

Managing Grades and Academic Data Quick Reference Card

Managing Grades and Academic Data

In this course, you'll learn how to enter students' grades, track graduation progress, and enter test scores. You'll also learn how to search for students at risk of failing and manage student activity eligibility.

Working with Historical Grades

At the end of the term, historical grades are stored for completed courses and printed on transcripts. Use the Historical Grades student page to view stored grades, enter grades for students who take classes at another school, and edit existing historical grade records.

Entering a Single Entry

Enter a single historical grade for a student who completed a class at another school.

1. Search for and select the student
2. Under the Academics section, click **Historical Grades > Single New Entry**
3. Enter the name of the school where the grade was earned
4. Enter the year the course was completed; for example, for year 2013–2014, enter 2013
5. Enter the store code for the grading term

Store codes are set up on the Final Grade Setup page for each school.

6. Enter the student's historical grade level for that year

7. If known, enter the course and section number for the corresponding course and section in your school schedule

Associating the grade with a section assigns the course name, teacher name, GPA points, and credit type. Complete this field if you set up graduation requirements using course numbers.

(a) Course number - Section number MAT1100 - 2

8. If there is no corresponding course and section, enter the course name
9. Enter the teacher name, if known
10. Enter the grade that the student earned
11. Enter the corresponding GPA points for that grade
12. Enter any added value, if applicable
13. If used, enter the percent corresponding to the grade
14. Enter the citizenship grade, if applicable

Grade	A-
GPA points	3.62
Added value	0
Percent	92
Citizenship	H

15. Enter the credit earned for that grade, and the potential credit that could be earned for that class

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16. Enter the credit type

Complete this field if you set up graduation requirements using credit types.

17. If the student took this class again to earn a better grade, choose the grade suppression policy

The grade suppression policy suppresses the previous grade and replaces it with the new historical grade you entered for the same course. Your PowerSchool administrator determines the grade suppression policy for your school, so you won't see the menu if your school doesn't use the policy.

18. Select whether to include or exclude the grade from transcripts, GPA calculations, class rank, and honor roll calculations

19. Enter any teacher comments recorded for this grade

20. Click **Submit**

Entering Multiple Entries

Enter multiple transcript grades when you are enrolling a student from another school.

1. Search for and select a student
2. Click **Historical Grades > Multiple New Entries**
3. Enter the name of the school where the grades were earned
4. Enter the year for the grade information; for example, for year 2013–2014, enter 2013
5. Enter the historical grade level of the student for that year
6. From the Grade Suppression Policy Override menu, choose the policy your school uses

You won't see this menu if your school doesn't use the grade suppression policy.

7. Enter a store code for each term that corresponds with the grade

Store codes are set up on the Final Grade Setup page for each school.

8. Enter the course and section number for the corresponding course and section in your schedule

Associating the grade with a section assigns the course name, teacher name, GPA points, and credit type. Complete this field if you set up graduation requirements using course numbers.

9. If there is no corresponding course number, enter the course name

10. Enter a teacher name, if known

11. Enter the credit type

Complete this field if you set up graduation requirements using credit types.

12. Select whether to include or exclude the grade from GPA, class rank, honor roll, and transcripts

13. For the corresponding store code, enter the grade the student earned for the class

14. Enter the corresponding GPA points for the grade

15. If used, enter any added value for the grade

16. If used, enter the percent corresponding to the grade earned

17. Enter the credit earned for the grade, followed by the potential credit that could be earned for the class

18. Repeat steps 7–17 for up to seven additional classes

19. Click **Submit**

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Editing Historical Grades

Edit a historical grade when there is an error in the record. Be sure to follow the established procedures outlined by your school policy.

1. Search for and select the student
2. Click **Historical Grades**
3. On the Historical Grades page, click the incorrect grade
4. Change the necessary data, such as:
 - o Grade level
 - o Course information
 - o Grade information
 - o Attendance information
 - o Credit information
 - o Grade suppression information
 - o Teacher comments

If you change the grade, you may have to edit the percent and GPA points, since they aren't updated automatically. Any edited information displays in the changed history section.

5. Click **Submit**

Tracking Student Progress Toward Graduation

Your PowerSchool administrators and curriculum leads have mapped courses in your school to correspond to the entrance requirements for various institutions and community colleges. Use the following steps to see how well a student is progressing toward meeting those requirements.

