

Instructions for accessing the KATALYTIC GPA CALCULATOR

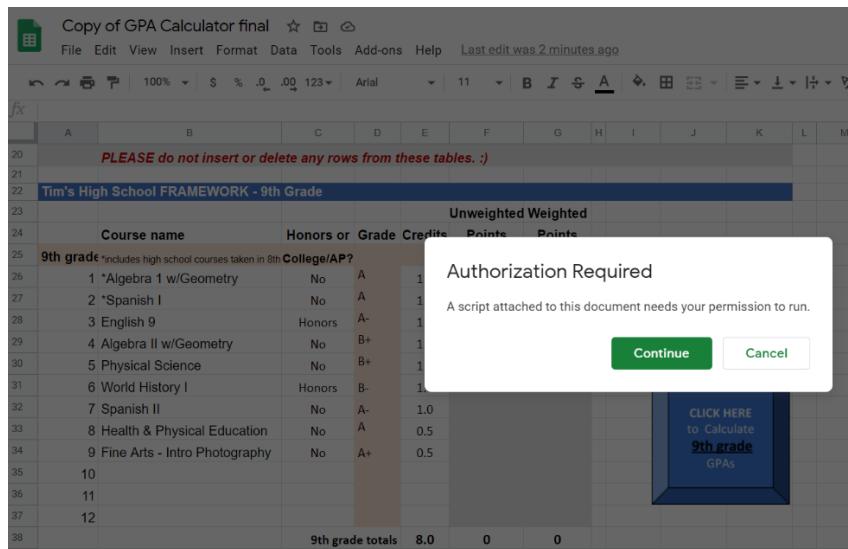
1. Go To <https://www.kalytic.net/gpa-calculator.html>
2. Password is Educate

EXCEL INSTRUCTIONS

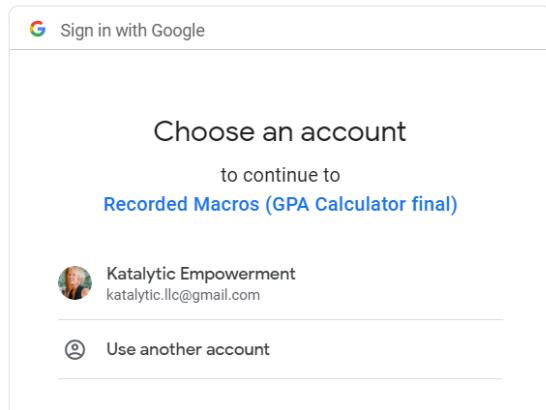
1. Click on the Excel button, and the Calculator will download to your computer
2. Click to open the Calculator on your computer
3. At the top you will see a yellow “Protected View” notification bar. Click “Enable Editing”
Another yellow bar will appear that says “Security Warning” – macros have been disabled. Click “Enable Content”. (*In order to do the GPA calculations, I wrote computer code to calculate the GPAs as a few “macros” within the spreadsheet. This is what needs to be enabled.*)
4. Save this file (using “Save As”) to your Student’s High School folder that you’ve set up.

GOOGLE SHEETS INSTRUCTIONS

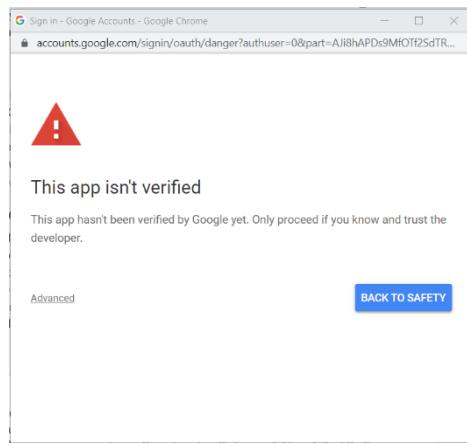
1. Click on the Google Sheets button, and the Calculator will ask if you’d like to make a copy
2. Click “Make a Copy”
3. You can Rename the file by clicking on the name at the top
4. You can move the file to a folder that you have your student’s high school files in
5. Click on the button to calculate 9th grade GPA, and it will say “Running Script” up top. Just let it run until you see a pop-up window “Authorization Required”. Click “continue”.



