# Permanently Store Q1 Grades

*First it is recommended that you verify that all grades are correct before permanently storing grades. To do this through PowerSchool run a grades verifications form. A document showing how to setup and run the grade verification form is located on the SharePoint Website "How to print Grade Verification Forms from PowerSchool".  You only want to store grades once at the end of each school term because if you store more than once you may cause duplicate grade entries for the student.  Also advise all of your teachers that once you store grades if they have to change the student's grade they will have to send you an email to update the historical grade in PowerSchool.*

1. Click System > Permanently Store Grades >



2. In the first section *Which Grades* the first sentence **"Use this Final Grade/Reporting Term"** is asking you what bucket you want to extract the grade from (the first sentence is pulling the grade from the Q1, Q2, Q3, etc.. term buckets that you created under Final Grade Setup) and the second sentence "**Save with this Historical Store Code**" is asking you what bucket term you want to store the grade under on the Historical Grades page.  Under the second section *Exclude/Include Class Enrollments* check the "**Include only enrollment records that are currently active and that were active on this date**" and enter in a date 5 days before the end of quarter 1 (this is a recommended step by Pearson).

---

**Note:** Do not use the same store code twice in one year, unless you wish the system to overwrite the grades you stored under the store code the first time with the grades you store the second time.

3. In the third section *Additional Filter Options* there is a toggle ▶ that allows you to show the options or hide the options.  There are several different options to choose from when storing grades:
   a. You can store grades of a selected number of students.
   b. You can to store grades for students in a specific course section by enter the course and section numbers, separated by a period. For example, enter 113.04 for Course 113, Section 04.
   c. You can store grades by individual grade levels.
   d. You can store grades by Track days.  **(do not check this option)**
   e. You can store grades for students that were enrolled at your school thru a certain date range.



4. The fourth section *Classes by term length* is where you want to enter a percentage of credit for that term.  In the state of South Carolina credit is only stored under the F1 bucket, so during Quarter 1 each term displayed *(Quarter 1, 2012-2013, and Semester 1)* you will select **Store with no credit** which will automatically default the *% of course* credit column to 0%.

- **Do not store (default)** – This will store no grades and no credit for that term
- **Store with no credit** - This will store grades and automatically enter 0% under *% of course credit*.
- **Store with credit** - This will store grades and you will have to enter the percent of credit you want stored for that term.

5. The fifth section **Show all terms** – The default is set to *"No"* so it will only display 2012-2013 term and the terms that is current or just ended.

| Classes by term length | | Store | % of course credit | |
|---|---|---|---|---|
| 2014-2015 | (08/18/2014 - 06/04/2015) | Store with no credit ▾ | 0 | % |
| Semester 1 | (08/18/2014 - 01/14/2015) | Store with no credit ▾ | 0 | % |
| Quarter 1 | (08/18/2014 - 10/20/2014) | Store with no credit ▾ | 0 | % |

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

If you select *"Yes"* it will display all scheduling terms set up by your school.

| Classes by term length | | Store | % of course credit | |
|---|---|---|---|---|
| 2014-2015 | (08/18/2014 - 06/04/2015) | Store with no credit ▾ | 0 | % |
| Semester 1 | (08/18/2014 - 01/14/2015) | Store with no credit ▾ | 0 | % |
| Quarter 1 | (08/18/2014 - 10/20/2014) | Store with no credit ▾ | 0 | % |
| Semester 2 | (01/15/2015 - 06/04/2015) | Do not store ▾ | | % |
| Quarter 2 | (10/21/2014 - 01/14/2015) | Do not store ▾ | | % |
| Quarter 3 | (01/15/2015 - 03/24/2015) | Do not store ▾ | | % |
| Quarter 4 | (03/25/2015 - 06/04/2015) | 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

6. The sixth section **Options for classes enrolled at other schools** is simple, you want to select *This school only and This school.*

| Options for classes enrolled at other schools | |
|---|---|
| Store grades for classes enrolled at | This school only ▾ |
| Record the school name of | This school ▾ |

7. The seventh section **Options for withholding credit - only those items checked can cause credit to be withheld** most schools will not select anything in this area, unless they have it set up that if a student misses a set amount of days that would drop their overall grade average.

