Grading User Guide

PowerSchool 7.x
Student Information System

Contents

Preface

Use this guide to assist you while navigating PowerSchool. This guide is based on the PowerSchool online help, which you can also use to learn the PowerSchool Student Information System (SIS) and to serve as a reference.

The PowerSchool online help is updated as PowerSchool is updated. Not all versions of the PowerSchool online help are available in a printable guide. For the most up-to-date information, click **Help** on any page in PowerSchool.

Referenced Sections

This guide is based on the PowerSchool online help, and may include references to sections that are not contained within the guide. See the PowerSchool online help for the referenced section.

Security Permissions

Depending on your security permissions, only certain procedures may be available to you.

Navigation

This guide uses the > symbol to move down a menu path. If instructed to "Click **File > New > Window**," begin by clicking **File** on the menu bar. Then, click **New** and **Window**. The option noted after the > symbol will always be on the menu that results from your previous selection.

Notes

It is easy to identify notes because they are prefaced by the text "**Note:**."

Introduction

This guide provides comprehensive information about the configuration and administration of the PowerSchool application functions and components associated with student grading and standards along with the mechanisms with which related metrics are provided.

District Setup

Grade Scales

Create multiple grade scales and assign them to different courses or sections. For example, grades given for AP Calculus count more towards a student's GPA than grades for Basic Math. Assign the two courses to different grade scales. For more information about assigning grade scales to courses, see *Course Grade Scales.*

The grade scales you define become the set of grades that are possible to use at all schools on your PowerSchool system. The value of a grade is determined when an historical grade is given to a student taking a particular course. Even if the grade scale for that course changes, the values of that student's grade do not change.

How to Create a Grade Scale

Note: To allow teachers to modify grades scales, sign in to PowerTeacher Administrator, navigate to **Gradebook > Grade Scales,** and select the **Editable** checkbox next to each grade scale. The selected grade scales are then editable in PowerTeacher gradebook.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Grading, click **Grade Scales**. The Grade Scales page appears.
3. Click **New**. The New Grade Scale page appears.
4. Use the following table to enter information in the fields:

Field	Description
Name	Enter a name for the grade scale.
Description	Enter a description for the grade scale.
Allow Repeated Course Grade Suppression	Select the checkbox to allow repeated course grade suppression. If enabled, stored grades related to grade scales that allow repeated course grade suppression will be evaluated by the repeated course grade suppression rules during the permanently store grades process. Otherwise, leave blank.
	For example, you may want to create separate grade scales for courses such as these.
	Example 1
	The following example illustrates when you might want to allow repeated course grade suppression. The high school Algebra course is a requirement for students wanting to apply to college. Some students may need to repeat the course in order to receive a passing grade and those grades should be evaluated for repeated course grade

Field	Description
	suppression.
	Example 2
	The following example illustrates when you might want to not allow repeated course grade suppression. The high school Band course is expected to be repeated by students each year and those grades should not be evaluated for repeated course grade suppression.
	Note: For more information, see *Repeated Course Grade Suppression*.

5. Click **Submit**. The Grade Scales page displays the new grade scale.
6. Click **Edit Scale** next to the new grade scale. The Grade Scale: [Grade Scale] page appears.
7. Click **New**. The New Grade page appears.
8. Use the following table to enter information in the fields:

Field	Description
Grade	Enter the grade that you want to create for this grade scale, such as **A**, **B**, or **F**.
Description	Enter a description of the grade in the field, such as Superior. This description appears on grading reports.
Grade Points	Enter the number of grade points to include in the GPA. You can enter up to and including the number 200. For example, an A could be worth 4.0 grade points, a B worth 3.0 grade points, and an F worth 0 grade points.
Cutoff percent	Enter the lowest percentage students can earn to receive this grade. For example, if you enter **93** for an A, then students must earn at least 93% of the total points to receive an A. The system uses the next highest cutoff percentage you define for a different grade to determine the highest percent grade students can earn to receive this grade.
	Note: This is a suggested cutoff for your teachers to use. Teachers can define their own cutoff percentages for this grade in PowerTeacher gradebook if the selected grade scale is **editable**.
Gradebook value	This field indicates the value of a letter grade when teachers give letter grades instead of numeric grades. Enter a number for the value of the letter grade; usually, this is in the middle of the range for the grade, such as 88 for a B+.
Counts in GPA?	Select the checkbox to determine that this grade calculates

Field	Description
	in the GPA.
Receives added value?	Select the checkbox if users can enter a value for this grade that exceeds the normal grade points.
Earns graduation credit?	Select the checkbox to determine that this grade earns credit towards graduation requirements.
Teachers grade scale?	Select the checkbox to indicate that teachers use this grade scale.

9. In the Used By Average Final Grades section, use the following table to enter information in the fields:

Field	Description
Exclude from Average Final Grade Calculation?	Use the checkbox to indicate whether or not to exclude the grade from the average final grade calculation. Any stored grade that contains a grade that is flagged for exclusion will be exempted from the average final grade calculation.
Alternative Grade Points	If your school assigns grades a GPA point value AND a grade averaging point value, use this field to indicate a grade averaging point value. Otherwise, leave blank. This field is used only when the **Use Alternative Grade Points in Calculation** checkbox on the Average Final Grades page is selected.
Cutoff Points	Use this field to indicate the lowest points students can earn to receive this grade. For example, if you enter 4.0 for an A, then students must earn at least 4.0 points to receive an A. The system uses the next highest cutoff points you define for a different grade to determine the highest points grade students can earn to receive this grade.

10. Click **Submit**. The Grade Scale: [grade scale] page appears.
11. Repeat steps 8-10 for each grade in this grade scale.

How to Edit a Grade Scale Grade

Edits to any grade scales affect the grade scales for all of the schools on your system. Use caution when editing a grade scale, because changes to a grade scale entry affect current GPA calculations. Modifications to a grade scale are possible only if the **Permit modification of grade scales** checkbox is selected on the GPA Options — Calculations page. For more information, see *GPA Calculations*.

Note: On the Edit Section page for each course, there is an option to override a course's grade scale with either "Same as Course," Default, or any other grade scales.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Grading, click **Grade Scales**. The Grade Scales page appears.
3. Click **Edit Scale** next to the name of the grade scale you want to edit. The Grade Scale: [grade scale] page appears.
4. Click the grade you want to edit. The Edit Grade page appears.
5. Edit the information as needed. For field descriptions, see *How to Create a Grade Scale.*
6. Click **Submit**. The Grade Scale: [grade scale] page displays the edited grade scale.

How to Delete a Grade Scale Grade

Deleting a grade for a grade scale affects all of the schools on your system. Use caution when deleting a grade scale grade because changes affect current GPA calculations.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Grading, click **Grade Scales**. The Grade Scales page appears.
3. Click **Edit Scale** next to the name of the grade scale you want to edit. The Grade Scale: [grade scale] page appears.
4. Click the grade you want to edit. The Edit Grade page appears.
5. Click **Delete**.
6. Click **Confirm Delete**. The Selection Deleted page appears.

How to Edit a Grade Scale

Edits to any grade scales affect the grade scales for all of the schools on your system.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Grading, click **Grade Scales**. The Grade Scales page appears.
3. Click the name of the grade scale you want to edit. The Edit Grade Scale page appears.
4. Edit the information as needed. For field descriptions, see *How to Create a Grade Scale.*
5. Click **Submit**. The Grade Scales page displays the edited grade scale.

How to Delete a Grade Scale

Deleting a grade scale does not affect grades that have already been assigned. The system uses the default grade scale for any course or section that is no longer associated with a grade scale. Deleting a grade scale is possible only if the **Permit modification of grade scales** checkbox is selected on the GPA Options — Calculations page. For more information, see *GPA Calculations.*

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Grading, click **Grade Scales**. The Grade Scales page appears.
3. Click the name of the grade scale you want to delete. The Edit Grade Scale page appears.

Note: You cannot delete the default grade scale.

4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Deleted page appears.

GPA Calculations

Before running a grade-related report, such as a report card, set up the correct parameters to calculate your school's grade point average. Some schools also choose to factor into the GPA calculation the number of times a student takes a course. Since GPAs are calculated on-the-fly, any changes take effect immediately and affect all schools on the server.

For information about setting the calculation methods and attempt types, see the following sections:

- *GPA Calculation Methods*
- *GPA Attempt Types*

For information about other GPA settings, see *How to Set Other GPA Settings*.

GPA Calculation Methods

Create GPA calculation methods to define the formula and criteria for GPA calculations. PowerSchool includes four standard calculation methods: Simple, Simple Percent, Weighted, and Weighted Percent. You can modify the standard methods to meet your needs or create an unlimited number of additional calculation methods.

Any changes or additions to the list of calculation methods affect all schools on your server. To share a method with schools on other servers, export the method as a template. For more information, see *How to Export GPA Calculation Methods*. If you have the proper permissions, you can remove a calculation method using DDA/DDE. For more information, see *Direct Database Export*.

Once GPA is calculated, the GPA code is used to present GPA information on reports, exports, and student pages. This code always starts with *gpa and is followed by optional parameters that include pairs of names and values.

Examples of the GPA code include:

- **~(*gpa)** returns the cumulative weighted GPA for a student for all years at the school
- **~(*gpa method=weighted type=cumulative grade=12 credittypeCORE)** returns a weighted GPA for core classes for the student's senior year

The following table lists the parameters and values. All parameters except for "method" are overridden by any settings in the calculation method. Parameters and values can be included in the code in any sequence.

Parameter	Description	Example
method	Specifies the name of the specific calculation method that should be used when	method=weighted method=simple

Parameter	Description	Example
	performing this calculation. If omitted, a method called "weighted" will be used.	method=honors
type	Specifies the type of the calculation. Valid options are: • **Cumulative:** Uses values from historical grades only. • **Current:** Uses the current (not stored) grades sent by PowerTeacher. If "current" is specified, the term, grade, and year attributes, if specified, are ignored; only grades from the in-session school year using the store code specified on the Current Grade Display settings page in District Setup will be used. • **Projected:** Uses the historical grades, plus those projected grades as defined in the calculation method. If omitted, "cumulative" is used.	type=cumulative type=current type=projected
term	One or more term abbreviations. Only grades whose store codes match the specified abbreviations will be used in the calculation. Separate multiple terms with commas. If omitted, any store code is permitted. If one or more term abbreviations are specified	term=S1 term=Q1,Q2,Q3

Parameter	Description	Example
	but no grade or year, only grades from the current school year are used.	
grade	One or more grade levels. Only grades stored at the specified grade levels will be used in the calculation. Separate multiple grade levels with commas. If omitted, the historical grade range for the school is used.	grade=12 grade=7,8,9
year	One or more four-digit school years. Only grades stored during the specified school years will be used in the calculation. Specify the start year of a school year that spans multiple calendar years. For example, use 2003 for the 2003-2004 school year. Separate multiple years with commas. If omitted, all school years are used.	year=1999 year=1998,1999,2000
credittype	One or more credit types. Only grades that match one or more of the specified credit types will be used in the calculation. Separate multiple credit types with commas. If omitted, grades with any credit type, including no credit type, are used.	credittype=English credittype=ENG,SCI,MATH credittype=Core,Electives
scale	The name of the grade scale to use for this calculation. If a particular letter grade is not present in the specified grade scale, that grade will not be included in the calculation. If the name of the grade scale specified is unrecognized, a scale called Default is used. If omitted, the GPA points from the grade itself are	scale=Default scale=Standard scale=Honors

Parameter	Description	Example
	used.	

How to Add GPA Calculation Methods

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Grading, click **GPA Calculations**. The GPA Settings page appears.
3. Click **Calculation Methods**. The GPA Calculation Methods page appears.
4. Click **New**. The GPA Calculation Method page appears.
5. Use the following table to enter information in the fields:

Field	Description
Method name	Enter the name of the calculation method. This is the name that will be referred to in GPA codes on other pages in PowerSchool. **Note:** The standard methods Weighted and Simple cannot be renamed.
Description	Enter a description of the calculation method. This description appears on the GPA Calculation Methods page.
Formula	Enter the formula for the method used to determine the result of the calculation. The formula closely resembles a formula used on a spreadsheet. Formulas can include functions, such as average, round, and sum. Use standard operators, such as + (addition) and * (multiplication), or use logical operators such as = (equal to) and > (greater than). For more information, see *Formulas for Calculation Methods*.
Calculation type	Choose an option from the pop-up menu: o **Cumulative:** Uses historical grades in the calculation that match the query options specified. o **Current:** Uses current final grades in the calculation, as determined in the School Setup area. A current calculation type uses the current final grades from PowerTeacher. Terms, grade levels, and school years are ignored with this calculation type. o **Projected:** Uses historical grades and additional grades as defined in the Projected GPA Options area of the GPA Calculation Method page. A projected calculation type uses historical grades that match the query options specified, plus additional grades

Field	Description
	determined by any Projected GPA Options. If the calculation type is specified, the type parameter of the GPA code is ignored.
Grade scale	To override the GPA points used in the calculation with a single grade scale, choose the grade scale from this pop-up menu. If a specific letter grade is not found in the grade scale, it is not used in the calculation. Ordinarily, the GPA points associated with the stored grade are used in the calculation. Typically, these are the weighted points. A single grade scale may be specified to override these GPA points with the values in the specified grade scale for this calculation. For example, a stored grade A may have 5 GPA points. That same A may only be worth 4 GPA points on the Standard grade scale. Use scales to calculate complex weighted GPAs for class ranking and honor roll applications, while maintaining a standard 4.0 scale to use on transcripts and college applications. If a grade scale is specified, the scale parameter of the GPA code is ignored.
Terms	Optionally, specify one or more term abbreviations, such as **Q1** or **S2**, to use in the calculation. Separate multiple values with commas. Only grades whose store code matches one of the term abbreviations will be included in the calculation. If the calculation type is Current, terms are ignored. If terms are specified, the term parameter of the GPA code is ignored.
Grade levels	Optionally, specify one or more grade levels to use in the calculation. Use the numeric grade level, such as **11** for eleventh grade or **0** for kindergarten. Separate multiple values with commas. Only grades recorded when a student was at the specified grade levels will be included in the calculation. Note that only grades that fall within the historical grade levels specified in the school's record in District Setup may be specified. For example, if the historical range for the school is 912, specifying **8** in the GPA code will return zero. Separate multiple grade levels with commas. If omitted, the historical grade range for the school is used. If the calculation type is Current, grade levels are ignored. If grade levels are specified, the grade parameter of the GPA code is ignored.

Field	Description
School years	Optionally, specify one or more four-digit school years to use in the calculation. For example, enter **2003** for the 2003-2004 school year. Separate multiple values with commas. Only grades recorded during the specified school years will be included in the calculation.
	School years are closely related to grade levels. As such, if the school year specified translates to a student's grade level that is outside the historical range for the school, zero will be returned. For more information, refer to the "Grade levels" field.
	If the calculation type is Current, school years are ignored. If school years are specified, the year parameter of the GPA code is ignored.
Credit types	Optionally, specify one or more credit types to use in the calculation. Separate multiple values with commas. Only grades whose credit type matches one of the types specified will be included in the calculation.
	In case of a current GPA, the course's credit type is used. In case of a cumulative GPA, the credit type specified for the stored grade is used if present; otherwise, the course's credit type is used, if found.
	If an historical grade does not have a credit type or if the calculation type is Current, the course's credit type is used. If credit types are specified, the credittype parameter of the GPA code is ignored.
Only include grades	Select all, none, or a combination of the following checkboxes to narrow the selection of grades used in the calculation:
	That count in GPA: Includes only historical grades that are specified to be included in the GPA. If the calculation type is Current, only grades from courses and sections that have been flagged to be included in GPA will be included in the calculation. **That count in class rank:** Includes only historical grades that are specified to be included in the class rank. If the calculation type is Current, only grades from courses and sections that have been flagged to be included in class rank will be included in the calculation. **That count in honor roll:** Includes only historical grades that are specified to be included in the honor roll. If the calculation type is Current, only grades from courses and sections that have been flagged to be included in honor roll will be included in the calculation. **With potential credit:** Includes only historical

Field	Description
	grades that have a potential credit that is not zero. If the calculation type is Current, the potential credit is determined by referring to the corresponding course record. If you deselect all of these checkboxes, all historical grades will be included in the calculation.
Projected grades are	If the calculation type is Projected, choose the type of grades used for projected GPA calculations from this pop-up menu. Projected grades are used to determine grades mid-term, such as when colleges want grades for a twelfth-grade student for admission purposes. • **Current final grades:** Uses current final grades from PowerTeacher, as determined in the School Setup area. • **Stored grades from this term:** Enter the term abbreviation in the blank field.
Do not add grade if	If the calculation type is Projected, choose the term for the grade to use in projected GPA calculations from this pop-up menu: • **A grade for the course exists in any term** • **A grade for the course exists in this term:** Enter the term abbreviation in the blank field. A grade will not be added to the calculation if there already exists an historical grade for the current school year with the same course number for any store code or for the specified store code.
Stored credit hours	If the calculation type is Projected, choose the credit hours option used in projected GPA calculations from this pop-up menu: • **Use actual credit hours** • **Get potential credit from course** If projected grades are historical grades, specify whether to use the actual potential and earned credit stored with the grade or to use the potential credit hours from the corresponding course.

6. **Note:** When using projected GPA options, most schools will set the last three options as **Projected grades are stored grades from this [specified] term**, **Do not add grade if a grade for this course exists in any term**, and **Stored credit hours use the course's potential credit hours**.

7. Click **Submit**. The GPA Calculation Methods page displays the new method.

How to Edit GPA Calculation Methods

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Grading, click **GPA Calculations**. The GPA Settings page appears.
3. Click **Calculation Methods**. The GPA Calculation Methods page appears.
4. Click the name of the calculation method you want to edit. The GPA Calculation Method page appears.
5. Edit the information as needed. For field descriptions, see *How to Add GPA Calculation Methods*.
6. Click **Submit**. The GPA Calculation Methods page displays the edited method.

