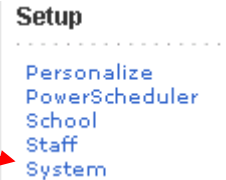


Online Tutorial: Storing Final Grades

At the end of each quarter and semester, you must store final grades **within 30 days**.

Step 1: On the start page, click on “System” under “Setup” in the left navigation bar.



Step 2: Select “Permanently Store Grades” under the “Function” heading.

Function	Description
Assign New Student Numbers	Replaces student numbers with new ones.
Attendance Bridge Synchronization	Synchronize one or two-way attendance bridge records.
AutoComm Setup	Set up AutoComm functions.
AutoSend Setup	Set up AutoSend functions.
Average Final Grades	Calculate and store averaged final grades.
Calculate Honor Roll	Calculate and store honor rolls.
Change Course Number	Changes a course number system-wide.
Change School Number	Changes a school number system-wide.
Clear Activities	Clears students activities.
Convert Citizenship to Variable Credit	Converts Citizenship codes to a Variable Credit score.
Copy Master Schedule	Copies the master schedule (sections) from one year to another.
Copy School Setup Info	Overwrites existing school information with new information.
Custom Fields / Screens	Creates and edits fields and screens for staff and students.
Direct Database Export (DDE)	Exports information from database directly.
End-of-year process	Closes out and archives student records at end of year.
Export Historical Grades	Exports historical grades for current school year.
Import Report Template	Imports a report from another system.
Permanently Store Grades	Changes current grades into historical grades.

Step 3: Enter the correct term for the “store code:” Q1, Q2, S1, Q3, Q4, S2. Summer school is S3 or S4.

Enter the store code that will be used to store grades:

Use this final grade: (Usually the same as the 'store code').

Step 4: Click the “Include only enrollment records...”, and type in the last day of the quarter/semester.

Exclude enrollment records where the student enrolled in the class after this date:

Exclude enrollment records where the student dropped the class before this date:

Include only enrollment records that are currently active and that were active on this date:

Step 5: At the end of each quarter, enter the following information:

Available store terms		
2005-2006	% of course credit to award now:	0 %
Semester 1	% of course credit to award now:	0 %
Quarter 1	% of course credit to award now:	0 %

Step 6: At the end of each semester, close the quarter first, and then store a second time, entering the following information:

Available store terms		
2005-2006	% of course credit to award now:	100 %
Semester 1	% of course credit to award now:	100 %
Quarter 1	% of course credit to award now:	100 %

Step 7: Click the on “Store Current Grades” button.



At this point, your grades should be stored. But to be safe, do a follow-up as follows:

Step 8: Click the PowerSchool logo to return to the start page.



Step 9: Search or browse to select any student.

Search Students



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

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 F All [Current Selection \(249\)](#)

Step 10: Click on “Historical Grades” under the “Academics” heading in the left navigation bar.

Academics

- [Attendance](#)
- [View Attendance](#)
- [Cumulative Info](#)
- [Graduation Progress](#)
- [Historical Grades](#)
- [Honor Roll](#)

Step 11: Confirm that the grades for the most recent quarter or semester are present.