



Nova Scotia Public Education System

# Entering Summer Co-op Grades in PowerSchool

User Guide

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|       |   |   |
|-------|---|---|
| 1     | Indicating Students Participating in Summer Co-op .....       | 3 |
| 1.1   | For Individual Students .....                                 | 3 |
| 1.2   | En mass for all Summer Co-op Students.....                    | 3 |
| 2     | Entering Summer Co-op Grades in PowerSchool .....             | 4 |
| 2.1   | Entering Grades for Individual Students.....                  | 4 |
| 2.2   | Entering Grades for Multiple Students Using Spreadsheet ..... | 6 |
| 2.2.1 | Exporting the Spreadsheet File from PowerSchool.....          | 6 |
| 2.2.2 | Entering Students' Grades in Spreadsheet.....                 | 7 |
| 3     | Co-op Credit Checker for Summer Co-op Students .....          | 9 |




*(Note: Names appearing in this document are fictitious names)*

## 1 INDICATING STUDENTS PARTICIPATING IN SUMMER CO-OP

Students who are registered in summer Co-op courses must be identified by a Summer Co-op record which is entered under the **Additional Programs** section of the student's profile. The information can be entered for individual students or for all summer Co-op students en mass.

### 1.1 FOR INDIVIDUAL STUDENTS

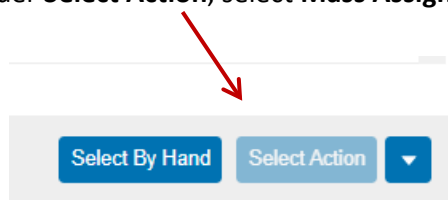
1. Do a search for and select your student.
2. Under the **Student Profile** section, select **Additional Programs**.
3. On the Additional Programs page, click **New**.
4. On the next page, enter the summer co-op enrollment information:

|             |  |
|-------------|--|
| Comment     | <input type="text"/>   |
| Entry Date  | 7/1/2019         |
| Exit Date   | 9/30/2019        |
| Exit Reason | <input type="text"/>   |
| Program     | Summer Co-op  |

- a. Enter a comment if appropriate.
- b. The Entry Date should be **July 1<sup>st</sup>** of the current year.
- c. The Exit Date should be **September 30<sup>th</sup>** of the current year.
- d. Select **Summer Co-op** from the **Program** drop-down menu.
5. Click **Submit**.

### 1.2 EN MASS FOR ALL SUMMER CO-OP STUDENTS

1. From the PowerSchool Start page, select the group of students participating in summer Co-op.
2. From the drop-down list under **Select Action**, select **Mass Assign Student Program**.



The screenshot shows a user interface with two buttons: 'Select By Hand' and 'Select Action'. A red arrow points to the 'Select Action' button, which has a dropdown arrow next to it.

3. Enter the summer Co-op enrollment information as you would for a single student.

| Mass enroll the selected students into which additional program? |              |
|--|--------------|
| Program  | Summer Co-op |
| Entry Date   | 7/1/2019     |
| Exit Date  | 9/30/2019    |
| Exit Code  |              |
| Comment  |              |

- a. Select **Summer Co-op** from the **Program** drop-down menu.
  - b. The Entry Date should be **July 1<sup>st</sup>** of the current year.
  - c. The Exit Date should be **September 30<sup>th</sup>** of the current year.
  - d. Leave Exit Code blank.
  - e. Enter a comment if appropriate.
4. Click **Submit**.

## 2 ENTERING SUMMER CO-OP GRADES IN POWERSCHOOL

Once summer Co-op grades are ready to be entered in PowerSchool, the grades can be entered for students individually, or they can be imported into PowerSchool by entering the information in an Excel spreadsheet.

If you need to enter grades for only a small number of students, entering them individually may be the preferable approach. However, if there is a large number of summer Co-op grades that need to be entered in to PowerSchool, you may want to enter the information in a spreadsheet (that can easily be generated and exported from PowerSchool). Once the spreadsheet is complete, your regional PowerSchool Project Manager (PM) will import the grades in to PowerSchool for you.

Continue to Section 2.1 if using the option to enter grades for individual students. Proceed to Section 2.2 if you intend on using the spreadsheet method.

### 2.1 ENTERING GRADES FOR INDIVIDUAL STUDENTS

1. Do a search for and select your student.
2. Under the **Academic Records** section, select **Historical Course Grades**.
3. On the Historical Grades page, you can select either:
  - a. **Multiple New Entries** - select this option if you need to enter more than one summer Co-op credit for the student.

- b. **Single New Entry** - select this option if you need to enter only one summer Co-op credit for the student.

