

# High 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
  - Step 3: 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**

The screenshot shows a web form titled "Which Grades" with several sections:

- Which Grades:** "Use this Final Grade/Reporting Term: Y1" and "Save with this Historical Store Code: Y1".
- Exclude/Include Class Enrollments:** Three checkboxes with date pickers. The first is unchecked (date: 00/00/0000), the second is checked (date: 5/23/2017), and the third is checked (date: 5/23/2017).
- Additional Filter Options:** A checked box for "Store grades for currently selected (176) students only". Below are fields for "Request that grades be stored only for a specific section", "Student Grade Level" (9-12), "Track" (A-F), and "School Exit Date" (From/To).
- Classes by term length:** A table with columns for term length, dates, "Store" (dropdown), and "% of course credit".

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	%
- Options for classes enrolled at other schools:** "Store grades for classes enrolled at" (All schools) and "Record the school name of" (This school).
- Options for withholding credit:** A checkbox for attendance points and GPA point values.
- Advanced Potential and Earned Credit Options:** "When storing with credit" (Store both Potential and Earned Credit).
- Variable Credit Storing Preferences** and **Repeated Course Grade Suppression** (both collapsed).
- Submit** button.

**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	<input checked="" type="radio"/> 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	<table border="1"><tr><td>Store code</td><td>S2</td><td>Weight</td><td>100</td></tr><tr><td>Store code</td><td></td><td>Weight</td><td></td></tr><tr><td>Store code</td><td></td><td>Weight</td><td></td></tr><tr><td>Store code</td><td></td><td>Weight</td><td></td></tr><tr><td>Store code</td><td></td><td>Weight</td><td></td></tr><tr><td>Store code</td><td></td><td>Weight</td><td></td></tr></table>	Store code	S2	Weight	100	Store code		Weight		Store code		Weight		Store code		Weight		Store code		Weight		Store code		Weight	
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)	<table border="1"><tr><td>A,B,C,D,F</td><td></td></tr><tr><td>Default</td><td></td></tr><tr><td>GPA Points scale</td><td></td></tr><tr><td>K6PEArtMus</td><td></td></tr><tr><td>Special Subjects</td><td></td></tr><tr><td>Standards</td><td></td></tr><tr><td>Standards 2</td><td></td></tr><tr><td>STT</td><td></td></tr><tr><td>Venture</td><td></td></tr></table>	A,B,C,D,F		Default		GPA Points scale		K6PEArtMus		Special Subjects		Standards		Standards 2		STT		Venture							
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	<input type="checkbox"/>																								
Store Alternate Grade Points in Stored Grades Record	<input checked="" type="checkbox"/>																								
Overwrite Existing Stored Grades Records	<input checked="" type="checkbox"/>																								

**Submit**

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