





Permanently Storing Q2, S1, and F1 (Block) Classes

It is recommended that you verify all grades are correct before permanently storing grades. The Class Rosters (PDF) can be ran in PowerSchool or Section Readiness function in PowerTeacher Pro can be used to have teachers verify that grades are correct.

Instructions to store Q2 or S1 grades only:

1. On Start Page click **System**
2. Click **Permanently Store Grades**
3. **Which Grades:**
 - Use this Final Grade/Reporting Term: [Q2 or S1]
 - Save with this Historical Store Code: [Q2 or S1]
4. **Exclude/Include Class Enrollments** check the “**Include only enrollment records that are currently active and that were active on this date**” and enter a date 2 or 3 days before the end of the term (this is a recommended step by PowerSchool).

Which Grades	
Use this Final Grade/Reporting Term:	Q2  *
Save with this Historical Store Code:	Q2 *
Exclude/Include Class Enrollments	
<input type="checkbox"/> Exclude enrollment records where the student enrolled in the class after this date:	00/00/0000 
<input type="checkbox"/> Exclude enrollment records where the student dropped the class before this date:	00/00/0000 
<input checked="" type="checkbox"/> Include only enrollment records that are currently active and that were active on this date:	01/13/2020 

Note: Do not use the same store code twice in one year, unless you wish the system to overwrite your students previously stored grades.

5. **Additional Filter Options** (there is a triangle toggle that allows you to show the options or hide the options). There are several different options to choose from when storing grades:
 - a. You can store grades of a selected number of students.
 - b. You can to store grades for students in a specific course section by entering the course number and section number, separated by a period. For example, enter 08960100.01 for Homeroom 1, Section 1.
 - c. You can store grades by individual grade levels.

- d. You can store grades by Track days. **(do not check this option)**
 - e. You can store grades for students that were enrolled at your school thru a certain date range.
6. **Classes by term:** Each term is displayed (2019-2020, Semester 1, Quarter 2). Select **Store with no credit** which will automatically default the **% of course credit** column to 0%.
 - **Do not store (default)** – This will store no grades and no credit for that term
 - **Store with no credit** - This will store grades and automatically enter 0% under *% of course credit*.
 - **Store with credit** - This will store grades and you will have to enter the percent of credit you want stored for that term.
 7. **Show all terms** – Leave default set to “No”.
 8. **Options for classes enrolled at other schools:**
 - *This school only*
 - *This school.*
 9. **Options for withholding credit - only those items checked can cause credit to be withheld:** *Leave default.*
 10. **Advanced Potential and Earned Credit Options:** *Leave default.*
 11. **Variable Credit Storing Preferences:** *Leave default.*
 12. **Repeated Course Grade Suppression:** *Leave default (unchecked).*

Instructions to store Q2 and S1 grade:

First store Q2 grades using the instructions above then after you have successfully stored the Q2 grades, you will have to repeat the same steps again to store S1 grades, but there is one change that will have to be made.

Under the **Classes by term length** section you will enter the percentage:

- **2019-2020** = Store with no credit - 0%
- **Semester 1** = Store with no credit - 0%
- **Quarter 2** = Do not store

Classes by term length		Store	% of course credit
2019-2020	(08/19/2019 - 06/05/2020)	Store with no credit ▼	0 %
Semester 1	(08/19/2019 - 12/20/2019)	Store with no credit ▼	0 %
Quarter 2	(10/18/2019 - 12/20/2019)	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

Instructions for storing the final grade (F1) for a Semester 1 (S1) only course:

1. On Start Page click **System**
2. Click **Permanently Store Grades**
3. **Which Grades:**
 - Use this Final Grade/Reporting Term: **S1**
 - Save with this Historical Store Code: **F1**
4. **Exclude/Include Class Enrollments** check the “**Include only enrollment records that are currently active and that were active on this date**” and enter in a date 2 or 3 days before the end of the term (this is a recommended step by PowerSchool).
5. Another recommendation: If the semester only courses only applies to a couple of students and not the entire student population, use the filters under the **Additional Filter Options** (from the options below only choose one):
 - Before going to the Permanently Store Grades page, select the students that are taking these semesters only courses then go to the Permanently Store Grades function. Check “**Store grades for currently selected (#) students only**”.
 - “**Request that grades be stored only for a specific section**” and enter the course and section number. For example, enter 320400CW.04 for Course 320400CW, Section 04.
 - If only certain grade levels teach these courses, check those grade levels.
6. **Classes by term length:** this is where you want to enter a percentage of credit for that term. In the state of South Carolina credit must be stored under the F1 grade so it will display correctly on the SCDE Official transcript.
 - **2019-2020** = Do not store
 - **Semester 1** = Store with credit - 100% (This will store grades and the specified percent amount of the earned credit.)
 - **Quarter 2** = Do not store

Classes by term length		Store	% of course credit
<u>2019-2020</u>	(08/19/2019 - 06/05/2020)	Do not store ▾	<input type="text"/> %
Semester 1	(08/19/2019 - 12/20/2019)	Store with credit ▾	100 %
Quarter 2	(10/18/2019 - 12/20/2019)	Do not store ▾	<input type="text"/> %

7. **Options for classes enrolled at other schools:**
 - **Store grades for classes enrolled at:** This school only
 - **Record the school name of:** 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 ▼

- 8. **Options for withholding credit:** *Leave default*
- 9. **Advanced Potential and Earned Credit Options:** *Leave Default* “Store both Potential and Earned Credit”
- 10. **Variable Credit Storing Preferences:** *Leave default*
- 11. **Repeated Course Grade Suppression:** *Leave default* (unchecked)

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

If more than attendance points have accumulated between the dates of and then give the student a grade of and a GPA point value of and store the real grade in the "teacher comment" field with this comment:

Advanced Potential and Earned Credit Options

When storing with credit Store both Potential and Earned Credit ▼

Variable Credit Storing Preferences

Store these credit hours Awarded and Attempted ▼

Store this when teacher has not entered variable credit hours Credit Hours for course/gradescale ▼

Round or truncate Round ▼

Number of decimal places in variable credit hours 0 ▼ decimal places

Repeated Course Grade Suppression

Apply Repeated Course Grade Suppression Policy Rules

- 12. **DOUBLE CHECK THE DATA YOU HAVE ENTERED!!!**
- 13. Click **Submit** button. PowerSchool will process the data and let you know if the store was successful or not.

School: Spartanburg Charter Sch

ore Grades Progress

Permanently Store Grades Progress

Storing grades into container

Using ... final grade

Setup Complete

Now Processing Stored Grades

...

Please Wait. This could take several minutes depending on the number of Grades to be Stored

...

20 Students processed.

0 Stored Grades updated.

100 Stored Grades inserted.

Processing Stored Grades Complete!

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

PowerSource Resources:

- How to run the Grade Readiness Report in PowerTeacher Pro (ID: 79952) - <https://support.powerschool.com/article/79952?from=search>
- How it Works: The Class Roster PDF (ID: 6141) - <https://support.powerschool.com/article/6141>