# PowerSchool Handbook

# Secondary Grade Reporting for 4X4 Hybrid Schools

Version 5.1
February 1, 2019



INTEGRATED TECHNOLOGY
SAN DIEGO UNIFIED SCHOOL DISTRICT

# Table of Contents

# About This Handbook

This handbook was created by the San Diego Unified IT Training Team as reference material for the Site Tech/Power User, or other staff members, responsible for setting up and monitoring the collection and distribution of student grades at a Secondary 4X4 Hybrid School. It is updated periodically by the San Diego Unified IT Training Team. If you have any questions about how to execute these tasks in PowerSchool, please contact the IT Help Desk: (619)209-HELP (4357).

Dates and Terms depicted throughout this handbook are used as examples and may not reflect the current school year or Term.

If you have questions regarding grade policies or procedures, please contact **Veronica Ortega, Office of School Innovation**: vortega1@sandi.net or (619)725-7284.

# Part 1: Final Grade Setup

# Understanding Reporting Terms, Store Codes, and Final Grade Setup

## What are Reporting Terms and Store Codes?

PowerSchool uses **Reporting Terms** and **Store Codes** to refer to the containers, or bins, for cumulative grades.

- PowerSchool Administrator users can view and select different **Store Codes**, under **Historical Grades**. Store Codes are used to manage grades that will appear on report cards and transcripts. Store Codes are also linked to Reporting Terms.



- Teachers can view and select different **Reporting Terms** in their Gradebook, based on the term assigned to a class/section. Gradebook assignments are averaged under each Reporting Term.

# What is Final Grade Setup?

The IT Department will create a **Reporting Term** for every final grade a teacher submits using Gradebook. The term dates shown in the final grade setup preview below, align with dates shown on the **Years and Terms** page.

Schools may have multiple terms to accommodate year-long, semester, or quarter classes. In that same manner, each term will have multiple **Reporting Terms** for teachers to submit grades.

For example, in the table below, Semester 1 courses have three **Reporting Terms**: P1, P2, and S1.



In the process of determining the first and last day for each Progress Report Grading periods (P1, P2, P3, P4, etc.) dates, the following questions should be asked:

- How many progress reports will a student receive before a semester is over?

- If more than one, does each work independently or do they need to be cumulative from one reporting period to the next?

**IMPORTANT!** The choice of independent or cumulative globally affects the settings for all teacher Gradebooks at the school site.

The examples below show how Progress Report 2 (P2) can be used to average a grade independently or cumulative, from the first day of school.

**P2 sample-Independent**
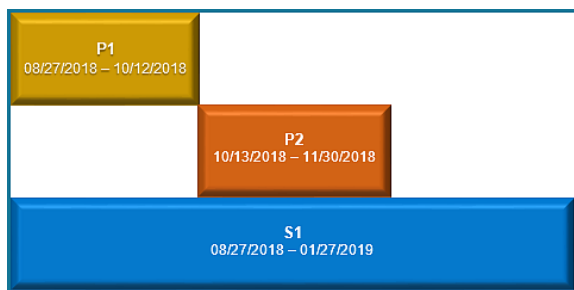


**P2 sample-Cumulative**
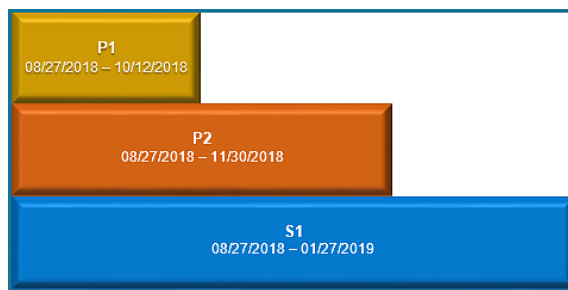
# Verifying Final Grade/Reporting Term Setup

The dates used for each grading period are used to calculate the grade for that term in the Gradebook. As teachers enter assignments into the Gradebook, the assignment due dates affect which grades are used in the calculation for that grading period. It is important to verify the accuracy of each grading period date range for all grading periods used by your school.

1. On the **Start Page** under the **Setup** area, click **School.**

2. On the **School Setup** page under **Grading**, click **Final Grade/Reporting Term Setup**.

Please verify all dates.

## Final Grade/Reporting Term Setup - Scripps Ranch High

📋 When created, Reporting Terms appear automatically on Quick Lookup pages, PowerSchool Mobile, and PowerSchool Student and Parent portal.

Click on [NEW] to set up a new reporting term for that term.

| 2018-2019 |
|---|
| 08/27/2018 - 06/11/2019 |
| P1  P2  P3  P4  S1  S2  [NEW] |

| Semester 1 | Semester 2 |
|---|---|
| 08/27/2018 - 01/27/2019 | 01/28/2019 - 06/11/2019 |
| P1  P2  S1  [NEW] | P3  P4  S2  [NEW] |

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 |
|---|---|---|---|
| 08/27/2018 - 10/28/2018 | 10/29/2018 - 01/27/2019 | 01/28/2019 - 04/07/2019 | 04/08/2019 - 06/11/2019 |
| Q1 [NEW] | Q2 [NEW] | Q3 [NEW] | Q4 [NEW] |

### Review of All Reporting Term Dates

| Term Name ⬍ | Final Grade Code | Start Date | End Date |
|---|---|---|---|
| 2018-2019 | P1 | 08/27/2018 | 10/12/2018 |
| 2018-2019 | P2 | 08/27/2018 | 11/30/2018 |
| 2018-2019 | P3 | 01/28/2019 | 03/15/2019 |
| 2018-2019 | P4 | 01/28/2019 | 05/03/2019 |
| 2018-2019 | S1 | 08/27/2018 | 01/27/2019 |
| 2018-2019 | S2 | 01/28/2019 | 06/11/2019 |
| Quarter 1 | Q1 | 08/27/2018 | 10/28/2018 |
| Quarter 2 | Q2 | 10/29/2018 | 01/27/2019 |
| Quarter 3 | Q3 | 01/28/2019 | 04/07/2019 |
| Quarter 4 | Q4 | 04/08/2019 | 06/11/2019 |
| Semester 1 | P1 | 08/27/2018 | 10/12/2018 |
| Semester 1 | P2 | 08/27/2018 | 11/30/2018 |

## Why am I seeing Terms that are not being used at my school?

If your school only offers quarter-long classes, but you have students taking classes at another school whose term lengths are different, your school needs the other scheduling terms in order to store grades for those students, regardless whether your school uses them or not.

Your teachers will see these other terms in PowerTeacher Gradebook. Please let these teachers know to just ignore them.

If your school has students taking a specific term-length class at another school and your school doesn't offer any courses of that specific term-length and you don't see those terms, contact the Help Desk at (619) 209-4357, to get those terms set up for your school.

# Part 2: Preparing to Store Grades

# ZZTeacher and Other Placeholder Teacher Changes

Every course in the master schedule must have an identifiable instructor with a district employee ID. **ZZTeacher** entries in the master schedule must be updated to a known instructor by ***September 30 of each school year***.

**IMPORTANT!** *All sections must have a certificated, credentialed teacher assigned as the Lead Teacher* ***before*** *grades are stored.*

- **If a permanent teacher, long-term sub,** or **temporary teacher has been identified**, that person must *replace* the ZZTeacher or placeholder teacher. (See directions starting on page 13.)

- **If a new Lead Teacher is taking over a class from the original Lead Teacher**, that person needs to be *added* as a Lead Teacher starting on the first day they begin teaching the class. The original Lead Teacher should be left in place, with their end date reset to the day before the new Lead teacher starts. (See directions starting on page 15.)

- **If someone other than the Lead Teacher needs to enter grades**, they must be added as a Co-Teacher. Once the Co-Teacher role is added, the designated staff member will be able to enter the grades in the PowerTeacher Gradebook. (See directions starting on page 17.)

  **NOTE:** A certificated, credentialed teacher must still be assigned as a Lead Teacher.

**IMPORTANT!** No school should attempt to store grades if there are any ZZ Teachers listed as Lead Teachers.

# Replacing ZZTeacher or Other Teacher Placeholder

In the master schedule, there may be teacher placeholders that hold a section for teachers that have yet to be assigned to your school.

Placeholder teachers could be a ZZTeacher, a teacher that will not be returning to the school next year, or a teacher that was assigned, but doesn't show up for the next school year.

Once a permanent teacher, long-term sub, or temporary teacher has been identified, the new teacher will *replace* the ZZTeacher or teacher placeholder.

1. On the **Start Page**, select **Teacher Schedules** from the main menu.
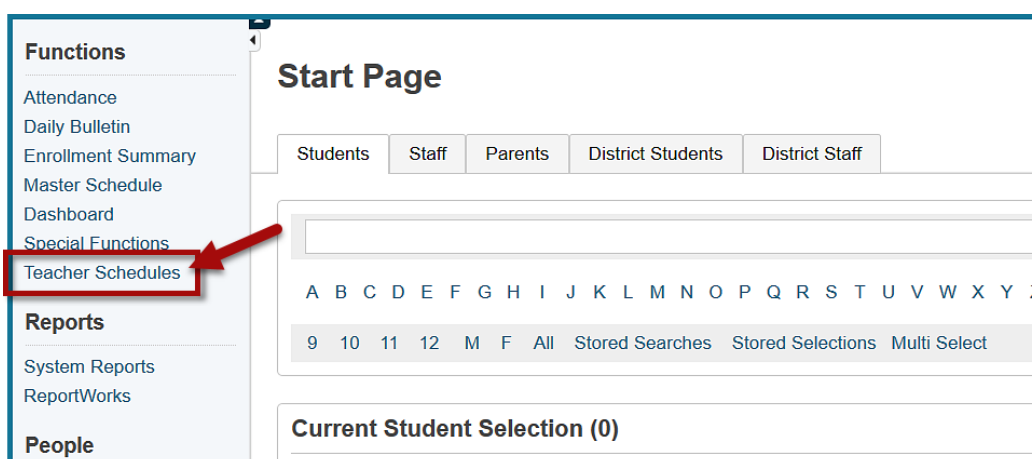


2. Select the **ZZTeacher** that is currently assigned to the section.

3. Select the **Section Number** of the class that will be assigned to the new teacher.
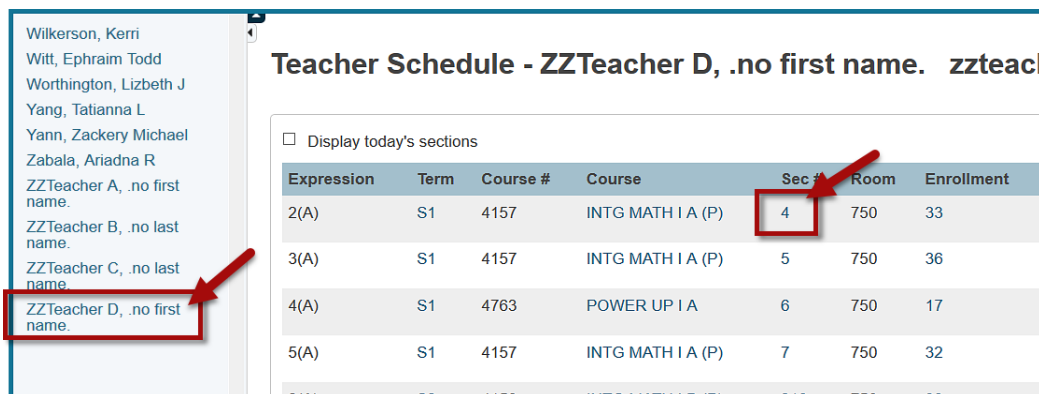
4. On the **Edit Section** screen, in the **Teacher-Section Lead** area, click on the existing ZZTeacher name, and select the new teacher from the **Staff** drop-down menu.



5. Click **Submit** at the bottom of the page.

# Adding a New Lead Teacher to an Existing Lead Teacher

When there is currently a Lead Teacher for a class, and a new Lead Teacher will be taking over the section, the new teacher needs to be *added* as a Lead Teacher starting on the first day they begin teaching the class. The original Lead Teacher should be left in place, with their end date reset to the *day before* the new Lead teacher starts.

CALPADS reporting requirements mandate the importance of keeping the original section in place when adding a new Lead Teacher.

1. On the **Start Page**, under Functions, select **Teacher Schedules**.
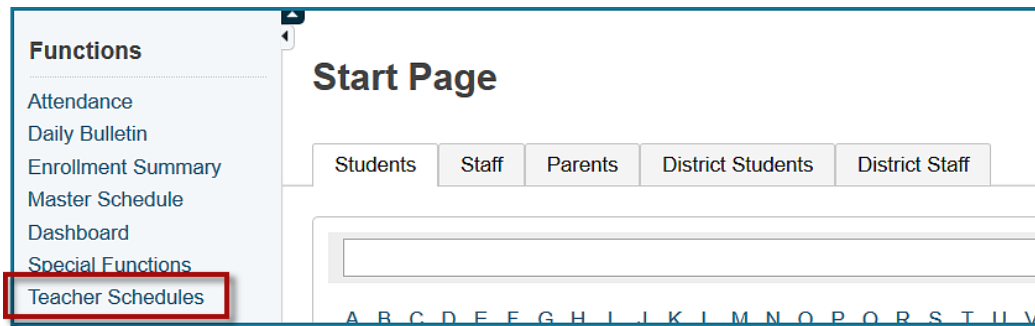


2. Select the name of the **Teacher** that will be edited.
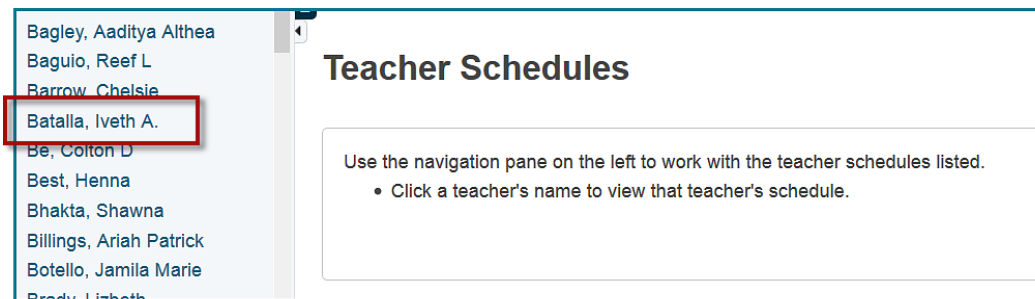


3. On the **Teacher Schedule** page, click the **section number** at the top of the list.
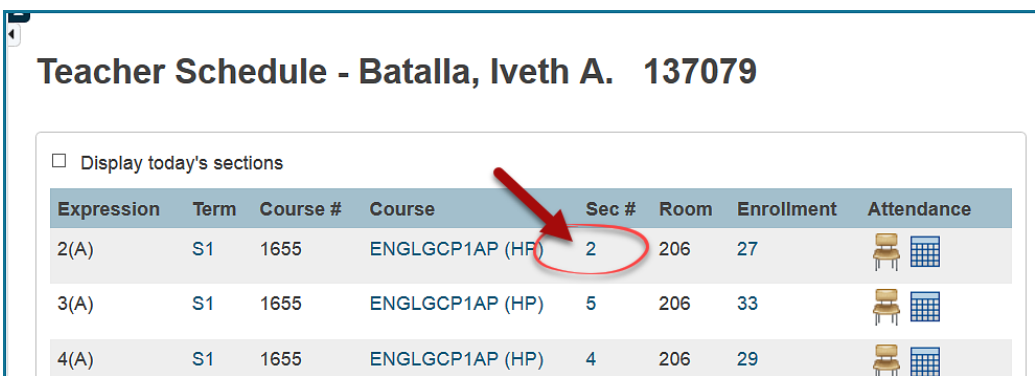
4. On the **Edit Section** page, click **Add** in the **Teacher – Section Lead** section.



5. From the **Staff** drop-down menu, select the name of the new teacher who will be teaching the class.

6. Change the **Start Date** to the day the new teacher will begin teaching the class.



7. Change the **End Date** of the current Lead Teacher to the day *before* the new Lead Teacher starts teaching the class.



8. Click **Submit** at the bottom of the page.

# Adding a Co-teacher to Enter Grades

A certificated, credentialed teacher must be listed as a Lead Teacher for the grade reporting period. However, for a variety of reasons, they may not be able to enter grades.

If someone other than the Lead Teacher needs to enter grades, they must be added as a Co-teacher. Once the Co-teacher role is added, the designated staff member will be able to enter the grades in the PowerTeacher Gradebook.

**NOTE:** Be sure the person designated to enter grades also has access to PowerTeacher in Security Settings.

1. On the **Start Page**, under Functions, click **Teacher Schedules**.
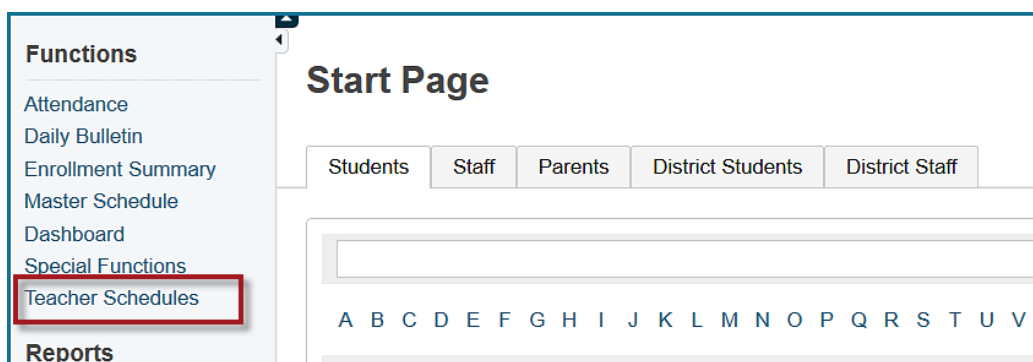


2. Select the **teacher.**
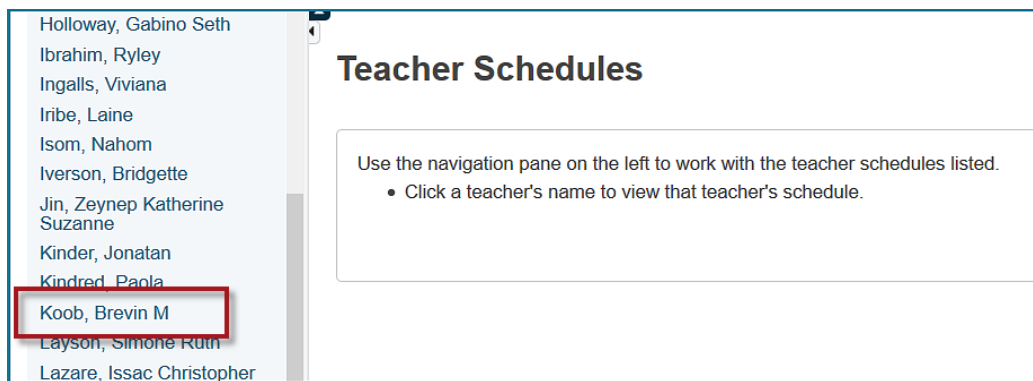
3. Click the **section number** of the class that will be assigned to the Co-teacher.

**Teacher Schedule - Koob, Brevin M   104939**

| Expression | Term | Course # | Course | Sec # | Room | Enrollment | Attendance |
|---|---|---|---|---|---|---|---|
| 8(A) | 16-17 | 8027_2E | ADVISORY | 3 | 701A | 17 | |
| 1(A) | S1 | 1572C | ENG 3 ADV CL(P) | 1 | 701A | 25 | |
| 2(A) | S1 | 1540S | ENGLISH 1 SM(P) | 1 | 701A | 27 | |
| 4(A) | S1 | 1572C | ENG 3 ADV CL(P) | 2 | 701A | 32 | |
| 5(A) | S1 | 1572C | ENG 3 ADV CL(P) | 3 | 701A | 30 | |

4. Click the **Add** button in the **Teachers/Staff Additional** area.

5. From the **Staff** drop-down menu, select the name of the designated staff member who will be entering the grades.

6. From the **Role** menu, select **Co-teacher**.

**Edit Section**

| Field | Value |
|---|---|
| Course Name | ADVISORY |
| Course Number | 8027_2E |

Select the name of the staff member designated to enter grades.

Select **Co-teacher**.

Add

Teachers/Staff - Additional

| Staff | Role | % Allocation | Start Date | End Date | Actions |
|---|---|---|---|---|---|
| Allen, Maisie | Co-teacher | 100 | 8/29/2016 | 6/14/2017 | |

7. Click **Submit** at the bottom of the page.

# Fixing Address and Contact Errors

On the **Demographics** screen for each student, at least one contact must have the **Report card and Progress report** boxes flagged (checked) In order for PowerSchool to generate a report card or progress report for mailing.

- By default, the primary Parent/Guardian/Contact listed in #22 will have the **Report card and Progress Report boxes** flagged and disabled.

- If both contacts live with the student, only the primary Contact listed in #22 will have the **Report card and Progress report** boxes flagged. The second Contact listed in #23 will have those boxes disabled.

- If the second Parent/Guardian/Contact listed in #23 does **NOT live** with the student, the **Report Card and Progress Report** boxes should *be flagged only if* there is a *valid address listed for the contact*.



If the second contact does not live with the student, the Report card and Progress report boxes should only be checked if there is a valid address entered for the contact.

Accurate contact information is necessary to ensure report cards are mailed to the correct contact and address on file.

Use the following reports to find and correct errors to student contact information:

- **Address Errors Report** - This report lists students with parents who may have one or more of the following address errors:

    o Parent Guardian 2 does not live with student and address is missing

    o Parent Guardian 2 does not live with student, the address is missing AND they have the Report Card and Progress Report box checked.

    Please note that each error will be identified with the following icon ⚠

- **Report & Progress Report Card Flags Report** - This report displays *all active* students in PK - 12 at your school. The flags displayed are the Report Card and Progress Report Card flags for both the first and second contact. Use this report to correct the contact flags.

# Address Errors Report

This report should be used to clean up any address errors prior to printing progress and final report cards. This report will display students and parents where the address is missing in PowerSchool.

1. From the **Start Page**, under Reports, click **System Reports.**

2. On the **Reports** page, select the **sqlReports4** tab.

3. Expand the **Enrollments** heading, select **Address Errors**.



4. On the **Address Errors** report page, set the **Effective Date** to the current date (or the date of your choosing).

5. From the **Run for Selected Students** drop-down choose:

    **NO** - to run for all students

    **YES** - to run for a selected group of students.

6. From the **Report card errors only?** drop-down menu, select **Yes**.

7. Click **Submit**.

## Address Errors



**Address Errors**

Parameters - **Effective Date:** 1/25/2018   **Run for the selected students:** No   Repor...

Show / hide columns | Make Current Selection | Copy | CSV | Tab | Print | PD...

Search:

| Student Number | Last Name | First Name | Grade Level | Household Address | Mailing Address | Parent Guardian 1 | Lives With Student | Report Card | Progress Report | Address | Parent Guardian 2 | Lives With Student | Report Card | Progress Report | Address |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 500225 | Aban | Janiyah | 9 | 10828 CORTE PLAYA TOLUCA SAN DIEGO CA 92124 | Same as Household Address | Vivien Aban | Yes | Yes | Yes | | Rosalia Aban | No | Yes | Yes | ⚠ |

Showing 1 to 1 of 1 entries

Callout: There is no valid address on file for Parent/Guardian 2. **To fix this error:** Uncheck the Report Card and Progress Report flag from this Parent/Guardian, or enter a valid address.
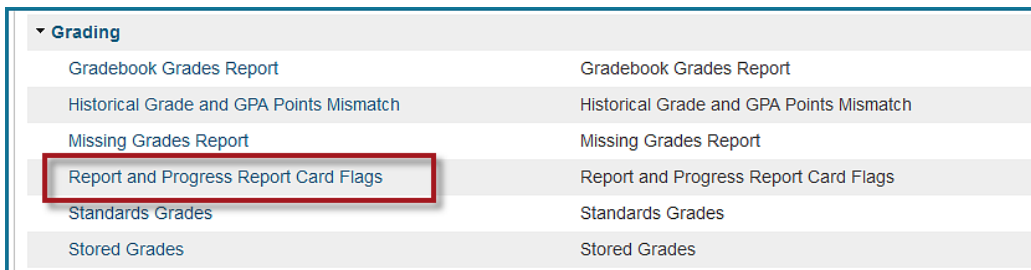
**NOTE:** If any student has had a change to the Household Address, be sure to **Validate** the address, and update the Mailing Address by clicking the ***Copy from Household Address*** link in that field.

(header image: San Diego Unified SCHOOL DISTRICT logo)

# Report & Progress Report Card Flags Report
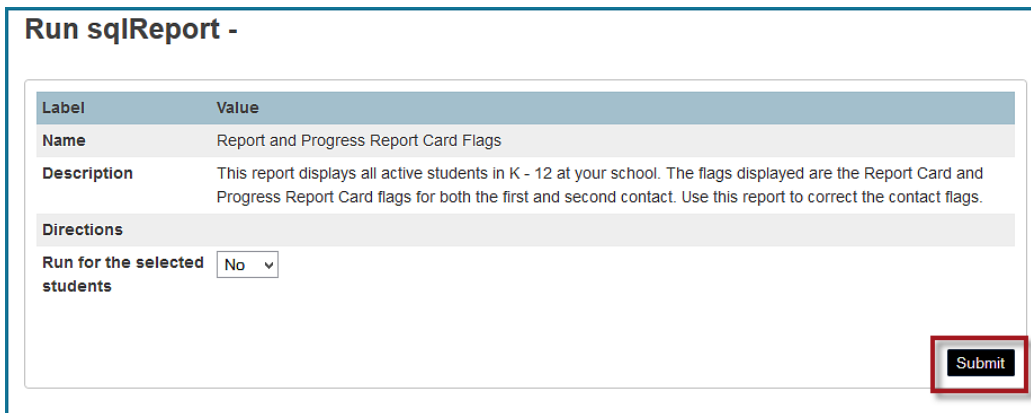
This report should be used to correct the contact flags. This report displays Report Card and Progress Report flags for both the first and second contact for all active students at your school.

1.  From the **Start Page**, under Reports, click **System Reports**.

2.  From the **Reports** page, select the **sqlReports4** tab.

3.  Under **Grading,** click on **Report & Progress Report Card Flags**.

| ▼ Grading | |
| --- | --- |
| Gradebook Grades Report | Gradebook Grades Report |
| Historical Grade and GPA Points Mismatch | Historical Grade and GPA Points Mismatch |
| Missing Grades Report | Missing Grades Report |
| Report and Progress Report Card Flags | Report and Progress Report Card Flags |
| Standards Grades | Standards Grades |
| Stored Grades | Stored Grades |

4.  On the **Run sqlReport** page, from the **Run for Selected Students** drop-down choose:

    **NO** - to run for all students

    **YES** - to run for a selected group of students.

5.  Click **Submit**.

### Run sqlReport -

| Label | Value |
| --- | --- |
| Name | Report and Progress Report Card Flags |
| Description | This report displays all active students in K - 12 at your school. The flags displayed are the Report Card and Progress Report Card flags for both the first and second contact. Use this report to correct the contact flags. |
| **Directions** | |
| Run for the selected students | No ˅ |

Submit

**Report & Progress Report Card Flags**

## Report and Progress Report Card Flags

Parameters - **Run for the selected students:** No

| Make Current Selection | Copy | CSV | Tab | Print | PDF |

Search: _____

| Student Number | Last Name | First Name | Grade Level | Guardian1 Report Card Flag Checked | Guardian1 Progress Report Card Flag Checked | Guardian2 Report Card Flag Checked | Guardian2 Progress Report Card Flag Checked |
|---|---|---|---|---|---|---|---|
| 47673 | Aban | Abelardo | 11 | Yes | Yes | No | No |
| 500225 | Aban | Janiyah | 9 | Yes | Yes | Yes | Yes |
| 562867 | Abano | Jevon | 12 | Yes | Yes | No | No |
| 120699156 | Abbott | Jordan | 11 | Yes | Yes | No | No |
| 86382 | Abdella | Sky | 9 | Yes | Yes | No | No |
| 523681 | Abdikadir | Romina | 10 | Yes | Yes | No | No |
| 44782 | Abdillahi | Salim | 11 | Yes | Yes | No | No |
| 60201072 | Abdulahi | Stanley | 11 | Yes | Yes | No | No |
| 51014 | Abdulkadir | Dominic | 11 | Yes | Yes | No | No |
| 309924 | Abdulkadir | Serina | 9 | Yes | Yes | No | No |

# Identifying Dual Enrolled Students

**IMPORTANT:** Schools with students taking classes at another school, *must* communicate with the other school to find out when grades will be entered and finalized.

*All grades must be finalized before attempting to store grades!*

## Students Taking Classes at Another School Report

To identify students who are taking classes at another school, run the **Taking Classes at Another School** report:

1. On the **Start Page**, click **System Reports**.

2. From the **Reports** page, select the **sqlReports 4** tab.

3. Expand the **Scheduling** heading, select **Taking Classes at Another School**.

4. On the report page, enter the **Effective Date** that is (***X-days\****) *before* the end of the grading term.

   *Use **10 school days** for final Semester grades or **5 school days** for final Quarter grades. For progress report grades, use **5 school days or the school's preference.**

   **NOTE:** This will be the *same* date as the first cut-off date entered in the Exclude/Include Class Enrollments section of the **Permanently Store Grades** screen**.**

5. **Run for the selected students**: Select **No**.

6. Click **Submit**.

When the list of students appears, click the **Term Abbreviation heading** to sort by terms.
Pay attention to terms your school doesn't use. These term codes must be used when storing grades for these students.

### Taking Classes at Another School

Parameters - **Effective Date:** 4/13/2018    **Run for the selected students:** No

[ Show / hide columns ] [ Make Current Selection ] [ Copy ] [ CSV ] [ Tab ] [ Print ] [ PDF ]    Search: [          ]

> Sort by **Term Abbreviation**. You will need to use these term codes when storing grades for these students.

| Student Number | Last Name | First Name | Grade Level | Class Of | Teacher Last | Teacher First | Period Abbreviation | Expression | Day Letter | Course Number | Section Number | Course Name | Room | Team | Term Abbreviation | Schedule School Name | Schedule School Number |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 88319 | Aban | Filip | 12 | 2018 | Warrick | Adrian | M | 3(A) | A | 4747 | 60 | EDG CC MATH III B (P) | | | S2 | iHigh Virtual Academy | 504 |
| 361471 | Adrian | Seamus | 12 | 2018 | Warrick | Adrian | M | 3(A) | A | 4745 | 60 | EDG CC MATH II B(P) | | | S2 | iHigh Virtual Academy | 504 |
| 34540 | Aguiar | Greg | 11 | 2019 | Warrick | Adrian | M | 3(A) | A | 4746R | 60 | EDG CC MATH III A CR(P) | | | S2 | iHigh Virtual Academy | 504 |
| 446564 | Aguila | Rusty | 11 | 2019 | Marques | Jaren | WL | 6(A) | A | 4723 | 60SERRA | EDG SPN III B (P) | | | S2 | iHigh Virtual | 504 |

# Students from Another School Taking Classes at Your School Report

To find students from other schools who are taking classes at your school, run the **From Another School, Taking Classes Here** report:

1. From the **Start Page**, click **System Reports**.

2. On the **Reports** page, select the **sqlReports 4** tab.

3. Expand the **Scheduling** heading, select **From Another School, Taking Classes Here**.

4. On the report page, enter the **Effective Date** that is (**X-days\*)** *before* the end of the grading term.

   \*Use **10 school days** for final Semester grades or **5 school days** for final Quarter grades. For progress report grades, use **5 school days or the school's preference.**

   **NOTE:** This will be the *same* date as the first cut-off date entered in the Exclude/Include Class Enrollments section of the **Permanently Store Grades** screen**.**

5. **Run for the selected students**: Select **No**.

