

Grades User Guide

PowerSchool
Student Information System

PEARSON



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This edition applies to Release 4.x of the PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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Introduction

Use this guide to assist you while navigating PowerSchool. This guide is based on the PowerSchool Help system, which you can also use to learn the PowerSchool Student Information System (SIS) and to serve as a reference for your daily work.

PowerSchool Help is updated as PowerSchool is updated. Not all versions of PowerSchool Help are available in a printable guide. For the most up-to-date information, click the Help icon on any page in PowerSchool.

Procedures in this guide describe how to view, add, edit, and delete information in PowerSchool. Depending on your needs and your security permissions, only certain options may be applicable and available to you.

This guide uses the > symbol to move down a menu path. Thus, if instructed to "Click File > New > Window," begin by clicking the File menu. Then, click New and Window. The option noted after the > symbol will be on the menu that results from your previous selection.

Grades

Course Grade Scales

Set up different grade scales and assign them to the appropriate courses. If you do not assign a grade scale to a course, the system assigns the default grade scale to that course. The default grade scale is determined when the system is set up.

For more information on setting up grade scales, see *Grade Scales*.

How to Assign Grade Scales to Courses

Courses are always automatically assigned the default grade scale. Either use the default grade scale, or assign a grade scale to a course. For more information, see *Grade Scales*.

1. On the start page, choose **School** from the main menu.
2. On the School Setup page, click **Courses**. A list of current courses appears in the courses menu.
3. Click the name of the course to which you want to assign a grade scale. The Edit Course page appears.
4. Choose the grade scale from the Grade Scale pop-up menu.
5. Click **Submit**. The Courses page appears.

Grade Scales

Create multiple grade scales and assign them to different courses or sections. For example, grades given for AP Calculus count more towards a student's GPA than grades for Basic Math. Assign the two courses to different grade scales. For more information on assigning grade scales to courses, see *Course Grade Scales*.

The grade scales you define become the set of grades that are possible to use at all schools on your PowerSchool system. After you set up the grade scales in PowerSchool, the system sends the grades you select for PowerGrade to each teacher's PowerGrade default grade scale.

The value of a grade is determined when an historical grade is given to a student taking a particular course. Even if the grade scale for that course changes, the values of that student's grade do not change.

How to Create a Grade Scale

The grade scales you create are shared by all of the schools on your system. You must log in to the district office before performing this procedure.

1. On the start page, choose **District** from the main menu.
2. Click **Grade Scales**. The Grade Scales page appears.
3. Click **New**. The New Grade Scale page appears.
4. Use the following table to enter information in the fields:

Type	Description
Name	Enter a name for the grade scale.
Teacher Can Modify	Use the checkbox to indicate whether teachers can edit this grade scale in PowerGrade. Note: This setting does not affect PowerTeacher gradebook. Do one of the following: <ul style="list-style-type: none"> Select the checkbox to allow teachers to edit this grade scale in PowerGrade. Deselect the checkbox to restrict teachers from editing this grade scale in PowerGrade.
Description	Enter a description for the grade scale.

- Click **Submit**. The Grade Scales page displays the new grade scale.
- Click **Edit Scale** next to the new grade scale. The Grade Scale: [Grade Scale] page appears.
- Click **New**. The New Grade page appears.
- Use the following table to enter information in the fields:

Field	Description
Grade	Enter the grade that you want to create for this grade scale, such as A , B , or F .
Description	Enter a description of the grade in the field, such as Superior. This description appears on grading reports.
Grade Points	Enter the number of grade points to include in the GPA. You can enter up to and including the number 200. For example, an A could be worth 4.0 grade points, a B worth 3.0 grade points, and an F worth 0 grade points.
Cutoff percent	Enter the lowest percentage students can earn to receive this grade. For example, if you enter 93 for an A, then students must earn at least 93% of the total points to receive an A. The system uses the next highest cutoff percentage you define for a different grade to determine the highest percent grade students can earn to receive this grade. Note: This is a suggested cutoff for your teachers to use. Teachers can define their own cutoff percentages for this grade in PowerGrade.
Gradebook value	This field indicates the value of a letter grade when teachers give letter grades instead of numeric grades. Enter a number for the value of the letter grade; usually, this is in the middle of the range for the grade, such as 88 for a B+.
Counts in GPA?	Select the checkbox to determine that this grade calculates in the GPA.

Field	Description
Receives added value?	Select the checkbox if users can enter a value for this grade that exceeds the normal grade points.
Earns graduation credit?	Select the checkbox to determine that this grade earns credit towards graduation requirements.
Teachers grade scale?	Select the checkbox to indicate that teachers use this grade scale.

9. In the Used By Average Final Grades section, use the following table to enter information in the fields:

Field	Description
Exclude from Average Final Grade Calculation?	Use the checkbox to indicate whether or not to exclude the grade from the average final grade calculation. Any stored grade that contains a grade that is flagged for exclusion will be exempted from the average final grade calculation.
Alternative Grade Points	If your school assigns grades a GPA point value AND a grade averaging point value, use this field to indicate a grade averaging point value. Otherwise, leave blank. This field is used only when the Use Alternative Grade Points in Calculation checkbox on the Average Final Grades page is selected.
Cutoff Points	Use this field to indicate the lowest points students can earn to receive this grade. For example, if you enter 4.0 for an A, then students must earn at least 4.0 points to receive an A. The system uses the next highest cutoff points you define for a different grade to determine the highest points grade students can earn to receive this grade.

10. Click **Submit**. The Grade Scale: [grade scale] page appears.
 11. Repeat steps 8-10 for each grade in this grade scale.

How to Edit a Grade Scale Grade

Edits to any grade scales affect the grade scales for all of the schools on your system. Use caution when editing a grade scale, because changes to a grade scale entry affect current GPA calculations. Modifications to a grade scale are possible only if the **Permit modification of grade scales** checkbox is selected on the GPA Options — Calculations page. For more information, see *GPA Calculations*.

Note: On the Edit Section page for each course, there is an option to override a course's grade scale with either "Same as Course," Default, or any other grade scales.

You must log in to the district office before performing this procedure.

