

PowerSchool Handbook

Summer School Grade Reporting for High Schools

Version 9.0
June 20, 2023



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About This Handbook

This handbook was created by the San Diego Unified IT Training Department as reference material for the *Summer School HOSTING* Site Tech/Power User, or other staff members responsible for setting up and monitoring the collection and distribution of student grades for summer school. It is updated periodically. 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 scheduling summer school year or term.

Part 1: Preparing to Store Grades

Lead Teachers and ZZ Teachers

Every course in the schedule must have an identifiable instructor with a district employee ID. Update the ZZTeacher to a known instructor *before storing summer grades*.

- **Once a permanent teacher, long-term sub, or temporary certificated staff member is assigned to your school**, that person must *replace* the ZZTeacher.
- **If a new Lead Teacher is taking over a class from the original Lead Teacher**, their Start Date is the first day they teach the class. Modify the original Lead Teacher's end date to the day before the new Lead teacher starts.
- **If someone other than the Lead Teacher needs to enter grades**, they must be added as a Co-Teacher. Once the role of Co-Teacher is added, the designated staff member will be able to enter the grades in the PowerTeacher Gradebook.

NOTE: A certificated staff member must be assigned as a Lead Teacher.

See the Summer School/ESY Maintenance Handbook for instructions on how to work with ZZ Teachers.

Gradebook Grades Report

This report identifies invalid marks entered by teachers *prior* to permanently storing final grades for summer school. This report lists ***all students*** with Academic or Citizenship marks for a given Reporting Term.

1. From the Summer School Start page, under Reports on the main menu, click **sqlReports**.
2. Expand the Grading reports and click **Gradebook Grades Reports**.
3. Configure the **screen** as follows:

- Enter the **Reporting Term**:

For **Progress Report** grades enter: **G1 (NOT USED FOR 2023-2024)**

For **Final** grades enter: **U0**

- In the **Enrolled on** date field:

For **Progress Report** grades, enter the date that is the end of the summer progress reporting term. **(NOT USED FOR 2023-2024)**

For **Final Report Card** grades, enter the date that is the end of the summer school term.

- In the **Dropped after** date field, enter the date that is one day *after* the date entered above.
- Click **Submit**.

Missing Grades Report

This report lists students with missing **academic and/or citizenship grades** for a specific class.

Run this report **before** you store grades for the grading period.

1. From the Summer School Start Page, under Reports on the main menu, click **sqlReports**.
2. Expand the Grading reports and select **Missing Grades Report**.
3. Configure the **Run sqlReport** screen as follows:
 - Enter the **Reporting Term**:
For **Progress Report** grades enter: **G1 (NOT USED FOR 2023-2024)**
For **Final** grades enter: **U0**
 - In the **Enrolled on** date field:
For **Progress Report** grades, enter the date that is the end of the summer progress reporting term. **(NOT USED FOR 2023-2024)**
For **Final Report Card** grades, enter the date that is the end of the summer school term.
 - In the **Dropped after** date field, enter the date that is one day *after* the date entered above.
 - Click **Submit**.

Part 2: Storing Grades

Progress Grades **NOT USED FOR 2023-2024**

Each site is responsible for providing progress reports at the end of the third week of summer school.

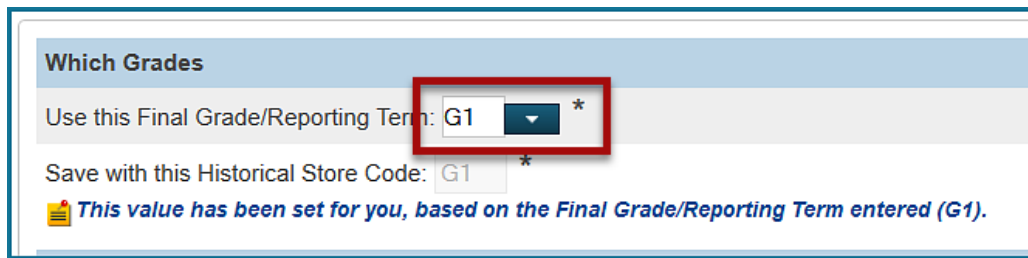


IMPORTANT! Dates and terms depicted throughout this handbook are used as examples and may not reflect the current summer school year or term.

1. From the Summer School Start Page, under Setup on the main menu, click **System**.
2. On the System Administration page, under the Grades heading, select **Permanently Store Grades**.
3. Configure the **Permanently Store Grades** screen as follows:

Which Grades

- Select **G1** reporting period from the **Final Grade/Reporting Term** drop-down menu.
- In the **Historical Store Code** window, the *Store Code* appears by default and is disabled.