6. Click **Submit**.

When the list of students appears, click the **Home School Name heading** to sort by Home School. These are the schools you need to communicate with when grades are complete and ready to be stored.



**From Another School, Taking Classes Here**

Parameters - **Effective Date:** 4/13/2018

Show / hide columns | Copy | CSV | Tab | Print | PDF

Search:

Sort by **Home School Name**. These are the schools you will need to communicate with when your Final Grades are complete.

| Student Number | Last Name | First Name | Grade Level | Teacher Last | Teacher First | Period Abbreviation | Expression | Cycle Day Letter | Course Number | Section Number | Course Name | Room | Team | Term Abbreviation | Home School Name | Home School Number | Date Enrolled | Date Left |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 80696027 | Baltazar | London | 12 | Flynn | Hiram | 4 | 4(A) | A | 8512 | 3 | COMPGRPHDES2(P) | 203 | | S2 | TRACE | 479 | 02/01/2018 | 06/14/2018 |
| 103196027 | Delos Reyes | Imani | 12 | Flynn | Hiram | 4 | 4(A) | A | 8514 | 3 | COMP GRPH DES 4 | 203 | | S2 | TRACE | 479 | 02/01/2018 | 06/14/2018 |

# Identifying Missing Grades

## Missing Grades Report

Before grades are stored, run this report to find students with missing grades. Students displayed on this report must have grades entered for the specified Reporting Term.

Even though teachers indicate their grades are complete, they may have omitted entering Citizenship, or grades for students who dropped from their class within the store dates.

This report will list any student *missing Academic or Citizenship marks for a specific section*.

**IMPORTANT:** This report must be run twice at the end of each Semester. Once to capture missing S1 (or S2) grades, and again to capture Q2 (or Q4) grades.

1.  On the **Start Page**, under Reports, select **System Reports**.

2.  Click the **sqlReports 4** tab

3.  Expand the **Grading** heading, select **Missing Grades Report**.

4.  On the report page, enter the Grade **Reporting Term**.

5.  In the **Enrolled on** field enter the date that is (***X-days\*)*** *before* the end of the grading term.

    *\*Use **10 school days** for final Semester grades or **5 school days** for final Quarter grades. For progress report grades, use **5 school days or the school's preference.***

    **NOTE:** This will be the *same* date as the first cut-off date entered in the Exclude/Include Class Enrollments section of the **Permanently Store Grades** screen**.**

6.  In the **Dropped after** field, enter the very next day (whether a school day or not).

    **NOTE:** This is the *same* date that you enter on the **Permanently Store Grades** screen.

7.  **Run for the selected students**: Select **No**.

8.  Click **Submit**.

# Verifying Teacher Grades are Complete

## Section Readiness Report

**PT Administrator access** is required in order to run the following report.

The **Section Readiness Report** will identify teachers who did not check the **Final Grades Complete** box to indicate their grades are ready.

1. On the **Start Page**, under Applications, click **PT Administrator.**
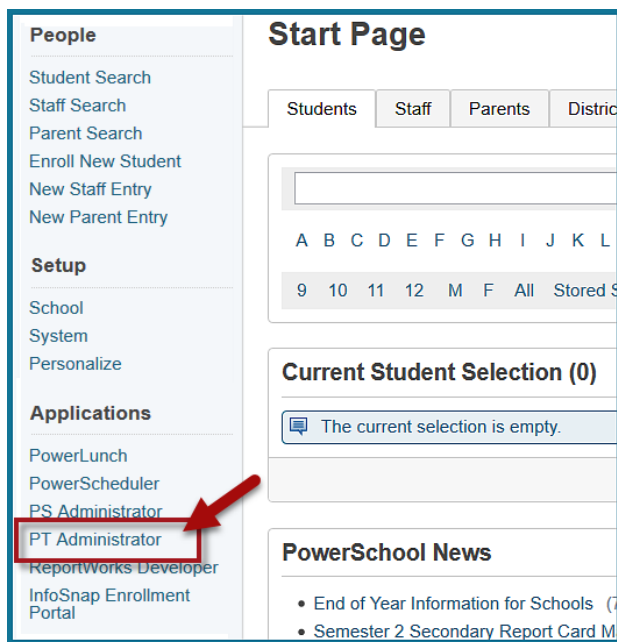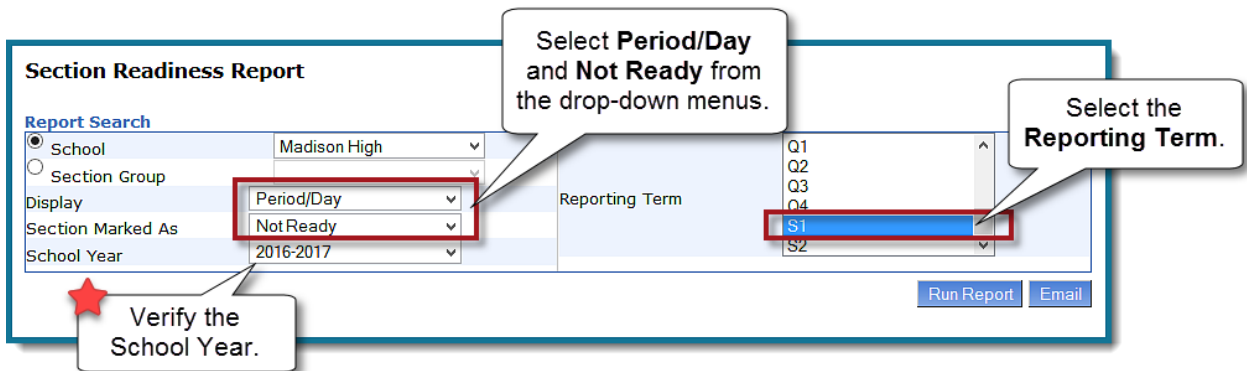


2. Click the **Reports** icon, then select **Section Readiness Report**.

3. On the **Section Readiness Report** screen, do the following:

- Confirm that the **School** radio button is selected and your site name is displayed in the **School** drop-down menu.

- **Display:** Verify **Period/Day** has been chosen from the drop-down menu.

- **Section Marked As**: Choose **Not Ready** from the drop-down menu.

- **School Year**: Select the proper **school year** from the drop-down menu.

- **Reporting Term:** Choose the appropriate **Reporting Term** from the menu.

- Click **Run Report**.



Teachers listed on this report have not checked the **Final Grades Complete** box in Gradebook. (See page **168**, **Final Grade Completion**.)

# Part 3:
# Storing Grades

# Storing Progress Grades Overview

- **High school** progress report terms align with the dates recommended by the Office of School Innovation and Department of Physical Education, Health, and Athletics.

- **4 X 4 Hybrid High Schools**, progress reporting terms are identified by the following Reporting Terms/Store Codes: **P1, P2, P3,** and **P4.**

  Store Codes **R1** and **R3** are also used to combine final Quarter grades for Progress Reports. This will enable GPA to be calculated for athletic and other eligibility.

- After teachers review and finalize student grades, grades can be stored for the specific grade term. When grades are stored, each student's progress grade information is copied from the teacher's Gradebook and made a part of the student's historical grade record.

  Think of the storing grades process as taking a snapshot of current grades in the teacher's Gradebook at a specific point in time.

**IMPORTANT THINGS TO REMEMBER!**

- **Current year grades must *ALWAYS* be stored from the teacher's Gradebook**.
  *This process is typically performed by the Site Tech/Power User.*

- **Current year grades are *NEVER* manually added or updated in Historical Grades** *UNLESS* the grades are coming from out of district, from Extended Day schools that opt out of the storing process, or summer grades that did not get stored during the summer grade storing process, and have been confirmed in the summer database.
  *This process is typically performed by the Registrar.*

- **If a student drops from your school anytime within the grade storing cut-off dates and *leaves SDUSD***, their grades will be stored along with all of the other students during the Permanently Store Grades process.

- **If a student drops from your school within the grade storing cut-off dates and *enrolls in another SDUSD school***, your school is responsible for storing the student's *grades BEFORE the student is dropped from your school*. These grades *MUST NOT* be manually entered into Historical Grades.

# Storing Progress Grades

## Storing Progress Grades for Students Taking Classes at Another School
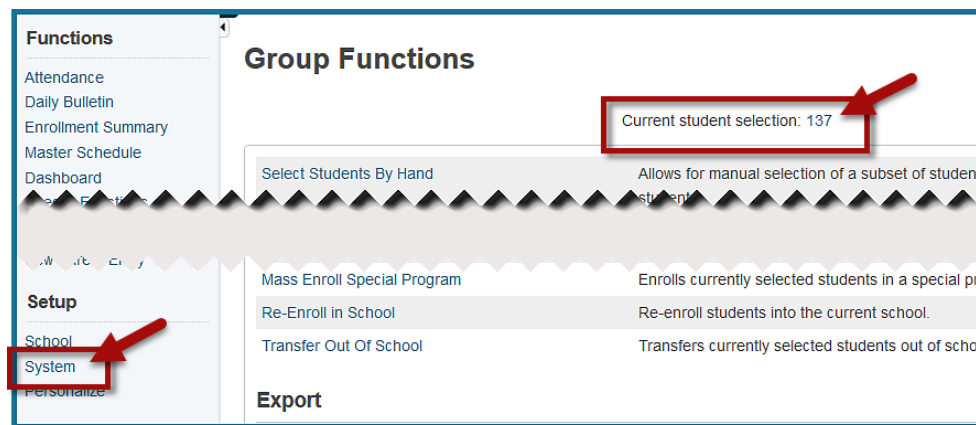
Identify *students taking classes at another school* and make these students the **Current Student Selection**:

1. On the **Start Page**, under Reports, click **System Reports**.

2. From the **Reports page**, select the **sqlReports 4 tab**.

3. Expand the **Scheduling** heading and select **Taking Classes at Another School**.

4. Set the **Effective Date** to the date that is *five school days* before the end of the progress reporting term, or the school's preference.

5. **Run for the selected students**: Select **No**.

6. Click **Submit**.

7. Once the **Taking Class at Another School** report opens, click **Make Current Selection**.



On the **Group Functions** page, these students become the **Current Student Selection**.

8. On the left main menu, under Setup, click **System**.

9.  On the **System Administrator** page, select **Permanently Store Grades**.

10. Configure the **Permanently Store Grades** screen as follows:

## Which Grades

- Select the appropriate **Final Grade/Reporting Term** (**P1, P2, P3,** or **P4**) from the drop-down menu.

- In the **Historical Store Code** window, the *Store Code* appears by default and is disabled.



## Exclude/Include Class Enrollments (For District Schools, District Schools with Extended Day, or Charter Schools)

- These boxes are checked by default and disabled for **All** schools:

## Exclude enrolled records where the student enrolled in the class after this date:

- Enter the date that is *five school days prior* to the end of the progress report term, or the school's preference.

## Exclude enrolled records where the student dropped the class before this date:

- The date entered must be the *day after* the date entered above.

> Enter the date that is *five school days prior* to the end of the progress reporting term, or the school's preference.

**Exclude/Include Class Enrollments**

☑ Exclude enrollment records where the student enrolled in the class after this date: 10/08/2018 🔲

☑ Exclude enrollment records where the student dropped the class before this date: 10/09/2018 🔲

☐ Include only enrollment records that are currently active and that were active on this date: 00/00/000

> Enter the date *after* the date entered above.

## ▼ Additional Filter Options

- Expand this section and check **Store grades for the currently selected (xx) students only**.

▼ **Additional Filter Options**

☑ Store grades for currently selected (137) students only

📝 *To identify and select students taking classes at another school, click here to run the Taking Classes at Another School report.*

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

Student Grade Level ☐ 9 ☐ 10 ☐ 11 ☐ 12

## Classes by term length  Use only the Semester term

- *Semester term* - Select **Store with credit** from the **Store** drop-down menu: **100** will automatically be set in the **% of course credit** field.

| Classes by term length | | Store | % of course credit |
|---|---|---|---|
| **2018-2019** | (08/27/2018 - 06/11/2019) | Do not store | % |
| **Semester 1** | (08/27/2018 - 01/27/2019) | Store with credit | 100 % |
| **Quarter 1** | (08/27/2018 - 10/28/2018) | Do not store | % |

### Options for classes enrolled at other schools

- **Store grades for classes enrolled at:** Select **All Schools**.

- **Record the school name of:** Select **The other school**.



### ▼ Advanced Potential and Earned Credit Option expand if it isn't already expanded.

- **When Storing with credit** is automatically set to **Store Potential Credit Only** and disabled. This setting is based on the Historical Store Code (**P1, P2, P3,** or **P4**).



### ▼ Repeated Course Grade Suppression expand if it isn't already expanded.

- **Apply Repeated Course Code Grade Suppression Policy Rules** is automatically checked and disabled.

**IMPORTANT PRINT THIS PAGE before clicking Submit!** IT will need to use this information to troubleshoot problems with grade storing.



After the **Permanently Stored Grades Progress** confirmation window opens, verify that the correct number of students have processed and you see **"Processing Stored Grades Complete!"**

**IMPORTANT!** Print this page for your records.

**RECOMMENDED!** Spot check **Historical Grades** for a few students.

# Storing Progress Grades for ALL Students

**IMPORTANT!** In order to include students who drop from your school anytime within the grade storing cut-off dates and leave SDUSD, **_DO NOT_** select **ALL** students on the Start Page. Selecting ALL students will only capture "Active" students.

1. From the **Start Page,** under Setup, click **System.**

2. On the **System Administrator** page, under the Grades heading, select **Permanently Store Grades.**

3. Configure the **Permanently Store Grades** screen as follows:

## Which Grades

- Select the appropriate **Final Grade/Reporting Term** (**P1, P2, P3,** or **P4**) from the drop-down menu.

- In the **Historical Store Code** window, the *Store Code* appears by default and is disabled.



## Exclude/Include Class Enrollments (For District Schools, District Schools with Extended Day, or Charter Schools)

- These boxes are checked by default and disabled for **All** schools:

## Exclude enrolled records where the student enrolled in the class after this date:

- Enter the date that is *five school days prior* to the end of the progress report term, or the school's preference.

## Exclude enrolled records where the student dropped the class before this date:

- The date entered must be the *day after* the date entered above.

> Enter the date that is *five school days prior* to the end of the progress reporting term, or the school's preference.

**Exclude/Include Class Enrollments**

☑ Exclude enrollment records where the student enrolled in the class after this date: `10/08/2018` ▦

☑ Exclude enrollment records where the student dropped the class before this date: `10/09/2018` ▦

☐ Include only enrollment records that are currently active and that were active on this date: `00/00/0000`

> Enter the date *after* the date entered above.

## Classes by term length

- *Full-year term (YYYY-YYYY)* - Select **Store with credit** from the **Store** drop-down menu: **50** will automatically be set in the **% of course credit** field.
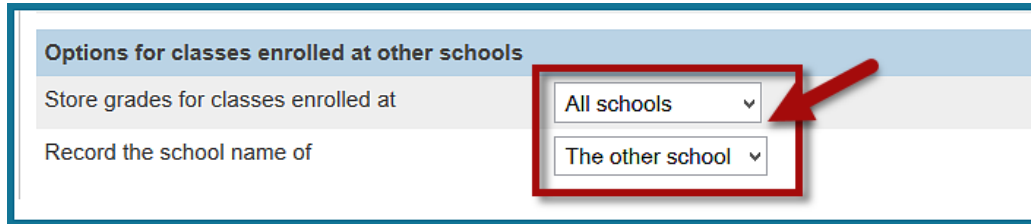
- *Semester term* - Select **Store with credit** from the **Store** drop-down menu: **100** will automatically be set in the **% of course credit** field.

- *Quarter term* - Select **Store with credit** from the **Store** drop-down menu: **100** will automatically be set in the **% of course credit** field.

- *SCHOOLS WITH EXTENDED DAY* may see an **Extended Day** term - Select **Do not store** from the **Store** drop-down menu.

- **Show all Terms?** Leave **No** as the default setting.

| Classes by term length | | Store | % of course credit | |
|---|---|---|---|---|
| **2018-2019** | (08/27/2018 - 06/11/2019) | Store with credit ▾ | 50 | % |
| **Semester 1** | (08/27/2018 - 01/27/2019) | Store with credit ▾ | 100 | % |
| **Quarter 1** | (08/27/2018 - 10/28/2018) | Store with credit ▾ | 100 | % |

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.
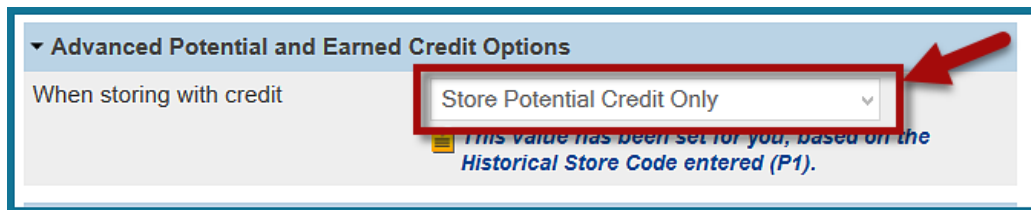
Show all terms? ⦿ No ◯ Yes

## Options for classes enrolled at other schools

- **Store grades for classes enrolled at:** Select **This school only**.

- **Record the school name of:** Select **This school**.



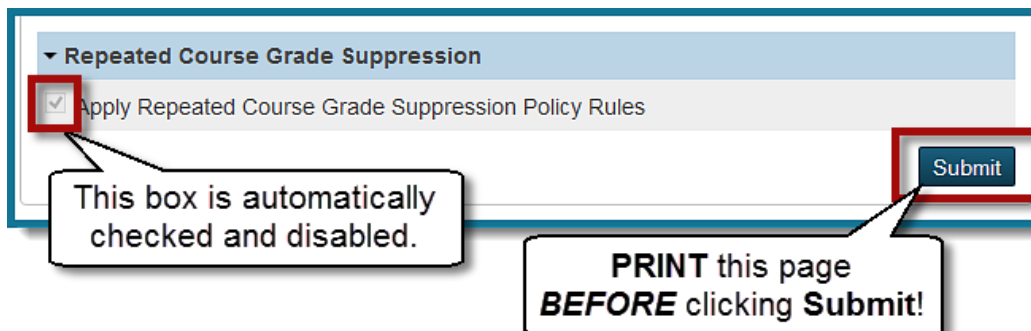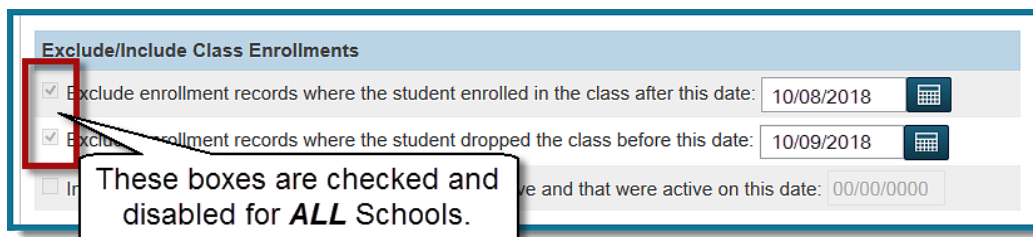## ▼ Advanced Potential and Earned Credit Option expand if it isn't already expanded.

- **When Storing with credit** is automatically set to **Store Potential Credit Only** and disabled. This setting is based on the Historical Store Code (**P1, P2, P3,** or **P4**).



## ▼ Repeated Course Grade Suppression expand if it isn't already expanded.

- **Apply Repeated Course Code Grade Suppression Policy Rules** is automatically checked and disabled.

**IMPORTANT PRINT THIS PAGE before clicking Submit!** IT will need to use this information to troubleshoot problems with grade storing.



After the **Permanently Stored Grades Progress** confirmation window opens, verify that the correct number of students have processed and you see **"Processing Stored Grades Complete!"**

**IMPORTANT!** Print this page for your records.

**RECOMMENDED!** Spot check **Historical Grades** for a few students.

# Combining Q1 (or Q3) Grades into Store Code R1 (or R3) for Progress Report Eligibility

After Final **Q1** (**Q3**) grades have been stored (See **Storing Quarter Grades**, page 49) they must be stored again using the **R1** (**or R3**) Store Code for Progress Reporting. This will enable Progress Report GPA to be calculated for athletic or other eligibility.

## Combining Q1 (or Q3) for Students Taking Classes at Another School

Identify and make these students the **Current Student Selection**:

1. On the **Start Page**, under Reports, click **System Reports**.

2. From the **Reports** page, select the **sqlReports 4** tab.

3. Expand the **Scheduling** heading, select **Taking Classes at Another School**.

4. Set the **Effective Date** to the date that is *five school days* before the end of the progress reporting term, or the schools site's preference.

5. **Run for the selected students**: Select **No**.

6. Click **Submit**.

7. Once the **Taking Classes at Another School** repot opens, click **Make Current Selection**.

On the **Group Functions** page, these students become the **Current Student Selection**.

8. On the left main menu, under Setup, click **System**.



9. On the **System Administrator** page, select **Permanently Store Grades**.

10. Configure the **Permanently Store Grades** screen as follows:

## Which Grades

- Choose **Q1** (or **Q3**) from the **Final Grade/Reporting Term** drop-down menu

- In the **Historical Store Code** window, the *Store Code* appears by default. *CHANGE* this field by entering the appropriate Store Code **R1** (or **R3**).
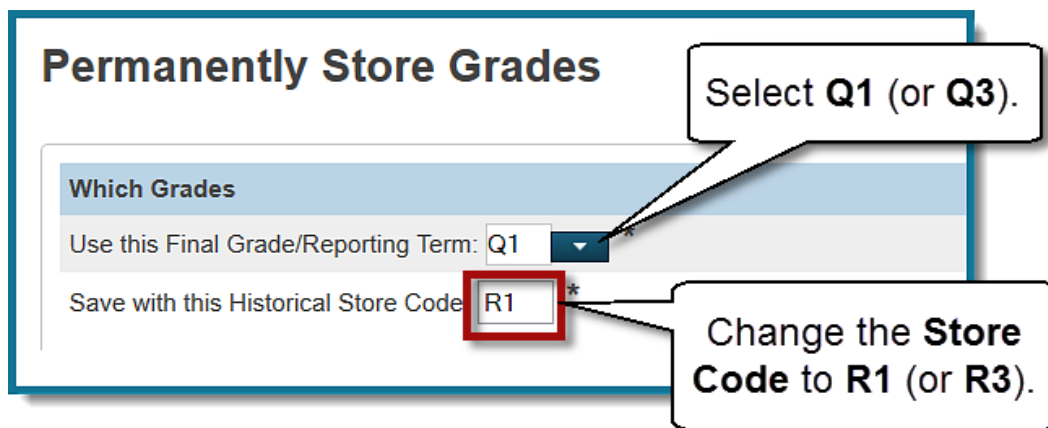
**Exclude/Include Class Enrollments** (For District Schools, District Schools with Extended Day, or Charter Schools)

- These boxes are checked by default and disabled for **All** schools:

Exclude/Include Class Enrollments

☑ Exclude enrollment records where the student enrolled in the class after this date: 10/22/2018

☑ Exclude enrollment records where the student dropped the class before this date: 10/23/2018

☐ Include only ... ve and that were active on this date: 00/00/0000

These boxes are checked and disabled for **ALL** Schools.

## Exclude enrolled records where the student enrolled in the class after this date:

- Enter the date that is *five school days prior* to the end of the progress report term.

## Exclude enrolled records where the student dropped the class before this date:

- The date entered must be the *day after* the date entered above.

Enter the date that is *five school days prior* to the end of the progress reporting term.

Exclude/Include Class Enrollments

☑ Exclude enrollment records where the student enrolled in the class after this date: 10/22/2018
📝 *This value has been set for you, based on the Final Grade/Reporting Term entered (Q1).*

☑ Exclude enrollment records where the student dropped the class before this date: 10/23/2018
📝 *This value has been set for you, based on the Final Grade/Reporting Term entered (Q1).*

☐ Include only enrollment records that are currently active and that were ac...

Enter the date *after* the date entered above.

## ▼ Additional Filter Options

- Expand this section and check **Store grades for the currently selected (xx) students only**.

▼ Additional Filter Options

☑ Store grades for currently selected (137) students only
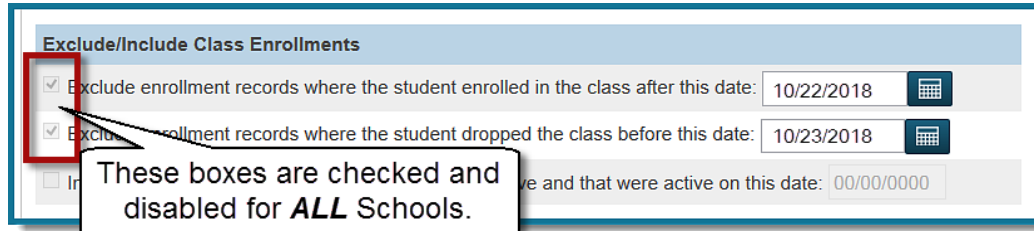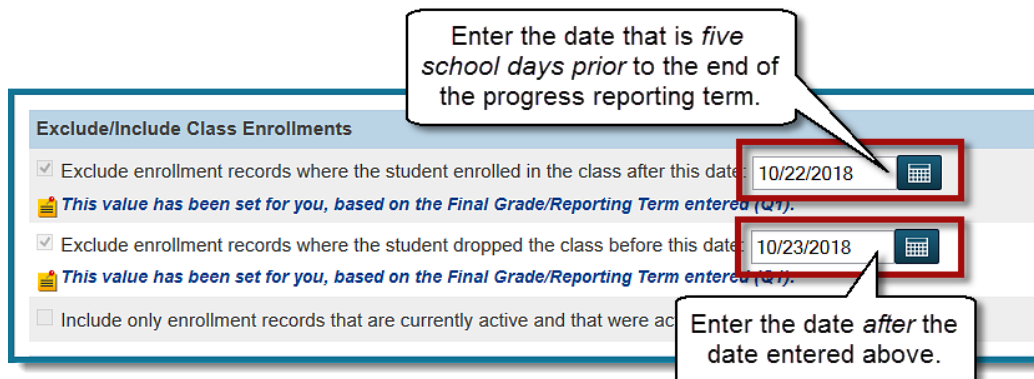📝 *To identify and select students taking classes at another school, click here to run the Taking Classes at Another School report.*

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

Student Grade Level          ☐ 9  ☐ 10  ☐ 11  ☐ 12

## Classes by term length - Use only the Semester term

- *Semester term* - Select **Store with credit** from the **Store** drop-down menu: **100** will automatically be set in the **% of course credit** field.

| Classes by term length | | Store | % of course credit |
|---|---|---|---|
| 2018-2019 | (08/27/2018 - 06/11/2019) | Do not store | % |
| Semester 1 | (08/27/2018 - 01/27/2019) | Store with credit | 100 % |
| Quarter 1 | (08/27/2018 - 10/28/2018) | Do not store | % |

## Options for classes enrolled at other schools

- **Store grades for classes enrolled at:** Select **All Schools** from the drop-down menu.

- **Record the school name of:** Select **The other school** from the drop-down menu.

| Options for classes enrolled at other schools | |
|---|---|
| Store grades for classes enrolled at | All schools |
| Record the school name of | The other school |

## ▼ Advanced Potential and Earned Credit Option expand if it isn't already expanded.

- **When Storing with credit** is automatically set to **Store Potential Credit Only** and disabled. This setting is based on the Historical Store Code (**P1, P2, P3, P4** and **R1, R3**).

| ▼ Advanced Potential and Earned Credit Options | |
|---|---|
| When storing with credit | Store Potential Credit Only |
| | *This value has been set for you, based on the Historical Store Code entered (R1).* |

## ▼ Repeated Course Grade Suppression expand if it isn't already expanded.

- **Apply Repeated Course Code Grade Suppression Policy Rules** is automatically checked and disabled.

**IMPORTANT PRINT THIS PAGE before clicking Submit!** IT will need to use this information to troubleshoot problems with grade storing.



After the **Permanently Stored Grades Progress** confirmation window opens, verify that the correct number of students have processed and you see **"Processing Stored Grades Complete!"**

**IMPORTANT!** Print this confirmation page for your records.

**RECOMMENDED!** Spot check **Historical Grades** for a few students.

# Combining Q1 (or Q3) for ALL Students

After storing grades for *students taking classes at another school,* grades must be stored for **all** students.
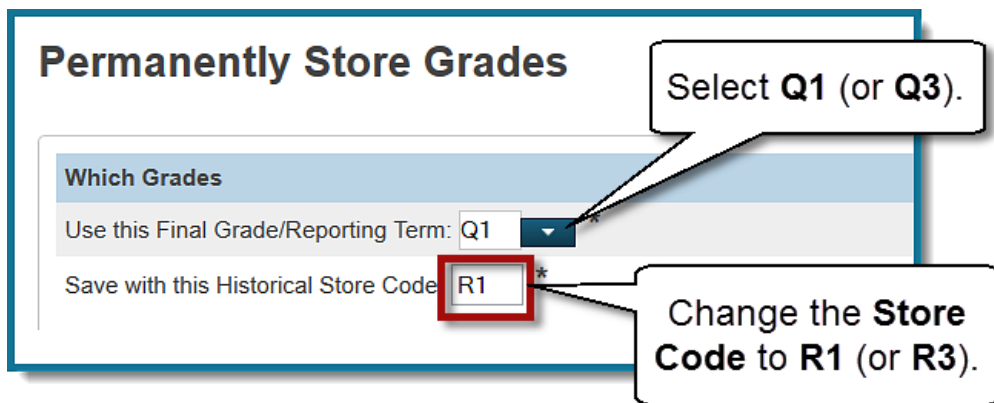
**IMPORTANT!** In order to include students who drop from your school anytime within the grade storing cut-off dates and leave SDUSD, *DO NOT select **ALL** students on the Start Page.* Selecting ALL students will only capture "Active" students.

To store **Q1** (or **Q3**) using **Historical Store code R1** (or **R3**) do the following:

1. From the **Start Page**, click **System**.

2. On the **System Administrator page**, under Grades select **Permanently Store Grades.**

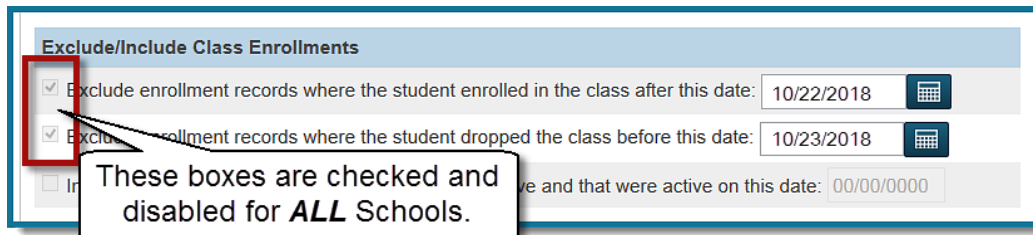3. Configure the **Permanently Store Grades** screen as follows:

## Which Grades

- Select the appropriate **Final Grade/Reporting Term** (**Q1** or **Q3**) from the drop-down menu.

- In the **Historical Store Code** window, the *Store Code* appears by default. *CHANGE* this field by entering the appropriate Store Code (**R1** or **R3**).



