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Nova Scotia Student Information System

Nova Scotia Public Education System

Storing Grades in PowerSchool

User Guide

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1 OVERVIEW

Prior to generating report cards for your school, grades must be stored for that reporting term. Depending on the current reporting term and your school configuration, you could be storing one term (ex. T1, Q1, F1) or multiple terms.

Schools with grade levels from primary to 6 only need to store grades one time per term (but additional stores would be required if students transferred to your school after the initial store). However, schools with grade levels from 7 to 12 may need to store grades more than one time and are recommended to store grades just prior to generating report cards. This will ensure that any final revisions to report cards made by teachers in their gradebook will be saved on the students' Historical Course Grades page.

For schools that generate both 3-term and 4-term report cards, it is recommended that you create a current student selection prior to storing grades to ensure that grades are only stored for students being issued a report card in that reporting term. For example, in a P-12 school, create a student selection consisting of P-6 students before storing T1 grades for the term 1 report cards. (T1 should not be stored for high school students).

For recently transferred students to your school, you may want to exclude them from your student selection if you should not be storing courses from your school. You can store these students separately afterwards if necessary, using individualized store settings depending on the circumstance. Run the **Student Transfers Report** (Start Page > Data and Reporting > Reports > sqlReports > Student Transfers) to determine which students may have recently transferred to your school.

After storing grades, and prior to generating report cards, it is recommended to run the sqlReports under the **Grade Verification** section to help identify and resolve potential issues.

To review teacher comments in an easy and accessible manner, navigate to Start Page > Data and Reporting > Custom Reports > Grading > Grade P-6 Comments or Grade 7-12 Comments. Choose from the dropdown options and then click **Submit**. (Grades do NOT need to be first stored to use this report since the comments will be pulled directly from the teachers' gradebook, and not from the students' Historical Course Grades page).

When ready to store grades, navigate to Start Page > School Management > Academics > Store Grades.

Show close attention to detail when completing the Store Grades page (as described in the sections below), and prior to submitting the page, double check your work to ensure that all sections are properly completed. Errors can cause issues where:

- unexpected courses/grades are stored for students
- expected courses/grades are not stored for students
- courses are incorrectly awarded/not awarded earned credits
- reporting terms are stored for students when not applicable

2 STORE GRADES PROCESS – GRADES PRIMARY TO 8

Complete all sections of the **Store Grades** page by matching the number in Figure 1 to the corresponding number in the below steps.

1. Use this Final Grade/Reporting Term: Choose a reporting term from the drop down. Refer to the **Storing Chart Guide** in Section 5 for more information.

2. Save with this Historical Store Code: Enter the same value as #1
(Enter letter in uppercase: ex. Enter T1, not t1)

3. Exclude/Include Class Enrollments: **Check the box for the 3ʳᵈ option** (i.e., Include only enrollment records that are currently active and that were active on this date) and enter a date that is appropriate for your school based on the reporting term as entered in Step #1. This is usually a date at the end or near the end of the reporting term. Refer to the [School Calendar](#) for reporting term start and end dates.
Important: Be sure to check the box to the left as depicted in Figure 1.

4. Additional Filter Options (click the section heading to expand section if collapsed): Store Grades for Currently Selected Students (optional): If storing grades for the current student selection, **ensure to check the box** so grades are only stored for those students.

    It is recommended to run the **Student Transfers Report** (Start Page > Data and Reporting > Reports > sqlReports > Student Transfers) to determine if there are recently transferred students to your school. If so, you may want to remove these from your current selection before storing grades. You may have to store grades separately for these students (refer to Section 4 for storing grades for recently transferred students).

5. Classes by term length: Choose the appropriate term/s and select 'Store with no credit' (% of course credit will be set to '0').

6. Store Grades for Classes Enrolled at: Choose 'This school only'.

7. Verify that all necessary sections are complete and that any checkboxes are checked. Click **Submit** to store grades based on your storing criteria.

If you need to store grades for another reporting term, return to the **Store Grades** page and repeat the above steps.

