

# High 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"/> MM/DD/YYYY to <input type="text"/> MM/DD/YYYY			
Classes by 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"/> 00/00/00 and <input type="text"/> 00/00/00 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