1. On the start page, choose **District** from the main menu.
2. Click **Grade Scales**. The Grade Scales page appears.

3. Click **Edit Scale** next to the name of the grade scale to be edited. The Grade Scale: [grade scale] page appears.
4. Click the grade to be edited. The Edit Grade page appears.
5. Use the following table to edit information in the fields:

Field	Description
Grade	Enter the grade that you want to create for this grade scale, such as A , B , or F .
Description	Enter a description of the grade in the field, such as Superior. This description appears on grading reports.
Grade Points	Enter the number of grade points to include in the GPA. You can enter up to and including the number 200. For example, an A could be worth 4.0 grade points, a B worth 3.0 grade points, and an F worth 0 grade points.
Cutoff percent	Enter the lowest percentage students can earn to receive this grade. For example, if you enter 93 for an A, then students must earn at least 93% of the total points to receive an A. The system uses the next highest cutoff percentage you define for a different grade to determine the highest percent grade students can earn to receive this grade. Note: This is a suggested cutoff for your teachers to use. Teachers can define their own cutoff percentages for this grade in PowerGrade.
Gradebook value	This field indicates the value of a letter grade when teachers give letter grades instead of numeric grades. Enter a number for the value of the letter grade; usually, this is in the middle of the range for the grade, such as 88 for a B+.
Counts in GPA?	Select the checkbox to determine that this grade calculates in the GPA.
Receives added value?	Select the checkbox if users can enter a value for this grade that exceeds the normal grade points.
Earns graduation credit?	Select the checkbox to determine that this grade earns credit towards graduation requirements.
Teachers grade scale?	Select the checkbox to indicate that teachers use this grade scale.

6. In the Used By Average Final Grades section, use the following table to enter information in the fields:

Field	Description
Exclude from Average Final Grade Calculation?	Use the checkbox to indicate whether or not to exclude the grade from the average final grade calculation. Any stored grade that contains a grade that is flagged for exclusion will

Field	Description
	be exempted from the average final grade calculation.
Alternative Grade Points	If your school assigns grades a GPA point value AND a grade averaging point value, use this field to indicate a grade averaging point value. Otherwise, leave blank. This field is used only when the Use Alternative Grade Points in Calculation checkbox on the Average Final Grades page is selected.
Cutoff Points	Use this field to indicate the lowest points students can earn to receive this grade. For example, if you enter 4.0 for an A, then students must earn at least 4.0 points to receive an A. The system uses the next highest cutoff points you define for a different grade to determine the highest points grade students can earn to receive this grade.

- Click **Submit**. The Grade Scale: [grade scale] page displays the edited grade scale.

How to Delete a Grade Scale Grade

Deleting a grade for a grade scale affects all of the schools on your system. Use caution when deleting a grade scale grade because changes affect current GPA calculations. You must log in to the district office before performing this procedure.

- On the start page, choose **District** from the main menu.
- Click **Grade Scales**. The Grade Scales page appears.
- Click **Edit Scale** next to the name of the grade scale to be edited. The Grade Scale: [grade scale] page appears.
- Click the grade to be edited. The Edit Grade page appears.
- Click **Delete**. The Selection Deleted page appears.

How to Edit a Grade Scale

Edits to any grade scales affect the grade scales for all of the schools on your system. You must log in to the district office before performing this procedure.

- On the start page, choose **District** from the main menu.
- Click **Grade Scales**. The Grade Scales page appears.
- Click the name of the grade scale you want to edit. The Edit Grade Scale page appears.
- Use the following table to enter information in the fields:

Type	Description
Name	Edit the name for the grade scale. Note: You cannot rename the default grade scale.
Teacher Can Modify	Use the checkbox to indicate whether teachers can edit this grade scale in PowerGrade.

Type	Description
	Do one of the following: <ul style="list-style-type: none"> ○ Select the checkbox to allow teachers to edit this grade scale in PowerGrade. ○ Deselect the checkbox to restrict teachers from editing this grade scale in PowerGrade.
Description	Edit the description for the grade scale.

5. Click **Submit**. The Grade Scales page displays the edited grade scale.

How to Delete a Grade Scale

Deleting a grade scale does not affect grades that have already been assigned. The system uses the default grade scale for any course or section that is no longer associated with a grade scale. Deleting a grade scale is possible only if the **Permit modification of grade scales** checkbox is selected on the GPA Options — Calculations page. For more information, see *GPA Calculations*.

You must log in to the district office before performing this procedure.

1. On the start page, choose **District** from the main menu.
2. Click **Grade Scales**. The Grade Scales page appears.
3. Click the name of the grade scale you want to delete. The Edit Grade Scale page appears.

Note: You cannot delete the default grade scale.

4. Click **Delete**. The Selection Deleted page appears.

GPA Calculations

Before running a grade-related report, such as a report card, set up the correct parameters to calculate your school's grade point average. Some schools also choose to factor into the GPA calculation the number of times a student takes a course. Since GPAs are calculated on-the-fly, any changes take effect immediately and affect all schools on the server.

For information on setting the calculation methods and attempt types, see the following sections:

- *GPA Calculation Methods*
- *GPA Attempt Types*

For information on other GPA settings, see *How to Set Other GPA Settings*.

GPA Calculation Methods

Create GPA calculation methods to define the formula and criteria for GPA calculations. PowerSchool includes four standard calculation methods: Simple, Simple Percent, Weighted,

and Weighted Percent. You can modify the standard methods to meet your needs or create an unlimited number of additional calculation methods.

Any changes or additions to the list of calculation methods affect all schools on your server. To share a method with schools on other servers, export the method as a template. For more information, see *How to Export GPA Calculation Methods*. If you have the proper permissions, you can remove a calculation method using DDA/DDE. For more information, see *Direct Database Export*.

Once GPA is calculated, the GPA code is used to present GPA information on reports, exports, and student pages. This code always starts with *gpa and is followed by optional parameters that include pairs of names and values.

Examples of the GPA code include:

- **~(*gpa)** returns the cumulative weighted GPA for a student for all years at the school
- **~(*gpa method=weighted type=cumulative grade=12 credittypeCORE)** returns a weighted GPA for core classes for the student's senior year

The following table lists the parameters and values. All parameters except for "method" are overridden by any settings in the calculation method. Parameters and values can be included in the code in any sequence.

