End of Term Process-Storing Grades and Running Report Cards

This document will cover the End of Term Process as well as planning and preparation for the End of Term and Storing Grades.

<u>**Overview**</u>
This document will cover the following process:

      Step 1-Communicate with the School through School Bulletin
      Step 2-Ensure the Lock Reporting Terms are Setup Correctly
      Step 3- Running Reports to Ensure Grades are being entered by teachers
      Step 4-Storing Grades**(Take a Screen Shot for a failsafe in case you have to store grades again due to an error)**
      Step 5-Ensuring Grades Stored Correctly
      Step 6-Running Report Cards
      Step 7-Calculating Honor Roll
      Step 8-Run the Honor Roll Report
      Step 9-Set Current Grade Display for The New Term
      Step 10-Configure Parent and Student Access to view the Current Term
      Step 11-Set the correct GPA Calculation Method in the Honor Roll Levels
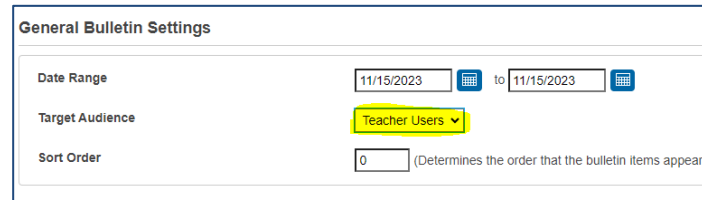
End of Term Process:

1. Communicating with the Staff through the Daily Bulletin for Staff:

☐ From the Start Page Click on the GEAR Icon in the Daily Bulletin Setup
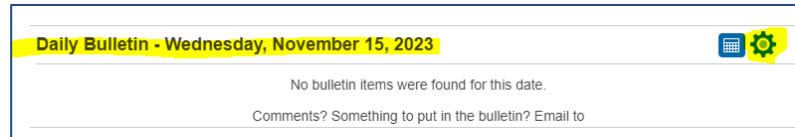
☐ Click New and add the information for the Bulletin.
     o Suggestions include: Expected Completion date for final grades to be entered into the system and any outstanding tasks you need teachers to complete prior to the end of term.

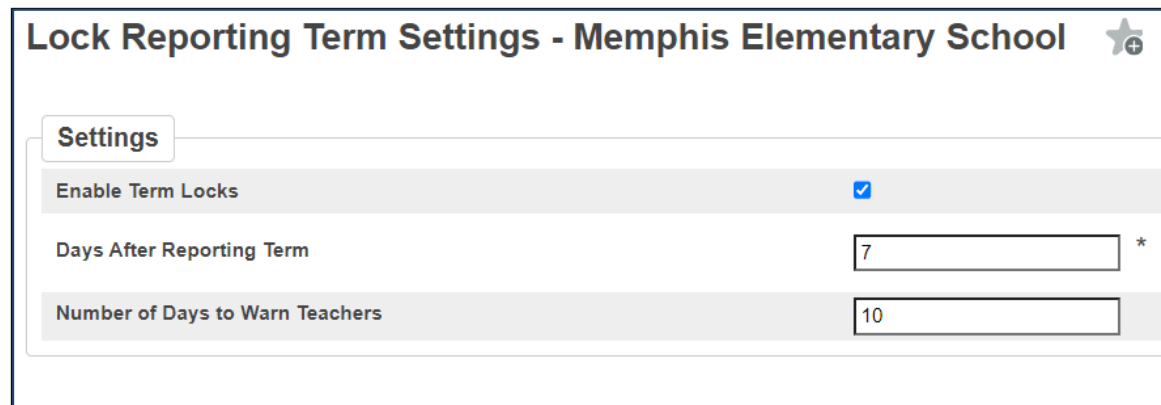☐ Ensure you Select the Teachers for the TARGET AUDIENCE

