

Grades User Guide

**PowerSchool
Student Information System**



PowerSchool

Document Properties

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Please send comments, suggestions, or requests for this document to manuals@powerschool.com. Your feedback is appreciated.

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Introduction

Use PowerSchool Help to learn the PowerSchool Student Information System (SIS) and to serve as a reference for your daily work. However, before you can begin using PowerSchool, the PowerSchool administrator at your school must set up the system and import the data from your previous system. Once those steps are complete, you can start using PowerSchool. Use PowerSchool Help to assist you in navigating in PowerSchool.

PowerSchool Help is updated as PowerSchool is updated. Not all versions of PowerSchool Help are available in a printable guide. For the most up-to-date information, click Help on any page in PowerSchool.

There are user guides available that include the same information as PowerSchool Help for each major release of PowerSchool. These user guides include instructions for certain user roles, though these roles will vary depending on your school or district's circumstances. For the most recent version of the printable guides, visit the PowerSchool Customer Support web site at <https://www.powerschool.com/support/documentation/userguides/>. This URL is case-sensitive.

Note: You need a username and password to view anything on the PowerSchool Customer Support web site. Contact your PowerSchool administrator for access.

You are encouraged to read each section of the help that pertains to you. While the introductory sections build a foundation of knowledge that you will use every time you log on to PowerSchool, the remaining sections are independent of each other and can be read in any order. However, if you have never used PowerSchool before, it will be most helpful if you start with the section "[Introduction to PowerSchool](#)." Whenever you read this guide, keep the following points in mind:

- The actions you can perform in PowerSchool depend on your job responsibilities and subsequently on your level of access to PowerSchool. Some users only have viewing rights to some pages. Others can view or edit any page. Still other users can view or edit any page, and create new ones as well. Finally, some pages are view-only for everyone. This guide outlines viewing, editing, and creating options for most pages. Depending on your needs and your level of access, only certain options will be applicable and available to you. If you find that your work requires a greater level of access, contact the system administrator at your school.
- Almost all of the activities described in this guide begin by selecting the appropriate student or group; thus, it is imperative that you understand how to search for and select a student. For detailed instructions on how to do this, refer to the section "[Search and Select](#)."
- The school and student records used in this guide differ from those displayed on your page as you work. You will work with real data based on student records at your school. The graphics in this guide are only examples.
- In PowerSchool, different pages provide some of the same information because you view the same data from a different place each time. If you add, change, or delete data on one page, it will be added, changed, or deleted on other pages that contain the same field(s) of data.

- The reporting features described in this guide are some of the most important you will use in the system. A PowerSchool report is a statement of student or staff records that is produced for viewing or printing and can include information text in addition to the report listings. PowerSchool reports include report cards, lists of class schedules, lunch balance sheets, mailing labels, lists of current staff members, and attendance records.
- Use PowerSchool to create numerous types of reports that pull selected data quickly and easily. Select from a list of pre-configured reports that have preset parameters or create a custom report to include parameters needed for a specific task. You should read the sections "**Custom Reports**" and "**Pre-Configured Reports**" before creating a report.

Legend

- This guide uses the > symbol to move down a menu path. Thus, if instructed to "Click File > New > Window", begin by clicking the File menu. Then, click New and Window. The option noted after the > symbol will always be on the menu that results from your previous selection.
- It is easy to identify notes because they are indented and prefaced by the text **Notes:**.

Audience

This document is intended for school administrators, system administrators, counselors, and teachers.

Grade Scales

Course Grade Scales

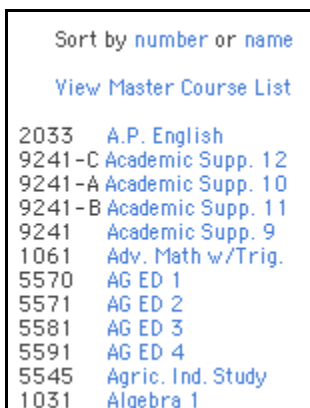
Set up different grade scales and assign them to the appropriate courses. If you do not assign a grade scale to a course, the system assigns the default grade scale to that course. The default grade scale is determined when the system is set up.

For more information on setting up grade scales, see the section "[Grade Scales](#)."

How to Assign Grade Scales to Courses

Courses are always automatically assigned the default grade scale. Either use the default grade scale, or assign a grade scale to a course. For more information, see the section "[Grade Scales](#)."

1. On the start page, choose School from the main menu.
2. On the School Setup page, click Courses. A list of current courses appears in the courses menu.



A screenshot of a web interface showing a list of courses. At the top, there are two links: "Sort by number or name" and "View Master Course List". Below these links is a list of course numbers and names, including "2033 A.P. English", "9241-C Academic Supp. 12", "9241-A Academic Supp. 10", "9241-B Academic Supp. 11", "9241 Academic Supp. 9", "1061 Adv. Math w/Trig.", "5570 AG ED 1", "5571 AG ED 2", "5581 AG ED 3", "5591 AG ED 4", "5545 Agric. Ind. Study", and "1031 Algebra 1".

Sort by	number or name
View Master Course List	
2033	A.P. English
9241-C	Academic Supp. 12
9241-A	Academic Supp. 10
9241-B	Academic Supp. 11
9241	Academic Supp. 9
1061	Adv. Math w/Trig.
5570	AG ED 1
5571	AG ED 2
5581	AG ED 3
5591	AG ED 4
5545	Agric. Ind. Study
1031	Algebra 1

3. Click the name of the course to which you want to assign a grade scale. The Edit Course page appears.

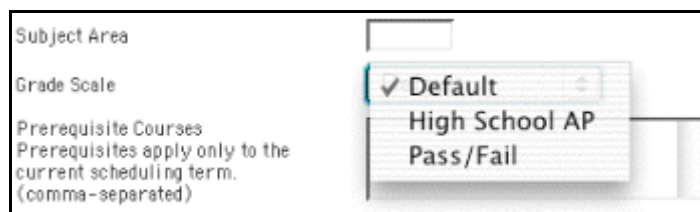
Edit Course

[District](#) | [Fees](#) | [Scheduling](#) | [Relationships](#)

Label	Value
Course Name	Biology
Course Number	1511
Course Name	<input type="text" value="Biology"/>
Alternate Course Number	<input type="text"/>
Credit Hours	<input type="text" value="0.500"/>
CIP Code	<input type="text"/> <input type="checkbox"/> Vocational Class
Credit Type	<input type="text"/> (no spaces)
Default Maximum Enrollment	<input type="text" value="16"/>
Department	<input type="text"/> Associate
Subject Area	<input type="text"/>
Prerequisite Courses Prerequisites apply only to the current scheduling term. (comma-separated)	<input style="width: 100%; height: 20px;" type="text"/>
PowerLink (English)	<input type="text"/>
PowerLink (Español)	<input type="text"/>
Exclude From Attendance (Optional: Use only to exclude all sections from counting towards ADM/ADA for students.)	<input type="checkbox"/>
Grade Scale	<input style="width: 100%;" type="text" value="Default"/> ▾
GPA Added Value Points	<input type="text" value="0"/> (usually zero)
Exclude from GPA?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Exclude from Class Rank?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Exclude from Honor Roll?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Use The Course For Lunch	<input type="checkbox"/>
Exclude On Report Cards/Transcripts	<input type="checkbox"/>

Note: Changes made here will affect this course at all schools which use the same PowerSchool server as this school.

- Choose the grade scale from the Grade Scale pop-up menu.



- Click Submit. The Courses page appears.

Grade Scales

Create multiple grade scales and assign them to different courses or sections. For example, grades given for AP Calculus count more towards a student's GPA than grades for Basic Math. Assign the two courses to different grade scales. For more information on assigning grade scales to courses, see the section "[Course Grade Scales](#)."

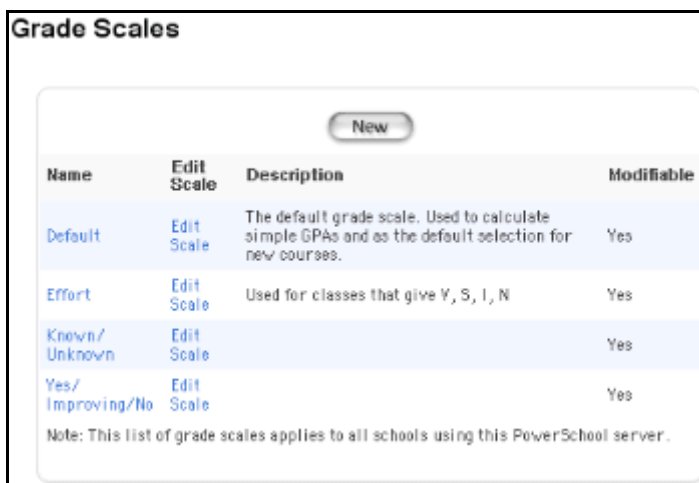
The grade scales you define become the set of grades that are possible to use at all schools on your PowerSchool system. After you set up the grade scales in PowerSchool, the system sends the grades you select for PowerGrade to each teacher's PowerGrade default grade scale.

The value of a grade is determined when an historical grade is given to a student taking a particular course. Even if the grade scale for that course changes, the values of that student's grade do not change.

How to Create a Grade Scale

The grade scales you create are shared by all of the schools on your system. You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Grade Scales. The Grade Scales page appears.



Name	Edit Scale	Description	Modifiable
Default	Edit Scale	The default grade scale. Used to calculate simple GPAs and as the default selection for new courses.	Yes
Effort	Edit Scale	Used for classes that give V, S, I, N	Yes
Known/ Unknown	Edit Scale		Yes
Yes/ Improving/No	Edit Scale		Yes

Note: This list of grade scales applies to all schools using this PowerSchool server.

3. Click New. The New Grade Scale page appears.

New Grade Scale

Option	Value
Name	<input type="text" value="High School AP"/>
Teacher Can Modify	<input checked="" type="checkbox"/>
Description	<input type="text" value="Use this grade scale for high school-level AP courses."/>

4. Use the following table to enter information in the fields:

Type	Description
Name	Enter a name for the grade scale.
Teacher Can Modify	Use this checkbox to indicate whether or not teachers can edit this grade scale in PowerGrade. Do one of the following: <ul style="list-style-type: none"> Select this checkbox to allow teachers to edit this grade scale in PowerGrade. Deselect this checkbox to restrict teachers from editing this grade scale in PowerGrade.
Description	Enter a description for the grade scale.

5. Click Submit. The Grade Scales page displays the new grade scale.

Grade Scales

Name	Edit Scale	Description	Modifiable
Default	Edit Scale	The default grade scale. Used to calculate simple GPAs and as the default selection for new courses.	Yes
Effort	Edit Scale	Used for classes that give Y, S, I, N	Yes
High School AP	Edit Scale	Use this grade scale for high school-level AP courses.	Yes
Known/Unknown	Edit Scale		Yes
Yes/Improving/No	Edit Scale		Yes

Note: This list of grade scales applies to all schools using this PowerSchool server.

6. Click Edit Scale next to the new grade scale. The Grade Scale: [Grade Scale] page appears.

Grade Scale: High School AP

Grade	Description	Grade Pts	Counts in GPA	Added Value	Grad Credit	Teacher Scale
There are no entries for this grade scale.						

7. Click New. The New Grade page appears.

New Grade: High School AP

Option	Value
Grade	<input type="text" value="B"/>
Description	<input type="text" value="Good"/>
Grade points	<input type="text" value="3"/>
Cutoff percent	<input type="text"/>
Gradebook value	<input type="text" value="82.5"/>
Counts in GPA?	<input checked="" type="checkbox"/>
Receives added value?	<input type="checkbox"/>
Earns graduation credit?	<input checked="" type="checkbox"/>
Teacher's grade scale?	<input checked="" type="checkbox"/>
PowerLink (English)	<input type="text"/>
PowerLink (Spanish)	<input type="text"/>

8. Use the following table to enter information in the fields:

Field	Description
Grade	Enter the grade that you want to create for this grade scale, such as A, B, or F.
Description	Enter a description of the grade in the field, such as Superior. This description appears on grading reports.
Grade Points	Enter the number of grade points to include in the GPA. You can enter up to and including the number 200. For example, an A could be worth 4.0 grade points, a B worth 3.0 grade points, and an F worth 0 grade points.

Field	Description
Cutoff percent	Enter the lowest percentage students can earn to receive this grade. For example, if you enter 93 for an A, then students must earn at least 93% of the total points to receive an A. The system uses the next highest cutoff percentage you define for a different grade to determine the highest percent grade students can earn to receive this grade. Note: This is a suggested cutoff for your teachers to use. Teachers can define their own cutoff percentages for this grade in PowerGrade.
Gradebook value	This field indicates the value of a letter grade when teachers give letter grades instead of numeric grades. Enter a number for the value of the letter grade; usually, this is in the middle of the range for the grade, such as 88 for a B+.
Counts in GPA?	Select this checkbox to determine that this grade calculates in the GPA.
Receives added value?	Select this checkbox if users can enter a value for this grade that exceeds the normal grade points.
Earns graduation credit?	Select this checkbox to determine that this grade earns credit towards graduation requirements.
Teachers grade scale?	Select this checkbox to indicate that teachers use this grade scale.
PowerLink (English)	If your school uses PowerLink, enter the phonetic English spelling of this grade.
PowerLink (Spanish)	If your school uses PowerLink, enter the phonetic Spanish spelling of this grade.

9. Click Submit. The Grade Scale: [grade scale] page appears.

Grade Scale: High School AP

Grade	Description	Grade Pts	Counts in GPA	Added Value	Grad Credit	Teacher Scale
A	Superior	4.000	Yes		Yes	Yes
B	Good	3.000	Yes		Yes	Yes
C	Average	2.000	Yes		Yes	Yes
D	Poor	1.000	Yes		Yes	Yes

10. Repeat steps 8-9 for each grade in this grade scale.

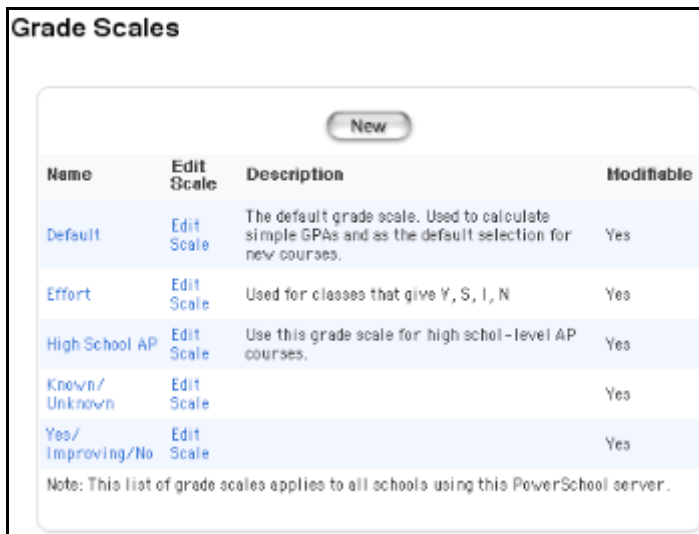
How to Edit a Grade Scale Grade

Edits to any grade scales affect the grade scales for all of the schools on your system. Use caution when editing a grade scale, because changes to a grade scale entry affect current GPA calculations.

Modifications to a grade scale are possible only if the "Permit modification of grade scales" checkbox is selected on the GPA Options & Calculations page. For more information, see the section "[GPA Calculations](#)."

Note: On the Edit Section page for each course, there is an option to override a course's grade scale with either "Same as Course," Default, or any other grade scales.

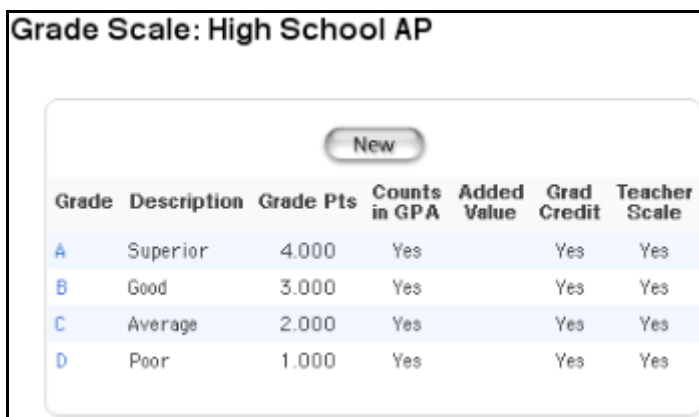
1. On the start page, choose School from the main menu.
2. Click Grade Scales. The Grade Scales page appears.



Name	Edit Scale	Description	Modifiable
Default	Edit Scale	The default grade scale. Used to calculate simple GPAs and as the default selection for new courses.	Yes
Effort	Edit Scale	Used for classes that give Y, S, I, N	Yes
High School AP	Edit Scale	Use this grade scale for high school-level AP courses.	Yes
Known/Unknown	Edit Scale		Yes
Yes/Improving/No	Edit Scale		Yes

Note: This list of grade scales applies to all schools using this PowerSchool server.

3. Click Edit Scale next to the name of the grade scale to be edited. The Grade Scale: [grade scale] page appears.



Grade	Description	Grade Pts	Counts in GPA	Added Value	Grad Credit	Teacher Scale
A	Superior	4.000	Yes		Yes	Yes
B	Good	3.000	Yes		Yes	Yes
C	Average	2.000	Yes		Yes	Yes
D	Poor	1.000	Yes		Yes	Yes

4. Click the grade to be edited. The Edit Grade page appears.

Edit Grade: High School AP

Option	Value
Grade	<input type="text" value="B"/>
Description	<input type="text" value="Good"/>
Grade points	<input type="text" value="3"/>
Cutoff percent	<input type="text" value="83.5"/>
Gradebook value	<input type="text" value="0"/>
Counts in GPA?	<input checked="" type="checkbox"/>
Receives added value?	<input type="checkbox"/>
Earns graduation credit?	<input checked="" type="checkbox"/>
Teacher's grade scale?	<input checked="" type="checkbox"/>
PowerLink (English)	<input type="text"/>
PowerLink (Spanish)	<input type="text"/>

5. Use the following table to edit information in the fields:

Field	Description
Grade	Enter the grade that you want to create for this grade scale, such as A, B, or F.
Description	Enter a description of the grade in the field, such as Superior. This description appears on grading reports.
Grade Points	<p>Enter the number of grade points to include in the GPA. You can enter up to and including the number 200.</p> <p>For example, an A could be worth 4.0 grade points, a B worth 3.0 grade points, and an F worth 0 grade points.</p>
Cutoff percent	<p>Enter the lowest percentage students can earn to receive this grade. For example, if you enter 93 for an A, then students must earn at least 93% of the total points to receive an A. The system uses the next highest cutoff percentage you define for a different grade to determine the highest percent grade students can earn to receive this grade.</p> <p>Note: This is a suggested cutoff for your teachers to use. Teachers can define their own cutoff percentages for this grade in PowerGrade.</p>

Field	Description
Gradebook value	This field indicates the value of a letter grade when teachers give letter grades instead of numeric grades. Enter a number for the value of the letter grade; usually, this is in the middle of the range for the grade, such as 88 for a B+.
Counts in GPA?	Select this checkbox to determine that this grade calculates in the GPA.
Receives added value?	Select this checkbox if users can enter a value for this grade that exceeds the normal grade points.
Earns graduation credit?	Select this checkbox to determine that this grade earns credit towards graduation requirements.
Teachers grade scale?	Select this checkbox to indicate that teachers use this grade scale.
PowerLink (English)	If your school uses PowerLink, enter the phonetic English spelling of this grade.
PowerLink (Spanish)	If your school uses PowerLink, edit the phonetic Spanish spelling of this grade.

6. Click Submit. The Grade Scale: [grade scale] page displays the edited grade scale.

Grade Scale: High School AP

Grade	Description	Grade Pts	Counts in GPA	Added Value	Grad Credit	Teacher Scale
A	Superior	4.000	Yes		Yes	Yes
B	Good	3.000	Yes		Yes	Yes
C	Average	2.000	Yes		Yes	Yes
D	Poor	1.000	Yes		Yes	Yes

How to Delete a Grade Scale Grade

Deleting a grade for a grade scale affects all of the schools on your system. Use caution when deleting a grade scale grade because changes affect current GPA calculations.