NS Program: S005 NS Funding Type: R

|                             |                         |                              |                    |
|-----------------------------|-------------------------|------------------------------|--------------------|
| <b>Multiple New Entries</b> | <b>Single New Entry</b> | <b>Previous School Names</b> | <b>Detail View</b> |
| <b>Earned Credit</b>        |                         | <b>E1</b>                    | <b>F1</b>          |
|                             |                         | <b>Q1</b>                    | <b>Q3</b>          |
|                             |                         | <b>S1</b>                    | <b>Y1</b>          |

4. On the next page, enter the summer co-op grade information:

|                          |                         |                  |      |
|--------------------------|-------------------------|------------------|------|
| School name              | Rocky Shore High School |                  |      |
| School year              | select a year ▼         |                  |      |
| Hist. grade level        |                         | Store code       | F1 ▼ |
| Course number            | ▼                       | F1 Grade         | ▼    |
| Course name              |                         | GPA points       |      |
| Credit type              |                         | Percent          |      |
| Exclude from GPA?        |                         |                  |      |
| Exclude from class rank? |                         | Earned credit    | ▼    |
| Exclude from honor roll? |                         | Potential credit |      |
| <b>Submit</b>            |                         |                  |      |

- School name** – enter the name of the school
- School year** - enter the current school year
- Hist. grade level** – enter the student’s current grade level
- Course number** – use the drop-down list to search for the Co-op credit that needs to be entered. If you know the course number of the course, you can type it and the list will select its closest or exact match. For example, type ‘COOP12’ to enter the Co-operative Education 12 credit for the student.  
**Important Note:** Students cannot be awarded the same credit twice, so ensure that the course numbers being entered on this page are unique and have not been already awarded in the student’s historical grades record. Refer to Section 3 to run a report that will list all earned Co-op credits for the summer Co-op students, or simply return to the student’s Historical Grades page to view all their earned credits.
- F1 Grade** – enter the final grade for the summer Co-op credit. The other fields (i.e. GPA points, Percent, Earned Credit) will auto-populate based on the F1 grade you just entered.

5. If only adding a single entry for this student, click **Submit** to save changes. If you need to add another grade(s) for this student, repeat steps 4d to 4e before clicking **Submit**.

As shown below, when you return to the student's Historical Grades page, the credit(s) you just entered will appear at the top of the table.

## Historical Grades



Aarant, Kallie 11 1002288 RSHS HMRM: 200 NS Program: S015 NS Funding Type: R

| <a href="#">Multiple New Entries</a> <a href="#">Single New Entry</a> <a href="#">Previous School Names</a> <a href="#">Detail View</a> |         |               |                           |               |    |    |    |    |    |    |    |    |    |
|---|---------|---------------|---------------------------|---------------|----|----|----|----|----|----|----|----|----|
| Year/Term   | Grd Lvl | Course number | Course                    | Earned Credit | E1 | F1 | Q1 | Q3 | S1 | T1 | T2 | T3 | Y1 |
| 19-20 YR  | 11      | COOP12        | CO_OPERATIVE EDUCATION 12 | 1.0           | -  | 90 | -  | -  | -  | -  | -  | -  | -  |
| 17-18 S1  | 10      | ENG10         | ENGLISH 10                | 1.0           | -  | 95 | 94 | -  | -  | -  | -  | -  | -  |
| 17-18 S2  | 10      | BIOL11        | BIOLOGY 11                | 1.0           | 93 | 95 | -  | 95 | -  | -  | -  | -  | 95 |

## 2.2 ENTERING GRADES FOR MULTIPLE STUDENTS USING SPREADSHEET

If using the spreadsheet method to enter student grades, the first step is to export the spreadsheet from PowerSchool. Once the file exported and saved to your computer, open the file to enter the students' grades. Once you have completed the spreadsheet, you can forward the document to your PowerSchool PM so that the students' grades can be imported in to PowerSchool.

### 2.2.1 EXPORTING THE SPREADSHEET FILE FROM POWERSCHOOL

- On the Start Page and under the **Data and Reporting** section, select **sqlReports**. Expand the **COOP** section, and choose either:
  - Summer CO-OP Import Spreadsheet Creator (July)** – choose this report if you are creating your spreadsheet template in either late June or early July, before the end-of-year (EOY) process (which is when PowerSchool rolls over to the upcoming school year). Contact your PowerSchool PM if you are unsure when the EOY process will take place in your region.  
-or-
  - Summer CO-OP Import Spreadsheet Creator (September)** – choose this report if entering the information when school resumes in September.
- Enter the **Start Date** (July 1st), **End Date** (September 30th) and the abbreviation for the current or next **School Year** (eg. 19-20). If using the July report, enter the next school year; if using the September report, enter the current school year.
- Click **Submit** to save changes.