Parameter	Description	Example
method	Specifies the name of the specific calculation method that should be used when performing this calculation. If omitted, a method called "weighted" will be used.	method=weighted method=simple method=honors
type	Specifies the type of the calculation. Valid options are: <ul style="list-style-type: none"> ○ Cumulative: Uses values from historical grades only. ○ Current: Uses the current (not stored) grades sent by PowerGrade. If "current" is specified, the term, grade, and year attributes, if specified, are ignored; only grades from the in-session school year using the store code specified on the Current Grade Display settings page in District Setup will be used. ○ Projected: Uses the historical grades, plus those projected grades as defined in the calculation method. If omitted, "cumulative" is used.	type=cumulative type=current type=projected

Parameter	Description	Example
term	One or more term abbreviations. Only grades whose store codes match the specified abbreviations will be used in the calculation. Separate multiple terms with commas. If omitted, any store code is permitted. If one or more term abbreviations are specified but no grade or year, only grades from the current school year are used.	term=S1 term=Q1,Q2,Q3
grade	One or more grade levels. Only grades stored at the specified grade levels will be used in the calculation. Separate multiple grade levels with commas. If omitted, the historical grade range for the school is used.	grade=12 grade=7,8,9
year	One or more four-digit school years. Only grades stored during the specified school years will be used in the calculation. Specify the start year of a school year that spans multiple calendar years. For example, use 2003 for the 2003-2004 school year. Separate multiple years with commas. If omitted, all school years are used.	year=1999 year=1998,1999,2000
credittype	One or more credit types. Only grades that match one or more of the specified credit types will be used in the calculation. Separate multiple credit types with commas. If omitted, grades with any credit type, including no credit type, are used.	credittype=English credittype=ENG,SCI,MATH credittype=Core,Electives
scale	The name of the grade scale to use for this calculation. If a particular letter grade is not present in the specified grade scale, that grade will not be included in the calculation. If the name of the grade scale specified is unrecognized, a scale called Default is used. If omitted, the GPA points from the grade itself are used.	scale=Default scale=Standard scale=Honors

How to Add GPA Calculation Methods

You must log in to the district office before performing this procedure.

1. On the start page, choose **District** from the main menu.
2. Click **GPA Calculations**. The GPA Settings page appears.
3. Click **Calculation Methods**. The GPA Calculation Methods page appears.
4. Click **New**. The GPA Calculation Method page appears.
5. Use the following table to enter information in the fields:

Field	Description
Method name	Enter the name of the calculation method. This is the name that will be referred to in GPA codes on other pages in PowerSchool. Note: The standard methods Weighted and Simple cannot be renamed.
Description	Enter a description of the calculation method. This description appears on the GPA Calculation Methods page.
Formula	Enter the formula for the method used to determine the result of the calculation. The formula closely resembles a formula used on a spreadsheet. Formulas can include functions, such as average, round, and sum. Use standard operators, such as + (addition) and * (multiplication), or use logical operators such as = (equal to) and > (greater than). For more information, see <i>Formulas for Calculation Methods</i> .
Calculation type	Choose an option from the pop-up menu: <ul style="list-style-type: none"> o Cumulative: Uses historical grades in the calculation that match the query options specified. o Current: Uses current final grades in the calculation, as determined in the School Setup area. A current calculation type uses the current final grades from PowerGrade. Terms, grade levels, and school years are ignored with this calculation type. o Projected: Uses historical grades and additional grades as defined in the Projected GPA Options area of the GPA Calculation Method page. A projected calculation type uses historical grades that match the query options specified, plus additional grades determined by any Projected GPA Options. <p>If the calculation type is specified, the type parameter of the GPA code is ignored.</p>
Grade scale	To override the GPA points used in the calculation with a single grade scale, choose the grade scale from this pop-up menu. If a specific letter grade is not found in the grade scale, it is not used in the calculation.

Field	Description
	<p>Ordinarily, the GPA points associated with the stored grade are used in the calculation. Typically, these are the weighted points. A single grade scale may be specified to override these GPA points with the values in the specified grade scale for this calculation.</p> <p>For example, a stored grade A may have 5 GPA points. That same A may only be worth 4 GPA points on the Standard grade scale. Use scales to calculate complex weighted GPAs for class ranking and honor roll applications, while maintaining a standard 4.0 scale to use on transcripts and college applications.</p> <p>If a grade scale is specified, the scale parameter of the GPA code is ignored.</p>
Terms	<p>Optionally, specify one or more term abbreviations, such as Q1 or S2, to use in the calculation. Separate multiple values with commas. Only grades whose store code matches one of the term abbreviations will be included in the calculation.</p> <p>If the calculation type is Current, terms are ignored. If terms are specified, the term parameter of the GPA code is ignored.</p>
Grade levels	<p>Optionally, specify one or more grade levels to use in the calculation. Use the numeric grade level, such as 11 for eleventh grade or 0 for kindergarten. Separate multiple values with commas. Only grades recorded when a student was at the specified grade levels will be included in the calculation.</p> <p>Note that only grades that fall within the historical grade levels specified in the school's record in District Setup may be specified. For example, if the historical range for the school is 912, specifying 8 in the GPA code will return zero. Separate multiple grade levels with commas. If omitted, the historical grade range for the school is used.</p> <p>If the calculation type is Current, grade levels are ignored. If grade levels are specified, the grade parameter of the GPA code is ignored.</p>
School years	<p>Optionally, specify one or more four-digit school years to use in the calculation. For example, enter 2003 for the 2003-2004 school year. Separate multiple values with commas. Only grades recorded during the specified school years will be included in the calculation.</p> <p>School years are closely related to grade levels. As such, if the school year specified translates to a student's grade level that is outside the historical range for the school, zero will be returned. For more information, refer to the "Grade levels" field.</p> <p>If the calculation type is Current, school years are ignored. If school years are specified, the year parameter of the GPA</p>

