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

Historical Course Grades							
				Multiple New Entries	Single New Entry	Previous School Names	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	T501EL	Culinary Arts		0.00	A		

Form 1

Field	Value		Field	Value
School name	Port Huron Northern High School			
School year	2023 (example: for 1998-1999 school year, enter 1998)			
Hist. grade level	11		Store code	T3

Field	Value		Field	Value
Course # - Section #	T901EL - 2		Grade	A
Course Name			GPA points	4
Teacher name			Added value	
Credit type	EL		Percent	98
GPA Calculation	● Include ○ Exclude		Citizenship	
Class Rank Calculation	● Include ○ Exclude		Earned credit	0
Honor Roll Calculation	● Include ○ Exclude		Potential credit	1
Display on Transcript	● Yes ○ No			

Michigan State Information
Out of District Identifier

Field	Value		Field	Value
Course # - Section #	t901EL - 2		Grade	A
Course Name			GPA points	4
Teacher name			Added value	
Credit type	EL		Percent	98
GPA Calculation	● Include ○ Exclude		Citizenship	
Class Rank Calculation	● Include ○ Exclude		Earned credit	0
Honor Roll Calculation	● Include ○ Exclude		Potential credit	1
Display on Transcript	● Yes ○ No			

Form 2

Field	Value		Field	Value
School name	Port Huron Northern High School			
School year	2023 (example: for 1998-1999 school year, enter 1998)			
Hist. grade level	11		Store code	S1

Field	Value		Field	Value
Course # - Section #	T901EL - 2		Grade	A
Course Name			GPA points	4
Teacher name			Added value	
Credit type	EL		Percent	98
GPA Calculation	● Include ○ Exclude		Citizenship	
Class Rank Calculation	● Include ○ Exclude		Earned credit	.5
Honor Roll Calculation	● Include ○ Exclude		Potential credit	1
Display on Transcript	● Yes ○ No			

Michigan State Information
Out of District Identifier

Field	Value		Field	Value
Course # - Section #	t901EL - 2		Grade	S1
Course Name			GPA points	4
Teacher name			Added value	
Credit type	EL		Percent	98
GPA Calculation	● Include ○ Exclude		Citizenship	
Class Rank Calculation	● Include ○ Exclude		Earned credit	.5
Honor Roll Calculation	● Include ○ Exclude		Potential credit	1
Display on Transcript	● Yes ○ No			

☐ Enter the information on the Academic Record page:

☐ The following information needs to be filled in on the screen
- o **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)
- o **School Year**
- o **Historical grade level**
- o **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)**
- **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**

Michigan State Information (used to override the course and section values for TSDL)	
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	[▾]
Mentor PIC #3	[▾]

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