

Elementary Schools Store Grades for Y1:

This process will store grades from the teacher's gradebook's into historical grades in Powerschool for ALL courses.

This should be done after printing report cards if possible so that we store EXACTLY what is sent home on report cards.

You CAN store more than one time but it will overwrite your previous store.

***Remember that after storing grades, you will need to make any grade changes in historical as well as in the teacher's grade book.

Any new students that enroll, you will need to add S1 grades into historical AND in the teacher's gradebook.

Storing for S1 Grades:

- Step 1: click System from the main PS page
- Step 2: click Permanently Store Grades
- Step 3: Enter Y1 for "Use this Final Grade/Reporting Term:"
- Step 4: Enter Y1 for "Save with this Historical Store Code:"
- Step 5: Select "Include only enrollment records that are currently active and that were active on this date:", enter either THE LAST DAY STUDENTS ATTENDED CLASS FOR THE SEMESTER as the date OR the current date IF it is before the last day of school. (for example: if the last day of school is 5/20/18, use this date; if you are storing the week before the last day of school enter the current date)
- Step 6: Enter the course credit:
 - o For year long classes select "Store with no credit" and 0%
 - o For Semester 1 leave it on "Do not store"
- Step 7: Change "Options for classes enrolled at other schools" to the following:
"Store grades for classes enrolled at" to All schools
"Record the school name of" to This school
(this will store alternative school grades into historical)
- Step 9: Click Submit

**See screenshot below:

Permanently Store Grades

Which Grades

Use this Final Grade/Reporting Term: Y1 *

Save with this Historical Store Code: Y1 *

Exclude/Include Class Enrollments

Exclude enrollment records where the student enrolled in the class after this date: 00/00/0000

Exclude enrollment records where the student dropped the class before this date: 00/00/0000

Include only enrollment records that are currently active and that were active on this date: 5/22/2018

Additional Filter Options

Classes by term length		Store	% of course credit
2017-2018	(08/08/2017 - 05/29/2018)	Store with no credit	0 %
Semester 1	(08/08/2017 - 01/08/2018)	Do not store	%

If you are storing grades for a term that is not in progress or has only recently passed, you may need to display all terms. If a term was already stored, you will overwrite the grades for that term and may affect graduation credit, GPAs, and transcripts.

Show all terms? No Yes

Options for classes enrolled at other schools

Store grades for classes enrolled at All schools

Record the school name of This school

Options for withholding credit - only those items checked can cause credit to be withheld

If more than attendance points have accumulated between the dates of 00/00/00 and 00/00/00 then give the student a grade of and a GPA point value of and store the real grade in the "teacher comment" field with this comment:

Advanced Potential and Earned Credit Options

Variable Credit Storing Preferences

Repeated Course Grade Suppression

Submit