

Term _____

Fill out one or more of these pages for each term you store grades for.

1. Store Code: This is the column where the grades will be stored in Historical Grades

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

2. Use This Final Grade: What term are the grades coming from out of the teacher's grade book?

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

3. Exclude & Include Enrollment: USUALLY select the third box and enter a date a couple of school days before the end of the term you are storing. You must check one of these boxes and enter a date.

- Exclude enrollment records where the student enrolled in the class after this date:
- Exclude enrollment records where the student dropped the class before this date:
- Include only enrollment records that are currently active and that were active on this date:

4. Percent of Credit – These are really length of classes. Year long classes; Quarter length; Trimester length; etc.

To fill this out, ask yourself this question. How much credit do you want to award this length of class into this column in Historical grades?

Blank Value - No grades and no credit will be stored.

0% - Grades will be stored with 0 credit.

1-100% - Grades will be stored with the specified percent amount of the potential credit.

Change these to the terms that show on your Permanently Store Grades Page for your term.

Available store terms

2008-2009 School Year	% of course credit to award now: <input type="text"/>	%
Semester 2	% of course credit to award now: <input type="text"/>	%
Quarter 4	% of course credit to award now: <input type="text"/>	%

5. Options for Classes Enrolled at Other Schools: Select whether you want 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.

Options for classes enrolled at other schools

Store grades for classes enrolled at

Record the school name of

6. Store Current Grades: Don't forget to click Store button