How to Export GPA Calculation Methods

After you create and save a calculation method, you can export the calculation method for use on another PowerSchool server. The option to export the calculation method is available only for saved methods.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Grading, click **GPA Calculations**. The GPA Settings page appears.
3. Click **Calculation Methods**. The GPA Calculation Methods page appears.
4. Click the name of the calculation method to be exported. The GPA Calculation Method page appears.
5. Click **Export as template**. Save the file as a PowerSchool Template file (*.pst). You can now share the file with other PowerSchool servers.

Formulas for Calculation Methods

Like a formula in a spreadsheet, create formulas for calculation methods in PowerSchool. Formulas consist of functions and arguments, in most cases. Functions are used to perform operations on values, such as calculating a sum or an average, including a grade point average.

There are five categories of functions:

- **Numeric:** Such as rounded, truncated by specified number of places
- **Logical:** Such as "if," "and," "or"
- **Statistical:** Such as average, max, min, median, product, sum
- **Text:** Such as ASCII characters, uppercase, repeat text by specified number of times
- **GPA functions:** Such as number of grades counted in GPA, course numbers, GPA calculation

Results of GPA functions may be arrays of values, which are in braces and separated by commas. For example, the function gpa_percent() may return the result {95.5,83.2,67.8,92} for a student. When you combine the gpa_percent() function with the statistical function average, the formula average(gpa_percent()) returns the result of 84.625 for those four grades.

Embed functions within each other to return the exact result you want. When appending the Round function to the example above to create the formula round(average(gpa_percent()),2), the result is 84.63. The value 2 in the formula indicates the number of digits to round from the decimal point.

You can also use any standard numeric or text operators in a formula, such as **+** (addition), **-** (subtraction), ***** (multiplication), **/** (division), **** (integer division), **^** (exponentiation), **%** (modulo), and **&** (concatenation). The following comparison operators may be used in logical functions: **<** (less than), **<=** (less than or equal to), **>** (greater than), **>=** (greater than or equal to), **=** (equal to), and **<>** (not equal to). For example, use the formula if((average(gpa_percent()))>90,Outstanding Academic Achievement,) to return the phrase Outstanding Academic Achievement if a student's average percentage for the grades exceeds 90 percent. If not, the formula returns nothing.

For more information about functions, see *Functions*. For a list of functions, see the following sections:

- *Numerical Functions*
- *Logical Functions*
- *Statistical Functions*
- *Text Functions*
- *GPA Functions*

GPA Attempt Types

When calculating a student's GPA, you may want to consider the number of times he or she attempts to take a course. An attempt is a numerical expression to determine the length of the term. The name of the attempt type is the first letter of the term abbreviation, such as Y for year or S for semester. The corresponding number is the numeric expression, using decimals for fragments of the term.

Attempt types are used by the gpa_attempts() function. Attempts for a grade are determined by looking up the first character of the store code or term abbreviation, which is listed with the attempt type. If a match is found, the value specified for the attempt type is returned. If a match is not found, zero is returned as a result of that function. For more information about functions, see *Formulas for Calculation Methods*.

How to Add GPA Attempt Types

If you are using the gpa_attempts() function, set up GPA attempt types to factor the number of times a student takes a course in GPA calculations. Otherwise, it is not necessary to create attempt types.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Grading, click **GPA Calculations**. The GPA Settings page appears.
3. Click **Attempt Types**. The GPA Attempt Types page appears.
4. Click **New**. The GPA Attempt Type page appears.
5. Use the following table to enter information in the fields:

Field	Description

Field	Description
Name	Enter the name of the attempt type, which is the first letter of the term abbreviation.
Value	Enter the value of the attempt type.
Description	Enter a description for the attempt type.

6. Click **Submit**. The GPA Attempt Types page displays the new attempt type.

How to Edit GPA Attempt Types

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Grading, click **GPA Calculations**. The GPA Settings page appears.
3. Click **Attempt Types**. The GPA Attempt Types page appears.
4. Click the name of the attempt type you want to edit. The GPA Attempt Type page appears.
5. Edit the information as needed. For field descriptions, see *How to Add GPA Attempt Types*.
6. Click **Submit**. The GPA Attempt Type page displays the edited attempt type.

How to Delete GPA Attempt Types

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Grading, click **GPA Calculations**. The GPA Settings page appears.
3. Click **Attempt Types**. The GPA Attempt Types page appears.
4. Click the name of the attempt type you want to delete. The GPA Attempt Type page appears.
5. Click **Delete**. The GPA Attempt Types page displays without the deleted attempt type.

How to Set Other GPA Settings

Modify other global settings related to GPA calculations, including the number of decimal places used in credit hours and the ability to prevent modifications of grade scales.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Grading, click **GPA Calculations**. The GPA Settings page appears.
3. Click **Miscellaneous**. The GPA Misc Settings page appears.
4. Use the following table to enter information in the fields:

Field	Description
Number of decimal	Enter the number of places from the decimal point to

Field	Description
places in credit hours	display for the credit hours.
Permit modification of grade scales	Select the checkbox if you want users to be able to modify grade scales. You should deselect the checkbox after the start of the school year to prevent users from modifying grade scales.

5. Click **Submit**. The Changes Recorded page appears.

Functions

Formulas consist of functions and arguments, in most cases. Functions are used to perform operations on values, such as calculating a sum or an average, including a grade point average (GPA).

There are five categories of functions:

- **Numerical functions**: Such as rounded, truncated by specified number of places
- **Logical functions**: Such as "if," "and," "or"
- **Statistical functions**: Such as average, max, min, median, product, sum
- **Text functions**: Such as ASCII characters, uppercase, repeat text by specified number of times
- **GPA functions**: Such as number of grades counted in GPA, course numbers, GPA calculation

Functions must always include the parentheses, even if no arguments are specified. When specifying arguments to functions, be sure to enclose text values in quotation marks.

GPA Samples

Sample GPA formulas are listed below to illustrate the options available.

PowerSchool's traditional cumulative weighted GPA, rounded to 3 decimal places:

round((gpa_sum(gpa_gpapoints()*gpa_potentialcredit()/sum(gpa_potentialcredit()),3)

PowerSchool's traditional cumulative simple GPA, truncated to 2 decimal places:

trunc((average(gpa_gpapoints())),2)

A value added GPA:

average(gpa_gpapoints())+sum(gpa_addedvalue())

The number of A grades received:

countof(A,gpa_grade())+countof(A+,gpa_grade())+countof(A-,gpa_grade())

Total of all earned credit:

sum(gpa_earnedcredit())

The text "You are a star student!" if the student received more than 3 A+ grades:

if(countof(A+,gpa_grade())>=3,You are a star student!,)

The list of all letter grades, GPA points, and potential credit values used by the calculation:

gpa_grade()&&gpa_gpapoints()&&gpa_potentialcredit()

The result of one GPA calculation if the student has any grades with added value, or the result of another if not:

if(sum(gpa_addedvalue())>0,gpa_calculation(honors),gpa_calculation(standard))

Numerical Functions

Functions are used to perform operations on values, such as rounding numbers to a specified number of digits. The functions in this category are listed alphabetically.

Most functions have at least one required argument, though some do not accept any arguments. Optional arguments are surrounded by braces { }. A brief description and one or more examples follow each function.

Function name or alternate function	Function	Description	Examples
Abs (Absolute Value)	abs(number)	Returns the absolute value of the number. The result is either a positive number or zero.	abs(-4) returns 4 abs(78) returns 78 abs(0) returns 0
Dec (Decimal) or Frac (Fraction)	dec(number)	Returns the decimal (fractional) part of a real number. The result is always positive.	dec(22.575) returns 0.575 dec(-4.12) returns 0.12
Exp (Exponent)	exp(number)	Returns e raised to the power of the number. The constant e equals 2.718281828459, the base of the natural logarithm.	exp(1) returns 2.71828… exp(0.707) returns 2.02811…
Fact (Factorial)	fact(number)	Returns the factorial of the number, equal to 1*2*3*…*number. If the number is negative, returns the #NUM! error value.	fact(5) returns 120 fact(7) returns 5040
Int (Integer)	int(number)	Rounds the number down to the nearest integer. If the	int(5.76) returns 5 int(-42.123) returns

Function name or alternate function	Function	Description	Examples
		number is positive, returns the integer equal to or less than the number. If the number is negative, rounds down to the next lowest whole number.	-43
Ln (Natural Log)	ln(number)	Returns the natural logarithm of the number. If the number is negative, returns the #NUM! error value.	round(ln(2.71828), 3) returns 1 ln(4) returns 1.3863…
Log2 (Log to Base 2)	log2(number)	Returns the logarithm of the number to base 2. If the number is negative, returns the #NUM! error value.	log2(43) returns 5.4263…
Log10 (Log to Base 10)	log10(number)	Returns the logarithm of the number to base 10. This is the inverse of the number E in scientific notation. If the number is negative, returns the #NUM! error value.	log10(100000) returns 5
Log	log(number{,base})	Returns the logarithm of the number to a base. If the base is omitted, uses 10. If the number or base is negative, returns the #NUM! error value.	log(10000) returns 4 log(10000,6) returns 5.1404…
Mod (Modulo)	mod(number,divisor)	Returns the remainder when the number is divided by the divisor. The result has the same	mod(5,-2) returns 1 mod(23,7) returns 2

Function name or alternate function	Function	Description	Examples
		sign as the value of the number being divided. If the number or divisor is a real number, it will be rounded before calculating the modulo.	
Pi	pi()	Returns pi, the ratio of a circle's circumference to its diameter.	pi() returns 3.141592653589793116
Power	power(number,power)	Returns the result of the number raised to a power.	power(2,8) returns 256 power(14,0.5) returns 3.7417...
Rand (Random)	rand({number})	Returns a random number between 0 and the number. If the number is omitted, the returned value is between 0 and 1.	rand() returns 0.8462... rand(50) returns 31.4896...
Round	round(number,digits)	Returns a number rounded to the specified number of digits from the decimal point. If digits is positive, it specifies the number of digits to the right of the decimal point. If negative, it specifies the number of digits to the left of the decimal point.	round(59.72893,3) returns 59.729 round(115925.45,-3) returns 116000
Sign	sign(number)	Returns 1 when the number is positive, -1 when it is negative, and 0 when it is zero.	sign(42) returns 1 sign(-827.32) returns -1 sign(0) returns 0
Sqrt (Square Root)	sqrt(number)	Returns the positive	sqrt(25) returns 5

Function name or alternate function	Function	Description	Examples
		square root of the number. If the number is negative, returns the #NUM! error value.	sqrt(86) returns 9.2736…
Trunc (Truncate)	trunc(number{,digits})	Truncates the number by removing the decimal (fractional) part of the number. If digits is specified, it specifies the precision (number of decimal places) to truncate.	trunc(548.14687) returns 548 trunc(3.4583,2) returns 3.45

Logical Functions

Functions are used to perform operations on values, such as returning a specified number if certain conditions are met. The functions in this category are listed alphabetically.

Most functions have at least one required argument, though some do not accept any arguments. Optional arguments are surrounded by braces { }. A brief description and one or more examples follow each function.

Function name or alternate function	Function	Description	Examples
And	and(logical1{,logical2,...})	Returns 1 if all of the arguments are true (not zero), or 0 if any argument is false (zero).	and(1,0,1,43) returns 0 and((5=5),1) returns 1

If	if(logical,true_value,false_value)	Returns the true_value if the logical argument is true (not zero), or the false_value if the logical argument is false (zero).	if(1,100,0) returns 100
			
			if(gpa_count()>20, Lots,Few) returns Few

IsBlank	isblank(text)	Returns 1 if the text is blank or 0 if it is a number or contains text.	isblank(83.2) returns 0 isblank(test) returns 0

Function name or alternate function	Function	Description	Examples
			isblank() returns 1
IsEven	iseven(number)	Returns 1 if the number is zero or evenly divisible by 2, or 0 if it is not.	iseven(42) returns 1 iseven(-17) returns 0
IsLogical	islogical(value)	Returns 1 if the argument can be interpreted as a logical value (0 or 1), or 0 if it cannot.	islogical(0) returns 1 islogical(gpa) returns 0
IsNumber	isnumber(value)	Returns 1 if the argument is a number, or 0 if it is text.	isnumber(3.412) returns 1 isnumber(A+) returns 0
IsOdd	isodd(number)	Returns 1 if the number is not zero or evenly divisible by 2, or 0 if it is.	isodd(42) returns 0 isodd(-17) returns 1
IsText	istext(value)	Returns 1 if the argument is text, or 0 if it is a number.	istext(0) returns 0 istext(gpa) returns 1
Not	not(logical)	Reverses the logic of the logical value: Returns 1 if logical is false (zero), or 0 if logical is true (not zero).	not(1) returns 0 not(5=4) returns 1
Or	or(logical1{,logical2,...})	Returns 1 if any of the arguments are true (not zero), or 0 if all are false (zero).	or(0,0,1,0) returns 1 or((5=4),0) returns 0

Statistical Functions

Functions are used to perform operations on values, such as calculating a sum or an average. The functions in this category are listed alphabetically.

Most functions have at least one required argument, though some do not accept any arguments. Optional arguments are surrounded by braces { }. A brief description and one or more examples follow each function.

Function name or alternate function	Function	Description	Examples
Average or Avg or Mean	average(number1{, number2, …})	Returns the average (arithmetic mean) of the numeric arguments. The arguments may be individual numbers or results of functions that return arrays of numbers.	average(12,18,25,15) returns 17.5 average(gpa_percent()) returns 80.5
Count	count(value1{,value2, …})	Returns the number of arguments given. The arguments may be individual values or results of functions that return arrays of values.	count(12,18,25,15) returns 4 count(gpa_percent()) returns 5
CountOf	countof(search_value,value1{,value2, …})	Returns the number of occurrences of search_value in the remaining arguments. The arguments may be individual values or results of functions that return arrays of values.	countof(3.5,4,3.75,3.5,3,3, 4,3,2,3.5,2.5,3) returns 2 countof(A,gpa_grade()) returns 1
Distinct	distinct(value1{,value2, …})	Returns an array of the unique values found in the arguments. The arguments may be individual values or results of functions that return arrays of values.	distinct(4,3.75,3.5,3,3, 4,3,2,3.5,2.5,3) returns {4,3.75,3.5,3,2,2.5} distinct(gpa_grade()) returns {A,B+,B,C+,F}
Geomean (Geometric Mean)	geomean(number1{,number2, …})	Returns the geometric mean of the positive numeric arguments. The arguments may	geomean(12,18,25,15) returns 16.8702 … geomean(gpa_percent()) returns

Function name or alternate function	Function	Description	Examples
		be individual numbers or results of functions that return arrays of numbers. If any argument is negative, returns the #NUM! error value.	79.0972 …
Harmean (Harmonic Mean)	harmean(number1 {,number2, …})	Returns the harmonic mean of the positive numeric arguments, the reciprocal of the arithmetic mean of reciprocals. The arguments may be individual numbers or results of functions that return arrays of numbers. If any argument is negative, returns the #NUM! error value.	harmean(12,18,25, 15) returns 16.2896 … harmean(gpa_perce nt()) returns 77.5126 …
Max (Maximum)	max(number1 {,number2, …})	Returns the largest number in the list of arguments. The arguments may be individual numbers or results of functions that return arrays of numbers.	max(12,18,25,15) returns 25 max(gpa_percent()) returns 96.2
Maxa (Maximum Alphabetic)	maxa(value1 {,value2, …})	Sorts the arguments alphabetically, then returns the last value. The arguments may be individual values or results of functions that return arrays of values.	maxa(red,white,blu e,green) returns white
Median	median(number1	Returns the median of the numeric	median(1,2,3,4,5)

Function name or alternate function	Function	Description	Examples
	{,number1, …})	arguments. The median is the number in the middle; half of the numbers are greater than the median, half are less. If there is an even number of arguments, returns the average of the two numbers in the middle.	returns 3 median(1,2,3,4,5,6) returns 3.5 median(gpa_gpapoints()) returns 3.333
Min (Minimum)	min(number1 {,number2, …})	Returns the smallest number in the list of arguments. The arguments may be individual numbers or results of functions that return arrays of numbers.	min(12,18,25,15) returns 12 min(gpa_percent()) returns 54.8
Min (Minimum Alphabetic)	mina(value1 {,value2, …})	Sorts the arguments alphabetically, then returns the first value. The arguments may be individual values or results of functions that return arrays of values.	mina(red,white,blue,green) returns blue
Mode	mode(value1 {,value2, …})	Returns the mode of the arguments. The mode is the most frequently occurring, or repetitive, value. If no value repeats, returns #N/A. In the case of a uniform distribution, or multiple modes, returns only one value. The	mode(12,18,25,15) returns #N/A mode(12,18,25,15, 19, 14,18,9,16,20) returns 18 mode(gpa_gpagrade()) returns B

Function name or alternate function	Function	Description	Examples
		arguments may be individual values or results of functions that return arrays of values.	
Product	product(number1 {,number2, …})	Multiplies all the numeric arguments and returns the result. The arguments may be individual numbers or results of functions that return arrays of numbers.	product(12,18,25,15) returns 8100
Range	range(number1 {,number2, …})	Returns the difference between the largest and smallest numeric arguments. The arguments may be individual numbers or results of functions that return arrays of numbers.	range(12,18,25,15) returns 13 range(gpa_gpapoints()) returns 4
Stdev (Standard Deviation)	stdev(number1,number2 {,number3, …})	Calculates the standard deviation of a population based on a sample given as a list of arguments using the nonbiased or n-1 method. A standard deviation is a measure of how widely values are dispersed from the average value (arithmetic mean). The arguments may be individual numbers or results of functions that return arrays of numbers. If your data represents the	stdev(12,18,25,15) returns 5.56778 … stdev(gpa_percent()) returns 15.6962 …

Function name or alternate function	Function	Description	Examples
		entire population, use Stdevp.	
Stdevp (Standard Deviation Population)	stdev(number1,number2 {,number3, …})	Calculates the standard deviation of an entire population given as a list of arguments using the biased or n method. A standard deviation is a measure of how widely values are dispersed from the average value (arithmetic mean). The arguments may be individual numbers or results of functions that return arrays of numbers. If your data represents a sample of the population, use Stdev.	stdev(12,18,25,15) returns 4.8218 … stdev(gpa_percent()) returns 14.0391 …
Sum	sum(number1 {,number2, …})	Adds all the numeric arguments and returns the result. The arguments may be individual numbers or results of functions that return arrays of numbers.	sum(12,18,25,15) returns 70 sum(gpa_potentialcredit()) returns 4
Var (Variance)	var(number1,number2 [,number3, …})	Returns the variance of a population based on a sample given as a list of arguments. The arguments may be individual numbers or results of functions that return arrays of numbers. If your data represents the	var(12,18,25,15) returns 31 var(gpa_gpapoints()) returns 2.5138 …

Function name or alternate function	Function	Description	Examples
		entire population, use Varp.	
Varp (Variance Population)	var(number1,number2 {,number3, …})	Returns the variance of an entire population given as a list of arguments. The arguments may be individual numbers or results of functions that return arrays of numbers. If your data represents a sample of the population, use Var.	varp(12,18,25,15) returns 23.25 varp(gpa_gpapoints ()) returns 2.0110 …

Text Functions

Functions are used to perform operations on values, such as joining two strings of text together. The functions in this category are listed alphabetically.

