Preparing Stored Grades

The Stored Grades Dashboard allows you to perform the following tasks:
1) Review the current status of all grades associated with a given store term
2) (If available in your district) generate a file to be used to import into your historical grades

To use this screen do the following:

1) Choose which reporting term (i.e. the bucket in PowerTeacher Pro or PowerTeacher Gradebook where the grades have been recorded) to view:

Store Grades from Gradebook Reporting Term: `S2 ▾`

2) Choose which Store Code to map to. (The buttons to the right represent each of the reporting terms that you have, but if your school chooses to map it's grades into store codes that don't align to existing reporting terms you can simply type in the code you want):

Store Grades into historical store code: `S2`   **S1** **S2**

3) Choose one or more scheduling terms (i.e. these are the terms that the courses are **scheduled** to meet). You can choose up to four scheduling terms.

Scheduling Term 1:	2016-2017 ▾
Scheduling Term 2:	Semester 2 ▾
Scheduling Term 3:	▾
Scheduling Term 4:	▾

4) Choose which course type to review:

All   ▾
- All
- **Diploma Only**
- Non Diploma Only
- JH/Non ABED Courses Only

5) If you wish to store only enrollments associated with a specific grade level choose the grade level.

Grade: `All ▾`

6) Under "Show Advanced" you can edit the default screen criteria it uses to identify potentially fundable enrolments. The defaults should be set by your district administrator

After making your choices, click "Submit" to run the report.

Note: If you do not require the funding flag to be set before allowing grade storage, it will be default to storing all of the grades given the parameters chosen.

If you are working within an environment where you want very granular grade storage (e.g. an Outreach program), it is worth considering allowing funding flag and status code to be set before allowing grade storage - this allows you to very specifically choose which enrollments to store (by very specifically choosing which ones to set the coding for).

Please consult with your district administrator before making significant changes to your grade storage practices.

Report Header

The header of the report contains 4 key elements:

Download Import File **Download Import File**	The Download Import File link will allow you to download an import file that is based upon the items indicated in green in the body of the report below.
Credits Earned/Codes Required **Credits earned will be stored**	The left box indicates whether credits earned will be generated as part of the import file, and will indicate whether or not Alberta Education codes are being required prior to storing grades. **Note: Currently the import process does not support the "Variable Credits". Those should be handled section by**

	section using the standard store grades function.
Discrepancy Warning **Warning: 12 Grade Discrepancies Detected. Click here to review**	If you see a warning in the middle, you can click on it. It will give you a report that describes changes which have been made to existing stored grades (i.e. teachers made a change in Gradebook after the grade was stored).
Zero Grades Handling Zero or null percentage grades will not be stored	The right box indicates the current setting for how 0's are being handled.

Report Body

The body of the report looks like this:

Teacher	Clickable, contains the name of the **Lead Teacher**. Will bring you to a detailed review of all students enrolled in any section where that teacher is the lead teacher.
Course	Clickable, contains Course Name, Number, Section details. Will bring you to a detailed review of all students enrolled in that section.
Core Alerts	Clickable, Shows you Alerts and Warnings Core Alerts associated with either the Section or with course enrollments within that section. Will also indicate if the section is Not synced to PASI. If you click on the alert icon it will give you a detailed list of the Core Alerts.
Student Count	Lists total number of active and inactive students in that section
To Be Stored	Will show the number of active and inactive enrollments ready for storage. Will also show the number of enrollments that are not processed and the number of enrollments that have a grade warning associated with them.

Stored	Shows the number of enrollments that have already been stored for that course section.

Detailed Review Screen

If you click on a teacher or a course section it will take you to a detailed review screen for either that section or for all relevant sections assigned to that teacher.

