

# PowerSchool SIS: Managing Grades and Academic Data

## Quick Reference Card

### PowerSchool SIS: Managing Grades and Academic Data

Learn how to enter students' grades, track graduation progress, and enter test scores. You'll also learn how to search for students at risk of failing and how to manage student activity eligibility.

### Working with Historical Grades

At the end of the term, historical grades for completed courses are stored and then appear on transcripts. Use the Historical Grades student page to view stored grades, enter grades for students who take classes at another school, and edit existing historical grade records.

### Entering a Single Grade

Enter a single historical grade for a student who completed a class at another school.

1. Search for and select the student
2. Under the Academics section, click **Historical Grades** > **Single New Entry**
3. Enter the name of the school where the student earned the grade
4. Enter the year the course was completed; for example, for the year 2018–2019, enter 2018
5. Enter the store code for the grading term

Store codes are set up on the Final Grade/Reporting Term Setup page for each school.

6. Enter the student's historical grade level for that year

7. If known, enter the course and section number for the corresponding course and section in the school schedule

Associating the grade with a section links the grade to a course name, teacher's name, GPA points, and credit type. Complete this field if you set up graduation requirements using course numbers.

(a) Course number - Section number MAT1100 - 2

8. If there is no corresponding course and section, enter the course name
9. Enter the teacher's name, if known
10. Enter the grade that the student earned
11. Enter the corresponding GPA points for that grade
12. Enter any added value, if applicable
13. If used, enter the percentage that corresponds with the grade
14. Enter the citizenship grade, if applicable

Grade	A-
GPA points	3.62
Added value	0
Percent	92
Citizenship	H

15. Enter the credit earned for that grade, and the potential credit that could be earned for that class
16. Enter the credit type

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Complete this field if you set up graduation requirements using credit types.

17. If the student repeated the class to earn a better grade, choose the grade suppression policy  
The PowerSchool administrator sets up the grade suppression policy for the school, so you won't see the menu if the school doesn't use the policy.  
  
The grade suppression policy suppresses the previous grade and replaces it with the new historical grade you entered for the same course.
18. Select whether to include or exclude the grade from transcripts, GPA calculations, class rank, and honor roll, and (if applicable) graduation calculations
19. Enter any teacher's comments recorded for this grade
20. Click **Submit**

## Entering Multiple Grades

Enter multiple transcript grades when you enroll a student from another school.

1. Search for and select a student
2. Click **Historical Grades > Multiple New Entries**
3. Enter the name of the school where the student earned the grades
4. Enter the year for the grade information; for example, for year 2018–2019, enter **2018**
5. Enter the historical grade level of the student for that year
6. From the Grade Suppression Policy Override menu, choose the policy your school uses

You won't see this menu if your school doesn't use the grade suppression policy.

7. Enter a store code for each term that corresponds with the grade

Store codes are set up on the Final Grade/Reporting Term Setup page for each school.

8. Enter the course and section number for the corresponding course and section in your schedule

Associating the grade with a section assigns the course name, teacher's name, GPA points, and credit type. Complete this field if you set up graduation requirements using course numbers.

9. If there is no corresponding course number, enter the course name
10. Enter the teacher's name, if known
11. Enter the credit type

Complete this field if you set up graduation requirements using credit types.

12. Select whether to include or exclude the grade from GPA, class rank, honor roll, and transcripts
13. For the corresponding store code, enter the grade the student earned for the class
14. Enter the corresponding GPA points for the grade
15. If used, enter any added value for the grade
16. If used, enter the percentage that corresponds with the grade earned
17. Enter the credit earned for the grade, followed by the potential credit that could be earned for the class
18. Repeat steps 7–17 for up to seven additional classes
19. Click **Submit**

## Editing Historical Grades

Edit a historical grade when there is an error in the record. Be sure to follow the established procedures related to the school's policy.

1. Search for and select the student
2. Click **Historical Grades**
3. On the Historical Grades page, click the incorrect grade
4. Change the necessary data, such as:
  - Historical grade level
  - Course information

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- Grade information
- Attendance information
- Credit information
- Teacher's comments

If you change the grade, you may have to edit the percentage and GPA points, since they are not updated automatically. Any edited information appears in the Change history section.