1. On the start page, choose School from the main menu.
2. Click Grade Scales. The Grade Scales page appears.

Grade Scales

[New](#)

Name	Edit Scale	Description	Modifiable
Default	Edit Scale	The default grade scale. Used to calculate simple GPAs and as the default selection for new courses.	Yes
Effort	Edit Scale	Used for classes that give Y, S, I, N	Yes
High School AP	Edit Scale	Use this grade scale for high school-level AP courses.	Yes
Known/Unknown	Edit Scale		Yes
Yes/Improving/No	Edit Scale		Yes

Note: This list of grade scales applies to all schools using this PowerSchool server.

- Click Edit Scale next to the name of the grade scale to be edited. The Grade Scale: [grade scale] page appears.

Grade Scale: High School AP

[New](#)

Grade	Description	Grade Pts	Counts in GPA	Added Value	Grad Credit	Teacher Scale
A	Superior	4.000	Yes		Yes	Yes
B	Good	3.000	Yes		Yes	Yes
C	Average	2.000	Yes		Yes	Yes
D	Poor	1.000	Yes		Yes	Yes

- Click the grade to be edited. The Edit Grade page appears.

Edit Grade: High School AP

Option	Value
Grade	<input type="text" value="B"/>
Description	<input type="text" value="Good"/>
Grade points	<input type="text" value="3"/>
Cutoff percent	<input type="text" value="83.5"/>
Gradebook value	<input type="text" value="0"/>
Counts in GPA?	<input checked="" type="checkbox"/>
Receives added value?	<input type="checkbox"/>
Earns graduation credit?	<input checked="" type="checkbox"/>
Teacher's grade scale?	<input checked="" type="checkbox"/>
PowerLink (English)	<input type="text"/>
PowerLink (Spanish)	<input type="text"/>

5. Click Delete. The Selection Deleted page appears.

Selection Deleted

The selection(s) have been deleted.

How to Edit a Grade Scale

Edits to any grade scales affect the grade scales for all of the schools on your system.

1. On the start page, choose School from the main menu.
2. Click Grade Scales. The Grade Scales page appears.

Grade Scales

Name	Edit Scale	Description	Modifiable
Default	Edit Scale	The default grade scale. Used to calculate simple GPAs and as the default selection for new courses.	Yes
Effort	Edit Scale	Used for classes that give Y, S, I, N	Yes
High School AP	Edit Scale	Use this grade scale for high school-level AP courses.	Yes
Known/Unknown	Edit Scale		Yes
Yes/Improving/No	Edit Scale		Yes

Note: This list of grade scales applies to all schools using this PowerSchool server.

3. Click the name of the grade scale you want to edit. The Edit Grade Scale page appears.

Edit Grade Scale

Option	Value
Name	<input type="text" value="High School AP"/>
Teacher Can Modify	<input checked="" type="checkbox"/>
Description	<input type="text" value="Use this grade scale for high school-level AP courses."/>

4. Use the following table to enter information in the fields:

Type	Description
Name	Edit the name for the grade scale. Note: You cannot rename the default grade scale.
Teacher Can Modify	Use this checkbox to indicate whether or not teachers can edit this grade scale in PowerGrade. Do one of the following: <ul style="list-style-type: none"> Select this checkbox to allow teachers to edit this grade scale in PowerGrade. Deselect this checkbox to restrict teachers from editing this grade scale in PowerGrade.
Description	Edit the description for the grade scale.

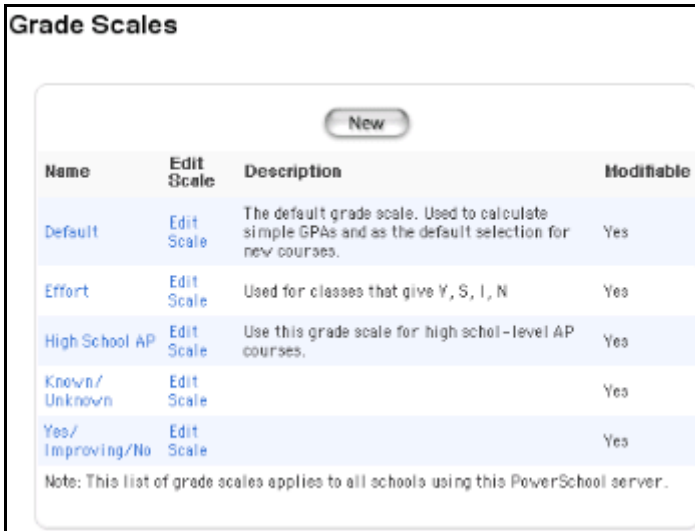
- Click Submit. The Grade Scales page displays the edited grade scale.

How to Delete a Grade Scale

Deleting a grade scale does not affect grades that have already been assigned. The system uses the default grade scale for any course or section that is no longer associated with a grade scale.

Deleting a grade scale is possible only if the "Permit modification of grade scales" checkbox is selected on the GPA Options Ñ Calculations page. For more information, see the section "[GPA Calculations](#)."

- On the start page, choose School from the main menu.
- Click Grade Scales. The Grade Scales page appears.



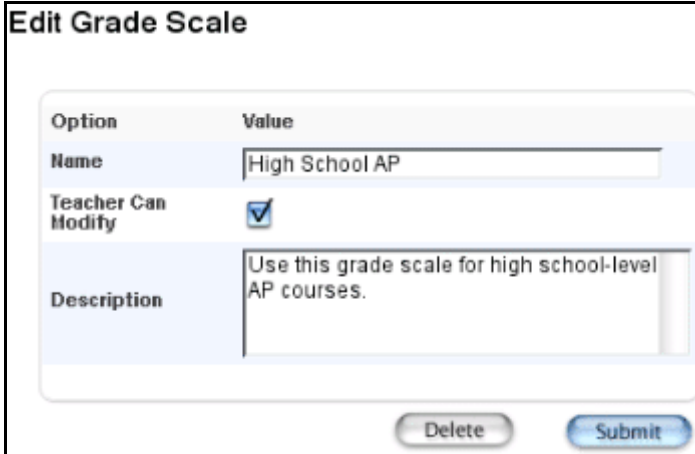
Grade Scales

New

Name	Edit Scale	Description	Modifiable
Default	Edit Scale	The default grade scale. Used to calculate simple GPAs and as the default selection for new courses.	Yes
Effort	Edit Scale	Used for classes that give Y, S, I, N	Yes
High School AP	Edit Scale	Use this grade scale for high school-level AP courses.	Yes
Known/Unknown	Edit Scale		Yes
Yes/Improving/No	Edit Scale		Yes

Note: This list of grade scales applies to all schools using this PowerSchool server.

- Click the name of the grade scale you want to delete. The Edit Grade Scale page appears.



Edit Grade Scale

Option	Value
Name	High School AP
Teacher Can Modify	<input checked="" type="checkbox"/>
Description	Use this grade scale for high school-level AP courses.

Delete Submit

Note: You cannot delete the default grade scale.

- Click Delete. The Selection Deleted page appears.

GPA Calculations

Before running a grade-related report, such as a report card, set up the correct parameters to calculate your school's grade point average. Some schools also choose to factor into the GPA calculation the number of times a student takes a course. Since GPAs are calculated on-the-fly, any changes take effect immediately and affect all schools on the server.

For information on setting the calculation methods and attempt types, see the following sections:

- ["GPA Calculation Methods"](#)
- ["GPA Attempt Types"](#)

For information on other GPA settings, see the section ["How to Set Other GPA Settings."](#)

GPA Calculation Methods

Create GPA calculation methods to define the formula and criteria for GPA calculations. PowerSchool includes four standard calculation methods: Simple, Simple Percent, Weighted, and Weighted Percent. You can modify the standard methods to meet your needs or create an unlimited number of additional calculation methods.

Any changes or additions to the list of calculation methods affect all schools on your server. To share a method with schools on other servers, export the method as a template. For more information, see the section ["How to Export GPA Calculation Methods."](#) If you have the proper permissions, you can remove a calculation method using DDA/DDE. For more information, see the section ["Direct Database Export."](#)

Once GPA is calculated, the GPA code is used to present GPA information on reports, exports, and student pages. This code always starts with *gpa and is followed by optional parameters that include pairs of names and values.

Examples of the GPA code include:

- `~(*gpa)` returns the cumulative weighted GPA for a student for all years at the school
- `~(*gpa method=weighted type=cumulative grade=12 credittypeCORE)` returns a weighted GPA for core classes for the student's senior year

The following table lists the parameters and values. All parameters except for "method" are overridden by any settings in the calculation method. Parameters and values can be included in the code in any sequence.

Parameter	Description	Example
method	Specifies the name of the specific calculation method that should be used when performing this calculation. If omitted, a method called "weighted" will be used.	method=weighted method=simple method=honors

Parameter	Description	Example
type	Specifies the type of the calculation. Valid options are: <ul style="list-style-type: none"> • Cumulative: Uses values from historical grades only. • Current: Uses the current (not stored) grades sent by PowerGrade. If "current" is specified, the term, grade, and year attributes, if specified, are ignored; only grades from the in-session school year using the store code specified on the Current Grade Display settings page in District Setup will be used. • Projected: Uses the historical grades, plus those projected grades as defined in the calculation method. If omitted, "cumulative" is used.	type=cumulative type=current type=projected
term	One or more term abbreviations. Only grades whose store codes match the specified abbreviations will be used in the calculation. Separate multiple terms with commas. If omitted, any store code is permitted. If one or more term abbreviations are specified but no grade or year, only grades from the current school year are used.	term=S1 term=Q1,Q2,Q3
grade	One or more grade levels. Only grades stored at the specified grade levels will be used in the calculation. Separate multiple grade levels with commas. If omitted, the historical grade range for the school is used.	grade=12 grade=7,8,9

Parameter	Description	Example
year	One or more four-digit school years. Only grades stored during the specified school years will be used in the calculation. Specify the start year of a school year that spans multiple calendar years. For example, use 2003 for the 2003-2004 school year. Separate multiple years with commas. If omitted, all school years are used.	year=1999 year=1998,1999,2000
credittype	One or more credit types. Only grades that match one or more of the specified credit types will be used in the calculation. Separate multiple credit types with commas. If omitted, grades with any credit type, including no credit type, are used.	credittype=English credittype=ENG,SCI,MATH credittype=Core,Electives
scale	The name of the grade scale to use for this calculation. If a particular letter grade is not present in the specified grade scale, that grade will not be included in the calculation. If the name of the grade scale specified is unrecognized, a scale called Default is used. If omitted, the GPA points from the grade itself are used.	scale=Default scale=Standard scale=Honors

How to Add GPA Calculation Methods

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click GPA Calculations. The GPA Settings page appears.

GPA Settings	
Function	Description
Calculation Methods	Define and manage the GPA calculation methods used by the system.
Attempt Types	Define attempt types for use with the gpa_attempts() calculation function.
Miscellaneous	Various other settings related to GPA calculations.

3. Click Calculation Methods. The GPA Calculation Methods page appears.

GPA Calculation Methods

Name	Description	Formula
Simple		$\text{round}(\frac{\text{sum}(\text{gpa_gpapoints}())}{\text{gpa_count}()}, 3)$
Simple Percent		$\text{round}(\frac{\text{sum}(\text{gpa_percent}())}{\text{gpa_count}()}, 3)$
Weighted		$\text{round}(\frac{\text{gpa_sum}(\text{gpa_gpapoints}()) * \text{gpa_potentialcredit}()}{\text{sum}(\text{gpa_potentialcredit}())}, 3)$
Weighted Percent		$\text{round}(\frac{\text{gpa_sum}(\text{gpa_percent}()) * \text{gpa_potentialcredit}()}{\text{sum}(\text{gpa_potentialcredit}())}, 3)$

- Click New. The GPA Calculation Method page appears.

GPA Calculation Method

General

Method name

Description

GPA Calculation

Formula

Calculation type

Grade scale

Query Options

Terms (comma-separated)

Grade levels (comma-separated)

School years (comma-separated)

Credit types (comma-separated)

Only include grades that count in GPA
 that count in class rank
 that count in honor roll
 with potential credit

Projected GPA Options

Projected grades are

Do not add grade if

Stored credit hours

5. Use the following table to enter information in the fields:

Field	Description
Method name	Enter the name of the calculation method. This is the name that will be referred to in GPA codes on other pages in PowerSchool. Note: The standard methods Weighted and Simple cannot be renamed.
Description	Enter a description of the calculation method. This description appears on the GPA Calculation Methods page.
Formula	Enter the formula for the method used to determine the result of the calculation. The formula closely resembles a formula used on a spreadsheet. Formulas can include functions, such as average, round, and sum. Use standard operators, such as + (addition) and * (multiplication), or use logical operators such as = (equal to)

Field	Description
	<p>and > (greater than).</p> <p>For more information, see the section "Formulas for Calculation Methods."</p>
Calculation type	<p>Choose an option from the pop-up menu:</p> <ul style="list-style-type: none"> • Cumulative: Uses historical grades in the calculation that match the query options specified. • Current: Uses current final grades in the calculation, as determined in the School Setup area. A current calculation type uses the current final grades from PowerGrade. Terms, grade levels, and school years are ignored with this calculation type. • Projected: Uses historical grades and additional grades as defined in the Projected GPA Options area of the GPA Calculation Method page. A projected calculation type uses historical grades that match the query options specified, plus additional grades determined by any Projected GPA Options. <p>If the calculation type is specified, the type parameter of the GPA code is ignored.</p>
Grade scale	<p>To override the GPA points used in the calculation with a single grade scale, choose the grade scale from this pop-up menu. If a specific letter grade is not found in the grade scale, it is not used in the calculation.</p> <p>Ordinarily, the GPA points associated with the stored grade are used in the calculation. Typically, these are the weighted points. A single grade scale may be specified to override these GPA points with the values in the specified grade scale for this calculation.</p> <p>For example, a stored grade A may have 5 GPA points. That same A may only be worth 4 GPA points on the Standard grade scale. Use scales to calculate complex weighted GPAs for class ranking and honor roll applications, while maintaining a standard 4.0 scale to use on transcripts and college applications.</p> <p>If a grade scale is specified, the scale parameter of the GPA code is ignored.</p>
Terms	<p>Optionally, specify one or more term abbreviations, such as Q1 or S2, to use in the calculation. Separate multiple values with commas. Only grades whose store code matches one of the term abbreviations will be included in the calculation.</p> <p>If the calculation type is Current, terms are ignored. If terms are</p>

Field	Description
	specified, the term parameter of the GPA code is ignored.
Grade levels	<p>Optionally, specify one or more grade levels to use in the calculation. Use the numeric grade level, such as 11 for eleventh grade or 0 for kindergarten. Separate multiple values with commas. Only grades recorded when a student was at the specified grade levels will be included in the calculation.</p> <p>Note that only grades that fall within the historical grade levels specified in the school's record in District Setup may be specified. For example, if the historical range for the school is 9&shy;12, specifying 8 in the GPA code will return zero. Separate multiple grade levels with commas. If omitted, the historical grade range for the school is used.</p> <p>If the calculation type is Current, grade levels are ignored. If grade levels are specified, the grade parameter of the GPA code is ignored.</p>
School years	<p>Optionally, specify one or more four-digit school years to use in the calculation. For example, enter 2003 for the 2003-2004 school year. Separate multiple values with commas. Only grades recorded during the specified school years will be included in the calculation.</p> <p>School years are closely related to grade levels. As such, if the school year specified translates to a student's grade level that is outside the historical range for the school, zero will be returned. For more information, refer to the "Grade levels" field.</p> <p>If the calculation type is Current, school years are ignored. If school years are specified, the year parameter of the GPA code is ignored.</p>
Credit types	<p>Optionally, specify one or more credit types to use in the calculation. Separate multiple values with commas. Only grades whose credit type matches one of the types specified will be included in the calculation.</p> <p>In case of a current GPA, the course's credit type is used. In case of a cumulative GPA, the credit type specified for the stored grade is used if present; otherwise, the course's credit type is used, if found.</p> <p>If an historical grade does not have a credit type or if the calculation type is Current, the course's credit type is used. If credit types are specified, the credittype parameter of the GPA code is ignored.</p>
Only include grades	Select all, none, or a combination of the following checkboxes to narrow the selection of grades used in the calculation:

Field	Description
	<ul style="list-style-type: none"> • That count in GPA: Includes only historical grades that are specified to be included in the GPA. If the calculation type is Current, only grades from courses and sections that have been flagged to be included in GPA will be included in the calculation. • That count in class rank: Includes only historical grades that are specified to be included in the class rank. If the calculation type is Current, only grades from courses and sections that have been flagged to be included in class rank will be included in the calculation. • That count in honor roll: Includes only historical grades that are specified to be included in the honor roll. If the calculation type is Current, only grades from courses and sections that have been flagged to be included in honor roll will be included in the calculation. • With potential credit: Includes only historical grades that have a potential credit that is not zero. If the calculation type is Current, the potential credit is determined by referring to the corresponding course record. <p>If you deselect all of these checkboxes, all historical grades will be included in the calculation.</p>
Projected grades are	<p>If the calculation type is Projected, choose the type of grades used for projected GPA calculations from this pop-up menu. Projected grades are used to determine grades mid-term, such as when colleges want grades for a twelfth-grade student for admission purposes.</p> <ul style="list-style-type: none"> • Current final grades: Uses current final grades from PowerGrade, as determined in the School Setup area. • Stored grades from this term: Enter the term abbreviation in the blank field.
Do not add grade if	<p>If the calculation type is Projected, choose the term for the grade to use in projected GPA calculations from this pop-up menu:</p> <ul style="list-style-type: none"> • A grade for the course exists in any term • A grade for the course exists in this term: Enter the term abbreviation in the blank field. <p>A grade will not be added to the calculation if there already exists an historical grade for the current school year with the same course number for any store code or for the specified store code.</p>

Field	Description
Stored credit hours	<p>If the calculation type is Projected, choose the credit hours option used in projected GPA calculations from this pop-up menu:</p> <ul style="list-style-type: none"> • Use actual credit hours • Get potential credit from course <p>If projected grades are historical grades, specify whether to use the actual potential and earned credit stored with the grade or to use the potential credit hours from the corresponding course.</p>

Note: When using projected GPA options, most schools will set the last three options as: "Projected grades are stored grades from this [specified] term;" "Do not add grade if a grade for this course exists in any term;" and "Stored credit hours use the course's potential credit hours."

6. Click Submit. The GPA Calculation Methods page displays the new method.

How to Edit GPA Calculation Methods

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click GPA Calculations. The GPA Settings page appears.

GPA Settings	
Function	Description
Calculation Methods	Define and manage the GPA calculation methods used by the system.
Attempt Types	Define attempt types for use with the gpa_attempts() calculation function.
Miscellaneous	Various other settings related to GPA calculations.

3. Click Calculation Methods. The GPA Calculation Methods page appears.

GPA Calculation Methods		
New		
Name	Description	Formula
Simple		$\text{round}(\frac{\text{sum}(\text{gpa_gpapoints}())}{\text{gpa_count}()}, 3)$
Simple Percent		$\text{round}(\frac{\text{sum}(\text{gpa_percent}())}{\text{gpa_count}()}, 3)$
Weighted		$\text{round}(\frac{\text{gpa_sum}(\text{gpa_gpapoints}()) * \text{gpa_potentialcredit}()}{\text{sum}(\text{gpa_potentialcredit}())}, 3)$
Weighted Percent		$\text{round}(\frac{\text{gpa_sum}(\text{gpa_percent}()) * \text{gpa_potentialcredit}()}{\text{sum}(\text{gpa_potentialcredit}())}, 3)$

- Click the name of the calculation method to be edited. The GPA Calculation Method page appears.

