PowerSchool Handbook

Secondary Grade Reporting

Version 6.2
January 5, 2024

INTEGRATED TECHNOLOGY
SAN DIEGO UNIFIED SCHOOL DISTRICT

Copyright ©2023, San Diego Unified School District. All rights reserved.
This document may be reproduced internally by San Diego Unified School District. Except as noted, all rights are reserved. No part of this publication may be reproduced, transcribed, stored in retrieval systems, or translated into any language in any form by any means without written permission of San Diego Unified School District, Integrated Technology Division (ITD), 4100 Normal St, San Diego, CA 92103

Table of Contents

About This Handbook 4
Part 1: Understanding Grade Setup 5
Reporting Terms, Store Codes, and Final Grade Setup 6
Reporting Terms and Store Codes 6
Final Grade Setup 7
Verify Final Grade/Reporting Term Setup 9
Understanding How Grades are Calculated 10
Finding the Course Credit Value 12
Part 2: Preparing to Store Grades 15
Updating ZZTeacher and Other Placeholder Teacher Changes 16
Replacing ZZTeacher or Other Teacher Placeholder 17
Adding a New Lead Teacher to an Existing Lead Teacher 19
Adding a Co-teacher to Enter Grades 22
Understanding Cutoff Dates 24
Identifying Dual Enrolled Students 25
Finding Students Taking Classes at Another School 25
Finding Students from Another School Taking Classes at Your School 26
Identifying Missing Grades 27
Missing Grades Report 27
Checking Status of Teacher Grade Verification 29
Section Readiness Report 29
Part 3: Storing Grades 31
Storing Grades Overview 32
Storing Progress Grades 34
Progress Grades for Students Taking Classes at Another School 34
Progress Grades for ALL Students 38

Storing Final Grades 42
Final Grades for Student Taking Classes at Another School 42
Final Grades for ALL Students 45
Using F1(or F2) to Combine S1/Q2 and S2/Q4 Grades for Combined End Term GPA 49
Additional Grade Storing 50
Storing a Grade Change 50
Storing Grades for One Section 51
Storing Grades Before Dropping a Student 52
Storing Grades for a Student Who Transferred from Another School 53
Part 6: After Grades are Stored 55
Required Tasks 56
Calculating Term GPAs 56
Updating Quick Lookup Preferences 57
Updating Current Grade Display 59
Confirming Parent/Student Access Settings 60
Other Tasks 61
Viewing Historical Grades 61
Viewing Cumulative GPAs 62
Managing GPA Student Screens 62
Viewing Term Grades 64
Part 7: Printing Report Cards 65
Preparing to Print 66
Disable the Pop-up Blocker 66
Remove Headers and Footers Before Printing 66
Verify Contacts if Mailing Report Cards and Progress Reports 66
Progress Report Cards (P1, P2, P3, P4) 67
Final Report Cards (S1, S2, Q1, Q2, Q3, Q4) 72
Finding the Report Card Print Job 77
Printing a Report Card for One Student 78
Part 8: Frequently Used Reports 79
Eligibility Report 80
Term GPA Report 82

Finding Students at Risk 83
Search by Grades/Attendance Function 83
Gradebook Grades Report – Only Show Ds and Fs 85
Historical Grades Report 86
Stored Grades Report 87
Grades Distribution Report 88
Search by GPA Function 90
Address Error Report 92
Report & Progress Report Card Flags 93
Part 9: Additional Reports 95
sqlReports – Grading Reports 96
Gradebook Grade Counts or Percentages 96
Gradebook Grades Report 96
Historical Grades and GPA Points Mismatch 96
Stored Grade and Gradebook Compare 96
Stored Grades for Two Grading Terms 96
Student 6-8 Total GPA 96

About This Handbook

This handbook was created by the San Diego Unified IT Training Team as reference material for the Site Tech/Power User or other staff members responsible for setting up and monitoring the collection and distribution of student grades at a Secondary school, including K-8 and K-12. It is updated periodically by the San Diego Unified IT Training Team. If you have any questions about how to execute these tasks in PowerSchool, please contact the IT Help Desk: (619)209-HELP (4357) or submit a support request online at https://sdusd.cherwellondemand.com

Dates and terms depicted throughout this handbook are used as examples and may not reflect the current school year or Term.

For questions regarding grade policies or procedures, please contact **Veronica Ortega, Counseling and Guidance**: vortega1@sandi.net

Part 1: Understanding Grade Setup

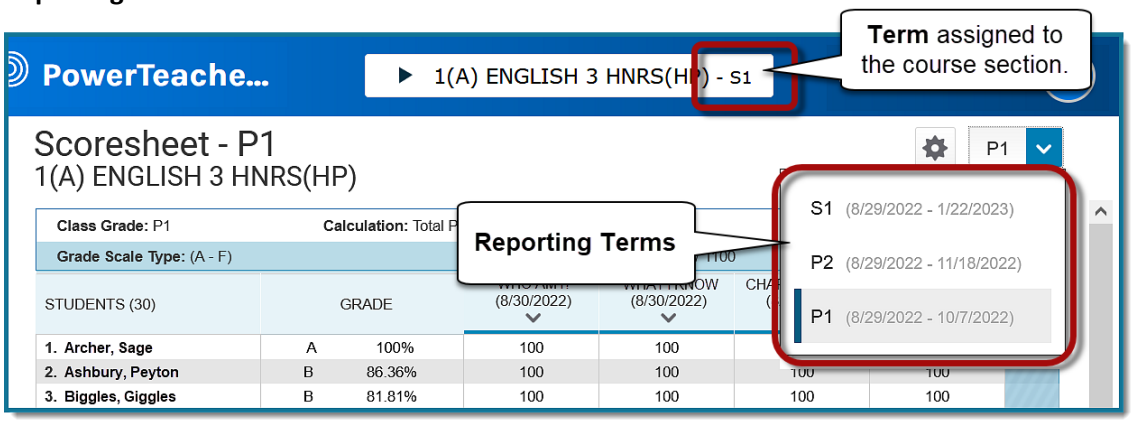
Reporting Terms, Store Codes, and Final Grade Setup

Reporting Terms and Store Codes

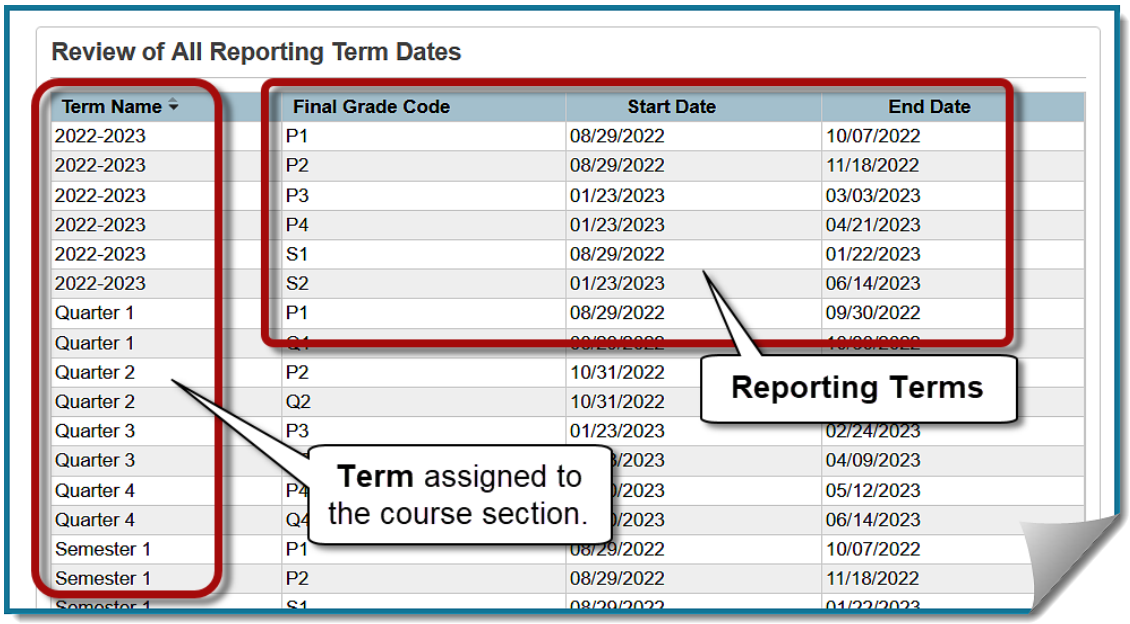
PowerSchool uses Reporting Terms and Store Codes to refer to the timeframe and container, or bin where grades are averaged and stored.

- The **Reporting Term** relates to the term that is assigned to a class section and includes the date range that determines which assignments are used to calculate a final grade. Teachers can view and select the Reporting Term in PowerTeacher Pro to enter assignment scores and submit final grades.

Reporting Terms in PowerTeacher Pro

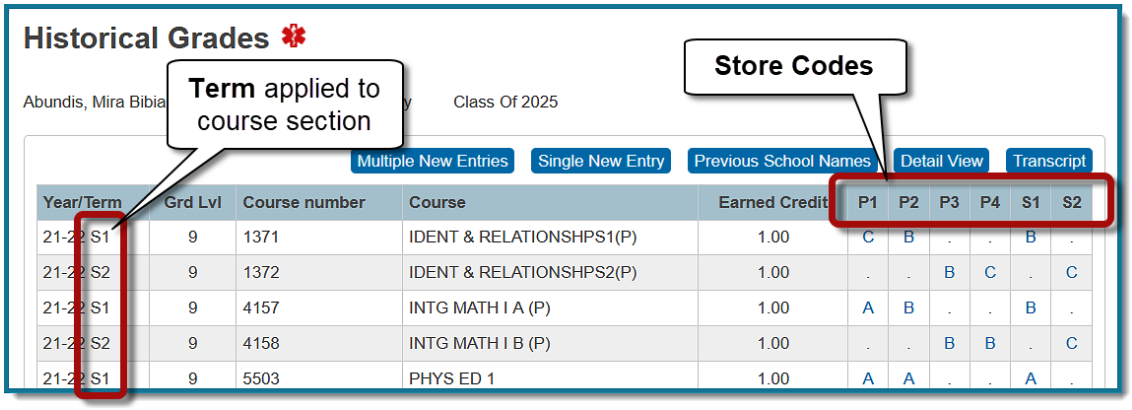


Reporting Terms in PowerSchool Admin – Final Grades/Reporting Setup page



- **Store Codes** are used to manage grades that will appear on report cards and transcripts. Each Store Code represents the container or bin where the grades are stored. Store Codes are also related to Reporting Terms.

Viewing Store Codes in PowerSchool Admin – Historical Grades page



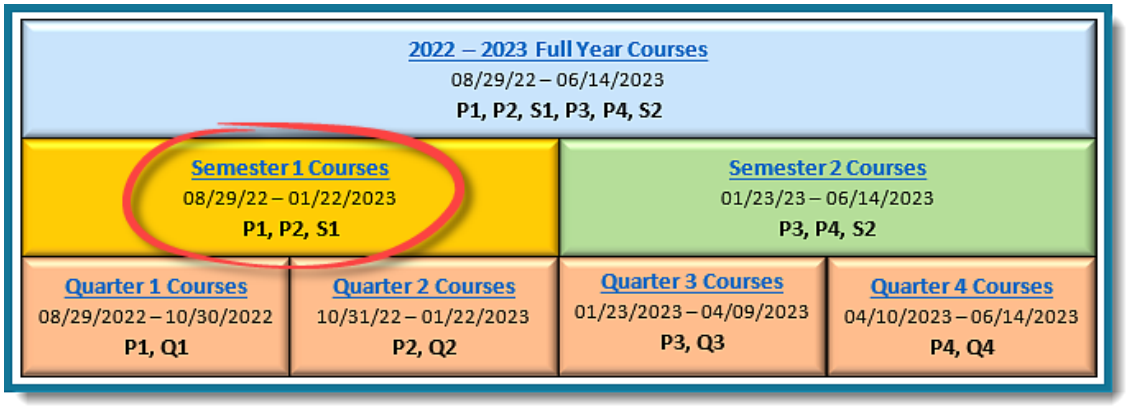
Year/Term	Grd Lvl	Course number	Course	Earned Credit	P1	P2	P3	P4	S1	S2
21-22 S1	9	1371	IDENT & RELATIONSHPS1(P)	1.00	C	B	.	.	B	.
21-22 S2	9	1372	IDENT & RELATIONSHPS2(P)	1.00	.	.	B	C	.	C
21-22 S1	9	4157	INTG MATH I A (P)	1.00	A	B	.	.	B	.
21-22 S2	9	4158	INTG MATH I B (P)	1.00	.	.	B	B	.	C
21-22 S1	9	5503	PHYS ED 1	1.00	A	A	.	.	A	.

Final Grade Setup

Final Grade Setup is the process where **Reporting Term**s are applied in PowerSchool for schools based on the dates determined by the Athletics Department and Leadership and Learning (Office of Graduation).

Schools can have multiple terms to accommodate year-long, semester, or quarter classes. In that same manner, each term will have multiple **Reporting Terms** for teachers to submit grades.

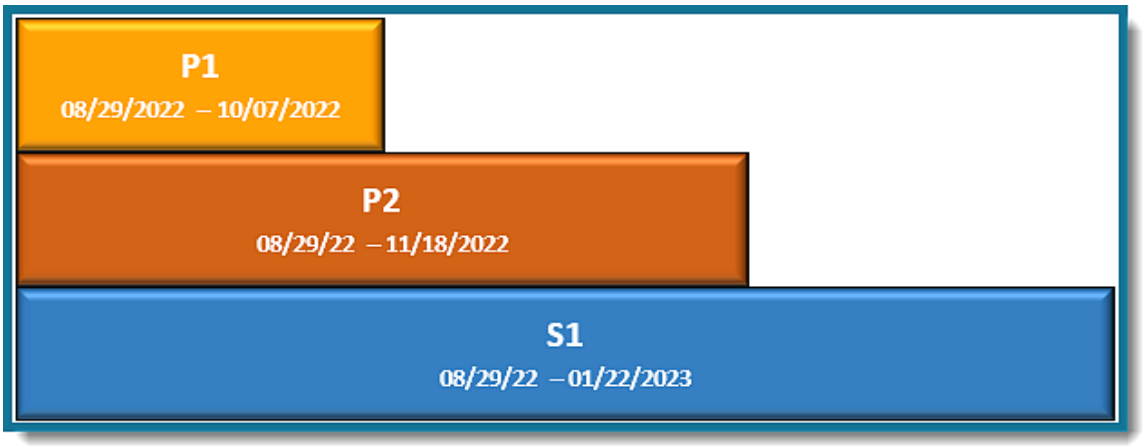
For example, in the table below, Semester 1 courses have three **Reporting Terms**: P1, P2, and S1.



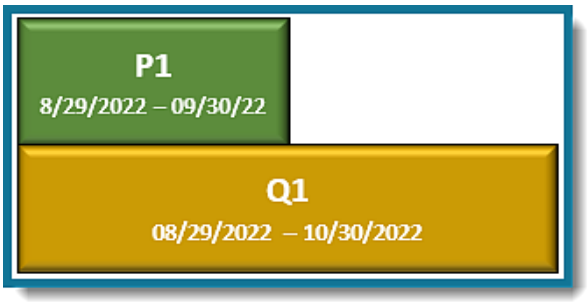
The dates for Reporting Terms are designed to average grades cumulatively, from the beginning of the Term.

The examples below show how grades are averaged cumulatively through to the end of the Final Grade Term.

P1, P2, S1



P1, Q1

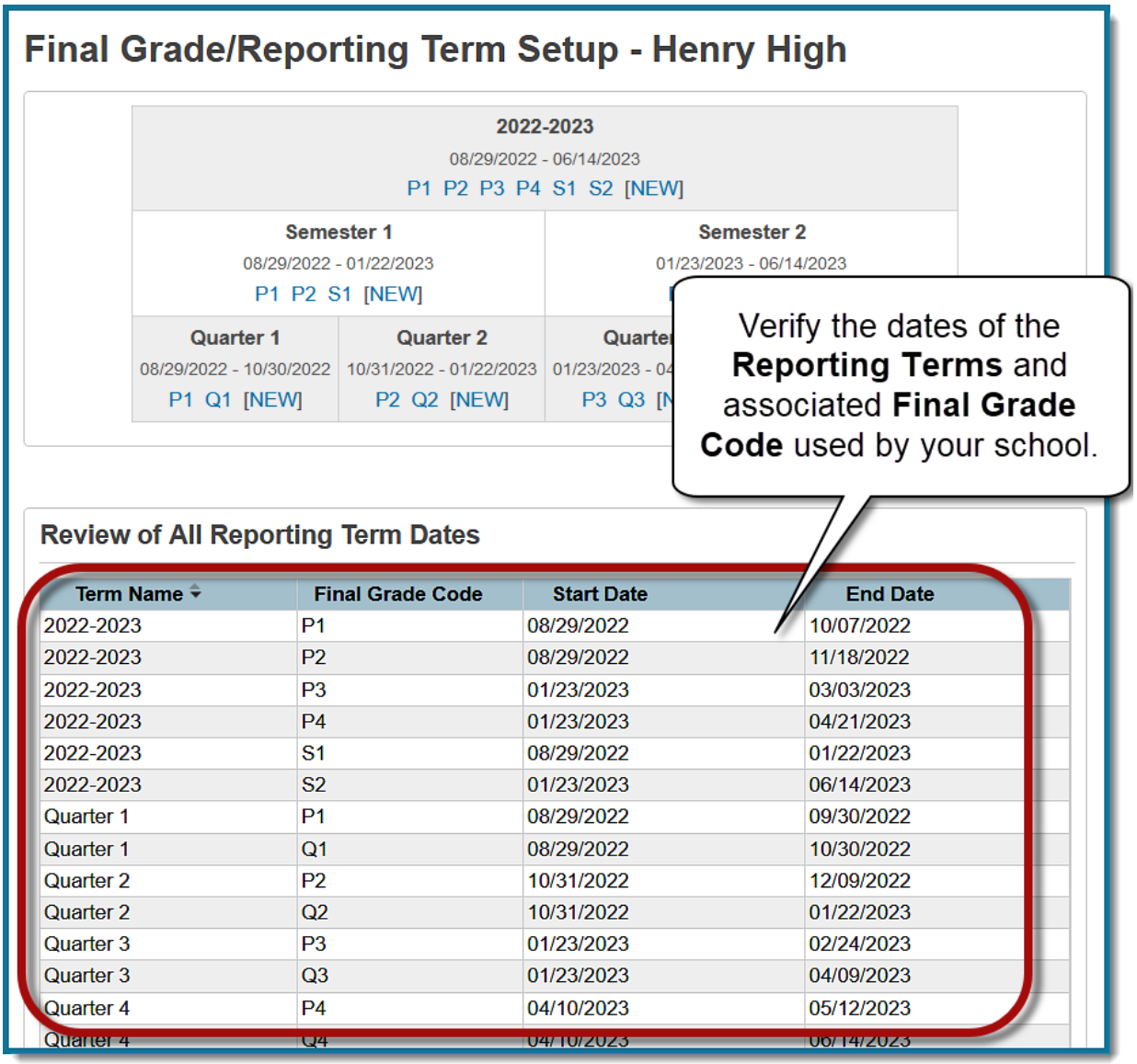


Verify Final Grade/Reporting Term Setup

The dates used for each grading period are used to calculate the grade for that term in PowerTeacher Pro. As teachers enter assignments, the assignment due dates affect which grades are used in the calculation for that grading period. It is important to verify the accuracy of each grading period date range for all grading periods used by your school.

1. On the Start Page, under Setup on the left-side menu, click **School.**

2. Under the Grading heading, click **Final Grade/Reporting Term Setup**.



Term Name	Final Grade Code	Start Date	End Date
2022-2023	P1	08/29/2022	10/07/2022
2022-2023	P2	08/29/2022	11/18/2022
2022-2023	P3	01/23/2023	03/03/2023
2022-2023	P4	01/23/2023	04/21/2023
2022-2023	S1	08/29/2022	01/22/2023
2022-2023	S2	01/23/2023	06/14/2023
Quarter 1	P1	08/29/2022	09/30/2022
Quarter 1	Q1	08/29/2022	10/30/2022
Quarter 2	P2	10/31/2022	12/09/2022
Quarter 2	Q2	10/31/2022	01/22/2023
Quarter 3	P3	01/23/2023	02/24/2023
Quarter 3	Q3	01/23/2023	04/09/2023
Quarter 4	P4	04/10/2023	05/12/2023
Quarter 4	Q4	04/10/2023	06/14/2023

Understanding How Grades are Calculated

Every course has a credit value. This credit value, along with the Term applied when creating a section determines what percentage of the credit value is used during the grade storing process and GPA calculation.

- Courses with an underscore 2 (_2) have a credit value of 2. These courses are usually used for year-long classes.

  Classes with the year-long term length are always stored at 50% of the credit value.

- Courses without the underscore have a credit value of 1. These courses are usually used for Semester or Quarter long classes. **NOTE!** There are exceptions to this rule, always check the course credit value.

  Classes with semester or quarter term length are stored at 100% of the credit value.

Permanently Store Grades – Classes by Term Length

Classes by term length		Store	% of course credit
2022-2023	(08/29/2022 - 06/14/2023)	Store with credit	50 %
Semester 1	(08/29/2022 - 01/22/2023)	Store with credit	100 %
Quarter 1	(08/29/2022 - 10/30/2022)	Store with credit	100 %

This chart provides examples of how the course credit value, applied term and grade point is used to calculate the GPA:

Traditional Semester-Based Schools

Course	Credit Value	Term applied to section	Percent Stored	Credit value used to Calculate GPA	GPA calculation of a 4.0 "A" grade
****	1	Semester (S1/S2)	100%	1 End of Semester	1 X 4.0
****	1	Quarter (Q1/Q2/Q3/Q4)	100%	1 End of Quarter	1 X 4.0
****_2	2	Year Long (20XX – 20XX)	50%	1 End of Semester 1 1 End of Semester 2	1 X 4.0 For each semester
****_4	4	Year Long (20XX – 20XX)	50%	2 End of Semester 1 2 End of Semester 2	2 X 4.0 For each semester

4 X 4/Hybrid Schools

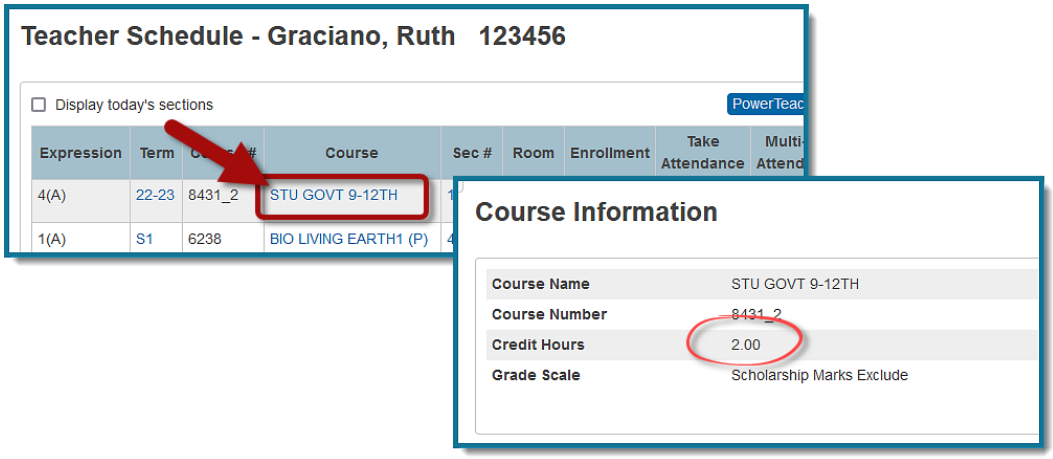
Course	Credit Value	Term applied to section	Percent Stored	Credit value used to Calculate GPA	GPA calculation of a 4.0 "A" grade
****	1	Semester (S1/S2)	100%	1 End of Semester	1 X 4.0
****	1	Quarter (Q1/Q2/Q3/Q4)	100%	1 End of Quarter	1 X 4.0
****_2	2	Semester (S1/S2)	100%	2 End of Semester Student would complete a year-long course in one semester	2 X 4.0

Finding the Course Credit Value

To locate the credit value of a course, use one of the following methods:

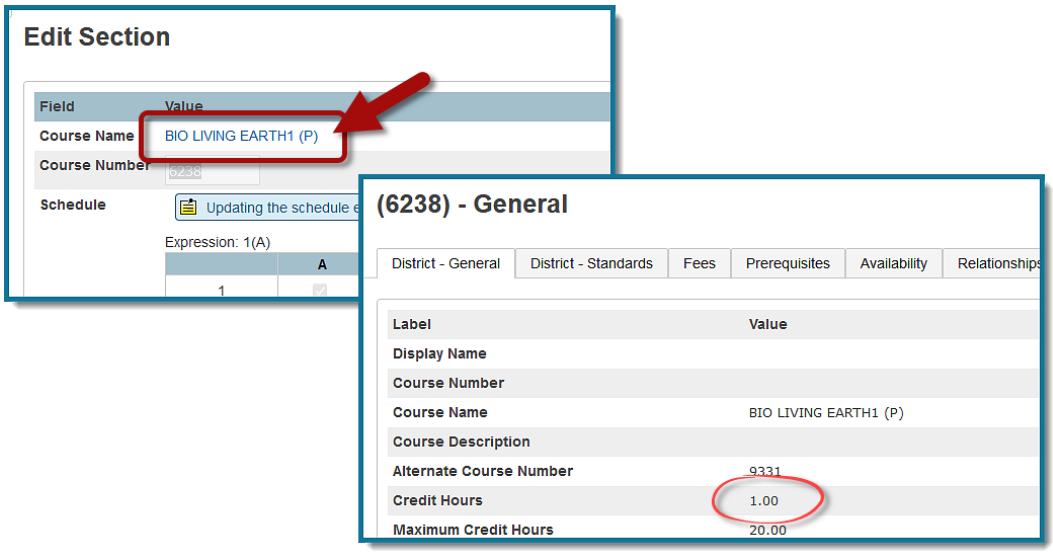
Using Teacher Schedules:

Click the **Course Name** in Teacher Schedules.



Using the Edit Section page:

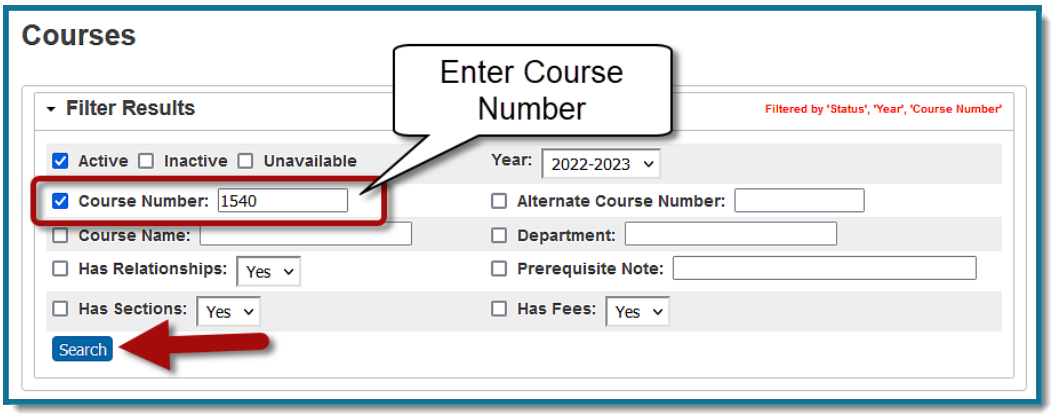
Open the **Edit Section** page and click the **Course Name**.



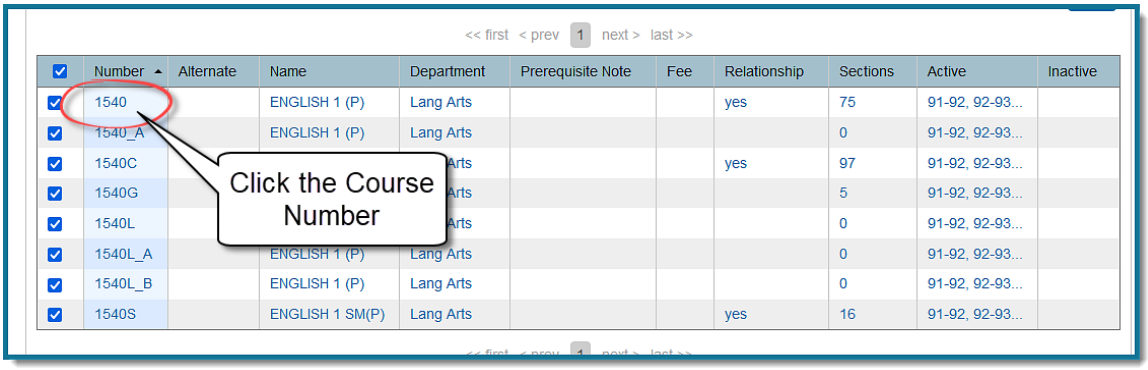
Using the Courses page:

Go to School Setup and under Scheduling, click **Courses.**

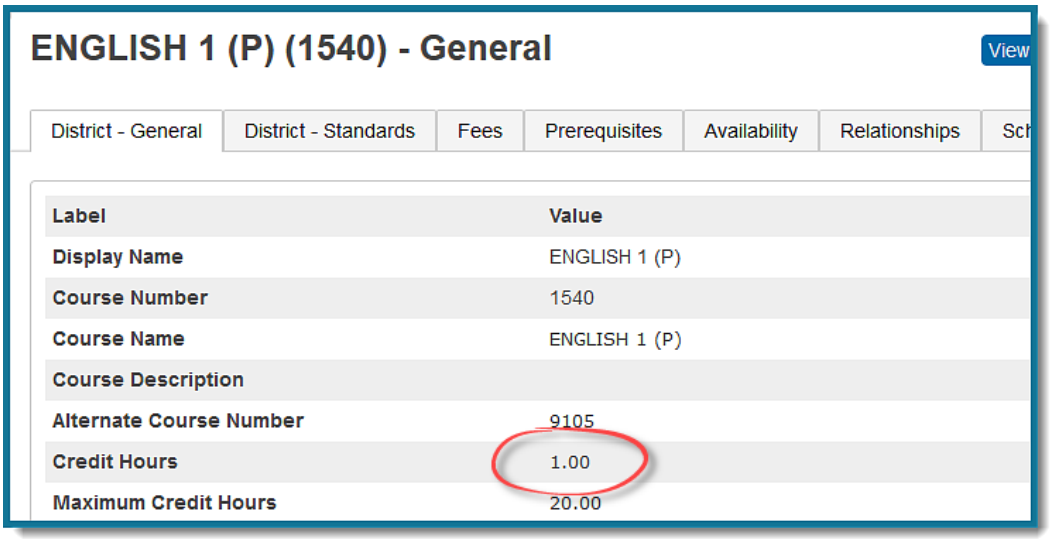
Enter the **Course Number** and click **Search**.



