GPA Calculation Training

USAD GPA Calculation Training

YELLOW

Type in name of school.
Type in grade in which the student is currently enrolled.
Type in student LAST NAME.
Type in student FIRST NAME

At this point, do a "Save As" for your file. Name the file so your State Director knows it's from your team (ex: GPA CALCULATION City HS.xls). Save your work regularly so you don't have to redo it if your file closes unexpectedly.

United States Academic Decathlon
GPA Calculation Worksheet

School	Sample High School	Grade	11
Student's Name	Smith	Susan	**TOTAL POINTS =** Points x Credit Hours
	Last Name	First Name	☐

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PURPLE   Enter semester year information in the cell to the right of "Year."
Enter all acceptable courses (for USAD GPA) in the appropriate
semester.

COURSES		
FALL YEAR:		2014
English 9		
Geometry		
World History		
Honors Chemistry		

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GREEN   Enter listed grade received for each course listed.

COURSES			GRADE
FALL	YEAR:	2014	
English 9			A
Geometry			B
World History			B+
Honors Chemistry			A-

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RED   Enter points for each course per the key at the bottom of the GPA Calculation Worksheet.

COURSES		GRADE	POINTS
FALL YEAR:	2014		
English 9		A	4.00
Geometry		B	3.00
World History		B+	3.00
Honors Chemistry		A-	4.00

*POINTS: A+, A, A- = 4.00   B+, B, B- = 3.00   C+, C, C- = 2.00   D+, D, D- = 1.00   F = 0.00

Courses graded numerically, should be converted to alpha grades based on the school's official conversion policy.

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BLUE   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.

COURSES	GRADE	POINTS	CREDIT HOURS
FALL YEAR: 2014			
English 9	A	4.00	.5
Geometry	B	3.00	.5
World History	B+	3.00	.5
Honors Chemistry	A-	4.00	.5

*POINTS: A+, A, A- = 4.00   B+, B, B- = 3.00   C+, C, C- = 2.00   D+, D, D- = 1.00   F = 0.00
Courses graded numerically, should be converted to alpha grades based on the school's official conversion policy.

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ORANGE

This field calculates automatically.
You DO NOT need to type in any information.
The calculation is POINTS x CREDIT HOURS.

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

COURSES	GRADE	POINTS	CREDIT HOURS	TOTAL POINTS
FALL YEAR: 2014				
English 9	A	4.00	.5	2.00
Geometry	B	3.00	.5	1.50
World History	B+	3.00	.5	1.50
Honors Chemistry	A-	4.00	.5	2.00

*POINTS: A+, A, A- = 4.00   B+, B, B- = 3.00   C+, C, C- = 2.00   D+, D, D- = 1.00   F = 0.00
Courses graded numerically, should be converted to alpha grades based on the school's official conversion policy.

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TAN/BROWN

These fields are also automatically calculated. The formula uses the USAD accepted cut off GPA's to identify the lowest division in which the student may compete. Students can always compete in a higher division, but may NOT compete in a lower division. ***The division indicated by YES is the lowest division in which this student may compete in Academic Decathlon.***

Academic Decathlon Level =	Honor	No	Calculated GPA= Total Points/Total Hours
	Scholastic	Yes	
	Varsity	No	

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. There will NOT be any of the colored shading in the cells of the actual worksheet except where you see grey shading in the SAMPLE.

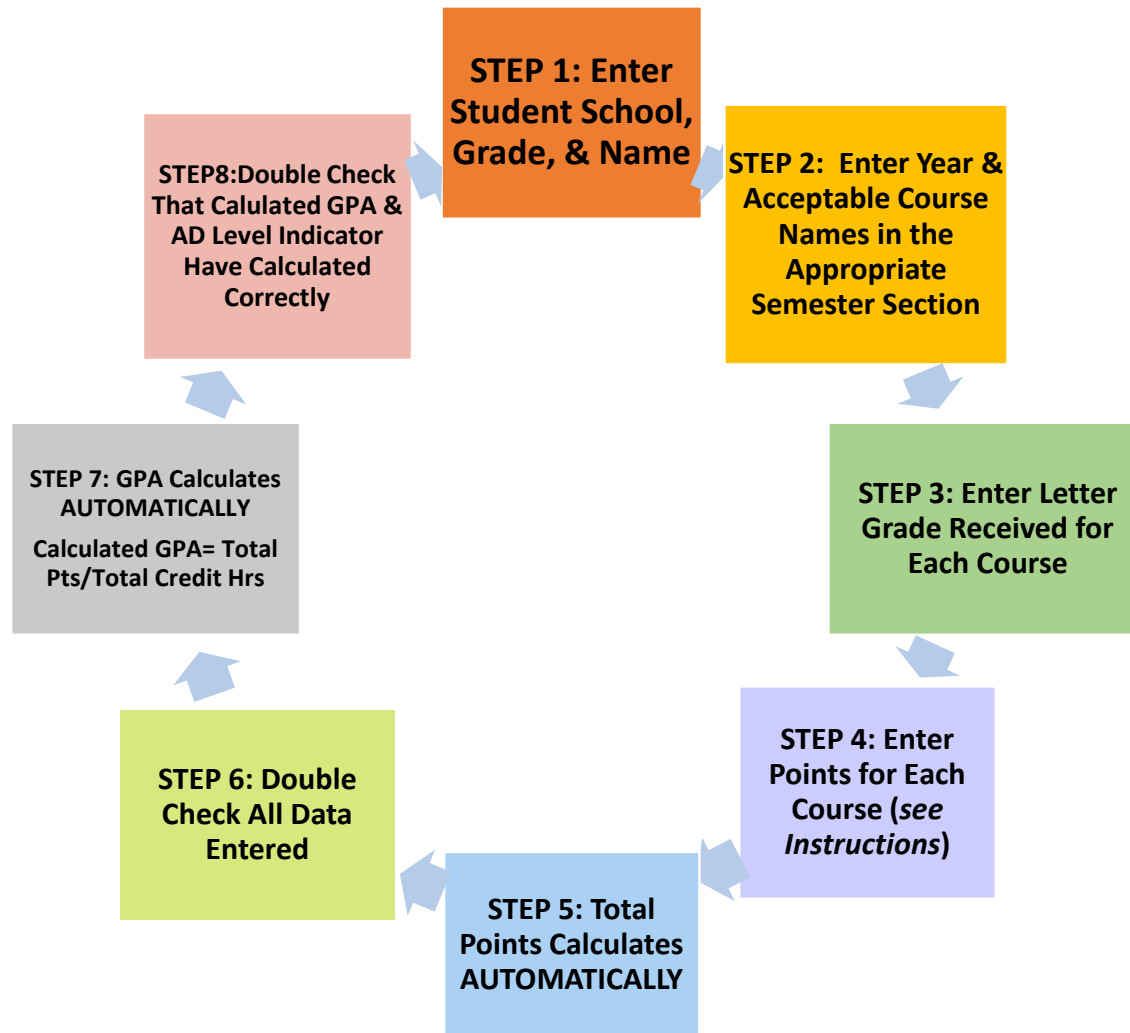## United States Academic Decathlon GPA Calculation Worksheet