General Bulletin Settings

Date Range	11/15/2023 📅 to 11/15/2023 📅
Target Audience	Teacher Users ⌄
Sort Order	0 (Determines the order that the bulletin items appear)

☐ Have Teachers Report when they have completed entering grades for the Term

2. Ensure Locked Reporting Terms are setup Correctly:

☐ **Start Page > School Management > Teacher Applications > Lock Reporting Term Settings**

### Lock Reporting Term Settings - Memphis Elementary School ⭐

Settings

Enable Term Locks	☑
Days After Reporting Term	7 *
Number of Days to Warn Teachers	10

☐ Enable Term Locks-Turns this feature on

☐ Days After Reporting Term-Tells the system when to Lock the Term

☐ Number of Days to Warn Teachers-Displays Message in PowerTeacher Pro to ensure Teachers know the Last Day to enter grades.

☐ <u>Once the Term is locked, teachers will no longer be able to change final grades, assignment scores, or assignments that have been scored. Additionally, if they recalculate final grades, grades in any locked terms will not be recalculated.</u>

3. Run The Section Readiness Report to Ensure all Grades are entered:

☐ **Start Page > Data and Reporting > Reports > System Reports > Additional School Level Reports > Section Readiness**
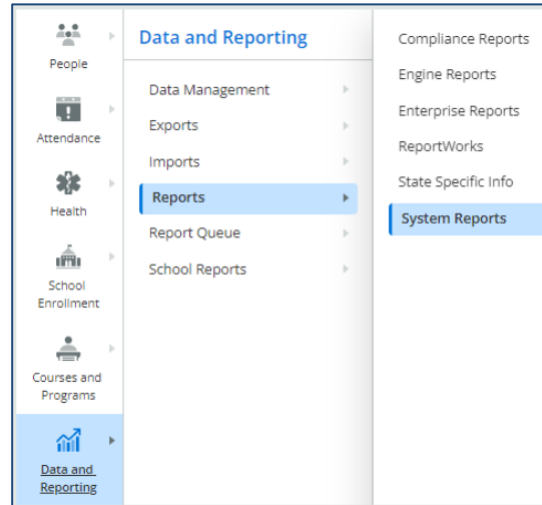
☐ This report indicates that a teacher has confirmed that final grades are completed or you can view a teachers comment on the report if they have not yet marked the grades complete.

☐ From the Filter Menu-Select the Reporting term from the dropdown and the Verified Status of Complete or Not Complete. Once you Apply the Filter the page will display the information.

Reporting Term	Teacher Name	Period/Day	Course Number	Course Name	Section Number	Verified Status
T1	~~Teacher Name~~	1(A)	ELE021	Citizenship/Work - 2nd Grade	1	Not Complete
T1	~~Teacher Name~~	8(A)	ELEM4	Music - 4th Grade	1	Not Complete
T1	~~Teacher Name, Kristy~~	1(A)	GSRP	Great Start Readiness Program	1	Not Complete
T1	~~Teacher Name~~	1(A)	ELE011	Citizenship/Work - 1st Grade	1	Not Complete
T1	~~Teacher Name~~	3(A)	ELEK2W	ELA Writing - KDG	1	Not Complete
T1	~~Teacher Name~~	4(A)	ELE043	Mathematics - 4th Grade	1	Not Complete
T1	~~Teacher Name~~	4(A)	ELE52W	ELA Writing - 5th Grade	1	Not Complete
T1	~~Teacher Name~~	2(A)	ELE054	Science - 5th Grade	1	Not Complete
T1	~~Teacher Name~~	3(A)	ELE045	Social Studies - 4th Grade	1	Not Complete
T1	~~Teacher Name~~	2(A)	ELE055	Social Studies - 5th Grade	1	Not Complete

1-10 of 137 items

Warning

Do Not Proceed To Store Grades Until You Have Ensured All Final Grades Are Completed In Teacher Gradebooks!

