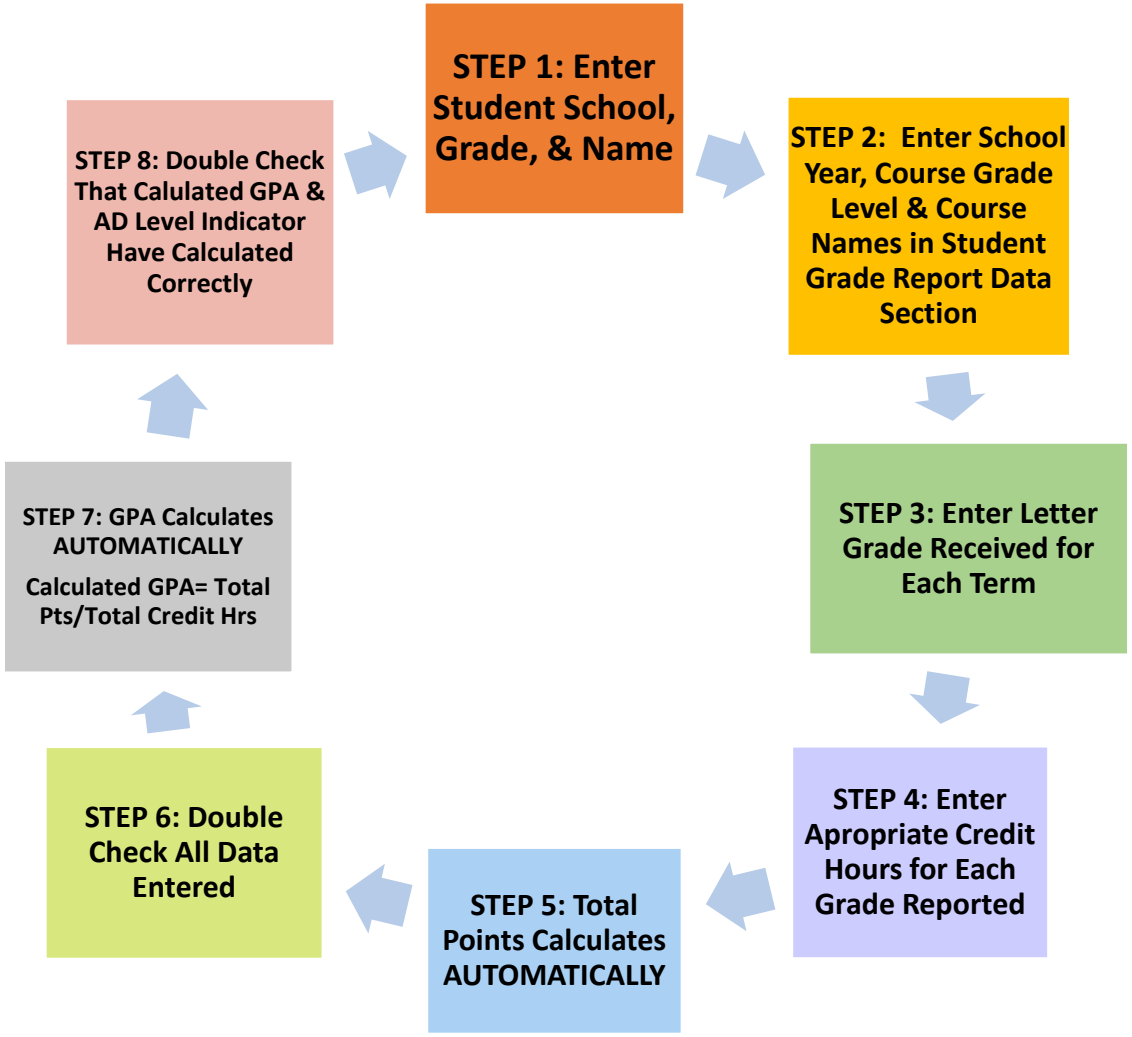
GPA Calculation Training

United States Academic Decathlon® PO Box 4351, Mankato, MN 56002
Email: info@usad.org / Website: www.usad.org

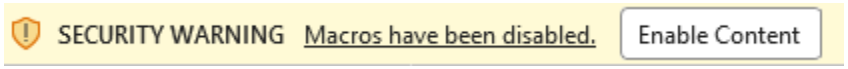
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GPA CALCULATION PROCESS AT-A-GLANCE



USAD GPA Calculation Training

The GPA Spreadsheet works best in Microsoft Excel. It safeguards calculations with locked cells and saves time with Macros enabled shortcuts.

