

# PowerSchool Handbook

## Secondary Grade Reporting For Traditional Semester-based & K-8 Schools

Version 5.1  
February 1, 2019



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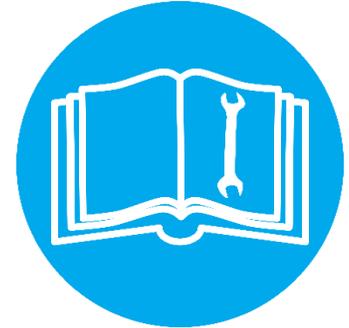
## About This Handbook

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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 school, including K-8 schools. 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 Secondary Schools**: [vortega1@sandi.net](mailto: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.

**Historical Grades** 

Anderson, Adele Julia 11 569246 ScrippsRch

Multiple New Entries Single New Entry Previous School Terms **Detail View** Transcript

Year/Term	Grd Lvl	Course number	Course	Earned Credit	P1	P2	P3	P4	S1	S2
17-18 S1	10	6111	BIOLOGY 1(P)	1.00	A	A	.	.	A	.
17-18 S2	10	6112	BIOLOGY 2(P)	1.00	.	.	A	A	.	A
17-18 S1	10	1572	ENG 3 ADV (P)	1.00	A	A	.	.	A	.
17-18 S2	10	1573	ENG 4 ADV (P)	1.00	.	.	B	A	.	A

- 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.

Classes

Semester 1

- 1(A) BIOLOGY 1(P) S1
- 3(A) BIOLOGY 1(P) S1
- 4(A) BIO 1 AP (HP) S1
- 5(A) BIOLOGY 1(P) S1
- 6(A) BIO 1 AP (HP) S1








Reporting Term: S1 Mode: Calculations Grade Scales

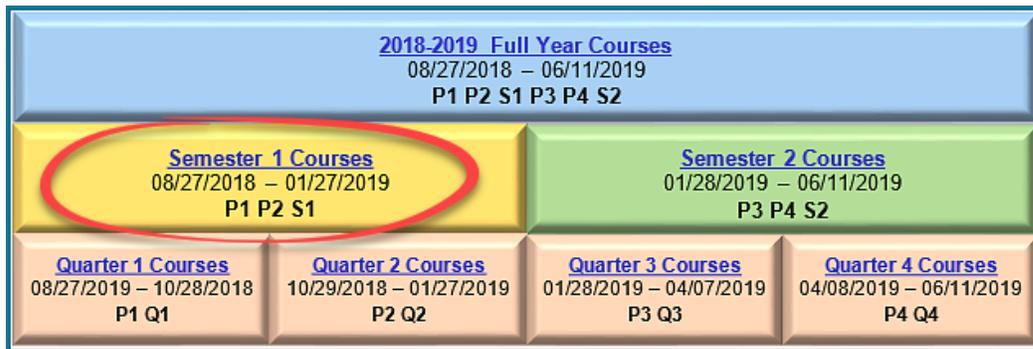
Reporting Term	Start	End
S1	08/27/2018 Mon	01/27/2019 Sun
P2	08/27/2018 Mon	11/30/2018 Fri
P1	08/27/2018 Mon	10/12/2018 Fri

## 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.



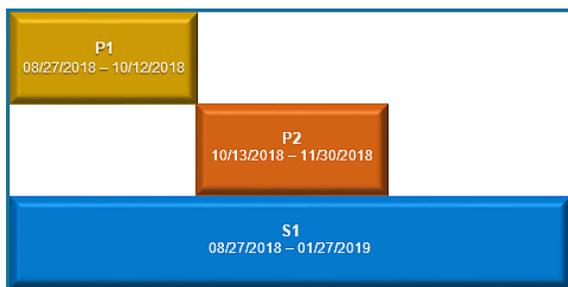
In the process of determining the first and last day for each Progress Report Grading periods (P1, P2, P3, P4, etc.) dates, the following questions should be asked:

- 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?

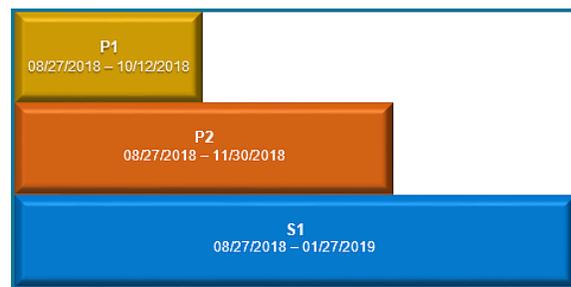
**IMPORTANT!** The choice of independent or cumulative globally affects the settings for all teacher Gradebooks at the school site.

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

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

If your school only offers semester and/or year-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

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# ZZTeacher and Other Placeholder Teacher Changes

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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 ZZTeachers listed as Lead Teachers.

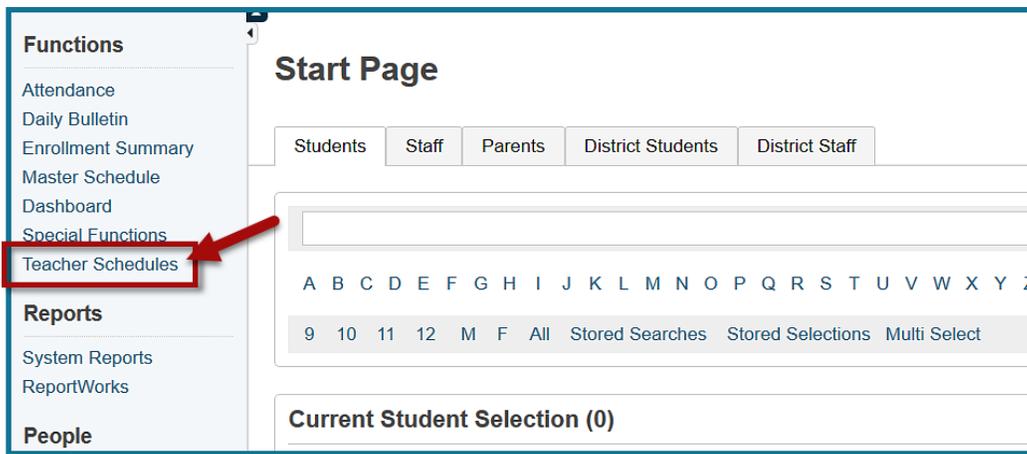
## Replacing ZZTeacher or Other Teacher Placeholder

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

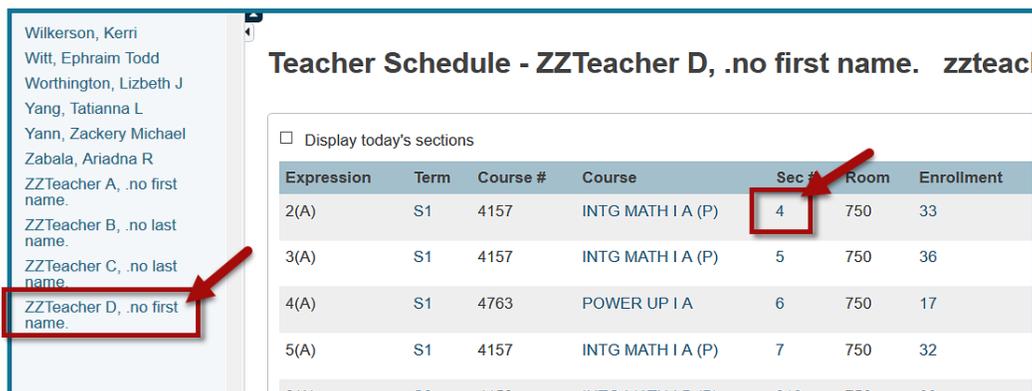
Placeholder teachers could be a ZZTeacher, a teacher that will not be returning to the school next year, or a teacher that was assigned, but doesn't show up for the next school year.

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.



- 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.

### Edit Section

Field	Value										
Course Name	INTG MATH I A (P)										
Course Number	4157										
Schedule	Expression: 2(A)										
Term	8/27/2018 27/2019										
Teacher - Section Lead	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">           Olascuaga, Hannah L            Oliveros, Dashiell            Ollison, Alize Joy            Olson, Oren Joyce            Ong, Grettel V            Osornio, Jasen            Overton, Quynh E            Padgett, Elise S  <div style="border: 2px solid red; padding: 2px;">Padron, Carys</div>           Padda, Angelo Ann            Palermo, Long G            Palm, Zayra J            Pampo, Anson Y            Pantaleon, Annalisa            Pape, Zahara C            Pargo, Vince Esparas            Parham, Hung            Parham, Think Moon            Pascasio, Lily Elizabeth            Pastor, Silvia L         </div>										
	<input type="button" value="Add"/>										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #D9E1F2;"> <th style="text-align: left;">% Allocation</th> <th style="text-align: left;">Start Date</th> <th style="text-align: left;">End Date</th> <th style="text-align: left;">Actions</th> </tr> </thead> <tbody> <tr> <td>ZZTeacher D, n</td> <td>Lead Teacher</td> <td>100</td> <td>08/27/2018</td> <td>01/27/2019</td> <td> <input type="button" value="Print"/> <input type="button" value="Minus"/> </td> </tr> </tbody> </table>	% Allocation	Start Date	End Date	Actions	ZZTeacher D, n	Lead Teacher	100	08/27/2018	01/27/2019	<input type="button" value="Print"/> <input type="button" value="Minus"/>
% Allocation	Start Date	End Date	Actions								
ZZTeacher D, n	Lead Teacher	100	08/27/2018	01/27/2019	<input type="button" value="Print"/> <input type="button" value="Minus"/>						

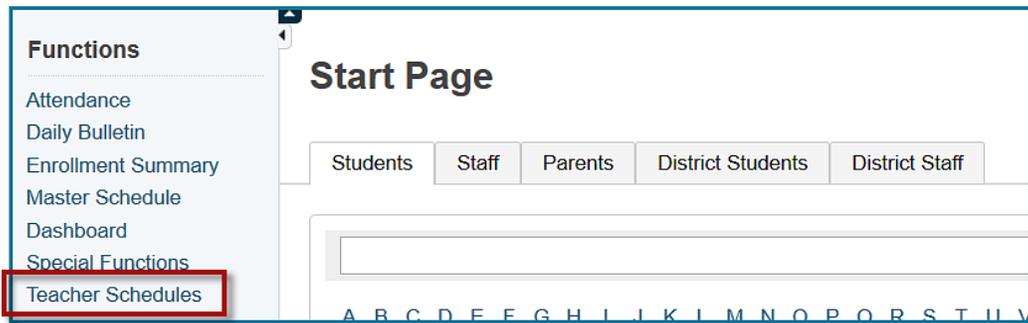
- Click **Submit** at the bottom of the page.

## Adding a New Lead Teacher to an Existing Lead Teacher

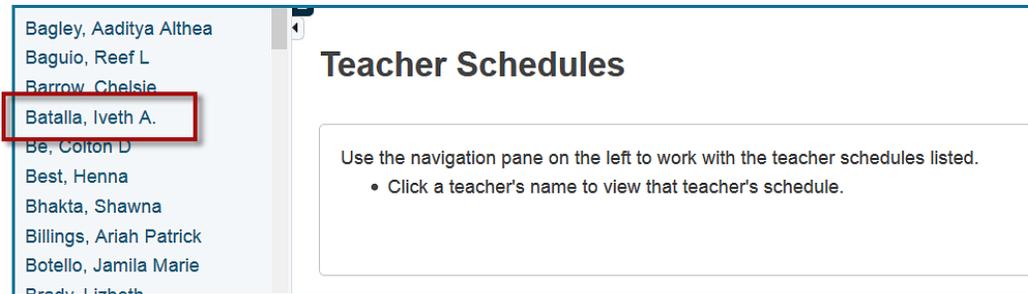
When there is currently a Lead Teacher for a class, and a new Lead Teacher will be taking over the section, the new teacher needs to be **added** as a Lead Teacher starting on the first day they begin teaching the class. The original Lead Teacher should be left in place, with their end date reset to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

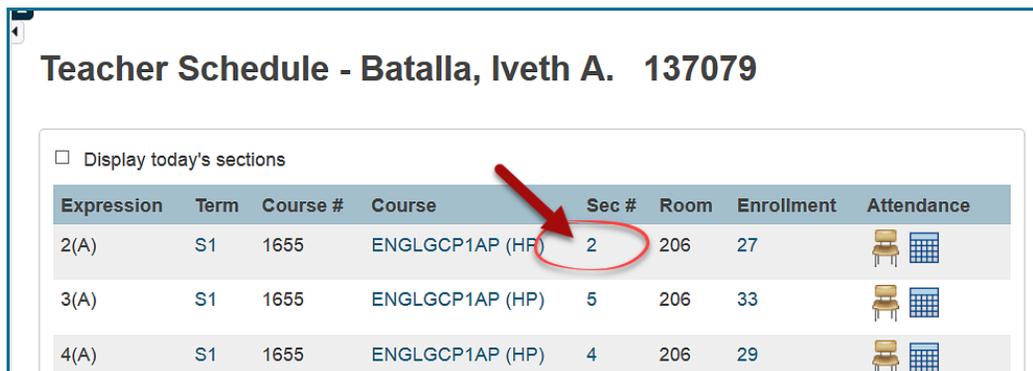
1. On the **Start Page**, under Functions, select **Teacher Schedules**.



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.



Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance
2(A)	S1	1655	ENLGC1AP (HP)	2	206	27	 
3(A)	S1	1655	ENLGC1AP (HP)	5	206	33	 
4(A)	S1	1655	ENLGC1AP (HP)	4	206	29	 

- On the **Edit Section** page, click **Add** in the **Teacher – Section Lead** section.

**Edit Section**

Field	Value														
Course Name	ENLGC1AP (HP)														
Course Number	1655														
Schedule	Expression: 2(A)														
	<table border="1"> <thead> <tr> <th></th> <th>A</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="checkbox"/></td> </tr> <tr> <td>2</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>3</td> <td><input type="checkbox"/></td> </tr> <tr> <td>4</td> <td><input type="checkbox"/></td> </tr> <tr> <td>5</td> <td><input type="checkbox"/></td> </tr> <tr> <td>6</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		A	1	<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	6	<input type="checkbox"/>
	A														
1	<input type="checkbox"/>														
2	<input checked="" type="checkbox"/>														
3	<input type="checkbox"/>														
4	<input type="checkbox"/>														
5	<input type="checkbox"/>														
6	<input type="checkbox"/>														
Term	Semester 1 Start Date: 08/28/2017 End Date: 01/28/2018														
Teacher - Section Lead	<b>Add</b>														

Staff	Role	% Allocation	Start Date	End Date	Actions
Batalla, Iveth A.	Lead Teacher	100	08/28/2017	01/28/2018	<input type="button" value="edit"/> <input type="button" value="minus"/>

- From the **Staff** drop-down menu, select the name of the new teacher who will be teaching the class.
- Change the **Start Date** to the day the new teacher will begin teaching the class.

**Teacher - Section Lead**

Staff	Role	% Allocation	Start Date	End Date	Actions
Batalla, Iveth A.	Lead Teacher	100	08/28/2017	1/28/2018	<input type="button" value="edit"/> <input type="button" value="minus"/>
Aaron, Henry	Lead Teacher	100	10/30/2017	1/28/2018	<input type="button" value="edit"/> <input type="button" value="minus"/>

Select the name of the new **Lead Teacher** from the drop-down menu.

Select the date that the new **Lead Teacher** will **start** teaching the class.

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

**Teacher - Section Lead**

Staff	Role	% Allocation	Start Date	End Date	Actions
Batalla, Iveth A.	Lead Teacher	100	08/28/2017	10/29/2017	<input type="button" value="edit"/> <input type="button" value="minus"/>
Aaron, Henry	Lead Teacher	100	10/30/2017	1/28/2018	<input type="button" value="edit"/> <input type="button" value="minus"/>

Change this date to the day **before** the new Lead Teacher starts teaching this class.

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

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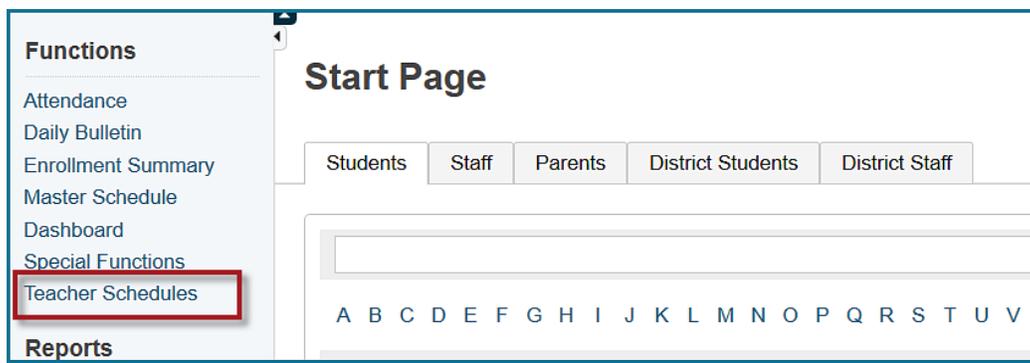
## Adding a Co-teacher to Enter Grades

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.

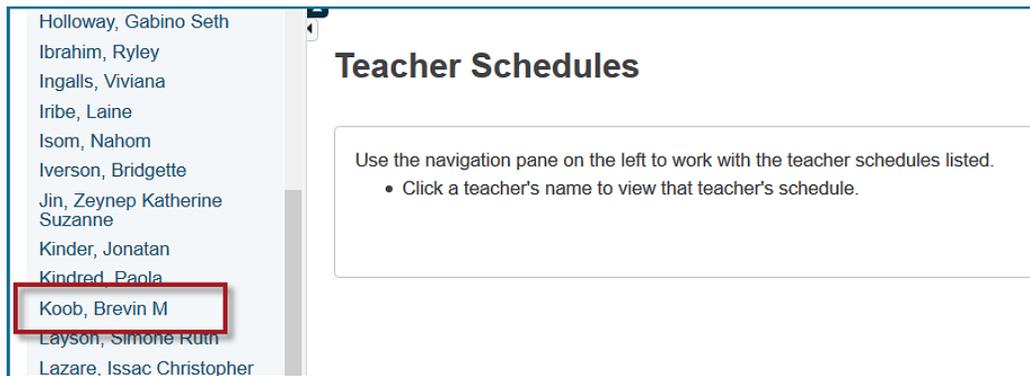
If someone other than the Lead Teacher needs to enter grades, they must be added as a Co-teacher. Once the Co-teacher role is added, the designated staff member will be able to enter the grades in the PowerTeacher Gradebook.

**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**.



- 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	

- Click the **Add** button in the **Teachers/Staff Additional** area.
- From the **Staff** drop-down menu, select the name of the designated staff member who will be entering the grades.
- From the **Role** menu, select **Co-teacher**.

**Edit Section**

Field	Value
Course Name	ADVISORY
Course Number	8027_2E

---

Teachers/Staff - Additional

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

**Add**

- 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.

II. CONTACT INFORMATION			
	22. Parent/Guardian/Contact	23. Parent/Guardian/Contact	24. Emergency Contacts (other than parents)
Contact name	First name: <input type="text" value="Kenneth"/> * Last name: <input type="text" value="Abutin"/> *	First name: <input type="text" value="Danica"/> Last name: <input type="text" value="Abutin"/>	First name: <input type="text" value="Jovana"/> Last name: <input type="text" value="Abutin"/>
Relationship to student	<input type="text" value="Father"/> *	<input type="text" value="Mother"/>	Relationship to student: <input type="text" value="Grandparent"/>
Lives with student?	<input checked="" type="radio"/> *Yes <input type="radio"/> *No If no, provide address here: <input type="text"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No If no, provide address here: <input type="text"/>	Home phone: <input type="text"/> Work phone: <input type="text"/>
Home phone	<input type="text"/>	<input type="text"/>	Cell Phone: <input type="text" value="(856) 462-9650"/>
Work phone	<input type="text" value="(856) 462-9650"/> Extension: <input type="text"/>	<input type="text"/> Extension: <input type="text"/>	<input checked="" type="checkbox"/> Interpreter required <input checked="" type="checkbox"/> OK to release student
Cell phone	<input type="text" value="(856) 462-9650"/>	<input type="text" value="(856) 462-9650"/>	<b>Emergency contact 2</b>
Email address	<input type="text" value="parent@sandi.net"/>	<input type="text" value="parent@sandi.net"/>	First name: <input type="text"/> Last name: <input type="text"/>
Employer	<input type="text" value="Ssw Mechanical"/>	<input type="text"/>	Relationship to student: <input type="text"/>
Military (check all that apply)	<input checked="" type="checkbox"/> Active Duty <input type="checkbox"/> DOD Employee <input type="checkbox"/> Full Time	<input type="checkbox"/> Active Duty <input type="checkbox"/> DOD Employee <input type="checkbox"/> Full Time	Home phone: <input type="text"/>
Primary contact	<input checked="" type="checkbox"/> * <input type="checkbox"/>	<input type="checkbox"/>	Work Phone: <input type="text"/>
Education level (select one)	<input type="text" value="College Graduate"/> *	<input type="text" value="College Graduate"/>	Cell Phone: <input type="text"/>
Additional information Select one or more for each contact.	<input checked="" type="checkbox"/> Report card <input checked="" type="checkbox"/> Progress report <input type="checkbox"/> Interpreter required <input checked="" type="checkbox"/> Access to student info online	<input type="checkbox"/> Report card <input type="checkbox"/> Progress report <input type="checkbox"/> Interpreter required <input checked="" type="checkbox"/> Access to student info online	<input type="checkbox"/> Interpreter required <input type="checkbox"/> OK to release student

By default, the primary contact will have the Report card and Progress report boxes checked and disabled.

If both contacts live with the student, the second contact will have these 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*.

II. CONTACT INFORMATION			
	22. Parent/Guardian/Contact	23. Parent/Guardian/Contact	24. Emergency Contacts (other than parents)
Contact name	First name: <input type="text" value="Kenneth"/> * Last name: <input type="text" value="Abutin"/> *	First name: <input type="text" value="Danica"/> Last name: <input type="text" value="Abutin"/>	First name: <input type="text" value="Jovana"/> Last name: <input type="text" value="Abutin"/>
Relationship to student	<input type="text" value="Father"/> *	<input type="text" value="Mother"/>	Relationship to student: <input type="text" value="Grandparent"/>
Lives with student?	<input checked="" type="radio"/> *Yes <input type="radio"/> *No If no, provide address here:	<input type="radio"/> Yes <input checked="" type="radio"/> No If no, provide address here: Street <input type="text" value="123 Adams Street"/> City <input type="text" value="Los Angeles"/> State <input type="text" value="CA"/> Zip <input type="text" value="90021"/>	Home phone <input type="text"/> Work phone <input type="text"/>
Home phone	<input type="text"/>	<input type="text"/>	Cell Phone <input type="text" value="(856) 462-9650"/>
Work phone	<input type="text" value="(856) 462-9650"/> Extension <input type="text"/>	<input type="text"/> Extension <input type="text"/>	<input checked="" type="checkbox"/> Interpreter required <input checked="" type="checkbox"/> OK to release student
Cell phone	<input type="text" value="(856) 462-9650"/>	<input type="text" value="(856)"/>	
Email address	<input type="text" value="parent@sandi.net"/>	<input type="text" value="paren"/>	
Employer	<input type="text" value="Ssw Mechanical"/>	<input type="text"/>	Relationship to student: <input type="text"/>
Military (check all that apply)	<input checked="" type="checkbox"/> Active Duty <input type="checkbox"/> DOD Employee <input type="checkbox"/> Reserves National Guard <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<input type="checkbox"/> Active Duty <input type="checkbox"/> DOD Employee <input type="checkbox"/> Reserves National Guard <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Home phone <input type="text"/>
Primary language	<input type="text" value="English"/> *	<input type="text" value="English"/>	Work Phone <input type="text"/>
Education level (select one)	<input type="text" value="College Graduate"/> *	<input type="text" value="College Graduate"/>	Cell Phone <input type="text"/>
Additional information Select one or more for each contact.	<input checked="" type="checkbox"/> Report card <input checked="" type="checkbox"/> Progress report <input type="checkbox"/> Interpreter required <input checked="" type="checkbox"/> Access to student info online	<input checked="" type="checkbox"/> Report card <input checked="" type="checkbox"/> Progress report <input type="checkbox"/> Interpreter required <input checked="" type="checkbox"/> Access to student info online	<input type="checkbox"/> Interpreter required <input type="checkbox"/> OK to release student

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:
  - Parent Guardian 2 does not live with student and address is missing
  - 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**.

▼ Enrollment	
Address Errors	Address Errors
Alpha Roster with Teacher and Room	Alpha Roster with Teacher and Room
Class Of List	Class Of List
Deleted Duplicate IDs	Deleted Duplicate IDs
Email Addresses for Student Contacts	Email Addresses for Student Contacts

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**.

### Run sqlReport -

Label	Value
<b>Name</b>	Address Errors
<b>Description</b>	This report displays students and parents where the address is missing in PowerSchool.
<b>Directions</b>	This report should be used to clean up any address errors prior to running/printing report cards and/or progress reports. To identify errors for report cards and/or progress reports, set <b>Report card errors only?</b> to <b>Yes</b> when running the report.
<b>Effective Date</b>	2/9/2017 
<b>Run for the selected students</b>	No ▾
<b>Report card errors only?</b>	Yes ▾

## Address Errors

**Address Errors**

Parameters - Effective Date: 1/25/2018 Run for the selected students: No Report

Show / hide columns Make Current Selection Copy CSV Tab Print PDF

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

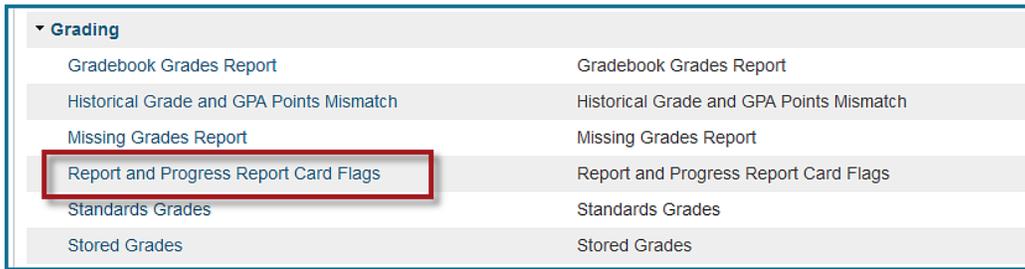
There is no valid address on file for Parent/Guardian 2.  
**To fix this error:**  
 Uncheck the Report Card and Progress Report flag from this Parent/Guardian, or enter a valid address.

**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.

## Report & Progress Report Card Flags Report

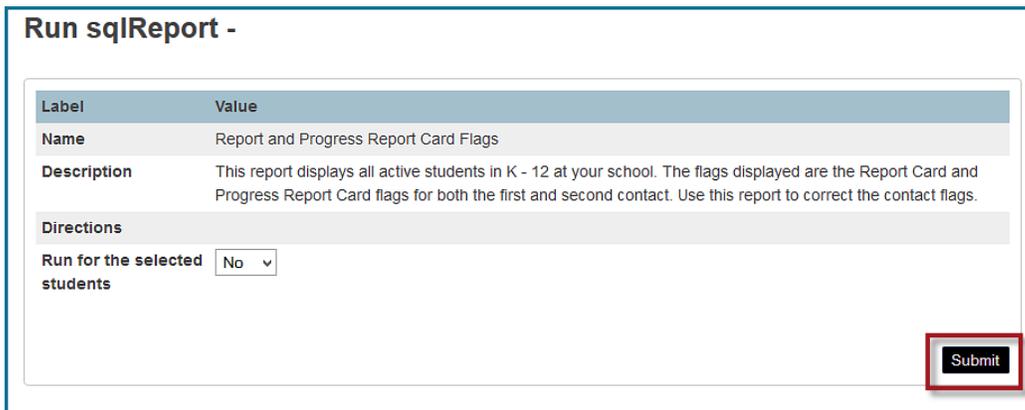
This report should be used to correct the contact flags. This report displays Report Card and Progress Report flags for both the first and second contact for all active students at your school.

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
<b>Report and Progress Report Card Flags</b>	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
<b>Name</b>	Report and Progress Report Card Flags
<b>Description</b>	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.
<b>Directions</b>	
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 from the other school must be finalized before attempting to store their 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

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	Aguiar	Rusty	11	2019	Marques	Jaren	WL	6(A)	A	4723	60	SERRA EDG SPN III B (P)			S2	iHigh Virtual Academy	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

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	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.*

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.

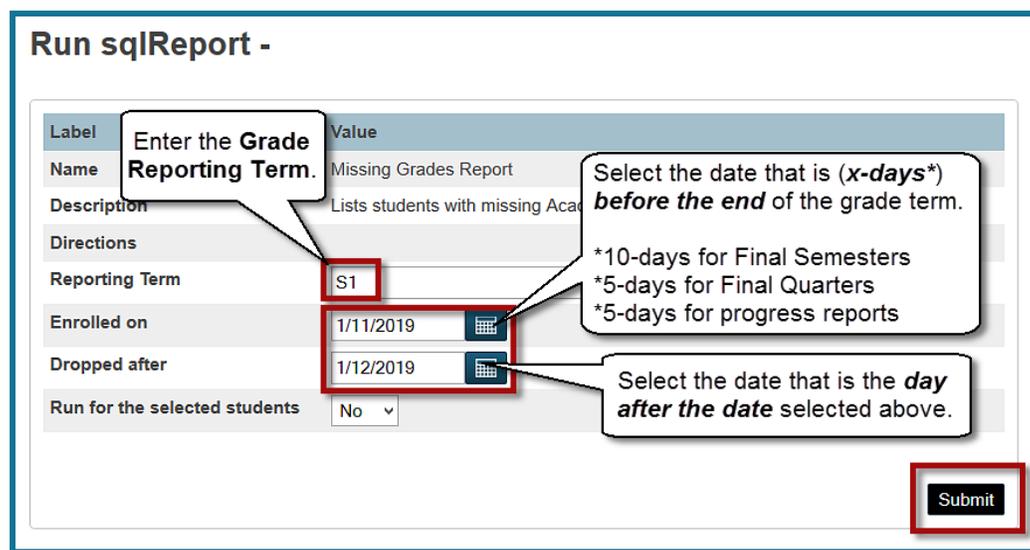
6. In the **Dropped after** field, enter the very next day (whether a school day or not).

**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**.

### Run sqlReport -

Label	Value
Name	Missing Grades Report
Description	Lists students with missing Academic
Directions	
Reporting Term	S1
Enrolled on	1/11/2019
Dropped after	1/12/2019
Run for the selected students	No



**Enter the Grade Reporting Term.**

Select the date that is **(x-days\*) before the end** of the grade term.  
 \*10-days for Final Semesters  
 \*5-days for Final Quarters  
 \*5-days for progress reports

Select the date that is the **day after the date** selected above.

