

Permanently Storing Grades F1/S2/Q4

It is recommended that you verify that all grades are correct before permanently storing grades. The Student Schedule Listing report, the Class Rosters (PDF) <https://sccharter-public.sharepoint.com/Documents/PowerSchool%20Documents/PS%20How%20to%20print%20Grade%20Verification%20Forms%20from%20PowerSchool.pdf> or Final Grade and Comment Verification (this is located under Reports in PowerTeacher) report can be used to verify that grades are correct.

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.

There are several different scenarios when you store grades and they all depend on the schools policy. Below I will demonstrate a couple of scenarios:

First Scenario: School A only needs to store Q4. You would follow the same steps to permanently store Q1 grades, but you would replace Q1 with Q4: <https://sccharter-public.sharepoint.com/Documents/PowerSchool%20Documents/Permanently%20Store%20Q1%20Grades.pdf>

Second Scenario: School B wants to store S2 *and* F1 grades for yearlong(2014-2015) classes. You would follow the same steps to permanently store Q1 grades, but when storing the S2 grades you would replace the Q1 with S2 (*click link in the First Scenario*). And after you successfully store the S2 grades, you will have to repeat the same steps again to store F1 grades, but there is one other change. In the **Classes by term length** section you will enter the percentage as so:

Semester 2 (S2):

- 2014-2015 = **Store with no credit** - 0%
- Semester 2 = **Do not store**
- Quarter 4 = **Do not store**

Yearlong (F1):

- 2014-2015 = **Store with no credit** - 0% or **Store with credit** – 100% (*for schools that need to store yearlong high credit courses*)
- Semester 2 = **Do not store**
- Quarter 4 = **Do not store**

Third Scenario: School C needs to store a final grade (F1) for their semester 2(S2) only courses because the semester 2 class was a block class (4x4).

1. System
2. Permanently Store Grades

3. On the **Permanently Store Grades** page for “Use this Final Grade/Reporting Term” enter **S2**.
4. For “Save with this Historical Store Code” enter **F1**
5. **Check** “Include only enrollment records that are currently active and that were active on this date:” box and enter in a date 5 days before the end of quarter 4 (this is a recommended step by Pearson).
6. The district recommends that if the block courses are not the entire schedule for the entire student population and just a few courses are taught with in the school to use the filters under the **Additional Filter Options** (from the options below only choose one):
 - Before going to the Permanently Store Grades page, select the students that are taking block courses then go to the Permanently Store Grades page. **Check** “Store grades for currently selected (#) students only”.
 - “Request that grades be stored only for a specific section” and enter the course and section number. For example, enter **311002CW.04** for Course 311002CW, Section 04.
 - If only certain grade levels teach block courses, **check** those grade levels.

Permanently Store Grades

Which Grades

Use this Final Grade/Reporting Term: *

Save with this Historical Store Code: *

Exclude/Include Class Enrollments

Exclude enrollment records where the student enrolled in the class after this date: (MM/DD/YYYY)

Exclude enrollment records where the student dropped the class before this date: (MM/DD/YYYY)

Include only enrollment records that are currently active and that were active on this date: (MM/DD/YYYY)

▼ Additional Filter Options

Store grades for currently selected (0) students only

Request that grades be stored only for a specific section: (course.section)

Student Grade Level: 6 7 8

Track: A B C D E F

School Exit Date: From (MM/DD/YYYY) to (MM/DD/YYYY)

7. **Classes by term length** - this is where you want to enter a percentage of credit for that term. In the state of South Carolina credit added under the F1 grade.

- 2014-2015 = **Do not store**
- Semester 1 = **Store with credit** - 100% (*This will store grades and the specified percent amount of the earned credit.*)
- Quarter 2 = **Do not store**

Classes by term length		Store	% of course credit
2014-2015	(08/19/2014 - 06/03/2015)	Do not store	<input type="text"/> %
Semester 2	(01/15/2015 - 06/03/2015)	Store with credit	100 %
Quarter 4	(03/21/2015 - 06/03/2015)	Do not store	<input type="text"/> %

8. Options for classes enrolled at other schools

Options for classes enrolled at other schools

Store grades for classes enrolled at

Record the school name of

9. **Options for withholding credit** - only those items checked can cause credit to be withheld (optional) 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 attendance points have accumulated between the dates of and 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:

10. **Advanced Potential and Earned Credit Options** (click the toggle  to display options, if they are not already displaying) – select “Store both Potential and Earned Credit”

Advanced Potential and Earned Credit Options

When storing with credit

11. Variable Credit Storing Preferences (leave as the defaults)

Variable Credit Storing Preferences

Store these credit hours

Store this when teacher has not entered variable credit hours

Round or truncate

Number of decimal places in variable credit hours decimal places

Repeated Course Grade Suppression

12. DOUBLE CHECK THE DATA YOU HAVE ENTERED and then click the **Submit** button to store grades.

13. 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 (Q4, S2, F1).