When you see something like this: 

Go ahead and Enable Content. When you enable Macros, your spreadsheet tabs will rename themselves based on student data entered.

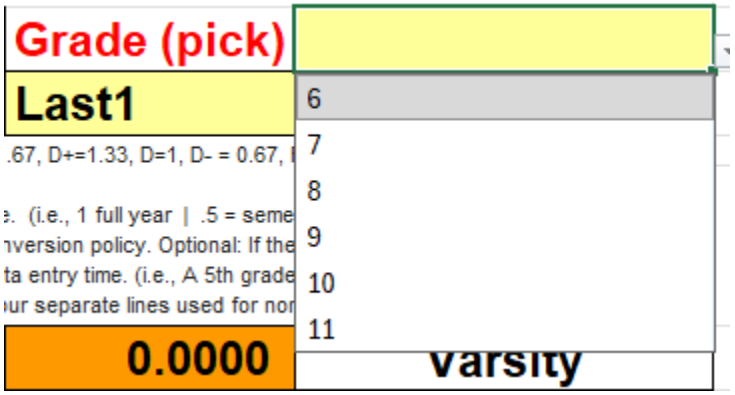
For example, after you enter George Washington's information, including his name and perfect academic record, his Excel sheet tab automatically renames itself displaying his Level (Honor) and his Last and First Name (Washington, George) like this: H Washington George

Please use multiple files if you manage more than nine students, or more than one school, or more than one team.

TOP YELLOW SECTION

	United States Academic Decathlon GPA Calculation Worksheet		
School	X HS	Grade (pick)	
Student's Name	First1	Last1	

1. Type in name of your **School** once on the first tab (it will populate elsewhere).
2. For the **Grade (pick)** field—Use the pick list to select the grade in which each student is currently enrolled.
3. On the **Student's Name** line—Type the First Name then Last Name of each student.



At this point, do a "Save As" for your file. Name the file so your State Director knows it's from your team (ex: GPAs_XHS.xls). If you have more than nine (9) decathletes, great!—just start a new file to calculate more GPAs. Save your work regularly so you don't have to redo it if your file closes unexpectedly.

FINE PRINT SECTION

You do not need to use this worksheet at all for Academic Decathlon if your school calculates an unweighted GPA for you. Just turn in a transcript with a school-calculated unweighted GPA!

Schools that do not calculate unweighted GPAs for you fall into two groups:

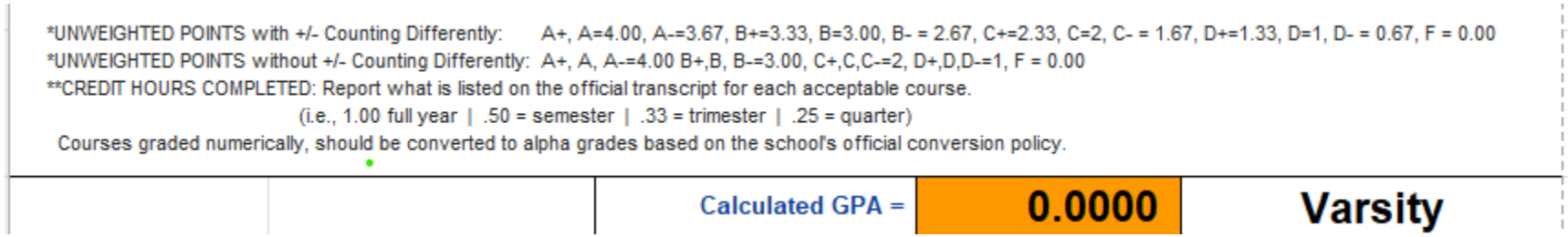
- Schools that DO NOT count +/- unweighted grade points differently
- Schools that DO count +/- unweighted grades differently

The USAD GPA worksheet will standardize grade points for you when you enter student grades, but you must answer the question:

Does your school calculate unweighted GPA with +/- counting differently?