## Exclude/Include Class Enrollments (For District Schools, District Schools with Extended Day, or Charter Schools)

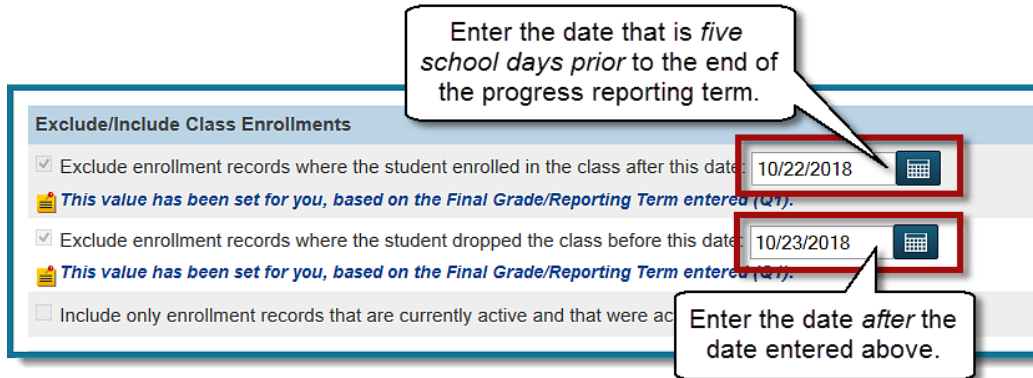- These boxes are checked by default and disabled for **All** schools:

## Exclude enrolled records where the student enrolled in the class after this date:

- Enter the date that is *five school days prior* to the end of the progress report term.

## Exclude enrolled records where the student dropped the class before this date:

- The date entered must be the *day after* the date entered above.

Enter the date that is *five school days prior* to the end of the progress reporting term.

**Exclude/Include Class Enrollments**

☑ Exclude enrollment records where the student enrolled in the class after this date: 10/22/2018 🗓

📋 *This value has been set for you, based on the Final Grade/Reporting Term entered (Q1).*
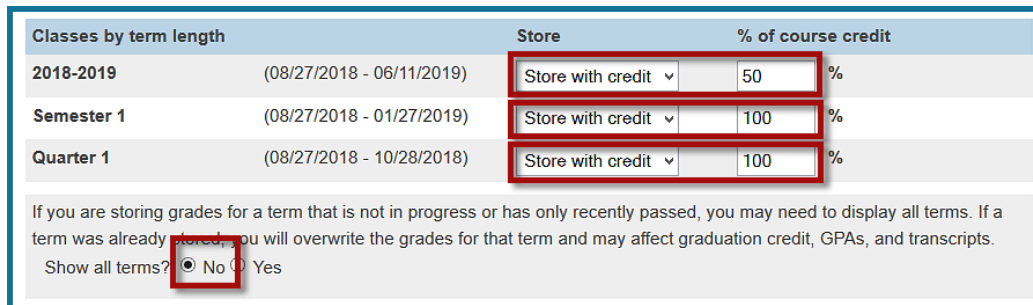
☑ Exclude enrollment records where the student dropped the class before this date: 10/23/2018 🗓

📋 *This value has been set for you, based on the Final Grade/Reporting Term entered (Q1).*

☐ Include only enrollment records that are currently active and that were ac...

Enter the date *after* the date entered above.

## Classes by term length

- *Full-year term (YYYY-YYYY)* - Select **Store with credit** from the **Store** drop-down menu. **50** will automatically be set in the **% of course credit** field.

- *Semester term* - Select **Store with credit** from the **Store** drop-down menu. **100** will automatically be set in the **% of course credit** field.

- *Quarter term* – Select **Store with credit** from the **Store** drop-down menu. **100** will automatically be set in the **% of course credit** field.

- *SCHOOLS WITH EXTENDED DAY* may see an **Extended Day** term - Select **Do not store** from the **Store** drop-down menu.

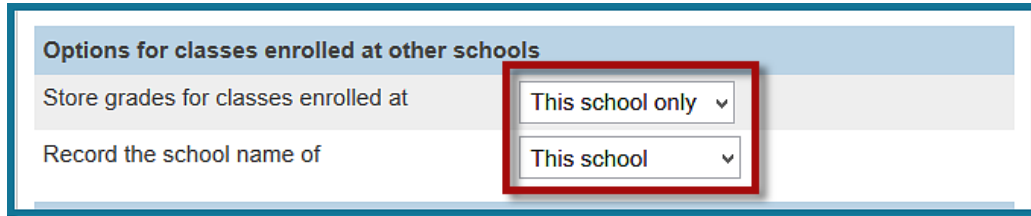- **Show all Terms?** Leave **No** as the default setting.

| Classes by term length | | Store | % of course credit |
|---|---|---|---|
| **2018-2019** | (08/27/2018 - 06/11/2019) | Store with credit ▾ | 50 % |
| **Semester 1** | (08/27/2018 - 01/27/2019) | Store with credit ▾ | 100 % |
| **Quarter 1** | (08/27/2018 - 10/28/2018) | Store with credit ▾ | 100 % |

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.
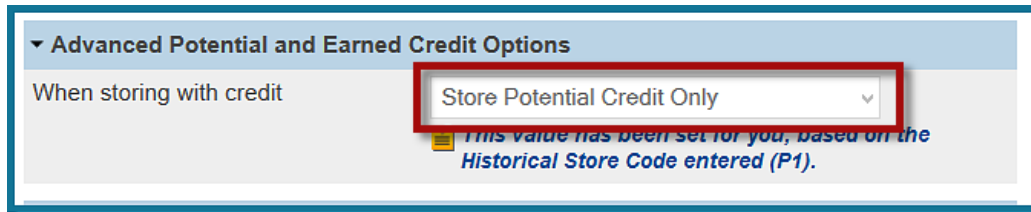
Show all terms? ● No ○ Yes

## Options for classes enrolled at other schools

- **Store grades for classes enrolled at:** Select **This school only** from the drop-down menu.

- **Record the school name of:** Select **This school** from the drop-down menu.

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

## ▼ Advanced Potential and Earned Credit Option expand if it isn't already expanded.

- **When Storing with credit** is automatically set to **Store Potential Credit Only** and disabled. This setting is based on the Historical Store Code (**P1, P2, P3, P4** and **R1, R3**).

| ▼ Advanced Potential and Earned Credit Options | |
| --- | --- |
| When storing with credit | Store Potential Credit Only ⌄ |
| | *This value has been set for you, based on the Historical Store Code entered (P1).* |

## ▼ Repeated Course Grade Suppression expand if it isn't already expanded.

- **Apply Repeated Course Code Grade Suppression Policy Rules** is automatically checked and disabled.

**IMPORTANT PRINT THIS PAGE before clicking Submit!** IT will need to use this information to troubleshoot problems with grade storing.

| ▼ Repeated Course Grade Suppression | |
| --- | --- |
| ☑ Apply Repeated Course Grade Suppression Policy Rules | Submit |

This box is automatically checked and disabled.

PRINT this page
BEFORE clicking Submit!

After the **Permanently Stored Grades Progress** confirmation window opens, verify that the correct number of students have processed and you see **"Processing Stored Grades Complete!"**

**IMPORTANT!** Print this confirmation page for your records.

**RECOMMENDED!** Spot check **Historical Grades** for a few students.

# Storing Final Grades Overview

- **Final Grade term** dates are set by the District.

- **4 X 4 Hybrid High Schools**, final grade reporting terms are identified by the following Reporting Terms/Store Codes: **Q1, Q2, S1, Q3, Q4 and S2.**

  Store Codes **F1** and **F2** are also used to combine Quarter (Q2 or Q4) and Semester (S1 or S2) grades in order to calculate GPA for athletic and other eligibility.

- **ALL High Schools** - Final **Semester (S2)** and **Quarter (Q4)** grades *must be stored early* for all senior students in order to determine student eligibility to participate in end-of-year senior activities and to meet graduate state reporting deadlines. Storing these grades earlier will allow Term GPAs to be calculated for eligibility.

- After teachers review and finalize student grades, grades can be stored for the specific grade term. When grades are stored, each student's final grade information is copied from the teacher's Gradebook and made a part of the student's historical grade record.

  Think of storing grades as taking a snapshot of current grades in the teacher's Gradebook at a specific point in time.

**IMPORTANT THINGS TO REMEMBER!**

- **Current year grades must *ALWAYS* be stored from the teacher's Gradebook**.
  *This process is typically performed by the Site Tech/Power User.*

- **Current year grades are *NEVER* manually added or updated in Historical Grades** *UNLESS* the grades are coming from out of district, from Extended Day schools that opt out of the storing process, or summer grades that did not get stored during the summer grade storing process, and have been confirmed in the summer database.
  *This process is typically performed by the Registrar.*

- **If a student drops from your school anytime within the grade storing cut-off dates and *leaves SDUSD***, their grades will be stored along with all of the other students during the Permanently Store Grades process.

- **If a student drops from your school within the grade storing cut-off dates and *enrolls in another SDUSD school***, your school is responsible for storing the student's *grades BEFORE the student is dropped from your school*. These grades *MUST NOT* be manually entered into Historical Grades.

- **If a student drops from your school close to the *Final term end*, but prior to the grade storing cut-off dates**, and **leaves SDUSD**; you must store their grades *BEFORE* the student is dropped *from your school.*
  This is especially important for students who will be enrolling in the next term at their new school.
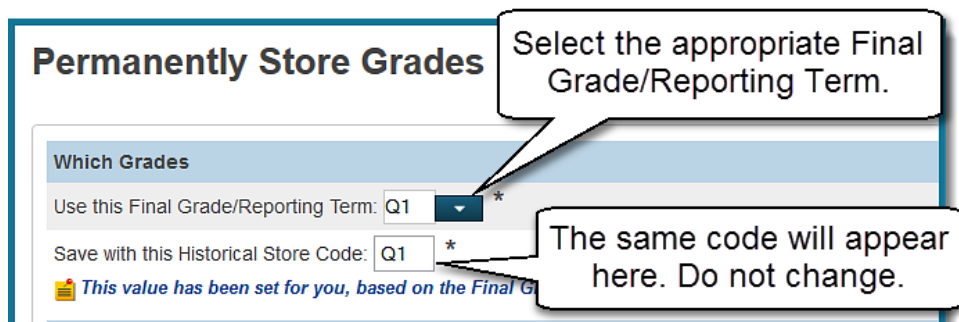
# Storing Quarter Grades

## Storing Quarter (Q1, Q2, Q3) Grades for ALL Students

**IMPORTANT!** In order to include students who drop from your school anytime within the grade storing cut-off dates and leave SDUSD, *DO NOT select ALL students on the Start Page.* Selecting ALL students will only capture "Active" students.

1. From the **Start Page,** under Setup, click **System.**

2. On the **System Administrator** page, under the Grades heading, select **Permanently Store Grades.**

3. Configure the **Permanently Store Grades** screen as follows:

### Which Grades

- Choose the appropriate reporting period (**Q1**, **Q2**, **Q3**) from the **Final Grade/Reporting Term** drop-down menu

- In the **Historical Store Code** window, the *Store Code* appears by default. Do not change.



### Exclude/Include Class Enrollments (For District Schools, District Schools with Extended Day, or Charter Schools)

- These boxes are checked by default and disabled for **All** schools:

## Exclude enrolled records where the student enrolled in the class after this date:

- *FOR DISTRICT SCHOOLS* - The date is automatically set by default to *five school days prior* to the end of the grade period (per district policy), and disabled.

- *FOR DISTRICT SCHOOLS WITH EXTENDED DAY* - The date is automatically set by default to *five school days prior* to the end of the grade period. Schools have the option to change this date.

- *FOR CHARTER SCHOOLS* - The date field must be entered by school site.

## Exclude enrolled records where the student dropped the class before this date:

- The date entered must be the *day after* the date entered above.



> Enter the date that is *five school days* prior to the end of the Quarter term.

**Exclude/Include Class Enrollments**

☑ Exclude enrollment records where the student enrolled in the class after this date | 10/22/2018 | 📅
📒 *This value has been set for you, based on the Final Grade/Reporting Term entered (Q1).*

☑ Exclude enrollment records where the student dropped the class before this date | 10/23/2018 | 📅
📒 *This value has been set for you, based on the Final Grade/Reporting Term entered (Q1)*

☐ Include only enrollment records that are currently active and [ ] /0000

> Enter the date *after* the date entered above.

## <u>Classes by term length</u> Use only the Semester term

- *Quarter term* - Select **Store with credit** from the **Store** drop-down menu: **100** will automatically be set in the **% of course credit** field.

- **Show all Terms?** Leave **No** as the default setting.

| Classes by term length | | Store | % of course credit |
|---|---|---|---|
| **2018-2019** | (08/27/2018 - 06/11/2019) | Do not store ⌄ | % |
| **Semester 1** | (08/27/2018 - 01/27/2019) | Do not store ⌄ | % |
| **Quarter 1** | (08/27/2018 - 10/28/2018) | Store with credit ⌄ | 100 % |

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

## Options for classes enrolled at other schools

- **Store grades for classes enrolled at:** Select **This school only**.

- **Record the school name of:** Select **This school**.



## ▼ Advanced Potential and Earned Credit Option expand, if it isn't already expanded.

- **When Storing with credit** is automatically set to **Store Potential and Earned Credit** and disabled. This setting is based on the Historical Store Code **Q1 (Q2, Q3, Q4)**.



## ▼ Repeated Course Grade Suppression expand if it isn't already expanded.

- **Apply Repeated Course Code Grade Suppression Policy Rules** is automatically checked and disabled.

**IMPORTANT PRINT THIS PAGE before clicking Submit!** IT will need to use this information to troubleshoot problems with grade storing.



After the **Permanently Stored Grades Progress** confirmation window opens, verify that the correct number of students have processed and you see **"Processing Stored Grades Complete!"**

**IMPORTANT!** Print this page for your records.
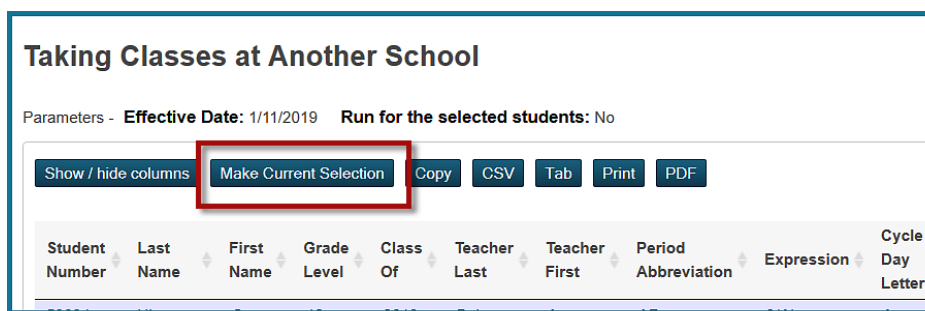
**RECOMMENDED!** Spot check historical grades for a few students.

# Storing Semester (S1) Grades

## Storing Semester (S1) Grades for Students Taking Classes at Another School

Identify *students taking classes at another school* and make these students the **Current Student Selection**:

1. On the **Start Page**, under Reports, click **System Reports**.

2. From the **Reports page**, select the **sqlReports 4 tab**.

3. Expand the **Scheduling** heading, select **Taking Classes at Another School**.

4. Set the **Effective Date** to the date that is *ten school days prior* to the end of the grade period.

5. **Run for the selected students**: Select **No**.

6. Click **Submit**.

7. Once the **Taking Classes at Another School** report opens, click **Make Current Selection**.



On the **Group Functions** page, these students become the **Current Student Selection**.

8. On the left main menu, under Setup, click **System**.

9. On the **System Administrator** page, select **Permanently Store Grades**.

10. Configure the **Permanently Store Grades** page as follows:

## Which Grades

- Choose **S1** from the **Final Grade/Reporting Term** drop-down menu.

- In the **Historical Store Code** window, the same *Store Code* appears by default. Do not change.



## Exclude/Include Class Enrollments (For District Schools, District Schools with Extended Day, or Charter Schools)

- These boxes are checked by default and disabled for **All** schools:

## Exclude enrolled records where the student enrolled in the class after this date:

- *FOR DISTRICT SCHOOLS* - The date is automatically set by default to **ten school days prior** to the end of the grade period (per district policy), and disabled.

- *FOR DISTRICT SCHOOLS WITH EXTENDED DAY* - The date is automatically set by default to **five school days prior** to the end of the grade period. Schools have the option to change this date.

- *FOR CHARTER SCHOOLS* - The date field must be entered by school site.

## Exclude enrolled records where the student dropped the class before this date:

- The date entered must be the **day after** the date entered above.

**Exclude/Include Class Enrollments**

☑ Exclude enrollment records where the student enrolled in the class after this date: 01/11/2019 📅
📝 *This value has been set for you, based on the Final Grade/Reporting Term and Historical Store Code entered (S1).*

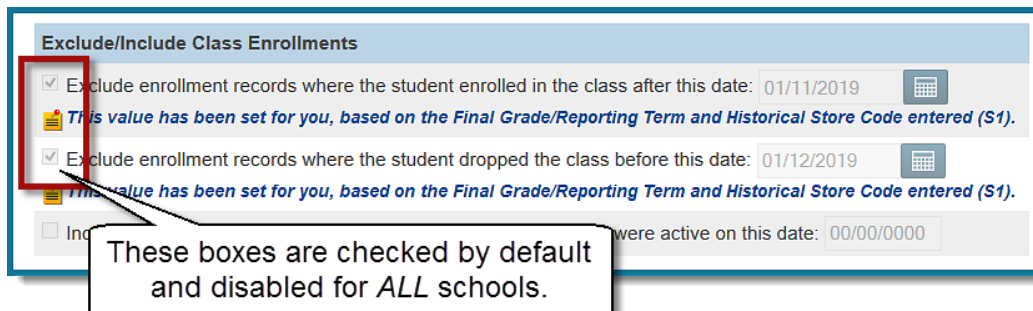☑ Exclude enrollment records where the student dropped the class before this date: 01/12/2019 📅
📝 *This value has been set for you, based on the Final Grade/Reporting Term and Historical Store Code entered (S1).*

☐ Include only enrollment records that are currently active and that were active on this date: 00/00/0000

## ▼ Additional Filter Options

- Expand this section and check **Store grades for the currently selected (xx) students only**.

**▼ Additional Filter Options**

☑ Store grades for currently selected (137) students only
📝 *To identify and select students taking classes at another school, click here to run the Taking Classes at Another School report.*

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

Student Grade Level ☐ 9 ☐ 10 ☐ 11 ☐ 12

## Classes by term length

- *Semester term* - Select **Store with credit** from the **Store** drop-down menu:
  **100** will automatically be set in the **% of course credit** field.

- **Show all Terms?** Leave **No** as the default setting.

| Classes by term length | | Store | % of course credit |
|---|---|---|---|
| **2018-2019** | (08/27/2018 - 06/11/2019) | Do not store ⌄ | % |
| **Semester 1** | (08/27/2018 - 01/27/2019) | Store with credit ⌄ | 100 % |
| **Quarter 1** | (08/27/2018 - 10/28/2018) | Do not store ⌄ | % |

## Options for classes enrolled at other schools

- **Store grades for classes enrolled at:** Select **All Schools**.

- **Record the school name of:** Select **The other school**.

| Options for classes enrolled at other schools | |
|---|---|
| Store grades for classes enrolled at | All schools ⌄ |
| Record the school name of | The other school ⌄ |

## ▼ Advanced Potential and Earned Credit Option expand, if it isn't already expanded.

- **When Storing with credit** is automatically set to **Store Potential and Earned Credit** and disabled. This setting is based on the Historical Store Code **(S1** or **S2).**

| ▼ Advanced Potential and Earned Credit Options | |
|---|---|
| When storing with credit | Store both Potential and Earned Credit ⌄ |
| | *This value has been set for you, based on the Historical Store Code entered (S1).* |

### ▾ Repeated Course Grade Suppression expand if it isn't already expanded.

- **Apply Repeated Course Code Grade Suppression Policy Rules** is automatically checked and disabled.

**IMPORTANT PRINT THIS PAGE before clicking Submit!** IT will need to use this information to troubleshoot problems with grade storing.



After the **Permanently Stored Grades Progress** confirmation window opens, verify that the correct number of students have processed and you see **"Processing Stored Grades Complete!"**

**IMPORTANT!** Print this page for your records.

**RECOMMENDED!** Spot check historical grades for a few students.
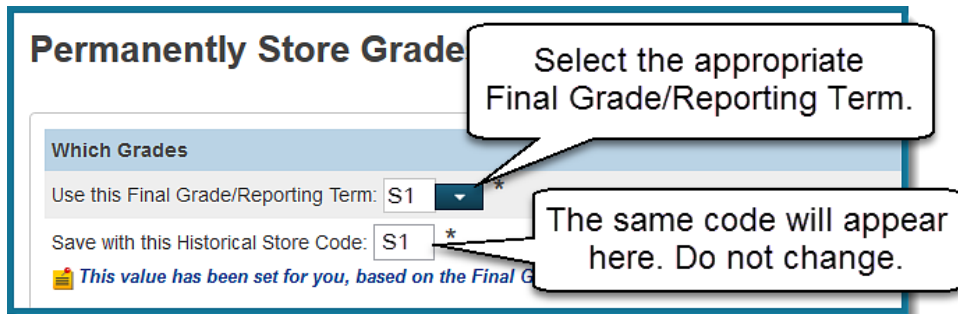
# Storing Semester (S1) Grades for ALL Students

**IMPORTANT!** In order to include students who drop from your school anytime within the grade storing cut-off dates and leave SDUSD, **DO NOT** select **ALL** students on the Start Page. Selecting ALL students will only capture "Active" students.

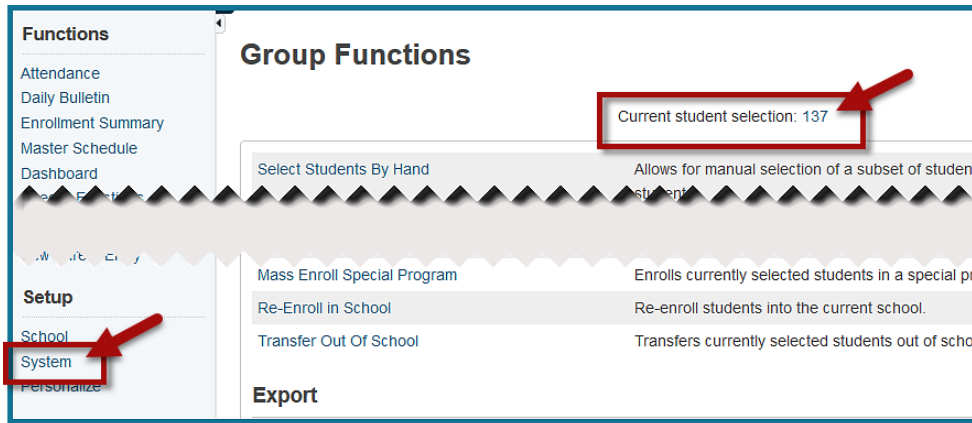1. From the **Start Page**, under Setup, click **System**.

2. On the **System Administrator** page, under the Grades heading, select **Permanently Store Grades**.

3. Configure the **Permanently Store Grades** screen as follows:

## Which Grades

- Choose **S1** from the **Final Grade/Reporting Term** drop-down menu.

- In the **Historical Store Code** window, the same *Store Code* appears by default. Do not change.



## Exclude/Include Class Enrollments (For District Schools, District Schools with Extended Day, or Charter Schools)

- These boxes are checked by default and disabled for **All** schools:

## Exclude enrolled records where the student enrolled in the class after this date:

- *FOR DISTRICT SCHOOLS* - The date is automatically set by default to *ten schools days prior* to the end of the grade period (per district policy), and disabled.
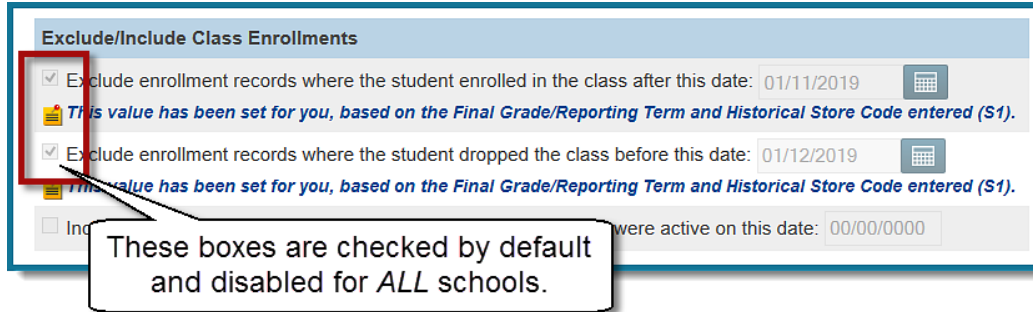
- *FOR DISTRICT SCHOOLS WITH EXTENDED DAY* - The date is automatically set by default to *five school days prior* to the end of the grade period. Schools have the option to change this date.

- *FOR CHARTER SCHOOLS* - The date field must be entered by school site.

## Exclude enrolled records where the student dropped the class before this date:

- The date entered must be the *day after* the date entered above.



## Classes by term length

- *Full-year term (YYYY-YYYY)* - Select **Store with credit** from the **Store** drop-down menu: **50** will automatically be set in the **% of course credit** field.

- *Semester term* - Select **Store with credit** from the **Store** drop-down menu: **100** will automatically be set in the **% of course credit** field.

- *Quarter term* – Select **Do not store** from the **Store** drop-down menu.

- *SCHOOLS WITH EXTENDED DAY* may see an **Extended Day** term - Select **Do not store** from the **Store** drop-down menu.

- **Show all Terms?** Leave **No** as the default setting.

## Options for classes enrolled at other schools

- **Store grades for classes enrolled at:** Select **This school only**.

- **Record the school name of:** Select **This school**.



## ▼ Advanced Potential and Earned Credit Option expand, if it isn't already expanded.

- **When Storing with credit** is automatically set to **Store Potential and Earned Credit** and disabled. This setting is based on the Historical Store Code **(S1** or **S2)**.



## ▼ Repeated Course Grade Suppression expand if it isn't already expanded.

- **Apply Repeated Course Code Grade Suppression Policy Rules** is automatically checked and disabled.

**IMPORTANT PRINT THIS PAGE before clicking Submit!** IT will need to use this information to troubleshoot problems with grade storing.



After the **Permanently Stored Grades Progress** confirmation window opens, verify that the correct number of students have processed and you see **"Processing Stored Grades Complete!"**

**IMPORTANT!** Print this page for your records.

**RECOMMENDED!** Spot check historical grades for a few students

# Combining Q2 and S1 Grades into Store Code F1 for End Term GPA

After verifying that the Semester (**S1**) and Quarter (**Q2**) grades have stored successfully, these grades are stored *again*, using the **F1** Store Code. This will enable a *Semester End* term GPA to be calculated that will include *both the **Semester** and **Quarter** Grades.*

The store process order will look like this:

> Store **S1** into **F1** for **Students Taking Classes at Another School**
>
> Store **S1** into **F1** for **ALL Students**
>
> Store **Q2** into **F1** for **ALL Students**

## Storing S1 into F1 for Students Taking Classes at Another School

Identify and make these students the **Current Student Selection**:

1. On the **Start Page**, under Reports, click **System Reports**.

2. From the **Reports page**, select the **sqlReports 4 tab**.

3. Expand the **Scheduling** heading, select **Taking Classes at Another School**.

4. Set the **Effective Date** to the date that is *ten school days prior* to the end of the grade period.

5. **Run for the selected students**: Select **No**.

6. Click **Submit**.

7. Once the **Taking Classes at Another School** report opens, click **Make Current Selection**.

On the **Group Functions** page, these students become the **Current Student Selection**.

8. On the left main menu, under Setup, click **System**.



9. On the **System Administrator** page, select **Permanently Store Grades.**

10. Configure the **Permanently Store Grades** as follows:

## Which Grades

- Select the appropriate **Final Grade/Reporting Term S1** from the drop-down menu.

- In the **Historical Store Code** window, the *Store Code* appears by default. *CHANGE* this field by entering the appropriate Store Code **F1**.

## Exclude/Include Class Enrollments (For District Schools, District Schools with Extended Day, or Charter Schools)

- These boxes are checked by default and disabled for **All** schools:



These boxes are checked by default and disabled for *ALL* schools.

## Exclude enrolled records where the student enrolled in the class after this date:

- *FOR DISTRICT SCHOOLS* - The date is automatically set by default to *ten schools days prior* to the end of the grade period (per district policy), and disabled.

- *FOR DISTRICT SCHOOLS WITH EXTENDED DAY* - The date is automatically set by default to *five school days prior* to the end of the grade period. Schools have the option to change this date.

- *FOR CHARTER SCHOOLS* - The date field must be entered by school site.

## Exclude enrolled records where the student dropped the class before this date:

- The date entered must be the *day after* the date entered above.

## ▾ Additional Filter Options

- Expand this section and check **Store grades for the currently selected (xx) students only**.



## Classes by term length

- *Semester term* - Select **Store with credit** from the **Store** drop-down menu:
  **100** will automatically be set in the **% of course credit** field.

- **Show all Terms?** Leave **No** as the default setting.



## Options for classes enrolled at other schools

- **Store grades for classes enrolled at:** Select **All Schools**.

- **Record the school name of:** Select **The other school**.

## ▼ Advanced Potential and Earned Credit Option expand, if it isn't already expanded.

- **When Storing with credit** is automatically set to **Store Potential Credit Only** and disabled. This setting is based on the Historical Store Code **(F1** or **F2)**.



## ▼ Repeated Course Grade Suppression expand if it isn't already expanded.

- **Apply Repeated Course Code Grade Suppression Policy Rules** is automatically checked and disabled.

**IMPORTANT PRINT THIS PAGE before clicking Submit!** IT will need to use this information to troubleshoot problems with grade storing.



After the **Permanently Stored Grades Progress** confirmation window opens, verify that the correct number of students have processed and you see **"Processing Stored Grades Complete!"**

**IMPORTANT!** Print this page for your records.

**RECOMMENDED!** Spot check historical grades for a few students

# Storing S1 into F1 for ALL Students

**IMPORTANT!** In order to include students who drop from your school anytime within the grade storing cut-off dates and leave SDUSD, *DO NOT* select *ALL* students on the Start Page. Selecting ALL students will only capture "Active" students.

1.  From the **Start Page,** under Setup, click **System.**

2.  On the **System Administrator** page, under the Grades heading, select **Permanently Store Grades.**

3.  Configure the **Permanently Store Grades** screen as follows:

## Which Grades

*   Select the appropriate **Final Grade/Reporting Term S1** from the drop-down menu.

*   In the **Historical Store Code** window, the *Store Code* appears by default. *CHANGE* this field by entering the appropriate Store Code **F1.**



## Exclude/Include Class Enrollments (For District Schools, District Schools with Extended Day, or Charter Schools)

*   These boxes are checked by default and disabled for **All** schools:

## Exclude enrolled records where the student enrolled in the class after this date:

- *FOR DISTRICT SCHOOLS* - The date is automatically set by default to *ten schools days prior* to the end of the grade period (per district policy), and disabled.

- *FOR DISTRICT SCHOOLS WITH EXTENDED DAY* - The date is automatically set by default to *five school days prior* to the end of the grade period. Schools have the option to change this date.

- *FOR CHARTER SCHOOLS* - The date field must be entered by school site.

## Exclude enrolled records where the student dropped the class before this date:

- The date entered must be the *day after* the date entered above.