5. Click **Submit**

## Tracking Student Progress Toward Graduation

Your PowerSchool administrators and curriculum leads have mapped courses in the school to correspond with the entrance requirements for various institutions and community colleges. Use the following steps to see how well a student is progressing toward meeting those requirements.

1. Search for and select the student
2. Under the Academics section, click **Graduation Progress**
3. For Graduation Requirement Set, choose the desired requirement set (for example, select **High School Diploma**)
4. The Graduation Progress page will be refreshed to display the results

To work with the Graduation Progress page for a group of students:

1. Select the students
2. Click the Select Function arrow and choose **Student Screens**
3. Choose **Graduation Progress** and click **Submit**
4. Click a student name to view or set his or her graduation progress

5. Continue to select the students from the list to view or set their graduation progress

## Selecting a Graduation Plan

The Graduation Planner is a robust tool similar to the Graduation Progress tool. Set up the planner at the district level so schools can share graduation plans. If you have created a graduation set already, then you can convert the set to a plan. Also add required tests, such as the SAT, to a plan so that you can track students' test requirements.

Use the Graduation Plan Selection student page to choose one graduation plan, multiple graduation plans, or post-secondary plans. Parents and students view graduation plans and choose post-secondary plans using the PowerSchool Student and Parent Portals. You must enable access to the portals so that parents and students can see the plans.

To select a graduation plan for a student:

1. Search for and select the student
2. Under Academics, click **Graduation Plan Selection**
3. Click the graduation plan to add it to the student's record
4. Click another graduation plan and/or post-secondary preparation plan, if needed
5. To remove a plan, click the - sign or click **Unpick All**
6. Click **Submit**

The Graduation Plan Progress page appears automatically. View the student's progress on required tests at the top of the page, and his or her progress on each subject group below.

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## Using Graduation Plan Waivers

In certain situations, a student may be eligible to receive a waiver that modifies his or her graduation requirements. For example, suppose a student comes into the 9th grade and speaks fluent Spanish. He can read and write in Spanish as well. It makes sense to waive certain required credits related to Spanish language courses for this student.

Be aware that to use waivers, the waivers must be set up at the district level; waivers are not enabled by default.

1. At the school level, search for and select a student
2. From the Academics section of the student pages menu, click **Graduation Plan Progress**
3. Within an assigned graduation plan, click the **+** sign for one of the subject groups, such as Electives
4. On the Add Waiver page, select the waiver type, the waiver reason, and the waiver source

The values in the menus on the Add Waiver page are set up by your PowerSchool administrator at the district level.

5. Open the Elective Subject Group menu and choose **High School Diploma**
6. Choose the waiver date
7. Enter the number of credits to be waived, such as 2
8. Next to Authorized By, enter your name and click **Submit**
9. Now find this waiver information on the student's Graduation Plan Progress page; next to High School Diploma, at the top of the list, you will see two columns labeled Waived Credits and Applied Waiver Credits, each with a 2 in the column

At the bottom of the list of subjects, note that the Electives requirement has been met.

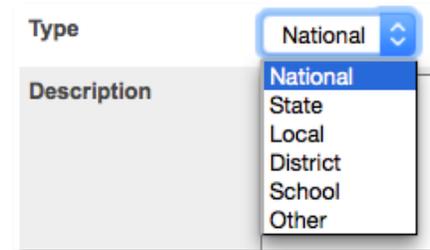
## Setting Up Tests and Test Score Categories

Before entering student test scores, set up tests and test score categories in PowerSchool.

## Creating Tests

Set up standardized tests at the district level.

1. Navigate to the district office
2. Click **District > Tests > New**
3. Enter the name of the test, such as **SAT**
4. Choose the type of test



5. Enter a description (optional)

The description appears on the students' Test Results page.

6. Click **Submit**

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## Creating Test Score Categories

Next, set up test score categories for standardized tests.

1. On the Start Page, click **District > Tests**
2. Click **Edit Scores** for the appropriate test
3. Click **New**
4. Enter a name for the test category, such as **Reading**
5. Enter a description of the category and a sort order to determine the order in which the score appears on the student's Test Results page (optional)
6. Click **Submit**

Below is an example of how test score categories will appear when set up at the district office:

Score Name	Description	Sort Order
SAT_English		1
SAT_Math		2

## Entering and Importing Test Scores

After setting up tests and test score categories in PowerSchool, enter student test scores manually or use an import file.

