

Stored Grades - Correction Guide for Student Grade Level Zero

The following steps walk you through changing erroneous Historical Grades due to a grade level of 0 (zero).

Navigation: Start Page > Select student > Academics > Historical Grades

1. select student
2. Under Academics select Historical Grades
3. Detail view page will open

The screenshot shows the 'Historical Grades' page in the HOME BASE NC STUDENT INFORMATION SYSTEM. The page has a green header bar with the navigation path: Start Page > Student Selection > Historical Grades. Below this, the 'Historical Grades' section is displayed. A table lists student records with columns: Year/Term, Grd Lvl, Course number, Course, Earned Credit, and F1. A blue arrow points to the 'Detail View' link in the top right corner of the table area. The left sidebar contains navigation links for Information, Academics, and other system functions.

Year/Term	Grd Lvl	Course number	Course	Earned Credit	F1
12-13 YR	11	30235B	ANATOMY & PHYSIOLOGY (HONORS)	1.00	A
12-13 YR	11	20767B	AP CALCULUS AB	1.00	A
12-13 YR	11	20777B	AP CALCULUS BC CONCENTRATED	1.00	A
12-13 YR	11	30517B	AP CHEMISTRY	1.00	A
12-13 YR	11	30427Y	AP ENVIRONMENTAL SCIENCE	1.00	B
12-13 YR	11	40217G	AP US HISTORY	1.00	A
12-13 YR	11	10445A	FRENCH IV (HONORS)	1.00	A
11-12 YR	10	40047A	ADVANCED PLACEMENT GOVERNMENT AND POLITICS	1.00	A
11-12 YR	10	30505D	CHEMISTRY (HONORS)	1.00	A
11-12 YR	10	40525AP	CIVICS & ECONOMICS HONORS	1.00	A
11-12 YR	10	10225D	ENGLISH II (HONORS)	1.00	A
11-12 YR	10	10435A	FRENCH III (HONORS)	1.00	A
11-12 YR	10	66212A	MARKETING (NON COOP)	1.00	A
11-12 YR	10	20705C	PRE-CALCULUS (HONORS)	1.00	A
11-12 YR	10	87212	Principles of Business & Finance	1.00	A
10-11 YR	9	20245A	ALGEBRA II (HONORS)	1.00	A
10-11 YR	9	30205A	BIOLOGY (HONORS)	1.00	A
10-11 YR	9	10215C	ENGLISH I (HONORS)	1.00	A
10-11 YR	9	10412C	FRENCH I	1.00	A
10-11 YR	9	20305B	GEOMETRY (HONORS)	1.00	A
10-11 YR	9	90112A	HEALTHFUL LIVING I	1.00	A
10-11 YR	9	53152A	Theatre Arts I	1.00	A

Note: In the stored Grades "Detail" screen, you will see grades outside your school's "Historical Grade Levels", which will allow you to see the Level 0 record. The example in the following image shows a Student Level 1 record, but we will act as if that was a Student Level 0 record (Level = Grade).

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- Select the student record having the error.

Quick Lookup Print A Report Switch Student List (572)		(HONORS)														
12-13 YR	11	20767B	AP CALCULUS AB	F1	A	1	1	Yes								MAT
12-13 YR	11	20777B	AP CALCULUS BC CONCENTRATED	F1	A	1	1	Yes								MAT
12-13 YR	11	30517B	AP CHEMISTRY	F1	A	1	1	Yes								SCI
12-13 YR	11	30427Y	AP ENVIRONMENTAL SCIENCE	F1	B	1	1	Yes								SCI
12-13 YR	11	40217G	AP US HISTORY	F1	A	1	1	Yes								SS
12-13 YR	11	10445A	FRENCH IV (HONORS)	F1	A	1	1	Yes								ZEL
11-12 YR	10	40047A	ADVANCED PLACEMENT GOVERNMENT AND POLIT	F1	A	1	1	Yes								SS
11-12 YR	10	30505D	CHEMISTRY (HONORS)	F1	A	1	1	Yes								SCI
11-12 YR	10	40625AP	CIVICS & ECONOMICS HONORS	F1	A	1	1	Yes								
11-12 YR	10	10225D	ENGLISH II (HONORS)	F1	A	1	1	Yes								ENG
11-12 YR	10	10435A	FRENCH III (HONORS)	F1	A	1	1	Yes								ZEL
11-12 YR	10	66212A	MARKETING (NON COOP)	F1	A	1	1	Yes								ZEL
11-12 YR	10	20705C	PRE-CALCULUS (HONORS)	F1	A	1	1	Yes								MAT
11-12 YR	10	87212	Principles of Business & Finance	F1	A	1	1	Yes								ZEL
10-11 YR	9	20245A	ALGEBRA II (HONORS)	F1	A	1	1	Yes								MAT
10-11 YR	9	30205A	BIOLOGY (HONORS)	F1	A	1	1	Yes								SCI
10-11 YR	9	10215C	ENGLISH I (HONORS)	F1	A	1	1	Yes								ENG
10-11 YR	9	10412C	FRENCH I	F1	A	1	1	Yes								ZEL
10-11 YR	9	20305B	GEOMETRY (HONORS)	F1	A	1	1	Yes								MAT
10-11 YR	9	90112A	HEALTHFUL LIVING I	F1	A	1	1	Yes								HPE
10-11 YR	9	53152A	Theatre Arts I	F1	A	1	1	Yes								ZEL
10-11 YR	9	40245D	WORLD HISTORY (HONORS)	F1	A	1	1	Yes								SS
09-10 YR	8	20232Z	ALGEBRA I (HS CRED)	F1	P	1	1	Yes	Yes							MAT
12-13 YR	1	10337A	ADVANCED PLACEMENT ENGLISH III	F1	B-	1	1	Yes								ENG

- To edit, click on the letter grade (which should be in blue).

HOME BASE NC STUDENT INFORMATION SYSTEM

Welcome [Name] School: [School] Term: 13-14 Year

Start Page > Student Selection > Historical Grades > Edit Stored Grade

Edit Stored Grade

School: [School]

Term ID: 2200

School year (Term): 2012-2013 (2012-2013)

Store code: F1

Hist. grade level: **0**

Associated section: None

Course number: 10337A

Course name: ADVANCED PLACEMENT ENGLISH III

Teacher name: [Teacher]

Associated grade scale: None

Grade: B

GPA points: 3

Added value: 2

Percent: 0

Citizenship: [Citizenship]

- Change the "Historical Grade Level" from 0 to the correct grade level for this student's record.

7. Click Submit

Here is an error you may encounter:

Since the course code is a historical course code, you may find you need to remove it. While this is acceptable, you may notice that the **course name** is also removed automatically. You may need to **re-enter** the **course name** (*not course number*). The course number will be corrected during a future maintenance weekend, but the course name needs to be re-entered **before** you submit your changes.

Important: Failure to re-enter the course name will cause it to be lost.