GPA Calculation Method

General

Method name: Weighted

Description:

GPA Calculation

Formula: `round((gpa_sum(gpa_gpapoints)*gpa_potentialcredit0)/sum(gpa_potentialcredit0),3)`

Calculation type:

Grade scale:

Query Options

Terms: (comma-separated)

Grade levels: (comma-separated)

School years: (comma-separated)

Credit types: (comma-separated)

Only include grades:

- that count in GPA
- that count in class rank
- that count in honor roll
- with potential credit

Projected GPA Options

Projected grades are:

Do not add grade if:

Stored credit hours:

Export as template

5. Modify the GPA Calculation Method information. See the section "[How to Add GPA Calculation Methods](#)" to enter information in the fields.
6. Click Submit. The GPA Calculation Methods page displays the edited method.

How to Export GPA Calculation Methods

After you create and save a calculation method, you can export the calculation method for use on another PowerSchool server. The option to export the calculation method is available only for saved methods.

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click GPA Calculations. The GPA Settings page appears.

GPA Settings

Function	Description
Calculation Methods	Define and manage the GPA calculation methods used by the system.
Attempt Types	Define attempt types for use with the <code>gpa_attempts()</code> calculation function.
Miscellaneous	Various other settings related to GPA calculations.

- Click Calculation Methods. The GPA Calculation Methods page appears.

GPA Calculation Methods

[New](#)

Name	Description	Formula
Simple		<code>round((sum(gpa_gpapoints())/gpa_count()),3)</code>
Simple Percent		<code>round((sum(gpa_percent())/gpa_count()),3)</code>
Weighted		<code>round((gpa_sum(gpa_gpapoints()*gpa_potentialcredit())/sum(gpa_potentialcredit())),3)</code>
Weighted Percent		<code>round((gpa_sum(gpa_percent()*gpa_potentialcredit())/sum(gpa_potentialcredit())),3)</code>

- Click the name of the calculation method to be exported. The GPA Calculation Method page appears.

GPA Calculation Method

General	
Method name	Weighted
Description	<input style="width: 90%;" type="text"/>
GPA Calculation	
Formula	<code>round((gpa_sum(gpa_gpapoints)* gpa_potentialcredit()/sum(gpa_potentialcredit()),3)</code>
Calculation type	<input type="text" value=""/>
Grade scale	<input type="text" value=""/>
Query Options	
Terms	<input type="text"/> (comma-separated)
Grade levels	<input type="text"/> (comma-separated)
School years	<input type="text"/> (comma-separated)
Credit types	<input type="text"/> (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	<input type="text" value="Current final grades"/> <input type="text"/>
Do not add grade if	<input type="text" value="A grade for the course exists in any term"/> <input type="text"/>
Stored credit hours	<input type="text" value="Use actual credit hours"/>
Export as template	
<input type="button" value="Submit"/>	

- Click "Export as template." Save the file as a PowerSchool Template file (*.pst). You can now share the file with other PowerSchool servers.

Formulas for Calculation Methods

Like a formula in a spreadsheet, create formulas for calculation methods in PowerSchool. Formulas consist of functions and arguments, in most cases. Functions are used to perform operations on values, such as calculating a sum or an average, including a grade point average.

There are five categories of functions:

- **Numeric:** Such as rounded, truncated by specified number of places
- **Logical:** Such as "if," "and," "or"
- **Statistical:** Such as average, max, min, median, product, sum
- **Text:** Such as ASCII characters, uppercase, repeat text by specified number of times
- **GPA functions:** Such as number of grades counted in GPA, course numbers, GPA calculation

Results of GPA functions may be arrays of values, which are in braces and separated by commas. For example, the function `gpa_percent()` may return the result `{95.5,83.2,67.8,92}` for a student. When you combine the `gpa_percent()` function with the statistical function `average`, the formula `average(gpa_percent())` returns the result of 84.625 for those four grades.

Embed functions within each other to return the exact result you want. When appending the `Round` function to the example above to create the formula `round(average(gpa_percent()),2)`, the result is 84.63. The value 2 in the formula indicates the number of digits to round from the decimal point.

You can also use any standard numeric or text operators in a formula, such as + (addition), - (subtraction), * (multiplication), / (division), \ (integer division), ^ (exponentiation), % (modulo), and & (concatenation). The following comparison operators may be used in logical functions: < (less than), <= (less than or equal to), > (greater than), >= (greater than or equal to), = (equal to), and <> (not equal to). For example, use the formula `if((average(gpa_percent()))>90,Outstanding Academic Achievement,)` to return the phrase Outstanding Academic Achievement if a student's average percentage for the grades exceeds 90 percent. If not, the formula returns nothing.

For more information on functions, see the section "[Functions](#)." For a list of functions, see the following sections:

- "[Numerical Functions](#)"
- "[Logical Functions](#)"
- "[Statistical Functions](#)"
- "[Text Functions](#)"
- "[GPA Functions](#)"

After you work with GPA calculations, you may want to see the [GPA Quick Reference Card](#) for sample functions and output, as well as a description and examples of using the GPA code for reporting purposes. The GPA Quick Reference Card is in PDF format; you must have Adobe Acrobat Reader to view the file. For more information on the PDF file type, see the section "[What Is a PDF?](#)"

GPA Attempt Types

When calculating a student's GPA, it may be important to consider the number of times he or she attempts to take a course. An attempt is a numerical expression to determine the length of the term. The name of the attempt type is the first letter of the term abbreviation, such as Y for year or S for semester. The corresponding number is the numeric expression, using decimals for fragments of the term.

Attempt types are used by the `gpa_attempts()` function. Attempts for a grade are determined by looking up the first character of the store code or term abbreviation, which is listed with the attempt type. If a match is found, the value specified for the attempt type is returned. If a match is not found, zero is returned as a result of that function. For more information on functions, see the section "[Formulas for Calculation Methods](#)."

How to Add GPA Attempt Types

If you are using the `gpa_attempts()` function, set up GPA attempt types to factor in GPA calculations the number of times a student takes a course. Otherwise, it is not necessary to create attempt types.

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click GPA Calculations. The GPA Settings page appears.

GPA Settings

Function	Description
Calculation Methods	Define and manage the GPA calculation methods used by the system.
Attempt Types	Define attempt types for use with the <code>gpa_attempts()</code> calculation function.
Miscellaneous	Various other settings related to GPA calculations.

3. Click Attempt Types. The GPA Attempt Types page appears.

GPA Attempt Types

Name	Value	Description
Y	4	Year
S	2	Semester
Q	1	Quarter

4. Click New. The GPA Attempt Type page appears.

GPA Attempt Type

Label	Value
Name	<input type="text" value="T"/>
Value	<input type="text" value="2"/>
Description	<input type="text" value="Trimester"/>

5. Use the following table to enter information in the fields:

Field	Description
Name	Enter the name of the attempt type, which is the first letter of the term abbreviation.
Value	Enter the value of the attempt type.
Description	Enter a description for the attempt type.

- Click Submit. The GPA Attempt Types page displays the new attempt type.

GPA Attempt Types

Name	Value	Description
Y	4	Year
T	2	Trimester
S	2	Semester
Q	1	Quarter

How to Edit GPA Attempt Types

You must log in to the district office before performing this procedure.

- On the start page, choose District from the main menu.
- Click GPA Calculations. The GPA Settings page appears.

GPA Settings

Function	Description
Calculation Methods	Define and manage the GPA calculation methods used by the system.
Attempt Types	Define attempt types for use with the <code>gpa_attempts()</code> calculation function.
Miscellaneous	Various other settings related to GPA calculations.

- Click Attempt Types. The GPA Attempt Types page appears.

GPA Attempt Types

Name	Value	Description
Y	4	Year
T	2	Trimester
S	2	Semester
Q	1	Quarter

4. Click the name of the attempt type to be edited. The GPA Attempt Type page appears.

GPA Attempt Type

Label	Value
Name	<input type="text" value="T"/>
Value	<input type="text" value="2"/>
Description	<input type="text" value="Trimester"/>

5. Use the following table to enter information in the fields:

Field	Description
Name	Enter the name of the attempt type, which is the first letter of the term abbreviation.
Value	Enter the value of the attempt type.
Description	Enter a description for the attempt type.

6. Click Submit. The GPA Attempt Type page displays the edited attempt type.

GPA Attempt Types

[New](#)

Name	Value	Description
Y	4	Year
T	2	Trimester
S	2	Semester
Q	1	Quarter

How to Delete GPA Attempt Types

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click GPA Calculations. The GPA Settings page appears.

GPA Settings

Function	Description
Calculation Methods	Define and manage the GPA calculation methods used by the system.
Attempt Types	Define attempt types for use with the gpa_attempts() calculation function.
Miscellaneous	Various other settings related to GPA calculations.

3. Click Attempt Types. The GPA Attempt Types page appears.

GPA Attempt Types

[New](#)

Name	Value	Description
Y	4	Year
T	2	Trimester
S	2	Semester
Q	1	Quarter

4. Click the name of the attempt type to be deleted. The GPA Attempt Type page appears.

GPA Attempt Type

Label	Value
Name	<input type="text" value="T"/>
Value	<input type="text" value="2"/>
Description	<input type="text" value="Trimester"/>

- Click Delete. The GPA Attempt Types page displays without the deleted attempt type.

GPA Attempt Types

Name	Value	Description
Y	4	Year
S	2	Semester
Q	1	Quarter

How to Set Other GPA Settings

Modify other global settings related to GPA calculations, including the number of decimal places used in credit hours and the ability to prevent modifications of grade scales.

You must log in to the district office before performing this procedure.

- On the start page, choose District from the main menu.
- Click GPA Calculations. The GPA Settings page appears.

GPA Settings

Function	Description
Calculation Methods	Define and manage the GPA calculation methods used by the system.
Attempt Types	Define attempt types for use with the <code>gpa_attempts()</code> calculation function.
Miscellaneous	Various other settings related to GPA calculations.

- Click Miscellaneous. The GPA Misc Settings page appears.

GPA Misc Settings

Option	Value
Number of decimal places in credit hours	<input style="width: 40px;" type="text" value="4"/>
Permit modification of grade scales	<input checked="" type="checkbox"/>

- Use the following table to enter information in the fields:

Field	Description
Number of decimal places in credit hours	Enter the number of places from the decimal point to display for the credit hours.
Permit modification of grade scales	Select this checkbox if you want users to be able to modify grade scales. It is suggested that you deselect this checkbox after the start of the school year to prevent users from modifying grade scales. Regardless of this setting, grade scales can still be modified in PowerGrade.

- Click Submit. The Changes Recorded page appears.

Functions

Formulas consist of functions and arguments, in most cases. Functions are used to perform operations on values, such as calculating a sum or an average, including a grade point average (GPA).

There are five categories of functions:

- **Numerical functions:** Such as rounded, truncated by specified number of places
- **Logical functions:** Such as "if," "and," "or"
- **Statistical functions:** Such as average, max, min, median, product, sum
- **Text functions:** Such as ASCII characters, uppercase, repeat text by specified number of times
- **GPA functions:** Such as number of grades counted in GPA, course numbers, GPA calculation

Functions must always include the parentheses, even if no arguments are specified. When specifying arguments to functions, be sure to enclose text values in quotation marks.

GPA Samples

Sample GPA formulas are listed below to illustrate the options available.

PowerSchool's traditional cumulative weighted GPA, rounded to 3 decimal places:

```
round((gpa_sum(gpa_gpapoints()*gpa_potentialcredit())/sum(gpa_potentialcredit()),3)
```

PowerSchool's traditional cumulative simple GPA, truncated to 2 decimal places:

```
trunc((average(gpa_gpapoints()),2)
```

A value added GPA:

```
average(gpa_gpapoints()+sum(gpa_addedvalue()))
```

The number of A grades received:

```
countof(A,gpa_grade()+countof(A+,gpa_grade()+countof(A-,gpa_grade()))
```

Total of all earned credit:

```
sum(gpa_earnedcredit())
```

The text "You are a star student!" if the student received more than 3 A+ grades:

```
if(countof(A+,gpa_grade())>=3,You are a star student!,)
```

The list of all letter grades, GPA points, and potential credit values used by the calculation:

```
gpa_grade()&&gpa_gpapoints()&&gpa_potentialcredit()
```

The result of one GPA calculation if the student has any grades with added value, or the result of another if not:

```
if(sum(gpa_addedvalue())>0,gpa_calculation(honors),gpa_calculation(standard))
```

Numerical Functions

Functions are used to perform operations on values, such as rounding numbers to a specified number of digits. The functions in this category are listed alphabetically.

Most functions have at least one required argument, though some do not accept any arguments. Optional arguments are surrounded by braces {}. A brief description and one or more examples follow each function.

Function name or alternate function	Function	Description	Examples
Abs (Absolute Value)	abs(number)	Returns the absolute value of the number. The result is either a positive number or zero.	abs(-4) returns 4 abs(78) returns 78 abs(0) returns 0

Function name or alternate function	Function	Description	Examples
Dec (Decimal) or Frac (Fraction)	dec(number)	Returns the decimal (fractional) part of a real number. The result is always positive.	dec(22.575) returns 0.575 dec(-4.12) returns 0.12
Exp (Exponent)	exp(number)	Returns e raised to the power of the number. The constant e equals 2.718281828459, the base of the natural logarithm.	exp(1) returns 2.71828... exp(0.707) returns 2.02811...
Fact (Factorial)	fact(number)	Returns the factorial of the number, equal to $1*2*3*...*number$. If the number is negative, returns the #NUM! error value.	fact(5) returns 120 fact(7) returns 5040
Int (Integer)	int(number)	Rounds the number down to the nearest integer. If the number is positive, returns the integer equal to or less than the number. If the number is negative, rounds down to the next lowest whole number.	int(5.76) returns 5 int(-42.123) returns -43
Ln (Natural Log)	ln(number)	Returns the natural logarithm of the number. If the number is negative, returns the #NUM! error value.	round(ln(2.71828),3) returns 1 ln(4) returns 1.3863...
Log2 (Log to Base 2)	log2(number)	Returns the logarithm of the number to base 2. If the number is negative, returns the #NUM! error value.	log2(43) returns 5.4263...
Log10 (Log to Base 10)	log10(number)	Returns the logarithm of the number to base 10. This is the inverse of the number E in scientific notation. If the number is negative, returns the #NUM! error value.	log10(100000) returns 5
Log	log(number{,base})	Returns the logarithm of the number to a base. If the base is omitted, uses 10. If the number or base is negative, returns the #NUM! error value.	log(10000) returns 4 log(10000,6) returns 5.1404...

Function name or alternate function	Function	Description	Examples
Mod (Modulo)	mod(number,divisor)	Returns the remainder when the number is divided by the divisor. The result has the same sign as the value of the number being divided. If the number or divisor is a real number, it will be rounded before calculating the modulo.	mod(5,-2) returns 1 mod(23,7) returns 2
Pi	pi()	Returns pi, the ratio of a circle's circumference to its diameter.	pi() returns 3.14159265358979316
Power	power(number,power)	Returns the result of the number raised to a power.	power(2,8) returns 256 power(14,0.5) returns 3.7417...
Rand (Random)	rand({number})	Returns a random number between 0 and the number. If the number is omitted, the returned value is between 0 and 1.	rand() returns 0.8462... rand(50) returns 31.4896...
Round	round(number,digits)	Returns a number rounded to the specified number of digits from the decimal point. If digits are positive, it specifies the number of digits to the right of the decimal point. If negative, it specifies the number of digits to the left of the decimal point.	round(59.72893,3) returns 59.729 round(115925.45,-3) returns 116000
Sign	sign(number)	Returns 1 when the number is positive, -1 when it is negative, and 0 when it is zero.	sign(42) returns 1 sign(-827.32) returns -1 sign(0) returns 0
Sqrt (Square Root)	sqrt(number)	Returns the positive square root of the number. If the number is negative, returns the #NUM! error value.	sqrt(25) returns 5 sqrt(86) returns 9.2736...
Trunc (Truncate)	trunc(number{,digits})	Truncates the number by removing the decimal (fractional) part of the number. If digits are specified, it specifies the precision	trunc(548.14687) returns 548 trunc(3.4583,2)

Function name or alternate function	Function	Description	Examples
		specified, it specifies the precision (number of decimal places) to truncate.	returns 3.45

Logical Functions

Functions are used to perform operations on values, such as returning a specified number if certain conditions are met. The functions in this category are listed alphabetically.

Most functions have at least one required argument, though some do not accept any arguments. Optional arguments are surrounded by braces { }. A brief description and one or more examples follow each function.

Function name or alternate function	Function	Description	Examples
And	and(logical1{,logical2,...})	Returns 1 if all of the arguments are true (not zero), or 0 if any argument is false (zero).	and(1,0,1,43) returns 0 and((5=5),1) returns 1
If	if(logical,true_value,false_value)	Returns the true_value if the logical argument is true (not zero), or the false_value if the logical argument is false (zero).	if(1,100,0) returns 100 if(gpa_count()>20,Lots,Few) returns Few
IsBlank	isblank(text)	Returns 1 if the text is blank or 0 if it is a number or contains text.	isblank(83.2) returns 0 isblank(test) returns 0 isblank() returns 1
IsEven	iseven(number)	Returns 1 if the number is zero or evenly divisible by 2, or 0 if it is not.	iseven(42) returns 1 iseven(-17) returns 0
IsLogical	islogical(value)	Returns 1 if the argument can be interpreted as a logical value (0 or 1), or 0 if it cannot.	islogical(0) returns 1 islogical(gpa) returns 0
IsNumber	isnumber(value)	Returns 1 if the argument is a number, or 0 if it is text.	isnumber(3.412) returns 1 isnumber(A+) returns

Function name or alternate function	Function	Description	Examples
			0
IsOdd	isodd(number)	Returns 1 if the number is not zero or evenly divisible by 2, or 0 if it is.	isodd(42) returns 0 isodd(-17) returns 1
IsText	istext(value)	Returns 1 if the argument is text, or 0 if it is a number.	istext(0) returns 0 istext(gpa) returns 1
Not	not(logical)	Reverses the logic of the logical value: Returns 1 if logical is false (zero), or 0 if logical is true (not zero).	not(1) returns 0 not(5=4) returns 1
Or	or(logical1{,logical2,...})	Returns 1 if any of the arguments are true (not zero), or 0 if all are false (zero).	or(0,0,1,0) returns 1 or((5=4),0) returns 0

Statistical Functions

Functions are used to perform operations on values, such as calculating a sum or an average. The functions in this category are listed alphabetically.

Most functions have at least one required argument, though some do not accept any arguments. Optional arguments are surrounded by braces {}. A brief description and one or more examples follow each function.