**Options for withholding credit - only those items checked can cause credit to be withheld**

☐ If more than 0.0 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 [ ] and a GPA point value of [ ] and store the real grade in the "teacher comment" field with this comment: [ ]

---

8. The eighth section is *Advanced Potential and Earned Credit Options* which also has a toggle ▶ to display or hide options.  By default the **When storing with credit** is set to *Store both Potential and Earned Credit,* but there are two other options *Store Potential Credit Only* and *Store Earned Credit Only*.
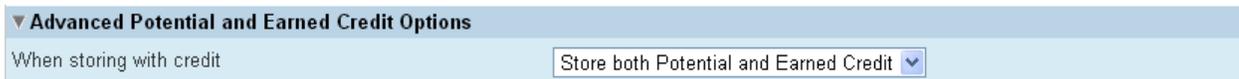
▼ **Advanced Potential and Earned Credit Options**

| When storing with credit | Store both Potential and Earned Credit ▾ |
|---|---|

9. The ninth and final section *Variable Credit Storing Preferences* is also a toggle now ▶ but you will leave as the default.
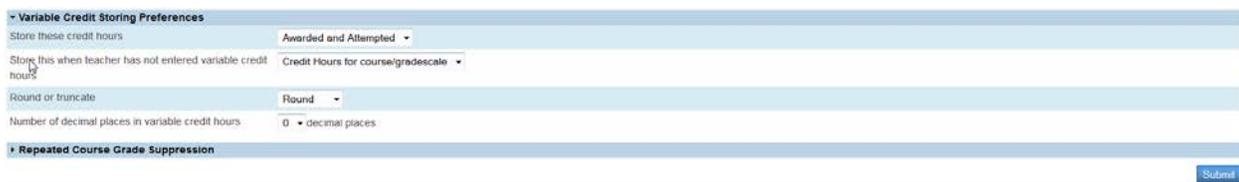
▾ Variable Credit Storing Preferences

| Store these credit hours | Awarded and Attempted ▾ |
|---|---|
| Store this when teacher has not entered variable credit hours | Credit Hours for course/gradescale ▾ |
| Round or truncate | Round ▾ |
| Number of decimal places in variable credit hours | 0 ▾ decimal places |

▸ Repeated Course Grade Suppression

Submit

10. **DOUBLE CHECK THE DATA YOU HAVE ENTERED.**  And if everything is setup up correctly click the **SUBMIT** button.

11. After you click **SUBMIT** if the store was successfully done your screen will look like the screen below.
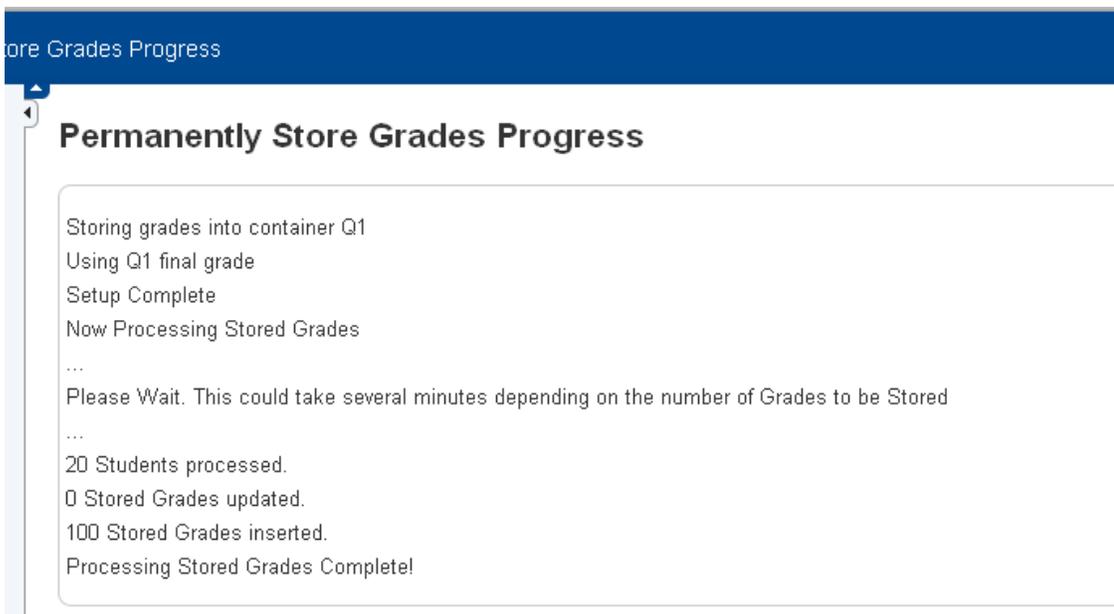
ore Grades Progress

## Permanently Store Grades Progress

Storing grades into container Q1
Using Q1 final grade
Setup Complete
Now Processing Stored Grades
...
Please Wait. This could take several minutes depending on the number of Grades to be Stored
...
20 Students processed.
0 Stored Grades updated.
100 Stored Grades inserted.
Processing Stored Grades Complete!

**NOTE:** After storing grades **PLEASE VERIFY THAT YOUR GRADES WERE STORED.** To do this select a couple of student profiles and click on the Historical Grades page and make sure the grades are stored in the correct year Year/Term and under the correct term bucket (Q1, Q2, Q3..).