Which Grades

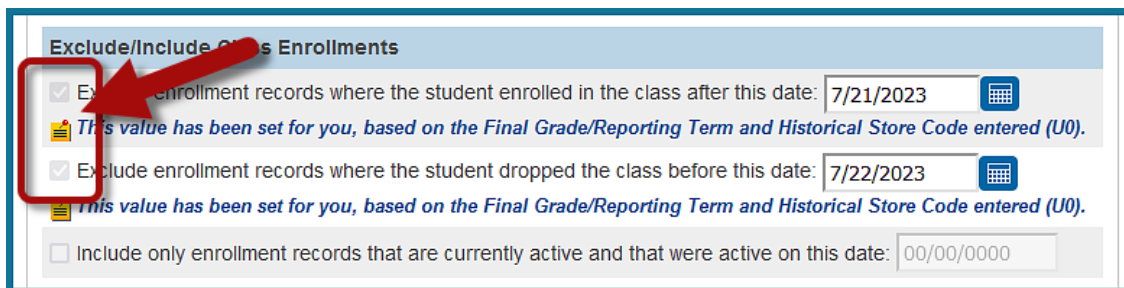
Use this Final Grade/Reporting Term: **G1** *

Save with this Historical Store Code: **G1** *

This value has been set for you, based on the Final Grade/Reporting Term entered (G1).

Exclude/Include Class Enrollments

- These boxes are checked by default and disabled for all schools:



Exclude/Include Class Enrollments

Exclude enrollment records where the student enrolled in the class after this date: 7/21/2023

This value has been set for you, based on the Final Grade/Reporting Term and Historical Store Code entered (U0).

Exclude enrollment records where the student dropped the class before this date: 7/22/2023

This value has been set for you, based on the Final Grade/Reporting Term and Historical Store Code entered (U0).

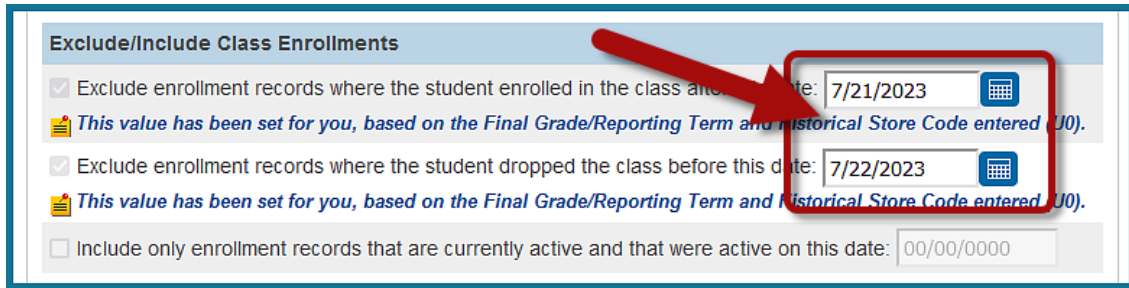
Include only enrollment records that are currently active and that were active on this date: 00/00/0000

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


- Enter the date that is the *end of the summer progress reporting term*.


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

- The date entered must be the day *after* the date entered above.



Exclude/Include Class Enrollments

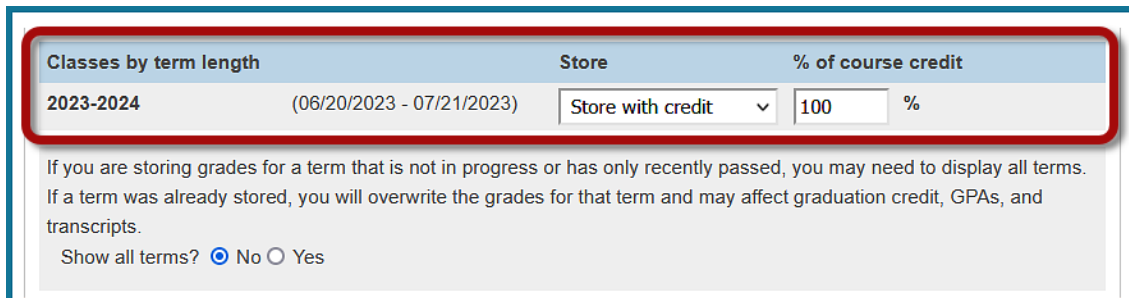
Exclude enrollment records where the student enrolled in the class after this date: 7/21/2023 
This value has been set for you, based on the Final Grade/Reporting Term and Historical Store Code entered (U0).

Exclude enrollment records where the student dropped the class before this date: 7/22/2023 
This value has been set for you, based on the Final Grade/Reporting Term and Historical Store Code entered (U0).

Include only enrollment records that are currently active and that were active on this date: 00/00/0000

Classes by term length

- Next to the *full year 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?** Leave **No** as the default setting.