**** MANUALLY ENTERED GRADES SHOULD BE ADDED THROUGH THE ACADEMIC HISTORY.
PLEASE SEE DOCUMENTATION FOR ADDING ACADEMIC HISTORY ****

4. **Storing Grades:**

   ☐ **For Schools using standards-based grades, the grades are stored automatically whenever teachers enter the grades in their gradebooks.**

   ☐ **For Storing Traditional Grades Navigate :**
      o **Start Page > School Managemen t> Academics > Store Grades**

NOTE: WHEN STORING GRADES FOR MULTIPLE STORE CODES, THEY SHOULD BE DONE IN CHRONOLOGICAL ORDER. FOR EXAMPLE: IF YOU ARE AT THE END OF SEMESTER 1 YOU WOULD STORE GRADES IN THE FOLLOWING ORDER: Q2, X1, S1.****
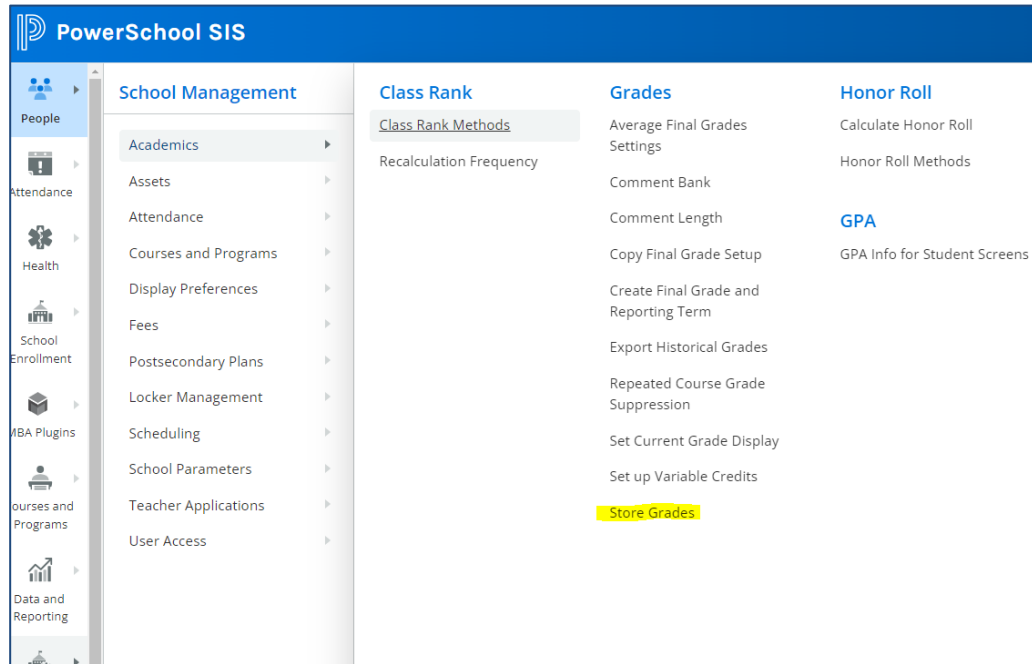
☐ Fill in the Correct information on the Screen:

o **Which Grades** - Select the Term you are storing grades for. For example: Q1, S1 or T1 Think of this as the Grade Bucket.
o **Save with this Historical Store Code** -This should be the same as the Term you are Storing grades for.

o Using the **Exclude/Include Class Enrollments** section, you can store current grades based on students' enrollment or dropped class dates. If you leave the date-related fields blank, PowerSchool stores a grade for every enrollment record, including classes that students dropped during the term. Most schools enter a two-week grace period at both the beginning and end of the term. This allows for all of the add/drop procedures at the beginning of the term to be ignored in the store grades process. Also, PowerSchool does not store grades for students who enroll in your school during the last two weeks of the term. You can select any combination of the following however you must use something.
   1. Select **Exclude enrollment records where the student enrolled in the class after this date** and enter the date.
   2. Select **Exclude enrollment records where the student dropped the class before this date** and enter the date.
   3. Select **Include only enrollment records that are currently active and that were active on this date** and enter the date.

