



Wisconsin PowerSchool
User's Group Meeting
November 18th-19th, 2009
Kalahari Resort, Wisconsin Dells

End of Term

 **Brenner Associates**

PEARSON


End of Term Outline

I. Grade Verification

a. Run Class Roster Report

i. In Roster Headings box, can use:

^(teachername)

^(expression)

^(coursename)

ii. In Roster Columns box, can use:

lastfirst\Name\1.75\L

grade_level\Grade\.5\C

^(pg.final.grade;Q1)\Q1\.5\C

^(pg.final.percent;Q1)\%\.5\C

^(att;abs;Q1)\Abs\.5\C

^(att;tar;Q1)\Tar\.5\C

^(reportingterm.teachercomment)\Comment\2\L

Note: If the above does not work for the comment, try to add the quarter at the end:

^(reportingterm.teachercomment;Q1)\Comment\2\L

II. Permanently Store Grades

a. At each school, from Start Page, select System>Permanently Store Grades

b. See Document titled [How to Permanently Store Grades](#)

III. After Storing grades, check students for Historical grades

a. From Start page, select a student, and click on their Historical Grades screen

b. Verify they have grades stored for the quarter you just stored for, for the current school year.

IV. Calculate Honor Roll

- a. See Document titled Honor Roll Administration for instructions on setting up Honor Roll.
 - i. GPA calculations need to be set up for each Honor Roll method. See Document titled Simple vs. Weighted GPA Calc for explanation of the two different types of GPA calculations. GPA calculations are set up at District>GPA Calculations>Calculation Methods
- b. From Start page, select System>Calculate Honor Roll
- c. After it completes, verify by selecting a student you feel would have made Honor Roll, and click on the Honor Roll link. Verify there is a record created for this student.
- d. Run the Honor Roll report by selecting from Start page, Reports>Honor Roll.

V. Run Report cards

- a. Verify the report card is set up correctly in Reports>Setup>Report Cards. Review the 3 areas for Setup
 - i. Heading
 - ii. Schedule Listing
 - iii. Footer
- b. Run the Report Card for one student to verify it is working correctly. Call up a student, go to Functions>Print a Report and select the correct Report Card from the dropdown choices
- c. If all appears correct (grades, GPA, Honor roll message if you have this, comments) then run Report Cards for all students.
 - i. From Start page, select a group of students (grade level, etc)
 - ii. Under your selection, choose from the Function dropdown arrow Print Reports

iii. Choose the correct report card to run.

VI. Zero Out Earned Credit for Weighted GPA

- a. For schools that use a Weighted GPA, after storing grades at the quarter, the EARNED credit for that quarter needs to be zeroed out using DDA
- b. Refer to Document titled Deleting Earned Credit in DDA

How to Permanently Store Grades in PowerSchool

At the end of each grading term, use the Permanently Store Grades function to copy and store students' current grades from teacher gradebooks as historical grades.

Before permanently storing grades, verify that grade scales, final grade setup, and the current grade display have been set up.

How to Permanently Store Grades

It is recommended that you verify that all grades are correct before permanently storing grades. The Student Schedule Listing report and the Class Rosters (PDF) report can be used to verify that grades are correct.

1. Log into the appropriate school.
2. On the start page, choose System from the main menu.
3. Click Permanently Store Grades.
4. Use the following table to enter information in the fields:

Field	Description
Store Code	<p>Enter a store code to associate with the grades you would like to store. This code is usually the same as the final grade, such as Q1 or S1. However, you may enter any code you like since this field is not associated with any other PowerSchool setup items. The first character must be a letter, and the second character must be a number.</p> <p>Note: Do not use the same store code twice in one year, unless you wish the system to overwrite the grades you stored under the store code the first time with the grades you store the second time.</p>

Use this final grade	Enter the final grade associated with the grades. Final grades can be viewed at Start Page > School Setup > Final Grade Setup. Use a two-digit code to indicate the term in which the students earned the grades, such as Q1 or S1.
Exclude and Include Enrollment Records	<p>You do not have to store current grades for all students. If you want to store current grades based on students' enrollment or dropped class dates, select any combination of the following checkboxes to filter the selected students:</p> <p>Note: Enter the date using the format mm/dd/yyyy.</p> <ul style="list-style-type: none"> · Exclude enrollment records where the student enrolled in the class after this date: To be included in the grade storing process for a class, a student must have enrolled in a class on or before the date you enter. · Exclude enrollment records where the student dropped the class before this date: To be included in the grade storing process for a class, a student must not have dropped a class on or before the date you enter. · Include only enrollment records that are currently active and that were active on this date: To be included in the grade storing process for a class, a student must have enrolled in a class on or before the date you enter and cannot have dropped the course until on or after the date. <p>Additional Note: If you do not use the correct date format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. If you leave the date-related fields blank, PowerSchool stores a grade for every enrollment record, including classes that students dropped during the term. PowerSchool does not store grades for students who enroll in your school during the last two weeks of the term.</p>

- 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:

Request that grades be stored only for a specific section

If you want to store grades for students in a specific course section only, enter the course and section numbers, separated by a period. For example, enter 113.04 for Course 113, Section 04. You can do this when teachers are late in entering their final grades or when testing the process of storing grades. Leave this field blank to store grades for all course sections.