Function name or alternate function	Function	Description	Examples
Average or Avg or Mean	average(number1{,number2, ...})	Returns the average (arithmetic mean) of the numeric arguments. The arguments may be individual numbers or results of functions that return arrays of numbers.	average(12,18,25,15) returns 17.5 average(gpa_percent()) returns 80.5
Count	count(value1{,value2, ...})	Returns the number of arguments given. The arguments may be individual values or results of functions that return arrays of values.	count(12,18,25,15) returns 4 count(gpa_percent()) returns 5
CountOf	countof(search_value,value1 {,value2, ...})	Returns the number of occurrences of search_value in the remaining arguments. The	countof(3.5,4,3.75,3.5,3,3, 4,3,2,3.5,2.5,3) returns 2

Function name or alternate function	Function	Description	Examples
		arguments may be individual values or results of functions that return arrays of values.	returns 2 countof(A,gpa_grade()) returns 1
Distinct	distinct(value1{,value2, ...})	Returns an array of the unique values found in the arguments. The arguments may be individual values or results of functions that return arrays of values.	distinct(4,3.75,3.5,3,3,4,3,2,3.5,2.5,3) returns {4,3.75,3.5,3,2,2.5} distinct(gpa_grade()) returns {A,B+,B,C+,F}
Geomean (Geometric Mean)	geomean(number1 {,number2, ...})	Returns the geometric mean of the positive numeric arguments. The arguments may be individual numbers or results of functions that return arrays of numbers. If any argument is negative, returns the #NUM! error value.	geomean(12,18,25,15) returns 16.8702 ... geomean(gpa_percent()) returns 79.0972 ...
Harmean (Harmonic Mean)	harmean(number1 {,number2, ...})	Returns the harmonic mean of the positive numeric arguments, the reciprocal of the arithmetic mean of reciprocals. The arguments may be individual numbers or results of functions that return arrays of numbers. If any argument is negative, returns the #NUM! error value.	harmean(12,18,25,15) returns 16.2896 ... harmean(gpa_percent()) returns 77.5126 ...
Max (Maximum)	max(number1 {,number2, ...})	Returns the largest number in the list of arguments. The arguments may be individual numbers or results of functions that return arrays of numbers.	max(12,18,25,15) returns 25 max(gpa_percent()) returns 96.2
Maxa (Maximum Alphabetic)	maxa(value1 {,value2, ...})	Sorts the arguments alphabetically, then returns the last value. The arguments may be individual values or results of functions that return arrays of values.	maxa(red,white,blue,green) returns white
Median	median(number1 {,number1, ...})	Returns the median of the numeric arguments. The median is the number in the middle; half of the numbers are greater than the	median(1,2,3,4,5) returns 3 median(1,2,3,4,5,6)

Function name or alternate function	Function	Description	Examples
		numbers are greater than the median, half are less. If there is an even number of arguments, returns the average of the two numbers in the middle.	returns 3.5 median(gpa_gpapoints()) returns 3.333
Min (Minimum)	min(number1 {,number2, ...})	Returns the smallest number in the list of arguments. The arguments may be individual numbers or results of functions that return arrays of numbers.	min(12,18,25,15) returns 12 min(gpa_percent()) returns 54.8
Min (Minimum Alphabetic)	mina(value1 {,value2, ...})	Sorts the arguments alphabetically, then returns the first value. The arguments may be individual values or results of functions that return arrays of values.	mina(red,white,blue,green) returns blue
Mode	mode(value1 {,value2, ...})	Returns the mode of the arguments. The mode is the most frequently occurring, or repetitive, value. If no value repeats, returns #N/A. In the case of a uniform distribution, or multiple modes, returns only one value. The arguments may be individual values or results of functions that return arrays of values.	mode(12,18,25,15) returns #N/A mode(12,18,25,15,19,14,18,9,16,20) returns 18 mode(gpa_gpagrade()) returns B
Product	product(number1 {,number2, ...})	Multiplies all the numeric arguments and returns the result. The arguments may be individual numbers or results of functions that return arrays of numbers.	product(12,18,25,15) returns 8100
Range	range(number1 {,number2, ...})	Returns the difference between the largest and smallest numeric arguments. The arguments may be individual numbers or results of functions that return arrays of numbers.	range(12,18,25,15) returns 13 range(gpa_gpapoints()) returns 4
Stdev (Standard Deviation)	stdev(number1,number2 {,number3, ...})	Calculates the standard deviation of a population based on a sample given as a list of arguments using the non-biased, or n-1, method. A	stdev(12,18,25,15) returns 5.56778 ... stdev(gpa_percent())

Function name or alternate function	Function	Description	Examples
		the nonbiased or n-1 method. A standard deviation is a measure of how widely values are dispersed from the average value (arithmetic mean). The arguments may be individual numbers or results of functions that return arrays of numbers. If your data represents the entire population, use Stdevp.	returns 15.6962 ...
Stdevp (Standard Deviation Population)	stdev(number1,number2 {,number3, ...})	Calculates the standard deviation of an entire population given as a list of arguments using the biased or n method. A standard deviation is a measure of how widely values are dispersed from the average value (arithmetic mean). The arguments may be individual numbers or results of functions that return arrays of numbers. If your data represents a sample of the population, use Stdev.	stdev(12,18,25,15) returns 4.8218 ... stdev(gpa_percent()) returns 14.0391 ...
Sum	sum(number1 {,number2, ...})	Adds all the numeric arguments and returns the result. The arguments may be individual numbers or results of functions that return arrays of numbers.	sum(12,18,25,15) returns 70 sum(gpa_potentialcredit()) returns 4
Var (Variance)	var(number1,number2 [,number3, ...])	Returns the variance of a population based on a sample given as a list of arguments. The arguments may be individual numbers or results of functions that return arrays of numbers. If your data represents the entire population, use Varp.	var(12,18,25,15) returns 31 var(gpa_gpapoints()) returns 2.5138 ...
Varp (Variance Population)	var(number1,number2 {,number3, ...})	Returns the variance of an entire population given as a list of arguments. The arguments may be individual numbers or results of functions that return arrays of numbers. If your data represents a sample of the population, use Var.	varp(12,18,25,15) returns 23.25 varp(gpa_gpapoints()) returns 2.0110 ...

Text Functions

Functions are used to perform operations on values, such as joining two strings of text together. The functions in this category are listed alphabetically.

Most functions have at least one required argument, though some do not accept any arguments. Optional arguments are surrounded by braces { }. A brief description and one or more examples follow each function.

Function name or alternate function	Function	Description	Examples
Char (Character)	char(number)	Returns the ASCII character corresponding to the number. The ASCII set used is the Macintosh extended ASCII set.	char(65) returns A char(92) returns \
Code (ASCII Code)	code(text)	Returns the numeric ASCII code of the first character in the text. The ASCII set used is the Macintosh extended ASCII set.	code(A) returns 65 code(gpa is fun) returns 103
Concatenate or Concat	concatenate(text1{text 2,...})	Joins several strings of text into one string of text.	concatenate(gpa,is,fun) returns gpaifun concatenate(gpa_count(),grades) returns 29 grades
Exact	exact(text1,text2)	Returns 1 if both arguments are identical in case and characters, or 0 if different.	exact(GPA,gpa) returns 0 exact(Mr. Smith,Mr. Smith) returns 1
Left	left(text{,num_characters})	Returns the first (leftmost) character or characters in the text. If num_characters is omitted, returns 1 character.	left(GPA) returns G left(Mr. Smith,3) returns Mr.
Len (Length)	len(text)	Returns the number of characters in the text, including spaces, numbers, and special characters.	len(GPA) returns 3 len(Mr. Smith) returns 8
Lower	lower(text)	Converts any uppercase characters in the text to lowercase.	lower(GPA) returns gpa lower(Mr. Smith) returns mr. smith
Mid (Middle)	mid(text,start_position,num_characters)	Returns a specific number of characters from the text starting at	mid(GPA,1,1) returns P

Function name or alternate function	Function	Description	Examples
	num_characters)	characters from the text starting at the position you specify.	P mid(Mr. Smith,3,4) returns . Smi
Proper	proper(text)	Capitalizes the first letter and any letter following a non-letter in the text.	proper(GPA) returns Gpa proper(2-cent's worth) returns 2-Cent'S Worth
Replace	replace(text,start_position, num_characters,new_text)	Replaces num_characters characters of text with the new_text starting at the position you specify.	replace(gpa codes,4,5,is fun) returns gpa is fun replace(Mr. Smith,1,3,Mrs.) returns Mrs. Smith
Rept (Repeat)	rept(text,number_times)	Repeats the text the specified number of times.	rept(gpa is fun ,5) returns gpa is fun gpa is fun gpa is fun gpa is fun gpa is fun rept(-,average(gpa_gpapoints()*4) returns ----- ----
Right	right(text{,num_characters})	Returns the last (rightmost) characters in the text. If num_characters is omitted, returns 1 character.	right(GPA) returns A right(Mr. Smith,4) returns mith
Trim	trim(text)	Removes leading, trailing, and extra spaces from the text.	trim(gpa is fun) returns gpa is fun
Upper	upper(text)	Converts any lowercase characters in the text to uppercase.	upper(gpa is fun) returns GPA IS FUN upper(Mr. Smith) returns MR. SMITH

GPA Functions

Functions are used to perform operations on values, such as returning the number of grades used to determine a student's GPA. The functions in this category are listed alphabetically.

Most functions have at least one required argument, though some do not accept any arguments. Optional arguments are surrounded by braces { }. A brief description and one or more examples follow each function.

Note: See the values listed on the [GPA Quick Reference Card](#) to compare the arrays of values used in the function.

Function name or alternate function	Function	Description	Examples
GPA_AddedValue	<code>gpa_addedvalue()</code>	Returns a numeric array listing the added value for each grade used in the GPA calculation. If used within <code>gpa_concat()</code> or <code>gpa_sum()</code> , returns a single value. See the note in <code>gpa_sum()</code> .	<code>gpa_addedvalue()</code> returns {0,0.02,0,0,0}
GPA_Attempts	<code>gpa_attempts()</code>	Returns a numeric array listing the attempts for each grade used in the GPA calculation. The attempts are determined by comparing the first character of the store code to a lookup table defined in District Setup. If the character is not found in the lookup table, a zero is used. If used within <code>gpa_concat()</code> or <code>gpa_sum()</code> , returns a single value. See the note in <code>gpa_sum()</code> .	<code>gpa_attempts()</code> returns {1,1,2,2,2}
GPA_Calculation	<code>gpa_calculation(text)</code>	Returns the result of the GPA calculation method whose name is specified.	<code>gpa_calculation(weighted)</code> returns 3.254
GPA_Concat	<code>gpa_concat(formula)</code>	Evaluates the formula once for every grade used in the GPA calculation and returns a concatenated string of the results. When used inside <code>gpa_concat()</code> , the following functions return an individual value instead of an array: <code>gpa_addedvalue()</code> , <code>gpa_attempts()</code> , <code>gpa_coursenumber()</code> , <code>gpa_earnedcredit()</code> , <code>gpa_gpapoints()</code> , <code>gpa_grade()</code> ,	<code>gpa_concat(if(left(gpa_grade()) =B,*))</code> returns **

Function name or alternate function	Function	Description	Examples
		gpa_gradelevel(), gpa_percent(), gpa_potentialcredit(), gpa_storecode(), gpa_termid(). A gpa_concat() or gpa_sum() function cannot be used within the formula.	
GPA_Count	gpa_count()	Returns the number of grades used in the GPA calculation. Functionally equivalent to count(gpa_grade()), but faster.	gpa_count() returns 8
GPA_CountSchoolYears	gpa_countschoolyears()	Returns the number of unique school years (not grade levels) for the grades used in the GPA calculation.	gpa_countschoolyears() returns 2
GPA_CountUniqueCourses	gpa_countuniquecourses()	Returns the number of unique courses (based on course number) for the grades used in the GPA calculation.	gpa_countuniquecourses() returns 6
GPA_CountYearTerms	gpa_countyearterms()	Counts the number of unique store codes in each school year, then returns a grand total.	gpa_countyearterms() returns 4
GPA_CourseNumber	gpa_coursenumber()	Returns a text array listing the course numbers for each grade used in the GPA calculation. If used within gpa_concat() or gpa_sum(), returns a single value. See the note in gpa_sum().	gpa_coursenumber() returns {MA1001,SC2001,FA540,LS105, PE200}
GPA_EarnedCredit	gpa_earnedcredit()	Returns a numeric array listing the earned credit hours for each grade used in the GPA calculation. If used within gpa_concat() or gpa_sum(), returns a single value. See the note in gpa_sum().	gpa_earnedcredit() returns {0,0.5,0.5,1,0}
GPA_GPAPoints	gpa_gpapoints()	Returns a numeric array listing the gpa points for each grade used in the GPA calculation. If used within gpa_concat() or gpa_sum(), returns a single value. See the note in gpa_sum().	gpa_gpapoints() returns {4,3.5,3.333,2.5,0}

Function name or alternate function	Function	Description	Examples
GPA_Grade	<code>gpa_grade()</code>	Returns a text array listing the letter grade for each grade used in the GPA calculation. If used within <code>gpa_concat()</code> or <code>gpa_sum()</code> , returns a single value. See the note in <code>gpa_sum()</code> .	<code>gpa_grade()</code> returns {A,B+,B,C+,F}
GPA_GradeLevel	<code>gpa_gradelevel()</code>	Returns a numeric array listing the grade level for each grade used in the GPA calculation. If used within <code>gpa_concat()</code> or <code>gpa_sum()</code> , returns a single value. See the note in <code>gpa_sum()</code> .	<code>gpa_gradelevel()</code> returns {9,9,9,10,10}
GPA_Percent	<code>gpa_percent()</code>	Returns a numeric array listing the percentage for each grade used in the GPA calculation. If used within <code>gpa_concat()</code> or <code>gpa_sum()</code> , returns a single value. See the note in <code>gpa_sum()</code> .	<code>gpa_percent()</code> returns {96.2,88.5,84,79,54.8}
GPA_PotentialCredit	<code>gpa_potentialcredit()</code>	Returns a numeric array listing the potential credit hours for each grade used in the GPA calculation. If used within <code>gpa_concat()</code> or <code>gpa_sum()</code> , returns a single value. See the note in <code>gpa_sum()</code> .	<code>gpa_potentialcredit()</code> returns {0,0.5,0.5,1,1}
GPA_StoreCode	<code>gpa_storecode()</code>	Returns a text array listing the store code for each grade used in the GPA calculation. If used within <code>gpa_concat()</code> or <code>gpa_sum()</code> , returns a single value. See the note in <code>gpa_sum()</code> .	<code>gpa_storecode()</code> returns {Q1,Q2,S1,S1,S2}
GPA_Sum	<code>gpa_sum(formula)</code>	Evaluates the formula once for every grade used in the GPA calculation and returns the numeric total of the results. When used inside <code>gpa_concat()</code> , the following functions return an individual value instead of an array: <code>gpa_addedvalue()</code> , <code>gpa_attempts()</code> , <code>gpa_coursenumber()</code> , <code>gpa_earnedcredit()</code> ,	<code>gpa_sum(gpa_gpa_points() *gpa_potentialcredit())</code> returns 5.9165

Function name or alternate function	Function	Description	Examples
		gpa_gpapoints(), gpa_grade(), gpa_gradelevel(), gpa_percent(), gpa_potentialcredit(), gpa_storecode(), gpa_termid(). A gpa_concat() or gpa_sum() function cannot be used within the formula.	
GPA_TermID	gpa_termid()	Returns a numeric array listing the term ID for each grade used in the GPA calculation. If used within gpa_concat() or gpa_sum(), returns a single value. See the note in gpa_sum().	gpa_termid() returns {1004,1005,1001, 1101,1102}

Graduation Requirements

Graduation Sets

Use graduation sets to track student graduation progress. Graduation sets are sets of course requirements for which students must earn a specified number of credits. For example, you can create a graduation set for this year's incoming ninth graders.

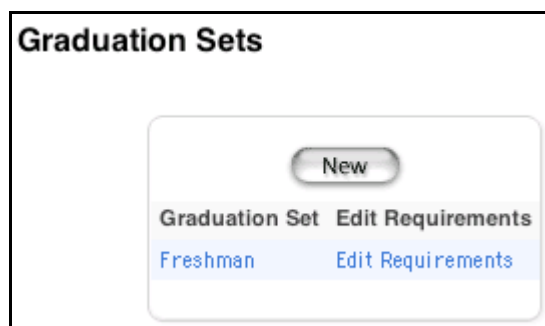
Within a graduation set, create different subject area requirements, such as Science, Math, and English. Within each subject area requirement, define the number of credits students must earn to fulfill that requirement. For more information, see the section "[Graduation Requirements](#)."

Monitor students' progress towards earning the credits they need to complete a predefined set of requirements for graduation from your school or entrance to a higher education institution. For more information, see the section "[Graduation Progress](#)."

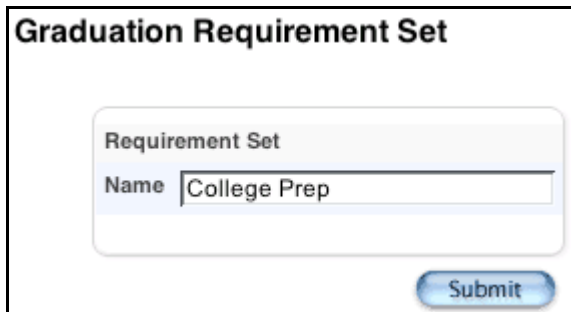
How to Add a Graduation Set

Create graduation sets to determine the number of credits in specific subject categories a student must earn to graduate. Define the graduation set. Then, define individual subject area requirements within the set by using course groups or individual course numbers.

1. On the start page, choose School from the main menu.
2. Click Graduation Sets. The Graduation Sets page appears.



3. Click New. The Graduation Requirement Set page appears.

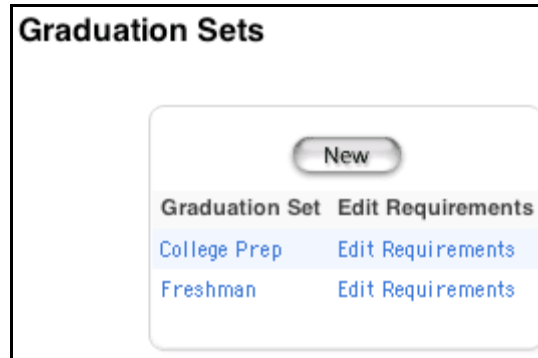


Requirement Set

Name

4. Enter the name of the graduation set.

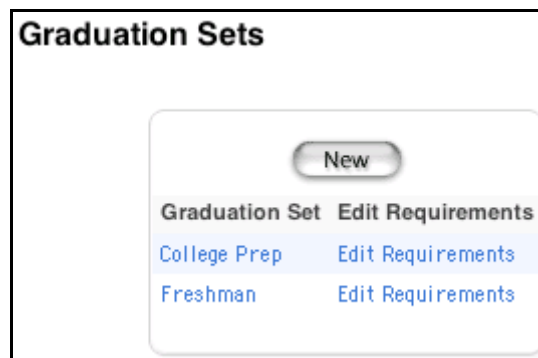
- Click Submit. The Graduation Sets page displays the new graduation set.



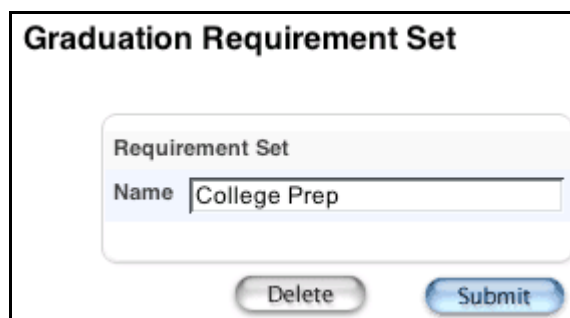
How to Edit a Graduation Set

Edit the name of a graduation set. To add, edit, or delete graduation requirements associated with the graduation set, see the section "[Graduation Requirements](#)."

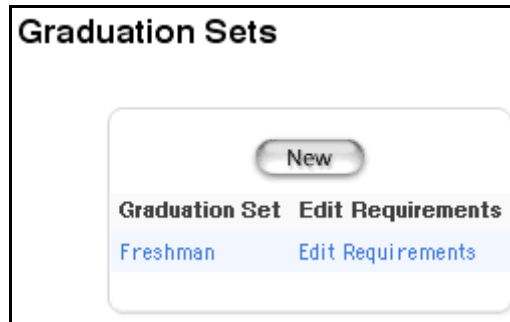
- On the start page, choose School from the main menu.
- Click Graduation Sets. The Graduation Sets page appears.



- Click the name of the graduation set to be edited in the Graduation Set column. The Graduation Requirement Set page appears.



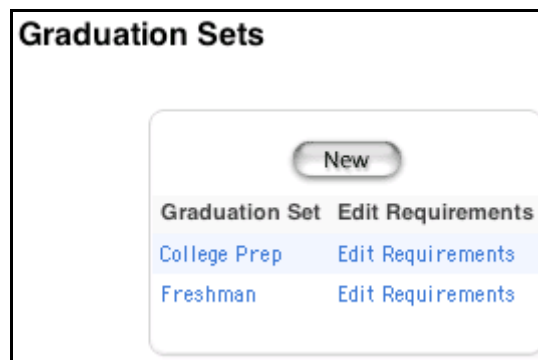
- Edit the name of the graduation set.
- Click Submit. The Graduation Sets page displays the edited graduation set.