Concurrent	If the student's home school is a different school it reports whether a concurrent enrollment has been set up.
Status	Enrollment Status and Core Alerts will appear in this Column. The Core Alert icon can be clicked on to obtain more details.
Student Name (Grade)	Student Name and Grade
Teacher Gr./%	Letter/Percent grade from PowerTeacher Pro or PowerTeacher Gradebook
Stored Gr./%	The current grade/percent from the stored grades table (if any).
ABED Fields	The Funding Flag, Completion Method and Completion Status can all be set on this screen, either manually or through the Smart Fill tool.
Section	Number of Absences and Lates as well as the Start Date and End Date for the enrollment. The end dates can be edited if desired.
Warnings	A number of different types of warning will appear in this column.

|	Some examples include: Grade warnings (e.g. grade=0 or grade>100 Status warnings

The Alberta Education Funding fields can be set in a number of different ways.
- They could be set by the system automatically (e.g. when transferring a student out).
- They could be set by a function such as the Set Defaults function or one of the Validation Reports provided by PowerSchool.
- They could be set on other screens in this SCM tool
- They could be manually set on the all enrolments screen

They can also be set here if your school chooses to pursue that approach. The "Smart Fill" tool is available to assist with that if you choose to use it.

Smart Fill

At the top of the Detailed Review screen are three buttons:
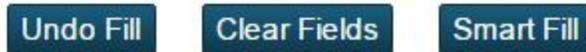

The Smart Fill can be used to mass set all of the ABED fields associated with the chosen course and/or teacher in a single click.

The submit button on this screen may or may not be visible, depending upon the choice of your District Administrator on whether changes can and should be saved in this area.
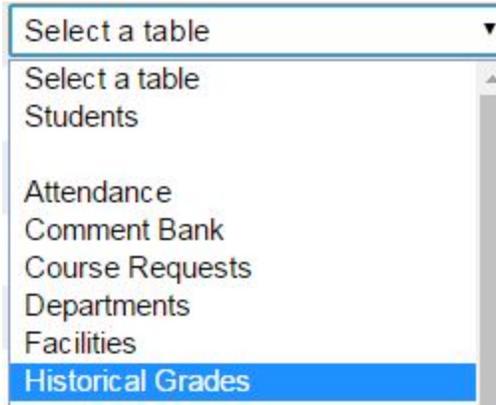
Storing Grades

If your District Administrator has given you the rights to import grades, you can Store Grades using this tool using the following process:

1) Right-click "Download Import File" on either the Dashboard or the Details view and choose your browser's equivalent of "Save As" (Screenshot for Chrome shown below)
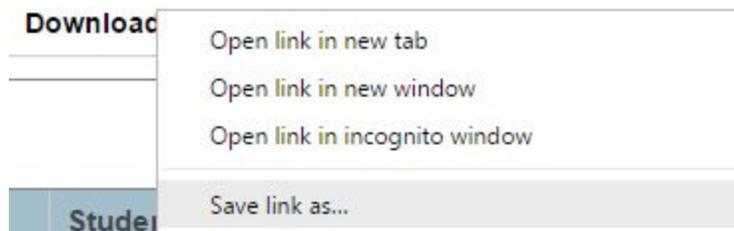
2) The file will default to the name sg.txt although it can be renamed

3) After downloading the file you can import it by going to Special Functions -> Importing and Exporting -> Quick Import and selecting Historical Grades

Select a table	▼
Select a table	▲
Students	
Attendance	
Comment Bank	
Course Requests	
Departments	
Facilities	
Historical Grades	

4) Select your file using the "Choose file" option. **Leave all other options default on this screen and the next.**

Option	Value
Table:	Historical Grades ▼
Field delimiter:	Tab ▼
End-of-line marker:	CR ▼
Character Set:	Mac Roman ▼
File to import:	Choose file sg.txt
Suggest field map	☑

5) Click "Import". If "Suggest field map" had been chosen, it should correctly identify all of the columns. If it does not, contact your District Administrator before proceeding.

Note: Some districts may not permit some types of account from importing files. Even if you find you have access, please verify with your District Administrator that you are permitted to use the import functionality.