Field	Description
	code is ignored.
Credit types	<p>Optionally, specify one or more credit types to use in the calculation. Separate multiple values with commas. Only grades whose credit type matches one of the types specified will be included in the calculation.</p> <p>In case of a current GPA, the course's credit type is used. In case of a cumulative GPA, the credit type specified for the stored grade is used if present; otherwise, the course's credit type is used, if found.</p> <p>If an historical grade does not have a credit type or if the calculation type is Current, the course's credit type is used. If credit types are specified, the credittype parameter of the GPA code is ignored.</p>
Only include grades	<p>Select all, none, or a combination of the following checkboxes to narrow the selection of grades used in the calculation:</p> <ul style="list-style-type: none"> ○ That count in GPA: Includes only historical grades that are specified to be included in the GPA. If the calculation type is Current, only grades from courses and sections that have been flagged to be included in GPA will be included in the calculation. ○ That count in class rank: Includes only historical grades that are specified to be included in the class rank. If the calculation type is Current, only grades from courses and sections that have been flagged to be included in class rank will be included in the calculation. ○ That count in honor roll: Includes only historical grades that are specified to be included in the honor roll. If the calculation type is Current, only grades from courses and sections that have been flagged to be included in honor roll will be included in the calculation. ○ With potential credit: Includes only historical grades that have a potential credit that is not zero. If the calculation type is Current, the potential credit is determined by referring to the corresponding course record. <p>If you deselect all of these checkboxes, all historical grades will be included in the calculation.</p>
Projected grades are	<p>If the calculation type is Projected, choose the type of grades used for projected GPA calculations from this pop-up menu. Projected grades are used to determine grades mid-term, such as when colleges want grades for a twelfth-grade student for admission purposes.</p> <ul style="list-style-type: none"> ○ Current final grades: Uses current final grades from

Field	Description
	<p>PowerGrade, as determined in the School Setup area.</p> <ul style="list-style-type: none"> ○ Stored grades from this term: Enter the term abbreviation in the blank field.
Do not add grade if	<p>If the calculation type is Projected, choose the term for the grade to use in projected GPA calculations from this pop-up menu:</p> <ul style="list-style-type: none"> ○ A grade for the course exists in any term ○ A grade for the course exists in this term: Enter the term abbreviation in the blank field. <p>A grade will not be added to the calculation if there already exists an historical grade for the current school year with the same course number for any store code or for the specified store code.</p>
Stored credit hours	<p>If the calculation type is Projected, choose the credit hours option used in projected GPA calculations from this pop-up menu:</p> <ul style="list-style-type: none"> ○ Use actual credit hours ○ Get potential credit from course <p>If projected grades are historical grades, specify whether to use the actual potential and earned credit stored with the grade or to use the potential credit hours from the corresponding course.</p>

Note: When using projected GPA options, most schools will set the last three options as **Projected grades are stored grades from this [specified] term, Do not add grade if a grade for this course exists in any term,** and **Stored credit hours use the course's potential credit hours.**

6. Click **Submit**. The GPA Calculation Methods page displays the new method.

How to Edit GPA Calculation Methods

You must log in to the district office before performing this procedure.

1. On the start page, choose **District** from the main menu.
2. Click **GPA Calculations**. The GPA Settings page appears.
3. Click **Calculation Methods**. The GPA Calculation Methods page appears.
4. Click the name of the calculation method to be edited. The GPA Calculation Method page appears.
5. Modify the GPA Calculation Method information. See *How to Add GPA Calculation Methods* to enter information in the fields.
6. Click **Submit**. The GPA Calculation Methods page displays the edited method.

How to Export GPA Calculation Methods

After you create and save a calculation method, you can export the calculation method for use on another PowerSchool server. The option to export the calculation method is available only for saved methods.

You must log in to the district office before performing this procedure.

1. On the start page, choose **District** from the main menu.
2. Click **GPA Calculations**. The GPA Settings page appears.
3. Click **Calculation Methods**. The GPA Calculation Methods page appears.
4. Click the name of the calculation method to be exported. The GPA Calculation Method page appears.
5. Click **Export as template**. Save the file as a PowerSchool Template file (*.pst). You can now share the file with other PowerSchool servers.

Formulas for Calculation Methods

Like a formula in a spreadsheet, create formulas for calculation methods in PowerSchool. Formulas consist of functions and arguments, in most cases. Functions are used to perform operations on values, such as calculating a sum or an average, including a grade point average.

There are five categories of functions:

- **Numeric:** Such as rounded, truncated by specified number of places
- **Logical:** Such as "if," "and," "or"
- **Statistical:** Such as average, max, min, median, product, sum
- **Text:** Such as ASCII characters, uppercase, repeat text by specified number of times
- **GPA functions:** Such as number of grades counted in GPA, course numbers, GPA calculation

Results of GPA functions may be arrays of values, which are in braces and separated by commas. For example, the function `gpa_percent()` may return the result {95.5,83.2,67.8,92} for a student. When you combine the `gpa_percent()` function with the statistical function `average`, the formula `average(gpa_percent())` returns the result of 84.625 for those four grades.

Embed functions within each other to return the exact result you want. When appending the `Round` function to the example above to create the formula `round(average(gpa_percent()),2)`, the result is 84.63. The value 2 in the formula indicates the number of digits to round from the decimal point.

You can also use any standard numeric or text operators in a formula, such as + (addition), - (subtraction), * (multiplication), / (division), \ (integer division), ^ (exponentiation), % (modulo), and & (concatenation). The following comparison operators may be used in logical functions: < (less than), <= (less than or equal to), > (greater than), >= (greater than or equal to), = (equal to), and <> (not equal to). For example, use the formula `if((average(gpa_percent()))>90,Outstanding Academic Achievement,)` to return the phrase Outstanding Academic Achievement if a student's average percentage for the grades exceeds 90 percent. If not, the formula returns nothing.

For more information on functions, see **Functions**. For a list of functions, see the following sections:

- *Numerical Functions*

- *Logical Functions*
- *Statistical Functions*
- *Text Functions*
- *GPA Functions*

GPA Attempt Types

When calculating a student's GPA, you may want to consider the number of times he or she attempts to take a course. An attempt is a numerical expression to determine the length of the term. The name of the attempt type is the first letter of the term abbreviation, such as Y for year or S for semester. The corresponding number is the numeric expression, using decimals for fragments of the term.

Attempt types are used by the `gpa_attempts()` function. Attempts for a grade are determined by looking up the first character of the store code or term abbreviation, which is listed with the attempt type. If a match is found, the value specified for the attempt type is returned. If a match is not found, zero is returned as a result of that function. For more information on functions, see *Formulas for Calculation Methods*.

How to Add GPA Attempt Types

If you are using the `gpa_attempts()` function, set up GPA attempt types to factor the number of times a student takes a course in GPA calculations. Otherwise, it is not necessary to create attempt types.

You must log in to the district office before performing this procedure.

1. On the start page, choose **District** from the main menu.
2. Click **GPA Calculations**. The GPA Settings page appears.
3. Click **Attempt Types**. The GPA Attempt Types page appears.
4. Click **New**. The GPA Attempt Type page appears.
5. Use the following table to enter information in the fields:

Field	Description
Name	Enter the name of the attempt type, which is the first letter of the term abbreviation.
Value	Enter the value of the attempt type.
Description	Enter a description for the attempt type.

