

## REGULAR COURSE MARK END OF TERM PROCESS

1. Store Marks in PowerSchool awarding CREDIT in the CORRECT "Store code" as per your school's steps
2. Click System Reports – then State



3. Under the Heading Alberta Compliance Processes Click on SCM Set Defaults

Alberta District CSIS Report	1.7	Class Size Information System report at district level.
<b>Alberta Compliance Processes</b>		
	Version	Description
CTS Validation	1.6	Career Technology Studies validation process at school level.
SCM Validation	2.0	Submit Course Marks validation process at school level.
SCM Set Defaults	1.3	This process populates default value for Student Section Enrollments (CC Record).

4. Select Table CC > ONLY Status Code (this step may not be necessary)
  - a. Select Status Code
  - b. Select Term choose the correct Term(s) -you will have to do this set defaults for every Quarter, Semester or Year depending on IF a course that earns credit ends during any of these terms >
  - c. Leave Exclude Dropped Classes unchecked
  - d. Click Submit

Data to be filled		(Check checkbox on the right to save as default value)	Reset All
Select Table	CC	<input type="checkbox"/>	
Select Fields (Leave blank to update all)	Funding Flag External Credential Status Code Method Code	<input type="checkbox"/>	
Select Term	14-15	<input type="checkbox"/>	
Exclude Dropped Classes	S1	<input type="checkbox"/>	

**Submit**

5. Report Queue please note even once this says Status Completed and VIEW it may take a few more minutes to actually set all CC records to this so please wait a few more minutes before you go on to the next step.

Report Queue (System) - My Jobs

System ReportWorks

Created	Job Name	Started	Ended	Status
12/05/2014	Alberta School SCM Set Default Values	12/05/2014 11:42 AM	12/05/2014 11:42 AM	Completed View
12/05/2014	Alberta School SCM Set Default Values	12/05/2014 11:27 AM	12/05/2014 11:27 AM	Completed View

6. If you are doing NON Diploma courses System Reports > State > Choose the CTS Validation

Alberta Compliance Reports	Version	Description
Alberta School DER Report	1.9	Diploma Exam Registrations report at school level.
Alberta School SCM Report	1.7	School Course Marks report at school level. Run CTS validation report before run this r
Alberta District SIS Report	3.7	Student Information System Registrations report at district level.
Alberta District GLA Report	1.4	Grade Level of Achievement report at district level.
Alberta District CSIS Report	1.7	Class Size Information System report at district level.

  

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If you have quarter ending CTS courses suggest you do the validations AT THE END OF THE QUARTERS

7. You will need to do ALL "Term" for course length CTS Validations (example if you have quarter ending CTS courses and Full semester CTS courses) you will have to do the following CTS Validations. If you only have Semester Courses you only need to do 2<sup>nd</sup> CTS Validation

**1<sup>st</sup> CTS Validation**

Students to Include  The selected 0 students only  
 All students

Data to be filled

Store Code from Final Grades Setup

Term

Run for Summer School

Run Update Process

**2<sup>nd</sup> CTS Validation**

Students to Include  The selected 7 students only  
 All students

Data to be filled

Store Code from Final Grades Setup

Term

Run for Summer School

Run Update Process

- Store Code from Final Grade your correct Store Code
- Term – choose term length
- Click box for Run Update Process
- Click Submit

- Sent to report queue >View > if you want to make corrections you can but note this is just telling you what PowerSchool did to fix issues taking into account the AB ED business rules-

5	CTS31009010018002	22222222COM1050A	2009120198.5 COM	
6	CTS21009010010	555557829Allred	Christopher N	19911021M001
7	CTS31009010010	555557829COM1050A	2009120143.5 COM	MESSAGE::The final mark was NOT ('P' or greater than or equal to 50) and the com
8	CTS2100901001369	555556762Lym	Brian D	19910408M001
9	CTS3100901001369	555556762COM1050A	2009120174.5 COM	
10	CTS21009010018004	333444555Know	Casey Didnt	19920301M001

