Store Grades for S1:

This process will store grades from the teacher's gradebook's into historical grades in Powerschool with FULL credit for Semester 1 courses and with ONLY 50% POTENTIAL credit for Year long 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.

Note for High Schools: After storing grades, the numeric GPA's should be updated automatically.

Storing for Semester 1 classes WITH credit:

- Step 1: click System from the main PS page
- Step 2: click Permanently Store Grades
- Step 3: Enter S1 for "Use this Final Grade/Reporting Term:"
- Step 4: Enter S1 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 THE LAST DAY STUDENTS ATTENDED CLASS FOR THE SEMESTER as the date. (for example: if we get out for Christmas holidays on 12/22/2016, use this date)
- Step 6: Enter the course credit:
    - For Semester 1 classes select "Store with credit" and 100%
    - For Semester 2 and Year long courses 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 8: Click the arrow next to "Advanced Potential and Earned Credit Options" and select "Store both Potential and Earned Credit".
- Step 9: Click Submit
  **See screenshot below:

Permanently Store Grades

Which Grades

Use this Final Grade/Reporting Term: `S1` ▾ *

Save with this Historical Store Code: `S1` *

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: `12/22/2016` 📅

▾ Additional Filter Options

☐ Store grades for currently selected (0) 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 1	(08/08/2016 - 01/05/2017)	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]

Storing for year long classes WITH ONLY POTENTIAL credit:

- Step 1: click System from the main PS page
- Step 2: click Permanently Store Grades
- Step 3: Enter S1 for "Use this Final Grade/Reporting Term:"
- Step 4: Enter S1 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 THE LAST DAY STUDENTS ATTENDED CLASS FOR THE SEMESTER as the date. (for example: if we get out for Christmas holidays on 12/22/2016, use this date)
- Step 6: Enter the course credit:
  - For year long (2016-2017) classes select "Store with credit" and 50%
  - For Semester 1 and Semester 2 classes 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 8: Click the arrow next to "Advanced Potential and Earned Credit Options"
  and select "Store Potential Credit Only".
- Step 9: Click Submit
  **See screenshot below:

Permanently Store Grades

Which Grades	
Use this Final Grade/Reporting Term: S1 ▾ *	
Save with this Historical Store Code: S1 *	

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: 12/22/2016 📅

▾ Additional Filter Options

☐ Store grades for currently selected (0) 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 ▾	50 %
Semester 1	(08/08/2016 - 01/05/2017)	Do not store ▾	%
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 Potential Credit Only ▾]

▸ Variable Credit Storing Preferences

▸ Repeated Course Grade Suppression

[Submit]