Click the **Course Number**.



Number	Alternate	Name	Department	Prerequisite Note	Fee	Relationship	Sections	Active	Inactive
1540		ENGLISH 1 (P)	Lang Arts			yes	75	91-92, 92-93...	
1540_A		ENGLISH 1 (P)	Lang Arts				0	91-92, 92-93...	
1540C			Arts			yes	97	91-92, 92-93...	
1540G			Arts				5	91-92, 92-93...	
1540L			Arts				0	91-92, 92-93...	
1540L_A		ENGLISH 1 (P)	Lang Arts				0	91-92, 92-93...	
1540L_B		ENGLISH 1 (P)	Lang Arts				0	91-92, 92-93...	
1540S		ENGLISH 1 SM(P)	Lang Arts			yes	16	91-92, 92-93...	



Part 2: Preparing to Store Grades

Updating ZZTeacher and Other Placeholder Teacher Changes

Every course in the schedule must have an identifiable instructor with a district employee ID. **ZZTeacher** entries in the schedule must be updated to a known instructor by ***September 30 of each school year***.

IMPORTANT! *All sections must have a certificated, credentialed teacher assigned as the Lead Teacher* ***before*** *grades are stored.*

- **If a permanent teacher, long-term sub,** or **temporary teacher has been identified**, that person must *replace* the ZZTeacher or placeholder teacher. (See page 17; *Replacing ZZTeacher or Other Teacher Placeholder*)

- **If a new Lead Teacher is taking over a class from the original Lead Teacher**, that person needs to be *added* as a Lead Teacher starting on the first day they begin teaching the class. The original Lead Teacher should be left in place, with their end date reset to the day before the new Lead teacher starts. (See page 19; *Adding a New Lead Teacher to an Existing Lead Teacher*)

- **If someone other than the Lead Teacher needs to enter grades**, they must be added as a Co-Teacher. Once the Co-Teacher role is added, the designated staff member will be able to access PowerTeacher and enter the grades in PowerTeacher Pro. (See page 22; *Adding a Co-teacher to Enter Grades*)
  NOTE: A certificated, credentialed teacher must still be assigned as a Lead Teacher.

IMPORTANT! No school should attempt to store grades if any ZZTeacher is listed as Lead Teacher.

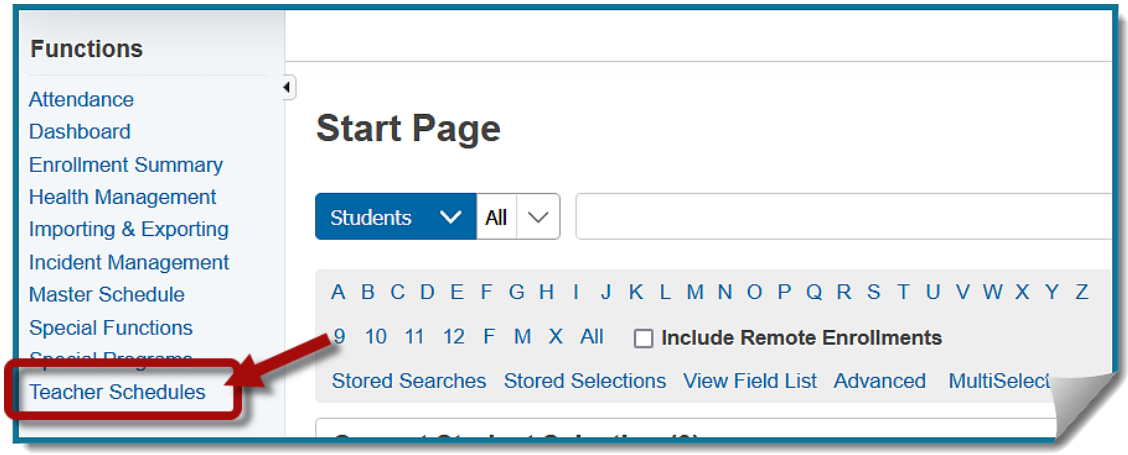
Replacing ZZTeacher or Other Teacher Placeholder

In the schedule, there may be teacher placeholders that hold a section for teachers that have yet to be assigned to your school.

Placeholder teachers could be a ZZTeacher, a teacher that will not be returning to the school next year, or a teacher that was assigned, but doesn't show up for the next school year.

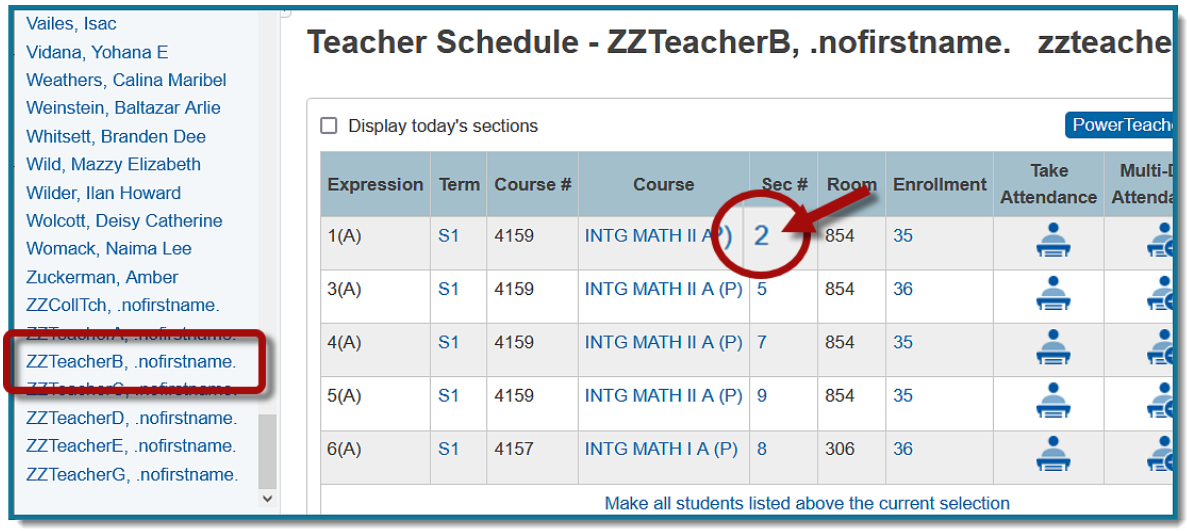
Once a permanent teacher, long-term sub, or temporary teacher has been identified, the new teacher will ***replace*** the ZZTeacher or teacher placeholder.

1. On the Start Page, under Functions on the left-side menu, select **Teacher Schedules**.



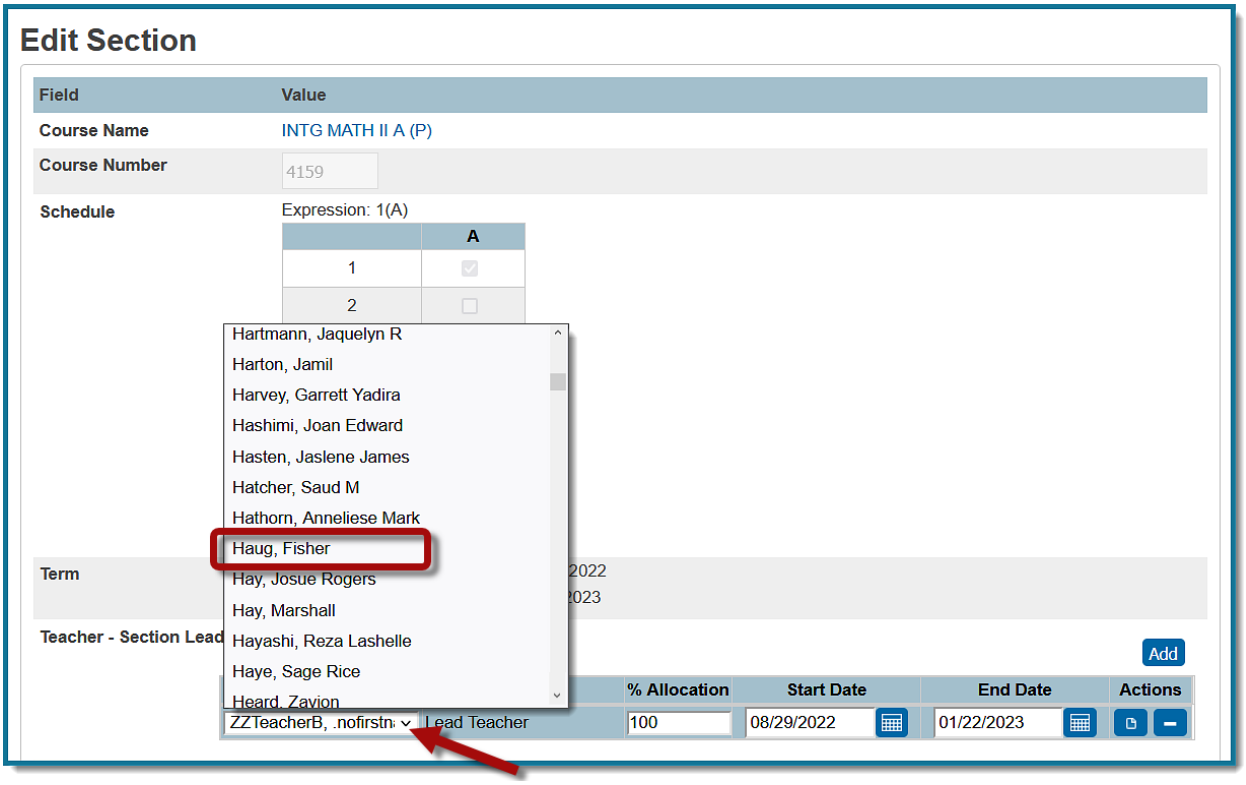
2. Select the **ZZTeacher** that is currently assigned to the section.

3. Select the **Section Number** of the class that will be assigned to the new teacher.



4. On the Edit Section screen, in the Teacher-Section Lead area, click on the existing ZZTeacher name, and select the new teacher from the Staff menu.

5. Click **Submit** at the bottom of the page.

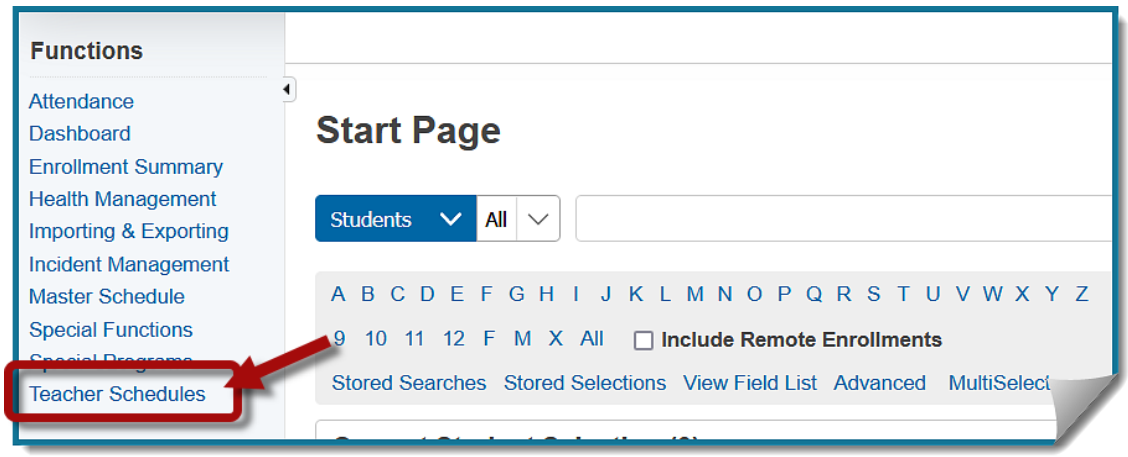


Adding a New Lead Teacher to an Existing Lead Teacher

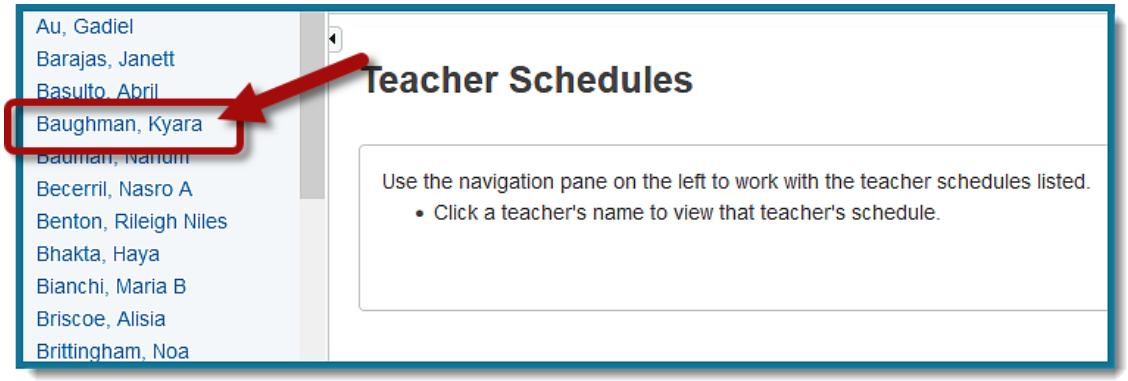
When there is currently a Lead Teacher for a section, and a new Lead Teacher will be taking over the section, the new teacher needs to be ***added*** as the Lead Teacher starting on the first day they begin teaching the section. The original Lead Teacher should be left in place, with their end date reset to the *day before* the new Lead teacher starts.

CALPADS reporting requirements mandate the importance of keeping the original section in place when adding a new Lead Teacher.

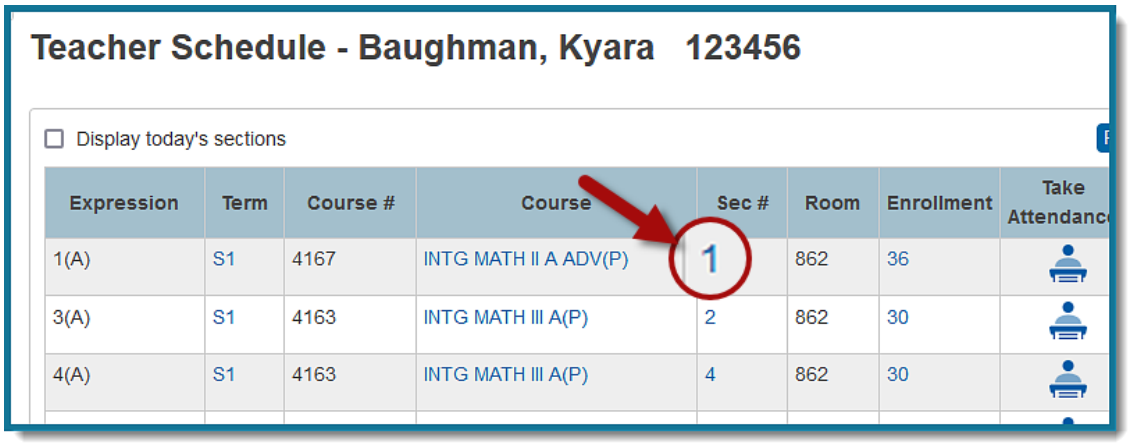
1. On the Start Page, under Functions on the left-side menu, select **Teacher Schedules**.



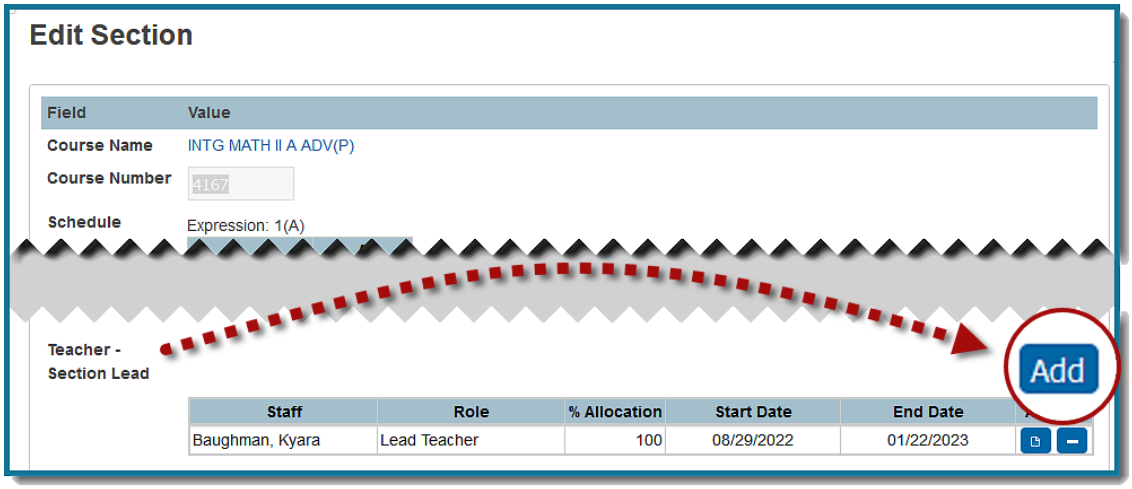
2. Select the name of the **Teacher** that will be edited.



3. Select the **Section Number** of the class that will be assigned to the new teacher.

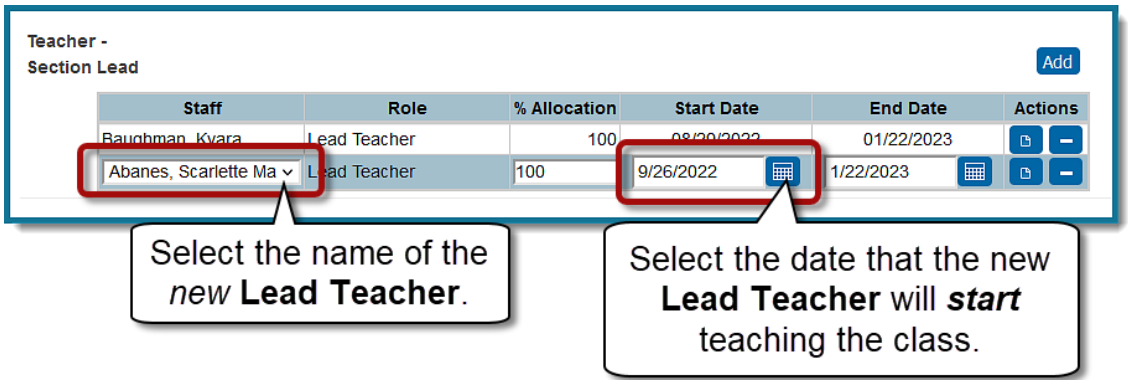


4. On the Edit Section screen, in the Teacher-Section Lead area, click **Add**.



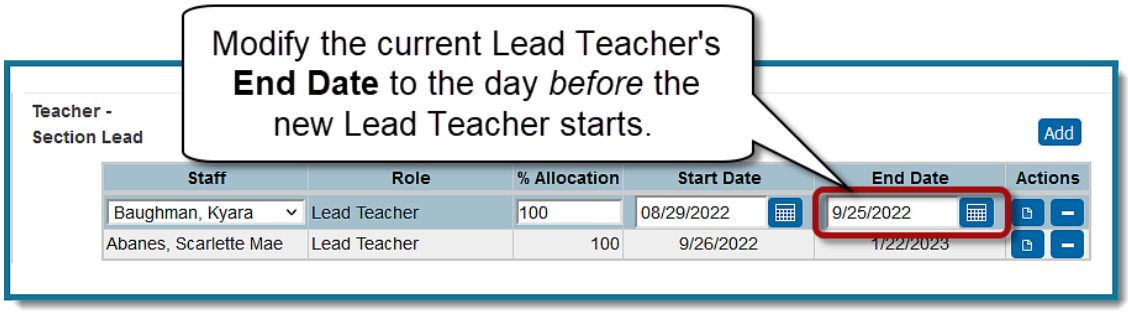
5. From the **Staff** drop-down menu, select the name of the new teacher who will be teaching the class.

6. Change the **Start Date** to the day the new teacher will begin teaching the class.



7. Modify the **End Date** of the current Lead Teacher to the day *before* the new Lead Teacher starts teaching the class.

8. Click **Submit** at the bottom of the page.



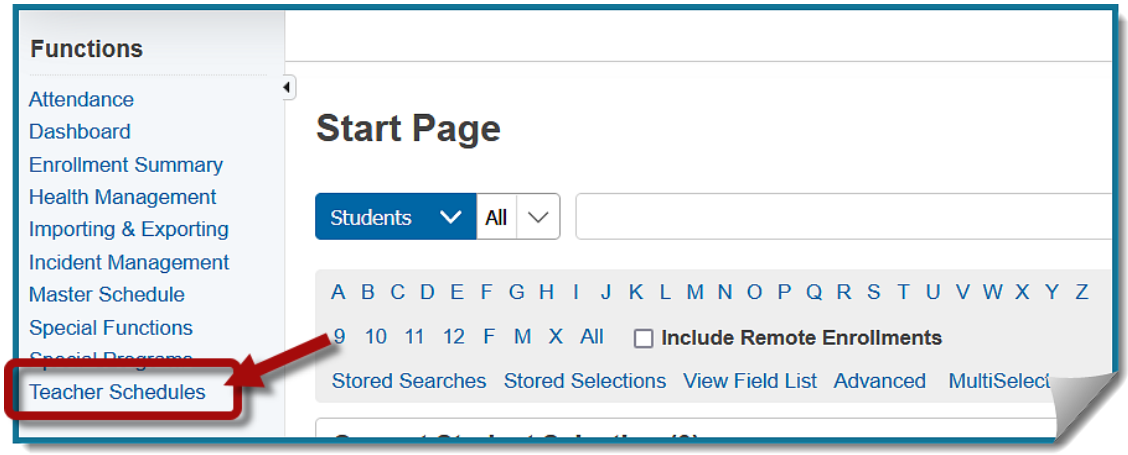
Adding a Co-teacher to Enter Grades

A certificated, credentialed teacher must be listed as the Lead Teacher for the grade reporting period.

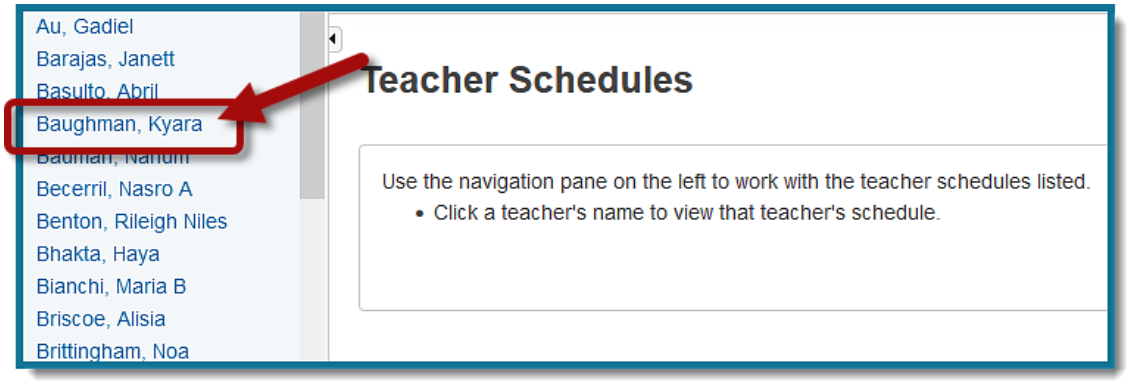
If someone other than the Lead Teacher needs to enter grades, they must be added as a Co-teacher. Once the Co-teacher role is added, the designated staff member will be able to enter the grades in the PowerTeacher Gradebook.

NOTE: Be sure the person designated to enter grades also has access to PowerTeacher in Security Settings.

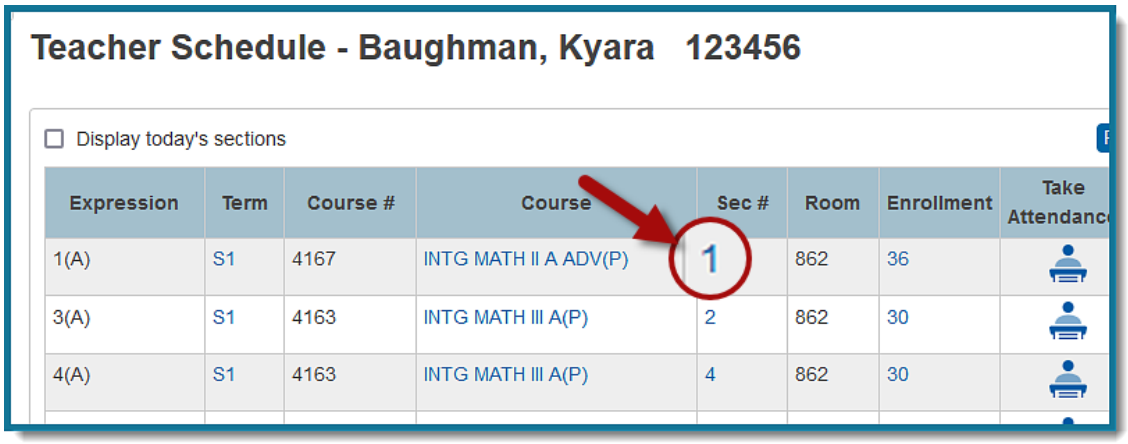
1. On the Start Page, under Functions on the left-side menu, select **Teacher Schedules**.



2. Select the name of the **Teacher** that will be edited.



3. Select the **Section Number** of the class that will be assigned the Co-teacher.



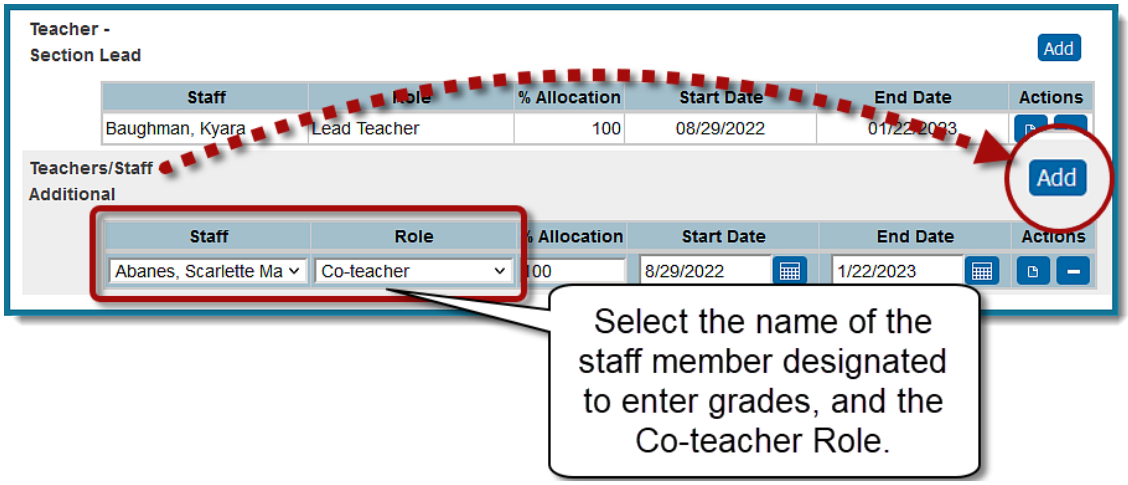
4. Click the **Add** button in the **Teachers/Staff Additional** area.

5. From the **Staff** drop-down menu, select the name of the designated staff member who will be entering the grades.

6. From the **Role** menu, select **Co-teacher**.

7. **Start Date** and **End Date** default to the dates that align with the term assigned to the section. **NOTE:** These dates can be modified to limit access to the section, or when the role of Co-Teacher has ended.

8. Click **Submit**.

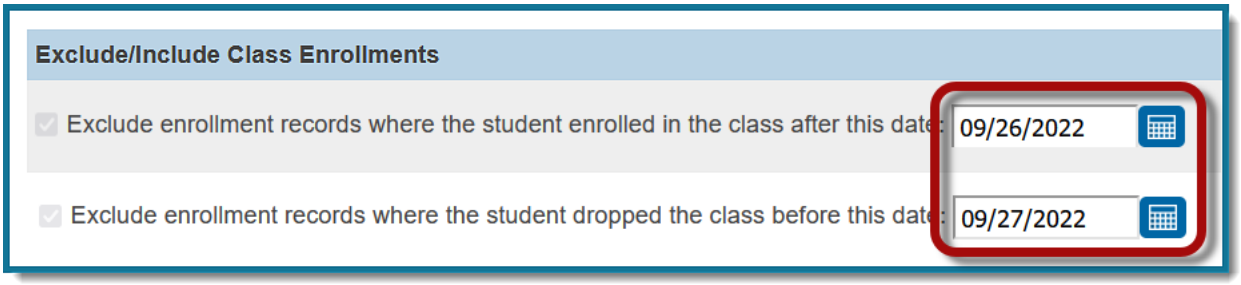


Understanding Cutoff Dates

Cutoff dates determine which class enrollment records to include in the grade storing process.

- The **first cutoff date** is used to exclude all class enrollment records when the student enrolled in class after that date. This means students scheduled in class *after this first cutoff date* will not receive stored grades for that class.

- The **second cutoff date** is used to exclude all class enrollment records when the student drops the class before the date. This means students dropped from class *before the second cutoff date* will not receive stored grades for that class.
  NOTE: This date is always the day after the date entered above whether a school day, or not.