4. Once the report is generated, it will appear similar to the sample shown below. Click the **CSV** button to save the spreadsheet to your computer in excel format.

## Summer CO-OP Import Spreadsheet Creator

Parameters - **Summer Co-Op Additional Program Start Date (MM/DD/YYYY):** 7/1/2019 **Summer Co-Op Additional Program End Date (MM/DD/YYYY):** 9/30/2019 **Next School Year (eg. 19-20 etc.):** 19-20

|      |     |     |       |     |
|------|-----|-----|-------|-----|
| Copy | CSV | TAB | Print | PDF |
|------|-----|-----|-------|-----|

| Student Number | First Name | Last Name | Grade Level | TermID | Store Code | SchoolID | School Name             | Teacher Name | Course Number | Credit Type | Potential Cr Hrs | Earned Cr Hrs | GPA | Grade | Percent |
|----------------|------------|-----------|-------------|--------|------------|----------|-------------------------|--------------|---------------|-------------|------------------|---------------|-----|-------|---------|
| 1002288        | Kallie     | Aarant    | 12          | 2900   | F1         | 709      | Rocky Shore High School |              |               |             |                  |               |     |       |         |
| 1004487        | Mohsin     | Danos     | 12          | 2900   | F1         | 709      | Rocky Shore High School |              |               |             |                  |               |     |       |         |
| 1005222        | Arin       | Martian   | 12          | 2900   | F1         | 709      | Rocky Shore High School |              |               |             |                  |               |     |       |         |

## 2.2.2 ENTERING STUDENTS' GRADES IN SPREADSHEET

The spreadsheet you saved in step 6 above contains several missing values that need to be filled in before the information can be imported into PowerSchool. When you open the saved file, it will look similar to the below sample. The highlighted columns represent the values that you need to enter in the file to complete it.

|   | A              | B          | C         | D           | E      | F          | G        | H                       | I            | J             | K           | L                | M             | N   | O     | P       |
|---|----------------|------------|-----------|-------------|--------|------------|----------|-------------------------|--------------|---------------|-------------|------------------|---------------|-----|-------|---------|
| 1 | Student Number | First Name | Last Name | Grade Level | TermID | Store Code | SchoolID | School Name             | Teacher Name | Course Number | Credit Type | Potential Cr Hrs | Earned Cr Hrs | GPA | Grade | Percent |
| 2 | 1002288        | Kallie     | Aarant    | 12          | 2900   | F1         | 709      | Rocky Shore High School |              |               |             |                  |               |     |       |         |
| 3 | 1004487        | Mohsin     | Danos     | 12          | 2900   | F1         | 709      | Rocky Shore High School |              |               |             |                  |               |     |       |         |
| 4 | 1005222        | Arin       | Martian   | 12          | 2900   | F1         | 709      | Rocky Shore High School |              |               |             |                  |               |     |       |         |
| 5 | 1005228        | Neo        | Posik     | 12          | 2900   | F1         | 709      | Rocky Shore High School |              |               |             |                  |               |     |       |         |

5. Open the Excel file and enter the following information:
  - a. In Column I, enter the **Teacher Name** in each row.
  - b. In Column J, enter the **Course Number** for the credit being awarded to the students. Students cannot be awarded the same credit twice, so ensure that the course numbers being entered into the spreadsheet for each student are unique and have not been already awarded in the student's historical grades record. Refer to Section 3 to run a report that will list all earned Co-op credits for the summer Co-op students.

When entering the course numbers in Column J, refer to the following table to view the acceptable and active course numbers that must be entered into the spreadsheet.

**Important Note:** Ensure that the spelling of the course numbers match exactly to the spelling that appears in the table, otherwise you run the risk of the grades not being properly imported in to PowerSchool.

## Entering Summer Co-op Grades in PowerSchool

User Guide  
May 7, 2024

| Grade 11      |                                       |                        |
|---------------|---------------------------------------|------------------------|
| Course Number | Credit Type<br>(enter with no spaces) | Potential Credit Hours |
| COOPA11       | CP,ELEC,11                            | 0.5                    |
| COOP11        | CP,ELEC,11                            | 1                      |
| COOP211       | CP,ELEC,11                            | 1                      |
| Grade 12      |                                       |                        |
| Course Number | Credit Type<br>(enter with no spaces) | Potential Credit Hours |
| COOPA12       | CP,ELEC,12                            | 0.5                    |
| COOP12        | CP,ELEC,12                            | 1                      |
| COOP212       | CP,ELEC,12                            | 1                      |
| COOP312       | CP,ELEC,12                            | 1                      |
| COOP412       | CP,ELEC,12                            | 1                      |
| COOP512       | CP,ELEC,12                            | 1                      |
| Immersion     |                                       |                        |
| Course Number | Credit Type<br>(enter with no spaces) | Potential Credit Hours |
| COOP11IM      | CP,ELEC,FIM,11                        | 1                      |
| COOP12IM      | CP,ELEC,FIM,12                        | 1                      |

