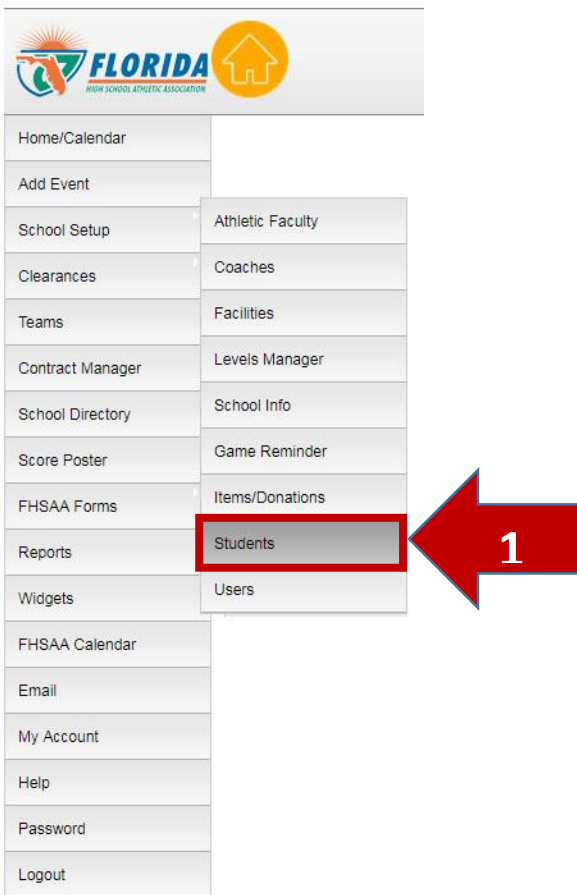



# Home Campus GPA Importer

To assist you in updating your athletes GPA, there is now a GPA Uploader Tool within Home Campus. Please use the following steps to use this tool.

**NOTE: Freshmen and 6<sup>th</sup> Graders will show a “Grade Override” until February 12, 2018. You are responsible for removing them from all rosters if they don’t meet the required GPA minimum once your grades are submitted.**

## Step One: School Setup → Students



	
Home/Calendar	
Add Event	
School Setup	Athletic Faculty
Clearances	Coaches
Teams	Facilities
Contract Manager	Levels Manager
School Directory	School Info
Score Poster	Game Reminder
FHSAA Forms	Items/Donations
Reports	<b>Students</b>
Widgets	Users
FHSAA Calendar	
Email	
My Account	
Help	
Password	
Logout	

**Step Two:** Scroll to the bottom of your Student Database. Click on the button “GPA Importer”

[Download Sample File](#)



**Step Three:** Download the Sample File

## GPA Updating

PLACEHOLDER FOR VIDEO HERE

### GPA Updating Guide

No file chosen



[Download Sample File](#)

**Step Four:** Use the file to copy and paste your Students ID number and current GPA.

gpa\_import (1) - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number

Calibri 12 A A

B I U

Wrap Text

General

Conditional Formatting Format as Table

A1 : student id

	A	B	C	D	E	F	G	H	I	J
1	student id	GPA								
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										

**NOTES:**

1. **DO NOT** change the names of the Headers.
2. Please be sure to **match** each "Student ID" for each GPA. These columns must match your current Database information.
3. If you have Students that are not currently in your database, you must first add them to your database before you use this tool to update their GPA.

**Step Five:** Once the file is completed, you can then use the "Chose File" button to select and upload the file. Once the file is chosen, the file name will appear next to the "Choose File Button".

## GPA Updating

PLACEHOLDER FOR VIDEO HERE

### GPA Updating Guide

Choose File gpa\_import (1).xlsx Download Sample File

Submit Go Back

**Step Six:** Click the "Submit" button.