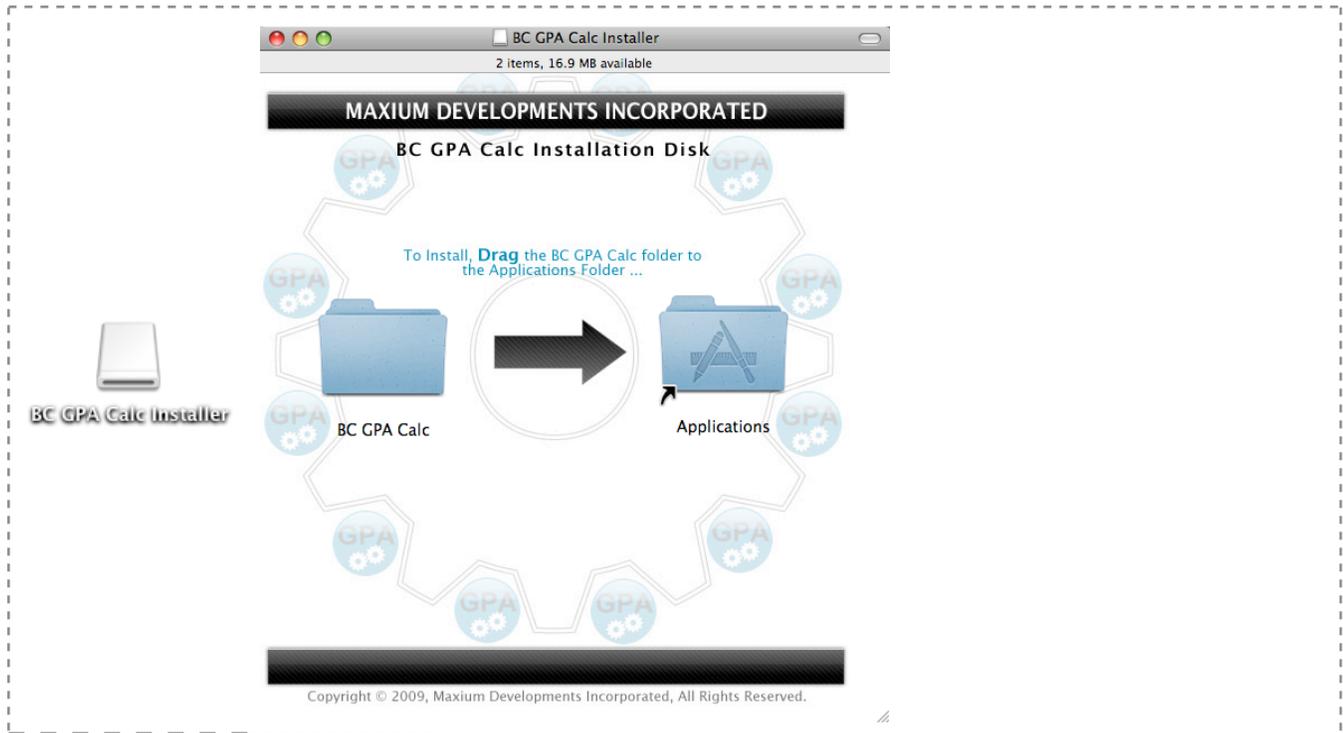
- ▶ Users must agree to the terms and conditions of the End User Agreement
- ▶ The computer workstation must be connected to the internet for license validation