- In columns K and L, enter the **Credit Type** and **Potential Cr Hrs** as provided in the above table. This information must align with the course number entered in Column J.
- Upon successful completion of the course, enter the **Earned Cr Hrs** in Column M. This should match the Potential Cr Hrs. If the student was unsuccessful, enter 0 (zero) as the earned credit hours. If the student completes only 40 hours, remember to change the course code to either COOPA11 or COOPA12, and change the Potential Cr Hrs to 0.5.
- In Columns N, O, and P, enter the **GPA**, **Grade**, and **Percent** - which all represent the final grade being awarded to the student in the summer Co-op course. In the below example, the first row of the spreadsheet has been completed for the student.

|   | A              | B          | C         | D           | E      | F          | G        | H                       | I            | J             | K           | L                | M             | N   | O     | P       |
|---|----------------|------------|-----------|-------------|--------|------------|----------|-------------------------|--------------|---------------|-------------|------------------|---------------|-----|-------|---------|
| 1 | Student Number | First Name | Last Name | Grade Level | TermID | Store Code | SchoolID | School Name             | Teacher Name | Course Number | Credit Type | Potential Cr Hrs | Earned Cr Hrs | GPA | Grade | Percent |
| 2 | 1002288        | Kallie     | Aarant    | 12          | 2900   | F1         | 709      | Rocky Shore High School | Aaron Teem   | COOP12        | CP,ELEC,12  | 1                | 1             | 90  | 90    | 90      |
| 3 | 1004487        | Mohsin     | Danos     | 12          | 2900   | F1         | 709      | Rocky Shore High School |              |               |             |                  |               |     |       |         |
| 4 | 1005222        | Arin       | Martian   | 12          | 2900   | F1         | 709      | Rocky Shore High School |              |               |             |                  |               |     |       |         |
| 5 | 1005228        | Neo        | Posik     | 12          | 2900   | F1         | 709      | Rocky Shore High School |              |               |             |                  |               |     |       |         |

- Once the spreadsheet is complete, email the spreadsheet to your PowerSchool PM so they can import the spreadsheet into the Stored Grades table in PowerSchool.





## 3 CO-OP CREDIT CHECKER FOR SUMMER CO-OP STUDENTS

In order to ensure that you are not duplicating Co-op credits that have been already earned by summer Co-op students, run the **CO-OP Credit Checker for Summer CO-OP Students** report to view a complete list of all Co-op credits earned by your summer Co-op students.

To run the report:

1. On the Start Page and under the **Data and Reporting** section, select **sqlReports**.
2. Expand the **COOP** section, and choose the **CO-OP Credit Checker for Summer CO-OP Students** report.
3. On the next page, enter the summer co-op enrollment information:

| Label  | Value  |
|--|--|
| <b>Name</b>  | CO-OP Credit Checker for Summer CO-OP Students   |
| <b>Description</b>   | This report will display all Co-op credits that have been earned by summer Co-op students. Using the results of this report will help to ensure that you will choose the correct summer co-op course numbers when adding new credit entries into PowerSchool. Students cannot be awarded the same credit twice for a course having the same course number. |
| <b>Directions</b>  |  |
| <b>Start TermID For Current Year</b> (e.g. 2800 for 2018-2019, 2900 for 2019-2020) | <input type="text" value="2800"/>  |
| <b>End TermID For Current Year</b> (e.g. 2802 for 2018-2019, 2902 for 2019-2020)   | <input type="text" value="2802"/>  |
| <b>Summer Co-Op Additional Program Start Date</b> (MM/DD/YYYY)                     | <input type="text" value="7/1/2019"/>   |
| <b>Summer Co-Op Additional Program End Date</b> (MM/DD/YYYY)                       | <input type="text" value="9/30/2019"/>    |
| <b>Submit</b>  |  |

- a. Enter the **Start TermID** for the current school year. For example, enter **2800** for the 2018-19 school year, or **2900** for the 2019-20 school year.
  - b. Enter the **End TermID** for the current school year. For example, enter **2802** for the 2018-19 school year, or **2902** for the 2019-20 school year.
  - c. The **Start Date** should be **July 1<sup>st</sup>** of the current year.
  - d. The **Exit Date** should be **September 30<sup>th</sup>** of the current year.
4. Click **Submit** when ready to run the report.
  5. Using the results of this report, you can ensure you enter the correct Co-op course numbers for your summer Co-op students (when completing Section 2). Students cannot be awarded the same credit twice.