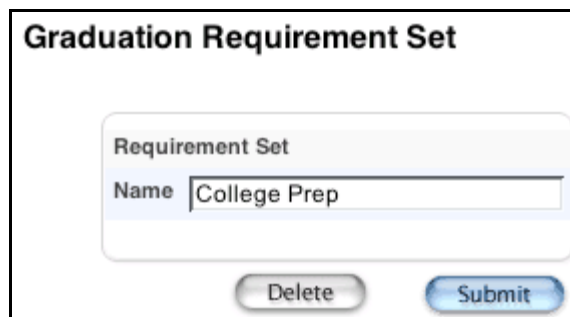
How to Delete a Graduation Set

Deleting a graduation set also deletes any associated graduation requirements.

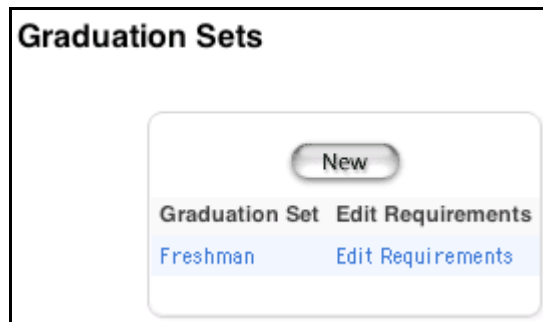
1. On the start page, choose School from the main menu.
2. Click Graduation Sets. The Graduation Sets page appears.



3. Click the name of the graduation set to be deleted in the Graduation Set column. The Graduation Requirement Set page appears.



4. Click Delete. The Graduation Sets page displays without the deleted graduation set.



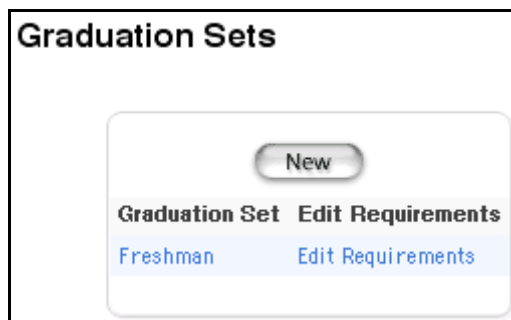
Graduation Requirements

Use graduation sets to track student graduation progress. Graduation sets are sets of course requirements for which students must earn a specified number of credits. For more information, see the section "[Graduation Sets](#)." Monitor students' progress towards earning the credits they need to complete a predefined set of requirements for graduation from your school or entrance to a higher education institution. For more information, see the section "[Graduation Progress](#)."

Create different requirements within a graduation set. For example, create a requirement for each major subject area, such as Science, Math, and English. Within each subject area requirement, define the number of credits students must earn to fulfill that requirement.

How to Add a Graduation Requirement

1. On the start page, choose School from the main menu.
2. Click Graduation Sets. The Graduation Sets page appears.



3. Click Edit Requirements next to the graduation set to which you want to add a requirement. The Graduation Requirements: [Graduation Set] page appears.

Graduation Requirements: Freshman

Subject Area	Requirement Name	Hours	Sort Order
English	English	4.000	<input type="text" value="0"/>
Math	Math	3.000	<input type="text" value="0"/>
Physical Education	Physical Education	3.000	<input type="text" value="0"/>
Science	Science	3.000	<input type="text" value="0"/>
Social Studies	Social Studies	3.000	<input type="text" value="0"/>

[Course Groups](#)

4. Click New. The New Graduation Requirement: [Graduation Set] page appears.

New Graduation Requirement: Freshman

Label	Value
Subject Area	<input type="text" value="Cultural Studies"/>
Requirement Name	<input type="text" value="Culture"/>
Prerequisite Hours	<input type="text" value="2.0"/> credit hours from the following...
Prerequisite Courses (select one option)	<input type="radio"/> These course numbers: (comma-separated) <input type="text"/>
	<input type="radio"/> Courses with these credit types: (comma-separated) <input type="text"/>
	<input checked="" type="radio"/> Courses in this group: <input type="text" value="HS Geography/World History"/>
	<input type="radio"/> Any course at all
Sort Order	<input type="text"/> (optional)

5. Use the following table to enter information in the fields:

Field	Description
Subject Area	Enter the subject area of this graduation requirement, such as English or History.

Field	Description
Requirement Name	Enter the name of this requirement.
Prerequisite Hours	Enter the number of prerequisite course credit hours a student must earn to meet the graduation requirement.
Prerequisite Courses	<p>Select one of the following options to identify the courses a student must complete in order to meet this requirement:</p> <ul style="list-style-type: none"> • These course numbers: Enter the numbers of each course a student must complete. Separate course numbers with commas. Note: Most schools select this option and define specific course numbers. • Courses with these credit types: Identify a credit type and define the credit type for specific courses on the Course page. Note: Your school can create credit types to group courses together to fill a graduation requirement. Assign credit types to courses, and then specify that a requirement is filled by any courses or grades of that credit type. For example, if you create an ALGEBRA credit type in this field and assign it to several courses, and then you specify that any two courses with the ALGEBRA credit type fulfill a Math requirement, students meet the Math requirement if they take two courses with the ALGEBRA credit type. • Courses in this group: Use the pop-up menu to identify a course group. Students must complete the credit hours already identified for the courses within the group to meet this requirement. • Any course at all: Indicate that the student can complete the number of credit hours by completing any course. For example, select this option for an Electives graduation requirement.
Sort Order	<p>Enter a number to determine the order in which the system evaluates the student's progress in this requirement in comparison to other requirements. PowerSchool evaluates graduation requirements from the smallest sort order number to the largest.</p> <p>For example, assume you assign a Band course to two requirements: Fine Arts and Electives. Assign Fine Arts a smaller sort order number than Electives so that the system first evaluates the student's progress in the Fine Arts requirement and then his or her progress in the Electives requirement.</p>

- Click Submit. The Graduation Requirements: [Graduation Set] page displays the new requirement.

Graduation Requirements: Freshman

Subject Area	Requirement Name	Hours	Sort Order
Cultural Studies	Culture	2.000	<input style="width: 30px;" type="text" value="0"/>
English	English	4.000	<input style="width: 30px;" type="text" value="0"/>
Math	Math	3.000	<input style="width: 30px;" type="text" value="0"/>
Physical Education	Physical Education	3.000	<input style="width: 30px;" type="text" value="0"/>
Science	Science	3.000	<input style="width: 30px;" type="text" value="0"/>
Social Studies	Social Studies	3.000	<input style="width: 30px;" type="text" value="0"/>

[Course Groups](#)

- Repeat steps 4-6 for each requirement in this graduation set.

How to Edit a Graduation Requirement

- On the start page, choose School from the main menu.
- Click Graduation Sets. The Graduation Sets page appears.

Graduation Sets

Graduation Set	Edit Requirements
Freshman	Edit Requirements

- Click Edit Requirements next to the graduation set for which you want to edit a requirement. The Graduation Requirements: [Graduation Set] page appears.

Graduation Requirements: Freshman

Subject Area	Requirement Name	Hours	Sort Order
Cultural Studies	Culture	2.000	<input type="text" value="0"/>
English	English	4.000	<input type="text" value="0"/>
Math	Math	3.000	<input type="text" value="0"/>
Physical Education	Physical Education	3.000	<input type="text" value="0"/>
Science	Science	3.000	<input type="text" value="0"/>
Social Studies	Social Studies	3.000	<input type="text" value="0"/>

- Click the requirement to be edited in the Requirement Name column. The Edit Graduation Requirement: [Graduation Set] page appears.

Edit Graduation Requirement: Freshman

Label	Value
Subject Area	<input type="text" value="Cultural Studies"/>
Requirement Name	<input type="text" value="Cultural Studies"/>
Prerequisite Hours	<input type="text" value="2"/> credit hours from the following...
Prerequisite Courses (select one option)	<input type="radio"/> These course numbers: (comma-separated) <input type="text"/>
	<input type="radio"/> Courses with these credit types: (comma-separated) <input type="text"/>
	<input checked="" type="radio"/> Courses in this group: <input type="text" value="HS Geography/World History"/>
	<input type="radio"/> Any course at all
Sort Order	<input type="text" value="0"/> (optional)

- Use the following table to edit information in the fields:

Field	Description
Subject Area	Edit the subject area of this graduation requirement, such as English or History.

Field	Description
Requirement Name	Edit the name of this requirement.
Prerequisite Hours	Edit the number of prerequisite course credit hours a student must earn to meet the graduation requirement.
Prerequisite Courses	<p>Select one of the following options to identify the courses a student must complete in order to meet this requirement:</p> <ul style="list-style-type: none"> • These course numbers: Enter the numbers of each course a student must complete. Separate course numbers with commas. Note: Most schools select this option and define specific course numbers. • Courses with these credit types: Identify a credit type and define the credit type for specific courses on the Course page. Note: Your school can create credit types to group courses together to fill a graduation requirement. Assign credit types to courses, and then specify that a requirement is filled by any courses or grades of that credit type. For example, if you create an ALGEBRA credit type in this field and assign it to several courses, and then you specify that any two courses with the ALGEBRA credit type fulfill a Math requirement, students meet the Math requirement if they take two courses with the ALGEBRA credit type. • Courses in this group: Use the pop-up menu to identify a course group. Students must complete the credit hours already identified for the courses within the group to meet this requirement. • Any course at all: Indicate that the student can complete the number of credit hours by completing any course. For example, select this option for an Electives graduation requirement.
Sort Order	<p>Enter a number to determine the order in which the system evaluates the student's progress in this requirement in comparison to other requirements. PowerSchool evaluates graduation requirements from the smallest sort order number to the largest.</p> <p>For example, assume you assign a Band course to two requirements: Fine Arts and Electives. Assign Fine Arts a smaller sort order number than Electives so that the system first evaluates the student's progress in the Fine Arts requirement and then his or her progress in the Electives requirement.</p>

- Click Submit. The Graduation Requirements: [Graduation Set] page displays the edited requirement.

Graduation Requirements: Freshman

Subject Area	Requirement Name	Hours	Sort Order
Cultural Studies	Cultural Studies	2.000	<input style="width: 30px;" type="text" value="0"/>
English	English	4.000	<input style="width: 30px;" type="text" value="0"/>
Math	Math	3.000	<input style="width: 30px;" type="text" value="0"/>
Physical Education	Physical Education	3.000	<input style="width: 30px;" type="text" value="0"/>
Science	Science	3.000	<input style="width: 30px;" type="text" value="0"/>
Social Studies	Social Studies	3.000	<input style="width: 30px;" type="text" value="0"/>

Course Groups

How to Delete a Graduation Requirement

- On the start page, choose School from the main menu.
- Click Graduation Sets. The Graduation Sets page appears.

Graduation Sets

Graduation Set	Edit Requirements
Freshman	Edit Requirements

- Click Edit Requirements next to the graduation set for which you want to delete a requirement. The Graduation Requirements: [Graduation Set] page appears.

Graduation Requirements: Freshman

Subject Area	Requirement Name	Hours	Sort Order
Cultural Studies	Cultural Studies	2.000	<input type="text" value="0"/>
English	English	4.000	<input type="text" value="0"/>
Math	Math	3.000	<input type="text" value="0"/>
Physical Education	Physical Education	3.000	<input type="text" value="0"/>
Science	Science	3.000	<input type="text" value="0"/>
Social Studies	Social Studies	3.000	<input type="text" value="0"/>

- Click the requirement to be deleted in the Requirement Name column. The Edit Graduation Requirement: [Graduation Set] page appears.

Edit Graduation Requirement: Freshman

Label	Value
Subject Area	<input type="text" value="Cultural Studies"/>
Requirement Name	<input type="text" value="Cultural Studies"/>
Prerequisite Hours	<input type="text" value="2"/> credit hours from the following...
Prerequisite Courses (select one option)	<input type="radio"/> These course numbers: (comma-separated) <input type="text"/>
	<input type="radio"/> Courses with these credit types: (comma-separated) <input type="text"/>
	<input checked="" type="radio"/> Courses in this group: <input type="text" value="HS Geography/World History"/>
	<input type="radio"/> Any course at all
Sort Order	<input type="text" value="0"/> (optional)

- Click Delete. The Graduation Requirements: [Graduation Set] page displays without the deleted requirement.

Graduation Requirements: Freshman

[New](#)

Subject Area	Requirement Name	Hours	Sort Order
English	English	4.000	<input type="text" value="0"/>
Math	Math	3.000	<input type="text" value="0"/>
Physical Education	Physical Education	3.000	<input type="text" value="0"/>
Science	Science	3.000	<input type="text" value="0"/>
Social Studies	Social Studies	3.000	<input type="text" value="0"/>

[Course Groups](#)

[Submit](#)

Stored Grades

Historical Grades Setup

In PowerSchool, student records include two types of grades: current and historical. Current grades are the students' grades in each of their teacher's PowerGrade systems. Historical grades are final grades, or grades that are permanently stored in the students' records. Historical grades appear on report cards and transcripts.

At the end of each grading term, use the Permanently Store Grades function to copy and store the students' current grades in PowerGrade as historical grades. For more information, see the section "[Permanently Store Grades](#)."

In PowerSchool, you can view, change, or add to a student's historical grades. If a student is new to your school, enter grades from his or her previous school in PowerSchool. If an existing student in your school receives a grade that needs to be changed, you can change the grade.

How to Create a Single Entry



Enter a student's grades one at a time for incoming students. Alternatively, use the Multiple New Entries function on the Academic Record Entry page to enter a single grade. Most schools use the Academic Record Entry page to enter all grades.

1. On the start page, search for and select the student.
2. Click Historical Grades. The Historical Grades page appears.



Historical Grades										
Briggs, Jessica K 10 25021 AGHB										
Multiple New Entries Single New Entry Previous School Names Detail View										
Year/Term	Grd Lvl	Course	Earned Credit	Q02	Q1	Q2	Q3	Q4	S1	S2
02-03 YR	10	Project Adventure Prep	6.0000	A	A
02-03 YR	9	Wood Shop	5.0000	B	.
01-02 S1	10	Algebra 1	0.5000	.	B-	C	B-	.	C+	.
01-02 S1	10	Biology	0.5000	.	C+	C+	B	.	C+	.
01-02 S1	10	Child. & Families	0.5000	.	B-	B-	C-	.	B-	.

3. Click Single New Entry. The Stored Grade page appears.

New Stored Grade  

Briggs, Jessica K 10 25021 AGHS

School name	Apple Grove High School
School year	2001 <small>(example: for 1998-1999 school year, enter 1998)</small>
Store code	S1
Hist. grade level	9

You must provide EITHER (a) the course and section number of an existing section, OR (b) the course name if this is historical data for which no section record exists. If you provide a course and section, this grade will be associated with that section and will print on report cards. If you supply only the course name, the grade will print on transcripts but not on report cards since it is not associated with an actual section. In either case the grade will be included in transcripts, the Previous Grades screen, and GPA calculations.

(a) Course number - Section number	2044 - 01
(b) Course name	
Teacher name	Alphin, Timothy
Grade	B
GPA points	3.0
Added value	
Percent	80
Citizenship	
Earned credit hours	3
Potential credit hours	3
Credit type	MATH
Exclude from GPA?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Exclude from class rank?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Exclude from honor roll?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Teacher comment	<div style="border: 1px solid gray; height: 40px;"></div>

4. Use the following table to enter information in the fields:

Field	Description
School name	Enter the name of the school where the student received the grade.
School year	Enter the year for which you want to enter a grade.
Store code	Enter the store code that your school uses for the term in which the student earned the grade. Store codes are determined in the final grade setup area on the School Setup page.
Hist. grade level	Enter the grade level of the student when he or she received the grade.
Course Number - Section Number Or Course Name	Enter information in one of the following fields: <ul style="list-style-type: none"> (a) If you know the course and section number in which the student is enrolled, enter this information. The grade you enter appears on report cards for this student.

Field	Description
	<p>student.</p> <ul style="list-style-type: none"> (b) If you are entering a historical grade, for which no section record exists, enter the course name. If you enter only the course name, the grade appears only on the student's transcripts. <p>Whether you select (a) or (b), the system displays the grade on transcripts and in GPA calculations.</p>
Teacher name	Enter the name of the teacher that taught the class.
Grade	Enter the letter grade the student earned.
GPA points	Enter the number of grade points the student received for this grade.
Added value	Enter any added value for the grade points, such as 1 for one additional grade point. You can also use fractions of a point. Most schools do not enter added values.
Percent	Enter the percent grade the student earned.
Citizenship	Enter the citizenship grade for the term.
Earned Credit Hours	<p>Enter the number of credit hours the student earned in the course.</p> <p>Note: The number of earned credit hours and potential credit hours must be the same.</p>
Potential credit hours	<p>Enter the total number of credit hours the student could have earned in the course.</p> <p>Note: The number of earned credit hours and potential credit hours must be the same.</p>
Credit type	<p>If you could not match the course in which the student received this grade to a course at your school and you entered a course name, enter the credit type that counts towards the requirement if this grade fulfills a specific graduation requirement at your school.</p> <p>For example, if a student earned the grade in Russian, and your school does not offer Russian, enter Russian in the Course Name field. Then, to have the grade the student earned count towards the foreign language graduation requirement, enter Foreign Language or a similar credit type name in this field.</p> <p>Otherwise, deselect this checkbox.</p>

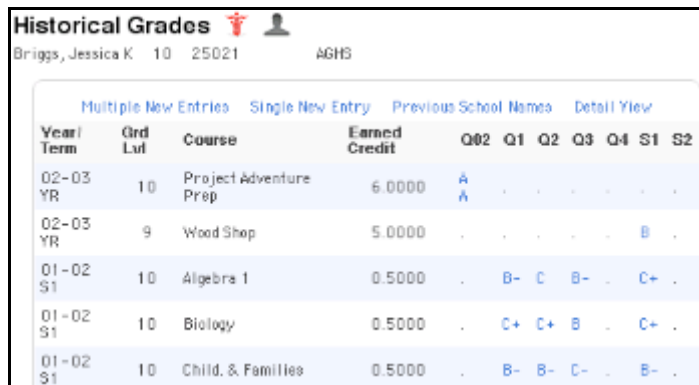
Field	Description
Exclude from GPA?	Select the option to either include or exclude the grade from the GPA calculation.
Exclude from class rank?	Select the option to either include or exclude the grade from the class rank calculation.
Exclude from honor roll?	Select the option to either include or exclude the grade from the honor roll calculation.
Teacher comment	Enter any teacher's comments.

- Click Submit. The Historical Grades page displays the new grade.

How to Create Multiple Entries


This option for entering historical grades is helpful when a student transfers from another school and all previous grades must be entered in PowerSchool.

- On the start page, search for and select the student.
- Click Historical Grades. The Historical Grades page appears.



Historical Grades											
Briggs, Jessica K 10 25021 AGHB											
Multiple New Entries Single New Entry Previous School Names Detail View											
Year/Term	Grd/Lvl	Course	Earned Credit	Q02	Q1	Q2	Q3	Q4	S1	S2	
02-03 YR	10	Project Adventure Prep	6.0000	A							
02-03 YR	9	Wood Shop	5.0000						B		
01-02 S1	10	Algebra 1	0.5000		B-	C	B-		C+		
01-02 S1	10	Biology	0.5000		C+	C+	B		C+		
01-02 S1	10	Child. & Families	0.5000		B-	B-	C-		B-		

- Click Multiple New Entries. The Academic Record Entry page appears.