### Entering Test Scores

Enter individual test scores on a student's Test Results page.

1. On the Start Page, navigate to the student's school
2. Search for and select the student
3. Under Academics, click **Test Results**
4. For Enter New Test, choose the test name and click **Submit**
5. Enter the date the student took the test
6. Select the term when the student took the test
7. Enter the student's grade level at the time of the test

8. Enter the score values for each recorded score, whether they are numeric, percentage, or alphanumeric grades
9. Click **Submit**

## Importing Test Scores

Before importing test scores, create a tab-delimited text file that includes all the test score data. The most efficient way to create the text file is to record test scores for one student first. Then, export the test information out of PowerSchool. When creating or exporting the fields in the text file, remember to include:

- The student number or student ID, test date, and the student's grade level at the time the test was taken
- One column for each test score and score type; for example, if you have numeric and percentage scores for reading and writing, include four columns, one for each score and type

Student_Number	Grade_Level	Test Date	Reading #	Reading %
7	11	6/14/17	26	85
8	11	6/14/17	30	90
10	11	6/14/17	28	87
12	11	6/14/17	20	78

- Check that the column headings for the scores meet two importing requirements: First, score column headings should contain no spaces. Second, they should end in "\_01" for number scores, "\_02" for percent scores, or "\_03" for letter grade scores.

1. On the Start Page, navigate to the school
2. Click **Special Functions > Importing & Exporting > Quick Import**
3. For Table, choose **Test Results**
4. For Field delimiter, choose **Tab**
5. For End-of-Line marker, choose **CR** for carriage return

The marker separates the records in the file.

6. Browse to and select the file to import

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7. Check **Suggest field map** to verify that the column headings match the associated PowerSchool field names before importing the data
8. Click **Import**
9. Select the test name and click **Submit**

## Working with the Import Map

An import map is a set of directions that the system follows to find a place for each piece of data in the import file. Use the import map to match the column headings in the import file to PowerSchool field names.

The column headings from the import file appear on the left side of the Import Records page. If you selected the Suggest field map check box, then the right side of the page displays the PowerSchool fields available for each set of data.

Col#	From your file	----->	To PowerSchool
1.	Student_Number	----->	Student Number
2.	Grade_Level	----->	Grade Level
3.	Test Date	----->	
4.	Reading #	----->	Student ID Student Number Test Date Grade Level
5.	Reading %	----->	

1. Match the columns from the file to PowerSchool
2. Check **exclude first row**
3. Click **Submit**

## Using the Cumulative Info Page

Use the Cumulative Information page to see a student's class rank, GPA, and credit hours all in one place.

1. Search for and select the student
2. Under Academics, click **Cumulative Info**

## Searching for Students Who Are at Risk of Failing

To search for students who are at risk of failing, use either the At Risk Dashboard or the Search By Grades/Attendance function.

## Using the At Risk Students Dashboard

Configure the Dashboard page to show counts of at-risk students at a school or throughout the district for the current term. At-risk student counts, shown on tiles, are segmented into levels of high, moderate, and some risk based on a risk index derived from student grade and attendance data.

Enable the feature at the District Office for schools so that it's visible on the Dashboard page. Otherwise, administrators at schools will just see the default Dashboard page with the existing dashboard widgets.

To enable the At Risk Dashboard at the district level:

1. On the Start Page for the District Office, click **District**
2. Click **At Risk Setup**
3. Click the Schools tab and find the school name in the list of schools
4. Open the Risk Calculation menu and select when the calculation will run, such as **Weekly**

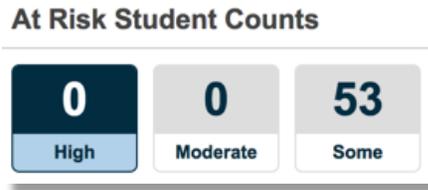
By default, the risk index calculation is set to run weekly on Saturdays as part of the overnight process. You may set the calculation to run nightly for each school or shut it off by clearing the Active check box. The last run date and time, as well as the status, are listed for each school.

