Middle School Store Y1 Grades

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

STEP A: Store Y1 to Y1 with 100% credit for YEAR LONG COURSES ONLY:

- Step 1: select System
- Step 2: choose Permanently Store Grades
- Enter Y1 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 credit" for year long courses (in the Classes by term length section, next to 2016-2017 or the current year), enter 100 for % of course credit
- 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:	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: `5/23/2017` 📅

☑ 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)	Store with credit ▼	100 %
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? ◉ 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 B: Average S2 to Y1 with credits for SEMESTER 2 COURSES ONLY:

- Step 1: select System
- Step 2: choose Average Final Grades
- Step 3: select All currently enrolled students
- Step 4: enter Y1 for New Store Code
- Step 5: select "Semester 2" for Limit to this Term
- Step 6: enter S2 for the Store code and 100 for the Weight
- Step 7: check the box "Store Alternate Grade Points in Stored Grades Record
- Step 8: check the box "Overwrite Existing Stored Grades Records"
- Step 9: Submit

Average Final Grades

WARNING: Use this function only if you know exactly what you are doing.	
Which Students	⦿ All 1579 currently enrolled students
New store code	Y1 for 2016-2017
Limit to this term	Semester 2 ⌄ (Blank for all terms)
Use these final grades	Store code S2 Weight 100
	Store code Weight
	Store code Weight
	Store code Weight
	Store code Weight
	Store code Weight
Absences and tardies are	Do not calculate attendance ⌄
Potential credit is	Potential credit from course record ⌄
Teacher comments are	Do not include comments ⌄
For these grade scales, do not assign these grades (comma-separated)	A,B,C,D,F
	Default
	GPA Points scale
	K6PEArtMus
	Special Subjects
	Standards
	Standards 2
	STT
	Venture
Calculate average using	Percentages ⌄
Store which Section ID (where possible)	First Enrolled Section ⌄
Use Alternate Grade Points in Calculation	☐
Store Alternate Grade Points in Stored Grades Record	☑
Overwrite Existing Stored Grades Records	☑
	Submit

- Step 10: spot check the grades in Historical for both steps A & B