Figure 1

Which Grades			
1 Use this Final Grade/Reporting Term: T1 ▼ *			
2 Save with this Historical Store Code: T1 *			

Exclude/Include Class Enrollments

☐ Exclude enrollment records where the student enrolled in the class after this date: 00/00/0000 📅

☐ Exclude enrollment records where the student dropped the class before this date: 00/00/0000 📅

3 ☑ Include only enrollment records that are currently active and that were active on this date 11/18/2022 📅

▾ **Additional Filter Options**

4 ☑ Store grades for currently selected (92) students only

Request that grades be stored only for a specific section _____ (course.section)

Student Grade Level ☐ PP ☐ PR ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Track ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F

School Exit Date From MM/DD/YYYY 📅 to MM/DD/YYYY 📅

Classes by term length		**Store**	**% of course credit**
5 2022-2023	(09/01/2022 - 06/30/2023)	Store with no credit ▾	0 %
Semester 1	(09/01/2022 - 01/29/2023)	Store with no credit ▾	0 %

If you are storing grades for a term that is not in progress or has only 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.
Show all terms? ● No ○ Yes

Options for classes enrolled at other schools

6 Store grades for classes enrolled at This school only ▾

Record the school name of This school ▾

Options for withholding credit - only those items checked can cause credit to be withheld

☐ If more than _____ attendance points have accumulated between the dates of 00/00/00 📅 and 00/00/00 📅 then give the student a grade of _____ and a GPA point value of _____ and store the real grade in the "teacher comment" field with this comment: _____

▸ **Advanced Potential and Earned Credit Options**

▸ **Variable Credit Storing Preferences**

▸ **Repeated Course Grade Suppression**

7 [Submit]

3 STORE GRADES PROCESS – GRADES 9 TO 12

Complete all sections of the **Store Grades** page by matching the number in Figure 2 to the corresponding number in the below steps.

1. Use this Final Grade/Reporting Term: Choose a reporting term from the drop down. Refer to the **Storing Chart Guide** in Section 5 for more information.

2. Save with this Historical Store Code: Enter the same value as #1
   (Enter letter in uppercase: ex. Enter Q1, not q1)

8. Exclude/Include Class Enrollments: **Check the box for the 3rd option** (i.e., Include only enrollment records that are currently active and that were active on this date) and enter a date that is appropriate for your school based on the reporting term as entered in Step #1. This is usually a date at the end or near the end of the reporting term. Refer to the [School Calendar](#) for reporting term start and end dates.
   Important: Be sure to check the box to the left as depicted in Figure 2.

4. Additional Filter Options (click the section heading to expand section if collapsed): Store Grades for Currently Selected Students (optional): If storing grades for the current student selection, **ensure to check the box** so grades are only stored for those students.

   It is recommended to run the **Student Transfers Report** (Start Page > Data and Reporting > Reports > sqlReports > Student Transfers) to determine if there are recently transferred students to your school. If so, you may want to remove these from your current selection before storing grades. You may have to store grades separately for these students (refer to Section 4 for storing grades for recently transferred students).

5. Classes by term length: Choose the appropriate term/s and select 'Store with no credit' (% of course credit will be set to '0'). However, when storing F1 grades for completed courses, be sure to select 'Store with credit' (% of course credit will be set to '100').

6. Store Grades for Classes Enrolled at: Choose 'This school only'.

7. Verify that all necessary sections are complete and that any checkboxes are checked. Click **Submit** to store grades based on your storing criteria.

Figure 2

4 STORE GRADES PROCESS – RECENTLY TRANSFERRED STUDENTS

In cases where a student transfers within three weeks of the end of the term or semester, the principal from the sending school will ensure that the sending school teacher(s) provide a completed provincial report card to the receiving school. For assistance, click here to view the procedural document in PDF format, or visit the iNSchool website to view the interactive guide.

As stated in the Overview section of this guide, it may be necessary to store grades for recently transferred students (i.e., within three weeks of the end of the reporting term) if the following conditions apply:

1. The student transferred to your school from another school in the same RCE, and the sending school did not have the opportunity to generate the report card, so your school will generate it on behalf of the sending school.
2. The student transferred out of your school and enrolled in a school in another RCE, and your school did not yet have the opportunity to generate the report card.