## Classes by term length

- *Full-year term (YYYY-YYYY)* - Select **Store with credit** from the **Store** drop-down menu: **50** will automatically be set in the **% of course credit** field.

- *Semester term* - Select **Store with credit** from the **Store** drop-down menu: **100** will automatically be set in the **% of course credit** field.

- *Quarter term* – Select **Do not store** from the **Store** drop-down menu.

- *SCHOOLS WITH EXTENDED DAY* may see an **Extended Day** term - Select **Do not store** from the **Store** drop-down menu.

- **Show all Terms?** Leave **No** as the default setting.

## Options for classes enrolled at other schools

- **Store grades for classes enrolled at:** Select **This school only**.

- **Record the school name of:** Select **This school**.



## ▼ Advanced Potential and Earned Credit Option expand, if it isn't already expanded.

- **When Storing with credit** is automatically set to **Store Potential Credit Only** and disabled. This setting is based on the Historical Store Code **(F1** or **F2)**.



## ▼ Repeated Course Grade Suppression expand if it isn't already expanded.

- **Apply Repeated Course Code Grade Suppression Policy Rules** is automatically checked and disabled.

**IMPORTANT PRINT THIS PAGE before clicking Submit!** IT will need to use this information to troubleshoot problems with grade storing.



After the **Permanently Stored Grades Progress** confirmation window opens, verify that the correct number of students have processed and you see **"Processing Stored Grades Complete!"**

**IMPORTANT!** Print this page for your records.

**RECOMMENDED!** Spot check historical grades for a few students.

# Storing Q2 into F1 for ALL Students

**IMPORTANT!** In order to include students who drop from your school anytime within the grade storing cut-off dates and leave SDUSD, *DO NOT select **ALL** students on the Start Page.* Selecting ALL students will only capture "Active" students.

1. From the **Start Page,** under Setup, click **System.**

2. On the **System Administrator** page, under the Grades heading, select **Permanently Store Grades.**

3. Configure the **Permanently Store Grades** screen as follows:

## Which Grades

- Select the appropriate **Final Grade/Reporting Term Q2** from the drop-down menu.

- In the **Historical Store Code** window, the *Store Code* appears by default. *CHANGE* this field by entering the appropriate Store Code **F1**.



## Exclude/Include Class Enrollments (For District Schools, District Schools with Extended Day, or Charter Schools)

- These boxes are checked by default and disabled for **All** schools:

## Exclude enrolled records where the student enrolled in the class after this date:

- *FOR DISTRICT SCHOOLS* - The date is automatically set by default to *ten schools days prior* to the end of the grade period (per district policy), and disabled.

- *FOR DISTRICT SCHOOLS WITH EXTENDED DAY* - The date is automatically set by default to *five school days prior* to the end of the grade period. Schools have the option to change this date.

- *FOR CHARTER SCHOOLS* - The date field must be entered by school site.

## Exclude enrolled records where the student dropped the class before this date:

- The date entered must be the *day after* the date entered above.

**Exclude/Include Class Enrollments**

☑ Exclude enrollment records where the student enrolled in the class after this date: `01/18/2019` 🗐
📋 *This value has been set for you, based on the Final Grade/Reporting Term entered (Q2).*

☑ Exclude enrollment records where the student dropped the class before this date: `01/19/2019` 🗐
📋 *This value has been set for you, based on the Final Grade/Reporting Term entered (Q2).*

☐ Include only enrollment records that are currently active and that were active on this date: `00/00/0000`

## Classes by term length - Use only the Semester term

- *Quarter term* - Select **Store with credit** from the **Store** drop-down menu: **100** will automatically be set in the **% of course credit** field.

- **Show all Terms?** Leave **No** as the default setting.

| Classes by term length | | Store | % of course credit |
|---|---|---|---|
| **2018-2019** | (08/27/2018 - 06/11/2019) | Do not store | % |
| **Semester 1** | (08/27/2018 - 01/27/2019) | Do not store | % |
| **Quarter 2** | (08/27/2018 - 01/27/2019) | Store with credit | 100 % |

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

## Options for classes enrolled at other schools

- **Store grades for classes enrolled at:** Select **This school only**.

- **Record the school name of:** Select **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 |

## ▼ Advanced Potential and Earned Credit Option expand, if it isn't already expanded.

- **When Storing with credit** is automatically set to **Store Potential Credit Only** and disabled. This setting is based on the Historical Store Code **(F1** or **F2)**.

| ▼ Advanced Potential and Earned Credit Options | |
| --- | --- |
| When storing with credit | Store Potential Credit Only |
| | *This value has been set for you, based on the Historical Store Code entered (F1).* |

## ▼ Repeated Course Grade Suppression expand if it isn't already expanded.

- **Apply Repeated Course Code Grade Suppression Policy Rules** is automatically checked and disabled.

**IMPORTANT PRINT THIS PAGE before clicking Submit!** IT will need to use this information to troubleshoot problems with grade storing.

| ▼ Repeated Course Grade Suppression | |
| --- | --- |
| ☑ Apply Repeated Course Grade Suppression Policy Rules | |
| | Submit |

This box is automatically checked and disabled.

PRINT this page BEFORE clicking Submit!

After the **Permanently Stored Grades Progress** confirmation window opens, verify that the correct number of students have processed and you see **"Processing Stored Grades Complete!"**

**IMPORTANT!** Print this page for your records.

**RECOMMENDED!** Spot check historical grades for a few students.

# Storing Final Grades for High School Seniors

Final grades are stored early for seniors in order to determine a student's eligibility to participate in end-of-year senior activities and to meet graduate state reporting deadlines. Storing these grades earlier will allow Term GPAs to be calculated for eligibility.

**IMPORTANT!** For teachers with *both* seniors and underclassmen in their sections, advise them ***not*** to check the **Final Grades Complete** box (see page 168, **Final Grades Completion**). This will allow grades to be stored later for Underclassmen without having to uncheck the box, recalculate scores and reapply the checkmark.

Run the **Missing Grades Report** (see page 28, **Missing Grades Report**). Use the *same cutoff dates* that will be used to store the grades. Follow up with teachers to enter missing Academic and Citizenship Grades.

Sort the **Missing Grades Reports** by grade level to easily view seniors who are missing Academic and Citizenship grades, or copy and paste into excel and then *filter on grade 12*.

Store grades in the following order:

Store **S2** to **S2** for **Seniors Taking Classes at Another School**

Store **S2** to **F2** for **Seniors Taking Classes at Another School**

Store **S2** to **S2** for **ALL Seniors**

Store **S2** to **F2** for **ALL Seniors**

Store **Q4** to **Q4** for **ALL Seniors**

Store **Q4** to **F2** for **ALL Seniors**

# Storing Semester (S2) Grades for Seniors Taking Classes at Another School

This process will take two passes:

**Pass 1:** Store **S2** to **S2**

**Pass 2:** Store **S2** to **F2**

Identify and make these students the **Current Student Selection**:

1. On the **Start Page**, under Reports, click **System Reports.**

2. From the **Reports** page, select the **sqlReports 4** tab.

3. Under **Scheduling**, select **Taking Classes at Another School**.

4. Set the **Effective Date** to the date that is *ten school days prior* to the end of the grade period.

5. **Run for the selected students**: Select **No**.

6. Click **Submit**.

7. Once the **Taking Classes at Another School** report opens, click **CSV** and save the report to the desktop.

8. Find the report on the desktop and open. Apply filters to the column headings, then filter on seniors (12th grade).



9. After the seniors have been filtered, copy the **student numbers.**

10. Return to the **Start Page**, click on **Multi Select** and paste the student numbers in the text window. Click **Search**. The seniors become the **Current Student Selection**.



11. On the left main menu, under Setup, click **System**.

12. On the **System Administrator** page, select **Permanently Store Grades.**

13. Configure the **Permanently Store Grades** screen as follows:

## Which Grades

- Choose **S2** from the **Final Grade/Reporting Term** drop-down menu.

- In the **Historical Store Code** window, the same *Store Code* appears by default.
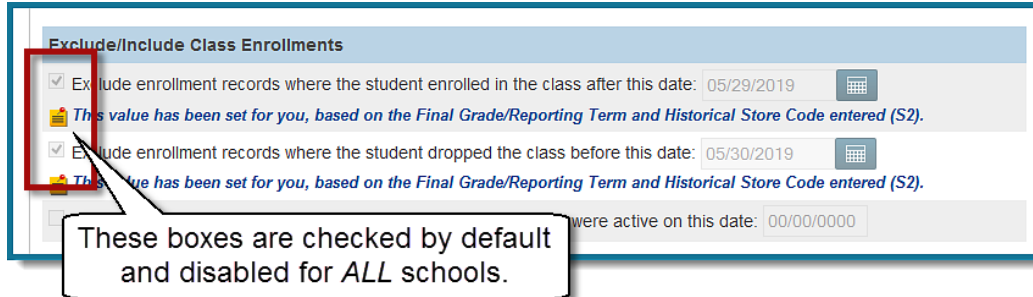
  **Pass 1:** Enter **S2**

  **Pass 2:** Enter **F2**



## Exclude/Include Class Enrollments (For District Schools, District Schools with Extended Day, or Charter Schools)

- These boxes are checked by default and disabled for **All** schools:

## Exclude enrolled records where the student enrolled in the class after this date:

- *FOR DISTRICT SCHOOLS* - The date is automatically set by default to *ten school days prior* to the end of the grade period (per district policy), and disabled.

- *FOR DISTRICT SCHOOLS WITH EXTENDED DAY* - The date is automatically set by default to *five school days prior* to the end of the grade period. Schools have the option to change this date.

- *FOR CHARTER SCHOOLS* - The date field must be entered by school site.

## Exclude enrolled records where the student dropped the class before this date:

- The date entered must be the *day after* the date entered above.



## ▼ Additional Filter Options

- Expand this section and check **Store grades for the currently selected (xx) students only**.

## Classes by term length - Use only the Semester term

- Next to the *Semester term*, select **Store with credit** from the **Store** drop-down menu: **100** will automatically be set in the **% of course credit** field.

- **Show all Terms?** Leave **No** as the default setting.



| Classes by term length | | Store | % of course credit |
|---|---|---|---|
| 2018-2019 | (08/27/2018 - 06/11/2019) | Do not store | % |
| Semester 2 | (01/28/2019 - 06/11/2019) | Store with credit | 100 |
| Quarter 4 | (04/08/2019 - 06/11/2019) | 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

## Options for classes enrolled at other schools

- **Store grades for classes enrolled at:** Select **All Schools** from the drop-down menu.

- **Record the school name of:** Select **The other school** from the drop-down menu.



| Options for classes enrolled at other schools | |
|---|---|
| Store grades for classes enrolled at | All schools |
| Record the school name of | The other school |

## ▼ Advanced Potential and Earned Credit Option expand, if it isn't already expanded.

**Pass 1:**

- **When Storing with credit** is automatically set to **Store Potential and Earned Credit** and disabled. This setting is based on the Historical Store Code **S2**.



| ▼ Advanced Potential and Earned Credit Options | |
|---|---|
| When storing with credit | Store both Potential and Earned Credit |

This value has been set for you, based on the Historical Store Code entered (S2).

**Pass2:**

- **When Storing with credit** is automatically set to **Store Potential Credit Only** and disabled. This setting is based on the Historical Store Code **F2**.



▼ **Repeated Course Grade Suppression** expand if it isn't already expanded.

- **Apply Repeated Course Code Grade Suppression Policy Rules** is automatically checked and disabled.

IMPORTANT PRINT THIS PAGE before clicking Submit! IT will need to use this information to troubleshoot problems with grade storing.



After the **Permanently Stored Grades Progress** confirmation window opens, verify that the correct number of students have processed and you see **"Processing Stored Grades Complete!"**

IMPORTANT! Print this page for your records.

RECOMMENDED! Spot check historical grades for a few students.

14. Repeat this process using Store Code **F2**.

# Storing Semester (S2) Grades for ALL Seniors

This process will take two passes:

**Pass 1:** Store **S2** to **S2**

**Pass 2:** Store **S2** to **F2**

**IMPORTANT!** In order to include students who drop from your school anytime within the grade storing cut-off dates and leave SDUSD, **DO NOT** select **ALL** students on the Start Page. Selecting ALL students will only capture "Active" students.

1. From the **Start Page,** under Setup, click **System.**

2. On the **System Administrator** page, under the Grades heading, select **Permanently Store Grades.**

3. Configure the **Permanently Store Grades** screen as follows:

## Which Grades

- Choose **S2** from the **Final Grade/Reporting Term** drop-down menu.

- In the **Historical Store Code** window, the same *Store Code* appears by default.

   **Pass 1:** Enter **S2**

   **Pass 2:** Enter **F2**

**Permanently Store Grades**

Select **S2** from the
Final Grade/Reporting Term menu.

**Which Grades**

Use this Final Grade/Reporting Term: S2
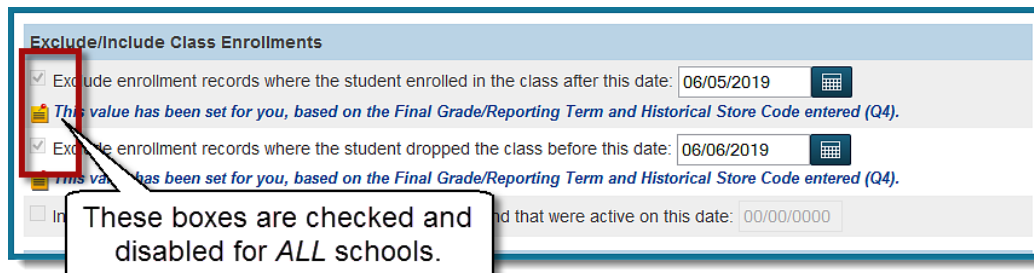
Save with this Historical Store Code: S2 *

This value has been set for you, based on the Fina... 2).

Pass 1: Enter **S2**
Pass 2: Enter **F2**

## Exclude/Include Class Enrollments (For District Schools, District Schools with Extended Day, or Charter Schools)

- These boxes are checked by default and disabled for **All** schools:



These boxes are checked by default and disabled for *ALL* schools.

## Exclude enrolled records where the student enrolled in the class after this date:

- *FOR DISTRICT SCHOOLS* - The date is automatically set by default to *ten schools days prior* to the end of the grade period (per district policy), and disabled.

- *FOR DISTRICT SCHOOLS WITH EXTENDED DAY* - The date is automatically set by default to *five school days prior* to the end of the grade period. Schools have the option to change this date.

- *FOR CHARTER SCHOOLS* - The date field must be entered by school site.

## Exclude enrolled records where the student dropped the class before this date:

- The date entered must be the *day after* the date entered above.

## ▼ Additional Filter Options

- Expand this section and in the **Student Grade Level** section, check grade level **12**.



## Classes by term length

- *Full-year term (YYYY-YYYY)* - Select **Store with credit** from the **Store** drop-down menu:
  **50** will automatically be set in the **% of course credit** field.

- *Semester term* - Select **Store with credit** from the **Store** drop-down menu:
  **100** will automatically be set in the **% of course credit** field.

- *Quarter term* – Select **Do not store** from the **Store** drop-down menu.

- *SCHOOLS WITH EXTENDED DAY* may see an **Extended Day** term - Select **Do not store** from the **Store** drop-down menu.

- **Show all Terms?** Leave **No** as the default setting.

## Options for classes enrolled at other schools

- **Store grades for classes enrolled at:** Select **This school only** from the drop-down menu.

- **Record the school name of:** Select **This school** from the drop-down menu.



## ▼ Advanced Potential and Earned Credit Option expand, if it isn't already expanded.

**Pass 1:**

- **When Storing with credit** is automatically set to **Store Potential and Earned Credit** and disabled. This setting is based on the Historical Store Code **S2**.



**Pass2:**

- **When Storing with credit** is automatically set to **Store Potential Credit Only** and disabled. This setting is based on the Historical Store Code **F2**.

▾ **Repeated Course Grade Suppression** expand if it isn't already expanded.

- **Apply Repeated Course Code Grade Suppression Policy Rules** is automatically checked and disabled.

**IMPORTANT PRINT THIS PAGE before clicking Submit!** IT will need to use this information to troubleshoot problems with grade storing.



After the **Permanently Stored Grades Progress** confirmation window opens, verify that the correct number of students have processed and you see **"Processing Stored Grades Complete!"**

**IMPORTANT!** Print this page for your records.

**RECOMMENDED!** Spot check historical grades for a few students.

4. Repeat this process using Store Code **F2**.

# Storing Final Quarter (Q4) Grades for ALL Seniors

This process will take two passes:

**Pass 1:** Store **Q4** to **Q4**

**Pass 2:** Store **Q4** to **F2**

**IMPORTANT!** In order to include students who drop from your school anytime within the grade storing cut-off dates and leave SDUSD, *DO NOT select **ALL** students on the Start Page.* Selecting ALL students will only capture "Active" students.

1. From the **Start Page,** under Setup, click **System.**

2. On the **System Administrator** page, under the Grades heading, select **Permanently Store Grades.**

3. Configure the **Permanently Store Grades** screen as follows:

## Which Grades

- Choose **Q4** from the **Final Grade/Reporting Term** drop-down menu.

- In the **Historical Store Code** window, the same *Store Code* appears by default.

  **Pass 1:** Enter **Q4**

  **Pass 2:** Enter **F2**



## Exclude/Include Class Enrollments (For District Schools, District Schools with Extended Day, or Charter Schools)

- These boxes are checked by default and disabled for **All** schools:

## Exclude enrolled records where the student enrolled in the class after this date:

- *FOR DISTRICT SCHOOLS* - The date is automatically set by default to *five schools days prior* to the end of the grade period (per district policy), and disabled.

- *FOR DISTRICT SCHOOLS WITH EXTENDED DAY* - The date is automatically set by default to *five school days prior* to the end of the grade period. Schools have the option to change this date.

- *FOR CHARTER SCHOOLS* - The date field must be entered by school site.

## Exclude enrolled records where the student dropped the class before this date:

- The date entered must be the *day after* the date entered above.



## ▼ Additional Filter Options

- Expand this section and in the **Student Grade Level** section, check grade level **12**.

## Classes by term length

- *Quarter term* - Select **Store with credit** from the **Store** drop-down menu:
  **100** will automatically be set in the **% of course credit** field.

- **Show all Terms?** Leave **No** as the default setting.

| Classes by term length | | Store | % of course credit |
|---|---|---|---|
| **2018-2019** | (08/27/2018 - 06/11/2019) | Do not store | % |
| **Semester 2** | (01/28/2019 - 06/11/2019) | Do not store | % |
| **Quarter 4** | (04/08/2019 - 06/11/2019) | Store with credit | 100 |

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

## Options for classes enrolled at other schools

- **Store grades for classes enrolled at:** Select **This school only** from the drop-down menu.

- **Record the school name of:** Select **This school** from the drop-down menu.

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

## ▼ Advanced Potential and Earned Credit Option expand, if it isn't already expanded.
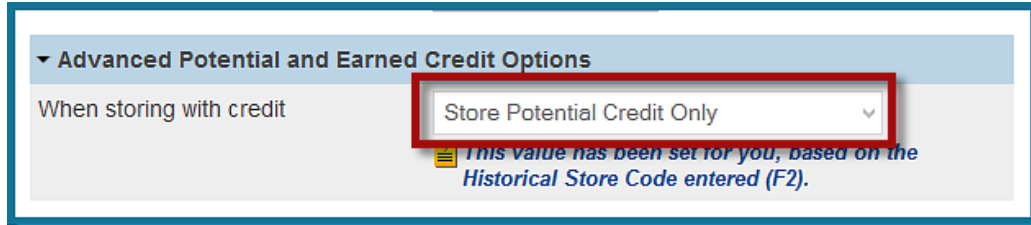
**Pass 1:**

- **When Storing with credit** is automatically set to **Store Potential and Earned Credit** and disabled. This setting is based on the Historical Store Code **S2**.

| ▼ Advanced Potential and Earned Credit Options | |
|---|---|
| When storing with credit | Store both Potential and Earned Credit |

📄 *This value has been set for you, based on the Historical Store Code entered (Q4).*

**Pass2:**

- **When Storing with credit** is automatically set to **Store Potential Credit Only** and disabled. This setting is based on the Historical Store Code **F2**.



▼ **Repeated Course Grade Suppression** expand if it isn't already expanded.

- **Apply Repeated Course Code Grade Suppression Policy Rules** is automatically checked and disabled.

IMPORTANT PRINT THIS PAGE before clicking Submit! IT will need to use this information to troubleshoot problems with grade storing.



After the **Permanently Stored Grades Progress** confirmation window opens, verify that the correct number of students have processed and you see **"Processing Stored Grades Complete!"**

IMPORTANT! Print this page for your records.

RECOMMENDED! Spot check historical grades for a few students.

4. Repeat this process using Store Code **F2**.

# Storing Final Grades for High School Underclassmen

**IMPORTANT!** For teachers with *both* seniors and underclassmen in their sections, if they previously checked the **Final Grades Complete** box (see page 168, **Final Grades Completion**). They must uncheck the box, recalculate scores and reapply the checkmark.

Run the **Missing Grades Report** (See page 28, **Missing Grades Report**). Use the *same cutoff dates* that will be used to store the grades. Follow up with teachers to enter missing Academic and Citizenship Grades.

**HINT!** Sort the Missing Grades Reports by grade level to easily view underclassmen who are missing Academic or Citizenship grades, or copy and paste into excel and *then filter on grades 9, 10, 11*.

Store grades in the following order:

Store **S2** to **S2** for **Underclassmen Taking Classes at Another School**

Store **S2** to **F2** for **Underclassmen Taking Classes at Another School**

Store **S2** to **S2** for **ALL Underclassmen**

Store **S2** to **F2** for **ALL Underclassmen**

Store **Q4** to **Q4** for **ALL Underclassmen**

Store **Q4** to **F2** for **ALL Underclassmen**

# Storing Semester (S2) Grades for Underclassmen Taking Classes at Another School

This process will take two passes:

> **Pass 1:** Store **S2** to **S2**

> **Pass 2:** Store **S2** to **F2**

Identify and make these students the **Current Student Selection**:

1. On the **Start Page**, under Reports, click **System Reports**.

2. From the **Reports page**, select the **sqlReports 4 tab**.

3. Under **Scheduling**, select **Taking Classes at Another School**.

4. Set the **Effective Date** to the date that is ***ten school days prior*** to the end of the grade period.

5. **Run for the selected students**: Select **No**.

6. Click **Submit**.

7. Once the **Taking Classes at Another School** report opens, click **CSV** and save the report to the desktop.

8. Find the report on the desktop and open. Apply filters to the column headings, then filter on underclassmen.



9. After the underclassmen have been filtered, copy the **student numbers**.

10. Return to the **Start Page**, click on **Multi Select** and paste the student numbers in the text window. Click **Search**. The underclassmen become the **Current Student Selection**.

11. On the left main menu, under Setup, click **System**.

12. On the **System Administrator** page, select **Permanently Store Grades.**

13. Configure the **Permanently Store Grades** screen as follows:

## Which Grades

- Choose the appropriate reporting period from the **Final Grade/Reporting Term** drop-down menu.

- In the **Historical Store Code** window, the same *Store Code* appears by default.

  **Pass 1:** Enter **S2**

  **Pass 2:** Enter **F2**



## Exclude/Include Class Enrollments (For District Schools, District Schools with Extended Day, or Charter Schools)

- These boxes are checked by default and disabled for **All** schools:

## Exclude enrolled records where the student enrolled in the class after this date:

- *FOR DISTRICT SCHOOLS* - The date is automatically set by default to **ten school days prior** to the end of the grade period (per district policy), and disabled.

- *FOR DISTRICT SCHOOLS WITH EXTENDED DAY* - The date is automatically set by default to **five school days prior** to the end of the grade period. Schools have the option to change this date.

- *FOR CHARTER SCHOOLS* - The date field must be entered by school site.

## Exclude enrolled records where the student dropped the class before this date:

- The date entered must be the ***day after*** the date entered above.



## ▼ Additional Filter Options

- Expand this section and check **Store grades for the currently selected (xx) students only**.

## Classes by term length Use only the Semester term

- Next to the *Semester term*, select **Store with credit** from the **Store** drop-down menu: **100** will automatically be set in the **% of course credit** field.

- **Show all Terms?** Leave **No** as the default setting.

| Classes by term length | | Store | % of course credit |
|---|---|---|---|
| 2018-2019 | (08/27/2018 - 06/11/2019) | Do not store | % |
| Semester 2 | (01/28/2019 - 06/11/2019) | Store with credit | 100 |
| Quarter 4 | (04/08/2019 - 06/11/2019) | 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

## Options for classes enrolled at other schools

- **Store grades for classes enrolled at:** Select **This school only** from the drop-down menu.

- **Record the school name of:** Select **This school** from the drop-down menu.

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

## ▼ Advanced Potential and Earned Credit Option expand, if it isn't already expanded.

**Pass 1:**

- **When Storing with credit** is automatically set to **Store Potential and Earned Credit** and disabled. This setting is based on the Historical Store Code **S2**.

| ▼ Advanced Potential and Earned Credit Options | |
|---|---|
| When storing with credit | Store both Potential and Earned Credit |

*This value has been set for you, based on the Historical Store Code entered (S2).*

**Pass2:**

- **When Storing with credit** is automatically set to **Store Potential Credit Only** and disabled. This setting is based on the Historical Store Code **F2**.



▼ **Repeated Course Grade Suppression** expand if it isn't already expanded.

- **Apply Repeated Course Code Grade Suppression Policy Rules** is automatically checked and disabled.

**IMPORTANT PRINT THIS PAGE before clicking Submit!** IT will need to use this information to troubleshoot problems with grade storing.



After the **Permanently Stored Grades Progress** confirmation window opens, verify that the correct number of students have processed and you see **"Processing Stored Grades Complete!"**

**IMPORTANT!** Print this page for your records.

**RECOMMENDED!** Spot check historical grades for a few students.

14. Repeat this process using Store Code **F2**.

# Storing Semester (S2) Grades for ALL Underclassmen

This process will take two passes:

**Pass 1:** Store **S2** to **S2**

**Pass 2:** Store **S2** to **F2**

**IMPORTANT!** In order to include students who drop from your school anytime within the grade storing cut-off dates and leave SDUSD, *DO NOT select ALL students on the Start Page.* Selecting ALL students will only capture "Active" students.

1. From the **Start Page,** under Setup, click **System.**

2. On the **System Administrator** page, under the Grades heading, select **Permanently Store Grades.**

3. Configure the **Permanently Store Grades** screen as follows:

## <u>Which Grades</u>

- Choose the appropriate reporting period from the **Final Grade/Reporting Term** drop-down menu

- In the **Historical Store Code** window, the same *Store Code* appears by default.

    **Pass 1:** Enter **S2**

    **Pass 2:** Enter **F2**

## Exclude/Include Class Enrollments (For District Schools, District Schools with Extended Day, or Charter Schools)
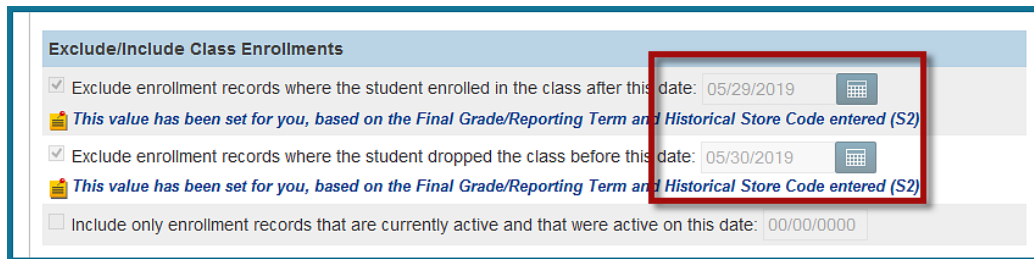
- These boxes are checked by default and disabled for **All** schools:



## Exclude enrolled records where the student enrolled in the class after this date:

- *FOR DISTRICT SCHOOLS* - The date is automatically set by default to *ten school days prior* to the end of the grade period (per district policy), and disabled.

- *FOR DISTRICT SCHOOLS WITH EXTENDED DAY* - The date is automatically set by default to *five school days prior* to the end of the grade period. Schools have the option to change this date.

- *FOR CHARTER SCHOOLS* - The date field must be entered by school site.

## Exclude enrolled records where the student dropped the class before this date:

- The date entered must be the day *after* the date entered above.

## ▼ Additional Filter Options

- Expand this section and in the **Student Grade Level** section, check grade levels **9, 10, 11**.



## Classes by term length

- *Full-year term (YYYY-YYYY)* - Select **Store with credit** from the **Store** drop-down menu: **50** will automatically be set in the **% of course credit** field.

- *Semester term* - Select **Store with credit** from the **Store** drop-down menu: **100** will automatically be set in the **% of course credit** field.

- *Quarter term* – Select **Do not store** from the **Store** drop-down menu.

- *SCHOOLS WITH EXTENDED DAY* may see an **Extended Day** term - Select **Do not store** from the **Store** drop-down menu.

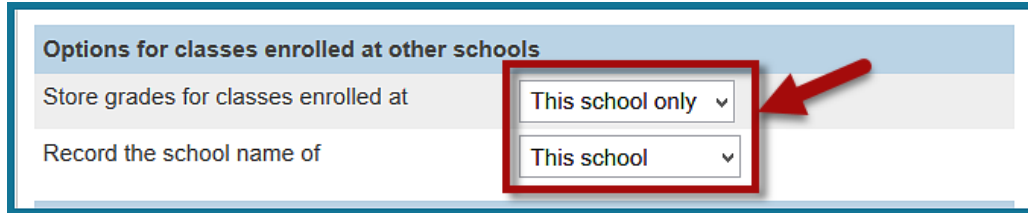- **Show all Terms?** Leave **No** as the default setting.

## Options for classes enrolled at other schools

- **Store grades for classes enrolled at:** Select **This school only** from the drop-down menu.

- **Record the school name of:** Select **This school** from the drop-down menu.



## ▼ Advanced Potential and Earned Credit Option expand, if it isn't already expanded.

**Pass 1:**

- **When Storing with credit** is automatically set to **Store Potential and Earned Credit** and disabled. This setting is based on the Historical Store Code **S2**.
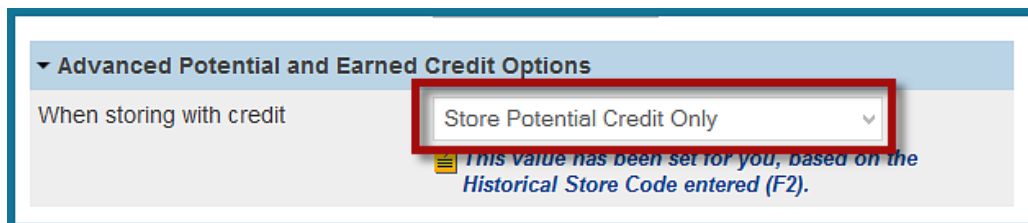


**Pass2:**

- **When Storing with credit** is automatically set to **Store Potential Credit Only** and disabled. This setting is based on the Historical Store Code **F2**.

### ▼ Repeated Course Grade Suppression expand if it isn't already expanded.

- **Apply Repeated Course Code Grade Suppression Policy Rules** is automatically checked and disabled.

**IMPORTANT PRINT THIS PAGE before clicking Submit!** IT will need to use this information to troubleshoot problems with grade storing.



