

How to Permanently Store Grades

At the end of each grading term, use the Permanently Store Grades function to copy and store students' current grades from teacher gradebooks as historical grades.

Before permanently storing grades, verify that grade scales, final grade setup, and the current grade display have been set up.

How to Permanently Store Grades

It is recommended that you verify that all grades are correct before permanently storing grades. The Student Schedule Listing report and the Class Rosters (PDF) report can be used to verify that grades are correct.

1. Log into the appropriate school.
2. On the start page, choose System from the main menu.
3. Click Permanently Store Grades.
4. Use the following table to enter information in the fields:

Field	Description
Store Code	<p>Enter a store code to associate with the grades you would like to store. This code is usually the same as the final grade, such as Q1 or S1. However, you may enter any code you like since this field is not associated with any other PowerSchool setup items. The first character must be a letter, and the second character must be a number.</p> <p>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.</p>
Use this final grade	<p>Enter the final grade associated with the grades. Final grades can be viewed at Start Page > School Setup > Final Grade Setup. Use a two-digit code to indicate the term in which the students earned the grades, such as Q1 or S1.</p>

Exclude and Include Enrollment Records

You do not have to store current grades for all students. If you want to store current grades based on students' enrollment or dropped class dates, select any combination of the following checkboxes to filter the selected students:

Note: Enter the date using the format mm/dd/yyyy.

· **Exclude enrollment records where the student enrolled in the class after this date:** To be included in the grade storing process for a class, a student must have enrolled in a class on or before the date you enter.

· **Exclude enrollment records where the student dropped the class before this date:** To be included in the grade storing process for a class, a student must not have dropped a class on or before the date you enter.

· **Include only enrollment records that are currently active and that were active on this date:** To be included in the grade storing process for a class, a student must have enrolled in a class on or before the date you enter and cannot have dropped the course until on or after the date.

Additional Note: If you do not use the correct date format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. If you leave the date-related fields blank, PowerSchool stores a grade for every enrollment record, including classes that students dropped during the term. PowerSchool does not store grades for students who enroll in your school during the last two weeks of the term.

Request that grades be stored only for a specific section

If you want to store grades for students in a specific course section only, enter the course and section numbers, separated by a period. For example, enter 113 . 04 for Course 113, Section 04. You can do this when teachers are late in entering their final grades or when testing the process of storing grades. Leave this field blank to store grades for all

course sections.

Percent of Credits to be awarded each term

For each term, specify the percent of possible credits each student can earn. The terms listed refer to the courses, such as courses that are one year long, or courses that are one semester long. If you want to store grades and you do not want to award credit, enter 0 in these fields.

Example 1: If you store grades for Q1 in a school that awards credit on the quarter, students may earn 25% of the possible credits they can earn in a yearlong course, 50% of the possible credits they can earn on a semester course, and 100% of the possible credits they can earn on a quarter course.

Example 2: If you store grades for S1 in a school that awards credit on the semester, students may earn 50% of the possible credits they can earn in a yearlong course, and 100% of the possible credits they can earn on a semester course.

Example 3: If you store grades for Y1 in a school that awards credit at the end of the year, students may earn 100% of the possible credits they can earn in a yearlong course.

Note: Be sure you define the proper amount of credits for all courses. Also, if you do not wish to record grades for a particular term (I.E. you wish to store grades for semester classes but not year classes), leave that term blank, not 0. If you enter a 0, grades will be stored with 0 credit.

Also, define that the appropriate grades earn graduation credit on the Gradescale page.

Blank Value - No grades and no credit will be stored.

0% - Grades will be stored with 0 credit.

1-100% - Grades will be stored with the specified percent amount of the potential credit.

Please note that the store terms that appear on this page are only available for a limited amount of time. For specific details on store term availability, please refer to article [10009](#).

Options for classes enrolled at other schools	<p>Use the pop-up menus to indicate the options you want to apply for storing grades for classes that students take at other schools:</p> <ul style="list-style-type: none"> · Store grades for classes enrolled at: Select whether you want to store grades for all schools or for the selected school only. If storing for the selected school only, PowerSchool will not store grades for the other schools at which students may take classes. · Record the school name of: Select which school name to use when storing grades. Select either the other school or the current school.
Options for Withholding Credit	<p>You can determine that all students who receive a specific number of attendance points during the date range you enter do not receive credit for the course and earn an entirely different grade. For example, the student originally receives a C; however, due to excessive absences, the student receives a WC and no credit for this course.</p> <p>Complete the following steps:</p> <ol style="list-style-type: none"> 1. Select the checkbox. · Enter the number of attendance points the student must have received and the date range during which he or she received them to earn the grade you enter. · Enter a comment in the teacher comment field if you want the original grade the student earned before counting the attendance points to appear with the comment.

5. Click Store Current Grades. The "Alert: Storing Grades" page displays the status of the storing grades process.

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.