Permanently Store Grades

This document is provided to assist the user with running the Permanently Store Grades process in PowerSchool. At the end of each term, use the Permanently Store Grades function to copy and store the students' current grades as historical grades.

Important: Before permanently storing grades, verify that grade scales, final grade setup, and the current grade display have been set up.

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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 ▦ (MM/DD/YYYY)

☐ Exclude enrollment records where the student dropped the class before this date: 00/00/0000 ▦ (MM/DD/YYYY)

☐ Include only enrollment records that are currently active and that were active on this date: 00/00/0000 ▦ (MM/DD/YYYY)

▸ Additional Filter Options

Classes by term length		Store	% of course credit
2013-2014	(05/27/2013 - 05/23/2014)	Do not store ▾	___%
Semester 1	(05/27/2013 - 11/29/2013)	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 ▦ (MM/DD/YYYY) then give the student a grade of NG and store the real grade in the "teacher comment" field with this comment: Credit withheld due to excessive attendance points

▸ Advanced Potential and Earned Credit Options

▸ Variable Credit Storing Preferences

▸ Repeated Course Grade Suppression

Submit

1. **Which Grades** – Determine the term to store and what store code will be used. The first character must be a letter, and the second character must be a number.
2. **Exclude/Include Class Enrollments** – *Optional based on school policy.*
    a. Exclude enrollment records where the student enrolled in the class after this date: Enter the date using the format mm/dd/yyyy or mm-dd-yyyy.

b. Exclude enrollment records where the student dropped the class before this date: Enter the date using the format mm/dd/yyyy or mm-dd-yyyy.

c. Include only enrollment records that are currently active and that were active on this date:

d. Enter the date using the format mm/dd/yyyy or mm-dd-yyyy.

Note: If you leave the date-related fields blank, PowerSchool stores a grade for every enrollment record, including classes that students dropped during the term.

3. `Additional Filter Options` – Can be used to store grades based on track, grade level, a selected group of students, a student, specific course/section, or a school exit date.

4. `Classes by term length` -

   a. `Blank Value` – This will store no grades and no credit

   b. `0% -` This will store grades, but no credit

   c. `1-100% -` This will store grades and the specified percent amount of the potential credit

5. `Options for classes enrolled at other schools` – use to indicate whether to store grades for all schools or for the selected school only. For example, if a middle school student takes a class at the high school, the middle school must select this option when permanently storing grades.

6. The following options are not used in NC:

   a. `Options for withholding credit - only those items checked can cause credit to be withheld`

   b. `Advanced Potential and Earned Credit Options`

   c. `Variable Credit Storing Preferences`

   d. `Repeated Course Grade Suppression`

7. To complete the process, proceed by clicking `Submit.`

CAUTION: Once this screen is setup, **prior to clicking** `Submit`**, do a print screen of the setup**. In the event marks have to be restored, marks will duplicate in the students' historical marks if the parameters are not setup exactly as they were during the first run.