

1. Determine grades and credits for subjects. You will need to establish a grading scale: what level of work merits an "A" and so forth. Colleges will want to see your grading scale, and you should hold to the same throughout the student's high school years. Grading "solid" courses such as math and science that make use of tests and quizzes in the material, is relatively easy. Scores on these tests are usually objective. Grading for history, English, and other courses is often more subjective. Note that few colleges deal with grades of "D-".

Click [here](#) to see a sample transcript.

- Avoid grade inflation! Make your assessments reasonable. Check the descriptions of the letter grades in Sample A below to see if your evaluations match the quality of work letter grades typically represent.

Here are some examples of grading scales:

a) Limited scale; no "+" or "-" grades indicated:

A	92 - 100	Student has done excellent work, fully mastered class objectives, and work shows skill and thoroughness; consistently has applied knowledge gained to new situations. Outstanding performance with only minor errors.
B	83 - 91	Student has done above average work with some errors, mastered almost all of the class objectives; and has sometimes applied knowledge gained to new situations.

b) A standard scale, with equivalent percent, single and ranged values:

Grade		% Range	Value	Value range
A	=	94-100	4.0	4.0
A-	=	91-93	3.7	3.67-3.99
B+	=	87-90	3.3	3.33-3.66
B	=	84-86	3.0	3.00-3.32
B-	=	81-83	2.7	2.67-2.99

C	74 - 82	Student has done average work and has mastered many of the objectives of the course. Generally sound work with a number of notable errors
D	65 - 73	Student's work was below average; few course objectives were mastered.
F	Below 65	Student's work was not acceptable for the course. Considerable further work is required for a passing grade.

C+	=	77-80	2.3	2.33-2.66
C	=	74-76	2.0	2.00-2.32
C-	=	71-73	1.7	1.67-1.99
D+	=	67-70	1.3	1.33-1.66
D	=	61-66	1.0	1.00-1.32
F	=	60 & below	0.0	0.00-0.99

c) Another grading scale:

<p><b>A = 95-100</b>  <b>A- = 92-94</b></p>	<p><b>Excellent.</b> The student has demonstrated a quality of work and accomplishment far beyond the normal requirements and shows originality of thought and mastery of material.</p>
<p><b>B+ = 89-91</b>  <b>B = 86-88</b>  <b>B- = 83-85</b></p>	<p><b>Good.</b> The student's achievement exceeds the satisfactory accomplishment showing a clear indication of initiative, comprehension of the material, and the ability to work with concepts.</p>
<p><b>C+ = 80-82</b>  <b>C = 77-79</b>  <b>C- = 74-76</b></p>	<p><b>Satisfactory.</b> The student has met the formal requirements and has demonstrated comprehension of the material and the ability to work with concepts.</p>
<p><b>D+ = 71-73</b>  <b>D = 68-70</b>  <b>D- = 65-67</b></p>	<p><b>Lowest Passing Grade.</b> The student's accomplishment, while passing in most programs, leaves much to be desired. Minimum requirements have been met but without distinction.</p>

**F =**  
**Below 65**

**Failure.** The student has not met the minimum requirements

2. Determine G.P.A. (Grade Point Average) for the academic year.

a) You'll need a calculator and the record of courses, grades, and credits awarded. Here is a sample year's work:

- English, 1 credit, B+ = 3.3
- History, 1 credit, B = 3.0
- Biology, 1 credit, A- = 3.7
- Algebra, 1 credit, C+ = 2.3
- Art, 1/2 credit, A = 4.0
- Trumpet, 1 credit, B = 3.0
- Spanish, 1/2 credit, B = 3.0

b) Credits are also given numeric values, as shown below, and these values are used in the next step, c). Numeric equivalents for grades were set by your grading scale. The example in c) used the standard grade values in example 1-b) above.

- 1 credit = 4.0
- 3/4 credit = 3.0
- 1/2 credit = 2.0
- 1/4 credit = 1.0

c) Now you work an extended math problem. Don't despair! Take it step by step; it's very straightforward.

Multiply credit values times value of grade for each course. This has been done here for our sample of a student's work:

Course/Credit/ Grade	Credit X Grade Values	Sub- total
English/1 cr./ B +	4.0 x 3.3	13.20
History/1 cr./B	4.0 x 3.0	12.00
Biology/1 cr./A-	4.0 x 3.7	14.80
Algebra/1 cr./C +	4.0 x 2.3	09.20
Art/1/2 cr./A	2.0 x 4.0	08.00
Trumpet/1 cr./B	4.0 x 3.0	12.00
Spanish/1/2 cr./B	2.0 x 3.0	06.00

d) Add numeric credit values to get total credits for the school year:

$$4.0 + 4.0 + 4.0 + 4.0 + 2.0 + 4.0 + 2.0 = 24.00$$

e) Add credits x grades sub-totals (from third column):

$$13.20 + 12.00 + 14.80 + 9.20 + 8.00 + 12.00 + 6.00 = 75.20$$

f) Divide this number by total credits: 75.20 divided by 24.00 = 3.13

g) 3.13 is the G.P.A. for the year. By the grading scale used, it is equivalent to an overall "B" average. Total credits for the year equal six.

### 3. Cumulative G.P.A.:

h) Total the credit values and grade points for each semester. Divide the Total Grade Points by the Total Credit Values. The cumulative GPA is recalculated and recorded at the end of every year. The transcript should also show cumulative credits, as many colleges look for the total credits earned over the high school years. This credit total uses actual credit values. See [sample transcript](#) for an example.

### 4. Weighted Grades

A weighted grade awards additional points to grade values for courses that were substantially higher in difficulty of coursework. This allows the more academically challenging course to stand for more value in the grade point average than an easier class with lower requirements. Grades should be weighted only if the course was substantially more difficult than normal high school classes. If your student has successfully taken one or more demanding or honors courses, and you decide to weight the grades for that course, be sure to note this on the transcript.

Here is how one high school weights grades:

- Advanced Placement and honors courses are weighted. They receive an additional 1 point on the final average which only appears in the calculation of the weighted GPA.

Using this example, an A.P. course, full credit, earning the student an "A"

grade, would end up with a numeric value of  $4.0 \times 4.0$ , or 16.00. Before computing G.P.A., an additional 1.0 is added to this score, making it 17.00.

### 5. Typing the transcript:

Format the transcript carefully. Neatness is a virtue. The transcript should include at the top: the student's full name, the name of the school(s) at which the student completed his/her high school years, and the dates of study. Per academic year, you should also list grade point average and credits earned, (actual credits, not the numeric values) as well as cumulative G.P.A. and cumulative credits earned.

A normal high school transcript will fit on one page, front and back, with two columns on each page. Each column covers one year's records. Notes can be added in the footnote area.

Click [here](#) to see a sample transcript.

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