

Tutorial: Permanently Storing Grades: Q2/S1 Example (Article 55249)

Scenario

School A offers year long and semester long classes. The school awards quarter, semester and year long grades.

Storing Q2 Grades: At the end of Semester 1, the administrator would like to store Q2 grades for both semester and year-long classes, without awarding any credit.

Storing S1 Grades: The administrator decides to store S1 grades for all Semester 1 classes taken by students in the school, including those classes taken at other schools. The administrator wants to award 100% of the course credit for the Semester 1 classes and withhold credit for students who accumulated attendance points.

Final Grade Setup

Refer to Knowledgebase Article [55251](#) for more information.

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

2008-2009 School Year							
Q1	Q2	Q3	Q4	S1	S2	Y1	[NEW]
Semester 1				Semester 2			
Q1	Q2	S1	[NEW]	Q3	Q4	S2	[NEW]

Note: These final grade setups apply to Apple Grove High School 1 only.

Storing Q2 Grades

Store Codes and Final Grades

On the Permanently Store Grades screen, the administrator must choose which **store code** and **final grade** to enter.

Enter the store code that will be used to store grades:

Use this final grade: (Usually the same as the 'store code').

- **Store Code:** The administrator enters Q2 in order to label the historical grades as Q2. This entry can be any letter and number combination; it is not determined by any setup in PowerSchool.

- **Final Grade:** Final grades are determined by the setup at Start Page > School > Final Grade Setup. In this example, we setup Q2 final grades for both our year and semester long classes, so teachers were able to enter Q2 grades in their grade books (see article [55251](#)). The administrator enters Q2 in the final grade field.

Excluding Enrollments

Refer to Knowledgebase Article [55261](#).

Available Store Terms

Our administrator would like to store Q2 grades for both year-long (2008-2009) and Semester 1 classes, without awarding credit, entering "0" for both year-long and Semester 1 classes.

Available store terms	
2008-2009 School Year	% of course credit to award now: <input type="text" value="0"/> %
Semester 1	% of course credit to award now: <input type="text" value="0"/> %

Options for Classes Enrolled at Other Schools

Refer to Knowledgebase Article [55260](#).

Options for withholding credit

Refer to the Storing S1 Grades example.

Summary:

When the "Store Current Grades" button is submitted, PowerSchool locates all current grade records associated with the final grade term "Q2" (setup for both year and semester long classes) and stores those grades, without credit, with the store code "Q2."

Storing S1 Grades

Store Codes and Final Grades

On the Permanently Store Grades screen, the administrator must choose which **store code** and **final grade** to enter.

Enter the store code that will be used to store grades: <input type="text" value="S1"/>
Use this final grade: <input type="text" value="S1"/> (Usually the same as the 'store code').

- **Store Code:** The administrator enters S1 in order to label the historical grades as S1. This entry can be any letter and number combination; it is not determined by any setup in PowerSchool.
- **Final Grade:** Final grades are determined by the setup at Start Page > School > Final Grade Setup. In this example, we setup S1 final grades for both our year and semester long classes, so teachers were able to enter S1 grades in their grade books (see article [55251](#)). The administrator enters S1 in the final grade field.

Excluding Enrollments

Refer to Knowledgebase Article [55261](#).

Available Store Terms

Our administrator decides to store S1 grades and credit only for Semester 1 classes. For available store terms, the year-long class entry is left black and 100 is entered for Semester 1 classes. To determine the term/class length associated with a class, navigate to Start Page > School > Sections, select the section and view the Term drop-down menu.

Available store terms	
2008-2009 School Year	% of course credit to award now: <input type="text"/> %
Semester 1	% of course credit to award now: <input type="text" value="100"/> %

Options for Classes Enrolled at Other Schools

Refer to Knowledgebase Article [55260](#).

Options for withholding credit

Our administrator decides to use the "withholding credit" option for S1 grades. The function is setup to award a grade of NG for students who have accumulated 10 or more attendance points between 8/15/2008 and 10/15/2008.

Options for withholding credit - only those items checked can cause credit to be withheld	
If more than <input type="text" value="10"/> attendance points have accumulated between the dates of <input type="text" value="8/15/2008"/> and <input type="text" value="10/15/2008"/>	
<input checked="" type="checkbox"/> then give the student a grade of <input type="text" value="NG"/> and store the real grade in the "teacher comment" field with this comment:	
<input type="text" value="Credit withheld due to excessive attendance points."/>	

Summary:

When the "Store Current Grades" button is submitted, PowerSchool locates all current grade records associated with the final grade term "S1" (setup for both year

and semester long classes). Although PowerSchool locates final grades for both year long and semester classes, grades and credit are only stored for Semester 1 classes, using the store code "S1." Credit is withheld if students accumulated 10 or more attendance points.

Resources

Permanently Store Grades Setup: Knowledgebase Article [55251](#).

PowerSchool Help Files: Navigate to Start Page > System > Permanently Store Grades and click on the question mark in the upper right hand corner of the page. This information is also included in Knowledgebase Article [7833](#).

Storing Credit Settings: Refer to Knowledgebase Article [6435](#) for details on settings for storing credit.

Store Term Availability: Refer to Knowledgebase Article [10009](#) for details on when store terms are available.

Note: If you notice that you entered incorrect data after storing grades, repeat this procedure for the same store code and final grade code. PowerSchool overwrites the existing grades with the new ones.