

# Storing Online Learning Grades for Dual Enrolled Students

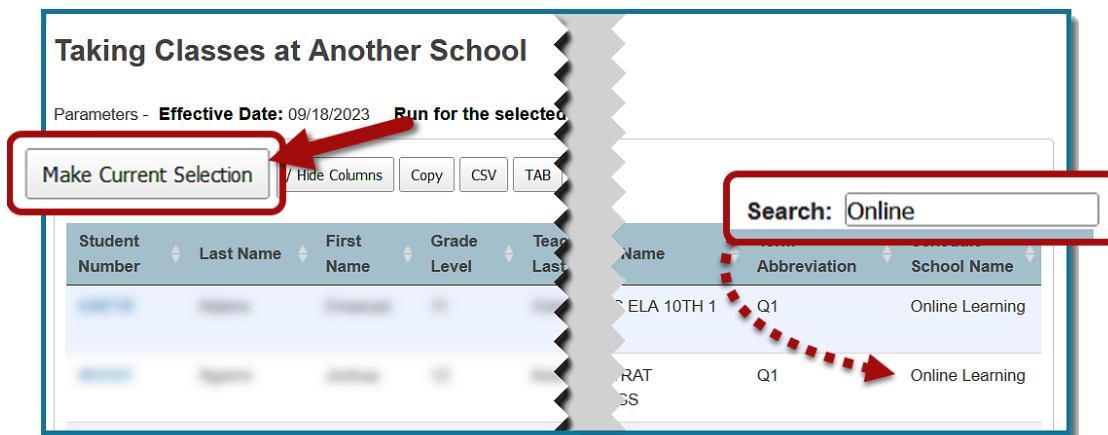
September 14, 2023 • Version 1.0

This method of grade storing is intended for dual enrolled students taking Online Learning Classes ONLY.



**NOTE:** For students taking classes at a school other than your school or Online Learning, follow the instructions in the Grade Reporting Handbook.

1. Run the ***Taking Classes at Another School*** report. Type **Online** in the Search field to find students with Online Learning Classes
2. Click **Make Current Selection**.



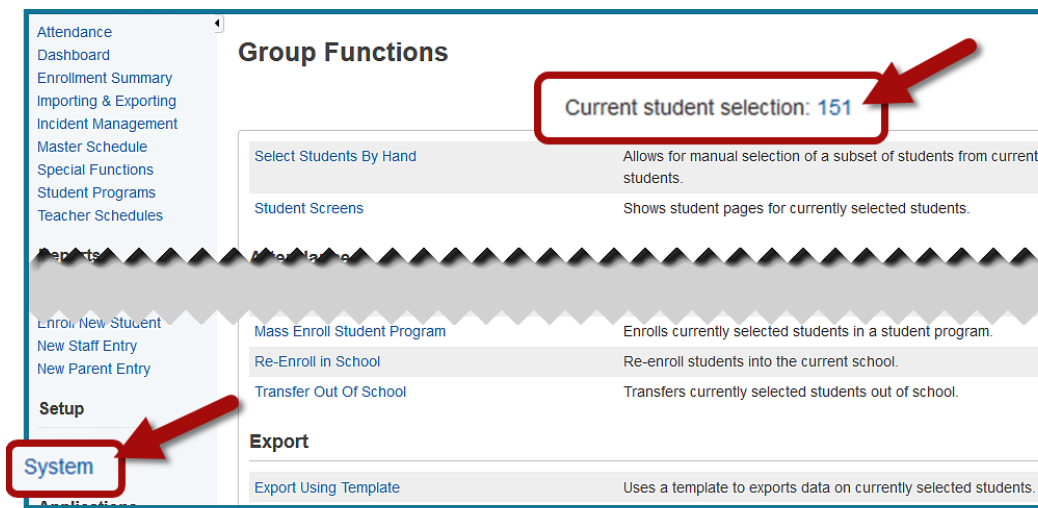
**Taking Classes at Another School**

Parameters - **Effective Date:** 09/18/2023 **Run for the selected**

**Make Current Selection** / Hide Columns Copy CSV TAB

Student Number	Last Name	First Name	Grade Level	Teacher Last Name	Class Name	Abbreviation	School Name
					ELA 10TH 1	Q1	Online Learning
					RAT	Q1	Online Learning
					SS		

3. The current selection of students appears at the top of the Group Functions page. Under Setup on the left-side menu, select **System**.



**Group Functions**

Current student selection: **151**

Select Students By Hand: Allows for manual selection of a subset of students from current students.

Student Screens: Shows student pages for currently selected students.

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Mass Enroll Student Program: Enrolls currently selected students in a student program.

Re-Enroll in School: Re-enroll students into the current school.

Transfer Out Of School: Transfers currently selected students out of school.

**Export**

Export Using Template: Uses a template to exports data on currently selected students.

**Setup**

**System**

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4. Under the Grades heading, select **Permanently Store Grades**.

Complete the **Permanently Store Grades** page as follows:

### Which Grades

- Select the appropriate **Final Grade/Reporting Term** from the drop-down menu.
  - Progress Reporting Terms: **P1, P2, P3, P4**
  - Final Grade Reporting Terms: **Q1, Q2, Q3, Q4, S1, S2**
- 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 for **All** schools:

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

- Enter the appropriate cutoff date.

**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

**NOTE:** Class terms for progress grades can be stored together. Class terms for final grades must be stored separately.

**IMPORTANT!** Check the *Taking Classes at Another School* report to determine which class terms to store.

- **Full-year term (YYYY-YYYY)** – Select **Store with credit; 50%**
- **Semester term** – Select **Store with credit; 100%**
- **Quarter term** - Select **Store with credit; 100%**

Show all Terms? select **No**

### Options for classes enrolled at other schools – **NEW PROCESS**



- Store grades for classes enrolled at: **All Schools**
- Record the school name of: **This School**