- Schedule changes during the cutoff dates can affect which grades are stored. For example, a student scheduled into a new class effective on the first cutoff date will receive a stored grade for that class, not their old one. *For this reason, it is very important that counselors understand the impact a schedule change during the cutoff dates will have on students' grades*.

- To determine the cutoff date, count backwards beginning with the end of term as day 1, then skip over holidays, weekends, and off-session days:

  - **Traditional Semester-based schools:** Use *10 days* for both progress and final semester grade terms.

  - **4 X 4/Hybrid schools:** Use *5 days* for all progress grade terms and final quarter grade terms.

    Use *10 days* for final semester grade terms.

Identifying Dual Enrolled Students

IMPORTANT: Schools with students taking classes at another school *must* communicate with the other school to find out when grades will be finalized.

Finding Students Taking Classes at Another School

1. On the Start Page, under Reports on the left-side menu, select **sqlReports**.
2. Expand the Scheduling reports, then select **Students Taking Classes at Another School**.
3. **Effective Date**: Enter the date that is (***X-Days****) before the end of grading term.

   If the other school is:

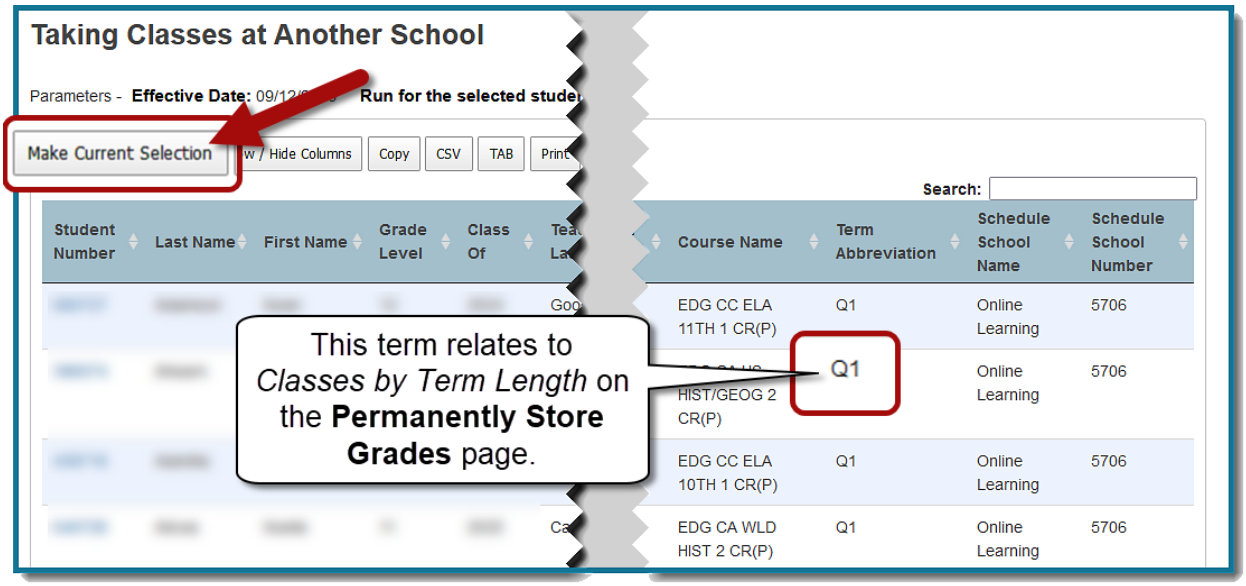
   - **Traditional Semester-based:** Use *10 days* for both progress and final semester grade terms.
   - **4 X 4/Hybrid:** Use *5 days* for all progress grade terms and final quarter grade terms.

     Use *10 days* for final semester grade terms.

4. **Run for the selected students**: Select **No**
5. Click **Submit**.

Make a note of the term abbreviation. This is the term that is applied to the class and relates to Classes by Term Length on the Permanently Store Grades page.

6. Click **Make Current Selection**.



Finding Students from Another School Taking Classes at Your School

1. On the Start Page, under Reports on the left-side menu, select **sqlReports**.

2. Expand the Scheduling reports, then select **From Another School Taking Classes Here**.

3. **Effective Date**: Enter the date that is (***X-Days****) before the end of grading term.

   If the other school is:

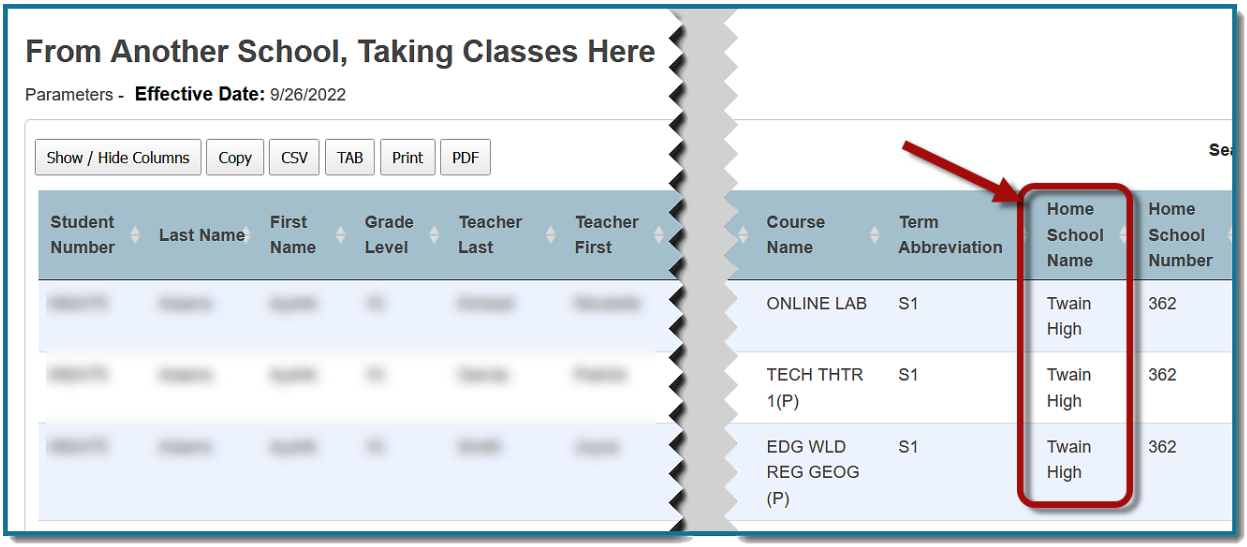
   - **Traditional Semester-based:** Use *10 days* for both progress and final semester grade terms.
   - **4 X 4/Hybrid:** Use *5 days* for all progress grade terms and final quarter grade terms.

     Use *10 days* for final semester grade terms.

4. **Run for the selected students**: Select **No**

5. Click **Submit**.

6. Click the **Home School Name** heading to sort students by their Home School. Communicate with these schools when grades for your school are complete and ready to be stored.



Identifying Missing Grades

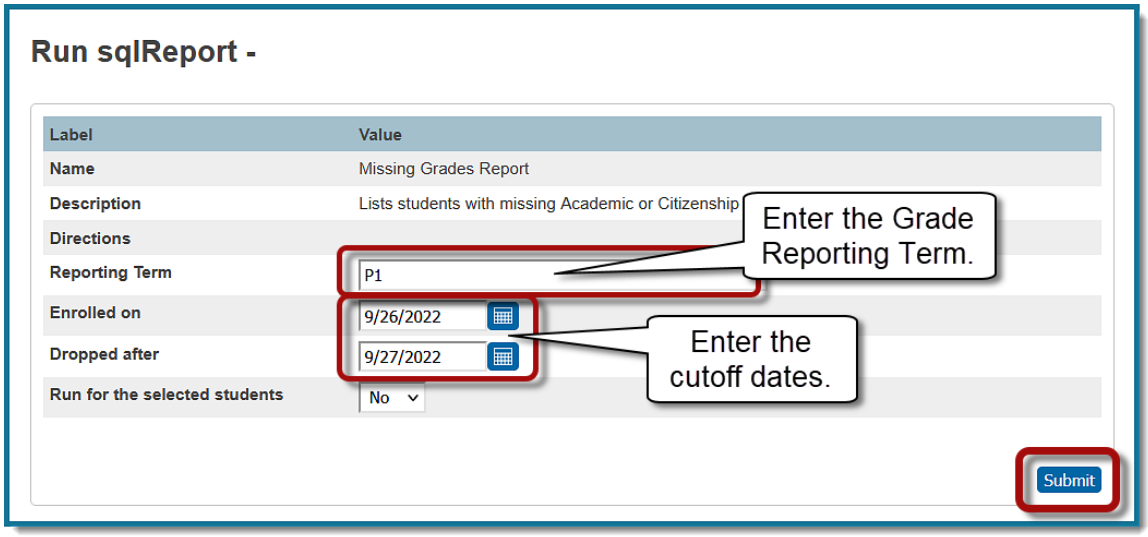
Missing Grades Report

Before grades are stored, run this report to find students with missing grades.

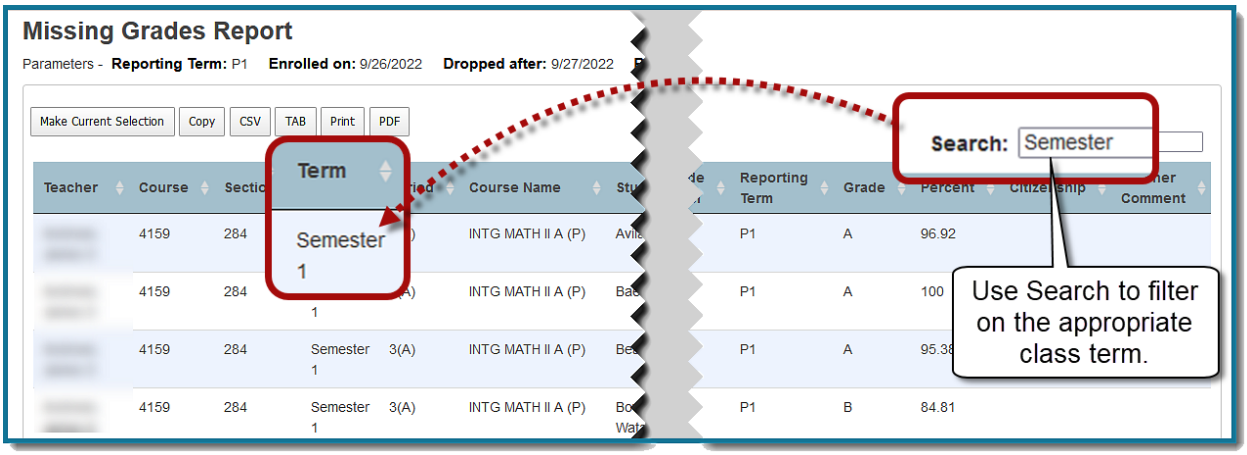
Students displayed in this report were actively enrolled in the specified classes on the first cutoff date and are missing *Academic and/or Citizenship marks* for the selected Reporting Term.

1. On the Start Page, under Reports on the left-side menu, select **sqlReports**.
2. Expand the Grading reports, then select **Missing Grades Report**.
3. **Enrolled on** date: Enter the date that is (***X-Days****) before the end of grading term.
   - **Traditional Semester-based schools:** Use *10 days* for both progress and final semester grade terms.
   - **4 X 4/Hybrid schools:** Use *5 days* for all progress grade terms and final quarter grade terms.

     Use *10 days* for final semester grade terms.
4. **Dropped after** date**:** Enter the day after the date entered above whether a school day, or not.
5. **Run for the selected students**: Select **No**
6. Click **Submit**.



IMPORTANT NOTE! Use ***Search*** to filter the open report to view missing grades by class term.



TRADITIONAL SEMESTER-BASED SCHOOLS

For **Progress** or **Final** terms (P1, P2, P3, P4 or S1, S2) - Launch the report for the appropriate term (use the 10-day cutoff dates), then type the appropriate class term in the Search field:

- Type ***semester*** to view missing grades for semester classes, then type ***20*** to view missing grades for year-long classes.

4 X 4/HYBRID SCHOOLS

For **Progress** terms (P1, P2, P3, P4) - Launch the report for the appropriate term (use the 5-day cutoff dates), then type the appropriate class term in the Search field:

- Type ***quarter*** to view missing progress grades for quarter classes.
- Type ***semester*** to view missing progress grades for semester classes.
- Type ***20*** to view missing progress grades for year-long classes.

For **Final** terms (Q1, Q2, Q3, Q4 and S1, S2) - Launch the report twice, once for quarter terms and again for semester terms, then type the corresponding class term in the Search field:

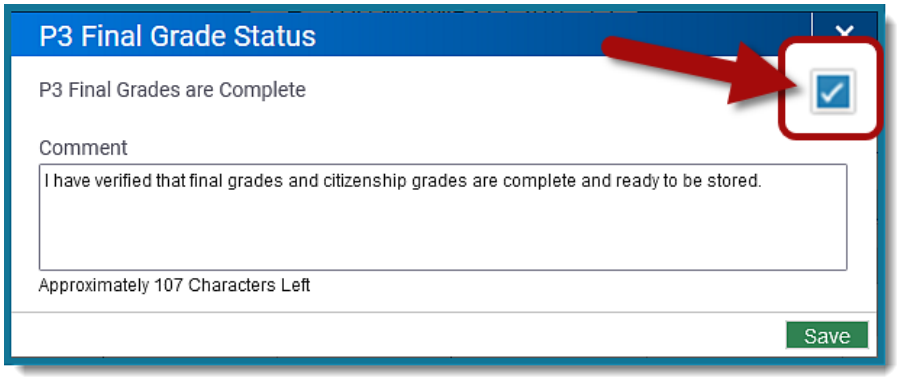
- Launch the report for the appropriate quarter term (use 5-day cutoff dates), then type ***quarter*** to view missing grades for the quarter classes.
- Launch the report for the appropriate semester term (use 10-day cutoff dates), type ***semester*** in the search field to view missing grades for semester classes, then type ***20*** to view missing grades for year-long classes.

Checking Status of Teacher Grade Verification

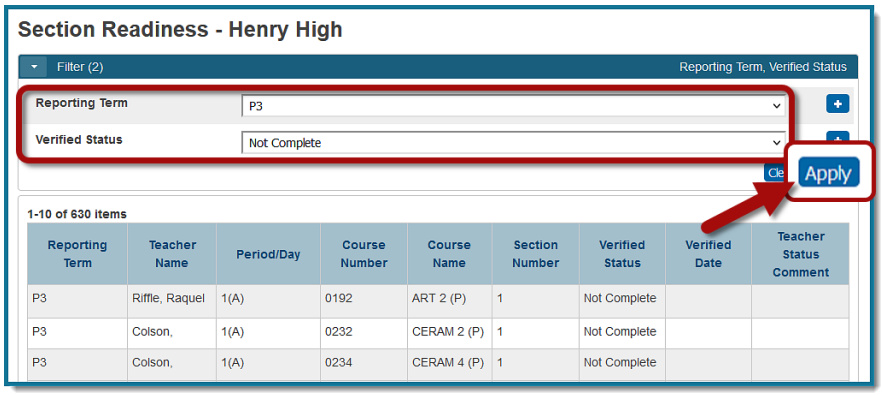
Section Readiness Report

The **Section Readiness** report lists the teacher's final grade status for each section in the schedule, including sections that have been closed or sections where grades are not issued.

Run this report to follow up with teachers who ***have not checked*** the Final Grades Complete box to indicate their grades have been verified and are ready to be stored.



1. On the Start Page, under Reports on the left-side menu, click **System Reports**.
2. On the System Reports tab, scroll down to Additional School Level Reports and select **Section Readiness**
3. Select the **Reporting Term** from the drop-down menu.
4. Select the **Verified Status** from the drop-down menu:
   - **Complete** will list teachers who have checked the *Final Grades are Complete* box in PowerTeacher Pro to indicate grades have been verified and are ready to be stored.
   - **Not Complete** will list teachers who have not checked the *Final Grades are Complete* box in PowerTeacher Pro.
5. Click **Apply**.



Part 3: Storing Grades

Storing Grades Overview

In PowerTeacher Pro the date range of the Reporting Term determines which assignments are used to calculate a final grade. The grade storing process copies that final grade and makes it a part of the student's Historical grade record.

GRADE REPORTING TERMS

Grade Reporting Terms are identified by the following Store Codes:

Progress Reporting Terms: **P1, P2, P3, P4**

Final Grade Term: **S1, S2, Q1, Q2, Q3, Q4**

For schools that have stored both quarter and semester grades, the additional store codes **F1** and **F2** are used to calculate a Term GPA that includes *both the **Semester** and **Quarter Grades.***

CUTOFF DATES

Cutoff dates are used to determine which class to include in the grade storing process. The stored grade is based on the student's enrollment in that class on that specified date.

To determine the cutoff dates, count backwards beginning with the end of term as day 1, then skip over holidays, weekends, and off-session days:

For **Progress Reporting Terms**:

Traditional Semester-based schools - use ten **(10)** school days

4X4/Hybrid schools - use five **(5)** school days

For **Final Grade Terms**:

Traditional Semester-based schools - use Ten **(10)** school days

4X4/Hybrid schools - For *Quarters* use five **(5)** school days

For *Semesters* use ten **(10)** school days

SENIOR GRADES

Final **Semester (S2)** and **Quarter (Q4)** grades *must be stored early* for all senior students to determine student eligibility for participation in end-of-year senior activities and to meet graduate state reporting deadlines. Storing these grades earlier will allow Term GPAs to be calculated for eligibility.

IMPORTANT THINGS TO REMEMBER!

- Store Grades for students taking classes at another school **BEFORE** storing grades for students taking classes at your school.

- **Current year grades** are ***ALWAYS*** stored from the teacher's gradebook via the Permanently Store Grades process.

  EXCEPTION: Current year grades from out of district or summer grades that were not included in the store grades process are manually entered by the Registrar.

- **Current year grade changes** for classes that are available at your school (they appear in your master schedule) should be updated in the teacher's gradebook first, then restored via the Permanently Store Grades process.

  EXCEPTION: Current year grade changes for students taking classes at another school must be manually updated by the Registrar.

- **Grade changes for past years** must be manually updated by the Registrar.

- If a student drops from school and ***leaves SDUSD*** within the cut-off dates and the end of the grading term, they will be included when grades are stored for all students.

- If a student drops from school and ***enrolls at another SDUSD school*** within the cut-off dates and the end of the grading term, *the sending school is responsible* for storing the student's *grades BEFORE the student is dropped*.

  If grades are not stored before the student is dropped*, the receiving school* is responsible for storing them.

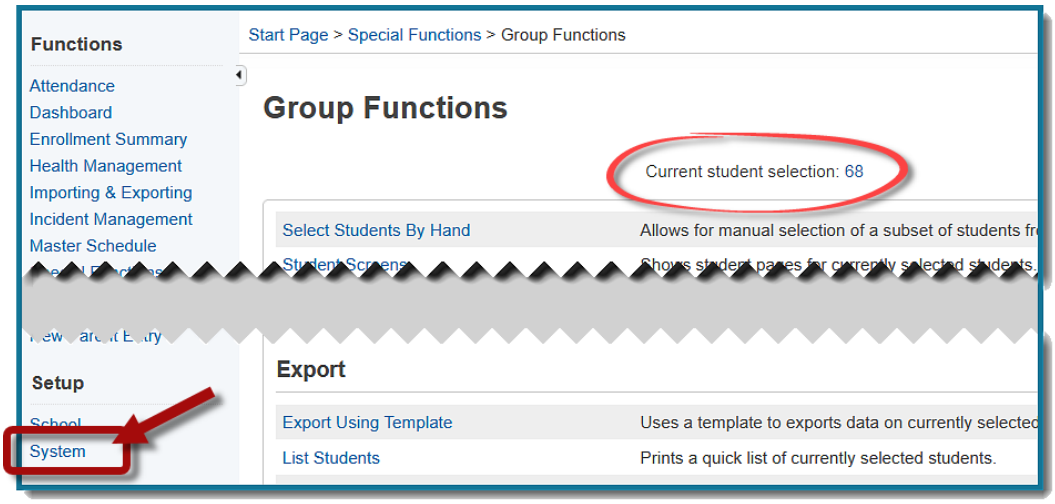
Storing Progress Grades

Progress Grades for Students Taking Classes at Another School

IMPORTANT! ***DO NOT USE this method*** for students taking Online Learning classes. Refer to the job aid, *Storing Online Learning Grades for Dual Enrolled Students*.

1. Identify the students who are taking classes at another school and make them the current selection (see page **25**, *Finding Students Taking Classes at Another School*). **REMINDER:** Notice the Term Abbreviation, these are the class terms selected under Classes by Term Length on the Permanently Store Grades page.

2. From the Group Functions page, under Setup from the left-side menu, select **System**.

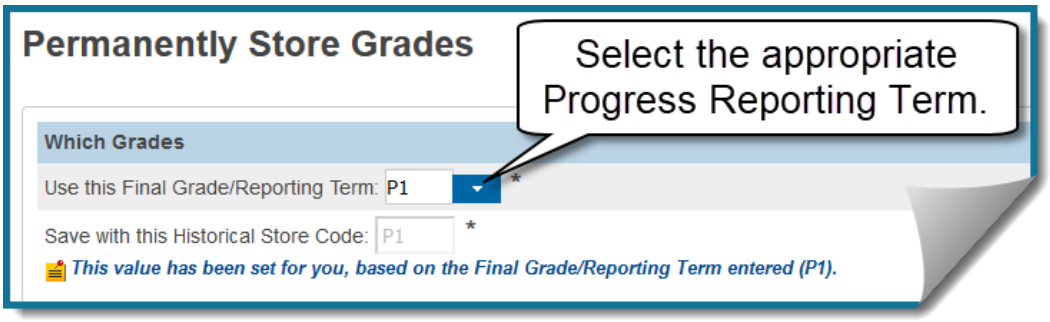


3. On the System Administrator page, under the Grades heading, select **Permanently Store Grades**.

4. Complete the **Permanently Store Grades** page as follows (print this page ***before*** submitting):

Which Grades

- Select the appropriate **Final Grade/Reporting Term (P1, P2, P3,** or **P4)** from the drop-down menu.
- In the **Historical Store Code** window, the *Store Code* appears by default and is disabled.



Exclude/Include Class Enrollments

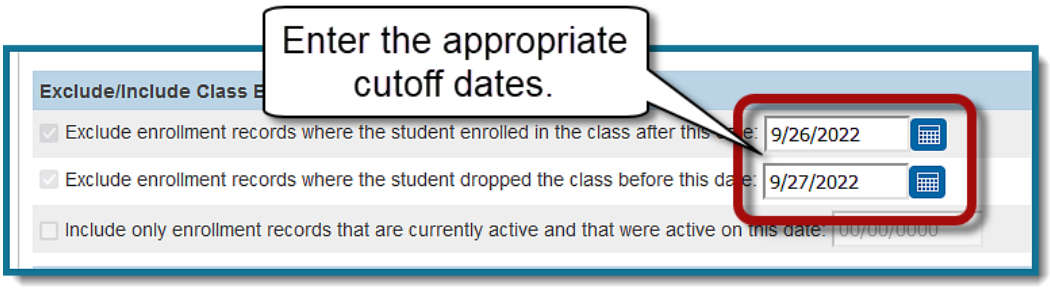
The boxes to the left of each exclusion are checked and disabled.

Exclude enrolled records where the student enrolled in the class after this date:

- Enter the date that aligns with the other school's cutoff dates.

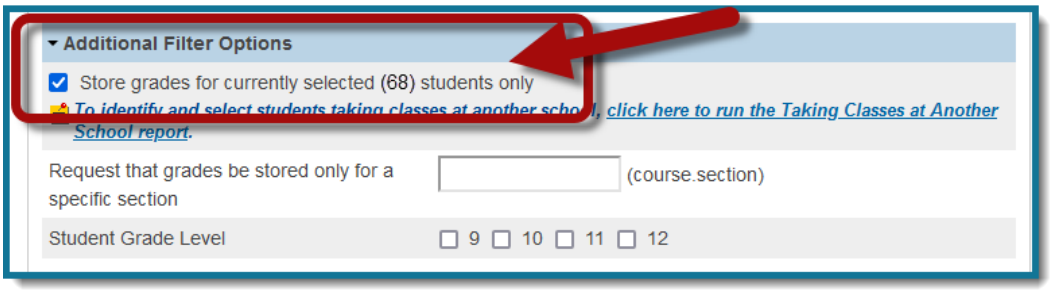
Exclude enrolled records where the student dropped the class before this date:

- Enter the date that is the ***day after*** the date entered above.



Additional Filter Options

- Expand this section and check **Store grades for the currently selected (xx) students only.**



Classes by term length

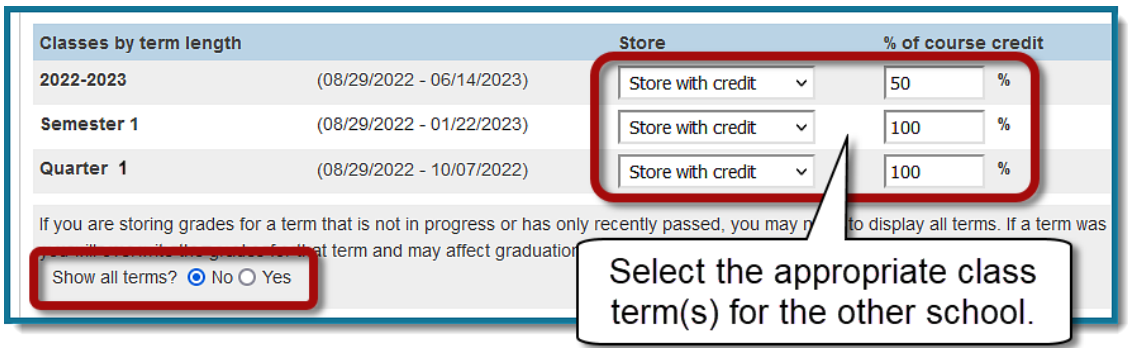
Select the appropriate term that aligns with the class term at the other school:

- ***Full-year term (YYYY-YYYY)*** - Select **Store with credit** from the **Store** drop-down menu; **50** will automatically be set in the **% of course credit** field.

- ***Semester term*** - Select **Store with credit** from the **Store** drop-down menu; **100** will automatically be set in the **% of course credit** field.

- ***Quarter term*** **-** Select **Store with credit** from the **Store** drop-down menu: **100** will automatically be set in the **% of course credit** field.

Show all Terms? select **No**.

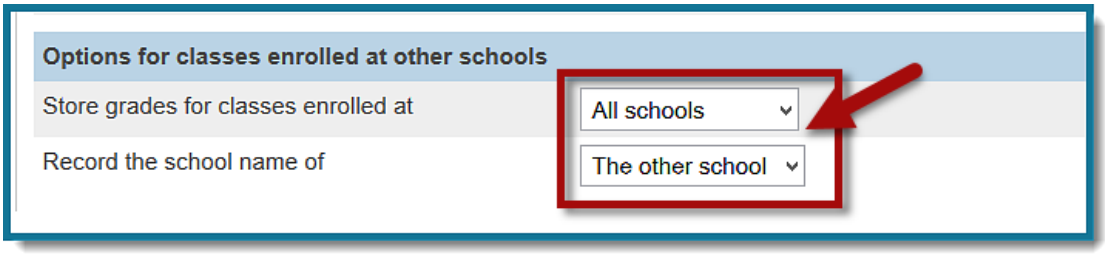


Options for classes enrolled at other schools (NOT ONLINE LEARNING)

DO NOT use this setting for students taking classes at ONLINE LEARNING!

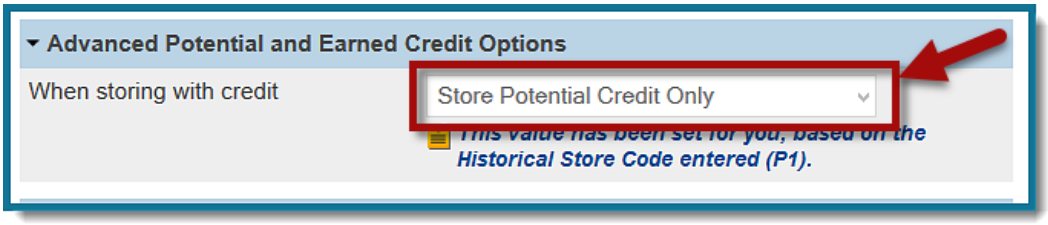
- **Store grades for classes enrolled at:** Select **All Schools**.

- **Record the school name of:** Select **The other school**.



▾ Advanced Potential and Earned Credit Option expand if it isn't already expanded.

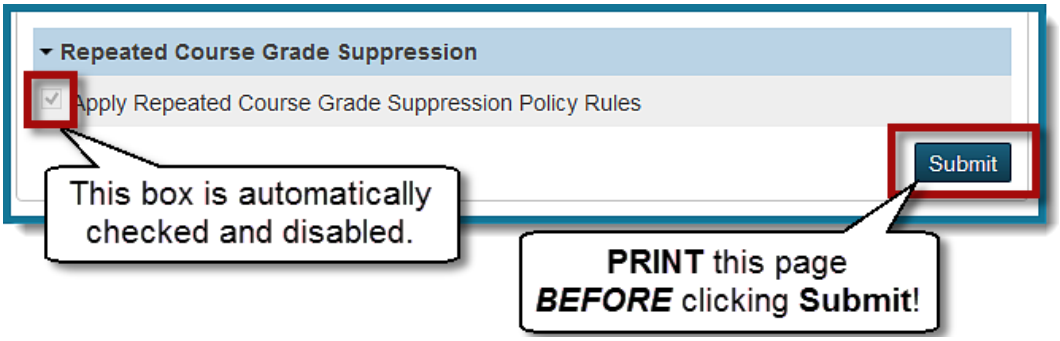
- This value is automatically set to **Store Potential Credit Only** based on the Historical Store Code **(P1, P2, P3,** or **P4)**.



▾ Repeated Course Grade Suppression expand if it isn't already expanded.