Most functions have at least one required argument, though some do not accept any arguments. Optional arguments are surrounded by braces { }. A brief description and one or more examples follow each function.

Function name or alternate function	Function	Description	Examples
Char (Character)	char(number)	Returns the ASCII character corresponding to the number. The ASCII set used is the Macintosh extended ASCII set.	char(65) returns A char(92) returns \
Code (ASCII Code)	code(text)	Returns the numeric ASCII code of the first character in the text. The ASCII set used is the Macintosh extended ASCII set.	code(A) returns 65 code(gpa is fun) returns 103
Concatenate or Concat	concatenate(text1{, text2,…})	Joins several strings of text into one	concatenate(gpa,is, fun) returns

Function name or alternate function	Function	Description	Examples
		string of text.	gpaisfun concatenate(gpa_count(),,grades) returns 29 grades
Exact	exact(text1,text2)	Returns 1 if both arguments are identical in case and characters, or 0 if different.	exact(GPA,gpa) returns 0 exact(Mr. Smith,Mr. Smith) returns 1
Left	left(text{,num_characters})	Returns the first (leftmost) character or characters in the text. If num_characters is omitted, returns 1 character.	left(GPA) returns G left(Mr. Smith,3) returns Mr.
Len (Length)	len(text)	Returns the number of characters in the text, including spaces, numbers, and special characters.	len(GPA) returns 3 len(Mr. Smith) returns 8
Lower	lower(text)	Converts any uppercase characters in the text to lowercase.	lower(GPA) returns gpa lower(Mr. Smith) returns mr. smith
Mid (Middle)	mid(text,start_position, num_characters)	Returns a specific number of characters from the text starting at the position you specify.	mid(GPA,1,1) returns P mid(Mr. Smith,3,4) returns . Smi
Proper	proper(text)	Capitalizes the first letter and any letter following a non-letter in the text.	proper(GPA) returns Gpa proper(2-cent's worth) returns 2-Cent'S Worth
Replace	replace(text,start_position, num_characters,new_text)	Replaces num_characters characters of text with the new_text starting at the position you	replace(gpa codes,4,5,is fun) returns gpa is fun replace(Mr. Smith,1,3,Mrs.)

Function name or alternate function	Function	Description	Examples
		specify.	returns Mrs. Smith
Rept (Repeat)	rept(text,number_times)	Repeats the text the specified number of times.	rept(gpa is fun ,5) returns gpa is fun gpa is fun gpa is fun gpa is fun gpa is fun rept(-,average(gpa_gpapoints())*4) returns -----------
Right	right(text{,num_characters})	Returns the last (rightmost) characters in the text. If num_characters is omitted, returns 1 character.	right(GPA) returns A right(Mr. Smith,4) returns mith
Trim	trim(text)	Removes leading, trailing, and extra spaces from the text.	trim(gpa is fun) returns gpa is fun
Upper	upper(text)	Converts any lowercase characters in the text to uppercase.	upper(gpa is fun) returns GPA IS FUN upper(Mr. Smith) returns MR. SMITH

GPA Functions

Functions are used to perform operations on values, such as returning the number of grades used to determine a student's GPA. The functions in this category are listed alphabetically. For more information, see **PowerSource**.

Most functions have at least one required argument, though some do not accept any arguments. Optional arguments are surrounded by braces { }. A brief description and one or more examples follow each function.

Function name or alternate function	Function	Description	Examples
GPA_AddedValue	gpa_addedvalue()	Returns a numeric array listing the added value for each grade used in the GPA calculation. If used within	gpa_addedvalue() returns {0,0.02,0,0,0}

Function name or alternate function	Function	Description	Examples
		gpa_concat() or gpa_sum(), returns a single value. See the note in gpa_sum().	
GPA_Attempts	gpa_attempts()	Returns a numeric array listing the attempts for each grade used in the GPA calculation. The attempts are determined by comparing the first character of the store code to a lookup table defined in District Setup. If the character is not found in the lookup table, a zero is used. If used within gpa_concat() or gpa_sum(), returns a single value. See the note in gpa_sum().	gpa_attempts() returns {1,1,2,2,2}
GPA_Calculation	gpa_calculation(text)	Returns the result of the GPA calculation method whose name is specified.	gpa_calculation(weighted) returns 3.254
GPA_Concat	gpa_concat(formula)	Evaluates the formula once for every grade used in the GPA calculation and returns a concatenated string of the results. When used inside gpa_concat(), the following functions return an individual value instead of an array:	gpa_concat(if(left(gpa_grade()) =B,*,)) returns **

Function name or alternate function	Function	Description	Examples
		• gpa_addedvalue() • gpa_attempts() • gpa_coursenumber() • gpa_earnedcredit() • gpa_gpapoints() • gpa_grade() • gpa_gradelevel() • gpa_percent() • gpa_potentialcredit() • gpa_storecode() • gpa_termid() **Note:** A gpa_concat() or gpa_sum() function cannot be used within the formula.	
GPA_Count	gpa_count()	Returns the number of grades used in the GPA calculation. Functionally equivalent to count(gpa_grade()), but faster.	gpa_count() returns 8
GPA_CountSchoolYears	gpa_countschoolyears()	Returns the number of unique school years (not grade levels) for the grades used in the GPA calculation.	gpa_countschoolyears() returns 2
GPA_CountUniqueCourses	gpa_countuniquecourses()	Returns the number of unique courses (based on course number) for the grades used in the GPA calculation.	gpa_countuniquecourses() returns 6

Function name or alternate function	Function	Description	Examples
GPA_CountYearTerms	gpa_countyearterms()	Counts the number of unique store codes in each school year, then returns a grand total.	gpa_countyearterms() returns 4
GPA_CourseNumber	gpa_coursenumber()	Returns a text array listing the course numbers for each grade used in the GPA calculation. If used within gpa_concat() or gpa_sum(), returns a single value. See the note in gpa_sum().	gpa_coursenumber() returns {MA1001,SC2001, FA540,LS105, PE200}
GPA_EarnedCredit	gpa_earnedcredit()	Returns a numeric array listing the earned credit hours for each grade used in the GPA calculation. If used within gpa_concat() or gpa_sum(), returns a single value. See the note in gpa_sum().	gpa_earnedcredit() returns {0,0.5,0.5,1,0}
GPA_GPAPoints	gpa_gpapoints()	Returns a numeric array listing the gpa points for each grade used in the GPA calculation. If used within gpa_concat() or gpa_sum(), returns a single value. See the note in gpa_sum().	gpa_gpapoints() returns {4,3.5,3.333,2.5,0}
GPA_Grade	gpa_grade()	Returns a text array listing the letter grade for each grade used in the GPA calculation. If used within gpa_concat() or	gpa_grade() returns {A,B+,B,C+,F}

Function name or alternate function	Function	Description	Examples
		gpa_sum(), returns a single value. See the note in gpa_sum().	
GPA_GradeLevel	gpa_gradelevel()	Returns a numeric array listing the grade level for each grade used in the GPA calculation. If used within gpa_concat() or gpa_sum(), returns a single value. See the note in gpa_sum().	gpa_gradelevel() returns {9,9,9,10,10}
GPA_Percent	gpa_percent()	Returns a numeric array listing the percentage for each grade used in the GPA calculation. If used within gpa_concat() or gpa_sum(), returns a single value. See the note in gpa_sum().	gpa_percent() returns {96.2,88.5,84,79,54.8}
GPA_PotentialCredit	gpa_potentialcredit()	Returns a numeric array listing the potential credit hours for each grade used in the GPA calculation. If used within gpa_concat() or gpa_sum(), returns a single value. See the note in gpa_sum().	gpa_potentialcredit() returns {0,0.5,0.5,1,1}
GPA_StoreCode	gpa_storecode()	Returns a text array listing the store code for each grade used in the GPA calculation. If used within gpa_concat() or gpa_sum(), returns a single value. See the note	gpa_storecode() returns {Q1,Q2,S1,S1,S2}

Function name or alternate function	Function	Description	Examples
		in gpa_sum().	
GPA_Sum	gpa_sum(formula)	Evaluates the formula once for every grade used in the GPA calculation and returns the numeric total of the results. When used inside gpa_concat(), the following functions return an individual value instead of an array: • gpa_addedvalue() • gpa_attempts() • gpa_coursenumber() • gpa_earnedcredit() • gpa_gpapoints() • gpa_grade() • gpa_gradelevel() • gpa_percent() • gpa_potentialcredit() • gpa_storecode() • gpa_termid() **Note:** A gpa_concat() or gpa_sum() function cannot be used within the formula.	gpa_sum(gpa_gpapoints() *gpa_potentialcredit()) returns 5.9165
GPA_TermID	gpa_termid()	Returns a numeric array listing the term ID for each grade used in the GPA calculation. If	gpa_termid() returns {1004,1005,1001,1101,1102}

Function name or alternate function	Function	Description	Examples
		used within gpa_concat() or gpa_sum(), returns a single value. See the note in gpa_sum().	

Test Scores

Test scores are scores associated with a particular test. Use the test score fields when entering scores for individual students. Before creating test scores, identify or create the appropriate test. For more information, see *Tests*.

How to Create a Test Score

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Grading, click **Tests**. The Test page appears.
3. Click **Edit Scores** next to the test you want to edit. The Test Scores: [Test Name] page appears.
4. Click **New**. The New Test Score: [Test Name] page appears.
5. Use the following table to enter information in the fields:

Field	Description
Name	Enter the name of the test score
Sort Order	Indicate the order for the test score. **Note:** Alternatively, leave the Sort Order field blank and set the sort order from the Test Scores: [Test Name] page. For more information, see *How to Edit a Test*.
Description	Enter a description for the test to appear on the Test Scores page.

6. Click **Submit**. The Test Scores: [Test Name] page displays the new test score.

How to Edit Test Scores

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Grading, click **Tests**. The Test page appears.
3. Click **Edit Scores** next to the test you want to edit. The Test Scores: [Test Name] page appears.

4. Skip to Step 6 to edit a test score. To change the sort order of the test scores, enter the order of each test scores in the Sort Order fields.
5. Click **Submit**.
6. Click the score name for the test score you want to edit. The Edit Test Score: [Test Name] page appears.
7. Edit the information as needed. For field descriptions, see *How to Create a Test Score*.
8. Click **Submit**. The Test Scores: [Test Name] page displays the edited test score.

How to Delete a Test Score

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Grading, click **Tests**. The Test page appears.
3. Click **Edit Scores** next to the test. The Test Scores: [Test Name] page appears.
4. Click the score name for the test score you want to delete.
5. Select the checkbox at the end of the warning note.
6. Click **Delete**.
7. Click **Confirm Delete**. The Selection Deleted page appears.

School Setup

Class Rank

Use class rank to determine the order of students when sorted by grade point average (GPA). For example, the student with the highest GPA ranks at the top of the class. Since class rank calculates based on GPAs, the appropriate GPA calculation methods must exist before determining class rank.

Create a class rank method to set parameters for calculating the class rank. Use multiple class rank methods with varying settings to determine multiple sets of class rankings. For example, you can rank all current students using one method and then rank all current students plus students who graduated early using another method.

Class rank is calculated either manually or automatically at specified intervals, such as every week or only after grades are stored. Since calculating class rank affects all class rank methods, it is best to avoid creating more class rank methods than necessary.

Note: Though you can edit class rank methods, you cannot delete class rank methods via the Class Rank Settings page. Instead, you must use Direct Database Access to remove the class rank method. For more information, see *Direct Database Export*.

View the results of the class rank calculation using the Class Ranking Report. For more information, see *How to Run the Class Ranking Report*. You can also include class rank data access tags on custom reports and exports. For more information about data codes, see *PowerSchool Data Codes*.

How to Add a Class Rank Method

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Grading, click **Class Rank**. The Class Rank Settings page appears.
3. Click **Class Rank Methods**. The Class Rank Methods page appears.
4. Click **New**. The Class Rank Method page appears.
5. Use the following table to enter information in the fields:

Field	Description
Description	Enter a description of the class rank method, such as **Class Rank - Simple GPA**.
GPA Calculation Method	Select from the pop-up menu which GPA calculation method to use when calculating class rank. The GPA calculation method determines what is queried and how grades are calculated.
GPA result is	Select from the pop-up menu how you want to assess the class rank: • **Numeric** - Assesses rank numerically, such as giving the student with the highest GPA the rank of

Field	Description
	1. This is the most commonly-used selection. • **Text** - Assesses rank alphabetically, such as giving the student with a GPA of A the rank of 1. Select this option when the GPA method returns a text value. For more information, see *GPA Calculation Methods*.
Only include grades	Select the checkbox to include only grades for courses or sections that count in class rank. **Note:** When selected, the class rank grade results may differ from GPA calculation results. This is the only class rank method setting that returns a result that may differ from the GPA.
Exclude students	Select the checkbox to exclude students that are set as excluded from class rank on the students' Other Information page. Some students may be excluded from class rank because they are enrolled for a short amount of time and should not be ranked amongst longer-term students. For more information about excluding a student from the class rank, see *Other Information*. Deselect the checkbox to override the student exclusion setting.
Include early graduates?	Select the checkbox to include students that graduate early. This checkbox filters students that have already exited the school using an exit code that identifies an early graduation. If selected, you must specify in the next field the early graduation exit code.
Early graduation exit code	If the checkbox in the previous field is selected, enter an exit code that specifies an early graduation.

6. Click **Submit**. The Class Rank Methods page displays the new class rank method.

How to Edit a Class Rank Method

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Grading, click **Class Rank**. The Class Rank Settings page appears.
3. Click **Class Rank Methods**. The Class Rank Methods page appears.
4. Click the name of the class rank method you want to edit. The Class Rank Method page appears.
5. Edit the information as needed. For field descriptions, see *How to Add a Class Rank Method*.
6. Click **Submit**. The Class Rank Methods page displays the edited class rank method.

How to Recalculate Class Rank

To refresh class rank data, recalculate all class rank methods either manually or at specified intervals.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Grading, click **Class Rank**. The Class Rank Settings page appears.
3. Click **Recalculation Frequency**. The Class Rank Recalculation Frequency page appears.
4. Select at which frequency the class rank should recalculate:

   - **Daily** - Recalculates automatically during the nightly process
   - **Weekly** - Recalculates automatically each weekend
   - **Monthly** - Recalculates automatically once per month
   - **After storing grades** - Recalculates automatically each time grades are stored
   - **Manually** - Never recalculates automatically

   Note: To manually recalculate the class rank, click **Recalculate now**. The class rank recalculates immediately. Once complete, the Changes Recorded page appears.

5. Click **Submit**. The GPA Options Changed page appears.

Comment Bank

Teachers can create comments that appear for each student per section. View comments in PowerSchool, PowerSchool Parent Portal, and PowerTeacher. Additionally, teachers can select from an unlimited number of comment codes in a district-wide comment bank. The comment text can include links to Web sites. Teachers select comment bank codes from the comment bank in PowerTeacher gradebook.

Note: The Comment Bank is only available in PowerTeacher gradebook at this time. For more information about PowerTeacher gradebook, see *PowerTeacher Gradebook User Guide* available on **PowerSource**.

How to Create Comments in the Comment Bank

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Grading, click **Comment Setup**. The Comment Bank page appears.
3. Click **New**. The New Comment page appears.
4. Use the following table to enter information in the fields:

Field	Description
Comment Code	Enter a numeric, alphabetical, or alphanumeric code.
Category	Enter a category to which you want to assign your comment (optional). The comment bank groups the

Field	Description
	comments by category. **Note:** Categories are not relevant to reports or searches. Comment categories affect only how the comments appear on the Comment Bank page.
Available to	Select an option to display this comment for all schools on this server or only the selected school.
Comment Text	Enter the comment text, which can include hyperlinks and some HTML.

5. Click **Submit**. The Comment Bank page displays the new comment.

How to Edit Comments in the Comment Bank

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Grading, click **Comment Setup**. The Comment Bank page appears.
3. Click the code for the comment you want to edit. The Edit Comment page appears.
4. Edit the information as needed. For field descriptions, see *How to Create Comments in the Comment Bank*.
5. Click **Submit**. The Comment Bank page displays the edited comment.

How to Delete Comments in the Comment Bank

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Grading, click **Comment Setup**. The Comment Bank page appears.
3. Click the code for the comment you want to delete. The Edit Comment page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Delete page appears.

Comment Length

In PowerTeacher gradebook, teachers may enter final grade comments and standard final grade comments. Using the comment length setting, you can define the maximum number of characters that may not be exceeded when entering a comment in PowerTeacher gradebook. If comment length is defined at the district level, the setting is applicable to all schools within the district. If the comment length is defined at the school level, it will override the district setting.