Additional Filter Options

☐ Store grades for currently selected (0) students only	
Request that grades be stored only for a specific section	[_____] (course.section)
Student Grade Level	☐ -7(SB) ☐ -6 ☐ -5(VE) ☐ -4(AS) ☐ -3(ECSE) ☐ -2(GSRP) ☐ -1(PK) ☐ K ☐ 1 ☐
Track	☐ A ☐ B ☐ C ☐ D ☐ E ☐ F
School Exit Date	From [MM/DD/YYYY] 🗓 to [MM/DD/YYYY] 🗓

- o Fill in the additional filters as needed. These include Specific Students to Store Grades for:
    - o Currently Selected Students-If you are storing grades for a selection of students
    - o Specific Section of a Course-If you are ONLY storing grades for that section(used to correct errors or missing grades)
    - o Student Grade Level-If you are only storing grades for a particular grade level
    - o Track-If you use tracks this feature can be used
    - o School Exit Date

Classes by term length		Store	% of course credit
2023-2024	(09/05/2023 - 06/13/2024)	Store with credit ▾	50 %
Semester 1	(09/05/2023 - 01/26/2024)	Store with credit ▾	100 %
Quarter 1	(09/05/2023 - 11/10/2023)	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

- o Class by Term Length: choose to store the grades with credit or no credit. This will be based on what Grade Bucket you are storing grades for and what term is ending.

- o **Here are some examples:**
- o **Quarter 1 Ends** -No credit is issued for Q1
    - o **Store Q1** with NO Credit
        - Year long courses you would Store with NO Credit
        - Semester length courses you would Store with NO Credit
        - Quarter Length courses (if applicable) Store with NO Credit
- o **Quarter 2/Semester 1 End**. You are going to store grades in chronological order:
    1. **Store Q2** No credit is issued for Q2
        - Year long courses you would Store with NO Credit
        - Semester length courses you would Store with NO Credit
        - Quarter Length courses (if applicable) Store with NO Credit
    2. **Store X1**-You will store with NO Credit.
        - Year long courses you would Store with NO Credit
        - Semester length courses you would Store with NO Credit
        - Quarter Length courses (if applicable) Store with NO Credit
    3. **Store S1**-You will issue Credit based on the Course length:
        - Year long courses you would Store with Credit-issue 50% Credit for Semester 1
        - Semester 1 length courses you would Store with Credit-issue 100% credit
        - Quarter Length courses (if applicable) Store with NO Credit
- o **Quarter 3 Ends** -No credit is issued for Q3
    1. Store Q3 with NO Credit
        - Year long courses you would Store with no credit
        - Semester length courses you would Store with no credit
        - Quarter Length courses (if applicable) Store with NO Credit
- o **Quarter 4/Semester 2 End**. You are going to store grades in chronological order:
    1. **Store Q4** No credit is issued for Q4
        - Year long courses you would Store with NO Credit
        - Semester length courses you would Store with NO Credit

- ▪ Quarter Length courses (if applicable) Store with NO Credit
2. **Store X2**-You will store with NO Credit.
   - ▪ Year long courses you would Store with NO Credit
   - ▪ Semester length courses you would Store with NO Credit
   - ▪ Quarter Length courses (if applicable) Store with NO Credit
3. **Store S2**-You will issue Credit based on the Course length:
   - • Year long courses you would Store with Credit-issue 50% Credit for Semester 2
   - • Semester 2 courses you would Store with Credit-issue 100% credit
   - • Quarter Length courses(if applicable) Store with NO Credit

- o ***Please feel free to contact SIS Support 810-455-1004 prior to storing Grades to ensure that you are applying it correctly based on changes RESA made to the Credit Hours assigned to courses.***