- **Apply Repeated Course Code Grade Suppression Policy Rules** is automatically checked and disabled.

IMPORTANT PRINT THIS SETUP PAGE before clicking Submit! IT will need to use this information to troubleshoot problems with grade storing.



A confirmation message indicates the storing process is complete. Verify the number of students processed. **IMPORTANT!** Print this page and save with the copy of the setup page.

RECOMMENDED! Spot check **Historical Grades** for a few students.

Progress Grades for ALL Students

IMPORTANT! ***DO NOT*** select ***ALL*** students prior to storing grades. This action captures *Active* students only and does not include students who withdraw/drop from school and leave SDUSD anytime within the grade storing cut-off dates.

1. On the Start Page, under Setup, click **System.**

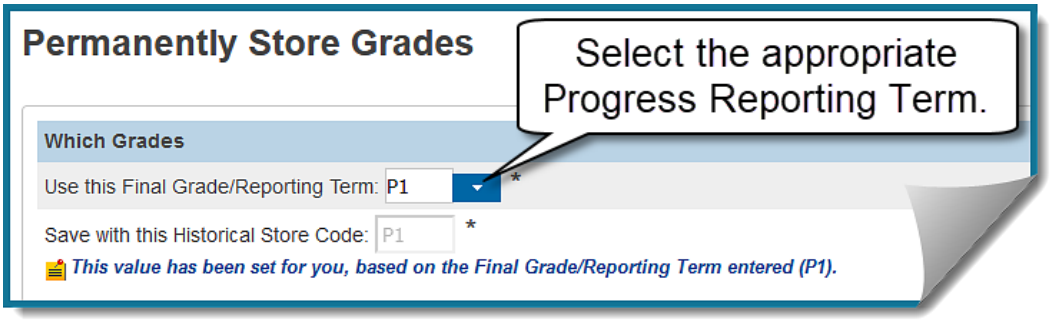
2. On the System Administrator page, under the Grades heading, select **Permanently Store Grades.**

3. Configure the **Permanently Store Grades** screen as follows:

Which Grades

- Select the appropriate **Final Grade/Reporting Term (P1, P2, P3,** or **P4)** from the drop-down menu.

- In the **Historical Store Code** window, the *Store Code* appears by default and is disabled.



Exclude/Include Class Enrollments

The boxes at the beginning of each exclusion are checked by default and disabled.

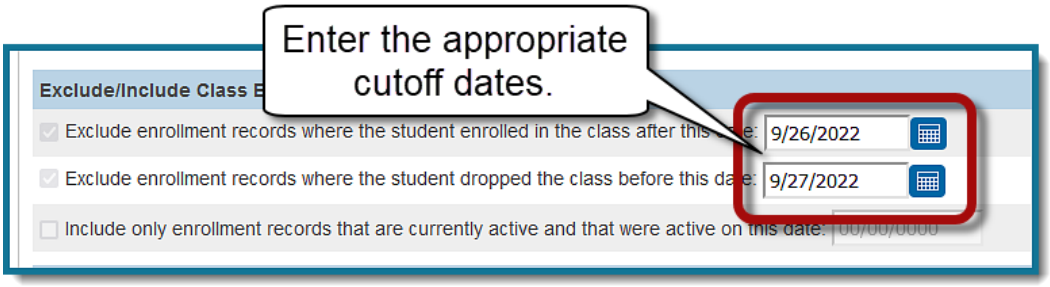
Exclude enrolled records where the student enrolled in the class after this date:

- **Traditional Semester-based schools** - use ten **(10)** school days

- ***4X4/Hybrid schools*** - use five **(5)** school days

Exclude enrolled records where the student dropped the class before this date:

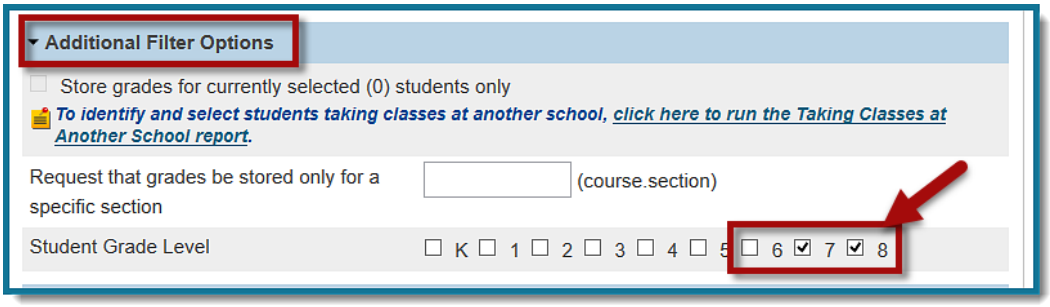
- Enter the date that is the ***day after*** the date entered above.



K-8 or K-12 Schools ONLY

Additional Filter Options

- Expand this section and check the appropriate middle school **grade levels.**



Classes by term length

IMPORTANT! Select the appropriate class term(s) for your school type:

Traditional Semester-based schools – select full-year and semester class terms

4X4 schools – select the quarter class term

Hybrid schools (schools with both semester and quarter classes) – select all class terms

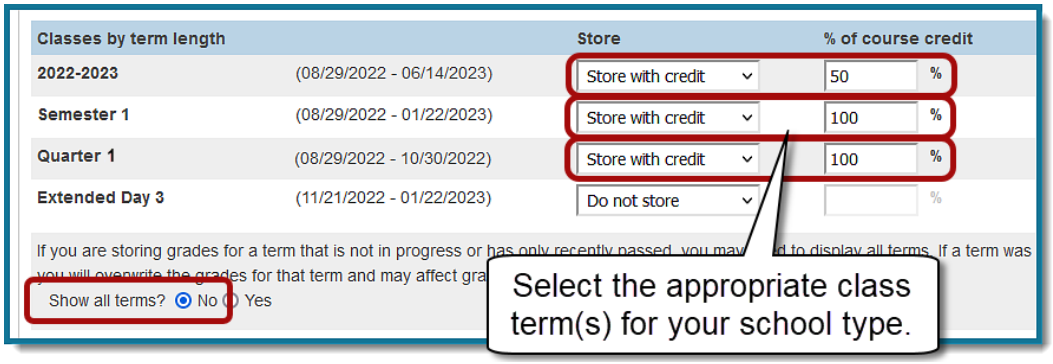
- ***Full-year term (YYYY-YYYY)*** - Select **Store with credit** from the **Store** drop-down menu; **50** will automatically be set in the **% of course credit** field.

- ***Semester term*** - Select **Store with credit** from the **Store** drop-down menu; **100** will automatically be set in the **% of course credit** field.

- ***Quarter term*** **-** Select **Store with credit** from the **Store** drop-down menu: **100** will automatically be set in the **% of course credit** field.

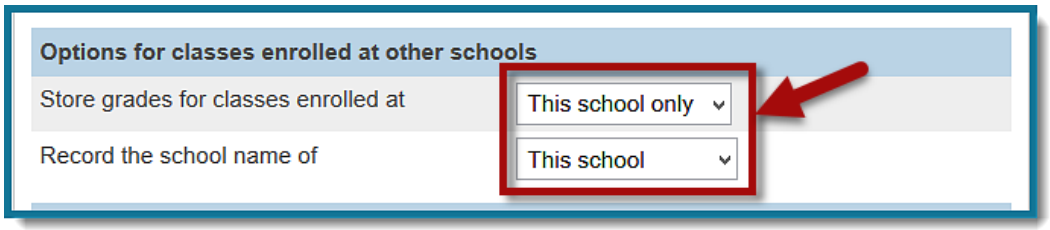
SCHOOLS WITH EXTENDED DAY may see this selection:

- ***Extended Day term*** - **Do not store**.
- **Show all Terms?** Leave **No** as the default setting.



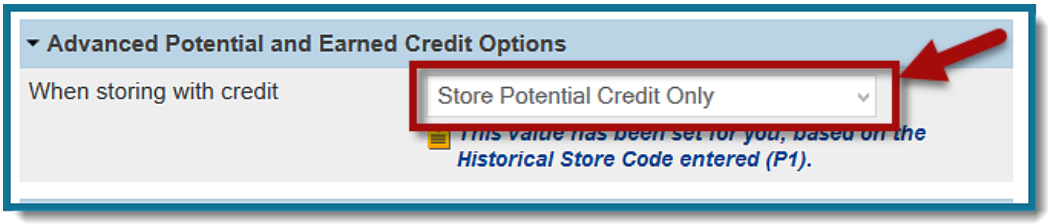
Options for classes enrolled at other schools

- **Store grades for classes enrolled at:** Select **This school only**.
- **Record the school name of:** Select **This school**.



▾ Advanced Potential and Earned Credit Option expand if it isn't already expanded.

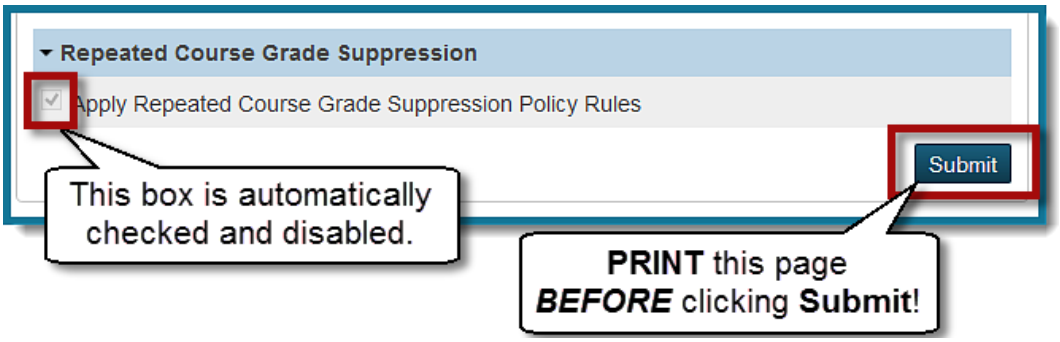
- This value is automatically set to **Store Potential Credit Only** based on the Historical Store Code **(P1, P2, P3,** or **P4)**.



▾ Repeated Course Grade Suppression expand if it isn't already expanded.

- **Apply Repeated Course Code Grade Suppression Policy Rules** is automatically checked and disabled.

IMPORTANT PRINT THIS SETUP PAGE before clicking Submit! IT will need to use this information to troubleshoot problems with grade storing.



A confirmation message indicates the storing process is complete. Verify the number of students processed. **IMPORTANT!** Print this page and save with the copy of the setup page.

RECOMMENDED! Spot check **Historical Grades** for a few students.

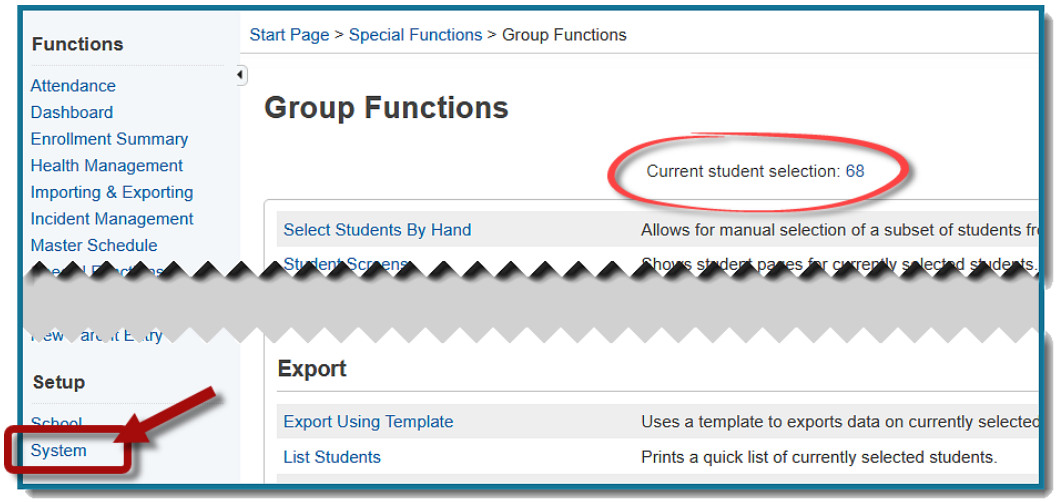
Storing Final Grades

Final Grades for Student Taking Classes at Another School

IMPORTANT! ***DO NOT USE this method*** for students taking Online Learning classes. Refer to the job aid, *Storing Online Learning Grades for Dual Enrolled Students*.

1. Identify the students who are taking classes at another school and make them the current selection (see page **25**, *Finding Students Taking Classes at Another School*). **REMINDER:** Notice the Term Abbreviation, these are the class terms selected under Classes by Term Length on the Permanently Store Grades page.

2. From the Group Functions page, under Setup from the left-side menu, select **System**.

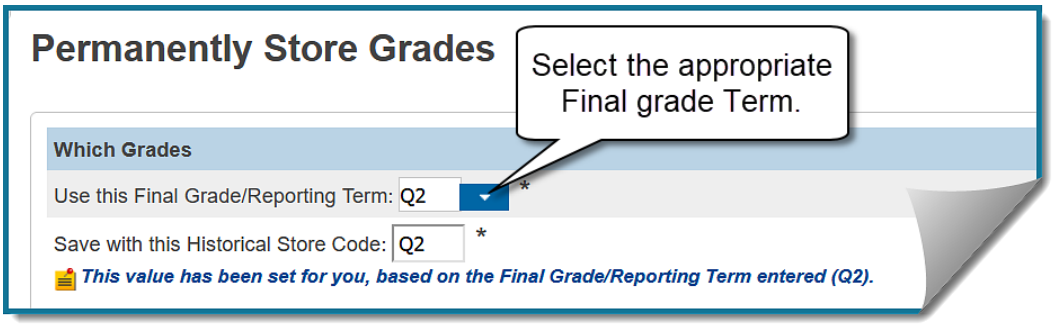


3. On the System Administrator page, under the Grades heading, select **Permanently Store Grades**.

4. Complete the **Permanently Store Grades** page as follows (print this page ***before*** submitting):

Which Grades

- Select the appropriate **Final Grade/Reporting Term (Q1, Q2, Q3, S1,** or **S2)** from the drop-down menu.
- In the **Historical Store Code** window, the *Store Code* appears by default.



Exclude/Include Class Enrollments

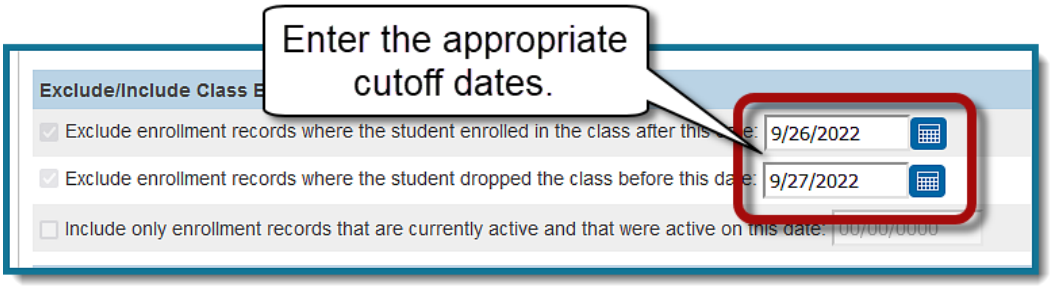
The boxes at the beginning of each exclusion are checked by default and disabled.

Exclude enrolled records where the student enrolled in the class after this date:

- Enter the date that aligns with the other school's cutoff dates.

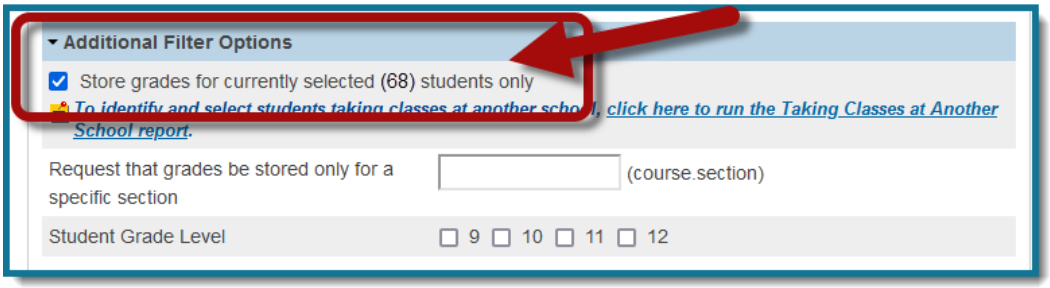
Exclude enrolled records where the student dropped the class before this date:

- Enter the date that is the ***day after*** the date entered above.



Additional Filter Options

- Expand this section and check **Store grades for the currently selected (xx) students only.**



Classes by term length

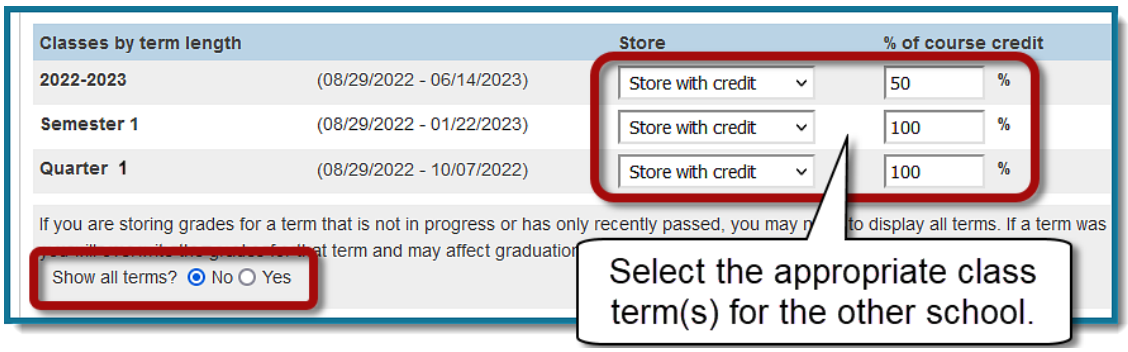
Select the appropriate term that aligns with the class term at the other school:

- ***Full-year term (YYYY-YYYY)*** - Select **Store with credit** from the **Store** drop-down menu; **50** will automatically be set in the **% of course credit** field.

- ***Semester term*** - Select **Store with credit** from the **Store** drop-down menu; **100** will automatically be set in the **% of course credit** field.

- ***Quarter term*** **-** Select **Store with credit** from the **Store** drop-down menu: **100** will automatically be set in the **% of course credit** field.

Show all Terms? select **No**.

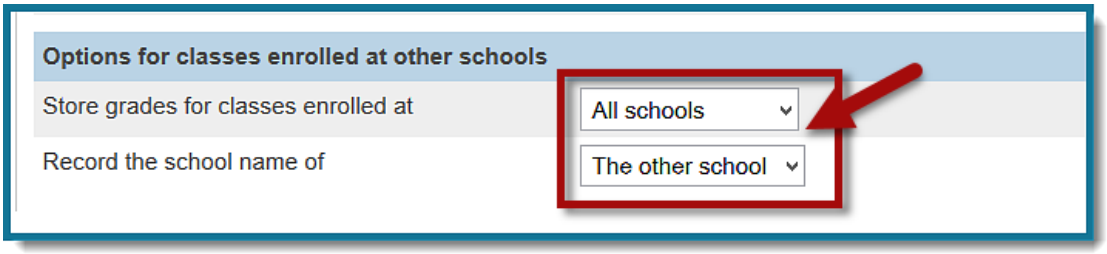


Options for classes enrolled at other schools (NOT ONLINE LEARNING)

DO NOT use this setting for students taking classes at ONLINE LEARNING!

- **Store grades for classes enrolled at:** Select **All Schools**.

- **Record the school name of:** Select **The other school**.



Final Grades for ALL Students

IMPORTANT! ***DO NOT*** select ***ALL*** students prior to storing grades. This action captures *Active* students only and does not include students who withdraw/drop from school and leave SDUSD anytime within the grade storing cut-off dates.

1. On the Start Page, under Setup, click **System.**

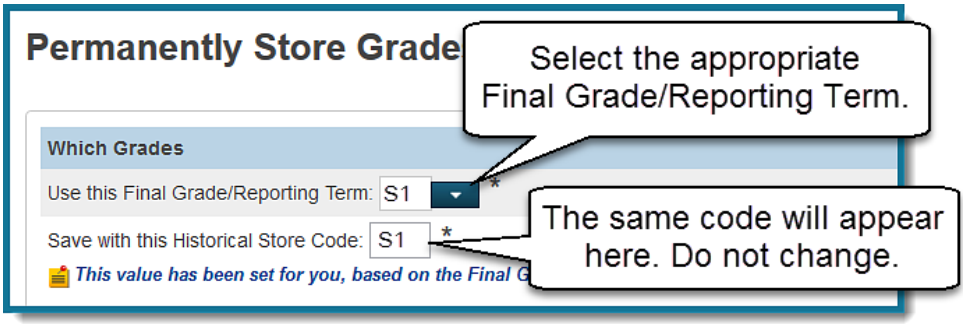
2. On the System Administrator page, under the Grades heading, select **Permanently Store Grades.**

3. Configure the **Permanently Store Grades** screen as follows:

Which Grades

- Select the appropriate **Final Grade/Reporting Term (S1, S2, Q1, Q2, Q3, Q4)** from the drop-down menu.

- In the **Historical Store Code** window, the *Store Code* appears by default. Do not change.



Exclude/Include Class Enrollments

The boxes at the beginning of each exclusion are checked by default and disabled.

Exclude enrolled records where the student enrolled in the class after this date:

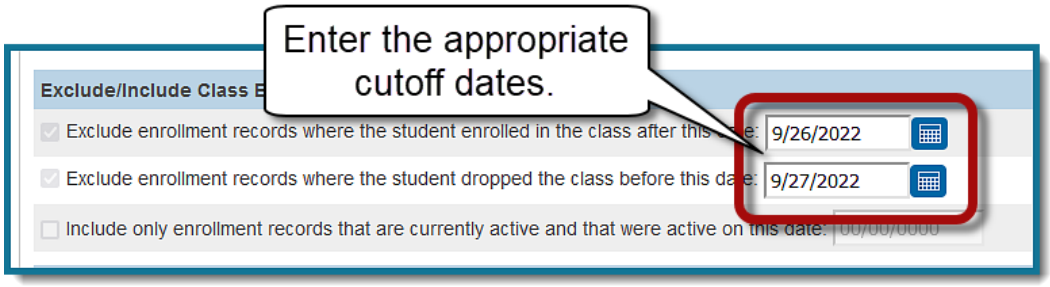
- **Traditional Semester-based schools** - use Ten **(10)** school days

- ***4X4/Hybrid schools*** - For *Quarters* use five **(5)** school days

  For *Semesters* use ten **(10)** school days

Exclude enrolled records where the student dropped the class before this date:

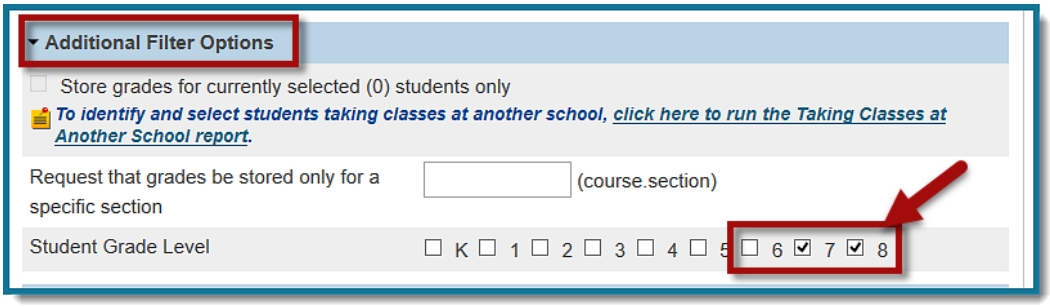
- Enter the date that is the ***day after*** the date entered above.



K-8 or K-12 Schools ONLY

Additional Filter Options

- Expand this section and check the appropriate middle school **grade levels.**



Classes by term length

IMPORTANT! Select the appropriate class term(s) for your school type:

Traditional Semester-based schools – select full-year and semester class terms

4X4 schools – select the quarter class term

Hybrid schools (schools with both semester and quarter classes) – store semesters and quarters separately

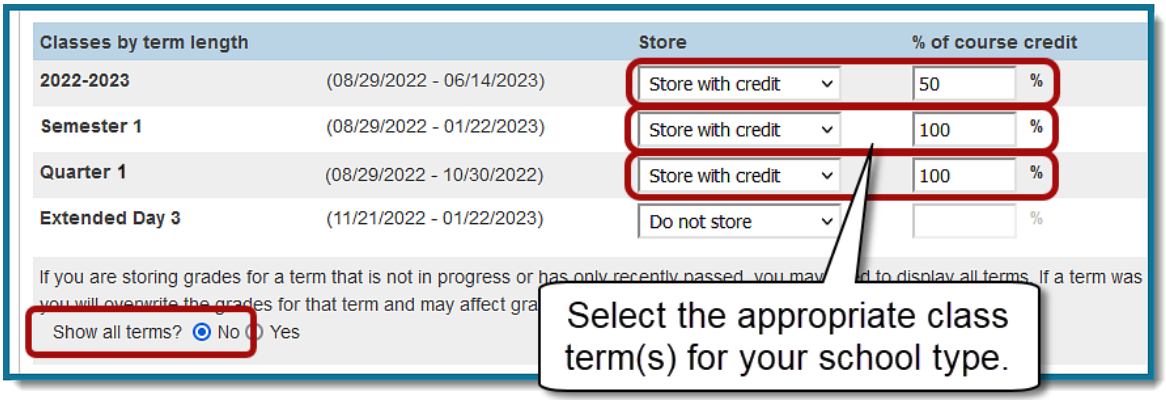
- ***Full-year term (YYYY-YYYY)*** - Select **Store with credit** from the **Store** drop-down menu; **50** will automatically be set in the **% of course credit** field.

- ***Semester term*** - Select **Store with credit** from the **Store** drop-down menu; **100** will automatically be set in the **% of course credit** field.

- ***Quarter term*** **-** Select **Store with credit** from the **Store** drop-down menu: **100** will automatically be set in the **% of course credit** field.

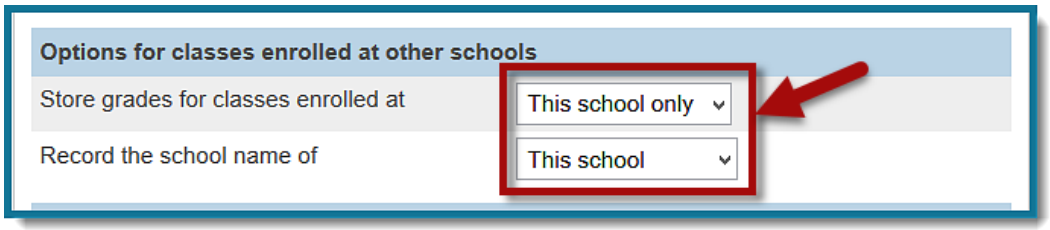
SCHOOLS WITH EXTENDED DAY may see this selection:

- ***Extended Day term*** - **Do not store**.
- **Show all Terms?** Leave **No** as the default setting.



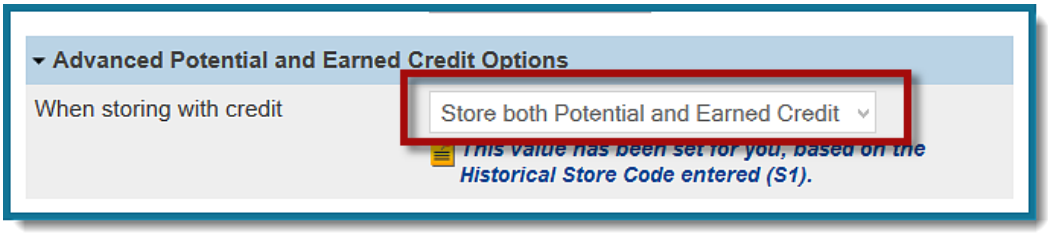
Options for classes enrolled at other schools

- **Store grades for classes enrolled at:** Select **This school only**.
- **Record the school name of:** Select **This school**.



▾ Advanced Potential and Earned Credit Option expand, if it isn't already expanded.

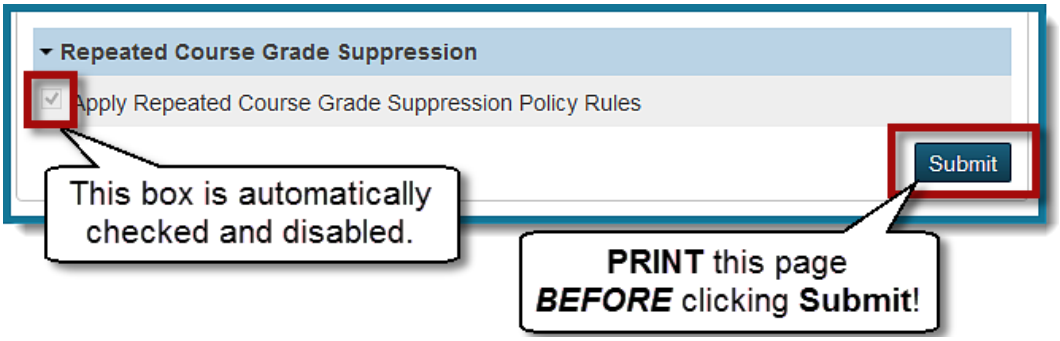
- **When Storing with credit** is automatically set to **Store Potential and Earned Credit** and disabled. This setting is based on the Historical Store Code **(S1,S2,Q1,Q2,Q3,Q4)**.



▾ Repeated Course Grade Suppression expand if it isn't already expanded.

- **Apply Repeated Course Code Grade Suppression Policy Rules** is automatically checked and disabled.

IMPORTANT PRINT THIS PAGE before clicking Submit! IT will need to use this information to troubleshoot problems with grade storing.



A confirmation message indicates the storing process is complete. Verify the number of students processed. **IMPORTANT!** Print this page and save with the copy of the setup page.

