Adding Historical Grades

About this Document

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This document will demonstrate how to enter historical grades for students.

Important: For courses taken during Summer School, the "How Taken" field in the Extended Data section must be set to LOCS – Local Summer School to report correctly on the RPG. See 'Updating "How Taken" (LOCS) and other Extended Data Fields' for information on updating this information later in this document.

Important: For courses that are being entered as **'Transferred-In'** courses from private or out-of-state schools, add the letters "**TR**" in the *Credit Type* field. See step **4.m** below under 'Adding Final Historical Grades'.

If the course being entered is calculated using a grade scale other than the NC 10-Point scale, you can enter a distinguishing letter after the TR to help you determine what kind of grade scale was used to obtain this grade (i.e. TR7 for the 7-Point scale). If the grade coming in has been re-calculated using the NC 10-Point scale, then you can simply enter a **"TR"** in the *Credit Type* field.

If your School is using the *Credit Type* field for other purposes, please add the "**TR**" at the beginning of the field and separate it from other entries with a comma. (i.e. TR, xxx)

Adding Final Historical Grades

> **Navigation:**   Start Page > Select Student > Academics > Historical Grades

1. Search for and open a student record.

2. Under Academics, click **Historical Grades**.

3. On the Historical Grades screen, click **Single New Entry**

4. On the New Stored Grade screen, enter the following information:

   a. **School Name –** Defaults to the current school

   b. **School Year –** Enter a 4-digit year (ex: for 2017-18, enter 2017

   c. **Store Code –** F1 (**MUST BE F1**)

   d. **Hist. Grade Level –** Enter the grade level of the student when the course was taken

   e. **Course Number – Section Number or Course Name –** Enter either the Course Code/Section or the Course Name for the appropriate course.

f. **Teacher Name –** Optional

g. **Grade –** Enter the alpha grade earned in this class

h. **GPA Points – For High School courses only.** When the Course Number is used to create this record, this value will populate automatically when the record is saved.

i. **Added Value – For High School courses only.** When the Course Number is used to create this record, this value will populate automatically when the record is saved.

j. **Percent (%) –** Enter the numerical percent grade earned in this class

k. **Earned Credit Hours –** Enter the number of credit hours earned for this course. (Only for High School courses)

l. **Potential Credit Hours** – Enter number of potential credits for this course (Only for High School courses)

m. **Credit Type** – Ensure a **TR** is entered in this field for a transferred-in course. If there are other values in this field, please be sure to put TR at the beginning of the field with a comma after it (as a separator from the other values).

n. **GPA Calculation** - Click the 'Yes' radio button to display on the transcript. (Only for High School courses)

o. **Class Rank Calculation** – Click the 'Yes' radio button to display on the transcript. (Only for High School courses)

p. **Honor Roll Calculation** – Click the 'Yes' radio button to display on the transcript. (Only for High School courses)

q. **Display on Transcript** – Click the 'Yes' radio button to display on the transcript. (Only for credit-bearing High School courses)

New Stored Grade ⚕

Allen, Alexis Noel   10   1418402   EBHS

School name	Pace City School
School year	2016 (example: for 1998-1999 school year, enter 1998)
Store code	F1
Hist. grade level	9

You must provide EITHER (a) the course and section number of an existing section, OR (b) the course name if this is historical data for which no section record exists. If you provide a course and section, this grade will

Citizenship	
Earned credit hours	1
Potential credit hours	1
Credit type	TR *Transferred-In*
GPA Calculation	⦿ Include ○ Exclude
Class Rank Calculation	⦿ Include ○ Exclude
Honor Roll Calculation	⦿ Include ○ Exclude
Display on Transcript	⦿ Yes ○ No
Teacher comment	

Submit

5. Click **Submit**

Updating "How Taken" (LOCS) and Other Extended Data Fields

Once the course information has been entered and submitted, it may be necessary to edit the record to update or changed the Extended Data fields.

For courses taken in Summer School, the 'How Taken' field **MUST** be changed to display LOCS (Local Summer School) in order for the information to report correctly on the RP (Retention/Promotion) report.

Note: The Historical record must have already been created before the Extended Data panel of the page will display

> **Navigation:**   Start Page > Search for and open a Student record > Academics > Historical Grades

1. On the Historical Grades page, click on the grade value in the **F1** column of the applicable course.

2. Scroll to the **Extended Data** panel at the bottom of the screen. Update the following fields as necessary:

   a. **Legacy Section ID** – (a local district decision if used)
   b. **Local Use** – (a local district decision if used)
   c. **Absences** – (a local district decision if used)
   d. **Course Length *** –** select appropriate length from the dropdown list
   e. **Credit Recovery *** –** select Yes or No from dropdown list
   f. **High School Credit –** select Yes or No from dropdown list
   g. **High School Credit Apply –** select Yes or No from dropdown list
   h. **Post-Secondary Institution *** –** select from the dropdown list
   i. **How Taken *** –** select from the dropdown list (MUST select LOCS if this is a course taken in Summer School)
   j. **Year Taken** – (a local district decision if used)
   k. **CTE Course** - select Yes or No from dropdown list
   l. **CTE Level Indicator –** select the CTE level from the dropdown list
   m. **Delivery Mode *** -** default is classroom, select another option from the dropdown as necessary
   n. **State -** (a local district decision if used)
   *** -- fields that need to be entered even though they are not required by the system

3. Click **Submit**

Entering Historical Grades Using NC WISE Course Codes

Enter historical marks earned prior to the 2013-2014 school year using NC WISE (eSIS) course codes.