Note: Comment length is only available in PowerTeacher gradebook. For more information about PowerTeacher gradebook, see *PowerTeacher Gradebook User Guide* available on **PowerSource**.

How to Define Final Grade Comment Length at District Level

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Grading, click **Comment Setup**. The Maximum Comment Character Length page appears.
3. Enter the number of characters (up to 2048) allowed in the **Approximate maximum number of characters** field.
4. Click **Save**. A confirmation message appears.

How to Define Standard Grade Comment Length at District Level

Note: Standard grade comments are adjusted individually for each standard. For more information, see *Enter Standards*.

How to Define Final Grade Comment Length at School Level

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Grading, click **Comment Setup**. The Comment Bank page appears.
3. Click the **Comment Length** tab. The Maximum Comment Character Length page appears.
4. In the Final Grade Comments section select the **School Level** option and then enter the number of characters (up to 2048) allowed.

   Note: To apply the maximum length defined by the district, select the **Same as district** option. For more information, see *How to Define Maximum Length for Final Grade Comment at District Level*.

5. Click **Submit**. A confirmation message appears.

How to Define Standard Grade Comment Length at School Level

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Grading, click **Comment Setup**. The Comment Bank page appears.
3. Click the **Comment Length** tab. The Maximum Comment Character Length page appears.
4. In the Standards Comments section select the **School Level** option and then enter the number of characters (up to 4000) allowed.

   Note: To apply the maximum length defined by the district, select the **Same as district standards setup** option. For more information, see *Enter Standards*.

5. Click **Submit**. A confirmation message appears.

Current Grade Display

Use Current Grade Display to set up or change how the system displays a student's grade and attendance information on the Quick Lookup page in PowerSchool and the Current Grades and Attendance page that parents use in PowerSchool Parent Portal.

Update the settings on this page at the end of each grading term to be sure administrators, administrative staff, and parents view the most up-to-date information for students.

How to Add or Edit Current Grade Display

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Grading, click **Current Grade Display**. The Current Grade Display page appears.
3. Click the **Quick Lookup** tab, if needed.
4. Use the following table to enter information in the fields:

Field	Description
Store Code	Enter a store code for each numbered column. Define that the pages display up to six columns of grade data. For example, define columns for Quarters 1, 2, 3, and 4, as well as Semesters 1 and 2.
Source of Data	Indicate which term grade information you want to display in this column by choosing one of the following from the pop-up menu: • **Gradebook**: to display the term grade that currently exists in the teacher's PowerTeacher gradebook • **Historical**: to display the term grade from the student's historical file or after the completion of a grading term
Current Grade	Enter the store code for the current grading term. The system uses this to determine which grade to display in all current grade fields.
Show citizenship grade	Select the checkbox if you want the system to display the student citizenship code for each grading term. Otherwise, deselect the checkbox. This setting also applies to the PowerSchool Mobile for Parents and PowerSchool Mobile for Students app.
Hide standards grade in Parent Access	Select the checkbox if you do not want standards grades to display in the PowerSchool Parent Portal. This setting also applies to the PowerSchool Mobile for Parents and PowerSchool Mobile for Students app.
Parent/Student	Enter the grading term for which you want the system to

Field	Description
Access Term	display the student attendance on the Quick Lookup page on the PowerSchool Parent Portal.

5. Click **Submit**. The Current Grade Display page displays the changes.

Final Grade Entry Options (PowerTeacher)

In some cases, your district may only want teachers to enter final grades and not use a gradebook. These teachers can only enter final grades in PowerTeacher. Before teachers can use PowerTeacher to enter final grades, you need to set up your PowerSchool system to do so.

Note: These setup procedures are only applicable if you are using PowerTeacher. They are **NOT** applicable if you are using PowerTeacher gradebook. For information about setting up final grades for PowerTeacher gradebook, see *PowerTeacher Gradebook Final Grades Setup*.

PowerTeacher Gradebook Final Grade Entry

Teachers using PowerTeacher gradebook should **NOT** use PowerTeacher to enter final grades. For teachers who only do final standards grade entry, PowerTeacher gradebook has been designed to be much faster and fixes all of the previous issues with PowerTeacher final grade entry. No information entered in PowerTeacher will appear in PowerTeacher gradebook. It is advised that all teachers move to PowerTeacher gradebook for standards grades entry. No setup in the Final Grade Entry Options within the School Setup section of PowerSchool is required for teachers using PowerTeacher gradebook.

How to Set Up PowerTeacher for Final Grade Entry

In PowerSchool, when you enter standards to be used for final grade entry or for use with PowerTeacher gradebook, you must remember to do the following for each standard in the district office standards setup:

- Enter a course number or course numbers. Only those standards that list a course number matching the course number of the teacher's current class appear for final grade entry.
- Select the **Allow assignments to be tied to this standard** checkbox for the appropriate standards in PowerSchool. Teachers may only record final grades for those standards that have the checkbox selected.

For detailed information, see *Enter Standards*.

How to Set Up Final Grade Entry - Global Options

Use this page to set up global final grade entry options.

Note: These settings apply to the selected school only. This feature is for PowerTeacher portal final grade entry only. Changes made in PowerTeacher portal will not be reflected in

PowerTeacher gradebook and changes made in PowerTeacher gradebook overwrites data entered in PowerTeacher portal.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Grading, click **Final Grade Entry Options**. The Teacher Final Grade Entry Options page appears.
3. Click **Global Settings**. The Final Grade Entry - Global Options page appears.
4. Use the following table to enter information in the fields:

Field	Description
Enable final grade entry in PowerTeacher Portal?	Select the checkbox to allow teachers to enter final grades in PowerTeacher.
Final grade columns to display	Enter the final grade columns you want to appear in PowerTeacher.
Allow entry for these final grades	Enter the grading terms for which teachers can enter final grades in PowerTeacher.
Allow entry for	Do one of the following: • Leave both blank to indicate there is no date restriction. • Enter the number of days before the end of the term and the number of days after the end of the term that teachers can enter final grades in PowerTeacher.
Combine Traditional and Standards-based entry on same page	Indicate whether or not to combine traditional and standards-based entry on same page: • Leave the checkbox blank if you want Final Grade Entry (Traditional) and Final Grade Entry (Standards) to appear on separate pages. • Select the checkbox to combine traditional and standards-based entry on same page.

5. Click **Submit**. The Teacher Final Grade Entry Options page appears.

How to Set Up Traditional Final Grade Entry Options

Use this page to set up traditional grading entry options.

Note: These settings apply to the selected school only. This feature is for PowerTeacher portal final grade entry only. Changes made in PowerTeacher portal will not be reflected in PowerTeacher gradebook and changes made in PowerTeacher gradebook overwrites data entered in PowerTeacher portal.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Grading, click **Final Grade Entry Options**. The Teacher Final Grade Entry Options page appears.
3. Click **Traditional Grading**. The Final Grade Entry Options page appears.
4. Use the following table to enter information in the fields:

Field	Description
Enable Final Grade (Letter) entry	Use the pop-up menu to indicate whether or not teachers can enter Final Grade (Letter): • Choose **Disabled** from the pop-up menu if you do not want to allow teachers to enter Final Grade (Letter). • Choose **Pop-up** from the pop-up menu to allow teachers to enter Final Grade (Letter) via a pop-up menu. Section's Grade Scale settings provide the pop-up menu selections. • Choose **Text Field** from the pop-up menu to allow teachers to enter Final Grade (Letter) via a text field. **Note:** To allow teachers to enter final grade comments, do not disable this field.
Enable Final Grade (Citizenship) entry	Use the pop-up menu to indicate whether or not teachers can enter Final Grade (Citizenship): • Choose **Disabled** from the pop-up menu if you do not want to allow teachers to enter Final Grade (Citizenship). • Choose **Pop-up** from the pop-up menu to allow teachers to enter Final Grade (Citizenship) via a pop-up menu. District-level Citizenship Codes provide the pop-up menu selections. • Choose **Text Field** from the pop-up menu to allow teachers to enter Final Grade (Citizenship) via a text field.
Enable Final Grade (Percentage) entry	Indicate whether or not teachers can enter Final Grade (Percentage): • Leave the checkbox blank if you do not want to allow teachers to enter Final Grade (Percentage). • Select the checkbox blank to allow teachers to enter Final Grade (Percentage).
Enable Final Grade (Points) entry	Indicate whether or not teachers can enter Final Grade (Points):

Field	Description
	• Leave the checkbox blank if you do not want to allow teachers to enter Final Grade (Points). • Select the checkbox blank to allow teachers to enter Final Grade (Points).
Enable Final Grade (Total Points) entry	Indicate whether or not teachers can enter Final Grade (Total Points): • Leave the checkbox blank if you do not want to allow teachers to enter Final Grade (Total Points). • Select the checkbox blank to allow teachers to enter Final Grade (Total Points).

5. Click **Submit**. The Teacher Final Grade Entry Options page appears.

How to Set Up Standards-based Final Grade Entry Options

Use this page to set up standards-based entry options.

Note: These settings apply to the selected school only. This feature is for PowerTeacher portal final grade entry only. Changes made in PowerTeacher portal will not be reflected in PowerTeacher gradebook and changes made in PowerTeacher gradebook overwrites data entered in PowerTeacher portal.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Grading, click **Final Grade Entry Options**. The Teacher Final Grade Entry Options page appears.
3. Click **Standards-based Grading**. The Standards-based Final Grade Entry Options page appears.
4. Use the following table to enter information in the fields:

Field	Description
Display/Enter	Choose the conversion scale grades to use from the pop-up menu.
Format for comment field	Use the pop-up menu to determine if the Comment field on the PowerTeacher Final Grade Entry page provides for entries that are single line or multi-line.
Enable standards final grade entry in PowerTeacher Portal?	Select the checkbox to allow standards final grade entry in PowerTeacher.

5. Click **Submit**. The Teacher Final Grade Entry Options page appears.

6. Make sure that the settings you enter look correct for the teachers by signing in as a teacher.

   Note: To check that you entered the correct settings, go to PowerTeacher. The PowerTeacher URL for your school is http://[your PowerSchool URL]/teachers.

   After you define the course number and select the checkbox for each standard, and after you define final grade entry settings in PowerSchool, teachers of the indicated courses can use PowerTeacher to enter final standards grades.

How to Enter Standards Final Grades in PowerTeacher

To enable standards final grades entry, the **Enable teacher entry screens** checkbox on the Final Grade Entry - Global Options page must be selected AND the **Enable standards final grade entry in PowerTeacher Portal?** checkbox on the Standards-based Final Grade Entry Options page must be selected. Once enabled, teachers can enter standards final grades in PowerTeacher.

Note: Standards final grade entry may appear on same page as traditional final grade entry based on **Final Grade Entry Global Options settings**.

Note: Standards information entered in PowerTeacher do not display in the PowerSchool Parent Portal. Only standards information entered in PowerTeacher gradebook appear in PowerSchool Parent Portal.

1. Open your Web browser to your school's PowerTeacher URL. The Teacher Sign In page appears.
2. Use the following table to enter information in the fields:

Field	Description
Username	Enter your username.
Password	Enter your password. The characters appear as asterisks (*) to ensure greater security when you sign in.
Select Language	Choose the language in which you want to view PowerTeacher from the pop-up menu.

3. Click **Sign In**. The start page appears.
4. Click the **Backpack** icon next to the class whose standards final grades you want to view or enter. The class roster appears.
5. Click a student's name.
6. Choose **Final Grade Entry (Standards)** from the **Select screens** pop-up menu. The Final Grade Entry page for standards appears.
7. Enter the appropriate grades for each standard for the student.

   Note: To view a detailed list of the standards codes and descriptions, choose Standards from the **Select screens** pop-up menu and click on the appropriate course section.

8. To enter a final grade comment regarding the student's achievement or behavior, enter text in the appropriate **Comment** field.
9. Click **Submit** to store the final grades.
10. Repeat the process for each student in the class by clicking the student's first name.

How to Enter Traditional Final Grades in PowerTeacher

To enable traditional final grades entry, the **Enable teacher entry screens** checkbox on the Final Grade Entry - Global Options page must be selected AND at least one traditional final grade setting must be enabled on the Teacher Final Grade Entry Options page. Once enabled, teachers can enter traditional final grades in PowerTeacher.

Note: Standards final grade entry may appear on same page as traditional final grade entry based on **Final Grade Entry Global Options settings**.

1. Open your Web browser to your school's PowerTeacher URL. The Teacher Sign In page appears.
2. Use the following table to enter information in the fields:

Field	Description
Username	Enter your username.
Password	Enter your password. The characters appear as asterisks (*) to ensure greater security when you sign in.
Select Language	Choose the language in which you want to view PowerTeacher from the pop-up menu.

3. Click **Sign In**. The start page appears.
4. Click the **Backpack** icon next to the class whose traditional final grades you want to view/enter. The class roster appears.
5. Click a student's name.
6. Choose **Final Grade Entry (Traditional)** from the **Select screens** pop-up menu. The Final Grade Entry page for traditional grading appears.
7. Enter or choose from the pop-up menus the appropriate grade, percent, or points for each final grade for the student.
8. To enter a final grade comment regarding the student's achievement or behavior, enter text in the appropriate **Comment** field.

   Note: Standards final grades entries may appear on the same page as traditional final grade entry based on the Final Grade Entry Global Options set by the system administrator. If combined, the Comment Bank does not appear.

9. Click **Submit** to store the final grades and any comments you entered.
10. Repeat the process for each student in the class by clicking the student's first name.

Final Grade Setup (PowerTeacher Gradebook)

Use Final Grades Setup to view and set up your school's grading terms and their parameters. Define the dates of each grading term in the school year and assignment names for which teachers enter final grades for that term.

When you store final grades at the end of each term, you store a specific final grade, such as Q1. Before you can store final grades, you must set up final grades in PowerSchool. Ensure that the following steps have been completed so that teachers can use the gradebook to report their students' grades to PowerSchool.

Note: You must set up final grades for each school that shares your PowerSchool server.

Set up final grades one term at a time. When you set up final grades for a term, you affect only the courses that belong to that term. For example, a first semester course belongs only to Semester 1; it does not belong to Quarter 1, Quarter 2, or the entire school year.

After you set up final grades in PowerSchool, the information is automatically sent to each teacher's gradebook.

Note: If you do not define the final grade setup for a grading term, teachers will not be able to enter grades in the gradebook.

For information about setting up final grades entry in PowerTeacher, see *PowerTeacher Final Grade Entry*. The page displays any grading terms already defined for the current school year.

How to Add Final Grades

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Grading, click **Final Grade Setup**. The Final Grade Setups page appears.
3. Click **New** under the term for which you want to set up final grades. The New Final Grade page appears.
4. Use the following table to enter information in the fields:

Field	Description
School	The selected school name appears.
Name	Enter a name for this final grade, such as Q3.
Staring Date	Enter the starting date to indicate the date the term begins using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Ending Date	Enter the ending date to indicate the date the term ends using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Suppress Letter	Select the checkbox if you do not want to display letter

Field	Description
Grade Display	grades in the system and on reports. Only percentage grades appear.
Suppress Percent Display	Select the checkbox if you do not want to display percent grades in the system on reports. Only letter grades appear.
At or Above This Level of Attendance Points	Enter a level of attendance points for the given date range to automatically affect students' grades due to attendance. Otherwise, enter 0 or leave the field blank.
Change a Student's Grade to	Enter the grade that students receive after meeting or exceeding the attendance points indicated in the previous field.
Do not apply the attendance point change to the following grades	**Note**: These fields only appear when editing an existing final grade. To make exclusions to the attendance point change: 1. Click **Add a Gradescale**. The Final Grade Exclusion page appears. 2. Choose a grade scale from the Grade Scale pop-up menu. 3. Click **Submit**. The Edit Final Grade page appears. 4. Click **No Marks Excluded**. The Final Grade Exclusions page appears. 5. Select the **Marks to Exclude** checkboxes that apply. 6. Click **Submit** to save the changes, or click **Delete** to remove.

5. Click **Submit**. The Final Grades Setups page displays the new final grade.

How to Edit Final Grades

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Grading, click **Final Grade Setup**. The Final Grade Setups page appears.
3. Click the term name that you want to edit. The Edit Final Grade page appears.
4. Edit the information as needed. For field descriptions, see *How to Edit Final Grades*.
5. Click **Submit**. The Final Grades Setups page displays the new final grade.

How to Set Options for Presuming Complete

The Options for Presuming Complete field applies to course prerequisite rules and graduation plan progress. Entering value indicates the number of days after the end of enrollment that you want the course prerequisite rule evaluator to presume completion and graduation plans to include the enrollment as in progress. This number allows the

administrator some number of days between the end of a term and the storage of grades for that term. A negative number allows specification of the number of days before the day the enrollment ends, for instances where the school typically records grades prior to enrollments ending (rare). For more information, see *Graduation Planner* or the *Graduation Planner User Guide* available on **PowerSource**.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Grading, click **Final Grade Setup**. The Final Grade Setups page appears.
3. Enter the appropriate value in the **Options for presuming complete** field.
4. Click **Submit**. The Final Grades Setups page displays the new final grade.

How to Delete Final Grades

If you delete final grades between the process of entering final grades and storing grades, you will lose final grade information.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Grading, click **Final Grade Setup**. The Final Grade Setups page appears.
3. Click the term name that you want to delete. The Edit Final Grade page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. A warning message appears indicating deleting the reporting term will also delete all final grades, comments, and standards grades related to this reporting term.
6. To delete these records, click **OK**. The Selection Deleted page appears.

GPA Student Screens

Use the GPA Student Screens function to determine what appears on GPA-related student pages, including the Quick Lookup page and the Cumulative Information page.