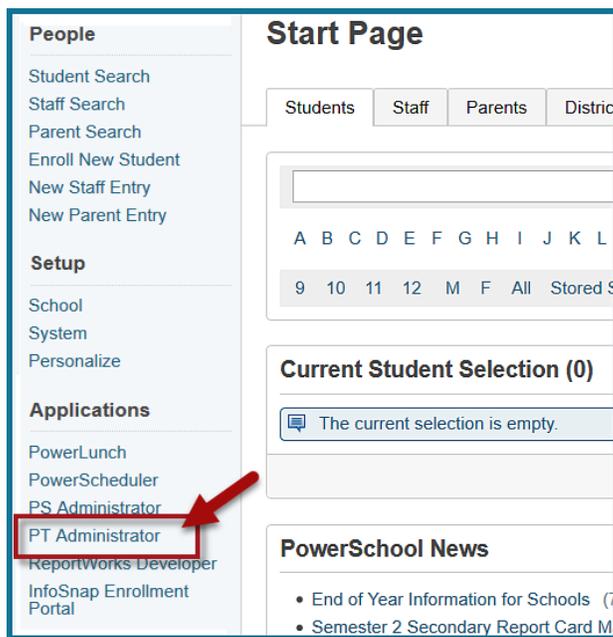
# Verifying Teacher Grades are Complete

## 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**.

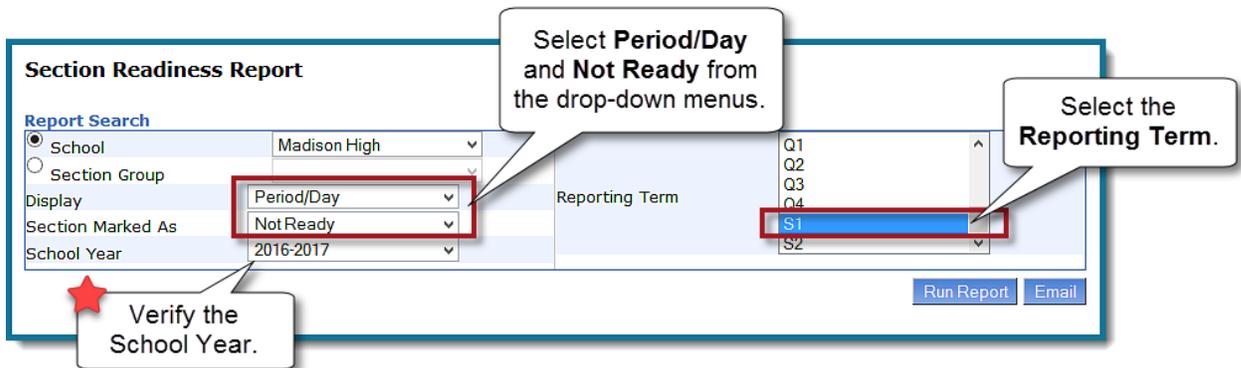


2. Click the **Reports** icon, then select **Section Readiness Report**.



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**.



**Section Readiness Report**

**Report Search**

School  Section Group

Display: **Period/Day**

Section Marked As: **Not Ready**

School Year: **2016-2017**

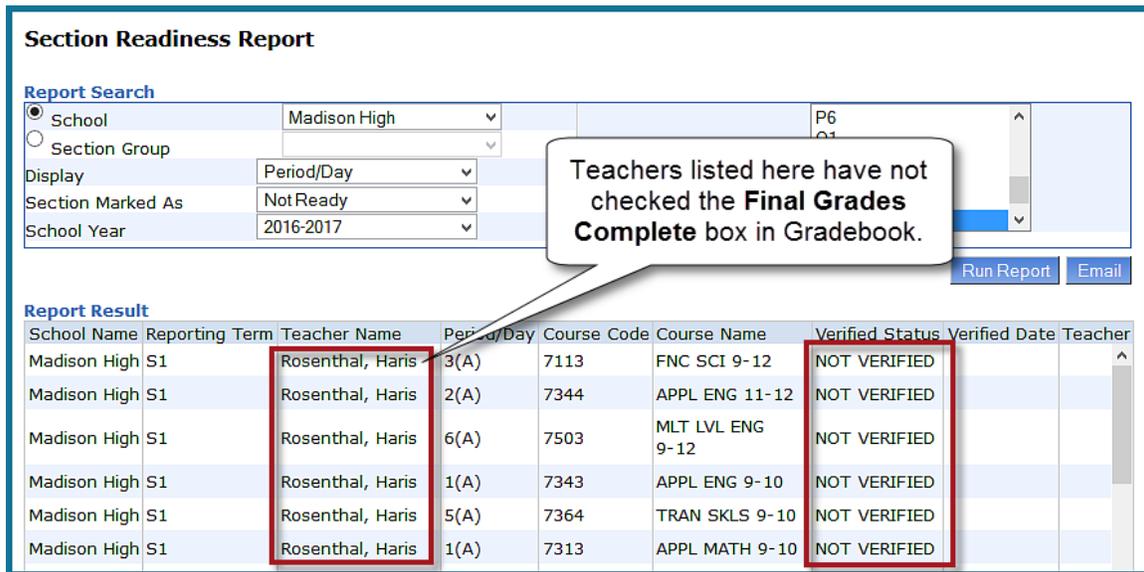
Reporting Term: **S1**

Buttons: Run Report, Email

Callouts:

- Verify the School Year.
- Select Period/Day and Not Ready from the drop-down menus.
- Select the Reporting Term.

Teachers listed on this report have not checked the **Final Grades Complete** box in Gradebook. (See page 146, **Final Grade Completion**.)



**Section Readiness Report**

**Report Search**

School  Section Group

Display: **Period/Day**

Section Marked As: **Not Ready**

School Year: **2016-2017**

Reporting Term: **S1**

Buttons: Run Report, Email

**Report Result**

School Name	Reporting Term	Teacher Name	Period/Day	Course Code	Course Name	Verified Status	Verified Date	Teacher
Madison High	S1	Rosenthal, Haris	3(A)	7113	FNC SCI 9-12	NOT VERIFIED		
Madison High	S1	Rosenthal, Haris	2(A)	7344	APPL ENG 11-12	NOT VERIFIED		
Madison High	S1	Rosenthal, Haris	6(A)	7503	MLT LVL ENG 9-12	NOT VERIFIED		
Madison High	S1	Rosenthal, Haris	1(A)	7343	APPL ENG 9-10	NOT VERIFIED		
Madison High	S1	Rosenthal, Haris	5(A)	7364	TRAN SKLS 9-10	NOT VERIFIED		
Madison High	S1	Rosenthal, Haris	1(A)	7313	APPL MATH 9-10	NOT VERIFIED		

Callout: Teachers listed here have not checked the **Final Grades Complete** box in Gradebook.

# Part 3: Storing Grades

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## Progress Report Overview

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- **High school** progress report terms align with the dates recommended by the Office of School Innovation and Department of Physical Education, Health, and Athletics.
- **Progress reporting terms** are identified by the following Store Codes: **P1, P2, P3, and P4.**
- After teachers review and finalize student grades, grades can be stored for the specified progress reporting 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 school 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 Report Grades

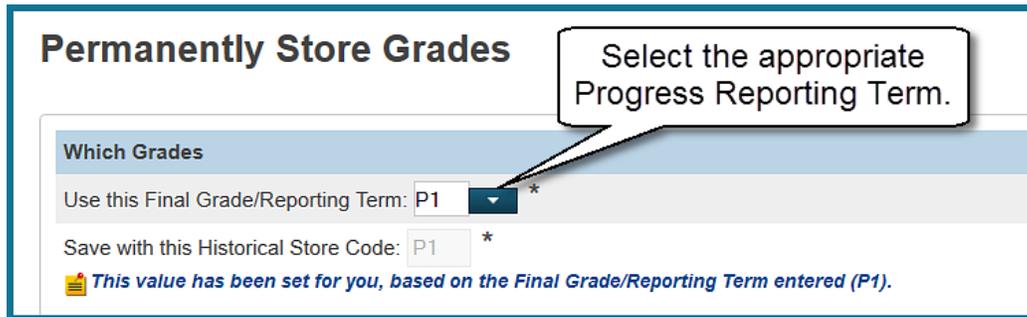
## Storing Progress Grades for ALL Students

**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:

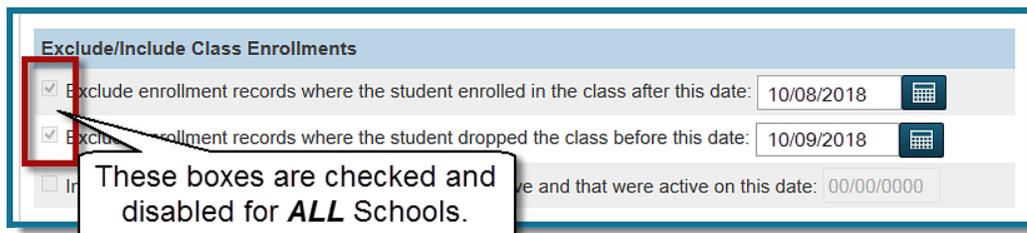
### Which Grades

- 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:

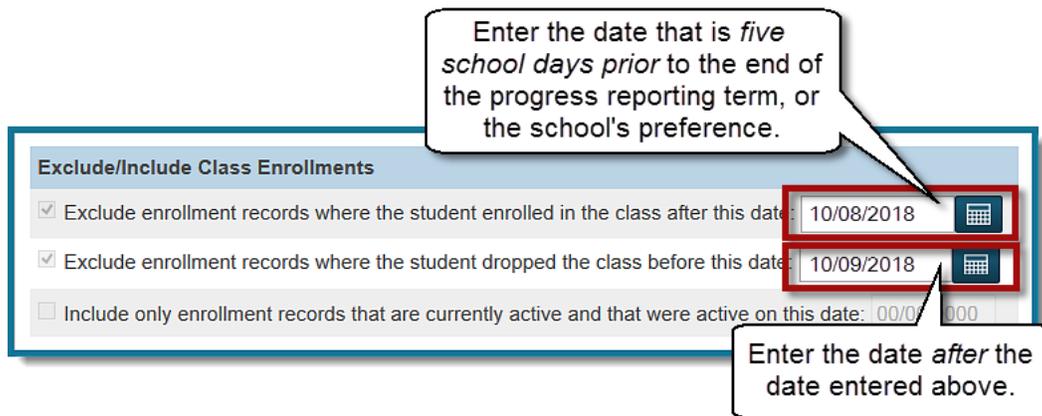


**Exclude enrolled records where the student enrolled in the class after this date:**

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

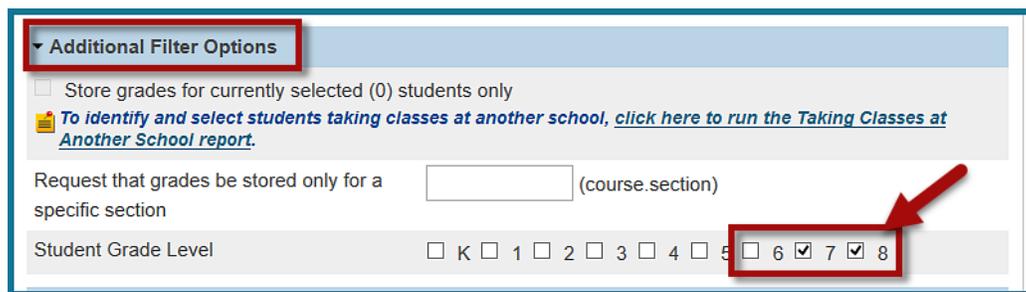
- Exclude enrollment records where the student enrolled in the class after this date: 10/08/2018
- Exclude enrollment records where the student dropped the class before this date: 10/09/2018
- Include only enrollment records that are currently active and that were active on this date: 00/00/0000

Enter the date *after* the date entered above.

**K-8 Schools ONLY**

▼ **Additional Filter Options**

- Expand this section and check the **appropriate grade levels**.



▼ Additional Filter Options

- Store grades for currently selected (0) 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  (course section) specific section

Student Grade Level  K  1  2  3  4  5  6  7  8

## 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.
- **SCHOOLS with QUARTERS**  
**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**  
**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, your term was already stored, you will overwrite the grades for that term and may affect graduation.

Show all terms?  No  Yes

Schools with **QUARTERS** -  
Select **Store with credit**

## 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**.

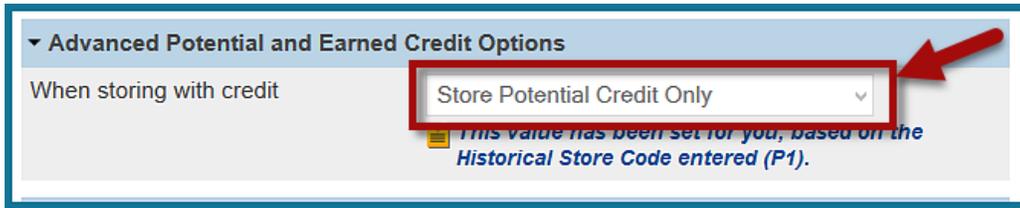
**Options for classes enrolled at other schools**

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 (**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.

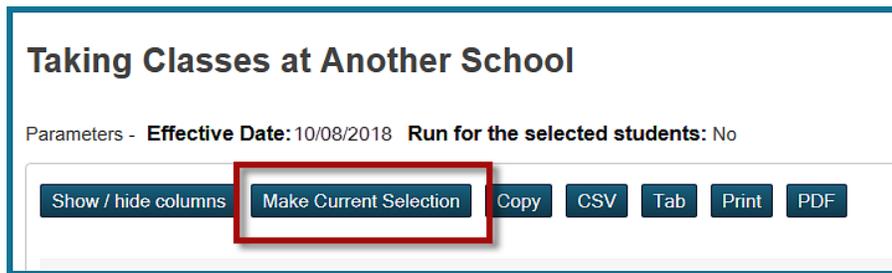
**RECOMMENDED!** Spot check **Historical Grades** for a few students.

## Storing Progress Grades for Students Taking Classes at Another School

After storing grades for **all** students, if you have **students taking classes at another school**, grade must be stored for them (If you do not have students taking classes at another school, skip to **After Grades are Stored**, page 87).

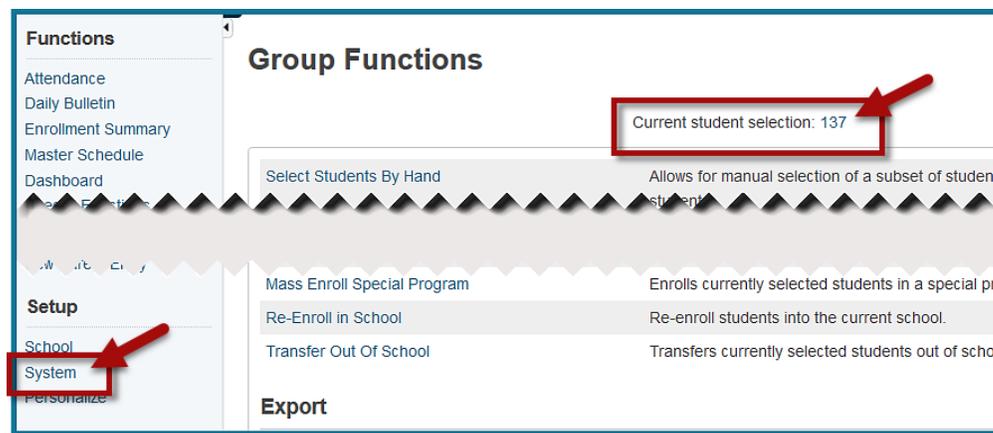
Identify and make these students the **Current Student Selection**:

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** prior to 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. On the **Taking Classes at Another School** page, 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)

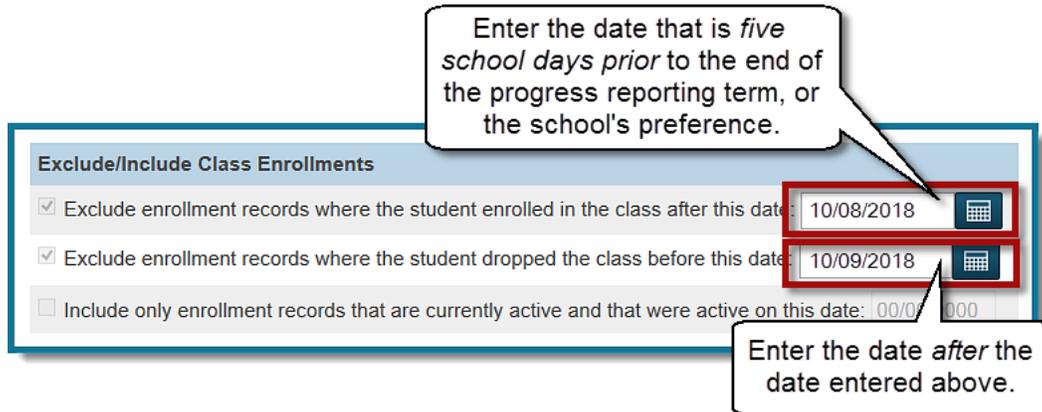
- These boxes are checked by default and disabled for **All** schools:

**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 site'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.

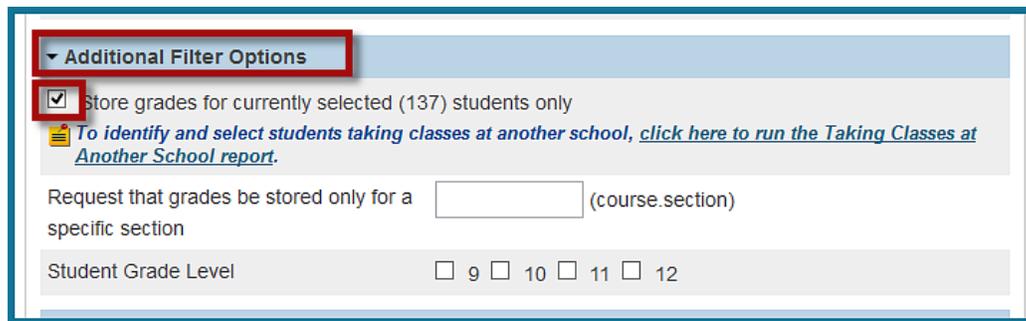
Exclude/Include Class Enrollments

- 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.

**▼ 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  (course.section) specific section

Student Grade Level  9  10  11  12

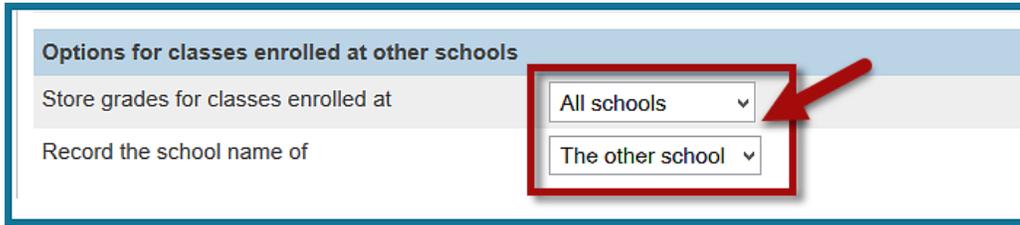
**Classes by term length** Use only the Semester term

- **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	%
<b>Semester 1 (08/27/2018 - 01/27/2019)</b>	<b>Store with credit</b>	<b>100</b> %
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**.



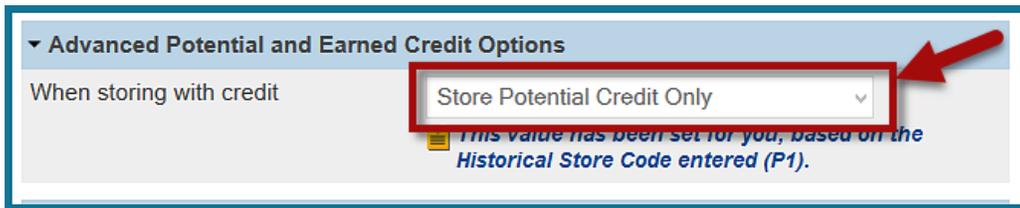
Options for classes enrolled at other schools

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 Credit Only** and disabled. This setting is based on the Historical Store Code (**P1, P2, P3, or P4**).



▼ 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 page for your records.

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

---

# Final Grades Overview

---

- **Final Grade term** dates are set by the District.
- **Traditional (Semester-based) Schools and K-8 Schools** - Final grade reporting terms are identified by the following Reporting Terms/Store Codes: **S1** and **S2**.
- **School using Quarters (Some Middle Schools)** - Final grade reporting terms are identified by the following Reporting Terms/Store Codes: **Q1, Q2, Q3, Q4, S1** and **S2**.

Store Codes **F1** and **F2** are also used to combine Quarter and Semester grades. This will enable a *Semester End* term GPA to be calculated that will include *both the Semester and Quarter Grades*.

- **ALL High Schools** - Final **Semester (S2)** 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 specified final 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 Semester Grades

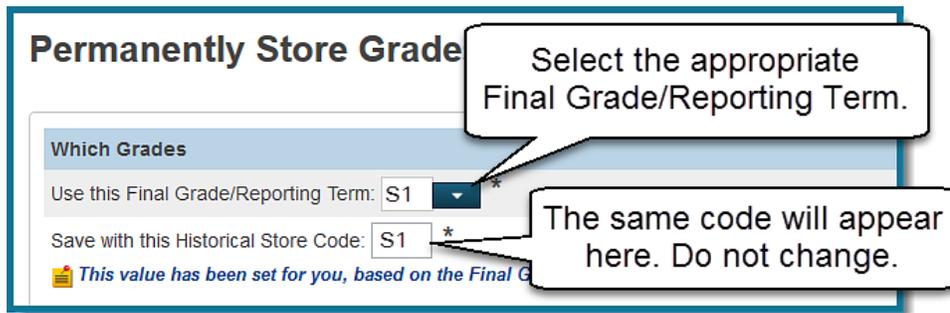
## Storing Semester Grades for ALL Students

**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:

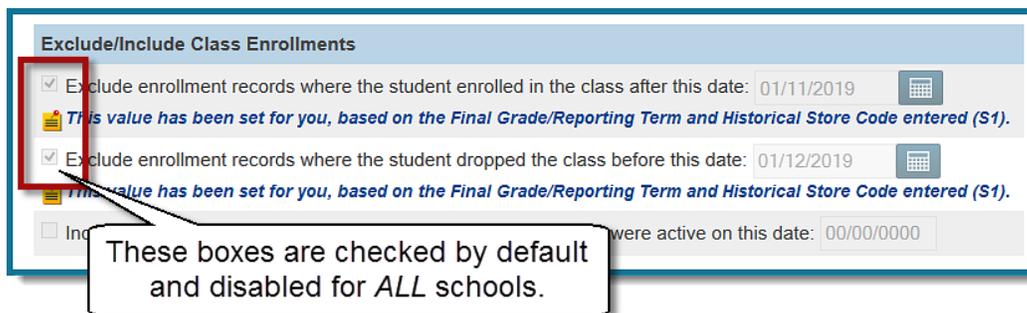
### Which Grades

- Select the appropriate **Final Grade/Reporting Term (S1 or S2)** from the 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:

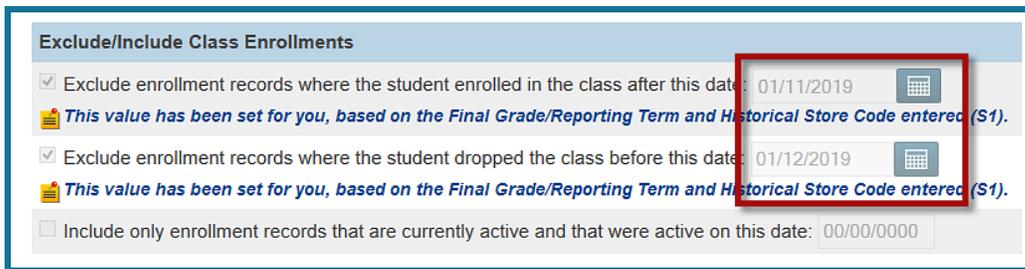


### Exclude enrolled records where the student enrolled in the class after this date:

- **FOR DISTRICT SCHOOLS** - The date is automatically set by default to *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: 01/11/2019   
*This value has been set for you, based on the Final Grade/Reporting Term and Historical Store Code entered (S1).*

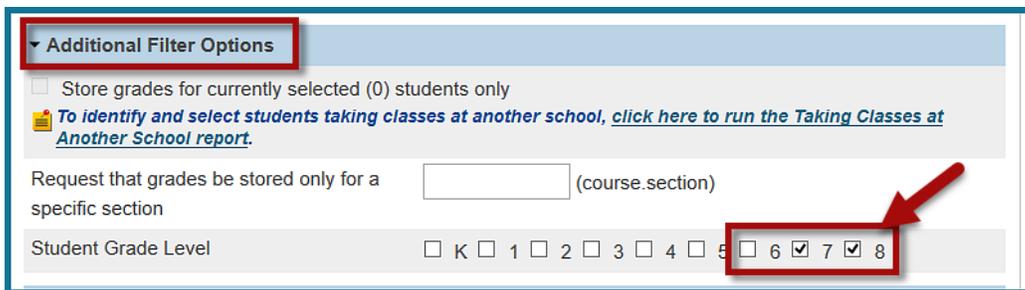
Exclude enrollment records where the student dropped the class before this date: 01/12/2019   
*This value has been set for you, based on the Final Grade/Reporting Term and Historical Store Code entered (S1).*

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

## K-8 Schools **ONLY**

### ▼ Additional Filter Options

- Expand this section and check the **appropriate grade levels**.



**Additional Filter Options**

Store grades for currently selected (0) 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  (course.section)  
 specific section

Student Grade Level  K  1  2  3  4  5  6  7  8

## 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**  
**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)	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

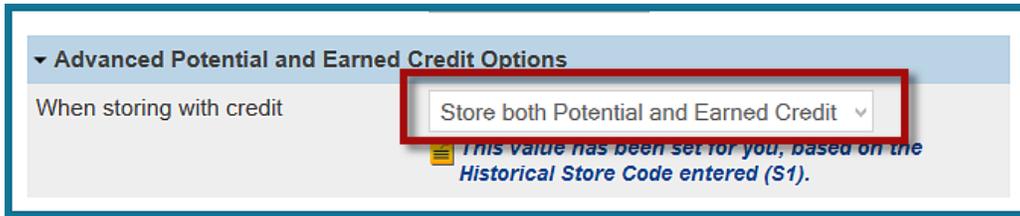
## Options for classes enrolled at other schools

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

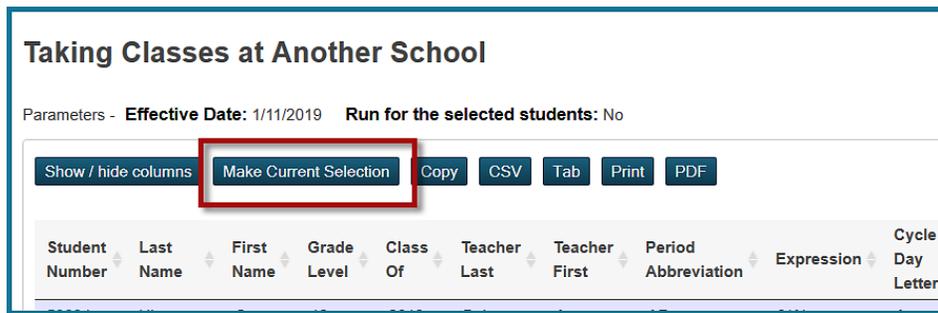
**RECOMMENDED!** Spot check historical grades for a few students

## Storing Semester Grades for Students Taking Classes at Another School

After storing grades for **all** students, if you have **students taking classes at another school**, grade must be stored for them. (If you do not have students taking classes at another school, skip to **After Grades are Stored**, page 87).

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. On the **Taking Classes at Another School** page, click **Make Current Selection**.



**Taking Classes at Another School**

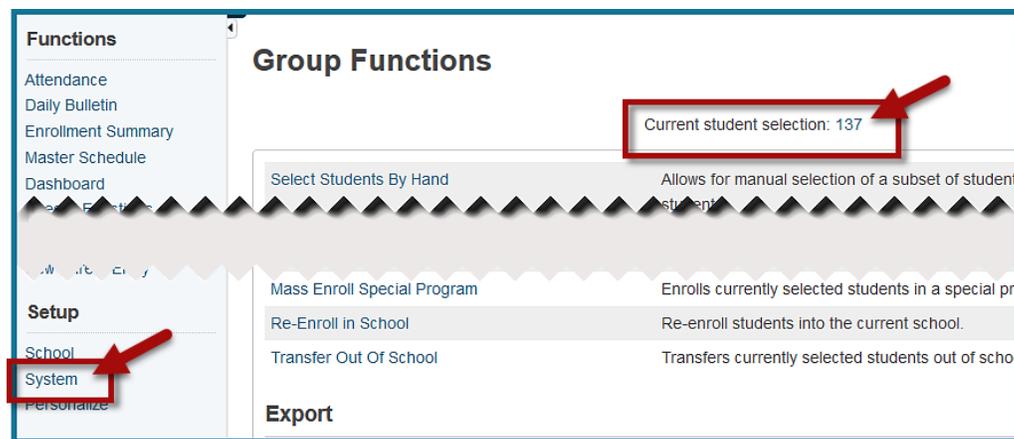
Parameters - **Effective Date:** 1/11/2019 **Run for the selected students:** No

Show / hide columns **Make Current Selection** Copy CSV Tab Print PDF

Student Number	Last Name	First Name	Grade Level	Class Of	Teacher Last	Teacher First	Period Abbreviation	Expression	Cycle Day	Letter
----------------	-----------	------------	-------------	----------	--------------	---------------	---------------------	------------	-----------	--------

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

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



**Functions**

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard

**Setup**

- School
- System**
- Personalize

**Group Functions**

Current student selection: 137

Select Students By Hand: Allows for manual selection of a subset of student

Mass Enroll Special Program: Enrolls currently selected students in a special pr

Re-Enroll in School: Re-enroll students into the current school.