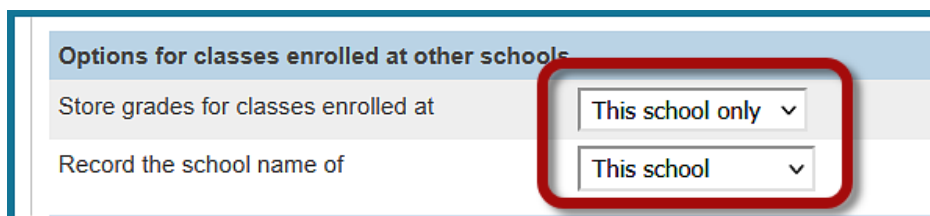
Classes by term length	Store	% of course credit
2023-2024 (06/20/2023 - 07/21/2023)	Store with credit	100 %

If you are storing grades for a term that is not in progress or has only recently passed, you may need to display all terms. If a term was already stored, you will overwrite the grades for that term and may affect graduation credit, GPAs, and transcripts.

Show all terms? No Yes

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**.



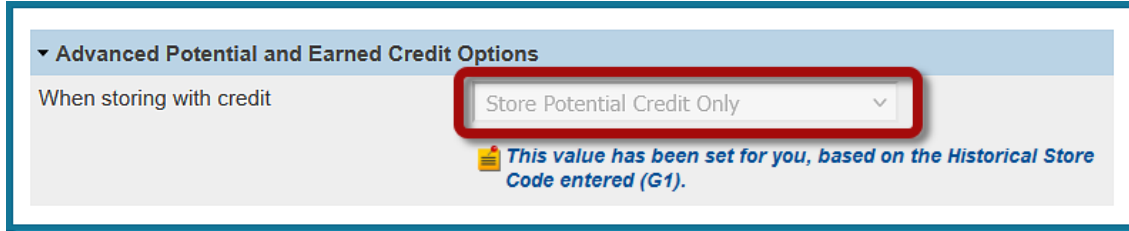
Options for classes enrolled at other schools

Store grades for classes enrolled at: This school only

Record the school name of: This school

Advanced Potential and Earned Credit Option expand if it is not already expanded.


- **Store Potential Credit Only** is set by default based on the Historical Store Code.



▼ Advanced Potential and Earned Credit Options

When storing with credit

Store Potential Credit Only

 This value has been set for you, based on the Historical Store Code entered (G1).

IMPORTANT! Print or save this page before clicking Submit.

4. Click **Submit**.

The **Permanently Stored Grades Progress** confirmation indicates the stored grades process is complete.

Final Grades



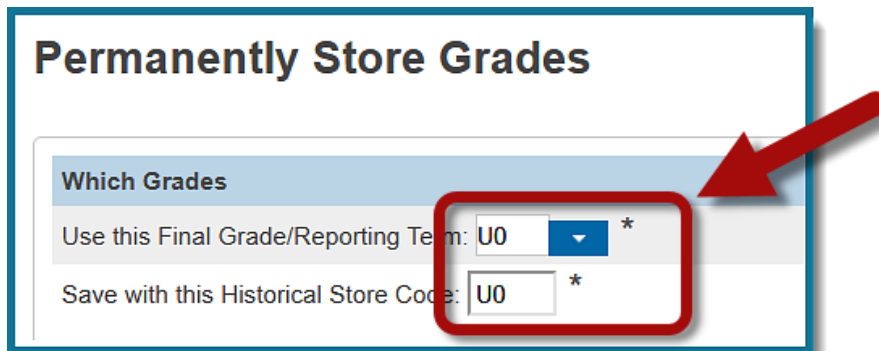
IMPORTANT! Dates and terms depicted throughout this handbook are used as examples and may not reflect the current summer school year or term.

After teachers submit the signed **Final Grades Report**, grades are ready to be stored.

1. From the Summer School Start Page, under Setup in the main menu, click **System**.
2. On the System Administration page, under the Grades heading, select **Permanently Store Grades**.
3. Configure the **Permanently Store Grades** screen as follows:

Which Grades

- Select **U0** reporting period from the **Final Grade/Reporting Term** drop-down menu.
- The same reporting period appears by default in the **Historical Store Code** window. *Do not change.*



Permanently Store Grades

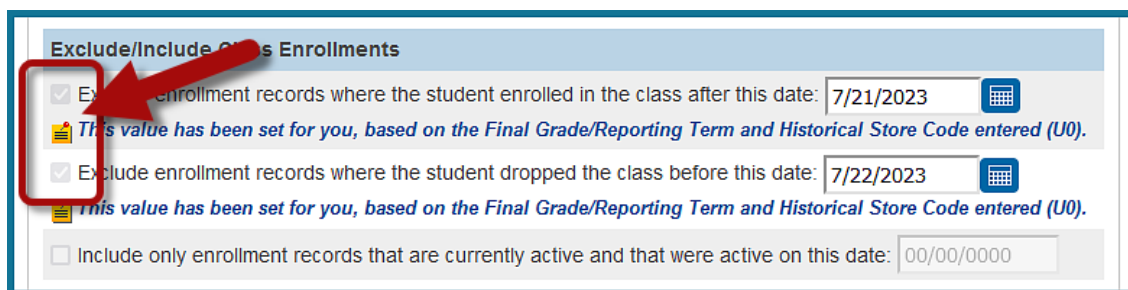
Which Grades

Use this Final Grade/Reporting Term: U0 *

Save with this Historical Store Code: U0 *

Exclude/Include Class Enrollments

- These boxes are checked by default and disabled for all schools:



Exclude/Include Class Enrollments

Exclude enrollment records where the student enrolled in the class after this date: 7/21/2023
This value has been set for you, based on the Final Grade/Reporting Term and Historical Store Code entered (U0).