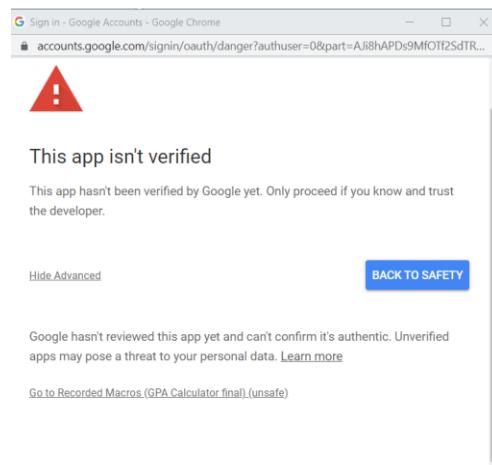
6. Choose the Gmail account that you'd like to associate this file with.



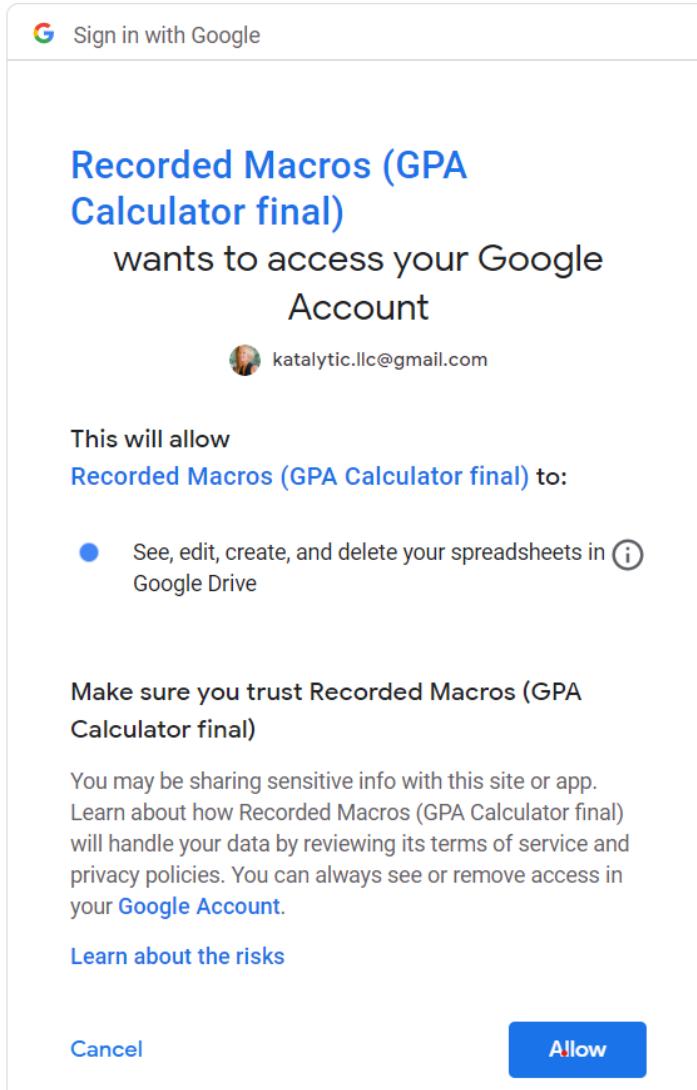
7. Click "Advanced" underneath the message that the app isn't verified. (*In order to do the GPA calculations, I wrote computer code ("macros") to operate just within the spreadsheet. The macros are only associated with this spreadsheet and have not been verified as an app with Google. You will have to decide if you'd like to continue a couple more steps to fully enable the GPA Calculator for use.*)



8. Click on "Go to Recorded Macros (GPA Calculator final)"



9. Click "ALLOW"



10. Now you can utilize the GPA Calculator tool. 😊