Transfer Out Of School: Transfers currently selected students out of scho

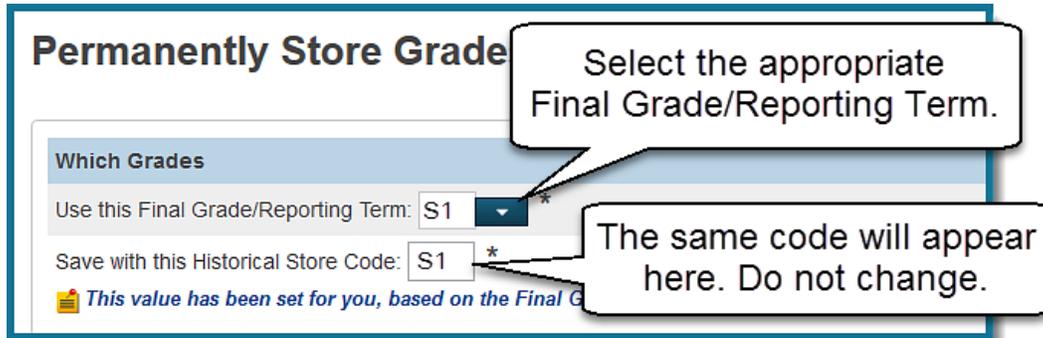
**Export**

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 or S2)** from the drop-down menu.
- In the **Historical Store Code** window, the *Store Code* appears by default. Do not change.



**Permanently Store Grade**

**Which Grades**

Use this Final Grade/Reporting Term: S1

Save with this Historical Store Code: S1

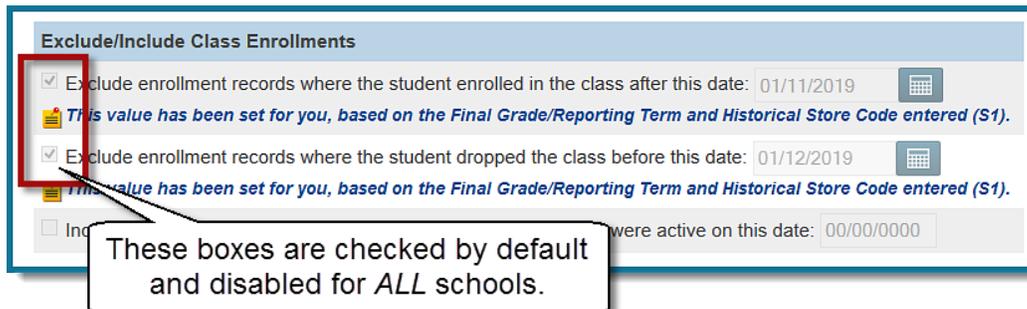
*This value has been set for you, based on the Final G*

Select the appropriate Final Grade/Reporting Term.

The same code will appear here. 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/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).*

Ind... were active on this date: 00/00/0000

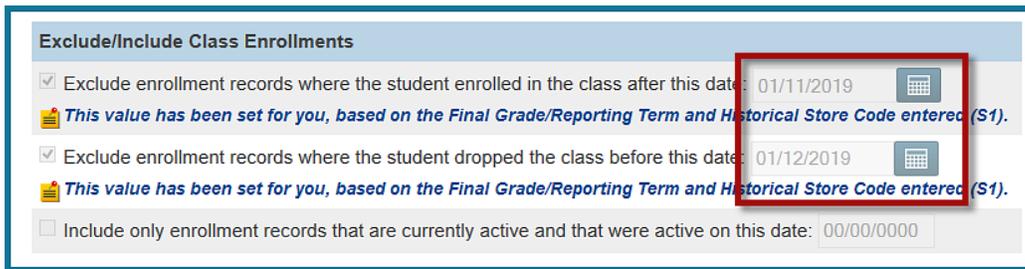
These boxes are checked by default and disabled for ALL schools.

**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**

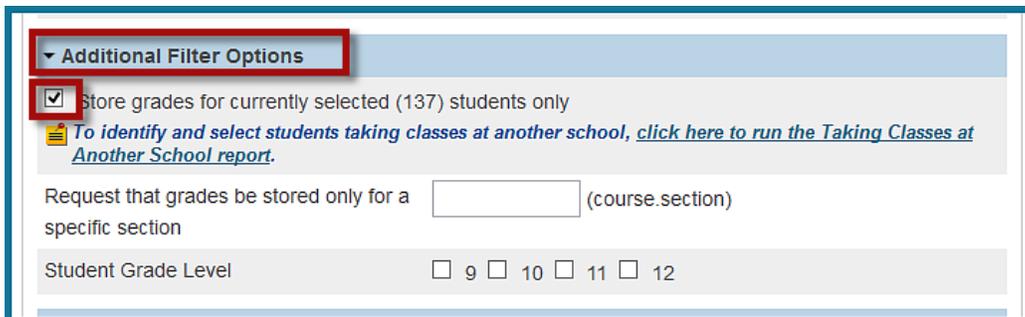
Exclude enrollment records where the student enrolled in the class after this date: 01/11/2019  
*This value has been set for you, based on the Final Grade/Reporting Term and Historical Store Code entered (S1).*

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 [ ] (course.section)  
 specific 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 ▾	%
<b>Semester 1</b>	(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**).

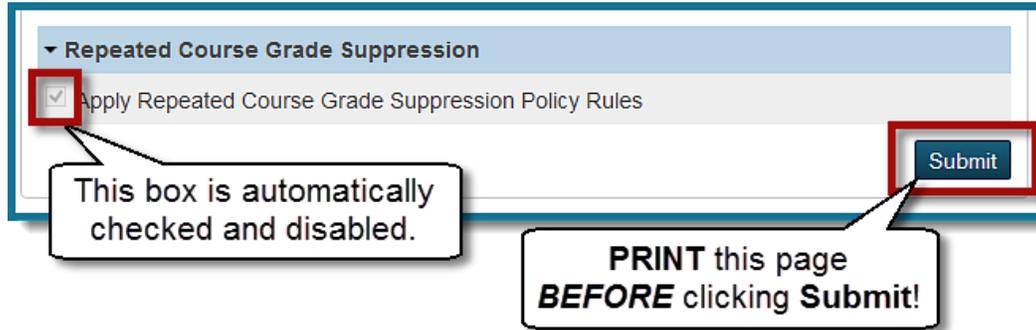
▼ Advanced Potential and Earned Credit Options	
When storing with credit	Store both Potential and Earned Credit ▾
<p><small>This value has been set for you, based on the Historical Store Code entered (S1).</small></p>	

---

▼ **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.

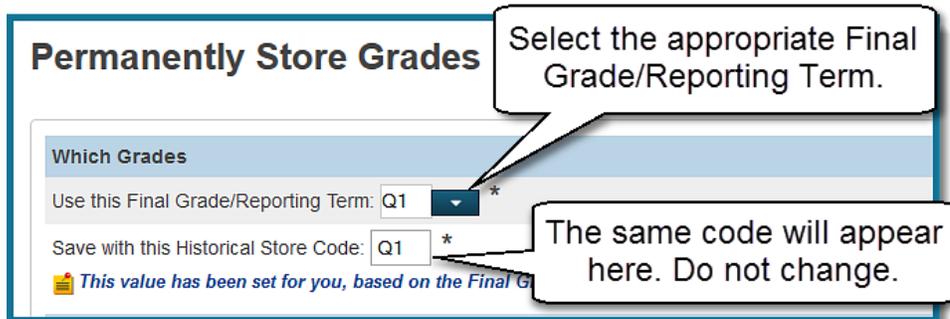
## Storing Quarter Grades

**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 or Q4**) from the **Final Grade/Reporting Term** drop-down menu
- In the **Historical Store Code** window, the *Store Code* appears by default. Do not change.



**Permanently Store Grades**

Which Grades

Use this Final Grade/Reporting Term: Q1 \*

Save with this Historical Store Code: Q1 \*

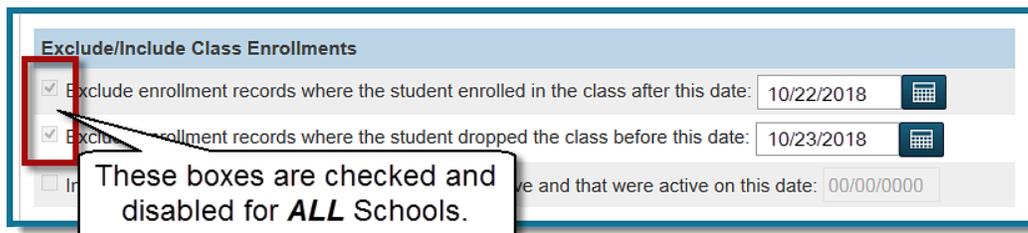
This value has been set for you, based on the Final Grade/Reporting Term.

Select the appropriate Final Grade/Reporting Term.

The same code will appear here. 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/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 enrollment records where the student was active and that were active on this date: 00/00/0000

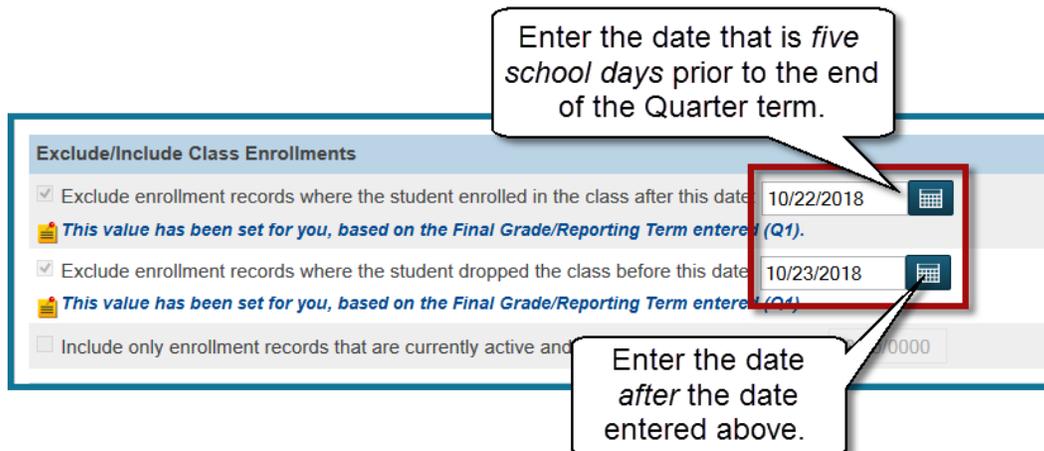
These boxes are checked and disabled for **ALL** Schools.

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

- **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.



The screenshot shows the 'Exclude/Include Class Enrollments' section of a form. It contains two checked options:

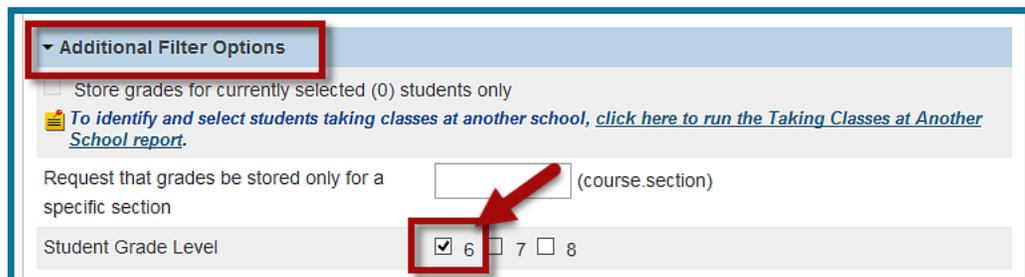
- Exclude enrollment records where the student enrolled in the class after this date: 10/22/2018. A callout box points to this date field with the text: "Enter the date that is *five school days* prior to the end of the Quarter term."
- Exclude enrollment records where the student dropped the class before this date: 10/23/2018. A callout box points to this date field with the text: "Enter the date *after* the date entered above."

Below these options is a third unchecked option:  Include only enrollment records that are currently active and...

### If Storing Quarters for a Specific Grade Level

#### ▼ Additional Filter Options

- Expand this section and check the **appropriate grade levels**.



The screenshot shows the 'Additional Filter Options' section of a form. It contains the following elements:

- Store grades for currently selected (0) students only. A callout box points to this section with the text: "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:  6  7  8. A red arrow points to the '6' checkbox.

### 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 ▾	<input type="text"/> %
Semester 1	(08/27/2018 - 01/27/2019)	Do not store ▾	<input type="text"/> %
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**.

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 and Earned Credit** and disabled. This setting is based on the Historical Store Code (**Q1, Q2, Q3, or Q4**).

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

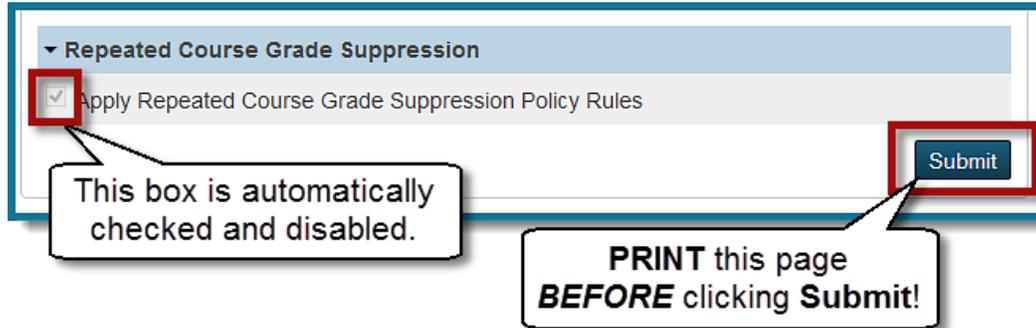
This value has been set for you, based on the Historical Store Code entered (Q1).

---

▼ **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

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## Combining Q2 (or Q4) and S1 (or S2) Grades into Store Code F1 (or F2) for End Term GPA

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After verifying that the semester and quarter grades have stored successfully, these grades can be stored *again*, using the F1 (or F2) 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** (or S2) into **F1** (or F2) for **ALL Students**

Store **Q2** (or Q4) into **F1** (or F2) for **ALL Students**

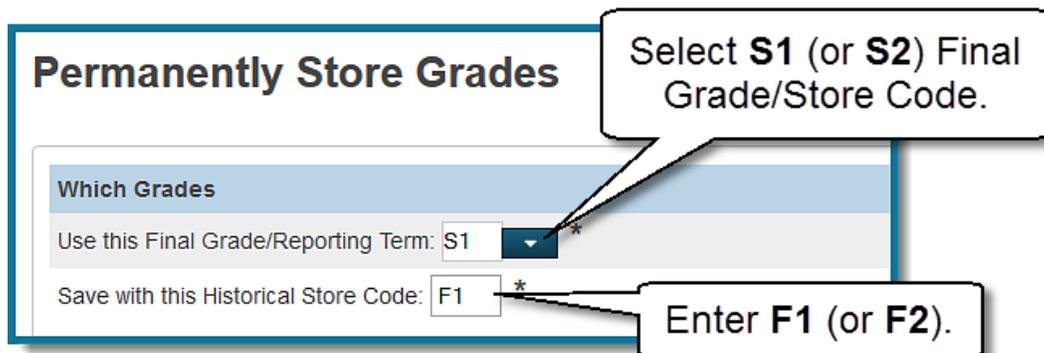
### Combining S1 (or S2) into F1 (or F2) for ALL Students

**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** (or **S2**) 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** (or **F2**).



**Permanently Store Grades**

**Which Grades**

Use this Final Grade/Reporting Term: S1 \*

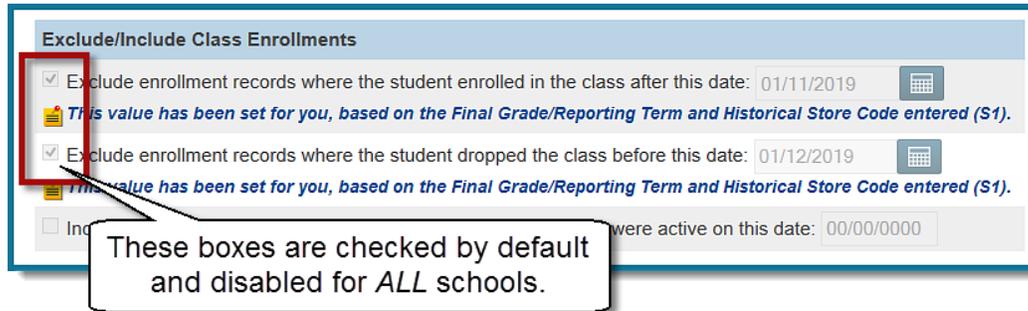
Save with this Historical Store Code: F1 \*

Select **S1** (or **S2**) Final Grade/Store Code.

Enter **F1** (or **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:

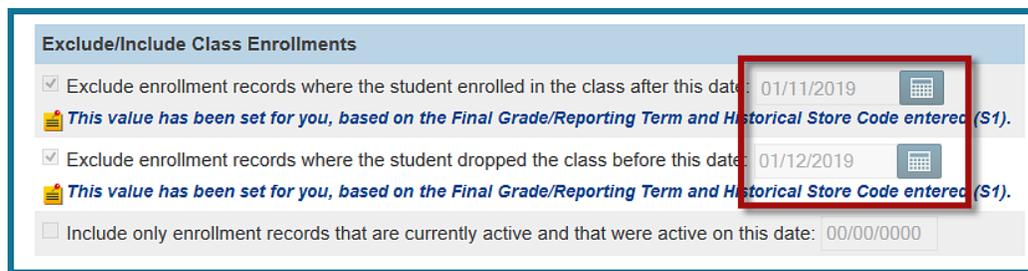


**Exclude enrolled records where the student enrolled in the class after this date:**

- **FOR DISTRICT SCHOOLS** - The date is automatically set by default to *ten 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.

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)	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

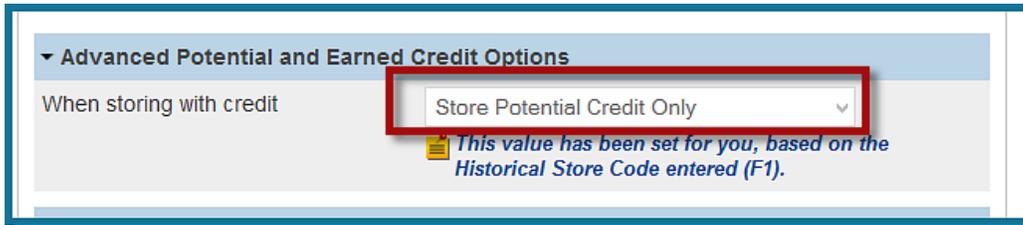
## Options for classes enrolled at other schools

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

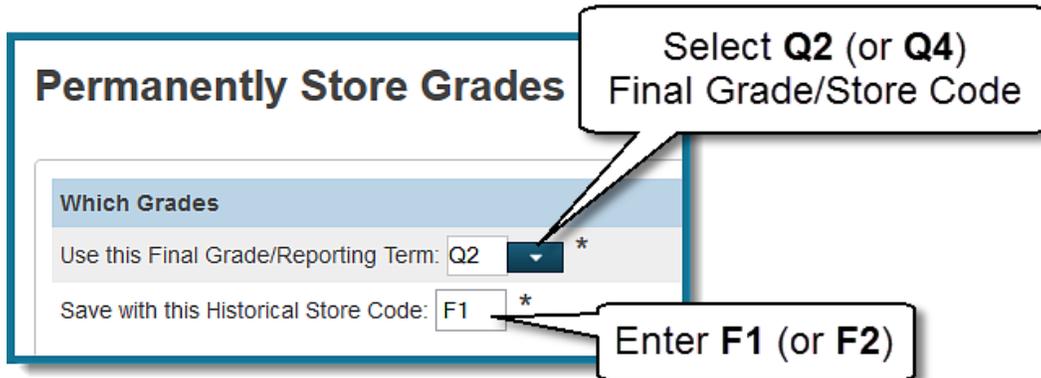
**RECOMMENDED!** Spot check historical grades for a few students.

## Combining Q2 (or Q4) into F1 (or F2) for ALL 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

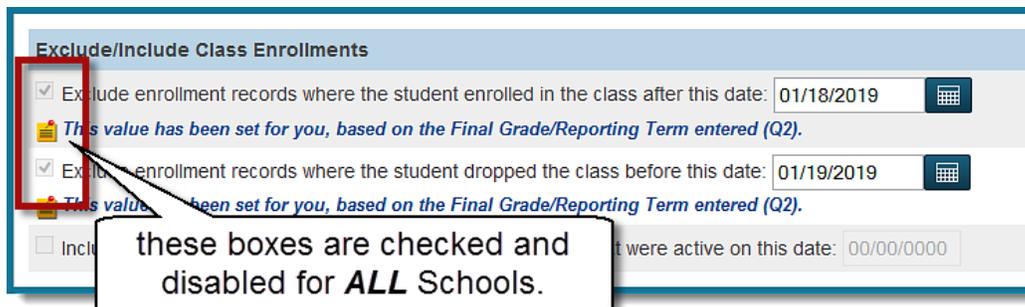
- Select the appropriate **Final Grade/Reporting Term Q2** (or **Q4**) from the drop-down menu.
- In the **Historical Store Code** window, the *Store Code* appears by default. **CHANGE** this field by entering the appropriate Store Code **F1** (or **F2**).



The screenshot shows the 'Permanently Store Grades' configuration screen. A callout box points to the 'Which Grades' section, specifically the 'Use this Final Grade/Reporting Term' dropdown menu, which is set to 'Q2'. Another callout box points to the 'Save with this Historical Store Code' text box, which contains '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:



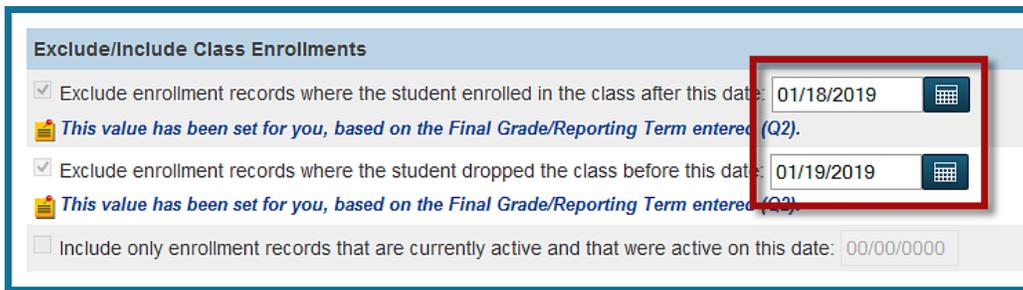
The screenshot shows the 'Exclude/Include Class Enrollments' configuration screen. A callout box points to the first two exclusion options, which are checked and disabled. The first option is 'Exclude enrollment records where the student enrolled in the class after this date: 01/18/2019'. The second option is 'Exclude enrollment records where the student dropped the class before this date: 01/19/2019'. A third option is partially visible: 'Include enrollment records that were active on this date: 00/00/0000'.

### 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 

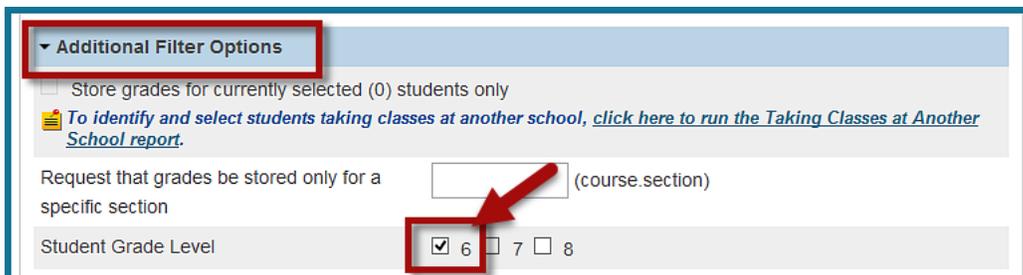
 This value has been set for you, based on the Final Grade/Reporting Term entered (Q2).

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

## If Storing Quarters for a Specific Grade Level

### ▼ Additional Filter Options

- Expand this section and check the **appropriate grade levels**.



**▼ Additional Filter Options**

Store grades for currently selected (0) 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  (course.section)  
specific section

Student Grade Level  6  7  8

### 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 and Earned Credit** 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.



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 146, **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 Grade 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.

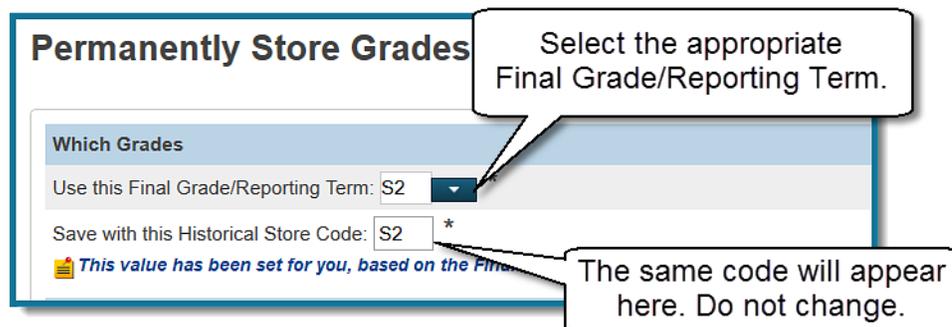
## Storing Semester (S2) Grades for ALL Seniors

**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:

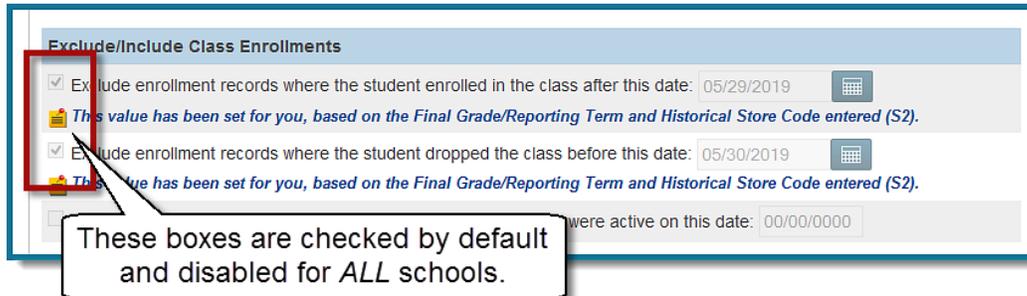
### Which Grades

- Choose **S2** from the **Final Grade/Reporting Term** drop-down menu.
- In the **Historical Store Code** window, the *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/Include Class Enrollments

Exclude enrollment records where the student enrolled in the class after this date: 05/29/2019   
*This value has been set for you, based on the Final Grade/Reporting Term and Historical Store Code entered (S2).*

Exclude enrollment records where the student dropped the class before this date: 05/30/2019   
*This value has been set for you, based on the Final Grade/Reporting Term and Historical Store Code entered (S2).*

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

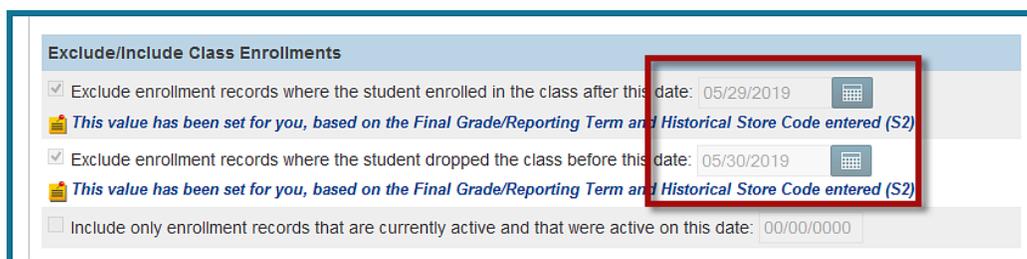
These boxes are checked by default and disabled for ALL schools.

### 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

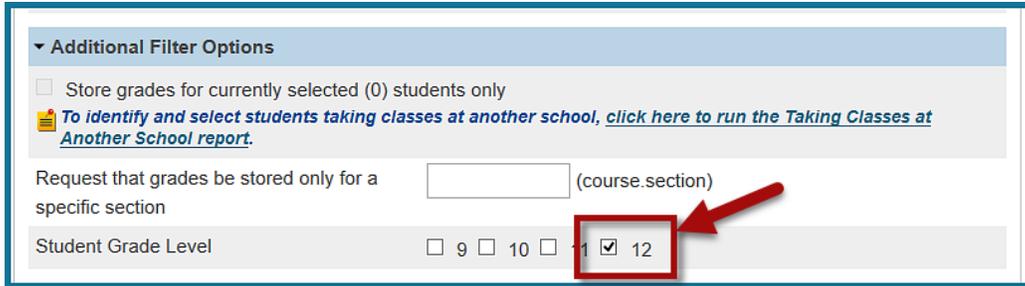
Exclude enrollment records where the student enrolled in the class after this date: 05/29/2019   
*This value has been set for you, based on the Final Grade/Reporting Term and Historical Store Code entered (S2).*

Exclude enrollment records where the student dropped the class before this date: 05/30/2019   
*This value has been set for you, based on the Final Grade/Reporting Term and Historical Store Code entered (S2).*

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 in the **Student Grade Level** section, check grade level **12**.



▼ Additional Filter Options

Store grades for currently selected (0) 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  (course section) specific section

Student Grade Level  9  10  11  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**  
**Extended Day term** - Select **Do not store** from the **Store** drop-down menu.
- **Show all Terms?** Leave **No** as the default setting.

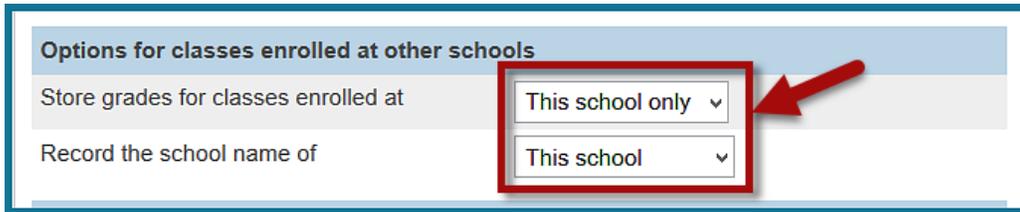
Classes by term length		Store	% of course credit
2018-2019	(08/27/2018 - 06/11/2019)	Store with credit ▼	50 %
Semester 2	(01/28/2019 - 06/11/2019)	Store with credit ▼	100 %
Quarter 4	(04/08/2019-06/11/2019)	Do not store ▼	%

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

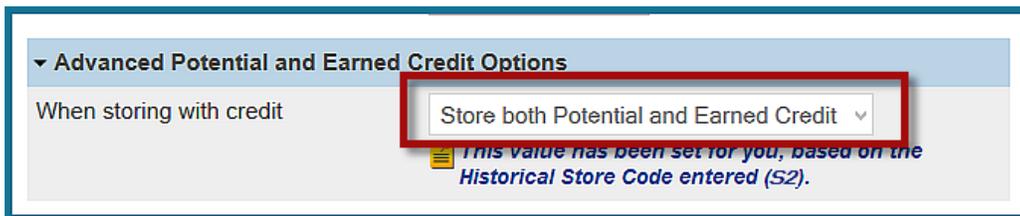
### Options for classes enrolled at other schools

- **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.



