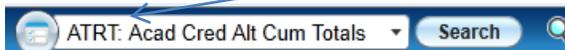# Datatel Help: Finding a Student's GPA(s)

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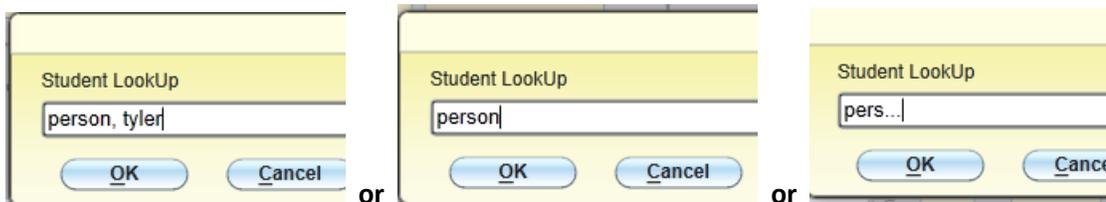
1. **Sign into Datatel Colleague 4.3**
   a. Sign into myRoanoke
   b. Click on "Colleague UI 4.3" on the right hand menu
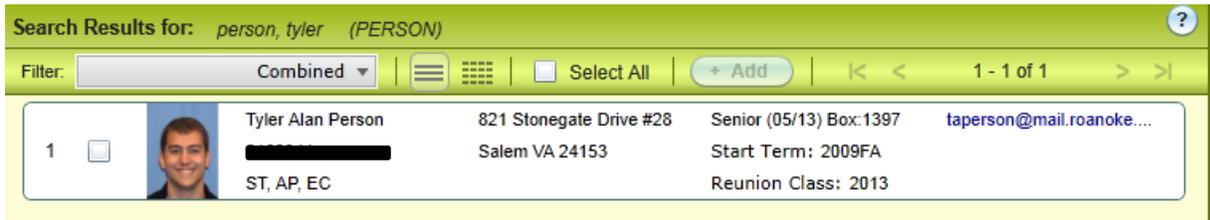   c. Problem? E-mail support@roanoke.edu

   Informer
   Campus Pack
   Colleague UI 4.3
   Academic Advising
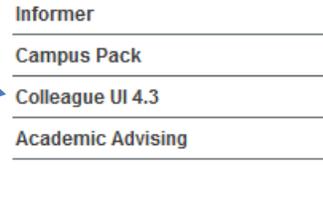
2. **To find a student's overall GPA**: Enter ATRT in the search bar at the top and click "Search" or hit "Enter."

   ATRT: Acad Cred Alt Cum Totals   Search

3. **Type in the student's name, last name, or portion of last name followed by... Click "OK."**

   Student LookUp
   person, tyler
   OK   Cancel
   or
   Student LookUp
   person
   OK   Cancel
   or
   Student LookUp
   pers...
   OK   Cancel

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

   Search Results for: person, tyler (PERSON)
   Filter: Combined ▾   Select All   + Add |< <   1 - 1 of 1   > >|
   1 ☐   Tyler Alan Person   821 Stonegate Drive #28   Senior (05/13) Box:1397   taperson@mail.roanoke....
         ST, AP, EC   Salem VA 24153   Start Term: 2009FA
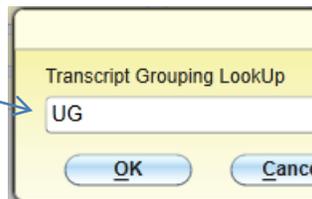   Reunion Class: 2013

   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!).

   Search Results for: person... (PERSON)
   Filter: Combined ▾   Select All   + Add |< <   1 - 8 of 57   > >|
   1 ☐   Chelsea Person   555 Blue Point Ter Apt F   cuttiebug81588@msn.co...
         OP, PR   Newport News VA 23602   Start Term:
                                                          Reunion Class:

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."

Transcript Grouping LookUp

UG

OK   Cance

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

ATRT - Acad Cred Alt Cum Totals

Transcript Grouping : Undergraduate

	Creds		Att	Cmpl	GPA Alt:Cum	Att	Cum Cmpl	Cum GPA
1	2008S2		1.00	0.00	0.000	1.00	0.00	0.000
2	2008FA		3.00	3.00	2.133	4.00	3.00	2.133
3	2009SP		4.00	4.00	2.075	8.00	7.00	2.100
4	2009S1		1.00	1.00	3.300	9.00	8.00	2.250

	Credit Type					Alt:Cum Att	Cum Cmpl	GPA
1	Institutional					32.75	31.50	2.094
2								
3								
						32.75	31.50	

- Semesters of enrollment
- Cum GPA at end of each semester
- GPA for each semester
- Current cum GPA

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.

Page 1 of 4

0.00	0.000
3.00	2.133
7.00	2.100
8.00	2.250
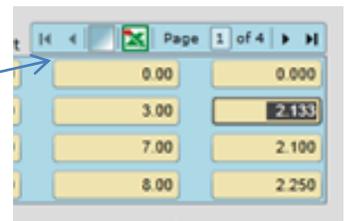
8. <mark>To find a student's GPA within a particular program</mark>: Enter EVAL in the search bar at the top and click "Search" or hit "Enter."

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

1	☐	Academic Program: BA.CJUS Status: A	Start Date: 03/18/11	Ant Cmpl: 05/01/12
		Title: B.A. w/Maj in Crim Just	End Date:	Term: 2012SP

11. On the next screen click "SAVE."

File   Options   Help   Keep Context Open ▼   ✓ Save   ✓✓ Save All   ✗ Cancel   ✗✗ Cancel All

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

```
I) 4: Criminal Justice Major
     Credits: 10
     GPA Achieved/Needed: 2.011 / 2.000
```

Remember: Student IDs and grades are confidential. Do not share. Shred when disposing.   Revised March 2012