References to NC WISE (pre-conversion) course codes and current course codes are located on the NC SIS Courses page, http://www.nc-sis.org/courses.html

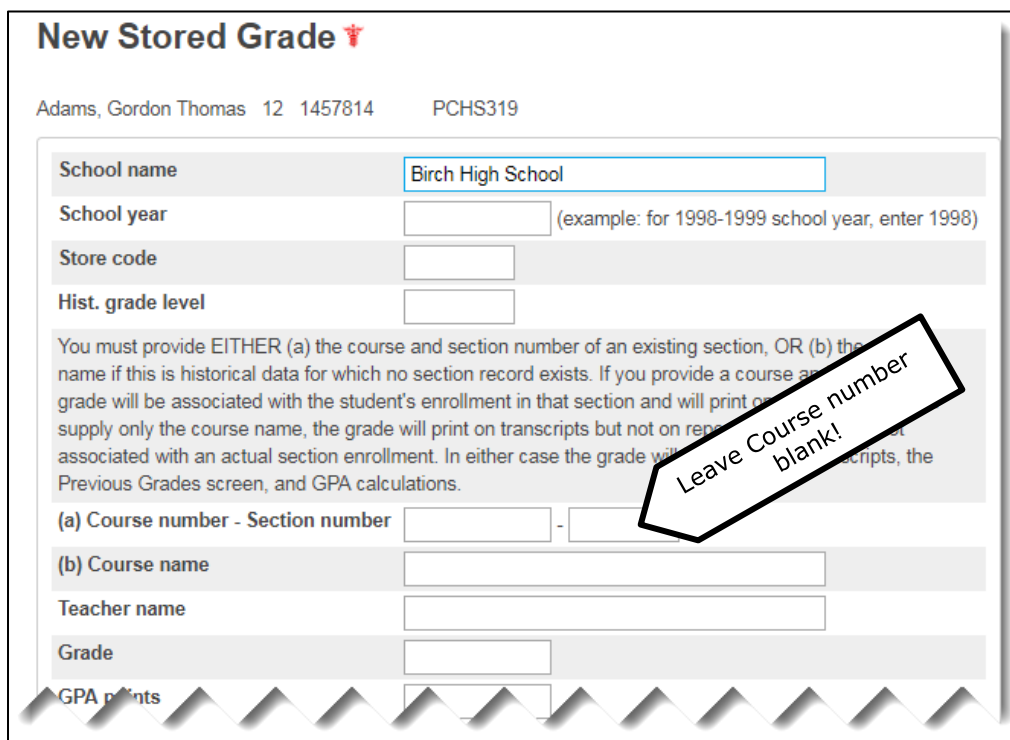| **Navigation:**	Start Page > Search for and open a Student record > Academics > Historical Grades

1. Click **Single New Entry**

Adding Historical Grades

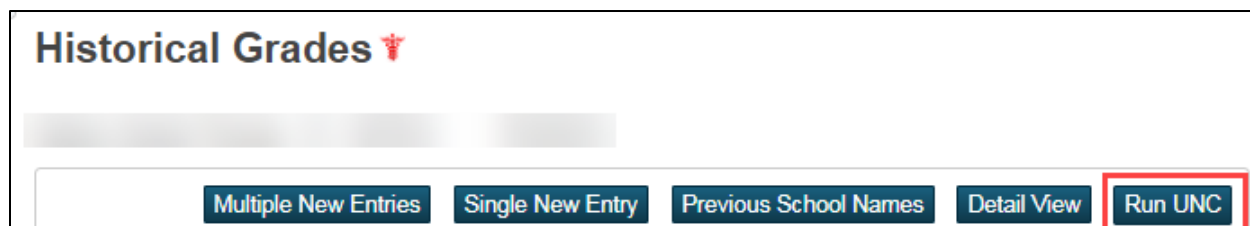2. Enter the course information on the **New Stored Grade** leaving the course number blank.

3. Click **Submit.**

    You will return to the **Historical Grades** page.

4. Click the score to be updated with a course number. Enter the appropriate NC Wise course number in the **Course Number** field.

Note: References to the NC WISE (pre-conversion) course codes and current course codes are located on the NC SIS courses page, Http://www.nc-sis.org/courses.html

5. Click **Submit**

Important: If this is a course that should meet UNC Min, go back to **Historical Grades** page and click the **Run UNC** button.