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

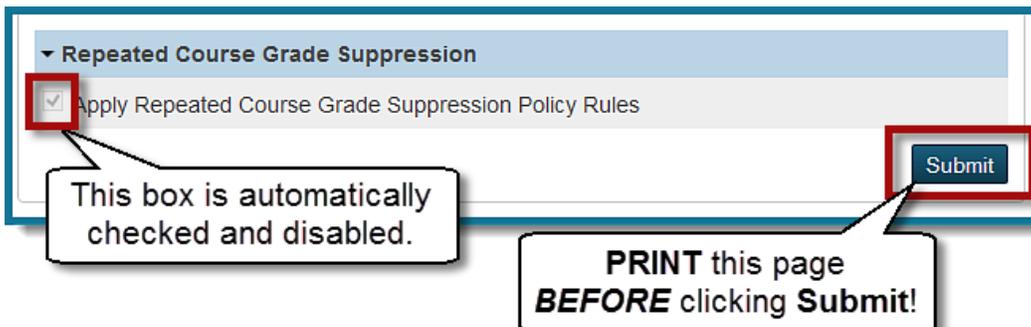
- **When Storing with credit** is automatically set to **Store Potential and Earned Credit** and disabled. This setting is based on the Historical Store Code **S2**.



### ▼ 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!"**

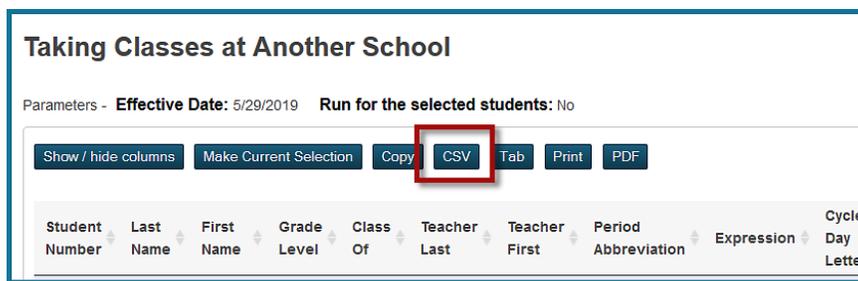
**IMPORTANT!** Print this page for your records.

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

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

After storing grades for **all** seniors, grades must be stored for *seniors 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 **CSV** and save the report to the desktop.

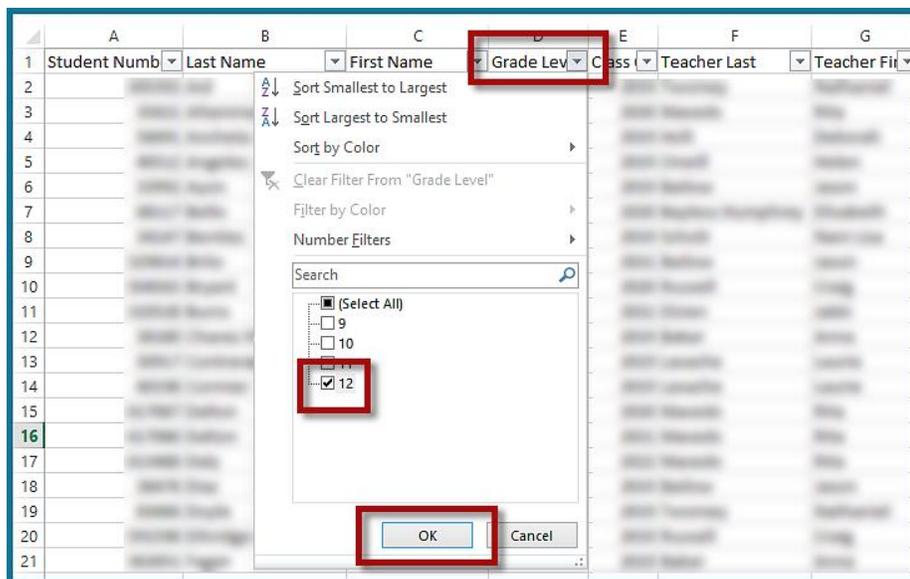


**Taking Classes at Another School**

Parameters - **Effective Date:** 5/29/2019 **Run for the selected students:** No

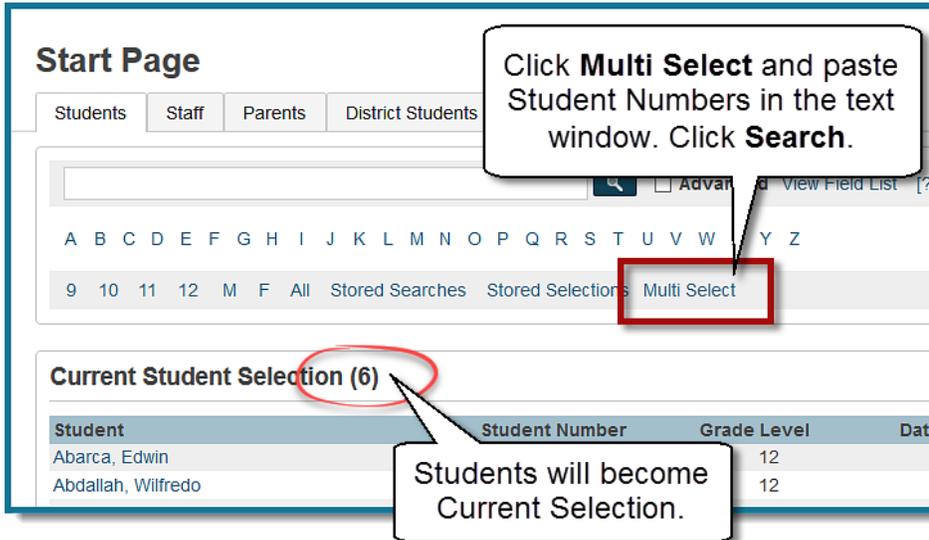
Student Number	Last Name	First Name	Grade Level	Class Of	Teacher Last	Teacher First	Period Abbreviation	Expression	Cycle Day Letter
----------------	-----------	------------	-------------	----------	--------------	---------------	---------------------	------------	------------------

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



Student Number	Last Name	First Name	Grade Level	Class	Teacher Last	Teacher First
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

9. Once the seniors have been filtered, copy the **student numbers** (do not include the column header).
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**.



**Start Page**

Students Staff Parents District Students

Click **Multi Select** and paste Student Numbers in the text window. Click **Search**.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

9 10 11 12 M F All Stored Searches Stored Selections **Multi Select**

**Current Student Selection (6)**

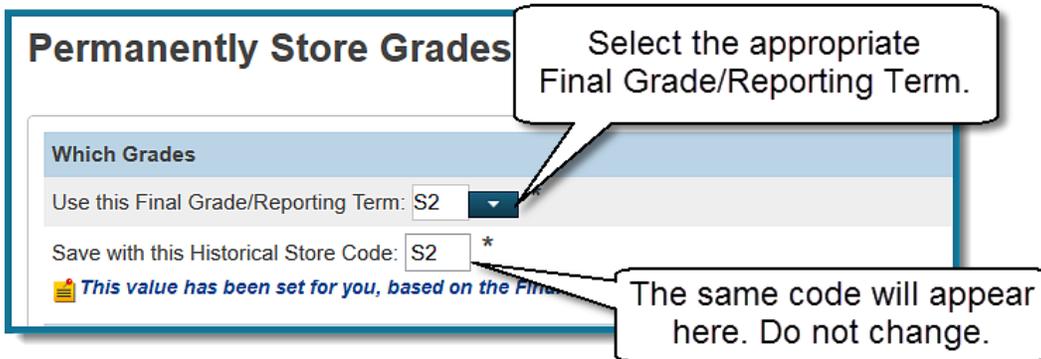
Student	Student Number	Grade Level	Date
Abarca, Edwin		12	
Abdallah, Wilfredo		12	

Students will become Current 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 *Store Code* appears by default. Do not change.



**Permanently Store Grades**

Select the appropriate Final Grade/Reporting Term.

**Which Grades**

Use this Final Grade/Reporting Term: S2

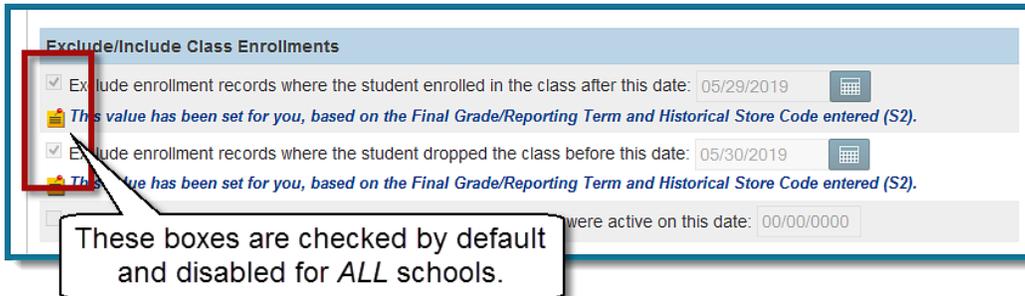
Save with this Historical Store Code: S2 \*

*This value has been set for you, based on the Final Grade/Reporting Term.*

The same code will appear here. 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:

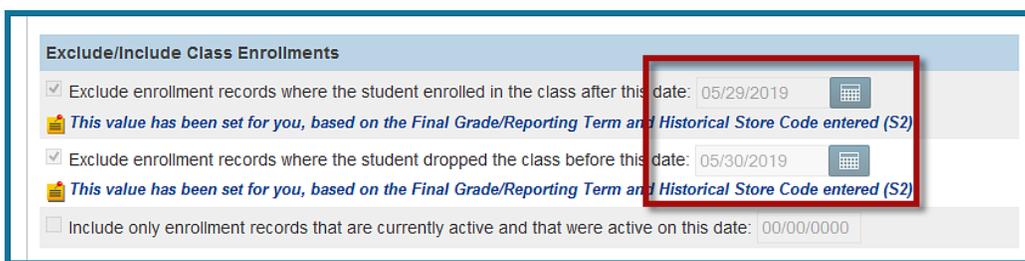


**Exclude enrolled records where the student enrolled in the class after this date:**

- **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.

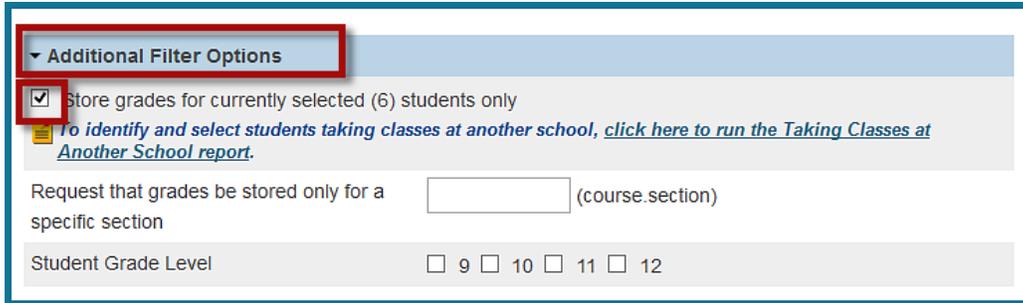
**Exclude enrolled records where the student dropped the class before this date:**

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



### ▼ Additional Filter Options

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



▼ **Additional Filter Options**

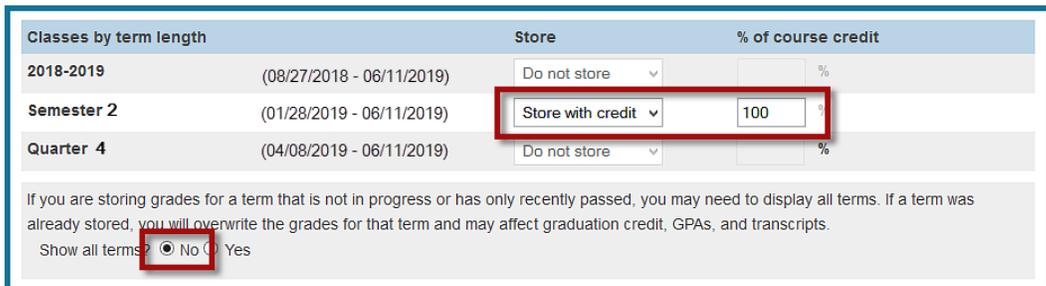
Store grades for currently selected (6) students only  
*To identify and select students taking classes at another school, [click here to run the Taking Classes at Another School report](#).*

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

Student Grade Level  9  10  11  12

### 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.



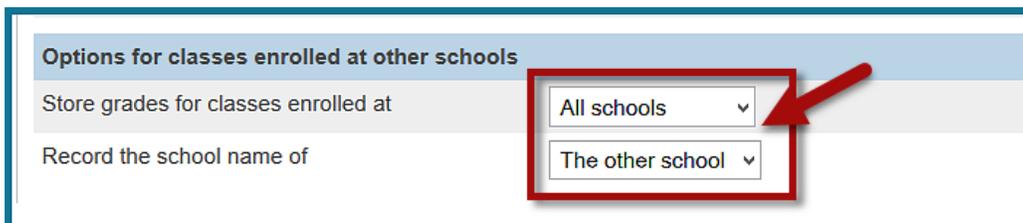
Classes by term length		Store	% of course credit
2018-2019	(08/27/2018 - 06/11/2019)	Do not store ▼	<input type="text"/> %
<b>Semester 2</b>	(01/28/2019 - 06/11/2019)	<b>Store with credit ▼</b>	<b>100</b> %
Quarter 4	(04/08/2019 - 06/11/2019)	Do not store ▼	<input type="text"/> %

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



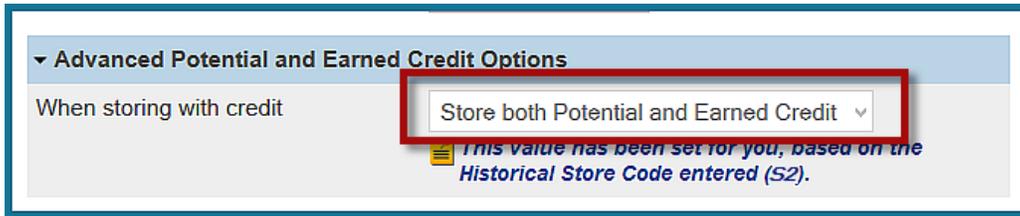
**Options for classes enrolled at other schools**

Store grades for classes enrolled at  ▼

Record the school name of  ▼

▼ **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 **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.

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# Storing Final Grades for High School Underclassmen

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**IMPORTANT!** For teachers with *both* seniors and underclassmen in their sections, if they previously checked the **Final Grades Complete** box (see page 146, **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.

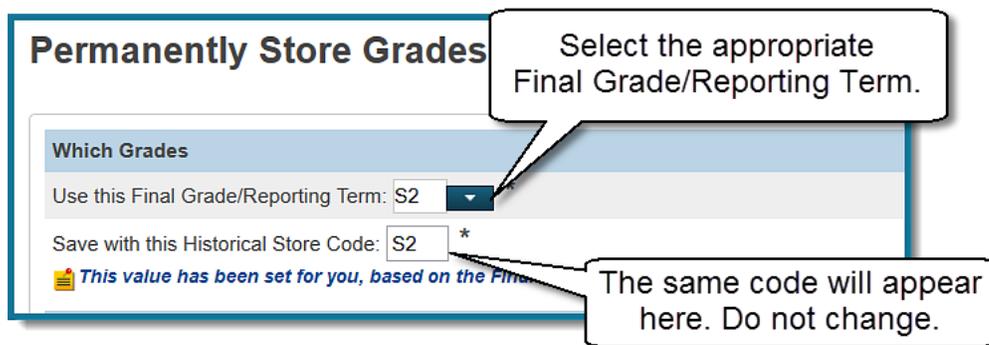
## Storing Semester (S2) Grades for ALL Underclassmen

**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

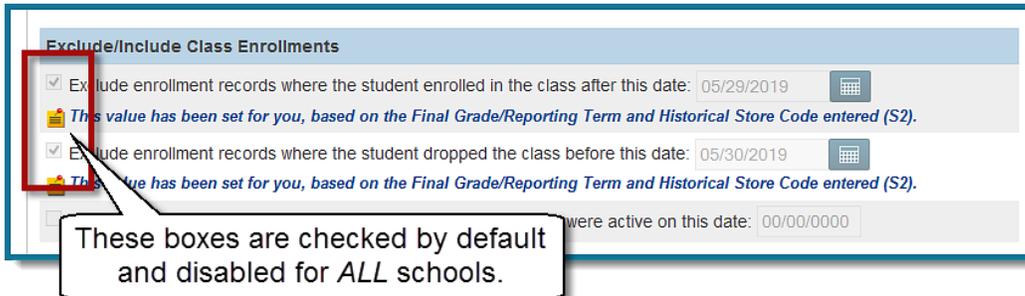
- Choose **S2** from the **Final Grade/Reporting Term** drop-down menu.
- In the **Historical Store Code** window, the *Store Code* appears by default. Do not change.



The screenshot shows the 'Permanently Store Grades' interface. A callout box points to the 'Final Grade/Reporting Term' dropdown menu, which is set to 'S2'. Another callout box points to the 'Historical Store Code' field, which is also set to 'S2'. A third callout box points to the 'Historical Store Code' field with the text: 'This value has been set for you, based on the Final Grade/Reporting Term.' The interface includes a title bar 'Permanently Store Grades' and a section header 'Which Grades'.

## 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: 05/29/2019   
*This value has been set for you, based on the Final Grade/Reporting Term and Historical Store Code entered (S2).*

Exclude enrollment records where the student dropped the class before this date: 05/30/2019   
*This value has been set for you, based on the Final Grade/Reporting Term and Historical Store Code entered (S2).*

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

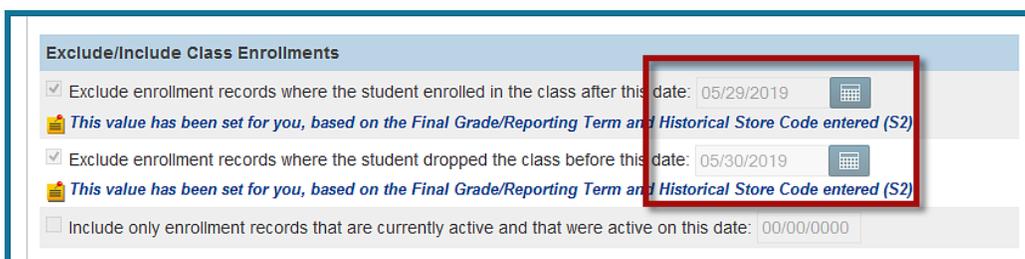
These boxes are checked by default and disabled for ALL schools.

### 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: 05/29/2019   
*This value has been set for you, based on the Final Grade/Reporting Term and Historical Store Code entered (S2).*

Exclude enrollment records where the student dropped the class before this date: 05/30/2019   
*This value has been set for you, based on the Final Grade/Reporting Term and Historical Store Code entered (S2).*

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 in the **Student Grade Level** section, check grade levels **9, 10, 11**.

▼ **Additional Filter Options**

Store grades for currently selected (0) 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  (course.section)  
specific section

Student Grade Level  9  10  11  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.

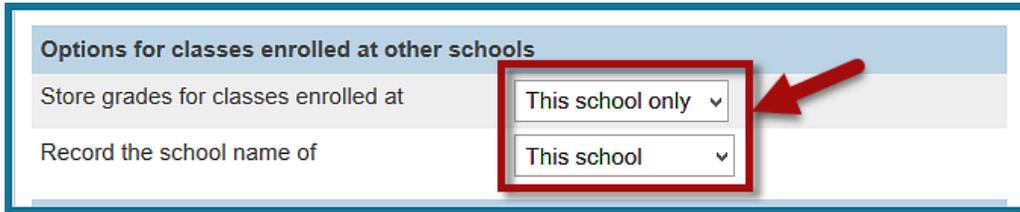
Classes by term length		Store	% of course credit
2018-2019	(08/27/2018 - 06/11/2019)	Store with credit ▼	50 %
<b>Semester 2</b>	(01/28/2019 - 06/11/2019)	Store with credit ▼	100 %
Quarter 4	(04/08/2019-06/11/2019)	Do not store ▼	%

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

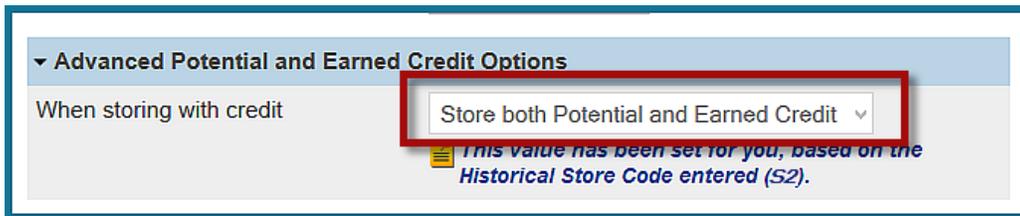
### Options for classes enrolled at other schools

- **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.



### ▼ 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 **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.



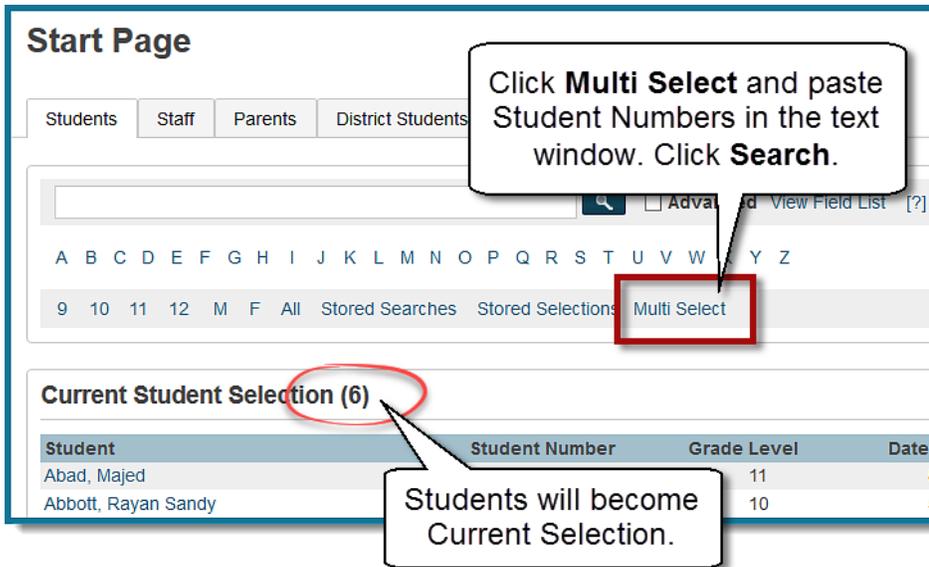
After the **Permanently Stored Grades Progress** confirmation window opens, verify that the correct number of students have processed and you see **"Processing Stored Grades Complete!"**

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

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



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**.



**Start Page**

Students Staff Parents District Students

Click **Multi Select** and paste Student Numbers in the text window. Click **Search**.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

9 10 11 12 M F All Stored Searches Stored Selections **Multi Select**

**Current Student Selection (6)**

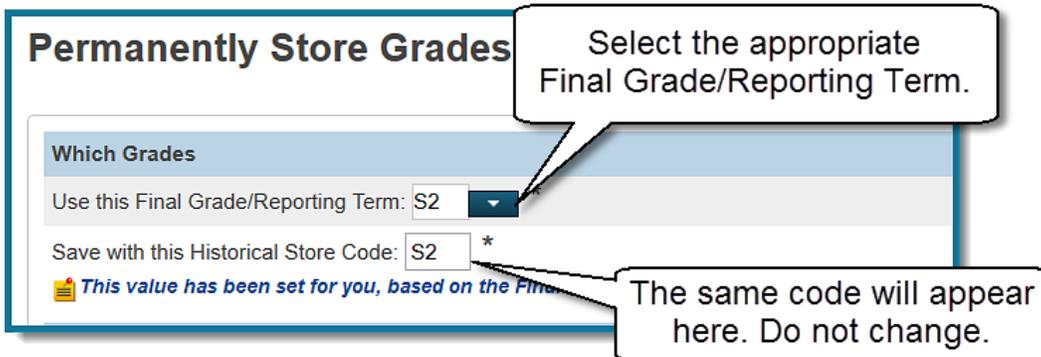
Student	Student Number	Grade Level	Date
Abad, Majed		11	
Abbott, Rayan Sandy		10	

Students will become Current 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 *Store Code* appears by default. Do not change.



**Permanently Store Grades**

Select the appropriate Final Grade/Reporting Term.

Which Grades

Use this Final Grade/Reporting Term: S2

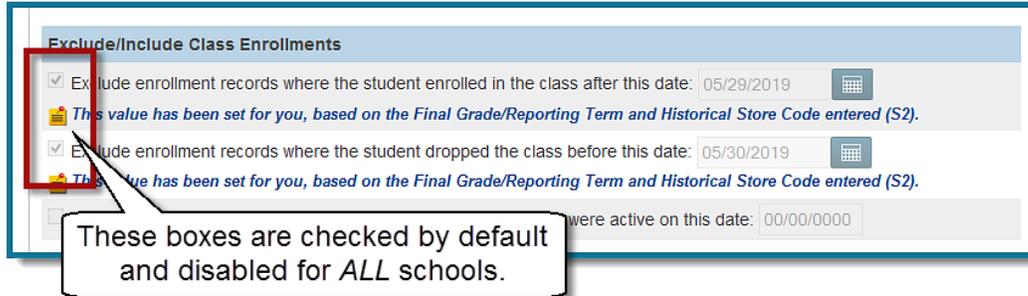
Save with this Historical Store Code: S2 \*

*This value has been set for you, based on the Final Grade/Reporting Term.*

The same code will appear here. 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/Include Class Enrollments

Exclude enrollment records where the student enrolled in the class after this date: 05/29/2019   
*This value has been set for you, based on the Final Grade/Reporting Term and Historical Store Code entered (S2).*

Exclude enrollment records where the student dropped the class before this date: 05/30/2019   
*This value has been set for you, based on the Final Grade/Reporting Term and Historical Store Code entered (S2).*

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

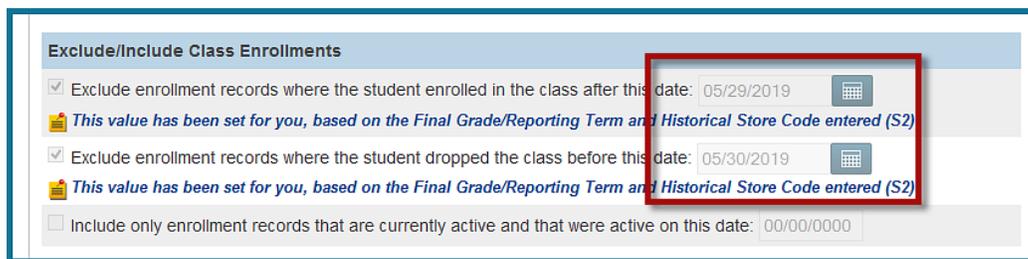
These boxes are checked by default and disabled for ALL schools.

### 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

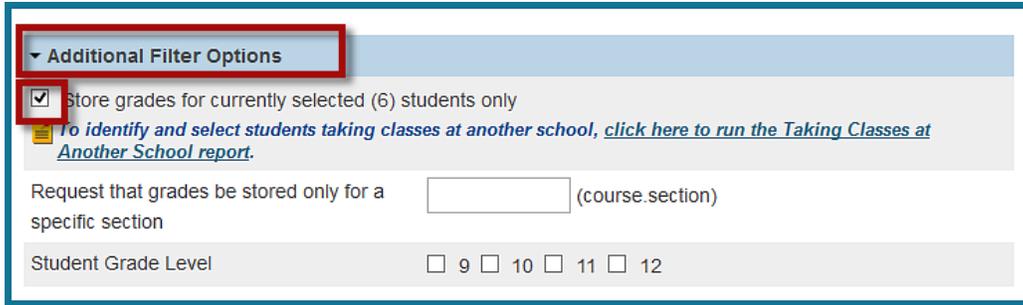
Exclude enrollment records where the student enrolled in the class after this date: 05/29/2019   
*This value has been set for you, based on the Final Grade/Reporting Term and Historical Store Code entered (S2).*

Exclude enrollment records where the student dropped the class before this date: 05/30/2019   
*This value has been set for you, based on the Final Grade/Reporting Term and Historical Store Code entered (S2).*

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**.



### 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.

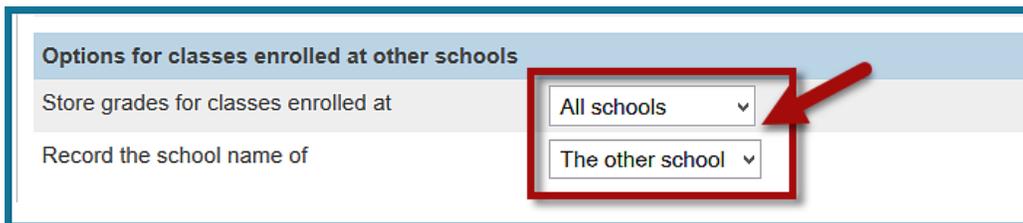
Classes by term length		Store	% of course credit
2018-2019	(08/27/2018 - 06/11/2019)	Do not store	%
<b>Semester 2</b>	(01/28/2019 - 06/11/2019)	<b>Store with credit</b>	<b>100</b>
Quarter 4	(04/08/2019 - 06/11/2019)	Do not store	%

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

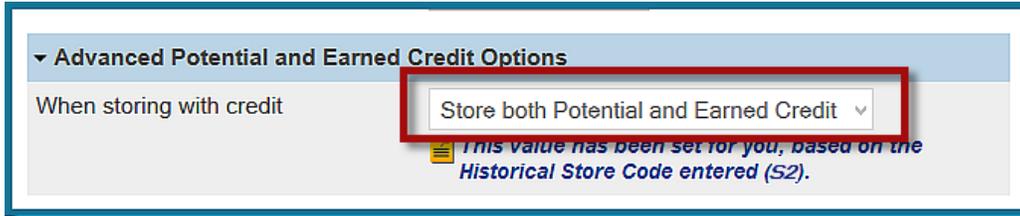
### Options for classes enrolled at other schools

- **Store grades for classes enrolled at:** Select **All Schools**.
- **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 and Earned Credit** and disabled. This setting is based on the Historical Store Code **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.

---

# Additional Grade Storing

---

## Storing Grades for One Section

For a variety of reasons, a teacher might need to have grades stored for a single section.

