Datatel Help: Finding a Student’s GPA(s)

You may be interested in knowing either a student’s overall (cumulative) GPA or her GPA in a particular program. At times it may also be helpful for you to see how a student’s GPA has changed through each semester of enrollment. This handout will give you instructions on accessing all this information through Datatel.

1. Sign into Datatel Colleague 4.3
   a. Sign into myRoanoke
   b. Click on “Colleague UI 4.3” on the right hand menu
   c. Problem? E-mail support@roanoke.edu

2. To find a student’s overall GPA: Enter ATRT in the search bar at the top and click “Search” or hit “Enter.”

3. Type in the student’s name, last name, or portion of last name followed by... Click “OK.”

4. If you’re lucky, the right student will pop up.

If there are multiple people with the same name/last name, you will need to scroll through the pages to find the right student. The total number of matches appears here. Use this arrow to scroll to the next page. (Tip: current students usually have pictures!).

5. Once you have found the right student, choose that student by either double-clicking within that box or by clicking the check box next at the left AND clicking “Open” at the bottom of the window.

Remember: Student IDs and grades are confidential. Do not share. Shred when disposing. Revised March 2012
6. Enter “UG” into the Transcript Grouping LookUp window and click “OK.”

7. In the window that appears you can view a summary of the student’s record by semester, including:

To view additional semesters (only four are displayed at a time), click in one of the boxes in the top set of rows. A scroll bar will appear that you can use to navigate to subsequent pages to see all semesters of enrollment.

8. To find a student’s GPA within a particular program: Enter EVAL in the search bar at the top and click “Search” or hit “Enter.”

9. Search for and choose the correct student (see instructions above).

10. Choose the correct/most current program (should be on the top) by double-clicking within that box or by clicking the check box next at the left AND clicking “Open” at the bottom of the window.

11. On the next screen click “SAVE.”

12. Scroll through the report until you see the desired program. The current GPA in the program will be listed.

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