How to Define GPA Settings for Quick Lookup Page

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Grading, click **GPA Student Screens.** The GPA Options - Student Screens page appears.
3. Choose the type of current GPA to display under schedule from the pop-up menu:

   o **Weighted**: If your school calculates weighted GPAs, the system also includes the number of credit hours students earn in each course in the GPA calculation.
   o **Weighted Percent**
   o **Simple**: If your school calculates simple GPAs, only the students' grades are involved in the calculation, and the credit hours of each course are not referenced.
   o **Simple Percent**
   o **Total Earned Credit**

4. Click **Submit**. The GPA Options - Student Screens page displays the changed Quick Lookup option.

How to Define GPA Settings for Cumulative Info Page

For the Cumulative Info student page, you can define the rows of information that appear for each student.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Grading, click **GPA Student Screens**. The GPA Options - Student Screens page appears.
3. Enter in the first Row Title field the name of the first row to appear on the Cumulative Info page. The name should clearly indicate the information the user is viewing, such as Cumulative GPA (Weighted).
4. Use the following tables to determine the information you want to display in the Data column.

For Cumulative GPAs:

Field Expression	Code	Notes
Cumulative GPA (weighted)	^(*gpa)	The cumulative GPA for the student.
Cumulative GPA (simple)	^(*gpa.simple)	Same as Cumulative GPA (weighted), except uses the simple calculation method rather than weighted.
Cumulative credit hours earned	^(*credit_hours)	Includes all courses from the Historical Grades page.
Class rank (based on cumulative weighted GPA)	^(*class_rank_out_of;gpa)	Use any valid GPA type as the GPA parameter, such as gpa.simple and gpa.percent.
Cumulative avg. % earned in all classes (weighted)	^(*gpa.percent)	See Cumulative Percentage GPA.
Cumulative avg. % earned in all classes (simple)	^(*gpa.percent.simple)	See Cumulative Simple Percentage GPA.

For GPAs for specific years and terms:

Field Expression	Code	Notes
GPA for Quarter 1 (weighted)	^(*gpa;Q1)	Calculates the GPA for Q1 of the current school year, such as the year in which

Field Expression	Code	Notes
		the user is currently working. Q1's grades must have already been stored.
GPA for the student's entire junior year	^(*gpa;11)	Calculates the GPA for grade 11.
GPA for Q1 of the student's junior year	^(*gpa;11;Q1)	Calculates the GPA for Q1 of grade 11 for the current student. **Note:** The sequence of the parameters Q1 and 11 is not significant; ^(*gpa;Q1;11) returns the same number as ^(*gpa;11;Q1).
GPA for the year 2004	^(*gpa;2004)	Calculates the GPA for 2004 for the current student.
GPA for Quarter 3 (simple)	^(*gpa.simple;Q3)	Same as GPA for the year 2004, but using the simple calculation method. You can use percent instead of simple if you want the percent GPA.

For Current GPAs:

Field Expression	Code	Notes
The current GPA (simple)	^(*gpa.current)	From the grades on the Quick Lookup page, such as those current as of today. **Note:** Current grades are always calculated using the simple method.
The average % being earned in the current classes (simple)	^(*gpa.current.percent)	From the grades on the Quick Lookup page, such as those current as of today.

For Weighted GPAs by Credit Type:

Field Expression	Code	Notes
Weighted GPA by Credit	^(*gpa.credit_type.ENG)	Weighted GPA for grades

Field Expression	Code	Notes
Type		for the current student in the current year that are of the credit type ENG. To calculate all historical grades, see the Weighted GPA by Credit Type by Grade field expression.
Weighted GPA by Credit Type by Grade	^(*gpa.credit_type.ENG;12)	Same as Weighted GPA by Credit Type, but also includes grade 12. For all historical grades, enter each grade and separate each grade with commas, such as ***gpa.credit_type.ENG;9,10,11,12**.

For Class Ranking by GPA:

Class ranking codes always begin with *classrank and may be followed by zero to three optional parameters:

- o Parameter "method" - Specifies the name of the class rank method for which a rank should be returned. Class rank calculation methods are defined by the user in the Class Rankings section of School Setup.
- o Parameter "result" - Specifies the type of data to return as the result. Possible values are "rank", "outof", "rankoutof", "percentile", "rankdate", "gpa", and "schoolname". If omitted, the default value is "rank".

Parameter "percentiledigits" - If the parameter "result" is "percentile", this parameter specifies the number of decimal places to compute the percentage. If omitted, "2" is the default.

Field Expression	Code	Notes
Class rank, weighted (default)	^(*classrank) or ^(*classrank method="weighted")	Numerical class rank based on cumulative weighted GPA for the student's entire academic career for this school.
Class rank, user defined	^(*classrank method="UserDefined")	Class rank based on a user-defined GPA calculation method as specified in Class Rankings in School Setup.
Class rank, rank result	^(*classrank) or ^(*classrank result="rank")	Numerical class rank based on cumulative weighted GPA for the student's entire academic

Field Expression	Code	Notes
		career for this school.
Class rank, outof result	^(*classrank result="outof")	Number of students ranked.
Class rank, rankoutof result	^(*classrank result="rankoutof")	Rank for the student, the text "out of", and the number of students ranked.
Class rank, percentile result	^(*classrank result="percentile")	Student rank percentile to the number of places specified by the percentiledigits parameter.
Class rank, rankdate result	^(*classrank result="rankdate")	Date the rank was last updated.
Class rank, gpa result	^(*classrank result="gpa")	Result of the GPA code used to determine the class rank.
Class rank, schoolname result	^(*classrank result="schoolname")	Name of the school where the student earned the rank.

5. Click **Submit**. The GPA Options - Student Screens page displays the new settings

Honor Roll

The ability to calculate your honor roll based on grading, behavior, or attendance information is important to a school. Every school has its own way of calculating or determining who is on the honor roll and who is eligible for extracurricular activities.

First, define the various honor roll lists used by a school or district. Within those lists, set up the different honor levels that may be attained and the criteria for meeting each level. Once the setup is complete, the PowerSchool administrator should run the calculation function periodically throughout the school year. The results of the calculation are stored in a separate table in the database. These results can be viewed as a summary for a single student, a group report, or as individual components of a custom page, export, or custom report using report codes.

Honor Roll Methods

Honor roll methods define the various honor roll lists used by a school or district. You can create as many different honor roll methods as needed. Honor roll methods can be school-specific or shared among all schools on a server.

Honor Roll Levels

Every honor roll method will contain one or more honor roll levels. The evaluation order of honor roll levels is significant. Typically, the highest honor with the most stringent criteria is evaluated first. If a student does not meet the criteria for that level, the criteria for the next highest honor will be evaluated, and so on. If a student meets the criteria for an honor roll level, a record of that honor is created and the remaining levels are skipped.

The evaluation of the criteria within each honor roll level is cumulative, meaning a student must meet all of the specified options to receive that honor. You can create as many different honor roll levels as needed.

Honor Roll Calculations

Once the honor roll methods and levels have been set up, you can calculate an honor roll at any time.

How to Create an Honor Roll Method

Note: Honor rolls that use a GPA Calculation Type of Current (Start Page > District Setup > GPA Calculations > Calculation Methods > New > Calculation Type = Current) must have a term set up that matches the Final Grade setup. For example, if an Honor Roll for the Q1 Final Grade is used, not only is a Q1 Final Grade needed, but a Q1 term setup in years and terms is also needed.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Grading, click **Honor Roll**. The Honor Roll Methods page appears.
3. Click **New**. The Honor Roll Method page appears.
4. Use the following table to enter information in the fields:

Field	Description
Name	Enter the name of the honor roll method. This is the name that will be referred to in honor roll report codes and on other menu pages.
Description	Enter a description of the honor roll method.
Can be used by	Specifies whether the honor roll method can be used by all schools on the server, or only the current school. Do one of the following: • Select the current school option. • Select the all schools option.

5. Click **Submit**. The Honor Roll Methods page displays the new honor roll method.
6. Click **Levels** next to the method you just created. The Honor Roll Levels page appears.
7. Click **New**. The Honor Roll Level detail page appears.
8. Use the following table to enter general information:

Field	Description
Name	Enter the name of the honor roll level. This is the level name that appears on report pages and is the default value returned by the honor roll report code. This name does not need be unique, allowing you to define multiple sets of criteria for a given level.
Description	Enter a description of the honor roll level.
Evaluation Order	Enter a value specifying the order in which the various honor roll levels will be evaluated. Lower numbers are evaluated first.
Message	Enter the text message you want to appear on report cards and transcripts. **Note:** The message should be longer than the level name.

9. Use the following table to enter GPA options:

Field	Description
GPA Calculation Method	Choose the GPA calculation method to use when evaluating this honor roll level from the pop-up menu. The GPA calculation method is used for two things: determining a GPA value that may be compared against a specified cutoff value, and building a list of letter grades that will be used in the Grade Options settings described below. Every honor roll level must specify a GPA calculation method.
GPA result is	Since GPA calculation methods can return alphanumeric results, choose whether the comparison should be numeric or text from the pop-up menu.
Comparison	Choose the comparator to use when comparing the result of the GPA calculation from the pop-up menu. Enter the cutoff value in the provided field. If you do not want to compare the value of the GPA calculation, leave the cutoff value field blank.
Only include grades	If selected, the checkbox setting allows you to override the settings used in the GPA calculation method so that any grades that have been flagged to be excluded from honor roll are not used in the calculation or returned in the list of grades for the grade options. Do one of the following: • Select the checkbox to allow you to override the settings used in the GPA calculation method. • Deselect the checkbox to not allow you to override

Field	Description
	the settings used in the GPA calculation method.

10. Use the following table to enter credit options information:

Field	Description
Potential Credit	Use the pop-up menu to choose the comparator to use when comparing the total of the potential credit hours from the list of grades returned by the GPA calculation. Enter the cutoff value in the provided field. If you do not want to compare the value of the potential credit hours, leave the cutoff value field blank.
Earned Credit	Use the pop-up menu to choose the comparator to use when comparing the total of the earned credit hours from the list of grades returned by the GPA calculation. Enter the cutoff value in the provided field. If you do not want to compare the value of the earned credit hours, leave the cutoff value field blank.
Number of unique courses	Use the pop-up menu to choose the comparator to use when comparing the number of unique course numbers found in the list of grades returned by the GPA calculation. Enter the cutoff value in the provided field. If you do not want to compare the number of unique course numbers, leave the cutoff value field blank.

11. Use the following table to enter grade options information:

Field	Description
Student must have	These four groups of grade options allow you to do comparisons on the list of letter grades returned by the GPA calculation. Choose a comparison from the pop-up menu: • **At least**: There must be at least <the specified number> of any of the grades below in the list of grades returned by the GPA calculation • **No more than**: There cannot be any more than <the specified number> of any of the grades below in the list of grades returned by the GPA calculation • **Exactly**: There must be no more than and no less than <the specified number> of any of the grades below in the list of grades returned by the GPA calculation • **None**: There cannot be any of the grades below in the list of grades returned by the GPA calculation

Field	Description
	• **Only**: There must be only the grades below in the list of grades returned by the GPA calculation.
Of the grades	Enter a comma-separated list of letter grades to use with the "Student must have" comparison. If you do not want to compare letter grades in one or more of the grade options, leave this field blank.
And	Choose additional comparisons from the pop-up menu. For each additional comparison, enter the "Students must have" and "Of these grades" information.

12. Click **Submit**. The Honor Roll Methods page displays the new honor roll level.
13. Repeat steps 7 through 12 for each level you want to create.
14. Verify the evaluation order.
15. Click **Submit**. The Honor Roll Methods page appears.

How to Edit an Honor Roll Method

Note: Honor rolls that use a GPA Calculation Type of Current (Start Page > District Setup > GPA Calculations > Calculation Methods > New > Calculation Type = Current) must have a term set up that matches the Final Grade setup. For example, if an Honor Roll for the Q1 Final Grade is used, not only is a Q1 Final Grade needed, but a Q1 term setup in years and terms is also needed.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Grading, click **Honor Roll**. The Honor Roll Methods page appears.
3. Click the method you want to edit. The Honor Roll Method page appears.
4. Edit the information as needed. For field descriptions, see *How to Create an Honor Roll Method*.
5. Click **Submit**. The Honor Roll Methods page displays the edited honor roll method.

How to Delete an Honor Roll Method

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Grading, click **Honor Roll**. The Honor Roll Methods page appears.
3. Click the method you want to delete. The Honor Roll Method page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Deleted page appears.

How to Edit Honor Roll Levels

1. On the start page, choose **School** from the main menu. The School Setup page appears.

2. Under Grading, click **Honor Roll**. The Honor Roll Methods page appears.
3. Click the levels of the honor roll you want to edit. The Honor Roll Level page appears.
4. Click the level you want to edit. The Honor Roll Levels detail page appears.
5. Edit the information as needed. For field descriptions, see *How to Create an Honor Roll Method*.
6. Click **Submit**. The Honor Roll Levels detail page reappears.

How to Delete Honor Roll Levels

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Grading, click **Honor Roll**. The Honor Roll Methods page appears.
3. Click the levels of the honor roll you want to edit. The Honor Roll Level page appears.
4. Click the level you want to delete. The Honor Roll Levels detail page appears.
5. Click **Delete**.
6. Click **Confirm Delete**. The Selection Deleted page appears.

How to Calculate the Honor Roll

1. On the start page, choose **System** from the main menu. The System Administrator page appears.
2. Click **Calculate Honor Roll**. The Calculate Honor Roll page appears.
3. Use the following table to enter information in the fields:

Field	Description
Which Students	Indicate which students for whom you want to calculate honor roll by selecting one of the following options: • Select the **[Student name]** option to calculate honor roll for a single student. This option is useful for testing. • Select **The selected [x] students** option to calculate honor roll for the current selection of students. This selection is useful when calculating honor roll for a specific group of students, such as all current seniors. • Select the **All [x] currently enrolled students** option to calculate honor roll for all enrolled students in the selected school.
Store Code	Indicates the new store code to use when storing the resulting honor roll. Enter a valid store code (a letter followed by a single number). **Note:** Results of the honor roll calculation will be stored using this store code for the current school year.
Honor Roll Method	The method by which you want honor roll calculated. Use

Field	Description
	the pop-up menu to make your choice.
	Note: Only one honor roll method can be calculated at a time.

4. Click **Submit**. PowerSchool calculates the specified honor roll method for the selected students.

The results of honor roll calculations may be viewed for a **single student or for a group of students**.

Honor Roll Codes

The honor roll code returns data based on honor roll calculations that are periodically run by the PowerSchool administrator. The honor roll code provides an easy way to access the stored data when working with a single student, such as a custom student page, quick export, or object report.

The basic syntax of the honor roll code is illustrated by the examples below. The code always starts with ***honorroll** and is followed by several parameters (name/value pairs). These parameters are always of the form **name=value**. Certain parameters are required. All other parameters are optional and default values will be used if omitted.

~(*honorroll method=High School term=Q2)
~(*honorroll method=NHS term=S1 year=2002 result=gpa)
~(*honorroll method=Honors term=Q2 grade=11)

The following table lists the parameters, values, and examples for the honor roll code. Parameters and values can be included in the code in any sequence.

Parameter	Description	Example
method	Specifies the name of the honor roll method to return. These methods are predefined by the user in the Honor Roll section of school setup. The method parameter is required. If omitted, an error message is returned.	method=High School method=NHS
term	A single term abbreviation. Specifies the store code of the appropriate honor roll record. The term parameter is required. If omitted, an error message is returned.	term=S1 term=Q3
grade	A single grade level. For KG, PK, use the numeric	grade=12 grade=8

Parameter	Description	Example
	code 0, -1, and so forth. Specifies the historical grade level of the appropriate honor roll record. Note that grade and year are often mutually exclusive and the use of both parameters in the code may cause no record to be found. If no grade or year parameter is specified, will find an honor roll record from the current school year.	
year	A single four-digit school year. Remember that school years in PowerSchool are specified using the start year. For example, for the 2003-2004 school year, use 2003. Specifies the school year of the appropriate honor roll record. Note that grade and year are often mutually exclusive and the use of both parameters in the code may cause no record to be found. If no grade or year parameter is specified, will find an honor roll record from the current school year.	year=2003 year=2004
result	The type of data to return as the result. Valid options are level, message, gpa, schoolname, and date. Level means return the name of the honor roll level met. Message means return the text message for the honor roll level. GPA means return the GPA used to determine the honor roll level. Schoolname means return the name of the school where the student earned the honor roll. Date means return the date the	result=level result=message result=gpa result=schoolname result=date

Parameter	Description	Example
	honor roll was calculated. If omitted, level is returned. Note that if no honor roll is found that matches the parameters specified, no text will be returned regardless of the result setting.	

The following are annotated examples of various honor roll codes.

High school honor roll from Q3 of the student's junior year:
~(*honorroll method=High School term=Q3 grade=11)

The GPA used to determine that honor roll level:
~(*honorroll method=High School term=Q3 grade=11 result=gpa)

The NHS honor roll message from S2 of the current school year:
~(*honorroll method=NHS term=S2 result=message)

The date the Q1 Honors honor roll was calculated for this student in the 2002-2003 school year:
~(*honorroll method=Honors term=Q1 year=2002 result=date)

Variable Credit Setup

To support alternative education programs, PowerSchool now offers variable credit. Using variable credit, teachers can now specify how much credit each student is attempting (potential credit) and how much credit each student is awarded (earned credit) regardless of the credit hours specified for the course or the grade the student earned for the class in a term.

To use this feature, variable credit must be enabled either for an individual section or for multiple sections. You have the option to permit teachers to enter variable awarded credit and variable attempted credit. By default, both variable awarded credit and variable attempted credit are disabled.

Note: Setting variable credit for an individual section can be done using the Edit Section page, as well as the **Variable Credit Setup page**. Setting variable credit for multiple sections can only be done using the **Variable Credit Setup page**. When setting up variable credit, you can disable both attempted and awarded credit, enabled both attempted and awarded credit, or only enable awarded credit.

Once enabled, respective column appears in PowerTeacher gradebook on the Scoresheet in Final Grade mode. Teachers may enter any desired numerical value. For more information, see Scoresheet in the PowerTeacher gradebook online help.