RECOMMENDED! Spot check historical grades for a few students

Using F1(or F2) to Combine S1/Q2 and S2/Q4 Grades for Combined End Term GPA

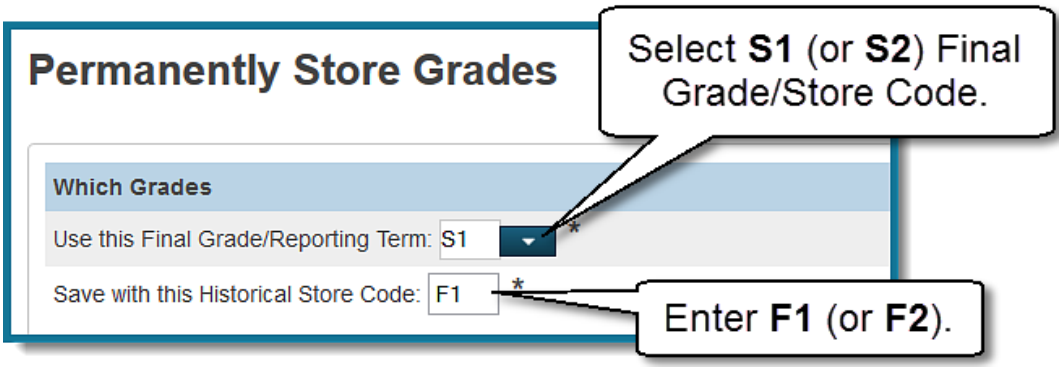
For Traditional Semester-based or Hybrid high schools who have students taking both semester and quarter classes, grades should be stored again using the F1 (or F2) Store Code. This will allow a *Final Term GPA* calculation that will include *both the* ***Semester*** *and* ***Quarter Grades.***

- Use **F1** when combining **S1** and **Q2**
- Use **F2** when combining **S2** and **Q4**

To store again using the F1 (or F2) Store Codes, follow the same final grade storing process described on the job aid; ***Storing Online Learning Grades for Dual Enrolled Students*** and page **45;** *Storing Final Grades for ALL Students,* but make the following modification:

Which Grades

- Select the appropriate **Final Grade/Reporting Term S1** (**S2**) or **Q2** (**Q4**) from the drop-down menu.
- In the **Historical Store Code** window, the *Store Code* appears by default. ***CHANGE*** this field by entering the appropriate Store Code **F1** (or **F2**).



Additional Grade Storing

Storing a Grade Change

Prior to restoring a grade change, teachers must submit a completed Grade Correction Authorization form, and update the grade change in PowerTeacher Pro.

REMINDER: Current year grade changes for *students taking classes at another school* must be manually updated by the Registrar.

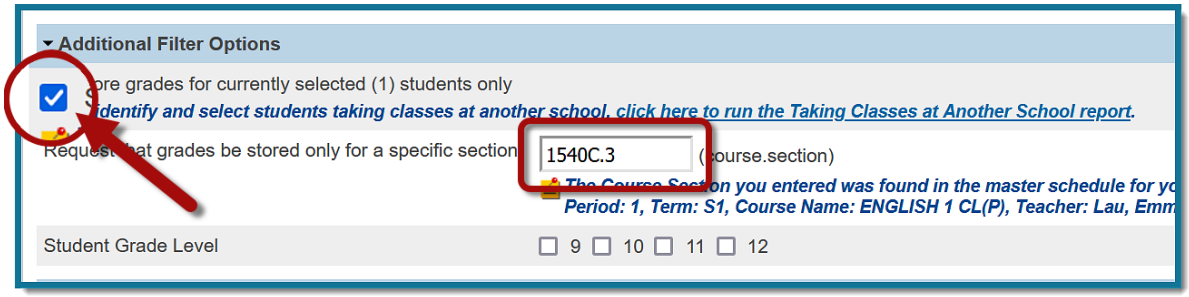
Once the grade change has been authorized and the gradebook updated, proceed to restore the grade as follows:

1. On the Start Page, select the student.

2. Navigate to the **Permanently Store Grades page** and follow the instructions on page **38**; *Storing Progress Grades for ALL Students*, or page **45;** *Storing Final Grades for ALL Students*, but make the following modification:

Additional Filter Options

- Expand this section and turn on the checkbox to **Store grades for the currently selected (1) students only**, then enter the *complete course and section number* in the **Request that grades be stored only for a specific section** field.



Storing Grades for One Section

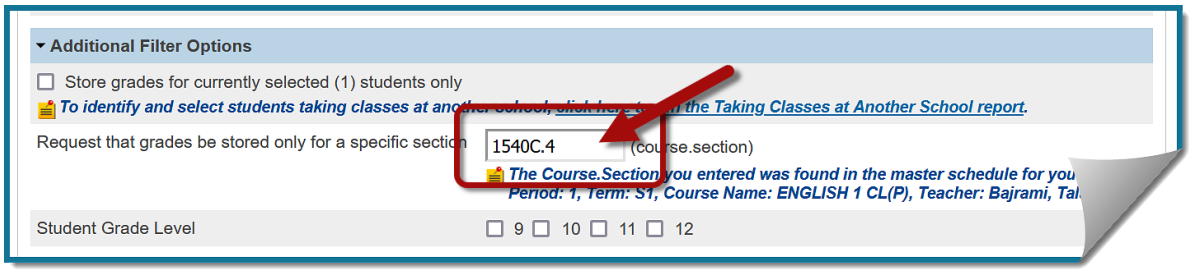
To store one specific section, wait until the teacher has confirmed the section is ready to be stored, then do the following:

REMINDER: You can only store sections that are available at your school (they appear in your master schedule)**.**

1. Navigate to the **Permanently Store Grades page** and follow the appropriate instructions on page **38**; *Storing Progress Grades for ALL Students*, or page **45;** *Storing Final Grades for ALL Students*, but make the following modification:

Additional Filter Options

- Expand this section and enter the *complete course and section number* in the **Request that grades be stored only for a specific section** field.



Storing Grades Before Dropping a Student

When a student drops from school to ***enroll at another SDUSD school*** within the cut-off dates and the end of the grading term, the **sending school** is responsible for storing the student's grades **BEFORE** the student is dropped.

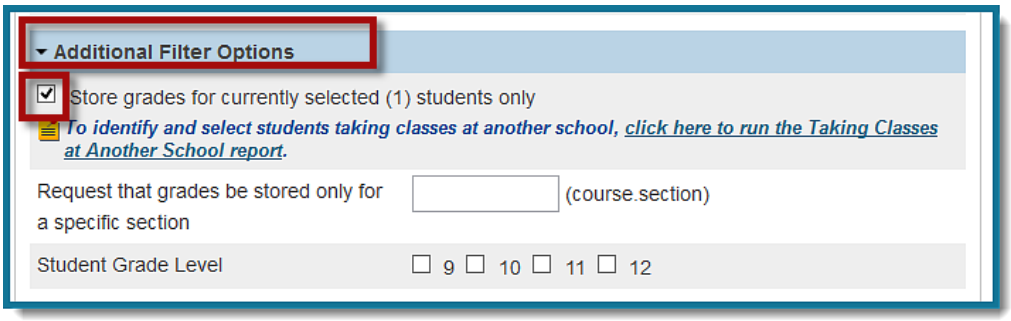
To store a student's grade before dropping them, do the following:

1. On the Start Page, select the student.

2. Navigate to the **Permanently Store Grades page** and follow the instructions on page **38**; *Storing Progress Grades for ALL Students*, or page **45;** *Storing Final Grades for ALL Students*, but make the following modification:

Additional Filter Options

- Expand this section and check **Store grades for the currently selected (1) students only**.



Storing Grades for a Student Who Transferred from Another School

If grades were not stored by the other school prior to transferring the student, the receiving school must store those grades.

IMPORTANT! ***Check the student's Historical Grades to verify that the grades were not already stored by the other school.***

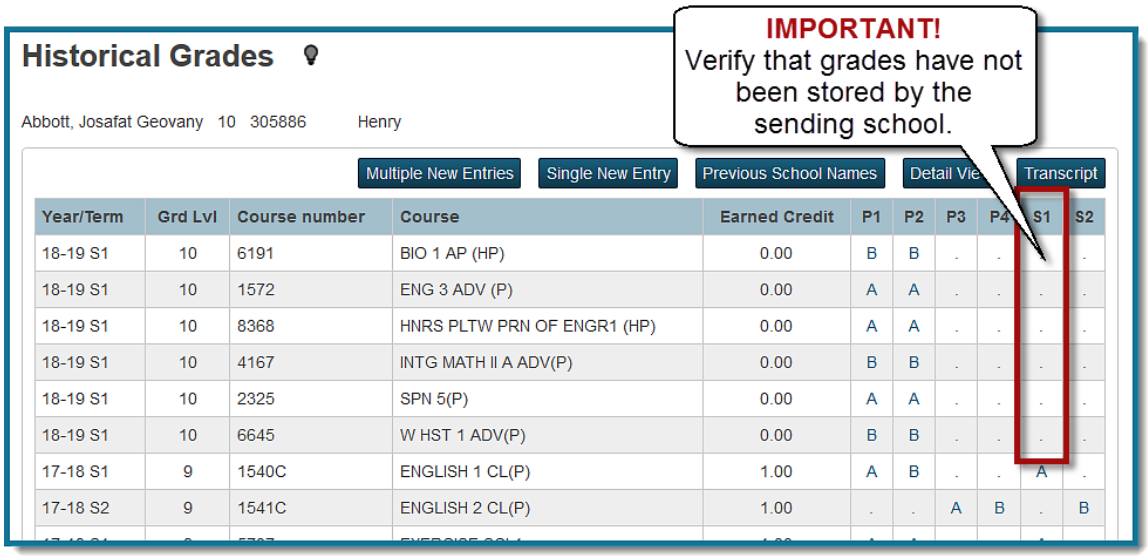
1. Use the following search command to find students who ***may need*** to have their grades stored:

   EntryDate>=*use the cutoff store date*;EntryCode=E11

   If they are coming from another **Semester-based school**, use ***ten schools days prior*** to the end of the grading period.

   If they are coming from a school with quarters (4 X 4/Hybrid schools), use ***five school days prior*** to the end of the grading period.

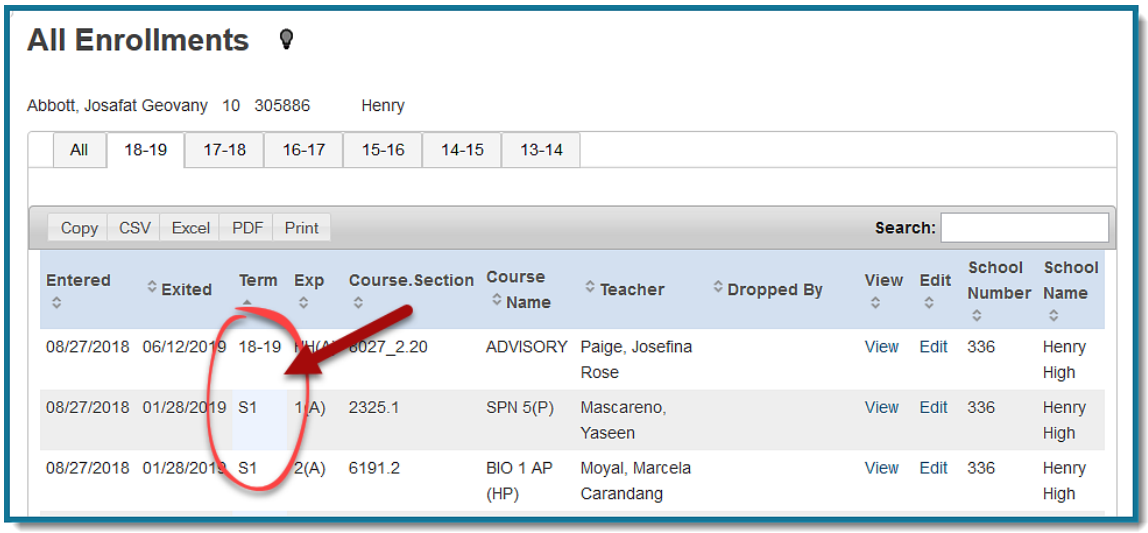
2. On the Student page, under Academics on the left-side menu, click **Historical Grades**.



Year/Term	Grd Lvl	Course number	Course	Earned Credit	P1	P2	P3	P4	S1	S2
18-19 S1	10	6191	BIO 1 AP (HP)	0.00	B	B	.	.	.	.
18-19 S1	10	1572	ENG 3 ADV (P)	0.00	A	A	.	.	.	.
18-19 S1	10	8368	HNRS PLTW PRN OF ENGR1 (HP)	0.00	A	A	.	.	.	.
18-19 S1	10	4167	INTG MATH II A ADV(P)	0.00	B	B	.	.	.	.
18-19 S1	10	2325	SPN 5(P)	0.00	A	A	.	.	.	.
18-19 S1	10	6645	W HST 1 ADV(P)	0.00	B	B	.	.	.	.
17-18 S1	9	1540C	ENGLISH 1 CL(P)	1.00	A	B	.	.	A	.
17-18 S2	9	1541C	ENGLISH 2 CL(P)	1.00	.	.	A	B	.	B

3. Click **All Enrollments** on the Student page.

   Verify the terms you will use for grade storing.

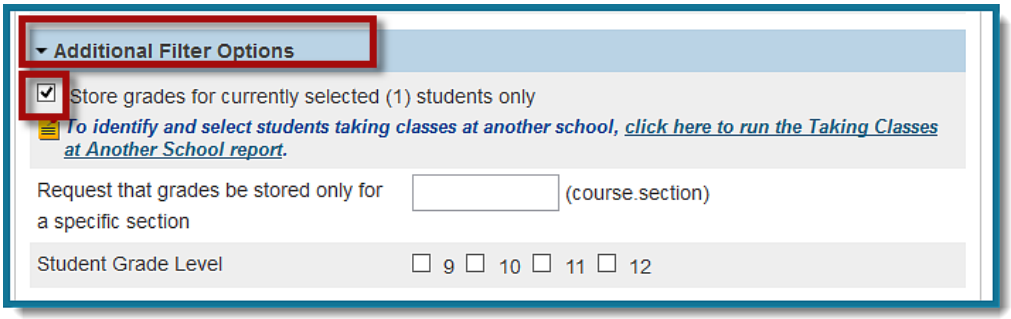


4. Return to the **Start Page** and verify the student is your *only current student selection*.

5. Navigate to the **Permanently Store Grades page** and follow the instructions on page **34**; *Storing Progress Grades for Students Taking Classes at Another School*, or page **42;** *Storing Final Grades for Students Taking Classes at Another School*, but make the following modification:

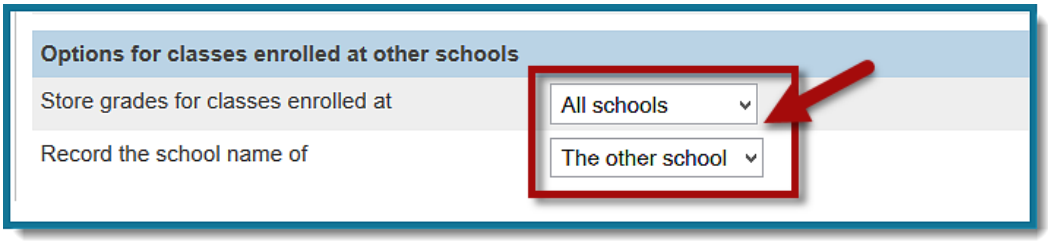
Additional Filter Options

- Expand this section and check **Store grades for the currently selected (1) students only**.



Options for classes enrolled at other schools

- **Store grades for classes enrolled at:** Select **All Schools**.
- **Record the school name of:** Select **The other school**.



Part 6: After Grades are Stored

Required Tasks

Calculating Term GPAs

This process calculates and stores the Citizenship and Scholarship GPAs for a single historical store code for the current year.

1. On the Start Page, under Setup on the left-side menu, click **System**.

2. On the System Administrator page, under Grades, select the **Calculate Term GPAs**.

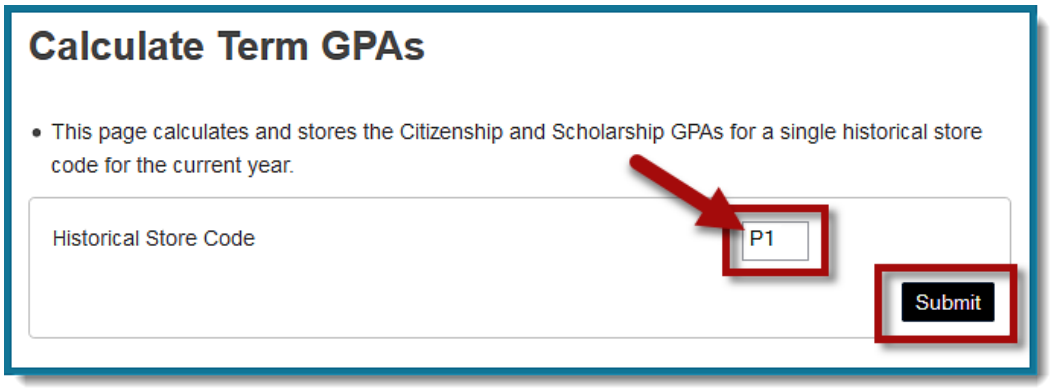
3. Enter the appropriate **Historical Store Code**:

   - For **Progress Store Codes** use: **P1, P2, P3, P4**

   - For **Final Grades Store Codes** use: **Q1, Q2, Q3, Q4, S1, S2**

   - For **Combined Quarter (Q2 or Q4) and Semester (S1 or S2) Store Codes** use: **F1, F2**

4. Click **Submit.**



Updating Quick Lookup Preferences

The **Quick Lookup Preferences** page must be updated once the permanently store grades process has completed for each Grade Reporting Term.

This page specifies which grades appear on the **Quick Lookup** page in PowerSchool Administrator, and on the **Grades and Attendance** page in the Parent/Student Portal.

1. On the Start Page, under Setup on the left-side menu, select **School**.

2. On the School Setup page, under General, select **Quick Lookup Preferences**.

3. Configure the **Quick Lookup Preferences** page as follows:

   - For each **Store Code**, turn on the checkbox to display these grades in PowerSchool Administrator, PowerTeacher, and the Parent/Student Portal.

   - Under **Source of Data**, select either:

     Gradebook – This will display the current grade directly from the teacher's Gradebook. This grade will change as the teacher updates their Gradebook. **NOTE:** If grades have not been stored, the source should be **Gradebook.**

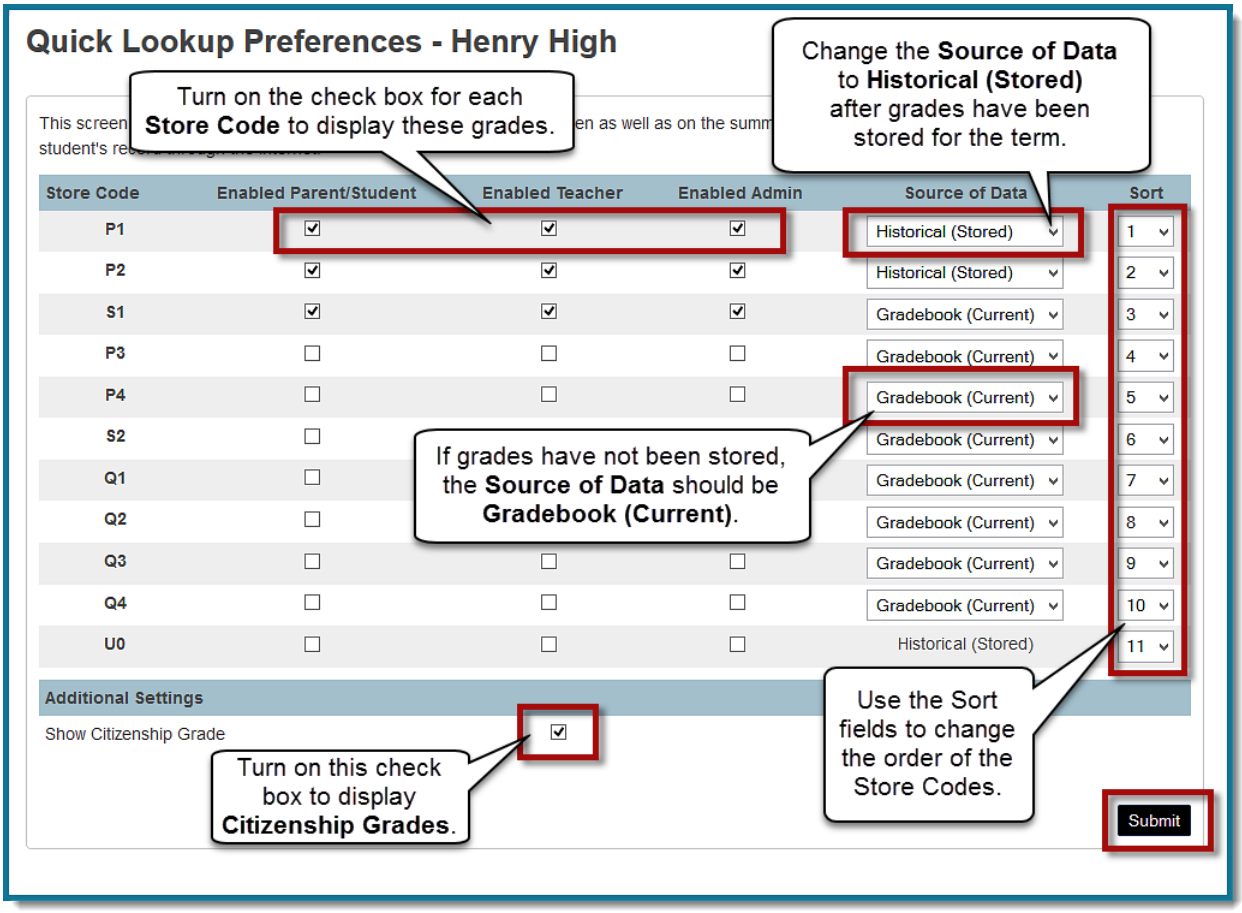
     Historical (stored) – This will display the Historical stored grade. This field must be changed to Historical (stored) ***AFTER*** grades have been stored for the term. **NOTE:** Once grades have been stored, the Source of Data should always be **Historical.**

   - Use the **Sort** fields to change the order of the **Store Codes** as they appear on the Quick Lookup Preferences setup page and the Quick Lookup page.

   - **Show Citizenship Grade** – Check this box to display the Citizenship grade.

4. Click **Submit**.

Quick Lookup Preferences

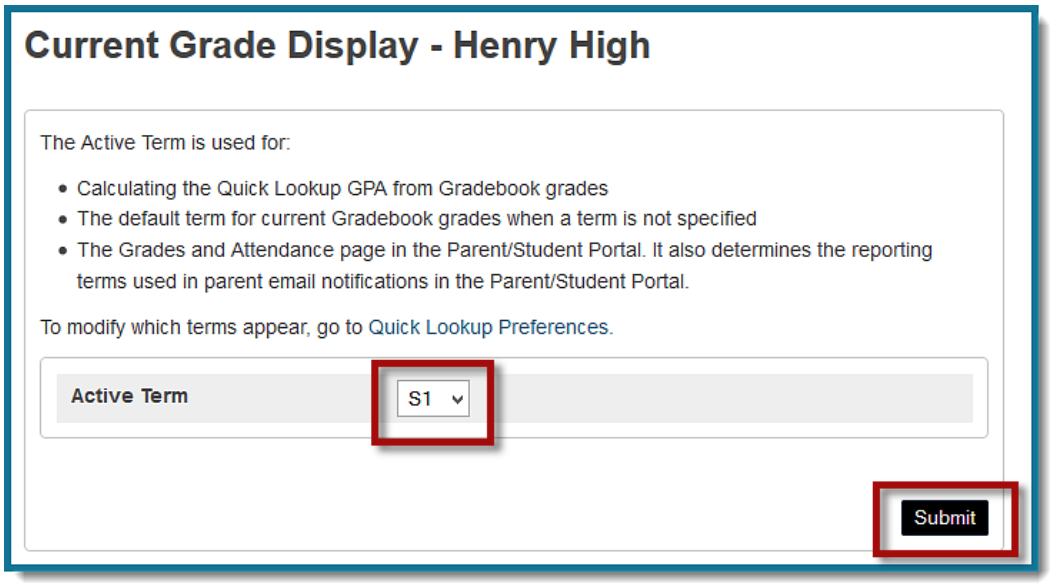


Updating Current Grade Display

The **Active Term** is used for:

- The default term for current PowerTeacher Pro grades when a term is not specified.
- The default term on the Grades and Attendance page in the Parent/Student Portal.
- Determines the reporting term used for parent email notifications in the Parent/Student Portal.

1. On the Start Page, under Setup on the left-side menu, select **School**.
2. Under Grading, select **Current Grade Display**.
3. Select the appropriate term from the **Active Term** drop-down.
4. Click **Submit**.



Confirming Parent/Student Access Settings

The **Parent/Student Access** page is used to configure the Parent/Student Portal.

Access to the Parent/Student Portal can be disabled, the default term can be overridden, and specific features can be disabled so that parents and students cannot access them.

1. On the Start Page, under Setup on the left-side menu, select **School**.

2. On the School Setup page, under General, select **Parent/Student Access**.

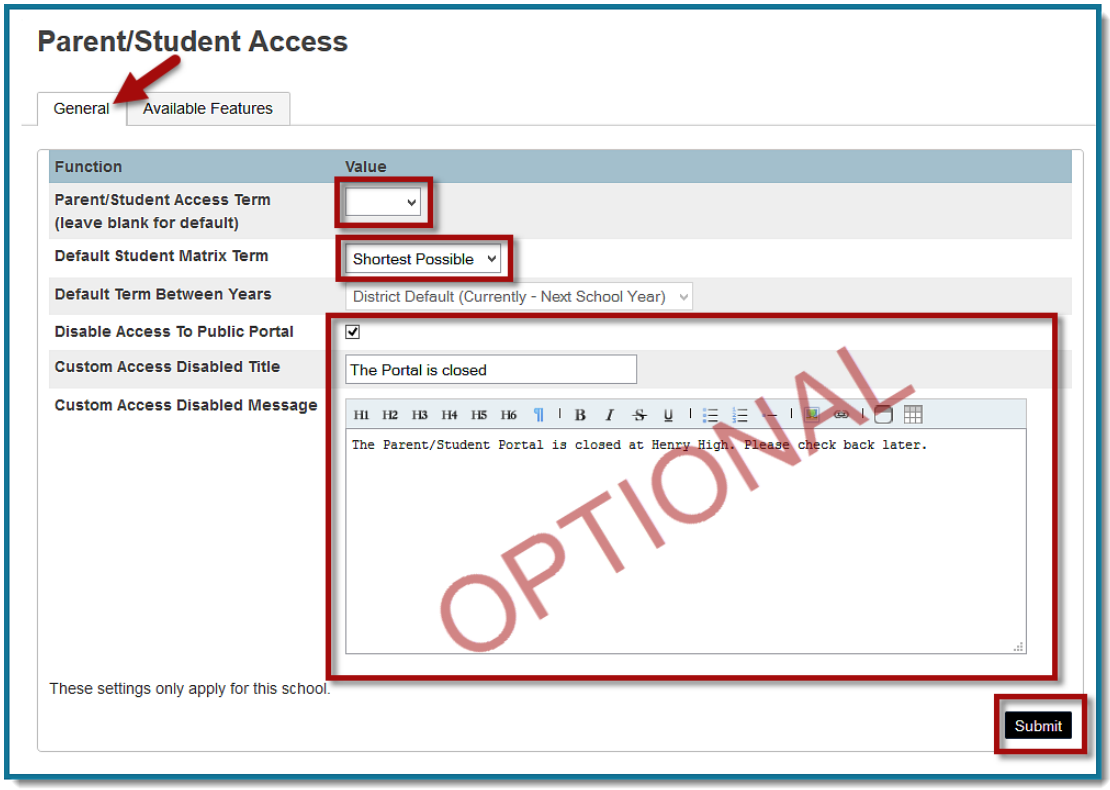
On the **General tab**:

- Leave the **Parent/Student Access Term** selection blank to use the default term.

  NOTE: If a term is selected in this field, it will override the default term set on the **Miscellaneous** page in School Setup.

- The **Default Student Matrix Term** determines what is displayed on the My Schedule page (Matrix View tab) in the Parent/Student Portal.

OPTIONAL: Check the box **Disable Access to Public Portal**, to temporarily shut down access to the Parent/Student Portal. Include a brief message to explain why the portal has been disabled.



Other Tasks

Viewing Historical Grades

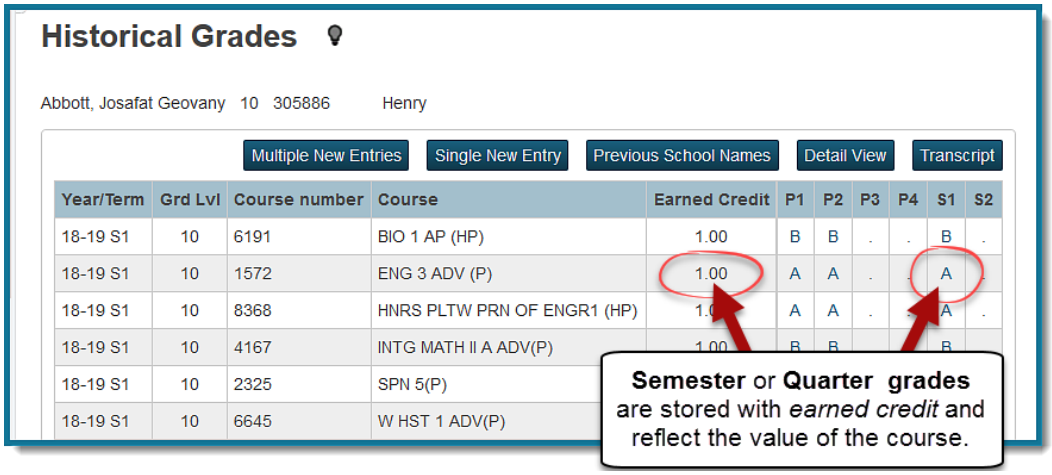
After storing grades, it is important to inspect **Historical Grades** to check for accuracy.

