

# PENNSYLVANIA ACADEMIC DECATHLON®

## • Grade Point Average Worksheet Guidelines •

**This new format and worksheet MUST be used by all teams.**

- ✚ Log onto [www.usad.org](http://www.usad.org)
  - in the menu under Welcome!, locate “coaches”
  - choose “decathlon GPA” from that pop-up menu
- ✚ once at the GPA Calculation page:
  - on the right hand side of the page, locate the “GPA Calculation Worksheet” document
  - click on “excel format”
- ✚ you will then be prompted to open or save this document
  - it is recommend that you save it
- ✚ At this webpage, you will see other documents that will aid you in completing this worksheet. Please refer to these documents for troubleshooting. These documents have also been printed in this packet.
- ✚ follow “Instructions for USAD® GPA Calculation” (included in this packet)
- ✚ It is recommended that you give each student their own saved document. If you do, any student who returns the following year will only have to have one year updated on their form, saving you time in the future!
- ✚ With this new excel form you do not do any calculation!
- ✚ Although it is a new process, do not be afraid of the new format. This online and electronic format should be more convenient and will hopefully save you time in the long run!