6. Click **Submit**. The GPA Attempt Types page displays the new attempt type.

How to Edit GPA Attempt Types

You must log in to the district office before performing this procedure.

1. On the start page, choose **District** from the main menu.
2. Click **GPA Calculations**. The GPA Settings page appears.
3. Click **Attempt Types**. The GPA Attempt Types page appears.

- Click the name of the attempt type to be edited. The GPA Attempt Type page appears.
- Use the following table to enter information in the fields:

Field	Description
Name	Enter the name of the attempt type, which is the first letter of the term abbreviation.
Value	Enter the value of the attempt type.
Description	Enter a description for the attempt type.

- Click **Submit**. The GPA Attempt Type page displays the edited attempt type.

How to Delete GPA Attempt Types

You must log in to the district office before performing this procedure.

- On the start page, choose **District** from the main menu.
- Click **GPA Calculations**. The GPA Settings page appears.
- Click **Attempt Types**. The GPA Attempt Types page appears.
- Click the name of the attempt type to be deleted. The GPA Attempt Type page appears.
- Click **Delete**. The GPA Attempt Types page displays without the deleted attempt type.

How to Set Other GPA Settings

Modify other global settings related to GPA calculations, including the number of decimal places used in credit hours and the ability to prevent modifications of grade scales.

You must log in to the district office before performing this procedure.

- On the start page, choose **District** from the main menu.
- Click **GPA Calculations**. The GPA Settings page appears.
- Click **Miscellaneous**. The GPA Misc Settings page appears.
- Use the following table to enter information in the fields:

Field	Description
Number of decimal places in credit hours	Enter the number of places from the decimal point to display for the credit hours.
Permit modification of grade scales	Select the checkbox if you want users to be able to modify grade scales. You should deselect the checkbox after the start of the school year to prevent users from modifying grade scales. Regardless of this setting, grade scales can still be modified in PowerGrade.

- Click **Submit**. The Changes Recorded page appears.

Functions

Formulas consist of functions and arguments, in most cases. Functions are used to perform operations on values, such as calculating a sum or an average, including a grade point average (GPA).

There are five categories of functions:

- **Numerical functions:** Such as rounded, truncated by specified number of places
- **Logical functions:** Such as "if," "and," "or"
- **Statistical functions:** Such as average, max, min, median, product, sum
- **Text functions:** Such as ASCII characters, uppercase, repeat text by specified number of times
- **GPA functions:** Such as number of grades counted in GPA, course numbers, GPA calculation

Functions must always include the parentheses, even if no arguments are specified. When specifying arguments to functions, be sure to enclose text values in quotation marks.

GPA Samples

Sample GPA formulas are listed below to illustrate the options available.

PowerSchool's traditional cumulative weighted GPA, rounded to 3 decimal places:

```
round((gpa_sum(gpa_gpapoints()*gpa_potentialcredit()/sum(gpa_potentialcredit()),3)
```

PowerSchool's traditional cumulative simple GPA, truncated to 2 decimal places:

```
trunc((average(gpa_gpapoints()),2)
```

A value added GPA:

```
average(gpa_gpapoints()+sum(gpa_addedvalue()))
```

The number of A grades received:

```
countof(A,gpa_grade()+countof(A+,gpa_grade()+countof(A-,gpa_grade()))
```

Total of all earned credit:

```
sum(gpa_earnedcredit())
```

The text "You are a star student!" if the student received more than 3 A+ grades:

```
if(countof(A+,gpa_grade())>=3,You are a star student!,)
```

The list of all letter grades, GPA points, and potential credit values used by the calculation:

```
gpa_grade()&&gpa_gpapoints()&&gpa_potentialcredit()
```

The result of one GPA calculation if the student has any grades with added value, or the result of another if not:

```
if(sum(gpa_addedvalue())>0,gpa_calculation(honors),gpa_calculation(standard))
```

Numerical Functions

Functions are used to perform operations on values, such as rounding numbers to a specified number of digits. The functions in this category are listed alphabetically.

Most functions have at least one required argument, though some do not accept any arguments. Optional arguments are surrounded by braces { }. A brief description and one or more examples follow each function.

Function name or alternate function	Function	Description	Examples
Abs (Absolute Value)	abs(number)	Returns the absolute value of the number. The result is either a positive number or zero.	abs(-4) returns 4 abs(78) returns 78 abs(0) returns 0
Dec (Decimal) or Frac (Fraction)	dec(number)	Returns the decimal (fractional) part of a real number. The result is always positive.	dec(22.575) returns 0.575 dec(-4.12) returns 0.12
Exp (Exponent)	exp(number)	Returns e raised to the power of the number. The constant e equals 2.718281828459, the base of the natural logarithm.	exp(1) returns 2.71828... exp(0.707) returns 2.02811...
Fact (Factorial)	fact(number)	Returns the factorial of the number, equal to $1*2*3*...*number$. If the number is negative, returns the #NUM! error value.	fact(5) returns 120 fact(7) returns 5040
Int (Integer)	int(number)	Rounds the number down to the nearest integer. If the number is positive, returns the integer equal to or less than the number. If the number is negative, rounds down to the next lowest whole number.	int(5.76) returns 5 int(-42.123) returns -43
Ln (Natural Log)	ln(number)	Returns the natural logarithm of the number. If the number is negative, returns the #NUM! error value.	round(ln(2.71828),3) returns 1 ln(4) returns 1.3863...
Log2 (Log to Base 2)	log2(number)	Returns the logarithm of the number to base 2. If the number is negative, returns the #NUM! error value.	log2(43) returns 5.4263...

