

Middle School Store S2 Grades

Run **ALL** of the following steps in order as many times as needed

STEP A: Store S2 to S2 with no credits for YEAR LONG COURSES ONLY:

- Step 1: select System
 - Step 2: choose Permanently Store Grades
 - Step 3: Enter S2 in the top 2 boxes (Use this Final Grade/Reporting Term & Save with this Historical Store Code)
 - Step 4: check the box to “Exclude enrollment records where the student dropped the class before this date:” and enter the current date of the day you are storing grades. If you are storing AFTER the last student day, use the date of the last student day of school.
 - Step 5: check the box to “Include only enrollment records that are currently active and that were active on this date:” and enter the current date of the day you are storing grades. If you are storing AFTER the last student day, use the date of the last student day of school.
 - Step 6: select “Store with no credit” for year long courses (in the Classes by term length section, next to 2016-2017 or the current year)
 - Step 7: select “Do no store” for Semester 2 courses
 - Step 8: set “Store grades for classes enrolled at” to All Schools
 - Step 9: set “Record the school name of” to This school
- These 2 steps will store alternative school grades into historical
- Step 10: select “Store both Potential and Earned Credit” for When storing with credit
 - Step 11: Submit

Permanently Store Grades

Which Grades		
Use this Final Grade/Reporting Term:	S2	*
Save with this Historical Store Code:	S2	*
Exclude/Include Class Enrollments		
<input type="checkbox"/>	Exclude enrollment records where the student enrolled in the class after this date:	00/00/0000
<input checked="" type="checkbox"/>	Exclude enrollment records where the student dropped the class before this date:	5/23/2017
<input checked="" type="checkbox"/>	Include only enrollment records that are currently active and that were active on this date:	5/23/2017
Additional Filter Options		
<input checked="" type="checkbox"/>	Store grades for currently selected (176) students only	
	Request that grades be stored only for a specific section: <input type="text"/> (course section)	
Student Grade Level	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	
Track	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F	
School Exit Date	From <input type="text"/> to <input type="text"/>	
Classes by term length		
Term length	Store	% of course credit
2016-2017 (08/08/2016 - 05/26/2017)	Store with no credit	0 %
Semester 2 (01/09/2017 - 05/26/2017)	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? <input checked="" type="radio"/> No <input type="radio"/> 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		
<input type="checkbox"/>	If more than <input type="text"/> attendance points have accumulated between the dates of <input type="text"/> and <input type="text"/> then give the student a grade of <input type="text"/> and a GPA point value of <input type="text"/> and store the real grade in the "teacher comment" field with this comment: <input type="text"/>	
Advanced Potential and Earned Credit Options		
When storing with credit	Store both Potential and Earned Credit	
Variable Credit Storing Preferences		
Repeated Course Grade Suppression		
<input type="button" value="Submit"/>		

STEP B: Store S2 to S2 with no credits for SEMESTER 2 COURSES ONLY:

- Step 1: select System
- Step 2: choose Permanently Store Grades
- Step 3: Enter S2 in the top 2 boxes (Use this Final Grade/Reporting Term & Save with this Historical Store Code)
- Step 4: check the box to “Include only enrollment records that are currently active and that were active on this date:” and enter the current date of the day you are storing grades. If you are storing AFTER the last student day, use the date of the last student day of school.
- Step 5: select “Store with no credit” for Semester 2 courses (in the Classes by term length section)
- Step 6: select “Do no store” for current year (ie - 2016-2017) courses (in the Classes by term length section)
- Step 7: set “Store grades for classes enrolled at” to All Schools
- Step 8: set “Record the school name of” to This school
These 2 steps will store alternative school grades into historical
- Step 9: select “Store both Potential and Earned Credit” for When storing with credit
- Step 10: Submit

Permanently Store Grades

Which Grades

Use this Final Grade/Reporting Term: S2 *

Save with this Historical Store Code: S2 *

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: 5/23/2017

Additional Filter Options

Store grades for currently selected (176) students only

Request that grades be stored only for a specific section: (course section)

Student Grade Level: 9 10 11 12

Track: A B C D E F

School Exit Date: From MM/DD/YYYY to MM/DD/YYYY

Classes by term length	Store	% of course credit
2016-2017 (08/08/2016 - 05/26/2017)	Do not store	%
Semester 2 (01/09/2017 - 05/26/2017)	Store with no credit	0 %

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

When storing with credit: Store both Potential and Earned Credit

Variable Credit Storing Preferences

Repeated Course Grade Suppression

Submit

- Step 11: spot check the grades in Historical for both steps A & B