School	Sample High School		Grade	11
Student's Name	Smith	Susan		TOTAL POINTS = Points x Credit Hours
	Last Name	First Name		

COURSES	GRADE	POINTS*	CREDIT HOURS	TOTAL POINTS
FALL Year:	2014			
English 9	A	4.00	1/2	2.000
Geometry	B	3.00	1/2	1.500
World History 1	B+	3.00	1/2	1.500
Honors Chemistry	A-	4.00	1/2	2.000
SPRING Year:	2015			
English 9	A	4.00	1/2	2.000
Geometry	A-	4.00	1/2	2.000
World History 2	B+	3.00	1/2	1.500
Honors Chemistry	A	4.00	1/2	2.000
FALL Year:	2015			
English 10	A	4.00	1/2	2.000
Pre-Calculus	B+	3.00	1/2	1.500
American History	B	3.00	1/2	1.500
Honors Physics	B+	3.00	1/2	1.500
				0.000
SPRING Year:	2016			
English 10	A-	4.00	1/2	2.000
Pre-Calculus	B	3.00	1/2	1.500
American History	A	4.00	1/2	2.000
Honors Physics	A	4.00	1/2	2.000
SUMMER Year:				
				0.000
	TOTALS =	57.00	8.000	28.500
	Calculated GPA =		3.563	

Academic Decathlon Level =	HONOR	NO	CALCULATED GPA = Total Points/Total Hours
	SCHOLASTIC	YES	
	VARSITY	NO	

*POINTS: A+, A, A- = 4.00   B+, B, B- = 3.00   C+, C, C- = 2.00   D+, D, D- = 1.00   F = 0.00
Courses graded numerically, should be converted to alpha grades based on the school's official conversion policy.

This is the screen you'll see when you're working in the GPA Calculation file. The Excel screen should look very similar, though the menu bar at the top will be different. CREATE A NEW SHEET FOR EACH TEAM MEMBER!

USAD

United States Academic Decathlon
GPA Calculation Worksheet

School				Grade	
Student's Name					TOTAL POINTS = Points x Credit Hours
	Last Name		First Name		
COURSES		**GRADE**	**POINTS***	**CREDIT HOURS**	**TOTAL POINTS**
FALL Year:					
					0.000
					0.000
					0.000
					0.000
					0.000
					0.000
					0.000
SPRING Year:					
					0.000
					0.000
					0.000
					0.000
					0.000
					0.000
					0.000
FALL Year:					
					0.000
					0.000
					0.000
					0.000
					0.000
					0.000
					0.000
SPRING Year:					
					0.000
					0.000
					0.000
					0.000
					0.000
					0.000
					0.000
SUMMER Year:					
					0.000
					0.000
		TOTALS =	**0.00**	**0.000**	**#VALUE!**
		Calculated GPA =		**#VALUE!**	
		HONOR	**#VALUE!**	**CALCULATED GPA =**	
Academic Decathlon Level =		SCHOLASTIC	**#VALUE!**	**Total Points/Total Hours**	
		VARSITY	**#VALUE!**		

*POINTS: A+, A, A- = 4.00   B+, B, B- = 3.00   C+, C, C- = 2.00   D+, D, D- = 1.00   F = 0.00
Courses graded numerically, should be converted to alpha grades based on the school's official conversion policy.

GPA CALCULATION PROCESS AT-A-GLANCE

STEP 1: Enter Student School, Grade, & Name

STEP 2: Enter Year & Acceptable Course Names in the Appropriate Semester Section

STEP 3: Enter Letter Grade Received for Each Course

STEP 4: Enter Points for Each Course (*see Instructions*)

STEP 5: Total Points Calculates AUTOMATICALLY

STEP 6: Double Check All Data Entered

STEP 7: GPA Calculates AUTOMATICALLY

Calculated GPA= Total Pts/Total Credit Hrs

STEP8:Double Check That Calulated GPA & AD Level Indicator Have Calculated Correctly

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), he/she 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!