Prior to re-storing these grades, the teacher must do the following:

- Uncheck the **Final Grades Complete** box.
- Make the change in his or her **Gradebook**.
- **Recalculate Final Scores** (see page 151).
- Re-apply the check to the **Final Grades Complete** box.
- Run another **Final Grade and Verification report** (see page 146) for that class.

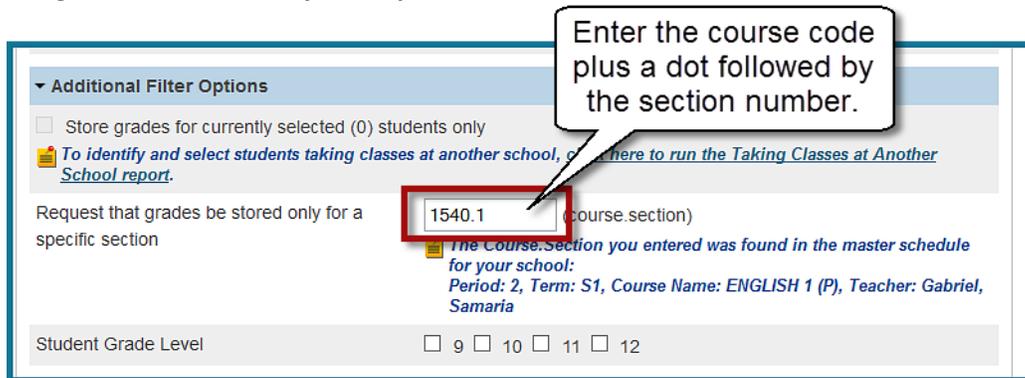
Next, follow the appropriate grade storing procedure to store grades for the specified Grade Term:

**Storing Grades for Traditional Semester-based and K-8 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.



Additional Filter Options

Store grades for currently selected (0) 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)

 **The Course Section you entered was found in the master schedule for your school:**  
Period: 2, Term: S1, Course Name: ENGLISH 1 (P), Teacher: Gabriel, Samaria

Student Grade Level  9  10  11  12

**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 151).
- Re-apply the check to the **Final Grades Complete** box.
- Run another **Final Grade and Verification report** (see page 146) for that class.

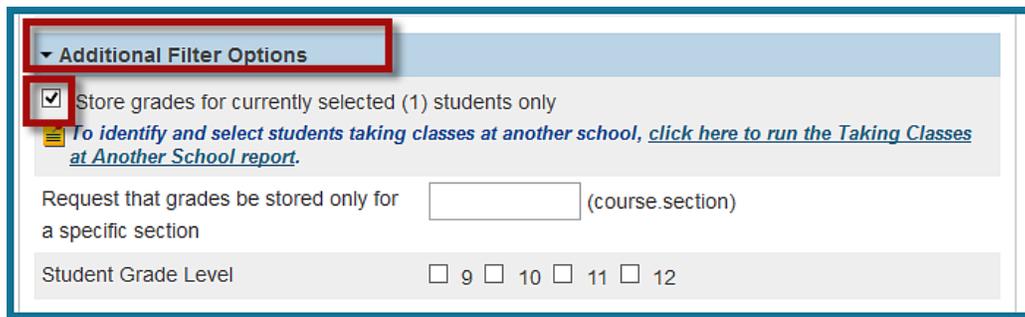
Next, follow the grade storing procedure to store grades:

**Storing Grades for Traditional Semester-based and K-8 Schools** (page 31)

Make the following modification:

### ▼ 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  (course.section)  
a specific section

Student Grade Level  9  10  11  12

**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.

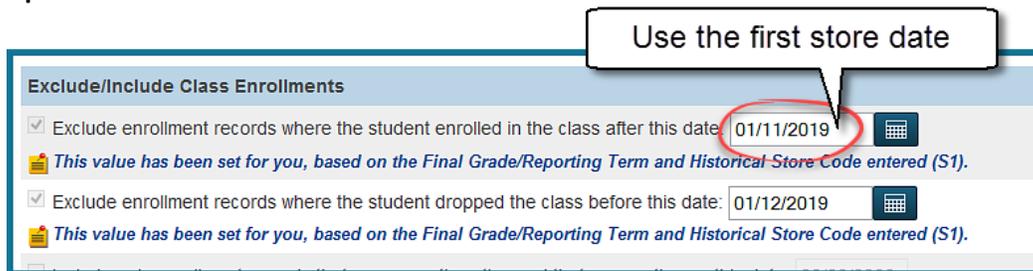
1. Use the following search command to find students who **may need** to have their grades stored:

**EntryDate>=use the cutoff store date;EntryCode=E11**

If they are coming from another **Semester-based school**, use **ten schools days prior** to the end of the grading period.

If they are coming from a school with quarters (4 X 4 Hybrid schools), use **five school 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

**IMPORTANT!**  
Verify that grades have not been stored by the sending school.

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(A)	0027_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.

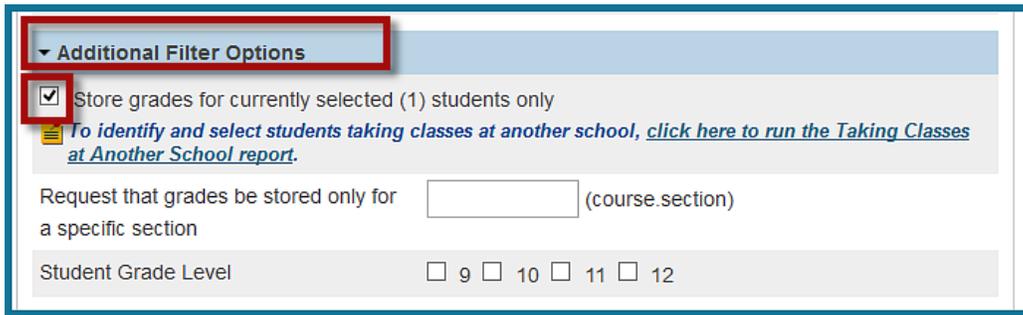
6. On the **System Administration** page, select **Permanently Store Grades**.
7. Follow the appropriate grade storing procedure to store grades for the specified Grade Term:

**Storing Grades for Traditional Semester-based and K-8 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

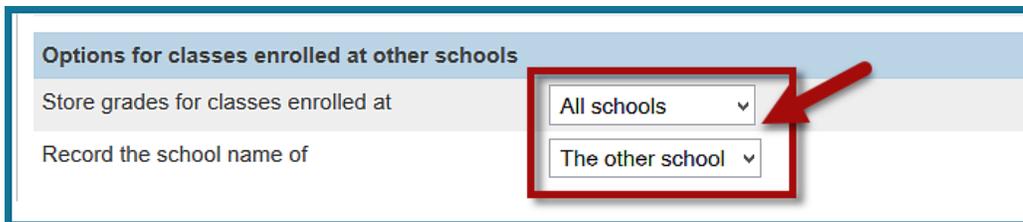
 *To identify and select students taking classes at another school, [click here to run the Taking Classes at Another School report](#).*

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

Record the school name of



# Part 4: After Grades are Stored

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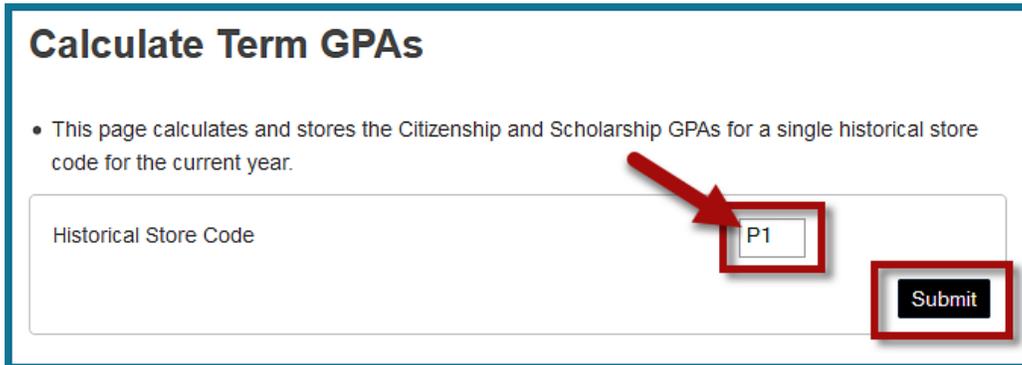
## Required Tasks

---

### 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 **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**.



**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

P1

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:

**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**.

**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

### Quick Lookup Preferences - Henry High

This screen displays the Quick Lookup Preferences for the selected school as well as on the summary screen.

Turn on the check box for each **Store Code** to display these grades.

Change the **Source of Data** to **Historical (Stored)** after grades have been stored for the term.

Store Code	Enabled Parent/Student	Enabled Teacher	Enabled Admin	Source of Data	Sort
P1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Historical (Stored)	1
P2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Historical (Stored)	2
S1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Gradebook (Current)	3
P3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gradebook (Current)	4
P4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gradebook (Current)	5
S2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gradebook (Current)	6
Q1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gradebook (Current)	7
Q2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gradebook (Current)	8
Q3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gradebook (Current)	9
Q4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gradebook (Current)	10
U0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Historical (Stored)	11

If grades have not been stored, the **Source of Data** should be **Gradebook (Current)**.

Use the Sort fields to change the order of the Store Codes.

Turn on this check box to display **Citizenship Grades**.

Submit

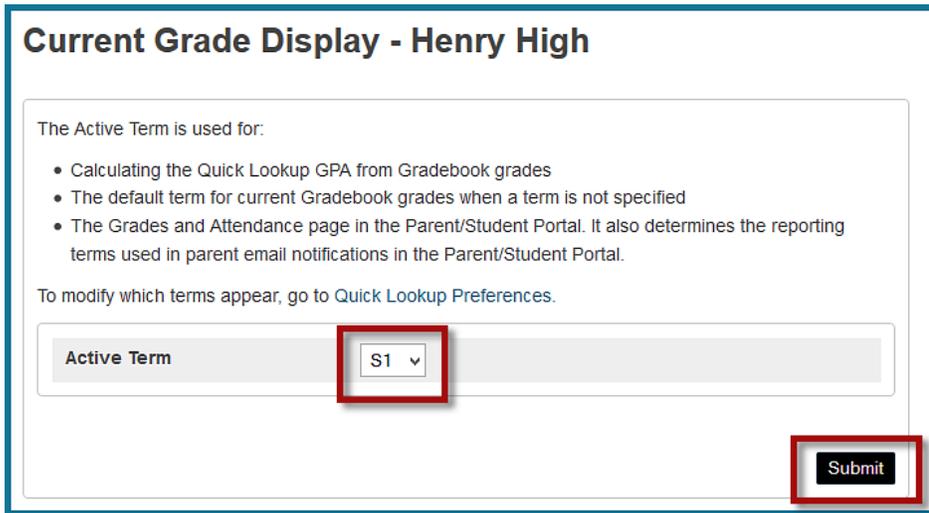
---

## 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 Settings

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.

### Parent/Student Access

General Available Features

Function	Value
Parent/Student Access Term (leave blank for default)	<input type="text"/>
Default Student Matrix Term	Shortest Possible
Default Term Between Years	District Default (Currently - Next School Year)
Disable Access To Public Portal	<input checked="" type="checkbox"/>
Custom Access Disabled Title	The Portal is closed
Custom Access Disabled Message	<p>H1 H2 H3 H4 H5 H6 <b>B</b> <i>I</i> <u>U</u>       </p> <p>The Parent/Student Portal is closed at Henry High. Please check back later.</p>

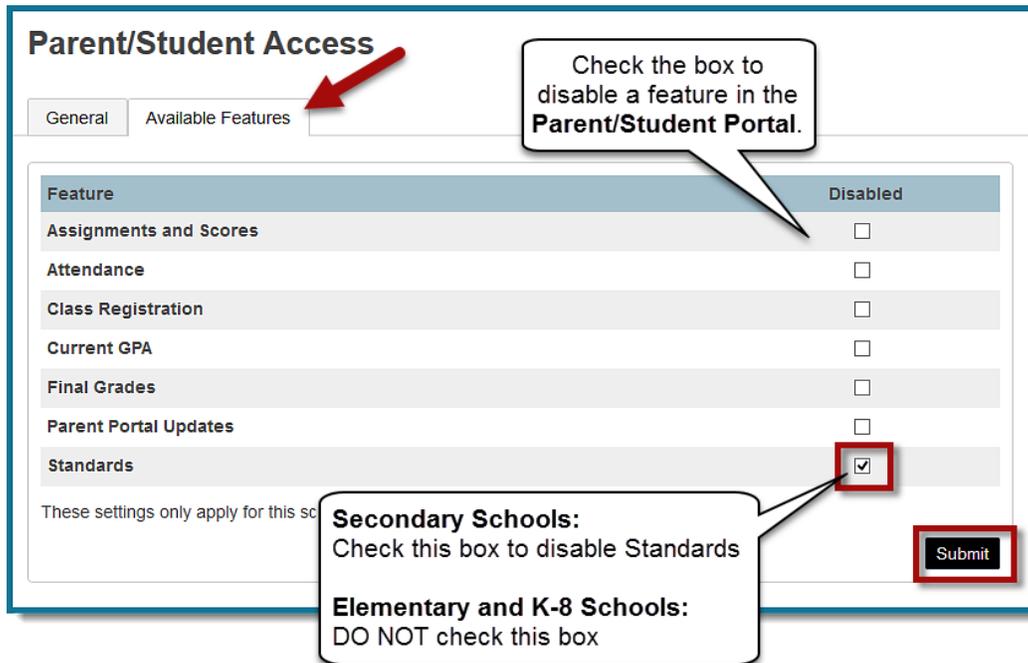
These settings only apply for this school.

Submit

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**

General Available Features

Feature	Disabled
Assignments and Scores	<input type="checkbox"/>
Attendance	<input type="checkbox"/>
Class Registration	<input type="checkbox"/>
Current GPA	<input type="checkbox"/>
Final Grades	<input type="checkbox"/>
Parent Portal Updates	<input type="checkbox"/>
Standards	<input checked="" type="checkbox"/>

These settings only apply for this school

**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)	1.00	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

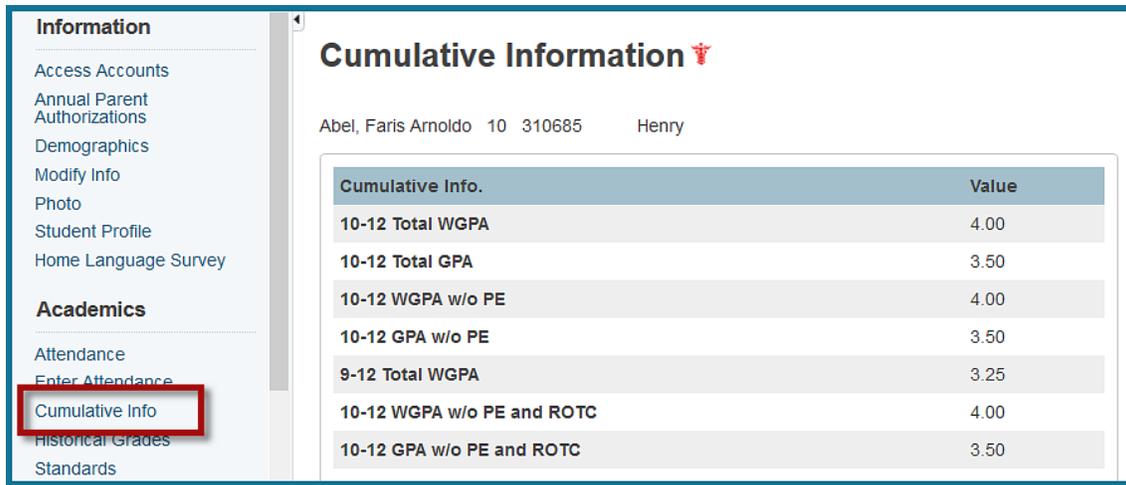
Year/Term	Grd Lvl	Course number	Course	Earned Credit	P1	P2	P3	P4	S1	S2
18-19 S1	10	6191	BIO 1 AP (HP)	0.00	B	B	.	.	.	.
18-19 S1	10	1572	ENG 3 ADV (P)	0.00	A	A	.	.	.	.
18-19 S1	10	8368	HNRS PLTW PRN OF ENGR1 (HP)	0.00	A	A	.	.	.	.
18-19 S1	10	4167	INTG MATH II A ADV(P)	0.00	B	B	.	.	.	.
18-19 S1	10	2325	SPN 5(P)							
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**.



The screenshot shows the 'Cumulative Information' page for a student named Abel, Faris Arnoldo (ID: 10 310685, Henry). The page is divided into two main sections: 'Information' and 'Academics'. The 'Academics' section is expanded, and 'Cumulative Info' is highlighted with a red box. The main content area displays a table of cumulative GPA information.

Cumulative Info.	Value
10-12 Total WGPA	4.00
10-12 Total GPA	3.50
10-12 WGPA w/o PE	4.00
10-12 GPA w/o PE	3.50
9-12 Total WGPA	3.25
10-12 WGPA w/o PE and ROTC	4.00
10-12 GPA w/o PE and ROTC	3.50

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 the 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

**Cumulative Info**

	Row Title	Data
1.	<input type="text" value="10-12 Total WGPA"/>	<input 10-12="" total="" type="text" value="~(*gpa method=" wgpa")"=""/>
2.	<input type="text" value="10-12 Total GPA"/>	<input 10-12="" gpa")"="" total="" type="text" value="~(*gpa method="/>
3.	<input type="text" value="10-12 WGPA w/o PE"/>	<input 10-12="" o="" pe")"="" type="text" value="~(*gpa method=" w="" wgpa=""/>
4.	<input type="text" value="10-12 GPA w/o PE"/>	<input 10-12="" gpa="" o="" pe")"="" type="text" value="~(*gpa method=" w=""/>
5.	<input type="text" value="9-12 Total WGPA"/>	<input 9-12="" total="" type="text" value="~(*gpa method=" wgpa")"=""/>
6.	<input type="text" value="10-12 WGPA w/o PE and ROTC"/>	<input 10-12="" o="" pe,="" rotc")"="" type="text" value="~(*gpa method=" w="" wgpa=""/>
7.	<input type="text" value="10-12 GPA w/o PE and ROTC"/>	<input 10-12="" gpa="" o="" pe,="" rotc")"="" type="text" value="~(*gpa method=" w=""/>
8.	<input type="text"/>	<input type="text"/>

**Submit**

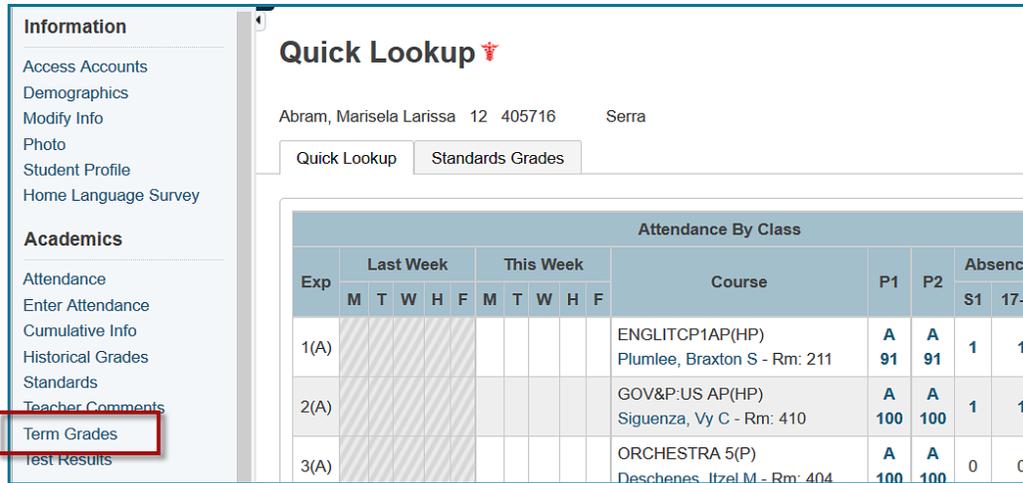
**DO NOT** select a Current GPA. This feature does not calculate the correct GPA.

If the cumulative information does not appear, enter the following in the **Row Title** and **Data** fields.

## 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**.



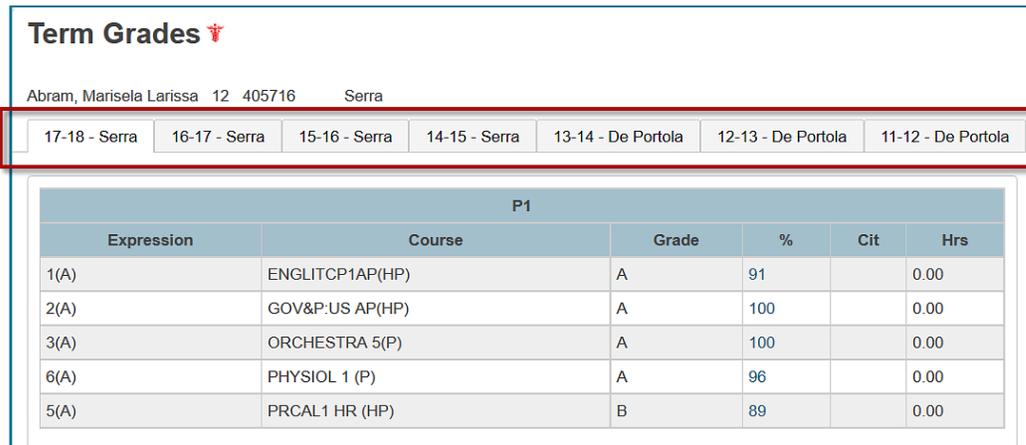
**Quick Lookup** 

Abram, Marisela Larissa 12 405716 Serra

Quick Lookup Standards Grades

Attendance By Class															
Exp	Last Week					This Week					Course	P1	P2	Absence	
	M	T	W	H	F	M	T	W	H	F				S1	17-4
1(A)											ENGLITCP1AP(HP) Plumlee, Braxton S - Rm: 211	A 91	A 91	1	1
2(A)											GOV&P:US AP(HP) Siguenza, Vy C - Rm: 410	A 100	A 100	1	1
3(A)											ORCHESTRA 5(P) Deschenes, Itzel M - Rm: 404	A 100	A 100	0	0

The **Term Grades** page has been enhanced with tabs to view historical term grades by year.



**Term Grades** 

Abram, Marisela Larissa 12 405716 Serra

17-18 - Serra 16-17 - Serra 15-16 - Serra 14-15 - Serra 13-14 - De Portola 12-13 - De Portola 11-12 - De Portola

P1					
Expression	Course	Grade	%	Cit	Hrs
1(A)	ENGLITCP1AP(HP)	A	91		0.00
2(A)	GOV&P:US AP(HP)	A	100		0.00
3(A)	ORCHESTRA 5(P)	A	100		0.00
6(A)	PHYSIOL 1 (P)	A	96		0.00
5(A)	PRCAL1 HR (HP)	B	89		0.00

# Part 5: Printing Progress Reports and Final Report Cards

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# Preparing to Print

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## 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 **T**ools.
2. Select **O**ptions from the drop-down window.
3. Select **C**ontent tab; uncheck **B**lock pop-up windows.
4. Click **O**K.

### Firefox 62

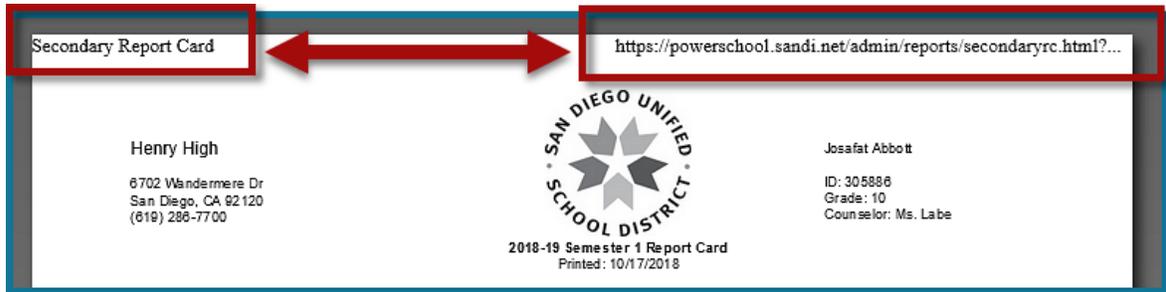
1. In the Firefox browser menu bar, click **T**ools.
2. Select **O**ptions from the drop-down window.
3. Select **P**rivacy & Security from the side bar
4. Under **P**ermissions, uncheck **B**lock pop-up windows.

### Chrome

1. In the Chrome browser, click on the **m**enu icon in the upper right corner.
2. Select **S**ettings.
3. Click **A**dvanced ▼ at the bottom of the page.
4. Under **P**rivacy and Security, select **C**ontent settings.
5. Click **P**op-ups and redirects.
6. Click on the word "**B**locked" to change it to "**A**llowed."

## Removing Headers and Footers *Before Printing*

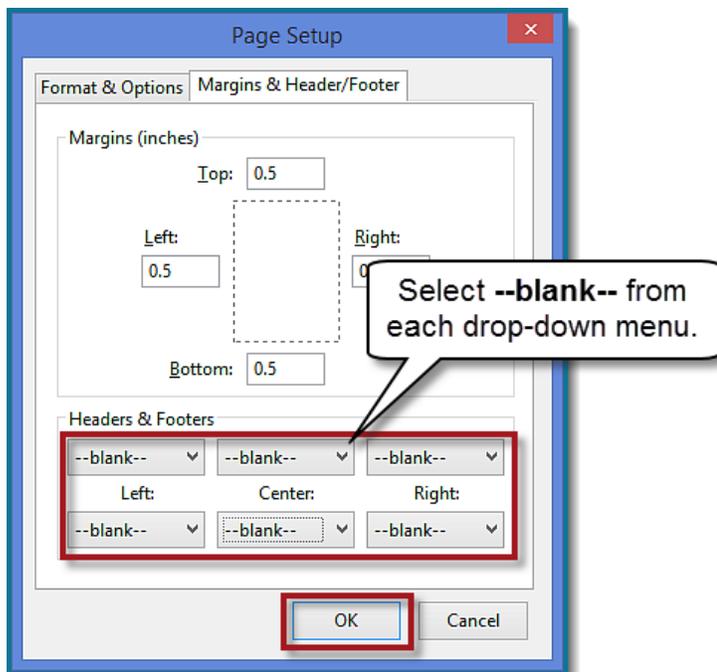
By default, a header and footer is attached to documents printed from Firefox and Chrome.



To remove the headers and footers:

### Firefox

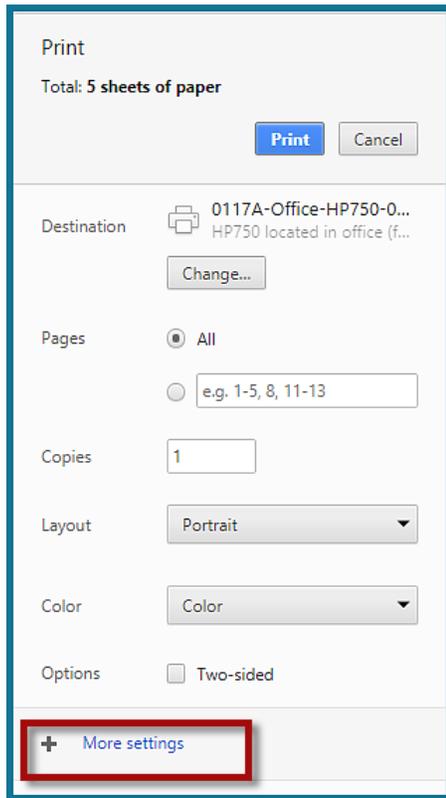
1. From the Firefox **File** menu, click **Page Setup...**
2. On the **Page Setup** window, select the **Margins & Header/Footer** tab.
3. Under the **Headers & Footers** area, display each of the six drop-down menus and choose **--blank--**.
4. Click **OK**.



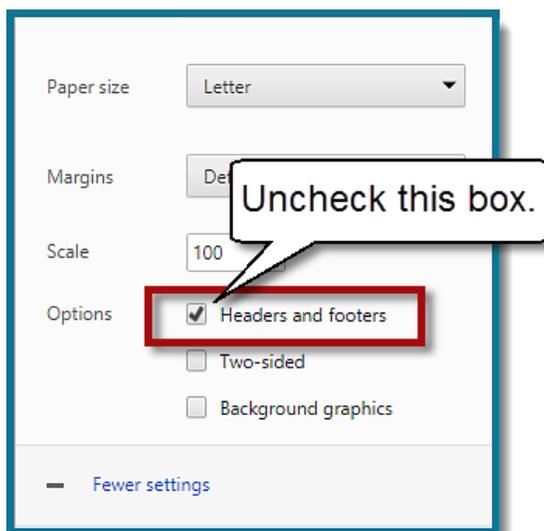
**IMPORTANT!** Be sure to check the Report in **Print Preview**; verify orientation is **Portrait**, make adjustments to **Scale** as needed.

## Chrome

1. In the Chrome browser, click on the **menu icon** in the upper right corner.
2. Select **Print**.
3. Expand **+ More Settings**.



4. Uncheck the **Headers and footers** box.



# 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 **106, Printing Progress Reports**.

4. On the **Secondary Report Card** page, click the **blue Calculate Term GPAs** link.

### Secondary Report Card

<b>Report Name</b>	Secondary Report Card
<b>Version</b>	1.15
<b>Description</b>	Secondary Report Card.
<b>Report Card Requirements</b>	<ul style="list-style-type: none"> <li>The columns that print on the Report Card are the Store Code columns at</li> <li>Absences and Comments are pulled from the Reporting Term chosen when</li> <li>The <b>Calculate Term GPAs</b> function must be run for every Store Code on the</li> <li>You must type the name of the logo file into the logo box or click on the "S</li> <li>To use a logo other than the default logo contact the IT Help Desk</li> </ul>

5. Enter the appropriate **Historical Store Code**. 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

P1

Submit

6. On the **Term GPAs** confirmation page, under Functions, select **Special Functions** again.

**Functions**

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules

### Term GPAs

4846 students Citizenship GPAs stored and 4846 students Scholarship GPAs stored.

You are now ready to run the Eligibility Report.