Options for classes enrolled at other schools	
Store grades for classes enrolled at	This school only ▾
Record the school name of	This school ▾

- o Store grades for classes enrolled at THIS SCHOOL ONLY
- o Record the 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:
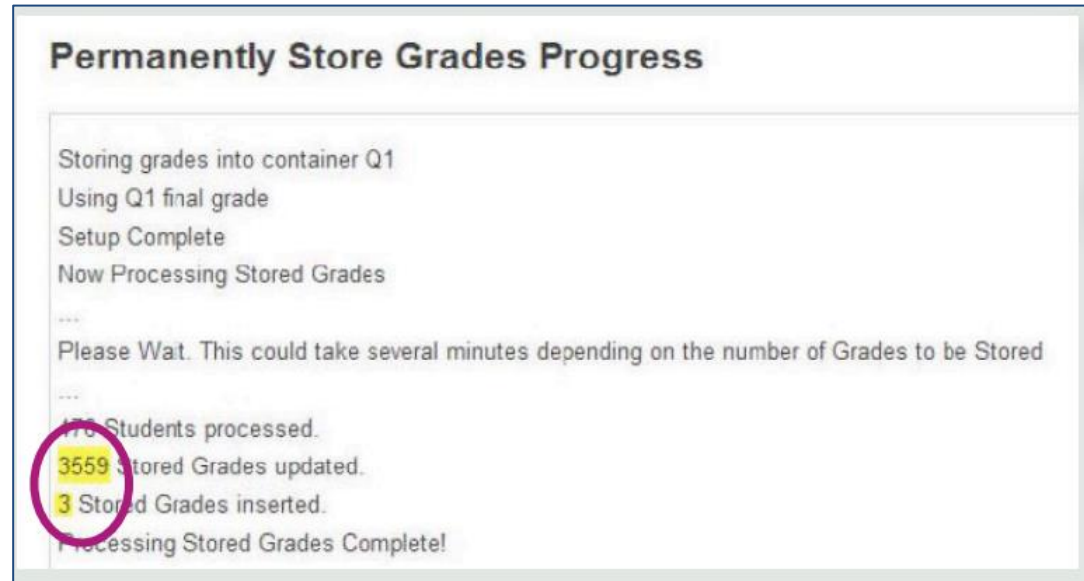
[_____]

▾ Advanced Potential and Earned Credit Options

When storing with credit   Store both Potential and Earned Credit ▾

- Make Selections for Withholding Credit
- Store Credit with Potential and Earned Credit-**THIS IS CRITICAL-BOTH NEED TO BE STORED TO ENSURE THE GPA CALCULATES CORRECTLY**

▼ Variable Credit Storing Preferences	
Store these credit hours	Awarded and Attempted ⌄
Store this when teacher has not entered variable credit hours	Credit Hours for course/gradescale ⌄
Round or truncate	Round ⌄
Number of decimal places in variable credit hours	0 ⌄ decimal places

- Fill in the Variable Credit Storing Preferences
- Fill in the Repeated Course Grade Suppression checkbox to follow any district settings if applicable
- **Important**: **Take a screenshot of all setttings to save for potential trouble shooting and in case you need to re-store grades**
- SUBMIT
- A Screen will appear that shows the Permanently Store Grades Progress

Permanently Store Grades Progress

Storing grades into container Q1
Using Q1 final grade
Setup Complete
Now Processing Stored Grades

...

Please Wait. This could take several minutes depending on the number of Grades to be Stored

...

