

inschool.ednet.ns.ca



Nova Scotia Student Information System

Nova Scotia Public Education System

# Entering Historical Grades

User Guide

Revision Date:  
February 25, 2022

Historical grades need to be entered for a student if they transfer to you from a non-PowerSchool school, from out of province or from another board. Historical grades are required for report cards and transcripts.


## The Historical Grades Screen

- Search for and select your student.
- Under the section **Academics** select **Historical Grades**

On the Historical Grades screen you have the option of entering the data on one course at a time, **Single New Entry**, or you can enter the data for all the courses taken in one year and one grade level at a time, **Multiple New Entries**.

The screen shot below is for a **Single New Entry**.

## New Stored Grade

Ackerman, Kenneth 12 13822  FOHS HMRM: 144 NS Program: S005 NS Funding Type: R

School name	<input type="text" value="Forest Oak High School"/>		
School year	<input type="text" value="select a year"/>		
Hist. grade level	<input type="text"/>	Store code	<input type="text" value="F1"/>
Course number	<input type="text"/>	F1 Grade	<input type="text"/>
Course name	GPA points		<input type="text"/>
Credit type	Percent		<input type="text"/>
Exclude from GPA?			
Exclude from class rank?	Earned credit		<input type="text"/>
Exclude from honor roll?	Potential credit		
Graduation Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude		
<input type="button" value="Submit"/>			

- ❖ **School Name** - defaults to your school, but if the credit was earned at another school, enter the name of that school instead.
- ❖ **School Year** - select the school year in which the credit was earned.

- ❖ **Historical Grade Level-** select the grade level the student was in when they took the course, for example if the student took a grade 10 English while they were in grade 11 then you select grade 11 for this field.
- ❖ **Course Number-** is the power school course number, to find the course you require start typing in the name of the course. For example:
  - For English courses, type ENG (or eng)
  - For math courses, start typing MTH (or mth)

Once you select the course for which the credit was earned the following fields are populated from the course table and/or regional settings.

- **Course Name**
  - **Credit Type**
  - **Exclude from GPA** is set to **Include**.
  - **Exclude from Class Rank** is set to **Include**.
  - **Exclude from honor roll** is set to **Include**.
  - **Store Code-** is always set to F1
  - **Potential Credit**
    - If you are entering an IB credit from grade 11 the Potential Credit is set to 0 as no credit is given for IB until grade 12.
- ❖ **F1 Grade-** the grades available in the drop-down list are determined by the values on the course table. While all the grade scales are available in the drop-down list, normally only students with historical grades from grades levels 10, 11, and 12 are entered on the Historical Grades page.
  - ❖ **GPA Points-** are automatically calculated based on the grade you selected in the field **F1 Grade** (except for grades levels PP-8).
  - ❖ **Percent-** is automatically calculated based on the grade you selected in the field **F1 Grade**.
  - ❖ **Credit Earned-** is automatically calculated based on the grade you selected in the field **F1 Grade**.
    - If the grade is 50 or more, a credit is earned, and the field is populated with value from the **Potential Credit**, (based on the course table).
    - If the grade is below 50 the credit is set to 0.
    - Grade levels from PP-9 do not earn credits; this field will remain as 0.

Click **Submit** to save your entries.

If you have more than one Historical Grade to enter for the same year and grade level, select **Multiple New Entries**, and you can enter 8 courses for that year in that grade level.