Exclude enrollment records where the student dropped the class before this date: 7/22/2023
This value has been set for you, based on the Final Grade/Reporting Term and Historical Store Code entered (U0).

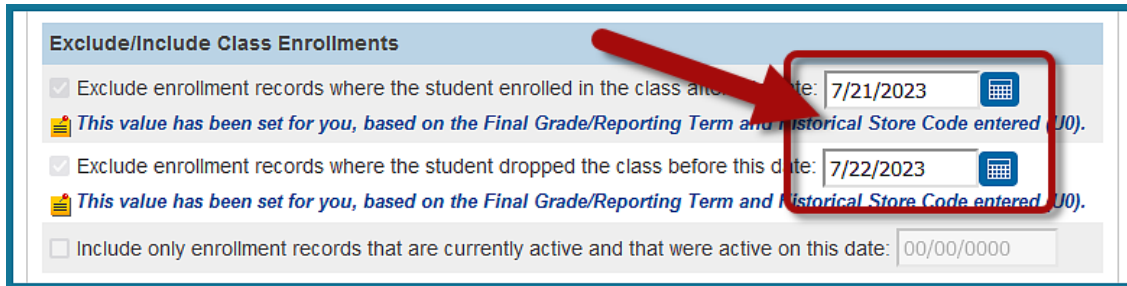
Include only enrollment records that are currently active and that were active on this date: 00/00/0000

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

- Enter the date that is the *end of the summer school term*.

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

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



Exclude/Include Class Enrollments

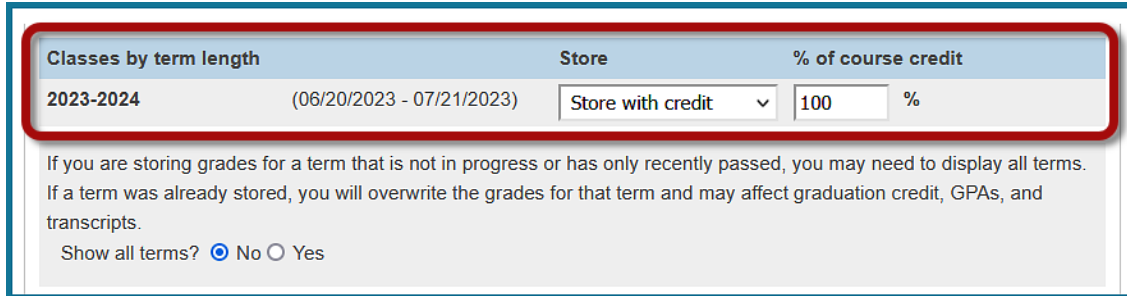
Exclude enrollment records where the student enrolled in the class after this date: 7/21/2023
This value has been set for you, based on the Final Grade/Reporting Term and Historical Store Code entered (U0).

Exclude enrollment records where the student dropped the class before this date: 7/22/2023
This value has been set for you, based on the Final Grade/Reporting Term and Historical Store Code entered (U0).

Include only enrollment records that are currently active and that were active on this date: 00/00/0000

Classes by term length

- Next to the *full year 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?** Leave **No** as the default setting.



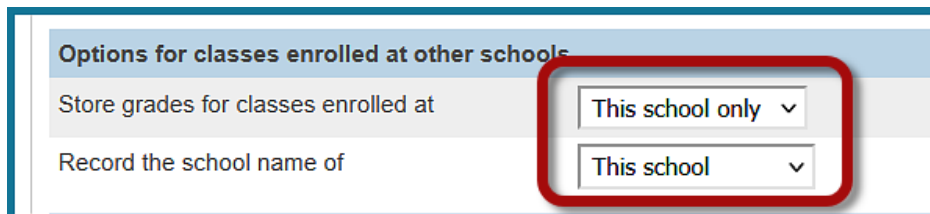
Classes by term length	Store	% of course credit
2023-2024 (06/20/2023 - 07/21/2023)	Store with credit	100 %

If you are storing grades for a term that is not in progress or has only recently passed, you may need to display all terms. If a term was already stored, you will overwrite the grades for that term and may affect graduation credit, GPAs, and transcripts.

Show all terms? No Yes

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**.



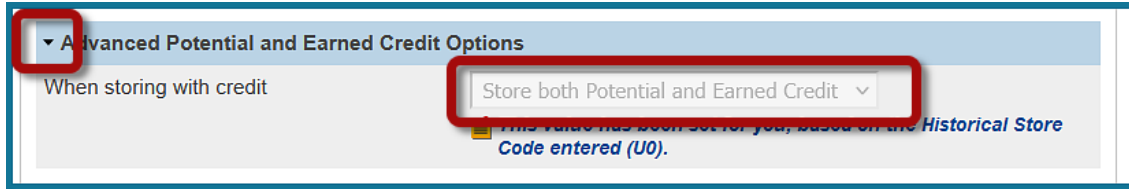
Options for classes enrolled at other schools

Store grades for classes enrolled at: This school only

Record the school name of: This school

▼ **Advanced Potential and Earned Credit Option** expand if it is not already expanded.