1. Search for and select the student
2. Under the Academics section, click **Graduation Progress**

3. For Graduation Requirement Set, choose the desired requirements set (ex: High School Diploma)
4. The Graduation Progress page refreshes to display the results

To work with Graduation Progress for a group of students:

1. Select the students
2. Click the Select Function arrow, and choose **Student Screens**
3. Choose **Graduation Progress**, and click **Submit**
4. Click the last name of a student to view or set his or her graduation progress
5. Continue to select the students from the list to view or set their graduation progress

Selecting a Graduation Plan

Graduation Planner is a flexible and robust tool similar to Graduation Progress. Set up the planner at the district level so different schools can share graduation plans for students. If you have created your graduation set already, then you can convert the set to a plan.

Use the Graduation Plan Selection student page to choose one graduation plan, multiple graduation plans, or post-secondary plans. Parents and students view graduation plans and choose post-secondary plans using the PowerSchool Student and Parent Portals. You must enable access for parents and students to see the plans.

To select a graduation plan for a student:

1. Search for and select the student
2. Under Academics, click **Graduation Plan Selection**
3. Click the graduation plan to add it to the student's record
4. Click another plan, if needed
5. To remove a plan, click - or click **Unpick All**

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6. Click **Submit**

The Graduation Plan Progress page appears automatically.

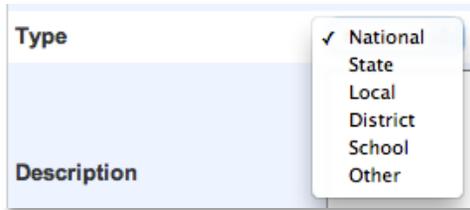
Setting Up Tests & Test Score Categories

Before entering student test scores, set up tests and test score categories in PowerSchool.

Creating Tests

Create standardized tests at the district level.

1. Navigate to the District Office
2. Click **District > Tests > New**
3. Enter the name of the test, such as **SAT**
4. Choose the type of test



5. Enter a description (optional)

The description appears on the students' Test Results page.

6. Click **Submit**

Creating Test Score Categories

Next, create test score categories for standardized tests.

1. On the Start Page, click **District > Tests**
2. Click **Edit Scores** for the appropriate test

3. Click **New**

4. Enter the test's score name, such as **Reading**

5. Enter a description of the category and a sort order to determine the order in which the score appears on the student's Test Results page (optional)

6. Click **Submit**

Below is an example of how test scores will appear when set up at the district office:

Score Name	Description	Sort Order
SAT_English		1
SAT_Math		2

Entering & Importing Test Scores

After creating tests and test score categories in PowerSchool, enter student test scores either manually or use an import file.

Entering Test Scores

Enter individual test scores on a student's Test Results page.

1. On the Start Page, navigate to the student's school
2. Search for and select the student
3. Under Academics, click **Test Results**
4. For Enter New Test, choose the test name, and click **Submit**
5. Enter the date the test was taken
6. Select the term when the test was taken
7. Enter the student's grade level at the time of the test

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8. Enter the score values for each recorded score, whether number, percent, or alphanumeric grades
9. Click **Submit**

Importing Test Scores

Before importing test scores, create a tab-delimited text file with all the test score data. The most efficient way to create the text file is to record test scores for one student first. Then, export the test information out of PowerSchool. When creating or exporting the fields in your text file, remember to include:

- The student number or student ID, test date, and the student's grade level at the time the test was taken
- One column for each test score and score type; for example, if you have numeric and percentage scores for Reading and Writing, include four columns, one for each score and type

Student_Number	Grade_Level	Test Date	Reading #	Reading %
7	11	6/14/14	26	85
8	11	6/14/14	30	90
10	11	6/14/14	28	87
12	11	6/14/14	20	78

1. On the Start Page, navigate to the school
2. Click **Special Functions > Importing & Exporting > Quick Import**
3. For Table, choose **Test Results**
4. For Field delimiter, choose **Tab**
5. For End-of-Line marker, choose **CR** for carriage return

The marker separates the records in the file.

6. Browse to and select the file to import

7. Check **Suggest field map** to verify that your column headings match their associated PowerSchool field names before importing the data
8. Click **Import**
9. Select the test name and click **Submit**

Working with the Import Map

An import map is a set of directions that the system follows to find a place for each piece of data in your import file. Use the import map to match the column headings in your import file to PowerSchool field names.

The column headings from your import file appear on the left side of the Import Records page. If you selected the Suggest field map check box, then the right side of the page displays the PowerSchool fields available for each set of data.