Academic Record - Entry 

Briggs, Jessica K 10 25021 AGHS

School name: <input type="text" value="Appia Grove High School"/>	
School year: <input type="text" value="2001"/> (example: for 1998-1999 school year, enter 1998)	
Hist. grade level: <input type="text" value="9"/>	Store code: <input type="text" value="S1"/>
Course number: <input type="text" value="1031"/>	Grade: <input type="text" value="B"/>
Course name: <input type="text" value="Algebra 1"/>	GPA points: <input type="text" value="3.0"/>
Teacher name: <input type="text" value="Alphin, Timothy"/>	Added value: <input type="text"/>
Credit type: <input type="text" value="MATH"/>	Percent: <input type="text" value="80"/>
Exclude from GPA? <input checked="" type="radio"/> Include <input type="radio"/> Exclude	Citizenship: <input type="text"/>
Exclude from class rank? <input checked="" type="radio"/> Include <input type="radio"/> Exclude	Earned credit: <input type="text" value="3"/>
Exclude from honor roll? <input checked="" type="radio"/> Include <input type="radio"/> Exclude	Potential credit: <input type="text" value="3"/>
Course number: <input type="text" value="5061"/>	Grade: <input type="text" value="A-"/>
Course name: <input type="text" value="Woods 1"/>	GPA points: <input type="text" value="3.7"/>
Teacher name: <input type="text" value="Aldredge, Jessica"/>	Added value: <input type="text"/>
Credit type: <input type="text" value="SHOP"/>	Percent: <input type="text" value="92.5"/>
Exclude from GPA? <input checked="" type="radio"/> Include <input type="radio"/> Exclude	Citizenship: <input type="text"/>
Exclude from class rank? <input checked="" type="radio"/> Include <input type="radio"/> Exclude	Earned credit: <input type="text" value="3"/>
Exclude from honor roll? <input checked="" type="radio"/> Include <input type="radio"/> Exclude	Potential credit: <input type="text" value="3"/>

4. Enter the school name.
5. Enter a four-digit number in the "School year" field that indicates the year that the school year began. Use the first of the two calendar years, such as 2003 for the 2003-2004 school year.
6. Enter the year the student earned this grade in the "Hist. grade level" field.
7. Enter the store code that your school uses for the term in which the student earned the grade. Store codes are determined in the final grade setup area on the School Setup page.
8. Use the following table to enter information for each course per term in the indicated school year:

Field	Description
Course Number - Section Number Or Course Name	Enter information in one of the following fields: <ul style="list-style-type: none"> (a) If you know the course and section number in which the student is enrolled, enter this information. The grade you enter appears on report cards for this student. (b) If you are entering a historical grade, for which no section record exists, enter the course name. If you enter only the course name, the grade appears only on the student's transcripts. Whether you select (a) or (b), the system displays the grade on transcripts and in GPA calculations.

Field	Description
Teacher name	Enter the name of the teacher that taught the class.
Credit type	<p>If you could not match the course in which the student received this grade to a course at your school and you entered a course name, enter the credit type that counts towards the requirement if this grade fulfills a specific graduation requirement at your school.</p> <p>For example, if a student earned the grade in Russian, and your school does not offer Russian, enter Russian in the Course Name field. Then, to have the grade the student earned count towards the foreign language graduation requirement, enter Foreign Language or a similar credit type name in this field.</p> <p>Otherwise, deselect this checkbox.</p>
Exclude from GPA?	Select the option to either include or exclude the grade from the GPA calculation.
Exclude from class rank?	Select the option to either include or exclude the grade from the class rank calculation.
Exclude from honor roll?	Select the option to either include or exclude the grade from the honor roll calculation.
Grade	Enter the letter grade the student earned.
GPA points	Enter the number of grade points the student received for this grade.
Added value	Enter any added value for the grade points, such as 1 for one additional grade point. You can also use fractions of a point. Most schools do not enter added values.
Percent	Enter the percent grade the student earned.
Citizenship	Enter the citizenship grade for the term.
Earned credit	<p>Enter the number of credit hours the student earned in the course.</p> <p>Note: The number of earned credit hours and potential credit hours must be the same.</p>
Potential credit	<p>Enter the total number of credit hours the student could have earned in the course.</p> <p>Note: The number of earned credit hours and potential credit hours must be the same.</p>

- Repeat step 8 for additional courses.

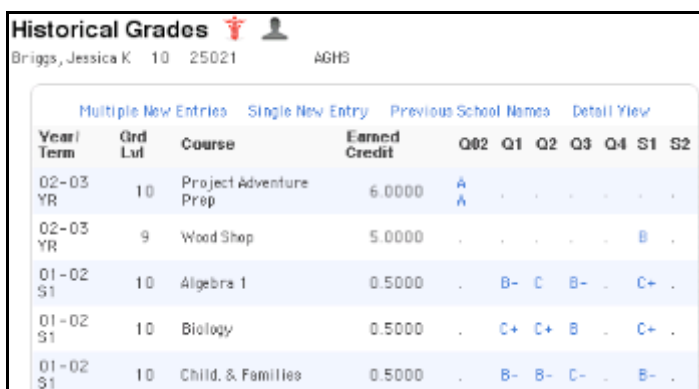
10. Click Submit. The Historical Grades page displays the new grades.


How to Edit a Stored Grade

There are times when it is necessary to change a historical (stored) grade. Because such a change can have a serious impact on a student's permanent record, stored grades must be changed one by one.


Note: You can create a log entry to track each time you change a grade for a student. For more information, see the section "[Log Entries](#)."

1. On the start page, search for and select the student.
2. Click Historical Grades. The Historical Grades page appears.



Historical Grades 												
Briggs, Jessica K 10 25021 AGHB												
Multiple New Entries Single New Entry Previous School Names Detail View												
Year/Term	Grd Lvl	Course	Earned Credit	Q02	Q1	Q2	Q3	Q4	S1	S2		
02-03 YR	10	Project Adventure Prep	6.0000	A	A
02-03 YR	9	Wood Shop	5.0000	B	.	.
01-02 S1	10	Algebra 1	0.5000	.	B-	C	B-	.	C+	.	.	.
01-02 S1	10	Biology	0.5000	.	C+	C+	B	.	C+	.	.	.
01-02 S1	10	Child. & Families	0.5000	.	B-	B-	C-	.	B-	.	.	.

3. Click the grade to be changed. The Edit Stored Grade page appears.

Edit Stored Grade  AGHS

Briggs, Jessica K 10 25021

School	Apple Grove High School
School year (Term)	2001-2002 School Year (2001-2002 School Year)
Store code	S1
Hist. grade level	<input type="text" value="9"/>
Associated section	None
Course number	<input type="text" value="5061"/>
Course name	<input type="text" value="Woods 1"/>
Teacher name	<input type="text" value="Aldredge, Jessica"/>
Associated grade scale	None
Grade	<input type="text" value="A-"/>
GPA points	<input type="text" value="3.7"/>
Added value	<input type="text" value="0"/>
Percent	<input type="text" value="92.5"/>
Citizenship	<input type="text"/>
Absences	<input type="text" value="0"/>
Tardies	<input type="text" value="0"/>
Earned credit hours	<input type="text" value="3"/>
Potential credit hours	<input type="text" value="3"/>
Credit type	<input type="text" value="SHOP"/>
Exclude from GPA?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Exclude from class rank?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Exclude from honor roll?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Teacher comment	<div style="border: 1px solid gray; height: 40px;"></div>
Change history	[9/24/02-10:31:20-0444-04000]New

4. Use the following table to change a student's historical grade information on the Edit Stored Grades page:

Field	Description
School	The school name appears.
School year (term)	The school year and term appear.
Store code	The store code appears.
Hist. grade level	The grade level in which the student enrolled in the course appears. You can edit the grade level.
Associated section	The section of the course in which the student was enrolled appears.

Field	Description
Course number	The number of the course in which the student earned the grade appears.
Course name	The name of the course in which the student earned the grade appears.
Teacher name	Enter the name of the teacher of the course section.
Associated grade scale	The name of the associated grade scale appears.
Grade	<p>The alphabetical grade originally entered for the student appears. You can edit the grade.</p> <p>Note: The grade does not automatically change with the percentage and vice versa. If you change one, you must manually change the other.</p>
GPA Points	Enter the points value that corresponds to the grade. For example, enter 4 . 0 for an A.
Added value	Enter any added value for the grade points, such as 1 for one additional grade point. You can also use fractions of a point. Most schools do not enter added values.
Percent	Enter the percent grade the student earned.
Citizenship	Enter the citizenship grade for the term.
Absences	Enter the number of absences for the course in the term.
Tardies	Enter the number of tardies for the course in the term.
Earned credit hours	<p>Enter the number of credit hours the student earned in the course.</p> <p>Note: The number of earned credit hours and potential credit hours must be the same.</p>
Potential credit hours	<p>Enter the total number of credit hours the student could have earned in the course.</p> <p>Note: The number of earned credit hours and potential credit hours must be the same.</p>



Field	Description
Credit type	<p>If you could not match the course in which the student received this grade to a course at your school and you entered a course name, enter the credit type that counts towards the requirement if this grade fulfills a specific graduation requirement at your school.</p> <p>For example, if a student earned the grade in Russian, and your school does not offer Russian, enter Russian in the Course Name field. Then, to have the grade the student earned count towards the foreign language graduation requirement, enter Foreign Language or a similar credit type name in this field.</p> <p>Otherwise, deselect this checkbox.</p>
Exclude from GPA?	Select the option to either include or exclude the grade from the GPA calculation.
Exclude from class rank?	Select the option to either include or exclude the grade from the class rank calculation.
Exclude from honor roll?	Select the option to either include or exclude the grade from the honor roll calculation.
Teacher comment	Enter any teacher's comments.
Change history	A list of any changes to this grade appears.

5. Click Submit. The Changes Recorded page appears.

How to Delete a Stored Grade

Delete a class from a student's historical grades; however, be certain this is what you want to do. You are not only deleting the grade from the historical record, you are also deleting the class from the student's permanent record. Though this function does not delete the class from the master schedule, the student's historical grades for this class cannot be retrieved once deleted.

1. On the start page, search for and select the student.
2. Click Historical Grades. The Historical Grades page appears.



Historical Grades  

Briggs, Jessica K 10 25021 AGHS

[Multiple New Entries](#)
[Single New Entry](#)
[Previous School Names](#)
[Detail View](#)

Year / Term	Grd Lvl	Course	Earned Credit	Q02	Q1	Q2	Q3	Q4	S1	S2
02-03 YR	10	Project Adventure Prep	6.0000	A	A
02-03 YR	9	Wood Shop	5.0000	B	.
01-02 S1	10	Algebra 1	0.5000	.	B-	C	B-	.	C+	.
01-02 S1	10	Biology	0.5000	.	C+	C+	B	.	C+	.
01-02 S1	10	Child. & Families	0.5000	.	B-	B-	C-	.	B-	.

- Click the grade to be deleted. The Edit Stored Grade page appears.

Edit Stored Grade  

Briggs, Jessica K 10 25021 AGHS

School	Apple Grove High School
School year (Term)	2001-2002 School Year (2001-2002 School Year)
Store code	S1
Hist. grade level	<input type="text" value="9"/>
Associated section	None
Course number	<input type="text" value="5061"/>
Course name	<input type="text" value="Woods 1"/>
Teacher name	<input type="text" value="Aldredge, Jessica"/>
Associated grade scale	None
Grade	<input type="text" value="A-"/>
GPA points	<input type="text" value="3.7"/>
Added value	<input type="text" value="0"/>
Percent	<input type="text" value="92.5"/>
Citizenship	<input type="text"/>
Absences	<input type="text" value="0"/>
Tardies	<input type="text" value="0"/>
Earned credit hours	<input type="text" value="3"/>
Potential credit hours	<input type="text" value="3"/>
Credit type	<input type="text" value="SHOP"/>
Exclude from GPA?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Exclude from class rank?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Exclude from honor roll?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Teacher comment	<input type="text"/>
Change history	[9/24/02-10:31:20-u444-s4000]New

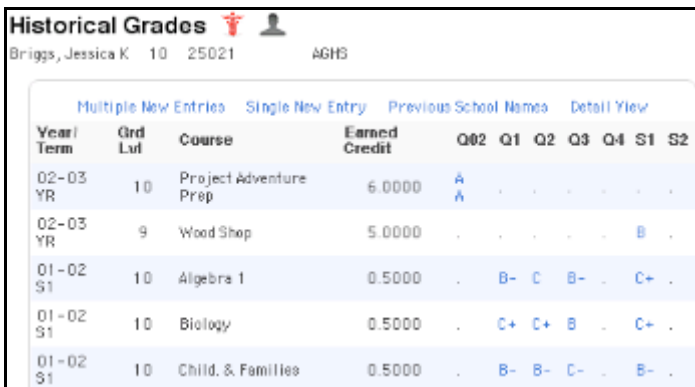
- Click Delete. The Changes Recorded page appears. If you delete the last grade for a class, the class no longer appears on the Historical Grades page.

How to Edit Previous School Names

Use this feature to change or enter the name of the school where a class was taken. If you entered a school name when entering the historical grades, it appears on this page. If you did not enter a school name, do so from this page.

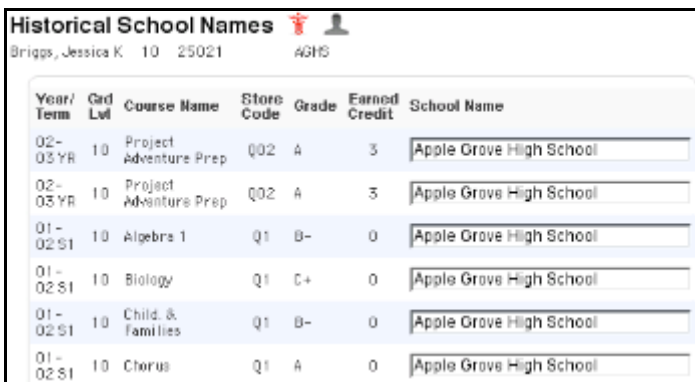
Note: The school names you enter appear on the student's transcript next to the school year during which he or she attended the school. If a student attended more than one school during a school year, each school and the grades the student received at that school appear in separate lists.

1. On the start page, search for and select the student.
2. Click Historical Grades. The Historical Grades page appears.



Year/Term	Grd Lvl	Course	Earned Credit	Q02	Q1	Q2	Q3	Q4	S1	S2
02-03 YR	10	Project Adventure Prep	6.0000	A						
02-03 YR	9	Wood Shop	5.0000						B	
01-02 S1	10	Algebra 1	0.5000		B-	C	B-		C+	
01-02 S1	10	Biology	0.5000		C+	C+	B		C+	
01-02 S1	10	Child. & Families	0.5000		B-	B-	C-		B-	

3. Click Previous School Names. The Historical School Names page appears.



Year/Term	Grd Lvl	Course Name	Store Code	Grade	Earned Credit	School Name
02-03 YR	10	Project Adventure Prep	Q02	A	3	Apple Grove High School
02-03 YR	10	Project Adventure Prep	Q02	A	3	Apple Grove High School
01-02 S1	10	Algebra 1	Q1	B-	0	Apple Grove High School
01-02 S1	10	Biology	Q1	C+	0	Apple Grove High School
01-02 S1	10	Child. & Families	Q1	B-	0	Apple Grove High School
01-02 S1	10	Chorus	Q1	A	0	Apple Grove High School

4. Enter or change the name of the school(s) where the courses were taken.
5. Click Submit. The Changes Recorded page appears.

Click the grade to display the school name on the Edit Stored Grade page. To reset a changed previous school name, repeat this procedure but leave the School Name field blank. The Edit Stored Grade page displays the current school.

Permanently Store Grades

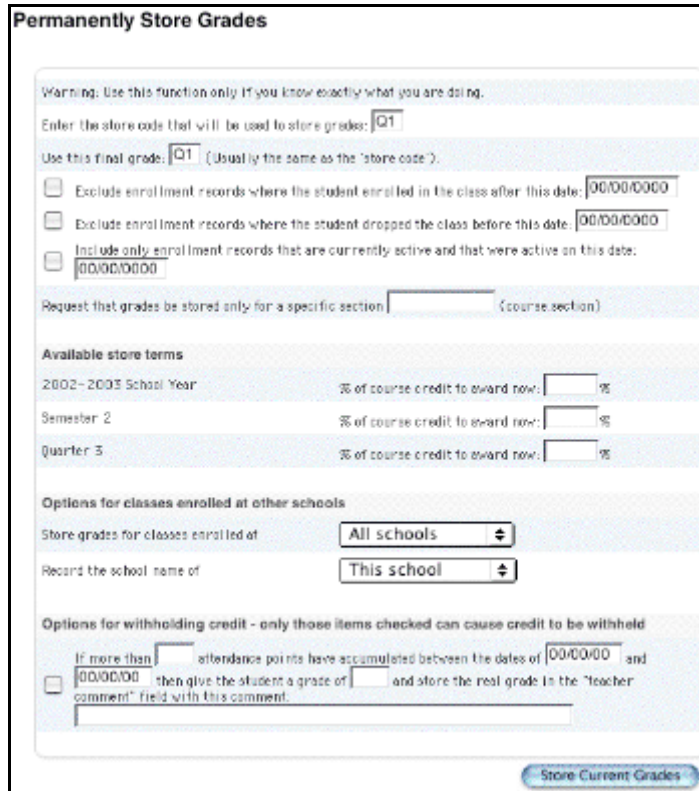
At the end of each grading term, use the Permanently Store Grades function to copy and store the student's current grades in PowerGrade as historical grades.

Before permanently storing grades, be sure that you set up grade scales, final grades, and the current grade display. For more information, see the sections "[Grade Scales](#)," "[Final Grades Setup](#)," and "[Current Grade Display](#)."

How to Permanently Store Grades

It is recommended that you run several reports before permanently storing grades. The Student Schedule Listing report lists the current grades and any missing grades for selected students. Print the Class Rosters report for teachers to verify that all the grades are correct.

1. On the start page, choose System from the main menu.
2. Click Permanently Store Grades. The Permanently Store Grades page appears.



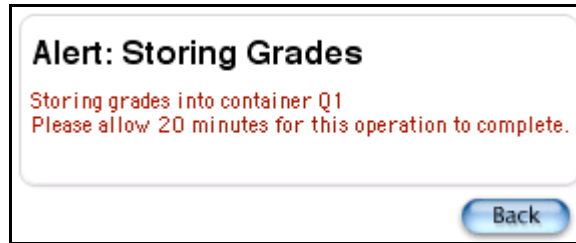
3. Use the following table to enter information in the fields:

Field	Description
Store Code	Use a two-digit code to indicate the term in which the students earned the grades, such as Q1 or S1. The first character must be a letter, and the second character must be a number. Note: Do not use the same store code twice in one year. The system will overwrite the grades you stored under the store code the first time with the grades you store the second time.
Use this final grade	Enter the term code from which you want to save the grades. The term code is usually the same as the store code, such as

Field	Description
	The term code is usually the same as the store code, such as Q1 or S1. For more information on defining term codes, see the section " Final Grades Setup ."
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> <ul style="list-style-type: none"> • Exclude enrollment records where the student enrolled in the class after this date: Enter the date using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. • Exclude enrollment records where the student dropped the class before this date: Enter the date using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. • Include only enrollment records that are currently active and that were active on this date: Enter the date using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. 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 or after the date. <p>Note: If you leave the date-related fields blank, PowerSchool stores a grade for every enrollment record, including classes that students dropped during the term. Most schools enter a two-week grace period at both the beginning and end of the term. This allows for all of the add/drop procedures at the beginning of the term to be ignored in the store grades process. Also, PowerSchool does not store grades for students who enroll in your school during the last two weeks of the term.</p>
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. Store grades for one course section before you store grades for

Field	Description
	all course sections. Leave this field blank to store grades for all course sections.
Percent of Credits to be awarded each term	<p>For each term, specify the percent of possible credits each student can earn. For example, if you store grades for Q1 in a school year with four quarters, students earn 25% of the possible credits they can earn in a yearlong course. 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.</p> <p>Note: Be sure you define the proper amount of credits for all courses. Also, define that the appropriate grades earn graduation credit on the Gradescale page.</p>
Options for classes enrolled at other schools	<p>Use the pop-up menus to indicate the options you want to apply for storing grades for classes that students take at other schools:</p> <ul style="list-style-type: none"> • 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.
Options for Withholding Credit	<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.