To determine if you have students who may meet these conditions, run the **Student Transfers Report** (Start Page > Data and Reporting > Reports > sqlReports > Student Transfers) and make note of any students who may have recently transferred to/from your school.

You will store grades for these students similar to the steps outlined in Sections 2 and/or 3, but there are some critical adjustments to make as you work through the steps (changes are noted in bold text). Complete all sections of the **Store Grades** page by matching the number in Figure 3 to the corresponding number in the below steps.

1. Use this Final Grade/Reporting Term: Choose a reporting term from the drop down. Refer to the **Storing Chart Guide** in Section 5 for more information.

2. Save with this Historical Store Code: Enter the same value as #1.
   (Enter letter in uppercase: ex. Enter Q1, not q1)

3. Exclude/Include Class Enrollments: Check the box for the 3rd option (i.e., Include only enrollment records that are currently active and that were active on this date) and enter a date when the **student was enrolled in classes at the sending school**. **Open a new browser tab and navigate to the student's All Enrollments page in PowerSchool to view section enrollment dates for the sending school**.
   Important: Be sure to check the box to the left as depicted in Figure 3.

4. Additional Filter Options (click the section heading to expand section if collapsed): Store Grades for Currently Selected Students: **Ensure the box is checked so that only grades for the recently transferred student/s will be stored**.

5. Classes by term length: Choose the appropriate term/s and select 'Store with no credit' (% of course credit will be set to '0'). If storing F1 grades for grade 9 – 12 students, be sure to select 'Store with credit' (% of course credit will be set to '100').

6. Store Grades for Classes Enrolled at: Choose 'This school only' unless the student transferred to your school from another school in the same RCE. In this case, **choose 'All schools'** as this will ensure that grades from the sending school are stored for the selected reporting term.

7. Verify that all necessary sections are complete and that any checkboxes are checked. Click **Submit** to store grades based on your storing criteria.

Repeat the process if you need to store grades for other recently transferred students to your school. It is recommended to verify under the students' **Historical Course Grades** page that for the current reporting period, there are only records from the sending school. Delete any records where courses from your school have been stored (as they will appear on the report card along with the courses from the sending school).

Prior to generating report cards, ensure there no learner profiles, strand grades, single grades, or comments in Outcome columns from your school (i.e., Outcomes Progress page in PT Pro). If any exist, this should appear as an error at the top of the report card page when generated.

Figure 3

5 STORING CHART GUIDE

5.1 STORING CHART GUIDE FOR SCHOOLS WITH GRADE PRIMARY TO 6 STUDENTS

Reporting Term	Terms to Store*	*Note: schools may also have to store grades additional times for recently transferred students to their school
November	T1	
March	T2	
June	T3	

5.2 STORING CHART GUIDE FOR SCHOOLS WITH GRADE 7 TO 8 STUDENTS

Reporting Term	Terms to store if reporting three times a year*	Terms to store if reporting four times a year*
November	T1	Q1
February	Do not store	S1
March	T2	Do not store
April	Do not store	Q3
June	T3	Y1

5.3 STORING CHART GUIDE FOR SCHOOLS WITH GRADE 9 STUDENTS

Reporting Term	Terms to store if reporting three times a year*	Terms to store if reporting four times a year*
November	T1 and F1 (if T1 course is complete)	Q1
February	Do not store	S1 and F1 (if S1 course is complete)
March	T2 and F1 (if T2 course is complete)	Do not store
April	Do not store	Q3
June	T3 and F1	Y1 and F1

5.4 STORING CHART GUIDE FOR SCHOOLS WITH GRADE 10 TO 12 STUDENTS

Reporting Term	Schools with semestered and yearlong (YL) courses: Terms to Store*	Schools with quarter, semestered, and yearlong (YL) courses: Terms to Store*
November	Q1	Q1, E1, F1
February	S1, E1, F1	S1, E1, F1
April	Q3	Q3, E1, F1
June	Y1, E1, F1	Y1, E1, F1

Note: Schools may also have to store grades additional times for recently transferred students to their school.

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