- **Store both Potential and Earned Credit** is set by default based on the Historical Store Code.



▼ Advanced Potential and Earned Credit Options

When storing with credit

Store both Potential and Earned Credit ▼

This value has been set for you, based on the Historical Store Code entered (U0).

IMPORTANT! Print or save this page before clicking Submit.

4. Click **Submit**.

The **Permanently Stored Grades Progress** confirmation indicates the stored grades process is complete.

Changing a Student's Grade

IMPORTANT! Summer school grade change process is different from the regular school year. Because of time constraints, grade changes can only be made *by the last day of summer school*.

Prior to storing for a grade change, the teacher must do the following:

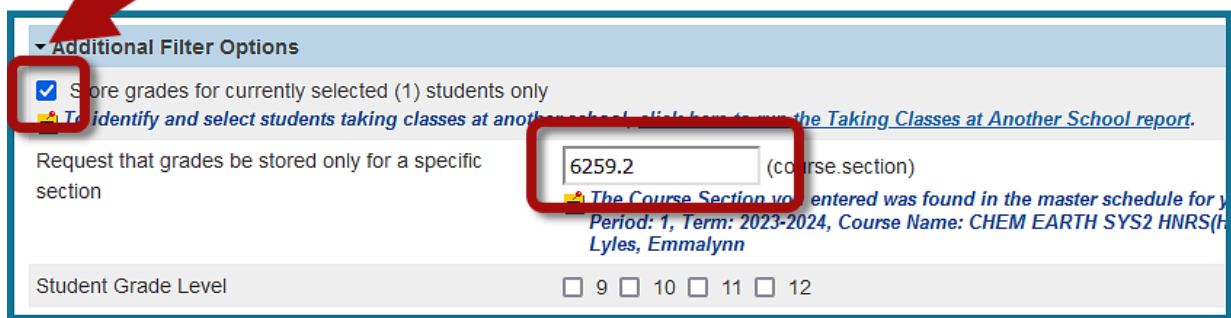
- Remove the check from **Final Grade Status/Final Grades Complete**.
- Make the change.
- **Recalculate Final Grades**.
- *Re-apply the check* to **Final Grade Status/Final Grades Complete**.
- Run another **Final Grades** report for that class.
- Turn it in to the Site Tech/Power User in charge of grades.

Next, search for the student who needs the grade change, then follow the grade storing process beginning on **page 13**, adding the following modification:

1. Expand **Additional Filters Options** and check the box to store for the selected student.
2. Enter the course and section number (Course.Section) of the class where the change occurred.


IMPORTANT! Print this page before clicking Submit.

3. Click **Submit**.




Additional Filter Options

Store grades for currently selected (1) students only

 To identify and select students taking classes at another school, click here to run the [Taking Classes at Another School report](#).

Request that grades be stored only for a specific section

(course.section)

 The Course Section you entered was found in the master schedule for y...
Period: 1, Term: 2023-2024, Course Name: CHEM EARTH SYS2 HNRS(L...
Lyles, Emmalynn

Student Grade Level 9 10 11 12

Viewing Historical Grades

After Permanently Storing Grades, inspect the historical grades to verify that they are stored properly.



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

1. From the Summer School Start Page, make a student selection.
2. Under Academics on the left-side menu, select **Historical Grades**.

Check that a Scholarship grade appears under the Grade Term **U0**, and a credit value appears under **Earned Credit**.

Historical Grades

Alvarez Lopez, Noa Matthew 12 42848 SS Morse

Multiple New Entries
Single New Entry
Previous School Names
Detail View
Transcript

Year/Term	Grd Lvl	Course number	Course	Earned Credit	U0
18-19 YR	12	6312	PHYSICS 2(P)	1.00	A

Calculate Term GPAs

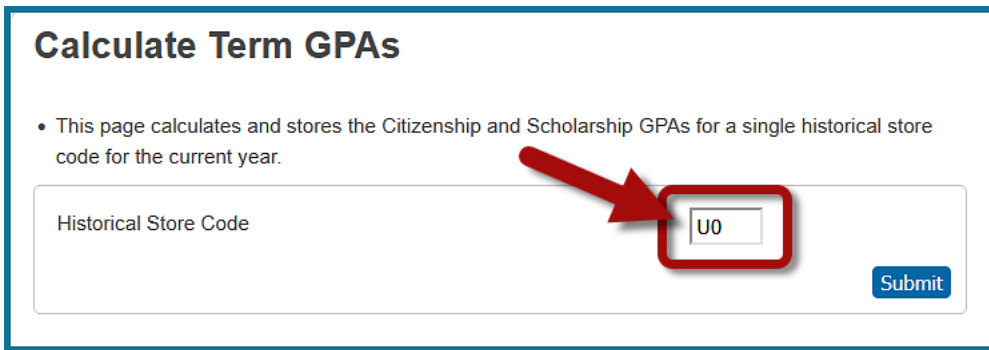
This process calculates and stores the Citizenship and Scholarship GPA that is displayed on the summer report cards.