1. On the Start Page, search for and select the student.

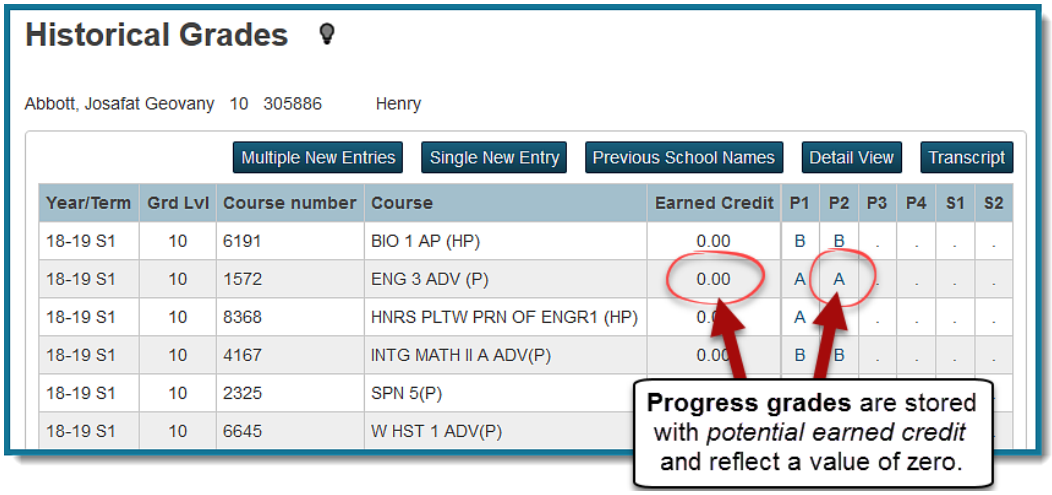
2. On the Student Page, under Academics on the left-side menu, click **Historical Grades**.

Earned Credit reflects the value of the course. Semester and Quarter grades are stored with *earned credit*. Progress grades are stored with *potential earned credit* and will reflect a credit value of zero.

Check that an Academic grade appears under the **Grade Term** used for storing**,** and the appropriate credit value appears under **Earned Credit**.



Year/Term	Grd Lvl	Course number	Course	Earned Credit	P1	P2	P3	P4	S1	S2
18-19 S1	10	6191	BIO 1 AP (HP)	1.00	B	B	.	.	B	.
18-19 S1	10	1572	ENG 3 ADV (P)	1.00	A	A	.	.	A	.
18-19 S1	10	8368	HNRS PLTW PRN OF ENGR1 (HP)	1.0	A	A	.	.	A	.
18-19 S1	10	4167	INTG MATH II A ADV(P)	1.00	B	B			B	
18-19 S1	10	2325	SPN 5(P)							
18-19 S1	10	6645	W HST 1 ADV(P)							



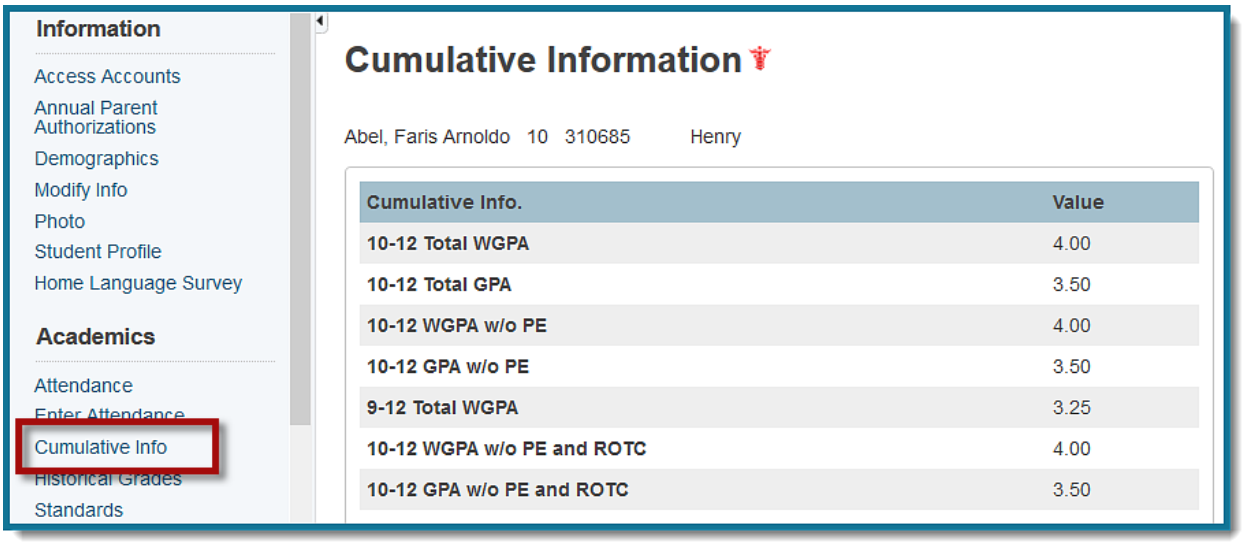
Year/Term	Grd Lvl	Course number	Course	Earned Credit	P1	P2	P3	P4	S1	S2
18-19 S1	10	6191	BIO 1 AP (HP)	0.00	B	B	.	.	.	.
18-19 S1	10	1572	ENG 3 ADV (P)	0.00	A	A	.	.	.	.
18-19 S1	10	8368	HNRS PLTW PRN OF ENGR1 (HP)	0.0	A		.	.	.	.
18-19 S1	10	4167	INTG MATH II A ADV(P)	0.00	B	B	.	.	.	.
18-19 S1	10	2325	SPN 5(P)							
18-19 S1	10	6645	W HST 1 ADV(P)							

Viewing Cumulative GPAs

Student cumulative information can be viewed in PowerSchool and in the Parent/Student Portal

1. On the Start Page, search for and select the student.

2. On the Student page, under Academics on the left-side menu, select **Cumulative Information**.



Managing GPA Student Screens

IMPORTANT! ***The setup of the GPA Student Screen should be done with the approval of the Site Administrator, and completed by the Site Tech.***

1. From the Start page, under Setup on the left-side menu, select **School**.

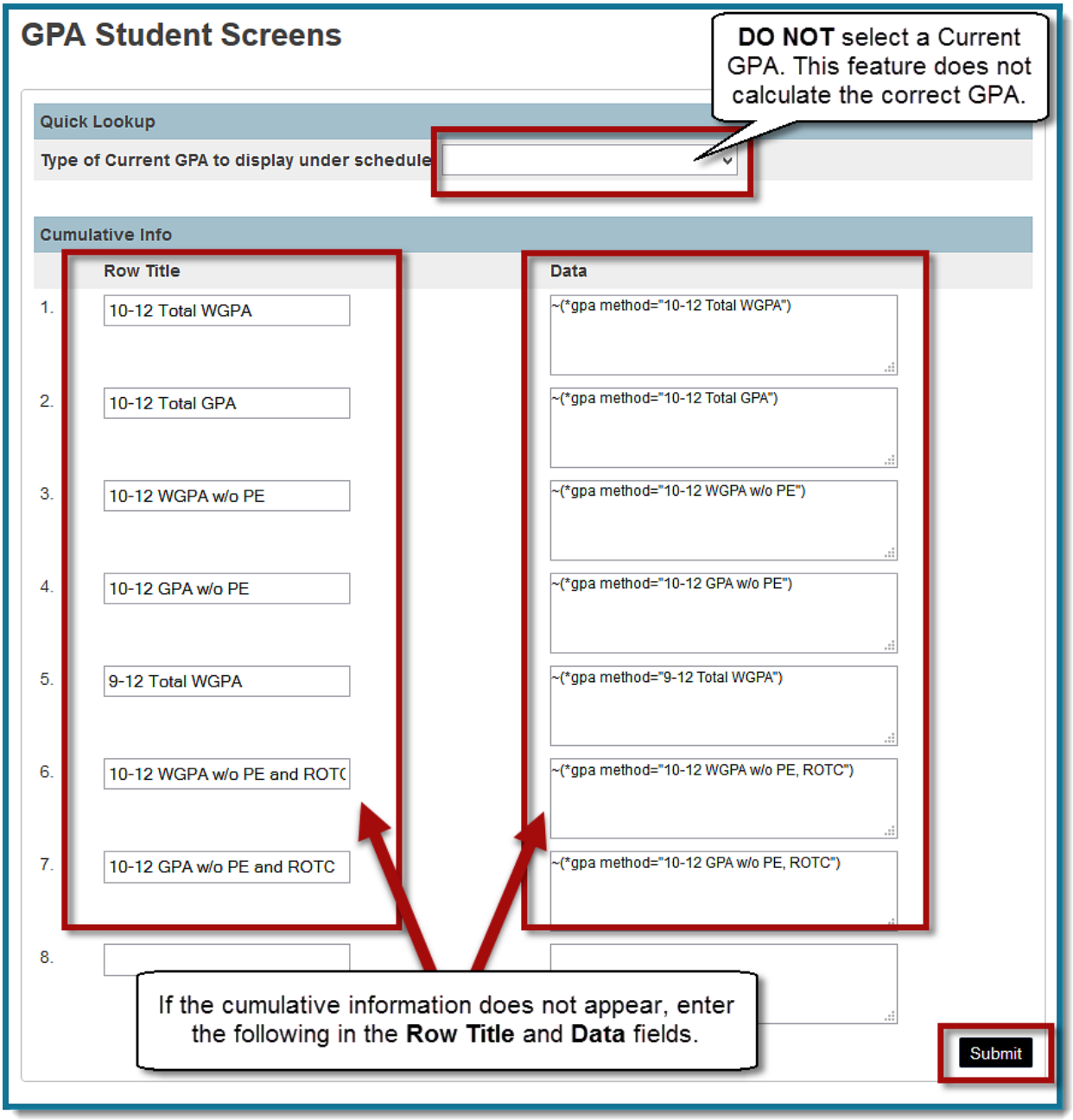
2. On the School Setup page, under the Grading heading, select **GPA Student Screens**.

3. Under the Quick Lookup heading, *DO NOT select* the **Type of Current GPA to display under schedule.** Currently, this feature does not calculate the correct GPA. DO NOT USE.

4. Under the **Cumulative Information** heading, the Row Title and Data fields should be pre-filled. If this information does not appear in the fields, enter the following information in the **Row Title** and **Data** fields (see picture on the next page).

5. Click **Submit**.

GPA Student Screens

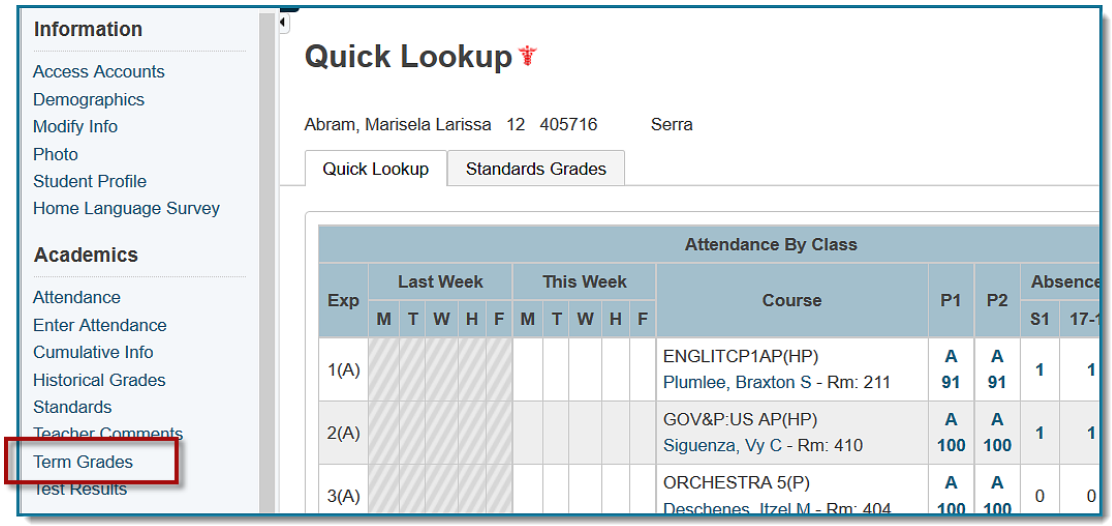


Viewing Term Grades

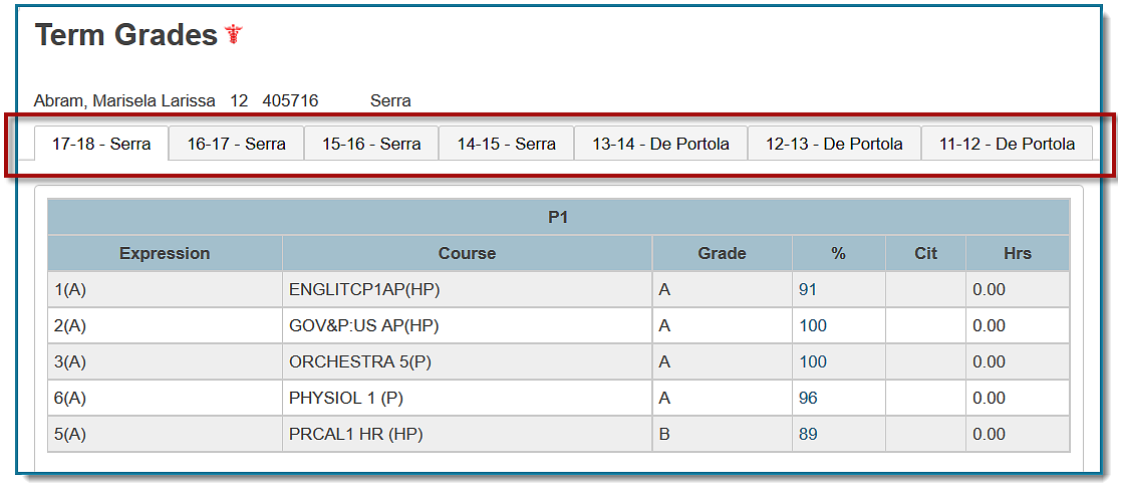
Student term grades can be viewed in PowerSchool. .

1. On the Start Page, search for and select the student.

2. On the Student Page, under Academics on the left-side menu, click **Term Grades**.



Click the tabs at the top of the **Term Grades** page to view historical term grades by year.



Part 7: Printing Report Cards

Preparing to Print

Disable the Pop-up Blocker

Before printing progress reports and final report cards, it is important to disable the **Pop-Up Blocker**. Disabling the Pop-Up Blocker will allow the report card PDF to open after you submit the page.

If the Pop-Up Block is not disabled, report cards will be sent to the Secondary Report Card Print Jobs queue on the Special Functions page.

Remove Headers and Footers Before Printing

By default, a header and footer are attached to documents printed from Firefox and Chrome.

Before printing the report card PDF, remove Headers and Footers on the web browser Print window.

Verify Contacts if Mailing Report Cards and Progress Reports

Prior to printing progress reports and final report cards, the following reports should be run to check for address errors and report card flags. This is especially important if grade reports are mailed home.

- **Address Errors** - The report will list students who may have one or more of the following errors. Errors are identified with the following icon ⚠:
  - Household Address is missing.
  - Mailing Address is missing.
  - Parent Guardian 1 does not live with student and address is missing.
  - Parent Guardian 2 does not live with student and address is missing.

  For instructions on how to run the **Address Errors** report, see page 92.

- **Report & Progress Report Card Flags** - This report displays all active students in K - 12 at your school. The flags displayed are the Report Card and Progress Report Card flags for both the first and second contact. Use this report to correct the contact flags.

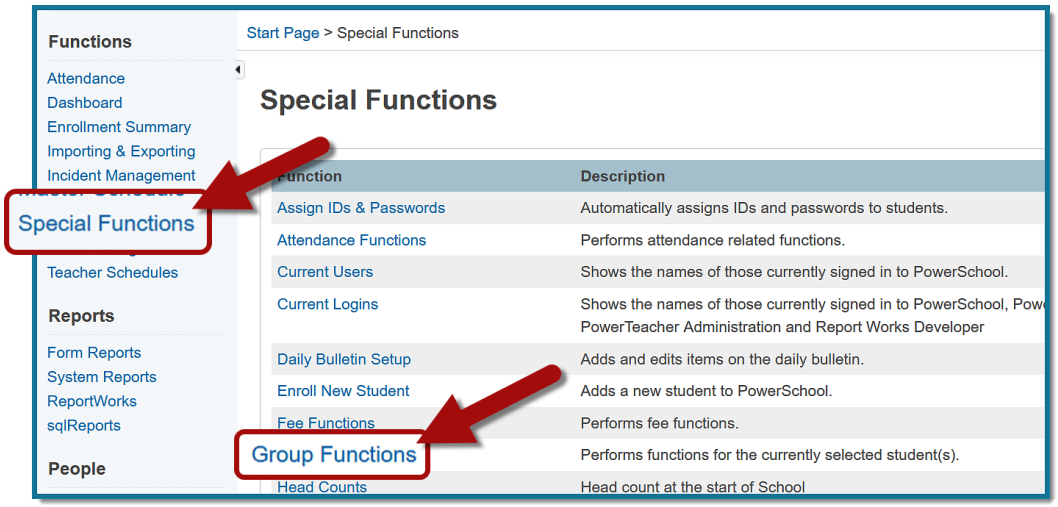
  For instructions on how to run the **Report and Progress Report Card Flag**s report, see page 93.

Progress Report Cards (P1, P2, P3, P4)

After verifying that grades have been stored successfully, proceed to configure progress report cards for printing. The steps to print Progress Report Cards are:

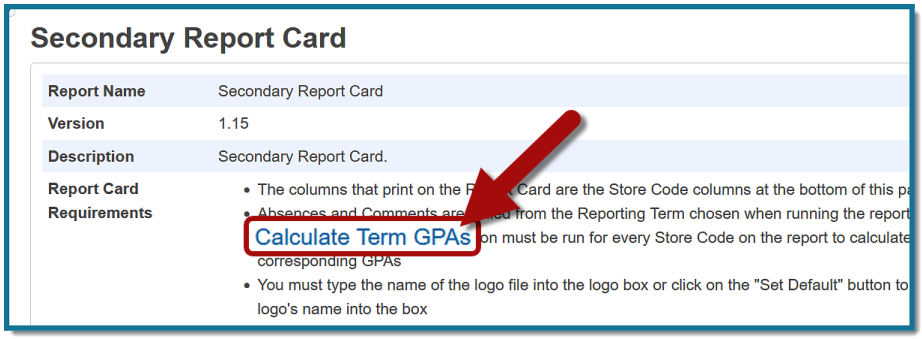
- **Calculate Term GPA** - This step is only necessary if the process was not completed after storing grades, or if there were changes to student grades after the storing process.
- Print **Office Copy**: This selection is used to print a copy for student distribution, as well as providing a copy for the student cumulative folder. It will print one copy per student.
- If School will be mailing the progress report home, print **To the Parent/Guardian of**: This selection will print one copy of the progress report for each Parent/Guardian with Report Card/Progress Report Flag checked. *This setting will include the student's name in the mailing address.*

1. On the Start Page, under Functions on the left-side menu, select **Special Functions**.
2. On the Special Functions page, select **Group Functions.**



3. Under Printing, select **Report Card – Secondary**.

   Click **Calculate Term GPA** if this wasn't completed after grades were stored. See page **56**; *Calculating Term GPAs.*



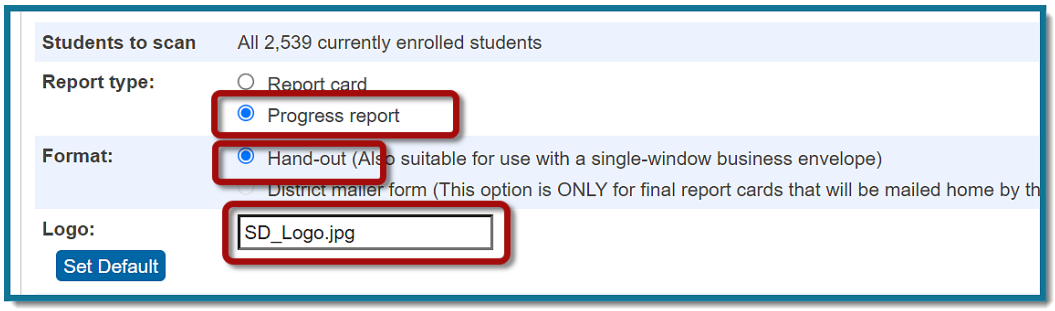
4. Configure the **Secondary Report Card** page as follows:

   Students to scan: All XXX currently enrolled students (or a selected group of students)

   Report type: Progress report

   Format: Hand-out

   Logo: if **SD_logo.jpg** isn't in the box, click the **Set Default** button

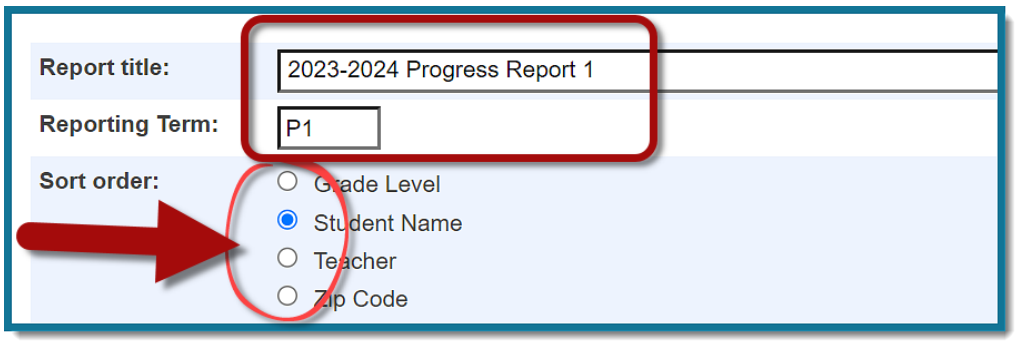


   Report Title: *Required Title – current academic year, and the type of report

   Example: **XXXX-XXXX Progress Report 1**

   Reporting Term: Enter the appropriate Progress Reporting Term

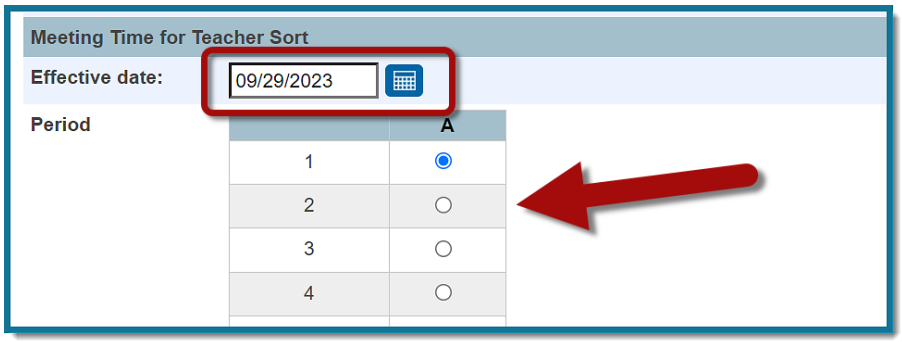
   Sort order: make a selection



Meeting Time for Teacher Sort

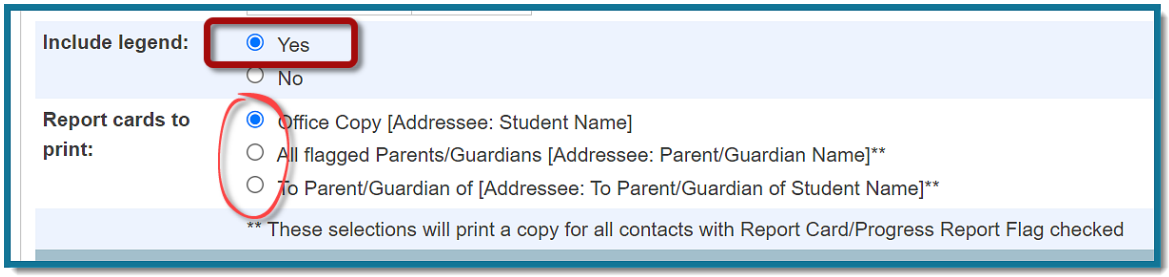
Effective Date: If sorting by teacher, select an **Effective date**.

Period: Use *only if **Teacher** is selected* in **Sort order**

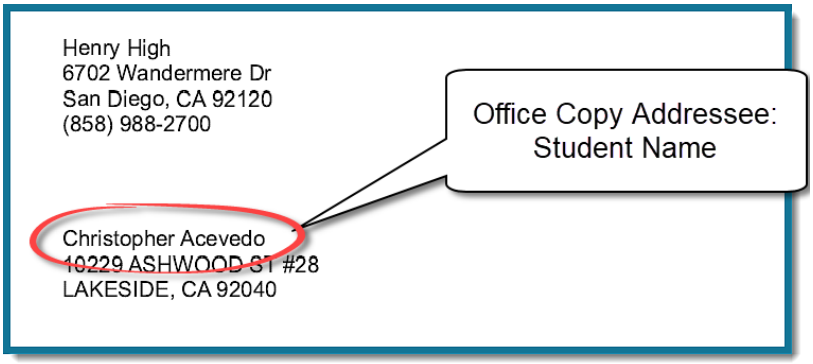


Include legend: Yes

Report Cards to Print: Select one.

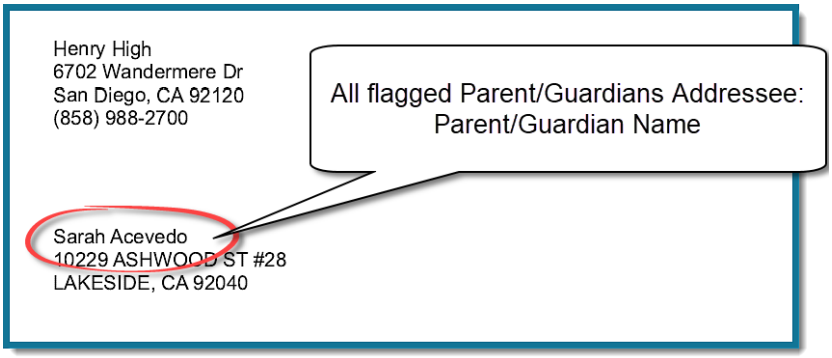


- **Office Copy [Addressee: Student Name]:** Use this setting to print single copies for student folders, or for distribution to student.

