

Student Instructions for GPA Calculation Form

Following the Student Teaching Orientation, each student will receive an email invitation from msu.teachereducationservices@murraystate.edu to edit a Google Sheet. Once you receive this email, you will need to:

- 1) Click [Open in Sheets](#)
- 2) Type in your Name, M#, the semester you plan to student teach, and your Overall GPA.

Ivana Teach M01234567 Student's Name and M#		S19 Student Teaching Semester					3.48 Overall GPA
Course and Prefix Number	Elementary Education P-5	Semester/Year	Grade	Grade Points	Credit Hours	Credit Hours Earned	Quality Points
EDU 100T	Transitions	F17	P	0	0	0	0
EDP 260	Taken at WKCTC	F17	A	4	3	3	12
EDU 103	Issues and Practices of American Education	Su17	B	3	3	3	9
EDU 303	Strategies of Teaching	S18			3		
EDU 403	Structures and Foundations of Education	F18			2		

- 3) Fill in the Semester/Year in which the course was taken and the corresponding letter grade for each listed course. Use "F" for Fall, "S" for Spring and "Su" for Summer, plus the corresponding calendar year. *ex.* F17 = Fall 17, *see example above.* If you took the course outside of MSU, please type the school over the course description that is already provided, *see example above for EDP 260.*
 - ♦For courses that are in progress, only fill out the semester/year, *see example above for EDU 303.* Do not write In Progress or INPR.
 - ♦Courses you will be taking in the future, only fill out semester/year, *see example above for EDU 403.*
 - ♦Pass/Fail courses need to be entered with a grade of P or F, but Grade Points, Credit Hours Earned and Quality Points all need to be 0's (zeroes), *see example above for EDU 100T.*
 - ♦Courses showing as CR are considered a Pass but Grade Points, Credit Hours Earned and Quality Points all need to be 0's (zeroes).
 - ♦Make sure that the credit hours match, you may need to change it to match your transcript & RACR audit.
 - ♦If you received a 'E' or an 'I' or withdrew from a course you have not yet retaken- you must include that grade on this form. Also- if you are currently retaking a course, you must put the grade you have already received on this form. You can include a comment on the side or bottom of the page, or in an email, that you are retaking the course.
- 4) Once all required information has been entered, type your name in the Student Signature area and close the Sheet (it automatically saves).
- 5) **Contact your advisor and request an advising session. At this session, you and your advisor will review the GPA Calculation Form together.** Your advisor has access to your Google Sheet. You do not need to email it. Your advisor needs to open the Google Sheet on his/her computer.
- 6) At the conclusion of your advising session, your advisor will type in his/her name and date where it says 'Advisor's Signature' and 'Date'.
- 7) Your advisor can now email Susan Krieb at skrieb@murraystate.edu that your GPA form has been reviewed. Your advisor does not need to email the file.
- 8) After meeting with your advisor, you will need to open the Google Sheet again (on your computer) now that it is complete and has been reviewed and signed by your advisor. Click **File, Download as PDF document.** Save the PDF file to your computer and then upload that PDF to your Student Teaching Application under Supplemental Item #3 (refer to the handout, 'Uploading Supplemental Items To Your Student Teaching Application' for further directions).