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



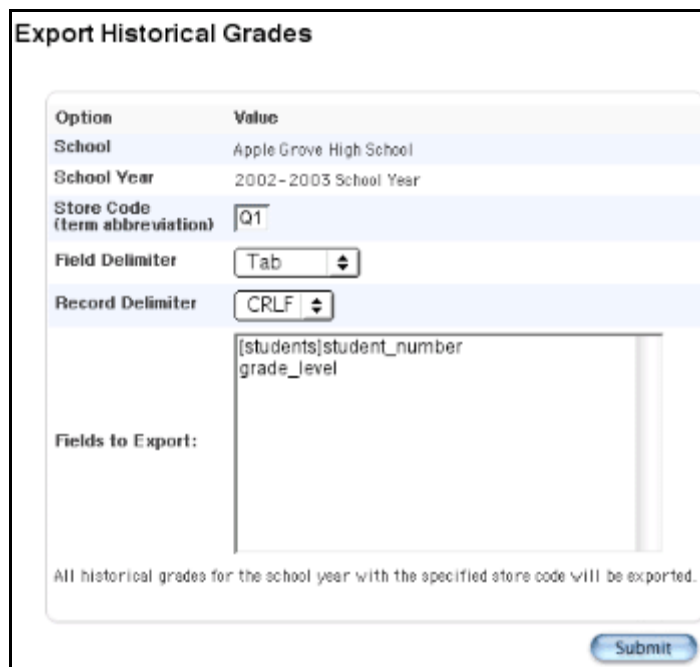
Note: If you notice that you entered incorrect data after storing grades, repeat this procedure for the same store code. PowerSchool overwrites the existing grades with the new ones.

Export Historical Grades

Create an export file that contains the historical grades for a specific term. Use this procedure to save a backup file of each term's historical grades or to maintain a record of historical grades outside of PowerSchool, such as in a spreadsheet program.

How to Export Historical Grades

1. On the start page, choose System from the main menu.
2. Click Export Historical Grades. The Export Historical Grades page appears.



Export Historical Grades

Option	Value
School	Apple Grove High School
School Year	2002 - 2003 School Year
Store Code (term abbreviation)	Q1
Field Delimiter	Tab
Record Delimiter	CRLF

Fields to Export:

```
[students]student_number
grade_level
```

All historical grades for the school year with the specified store code will be exported.

Submit

3. Use the following table to enter information in the fields:

Field	Description
School	The page displays the school in which you are currently working. To change the school, click School in the navigation

Field	Description
	working. To change the school, click School in the navigation bar.
School Year	The current school year appears.
Store Code	Enter the store code of the term for which you want to export historical grades.
Field Delimiter	Use the pop-up menu to indicate how you want the system to separate fields in the export file: <ul style="list-style-type: none"> • Tab • Comma
Record Delimiter	Use the pop-up menu to indicate how you want the system to separate records in the export file: <ul style="list-style-type: none"> • CRLF: carriage return and line feed • CR: carriage return • LF: line feed
Fields to Export	Enter the internal PowerSchool field names of the fields you want to export. Note: If you include a field from another table, enter the table name in brackets first, such as [students]student_number. Press Return (Mac) or Enter (Windows) after each field name.

4. Click Submit. The exported historical grades appear.

```

25827 Cozzens 9
25827 Cozzens 9
25827 Cozzens 9
25827 Cozzens 9
25827 Cozzens 9
25827 Cozzens 9
25827 Cozzens 9
25825 Duran 9
25825 Duran 9
25825 Duran 9
25825 Duran 9
25825 Duran 9
25825 Duran 9
25822 Gregorio 9
25822 Gregorio 9
  
```

Note: To save the file, choose File > Save As from your web browser. Select a file location and type, such as a text file. Click Save.

Grade Reports

Grade and Gradebook Reports

Use gradebook reports to determine the class rank or the number of students in a class that received a specified grade.

How to Run the Grade Count Report

This report displays how many times each letter grade occurred for the selected group during current or past terms.

1. On the start page, choose Reports from the main menu.
2. On the Reports page, click Run Reports.
3. On the Run Reports page, click Grade Count. The Grade Count page appears.

Grade Count

Option	Value
Students To Scan	Briggs, Jessica K
Scan	<input checked="" type="radio"/> current grades <input type="radio"/> historical grades: <input style="width: 50px;" type="text"/>

Note: This report may take several minutes to produce.

4. Select an option to indicate which grades to scan. If you select historical grades, enter the store code for which you want to scan, such as Q2.
5. Click Submit. The resulting report lists the letter grades and how many times they occur in the specified group for the chosen term.

Grade Count Report

Apple Grove High School
for 5711

Grade	Total
-	2
Total	2

Proceed by printing the report from your web browser or saving it to another application. For more information, see the section "[Run, Print, and Save Reports.](#)"

How to Run the Grade Count By Teacher Report

Like the Grade Counts report, the Grade Count By Teacher report also displays how many times each letter grade occurred for the group during current or past terms. The only difference is that this report restricts the results to a single teacher.

1. On the start page, choose Reports from the main menu.
2. On the Reports page, click Run Reports.
3. On the Run Reports page, click "by Teacher" next to Grade Count. The Grade Count page appears.

Grade Count

Scan by student The selected 257 students
 all currently enrolled students

Scan by teacher

Scan current grades
 historical grades:

Note: This report may take several minutes to produce.

4. Use the following table to enter information in the fields:

Field	Description
Scan by student	Select an option to scan by either the selected students or all currently enrolled students. Refer to the following field to scan by teacher.
Scan by teacher	Choose the teacher to scan from the pop-up menu. Refer to the previous field to scan by student.
Scan	Select an option to scan either current grades or historical grades. If you select historical grades, enter the term you want to scan in the next field.

5. Click Submit. The resulting report lists the letter grades and how many times each grade occurs in the specified group for the chosen term.

Grade Count Report Apple Grove High School

for Selected Students

Grade	Total
-	128
Total	128

Proceed by printing the report from your web browser or saving it to another application. For more information, see the section "[Run, Print, and Save Reports.](#)"

How to Run the Class Rankings Report

This report provides the class rankings at your school so that you can determine the top students for each class level.

1. On the start page, choose Reports from the main menu.
2. On the Reports page, click Run Reports.
3. On the Run Reports page, click Class Ranking. The Class Ranking Report page appears.

Class Ranking Report

Option	Value
Grade Level	<input style="width: 50px;" type="text" value="10"/>
Class Rank Method	<input style="width: 100px;" type="text" value="Simple Percent"/>
Display GPAs	<input style="width: 40px;" type="text"/> to <input style="width: 40px;" type="text"/> (leave blank to display all)
Display Percentiles	<input style="width: 40px;" type="text" value="0"/> % to <input style="width: 40px;" type="text" value="60"/> %

4. Use the following table to enter information in the fields:

Field	Description
Grade Level	Choose the grade level to scan from the pop-up menu.
GPA Type	Choose the type of GPA calculation from the pop-up menu.
Class Rank Method	Choose the GPA calculation method to use for the class ranking from the pop-up menu.
Display GPAs	To scan only a range of GPAs, enter the range in the fields.
Display Percentiles	To scan a range of grade percentiles, enter the range in the fields.

5. Click Submit. The Class Ranking Report appears.

Class Ranking for Grade 10					Simple Percent
					10/3/2002 - Apple Grove High School
Rank	Student #	Name	GPA	Percentile	
1.	25023	Wright, Jennifer L	98.549	1.72	
2.	25002	Tanner, Brenden R	98.024	3.45	
3.	25025	Vanikiotis, Jonathan C	97.733	5.17	
4.	25028	Rasmussen, Lokelei S	97.027	6.90	
5.	25016	Duff, Cormac T	96.26	8.62	
6.	25033	Holt, Gayle	95.32	10.34	
7.	25394	Greeff, Ashly	94.936	12.07	
8.	25049	Schmidt, Darin	94.808	13.79	
9.	25030	Legrande, Kristy V	94.42	15.52	
10.	25050	Proctor, Joshua W	93.284	17.24	

How to Run the Graduation Progress Report

This report provides the graduation progress of the selected students.

1. On the start page, choose Reports from the main menu.
2. On the Reports page, click Run Reports.
3. On the Run Reports page, click Graduation Progress Report (PDF). The Graduation Progress Report page appears.

Graduation Progress Report

Draw from

All students
 The selected 75 students only
 Only these grade levels (comma-separated)

4. Select which students to include in the report.
5. Click Submit. PowerSchool runs the report, and the report queue appears. Depending on your specifications, this could take several minutes.
6. Click Completed to display the report.

How to Run the Honor Roll Report

This report provides honor roll calculations for a group of students. The report displays all honor rolls the students have received, even if the honor roll was received in another school.

1. On the start page, choose Reports from the main menu.
2. On the Reports page, click Run Reports.
3. On the Run Reports page, click Honor Roll. The Honor Roll Report page appears.

Graduation Progress Report

Draw from

All students
 The selected 75 students only
 Only these grade levels: (comma-separated)

4. Use the following table to enter information in the fields:

Field	Description
Which Students	Select the students for whom you want to calculate honor roll information. Do one of the following: <ul style="list-style-type: none"> Select the single student option. Select the current selection of students option. Select the all enrolled students in the current school option.
Report Title	Enter the name for this honor roll report.
Honor Roll Method	Choose the honor roll method you want to calculate from the pop-up menu. Specify a single honor roll method or all honor roll methods.
Store Code	Do one of the following: <ul style="list-style-type: none"> Enter only the store code for which you want to run the report. Leave this field blank to list all store codes.
School Year	Do one of the following: <ul style="list-style-type: none"> Enter the school year for which you want to run the report. Only honor roll records stored during the single school year specified will be listed. Leave this field blank to list only records from the current school year.
Historical Grade Level	Do one of the following: <ul style="list-style-type: none"> Enter the grade level for which you want to run the report. Only honor roll records the student earned while at the single grade level specified will be listed. Leave this field blank to list all grade levels.

5. Click Submit. The Honor Roll report displays the following information:

- Title

- Student name
 - Student number
 - Grade level
 - GPA
6. Click any of the student names to view detailed honor roll information for that student.

Report Cards

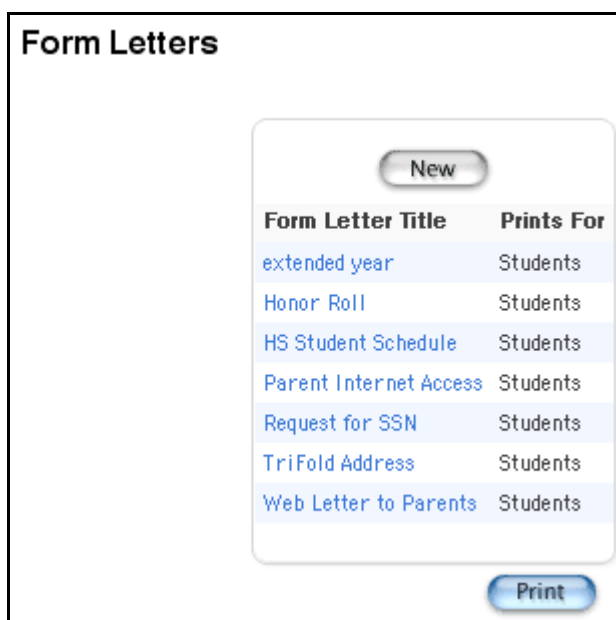
Report card reports produce much more than just standard end-of-the-term reports. You can also use them to create other types of documents, such as custom letters or progress reports. Any report card-style report can include text as well as fields from the PowerSchool system.

You can only create report cards for the term selected on the start page. To report on more than one term, create an object-style report. For more information, see the section "[Object Reports](#)."

How to Open a Preview Page

When creating custom reports, it is a good idea to preview them often as you work. Therefore, before you create any new reports, it is suggested that you open a preview (browser) page.

1. On the start page, search for and select any student.
2. Click the PowerSchool logo.
3. Choose Reports from the main menu.
4. On the Reports page, click Report Setup.
5. On the Report Setup page, click Form Letters. The Form Letters page appears.

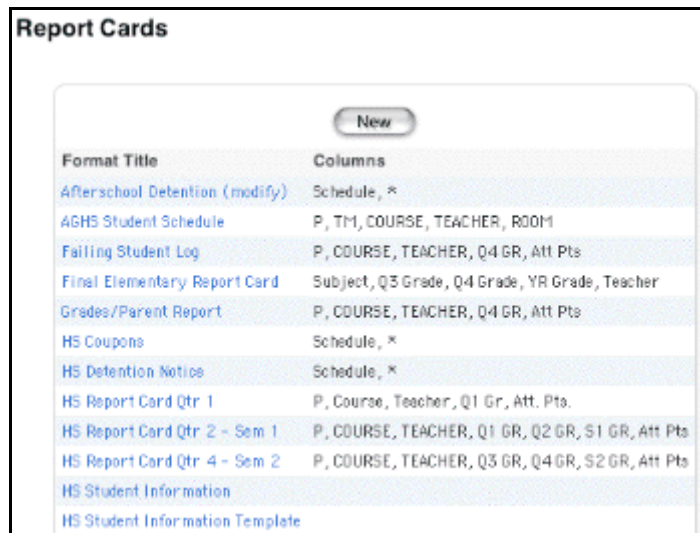


- Click Print. Leave the Print Reports page open as you create each type of report in a new web browser window. You will return to it to review the report template as you work. In future instructions, this page is referred to as the preview page.

How to Add a Custom Report Card Template

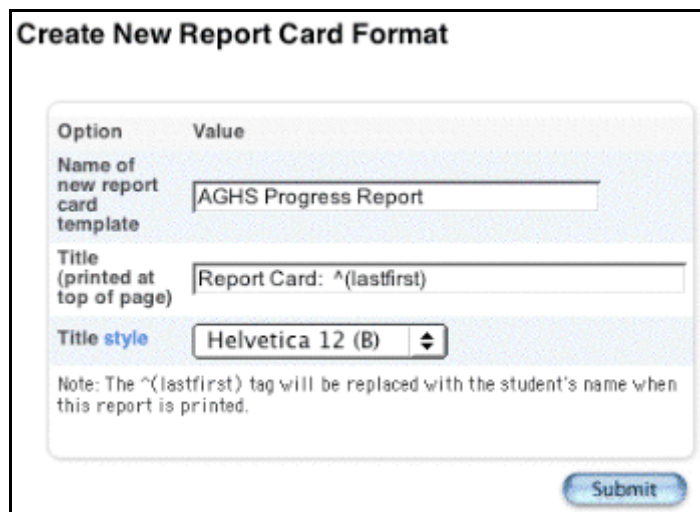
Title

- Open a second web browser to the PowerSchool start page.
- Choose Reports from the main menu.
- On the Reports page, click Report Setup.
- On the Report Setup page, click Report Cards. The Report Cards page appears.



Format Title	Columns
Afterschool Detention (modify)	Schedule, *
AGHS Student Schedule	P, TM, COURSE, TEACHER, ROOM
Failing Student Log	P, COURSE, TEACHER, Q4 GR, Att Pts
Final Elementary Report Card	Subject, Q3 Grade, Q4 Grade, YR Grade, Teacher
Grades/Parent Report	P, COURSE, TEACHER, Q4 GR, Att Pts
HS Coupons	Schedule, *
HS Detention Notices	Schedule, *
HS Report Card Qtr 1	P, Course, Teacher, Q1 Gr., Att. Pts.
HS Report Card Qtr 2 - Sem 1	P, COURSE, TEACHER, Q1 GR, Q2 GR, S1 GR, Att Pts
HS Report Card Qtr 4 - Sem 2	P, COURSE, TEACHER, Q3 GR, Q4 GR, S2 GR, Att Pts
HS Student Information	
HS Student Information Template	

- Click New. The Create New Report Card Format page appears.



Option	Value
Name of new report card template	AGHS Progress Report
Title (printed at top of page)	Report Card: ^(lastfirst)
Title style	Helvetica 12 (B)

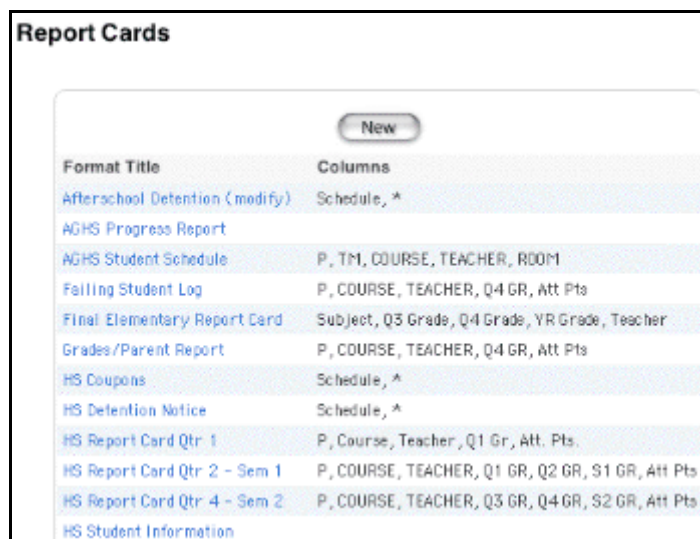
Note: The ^(lastfirst) tag will be replaced with the student's name when this report is printed.

Submit

6. Use the following table to enter information in the fields:

Field	Description
Name of new report card template	Enter a name for the template.
Title	Enter a title to print on the report card. Use data codes or HTML tags in addition to text.
Title Style	Choose a style from the pop-up menu. To configure the styles, see the section " System Styles ."

7. Click Submit. The Report Cards page appears.



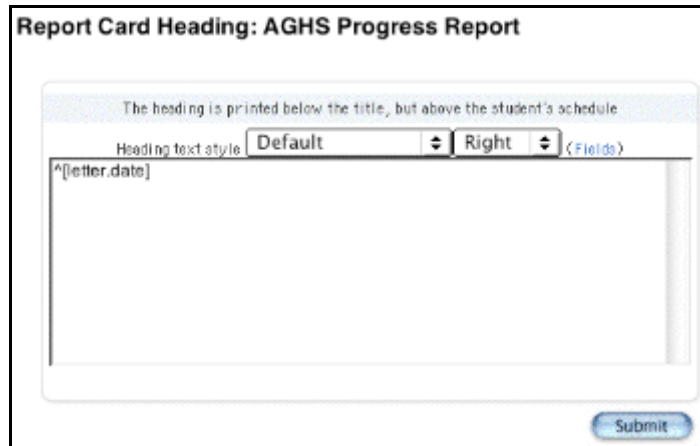
Format Title	Columns
After-school Detention (modify)	Schedule, ^
AGHS Progress Report	
AGHS Student Schedule	P, TM, COURSE, TEACHER, ROOM
Falling Student Log	P, COURSE, TEACHER, Q4 GR, Att Pts
Final Elementary Report Card	Subject, Q3 Grade, Q4 Grade, YR Grade, Teacher
Grades/Parent Report	P, COURSE, TEACHER, Q4 GR, Att Pts
HS Coupons	Schedule, ^
HS Detention Notice	Schedule, ^
HS Report Card Qtr 1	P, Course, Teacher, Q1 Gr, Att. Pts.
HS Report Card Qtr 2 - Sem 1	P, COURSE, TEACHER, Q1 GR, Q2 GR, S1 GR, Att Pts
HS Report Card Qtr 4 - Sem 2	P, COURSE, TEACHER, Q3 GR, Q4 GR, S2 GR, Att Pts
HS Student Information	

8. Click the report you just created.
9. On the Report Card page, choose the title justification from the pop-up menu.

Heading

The report card title is complete. Set up the heading. Remember that this can include any type of information, such as your school's address, a note to parents, HTML tags, or data codes that pull information from the PowerSchool database.

1. Click Heading. The Report Card Heading page appears.



- Use the following table to enter information in the fields:

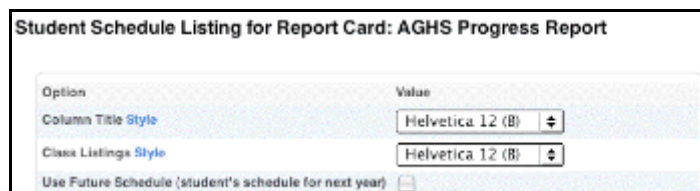
Field	Description
Heading Text Style	Choose the style for the heading text from the pop-up menu.
Justification	Choose the heading alignment from the pop-up menu.

