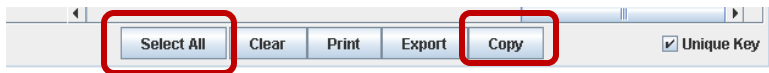


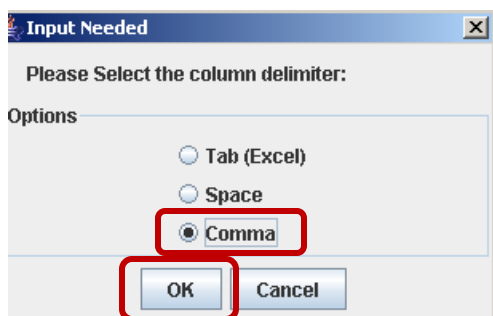
## Student GPA Search Procedure

To search for the GPA for a group of students:

1. **Pull up the group of students** through a **SISC search** that you wish to know the GPA for
2. Click the **Select All** button so all the students are highlighted
3. Click the **Copy** button, a new dialogue box appears



4. Make sure **Comma** is chosen
5. Click **OK**, a new dialogue box appears



6. Make sure only **Student Number** is ticked.
7. Click **OK**



8. **Highlight** the **Student: Sessional** query, and the criteria fields will appear in the bottom left of the screen.
9. Click the empty value box for the **Student Number** line so that your cursor is flashing in the area, then holding the Ctrl key down click the 'V' on the keyboard (**Ctrl + V**), this will paste all of the student numbers into this value area
10. Enter the **Session Year**, i.e. 2009 (for GPA grades for courses taken in 2009W which runs from Sept 2009 to April 2010)
11. Enter the **Session Code**, i.e. W (for 2009W)
12. On the **Sessional Average (eg. 75)** line change the Op symbol to "**>=**", and indicate the **lowest GPA allowable**, i.e. 80
13. Click **Search**
14. The system will return a list of the students that meet there sessional average (GPA) for the session that you indicated.

**Student Search**

Edit Queries Search Results Maintenance Help Bulk

Queries

Standard Queries User Queries

Standard Queries

- Person: Name Log
- Person: Third Party Auth
- Student: Absences
- Student: At Risk Report
- Student: Basic Search
- Student: Course
- Student: Course (H/S Pre-req)
- Student: Course (Miss. Actvty)
- Student: Grades Report
- Student: Graduation
- Student: High School Record
- Student: Prereq Report
- Student: Program
- Student: Registration Check
- Student: Registration Conflict
- Student: STT Enrolment
- Student: Section Enrolment
- Student: Sessional**
- Student: Term
- Student: Term Evaluation
- Student: Term2

Criteria

Field Name	Op	Value
<b>Student Number</b>	=	<b>33333333,33333333</b>
*Session Year (eg. 2003)	=	<b>2009</b>
*Session Code	=	<b>W</b>
Category	=	<any>
Program	=	<any>
Program Version	=	<any>
Year Level	=	<any>
Regi Status	=	<any>
Specialization (e.g. 001234)	=	<any>
Specialization Version	=	<any>
<b>Sessional Average (eg. 75)</b>	<b>&gt;=</b>	<b>80</b>
Sessional Standing	=	<any>
Eval Decision	=	<any>
Sessional Standing 2	=	<any>
Eval Decision 2	=	<any>
Graduation Application Status	=	<any>

Search Append Stop Clear

Student: Sessional