Permanently Store Grades

This document is provided to assist the user with running the Permanently Store Grades process in PowerSchool. At the end of each term, use the Permanently Store Grades function to copy and store the students' current grades as historical grades.

<mark>**Important:** Before permanently storing grades, verify that grade scales, final grade setup, and the current grade display have been set up.</mark>

Permanently Store Grades Process

Navigation: Start Page > Setup > System > Permanently Store Grades

Permanently Store Grades

Which Grades			
Use this Final Grade/Reporting Term: S2 ▼ *			
Save with this Historical Store Code: F1 *			

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: 00/00/0000 📅			

▼ **Additional Filter Options**

☐ Store grades for currently selected (0) students only

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

Student Grade Level ☐ 6 ☐ 7 ☐ 8

Track ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F

School Exit Date From MM/DD/YYYY 📅 to MM/DD/YYYY 📅

Classes by term length		Store	% of course credit
2024-2025	(08/26/2024 - 06/06/2025)	Store with credit ▼	100 %
Semester 1	(08/26/2024 - 01/21/2025)	Store with credit ▼	100 %
Semester 2	(01/22/2025 - 06/06/2025)	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	All schools ▼
Record the school name of	This school ▼

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: _____

▼ **Advanced Potential and Earned Credit Options**

When storing with credit: Store both Potential and Earned Credit ▼

▶ Variable Credit Storing Preferences

▶ Repeated Course Grade Suppression

[Submit]

Which Grades

Determine the term to store and what store code will be used. The first character must be a letter, and the second character must be a number.

- Use this Final Grade/Reporting Term: Enter a two or three-digit code or use the pop-up menu to choose one to indicate the term in which the students earned the grades, such as **Q1** or **S1**.

  - Do not use the same store code twice in one term. The system will overwrite the grades you stored under the store code the first time with the grades you store the second time.
  - This value is stored as TermBinsName in the StoredGrades table and is accessible using DDA, DDE, importing and exporting.

- Save with this Historical Store Code: Enter the term code. The term code is usually the same as the store code, such as **Q1** or **S1,** and must be set up under **Final Grade/Reporting Term Setup**. For more information about defining term codes, see Final GradeSetup.

Note: When entering F1 code in the Save with this Historical Store Code field, some selections for storing with or without credit will update automatically.

Exclude/Include Class Enrollments

Optional based on school policy.

a. Exclude enrollment records where the student enrolled in the class after this date: Enter the date using the format mm/dd/yyyy or mm-dd-yyyy or click the **Calendar** icon to select a date.

b. Exclude enrollment records where the student dropped the class before this date: Enter the date using the format mm/dd/yyyy or mm-dd-yyyy or click the **Calendar** icon to select a date.

    c.   Include only enrollment records that are currently active and that were active on this date: Enter the date using the format mm/dd/yyyy or mm-dd-yyyy or click the **Calendar** icon to select a date.

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Note: If you leave the date-related fields blank, PowerSchool stores a grade for every enrollment record, including classes that students dropped during the term.

Additional Filter Options

Can be used to store grades based on track, grade level, a selected group of students, a student, specific course/section, or a school exit date.

    a.   **Store Grades for currently selected() students only**: Store grades for only the currently selected students.

        Note: You can do this when teachers are late in entering their final grades or when testing the process of storing grades. Store grades for one course section before you store grades for all course sections. Leave this field blank to store grades for all course sections.

    b.   **Request that grades be stored only for a specific section**: To store grades for students in a specific course section only, enter the course and section numbers, separated by a period.
    c.   **Student Grade Level**: to filter by grade level
    d.   **Track**: to filter by track
    e.   **School Exit Date**: To filter by exit date range (first day the student's enrollment is not active or the day after the student's last day in class), enter the date range by which you want to filter the storing selection in the **From** and **to** fields, or click the **Calendar** icon to select a date.

        Note: This setting does not find students who were enrolled through the specified range, but finds students whose school exit date falls within the specified range.

Classes by term length

Using the Classes by Term Length section, you can indicate the terms for which you want to store grades, and the store method.

==Update as of July 23, 2024==. When storing F1 historical grades the only available options for storing with credit will be **Store with Credit** or **Do not store**. When storing for any other Historical Store Code, the options will be **Store with no credit** or **Do not store**.

Please note: these updates apply to all stored grades: elementary, middle, and high school. Elementary and Middle school courses do not have credit associated with them, so storing them with credit will not have any adverse effects.

Important: **Half credits are not awarded in North Carolina; all grades must be stored with 100% (full credit).** ==*Only final grades (F1) should be stored with 100% credit*==.

    1.   **Store** method
        a.   **Do not store** - grades will not be stored
        b.   **Store with credit** - grades will be stored with 100% credit
        c.   **Store with no credit** - grades will be stored with no credit

2. Select **Yes** for **Show All Terms**? to show all terms for the current school year term. By default terms that are in progress or recently passed appear. If you are storing grades for a term that is not in progress or recently passed, you may need to display all terms. If a term was already stored, you will overwrite the grades for that term which may affect graduation credit, GPAs, and transcripts.

If the **Show All Terms** is set to **Yes** and the server date does not fall within a scheduling term, the term defaults to the **Default Term When Between School Years** setting**.**

*Note: NCVPS Fitness - Physical Education course grades can be entered using the 'TR' code when a half credit is needed to meet graduation requirements of full credit for a transfer, and with these **course codes** only: 60092X0 & 60302X0*

Options for classes enrolled at other schools – used to indicate whether to store grades for all schools or for the selected school only. For example, if a middle school student takes a class at the high school, the middle school must select this option when permanently storing grades.

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Options Not Used In NC

Note: These options should default to settings that do not need to be changed when storing grades. Changing any of these options before storing could result in the improper storing of grades.

- ❖ Options for withholding credit
  - ➢ only those items checked can cause credit to be withheld
- ❖ Advanced Potential and Earned Credit Options - **Store both Potential and Earned Credit** - Only option available in NC

- ❖ Variable Credit Storing Preferences
- ❖ Repeated Course Grade Suppression

To complete the process, proceed by clicking **Store Current Grades**.

CAUTION: Once this screen is set up, prior to clicking Submit, do a print screen of the setup. In the event marks have to be restored, marks will duplicate in the students' historical marks if the parameters are not set up exactly as they were during the first run.