7. On the **Special Functions** page, select **Group Functions**.

**Functions**

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules

**Reports**

- System Reports
- ReportWorks

**People**

- Student Search

### Special Functions

Function	Description
Assign IDs & Passwords	Automatically assigns IDs and passwords to students.
Attendance Functions	Performs attendance related functions.
Current Users	Shows the names of those currently signed in to PowerSchool.
Daily Bulletin Setup	Adds and edits items on the daily bulletin.
Enroll New Student	Adds a new student to PowerSchool.
Fee Functions	Performs fee functions.
Group Functions	Performs functions for the currently selected student(s).
Head Counts	Head count at the start of School

8. Under Printing, select **Report Card – Secondary**.

### Group Functions

Current student selection: 657

Select Students By Hand Allows for manual selection of a subset of students from currently selected students

---

#### Printing

Print Mailing Labels	Prints mailing labels for currently selected students.
Print Reports	Prints reports for currently selected students.
Report Card - Elementary	Elementary Student Progress Report
Report Card - Elementary (2013-14)	Elementary Standards Based Report Card for 2013-14
Report Card - Secondary	Secondary Traditional Report Card
Reports Menu	Goes to the Reports menu.

# 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

### Secondary Report Card

<b>Report Name</b>	Secondary Report Card
<b>Version</b>	1.15
<b>Description</b>	Secondary Report Card.
<b>Report Card Requirements</b>	<ul style="list-style-type: none"> <li>The columns that print on the Report Card are the Store Code columns at the bottom of this page</li> <li>Absences and Comments are pulled from the Reporting Term chosen when running the report card</li> <li>The <b>Calculate Term GPAs</b> function must be run for every Store Code on the report to calculate and display (if selected) its corresponding GPAs</li> <li>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</li> <li>To use a logo other than the default logo contact the IT Help Desk</li> </ul>
<b>Students to scan</b>	All 2433 currently enrolled students
<b>Report type:</b>	<input type="radio"/> Report card <input checked="" type="radio"/> Progress report
<b>Format:</b>	<input checked="" type="radio"/> Hand-out (Also suitable for use with a single-window business envelope) <input type="radio"/> 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.)
<b>Logo:</b>	<input style="border: 1px solid red;" type="text" value="SD_Logo.jpg"/> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-left: 10px;">             If this field is empty, click <b>Set Default</b>.         </div>

**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

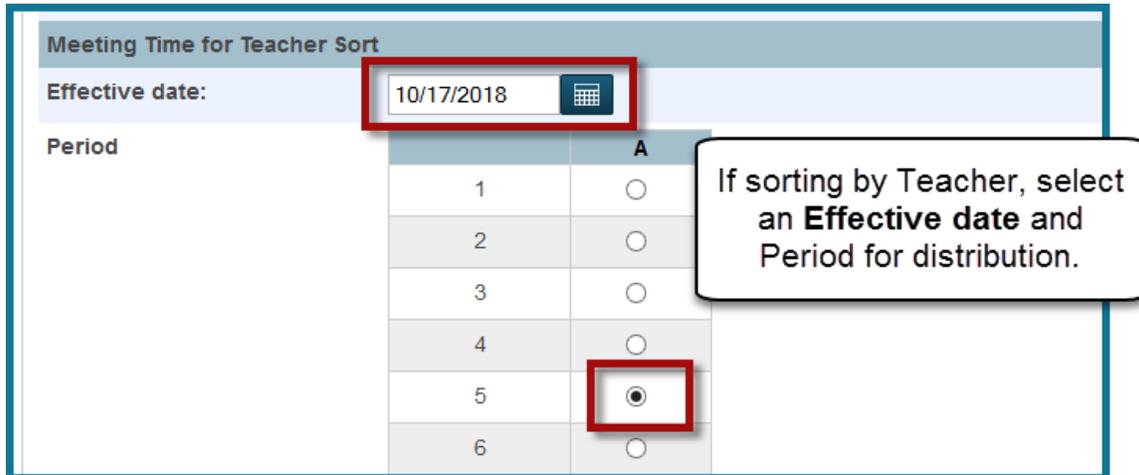
<b>Report title:</b>	<input style="border: 1px solid red;" type="text" value="2018-19 Progress Report 1"/>
<b>Reporting Term:</b>	<input style="border: 1px solid red;" type="text" value="P1"/>
<b>Sort order:</b>	<input type="radio"/> Grade Level <input checked="" type="radio"/> Student Name <input type="radio"/> Teacher <input type="radio"/> Zip Code

**IMPORTANT! Use the required title:**  
 The current year and type of report.  
 EXAMPLE:  
**2018-19 Progress Report 1**

### 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

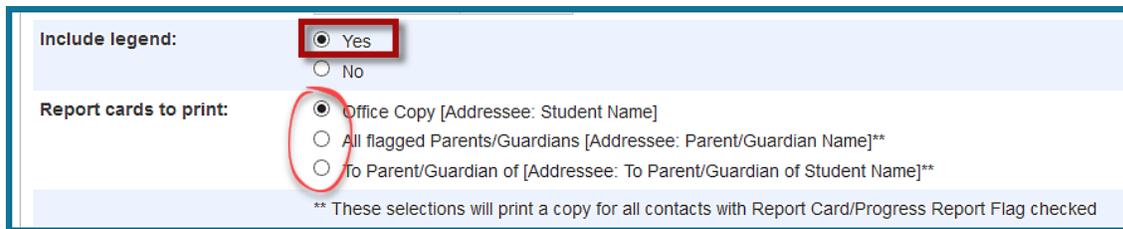
Effective date: 10/17/2018

Period	A
1	<input type="radio"/>
2	<input type="radio"/>
3	<input type="radio"/>
4	<input type="radio"/>
5	<input checked="" type="radio"/>
6	<input type="radio"/>

If sorting by Teacher, select an **Effective date** and **Period** for distribution.

**Include legend:** Yes

**Report Cards to Print:** Select one.

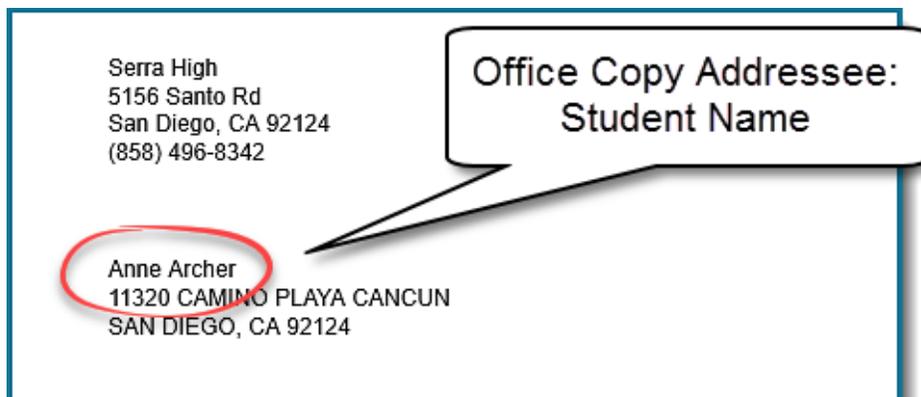


Include legend:  Yes  
 No

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

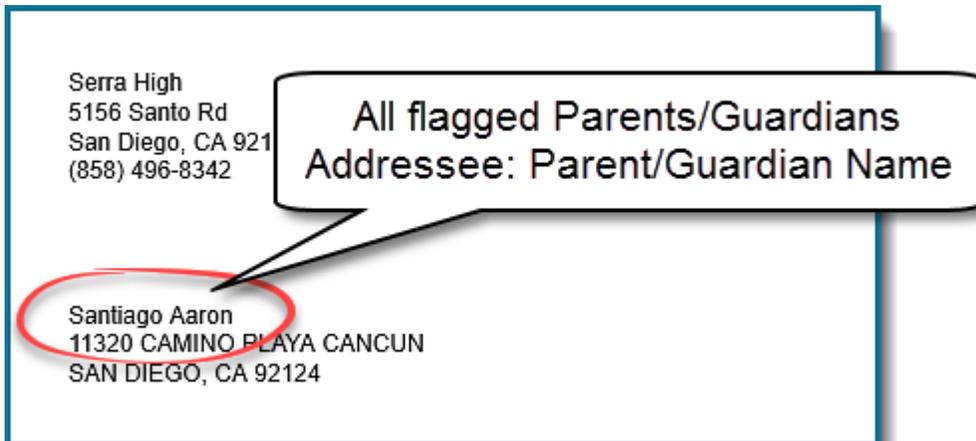
Anne Archer  
11320 CAMINO PLAYA CUNCUN  
SAN DIEGO, CA 92124

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.*

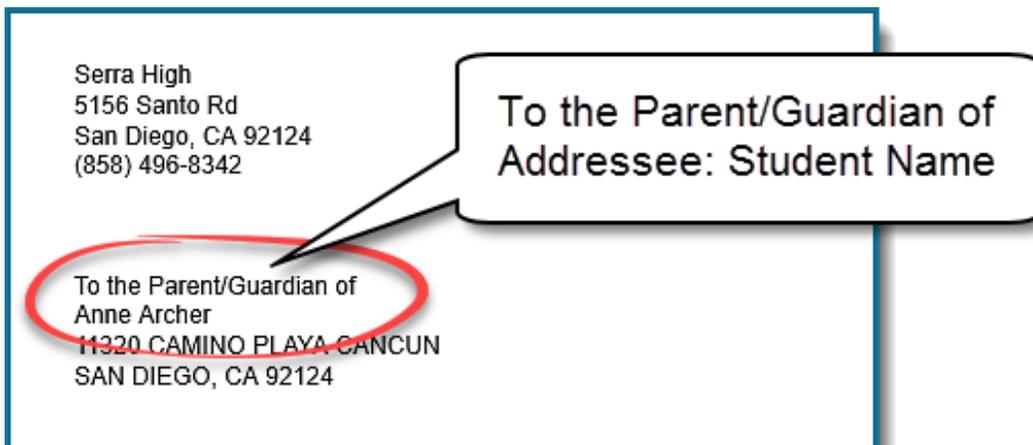


Serra High  
5156 Santo Rd  
San Diego, CA 92124  
(858) 496-8342

**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

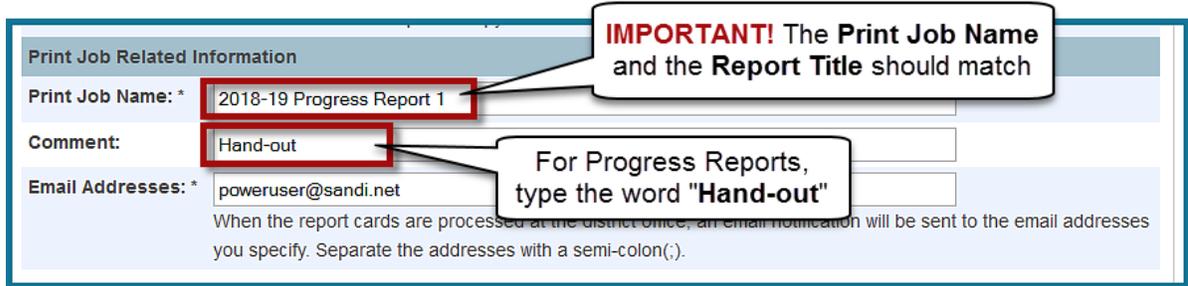
**Print Job Related Information** \*These fields are **REQUIRED** in order to enable the **SUBMIT** button.

\***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](mailto: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**"

Print Job Related Information

Print Job Name: \* 2018-19 Progress Report 1

Comment: Hand-out

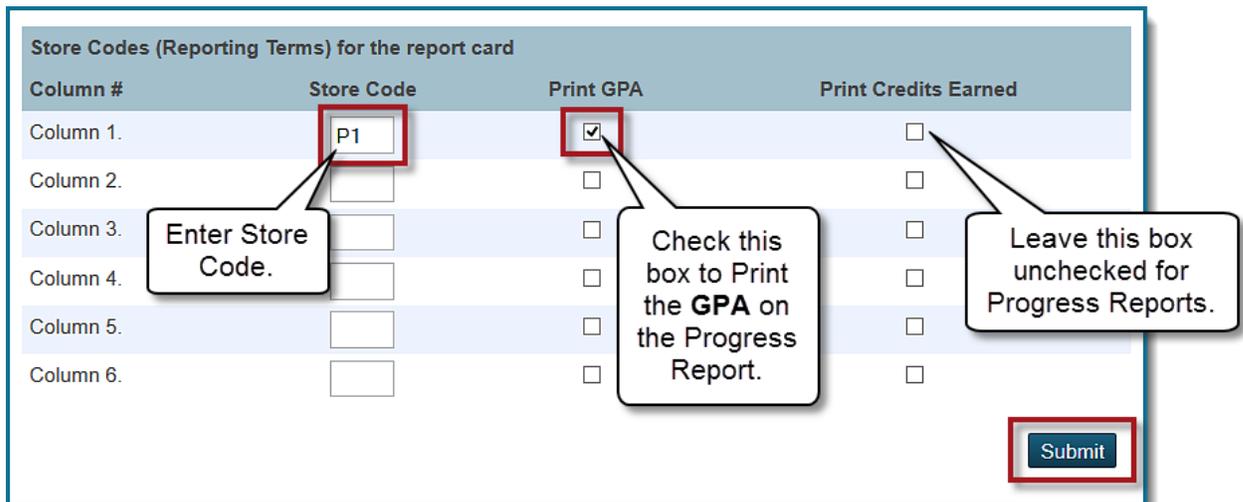
Email Addresses: \* poweruser@sandi.net

When the report cards are processed at the district office, an email notification will be sent to the email addresses you specify. Separate the addresses with a semi-colon(;).

**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.



Store Codes (Reporting Terms) for the report card

Column #	Store Code	Print GPA	Print Credits Earned
Column 1.	P1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Column 2.	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Column 3.	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Column 4.	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Column 5.	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Column 6.	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enter Store Code.

Check this box to Print the **GPA** on the Progress Report.

Leave this box unchecked for Progress Reports.

Submit

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 101) 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
<input type="radio"/>	Farb Middle 2018-19 Progress Report 1 Hand-out	10/18/2018 02:44 PM	469	469	

The Progress report will open in a new window.

Refer to **Removing Headers and Footers before Printing** (page 101) 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.***

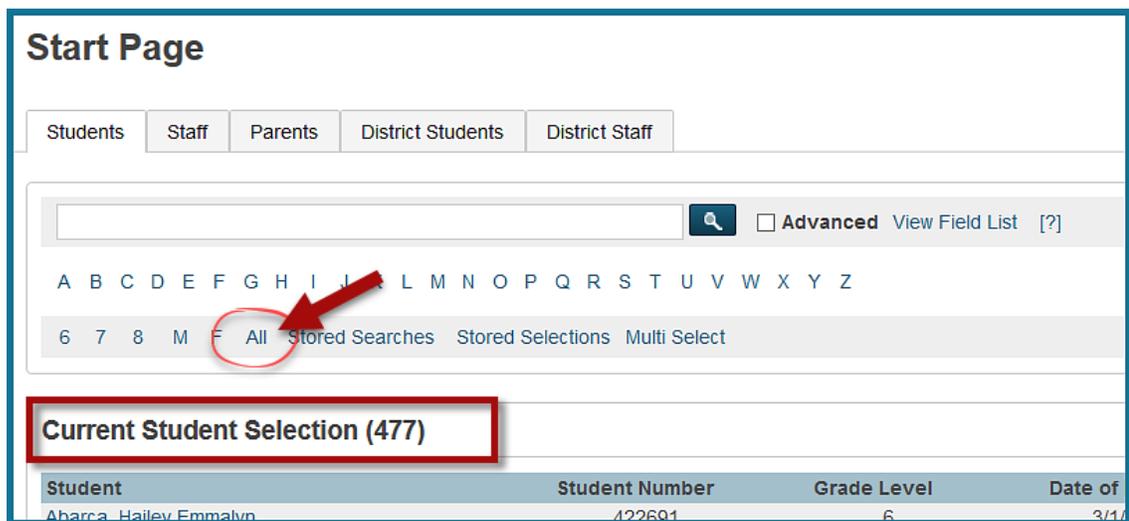
## Excluding Students Who Enrolled After the End of Grade Term Cutoff Date

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**.



**Start Page**

Students Staff Parents District Students District Staff

Search field:   Advanced View Field List [?]

A B C D E F G H I J L M N O P Q R S T U V W X Y Z

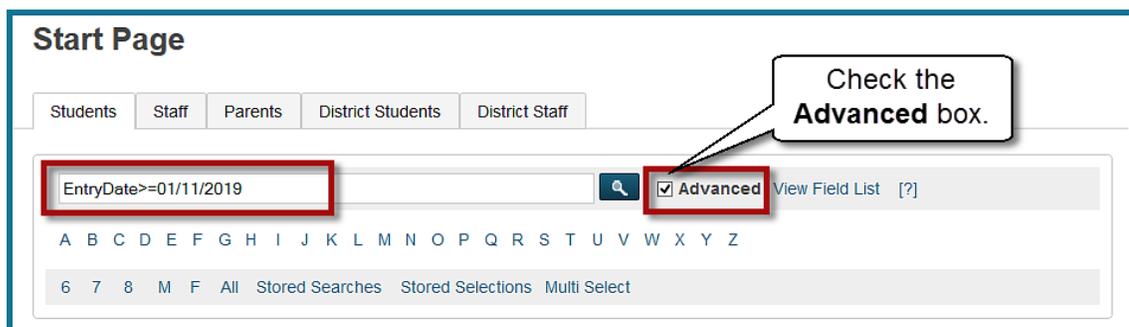
6 7 8 M F All Stored Searches Stored Selections Multi Select

**Current Student Selection (477)**

Student	Student Number	Grade Level	Date of
Abarca, Hailey Emmalyn	422601	6	3/1/

2. Check the **Advanced** box and *enter the following search command* in the **Search** field:

**EntryDate>=use the first cutoff store date**



**Start Page**

Students Staff Parents District Students District Staff

Search field:   Advanced View Field List [?]

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

6 7 8 M F All Stored Searches Stored Selections Multi Select

Check the **Advanced** box.

- Click the **search icon**, or hit the Enter key. The **Search Results** will list all students who match the search criteria.
- Click **Submit**

**Start Page**

Students Staff Parents District Students District Staff

EntryDate>=01/11/2019   Advanced View Field List [?]

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

6 7 8 M F All Stored Searches Stored Selections Multi Select

**Search Results (8)**

<input checked="" type="checkbox"/>	Student	Student Number	Grade Level	Date of Birth
<input checked="" type="checkbox"/>	Bearden, Aaden	624407	7	5/1/2006
<input checked="" type="checkbox"/>	Chacon, Edson Cheyne	625133	7	8/1/2006
<input checked="" type="checkbox"/>	Gardner, Brett Seamus	568979	7	10/1/2005
<input checked="" type="checkbox"/>	Hernandez Diaz, Calista	568977	8	12/1/2004
<input checked="" type="checkbox"/>	Macaooy, Lizzet Filsan	414242	6	10/1/2006

Current Selection     [?]

**Current Student Selection (477)**

- The **Current Student Selection** will now reflect all students who should receive a printed report card.
- Expand the **Group Functions** button, under the Printing heading select **Report Card – Secondary**.

**Current Student Selection (469)**

Student	Student Number	Grade Level	Date of Birth
Abarca, Hailey Emmalyn	422691	6	3/1/2007
Abdullahi, Ciana	619091	7	10/1/2006
Abel, Lance Mariano	610484	6	8/1/2006
Abuyo, Jamaal Monte	589226	6	2/1/2007
Aceves, Roderick Alistair	618231	6	2/1/2007
Adams, Georgia Arisbeth	606417	6	8/1/2006

<< < 1 2 3 4 5 > >>

Select By Hand  [?]

## 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 **116, Printing the Office Copy**.

1. On the **Secondary Report Card** page, click the **blue Calculate Term GPAs** link.

### Secondary Report Card

<b>Report Name</b>	Secondary Report Card
<b>Version</b>	1.15
<b>Description</b>	Secondary Report Card.
<b>Report Card Requirements</b>	<ul style="list-style-type: none"> <li>The columns that print on the Report Card are the Store Code columns at</li> <li><del>Absences and Comments are</del> derived from the Reporting Term chosen when</li> <li>The <b>Calculate Term GPAs</b> function must be run for every Store Code on the</li> <li>You must type the name of the logo file into the logo box or click on the "S</li> <li>To use a logo other than the default logo contact the IT Help Desk</li> </ul>

2. Enter the appropriate **Historical Store Code**. 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

3. On the **Term GPAs** confirmation page, under Functions, select **Special Functions** again.

**Functions**

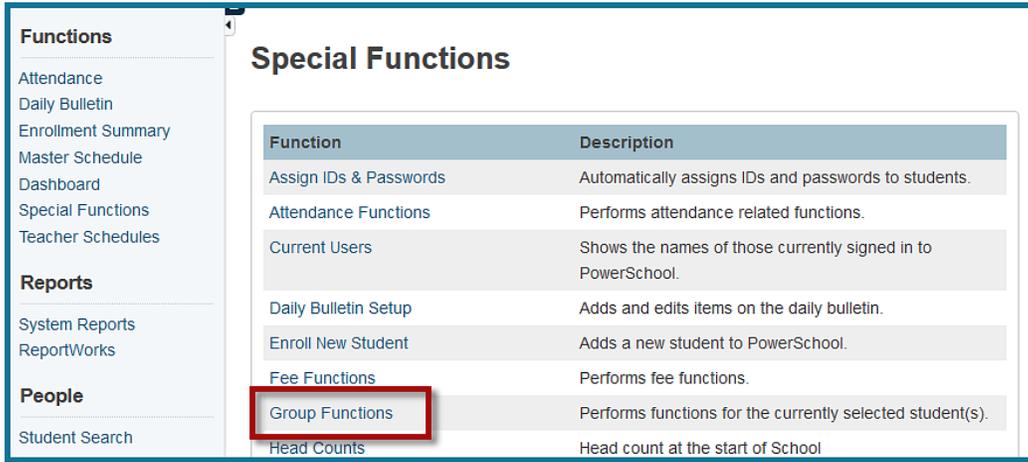
- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules

### Term GPAs

477 students Citizenship GPAs stored and 477 students Scholarship GPAs stored.

You are now ready to run the [Eligibility Report](#).

4. On the **Special Functions** page, select **Group Functions**.



**Functions**

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules

**Reports**

- System Reports
- ReportWorks

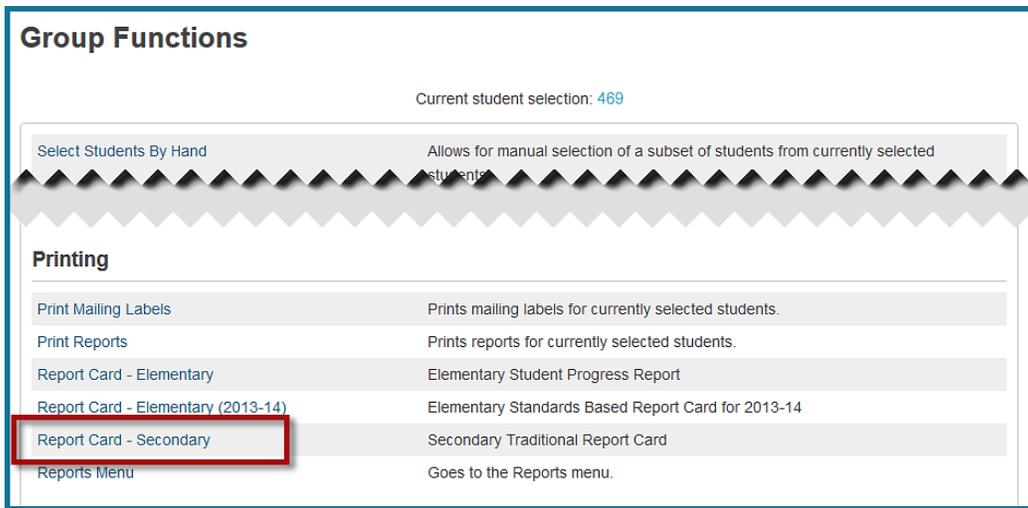
**People**

- Student Search

### Special Functions

Function	Description
Assign IDs & Passwords	Automatically assigns IDs and passwords to students.
Attendance Functions	Performs attendance related functions.
Current Users	Shows the names of those currently signed in to PowerSchool.
Daily Bulletin Setup	Adds and edits items on the daily bulletin.
Enroll New Student	Adds a new student to PowerSchool.
Fee Functions	Performs fee functions.
<b>Group Functions</b>	Performs functions for the currently selected student(s).
Head Counts	Head count at the start of School

5. Under **Printing**, select **Report Card – Secondary**.



### Group Functions

Current student selection: 469

Select Students By Hand Allows for manual selection of a subset of students from currently selected students

---

**Printing**

Print Mailing Labels	Prints mailing labels for currently selected students.
Print Reports	Prints reports for currently selected students.
Report Card - Elementary	Elementary Student Progress Report
Report Card - Elementary (2013-14)	Elementary Standards Based Report Card for 2013-14
<b>Report Card - Secondary</b>	Secondary Traditional Report Card
Reports Menu	Goes to the Reports menu.

# Printing 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

<b>Report Name</b>	Secondary Report Card
<b>Version</b>	1.15
<b>Description</b>	Secondary Report Card.
<b>Report Card Requirements</b>	<ul style="list-style-type: none"> <li>The columns that print on the Report Card are the Store Code columns at the bottom of this page</li> <li>Absences and Comments are pulled from the Reporting Term chosen when running the report card</li> <li>The <b>Calculate Term GPAs</b> function must be run for every Store Code on the report to calculate and display (if selected) its corresponding GPAs</li> <li>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</li> <li>To use a logo other than the default logo contact the IT Help Desk</li> </ul>
<b>Students to scan</b>	<input checked="" type="radio"/> The selected 469 students <input type="radio"/> All 477 currently enrolled students
<b>Report type:</b>	<input checked="" type="radio"/> Report card <input type="radio"/> Progress report
<b>Format:</b>	<input checked="" type="radio"/> Hand-out (Also suitable for use with a single-window business envelope) <input type="radio"/> District mailer form (This option is <b>ONLY</b> for final report cards that will be mailed home by the district, such as at the end of a semester.)
<b>Logo:</b>	<input type="text" value="SD_Logo.jpg"/>

**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

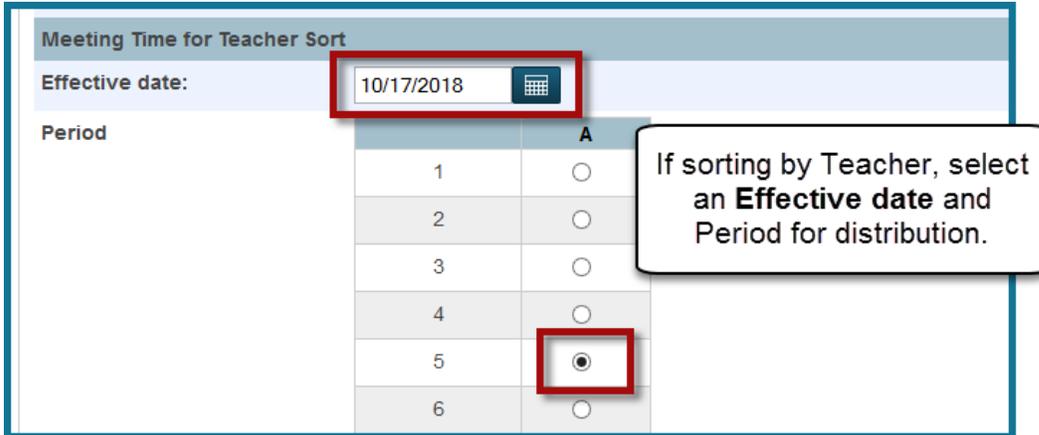
<b>Report title:</b>	<input type="text" value="2018-19 Semester 1 Report Card"/>
<b>Reporting Term:</b>	<input type="text" value="S1"/>
<b>Sort order:</b>	<input checked="" type="radio"/> Grade Level <input type="radio"/> Student Name <input type="radio"/> Teacher <input type="radio"/> Zip Code

**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**.

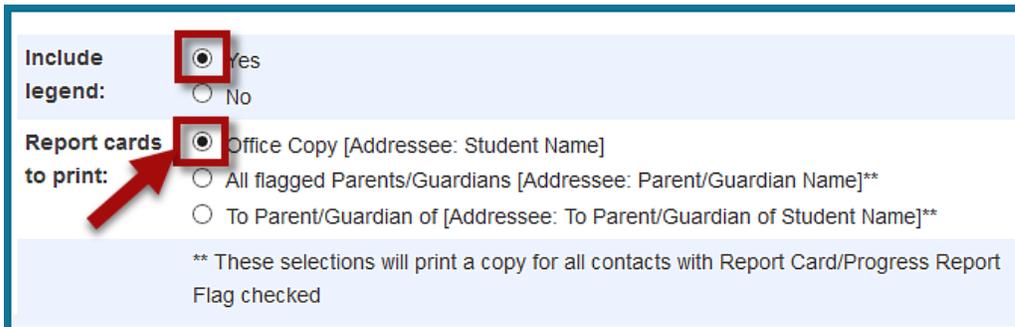
**Period:** Use *only if Teacher is selected* in **Sort order**



Period	A
1	<input type="radio"/>
2	<input type="radio"/>
3	<input type="radio"/>
4	<input type="radio"/>
5	<input checked="" type="radio"/>
6	<input type="radio"/>

**Include legend:** Yes

**Report Cards to Print:** Select one.

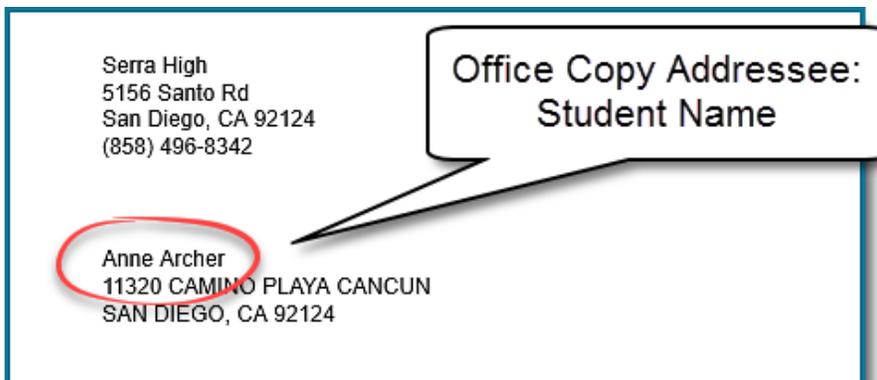


**Include legend:**  Yes  
 No

**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.



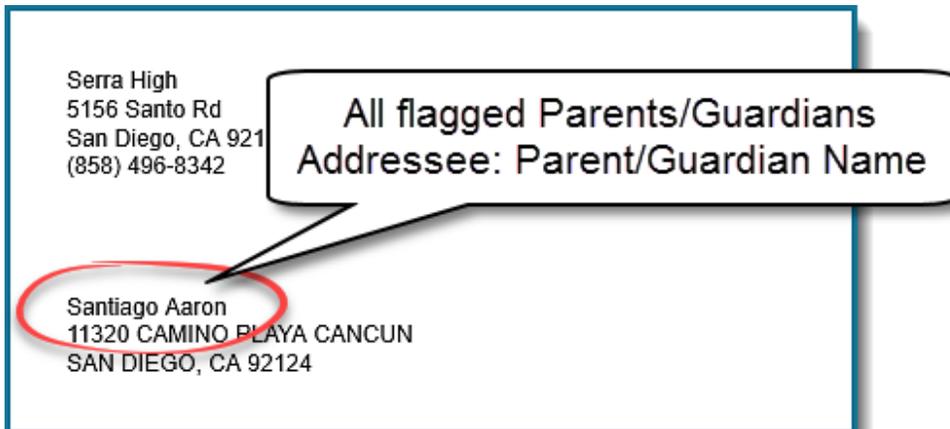
Serra High  
5156 Santo Rd  
San Diego, CA 92124  
(858) 496-8342