Function name or alternate function	Function	Description	Examples
Log10 (Log to Base 10)	log10(number)	Returns the logarithm of the number to base 10. This is the inverse of the number E in scientific notation. If the number is negative, returns the #NUM! error value.	log10(100000) returns 5
Log	log(number{,base})	Returns the logarithm of the number to a base. If the base is omitted, uses 10. If the number or base is negative, returns the #NUM! error value.	log(10000) returns 4 log(10000,6) returns 5.1404...
Mod (Modulo)	mod(number,divisor)	Returns the remainder when the number is divided by the divisor. The result has the same sign as the value of the number being divided. If the number or divisor is a real number, it will be rounded before calculating the modulo.	mod(5,-2) returns 1 mod(23,7) returns 2
Pi	pi()	Returns pi, the ratio of a circle's circumference to its diameter.	pi() returns 3.141592653589793116
Power	power(number,power)	Returns the result of the number raised to a power.	power(2,8) returns 256 power(14,0.5) returns 3.7417...
Rand (Random)	rand({number})	Returns a random number between 0 and the number. If the number is omitted, the returned value is between 0 and 1.	rand() returns 0.8462... rand(50) returns 31.4896...
Round	round(number,digits)	Returns a number rounded to the specified number of digits from the decimal point. If digits is positive, it specifies the number of digits to the right of the decimal point. If negative, it specifies the number of digits to	round(59.72893,3) returns 59.729 round(115925.45,-3) returns 116000

Function name or alternate function	Function	Description	Examples
		the left of the decimal point.	
Sign	sign(number)	Returns 1 when the number is positive, -1 when it is negative, and 0 when it is zero.	sign(42) returns 1 sign(-827.32) returns -1 sign(0) returns 0
Sqrt (Square Root)	sqrt(number)	Returns the positive square root of the number. If the number is negative, returns the #NUM! error value.	sqrt(25) returns 5 sqrt(86) returns 9.2736...
Trunc (Truncate)	trunc(number{ ,digits})	Truncates the number by removing the decimal (fractional) part of the number. If digits is specified, it specifies the precision (number of decimal places) to truncate.	trunc(548.14687) returns 548 trunc(3.4583,2) returns 3.45

Logical Functions

Functions are used to perform operations on values, such as returning a specified number if certain conditions are met. The functions in this category are listed alphabetically.

Most functions have at least one required argument, though some do not accept any arguments. Optional arguments are surrounded by braces { }. A brief description and one or more examples follow each function.

Function name or alternate function	Function	Description	Examples
And	and(logical1{ ,logical2,...})	Returns 1 if all of the arguments are true (not zero), or 0 if any argument is false (zero).	and(1,0,1,43) returns 0 and((5=5),1) returns 1
If	if(logical,true_value,false_value)	Returns the true_value if the logical argument is true (not zero), or the false_value if the logical argument is false (zero).	if(1,100,0) returns 100 if(gpa_count()>20,Lots,Few) returns Few
IsBlank	isblank(text)	Returns 1 if the text is	isblank(83.2)

Function name or alternate function	Function	Description	Examples
		blank or 0 if it is a number or contains text.	returns 0 isblank(test) returns 0 isblank() returns 1
IsEven	iseven(number)	Returns 1 if the number is zero or evenly divisible by 2, or 0 if it is not.	iseven(42) returns 1 iseven(-17) returns 0
IsLogical	islogical(value)	Returns 1 if the argument can be interpreted as a logical value (0 or 1), or 0 if it cannot.	islogical(0) returns 1 islogical(gpa) returns 0
IsNumber	isnumber(value)	Returns 1 if the argument is a number, or 0 if it is text.	isnumber(3.412) returns 1 isnumber(A+) returns 0
IsOdd	isodd(number)	Returns 1 if the number is not zero or evenly divisible by 2, or 0 if it is.	isodd(42) returns 0 isodd(-17) returns 1
IsText	istext(value)	Returns 1 if the argument is text, or 0 if it is a number.	istext(0) returns 0 istext(gpa) returns 1
Not	not(logical)	Reverses the logic of the logical value: Returns 1 if logical is false (zero), or 0 if logical is true (not zero).	not(1) returns 0 not(5=4) returns 1
Or	or(logical1{,logical2,...})	Returns 1 if any of the arguments are true (not zero), or 0 if all are false (zero).	or(0,0,1,0) returns 1 or((5=4),0) returns 0

Statistical Functions

Functions are used to perform operations on values, such as calculating a sum or an average. The functions in this category are listed alphabetically.

Most functions have at least one required argument, though some do not accept any arguments. Optional arguments are surrounded by braces { }. A brief description and one or more examples follow each function.

Function name or alternate function	Function	Description	Examples
Average or Avg or Mean	average(number1{,number2, ...})	Returns the average (arithmetic mean) of the numeric arguments. The arguments may be individual numbers or results of functions that return arrays of numbers.	average(12,18,25,15) returns 17.5 average(gpa_percent()) returns 80.5
Count	count(value1{, value2, ...})	Returns the number of arguments given. The arguments may be individual values or results of functions that return arrays of values.	count(12,18,25,15) returns 4 count(gpa_percent()) returns 5
CountOf	countof(search_value,value1{,value2, ...})	Returns the number of occurrences of search_value in the remaining arguments. The arguments may be individual values or results of functions that return arrays of values.	countof(3.5,4,3.75,3.5,3,3,4,3,2,3.5,2.5,3) returns 2 countof(A,gpa_grade()) returns 1
Distinct	distinct(value1{,value2, ...})	Returns an array of the unique values found in the arguments. The arguments may be individual values or results of functions that return arrays of values.	distinct(4,3.75,3.5,3,3,4,3,2,3.5,2.5,3) returns {4,3.75,3.5,3,2,2.5} distinct(gpa_grade()) returns {A,B+,B,C+,F}
Geomean (Geometric Mean)	geomean(number1{,number2, ...})	Returns the geometric mean of the positive numeric arguments. The arguments may be individual numbers or results of functions that return arrays of numbers. If any argument is negative, returns the #NUM! error value.	geomean(12,18,25,15) returns 16.8702 ... geomean(gpa_percent()) returns 79.0972 ...
Harmean (Harmonic Mean)	harmean(number1{,number2, ...})	Returns the harmonic mean of the positive numeric arguments, the reciprocal of the arithmetic mean of reciprocals. The arguments may be	harmean(12,18,25,15) returns 16.2896 ... harmean(gpa_percent()) returns 77.5126 ...