1. From the Start Page, under Setup, click **System**.
2. On the System Administrator page, under Grades, select the **Calculate Term GPAs**.
3. Enter the appropriate **Historical Store Code**: U0
4. Click **Submit**.

Calculate Term GPAs

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

Historical Store Code



Part 3: Printing Report Cards

Preparing to Print

After verifying that grades have stored successfully, proceed to configure final report cards for printing.



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

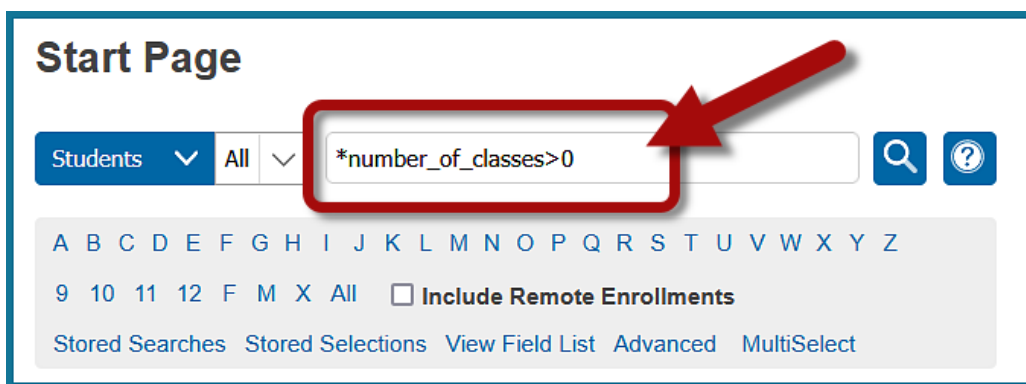
HINT: Disable the pop-up blocker to allow the report card preview to open after the page is submitted.

If the pop-up blocker is not disabled, report cards will be sent to the Secondary Report Card Print Jobs queue, under Special Functions.

Find All Students with a Schedule

- From the Summer School Start Page type the following search command:

***number_of_classes>0**



Start Page

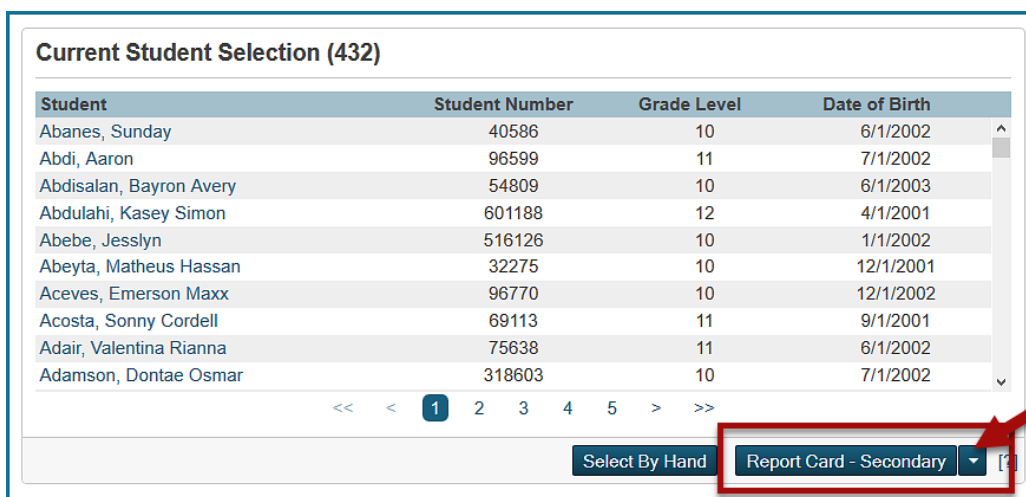
Students ▾ All ▾ 🔍 ?

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

9 10 11 12 F M X All Include Remote Enrollments

[Stored Searches](#) [Stored Selections](#) [View Field List](#) [Advanced](#) [MultiSelect](#)

- Expand the **Select Function** button and select **Report Card – Secondary** from the **Printing** menu.



Current Student Selection (432)

Student	Student Number	Grade Level	Date of Birth
Abanes, Sunday	40586	10	6/1/2002
Abdi, Aaron	96599	11	7/1/2002
Abdisalan, Bayron Avery	54809	10	6/1/2003
Abdulahi, Kasey Simon	601188	12	4/1/2001
Abebe, Jesslyn	516126	10	1/1/2002
Abeyta, Matheus Hassan	32275	10	12/1/2001
Aceves, Emerson Maxx	96770	10	12/1/2002
Acosta, Sonny Cordell	69113	11	9/1/2001
Adair, Valentina Rianna	75638	11	6/1/2002
Adamson, Dontae Osmar	318603	10	7/1/2002

<< < 1 2 3 4 5 > >>

Select By Hand Report Card - Secondary

Printing the Report Card



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

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

Students to scan: Selected students.