If your school uses no +/- grades at all—OR—uses A+, A, A-=4.00; B+,B, B-=3.00; C+,C,C-=2; D+,D,D-=1; F = 0.00—**that's not "different."**

Any other calculation method is different, and this worksheet will process +/- grades in a standard way to calculate USAD GPAs.



Grade chunking: Your state director may allow you to report grades in equivalent credit hour chunks. You could potentially enter one line with an A counting for a credit hour for a full year course instead of entering four lines of A's counting for .25 credit hours for each quarter of the same course. You must input the credit hours right so all coursework counts as it should. When different letter grades cleanly offset, a course reporting four quarter grades of C (78), B (83), B (86), and A (90) could report the same grades as a single year-long course grade of B. Maintain equivalent course credit hour totals! If your state director does not allow grade chunking, use the basic grade report's consistent credit hour scheme.

LEVEL DETERMINATOR

		Calculated GPA =	0.0000	Varsity
Academic Decathlon Levels =	HONOR (3.850+)	NO	CALCULATED GPA = Total Points/Total Credit Hours Completed	
	SCHOLASTIC (3.500-3.8499)	NO		
	VARSITY (0.000-3.499)	YES		

In this section, the Calculated GPA will update as you enter Grade Report information.

The division indicated by YES is the lowest division in which a student may compete in Academic Pentathlon.

CALCULATED GPA REPRESENTS THE STUDENT'S GPA FOR PURPOSES OF USAD COMPETITION.

STUDENT GRADE REPORT DATA ENTRY

SCHOOL YEAR, GRADE LEVEL (use pick list) and COURSE

To determine the Honors / Scholastic/ Varsity Level for each student, you must enter grades for every course from the student's 9th grade **SCHOOL YEAR** (e.g. 20XX-20XX) onward.* For 12th graders, this includes grades from 9th grade through summer school before 12th grade. Write the **COURSE** name of each course. You will normally write the same course on multiple lines to report each term grade separately (unless you ***chunk grades*** from the same course together as mentioned above).

9th graders: Include grades from 8th grade through summer school before 9th grade.

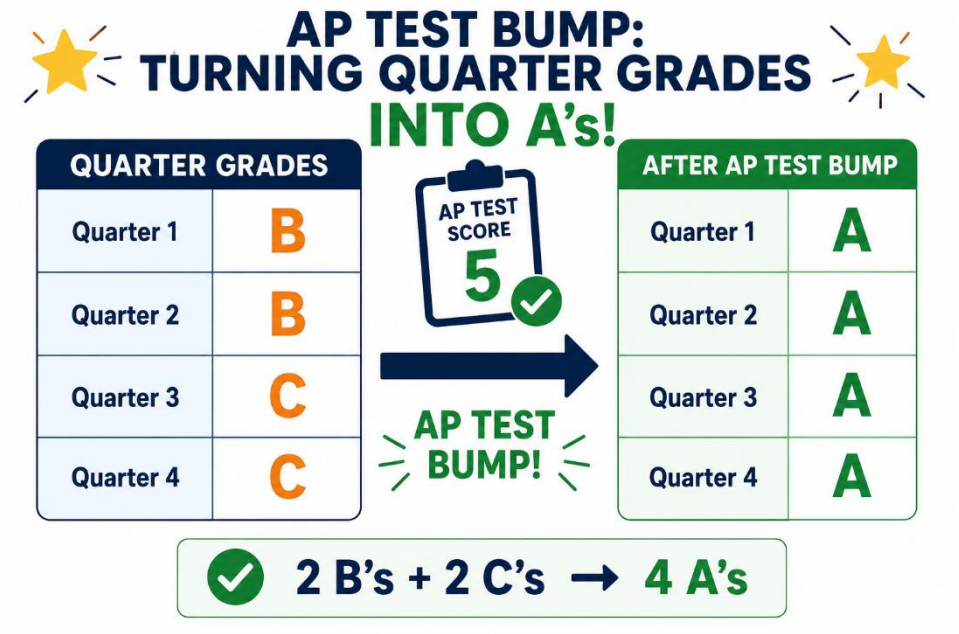
SCHOOL YEAR	GRADE LEVEL (use pick list)	COURSE	LETTER GRADE (pick)	POINTS*	CREDIT HOURS COMPLETED**	TOTAL POINTS (points x credit hours)
				0.00		0.00
	8			0.00		0.00
	Summer before 9th			0.00		0.00
	9			0.00		0.00
	Summer before 10th			0.00		0.00
	10			0.00		0.00
	Summer before 11th			0.00		0.00
	11th			0.00		0.00
	Summer before 12th			0.00		0.00