Function name or alternate function	Function	Description	Examples
		individual numbers or results of functions that return arrays of numbers. If any argument is negative, returns the #NUM! error value.	
Max (Maximum)	max(number1 {,number2, ...})	Returns the largest number in the list of arguments. The arguments may be individual numbers or results of functions that return arrays of numbers.	max(12,18,25,15) returns 25 max(gpa_percent()) returns 96.2
Maxa (Maximum Alphabetic)	maxa(value1 {,value2, ...})	Sorts the arguments alphabetically, then returns the last value. The arguments may be individual values or results of functions that return arrays of values.	maxa(red,white,blue,green) returns white
Median	median(number1 {,number1, ...})	Returns the median of the numeric arguments. The median is the number in the middle; half of the numbers are greater than the median, half are less. If there is an even number of arguments, returns the average of the two numbers in the middle.	median(1,2,3,4,5) returns 3 median(1,2,3,4,5,6) returns 3.5 median(gpa_gpapoints()) returns 3.333
Min (Minimum)	min(number1 {,number2, ...})	Returns the smallest number in the list of arguments. The arguments may be individual numbers or results of functions that return arrays of numbers.	min(12,18,25,15) returns 12 min(gpa_percent()) returns 54.8
Min (Minimum Alphabetic)	mina(value1 {,value2, ...})	Sorts the arguments alphabetically, then returns the first value. The arguments may be individual values or results of functions that return arrays of values.	mina(red,white,blue,green) returns blue
Mode	mode(value1	Returns the mode of the	mode(12,18,25,15)

Function name or alternate function	Function	Description	Examples
	<code>{,value2, ...}</code>)	arguments. The mode is the most frequently occurring, or repetitive, value. If no value repeats, returns #N/A. In the case of a uniform distribution, or multiple modes, returns only one value. The arguments may be individual values or results of functions that return arrays of values.	returns #N/A mode(12,18,25,15,19, 14,18,9,16,20) returns 18 mode(gpa_gpgrade()) returns B
Product	<code>product(number1 {,number2, ...})</code>	Multiplies all the numeric arguments and returns the result. The arguments may be individual numbers or results of functions that return arrays of numbers.	product(12,18,25,15) returns 8100
Range	<code>range(number1 {,number2, ...})</code>	Returns the difference between the largest and smallest numeric arguments. The arguments may be individual numbers or results of functions that return arrays of numbers.	range(12,18,25,15) returns 13 range(gpa_gpapoints()) returns 4
Stdev (Standard Deviation)	<code>stdev(number1 ,number2 {,number3, ...})</code>	Calculates the standard deviation of a population based on a sample given as a list of arguments using the nonbiased or n-1 method. A standard deviation is a measure of how widely values are dispersed from the average value (arithmetic mean). The arguments may be individual numbers or results of functions that return arrays of numbers. If your data represents the entire population, use Stdevp.	stdev(12,18,25,15) returns 5.56778 ... stdev(gpa_percent()) returns 15.6962 ...
Stdevp (Standard Deviation)	<code>stdev(number1 ,number2</code>	Calculates the standard deviation of an entire	stdev(12,18,25,15) returns 4.8218 ...

Function name or alternate function	Function	Description	Examples
Population)	<code>{,number3, ...})</code>	population given as a list of arguments using the biased or n method. A standard deviation is a measure of how widely values are dispersed from the average value (arithmetic mean). The arguments may be individual numbers or results of functions that return arrays of numbers. If your data represents a sample of the population, use Stdev.	<code>stdev(gpa_percent())</code> returns 14.0391 ...
Sum	<code>sum(number1 {,number2, ...})</code>	Adds all the numeric arguments and returns the result. The arguments may be individual numbers or results of functions that return arrays of numbers.	<code>sum(12,18,25,15)</code> returns 70 <code>sum(gpa_potentialcr edit())</code> returns 4
Var (Variance)	<code>var(number1,n umber2 [,number3, ...])</code>	Returns the variance of a population based on a sample given as a list of arguments. The arguments may be individual numbers or results of functions that return arrays of numbers. If your data represents the entire population, use Varp.	<code>var(12,18,25,15)</code> returns 31 <code>var(gpa_gpapoints())</code> returns 2.5138 ...
Varp (Variance Population)	<code>var(number1,n umber2 {,number3, ...})</code>	Returns the variance of an entire population given as a list of arguments. The arguments may be individual numbers or results of functions that return arrays of numbers. If your data represents a sample of the population, use Var.	<code>varp(12,18,25,15)</code> returns 23.25 <code>varp(gpa_gpapoints ())</code> returns 2.0110 ...

Text Functions

Functions are used to perform operations on values, such as joining two strings of text together. The functions in this category are listed alphabetically.

Most functions have at least one required argument, though some do not accept any arguments. Optional arguments are surrounded by braces { }. A brief description and one or more examples follow each function.

Function name or alternate function	Function	Description	Examples
Char (Character)	char(number)	Returns the ASCII character corresponding to the number. The ASCII set used is the Macintosh extended ASCII set.	char(65) returns A char(92) returns \
Code (ASCII Code)	code(text)	Returns the numeric ASCII code of the first character in the text. The ASCII set used is the Macintosh extended ASCII set.	code(A) returns 65 code(gpa is fun) returns 103
Concatenate or Concat	concatenate(text1{,text2,...})	Joins several strings of text into one string of text.	concatenate(gpa,is,fun) returns gpaisfun concatenate(gpa_count(),,grades) returns 29 grades
Exact	exact(text1,text2)	Returns 1 if both arguments are identical in case and characters, or 0 if different.	exact(GPA,gpa) returns 0 exact(Mr. Smith,Mr. Smith) returns 1
Left	left(text{,num_characters})	Returns the first (leftmost) character or characters in the text. If num_characters is omitted, returns 1 character.	left(GPA) returns G left(Mr. Smith,3) returns Mr.
Len (Length)	len(text)	Returns the number of characters in the text, including spaces, numbers, and special characters.	len(GPA) returns 3 len(Mr. Smith) returns 8
Lower	lower(text)	Converts any uppercase characters in the text to lowercase.	lower(GPA) returns gpa lower(Mr. Smith) returns mr. smith

Function name or alternate function	Function	Description	Examples
Mid (Middle)	mid(text,start_position,num_characters)	Returns a specific number of characters from the text starting at the position you specify.	mid(GPA,1,1) returns P mid(Mr. Smith,3,4) returns . Smi
Proper	proper(text)	Capitalizes the first letter and any letter following a non-letter in the text.	proper(GPA) returns Gpa proper(2-cent's worth) returns 2-Cent'S Worth
Replace	replace(text,start_position,num_characters,new_text)	Replaces num_characters characters of text with the new_text starting at the position you specify.	replace(gpa codes,4,5,is fun) returns gpa is fun replace(Mr. Smith,1,3,Mrs.) returns Mrs. Smith
Rept (Repeat)	rept(text,number_times)	Repeats the text the specified number of times.	rept(gpa is fun ,5) returns gpa is fun gpa is fun gpa is fun gpa is fun rept(-,average(gpa_gpapoints()*4) returns ---- -----
Right	right(text{,num_characters})	Returns the last (rightmost) characters in the text. If num_characters is omitted, returns 1 character.	right(GPA) returns A right(Mr. Smith,4) returns mith
Trim	trim(text)	Removes leading, trailing, and extra spaces from the text.	trim(gpa is fun) returns gpa is fun
Upper	upper(text)	Converts any lowercase characters in the text to uppercase.	upper(gpa is fun) returns GPA IS FUN upper(Mr. Smith) returns MR. SMITH

GPA Functions

Functions are used to perform operations on values, such as returning the number of grades used to determine a student's GPA. The functions in this category are listed alphabetically.