- Enter the content of the heading in the large white field using text, HTML tags, and PowerSchool data codes. For a complete list of data codes, visit the PowerSchool Customer Support web site at <https://www.powerschool.com/support/downloads/> and click PowerSchool Codes. For a complete list of field codes, click View Field List on the PowerSchool start page.
- Click Submit.

Schedule Listing

The report card heading is created, and you return to the Report Card page. Format schedule listings to display grades, citizenship, absences, tardies, and even scores for individual assignments. You are encouraged to experiment with the different options on the pop-up menus.

- Click Schedule Listing. The Student Schedule Listing page appears.



- Use the following table to enter information in the fields:

Field	Description
Column Titles Style	Choose a style for the column titles from the pop-up menu.
Class Listings Style	Choose a style for the class listings from the pop-up menu.

Field	Description
Use Future Schedule	Select this checkbox to use next year's student schedules. To use this year's schedules, deselect the checkbox.

3. The remaining items on the first section concern the format of the report card. Complete them as necessary. Use the defaults by not making any changes to the formatting fields. For further explanation of the fields, see the section "[Report Formatting.](#)"

Select what data will make up the schedule listings (in the columns).

Col	Shows	Column Title	Width	Align
1	Period	P		
2	Expression	E		
3	Course name	COURSE		
4	Teacher	TEACH		
5	Room	ROOM		
6	Course number	COURSE#		
7				
8				
9				
10				
11				
12				

Note: In the Shows column when an entry is shown, use an historical grade information to enter the term code in the box next to the pop-up menu. For example, if you want to show 0 grades, whether they are current or historical, enter 0 in the box.

4. Use the following table to enter information in the fields:

Field	Description
Shows	<p>Use the pop-up menu to choose the information for the first column on the report card.</p> <p>Use the next field only if you make certain choices for the Shows column. If you select any of the following in the Shows column, enter a specific term in the next field:</p> <ul style="list-style-type: none"> • absences • tardies • attendancepoints • previousgrade • prev. percent • prev. tchr. cmnt • prev citizenship • prev crdit hours <p>If you select "attendance" in the Shows column, enter an attendance code.</p> <p>If you select "asmt score," "asmt pct," or "asmt pts poss" in the Shows column, enter an assignment name. The assignment name must exactly match that in the gradebook.</p> <p>When the Shows column is blank but you want a title for the column, enter text or an HTML tag in the next field.</p>

Field	Description
	PowerSchool will use the information to populate that column of the report.
Column Title	Enter a column title.
Column Width	Enter a column width.
Align	Enter one of the following codes: <ul style="list-style-type: none"> • R for right justification • L for left justification • C for center justification

5. Repeat step 4 for other columns to be included on the report card. Create up to 12 columns.

Special Schedule Listing Options

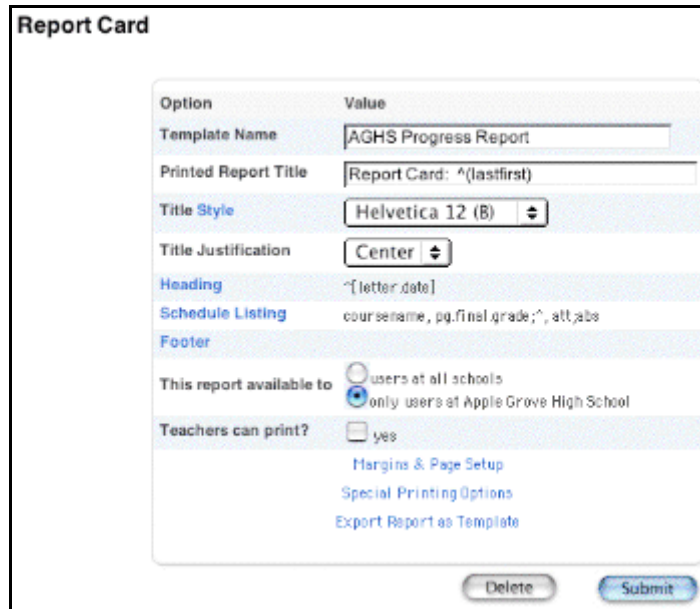
When listing classes taken in a specified term, include only those classes with historical (stored) grades from these terms: (comma-separated).
Note: Only stored grades associated with a particular section will be included on the report. This includes those grades retrieved from PowerGrade as well as any entered manually where the course and section numbers were indicated. Stored grades entered manually that did not specify a course and section number will not be included on the report.

Extended stored grade retrieval

6. Use the following table to enter information in the fields:

Field	Description
Include Only Those Classes	Select this checkbox for the students who have final grades recorded in the specified term (optional). In the space provided, enter the term(s)/store code(s), such as Q1, Q2, and Q3. This tells PowerSchool to list only classes for which there are stored grades for the term(s) listed. When a student drops a class and does not receive a final grade, the class will not appear on the report card.
Extended stored grade retrieval	Select this checkbox (optional). This is helpful when a student switches from one section of a course to another section of the same course. The courses and grades appear on one row of the report rather than different lines for each section.

7. Click Submit. The Report Card page appears.



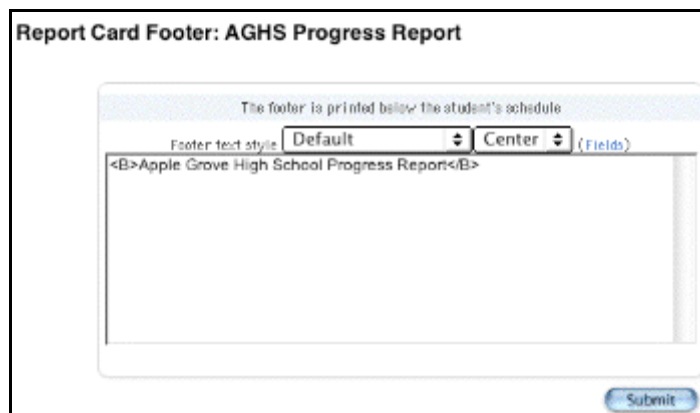
Option	Value
Template Name	AGHS Progress Report
Printed Report Title	Report Card: ^(lastfirst)
Title Style	Helvetica 12 (B)
Title Justification	Center
Heading	~[letter.date]
Schedule Listing	course name, pg, final grade; ^, alt, abs
Footer	
This report available to	<input type="radio"/> users at all schools <input checked="" type="radio"/> only users at Apple Grove High School
Teachers can print?	<input type="checkbox"/> yes

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Footer

The report card listings are complete, and you return to the Report Card page. Now, set up the footer. The footer is exactly like the heading except that it appears below the schedule listings. This can include any type of information, including your school's address, a note to parents, HTML tags, or PowerSchool data codes.

1. Click Footer. The Report Card Footer page appears.



The footer is printed below the student's schedule

Footer text style: Justification: (Fields)

Apple Grove High School Progress Report

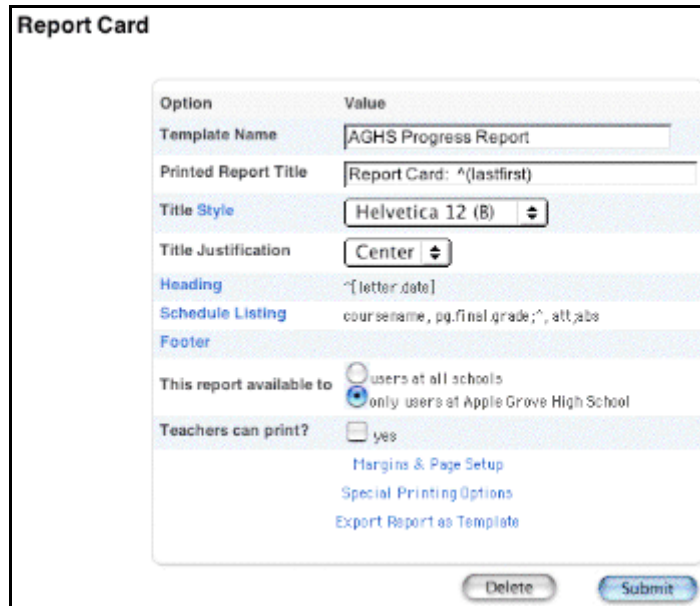
2. Use the following table to enter information in the fields:

Field	Description
Footer text style	Choose the style for the footer text from the pop-up menu.
Justification	Choose the footer alignment from the pop-up menu.

3. Enter the content of the footer in the large white field using text, HTML tags, and PowerSchool data codes. For a complete list of data codes, visit the PowerSchool Customer

Support web site at <https://www.powerschool.com/support/downloads/> and click PowerSchool Codes. For a complete list of field codes, click View Field List on the PowerSchool start page.

- Click Submit. The report card footer is created, and you return to the Report Card page.



Option	Value
Template Name	AGHS Progress Report
Printed Report Title	Report Card: ^(lastfirst)
Title Style	Helvetica 12 (B)
Title Justification	Center
Heading	~[letter.date]
Schedule Listing	course name, pg.final grade; ^, all, abs
Footer	
This report available to	<input type="radio"/> users at all schools <input checked="" type="radio"/> only users at Apple Grove High School
Teachers can print?	<input type="checkbox"/> yes

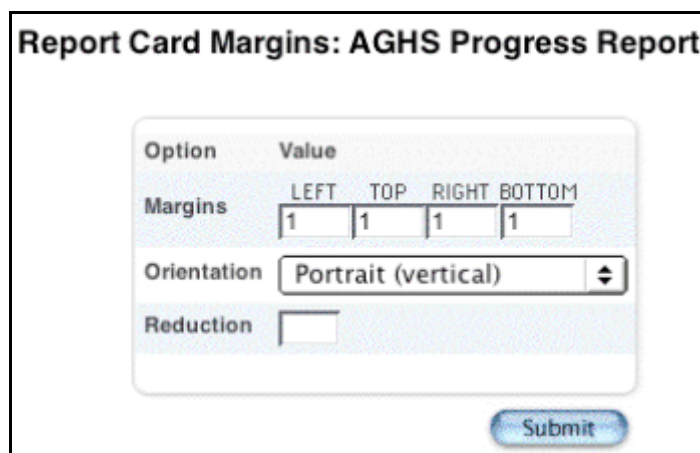
[Margins & Page Setup](#)
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- Select an option to indicate which schools on the PowerSchool system will have access to this report.
- Select the checkbox if teachers can print this report.

Page Setup

Specify how the report fits on the page.

- Click Margins & Page Setup. The Report Card Margins page appears.



Option	Value								
Margins	<table border="1"> <thead> <tr> <th>LEFT</th> <th>TOP</th> <th>RIGHT</th> <th>BOTTOM</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>1</td> <td>1</td> </tr> </tbody> </table>	LEFT	TOP	RIGHT	BOTTOM	1	1	1	1
LEFT	TOP	RIGHT	BOTTOM						
1	1	1	1						
Orientation	Portrait (vertical)								
Reduction									

- Use the following table to enter information in the fields:

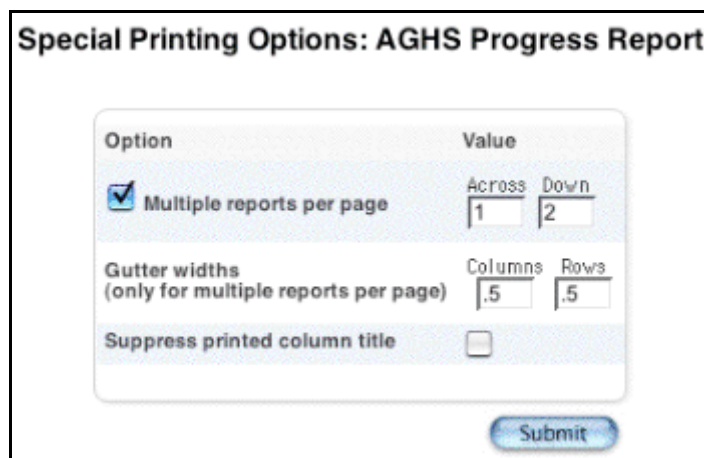
Field	Description
Margins	Enter the margins for the left, top, right, and bottom of the page.
Orientation	Choose the orientation from the pop-up menu.
Reduction	Enter a reduction scale (optional). This refers to the finished size of the report. Fit more on a page by reducing it by a percentage, but remember to leave it as large as possible for easier viewing. Reduction is also known as scale.

- Click Submit. The Report Card page appears.

Print Setup

Specify how the report will print.

- Click Special Printing Options. The Special Printing Options page appears.



- Use the following table to enter information in the fields:

Field	Description
Multiple Reports per Page	Select the checkbox to create more than one report per page (optional). If you select this option, enter the number of reports that appear across the page and down each column.
Gutter Widths	If you are printing multiple reports on each page, enter the gutter widths for the columns and rows.
Suppress column title printing	Select this checkbox to hide the column titles (optional).

- Click Submit.
- Click Submit again on the Report Card page to save the report template.

How to Preview a Report Card

1. Return to the preview page.

Print Reports

Option	Value
Which report would you like to print?	AGHS Progress Report
For which students?	All 257 currently enrolled students
	<input checked="" type="checkbox"/> Print only the first <input type="text" value="2"/> pages.
In what order?	<input checked="" type="radio"/> Alphabetical <input type="radio"/> By grade, then alphabetical <input type="radio"/> By period <input type="text" value="1"/> class, as of this date: <input type="text" value="1/28/2003"/> (takes extra time)
If printing student schedules, use...	<input checked="" type="radio"/> courses enrolled during current term <input type="radio"/> enrollment as of <input type="text" value="1/28/2003"/>
Watermark Text	Confidential
Watermark Mode	Watermark
When to print	ASAP

2. Use the following table to enter information in the fields:

Field	Description
Which report would you like to print?	Choose the report card from the pop-up menu.
For which students?	Select an option to indicate the students for whom the report will be run, if necessary.
Print only the first X pages	If you only want to print a limited number of pages, select this checkbox and enter the number of pages. If you make no selections at the Which Students option, a report prints for each student.
In what order?	Select an option to indicate the sort order.
If printing student schedules, use...	Select an option to indicate enrollment specifications. If you select the "enrollment as of" option, enter the enrollment date in the field.

Field	Description
Watermark Text	If you want to print text as a watermark on each page of the report, use the pop-up menu to either choose one of the standard phrases or choose Custom and enter the text you want to print as a watermark in the field.
Watermark Mode	Use the pop-up menu to determine how you want the text to print. Watermark prints the text behind objects on the report, while Overlay prints the text over objects on the report.
When to print	To run this report, select a time to start it: <ul style="list-style-type: none"> • ASAP: Execute immediately. • At Night: Execute during the next evening. • On Weekend: Execute during the next weekend. • On Specific Date/Time: Execute on the date and time specified in the following fields.

3. Click Submit. The report appears with the specified parameters. Review the report from beginning to end to verify that the formatting and content are correct.

Report Card: Kieser, Aubrey Welcome to the new version of the Middle School Report Card! This report card was generated by PowerSchool. Hopefully this new format will provide you as parents a better channel of communication concerning the progress of your child. If you have questions, feel free to call your child's homeroom teacher.		
6/4/02		
Kieser, Aubrey - Grade 12		
01-02 Semester 2 Report Card		
Class	Teacher Name	Quarter 1
Released Time	Greene, Todd D	-
Adv. Math w/Trig.	Greene, Todd D	-
Algebra 2 w/Geometry	Greene, Todd D	-
AP Calculus	Greene, Todd D	-

How to Edit a Custom Report Card Template

1. On the start page, choose Reports from the main menu.
2. On the Reports page, click Report Setup.
3. On the Report Setup page, click Report Cards. The Report Cards page appears.

Report Cards

[New](#)

Format Title	Columns
Afterschool Detention (modify)	Schedule, *
AGHS Student Schedule	P, TM, COURSE, TEACHER, ROOM
Failing Student Log	P, COURSE, TEACHER, Q4 GR, Att Pts
Final Elementary Report Card	Subject, Q3 Grade, Q4 Grade, YR Grade, Teacher
Grades/Parent Report	P, COURSE, TEACHER, Q4 GR, Att Pts
HS Coupons	Schedule, *
HS Detention Notices	Schedule, *
HS Report Card Qtr 1	P, Course, Teacher, Q1 Gr., Att. Pts.
HS Report Card Qtr 2 - Sem 1	P, COURSE, TEACHER, Q1 GR, Q2 GR, S1 GR, Att Pts
HS Report Card Qtr 4 - Sem 2	P, COURSE, TEACHER, Q3 GR, Q4 GR, S2 GR, Att Pts
HS Student Information	
HS Student Information Template	

- Click the report to be edited. The Report Card page appears.

Report Card

Option	Value
Template Name	AGHS Progress Report
Printed Report Title	Report Card: ^(lastfirst)
Title Style	Helvetica 12 (B)
Title Justification	Center
Heading	~[letter.date]
Schedule Listing	course name, pg.final grade;^, att,abs
Footer	
This report available to	<input type="radio"/> users at all schools <input checked="" type="radio"/> only users at Apple Grove High School
Teachers can print?	<input type="checkbox"/> yes <input type="checkbox"/> no
	Margins & Page Setup Special Printing Options Export Report as Template

[Delete](#) [Submit](#)

- See the section "[How to Add a Custom Report Card Template](#)" to edit the report card to meet your needs and specifications.
- Click Submit. The Report Cards page appears.

Report Cards

[New](#)

Format Title	Columns
Afterschool Detention (modify)	Schedule, *
AGHS Student Schedule	P, TM, COURSE, TEACHER, ROOM
Failing Student Log	P, COURSE, TEACHER, Q4 GR, Att Pts
Final Elementary Report Card	Subject, Q3 Grade, Q4 Grade, YR Grade, Teacher
Grades/Parent Report	P, COURSE, TEACHER, Q4 GR, Att Pts
HS Coupons	Schedule, *
HS Detention Notices	Schedule, *
HS Report Card Qtr 1	P, Course, Teacher, Q1 Gr., Att. Pts.
HS Report Card Qtr 2 - Sem 1	P, COURSE, TEACHER, Q1 GR, Q2 GR, S1 GR, Att Pts
HS Report Card Qtr 4 - Sem 2	P, COURSE, TEACHER, Q3 GR, Q4 GR, S2 GR, Att Pts
HS Student Information	
HS Student Information Template	

If you are ready to run the report, see the section "[Run, Print, and Save Reports.](#)"

How to Delete a Custom Report Card Template

1. On the start page, choose Reports from the main menu.
2. On the Reports page, click Report Setup.
3. On the Report Setup page, click Report Cards. The Report Cards page appears.

Report Cards

[New](#)

Format Title	Columns
Afterschool Detention (modify)	Schedule, *
AGHS Student Schedule	P, TM, COURSE, TEACHER, ROOM
Failing Student Log	P, COURSE, TEACHER, Q4 GR, Att Pts
Final Elementary Report Card	Subject, Q3 Grade, Q4 Grade, YR Grade, Teacher
Grades/Parent Report	P, COURSE, TEACHER, Q4 GR, Att Pts
HS Coupons	Schedule, *
HS Detention Notices	Schedule, *
HS Report Card Qtr 1	P, Course, Teacher, Q1 Gr., Att. Pts.
HS Report Card Qtr 2 - Sem 1	P, COURSE, TEACHER, Q1 GR, Q2 GR, S1 GR, Att Pts
HS Report Card Qtr 4 - Sem 2	P, COURSE, TEACHER, Q3 GR, Q4 GR, S2 GR, Att Pts
HS Student Information	
HS Student Information Template	

4. Click the report to be deleted. The Report Card page appears.

Report Card

Option	Value
Template Name	AGHS Progress Report
Printed Report Title	Report Card: ^(lastfirst)
Title Style	Helvetica 12 (B)
Title Justification	Center
Heading	{letter.date}
Schedule Listing	course name, pg, final grade, ^, alt, abs
Footer	
This report available to	<input type="radio"/> users at all schools <input checked="" type="radio"/> only users at Apple Grove High School
Teachers can print?	<input type="checkbox"/> yes

[Margins & Page Setup](#)
[Special Printing Options](#)
[Export Report as Template](#)

5. Click Delete. The Selection Deleted page appears.