After the **Permanently Stored Grades Progress** confirmation window opens, verify that the correct number of students have processed and you see **"Processing Stored Grades Complete!"**

**IMPORTANT!** Print this page for your records.

**RECOMMENDED!** Spot check historical grades for a few students.

4. Repeat this process using Store Code **F2**.

# Storing Quarter (Q4) Grades for ALL Underclassmen

This process will take two passes:

> **Pass 1:** Store **Q4** to **Q4**

> **Pass 2:** Store **Q4** to **F2**

**IMPORTANT!** In order to include students who drop from your school anytime within the grade storing cut-off dates and leave SDUSD, *DO NOT select **ALL** students on the Start Page.* Selecting ALL students will only capture "Active" students.
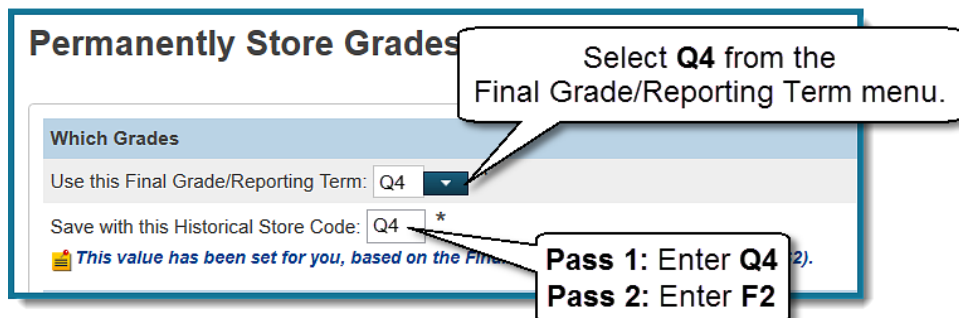
1. From the **Start Page,** under Setup, click **System.**

2. On the **System Administrator** page, under the Grades heading, select **Permanently Store Grades.**

3. Configure the **Permanently Store Grades** screen as follows:

## <u>Which Grades</u>

- Choose **Q4** from the **Final Grade/Reporting Term** drop-down menu.

- In the **Historical Store Code** window, the same *Store Code* appears by default.

  > **Pass 1:** Enter **Q4**

  > **Pass 2:** Enter **F2**



## <u>Exclude/Include Class Enrollments</u> (For District Schools, District Schools with Extended Day, or Charter Schools)
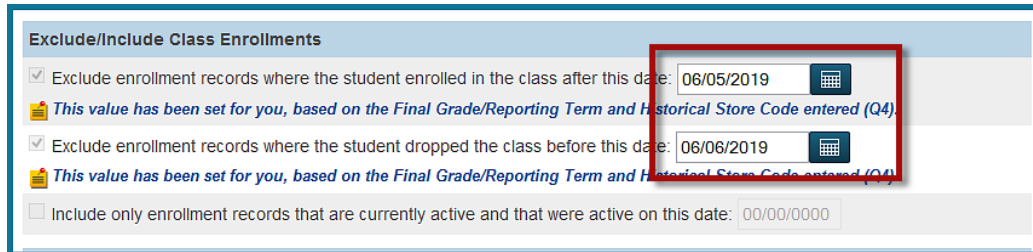
- These boxes are checked by default and disabled for **All** schools:

## Exclude enrolled records where the student enrolled in the class after this date:

- *FOR DISTRICT SCHOOLS* - The date is automatically set by default to *five schools days prior* to the end of the grade period (per district policy), and disabled.

- *FOR DISTRICT SCHOOLS WITH EXTENDED DAY* - The date is automatically set by default to *five school days prior* to the end of the grade period. Schools have the option to change this date.

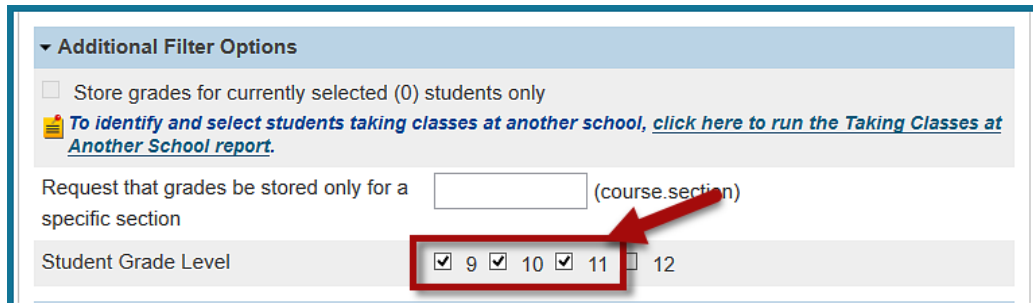- *FOR CHARTER SCHOOLS* - The date field must be entered by school site.

## Exclude enrolled records where the student dropped the class before this date:

- The date entered must be the *day after* the date entered above.



## ▼ Additional Filter Options

- Expand this section and in the **Student Grade Level** section, check grade levels **9, 10, 11**.

## Classes by term length

- *Quarter term* - Select **Store with credit** from the **Store** drop-down menu:
  **100** will automatically be set in the **% of course credit** field.

- **Show all Terms?** Leave **No** as the default setting.

| Classes by term length | | Store | % of course credit |
|---|---|---|---|
| **2018-2019** | (08/27/2018 - 06/11/2019) | Do not store ⌄ | % |
| **Semester 2** | (01/28/2019 - 06/11/2019) | Do not store ⌄ | % |
| **Quarter 4** | (04/08/2019 - 06/11/2019) | Store with credit ⌄ | 100 |

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

## Options for classes enrolled at other schools

- **Store grades for classes enrolled at:** Select **This school only** from the drop-down menu.

- **Record the school name of:** Select **This school** from the drop-down menu.

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

## ▼ Advanced Potential and Earned Credit Option expand, if it isn't already expanded.

**Pass 1:**

- **When Storing with credit** is automatically set to **Store Potential and Earned Credit** and disabled. This setting is based on the Historical Store Code **S2**.
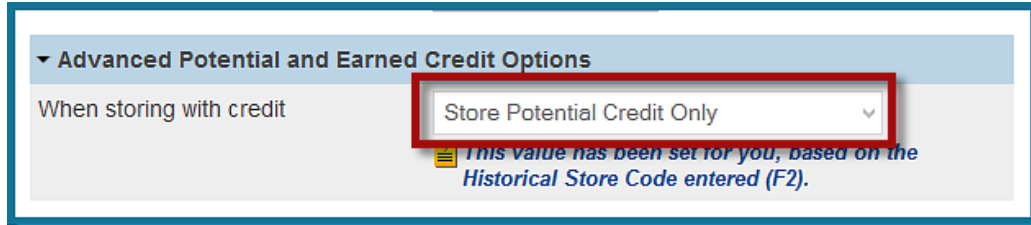
| ▼ Advanced Potential and Earned Credit Options | |
|---|---|
| When storing with credit | Store both Potential and Earned Credit ⌄ |

📝 *This value has been set for you, based on the Historical Store Code entered (Q4).*

**Pass2:**

- **When Storing with credit** is automatically set to **Store Potential Credit Only** and disabled. This setting is based on the Historical Store Code **F2**.



▼ **Repeated Course Grade Suppression** expand if it isn't already expanded.

- **Apply Repeated Course Code Grade Suppression Policy Rules** is automatically checked and disabled.

**IMPORTANT PRINT THIS PAGE before clicking Submit!** IT will need to use this information to troubleshoot problems with grade storing.



After the **Permanently Stored Grades Progress** confirmation window opens, verify that the correct number of students have processed and you see **"Processing Stored Grades Complete!"**

**IMPORTANT!** Print this page for your records.

**RECOMMENDED!** Spot check historical grades for a few students.

4. Repeat this process using Store Code **F2**.

## Storing Grades for One Section

There are times when grades must be stored for a specific section. For example, it is possible that a teacher may have made a mistake in her Gradebook that affected many students but didn't catch it until after grades were stored.

Prior to re-storing the grades for a specific sections, the teacher must to the following:

- Make the change in his or her **Gradebook**.

- **Recalculate Final Scores** (see page 173).

- Run another **Final Grade and Verification report** (see page 168) for that class.

- **Sign the sheet**.

- Turn it into the office.
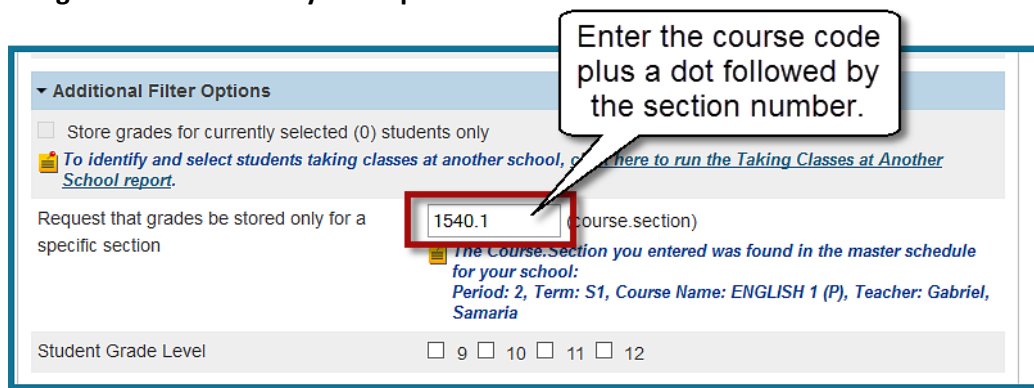
Next, follow the grade storing procedure to store grades for the specified Grade Term:

**Storing Grades for 4x4 Hybrid High Schools** (page 31)

Make the following modification:

### ▼ Additional Filter Options

- Expand this section and enter the *complete course and section number* in the **Request that grades be stored only for a specific section** field.



Enter the course code plus a dot followed by the section number.

**IMPORTANT!** Before you select the Submit button, you **MUST** print this page for your records.

# Storing Grades for One Student

If a teacher needs to make a grade change after the grades have been stored, the following steps must be taken:

- Uncheck the **Final Grades Complete** box.

- Make the change in his or her **Gradebook**.

- **Recalculate Final Scores** (see page 173).

- Re-apply the check to the **Final Grades Complete** box.

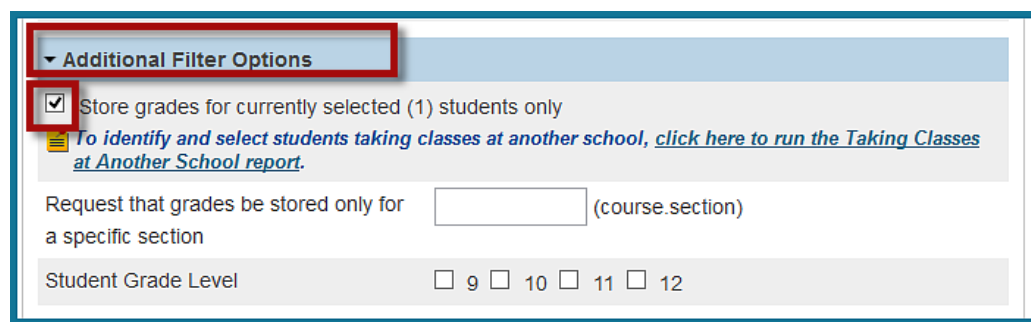- Run another **Final Grade and Verification report** (see page 168) for that class.

Next, follow the grade storing procedure to store grades:

**Storing Grades for 4x4 Hybrid High Schools** (page 31)

Make the following modification:

### ▼ Additional Filter Options

- Expand this section and check **Store grades for the currently selected (1) students only**.



**IMPORTANT!** Before you select the Submit button, you **MUST** print this page for your records.

# Storing Grades for a Dropped Student

- If a student drops from your school anytime *within the store dates* and *leaves SDUSD*, their grades will be stored, along with all of the other students during the Permanently Store Grades process.

- If a student drops from your school *within the store dates* and *enrolls in another SDUSD school*, your school is responsible for storing the student's grades *BEFORE they are dropped from your school*. These grades *MUST NOT* be manually entered into Historical Grades.

- If a student drops from your school *close to the term end, but outside of the store dates*, and *leaves the district*; you must store their grades *BEFORE they are dropped from your school*.

  This is especially important for students who will enroll at their new school for the next term.

- **IMPORTANT!** You must store Semester and Quarter courses separately.

# Instructions for Receiving School

If grades were not stored by the other school prior to transferring the student, the receiving school must store those grades.

**IMPORTANT!** *Check the student's Historical Grades to verify that the grades were not already stored by the other school.*
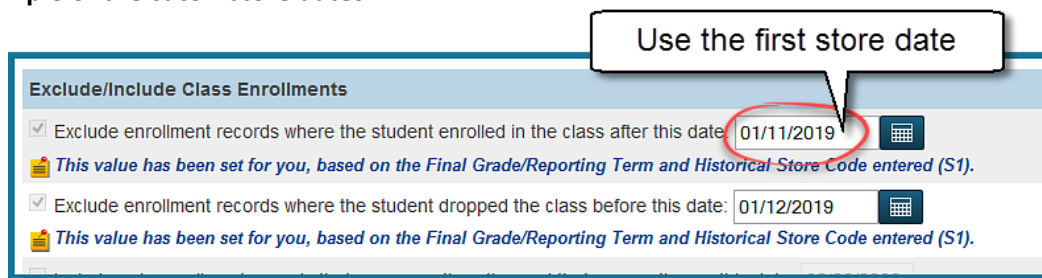
1. Use the following search command to find students who *may need* to have their grades stored:

   ### EntryDate>=use the cutoff store date;EntryCode=E11

   If they are coming from another **4 X 4 Hybrid school**, use *five school days prior* to the end of the grading period.

   If they are coming from a **Semester-based school**, use *ten schools days prior* to the end of the grading period.

**Example of the cutoff store dates:**



Use the first store date

**Exclude/Include Class Enrollments**

☑ Exclude enrollment records where the student enrolled in the class after this date: 01/11/2019

📝 *This value has been set for you, based on the Final Grade/Reporting Term and Historical Store Code entered (S1).*

☑ Exclude enrollment records where the student dropped the class before this date: 01/12/2019

📝 *This value has been set for you, based on the Final Grade/Reporting Term and Historical Store Code entered (S1).*

2. On the **Student** page, click **Historical Grades**.

**Historical Grades**

Abbott, Josafat Geovany  10  305886     Henry

| | | | Multiple New Entries | Single New Entry | Previous School Names | Detail View | | Transcript |
|---|---|---|---|---|---|---|---|---|

| Year/Term | Grd Lvl | Course number | Course | Earned Credit | P1 | P2 | P3 | P4 | S1 | S2 |
|---|---|---|---|---|---|---|---|---|---|---|
| 18-19 S1 | 10 | 6191 | BIO 1 AP (HP) | 0.00 | B | B | . | . | . | . |
| 18-19 S1 | 10 | 1572 | ENG 3 ADV (P) | 0.00 | A | A | . | . | . | . |
| 18-19 S1 | 10 | 8368 | HNRS PLTW PRN OF ENGR1 (HP) | 0.00 | A | A | . | . | . | . |
| 18-19 S1 | 10 | 4167 | INTG MATH II A ADV(P) | 0.00 | B | B | . | . | . | . |
| 18-19 S1 | 10 | 2325 | SPN 5(P) | 0.00 | A | A | . | . | . | . |
| 18-19 S1 | 10 | 6645 | W HST 1 ADV(P) | 0.00 | B | B | . | . | . | . |
| 17-18 S1 | 9 | 1540C | ENGLISH 1 CL(P) | 1.00 | A | B | . | . | A | . |
| 17-18 S2 | 9 | 1541C | ENGLISH 2 CL(P) | 1.00 | . | . | A | B | . | B |

3. Click **All Enrollments** on the Student page.

   Verify the terms you will use for grade storing.



**All Enrollments**

Abbott, Josafat Geovany  10  305886     Henry

| All | 18-19 | 17-18 | 16-17 | 15-16 | 14-15 | 13-14 |
|---|---|---|---|---|---|---|

| Copy | CSV | Excel | PDF | Print | | | | | | Search: | |
|---|---|---|---|---|---|---|---|---|---|---|---|

| Entered | Exited | Term | Exp | Course.Section | Course Name | Teacher | Dropped By | View | Edit | School Number | School Name |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 08/27/2018 | 06/12/2019 | 18-19 | 1/H(A) | 8027_2.20 | ADVISORY | Paige, Josefina Rose | | View | Edit | 336 | Henry High |
| 08/27/2018 | 01/28/2019 | S1 | 1(A) | 2325.1 | SPN 5(P) | Mascareno, Yaseen | | View | Edit | 336 | Henry High |
| 08/27/2018 | 01/28/2019 | S1 | 2(A) | 6191.2 | BIO 1 AP (HP) | Moyal, Marcela Carandang | | View | Edit | 336 | Henry High |

4. Return to the **Start Page** and verify the student is your *only current student selection*.

5. Click **System**.



ReportWorks

**People**

Student Search
Staff Search
Parent Search
Enroll New Student
New Staff Entry
New Parent Entry

**Setup**

School
System
Personalize

**Current Student Selection (1)**

| Student | Student Number | Grade Level |
|---|---|---|
| Abbott, Josafat Geovany | 305886 | 10 |

| | Select By Hand |
|---|---|

**SDUSD PowerSchool**

- PowerSchool News
- PowerSchool Handbooks and Job Aids
- PowerSchool Training and Support website

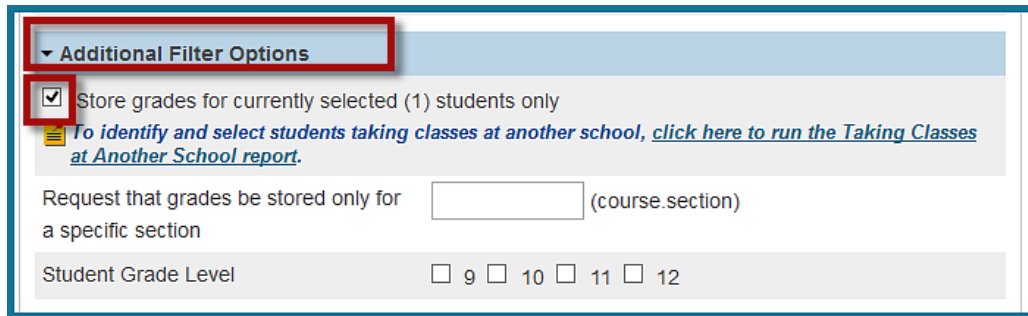Verify the student is the only student selection.

6. On the **System Administration** page, select **Permanently Store Grades**.

7. follow the grade storing procedure to store grades for the specified Grade Term:

    **Storing Grades for 4x4 Hybrid High Schools** (page 31)

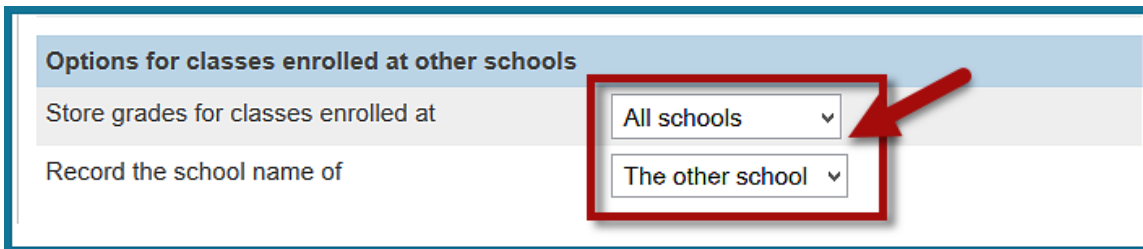8. Make the following modifications:

## ▼ Additional Filter Options

- Expand this section and check **Store grades for the currently selected (1) students only**.

| ▼ Additional Filter Options | |
|---|---|
| ☑ Store grades for currently selected (1) students only | |
| 📄 *To identify and select students taking classes at another school, click here to run the Taking Classes at Another School report.* | |
| Request that grades be stored only for a specific section | _____ (course.section) |
| Student Grade Level | ☐ 9 ☐ 10 ☐ 11 ☐ 12 |

## Options for classes enrolled at other schools

- **Store grades for classes enrolled at:** Select **All Schools**.

- **Record the school name of:** Select **The other school**.

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

# Part 4:
# After Grades are Stored
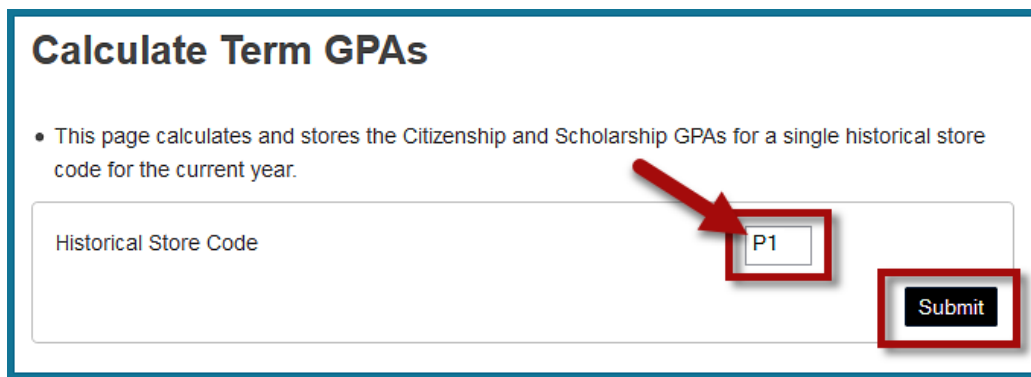
# Required Tasks

## Calculating Term GPAs - REQUIRED

This process calculates and stores the Citizenship and Scholarship GPAs for a single historical store code for the current year.

1. From the **Start Page**, under Setup, click **System**.

2. On the **System Administrator page**, under Grades, select the **Calculate Term GPAs**.

3. Enter the appropriate **Historical Store Code**:

   - For **Progress Store Codes** use: **P1, P2, P3, P4**

   - For **Combined Progress (Q1 or Q3) Store Codes** use: **R1, R3**

   - For **Final Grades Store Codes** use: **Q1, Q2, Q3, Q4, S1, S2**

   - For **Combined Quarter (Q2 or Q4) and Semester (S1 or S2) Store Codes** use: **F1, F2**

4. Click **Submit.**

# Updating Quick Lookup Preferences - REQUIRED

The **Quick Lookup Preferences** page must be updated once the permanently store grades process has completed for each Grade Reporting Term.

This page specifies which grades appear on the **Quick Lookup** page in PowerSchool Administrator, and on the **Grades and Attendance** page in the Parent/Student Portal.

1. From the **Start Page**, under Setup, select **School**.

2. On the **School Setup** page, under **General**, select **Quick Lookup Preferences**.

3. Configure the **Quick Lookup Preferences** page as follows:

   - For each **Store Code**, turn on the checkbox to display these grades in PowerSchool Administrator, PowerTeacher, and the Parent/Student Portal.

   - Under **Source of Data**, select either:

     o **Gradebook** – This will display the current grade directly from the teacher's Gradebook. This grade will change as the teacher updates their Gradebook.

       **NOTE:** If grades have not been stored, the source should be **Gradebook.**

     o **Historical (stored)** – This will display the Stored Grade. This field must be changed to Historical (stored) *AFTER* grades have been stored for the term.

       **NOTE:** Once grades have been stored, the Source of Data should always be **Historical.**

   - Use the **Sort** fields to change the order of the Store Codes as they appear on the Quick Lookup Preferences setup page and the Quick Lookup page.

   - **Show Citizenship Grade** – Check this box to display the Citizenship grade.

4. Click **Submit**.

**Quick Lookup Preferences**
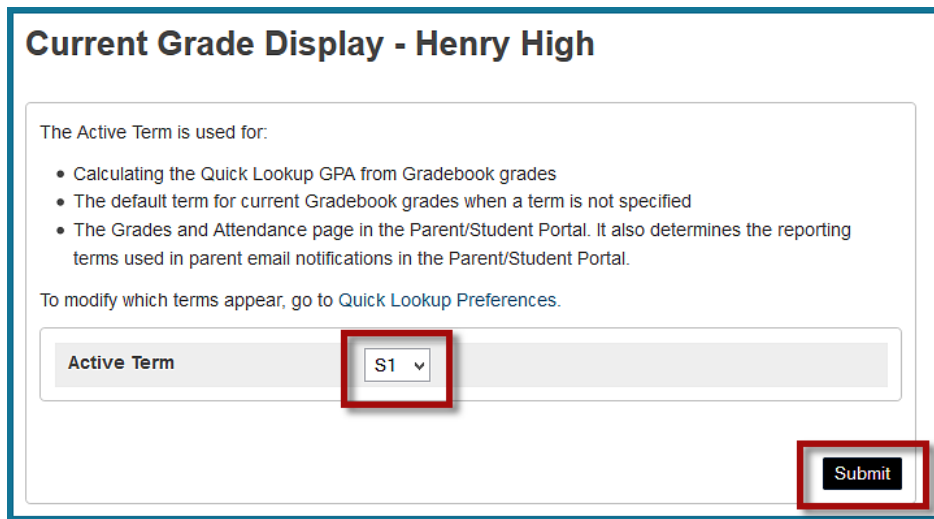
# Verifying Current Grade Display - REQUIRED

The **Active Term** determines what **Term GPA** is displayed on the **Quick Lookup** page in PowerSchool Administrator, and on the **Grades and Attendance** page in the Parent/Student Portal.

The **Active Term** also determines the **reporting terms used in the parent email notifications** in the Parent/Student Portal.

1.  From the **Start Page**, select **School**, under Setup.

2.  Select **Current Grade Display**, under **Grading**.

3.  Select the appropriate term from the **Active Term** drop-down.

4.  Click **Submit**.

## Current Grade Display - Henry High

The Active Term is used for:

- Calculating the Quick Lookup GPA from Gradebook grades
- The default term for current Gradebook grades when a term is not specified
- The Grades and Attendance page in the Parent/Student Portal. It also determines the reporting terms used in parent email notifications in the Parent/Student Portal.

To modify which terms appear, go to Quick Lookup Preferences.

**Active Term**     S1

Submit

# Optional Tasks

## Confirming Parent/Student Access

The **Parent/Student Access** page is used to configure the Parent/Student Portal.

Access to the Parent/Student Portal can be disabled, the default term can be overridden, and specific features can be disabled so that parents and students cannot access them.

1. On the **Start Page**, under Setup, select **School**.

2. On the School Setup page, under General, select **Parent/Student Access**.

On the **General tab**:

- Leave the **Parent/Student Access Term** selection blank to use the default term.

  **NOTE:** If a term is selected in this field it will override the default term set on the **Miscellaneous** page in School Setup.

- The **Default Student Matrix Term** determines what is displayed on the My Schedule page (Matrix View tab) in the Parent/Student Portal.

- **OPTIONAL:** Check the box **Disable Access to Public Portal**, to temporarily shut down access to the Parent/Student Portal. Include a brief message to explain why the portal has been disabled.

On the **Available Features tab**:

- Check the **Disabled box** to disable a feature. Parents and students will not have access to this feature in the Parent/Student Portal.

  - **Secondary Schools** – Check the Standards box to disable this feature in the Parent/Student Portal.

  - **Elementary and K-8 schools** – Leave the Standards checkbox unchecked to enable viewing of Standards in the Parent/Student Portal.

3. Click **Submit**.



Parent/Student Access

Check the box to disable a feature in the **Parent/Student Portal**.

General | Available Features

| Feature | Disabled |
| --- | --- |
| Assignments and Scores | ☐ |
| Attendance | ☐ |
| Class Registration | ☐ |
| Current GPA | ☐ |
| Final Grades | ☐ |
| Parent Portal Updates | ☐ |
| Standards | ☑ |

These settings only apply for this sc

**Secondary Schools:**
Check this box to disable Standards

**Elementary and K-8 Schools:**
DO NOT check this box

Submit

# Viewing Historical Grades

After storing grades, it is important to inspect **Historical Grades** to check for accuracy.

1. From the **Start Page**, search for and select the student.

2. On the **Student Page** under Academics, click **Historical Grades**.

**Earned Credit** reflects the value of the course. Semester and Quarter grades are stored with *earned credit*. Progress grades are stored with *potential earned credit* and will reflect a credit value of zero.

Check that an Academic grade appears under the **Grade Term** used for storing**,** and the appropriate credit value appears under **Earned Credit**.

### Historical Grades

Abbott, Josafat Geovany 10 305886 Henry

| Multiple New Entries | Single New Entry | Previous School Names | Detail View | Transcript |

| Year/Term | Grd Lvl | Course number | Course | Earned Credit | P1 | P2 | P3 | P4 | S1 | S2 |
|---|---|---|---|---|---|---|---|---|---|---|
| 18-19 S1 | 10 | 6191 | BIO 1 AP (HP) | 1.00 | B | B | . | . | B | . |
| 18-19 S1 | 10 | 1572 | ENG 3 ADV (P) | 1.00 | A | A | . | | A | |
| 18-19 S1 | 10 | 8368 | HNRS PLTW PRN OF ENGR1 (HP) | 1.0 | A | A | . | | A | . |
| 18-19 S1 | 10 | 4167 | INTG MATH II A ADV(P) | 1.00 | B | B | | | B | |
| 18-19 S1 | 10 | 2325 | SPN 5(P) | | | | | | | |
| 18-19 S1 | 10 | 6645 | W HST 1 ADV(P) | | | | | | | |

**Semester** or **Quarter** grades are stored with *earned credit* and reflect the value of the course.

### Historical Grades

Abbott, Josafat Geovany 10 305886 Henry
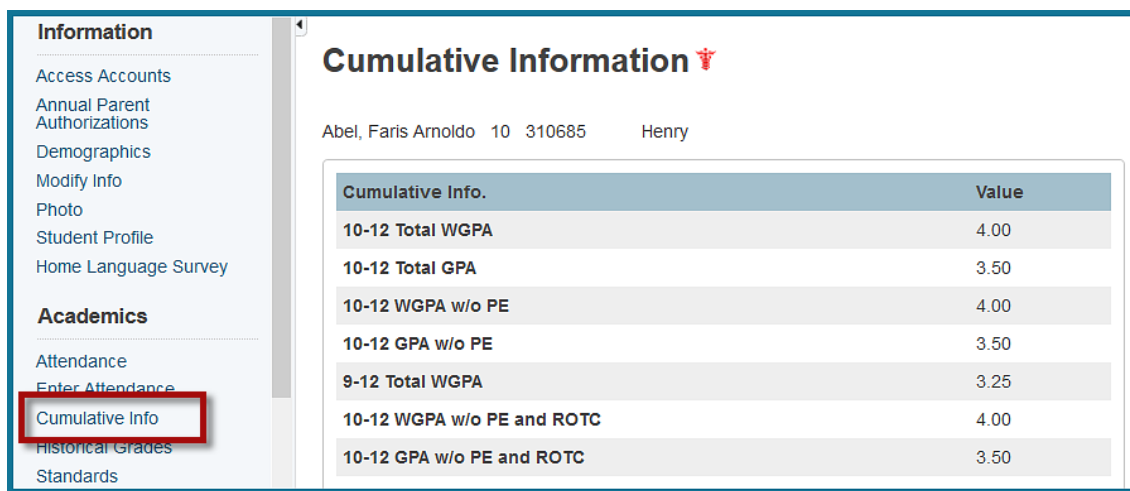
| Multiple New Entries | Single New Entry | Previous School Names | Detail View | Transcript |

| Year/Term | Grd Lvl | Course number | Course | Earned Credit | P1 | P2 | P3 | P4 | S1 | S2 |
|---|---|---|---|---|---|---|---|---|---|---|
| 18-19 S1 | 10 | 6191 | BIO 1 AP (HP) | 0.00 | B | B | . | . | . | . |
| 18-19 S1 | 10 | 1572 | ENG 3 ADV (P) | 0.00 | A | A | . | . | . | . |
| 18-19 S1 | 10 | 8368 | HNRS PLTW PRN OF ENGR1 (HP) | 0.0 | A | | . | . | . | . |
| 18-19 S1 | 10 | 4167 | INTG MATH II A ADV(P) | 0.00 | B | B | . | . | . | . |
| 18-19 S1 | 10 | 2325 | SPN 5(P) | | | | | | | |
| 18-19 S1 | 10 | 6645 | W HST 1 ADV(P) | | | | | | | |

**Progress grades** are stored with *potential earned credit* and reflect a value of zero.

# Viewing Cumulative GPAs

Student cumulative information can be viewed in PowerSchool and in the Parent/Student Portal

1.   On the **Start Page**, search for the student.

2.   On the **Student page**, under Academics, select **Cumulative Information**.



If you are unable to view the **Cumulative Information**, verify the **GPA Student Screens** page is set up correctly.