Col#	From your file	----->	To PowerSchool
1.	Student_Number	----->	Student Number
2.	Grade_Level	----->	Grade Level
3.	Test Date	----->	<input checked="" type="checkbox"/> Student ID <input type="checkbox"/> Student Number <input type="checkbox"/> Test Date <input type="checkbox"/> Grade Level
4.	Reading #	----->	
5.	Reading %	----->	

1. Match the columns from the file to PowerSchool
2. Check **exclude first row**
3. Click **Submit**

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Using the Cumulative Info Page

The Cumulative Information page is a useful place to see a student's class rank, GPA, and credit hours all in one place.

1. Search for and select the student
2. Under Academics, click **Cumulative Info**

Searching for Students Who Are at Risk of Failing

Use the Search By Grades/Attendance function to search for students who are failing in one or more subject areas.

1. On the Start Page, select a group of students
2. Click the Select Function arrow and choose **Search By Grades/Attendance**, or click **Special Functions > Search By Grades/Attendance**
3. Choose which students to include
4. For "Minimum # of classes," enter a number meeting your search requirements

For example, if searching for students failing in 2 or more classes, enter 2.

5. If searching for final grades, check **Scan for this final grade**

While it is possible to search for any combination of variables, use just one set of criteria.

6. Choose a comparator, and enter the grades you want to scan

Separate multiple grades with a comma.

7. If searching for percentages as a grade, check **Scan for this final grade percentage**, choose a comparator, and enter the specific percentage you want to scan for

8. If searching for citizenship grades, check **Scan for this citizenship grade**, choose the comparator, and enter the citizenship grades to use in the search
9. Clear the "Scan for attendance" check box
10. To find who is currently failing, scan for **Current Grades**, and enter the Store Code/Final Grade
11. For "Scan for all classes enrolled," select **as of this date**, and enter today's date
12. Make the results the current selection of students so you can send a warning letter
13. Click **Submit**

Managing Student Activity Eligibility

You have a variety of ways to verify if a student is eligible for activities. Your school might do one or more of the following:

- If students have a failing grade in a current class, they are not eligible to participate in the current activity. You would search current grades to find these students.
- If students have a failing grade in a class in the past quarter, they aren't eligible to participate in the next quarter. You would search historical grades to find these students.
- If students have an overall failing GPA, they're not eligible for participation in an activity. At the bottom of the Search By Grades/Attendance page, click **Search by GPA** to find these students.

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Search by Current or Historical GPA

You need a report of football players who are not eligible to play in the upcoming game. Perform the following steps:

1. On the Start Page, search for the football team, then click **Special Functions > Search By GPA**
2. Determine which group of students to scan; in this case, choose **selected [xx] students**

You can search for students in a specific class section, enrolled in a single period, a specific day cycle (A or B), and/or with a certain teacher.

3. Choose one of the following criteria for search:
 - If searching by cumulative GPA, choose the GPA cut-off criteria, enter the cut-off value, and choose a GPA calculation method
 - If searching by term GPA, enter the store code such as **Q1** or **S2**, choose the term GPA cut-off criteria, enter the cut-off value, and choose a GPA calculation method
 - If searching by current GPA, choose the current GPA cut-off criteria, enter the value of the cut-off point, and choose a GPA calculation method

Whose cumulative GPA is	greater than		GPA method: Grade Count
Whose term GPA (Q2) is	less than	3.0	GPA method: Weighted
Whose current GPA is	greater than		GPA method: Grade Count

4. For "Who were enrolled as of this date," enter a date

5. Click **Submit**

The students identified with the search become the current selection, represented by a number at the top of the Group Functions page.

6. Click **Reports Menu > Student Schedule Listing**
7. Click **The selected [xx] students**
8. Enter a Report Title, such as **Ineligible for Football**
9. Check **Course, Teacher, and Current grade**
10. In the "Store code / final grade" field, enter a value
11. For "Range of Periods," include all periods
12. For "Range of Days," include all days
13. Enter the number of students between breaks
14. Specify the pages to show
15. Click **Submit**

Now you can show the football coach the names of ineligible students and their courses and grades to explain why they are not eligible to play.

	B		
	1	2	3
Allred, Alfred P	Word Processing Shorey, Richard I A-	Physics Zuker, Donald K B+	Phys Ed 10 Maxedon, Johnathon F
Aust, Joseph B	Current Affairs Manston, Greg T F	French 2 Kyser, Kenneth A	Speech Leier, Joshua P A