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

Percent of Credits to be awarded each term

For each term, specify the percent of possible credits each student can earn. The terms listed refer to the courses, such as courses that are one year long, or courses that are one semester long. If you want to store grades and you do not want to award credit, enter 0 in these fields.

Example 1: If you store grades for Q1 in a school that awards credit on the quarter, students may earn 25% of the possible credits they can earn in a yearlong course, 50% of the possible credits they can earn on a semester course, and 100% of the possible credits they can earn on a quarter course.

Example 2: If you store grades for S1 in a school that awards credit on the semester, students may earn 50% of the possible credits they can earn in a yearlong course, and 100% of the possible credits they can earn on a semester course.

Example 3: If you store grades for Y1 in a school that awards credit at the end of the year, students may earn 100% of the possible credits they can earn in a yearlong course.

Note: Be sure you define the proper amount of credits for all courses. Also, if you do not wish to record grades for a particular term (I.E. you wish to store grades for semester classes but not year classes),

leave that term blank, not 0. If you enter a 0, grades will be stored with 0 credit.

Also, define that the appropriate grades earn graduation credit on the Gradescale page.

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.

Please note that the store terms that appear on this page are only available for a limited amount of time. For specific details on store term availability, please refer to article [10009](#).

Available store terms

2008-2009	% of course credit to award now:	<input type="text" value="25"/>	%
Semester 1	% of course credit to award now:	<input type="text" value="50"/>	%
Quarter 1	% of course credit to award now:	<input type="text" value="100"/>	%

Options for classes enrolled at other schools

Use the pop-up menus to indicate the options you want to apply for storing grades for classes that students take at other schools:

Store grades for classes enrolled at: 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.

Record the school name of: Select which school name to use when storing grades. Select either the other school or the current school.

	<p>Options for classes enrolled at other schools</p> <p>Store grades for classes enrolled at <input type="text" value="All schools"/></p> <p>Record the school name of <input type="text" value="This school"/></p>
<p>Options for Withholding Credit</p>	<p>You can determine that all students who receive a specific number of attendance points during the date range you enter do not receive credit for the course and earn an entirely different grade. For example, the student originally receives a C; however, due to excessive absences, the student receives a WC and no credit for this course.</p> <p>Complete the following steps:</p> <ol style="list-style-type: none"> 1. Select the checkbox. 2. Enter the number of attendance points the student must have received and the date range during which he or she received them to earn the grade you enter. 3. Enter a comment in the teacher comment field if you want the original grade the student earned before counting the attendance points to appear with the comment. <div data-bbox="466 932 1717 1117"> <p>Options for withholding credit - only those items checked can cause credit to be withheld</p> <p>If more than <input type="text"/> attendance points have accumulated between the dates of <input type="text" value="00/00/00"/> and <input type="text" value="00/00/00"/></p> <p><input type="checkbox"/> then give the student a grade of <input type="text" value="NG"/> and store the real grade in the "teacher comment" field with this comment:</p> <p><input type="text" value="Credit withheld due to excessive attendance points"/></p> </div>

5. Click Store Current Grades. The "Alert: Storing Grades" page displays the status of the storing grades process.

Note: If you notice that you entered incorrect data after storing grades, repeat this procedure for the same store code and final grade code. PowerSchool overwrites the existing grades with the new ones

Simple VS Weighted GPA Calculations

Simple GPA Calculation

Adding up all GPA points, then dividing by number of classes.

Example:

A 4

A 4

B 3

B 3

C 2

A 4

20 GPA points divided by 6 classes = 3.33 Simple GPA

Weighted GPA Calculation

Multiplies the POTENTIAL CREDIT (from Stored Grades table) times the GPA points, then divides by the TOTAL Potential Credits.

