

Entering Transcripts for Transfer Students

Enter Transcript - Multiple Entries

Use this functionality when you are enrolling a student who has taken classes at a different school, and you want to ensure that the student gets proper credit for those classes.

1. Search for the student
2. From the student pages menu, click **Historical Grades**
3. On the Historical Grades page, click **Multiple New Entries**
4. On the Academic Record Entry page, enter the name of the school where the grades were earned
5. Enter the year for the grade information you are about to enter, keeping in mind:
 - a. Use the first year of the grade year designation
 - b. For year 2006-2007, use year 2006, for example
6. Enter the historical grade level of the student for that year
7. Enter Store codes for each term that will correspond with the grade information entered
8. If you have a course number in your catalog for this course, enter it
9. If you don't have the course number, use the course name
10. Enter a Teacher name, if known
11. If you use the course name, enter the credit type
12. Select whether to include or exclude the grade from GPA, class rank, and honor roll
13. Enter the grade to be recorded for this class under the corresponding term code
14. Enter the corresponding GPA points for that grade
15. Enter any added value for that grade
16. If used, enter the percent corresponding to the grade earned
17. If you use percentages of GPA, be sure to include that information, as well
18. Enter the credit earned for that grade, followed by the potential credit that could be earned for that class
19. Continue entering additional grades for classes to be entered at this time
20. When finished, click **Submit**

Managing Grades & Data Quick Reference Card

Remember: If you don't have a corresponding class in your catalog, add the credit type and number of credits. If you do have a corresponding class, this information will be added automatically.

Enter Transcript - Single Entry

Use this functionality when you have a student who is taking a class at a community college, and needs to get credit for that class.

1. Search for the student (assuming student has previously been registered)
2. From the student pages menu, click **Historical Grades**
3. On Historical Grades page, click **Single New Entry**
4. On the New Stored Grade page, enter the name of the school where the grade was earned
5. Enter the year for the grade information you are about to enter
6. Use the first year of the grade year designation
7. Enter Store codes for each term that will correspond with the grade information entered
8. Enter the historical grade level of the student for that year
9. If known, enter the course number and section
10. Enter the course name
11. Note: If you want the course to show up on the student's report card, be sure to create the course, and create a section for that course
12. Enter the teacher name, if known
13. Enter the grade that was earned
14. Enter the corresponding GPA points for that grade
15. Enter any added value for that grade
16. If used, enter the percent corresponding to the grade earned
17. Enter the citizenship grade
18. Enter the credit earned for that grade, and next enter the potential credit that could be earned for that class
19. Enter the credit type, which counts toward graduation requirements
20. Select whether to include or exclude the grade from GPA, class rank, and honor roll
21. Enter any teacher comments recorded for that grade period
22. Click **Submit**

Managing Grades & Academic Data

Making Changes to Historical Grades

Use this process to edit an error in the historical grade record. Be sure to follow the established procedures outlined by school policy.

1. Search for the student
2. From the student pages menu, click **Historical Grades**
3. On the Historical Grades display, find the grade that needs to be edited and click the hyperlink for that grade
4. On the Edit Stored Grade page, change the necessary data, such as:
 - a. Course class information
 - b. Grade information
 - c. Attendance information
 - d. Credit information
 - e. Teacher comments
5. Click **Submit**

The percent and GPA points have to be manually changed because they won't change automatically. Remember that the edited information will be displayed in the changed history section.

Tracking Student Progress Toward Graduation

Your PowerSchool administrators and Curriculum Leads have mapped courses in your school to correspond to the entrance requirements for various institutions and community colleges. Use the following steps to see how well a student is progressing toward meeting those requirements.

1. Search for student
2. From the student pages menu, click **Graduation Progress** under the Academics section
3. Select the desired requirements set (ex: High School Diploma) from the Graduation Requirement Set menu
4. The Graduation Progress page resets to display the desired results
5. Remember that the graduation set chosen for a particular student is established originally in the listings found on the Modify Information Student Page
6. To track changes for a larger group of students, use student search to find a selection of students
7. When the student selection appears, click **Counselor's Screen** from the Group Functions menu
8. Select **Graduation Progress** from the screen menu and click **Submit**
9. From the student list on the left of the screen, click the last name of the student you wish to view first
10. Continue to select the students from the list to see their graduation progress

Managing Grades & Academic Data

Entering & Importing Test Scores

Entering Test Scores

Tests available for entering scores are set up by the System administrator.

