

Restoring for S1 YEAR LONG COURSES at the end of the school year:

- If you need to restore grades for your year long courses at the end of the school year for S1 follow these steps:
- *****Remember, this will overwrite any manual changes you made in Historical grades*****
- Step 1: Select the students you want to work with from the PS home page
- Step 2: click System from the main PS page
- Step 3: click Permanently Store Grades
- Step 4: Enter S1 for "Use this Final Grade/Reporting Term:"
- Step 5: Enter S1 for "Save with this Historical Store Code:"
- Step 6: Select "Exclude enrollment records where the student dropped the class before this date:" and enter the last day of school
- Step 7: Select "Include only enrollment records that are currently active and that were active on this date:" and enter the last day of the S1 term
- Check the box to "Store grades for currently selected (xxx) students only if you only want to store for a certain group of students selected in Step 1
- Step 8: Enter the course credit:
 - o For the year select "Store with no credit" and 0%
 - o For Semester 2 select "Do not store"
- Step 9: Change "Options for classes enrolled at other schools" to the following:
 - o Store grades for classes enrolled at "All Schools"
 - o Record the school name of "This School"
 - o (these steps will store alternative school grades into historical)
- Step 10: click Submit (see screenshot below for settings)

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: 5/23/2017

Include only enrollment records that are currently active and that were active on this date: 1/12/2017

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 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? 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