Report type:

Select **Report card** for printing office copies and student distribution.

Select **Progress report** for printing progress reports. **(NOT USED FOR 2023-2024)**

Format: Hand-out

Logo: if **SD_logo.jpg** is not in the box, click the **Set Default** button

Secondary Report Card

Report Name	Secondary Report Card
Version	1.15
Description	Secondary Report Card.
Report Card Requirements	<ul style="list-style-type: none"> The columns that print on the Report Card are the Store Code columns at the bottom of this page Absences and Comments are pulled from the Reporting Term chosen when running the report card The Calculate Term GPAs function must be run for every Store Code on the report to calculate and display (if selected) its corresponding GPAs You must type the name of the logo file into the logo box or click on the "Set Default" button to automatically enter the default logo's name into the box To use a logo other than the default logo contact the IT Help Desk
Students to scan	<input checked="" type="radio"/> The selected 182 students <input type="radio"/> All 188 currently enrolled students
Report type:	<input checked="" type="radio"/> Report card <input type="radio"/> Progress report
Format:	<input checked="" type="radio"/> Hand-out (Also suitable for use with a single-window business envelope) <input type="radio"/> District mailer form (This option is only used for reports that will be mailed to the district, such as at the end of a semester)
Logo:	<input type="text" value="SD_Logo.jpg"/> <div style="border: 1px solid gray; padding: 5px; display: inline-block; margin-top: 5px;"> Click Set Default if this field is empty </div>

Report Title: *Required Title - current summer school year, and the type of report.

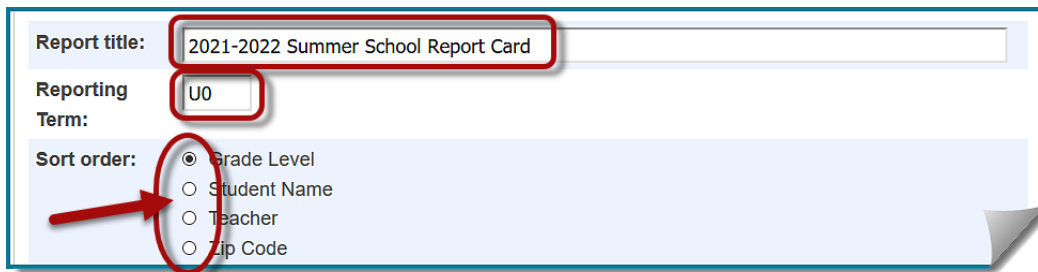
Example: **2021-2022 Summer School Report Card**

Reporting Term: Enter the appropriate summer school term.

Progress Reports: **G1 (NOT USED FOR 2023-2024)**

Final Report Card: **U0**

Sort order: Your choice



Report title: 2021-2022 Summer School Report Card

Reporting Term: U0

Sort order:

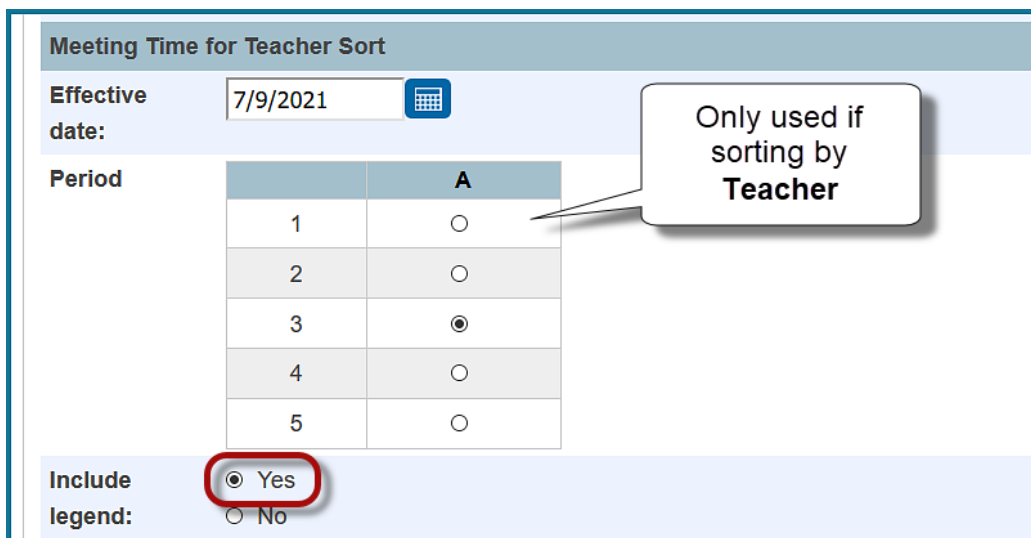
- Grade Level
- Student Name
- Teacher
- Zip Code

Meeting Time for Teacher Sort

Effective Date: Select the distribution date *only if sorted by Teacher*, otherwise leave the date as is.