# Managing GPA Student Screens

**IMPORTANT!** *The setup of the GPA Student Screen should be done with the approval of your Site Administrator, and completed by the Site Tech.*

1.   From the **Start page**, under Setup, select **School**.

2.   On the **School Setup** page, under the Grading heading, select **GPA Student Screens**.

3.   Under the **Quick Lookup** heading, *DO NOT select* the **Type of Current GPA to display under schedule.** Currently, this feature does not calculate the correct GPA. DO NOT USE.

4.   Under the **Cumulative Information** heading, the Row Title and Data fields should be pre-filled. If this information does not appear in the fields, enter the following information in the **Row Title** and **Data** fields.

5.   Click **Submit**.

**GPA Student Screens**



## GPA Student Screens

**Quick Lookup**

Type of Current GPA to display under schedule

> **DO NOT** select a Current GPA. This feature does not calculate the correct GPA.

**Cumulative Info**

| | Row Title | Data |
|---|---|---|
| 1. | 10-12 Total WGPA | ~(*gpa method="10-12 Total WGPA") |
| 2. | 10-12 Total GPA | ~(*gpa method="10-12 Total GPA") |
| 3. | 10-12 WGPA w/o PE | ~(*gpa method="10-12 WGPA w/o PE") |
| 4. | 10-12 GPA w/o PE | ~(*gpa method="10-12 GPA w/o PE") |
| 5. | 9-12 Total WGPA | ~(*gpa method="9-12 Total WGPA") |
| 6. | 10-12 WGPA w/o PE and ROTC | ~(*gpa method="10-12 WGPA w/o PE, ROTC") |
| 7. | 10-12 GPA w/o PE and ROTC | ~(*gpa method="10-12 GPA w/o PE, ROTC") |
| 8. | | |

> If the cumulative information does not appear, enter the following in the **Row Title** and **Data** fields.

Submit

# Viewing Term Grades

Student term grades can be viewed in PowerSchool. .

1.  On the **Start Page**, search for the student.

2.  On the **Student Page**, under Academics, click **Term Grades**.



The **Term Grades page** has been enhanced with tabs to view historical term grades by year.

# Part 5: Printing Progress and Final Report Cards

# Preparing to Print

## Disabling the Pop-Up Blocker

Before printing Progress Reports and Final Report Cards, it is important to disable the **Pop-Up Blocker**. Disabling the Pop-Up Blocker will allow the report card preview to open after you submit the page.

If the Pop-Up Block is not disabled, report cards will be sent to the Secondary Report Card Print Jobs queue.

To disable the Pop-Up Blocker, do the following:

### Firefox 38

1.  In the Firefox browser menu bar, click **Tools.**
2.  Select **Options** from the drop-down window.
3.  Select **Content tab**; uncheck **Block pop-up windows**.
4.  Click **OK**.

### Firefox 62

1.  In the Firefox browser menu bar, click **Tools.**
2.  Select **Options** from the drop-down window.
3.  Select **Privacy & Security** from the side bar
4.  Under **Permissions**, uncheck **Block pop-up windows**.

### Chrome

1.  In the Chrome browser, click on the **menu icon** in the upper right corner.
2.  Select **Settings**.
3.  Click **Advanced ▾** at the bottom of the page.
4.  Under **Privacy and Security**, select **Content settings.**
5.  Click **Pop-ups and redirects.**
6.  Click on the word "**Blocked**" to change it to "**Allowed**."

# Removing Headers and Footers *Before Printing*

By default, a header and footer is attached to documents printed from Firefox and Chrome.
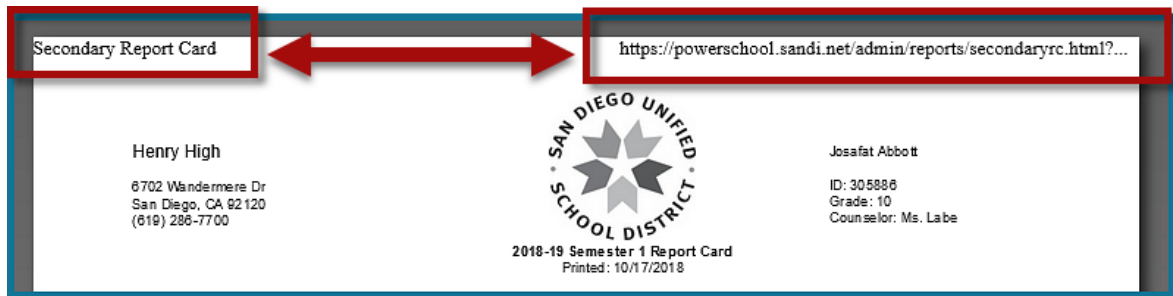


To remove the headers and footers:

**Firefox**

1. From the Firefox **File** menu, click **Page Setup…**.

2. On the **Page Setup** window, select the **Margins & Header/Footer tab**.

3. Under the **Headers & Footers** area, display each of the six drop-down menus and choose **--blank --**.

4. Click **OK**.
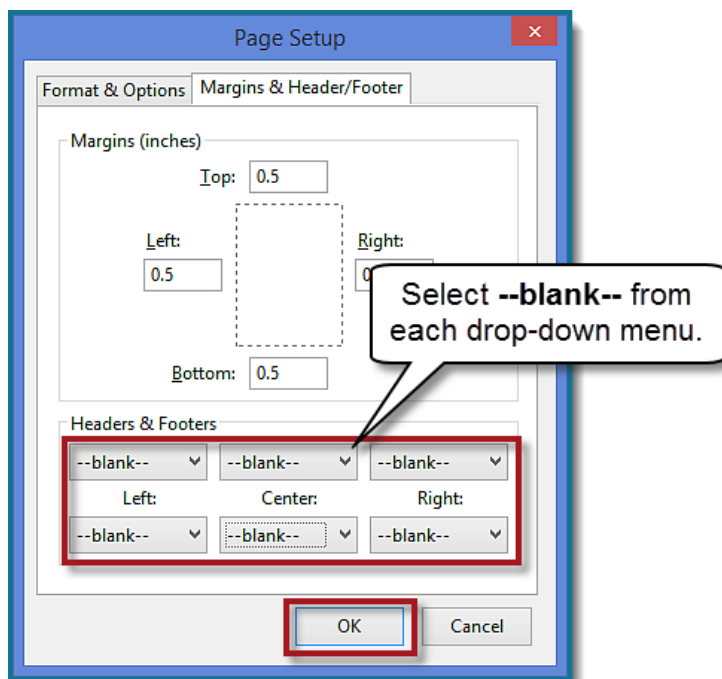


**IMPORTANT!** Be sure to check the Report in **Print Preview**; verify orientation is **Portrait**, make adjustments to **Scale** as needed.

**Chrome**

1. In the Chrome browser, click on the **menu icon** in the upper right corner.
2. Select **Print**.
3. Expand **✚ More Settings**.

Print
Total: 5 sheets of paper

Print    Cancel

Destination    0117A-Office-HP750-0...
               HP750 located in office (f...
               Change...

Pages    ⦿ All
         ○ e.g. 1-5, 8, 11-13

Copies    1

Layout    Portrait  ▾

Color     Color  ▾

Options   ☐ Two-sided

✚  More settings
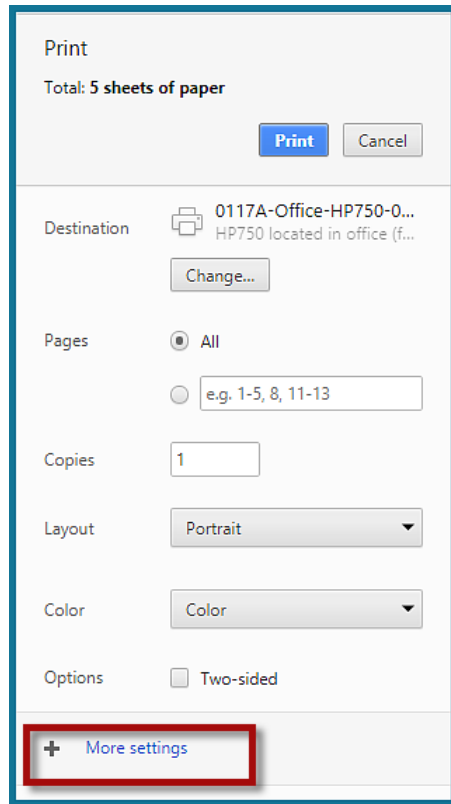
4. Uncheck the **Headers and footers** box.

Paper size    Letter  ▾

Margins    Def

Scale      100

Options    ☑ Headers and footers
           ☐ Two-sided
           ☐ Background graphics

Uncheck this box.

—  Fewer settings
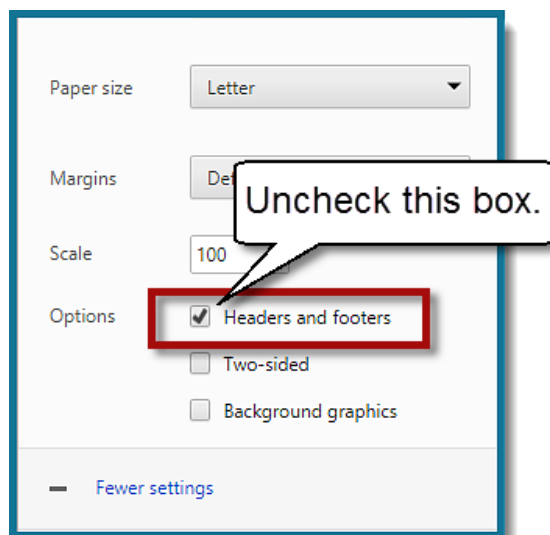
# Printing Progress Reports Overview

After verifying that grades have stored successfully, proceed to configure Progress report cards for printing. The steps to print Progress Report Cards are:

- **Calculate Term GPA** - This step is only necessary if the process was not completed after storing grades, or if there were changes to student grades after the storing process.

- Print **Office Copy**: This selection is used to print a copy for student distribution, as well as providing a copy for the student cumulative folder. It will print one copy per student.

- Print **To the Parent/Guardian of**: This selection will print one copy of the progress report for each Parent/Guardian with Report Card/Progress Report Flag checked. *This setting will include the student's name in the mailing address.*

## Calculating Progress Term GPAs

After verifying that grades have stored successfully, proceed to configure progress report cards for printing.

1. On the **Start Page**, under Functions, select **Special Functions**.

2. On the **Special Functions** page, select **Group Functions.**

3. Under Printing, select **Report Card – Secondary**.

If the **Calculate Term GPAs** function was previously completed during the Store process, and there were no changes to student grades, skip to page **128**, **Printing Progress Reports.**

4. On the **Secondary Report Card** page, click the **blue Calculate Term GPAs** link.

5. Enter the appropriate **Historical Store Code**. Click **Submit**.



6. On the **Term GPAs** confirmation page, under Functions, select **Special Functions** again.



7. On the **Special Functions** page, select **Group Functions**.

8. Under Printing, select **Report Card – Secondary**.

# Printing Progress Reports

Configure the **Secondary Report Card** page as follows:

**Students to scan:** Select **All *xxx* currently enrolled students** (or a selected group of students).

**Report type:** Progress report

**Format:** Hand-out

**Logo:** if **SD_logo.jpg** isn't in the box, click the **Set Default** button



**Report Title:** *Required Title – current academic year, and the type of report

Example: **2018-19 Progress Report 1**

**Reporting Term:** Enter the appropriate Progress Reporting Term

**Sort order:** Your choice

**Meeting Time for Teacher Sort**

**Effective Date:** If sorting by teacher, select an **Effective date**.

**Period:** Use *only if Teacher is selected* in **Sort order**



**Include legend:** Yes

**Report Cards to Print:** Select one.



**Office Copy [Addressee: Student Name]:** Use this setting to print single copies for student folders, or for distribution to student.

**NOTE:** *Do not use the following settings if you are printing **single copies** for student folders, or for distribution to student.*

**All flagged Parents/Guardians [Addressee: Parent/Guardian Name]** – Use this setting if the school site will mail Progress Report Cards home. This selection will print a copy of the Progress Report for all contacts with Report Card/Progress Report Flag checked. *This setting will not include the student's name in the mailing address.*
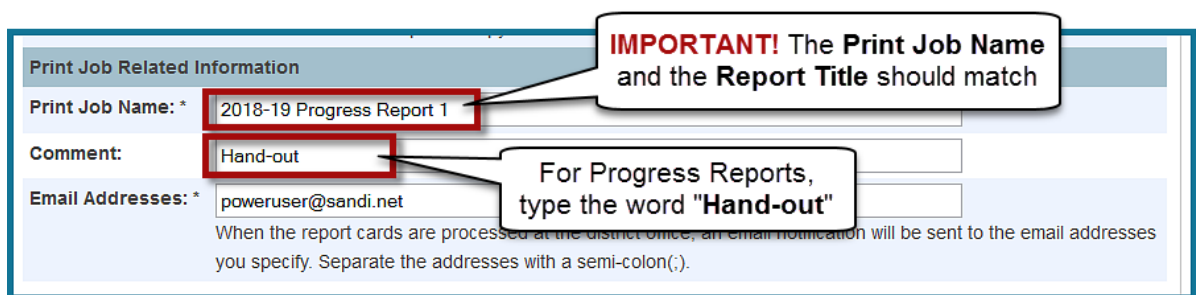
Serra High
5156 Santo Rd
San Diego, CA 921
(858) 496-8342

All flagged Parents/Guardians
Addressee: Parent/Guardian Name

Santiago Aaron
11320 CAMINO PLAYA CANCUN
SAN DIEGO, CA 92124

**To the Parent/Guardian of (student name)** – Use this setting if the school site will mail Progress Report Cards home. This selection will print a copy of the Progress Report for all contacts with Report Card/Progress Report Flag checked. *This setting will include the student's name in the mailing address.*

Serra High
5156 Santo Rd
San Diego, CA 92124
(858) 496-8342

To the Parent/Guardian of
Addressee: Student Name

To the Parent/Guardian of
Anne Archer
11320 CAMINO PLAYA CANCUN
SAN DIEGO, CA 92124

## Print Job Related Information

*These fields are REQUIRED in order to enable the **SUBMIT** button.*

**\*Print Job Name:** Current academic year, followed by the type of report.
**HINT!** Copy and Paste the **Report Title**.

**Comment:** Hand-out

**\*Email Address:** yourname@sandi.net (You will receive an email notification saying your grades have been processed. Ignore this message )



**IMPORTANT!** The **Print Job Name** and the **Report Title** should match

For Progress Reports, type the word "**Hand-out**"

## Store Codes (Reporting Terms) for the report card

**Column 1: Enter Store Code** (P1, P2, P3, or P4) **Print GPA** (Checked) **Print Earned Credits** (unchecked)

**IMPORTANT!** Before clicking **Submit**, *print this page and save it for your records.* IT will need to use this information to troubleshoot problems with grade storing.



Enter Store Code.

Check this box to Print the **GPA** on the Progress Report.

Leave this box unchecked for Progress Reports.

*If the Pop-Up Blocker has been disabled,* you will be taken directly to the **Report Card page**.

Refer to **Removing Headers and Footers before Printing** (page 123) for page set up prior to printing.

**DID YOU FORGET TO DISABLE THE POP-UP BLOCKER?** If you forgot to disable the Pop-Up Blocker, you will be taken *back to the Start Page*.

To find report cards from the Start Page, do the following:

1. From the **Start Page**, click **Special Functions**.

2. Select **Secondary Report Card Print Jobs**.

3. In the Job Queue window, select the *Print Job Name* radio button*.*

4. Click **Submit**.

*Do Not Clear the Job Queue.* Print jobs contain information necessary for troubleshooting issues with report card configuration at your school.

| | School | Print Job Name / Comment | Date / Time Submitted by School | No. of Students | No. of Report Cards | Date / Time Submitted for Processing |
|---|---|---|---|---|---|---|
| ○ | Farb Middle | 2018-19 Progress Report 1 Hand-out | 10/18/2018 02:44 PM | 469 | 469 | |

Clear  Submit

The Progress report will open in a new window.

Refer to **Removing Headers and Footers before Printing** (page 123) for page set up prior to printing.

**IMPORTANT HINT!**

Save a PDF copy of progress reports on your computer (or in a shared file). This will make it easier to provide a copy of a past report card for a student who transferred to another district school.

# Printing Final Report Cards Overview

After verifying that grades have stored successfully, proceed to configure Semester report cards for printing. The steps to print Final Report Cards are:

- **Exclude students who enrolled after the end of the grade term cutoff dates.** It is important to exclude students who have enrolled after the end of grade term cutoff dates otherwise they will have a blank report card. Blank report cards will be flagged as errors and the print job will be denied until this error is fixed.

- **Calculate Term GPA** - This step is only necessary if the process was not completed after storing grades, or if there were changes to student grades after the storing process.

- Print **Office Copy** of semester report cards. This copy is used to verify accuracy before submitting to the District for printing, as well as providing a copy for the student cumulative folder.

- After confirming accuracy, configure report cards to **Submit to District** for printing– this step is for *Semester (S1 and S2) and Quarter (Q2 and Q4) Report Cards only*.

**NOTE:** School sites are responsible for the distribution and/or mailing of *Quarter 1 or Quarter 3 Report Cards*.
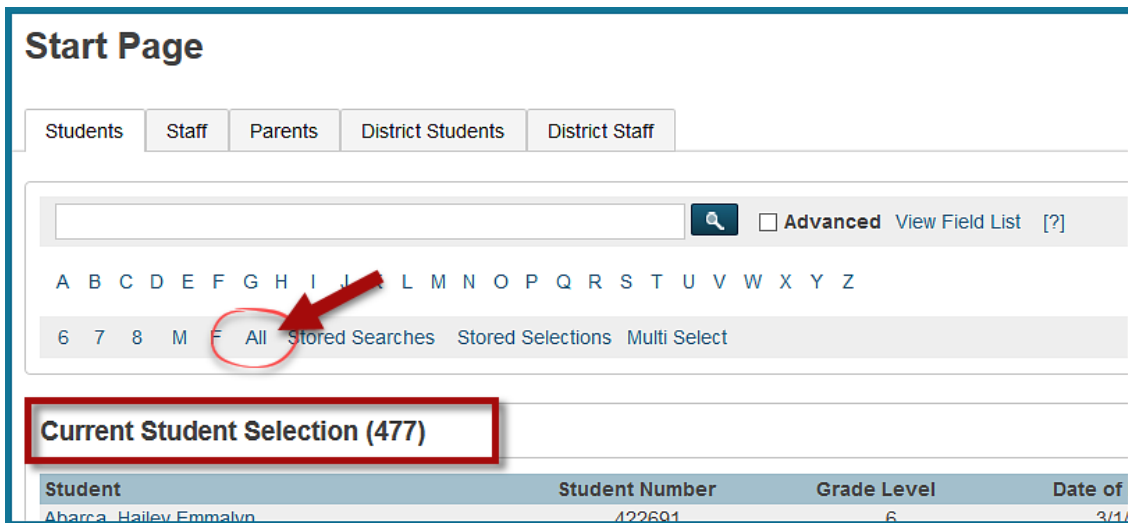
# Excluding Students Who Enrolled After the End of Grade Term Cutoff Date

Because report cards are printed for all active students, students who enrolled after the cutoff date will have a blank report card. Before configuring report cards prior to submitting to the district for printing, *exclude active students who enrolled after the cutoff date*.

Blank report cards will be flagged as errors and the print job will be denied until this error is fixed.

To exclude students who enrolled after the cutoff date, do the following:

1. On the **Start Page**, select **All** students. All Active students become the **Current Student Selection**.
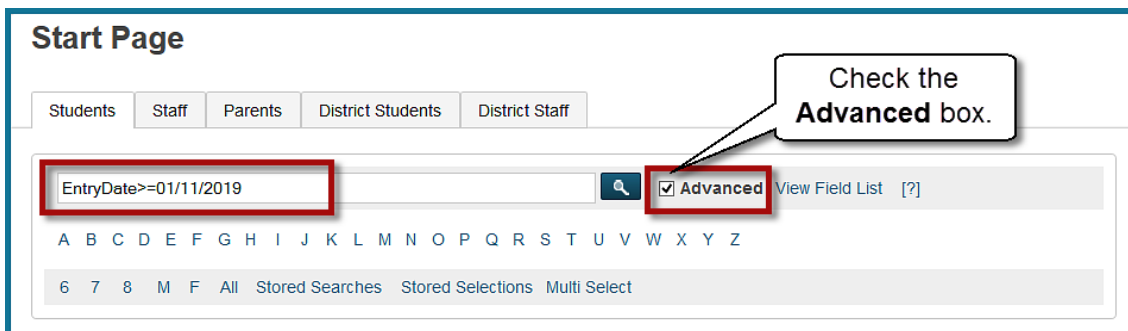


2. Check the **Advanced** box and *enter the following search command* in the **Search** field:

   **EntryDate>=***use the first cutoff store date*

3. Click the **search icon**, or hit the Enter key. The **Search Results** will list all students who match the search criteria.

4. Click **Subtract**



5. The **Current Student Selection** will now reflect all students who should receive a printed report card.

6. Expand the **Group Functions button**, under the Printing heading select **Report Card – Secondary**.

# Calculating Final Term GPAs

If the **Calculate Term GPAs** function was previously completed during the Store process, and there were no changes to student grades, skip to page **138**, **Printing the Office Copy.**

1. On the **Secondary Report Card** page, click the **blue Calculate Term GPAs** link.



2. Enter the appropriate **Historical Store Code.** Click **Submit**.



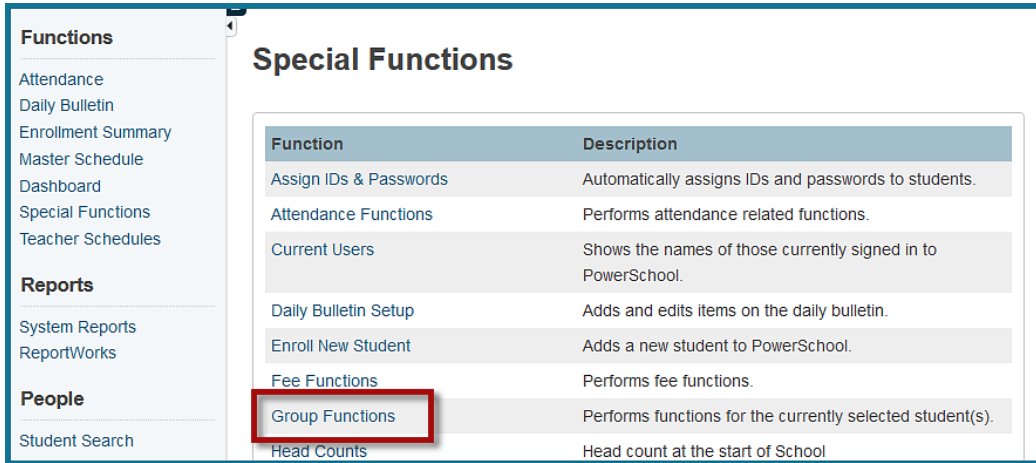3. On the **Term GPAs** confirmation page, under Functions, select **Special Functions** again.

4. On the **Special Functions** page, select **Group Functions**.



5. Under **Printing**, select **Report Card – Secondary**.
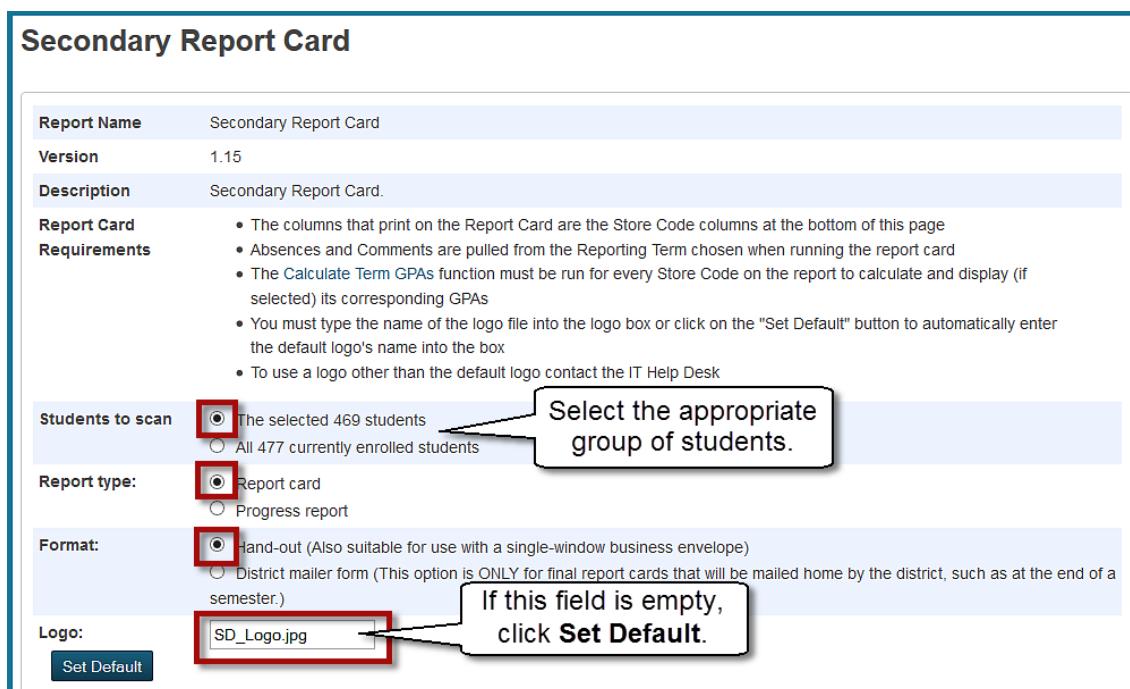
# Printing the Final Report Cards - Office Copy

Configure the **Secondary Report Card** page as follows:

**Students to scan:** Choose **The selected group of students** if you are excluding students (or All xxx currently enrolled students, if not)

**Report type:** Report Card

**Format:** Hand-out

**Logo:** if **SD_logo.jpg** isn't in the box, click the **Set Default** button

## Secondary Report Card

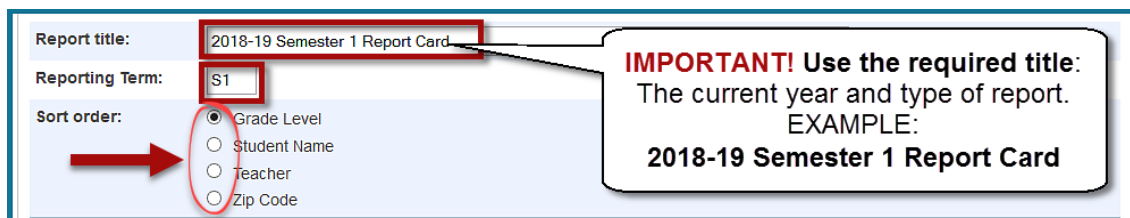| | |
|---|---|
| **Report Name** | Secondary Report Card |
| **Version** | 1.15 |
| **Description** | Secondary Report Card. |
| **Report Card Requirements** | • The columns that print on the Report Card are the Store Code columns at the bottom of this page<br>• Absences and Comments are pulled from the Reporting Term chosen when running the report card<br>• The Calculate Term GPAs function must be run for every Store Code on the report to calculate and display (if selected) its corresponding GPAs<br>• You must type the name of the logo file into the logo box or click on the "Set Default" button to automatically enter the default logo's name into the box<br>• To use a logo other than the default logo contact the IT Help Desk |
| **Students to scan:** | ◉ The selected 469 students    *Select the appropriate group of students.*<br>○ All 477 currently enrolled students |
| **Report type:** | ◉ Report card<br>○ Progress report |
| **Format:** | ◉ Hand-out (Also suitable for use with a single-window business envelope)<br>○ District mailer form (This option is ONLY for final report cards that will be mailed home by the district, such as at the end of a semester.) |
| **Logo:** | SD_Logo.jpg    *If this field is empty, click Set Default.*<br>[Set Default] |
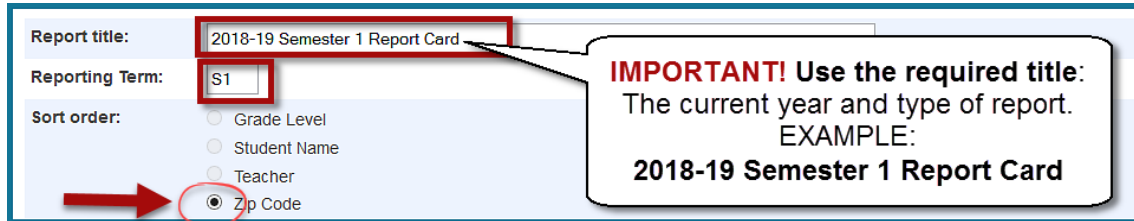
**Report Title:** *Required Title – current academic year, and the type of report

> Example: **2018-19 Semester 1 Report Card**

**Reporting Term:** Enter the appropriate Final Grade Term

**Sort order:** Your choice

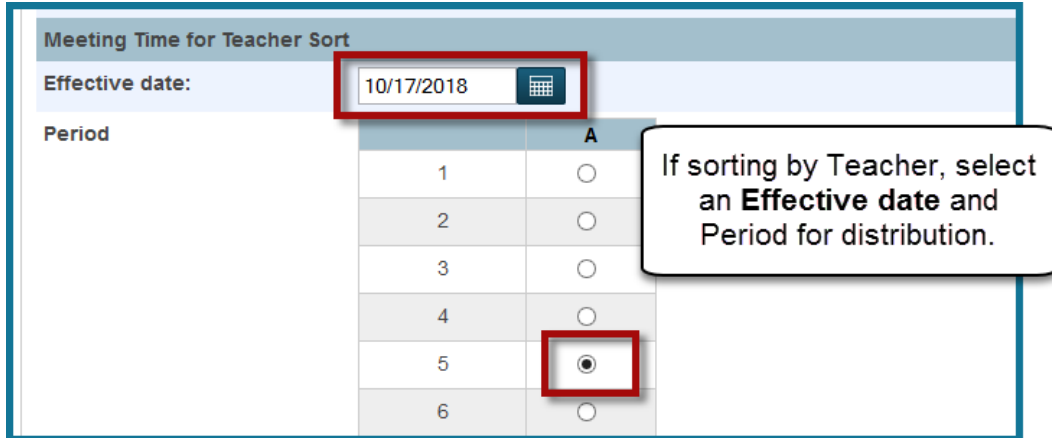| | |
|---|---|
| **Report title:** | 2018-19 Semester 1 Report Card |
| **Reporting Term:** | S1 |
| **Sort order:** | ◉ Grade Level<br>○ Student Name<br>○ Teacher<br>○ Zip Code |
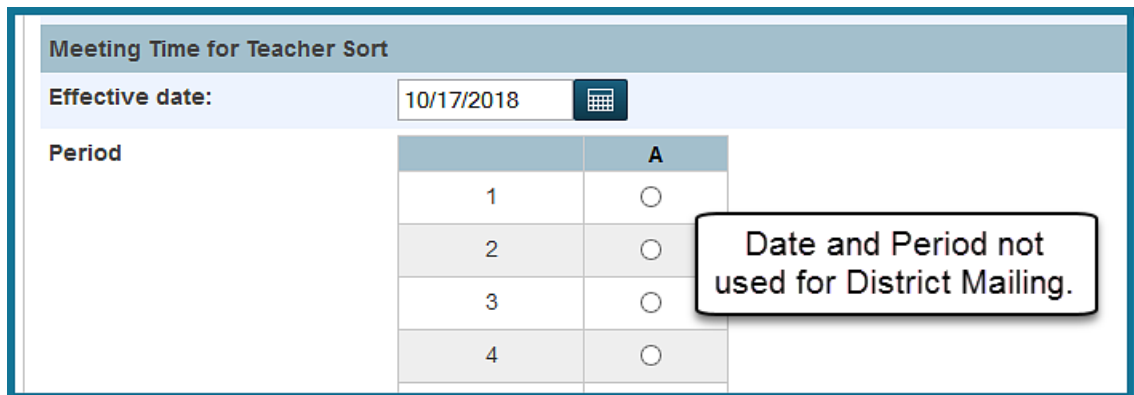
**IMPORTANT! Use the required title:** The current year and type of report.
EXAMPLE:
**2018-19 Semester 1 Report Card**

**Meeting Time for Teacher Sort**

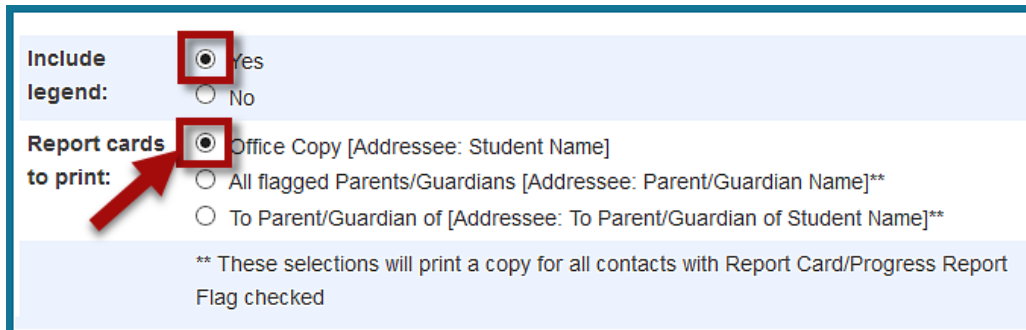**Effective Date:** If sorting by teacher, select an **Effective date**.