476 Students processed.
3559 Stored Grades updated.
3 Stored Grades inserted.
Processing Stored Grades Complete!

5. Ensure Grades Stored Correctly-check multiple students to be safe:

☐ See documentation on MBA-Stored Grade Audit Report and complete below instructions

☐ From the **Start Page > Select a Student > Academic Records > Historical Course Grades**

☐ Review the Student's grades to ensure that they are in the Historical grades page in the student pages

Historical Course Grades ⭐➕

Year/Term	Grd Lvl	Course number	Course	Earned Credit	S1	S2
22-23 YR	11	35185	Algebra 2	0.50	B+	.
22-23 YR	11	35186	Algebra 2	0.50	.	B+
22-23 YR	11	35317	AP Government	0.50	B	.
22-23 YR	11	35318	AP Government	0.50	.	A-
22-23 YR	11	35095	AP Language & Composition	0.50	B+	.
22-23 YR	11	35096	AP Language & Composition	0.50	.	A
22-23 YR	11	35274	Botany	0.50	.	A
22-23 YR	11	DEH205	DECR HE 205	0.50	.	A
22-23 YR	11	DE1014	DECR HE-102	0.50	.	A-

Buttons: Multiple New Entries | Single New Entry | Previous School Names | Detail View

☐ You can click on the grade and look at the Historical Course Information

Historical Course Grades

School	Apple Grove High School
Out of District Identifier	
Term ID	3201
School year (Term)	2022-2023 (Semester 1)
Store code	S1
Hist. grade level	11
Associated section	MAT2001-4 (Edwards, Karrie H, Exp. 4(A-B))
Course number	MAT2001
Course name	Geometry
Teacher name	Edwards, Karrie H
Associated grade scale	Default
Grade	B-
GPA points	2.667
Added value	0
Percent	80
Citizenship	
Absences	0
Tardies	0
Earned credit hours	1
Potential credit hours	1
Credit type	MAT

******PRIOR TO RUNNING REPORT CARDS-ALL GRADES SHOULD BE STORED AND MANUAL GRADES SHOULD BE ENTERED*****

6. Running Report Cards:

☐ Navigate from the **Start Page > MBA Plugins > MBA Report Creator > Run Reports**
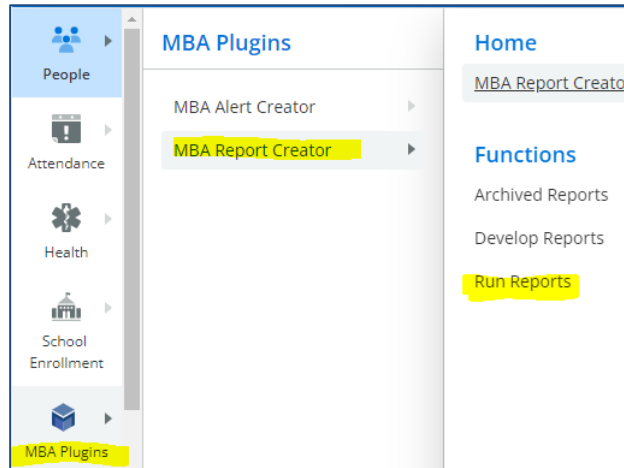
☐ From the dropdown menu Select

       o The Report Card you wish to run

       o The Student Selection

       o Grade Level-if not using Student Selection

       o Sort Order

       o Check the box if you would like to Include Dropped Courses

       o Check the box if you would like to Include Transferred Out Students

☐ Click **GENERATE REPORTS**

Report Creator Reports ⭐

Generate Reports

Report	Student Selection	Grade Level	Sort Order	Include Dropped Courses	Include Transferred Out Students	
Standard Based Report Card ▾	All Students in Garfield Elementary School ▾	2 ▾	Home Room ▾	☐	☐	Generate Reports

Archived Reports - Garfield Elementary School (2023-2024)

There are currently no archived reports at Garfield Elementary School for the 2023-2024 year

MBA
Plugins for PowerSchool SIS by MBA

7. **Calculate Honor Roll: **Warning** If you run the honor roll more than once, and you have changed the honor roll method name, please contact the SIS Department. They will need to delete the first honor roll before you run the second honor roll. Running the honor roll more than one time when you change the honor roll method name will only add new students to the Honor Roll, it will not remove a student that should not be there. It does not overwrite previous data. Please run the honor roll after all grades are Final and Complete.**