Anne Archer  
11320 CAMINO PLAYA CUNCUN  
SAN DIEGO, CA 92124

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**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.*

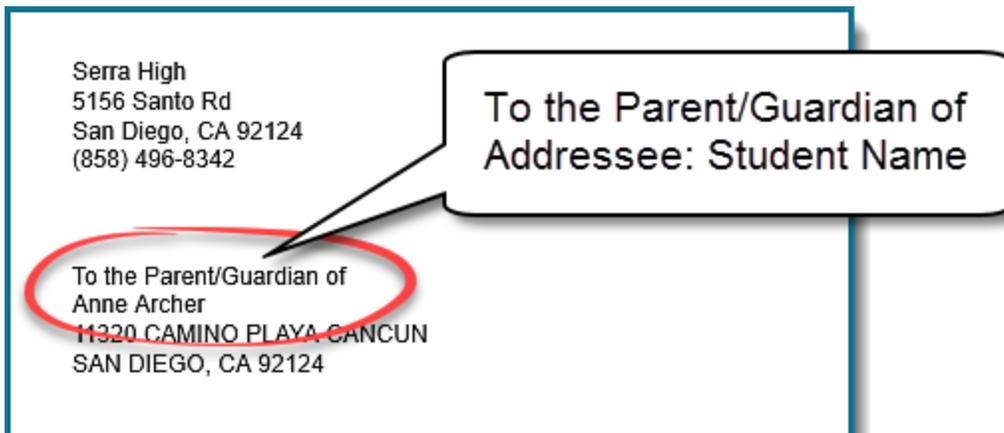


Serra High  
5156 Santo Rd  
San Diego, CA 921  
(858) 496-8342

**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.*



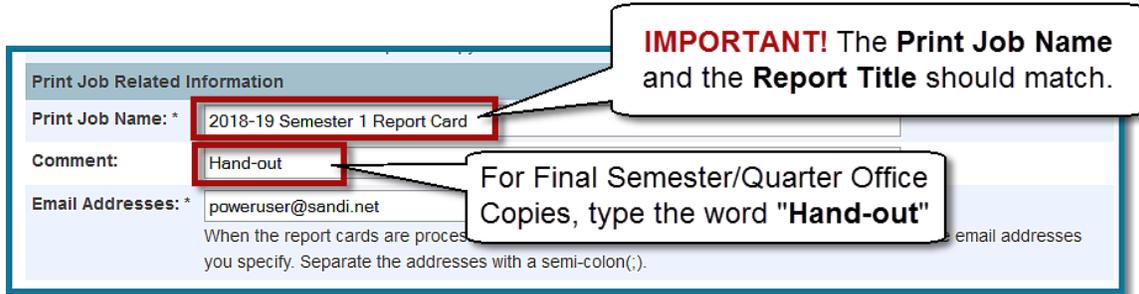
Serra High  
5156 Santo Rd  
San Diego, CA 92124  
(858) 496-8342

**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:** Handout
- **\*Email Address:** [yourname@sandi.net](mailto: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 Final Semester/Quarter Office Copies, type the word "Hand-out"

**Store Codes (Reporting Terms) for the report card:**

**For schools that have stored Yearlong and Semester grades**

**Column 1: Enter Store Code (S1 or S2) Print GPA (Checked) Print Earned Credits (Checked)**

Store Codes (Reporting Terms) for the report card			
Column #	Store Code	Print GPA	Print Credits Earned
Column 1.	S2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Column 2.	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Column 3.	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Column 4.	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Column 5.	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

## For schools that have 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	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Column 2.	S1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Column 3.	F1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Column 4.	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Column 5.	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

**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 101) 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.

School	Print Job Name / Comment	Date / Time Submitted by School	No. of Students	No. of Report Cards	Date / Time Submitted for Processing
<input type="radio"/>	Farb Middle 2018-19 Semester 1 Report Card Hand-out	10/18/2018 12:19 PM	469	469	

The Progress report will open in a new window.

Refer to **Removing Headers and Footers before Printing** (page 101) 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 112, **Excluding Students Who Enrolled After the End of Grade Term Cutoff Date**).

**Calculate Term GPAs** (see page 114) 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

### Secondary Report Card

<b>Report Name</b>	Secondary Report Card
<b>Version</b>	1.15
<b>Description</b>	Secondary Report Card.
<b>Report Card Requirements</b>	<ul style="list-style-type: none"> <li>The columns that print on the Report Card are the Store Code columns at the bottom of this page</li> <li>Absences and Comments are pulled from the Reporting Term chosen when running the report card</li> <li>The Calculate Term GPAs function must be run for every Store Code on the report to calculate and display (if selected) its corresponding GPAs</li> <li>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</li> <li>To use a logo other than the default logo, contact the IT Help Desk</li> </ul>
<b>Students to scan</b>	<input checked="" type="radio"/> The selected 469 students <input type="radio"/> All 477 currently enrolled students
<b>Report type:</b>	<input checked="" type="radio"/> Report card <input type="radio"/> Progress report
<b>Format:</b>	<input type="radio"/> Hand-out (Also suitable for use with a single-window business envelope) <input checked="" type="radio"/> District mailer form (This option is <b>ONLY</b> for final report cards that will be mailed home by the district, such as at the end of a semester.)
<b>Logo:</b>	<input type="text" value="SD_Logo.jpg"/>

**Select the appropriate group of students.**

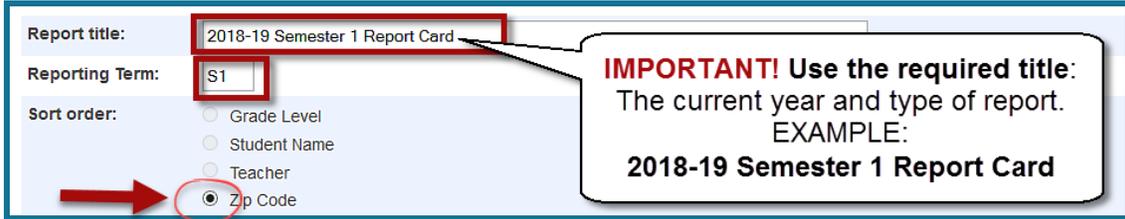
**If this field is empty, click Set Default.**

**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:** Zip code (all other options are disabled)



**Report title:** 2018-19 Semester 1 Report Card

**Reporting Term:** S1

**Sort order:**

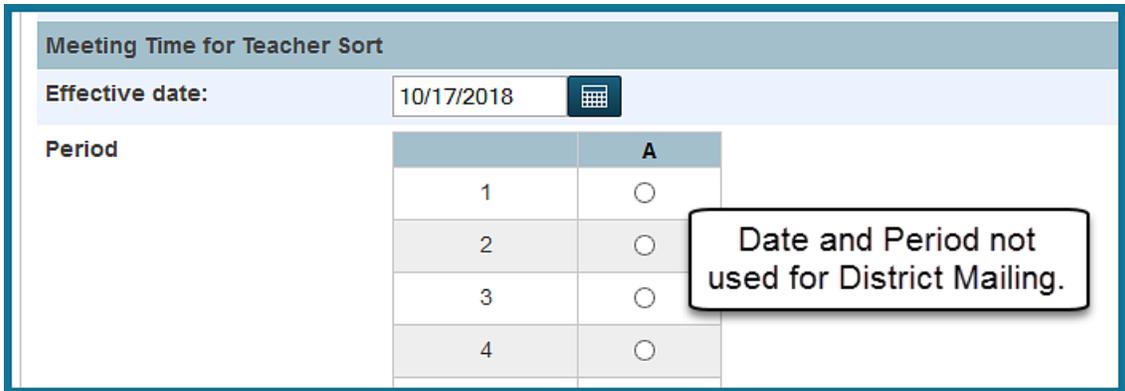
- Grade Level
- Student Name
- Teacher
- Zip Code

**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:** Not used.

**Period:** Not used.



**Meeting Time for Teacher Sort**

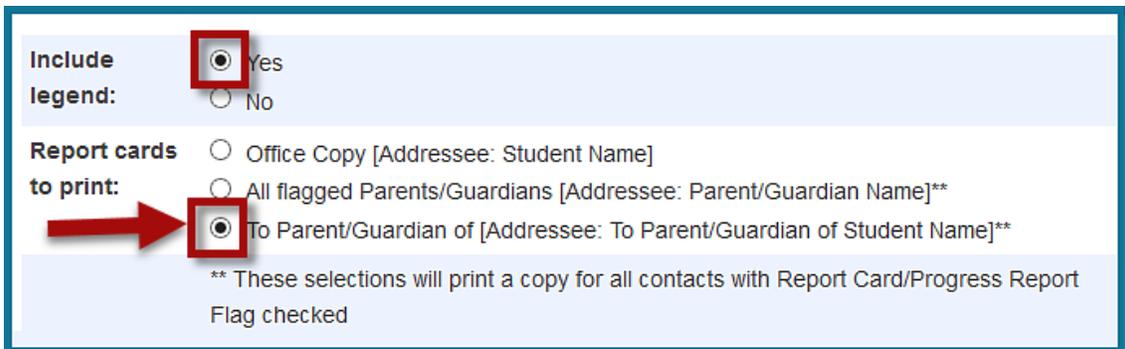
**Effective date:** 10/17/2018

Period	A
1	<input type="radio"/>
2	<input type="radio"/>
3	<input type="radio"/>
4	<input type="radio"/>

Date and Period not used for District Mailing.

**Include legend:** Yes

**Report Cards to Print:** Select To the Parent/Guardian of (student name)



**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

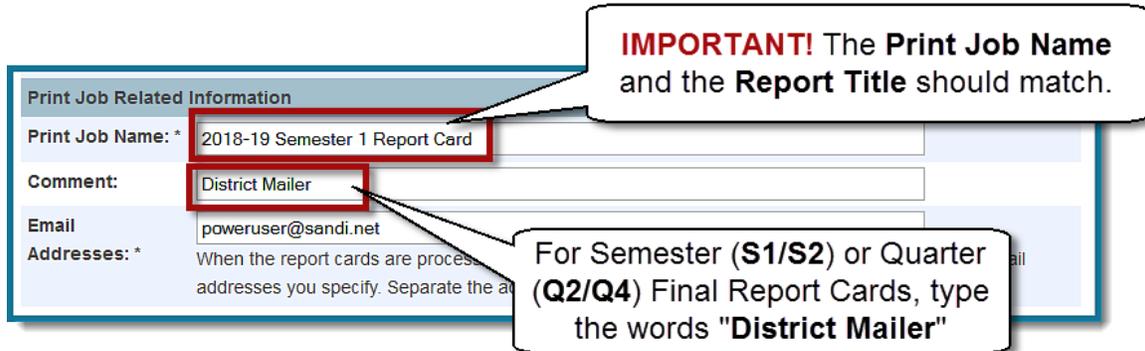
### Print Job Related Information

\*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](mailto: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 Semester (**S1/S2**) or Quarter (**Q2/Q4**) Final Report Cards, type the words "**District Mailer**"

### Store Codes (Reporting terms) for the report card

## For schools that have stored Yearlong and Semester grades

**Column 1:** Enter Store Code (S1 or S2) **Print GPA** (Checked) **Print Earned Credits** (Checked)

Click **Submit**.

Column #	Store Code	Print GPA	Print Credits Earned
Column 1.	S2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Column 2.	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Column 3.	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Column 4.	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Column 5.	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Submit**

## For schools that have 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	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Column 2.	S1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Column 3.	F1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Column 4.	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Column 5.	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

**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.	
<input type="button" value="Submit to District"/> <input type="button" value="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 101) 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
<input checked="" type="radio"/> Farb Middle	2018-19 Progress Report 1 Hand-out	10/18/2018 02:44 PM	469	469	
<input type="radio"/> Farb Middle	2018-19 Semester 1 Report Card District Mailer	10/19/2018 08:30 AM	469	484	

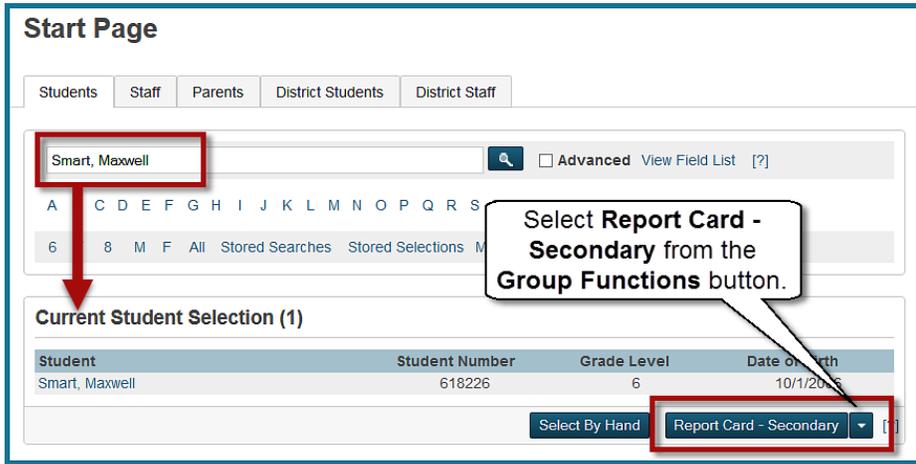
### IMPORTANT HINT!

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**.



The screenshot shows the 'Start Page' with a search bar containing 'Smart, Maxwell'. Below the search bar is a grid of letters A through S. A red box highlights the search bar and a red arrow points down to the 'Current Student Selection (1)' table. The table has columns for Student, Student Number, Grade Level, and Date of Birth. The student 'Smart, Maxwell' is listed with student number 618226 and grade level 6. A red box highlights the 'Report Card - Secondary' dropdown menu in the bottom right corner of the table. A callout bubble points to this menu with the text: 'Select Report Card - Secondary from the Group Functions button.'

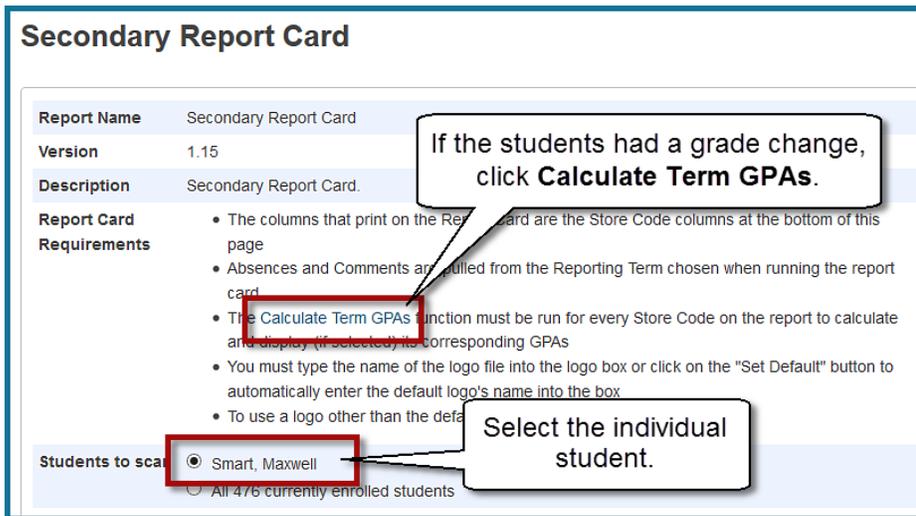
3. Continue by following the appropriate instructions for printing:

**Printing Progress Reports** page 106

**Printing a Final Semester/Quarter Report Cards** page 116

Make the following modification:

- **Calculate Citizenship GPA**, if the student had a grade change.
- Make sure the student is selected.



The screenshot shows the 'Secondary Report Card' configuration page. It includes fields for Report Name, Version, and Description. Under 'Report Card Requirements', there is a list of instructions. A red box highlights the 'Calculate Term GPAs' bullet point, with a callout bubble stating: 'If the students had a grade change, click Calculate Term GPAs.' Another red box highlights the 'Students to scan' section, where 'Smart, Maxwell' is selected with a radio button. A callout bubble points to this selection with the text: 'Select the individual student.'

## Printing a Report Card for an Inactive Student

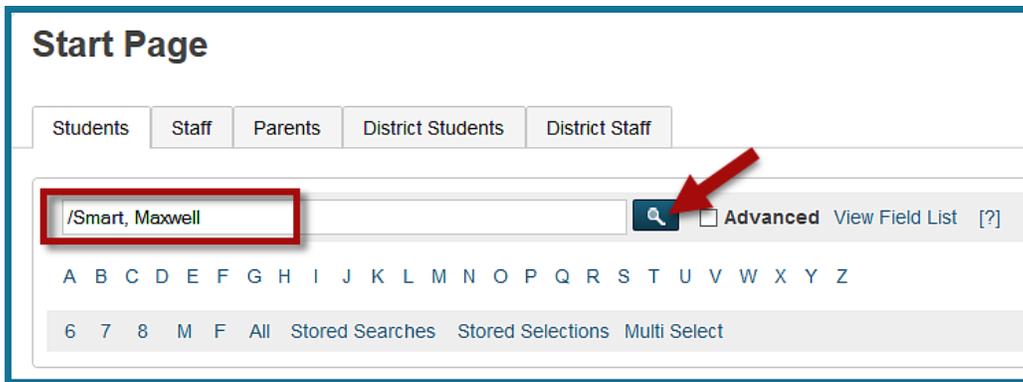
When a student transfers out of the school district, they become INACTIVE. The school that last owned the INACTIVE student will be able to print a report card for them.

**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**.



**Start Page**

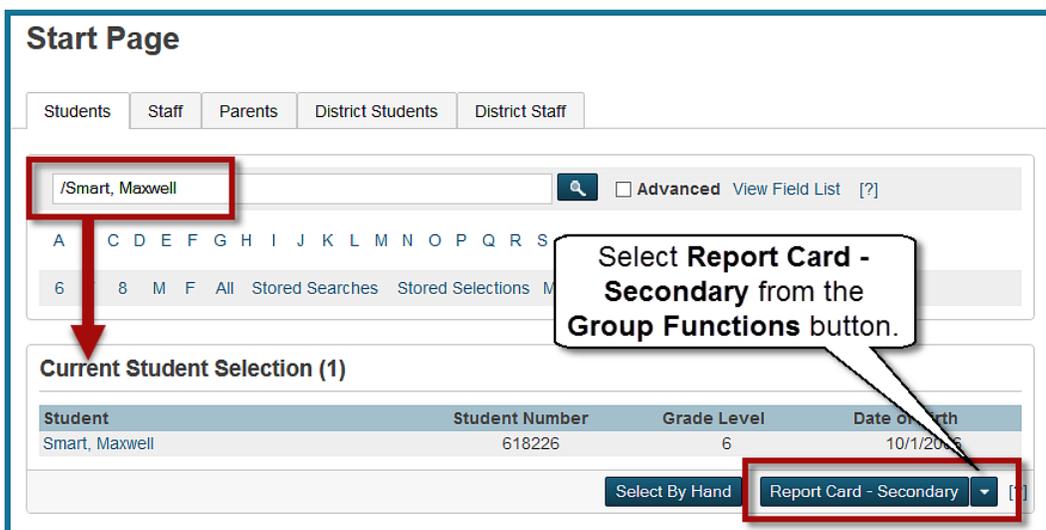
Students Staff Parents District Students District Staff

/Smart, Maxwell   Advanced View Field List [?]

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

6 7 8 M F All Stored Searches Stored Selections Multi Select

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**.



**Start Page**

Students Staff Parents District Students District Staff

/Smart, Maxwell   Advanced View Field List [?]

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

6 7 8 M F All Stored Searches Stored Selections Multi Select

**Current Student Selection (1)**

Student	Student Number	Grade Level	Date of Birth
Smart, Maxwell	618226	6	10/1/2005

Select By Hand  [?]

Select Report Card - Secondary from the Group Functions button.

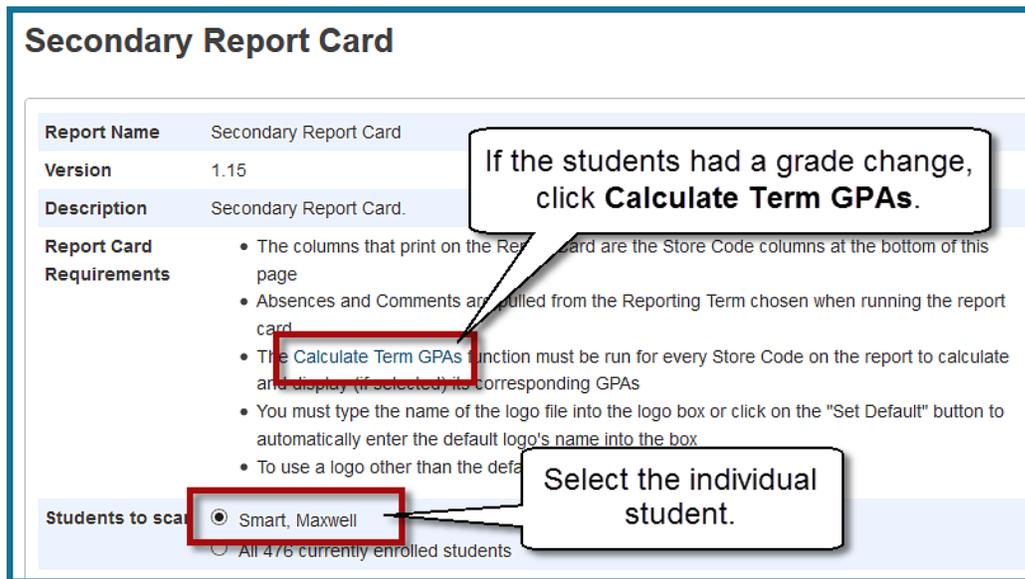
5. Continue by following the appropriate instructions for printing:

**Printing Progress Reports** page 106

**Printing a Final Semester/Quarter Report Cards** page 116

Make the following modification:

- **Calculate Citizenship GPA**, if the student had a grade change.
- Make sure the student is selected.



**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
- Absences and Comments are pulled from the Reporting Term chosen when running the report card
- The **Calculate Term GPAs** function must be run for every Store Code on the report to calculate and display (if selected) its corresponding GPAs
- 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
- To use a logo other than the default

Students to scan:  Smart, Maxwell  All 476 currently enrolled students

If the students had a grade change, click **Calculate Term GPAs**.

Select the individual student.



# 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.

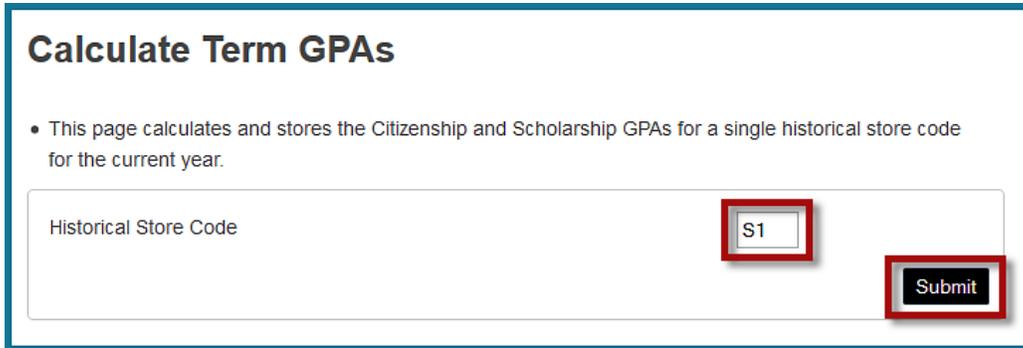
1. From the **Start** page, click **System Reports**.
2. Click the **SDUSD** tab, and then click **Eligibility Report**.
3. Click the **blue Calculate Term GPA** link.

### Eligibility Report

<b>Report Name</b>	Eligibility Report
<b>Version</b>	1.1
<b>Description</b>	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 exclude college and non-credit bearing courses.
<b>Comments</b>	Before running this report, run <b>Calculate Term GPAs</b> for the store code this report will be based on.  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
<b>Store Code:</b>	<input type="text" value="S1"/>
<b>Ineligible Citizenship Grades:</b>	<input type="text"/>
<b>Ineligible Scholarship Grades:</b>	<input type="text"/>
<b>Which students:</b>	<input checked="" type="radio"/> Eligible <input type="radio"/> All

Click **Calculate Term GPAs** link.

4. Enter the appropriate **Historical Code**.
5. Click **Submit**.

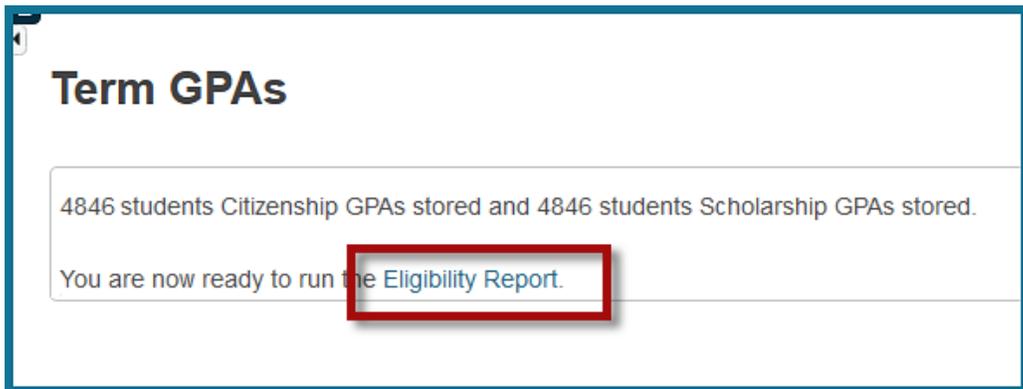


**Calculate Term GPAs**

- This page calculates and stores the Citizenship and Scholarship GPAs for a single historical store code for the current year.

Historical Store Code

6. On the **Term GPAs** page, click the **blue Eligibility Report** link.

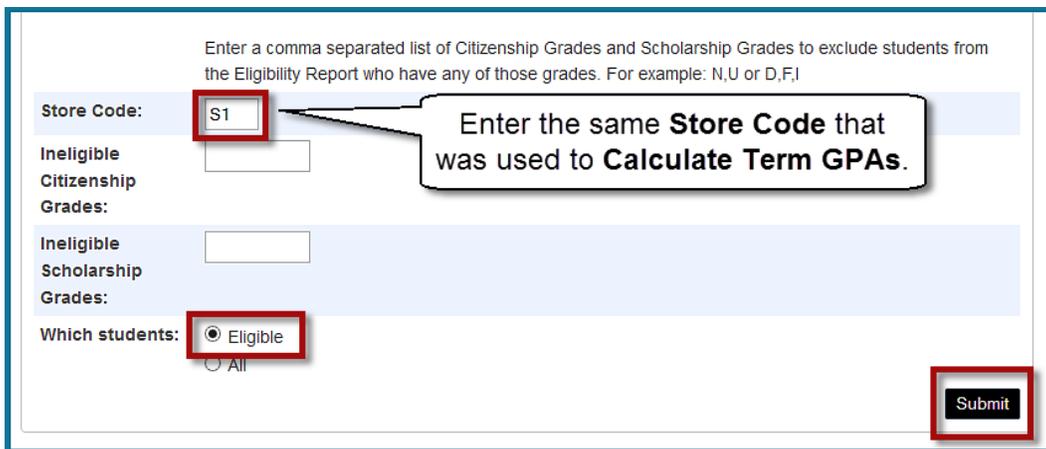


**Term GPAs**

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:

Ineligible Citizenship Grades:

Ineligible Scholarship Grades:

Which students:  Eligible  All

Enter the same **Store Code** that was used to **Calculate Term GPAs**.

Eligibility can be further limited by entering ineligible Citizenship or Scholarship grades. For example, enter D and F in the ineligible Scholarship 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

<b>Report Name</b>	Eligibility Report
<b>Version</b>	1.1
<b>Description</b>	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.
<b>Comments</b>	<p>Before running this report, run <b>Calculate Term GPAs</b> for the store code this report will be based on.</p> <p>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</p>

**Store Code:**

**Ineligible Citizenship Grades:**

**Ineligible Scholarship Grades:**

**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.

---

# 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 *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:

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](#)

Submit

**HINT!** Run each Academic Mark separately.

Select here to list the student name, teacher, and section information for students who meet the above criteria.

## Search By Grades/Attendance Results (using Display matching students and Sections)

### Matching History

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

The number of students who match the report criteria.

## 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**.

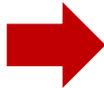
Configure the report page as follows:

- **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 run 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 <b>Manual Override</b> 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	<p><b>Enrolled on:</b></p> <ul style="list-style-type: none"> <li>For Progress Reports and Quarters, this date is typically the date that is 5 days prior to the end of the grade reporting term.</li> <li>For Semesters, this date is 10 days prior to the end of the grade reporting term.</li> </ul> <p><b>Dropped after:</b> Enter the date that is one day after the date used for <b>Enrolled on</b>.</p>
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

**Submit**

To find students at risk of failing, select **Yes**.

---

# Grades Distribution Report

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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,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  / 
Data to be filled	(Check checkbox on the right to save as default value) <input type="checkbox"/> Reset All ▾
Report By*	Teacher ▾ <input checked="" type="checkbox"/>
Grades to Scan*	Historical Grades ▾ <input checked="" type="checkbox"/>
Distribute Grades By*	Letter Grade ▾ <input checked="" type="checkbox"/>
Distribution Display (Ex: A,B,C,D or 70,80,90,100)*	A,B,C,D,F,NG <input checked="" type="checkbox"/>
If distributing by Percentage specify the Cutoff	
Cutoff Percent for Pass/Fail	<input type="text"/> <input type="checkbox"/>
If distributing by Letter Grade specify the Passing and Failing Grades	
Passing Grades	A,B,C,D <input checked="" type="checkbox"/>
Failing Grades	F <input checked="" type="checkbox"/>
If distributing for Historical Grades specify the Term and Store Codes	
Term	16-17 S1 Semester 1 ▾ <input checked="" type="checkbox"/>
Store Codes	S1 <input checked="" type="checkbox"/>
Report Output Locale	English ▾ <input checked="" type="checkbox"/>

**Submit**

Check these boxes to save your settings.