Installation

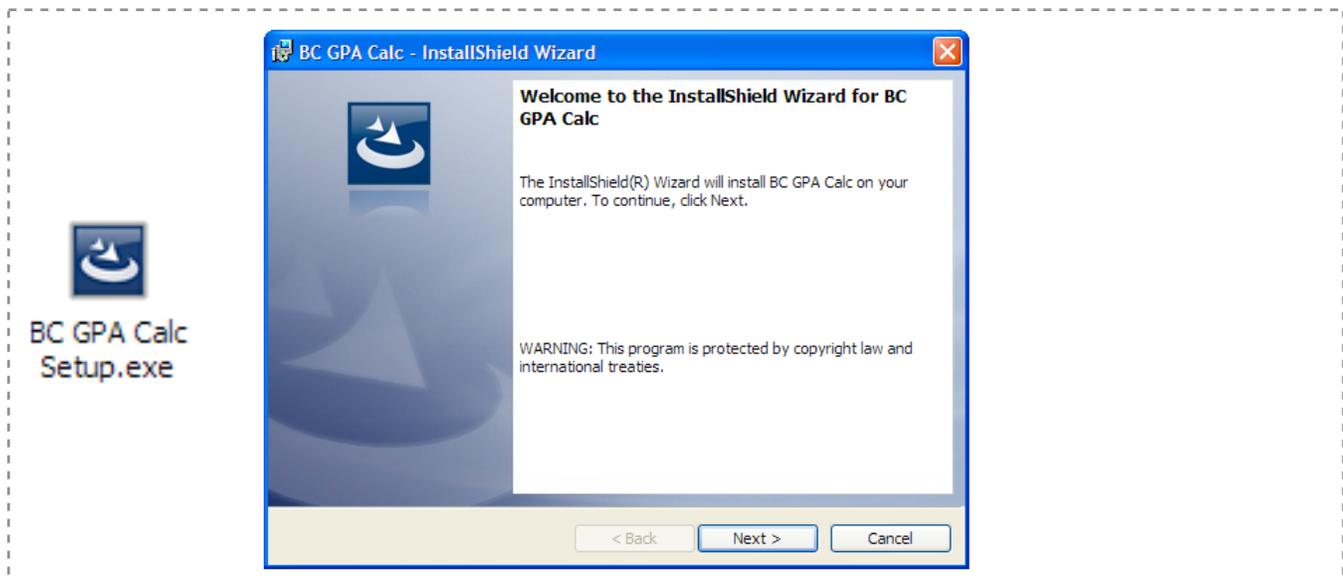
Macintosh

Double click the BC GPA Calc Installer icon and follow the onscreen directions.



Windows

Double click the BC GPA Calc Setup icon and follow the onscreen directions.





Step 1 – Load BCeSIS Extracts

This process loads course marks and course information extracts created from the BCeSIS General Data Extract (GDE) utility. Extracted files are only accepted if the **Include Column Headings** checkbox is enabled in the BCeSIS GDE.

Course Marks

Drag and drop the extracted course marks file into the text box or use the Select button to browse.

Course Info

Drag and drop the extracted course information file into the text box or use the Select button to browse.

Note: The BCeSIS Course Marks Extract could contain percentage marks, letter grade marks, or a combination of both depending on the school, grade level configuration and district guidelines. The load process takes this into account, and provides a numeric equivalent for letter grade symbols in accordance with [BC Ministry of Education](#) Guidelines:

Grading Symbol	Numeric Equivalent	GPA Value
A	86	4.0
B	73	3.0
C+	67	2.5
C	60	2.0
C-	50	1.5
SG	50	1.0
TS	50	1.0
F	0	0.0
I	0	0.0



Step 2 – Select Reporting Period

This step allows calculations to be a distinct reporting period or final marks.

Reporting Periods

Multiple reporting period lengths may be selected (term, semester, linear), but all must be from the same reporting period date.



Step 3 – Exclude Courses

This step provides a visual representation of courses included and excluded from calculations.

Excluded Courses

Courses initially excluded have **Include In GPA** unchecked in BCeSIS Course Maintenance. To exclude additional courses, **drag and drop** from Included Courses to Excluded Courses

Included Courses

To include courses that are currently excluded, **drag and drop** from Excluded Courses to Included Courses.



Step 4 – Calculation Rules and Grading Symbol Exclusions

This step provides a variety of optional calculation rules and grading symbol exclusions. Blank and unchecked fields are ignored.

No Marks Below

The **No Marks Below** field will exclude students that have any course marks for the selected reporting period below the user-defined percentage. Using the default value of 50 as an example, students with any course marks below 50% would be removed from calculations.

The **Excluded Courses** option will extend this grading rule to include those courses excluded in Step 3.

Notes:

- ▶ the default value is 50
- ▶ blanking the value will disable the **No Marks Below** calculation rule.

Min Courses and Weighted Course Count

The **Min Courses** field will exclude students that are not enrolled in the user-defined number of courses for the selected reporting period.