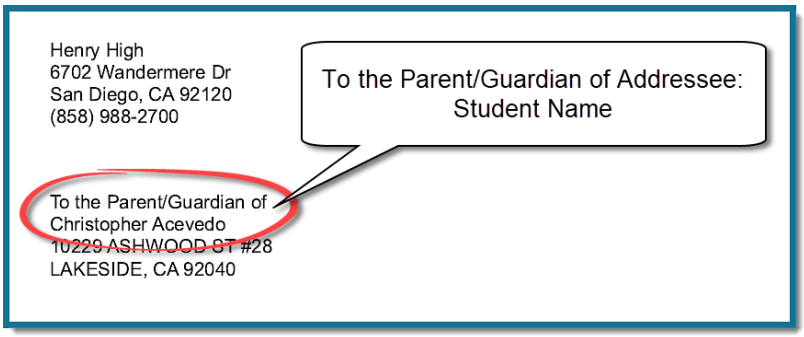


NOTE: *Do not use the following settings if you are printing* ***single copies*** *for student folders, or for distribution to student.*

- **All flagged Parents/Guardians [Addressee: Parent/Guardian Name]** – Use this setting if the school site will mail Progress Report Cards home. This selection will print a copy of the Progress Report for all contacts with Report Card/Progress Report Flag checked. *This setting will not include the student's name in the mailing address.*



- **To the Parent/Guardian of (student name)** – Use this setting if the school site will mail Progress Report Cards home. This selection will print a copy of the Progress Report for all contacts with Report Card/Progress Report Flag checked. *This setting will include the student's name in the mailing address.*

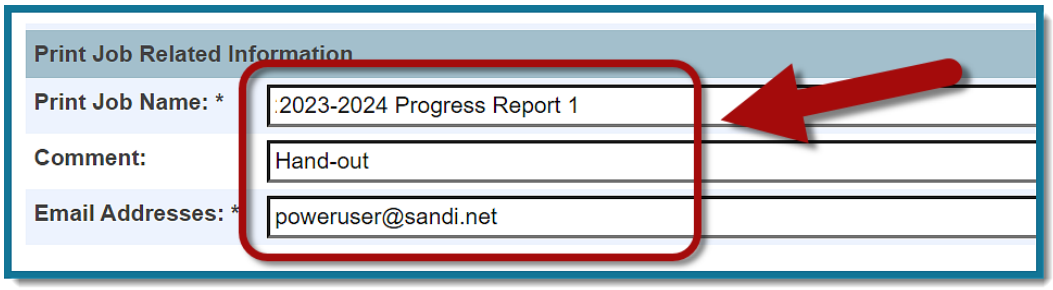


Print Job Related Information **These fields are REQUIRED to enable the **SUBMIT** button.*

***Print Job Name:** Current academic year, followed by the type of report.
HINT! Copy and Paste the **Report Title**.

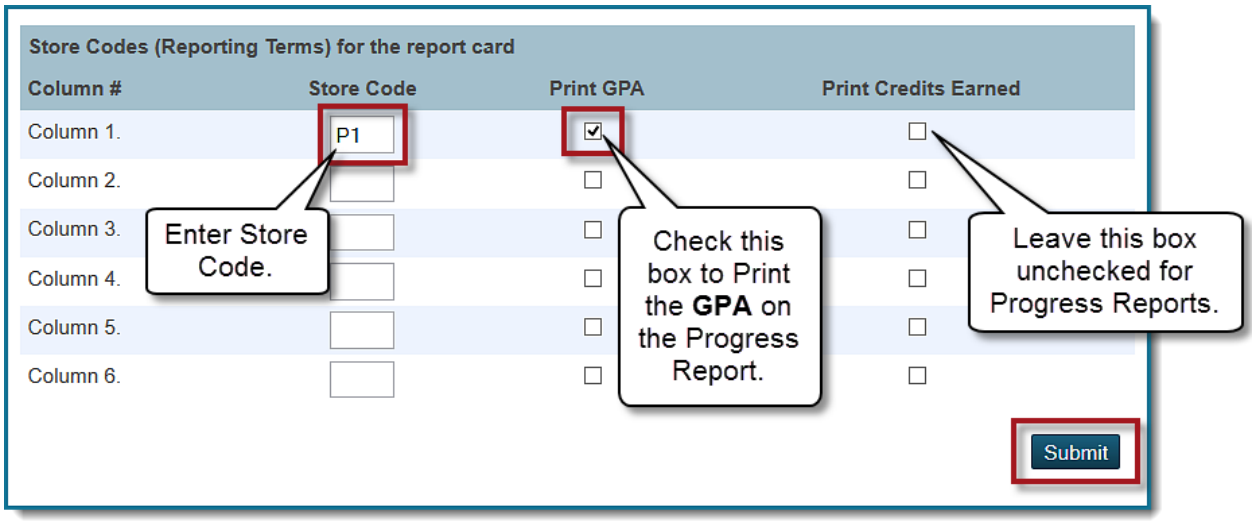
Comment: Hand-out

***Email Address:** Enter your sandi.net email (Ignore any email notification stating grades have been processed)



Store Codes (Reporting Terms) for the report card

IMPORTANT! Before clicking **Submit**, *print this page, and save it for your records.*



5. Click **Submit**. The Report Card print job will open as a PDF. From there, they can be printed.

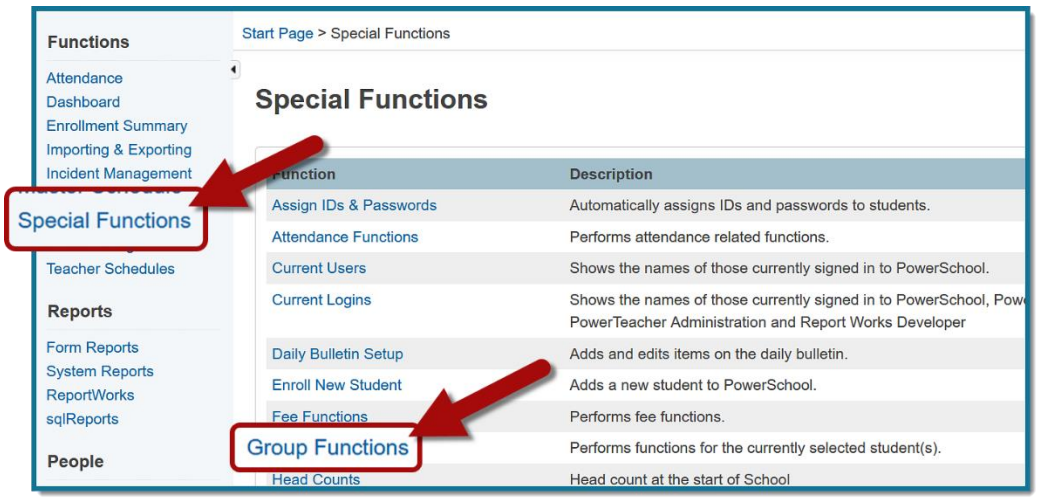
DID YOU FORGET TO DISABLE THE POP-UP BLOCKER? If the Pop-Up Blocker was not disabled, you will be taken back to the Start Page. See page **77**; *Finding the Report Card Print Job*

Final Report Cards (S1, S2, Q1, Q2, Q3, Q4)

After verifying that grades have stored successfully, proceed to configure Semester report cards for printing. The steps to print Final Report Cards are:

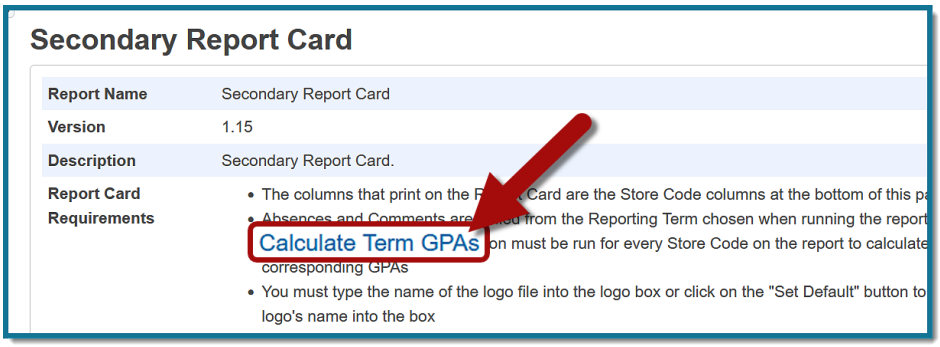
- **Calculate Term GPA** - This step is only necessary if the process was not completed after storing grades, or if there were changes to student grades after the storing process.
- Print **Office Copy**: This selection is used to print a copy for student distribution, as well as providing a copy for the student cumulative folder. It will print one copy per student.
- If School will be mailing the report card home, print **To the Parent/Guardian of**: This selection will print one copy of the final report card for each Parent/Guardian with Report Card/Progress Report Flag checked. *This setting will include the student's name in the mailing address.*

1. On the Start Page, under Functions on the left-side menu, select **Special Functions**.
2. On the Special Functions page, select **Group Functions.**



3. Under Printing, select **Report Card – Secondary**.

   Click **Calculate Term GPA** if this wasn't completed after grades were stored.



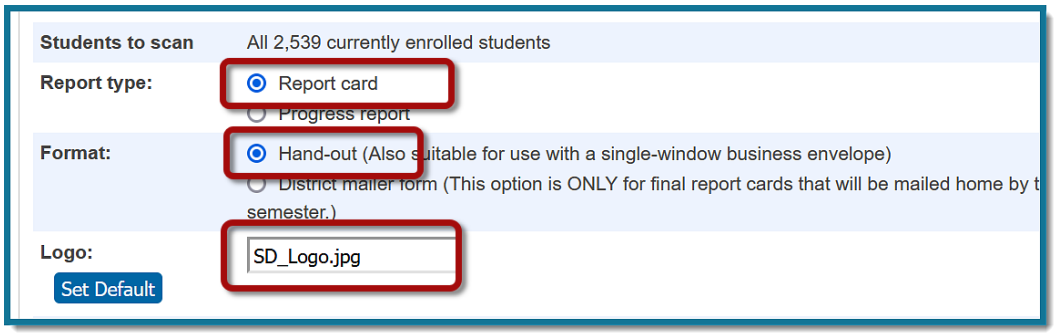
4. Configure the **Secondary Report Card** page as follows:

Students to scan: All XXX currently enrolled students (or a selected group of students)

Report type: Report Card

Format: Hand-out

Logo: if **SD_logo.jpg** isn't in the box, click the **Set Default** button

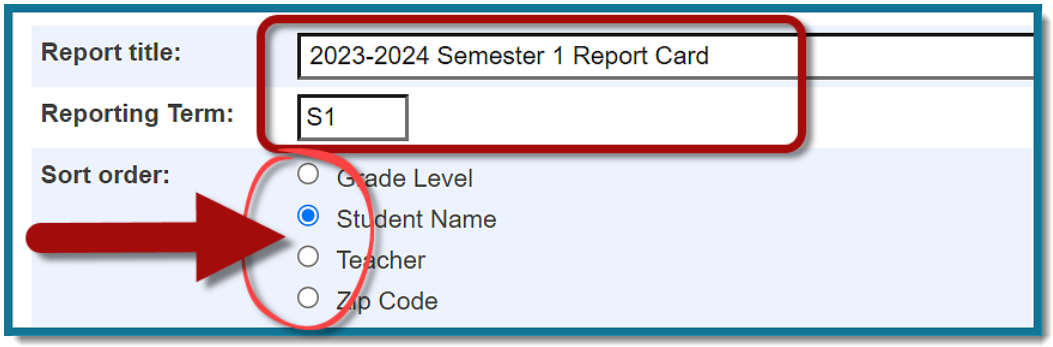


Report Title: *Required Title – current academic year, and the type of report

Example: **XXXX-XXXX Semester 1 Report Card**

Reporting Term: Enter the appropriate Final Grade Term

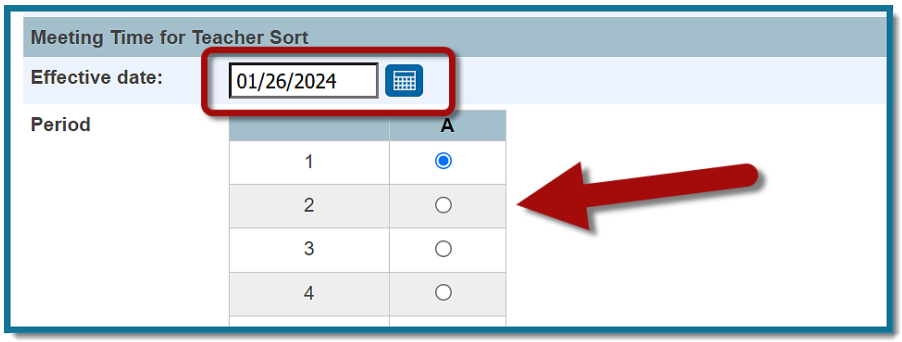
Sort order: make a selection



Meeting Time for Teacher Sort

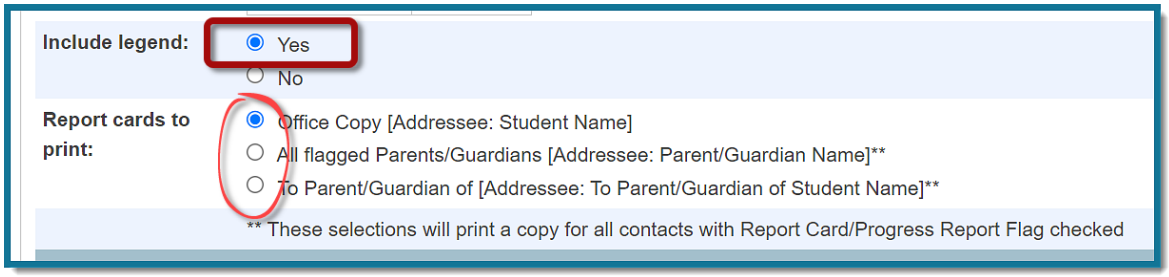
Effective Date: If sorting by teacher, select an **Effective date**.

Period: Use *only if **Teacher** is selected* in **Sort order**

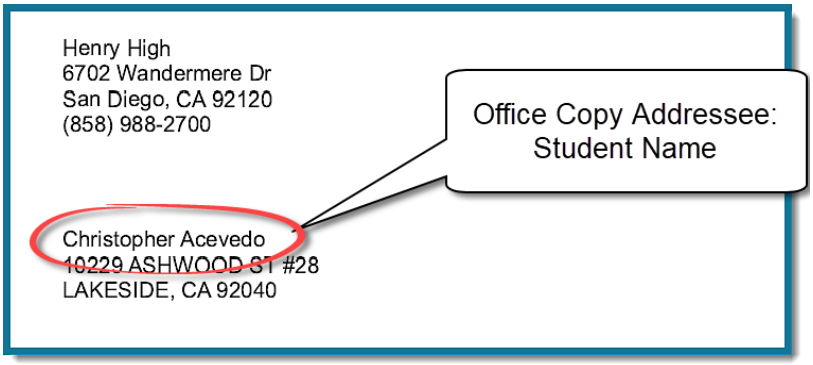


Include legend: Yes

Report Cards to Print: Select one.

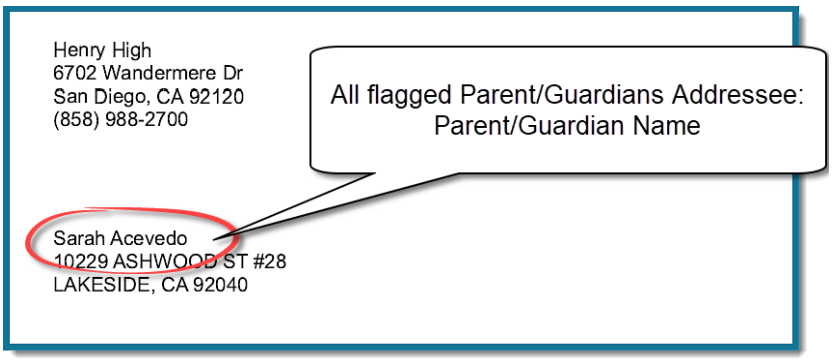


Office Copy [Addressee: Student Name]: Use this setting to print single copies for student folders, or for distribution to student.

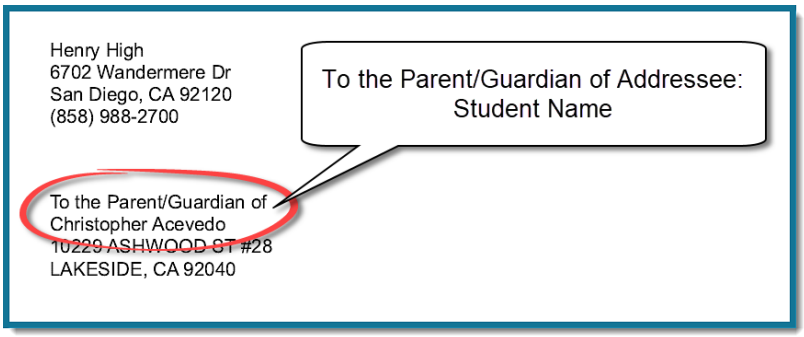


NOTE: *Do not use the following settings if you are printing* ***single copies*** *for student folders, or for distribution to student.*

All flagged Parents/Guardians [Addressee: Parent/Guardian Name] – Use this setting if the school site will mail Progress Report Cards home. This selection will print a copy of the Progress Report for all contacts with Report Card/Progress Report Flag checked. *This setting will not include the student's name in the mailing address.*



To the Parent/Guardian of (student name) – Use this setting if the school site will mail Progress Report Cards home. This selection will print a copy of the Progress Report for all contacts with Report Card/Progress Report Flag checked. *This setting will include the student's name in the mailing address.*

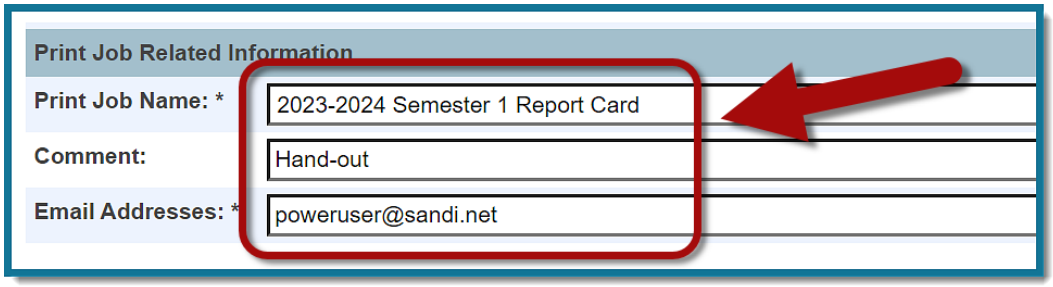


Print Job Related Information **These fields are REQUIRED to enable the **SUBMIT** button.*

***Print Job Name:** Current academic year, followed by the type of report.
HINT! Copy and Paste the **Report Title**.

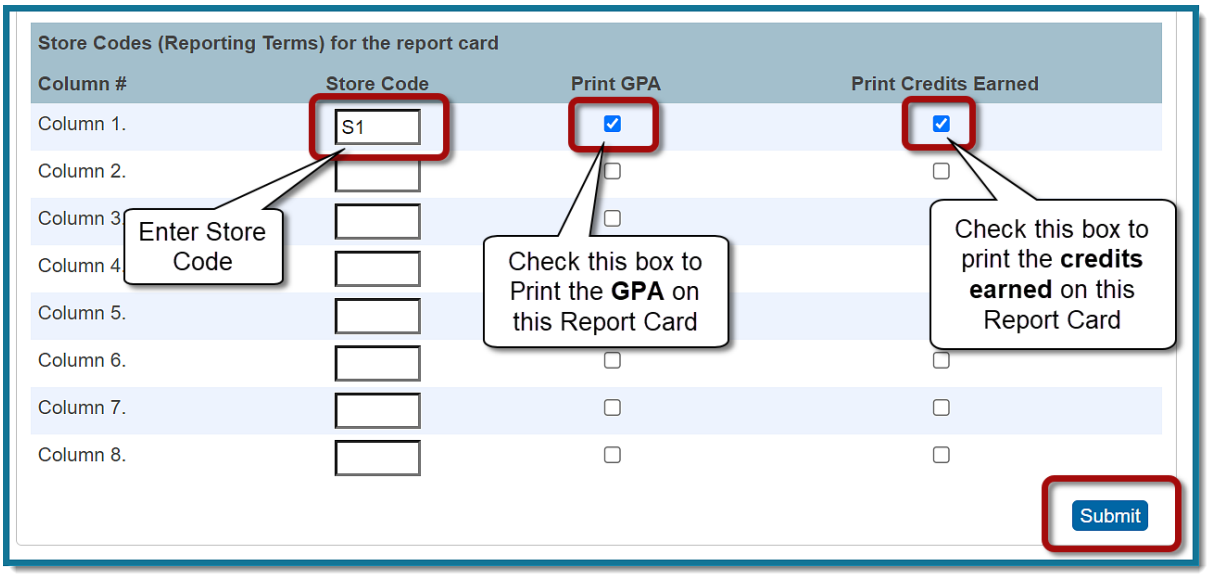
Comment: Hand-out

***Email Address:** Enter your sandi.net email (Ignore any email notification stating grades have been processed)

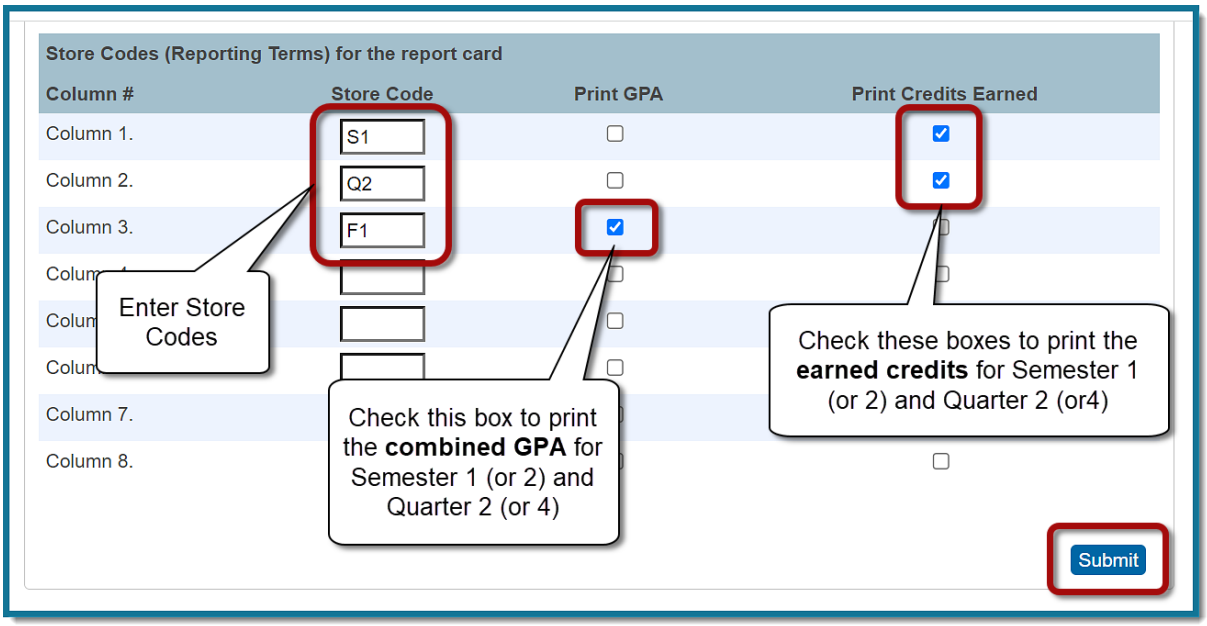


Store Codes (Reporting Terms) for the report card

IMPORTANT! Before clicking **Submit**, print this page, and save it for your records.



NOTE! If the F1(or F2) Store Code was used to calculate a Term GPA that includes both Semester 1 (or 2) and Quarter 2 (or 4), then select the following Store Codes to appear on the Report Card:



5. Click **Submit**. The Report Card print job will open as a PDF. From there, they can be printed.

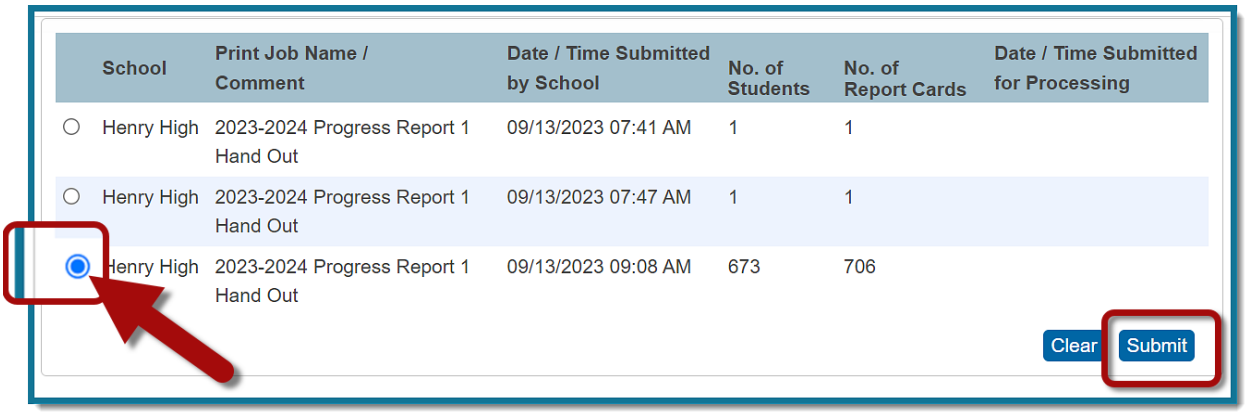
DID YOU FORGET TO DISABLE THE POP-UP BLOCKER? If the Pop-Up Blocker was not disabled, you will be taken back to the Start Page. See page **77**; *Finding the Report Card Print Job*

Finding the Report Card Print Job

The report card PDF reports are stored in the Secondary Report Card Print Jobs queue.

1. On the Start Page, under Function on the left-side menu, click **Special Functions**.
2. Select **Secondary Report Card Print Jobs**.
3. In the Job Queue window, select the ***Print Job Name*** radio button***.***
4. Click **Submit**.

Do Not Clear the Job Queue. Print jobs contain information necessary for troubleshooting issues with report card configuration at your school.



School	Print Job Name / Comment	Date / Time Submitted by School	No. of Students	No. of Report Cards	Date / Time Submitted for Processing
Henry High	2023-2024 Progress Report 1 Hand Out	09/13/2023 07:41 AM	1	1	
Henry High	2023-2024 Progress Report 1 Hand Out	09/13/2023 07:47 AM	1	1	
Henry High	2023-2024 Progress Report 1 Hand Out	09/13/2023 09:08 AM	673	706	

Clear Submit

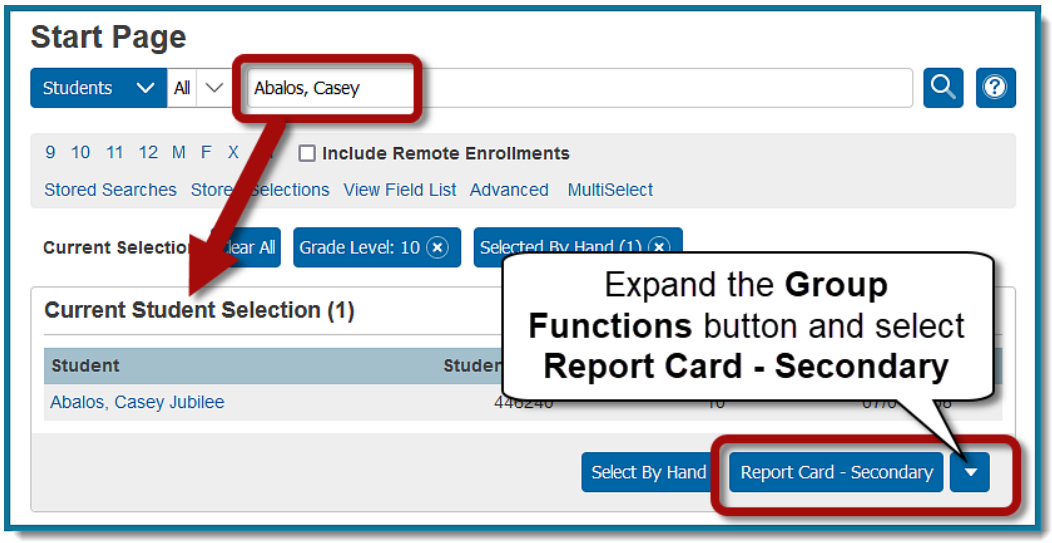
The report card PDF will open in a new window. From there, they can be printed.

Printing a Report Card for One Student

To print a report card for one student, do the following:

1. On the **Start Page**, search for and select the student.

2. Expand the Group Functions button, then under the Printing heading, select **Report Card – Secondary**.



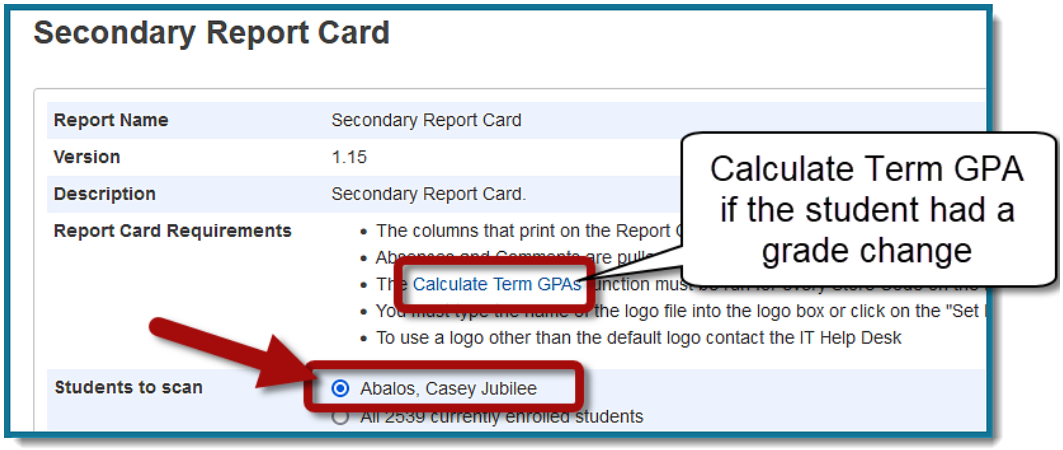
3. Continue by following the appropriate instructions for printing:

   Progress Reports (P1, P2, P3, P4) - page **67**

   Final Report Cards (S1, S2, Q1, Q2, Q3, Q4) - page **72**

   Make the following modification:

   - **Calculate Citizenship GPA**, if the student had a grade change.
   - Make sure the student is selected.



Part 8: Frequently Used Reports

Eligibility Report

This report generates a student list with Academic and Citizenship GPA calculations, which may be used to determine a student's eligibility to participate in sports and or other school activities.

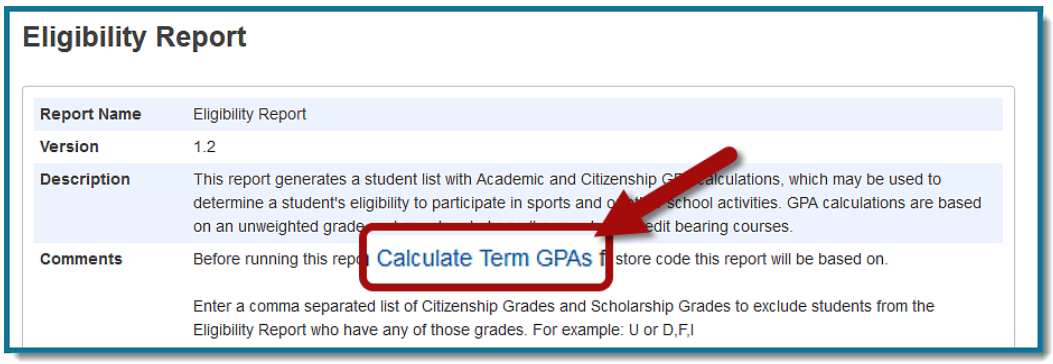
GPA calculations are based on an unweighted grade scale and **excludes** college and non-credit bearing courses.

The default setting is to find students who have an unweighted scholarship GPA and an unweighted citizenship GPA of 2.0 or greater.

1. On the Start page, under Reports on the left-side menu, select **System Reports**.

2. Click the SDUSD tab, and then click **Eligibility Report**.

   Click **Calculate Term GPA** if this wasn't completed after grades were stored. See page **56**; *Calculating Term GPAs.*

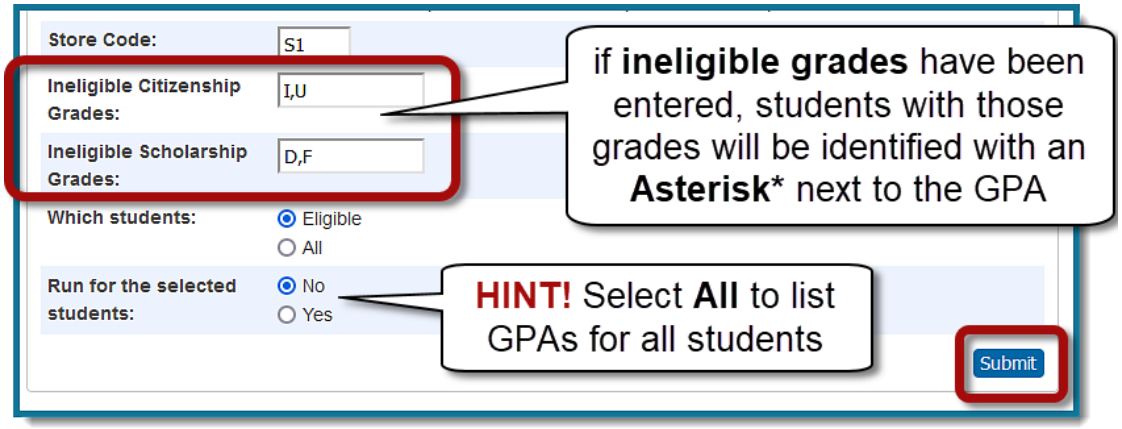


3. To run for **Eligibility**, configure the screen as follows, then click **Submit**:

Eligibility can be further limited by entering ineligible Citizenship or Scholarship grades. For example, enter D and F in the ineligible Sholarship Grades field to identify a student who has a GPA of 2.0 or greater, and they have D or F grades for the specified term. Students with those grades will be identified with an asterisk* next to their GPA.