Use UPPERCASE letters separated by commas. NO SPACES.

The term determines the courses that will be displayed on this report.

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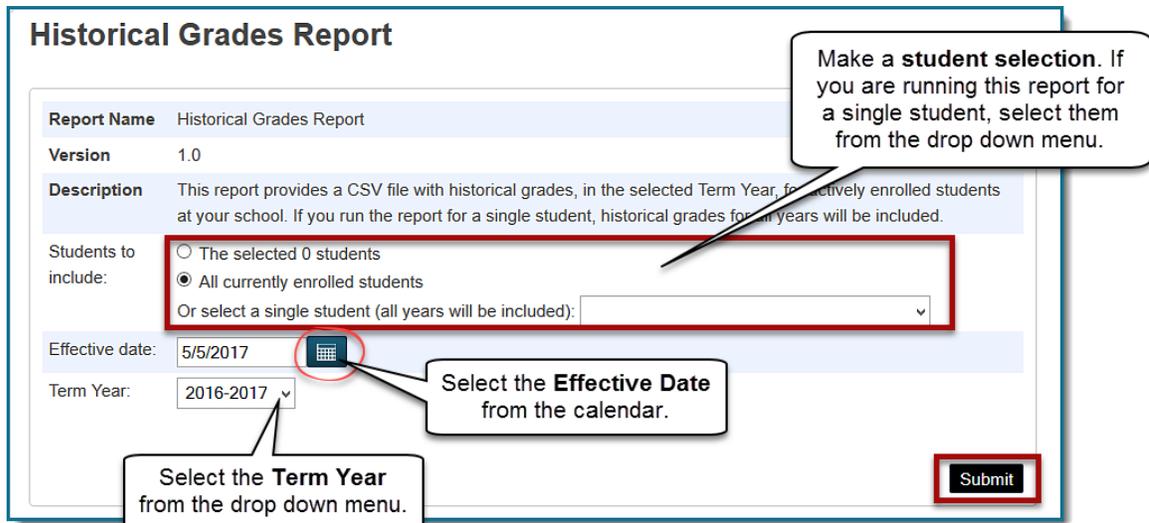
# Historical Grade Report

---

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**.



**Historical Grades Report**

**Report Name** Historical Grades Report

**Version** 1.0

**Description** This report provides a CSV file with historical grades, in the selected Term Year, for actively enrolled students at your school. If you run the report for a single student, historical grades for all years will be included.

**Students to include:**

- The selected 0 students
- All currently enrolled students
- Or select a single student (all years will be included):

**Effective date:** 5/5/2017 

**Term Year:** 2016-2017

**Submit**

Make a **student selection**. If you are running this report for a single student, select them from the drop down menu.

Select the **Effective Date** from the calendar.

Select the **Term Year** from the drop down menu.

---

# 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

### Search By GPA

Option	Value
Scan these	<input checked="" type="radio"/> 973 currently enrolled students <input type="radio"/> selected 340 students

Who are enrolled in this

course.section number

	A	
1	<input type="checkbox"/>	
2	<input type="checkbox"/>	
3	<input type="checkbox"/>	
4	<input type="checkbox"/>	
5	<input type="checkbox"/>	
6	<input type="checkbox"/>	

teacher:

Whose cumulative GPA is

GPA method:

Whose term GPA (S1) is

GPA method:

Whose current GPA is

GPA method:

Who were enrolled as of this date

Who match this search

Only the specified criteria entered will be used to perform the search.  
Fields left blank will be ignored.  
Note: GPA searches may take several minutes to complete.

Search by Grades or Attendance

Make a student selection.

Narrow the student selection by using these search criteria.

This function will produce a **selection of students** who meet the specific criteria selected above.

### Group Functions

Current student selection: 848

Select Students By Hand	Allows for manual selection of a subset of students from currently selected students.
Student Screens	Shows student pages for currently selected students.

This function produces a selection of students who meet the criteria.

From here, use the **Quick Export** or **List Students** Group Function to design a report that will list the fields you choose.

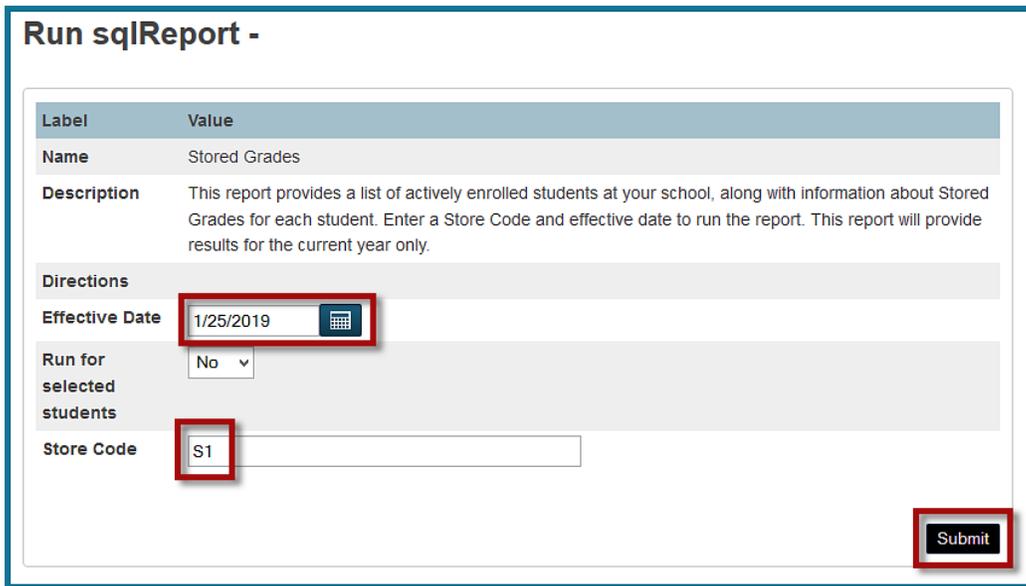
---

# 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

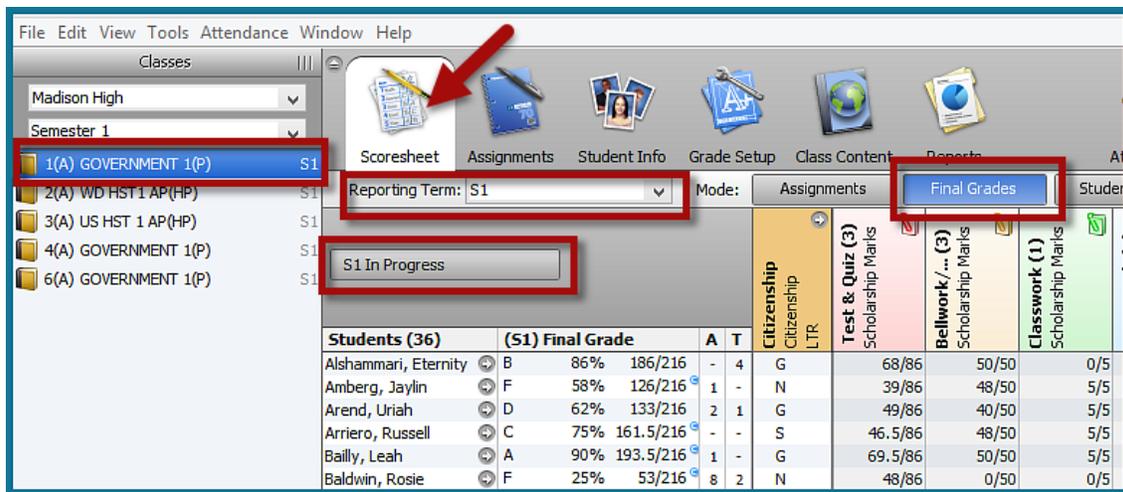
# Finalizing Grades

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

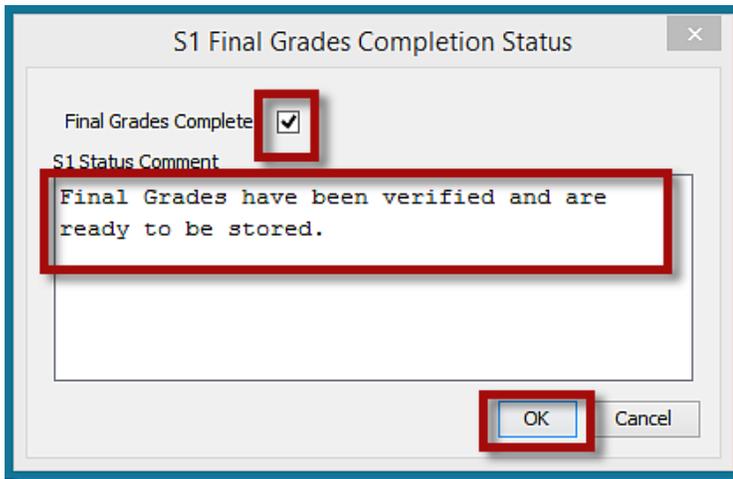
1. Launch **PowerTeacher Gradebook**.
  - Select a class from the Classes menu.
  - Click the **Scoresheet** tab.
  - **Reporting Term:** **IMPORTANT!** *Select the appropriate Reporting Term.*
  - Click the **Final Grades** button.
  - Verify all final grades: apply any changes, enter Citizenship marks, add Comments, if needed.
  - Click the **In Progress** button.



Students (36)	(S1) Final Grade	A	T	Citizenship Citizenship LTR	Test & Quiz (3) Scholarship Marks	Bellwork / ... (3) Scholarship Marks	Classwork (1) Scholarship Marks
Alshammari, Eternity	B 86% 186/216	-	4	G	68/86	50/50	0/5
Amberg, Jaylin	F 58% 126/216	1	-	N	39/86	48/50	5/5
Arend, Uriah	D 62% 133/216	2	1	G	49/86	40/50	5/5
Arriero, Russell	C 75% 161.5/216	-	-	S	46.5/86	48/50	5/5
Bailly, Leah	A 90% 193.5/216	1	-	G	69.5/86	50/50	5/5
Baldwin, Rosie	F 25% 53/216	8	2	N	48/86	0/50	0/5

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**.



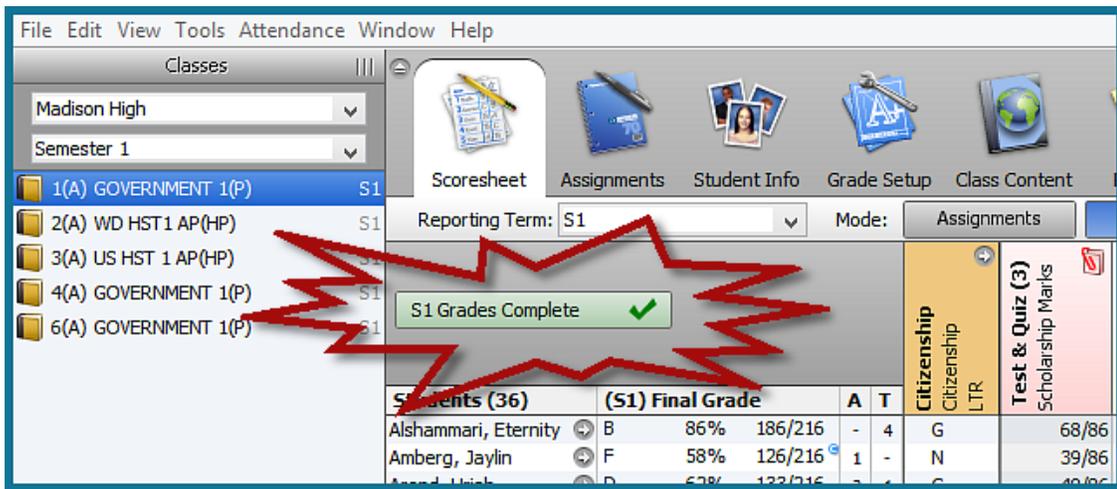
S1 Final Grades Completion Status

Final Grades Complete

S1 Status Comment

Final Grades have been verified and are ready to be stored.

OK Cancel



File Edit View Tools Attendance Window Help

Classes

Madison High

Semester 1

1(A) GOVERNMENT 1(P) S1

2(A) WD HST 1 AP(HP) S1

3(A) US HST 1 AP(HP) S1

4(A) GOVERNMENT 1(P) S1

6(A) GOVERNMENT 1(P) S1

Scoresheet Assignments Student Info Grade Setup Class Content

Reporting Term: S1 Mode: Assignments

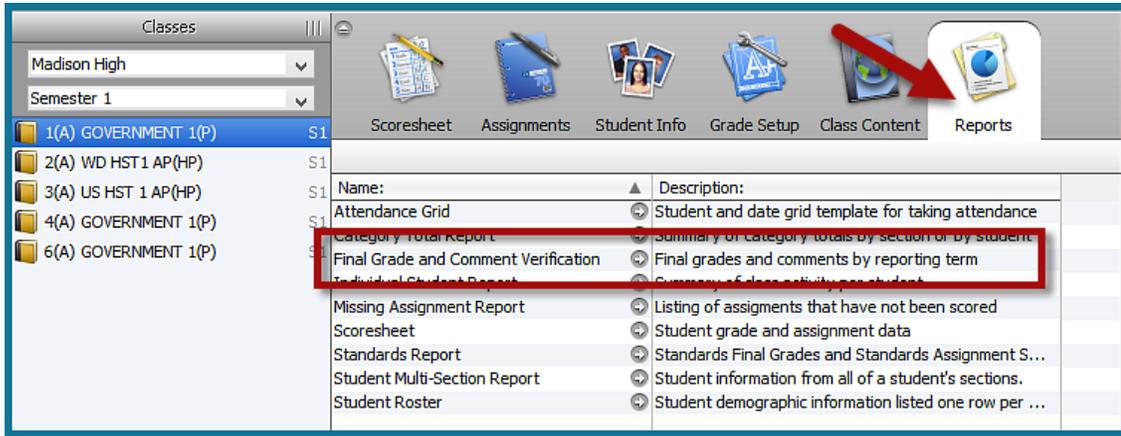
S1 Grades Complete ✓

Students (36)	(S1) Final Grade	A	T	Citizenship Citizenship LTR	Test & Quiz (3) Scholarship Marks
Alshammari, Eternity	B 86% 186/216	-	4	G	68/86
Amberg, Jaylin	F 58% 126/216	1	-	N	39/86
...	...	...	...	...	...

3. Repeat Steps 1–3 for each of your classes.

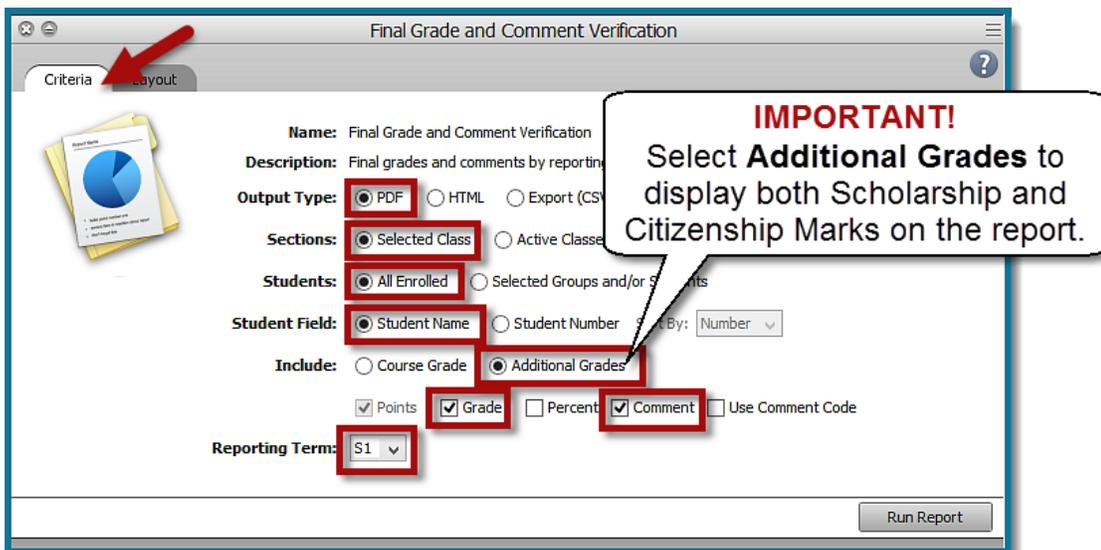
## Final Grade and Comment Verification Report

1. Click the **Reports** tab, click the arrow next to **Final Grade and Comment Verification**.

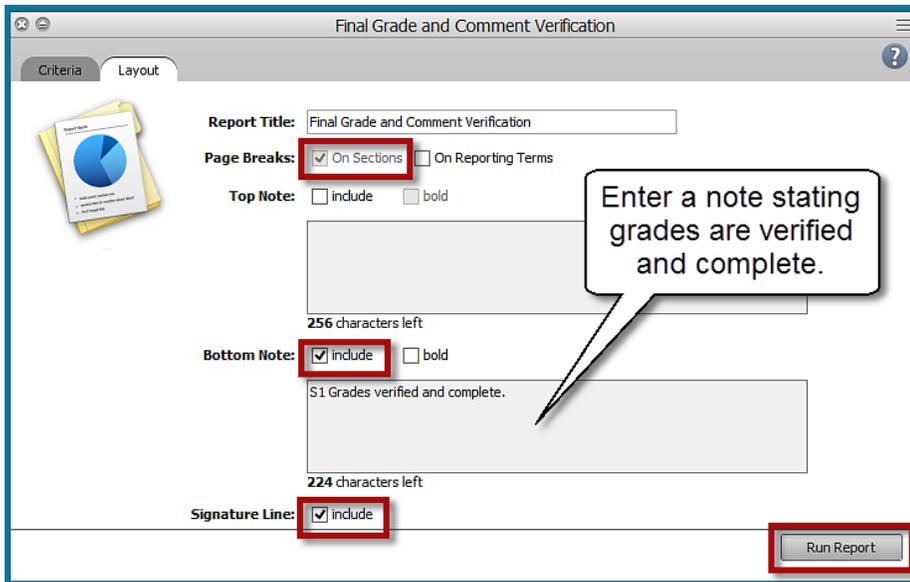


2. On the **Criteria** tab, select the following radio buttons:

- **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**.



Final Grade and Comment Verification

Criteria Layout

Report Title: Final Grade and Comment Verification

Page Breaks:  On Sections  On Reporting Terms

Top Note:  include  bold

256 characters left

Bottom Note:  include  bold

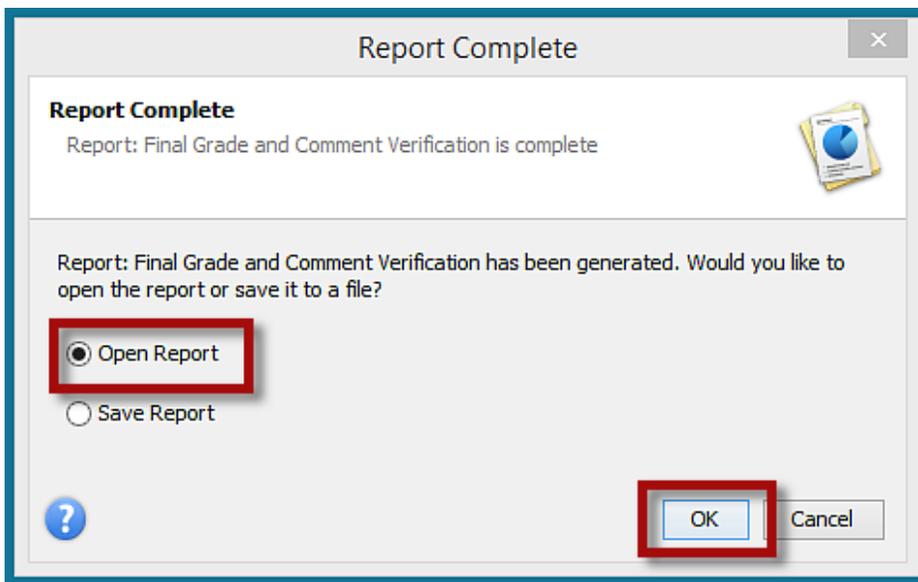
S1 Grades verified and complete.

224 characters left

Signature Line:  include

Run Report

4. Select the **Open Report** radio button, and click **OK**.



Report Complete

Report: Final Grade and Comment Verification is complete

Report: Final Grade and Comment Verification has been generated. Would you like to open the report or save it to a file?

Open Report

Save Report

OK Cancel

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.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

10/23/2018 1 of 1

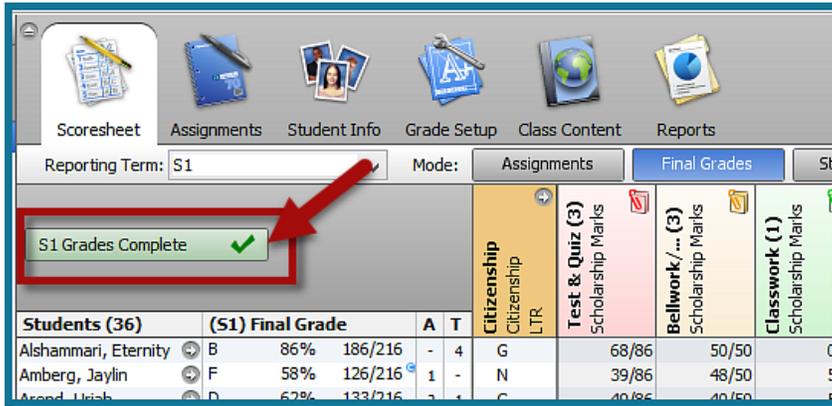
**Verify that Final Grades, Comments and Citizenship are accurate.**

**Sign and Date all pages. Turn them in to the office by the designated time.**

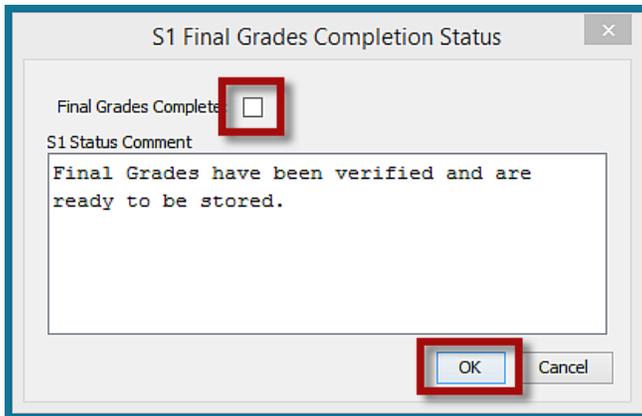
# Changing Grades

If a grade change is necessary after final grades have been stored, do the following:

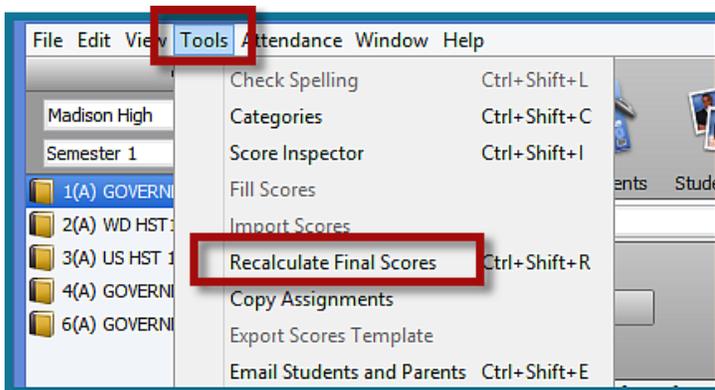
1. Click the green **Grades Complete** button.



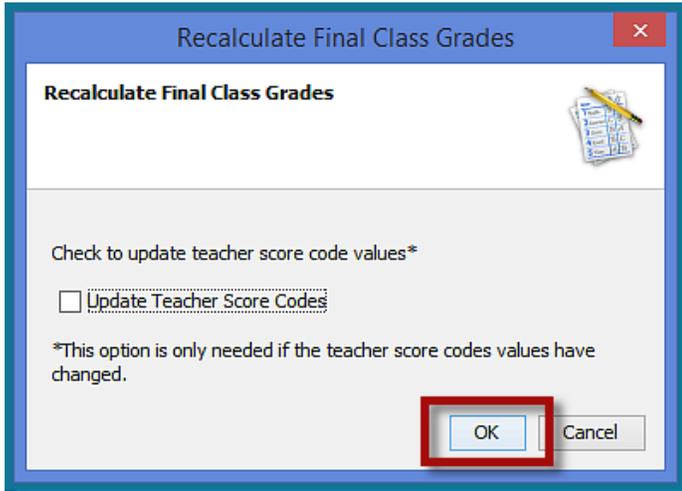
2. Remove the checkmark from the **Final Grades Complete** box. Click **OK**.



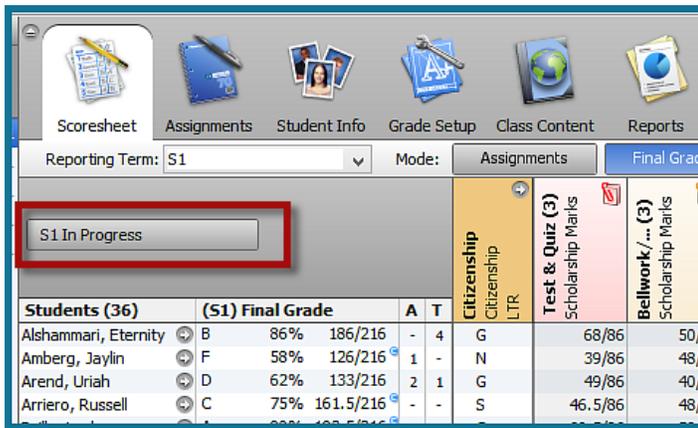
3. Update the student's assignment score, Scholarship grade, or Citizenship grade.
4. Open the **Tools** menu, click **Recalculate Final Scores**.



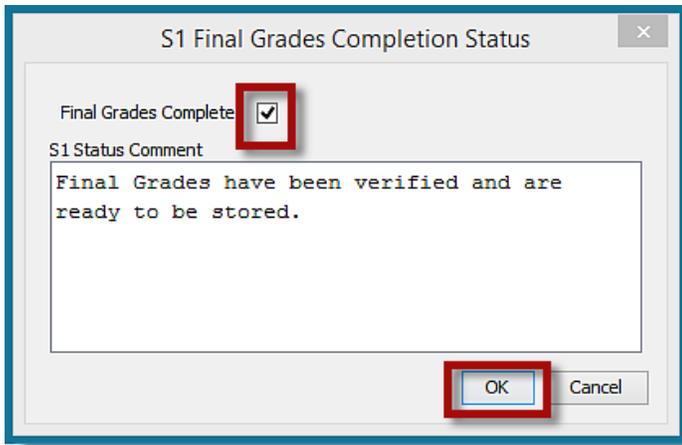
- On the **Recalculate Final Class Grades** pop up window, click **OK**.



- Click the gray **In Progress** button.



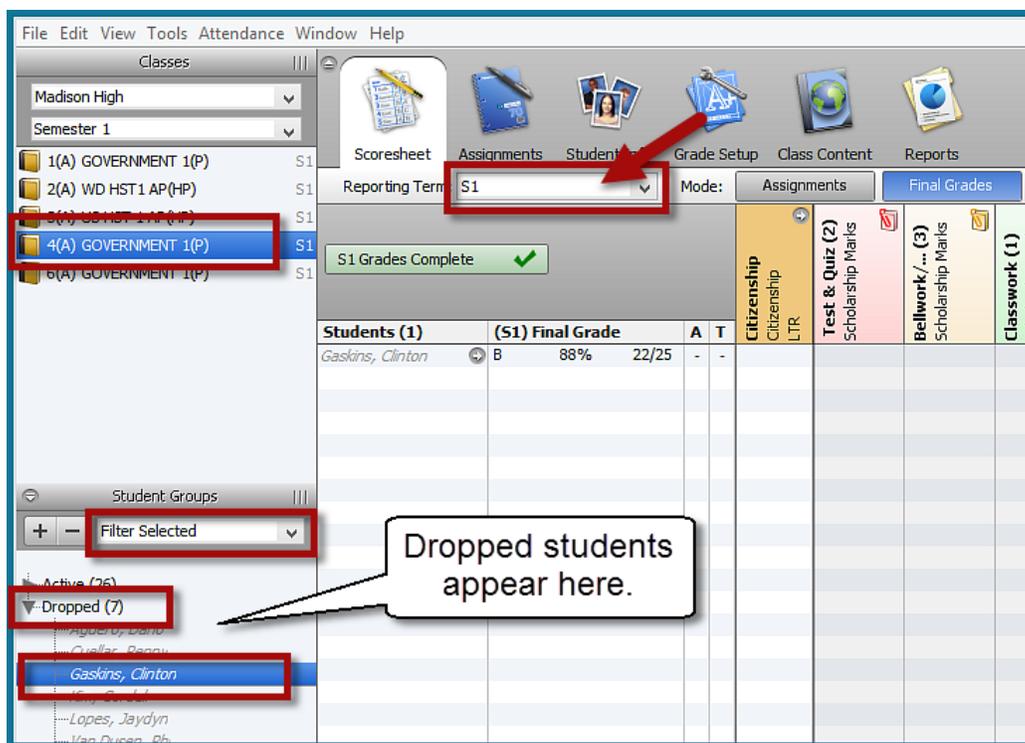
- Re-apply the checkmark to the **Final Grades Complete** box.
- Click **OK**.



# 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



The screenshot shows the PowerSchool interface. In the 'Classes' menu, '1(A) GOVERNMENT 1(P)' is selected. The 'Reporting Term' is set to 'S1'. In the 'Student Groups' menu, the 'Dropped (7)' group is expanded, and 'Gaskins, Clinton' is selected. A callout box points to the 'Dropped (7)' group with the text 'Dropped students appear here.' The main window shows a table with columns for 'Students (1)', '(S1) Final Grade', 'A', 'T', 'Citizenship LTR', 'Test & Quiz (2) Scholarship Marks', 'Bellwork / ... (3) Scholarship Marks', and 'Classwork (1)'. The row for 'Gaskins, Clinton' shows a grade of 'B', 88% score, and 22/25 assignments.

If grades have not been submitted, follow the procedure for **Final Grades Completion** on page 146

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.