The **Weighted Course Count** option adds additional functionality for schools with a mixture of semester and linear courses. The following example will illustrate:

Cedar Creek Secondary school has a mixture of linear and semester courses. It is decided that students will only be eligible for honour roll status if enrollment is full time for the given reporting period. Full time status could be met with any of the following linear / semester combinations:

- 8 Linear Courses
- 6 Linear Courses + 1 Semester Course
- 4 Linear Courses + 2 Semester Courses
- 2 Linear Courses + 3 Semester Courses
- 4 Semester Courses

In this example, setting a fixed **Min Courses** would not be adequate to capture all possible combinations of full time status. By checking the **Weighted Course Count** option and setting the **Min Courses** to 8, semester courses will be counted (or weighted) twice, making it possible to correctly identify full time status in an environment where semester and linear courses co-exist.

Notes:

- ▶ the default value is “blank” which indicates this rule is ignored
- ▶ excluded courses are not considered in this calculation

Best Courses

The **Best Courses** field will limit calculations to the top “n” courses in the selected reporting period. To achieve this, students’ courses are first ranked in ascending order and courses falling outside of the top “n” will be excluded for that student.

Notes:

- ▶ the default value is “blank” which indicates this rule is ignored
- ▶ the **Best Courses** calculation rule also enforces an unweighted **Min Courses** calculation rule. Thus, if the **Best Courses** are defined as 4, students having less than 4 courses would be excluded from calculations.

Double Weight Semester GPA

By definition, Grade Point Average is a simple calculation of the sum of GPA values divided by the total number of courses. The **Double Weight Semester GPA** option allows semester courses to be weighted (or counted) twice in GPA calculation, which more accurately reflect the additional instruction time and student effort relative to linear courses.

Grading Symbol Exclusions

The **Exclude N** checkbox will exclude students from calculations who have been assigned an “N” work habit on any course.

The remaining **Exclude** checkboxes are mostly applicable to school which populate letter grades in the BCeSIS Teacher Assistant (Term Marks Screen) percent column. Students who have any course marks (even excluded courses) which match any of the checkboxes for I, F, IEP, SG, TS will be excluded from Calculations.

The **Excluded Courses** option will extend this grading rule to include those courses excluded in Step 3.



Step 5 – Grades and Report Options

This step provides the selection of grades and report parameters for GPA Reports and Work Habit Reports.

Select Grades

The Select Grades allows one or more grades to be included in GPA and Work Habit reports. At least one grade must be selected.

GPA Report Options

GPA Report Options provide:

- ▶ upper and lower boundary for GPA
- ▶ number of decimal places to display
- ▶ sort order for report

A Note About Decimal Places: Internally calculations are accurate to 30 decimal places. Displayed decimals are truncated rather than rounded to avoid confusion. For example, if a student's GPA was internally calculated to 3.699999 and the display decimal places was set to 2, the GPA would be displayed as 3.69 rather than 3.70. This is a universal strategy used by electronic gradebooks.

Work Habit Report Options

Work Habit Report Options provide:

- ▶ number of G's a student has earned
- ▶ option of including E's (excellent) in the G Count
- ▶ option of weighting G Count (semester courses will be counted twice)
- ▶ sort order for report

View Report Button (GPA Report and Work Habit)

The **View Report** buttons will display a sorted list of students meeting the criteria selected in BC GPA Calc. Important points:

- ▶ the top of the window displays the grading criteria, rules, and exclusions
- ▶ the Summary Panel contains a sorted list of students
- ▶ double clicking a student in the summary panel will display individual student details
- ▶ the Details Panel displays student details for all students
- ▶ to save the current report, enter a prefix and press the Export to Desktop button. This will create a CSV file and text file
- ▶ to make adjustments, press the close button and adjust settings as required.



Feedback

Thanks for taking the time to let us know how we are doing. All feedback should be directed to info@maxium.com.



About Maxium Developments

Maxium Developments creates BCeSIS* compatible, cross-platform gradebook software for teachers. Maxium Developments, Inc. was founded in 2000 and is based in Kelowna, British Columbia, Canada.

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* BCeSIS (the British Columbia Enterprise Student Information System) is the implementation of a common student information system by independent schools and school districts of British Columbia, Canada. eSIS is commercial software developed by The Administrative Assistants Limited. of Ontario, Canada. Maxium Developments Incorporated is in no way affiliated with BCeSIS, the British Columbia Ministry of Education, or the Administrative Assistants Limited.