Manually Entering Grades in PowerSchool for Virtual and Dual Enrollment Courses

This document will guide you through the steps needed to Manually enter grades in a student's historical academic area and should be used to store grades that do not come from a gradebook. For example: dual enrollment courses, virtual courses and transfer courses from another school.

Overview

This document will cover the following process:

Step 1-Manually add the student's grade for the correct course Step 2-Add TSDL Completion Status to the stored grade-This is for Currently enrolled in courses only not transfer grades

Manually Store Grades:

- 1. Navigate to the Student you wish to Manaully Store a Grade for: Start Page>Search for Student Name and click on the name
 - □ From the Student Pages: Select: Academic Records>Historical Course Grades
 - Select from Multiple New Entries or Single New Entry

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		Multiple New Entres Single New Entry Previous School Names Dat						Detail View
	Year/Term	Grd Lvl	Course number	Course	Earned Credit	Q1	S1	S2
	23-24 YR	11	HAB073	AP ENGLISH LANGUAGE	0.00	A		
	23-24 YR	11	T501EI	Culinary Arts	0.00	Δ		

School year	2023 (example: for 1998-1999 school year, enter 1	1998)			
Hist. grade level	11	Store code	T3		
Course # - Section #	T901EL - 2	Grade	A		
Course Name		GPA points	4		
Teacher name		Added value			
Credit type	EL	Percent	98		
GPA Calculation	Include O Exclude	Citizenship			
Class Rank Calculation	Include O Exclude	Earned credit	0		
Honor Roll Calculation	Include O Exclude	Potential credit	1		
Display on Transcript	● Yes O No			 	
Michigan State Information					
Out of District Identifier					
Course # + Section #		Grade			
Course Name		GPA points			_
Teacher name		Added value	4		_
Credit type		Parcent			
GPA Calculation		Citizenshin	30		_
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Honor Roll Calculation	Include O Exclude	Potential credit	1		
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 $\hfill\square$ Enter the information on the Academic Record page:

□ The following information needs to be filled in on the screen

- **School Name**-should already be filled in(If this is a Transfer Grade You can add the name of the school it was issued in)
- School Year
- Historical grade level
- **Course #-Section #-**for current year courses this should be entered exactly as it is on the student's schedule

- **Grade**-enter the letter grade the student earned in the course
- GPA Points-Be sure to have this available so you can enter the correct information (This will affect the GPA and accuracy is very important)
- o **Percent**-the percent the student earned in the course
- The Earned Credit-will only be entered when the course awards credit for Example: if you are adding a grade for Q1 of a Semester long course you will enter zero.
 Example: You are adding a grade for S1 of a Semester long course, you will fill in the earned credit. (Usually .5 for Semester)
- **The Potential Credit-**This will be added based on the course. (Usually .5 but make sure you know the Potential Credit to ensure accuracy)
- **GPA Calculation**-Include or Exclude (district/building policy)
- Class Rank Calculation- Include or Exclude (district/building policy)
- Honor Roll Calculation- Include or Exclude (district/building policy)
- **Display on Transcript-** Include or Exclude (district/building policy)
- Click **SUBMIT** at the bottom of the page

To ensure this was added correctly, navigate to the students Academic History and look for the course and grade.

- 2. Add TSDL Completion Status to the Academic Record for Current Year TSDL reportable courses: Final Grades are reportable during the TSDL Collection for the current year.
 - □ Navigate to the Student's Academic History for the Grade you just manually entered
 - □ Click on the Grade
 - Under the MI State Information Area Choose the Correct TSDL Completions Status. Only Final Grades are reported to TSDL
 - □ The status selected should be **Completed Pass or Completed Fail**

Completion Status	
Completion Status	
Course ID	×
Course Section ID:	1304
SCED Subject Area Code	✓
SCED Course Identifier Code	▼
Course Type	~
Academic Year	✓
Course Funding Program	✓
PIC #1	~
PIC #2	~
PIC #3	~
Virtual Method	~
Mentor PIC #1	✓
Mentor PIC #2	~

If you have any questions or need any assistance please contact the SIS department at 810-455-1004