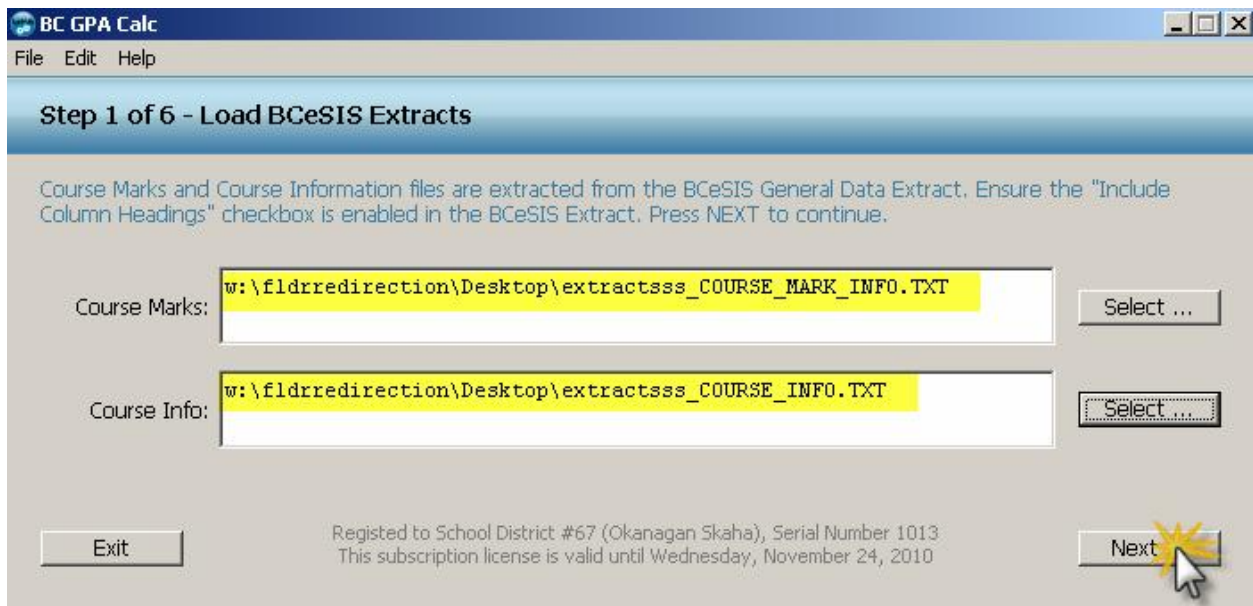


## COLLECTING DATA FOR HONOR ROLL

Once you have your two files extracted from BCeSIS, you can open your GPA Calc from your desktop.



Load your two files as demonstrated below, and click “Next”.



The next several screens will allow you to make selections, based on your school’s set-up and criteria. It is at this point that it becomes imperative that you are familiar with your school’s rules and criteria for establishing Honor Roll recipients. You will be asked to choose:

1. GPA or Percent Average
2. What marks to calculate on (Term or Final)
3. Which courses to include or exclude in calculations
4. How many credits, courses and what, if any type of weighting to factor in
5. What type of grading symbols to exclude
6. And finally how you want your list to appear.