IMPORTANT: When entering grades in either of these text fields, separate the grades by commas, **No SPACES.**

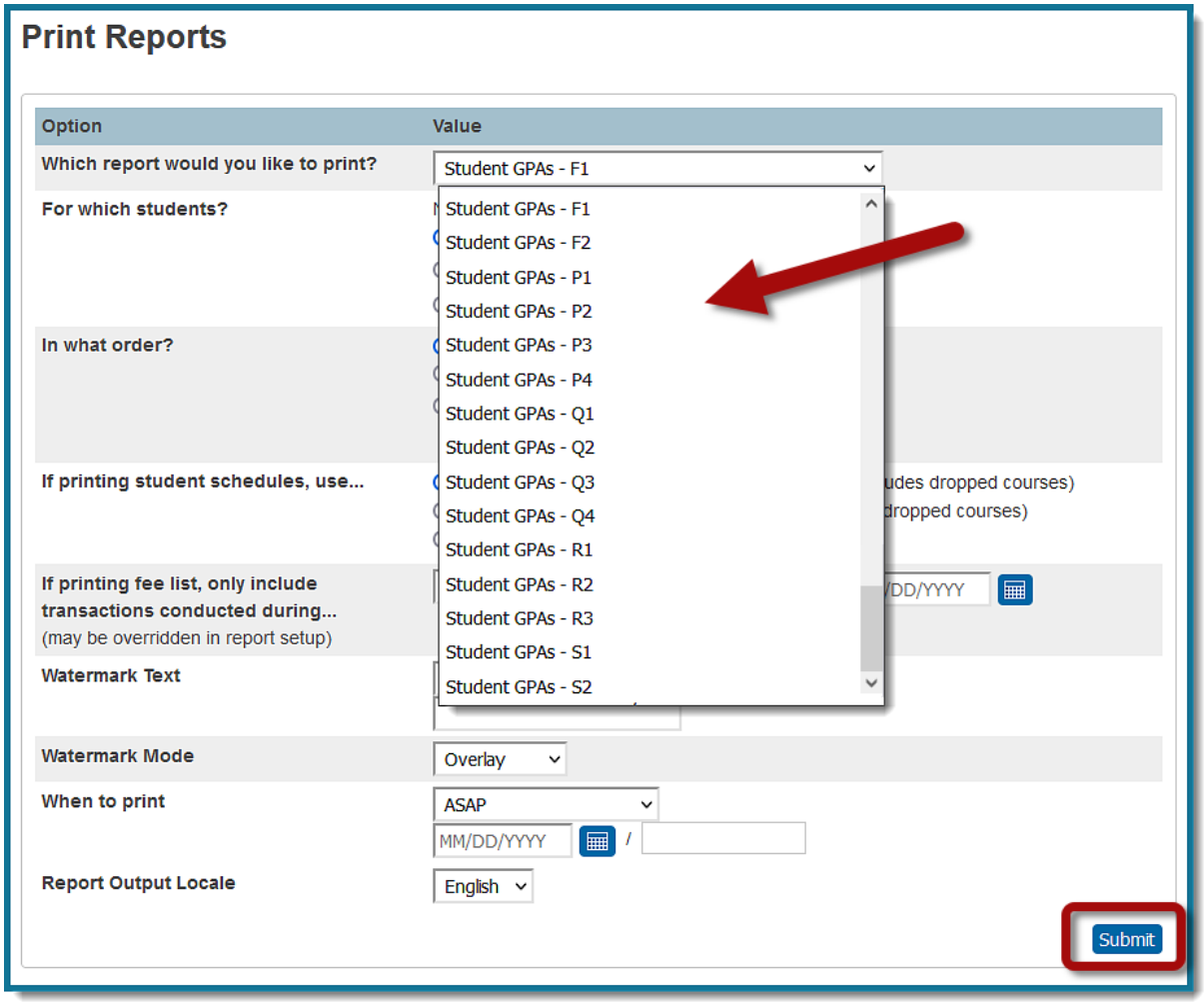
HINT! Select the **All** button to list unweighted term GPAs for **ALL** students.



Term GPA Report

The Term GPA reports list student GPAs based on the selected report.

1. On the Start Page, under Functions on the left-side menu, select **Special Functions**.
2. Select **Group Functions**.
3. Under Printing, select **Print reports**.
4. Make a GPA report selection, then click **Submit**.



Finding Students at Risk

Search by Grades/Attendance Function

This report will produce a *current selection of students who meet the search criteria*, or it can be configured to list the student name, teacher, and section information of students who meet the search criteria.

HINT! This report *does not **list*** the marks the student received in each class. To identify the course in which the students received the D or F, run the report once for each Academic mark. Before submitting this report, select **Display matching students & Sections**.

1. On the Start Page, under Functions on the left-side menu, select **Special Functions.**

2. On the Special Functions page, select **Search By Grades/Attendance**.

3. Configure the **Search by Attendance/Grades screen**:

   - **Minimum # classes needed to meet search criteria**: Enter the number **1** (or the number of your choice).

   - **Scan for this final grade**: Check the box

   - Select **Any=** from the drop-down menu, then enter **D (or F)** in the text field.

   - Leave all other boxes unchecked.

   - **Scan for grades in:** choose Historical grades from the drop-down menu.

   - **Store code/Final grade:** enter the appropriate Store Code in the text field.

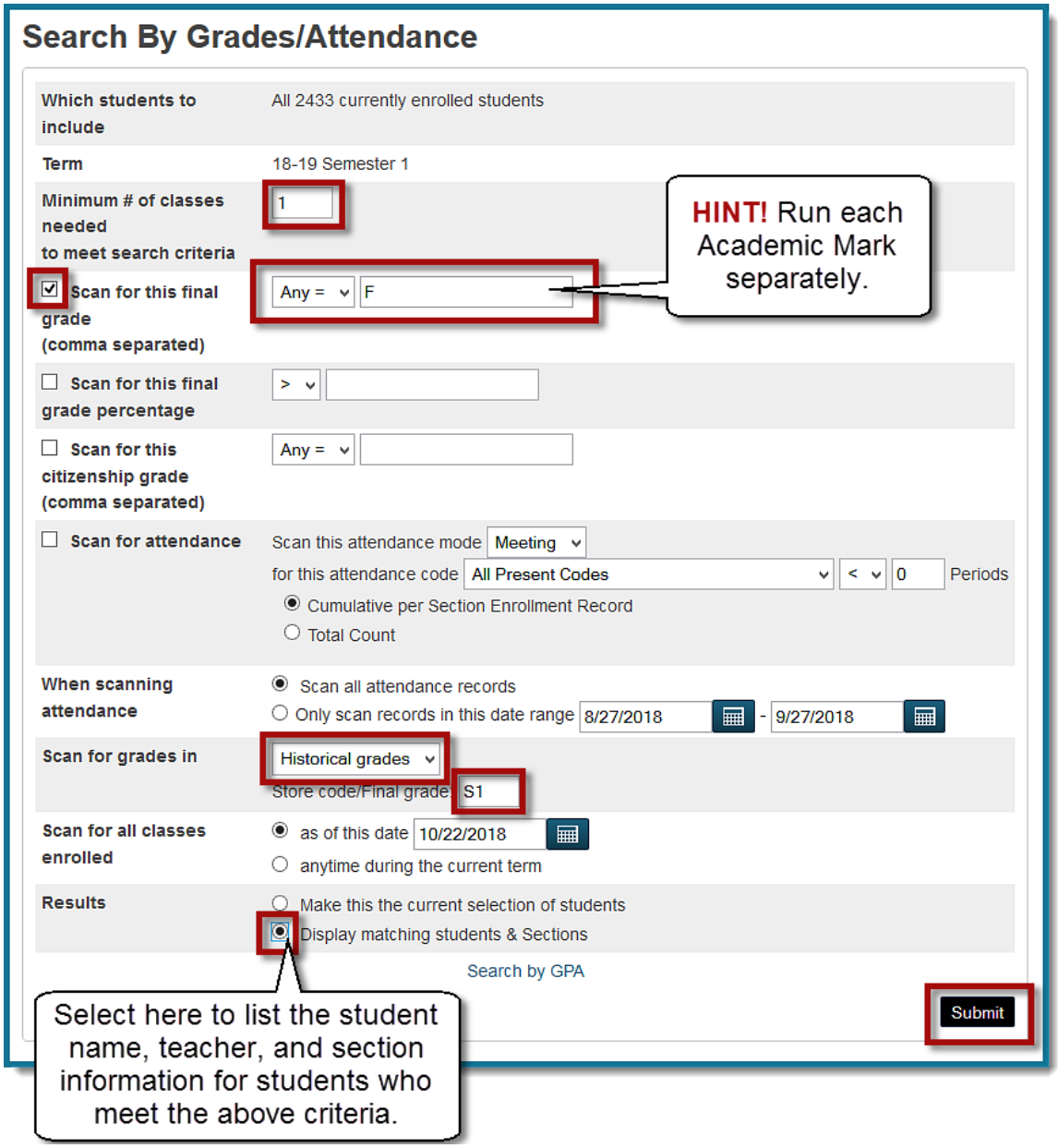
   - **Results:** Select one from the following

     Make this the current selection of students - will create a group of students who meet the above criteria.

     Display matching students & Sections -will list the student name, teacher and course information of students who met the above criteria, *but not the grade*.

4. Click **Submit.**

Search By Grades/Attendance Screen



Gradebook Grades Report – Only Show Ds and Fs

This report will list the most current Academic and Citizenship marks from the Teacher's Gradebook for a specific reporting term.

To find students who are at risk of failing, do the following:

1. On the Start Page, under Report on the left-side menu, select **sqlReports**.

2. Expand the group of Grading reports and select **Gradebook Grades Report**.

3. Configure the report page as follows:

   - **Reporting Term:** Enter the appropriate grade term.

   - **Enrolled Date:**

     For **Progress Reports** and **Quarters**, enter the date that is ***five school days prior*** to the end of the grade reporting term.

     For **Semesters**, enter the date that is ***ten school days prior*** to the end of the grade reporting period.

   - **Dropped after:** Enter the date that is ***one day after*** the date used for **Enrolled on.**

   - **Run for the selected students:** Leave the default set to **NO** to run for all students. Select **Yes** to fun for a selected group of students.

   - **Only show D and F grades:** Select **Yes.**

Historical Grades Report

This report provides a CSV file with historical grades for *actively enrolled students* for a selected Term Year.

If this report is run for a single student, historical grades for all years will be included.

1. On the Start Page, under Reports on the left-side menu, select **System Reports**.
2. On the Reports page, select the **SDUSD tab**.
3. Select **Historical Grades Report**.
4. Configure the **Historical Grades Report page**, as follows:
   - **Students to include**: make a student selection.
   - **Effective date:** Select the date from the calendar.
   - **Term Year:** Select the term year from the drop-down menu.
5. Click **Submit**.

Stored Grades Report

The **Stored Grades** report provides a list of actively enrolled students along with information about Stored Grades for each student. This report provides results for the current year only.

1. On the Start Page, under Report on the left-side menu, select **sqlReports**.

2. Expand the group of Grading reports and select **Stored Grades Report**.

3. Configure the report page as follows:

   - **Effective Date**: Select the current date or another date of your choosing.

   - **Run for selected students**: Select **No**, to run for all students. Select **Yes** if you are running this report for a group of students.

   - **Store Code**: Enter the appropriate Store Code to run the report.

4. Click **Submit**.

Grades Distribution Report

Use this report to identify trends in instruction, grading, and assessment.

If your school offers multiple classes with different terms (quarters, semesters, and year-long), the report must be run separately for each term.

NOTE: This report may take several minutes to complete.

1. On the Start Page, under Reports on the left-side menu, select **System Reports**.
2. On the Reports page, select the **System tab**.
3. Under Grades and Gradebooks, select **Grades Distribution**.
4. Configure the **Grades Distribution Report** screen as follows:

HINT! Checking the box to the right of each setting will save the setting as default.

- **Report By***: Select **Teacher**.
- **Grades to Scan***: Select **Historical Grades.**
- **Distribute Grades By***: Select **Letter Grade** or **Percentage.**
- **Distribution Display**: using UPPERCASE letters, type the grades you would like displayed, separated by commas. Do not use spaces! (**A,B,C,D,NG**)
- **Passing Grades**: Using UPPERCASE letters, type the passing grades, separated by commas. Do not use spaces! (**A,B,C,D**)
- **Failing** Grades: Using UPPERCASE letters, type failing grades, separated by commas. Do not use spaces! (**F**)
- **Term**: Choose the desired grading term.

NOTE! The **Term** drop-down menu determines what courses are displayed in the report:

Choose the appropriate **semester** to see the grade distribution for semester-long courses.

Choose the **year** to see the grade distribution for year-long courses.

Choose the appropriate **quarter** to see the grade distribution for quarter courses.

- **Store Codes**: Type the appropriate store code(s).

5. Click **Submit**.

Grades Distribution Report

Report Name	Grades Distribution
Version	1.3
Description	
Comments	
Processing Options	In Background Now
Specific Date/Time	MM/DD/YYYY /
Data to be filled	(Check checkbox on the right to save as default valu Reset All
Report By*	Teacher
Grades to Scan*	Historical Grades
Distribute Grades By*	Letter Grade
Distribution Display (Ex: A,B,C,D or 70,80,90,100)*	A,B,C,D,F,NG
If distributing by Percentage specify the Cutoff	
Cutoff Percent for Pass/Fail	
If distributing by Letter Grade specify the Pa ng and Failing Grades	
Passing Grades	A,B,C,D
Failing Grades	F
If distributing for Historical Grades specify the Term and Store Codes	
Term	16-17 S1 Semester 1
Store Codes	S1
Report Output Locale	English

Check these boxes to save your settings.

Use UPPERCASE letters separated by commas. NO SPACES.

The term determines the courses that will be displayed on this report.

Submit

Search by GPA Function

The **Search By GPA function** creates a ***selection of students*** who meet the specified search criteria.

NOTE: GPA searches may take several minutes to complete.

1. On the Start Page, under Function on the left-side menu, select **Special Functions.**

2. On the Special Function page, click **Search By GPA**.

3. Configure the **Search By GPA** screen as follows:

   - **Scan these**: click the radio button for all currently enrolled students (or the selected students)

     NOTE: You can also narrow down your student selection by scanning a specific course.section number, period and/or teacher.

   - Select the **GPA to scan**:

     Whose cumulative GPA is (this setting will scan for cumulative GPA based on the GPA method selected below)

     - Select *greater than or equal to* or *less than or equal to* from the drop-down menu
     - Enter the desired **GPA** in the text field
     - **GPA method**: Select the GPA calculation method from the drop down

     Whose term GPA (_____) is: Enter the Store code (this setting will scan for GPA for a specified term, based on the GPA method selected below)

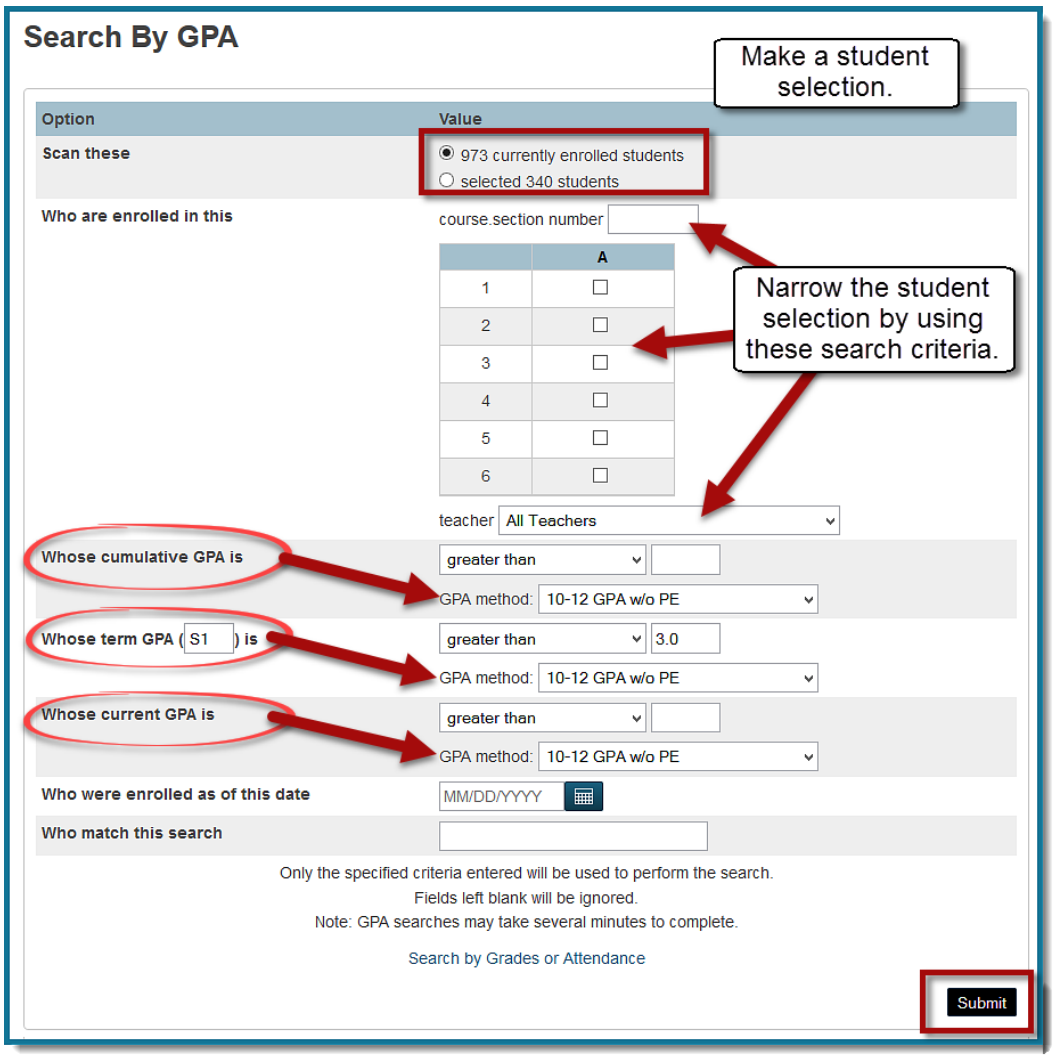
     - Select *greater than or equal to* or *less than or equal to* from the drop-down menu
     - Enter the desired **GPA** in the text field
     - **GPA method**: Select the GPA calculation method from the drop down

       Unweighted total scholarship GPA or *Weighted total scholarship GPA*

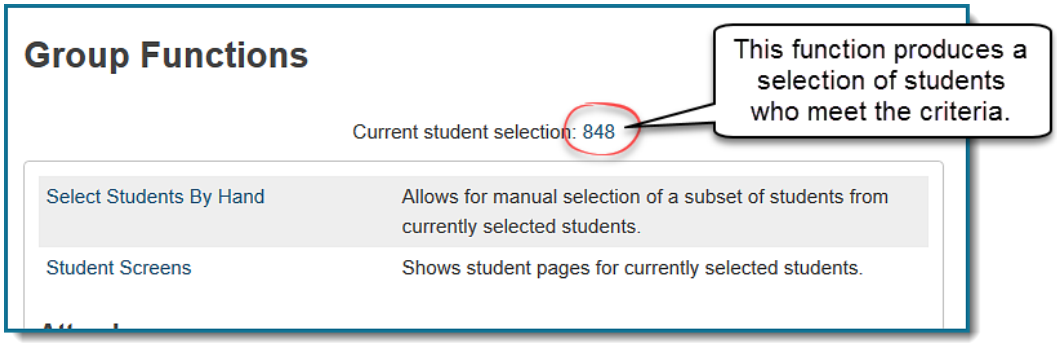
     Whose current GPA is (this setting will scan for current GPA from the teacher's Gradebook based on the selected GPA method. This is a *TENTATIVE GPA*)

     - Select *greater than or equal to* or *less than or equal to* from the drop-down menu
     - Enter the desired **GPA** in the text field
     - **GPA method**: Select the GPA calculation method from the drop down

4. Click **Submit**.



This function will produce a **selection of students** who meet the specific criteria selected above.



From here, use the **Quick Export** or **List Students** Group Function to design a report that will list the fields you choose.

Address Error Report

To run the **Address Errors Report,** to the following:

1. From the Start Page, under Reports on the left-side menu, click **sqlReports.**

2. Expand the group of **Enrollment** reports and select **Address Errors.**

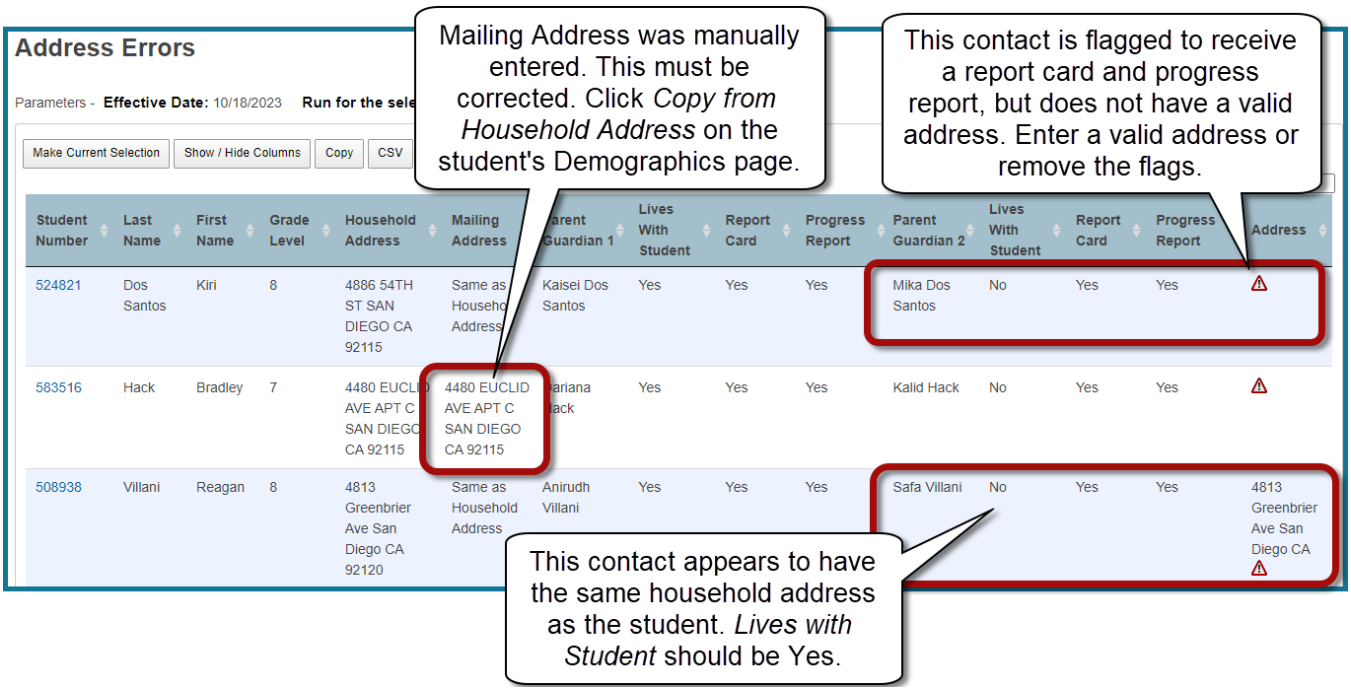
3. Configure the report as follows:

   - **Effective Date**: Select the current date or another date of your choosing.

   - **Run for selected students**: Select **No**, to run for all students. Select **Yes** if you are running this report for a group of students.

   - **Report card errors only?**: Select **Yes**.

4. Click **Submit**.



Student Number	Last Name	First Name	Grade Level	Household Address	Mailing Address	Parent Guardian 1	Lives With Student	Report Card	Progress Report	Parent Guardian 2	Lives With Student	Report Card	Progress Report	Address
524821	Dos Santos	Kiri	8	4886 54TH ST SAN DIEGO CA 92115	Same as Household Address	Kaisei Dos Santos	Yes	Yes	Yes	Mika Dos Santos	No	Yes	Yes	
583516	Hack	Bradley	7	4480 EUCLID AVE APT C SAN DIEGO CA 92115	4480 EUCLID AVE APT C SAN DIEGO CA 92115	ariana ack	Yes	Yes	Yes	Kalid Hack	No	Yes	Yes	
508938	Villani	Reagan	8	4813 Greenbrier Ave San Diego CA 92120	Same as Household Address	Anirudh Villani	Yes	Yes	Yes	Safa Villani	No	Yes	Yes	4813 Greenbrier Ave San Diego CA

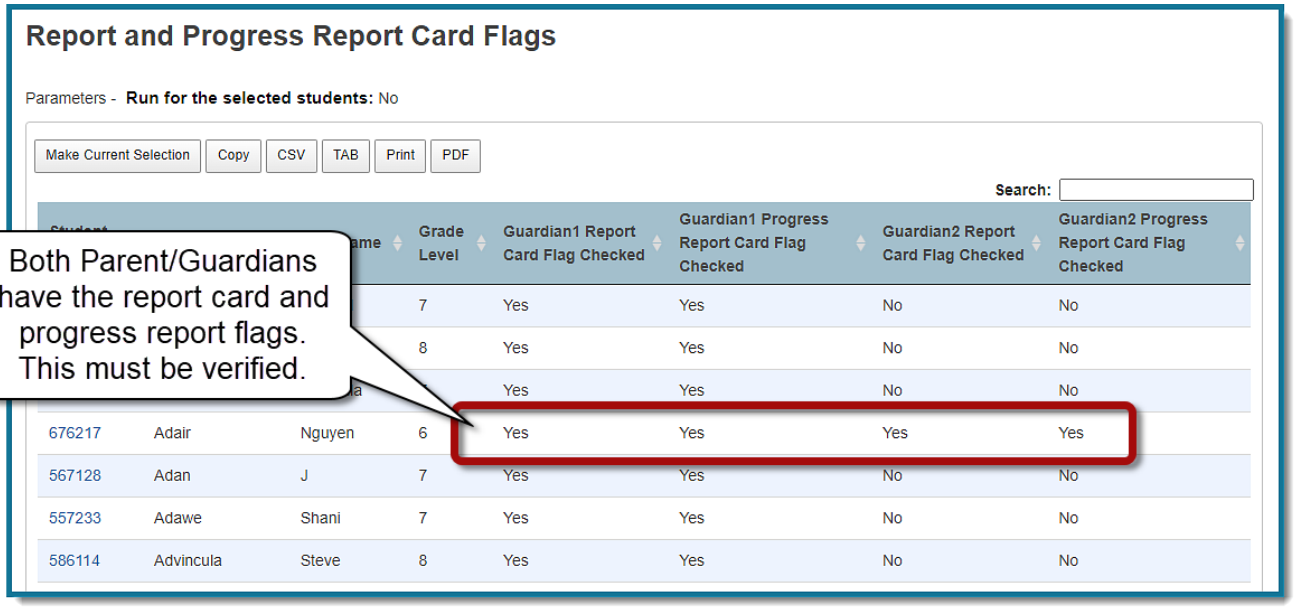
Check these names against the paper San Diego Unified School District PK–12 Enrollment Form. Update PowerSchool as needed.

NOTE: If any student has had a change to the Household Address, make sure to update the Mailing Address by clicking the ***Copy from Household Address*** link in that field.

Report & Progress Report Card Flags

To run the **Report & Progress Report Card Flags** report, do the following:

1. From the Start Page, under Reports on the left-side menu, click **sqlReports.**
2. Expand the group of **Enrollment** reports and select **Report and Progress Report Card Flags.**
3. Configure the report as follows:
   - **Run for selected students**: Select **No**, to run for all students. Select **Yes** if you are running this report for a group of students.
4. Click **Submit**.



Part 9: Additional Reports

sqlReports – Grading Reports

To explore these Grading reports, begin on the Start Page, select **sqlReports** under Reports on the left-side menu, then expand the group of **Grading** reports.

Gradebook Grade Counts or Percentages

This report will show counts or percentages of letter grades (A, B, C, D, F) in Gradebook, for a given reporting term.

Gradebook Grades Report

Lists students with Academic or Citizenship marks for a specific reporting term. Please note that the **Manual Override** column indicates if the teacher has manually entered a grade for the student, as opposed to allowing Gradebook to calculate the grade based on assignment scores.

Historical Grades and GPA Points Mismatch

This report will identify historical grades for students in which a grade change was made or entered and resulted in a GPA points value not matching. Use this report to periodically check mismatched records and make the necessary corrections to GPA points.

Stored Grade and Gradebook Compare

This report provides a list of actively enrolled students at your school, along with information on Stored Grades for a specific Store Code and a GradeBook Reporting term in the current year.

Stored Grades for Two Grading Terms

This report provides a list of actively enrolled students at your school, along with information about Stored Grades for two grading terms in the current year. The results will only display information for the same class within both grading terms.

Student 6-8 Total GPA

This report is for middle and K-8 school only and lists students and their cumulative 6-8 Total GPA calculation, sorted by student name.

NOTE: The 6-8 Total GPA on this report is updated and stored nightly, changes in historical grades made today will be reflected the next day.