Finally, variable credit scores entered in PowerTeacher gradebook can then be permanently stored. For more information, see *Options for Storing Variable Credit*.

How to Mass Update Variable Credit

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Grading, click **Variable Credit Setup**. The Variable Credit Setup page appears.
3. Use the following table to enter information in the fields:

Note: Click Section List column headings to sort in ascending order. Click again to sort in descending order. Click **<<first**, **<prev**, [number], **next>**, **last>>** to view all of the Section List search results.

Field	Description
Search Filter	By default, the Section List is empty. Click the arrow, select one or more of the following checkboxes, enter the appropriate information in each field, and then click **Search**: • **Course Name** • **Course Number** • **Section Number** • **Teacher** • **Expression** • **Year** • **Term** • **Variable Awarded Credit** • **Variable Attempted Credit** • **Selected Term Context**
Change for all listed section to	Use the pop-up menus to indicate whether or not to permit teachers to enter variable credit for all sections in the Section List: • To permit teachers to enter variable awarded credit, choose **Variable Awarded Credit** from the first pop-up menu, **Yes** from the second pop-up menu, and then click **Set**. As a result, the Variable Awarded Credit column appears in PowerTeacher gradebook on the Scoresheet in Final Grade mode. Teachers may enter any desired numerical value. • To prevent teachers from entering variable awarded credit, choose **Variable Awarded Credit** from the first pop-up menu, **No** from the second pop-up menu, and then click **Set**. As a result, the Variable Awarded Credit column will not appear in PowerTeacher gradebook on the Scoresheet in Final Grade mode. • To permit teachers to enter variable attempted credit, choose **Variable Attempted Credit** from the first pop-up menu, **Yes** from the second pop-up menu, and then click **Set**. As a result, the Variable

Field	Description
	Attempted Credit column appears in PowerTeacher gradebook on the Scoresheet in Final Grade mode. Teachers may enter any desired numerical value. • To prevent teachers from entering variable attempted credit, choose **Variable Attempted Credit** from the first pop-up menu, **No** from the second pop-up menu, and then click **Set**. As a result, the Variable Attempted Credit column will not appear in PowerTeacher gradebook on the Scoresheet in Final Grade mode.
Course Name	The name of the course.
Course Number	The number used to identify the course.
Section Number	The number used to identify the course section.
Teacher	The name of the teacher teaching the course section.
Expression	The period and day combination of the course section.
Year	The year in which the course section is being taught.
Term	The term in which the course section is being taught.
Variable Awarded Credit	Use the pop-up menu to indicate whether or not to permit teachers to enter variable awarded credit for the selected section: • To permit teachers to enter variable awarded credit, choose **Yes** from the pop-up menu. As a result, the Variable Awarded Credit column appears in PowerTeacher gradebook on the Scoresheet in Final Grade mode. Teachers may enter any desired numerical value. • To prevent teachers from entering variable awarded credit, choose **No** from the pop-up menu. As a result, the Variable Awarded Credit column will not appear in PowerTeacher gradebook on the Scoresheet in Final Grade mode.
Variable Attempted Credit	Use the pop-up menu to indicate whether or not to permit teachers to enter variable attempted credit for the selected section: o To permit teachers to enter variable attempted credit, choose **Yes** from the pop-up menu. As a result, the Variable Attempted Credit column appears in PowerTeacher gradebook on the Scoresheet in Final Grade mode. Teachers may enter any desired numerical value.

Field	Description
	o To prevent teachers from entering variable attempted credit, choose **No** from the pop-up menu. As a result, the Variable Attempted Credit column will not appear in PowerTeacher gradebook on the Scoresheet in Final Grade mode.

4. Click **Submit**. The Variable Credit Setup page appears and the message "Changes Saved" displays.

Work With Grading

Course Grade Scales

Set up different grade scales and assign them to the appropriate courses. If you do not assign a grade scale to a course, the system assigns the default grade scale to that course. The default grade scale is determined when the system is set up.

For more information about setting up grade scales, see *Grade Scales*.

How to Assign Grade Scales to Courses

Courses are automatically assigned the default grade scale. Either use the default grade scale, or assign a grade scale to a course. For more information, see *Grade Scales*.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Courses**. A list of current courses appears in the courses menu.
3. Click the name of the course to which you want to assign a grade scale. The Edit Course District Information page appears.
4. Choose the grade scale from the **Grade Scale** pop-up menu.
5. Click **Submit**. The Changes Recorded page appears.

Graduation Sets

Use graduation sets to track student graduation progress. Graduation sets are sets of course requirements for which students must earn a specified number of credits. For example, you can create a graduation set for this year's incoming ninth graders.

Within a graduation set, create different subject area requirements, such as Science, Math, and English. Within each subject area requirement, define the number of credits students must earn to fulfill that requirement. For more information, see *Graduation Requirements*.

Monitor students' progress towards earning the credits they need to complete a predefined set of requirements for graduation from your school or entrance to a higher education institution. For more information, see *Graduation Progress*.

How to Add a Graduation Set

Create graduation sets to determine the number of credits in specific subject categories a student must earn to graduate. Define the graduation set and then define individual subject area requirements within the set by using course groups or individual course numbers.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Graduation Sets**. The Graduation Sets page appears.
3. Click **New**. The Graduation Requirement Set page appears.
4. Enter the name of the graduation set.

5. Click **Submit**. The Graduation Sets page displays the new graduation set.

How to Edit a Graduation Set

Edit the name of a graduation set. To add, edit, or delete graduation requirements associated with the graduation set, see *Graduation Requirements*.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Graduation Sets**. The Graduation Sets page appears.
3. Click the name of the graduation set you want to edit. The Graduation Requirement Set page appears.
4. Edit the name of the graduation set.
5. To convert the graduation set into a graduation plan, click **Convert to Graduation Plan**. The Edit Graduation Plan page appears. Enter information as needed and then click Submit. For more information, see the *Graduation Planner User Guide* available on **PowerSource**.
6. Click **Submit**. The Graduation Sets page displays the edited graduation set.

How to Convert a Graduation Set into a Graduation Plan

Any existing graduation set may be converted to a graduation plan. For more information, see *Graduation Planner* or the *Graduation Planner User Guide* available on **PowerSource**.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Graduation Sets**. The Graduation Sets page appears.
3. Click the name of the graduation set you want to edit. The Graduation Requirement Set page appears.
4. Click **Convert to Graduation Plan**. The Edit Graduation Plan page appears.
5. Edit the information as needed.
6. Click **Submit**. The Graduation Planner Setup page appears.

How to Delete a Graduation Set

Deleting a graduation set also deletes any associated graduation requirements.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Graduation Sets**. The Graduation Sets page appears.
3. Click the name of the graduation set you want to delete. The Graduation Requirement Set page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Deleted page appears.

Graduation Requirements

Use graduation sets to track student graduation progress. Graduation sets are sets of course requirements for which students must earn a specified number of credits. For more

information, see *Graduation Sets*. Monitor students' progress towards earning the credits they need to complete a predefined set of requirements for graduation from your school or entrance to a higher education institution. For more information, see *Graduation Progress*.

Create different requirements within a graduation set. For example, create a requirement for each major subject area, such as Science, Math, and English. Within each subject area requirement, define the number of credits students must earn to fulfill that requirement.

How to Add a Graduation Requirement

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Graduation Sets**. The Graduation Sets page appears.
3. Click **Edit Requirements** next to the graduation set to which you want to add a requirement. The Graduation Requirements: [Graduation Set] page appears.
4. Click **New**. The New Graduation Requirement: [Graduation Set] page appears.
5. Use the following table to enter information in the fields:

Field	Description
Subject Area	Enter the subject area of this graduation requirement, such as **English** or **History**.
Requirement Name	Enter the name of this requirement.
Prerequisite Hours	Enter the number of prerequisite course credit hours a student must earn to meet the graduation requirement.
Prerequisite Courses	Select one of the following options to identify the courses a student must complete to meet this requirement: • **These course numbers**: Enter the numbers of each course a student must complete. Separate course numbers with commas. **Note:** Most schools select this option and define specific course numbers. • **Courses with these credit types**: Identify a credit type and define the credit type for specific courses on the Course page. **Note:** Your school can create credit types to group courses together to fill a graduation requirement. Assign credit types to courses, and specify that a requirement is filled by any courses or grades of that credit type. For example, if you create an ALGEBRA credit type in this field and assign it to several courses, and then you specify that any two courses with the ALGEBRA credit type fulfill a Math requirement; students will meet the Math requirement if they take two courses with the

Field	Description
	ALGEBRA credit type. • **Courses in this group**: Use the pop-up menu to choose a course group. Students must complete the credit hours identified for the courses within the group to meet this requirement. • **Any course at all**: Indicate that the student can complete the number of credit hours by completing any course. For example, select this option for an Electives graduation requirement.
Sort Order	Enter a number to determine the order in which the system evaluates the student's progress in this requirement in comparison to other requirements. PowerSchool evaluates graduation requirements from the smallest sort order number to the largest. For example, assume you assign a Band course to two requirements: Fine Arts and Electives. Assign Fine Arts a smaller sort order number than Electives so that the system first evaluates the student's progress in the Fine Arts requirement and then his or her progress in the Electives requirement. Because Band fulfills multiple graduation requirements, it may appear more than once on the student's Graduation Progress page. For more information, see *Graduation Progress*.

6. Click **Submit**. The Graduation Requirements: [Graduation Set] page displays the new requirement.
7. Repeat steps 4-6 for each requirement in this graduation set.

How to Edit a Graduation Requirement

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Graduation Sets**. The Graduation Sets page appears.
3. Click **Edit Requirements** next to the graduation set for which you want to edit a requirement. The Graduation Requirements: [Graduation Set] page appears.
4. Click the name of the requirement you want to edit. The Edit Graduation Requirement: [Graduation Set] page appears.
5. Edit the information as needed. For field descriptions, see *How to Add a Graduation Requirement*.
6. Click **Submit**. The Graduation Requirements: [Graduation Set] page displays the edited requirement.

How to Delete a Graduation Requirement

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Graduation Sets**. The Graduation Sets page appears.
3. Click **Edit Requirements** next to the graduation set for which you want to delete a requirement. The Graduation Requirements: [Graduation Set] page appears.
4. Click the name of the requirement you want to delete. The Edit Graduation Requirement: [Graduation Set] page appears.
5. Click **Delete**.
6. Click **Confirm Delete**. The Selection Deleted page appears.

Historical Grades Setup

In PowerSchool, student records include two types of grades: current and historical. Current grades are the students' grades in each of their teacher's PowerTeacher systems. Historical grades are final grades, or grades that are permanently stored in the students' records. Historical grades appear on report cards and transcripts.

At the end of each grading term, use the Permanently Store Grades function to copy and store the students' current grades in PowerTeacher as historical grades. For more information, see *Permanently Store Grades*.

In PowerSchool, you can view, change, or add to a student's historical grades. If a student is new to your school, enter grades from his or her previous school in PowerSchool. If an existing student in your school receives a grade that needs to be changed, you can change the grade.

How to Create a Single Historical Grades Entry

Enter a student's grades one at a time for incoming students. Alternatively, use the Multiple New Entries function on the Academic Record Entry page to enter a single grade. Most schools use the Academic Record Entry page to enter all grades.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Academics, choose **Historical Grades** from the student pages menu. The Historical Grades page appears.
3. Click **Single New Entry**. The New Stored Grade page appears.
4. Use the following table to enter information in the fields:

Field	Description
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.
Hist. Grade Level	Enter the grade level of the student when he or she received the grade.

Field	Description
Store Code	Enter the store code that your school uses for the term in which the student earned the grade. Store codes are determined in the final grade setup area on the School Setup page.
Course Number - Section Number [or] Course Name	You must provide one of the following: • The course and section number of an existing section at the currently selected school. • The course name if this is historical data for which no section record exists. If you provide a course and section, this grade will be associated with the student's enrollment in that section and will print on report cards. If you supply only the course name, the grade will print on transcripts but not on report cards since it is not associated with an actual section enrollment. In either case, the grade will be included in transcripts, the Previous Grades screen, and 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. You can also use fractions of a point. Most schools do not enter added values.
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. **Note:** The number of earned credit hours and potential credit hours must be the same.
Potential Credit Hours	Enter the total number of credit hours the student could have earned in the course. **Note:** The number of earned credit hours and potential credit hours must be the same.
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

Field	Description
	graduation requirement at your school.
	For example, if a student earned the 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 **Foreign Language** or a similar credit type name in this field.
	Otherwise, deselect the checkbox.
Grade Suppression Policy Override	To override the section or course's grade scale grade suppression policy, choose the grade suppression policy you want to apply from the pop-up menu. Once a selection is made, stored grades associated to this grade scale will be evaluated based on the selected grade suppression policy during the permanently store grades process.
	Note: For more information, see *Repeated Course Grade Suppression*.
Grade Suppression Calculation	Do one of the following:
	• Select **Include** to include the grade in the Grade Suppression calculation.
	• Select **Exclude** to exclude the grade from the Grade Suppression calculation.
	Note: The repeated course suppression process automatically runs after clicking **Submit**.
	Note: For more information, see *Repeated Course Grade Suppression*.
Exclude from GPA?	Do one of the following:
	• Select **Include** to include the grade in the GPA calculation.
	• Select **Exclude** to exclude the grade from the GPA calculation.
Exclude from Class Rank?	Do one of the following:
	• Select **Include** to include the grade in the class rank calculation.
	• Select **Exclude** to exclude the grade from the class rank calculation.
Exclude from Honor Roll?	Do one of the following:
	• Select **Include** to include the grade in the honor roll calculation.

Field	Description
	• Select **Exclude** to exclude the grade from the honor roll calculation.
Teacher Comment	Enter any comments from the teacher.

5. Click **Submit**. The Historical Grades page displays the new grade.

How to Create Multiple Historical Grades Entries

This option for entering historical grades is helpful when a student transfers from another school and all previous grades must be entered in PowerSchool.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Academics, choose **Historical Grades** from the student pages menu. The Historical Grades page appears.
3. Click **Multiple New Entries**. The Academic Record Entry page appears.
4. Use the following table to enter information in the fields:

Field	Description
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.
Hist. Grade Level	Enter the grade level of the student when he or she received the grade.
Grade Suppression Policy Override	To override the section or course's grade scale grade suppression policy, choose the grade suppression policy you want to apply from the pop-up menu. Once a selection is made, stored grades associated to this grade scale will be evaluated based on the selected grade suppression policy during the permanently store grades process. **Note:** For more information, see *Repeated Course Grade Suppression*.
Grade Suppression Calculation	Do one of the following: • Select **Include** to include the grade in the Grade Suppression calculation. • Select **Exclude** to exclude the grade from the Grade Suppression calculation. **Note:** The repeated course suppression process automatically runs after clicking **Submit**. **Note:** For more information, see *Repeated Course Grade*

Field	Description
	Suppression.
Store Code	Enter the store code that your school uses for the term in which the student earned the grade. Store codes are determined in the final grade setup area on the School Setup page.

5. Use the following table to enter information for each course per term in the indicated school year:

Field	Description
Course Number - Section Number [or] Course Name	You must provide one of the following: • The course and section number of an existing section at the currently selected school. • The course name if this is historical data for which no section record exists. If you provide a course and section, this grade will be associated with the student's enrollment in that section and will print on report cards. If you supply only the course name, the grade will print on transcripts but not on report cards since it is not associated with an actual section enrollment. In either case, the grade will be included in transcripts, the Previous Grades screen, and GPA calculations.
Teacher Name	Enter the name of the teacher that taught the class.
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 the 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 **Foreign Language** or a similar credit type name in this field. Otherwise, deselect the checkbox.
Exclude from GPA?	Do one of the following: • Select **Include** to include the grade in the GPA calculation. • Select **Exclude** to exclude the grade from the GPA

Field	Description
	calculation.
Exclude from Class Rank?	Do one of the following: • Select **Include** to include the grade in the class rank calculation. • Select **Exclude** to exclude the grade from the class rank calculation.
Exclude from Honor Roll?	Do one of the following: • Select **Include** to include the grade in the honor roll calculation. • Select **Exclude** to exclude the grade from the honor roll calculation.
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. You can also use fractions of a point. Most schools do not enter added values.
Percent	Enter the percent grade the student earned.
Citizenship	Enter the citizenship grade for the term.
Earned Credit	Enter the number of credit hours the student earned in the course. **Note:** The number of earned credit hours and potential credit hours must be the same.
Potential Credit	Enter the total number of credit hours the student could have earned in the course. **Note:** The number of earned credit hours and potential credit hours must be the same.

6. Repeat Step 5 for additional courses.
7. Click **Submit**. The Historical Grades page displays the new grades.

How to Edit a Stored Grade

There are times when it is necessary to change a historical (stored) grade. Because such a change can have a serious impact on a student's permanent record, stored grades must be changed one by one.

