

Online Tutorial: Entering Historical Grades

Step 1: From the start page, search for and select the student.

Search Students


[View Field List](#) [View Function List](#) [How to Search](#)

If you'd prefer, you can also browse students by name or by grade level.

Browse Students

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
K 1 2 3 4 5 6 7 8 9 10 11 12 M FALL

Step 2: In the left navigation bar, click on “Historical Grades” under the “Academics” heading.

Academics

[Attendance](#)
[Enter Attendance](#)
[Attendance List](#)
[Cumulative Info](#)
[Graduation Progress](#)
[Historical Grades](#)

Step 3: In the blue text above the student's grades, click the “Single New Entry” link.

[Multiple New Entries](#) [Single New Entry](#) [Previous School Names](#) [Detail View](#)

Step 4: Fill out the following fields as follows:

School name: Enter the name of the school where the student received the grade.

School year: Enter the year for which you want to enter a grade.

Store code: Enter the store code that your school uses for the term in which the student earned the grade. Q1, Q2, S1, etc.

Hist. grade level: Enter the grade level of the student when he or she received the grade.

School name
School year
Store code
Hist. grade level

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Step 5: Continue filling out the fields.

Course Number-Section Number or Course Name:

(a) If entering a grade for a class taken at your school, enter the course and section number in which the student was/is enrolled. The grade you enter appears on report cards for this student.

(b) If you are entering a historical grade, for a class taken at a different school, enter the course name. If you enter only the course name, the grade appears only on the student's transcripts but will not show on any report card. Whether you select (a) or (b), the system displays the grade on transcripts and in GPA calculations.

Teacher Name: Enter the name of the teacher that taught the class.

Grade: Enter the letter grade the student earned.

GPA Points: Enter the number of grade points the student received for this grade.

Added value: Enter any added value for the grade points, such as 1 for one additional grade point if it is a grade for an AP or honors class.

(a) Course number - Section number
(b) Course name
Teacher name
Grade
GPA points
Added value

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Step 6: Continue filling out the fields.

Percent: Enter the percent grade the student earned.

Citizenship: Enter the citizenship grade for the term.

Earned Credit Hours: Enter the number of credit hours the student earned in the course.

Potential credit hours: Enter the total number of credit hours the student could have earned in the course.

(Note: If awarding Earned Credit greater than zero, the Potential Credit must be the same value. However, there are cases when it makes sense to award Potential Credit but no Earned Credit. The most common reason for this would be for letter grades, like "F," that do not get graduation credit. This way the "F" grade will count against the student, as it should when using a weighted gpa.)

Percent
Citizenship
Earned credit hours
Potential credit hours

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Step 7: Finish filling out the fields.

Credit Type: If you could not match the course in which the student received this grade to a course at your school and you entered a course name, enter the credit type that counts towards the requirement if this grade fulfills a specific graduation requirement at your school. For example, if a student earned a grade in Russian, and your school does not offer Russian, enter Russian in the Course Name field. Then, to have the grade the student earned count towards the foreign language graduation requirement, enter “uce,” “e,” “cg,” or a similar credit type in this field. Otherwise, leave this box blank.

Exclude from GPA?: Select the option to either include or exclude the grade from the GPA calculation.

Exclude from class rank?: Select the option to either include or exclude the grade from the class rank calculation.

Exclude from honor roll?: Select the option to either include or exclude the grade from the honor roll calculation.

Teacher comment: Enter any teacher’s comments.

Step 8: Click the “Submit” button to display the new grade.

Credit type

Exclude from GPA?

Exclude from class rank?

Exclude from honor roll?

Teacher comment



Submit