Permanently Store Q1 Grades

It is recommended that you verify that 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.

1. On Start Page click **System**
2. Click **Permanently Store Grades**
3. **Which Grades**:
   - *Use this Final Grade/Reporting Term*: **Q1**
   - *Save with this Historical Store Code*: **Q1**.
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 2-3 days before the end of quarter 1 (this is a recommended step by PowerSchool).

Which Grades

Use this Final Grade/Reporting Term: Q1   ▼   *

Save with this Historical Store Code: Q1   *

Exclude/Include Class Enrollments

☐ Exclude enrollment records where the student enrolled in the class after this date: 00/00/0000 ▦

☐ Exclude enrollment records where the student dropped the class before this date: 00/00/0000 ▦

☑ Include only enrollment records that are currently active and that were active on this date: 10/20/2018 ▦

Note: Do not use the same store code twice in one year, unless you wish the system to overwrite the grades you stored under the store code the first time with the grades you store the second time.

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 enter the course and section numbers, 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.

Additional Filter Options	
☐ Store grades for currently selected (6) students only	
Request that grades be stored only for a specific section	_____ (course.section)
Student Grade Level	☐ K ☐ 1 ☐ 2
Track	☐ A ☐ B ☐ C ☐ D ☐ E ☐ F
School Exit Date	From MM/DD/YYYY 📅 to MM/DD/YYYY 📅

6. **Classes by term**: Quarter 1 each term displayed *(2018-2019, Semester 1, Quarter 1)* 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** – The default is set to *"No"*.

Classes by term length		Store	% of course credit
2018-2019	(08/20/2018 - 06/06/2019)	Store with no credit ▾	0 %
Semester 1	(08/20/2018 - 01/15/2019)	Store with no credit ▾	0 %
Quarter 1	(08/20/2018 - 10/23/2018)	Store with no credit ▾	0 %

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

8. **Options for classes enrolled at other schools**: select
- *This school only*
- *This school.*

Options for classes enrolled at other schools	
Store grades for classes enrolled at	All schools ▾
Record the school name of	This school ▾

9. **Options for withholding credit - only those items checked can cause credit to be withheld**: leave default.

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 [00/00/00] 🗓 and [00/00/00] 🗓 then give the student a grade of [ ] and a GPA point value of [ ] and store the real grade in the "teacher comment" field with this comment:

10. **Advanced Potential and Earned Credit Options**: leave default.

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

11. **Variable Credit Storing Preferences**: leave default.

▾ 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

12. **Repeated Course Grade Suppression**: Leave default unchecked

▾ Repeated Course Grade Suppression
☐ Apply Repeated Course Grade Suppression Policy Rules

13. **DOUBLE CHECK THE DATA YOU HAVE ENTERED!!!**
14. Click **Submit**

15. After you click the **Submit** if the store was successfully done your screen will look like the screen below.

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