STUDENT GRADE REPORT DATA ENTRY

LETTER GRADE (pick) and POINTS

Select from the pick list each letter grade as it appears on the final grade report. The grade point math is done for you. For example, selecting A+ will give 4.00 grade **POINTS** in the column to the right). You should account for every final grade for every reported term for every course.

If a teacher gives a final grade "bump" that affects one or more terms already reported, update worksheets to reflect true final course grades (as with AP test grade bumps).



CREDIT HOURS COMPLETED

Enter the number of credit hours received for each class listed. Use the following as a guide unless your school's curriculum defines the specific credit hours earned by a course:

1.00 credit hours would be a full year grade.

0.50 credit hours would be a half year grade.

1/3 credit hours would be a trimester grade.

.25 credit hours would be a quarter grade.

SCHOOL YEAR	GRADE LEVEL (use pick list)	COURSE	LETTER GRADE (pick)	POINTS*	CREDIT HOURS COMPLETED**	TOTAL POINTS (points x credit hours)
				0.00		0.00
			A+	0.00		0.00
			A	0.00		0.00
			A-	0.00		0.00
			B+	0.00		0.00
			B	0.00		0.00
			B-	0.00		0.00
			C+	0.00		0.00
			C	0.00		0.00
			C-	0.00		0.00
			D+	0.00		0.00
				0.00		0.00

USAD GPA CALCULATION TRAINING

This is a Print Preview for the GPA Calculation SAMPLE STUDENT WORKSHEET. Your final sheets should look very similar when you're ready to print them (You may need to select landscape mode).

United States Academic Decathlon
GPA Calculation Worksheet

School	X HS	Grade (pick)	
Student's Name	First1	Last1	

*UNWEIGHTED POINTS with +/- Counting Differently: A+, A=4.00, A-=3.67, B+=3.33, B=3.00, B- = 2.67, C+=2.33, C=2, C- = 1.67, D+=1.33, D=1, D- = 0.67, F = 0.00
*UNWEIGHTED POINTS without +/- Counting Differently: A+, A, A-=4.00 B+,B, B-=3.00, C+,C,C-=2, D+,D,D-=1, F = 0.00
**CREDIT HOURS COMPLETED: Report what is listed on the official transcript for each acceptable course.
(i.e., 1.00 full year | .50 = semester | .33 = trimester | .25 = quarter)
Courses graded numerically, should be converted to alpha grades based on the school's official conversion policy.

