

Edit Historical Grades in PowerSchool

1. Search and select student(s)
2. Click **Historical Grades**

Historical Grades

Multiple New Entries		Single New Entry		Previous School Names		Detail View	
Year/Term	Grd Lvl	Course number	Course	Earned Credit	F1	S1	
12-13 YR	9	301162CW	English 1	0.00	.	45	
12-13 S1	9	390R5129	Learning Strategies-Sem 1	0.00	68	68	
12-13 YR	9	314104CW	Math Tech 1	0.00	.	14	
12-13 YR	9	331003CW	World Geo	0.00	.	49	

3. Locate the grade that needs to be edited and click the grade.

PowerSchool

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

Edit Stored Grade

School	<input type="text"/>
School year (Term)	2012-2013 (2012-2013)
Store code	S1
Hist. grade level	<input type="text" value="9"/>
Associated section	None
Course number	<input type="text" value="390R5129"/>
Course name	<input type="text" value="Learning Strategies-Sem 1"/>
Teacher name	<input type="text"/>
Associated grade scale	None
Grade	<input type="text" value="68"/>
GPA points	<input type="text" value="0.875"/>
Added value	<input type="text" value="0"/>
Percent	<input type="text" value="68"/>
Citizenship	<input type="text"/>
Absences	<input type="text" value="0"/>
Tardies	<input type="text" value="0"/>

4. **Grade** field edit the grade. The Grade field can either be alphabetic or numerical.
5. **Percent** field edit the percent of the grade. The percent field should only be numerical.
6. Click the **Submit** button to save changes.