Note: You can create a log entry to track each time you change a grade for a student. For more information, see *Log Entries*.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Academics, choose **Historical Grades** from the student pages menu. The Historical Grades page appears.
3. Click the grade to be changed. The Edit Stored Grade page appears.
4. Use the following table to change a student's historical grade information on the Edit Stored Grades page:

Field	Description
School	The school name appears.
Term ID	Enter the 4-character value of the term associated to the grade. **Note:** If this grade is already associated to a **Course Number - Section Number**, then this field is not editable.
School Year (Term)	The school year and term appear.
Store Code	The store code appears.
Hist. Grade Level	The grade level in which the student enrolled in the course appears. You can edit the grade level.
Associated Section	The section of the course in which the student was enrolled appears.
Course Number	The number of the course in which the student earned the grade appears.
Course Name	The name of the course in which the student earned the grade appears.
Teacher Name	Enter the name of the teacher of the course section.
Associated Grade Scale	The name of the associated grade scale appears.
Grade	The letter grade originally entered for the student appears. You can edit the grade. **Note:** The grade does not automatically change with the percentage and vice versa. If you change one, you must manually change the other.
GPA Points	Enter the point value that corresponds to the grade. For example, enter **4.0** for an A.
Added Value	Enter any added value for the grade points, such as **1** for one additional grade point. You can also use fractions of a

Field	Description
	point. Most schools do not enter added values.
Percent	Enter the percent grade the student earned.
Citizenship	Enter the citizenship grade for the term.
Absences	Enter the number of absences for the course in the term.
Tardies	Enter the number of tardies for the course in the term.
Earned Credit Hours	Enter the number of credit hours the student earned in the course. **Note:** The number of earned credit hours and potential credit hours must be the same.
Potential Credit Hours	Enter the total number of credit hours the student could have earned in the course. **Note:** The number of earned credit hours and potential credit hours must be the same.
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 the 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 **Foreign Language** or a similar credit type name in this field. Otherwise, deselect the checkbox.
Grade Suppression Policy Override	To override the section or course's grade scale grade suppression policy, choose the grade suppression policy you want to apply from the pop-up menu. Once a selection is made, stored grades associated to this grade scale will be evaluated based on the selected grade suppression policy during the permanently store grades process. **Note:** For more information, see *Repeated Course Grade Suppression*.
Grade Suppression Code	Indicate the repeated course grade suppression value of the stored grade by choosing one of the following from the pop-up menu: • **Blank** - Stored grade is not for a replaced course grade. • **Replaced Grade (R)** - Stored grade is for a replaced course grade.

Field	Description
	• **Over Maximum Credit (M)** - Maximum credit hours. **Note:** The repeated course grade suppression value is blank by default unless it has been calculated by the permanently store grades process. However, it can be entered manually or adjusted after it has been calculated. If you want to prevent any future grade calculations from changing this value, choose to exclude from grade suppression calculation. When excluded, this value will be ignored during the repeated course grade suppression processing. Selecting **Replaced Grade (R)** does not automatically adjust whether the grade is excluded from transcripts or GPA, honor roll, class rank, or graduation calculations. However, these settings can be adjusted manually. Selecting **Over Maximum Credit (M)** does not automatically adjust whether the grade is excluded from graduation calculation. However, these settings can be adjusted manually. **Note:** If the grade was previously replaced or was replacing another grade, adjusting the repeated course grade suppression value will remove this association. **Note:** This field is only available when editing a stored grade. **Note:** For more information, see *Repeated Course Grade Suppression*.
Repeated Course Grade Details	Click to view the Repeated Course Grade Details pop-up, which displays the following grade replacement succession: • Grade Order • **Grade** - Click to access the Edit Stored Grade page for the repeated course grade. • Course Number • Course Name • Store Code • Term • Grade Suppression **Note:** The current repeated course grade appears highlighted. **Note:** This link only appears if there are other grades related based on the repeated course grade suppression calculation. **Note:** For more information, see *Repeated Course Grade*

Field	Description
	Suppression.
Grade Suppression Calculation	Do one of the following: • Select **Include** to include stored grades in grade suppression calculation during the permanently store grades process. • Select **Exclude** to exclude stored grades from grade suppression calculation during the permanently store grades process. **Note:** For more information, see *Repeated Course Grade Suppression*.
Display on Transcript	Do one of the following: • Select **Yes** to include stored grade in transcripts. • Select **No** to exclude stored grade from transcripts. **Note:** For more information, see *Transcript Objects*.
GPA Calculation	Do one of the following: • Select **Include** to include the grade in the GPA calculation during the permanently store grades process. • Select **Exclude** to exclude the grade from the GPA calculation during the permanently store grades process.
Class Rank Calculation	Do one of the following: • Select **Include** to include the grade in the class rank calculation during the permanently store grades process. • Select **Exclude** to exclude the grade from the class rank calculation during the permanently store grades process.
Honor Roll Calculation	Do one of the following: • Select **Include** to include the grade in the honor roll calculation during the permanently store grades process. • Select **Exclude** to exclude the grade from the honor roll calculation during the permanently store grades process.

Field	Description
Graduation Calculation	Do one of the following: • Select **Include** to include the grade in the graduation calculation during the permanently store grades process. • Select **Exclude** to exclude the grade from the graduation calculation during the permanently store grades process. **Note:** For more information, see *Repeated Course Grade Suppression*.
Teacher Comment	Enter any comments from the teacher.
Change History	A list of any changes to this grade appears.
Repeated Course Grade Suppression	Indicate whether or not to run the repeated course grade suppression process by doing one of the following: • Select the **Run** checkbox to run the repeated course grade suppression process. • Deselect the **Run** checkbox if you do not want to run the repeated course grade suppression process. **Note:** If the **Grade Suppression Code** is modified, the checkbox no longer appears. **Note:** By default, the checkbox is not selected. However, if **Term ID**, **Store Code**, **GPA Points**, **Added Value**, **Earned Credit Hours**, **Potential Credit Hours** or **Grade Suppression Calculation** are modified, the checkbox appears selected. **Warning**: Running the Repeated Course Grade Suppression process may affect other stored grades.

5. Click **Submit**. The Changes Recorded page appears.

How to Delete a Stored Grade

Before deleting a class from a student's historical grades, be certain this is what you want to do. You are not only deleting the grade from the historical record, you are also deleting the class from the student's permanent record. Though this function does not delete the class from the master schedule, the student's historical grades for this class cannot be retrieved once deleted.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Academics, choose **Historical Grades** from the student pages menu. The Historical Grades page appears.

3. Click the grade you want to delete. The Edit Stored Grade page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Deleted page appears. If you delete the last grade for a class, the class no longer appears on the Historical Grades page.

How to Override Course Names

You can override a district-assigned course name if you enter a course name along with a valid course number on the Historical Grade screen. The following rules apply when overriding the course name:

- Course Number is optional. If it is not included, the Course Name is used.
- If a Section Number is entered, it must exist in the system.
- If no Course Name is entered and a valid Course Number is entered, it will default to the name in the Courses table.
- If no Course Name is entered or found, an error dialog appears and the changes are not saved.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Academics, choose **Historical Grades** from the student pages menu. The Historical Grades page appears.
3. Click **Single New Entry**. The New Stored Grade page appears.

   Note: To change several course names, click Multiple New Entries. The Academic Record – Entry page appears.

4. Enter the course name in the Course name field.
5. Click **Submit**.

How to Edit Previous School Names

Use this function to change or enter the name of the school where a class was taken. If you entered a school name when entering the historical grades, it appears on this page. If you did not enter a school name, do so from this page.

Note: The school names you enter appear on the student's transcript next to the school year during which he or she attended the school. If a student attended more than one school during a school year, each school and the grades the student received at that school appear in separate lists.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Academics, choose **Historical Grades** from the student pages menu. The Historical Grades page appears.
3. Click **Previous School Names**. The Historical School Names page appears.
4. Enter or change the name of the schools where the courses were taken.
5. Click **Submit**. The Changes Recorded page appears.

Click the grade to display the school name on the Edit Stored Grade page. To reset a changed previous school name, repeat this procedure but leave the School Name field blank. The Edit Stored Grade page displays the current school.

Permanently Store Grades

In PowerSchool, student records include two types of grades: current and historical. Current grades are the students' grades in each of their teachers' PowerTeacher systems. Historical grades are final grades, or grades that are permanently stored in the students' records. Historical grades appear on report cards and transcripts. At the end of each grading term, use the Permanently Store Grades function to copy and store the students' current grades in PowerTeacher as historical grades.

By default, PowerSchool administrators have 30 calendar days after the term end date to store or re-store grades. The "term end date" refers to the end of the scheduling term associated to a given class. For example, when storing Q1 grades for a Quarter 1 class, administrators have until 30 days after the last day of Quarter 1 to store those grades. However, when storing Q1 grades for Year Long classes, administrators have until 30 days after the end of the year to store those grades. For more information, see *Final Grades Setup for PowerTeacher*. Changes to grades beyond the 30 days within the current school year term, can also be performed using the **Show All Terms** setting.

Note: Changes to grades beyond the 30 days, but not within the current school year term, would need to be performed either manually on the student's Historical Grades page or by importing the grades.

Before permanently storing grades, be sure that you set up grade scales, final grades, and the current grade display. For more information, see *Grade Scales*, *Final Grades Setup for PowerTeacher*, and *Current Grade Display*.

Also, you should run several reports before permanently storing grades. The Student Schedule Listing report lists the current grades and any missing grades for selected students. For more information, see *How to Run the Student Schedule Listing Report*. Print the Class Rosters report for teachers to verify that all the grades are correct. For more information, see *How to Run the Class Rosters (PDF) Report*.

Warning: Be sure the to use this feature carefully, as storing grades affects historical grades, which affect various parts of PowerSchool, including (but not limited to) GPAs, transcripts, and graduation progress.

How to Permanently Store Grades

The Permanently Store Grades page is comprised of the following sections:

- **Which Grades**
- **Exclude/Include Class Enrollments**
- **Additional Filter Options**
- **Classes by Term Length**
- **Options for Classes Enrolled at Other Schools**
- **Options for Withholding Credit**
- **Advanced Potential and Earned Credit Options**
- **Variable Credit Storing Preferences**
- **Repeated Course Grade Suppression**

Which Grades

1. On the start page, choose **System** from the main menu. The System Administrator page appears.
2. Click **Permanently Store Grades**. The Permanently Store Grades page appears.
3. Use the following table to enter information in the fields:

Field	Description
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**. The first character must be a letter, and the second and third characters must be a number.
	Note: Do not use the same store code twice in one year. The system will overwrite the grades you stored under the store code the first time with the grades you store the second time.
	Note: 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 from which you want to save the grades. The term code is usually the same as the store code, such as **Q1** or **S1**. For more information about defining term codes, see *Final Grades Setup*.

4. To continue, see *Exclude/Include Class Enrollments*.

Exclude/Include Class Enrollments

Using the Exclude/Include Class Enrollments section, you can store current grades based on students' enrollment or dropped class dates.

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. Most schools enter a two-week grace period at both the beginning and end of the term. This allows for all of the add/drop procedures at the beginning of the term to be ignored in the store grades process. Also, PowerSchool does not store grades for students who enroll in your school during the last two weeks of the term.

1. Scroll to the **Exclude/Include Class Enrollments** section.
2. Use the following table to enter information in the fields:

Note: Select any combination of the checkboxes.

Field	Description
Exclude enrollment records where the	1. Select the checkbox to exclude enrollment records where the student enrolled in the class after this date.

Field	Description
student enrolled in the class after this date	2. Enter the date or click the **Calendar** icon to select a date.
Exclude enrollment records where the student dropped the class before this date	1. Select the checkbox to exclude enrollment records where the student dropped the class before this date. 2. Enter the date or click the **Calendar** icon to select a date.
Include only enrollment records that are currently active and that were active on this date	1. Select the checkbox to include only enrollment records that are currently active and that were active on this date. 2. Enter the date or click the **Calendar** icon to select a date.

3. To continue, see *Additional Filter Options*.

Additional Filter Options

Using the Additional Filter Option section, you can narrow the grades to be stored based on currently selected student, track, grade level, and exit date

1. Scroll to the **Additional Filter Options** section.
2. Click the arrow to expand the section. Click again to collapse the section.
3. Use the following table to enter information in the fields:

Field	Description
Store grades for currently selected () students only	To filter by student selection, do one of the following: • Select the **Store grades for currently selected () students** checkbox to permanently store grades for only the currently selected students. • Deselect the **Store grades for currently selected () students** to permanently store grades for all students in the current school. **Note:** By default, the checkbox is disabled if there are no students in the current selection.
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. 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. Store grades for one course section before you store grades for all course sections. Leave this field

Field	Description
	blank to store grades for all course sections.
	Note: This setting is only applicable to this school and not remote schools. All other settings in the Additional Filter Options section are applicable to this school as well as remote schools.
Student Grade Level	To filter by grade level, select the checkboxes of the grade levels by which you want to filter the student storing selection.
Track	To filter by track, select the checkboxes of the tracks by which you want to filter the student storing selection.
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.

4. To continue, see *Classes by Term Length*.

Classes by Term Length

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

1. Scroll to the **Classes by Term Length** section.
2. Use the following table to enter information in the fields:

Field	Description
[Terms]	The name of the term and date range of the term appears.
Store	For each term, choose one of the following from the pop-up menu: **Do not store.** **Store with credit.** **Store with no credit.** **Note:** If the **Show All Terms** is set to **Yes** and **Store with credit** or **Store with no credit** is selected, the following message may appear "The [term name] is a [past, recently started, future] term. Are you sure you want to proceed with configuring to store grades for this

Field	Description
	term?" Click to **Yes** to confirm. Otherwise, click **Cancel**.
% of Course Credit	If **Do not store** is selected, the percent field appears shaded and no value can be entered.
	If **Store with credit** is selected, enter a percentage of the course credit to award at the time grades are permanently stored. Valid values range from **1** to **400**.
	If **Store with no credit** is selected, the field is automatically populated with a **0**. The value may not be changed from **0**.
Show All Terms?	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 and may affect graduation credit, GPAs, and transcripts.
	Indicate the terms for which you want to store grades:
	• Choose **No** to show only terms that are in progress or recently passed. This option is selected by default. • Choose **Yes** to show all terms for the current school year term.
	Note: 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. For more information, see *Miscellaneous District Settings*.
	The name of the term and date range of the term appears based on your selection. Current terms appear bold, past terms appear not bold, and future terms appear not bold and italicized.
	Notes: Past terms indicate the term ended beyond 30 days from today's date. Recently started terms indicate the term started within 10 days prior to today's date. Current term indicates the term has not started within 10 days prior to today's date and has not ended within the last 30 days from today's date. Future terms indicate the term has not yet started.

3. To continue, see *Options for Classes Enrolled at Other Schools*.

Options for Classes Enrolled at Other Schools

Using the Options for Classes Enrolled at Other Schools section, you can 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.

Note: When storing grades for students taking classes at other schools, the TermID fields must match between the schools for those enrollments to store correctly.

1. Scroll to the **Options for Classes Enrolled at Other Schools** section.
2. Use the following table to enter information in the fields:

Field	Description
Store grades for classes enrolled at	Select whether 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.

3. To continue, see *Options for Withholding Credit.*

Options for Withholding Credit

Using the Options for Withholding Credit section, you can indicate whether or not 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. Complete the following steps:

1. Scroll to the **Options for Withholding Credit** section.
2. Select the checkbox.
3. 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.
4. 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. To continue, see *Advanced Potential and Earned Credit Options.*

Advanced Potential and Earned Credit Options

Using the Advanced Potential and Earned Credit Options section, you can indicate the options you want to apply for storing potential and earned credit.

1. Scroll to the **Advanced Potential and Earned Credit Options** section.
2. Click the arrow to expand the section. Click again to collapse the section.
3. Choose one of the following from the When storing with credit pop-up menu:

- **Store Both Potential and Earned Credit**

- **Store Potential Credit Only**
- **Store Earned Credit**

4. To continue, see *Variable Credit Storing Preferences.*

Note: Advanced Potential and Earned Credit Options may or may not be used with the Variable Credit Storing Preferences. If used together, the Advanced Potential and Earned Credit Options withhold earned or potential credit even if a teacher has specified awarded (earned) or attempted (potential).

For example, if a teacher has specified 1 for **Variable Awarded Credit** and **Variable Attempted Credit** in PowerTeacher gradebook, then the administrator uses the Advanced Potential and Earned Credit Options to **Store Potential Credit Only**, then the result would be 1 credit for attempted (potential) and no credit for awarded (earned).

Variable Credit Storing Preferences

Using the Variable Credit Storing Preferences section, you can indicate the options you want to apply for storing variable credit.

Note: These options only apply if variable credit is enabled. Variable credit may be enabled for an individual section or for multiple sections.

1. Scroll to the **Variable Credit Storing Preferences** section.
2. Click the arrow to expand the section. Click again to collapse the section.
3. Use the following table to enter information in the fields:

Field	Description
Store these credit hours	Indicate which credit hours you want to store by choosing one of the following from the pop-up menu: • **Awarded and Attempted** - Earned and potential credit. • **Awarded** - Earned credit. • **Attempted** - Potential credit. • **None**
Store this when teacher has not entered variable credit hours	Indicate how to handle variable credit where no value has been entered by teachers by choosing one of the following from the pop-up menu: • **Credit hours for course/gradescale** - Store the credit hours as defined in the course and gradescale. • **0** - Store the credit hours as zero.
Round or truncate	Indicate how to handle variable credit values entered by teachers by choosing one of the following from the pop-up menu:

Field	Description
	• **Round** • **Truncate**
Number of decimal places in variable credit hours	Indicate the number of allowable decimals by choosing one of the following from the pop-up menu: • **0** • **1** • **2** • **3** • **4**

4. To continue, see *Repeated Course Grade Suppression.*

Repeated Course Grade Suppression

Using the Repeated Course Grade Suppression section, you can indicate whether to apply repeated course grade suppression policy rules. If enabled, stored grades related to grade scales that allow repeated course grade suppression will be evaluated by the repeated course grade suppression rules during the permanently store grades process.

Note: For more information, see *Repeated Course Grade Suppression*.

1. Scroll to the **Repeated Course Grade Suppression** section.
2. Click the arrow to expand the section. Click again to collapse the section.
3. Use the following table to enter information in the fields:

Field	Description
Apply Repeated Course Grade Suppression Policy Rules	Select the checkbox to allow repeated course grade suppression. Otherwise, leave blank.

4. Click **Save**. A confirmation message appears.

Export Historical Grades

Create an export file that contains the historical grades for a specific term. Use this procedure to save a backup file of each term's historical grades or to maintain a record of historical grades outside of PowerSchool, such as in a spreadsheet program.