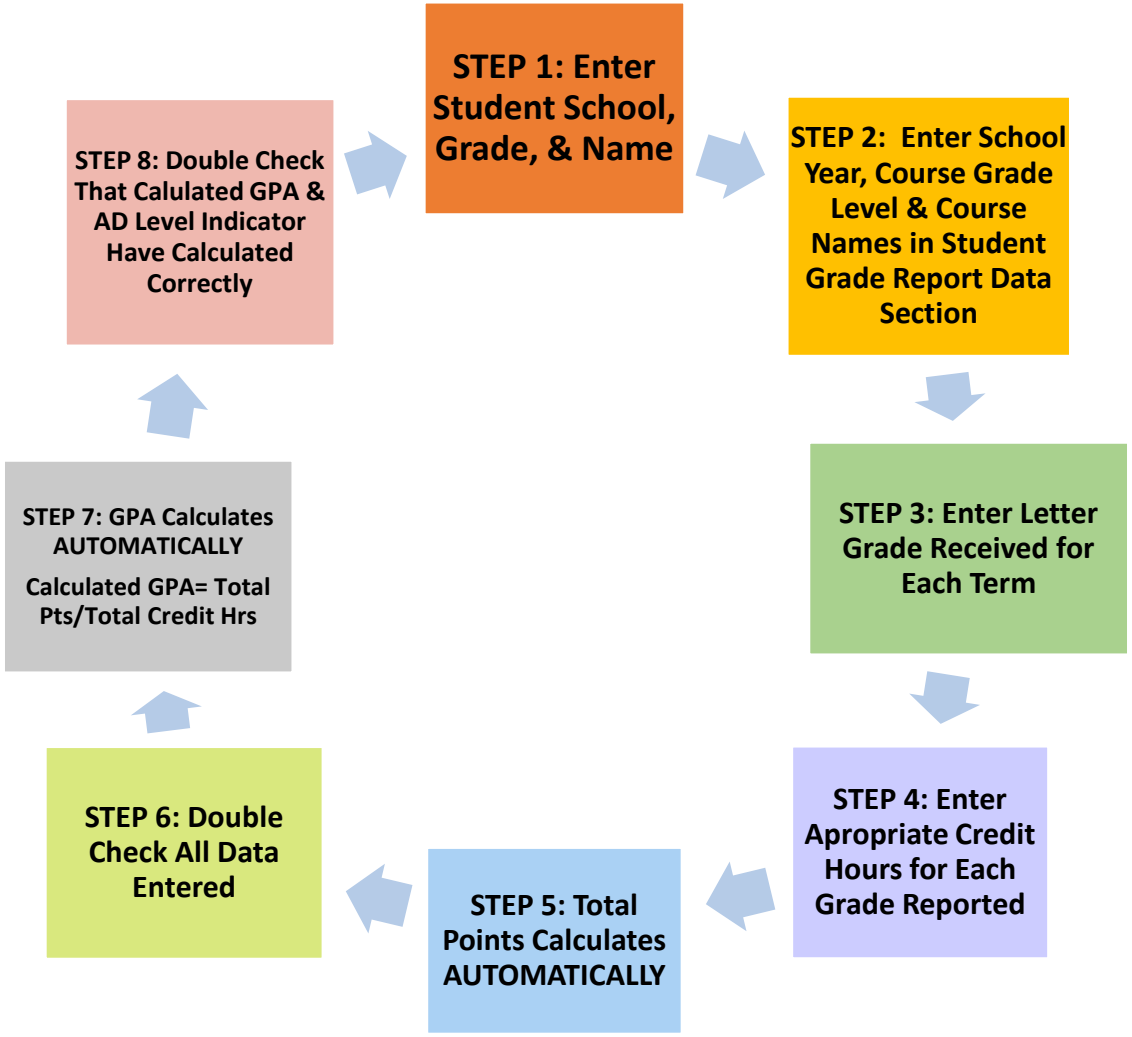
		Calculated GPA =	0.0000	Varsity
Academic Decathlon Levels =	HONOR (3.850+)	NO	CALCULATED GPA = Total Points/Total Credit Hours Completed	
	SCHOLASTIC (3.500-3.8499)	NO		
	VARSITY (0.000-3.499)	YES		

Count of Grades:	A+	0	A	0	A-	0
	B+	0	B	0	B-	0
	C+	0	C	0	C-	0
	D+	0	D	0	D-	0
			F	0		

Does your school calculate unweighted GPA with +/- counting differently?	YES

SCHOOL YEAR	GRADE LEVEL (use pick list)	COURSE	LETTER GRADE (pick)	POINTS*	CREDIT HOURS COMPLETED**	TOTAL POINTS (points x credit hours)
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00
				0.00		0.00

GPA CALCULATION PROCESS AT-A-GLANCE



QUESTIONS?

- Contact your State Director if you have questions regarding use of the USAD GPA Calculation Worksheet.
- If your State Director is unable to answer your question(s), they will contact USAD for an answer or clarification and get back to you as quickly as possible.
- Please be sure to read the worksheet instructions carefully!