Example:

		Potential Credit	
A	4	.25	$4 \times .25 = 1.0$
A	4	.25	$4 \times .25 = 1.0$
B	3	.125 (gym class meets every other day)	$3 \times .125 = .375$
B	3	.25	$3 \times .25 = .75$
C	2	.25	$2 \times .25 = .5$
A	4	.25	$4 \times .25 = 1.0$
Total credits= 1.375			Total GPA points = 4.625 divided
by 1.375 = 3.36 Weighted GPA			

Zeroing out Earned Credit in DDA

NOTE: Not every PowerSchool user will have access to DDA. It depends which Group you are assigned to. If you feel you should be able to access DDA, please see the PowerSchool Administrator at your district to see if you can have access to DDA. Please remember that using DDA can be dangerous, and there is the potential to damage and/or delete data. If you are not comfortable using it, or have any questions or concerns, please contact MBA Support for assistance (1-800-258-0190, then dial 1, then 3 for PowerSchool Support).

After Permanently Storing grades at the quarters, if you use a Weighted GPA, you will need to ZERO out the EARNED credit in the Stored Grades table in DDA

When Permanently Storing grades at the quarter, if your school uses a Weighted GPA calculation (multiplies GPA points times the potential credit of the course), you must award credit when storing grades to get the correct GPA calculation. Awarding credit on the Permanently Storing Grades screen will also bring in the Potential Credit into the Historical grades, and that's what is used in a Weighted GPA calculation. Most districts do not actually AWARD credit earned at the quarters; they normally award credit at the Semesters only. So once the grades are stored with both Earned and Potential credit, you must use DDA to ZERO the Earned credit only for the quarter you just stored grades for.

Example:

You use a Weighted GPA calculation, and you've just stored grades for Q1 and awarded credit. You need to use DDA to zero out the Earned Credit for these Q1 stored grades.

Step 1: From the Start page, click on System>Direct Database Export (DDE)

Step 2: On the DDE screen, choose from the Current Table Dropdown arrow the Stored Grades(31) table.

1. Click on Select All XXXXX records in the this table

2. Your Current Records in Selection (under the Table name) should now say the same number as the total records in the table.
3. Under Search Stored Grades, click on the dropdown arrow and choose StoreCode, leave the “=” in the middle box, and in the 3rd blank box type in Q1 (or whichever quarter you just stored grades for)
4. In the second Search Stored Grades row, click the dropdown arrow and choose TermID, change the middle box to “>=” and in the third box type in 1900 (the 2009-2010 school year has an internal TermID of 1900)
5. Check the small box for “Search only in Records belonging to your school”

See Example below:

Direct Database Export (DDE)

Current Table:

Current Records in Selection: 44198 [List View](#) [Table View](#)

[Export Records](#) [Match Selection](#) [Table View Setup](#)

Select all 44198 records in this table

Search StoredGrades

StoreCode	=	Q1
TermID	>=	1900

Search only in records belonging to Apple Grove High School 1

Search all 44198 records in this table

Search within the current 44198 records only

6. Then click on the Search all XXXXX records in this table. Your Current records in selection should change to just the stored grades for Q1 that you just stored.
7. Click on List View and you will see them all listed with the store code of Q1 and date stored. Verify they are the correct records by this information.
8. Click on the Breadcrumb trail at the top of this List View screen to take you back to Direct Database Export. Now you must change from DDE to DDA. See steps below.

Changing Direct Database Export(DDE) to Direct Database Access(DDA)

After selecting a Table and records, if you need to modify or delete records, you can change the URL on this page by substituting **usm** for **dde** in the URL.

Example: DDE URL is: <http://ps1.mba-link.com/admin/tech/dde/home.html>

Back out the dde only, and type in usm, so the URL now becomes:

<http://ps1.mba-link.com/admin/tech/usm/home.html>

Your screen will change to Direct Database Access (DDA), or Universal Search and Modify (usm). You can now modify or delete data.

Note: If you navigate away from DDA, it will automatically be DDE when you return. You must change it to **usm** in the URL each time you navigate to Direct Database Export if you need Direct Database Access.

1. Once the screen has been changed to Direct Database Access (DDA), you can now select Modify Records.
2. On the Modify Records screen, click on the dropdown arrow and choose the field **EarnedCrHrs**. In the box after the =, type in **0**

Example:

**Modify
Records**

Current Table: StoredGrades

Current number of records in selection: [4098](#)

EarnedCrHrs := 0

Note: This function will permanently modify your database. Use only if you know exactly what you are doing, and then only with extreme caution. Changes are permanent. You may use ^ to reference the existing value of the field.

Check here to verify a delete command

[Back to Direct Database Access Main Screen](#)

Delete Selected Records

Modify Selected Records

3. Click on **Modify Selected Records**
4. When it is complete, it will take you back to the DDA screen.
5. To verify this worked, you can call up students, go to their Historical Grades screen, and verify the Earned Credit is 0 for each class. You could also click on the Grade for Q1 for any class, and on the detail screen verify the Earned Credit is 0.