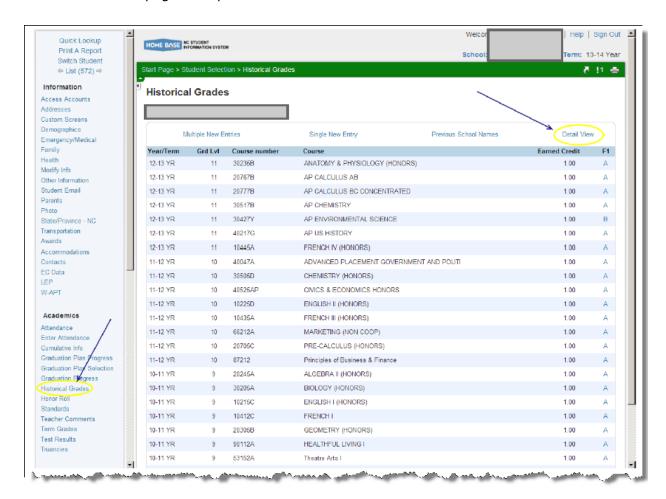


Stored Grades - Correction Guide for Student Grade Level Zero

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

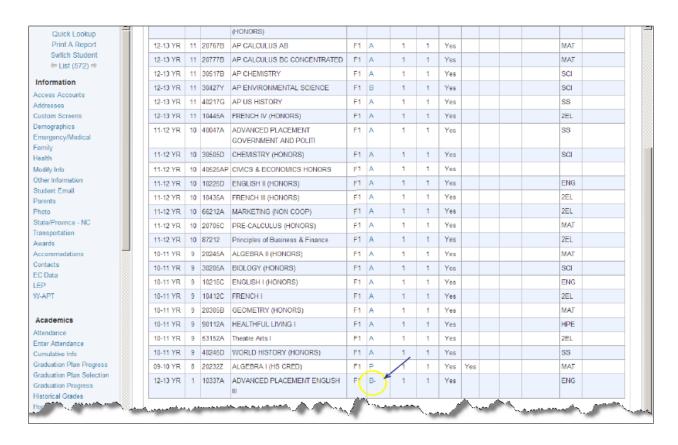
Navigation: Start Page > Select student > Academics > Historical Grades

- 1. Select Student
- 2. Under Academics select Historical Grades
- 3. Datail View page will open

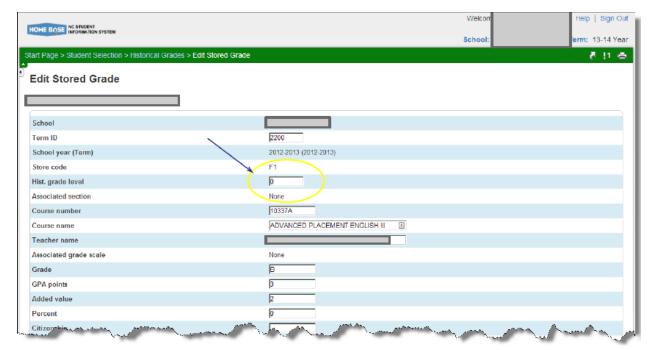


Note: In the stored Grades "Detail" screen, you will see grades outside your school's "Historical Grade Levels", which will allow you to see the Level 0 record. The example in the following image shows a Student Level 1 record, but we will act as if that was a Student Level 0 record (Level = Grade).

4. Select the student record having the error.



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



6. 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.

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