



Wisconsin PowerSchool

User's Group Meeting

November 18th-19th, 2009

*Kalahari Resort, Wisconsin
Dells*

Deleting Honor Roll Records for Students with an "I"

Deleting Honor Roll Records for Students with an “I”

IF You have the following two conditions:

1. Students **CANNOT** make the Honor Roll if they receive a letter grade of “I”.
AND
2. If you have a letter grade of “I” set up in your Grade Scale, and you have the “I” set up to **NOT** be included in the GPA calculation in the grade scale setup.
(**NOTE:** If you normally **INCLUDE** the letter grade “I” in your GPA calculations, then you do not need to follow the steps in this document. Please see the Final Notes at the end of this document).

I. You can do **ONE** of 2 things:

1. Use one GPA calculation (see “Q1 Weighted” below) and then delete Honor Roll Records for students who had letter grades of “I” manually or through DDA as described in this document.

OR

2. Set up 2 different GPA calculations as described in the document entitled **GPA/Honor Roll Exclude I:**
 - a. One for use with the Quarter GPA for report cards (in example below called “Q1 Weighted”)
 - b. One for calculating the quarter Honor Roll (in example below called “Q1 Honor Roll”)

II. Setting up the Quarter GPA calculation for the report card.

- a. Below is a screen shot of the setup. **Note:** The GPA calculation formula is for a weighted GPA, so if you use a Simple one, just replace it with the Simple GPA formula: **round((sum(gpa_gpapoints())/gpa_count()),4)**. Otherwise, the rest of the setup is the same.
- b. Note the box is checked for Include grades that “Count in GPA”. This means it will not include an “I” in the GPA calculation. If you use this GPA calculation for the Honor Roll, it will still give an Honor Roll record to students who have a high enough GPA, but earned an “I”. This is because it is **IGNORING** the “I” when first calculating the GPA, since in

the Grade Scale it is told to not include "I"s. So in the Honor Roll Level setup screen, if you say None of "I", it never had an "I" to begin with in the GPA calculation, so the student still gets an Honor Roll record.

- c. This GPA calculation below would be used in the footer of the Report Card setup, to show a Q1 GPA that is NOT including the "I" from Historical grades. The coding would be:

```
^(*gpa method="Q1 Weighted")
```

GPA Calculation Method

General	
Method name	Q1 Weighted
Description	Used for HS Q1 GPA for Report cards
GPA Calculation	
Formula	<code>round((gpa_sum(gpa_gpapoints()*gpa_potentialcredit())/sum(c</code>
Calculation type	Cumulative
Grade scale	
Query Options	
Terms	Q1
Grade levels	(comma-separated)
School years	(comma-separated)
Credit types	(comma-separated)
Only include grades	<input checked="" type="checkbox"/> that count in GPA

<input type="checkbox"/>	that count in class rank
<input type="checkbox"/>	that count in honor roll
<input checked="" type="checkbox"/>	with potential credit

Projected GPA Options

Projected grades are

Do not add grade if

Stored credit hours

III. Setup of the Honor Roll Level screen

- a. The GPA calculation linked on the Honor Roll Level setup screen is “Q1 Weighted”.

IV. Deleting the Honor Roll Records Manually

- a. First use Special Functions>Search by Grades/Attendance to search for any grades of “I” in the quarter historical grades you are using for the Honor Roll Calculation. This is now your Current Selection of Students. You can verify you have the correct students by checking Historical Grades for some of them to make sure they have an “I”.
- b. This Current Selection is seen as a “List” in the upper left hand corner of the Student Pages when viewing one of the students. There is an arrow on either side of this “List”. You can scroll through your current selection of students, one at a time, and delete their Honor Roll Record.
 - i. After selecting a student, click on Honor Roll (Under Academics)
 - ii. If they have an Honor Roll record (they may not, if their GPA was not high enough) MAKE SURE IT IS FOR THE CURRENT TERM AND YEAR YOU JUST RAN! (Honor Roll records from previous

years and terms will be listed here). If they have an Honor Roll record for this current Term and Year, then click on the blue Honor Roll Level listed

- iii. On the next screen , click Delete
- iv. Click the arrow in the upper left hand corner of your screen to see the next student, and follow the above steps until you've gone through your whole list of students.

V. ALTERNATIVE: If you do not want to Manually Delete the Honor Roll Records, below are steps for using DDA to delete them. ONLY FOLLOW THESE STEPS IF YOU HAVE ACCESS TO DDA, AND KNOW EXACTLY WHAT YOU ARE DOING!!!

Deleting the Honor Roll Records in DDA for students with an "I" using Match Selection

- a. First use Special Functions>Search by Grades/Attendance to search for any grades of "I" in the quarter historical grades you are using for the Honor Roll Calculation. You can verify you have the correct students by checking Historical Grades for some of them to make sure they have an "I".
- b. These students who have an "I" are now your Current Selection
- c. Navigate to System>Direct Database Export (DDE)
- d. Select the Honor Roll Table
- e. Search all xxxx records in this table
- f. Click on Match Selection
- g. Choose from Dropdown arrow the Students Table
- h. Click on Proceed to Match Selection
- i. You will be taken back to the DDE screen. Your current records in selection are now the Honor Roll records for the students you had as your current selection (ones who had an "I")
- j. Narrow the records search under **Search Honor Roll** by selecting the fields **Store Code** = Q1 and **YearID** = 19 to get only Q1 Honor Roll records for these students for this year.

- k. **Change DDE to DDA (NOTE: only proceed if you know EXACTLY what you are doing. Not all users have access to DDE/DDA. Please call MBA support if you need assistance 1-800-258-0190, and dial 1, then 3 for PowerSchool support)**
 - i. In the address bar, change your URL by replacing the **dde** with **usm** and hit enter.
 - ii. Your screen should change to Direct Database Access (DDA). Click on **Modify Records**
 - iii. Check the box to **Verify a Delete Command** and click on **Delete Records**.
- l. The Honor Roll records for students with an “I” grade have now been deleted.

VI. Final Notes

- a. If you normally INCLUDE letter grades of “I” in your GPA calculation, then you would **NOT** need do the above steps. The GPA calculation shown above (Q1 Weighted), with Include Grades that Count in GPA checked, would include “I”s to start with, so you could set up the Honor Roll Level screen to None of “I” and it will not create an Honor Roll record if the student has an “I”.
- b. If students cannot make the Honor Roll if they get an “F” (or “D”), you also do **NOT** need to do the above steps, because “F”s are normally included in the GPA calculation, thus you can later exclude it on the Honor Roll Level setup screen with None of “F”.