5. Open the Risk Index Method menu and choose a method, such as **Default**
6. To enable the At Risk tab on the school's Dashboard page, check **Active**
7. Click **Submit**

To view the At Risk Dashboard at the school level:

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1. On the Start Page for the school, click **Dashboard** in the main menu
2. Use the At Risk tab to view the dashboard



## Searching by Grades and Attendance

Use the Search By Grades/Attendance function to search for students who are failing in one or more subject areas.

1. On the Start Page, select a group of students
2. Click the Select Function arrow and choose **Search By Grades/Attendance**, or click **Special Functions > Search By Grades/Attendance**
3. Choose which students to include
4. For "Minimum # of classes," enter a number that meets the search requirements

For example, if you are searching for students who are failing in two or more classes, enter 2.

5. If you are searching for final grades, check **Scan for this final grade**

While it is possible to search for any combination of variables, use just one set of criteria for this example.

6. Choose a comparator, and enter the grades you want to use in the search

Separate multiple grades with a comma.

7. If you are searching for a percentage as a grade, check **Scan for this final grade percentage**, choose a comparator, and enter the percentage you want to use in the search

8. If you are searching for citizenship grades, check **Scan for this citizenship grade**, choose the comparator, and enter the citizenship grades to use in the search
9. Clear the "Scan for attendance" check box
10. To find who is currently failing, choose **Current Grades**, and enter the store code or final grade
11. For "Scan for all classes enrolled," select **as of this date**, and enter today's date
12. Make the results the current selection of students so you can perform additional functions with the group of students, such as sending a warning letter
13. Click **Submit**

## Managing Student Activity Eligibility

Verify whether or not a student is eligible to participate in an activity. Administrators at the school may do one or more of the following:

- If students have a failing grade in a current class, they are not eligible to participate in the current activity. You would use the Search By Grades/Attendance function, using current grades to find these students.
- If students have a failing grade in a class in the past quarter, they aren't eligible to participate in the next quarter's activities. You would use the Search By Grades/Attendance function, using historical grades to find these students.
- If students have an overall failing GPA, they're not eligible to participate in activities. At the bottom of the Search By Grades/Attendance page, click **Search by GPA** to find these students.

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## Searching by Current or Historical GPA

Suppose you want to run a report of football players who are not eligible to play in the upcoming game. Perform the following steps:

1. On the Start Page, search for the members of the football team, then click **Special Functions > Search By GPA**
2. Determine which group of students to scan; in this case, choose **selected [xx] students**

You can also search for students in a particular class section, students who are enrolled in a single period, students who have a certain teacher, or search for students who have a specific day cycle (A or B).

3. Choose one of the following criteria for the search:
  - If searching by cumulative GPA, choose the GPA cut-off criteria, enter the cut-off value, and choose a GPA calculation method
  - If searching by term GPA, enter the store code, such as **Q1** or **S2**, choose the term GPA cut-off criteria, enter the cut-off value, and choose a GPA calculation method
  - If searching by current GPA, choose the current GPA cut-off criteria, enter the value of the cut-off point, and choose a GPA calculation method

The screenshot shows a search form with three sections:

- Whose cumulative GPA is**: dropdown set to "greater than", GPA method: "Grade Count".
- Whose term GPA ( Q2 ) is**: dropdown set to "less than", GPA method: "Weighted".
- Whose current GPA is**: dropdown set to "greater than", GPA method: "Grade Count".

4. For "Who were enrolled as of this date," enter a date
5. Click **Submit**

The students identified during the search become the

current selection, and are represented by a number at the top of the Group Functions page.

6. Click **Reports Menu > Student Schedule Listing**
7. Click **The selected [xx] students**
8. Enter a report title, such as **Ineligible for Football**
9. Check **Course, Teacher, and Current grade**
10. In the "Store code / final grade" field, enter a value
11. For Range of Periods, include all periods
12. For Range of Days, include all days
13. Enter the number of students between breaks
14. Specify the pages to show
15. Click **Submit**

Use the report to show the football coach the names of the ineligible students, their courses, and grades.

	1	2	3	4	1
<b>Adair, Brandon</b>	Speech Lura, Colleen R A-	Open Media Accatino, Steve B	Open Study Accatino, Steve -	Consumer Math Adams, Mark B D+	Current Affairs Manston, Greg T A-
A					
1	2	3	4		
	Physics Martin, Gabriel U -	Phys Ed 12 Maxedon, Johnathon A	French 2 Kyser, Kenneth -		