How to Export Historical Grades

1. On the start page, choose **System** from the main menu. The System Administrator page appears.
2. Click **Export Historical Grades**. The Export Historical Grades page appears.
3. Use the following table to enter information in the fields:

Field	Description
School	The page displays the school in which you are currently working. To change the school, click **School** in the navigation bar.
School Year	The current school year appears.
Store Code	Enter the store code of the term for which you want to export historical grades.
Field Delimiter	Use the pop-up menu to indicate how you want the system to separate fields in the export file: • **Tab** • **Comma**
Record Delimiter	Use the pop-up menu to indicate how you want the system to separate records in the export file: • **CRLF**: carriage return and line feed • **CR**: carriage return • **LF**: line feed
Fields to Export	Enter the internal PowerSchool field names of the fields you want to export. **Note:** If you include a field from another table, enter the table name in brackets first, such as **[students]student_number**. Press RETURN (Mac) or ENTER (Windows) after each field name.

4. Click **Submit**. The exported historical grades appear.

   Note: To save the file, choose **File** > **Save As** from your Web browser. Select a file location and type, such as a text file. Click **Save**.

Reports

Grade and Gradebook Reports

While you can run all grade and gradebook reports for individual students, you can also run many for a selected group of students. If a grade and gradebook report allows group reporting, select that group of students before running the report. If you select a group of students from the start page, the Group Functions page appears either immediately or after selecting students from the Student Selection page.

How to Access Grade and Gradebook Reports

1. On the start page, choose **System Reports** from the main menu. The Reports page appears.

2. Click the **System** tab, if needed. The System tab provides access to the following attendance reports:

Link	Description
Class Ranking	Click to view student list by GPA. For more information, see *Class Ranking*.
Grade Count or by Teacher	Click to view grade count by teacher report. For more information, see *Grade Count or by Teacher*.
Grades Distribution	Click to view trends in instruction, grading and assessment. For more information, see *Grades Distribution*.
Graduation Progress Report (PDF)	Click to view progress towards graduation requirements. For more information, see *Graduation Progress Report*.
Honor Roll	Click to view students meeting honor roll criteria. For more information, see *Honor Roll*.
Teacher Gradebooks	Click to view individual student grading report. For more information, see *Teacher Gradebooks*.

Report Cards

Report card reports can be used for much more than just end-of-the-term reports. You can also use them to create other types of documents, such as custom letters or progress reports. Any report card-style report can include text as well as PowerSchool fields. For more information, see *Object Reports*.

Repeated Course Grade Suppression

Using Repeated Course Grade Suppression students may repeat a course to improve a grade and have it applied to their graduation, GPA, class rank, and honor roll calculations. As part of the calculation, the maximum number of credits a student receives for taking the course can be set. Additionally, using Course Equivalencies, you can manage the relationship between a course and its equivalent. Once defined, course equivalencies are then used by the repeated course grade suppression process when calculating permanently store grades.

Example 1

Semester 1 a student receives a grade of F and in Semester 2 the student receives a grade of B. The F will be replaced by the B meaning the F will be excluded from graduation, class rank, honor roll and GPA calculations. Additionally, the F will have a repeated course grade suppression value of 'R', indicating that it was replaced by a better grade.

Example 2

A course has a maximum credit hours setting of 1. A student takes the class three times in different semesters, each of which one credit was attempted. The student received the following grades in the following order: C, F, B. The C will replace the F and the B will be set as over maximum credit for the course. The F will be excluded from graduation, class rank, honor roll and GPA calculations. Additionally, the F will have a repeated course grade suppression value of 'R', indicating that it was replaced by a better grade. The B will be excluded from graduation and it will receive a repeated course grade suppression value of 'M', indicating it was suppressed because the student had already received the maximum number of credits allowed for that course.

Example 3

Semester 1 a student receives a grade of F for course number MATH101 and in Semester 2 the student receives a grade of B for course number MATH102. An equivalency is defined for MATH102 where it can replace MATH101. The B will replace the F where the F will be excluded from graduation, class rank, honor roll and GPA calculations. Additionally, the F will have a repeated course grade suppression value of "R", indicating that it was replaced by a better grade. The MATH102 record will have its Replaced_Equivalent_Course field set to MATH101 to indicate that it is replacing a different "equivalent course".

Setup

Before you can begin using repeated course grade suppression, you must perform the following setup items:

- Set Up Repeated Course Grade Suppression Policies
- Set Max Credit Hours for a Course
- Set Repeated Course Grade Suppression for a Grade Scale
- Set Up Course Equivalencies

Set Up Repeated Course Grade Suppression Policies

Using the Repeated Course Grade Suppression Policies page, you can define more than one repeated course grade suppression policy.

How to View Repeated Course Grade Suppression Policies

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Grading Functions, click **Repeated Course Grade Suppression Policies**. The Repeated Course Grade Suppression Policies page displays the following information:

Field	Description
Add	Click to **add** a new repeated course grade suppression policy.
Policy Name	The name of the policy. Click the name of the policy you want to **edit** or **delete**.
Description	A description of the policy.

How to Add a Repeated Course Grade Suppression Policy

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Grading Functions, click **Repeated Course Grade Suppression Policies**. The Repeated Course Grade Suppression Policies page appears.
3. Click **Add**. The Add Repeated Course Grade Suppression Policy page appears.
4. Use the following table to enter information in the Details section:

Field	Description
Name	Enter the unique-name of the policy.
Description	Enter a description of the policy. **Note:** Up to 256 characters may be entered.

5. Use the following table to enter information in the Suppression Criteria section:

Field	Description
Only These Store Codes	Select the checkbox to limit which stored grades are to be evaluated by the repeated course grade suppression rules during the permanently store grades process. In the field next the checkbox, enter a comma-delimited list. Otherwise, leave the checkbox blank.

Field	Description
Allow Same-Term Suppression	Select the checkbox to allow stored grades with the same termID to replace each other when being evaluated by the repeated course grade suppression rules during the permanently store grades process. Otherwise, leave the checkbox blank.

6. Use the following table to enter information in the GPA Thresholds for Grade Suppression Calculations section:

Field	Description
Low Threshold	Enter the lowest grade point value. If a grade has points <= to this value, the grade (typically F or lower) is deemed replaceable at any time. **Note:** This field is required. Default set to **0**.
High Threshold	Enter the highest grade point value. If a grade has points above the low threshold but <= to the high threshold, then this grade is deemed replaceable only if the max credit for this course has been exceeded. For example, a D is typically not replaced unless other grades' earned credits equal the sum of the maximum credit hours setting for the course. **Note:** This field is required. Default set to **1**.
Include Added Value in GPA Point Evaluation	Courses may include an added value for the grade points, such as **1** for one additional grade point. Select the checkbox to include added values in the GPA point evaluation.

7. Use the following table to enter information in the Replaced Grade Suppression Results section:

Field	Description
Exclude from Transcripts	Select the checkbox to include Suppression Results in transcripts. Otherwise, leave the checkbox blank.
Exclude from GPA	Select the checkbox to include Suppression Results in GPA calculation during the permanently store grades process. Otherwise, leave the checkbox blank.
Exclude from Class Rank	Select the checkbox to include Suppression Results in class rank calculation during the permanently store grades process. Otherwise, leave the checkbox blank.
Exclude from Honor Roll	Select the checkbox to include Suppression Results in honor roll calculation during the permanently store grades

Field	Description
	process. Otherwise, leave the checkbox blank.

8. Use the following table to enter information in the Over Maximum Credit Suppression Results section:

Field	Description
Exclude from Reports	Select the checkbox to include Maximum Credit Reached Results in reports. Otherwise, leave the checkbox blank.
Exclude from GPA	Select the checkbox to include Maximum Credit Reached Results in GPA calculation during the permanently store grades process. Otherwise, leave the checkbox blank.
Exclude from Class Rank	Select the checkbox to include Maximum Credit Reached Results in class rank calculation during the permanently store grades process. Otherwise, leave the checkbox blank.
Exclude from Honor Roll	Select the checkbox to include Maximum Credit Reached Results in honor roll calculation during the permanently store grades process. Otherwise, leave the checkbox blank.

9. Click **Submit**. The Changes Recorded page appears.

How to Edit a Repeated Course Grade Suppression Policy

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Grading Functions, click **Repeated Course Grade Suppression Policies**. The Repeated Course Grade Suppression Policies page appears.
3. Click the name of the policy you want to edit. The Edit Repeated Course Grade Suppression Policy page appears.
4. Enter information in the fields, as needed. For field descriptions, see *How to Add a Repeated Course Grade Suppression Policy*.
5. Click **Submit**. The Changes Recorded page appears.

How to Delete a Repeated Course Grade Suppression Policy

Note: A policy may only be deleted if they are associated to a grade scale.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Grading Functions, click **Repeated Course Grade Suppression Policies**. The Repeated Course Grade Suppression Policies page appears.
3. Click the name of the policy you want to delete. The Edit Repeated Course Grade Suppression Policy page appears.

4. Click **Delete**.
5. Click **Confirm Delete**. A confirmation message appears.

Set Max Credit Hours for a Course

Using the Edit Course District Information page, you can set the maximum number of credits a student receives for taking the course in the **Max Credit Hours** field. The value must be greater than or equal to the **Credit Hours**. Once a value is entered, the value will be evaluated against the credit earned on stored grades to determine if it should be excluded from graduation progress/graduation planner based on the association to the grade policy related to the grade scale for the course or section.

Note: For more information, see *How to Edit District Course Information*.

Set Repeated Course Grade Suppression for a Grade Scale

Using the New Grade Scale or the Edit Grade Scale page, you can enable the **Repeated Course Grade Suppression** by choosing a repeated course grade suppression policy. If enabled, stored grades associated to this grade scale will be evaluated based on the selected repeated course grade suppression policy during the permanently store grades process.

Note: For more information, see *Grade Scales*.

Set Up Course Equivalencies

Using the Course Equivalencies page, you can manage the relationship between a course and its equivalent. For example, if EHS101 (course) and EHS102 (course equivalent) are stored, then EHS102 courses can replace EHS101 grades. EHS102 is "equivalent to" EHS101. Once defined, course equivalencies are then used by the repeated course grade suppression process when calculating permanently store grades.

Note: For more information, see *Edit Course Equivalencies*.

Run Process

Once you have set up repeated course grade suppression, you can:

- Run Repeated Course Grade Suppression Process Using the Permanently Store Grades Page
- Run Repeated Course Grade Suppression Process Using the Repeated Course Grade Suppression Page

Run Repeated Course Grade Suppression Process Using the Permanently Store Grades Page

Using the Permanently Store Grades page, you can enable the **Apply Repeated Course Grade Suppression Policy Rules** checkbox. If enabled, stored grades related to grade

scales that allow repeated course grade suppression will be evaluated by the repeated course grade suppression rules during the permanently store grades process.

Note: For more information, see *Permanently Store Grades*.

Run Repeated Course Grade Suppression Process Using the Repeated Course Grade Suppression Page

Using the Repeated Course Grade Suppression page, you can manually run the Repeated Course Grade Suppression process at the school level.

How to Run Repeated Course Grade Suppression Process

Note: This procedure may only be performed at the school level.

1. On the start page, choose **System** from the main menu. The System Administrator page appears.
2. Click **Repeated Course Grade Suppression**. The Repeated Course Grade Suppression page appears.
3. Use the following table to enter information in the fields:

Field	Description
Evaluate grades for the currently selected (0) students only.	To filter historical grade records based the current student selection, select the checkbox. Otherwise, leave the checkbox blank. To remove the filter, remove the checkbox. **Note:** If there are no students selected, the checkbox appears shaded.
Term Range	To filter historical grade records based on term range, choose a term in the **From** and/or **To** pop-up menu. Otherwise, leave the fields blank. To remove the filter, choose blank from the pop-up menus. **Note:** When choosing a term, the current term appears selected in the pop-up menu.
Store Codes	To filter historical grade records based on store codes, enter a comma-delimited list of store codes by which you want to filter. Otherwise, leave the field blank. To remove the filter, remove the store codes from the field.
Stored Date	To filter historical grade records based on stored date, enter a date in the **From** and/or **To** fields or click the **Calendar** icon to select dates for each field. Otherwise, leave the fields blank. To remove the filter, remove the dates from the fields.
Course Numbers	To filter historical grade records based on course numbers, enter a comma-delimited list of course numbers by which you want to filter. Otherwise, leave the field blank. To

Field	Description
	remove the filter, remove the course numbers from the field.
Credit Types	To filter historical grade records based on credit types, enter a comma-delimited list of credit types by which you want to filter. Otherwise, leave the field blank. To remove the filter, remove the credit types from the field.

4. Click **Update Selection**. The Preview Historical Grade Selection Count section displays to following information:

Field	Description
Historical Grade Records Selected	The number of historical grade records found based on the criteria entered.
[Messaging]	One or more of the following messages may appear: • Filter settings have changed. Click Update Selection before running the Repeated Course Grade Suppression Process. • Running the Repeated Course Grade Suppression Process may affect other stored grades. • The current selection may result in over 24,000 changes to historical grade records. Use the filter options to select fewer records to continue. • The student selection has changed. Click Update Selection before running the Repeated Course Grade Suppression Process.

5. Click **Run Repeated Course Grade Suppression Process**. The Process Complete section displays the number of grades affected.

   Note: The **Run Repeated Course Grade Suppression Process** button does not appear if no historical grade records are selected or if the current selection may result in over 24,000 changes to historical grade records.

Repeated Course Grade Suppression Rules

PowerSchool supports the following repeated course grade suppression rules:

- When running the repeated course grade suppression process, it looks to see if the grade is related to a grade scale that has the repeated course grade suppression policy enabled. If so, then the broader StoredGrades table is searched for grades for the same student and course or course equivalency.
- Only grades that have potential or earned credit will be evaluated.
- GPA points are used to determine which grades are better than others and can therefore replace other grades.

- As grades are evaluated, they are processed in groups based on having the same StudentID and Course_Number. They are processed in the order of oldest to newest (based on yearID, and ending Term Bin date). As they are processed, earned credits are tallied to help determine if when some grades can be replaced and when the student is over the maximum credit for the course.
- If store codes are specified in the policy, then only grades with those store codes will be evaluated.
- Grades with a GPA point <= than the low threshold can always be replaced by a grade with a higher GPA point value.
- Grades with a GPA point above the low threshold and <= the high threshold are only replaced by a better grade if the grades processed so far have a sum of earned credits equal to or greater than the maximum credit for the course.
- Grades cannot replace other grades with the same TermID unless specified in the policy to ignore this restriction.
- Once the sum of the earned credits is equal to or greater than the maximum credit for the course, and if that grade cannot be replaced, then that grade will be excluded from graduation and it will set the historical grade repeated course grade suppression value to M signifying it was suppressed because the student was over the maximum credits for the course. Based on the policy, these grades may also be excluded from GPA, class rank, honor roll, or transcripts.
- When a grade replaces another grade, then the replaced grade will be excluded from graduation. Based on the policy, the replaced grade may also be excluded from GPA, class rank, honor roll, or transcripts. It will also have a repeated course grade suppression value of R indicating that it was replaced by another grade. Then a correlation is made as to which grade replaced it. This is based on the hidden DCID value of the replacing grade that gets populated in the replaced grades Replacing_DCID field.
- Older grades can replace newer grades and newer grades can replace older grades.
- If the process is run multiple times and data or settings change, grades that were previously flagged as repeated or over maximum credit will have these values removed and will no longer being excluded from graduation. Additionally, the settings to be excluded from class rank, honor roll, and GPA will revert back to how the permanently store grades process sets these values without the affects of the repeated course grade suppression rules.
- The repeated course grade suppression logic will always try to replace grades that will give the student the best GPA result. However, when grades are at maximum, the latter grades are suppressed even if they are better than previous grades that have a GPA point value too high to be replaced.
- A grade cannot replace two grades. It is always a one to one relationship. However, a grade can replace another grade that has already replaced something else.

Note: For more information on the precise calculation logic, see **PowerSource** knowledge base article ID 70584.

Working With Grades

After running the permanently store grades process, you can:

- View Grade Suppression Code
- Set Grade Suppression Code for a Stored Grade
- Override Grade Scale Grade Suppression Policy

- Add a Replaced Grade to a Transcript Object Report

View Grade Suppression Code

Using the Complete Academic Record Detail View page, you can view the Grade Suppression Code column to verify a grade in the course is for a replaced course grade.

Note: For more information, see *Historical Grades*.

Set Grade Suppression Code for a Stored Grade

Using the Edit Stored Grades page, you can set the Grade Suppression Code for a stored grade. This value is initially set during the permanently store grades process. However, it can be entered manually or adjusted after it has been calculated. If you want to prevent any future grade calculations from changing this value, choose to exclude from grade suppression calculation. When excluded, this value will be ignored during the repeated course grade suppression processing.

When editing a stored grade, use the **Grade Suppression Code** pop-up menu to select either **Replaced Grade (R)** to indicate the stored grade is for a replaced course grade or **Over Maximum Credit (M)** to indicate maximum credit hours. Making a selection does not automatically adjust whether the stored grade is excluded from excluded from transcripts or GPA, honor roll, class rank, or graduation calculations. However, these settings can be adjusted manually.

Override Grade Scale Grade Suppression Policy

Using the New Stored Grade page, the Academic Record Entry page, or the Edit Stored Grades page, you can use the **Grade Suppression Policy Override** pop-up menu to override the section or course's grade scale grade suppression policy. Once a selection is made, stored grades associated to this grade scale will be evaluated based on the selected grade suppression policy during the permanently store grades process.

Note: For more information, see *How to Create a Single Historical Grades Entry*, *How to Create Multiple Historical Grades Entries*, or *How to Edit a Stored Grade*.

Add a Replaced Grade to a Transcript Object Report

Using the New Transcript Object or Edit Transcript Object page, you can include replaced grades in object reports. When adding or editing a transcript object, select **Replaced Grade** from the **Columns Field** pop-up menu and enter the grade indicator you want to print in the **Other Field/Text/Format** field. To display an indicator for grades that are replaced, enter **R**. To display an indicator for grades that are suppressed because they were over the maximum credit hours for the course, enter **M**.

Note: Use a comma to separate multiple grade indicators. Do not include blank spaces between the comma and the grade indicator.

Note: For more information, see *Transcript Objects*.