Period: Used *only if Teacher* is selected in the **Sort order**.

Include legend: Yes



Meeting Time for Teacher Sort

Effective date: 7/9/2021

Period	A
1	<input type="radio"/>
2	<input type="radio"/>
3	<input checked="" type="radio"/>
4	<input type="radio"/>
5	<input type="radio"/>

Include legend:

- Yes
- No

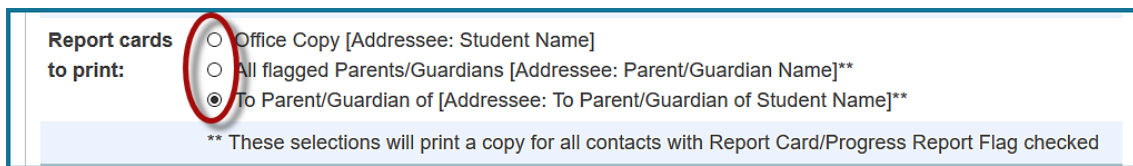
Only used if sorting by **Teacher**

Report Cards to Print: Select one

Office Copy (Choose this to Review for Accuracy or print copies for student hand-outs). This setting will print *one copy per student*.

All flagged Parents/Guardians (Us this when mailing report cards home). This setting will NOT include the student's name in the Addressee title.

To Parent/Guardian of (This is the *recommended setting* when mailing home report cards). This setting will include the student's name in the Addressee title.



Report cards to print:

- Office Copy [Addressee: Student Name]
- All flagged Parents/Guardians [Addressee: Parent/Guardian Name]**
- To Parent/Guardian of [Addressee: To Parent/Guardian of Student Name]**

** These selections will print a copy for all contacts with Report Card/Progress Report Flag checked

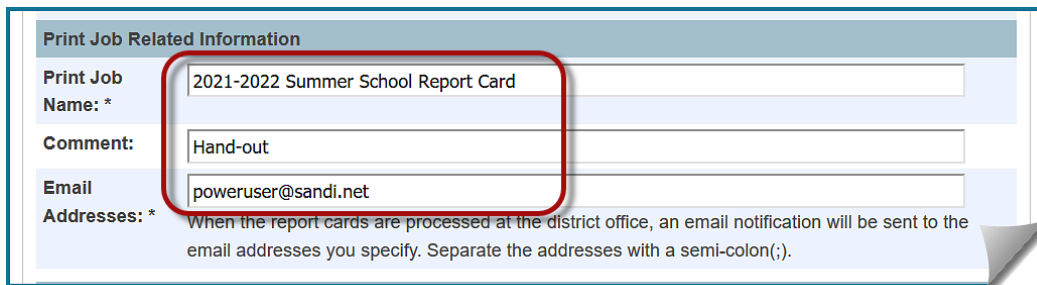
Print Job Related Information *These fields are **REQUIRED** to enable the **SUBMIT** button.

Print Job Name:* Use the same name you used in the **Report Title** above.

Comment: Type the word "Hand-out" if distributing to students, or "Mailer" if mailing home.

Email Address:* yourname@sandi.net

*The **Print Job Related Information** is required to enable to **Submit** button:



Print Job Related Information

Print Job Name: * 2021-2022 Summer School Report Card

Comment: Hand-out

Email Addresses: * poweruser@sandi.net

When the report cards are processed at the district office, an email notification will be sent to the email addresses you specify. Separate the addresses with a semi-colon(;).

NOTE: You *may* receive an auto-generated email that states your report cards were processed by the district. **Ignore this message.**

Store Codes (Reporting Terms) for the report card:

Store Code:

Progress Reports - **G1 (NOT USED FOR 2023-2024)**

Report Cards - **U0**

Print GPA: CHECK this box.

Print Credits Earned:

Progress Reports: Leave box UNCHECKED (**NOT USED FOR 2023-2024**)

Final Report Cards: CHECK this box.

IMPORTANT! print this page before clicking Submit.

Store Codes (Reporting Terms) for the report card			
Column #	Store Code	Print GPA	Print Credits Earned
Column 1.	<input type="text" value="U0"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Column 2.	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Column 3.	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

DID YOU FORGET TO DISABLE THE POP-UP BLOCKER? If you forgot to disable the Pop-Up Blocker, you will be taken *back to the Start Page*.

To find report cards from the Start Page, do the following:

1. From the Summer School Start Page, click **Special Functions**.
2. Select **Secondary Report Card Print Jobs**.
3. In the Job Queue window, select the **radio button to the left of your Print Job Name**.
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
<input checked="" type="radio"/> SS Clairemont High	2021-2022 Summer School Report Card Hand-out	06/29/2021 05:33 PM	182	193	

Your **Secondary Report Cards** will appear in a new window.