1. On the Start Page, search for the desired student
2. From the student pages menu, click **Test Scores** under the Academics section
3. Choose the desired test name from the Enter New Test menu and click **Submit**
4. Enter the date the test was taken
5. From the Term menu, select the correct term for the test
6. Enter the correct grade level
7. Enter the grade information for each recorded grade, whether Number, Percent, or alphanumeric grades
8. Click **Submit**
9. The new grades will be displayed on the Test Scores page

Entering & Importing Test Scores

1. Before importing test scores, you need to have a tab-delimited text file with all the test score data. When creating the field names in your text file, remember that:
 - a. Each field name must be unique
 - b. Each score has to have three columns: 1 for the numeric score, 2 for the percent score, 3 for the letter score

Student ID	Date	grade_level	ACT_Composite	ACT_eng1	ACT_eng2	ACT_eng3
1013880	8/7/08	9	18	18	16	17
1013865	8/7/08	9	28	29	29	27

2. On the Start Page, click **Special Functions** from the main menu
3. Click **Importing and Exporting**
4. Click **Quick Import**
5. From the Table menu, select **Test Scores**
6. Choose the field delimiter **Tab** from the menu
7. Choose the End-of-Line marker from the menu
 - a. This is the item that will separate the records in the data
 - b. For example, carriage return is designated **CR**
8. Choose the Character set that matches your server's platform
9. Enter the name of the file to import
10. Click **Browse** to select a file to import
11. Click **Suggest Field map**, which has PowerSchool suggest field names for the data file information
12. Click **Import**

Managing Grades & Academic Data

Work with the Import Map

An import map is a set of directions that the system follows to find a place for each piece of data in your import file. Create an import map to determine into which PowerSchool fields the system will import each field of data from the file.

On the left side of the Import Records from an ASCII Text File page, the "From your file column" displays the fields of the first record in the import file.

If you select "Suggest field map" on the Quick Import page, the "To PowerSchool column" displays the PowerSchool fields suggested for each piece of data imported.

1. Select the test name
2. Match the columns
3. Align the fields
4. Exclude the first row from import
5. Click **Import**

Using the Cumulative Info Page

The Cumulative Information page is a useful place to see a student's class rank, GPA, and credit hours all in one place.

1. Search for the student
2. From the student pages menu, click **Cumulative Info** under Academics

Searching for Students who are At Risk of Failing

Use this tool to search for students who may be failing in one or more subject areas.

1. On the Start Page, create a selection of students if you do not plan to search through all currently enrolled students
2. Click **Special Functions**
3. Select **Search By Grades/Attendance**
4. Choose which students to include
5. Enter a number representing the minimum number of classes needed to meet your search requirements
6. For example, if searching for students failing in 2 or more classes, enter 2
7. While it is possible to search for any combination of variables, it is usually best to use just one set of criteria
 - a. If using final grades for the search, click **Scan for this final grade**
 - b. Choose a comparator and enter the grades for which you want to scan
 - c. Separate multiple grades with a comma
 - d. If searching for percentages as a grade, click **Scan for this final grade percentage**
 - e. Choose a comparator and enter the specific percentage you want to scan for
 - f. If searching for citizenship grades, select **Scan for this citizenship grade**, and then choose the comparator
 - g. Enter the citizenship grades to use in the search
 - h. Separate multiple grades with commas
8. Make sure the Scan for attendance check box is clear
9. To find who is failing now, select **Current Grades** from "Scan for grades in", and enter the exact Store Code/Final Grade
10. Select to Scan for all classes enrolled **as of this date** and enter today's date
11. Make the results the current selection of students so you can send a warning letter
12. Click **Submit**

Managing Grades & Academic Data

Managing Student Activity Eligibility

There are a couple of different ways to verify if a student is eligible for activities. Your school might do one or more of the following:

- If students have a failing grade in a current class, they are not eligible to participate in the current activity. You would search Current grades to find these students.
- If students have a failing grade in a class in the past quarter, they aren't eligible to participate in the next quarter. You would search Historical grades to find these students.
- If students have an overall failing GPA, they're not eligible for participation in an activity. You would click **Search by GPA** at the bottom of the Search by Grades/Attendance page to find these students.

Search by Current or Historical GPA

1. Click **Special Functions**
2. Click **Search by GPA**
3. Determine which group of students to scan for. Note that you can search for students in a specific class section. You can also search students enrolled in a single period, a specific day of the school calendar (A or B), and search by teacher.
4. Choose **one** of the following criteria for search:
 - a. If searching by using cumulative GPA
 - i. Select the GPA cut-off criteria from the menu, and enter the cut-off percentage in the text field
 - ii. Choose a GPA calculation method from the menu
 - b. If searching using a term from the last report card:
 - i. Enter the Store code in the first field such as **Q1** or **S2**
 - ii. From the menu, choose the term GPA cut-off criteria
 - iii. Enter the percentage cut-off in the text field
 - iv. Choose a GPA calculation method from the menu
 - c. If searching through current GPA:
 - i. Choose the current GPA cut-off criteria from the menu
 - ii. Enter the percentage of the cut-off point
 - iii. Choose a GPA calculation method from the menu
5. If you forgot to do the search for students before you began:
 - a. Enter the search command in the text field
 - a. For example, to search for all the football players, enter

football# in the field

6. Click the **Submit**
7. The students located through this search become the Current Selection, represented by a number at the top of the Group Functions page
8. Click **Reports Menu**
9. On the System tab of the Reports page, click **Student Schedule Listing**
10. Give the report a title, like `Ineligible for Football, Q3`
11. Select Course, Teacher, and Current grades
12. Enter a Store code / final grade
13. In Range of Periods, include all periods
14. In Range of Days, include all days
15. Click **Submit**

You'll now be able to show the football coach the names of ineligible students, and the courses and grades to explain why they are not eligible to play on the team.