**Period:** Use *only if **Teacher** is selected* in **Sort order**
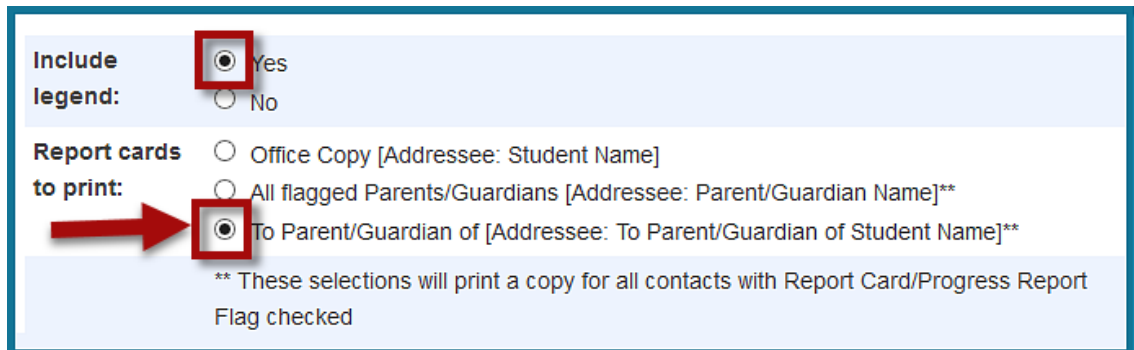
| Meeting Time for Teacher Sort | |
|---|---|
| Effective date: | 10/17/2018 |
| Period | A |
| 1 | ○ |
| 2 | ○ |
| 3 | ○ |
| 4 | ○ |
| 5 | ◉ |
| 6 | ○ |

If sorting by Teacher, select an **Effective date** and Period for distribution.

**Include legend:** Yes

**Report Cards to Print:** Select one.

| Include legend: | ◉ Yes |
|---|---|
| | ○ No |
| Report cards to print: | ◉ Office Copy [Addressee: Student Name] |
| | ○ All flagged Parents/Guardians [Addressee: Parent/Guardian Name]** |
| | ○ To Parent/Guardian of [Addressee: To Parent/Guardian of Student Name]** |
| | ** These selections will print a copy for all contacts with Report Card/Progress Report Flag checked |

**Office Copy [Addressee: Student Name]:** Use this setting to print single copies for student folders, or for distribution to student.

Serra High
5156 Santo Rd
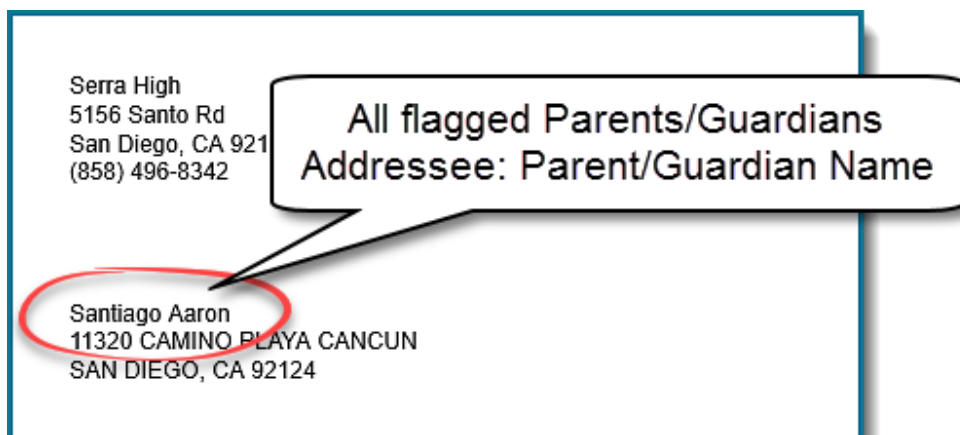San Diego, CA 92124
(858) 496-8342

Anne Archer
11320 CAMINO PLAYA CANCUN
SAN DIEGO, CA 92124
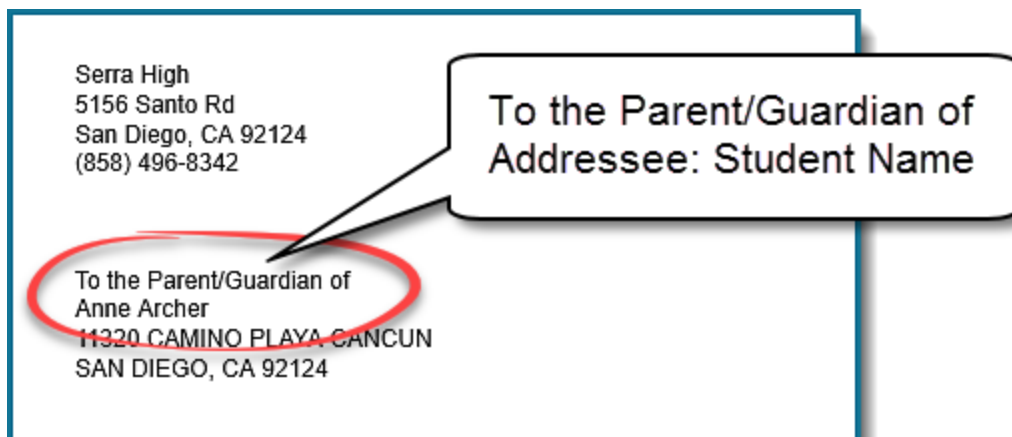
Office Copy Addressee: Student Name

**NOTE:** *Do not use the following settings if you are printing **single copies** for student folders, or for distribution to student.*

**All flagged Parents/Guardians [Addressee: Parent/Guardian Name]** – Use this setting if the school site will mail Progress Report Cards home. This selection will print a copy of the Progress Report for all contacts with Report Card/Progress Report Flag checked. *This setting will not include the student's name in the mailing address.*
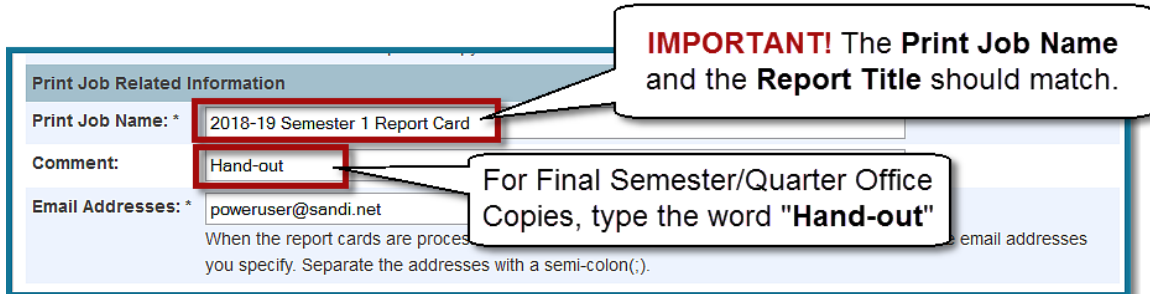


**To the Parent/Guardian of (student name)** – Use this setting if the school site will mail Progress Report Cards home. This selection will print a copy of the Progress Report for all contacts with Report Card/Progress Report Flag checked. *This setting will include the student's name in the mailing address.*

**Print Job Related Information**

*These fields are REQUIRED in order to enable the **SUBMIT** button.*

- **\*Print Job Name:** Current academic year, followed by the type of report. **HINT!** Copy and Paste the Report Title.

- **Comment:** Handout

- **\*Email Address:** yourname@sandi.net (You will receive an email notification saying your grades have been processed. Ignore this message)



**Store Codes (Reporting Terms) for the report card:**

# For combined Q1 (or Q3) into R1 (or R3) grades:

**Column 1: Enter Store Code** (Q1 or Q3) **Print GPA** (Unchecked) **Print Credits Earned** (Checked)

**Column 2: Enter Store Code** (R1 or R3) **Print GPA** (Checked) **Print Earned Credits** (Unchecked)

# For combined Q2 (or Q4) and S1 (or S2) grades:

**Column 1: Enter Store Code** (Q2 or Q4) **Print GPA** (Unchecked) **Print Credits Earned** (Checked)

**Column 2: Enter Store Code** (S1 or S2) **Print GPA** (Unchecked) **Print Credits Earned** (Checked)

**Column 3: Enter Store Code** (F1 or F2) **Print GPA** (Checked) **Print Credits Earned** (Unchecked)

| Store Codes (Reporting Terms) for the report card | | | |
|---|---|---|---|
| Column # | Store Code | Print GPA | Print Credits Earned |
| Column 1. | Q2 | ☐ | ☑ |
| Column 2. | S1 | ☐ | ☑ |
| Column 3. | F1 | ☑ | ☐ |
| Column 4. | | ☐ | ☐ |
| Column 5. | | ☐ | ☐ |

Submit

**IMPORTANT!** Before clicking **Submit**, *print this page and save it for your records.* IT will need to use this information to troubleshoot problems with grade storing.

*If the Pop-Up Blocker has been disabled,* you will be taken directly to the **Report Card page**.

Refer to **Removing Headers and Footers before Printing** (page 123) for page set up prior to printing.

**DID YOU FORGET TO DISABLE THE POP-UP BLOCKER?** If you forgot to disable the Pop-Up Blocker, you will be taken *back to the Start Page*.

To find report cards from the Start Page, do the following:

1. From the **Start Page**, click **Special Functions**.

2. Select **Secondary Report Card Print Jobs**.

3. In the Job Queue window, select the *radio button to the left of your Print Job Name*.

4. Click **Submit**.

*Do Not Clear the Job Queue.* Print jobs contain information necessary for troubleshooting issues with report card configuration at your school.

The Report Card will open in a new window.

Refer to **Removing Headers and Footers before Printing** (page 123) for page set up prior to printing.

Once office copies have been printed and verified, proceed to configure your semester report cards for district printing.

**IMPORTANT HINT!**

Save a PDF copy of progress reports on your computer (or in a shared file). This will make it easier to provide a copy of a past report card for a student who transferred to another district school.

# Submitting Final Report Cards - District Printing

After printing office copies and verifying for accuracy, proceed to configure the Secondary Report Card page.

It is important to exclude students who have enrolled after the end of grade term cutoff date otherwise they will have a blank report card. Blank report cards will be flagged as errors and the print job will be denied until this error is fixed (see page 134, ***Excluding Students Who Enrolled After the End of Grade Term Cutoff Date***).

**Calculate Term GPAs** (see page 136) is not necessary if this function was previously completed and there were no changes to student grades.

Use the following settings to configure the Secondary Report Card:

> **Students to scan:** Choose **The selected group of students** if you are excluding students (or All XXX currently enrolled students, if not)
>
> **Report type:** Report Card
>
> **Format:** District Mailer
>
> **Logo:** if **SD_logo.jpg** isn't in the box, click the **Set Default** button

**Report Title:** *Required Title – current academic year, and the type of report

> Example: **2018-19 Semester 1 Report Card**

**Reporting Term:** Enter the appropriate Final Grade Term

**Sort order:** Zip code (all other options are disabled)



## Meeting Time for Teacher Sort

**Effective Date:** Not used.

**Period:** Not used.



**Include legend:** Yes

**Report Cards to Print:** Select **To the Parent/Guardian of (student name)**

**Print Job Related Information**

*These fields are REQUIRED in order to enable the **SUBMIT** button.*

**\*Print Job Name:** Current academic year, followed by the type of report. **HINT!** Copy and Paste the Report Title.

**Comment:** District Mailer

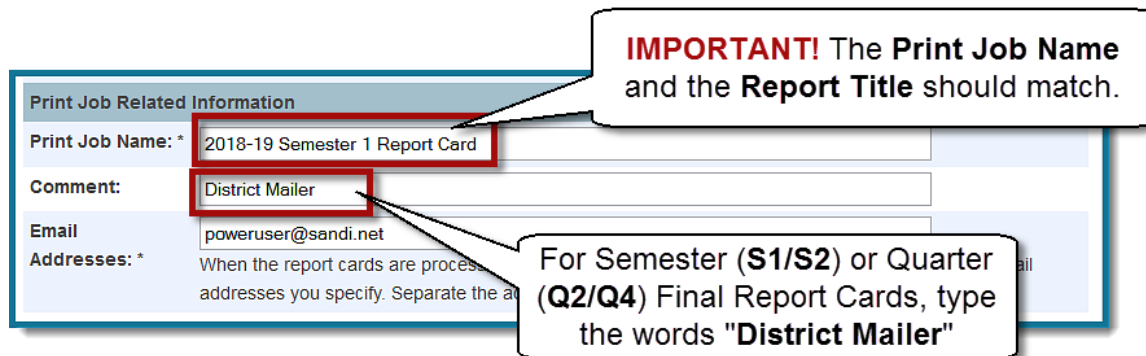**\*Email Address:** yourname@sandi.net (You will receive an email notification saying your grades have been processed. Ignore this message)

IMPORTANT! The **Print Job Name** and the **Report Title** should match.

| Print Job Related Information | |
|---|---|
| Print Job Name: * | 2018-19 Semester 1 Report Card |
| Comment: | District Mailer |
| Email Addresses: * | poweruser@sandi.net |
| | When the report cards are process... ...ail addresses you specify. Separate the a... |
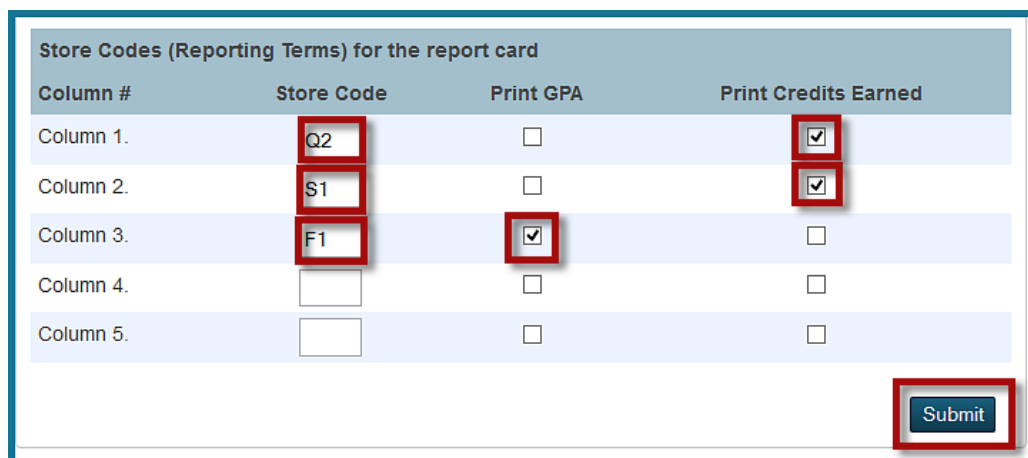
For Semester (**S1/S2**) or Quarter (**Q2/Q4**) Final Report Cards, type the words "**District Mailer**"

**Store Codes (Reporting terms) for the report card**

# For combined Q2 (or Q4) and S1 (or S2) grades:

**Column 1: Enter Store Code** (Q2 or Q4) **Print GPA** (Unchecked) **Print Credits Earned** (Checked)

**Column 2: Enter Store Code** (S1 or S2) **Print GPA** (Unchecked) **Print Credits Earned** (Checked)

**Column 3: Enter Store Code** (F1 or F2) **Print GPA** (Checked) **Print Credits Earned** (Unchecked)

Click **Submit**.

| Store Codes (Reporting Terms) for the report card | | | |
|---|---|---|---|
| Column # | Store Code | Print GPA | Print Credits Earned |
| Column 1. | Q2 | ☐ | ☑ |
| Column 2. | S1 | ☐ | ☑ |
| Column 3. | F1 | ☑ | ☐ |
| Column 4. | | ☐ | ☐ |
| Column 5. | | ☐ | ☐ |

Submit

**IMPORTANT!** Before clicking **Submit**, *print this page and save it for your records.* IT will need to use this information to troubleshoot problems with grade storing.

On the **Alert** screen, check the selections carefully.

Click the **Submit to District** button. You will be returned back to the **Secondary Report Card Setup** page.

| | |
|---|---|
| **Alert** | |
| You have made the following selections: | |
| | |
| Students: | The Selected 469 Students |
| Logo: | SD_Logo.jpg |
| Report Title: | 2018-19 Semester 1 Report Card |
| Report Term: | S1 |
| Include Legend: | Yes |
| Report Cards to Print: | All flagged Parents/Guardians |
| Print Job Name: | 2018-19 Semester 1 Report Card |
| Comment: | District Mailer |
| Email Addresses: | poweruser@sandi.net |
| Store Codes: | S1 |

PLEASE CHECK THESE SUBMISSIONS CAREFULLY. To change your selections, click Cancel. If the selections are correct, click Submit to District.

[Submit to District] [Cancel]

# Additional Report Card Printing

## Printing Report Cards at a Later Date

Report Card print submissions are stored in the Secondary Report Card Print Job queue.

To find and print report cards at a later date, follow these steps:

1. On the **Start Page**, click **Special Functions**.

2. Under the Function heading, select **Secondary Report Card Print Job.**

3. In the job queue window**,** select the radio button of the **Print Job Name** to print.

4. Click **Submit.**

Report Cards will appear in a new window.

Refer to **Removing Headers and Footers from the Report Card before Printing (**page 123) for page set up prior to printing.

**IMPORTANT!** Do Not Clear the Job Queue. Print jobs contain information necessary for troubleshooting issues with Report Card grades at your school.

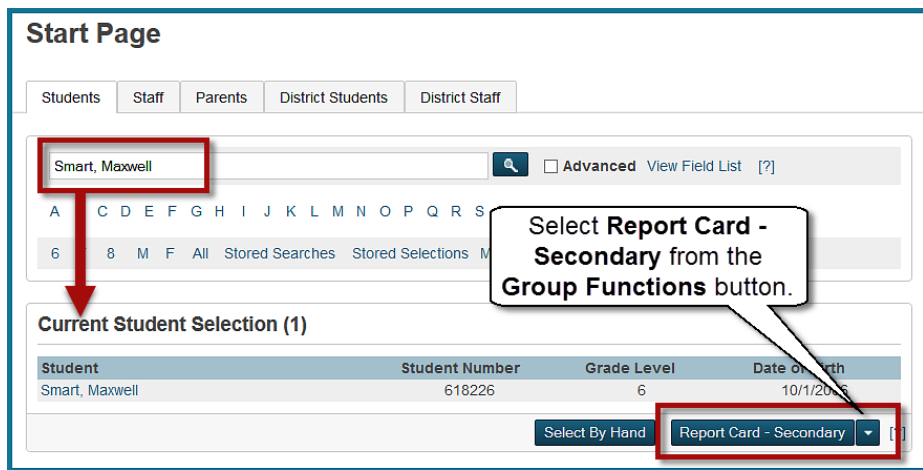| | School | Print Job Name / Comment | Date / Time Submitted by School | No. of Students | No. of Report Cards | Date / Time Submitted for Processing |
|---|---|---|---|---|---|---|
| ⦿ | Farb Middle | 2018-19 Progress Report 1 Hand-out | 10/18/2018 02:44 PM | 469 | 469 | |
| ○ | Farb Middle | 2018-19 Semester 1 Report Card District Mailer | 10/19/2018 08:30 AM | 469 | 484 | |

Clear   Submit

**IMPORTANT HINT!**

Save a PDF copy of progress reports on your computer (or in a shared file). This will make it easier to provide a copy of a past report card for a student who transferred to another district school.

# Printing a Report Card for One Student

After storing grades for an individual student, it may be necessary to re-print a report card.

1. On the **Start Page**, select the student.

2. Expand the **Group Functions button**, under the Printing heading, select **Report Card – Secondary**.



3. Continue by following the appropriate instructions for printing:

**Printing Progress Reports** page 128

**Printing a Final Semester/Quarter Report Cards** page 138

Make the following modification:

- **Calculate Citizenship GPA**, if the student had a grade change.

- Make sure the student is selected.

# Printing a Report Card for an Inactive Student

When a student transfers out of the school district, they become INACTIVE. The school that last owned the INACTIVE student will be able to print a report card for them.

**IMPORTANT!** Students who transfer from one SDUSD school to another must obtain a *copy* of the report card from the school that issued the report card.
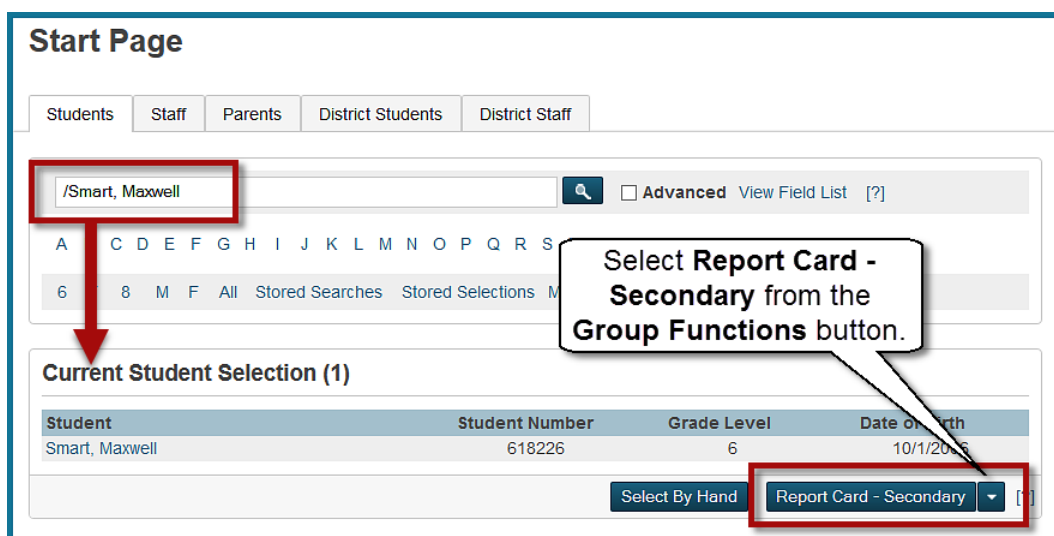
1. On the **Start Page** search for the student, using a forward slash / before their name.
   **NOTE:** If Smart Search is enabled, the forward slash is not needed.

   /Smart, Maxwell

2. Click the **search icon**.



3. The **Current Student Selection** will now reflect the inactive student.

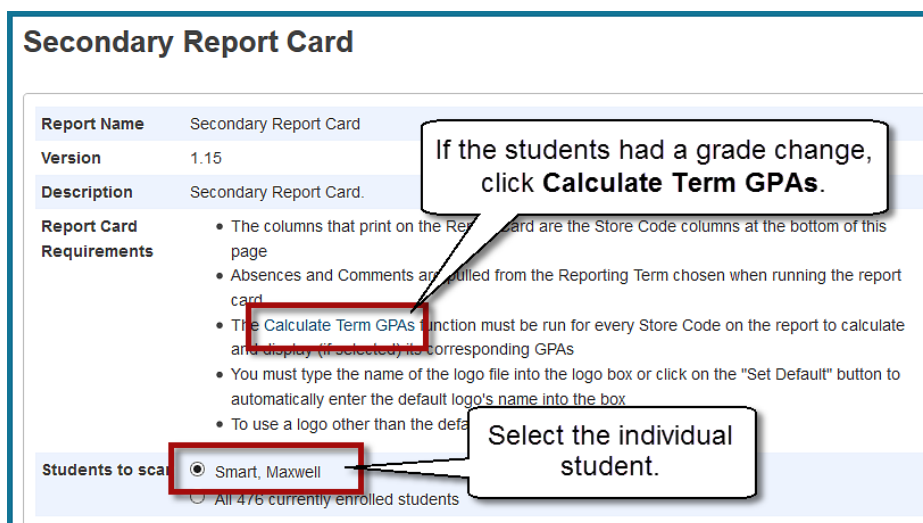4. Expand the **Group Functions button**, under the Printing heading select **Report Card – Secondary**.

5. Continue by following the appropriate instructions for printing:

**Printing Progress Reports** page 128

**Printing a Final Semester/Quarter Report Cards** page 138

Make the following modification:

- **Calculate Citizenship GPA**, if the student had a grade change.

- Make sure the student is selected.

# Part 6:
# Reports

# Eligibility Report

This report generates a student list with Academic and Citizenship GPA calculations, which may be used to determine a student's eligibility to participate in sports and or other school activities.

GPA calculations are based on an unweighted grade scale, and **excludes** college and non-credit bearing courses.

The default setting is to find students who have an unweighted scholarship GPA and an unweighted citizenship GPA of 2.0 or greater.

1. From the **Start** page, click **System Reports**.

2. Click the **SDUSD** tab, and then click **Eligibility Report**.

3. Click the **blue** **Calculate Term GPA** link.

4. Enter the appropriate **Historical Code.**

5. Click **Submit**.

**Calculate Term GPAs**

- This page calculates and stores the Citizenship and Scholarship GPAs for a single historical store code for the current year.

Historical Store Code                                          S1

Submit

6. On the Term GPAs page, click the **blue Eligibility Report** link.

**Term GPAs**

4846 students Citizenship GPAs stored and 4846 students Scholarship GPAs stored.

You are now ready to run the Eligibility Report.

7. To run for **Eligibility**, configure the screen as follows:

8. Click **Submit**.

Enter a comma separated list of Citizenship Grades and Scholarship Grades to exclude students from the Eligibility Report who have any of those grades. For example: N,U or D,F,I

**Store Code:** S1

Enter the same **Store Code** that was used to **Calculate Term GPAs**.

**Ineligible Citizenship Grades:**

**Ineligible Scholarship Grades:**

**Which students:** ⦿ Eligible
◯ All

Submit

Eligibility can be further limited by entering ineligible Citizenship or Scholarship grades. For example, enter D and F in the ineligible Sholarship Grades field to identify a student who has a GPA of 2.0 or greater, and they have D or F grades for the specified term. Students with those grades will be identified with an asterisk* next to their GPA.

**IMPORTANT**: When entering grades in either of these text fields, separate the grades by commas, **No SPACES.**

**HINT!** Select the **All** button to list unweighted term GPAs for **ALL** students.

## Eligibility Report

| Report Name | Eligibility Report |
| --- | --- |
| Version | 1.1 |
| Description | This report generates a student list with Academic and Citizenship GPA calculations, which may be used to determine a student's eligibility to participate in sports and or other school activities. GPA calculations are based on an unweighted grade scale, and excludes college and non-credit bearing courses. |
| Comments | Before running this report, run Calculate Term GPAs for the store code this report will be based on.<br><br>Enter a comma separated list of Citizenship Grades and Scholarship Grades to exclude students from the Eligibility Report who have any of those grades. For example: N,U or D,F,I |
| Store Code: | S1 |
| Ineligible Citizenship Grades: | N,U |
| Ineligible Scholarship Grades: | D,F |
| Which students: | ⦿ Eligible    ○ All |

If **ineligible grades** have been entered, students with those grades will be identified with an **Asterisk \*** next to their GPA.

**HINT!** Select **All** to list GPAs for all students.

Submit

# Finding Students at Risk

## Search by Grades/Attendance Function

This report will produce a current selection of students who meet the search criteria, or it can be configured to list the student name, teacher, and section information of students who meet the search criteria.

**HINT!** This report searches, but does not list the marks the student received in each class. To identify the course in which the students received the D or F, run the report once for each Academic mark. Before submitting this report, select **Display matching students & Sections**.

1. On the **Start Page**, click **Special Functions.**

2. On the Special Functions page, select **Search By Grades/Attendance**.

3. Configure the **Search by Attendance/Grades screen**:

   - **Minimum # classes needed to meet search criteria**: Enter the number **1** (or the number of your choice).

   - **Scan for this final grade**: Check the box

   - Select **Any=** from the drop-down menu, then enter **D (or F)** in the text field.

   Leave all other boxes unchecked.

   - **Scan for grades in:** choose Historical grades from the drop-down menu.

   - **Store code/Final grade:** enter the appropriate Store Code in the text field.

   - **Results:** Select one from the following

     **Make this the current selection of students** - will create a group of students who meet the above criteria.

     **Display matching students & Sections** -will list the student name, teacher and course information of students who met the above criteria, *but not the grade*.