   ☐ Select the Students you wish to run the Honor Roll for-For Example Jr. High Students

   ☐ From the Start Page Click on the Advanced Search Feature > Click on the Grade to Add to the Selection click ADD and repeat until you have all of the students you wish to run the Honor Roll for. Please keep track of the number of students in each grade leve to ensure you have the correct number in your selection

☐ Navigate from the **Start Page > School Management > Academics > Calculate Honor Roll**
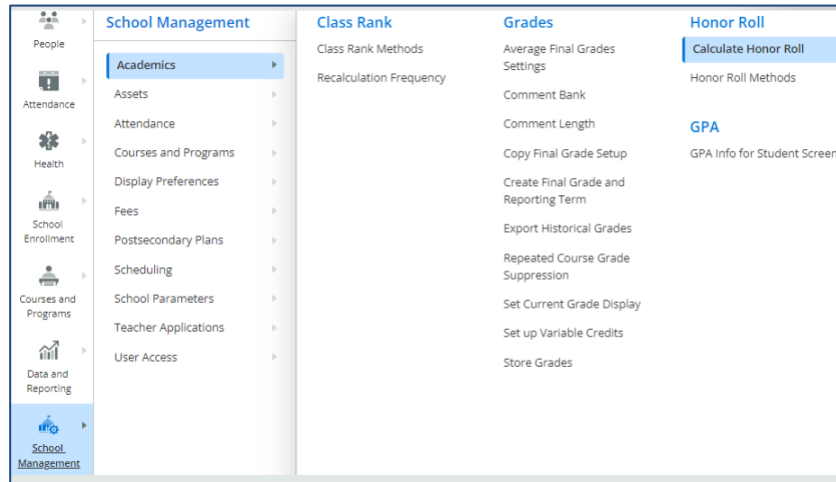
☐ Fill in the Screen with the correct information. This should be done based on district policy for calculating Honor Roll.

☐ Ensure you are running it for the Current Selection

☐ Run the Honor Roll Report

8. Run the Honor Roll Report:

☐ Navigate from the **Start Page > Data and Reporting > System Reports > Honor Roll**

☐ Select the students to run the rport for

☐ Select the Honor Roll Method

☐ Select the Store Code

☐ Select the School Year

☐ Select the Historical Grade Level

Honors - 2022-2023 S1				
Student Name	**Student #**	**Grade Level**	**Level**	**GPA**
	25	12	High Honors	4.0000
	24	12	High Honors	4.0000
	991	11	High Honors	4.0000
	1372	11	High Honors	4.0000
	1800	10	High Honors	4.0000
	2534	10	High Honors	4.0000
	14	9	High Honors	4.0000
	28	9	High Honors	4.0000
	1720	9	High Honors	3.8520
	1743	9	High Honors	3.7779
	1745	9	High Honors	3.7779
	2131	9	High Honors	3.9075
	2137	9	High Honors	3.7779
	2205	9	High Honors	3.7620

9. Set Current Grade Display for the New Term:

☐ Navigate from the **Start Page > School Management > Academics > Set Current Grade Display**

☐ Select the New Active Term to be displayed on Quick lookup Display Preferencesd

Set Current Grade Display - Apple Grove High School ⭐

The Active Term is used for:

- Calculating the Quick Lookup GPA from Gradebook grades
- The default term for current Gradebook grades when a term is not specified

To modify which terms appear, go to Quick Lookup Display Preferences.