- Should you want to make changes you go to student clicking on All Enrollments tab for that student then Edit for the course in question (Funding Requested & Course Enrollment Status)
- Go back once again to System Reports > State and this time under the heading Alberta Compliance Processes choose SCM VALIDATION

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- For Students to Include Click on All Students

Students to Include  The selected U students only  
 All students

**Data to be filled**

Store Code from Final Grades Setup

Term

Exam Course Type

Run for Summer School

Transfer Fields to Stored Grades

Run Update Process

Completion Status for marks less than 25 percent

Input a store code (depending on the time of year and your school store codes)

Input your Term

Input Correct Exam Course Type

Run Update Process

Completion Status set to COM or WDR Depending on what your school decides

Then Submit

- If you have errors a Message with the Condition number comes up. See SCM Course Marks Validation Codes in PowerSchool >HELP for meanings. Input the following wording into the search filter at the top School Course Marks Validations click enter on your keyboard > then choose School Course Marks Validations

School Course Marks Validation



ATTACHMENT 1

	A	B	C	D	E	F	G	H	I	J	K
1	SCM110090100		20100111000050								
2	SCM21009010044	555556708Black			Test		19911019M				
3	SCM31009010044	555556708ELA3104A			200912010000	REG	COMREGEN 086	1		Message::Condition 17,	
4	SCM2100901003	555556603Adair			Student		19901215M				
5	SCM3100901003	555556603ELA3104A			200912010000	REG	COMREGEN 083	1		Message::Condition 17,	
6	SCM3100901003	555556603SCN3796A			201001290000	REG	REGEN	1		Message::Condition 16,	
7	SCM2100901002	555557769Adams			Apple		19901210F				

16. Doing the above will apply the funding and completion status as per the AB ED rules if you need to make corrections you can but just note this is just telling you what PowerSchool did to fix issues- should you want to make changes you go into PowerSchool go to the student clicking on All Enrollments tab for that student then Edit for the course in question (this example is Chem 30)

Teacher Comments	02/03/2014	06/28/2014	CTS(M-F)	Pack & Pain Management	Orr, William	View	Edit
Term Grades	01/31/2014	06/20/2014	CTS(M,W,F)	Buying & Selling Vehicles	Orr, William	View	Edit
Test Results	01/31/2014	06/28/2014	CTS(M,W,F)	Engine Fundamentals	Orr, William	View	Edit
Truancies	01/31/2014	06/28/2014	P7-P8(M,W,F)	Small Engines (3 cr)	Orr, William	View	Edit
<b>Administration</b>	01/30/2014	06/28/2014	CTS(T,Th)	Issues in Wildlife	Young, Chris	View	Edit
District Specific	01/30/2014	06/28/2014	CTS(T,Th)	Outdoor Excursion	Young, Chris	View	Edit
Fee Transactions	01/30/2014	06/28/2014	P5(M-F) P6(M-W,F) P7(W)	Chemistry 30	Sauder, Tina	View	Edit
Log Entries	01/30/2014	06/28/2014	P3-P4(M-F)	Fitness and Well-being	Orr, William	View	Edit
Net Access	01/30/2014	06/28/2014	P1-P2(M-F)	Mathematics 20-1	Young, Chris	View	Edit
SEOP Review	01/30/2014	06/28/2014	P6(Th) P7-P8(T,Th)	Outdoor Education (3 cr)	Young, Chris	View	Edit
Incidents	01/30/2014	06/28/2014	CTS(T,Th)	Outdoor Cooking Practice	Young, Chris	View	Edit
<b>Enrollment</b>							
Activities							
All Enrollments							

17. The information that was missing was Funding Requested and/or Course Enrollment Status

<b>Funding Requested</b>	Yes	(Synchronized with PASI)
<b>Course Enrollment Status</b>	COM - Complete	(Synchronized with PA)
<b>Instruction Minutes Received</b>		(Synchronized with PASI)
<b>Dual Enrollment</b>	No	(Synchronized with PASI)
<b>External Credential Eligible</b>	No	

Click Submit

18. Approve your Marks (See Attachment 5)