4. Click **Submit.**

**Search By Grades/Attendance Screen**



**Search By Grades/Attendance**

| Which students to include | All 2433 currently enrolled students |
| --- | --- |
| Term | 18-19 Semester 1 |

Minimum # of classes needed to meet search criteria: `1`

**HINT!** Run each Academic Mark separately.

☑ Scan for this final grade (comma separated)   `Any =`  `F`

☐ Scan for this final grade percentage   `>`  _____

☐ Scan for this citizenship grade (comma separated)   `Any =`  _____

☐ Scan for attendance   Scan this attendance mode `Meeting`
for this attendance code `All Present Codes`   `<`  `0`  Periods
● Cumulative per Section Enrollment Record
○ Total Count

When scanning attendance
● Scan all attendance records
○ Only scan records in this date range `8/27/2018` - `9/27/2018`

Scan for grades in   `Historical grades`
Store code/Final grade `S1`

Scan for all classes enrolled
● as of this date `10/22/2018`
○ anytime during the current term

Results
○ Make this the current selection of students
● Display matching students & Sections

Search by GPA

Select here to list the student name, teacher, and section information for students who meet the above criteria.

`Submit`

**Search By Grades/Attendance Results (**using **Display matching students and Sections)**



**Matching History**

The number of students who match the report criteria.

340 Student(s) matched and selected.

| Students | Term | Section | Course Name | Teacher |
| --- | --- | --- | --- | --- |
| Porter, Davon Nima | Semester 1 | 2384-1 | AM SIGN LG 1(P) | Cantero, Brittani L |
| Velela, Jesenia Hamdi | Semester 1 | 8304-2 | AUTO TECH 1 | Richey, Marko A |
| Chagolla, Alicia Lylah | Semester 1 | 8304-2 | AUTO TECH 1 | Richey, Marko A |
| Castilleja, Trevin Augustine | Semester 1 | 8304-2 | AUTO TECH 1 | Richey, Marko A |
| Greenberg, Chauncey Luis | Semester 1 | 8304-2 | AUTO TECH 1 | Richey, Marko A |
| Sanchez Martinez, Yahel Vinny | Semester 1 | 8306-1 | AUTO TECH 3 | Richey, Marko A |
| Paine, Nikayla Jensen | Semester 1 | 8432-2 | BRDCST JOUR 1(P) | Alton, Oskar Jordan |
| Avina, Rylee | Semester 1 | 8432-2 | BRDCST JOUR 1(P) | Alton, Oskar Jordan |
| Finnerty, Naomi Pamela | Semester 1 | 1698-3 | ERWC 1 (P) | Hodgson, Yeimi Martin |
| Hummel, Tanisha Avril | Semester 1 | 1698-3 | ERWC 1 (P) | Hodgson, Yeimi Martin |
| Eagle, Neil Antwon | Semester 1 | 1165-4 | FOOD PRE/NUTR 1(P) | Cooke, Cristofer Ann |

# Gradebook Grades Report – Only Show Ds and Fs

This report will list the most current Academic and Citizenship marks in the Teacher's Gradebook for a specific reporting term.

To find students who are at risk of failing, do the following:

1. On the **Start Page**, under Reports, select **System Reports**.

2. On the Reports page, select the **sqlReports 4** tab.

3. Expand the **Grading** heading, select **Gradebook Grades Report**.

Configure the report page as follows:

- **Reporting Term:** Enter the appropriate grade term.

- **Enrolled Date:**

  For **Progress Reports** and **Quarters**, enter the date that is *five school days prior* to the end of the grade reporting term.

  For **Semesters**, enter the date that is *ten school days prior* to the end of the grade reporting period.

- **Dropped after:** Enter the date that is *one day after* the date used for **Enrolled on.**

- **Run for the selected students:** Leave the default set to **NO** to run for all students. Select **Yes** to fun for a selected group of students.

- **Only show D and F grades:** Select **Yes.**

## Run sqlReport -

| Label | Value |
| --- | --- |
| Name | Gradebook Grades Report |
| Description | Lists students with Academic or Citizenship marks for a specific reporting term. Please note that the **Manual Override** column indicates if the teacher has manually entered a grade for the student, as opposed to allowing Gradebook to calculate the grade based on assignment scores. |
| Directions | Enrolled on:<br>• For Progress Reports and Quarters, this date is typically the date that is 5 days prior to the end of the grade reporting term.<br>• For Semesters, this date is 10 days prior to the end of the grade reporting term.<br><br>Dropped after: Enter the date that is one day after the date used for **Enrolled on.** |
| Reporting Term | P1 |
| Enrolled on | 10/8/2018 |
| Dropped after | 10/9/2018 |
| Run for the selected students | No |
| Only show D and F grades | Yes |

To find students at risk of failing, select **Yes**.

Submit

# Grades Distribution Report

Use this report to identify trends in instruction, grading, and assessment.

If your school offers multiple classes with different terms (quarters, semesters, and year-long), run the report multiple times

**NOTE:** This report may take several minutes to complete.

1. From the **Start Page**, under Reports select **System Reports**.

2. On the **Reports page**, select the **System tab**.

3. Under **Grades and Gradebooks**, select **Grades Distribution**.

4. Configure the **Grades Distribution Report** screen as follows:

   - **Report By\***: Select **Teacher**. Check the box to its right.

   - **Grades to Scan\***: Select **Historical Grades.** Check the box to its right.

   - **Distribute Grades By\***: Select **Letter Grade** or **Percentage.** Check the box to its right.

   - **Distribution Display**: using UPPERCASE letters, type the grades you would like displayed, separated by commas. Do not use *no spaces*! Check the box to its right. (**A,B,C,D,F,NG**)

   - **Passing Grades**: Using UPPERCASE letters, type the passing grades, separated by commas. Do not use spaces. Check the box to its right. (**A,B,C,D**)

   - **Failing** Grades: Using UPPERCASE letters, type failing grades, separated by commas. Do not use spaces. Check the box to its right. (**F**)

   - **Term**: Choose the desired grading term. Check the box to its right.

   **NOTE!** The **Term** drop-down menu determines what courses are displayed in the report:

   Choose the appropriate **semester** to see the grade distribution for semester-long courses.

   Choose the **year** to see the grade distribution for year-long courses.

   Choose the appropriate **quarter** to see the grade distribution for quarter courses.

   - **Store Codes**: Type the appropriate store code(s).Check the box to its right.

5. Click **Submit**.

**Grades Distribution Screen**

## Grades Distribution Report

| Report Name | Grades Distribution |
|---|---|
| Version | 1.3 |
| Description | |
| Comments | |
| Processing Options | In Background Now ▼ |
| Specific Date/Time | MM/DD/YYYY 🔲 / ◔ |

> Check these boxes to save your settings.

| Data to be filled | (Check checkbox on the right to save as default value) Reset All ▼ | |
|---|---|---|
| Report By* | Teacher ▼ | ☑ |
| Grades to Scan* | Historical Grades ▼ | ☑ |
| Distribute Grades By* | Letter Grade ▼ | ☑ |
| Distribution Display (Ex: A,B,C,D or 70,80,90,100)* | A,B,C,D,F,NG | ☑ |

> Use UPPERCASE letters separated by commas. NO SPACES.

| If distributing by Percentage specify the Cutoff | | |
|---|---|---|
| Cutoff Percent for Pass/Fail | | ☐ |

| If distributing by Letter Grade specify the Passing and Failing Grades | | |
|---|---|---|
| Passing Grades | A,B,C,D | ☑ |
| Failing Grades | F | ☑ |

> The term determines the courses that will be displayed on this report.

| If distributing for Historical Grades specify the Term and Store Codes | | |
|---|---|---|
| Term | 16-17 S1 Semester 1 ▼ | ☑ |
| Store Codes | S1 | ☑ |
| Report Output Locale | English ▼ | ☑ |

Submit
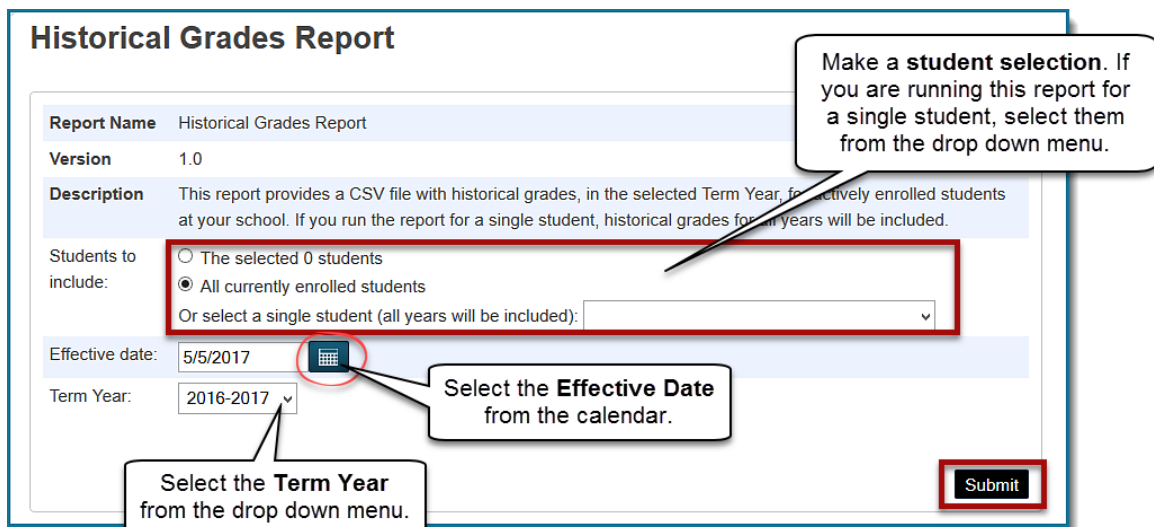
# Historical Grade Report

This report provides a CSV file with historical grades for *actively enrolled students* for a selected Term Year.

If this report is run for a single student, historical grades for all years will be included.

1. From the **Start Page**, under Reports select **System Reports**.

2. On the **Reports page**, select the **SDUSD tab**.

3. On the **SDUSD Custom Reports page**, select **Historical Grades Report**.

4. Configure the **Historical Grades Report page**, as follows:

   - **Students to include**: make a student selection.

   - **Effective date:** Select the date from the calendar.

   - **Term Year:** Select the term year from the drop-down menu.

5. Click **Submit**.

# Search by GPA Function

The **Search By GPA function** creates a *selection of students* who meet the specified search criteria.

**NOTE:** GPA searches may take several minutes to complete.

1. On the **Start Page**, click **Special Functions.**

2. On the Special Function page, click **Search By GPA**.

3. Configure the **Search By GPA** screen as follows:

- **Scan these**: click the radio button for all currently enrolled students (or the selected students)

  **NOTE:** You can also narrow down your student selection by scanning a specific course.section number, period and/or teacher.

- Select the **GPA to scan**:

  **Whose cumulative GPA is** (this setting will scan for cumulative GPA based on the GPA method selected below)

  - Select *greater than or equal to* or *less than or equal to* from the drop-down menu

  - Enter the desired **GPA** in the text field

  - **GPA method**: Select the GPA calculation method from the drop down

  **Whose term GPA (_____) is**: Enter the Store code (this setting will scan for GPA for a specified term, based on the GPA method selected below)

  - Select *greater than or equal to* or *less than or equal to* from the drop-down menu

  - Enter the desired **GPA** in the text field

  - **GPA method**: Select the GPA calculation method from the drop down

    *Unweighted total scholarship GPA* or *Weighted total scholarship GPA*

  **Whose current GPA is** (this setting will scan for current GPA from the teacher's Gradebook based on the selected GPA method. This is a *TENTATIVE GPA*)

  - Select *greater than or equal to* or *less than or equal to* from the drop-down menu

  - Enter the desired **GPA** in the text field

  - **GPA method**: Select the GPA calculation method from the drop down

4. Click **Submit**.

**Search By GPA**



This function will produce a **selection of students** who meet the specific criteria selected above.



From here, use the **Quick Export** or **List Students** Group Function to design a report that will list the fields you choose.

# Stored Grades Report

The **Stored Grades** report provides a list of actively enrolled students along with information about Stored Grades for each student. This report provides results for the current year only.

1. From the **Start Page**, click **System Reports**.

2. Click the **sqlReports 4** tab, expand the Grading heading, select **Stored Grades**.

3. Configure the Stored Grades screen as follows:

   - **Effective Date**: Select the current date or another date of your choosing.

   - **Run for selected students**: Select **No**, to run for all students. Select **Yes**, if you are running this report for a group of students.

   - **Store Code**: Enter the appropriate Store Code to run the report.

4. Click **Submit**.

## Run sqlReport -

| Label | Value |
|---|---|
| **Name** | Stored Grades |
| **Description** | This report provides a list of actively enrolled students at your school, along with information about Stored Grades for each student. Enter a Store Code and effective date to run the report. This report will provide results for the current year only. |
| **Directions** | |
| **Effective Date** | 1/25/2019 |
| **Run for selected students** | No |
| **Store Code** | S1 |

Submit

# Part 7:
# Teacher
# Preparation
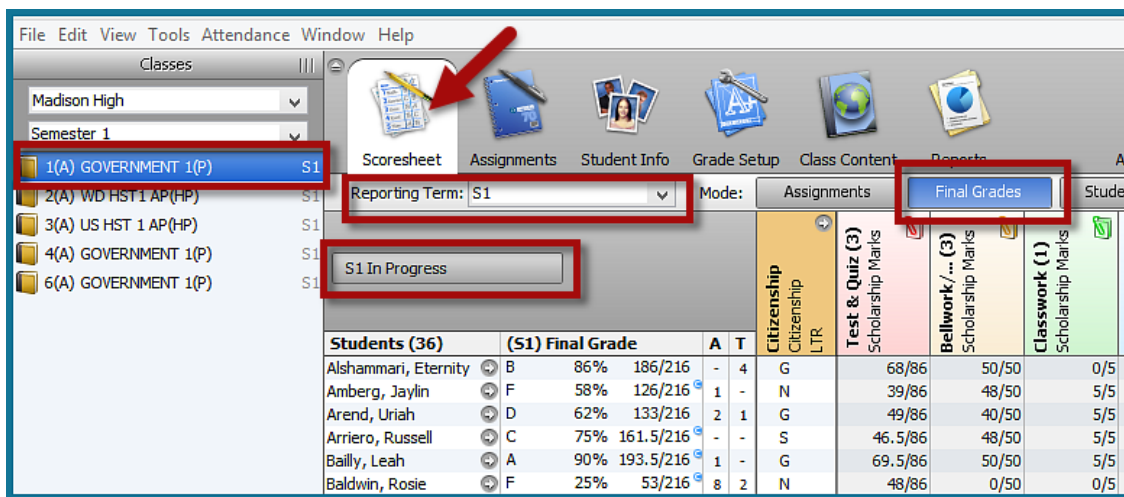
# Finalizing Grades

In PowerTeacher Gradebook, progress and final grades update automatically throughout the term as assignment scores are entered. **NOTE:** It is important to confirm that assignment due dates fall within the grade term, watching especially for weekend dates.

When the grading period comes to a close, teachers verify that grades are accurate and complete for progress reports and report cards. Citizenship grades and up to four comments chosen from a menu must be manually entered before submitting grades to be stored.

## Final Grades Completion

1. Launch **PowerTeacher Gradebook**.

   - Select a class from the Classes menu.

   - Click the **Scoresheet** tab.

   - **Reporting Term**: **IMPORTANT!** *Select the appropriate Reporting Term*.

   - Click the **Final Grades** button.

   - Verify all final grades: apply any changes, enter Citizenship marks, add Comments, if needed.

   - Click the **In Progress** button.

2. In the **Final Grades Completion Status** dialog box, do the following:

- Apply a checkmark in the **Final Grades Complete** box.

- Enter a comment in the **Status Comment** text box to indicate final grades are complete.

- Click **OK**.





3. Repeat Steps 1–3 for each of your classes.

# Final Grade and Comment Verification Report

1.  Click the **Reports** tab, click the arrow next to **Final Grade and Comment Verification**.
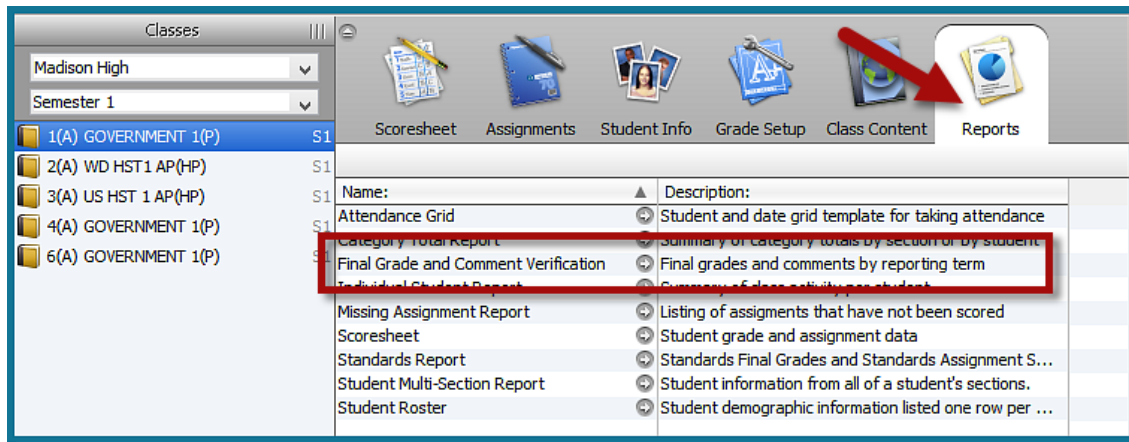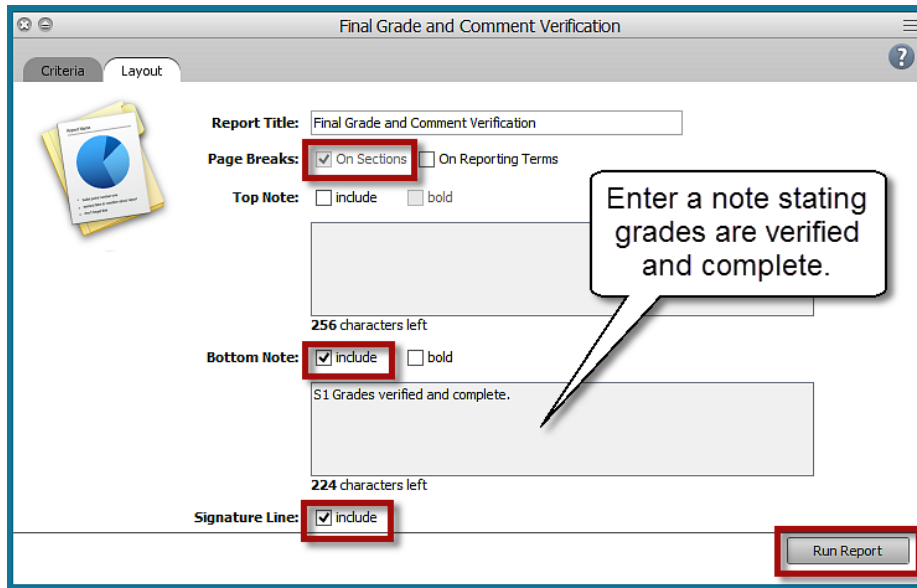


2.  On the **Criteria** tab, select the following radio buttons:

    - **Output Type:** PDF

    - **Sections:** Selected Class

    - **Students:** All Enrolled

    - **Student Field:** Student Name

    - **Include:** Additional Grades. This will display both Scholarship and Citizenship on the report.

    - Apply a checkmark in the **Grade** and **Comment** boxes. *DO NOT check* **Use Comment Code**.

    - **Reporting Term:** Select the appropriate **Reporting Term** from the drop-down menu.
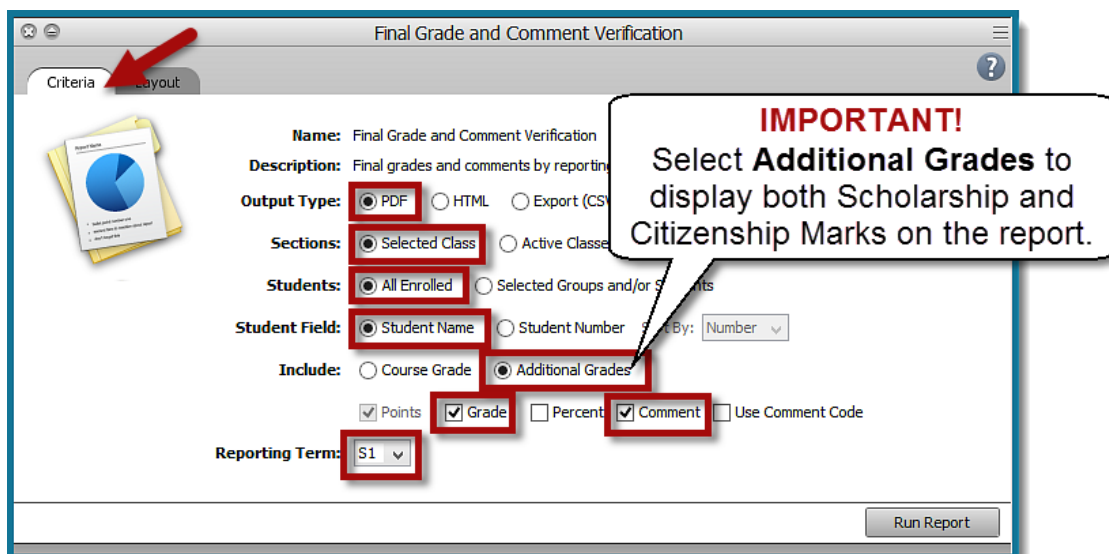
3. Click the **Layout** tab, and do the following:

- **Page Breaks**: Apply a checkmark to the **On Sections** box, if it isn't already checked.

- **Bottom Note**: Apply a checkmark to the **include** box.

- **Bottom Note text box**: Enter a note stating grades are verified and complete.

- **Signature Line**: Apply a checkmark in the **include** box.

- Click **Run Report**.



4. Select the **Open Report** radio button**,** and click **OK**.

5. Verify that the report includes *each active class* in the Gradebook.

6. Verify that **Final Grades**, **Comments** and **Citizenship** on this report are accurate.

7. **Sign** and **date** all pages, and turn them into the office by the designated date and time.

**Final Grade and Comment Verification**                                   1(A) GOVERNMENT 1(P)

Reporting Term: S1                                                          Latrice Buendia

| Student Name | Final Grade | Comment | |
|---|---|---|---|
| Alshammari, Eternity | B | | |
| Amberg, Jaylin | F | Often unprepared for class; Tardiness affecting grade; May fail at the semester; | N |
| Arend, Uriah | D | | G |
| Arriero, Russell | C | Work is improving; Shows sincere effort; | S |
| Bailly, Leah | A | Shows sincere effort; Plus mark in scholarship (+); | |
| Baldwin, Rosie | F | May fail at the semester; | |
| Balistreri, Kerry | B | | |
| Beltran, Julietta | C | | |

P1 Grades verified and complete.

Verify that **Final Grades**, **Comments** and **Citizenship** are accurate.

Sign and Date all pages. Turn them in to the office by the designated time.

Name:_____ Signature:_____ Date:_____

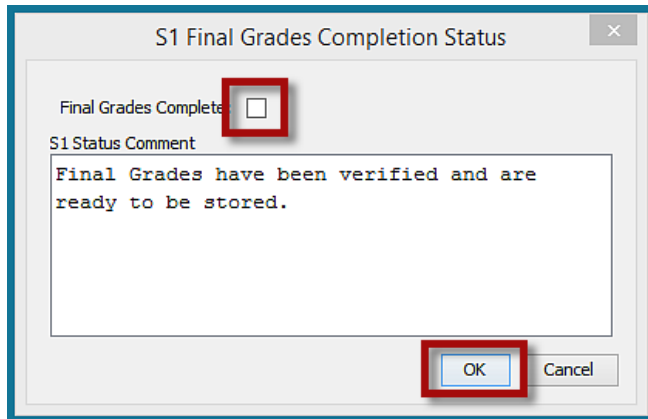10/23/2018                                                                 1 of 1

# Changing Grades

If a grade change is necessary after final grades have been stored, do the following:
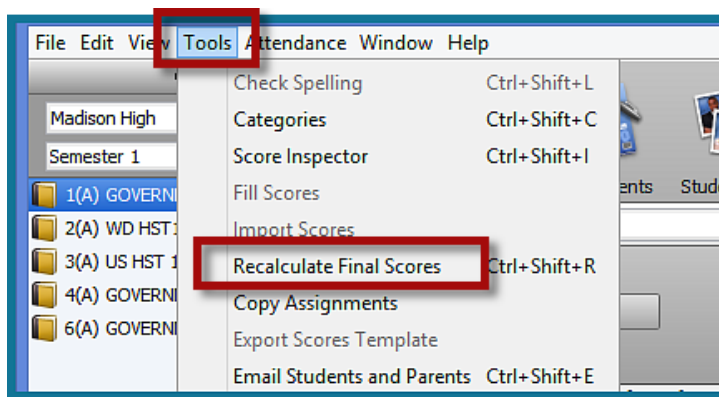
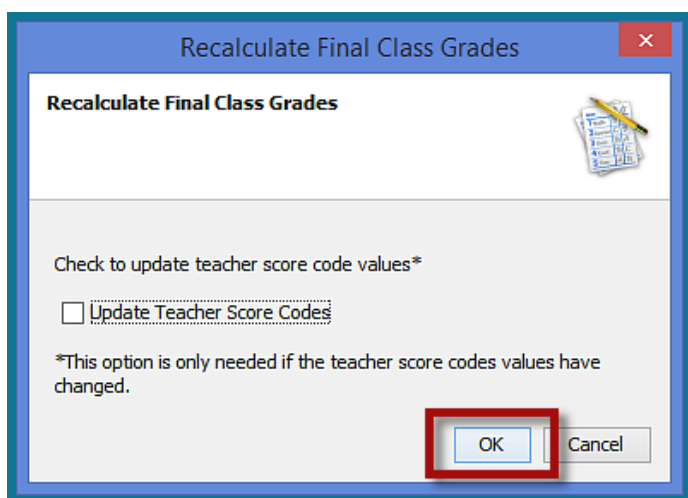1. Click the green **Grades Complete** button.
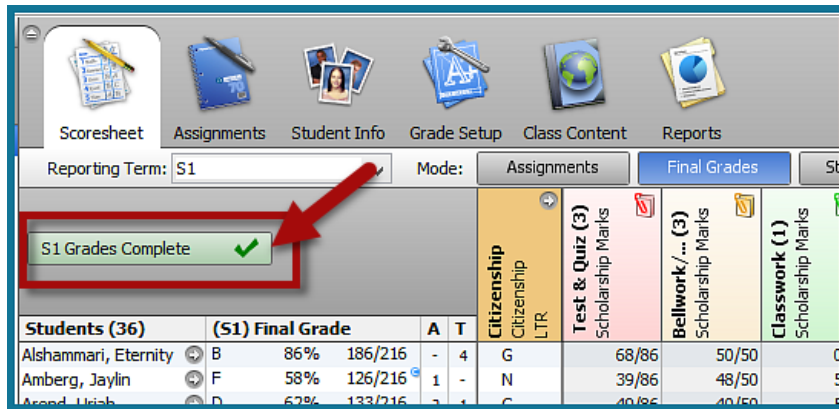


2. Remove the checkmark from the **Final Grades Complete** box. Click **OK**.



3. Update the student's assignment score, Scholarship grade, or Citizenship grade.

4. Open the **Tools** menu, click **Recalculate Final Scores**.

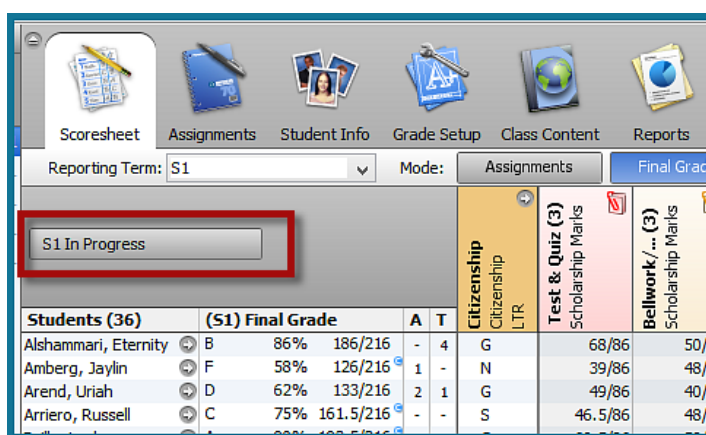5. On the **Recalculate Final Class Grades** pop up window, click **OK**.



6. Click the gray **In Progress** button.



7. Re-apply the checkmark to the **Final Grades Complete** box.

8. Click **OK**.
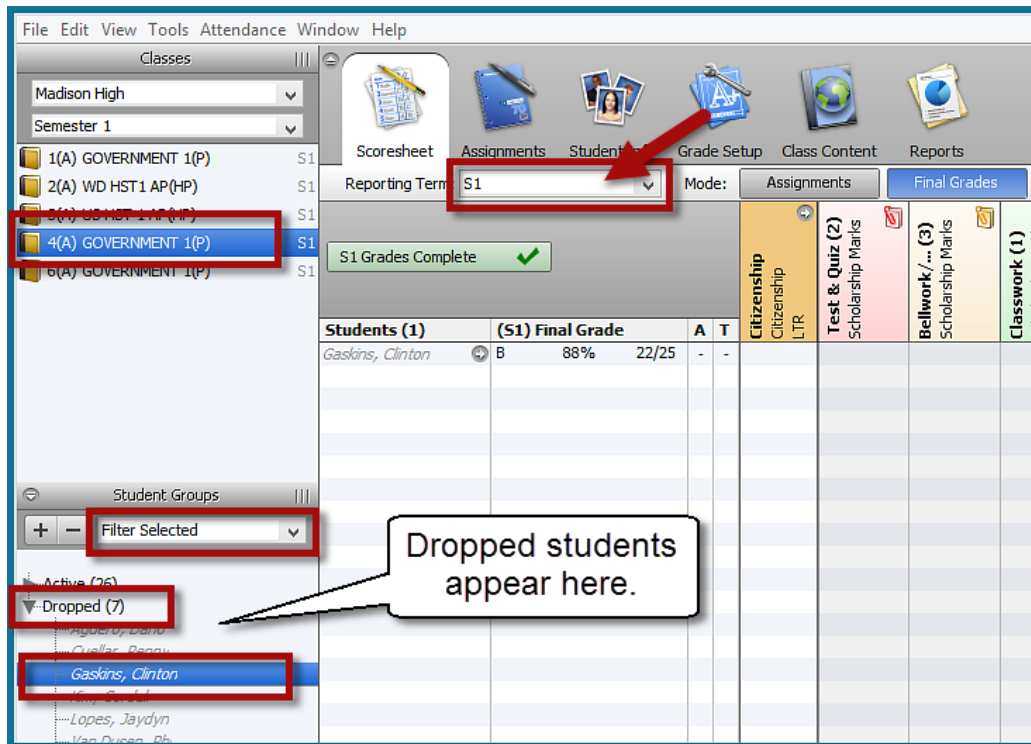
# Entering Grades for Dropped Students

To enter grades for dropped students, do the following:

1. Select the appropriate class from the **Classes** menu.

2. **IMPORTANT!** Select the appropriate *Reporting Term*.

3. Under **Student Groups**, expand the ▼ **Dropped** menu.

4. Select the **appropriate student(s)**. Hold the Ctrl key down to make multiple selections.

5. Change the **Highlight Selected** menu to **Filter Selected**.

6. Update the student's assignment scores, Scholarship grade, or Citizenship grade



If grades have not been submitted, follow the procedure for **Final Grades Completion** on page 168

If grades have already been submitted:

- Click the green Grades Complete button and remove the checkmark from the Final Grades Complete.

- Open the **Tools** menu, click **Recalculate Final Scores**.

- Click the gray In Progress button and re-apply the checkmark to the **Final Grades Complete** box.