Active Term	S1

10. Configure Parent and Student Access to view the Current Term:

☐ Navigate from the **Start Page > School Management > User Access > Configure Parent and Student Access**

☐ On the General Tab Make Selections for Parents/Student Access

☐ On the Available Features Tab Make Selections for Parents/Student Access

11. Set the Correct GPA Calculation Method in the Honor Roll Levels:

☐ Navigate to the Honor Roll Methods **Start Page>School Management>Academics>Honor Roll Methods**
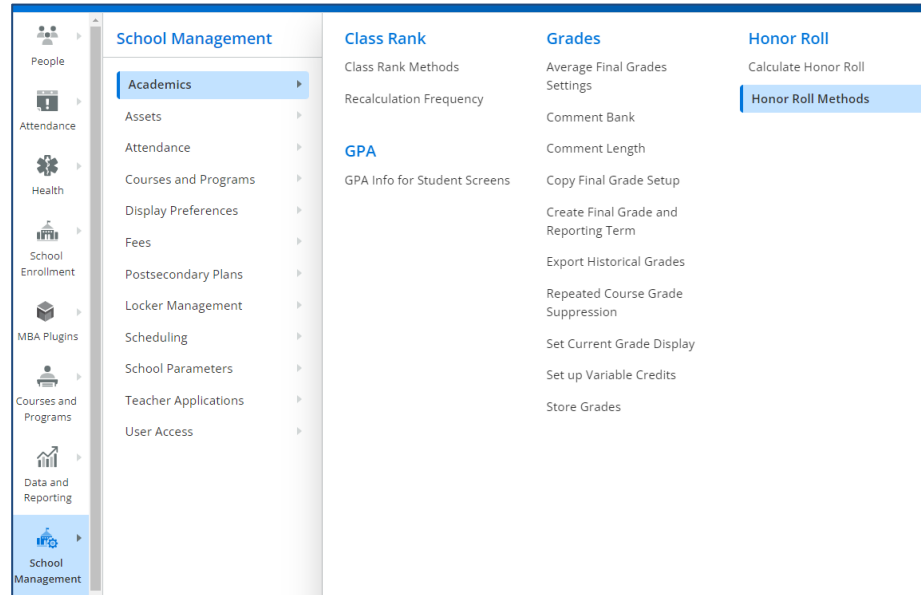
☐ Click on Levels

☐ Select Each Level individually and change the GPA Calculation to the Next Term. For example if you just completed the Honor Roll for Term/Quarter 1, change it to Term/Quarter 2. You should have a calculation in the dropdown menu to reflect your districts Honor Roll Policy.

General

Name	All A's
Description	All A's
Evaluation Order	1
Message	Great Job!

GPA Options

GPA Calculation Method	Simple S1 Honor Roll
GPA result is	Numeric
Comparison	greater than or equal to
Only include grades	☑ that count in honor roll (overrides GPA setting)

☐ Click **Submit** at the Bottom of the Page to **Save** your Changes

12. Set the Quick Lookup Display Preferences

☐ Navigate to the Quick Lookup preferences page **Start Page > School Management > Display Preferences > Quick Lookup Display Preferences**

☐ Change the Term(that just ended) Source of Data to Historical(Stored).

☐ Click **Submit**

Quick Lookup Display Preferences - Yale Senior High School ⭐

This screen specifies which grades are seen on the Quick Lookup screen as well as on the summary screen parents see when they access their student's record through the internet.

Store Code	Enabled Parent/Student	Enabled Teacher	Enabled Admin	Source of Data	Sort
Q1	☑	☑	☑	Historical (Stored) ▾	1 ▾
Q2	☑	☑	☑	Gradebook (Current) ▾	1 ▾
X1	☑	☑	☑	Gradebook (Current) ▾	1 ▾
S1	☑	☑	☑	Gradebook (Current) ▾	1 ▾
Q3	☑	☑	☑	Gradebook (Current) ▾	1 ▾
Q4	☑	☑	☑	Gradebook (Current) ▾	1 ▾
X2	☑	☑	☑	Gradebook (Current) ▾	1 ▾
S2	☑	☑	☑	Gradebook (Current) ▾	1 ▾

Additional Settings	
Count Multi-Period Meeting attendance once per day	☐
Show Citizenship Grade	☐

Submit