For more information on GPA functions, see the *GPA Quick Reference Card* on the Pearson customer portal at <https://powersource.pearsonschools.com>.

Most functions have at least one required argument, though some do not accept any arguments. Optional arguments are surrounded by braces { }. A brief description and one or more examples follow each function.

Function name or alternate function	Function	Description	Examples
GPA_AddedValue	<code>gpa_addedvalue()</code>	Returns a numeric array listing the added value for each grade used in the GPA calculation. If used within <code>gpa_concat()</code> or <code>gpa_sum()</code> , returns a single value. See the note in <code>gpa_sum()</code> .	<code>gpa_addedvalue()</code> returns {0,0.02,0,0,0}
GPA_Attempts	<code>gpa_attempts()</code>	Returns a numeric array listing the attempts for each grade used in the GPA calculation. The attempts are determined by comparing the first character of the store code to a lookup table defined in District Setup. If the character is not found in the lookup table, a zero is used. If used within <code>gpa_concat()</code> or <code>gpa_sum()</code> , returns a single value. See the note in <code>gpa_sum()</code> .	<code>gpa_attempts()</code> returns {1,1,2,2,2}
GPA_Calculation	<code>gpa_calculation(text)</code>	Returns the result of the GPA calculation method whose name is specified.	<code>gpa_calculation(weighted)</code> returns 3.254
GPA_Concat	<code>gpa_concat(formula)</code>	Evaluates the formula once for every grade used in the GPA calculation and returns a concatenated string of the results. When used inside <code>gpa_concat()</code> , the following functions return an individual value instead of an array: <ul style="list-style-type: none"> <code>gpa_addedvalue()</code> <code>gpa_attempts()</code> 	<code>gpa_concat(if(left(gpa_grade())=B,*))</code> returns **

Function name or alternate function	Function	Description	Examples
		<ul style="list-style-type: none"> • gpa_coursenumber() • gpa_earnedcredit() • gpa_gpapoints() • gpa_grade() • gpa_gradelevel() • gpa_percent() • gpa_potentialcredit() • gpa_storecode() • gpa_termid() <p>Note: A gpa_concat() or gpa_sum() function cannot be used within the formula.</p>	
GPA_Count	gpa_count()	Returns the number of grades used in the GPA calculation. Functionally equivalent to count(gpa_grade()), but faster.	gpa_count() returns 8
GPA_CountSchoolYears	gpa_countschoolyears()	Returns the number of unique school years (not grade levels) for the grades used in the GPA calculation.	gpa_countschoolyears() returns 2
GPA_CountUniqueCourses	gpa_countuniquecourses()	Returns the number of unique courses (based on course number) for the grades used in the GPA calculation.	gpa_countuniquecourses() returns 6
GPA_CountYearTerms	gpa_countyearterms()	Counts the number of unique store codes in each school year, then returns a grand total.	gpa_countyearterms() returns 4
GPA_CourseNumber	gpa_coursenumber()	Returns a text array listing the course numbers for each grade used in the GPA calculation. If used within gpa_concat() or gpa_sum(), returns a single value. See the note in gpa_sum().	gpa_coursenumber() returns {MA1001,SC2001,FA540,LS105,PE200}

Function name or alternate function	Function	Description	Examples
GPA_EarnedCredit	<code>gpa_earnedcredit()</code>	Returns a numeric array listing the earned credit hours for each grade used in the GPA calculation. If used within <code>gpa_concat()</code> or <code>gpa_sum()</code> , returns a single value. See the note in <code>gpa_sum()</code> .	<code>gpa_earnedcredit()</code> returns {0,0.5,0.5,1,0}
GPA_GPAPoints	<code>gpa_gpapoints()</code>	Returns a numeric array listing the gpa points for each grade used in the GPA calculation. If used within <code>gpa_concat()</code> or <code>gpa_sum()</code> , returns a single value. See the note in <code>gpa_sum()</code> .	<code>gpa_gpapoints()</code> returns {4,3.5,3.333,2.5,0}
GPA_Grade	<code>gpa_grade()</code>	Returns a text array listing the letter grade for each grade used in the GPA calculation. If used within <code>gpa_concat()</code> or <code>gpa_sum()</code> , returns a single value. See the note in <code>gpa_sum()</code> .	<code>gpa_grade()</code> returns {A,B+,B,C+,F}
GPA_GradeLevel	<code>gpa_gradelevel()</code>	Returns a numeric array listing the grade level for each grade used in the GPA calculation. If used within <code>gpa_concat()</code> or <code>gpa_sum()</code> , returns a single value. See the note in <code>gpa_sum()</code> .	<code>gpa_gradelevel()</code> returns {9,9,9,10,10}
GPA_Percent	<code>gpa_percent()</code>	Returns a numeric array listing the percentage for each grade used in the GPA calculation. If used within <code>gpa_concat()</code> or <code>gpa_sum()</code> , returns a single value. See the note in <code>gpa_sum()</code> .	<code>gpa_percent()</code> returns {96.2,88.5,84,79,54.8}
GPA_PotentialCredit	<code>gpa_potentialcredit()</code>	Returns a numeric array listing the potential credit hours for each grade used in the GPA calculation. If used within <code>gpa_concat()</code> or	<code>gpa_potentialcredit()</code> returns {0,0.5,0.5,1,1}

Function name or alternate function	Function	Description	Examples
		<code>gpa_sum()</code> , returns a single value. See the note in <code>gpa_sum()</code> .	
GPA_StoreCode	<code>gpa_storecode()</code>	Returns a text array listing the store code for each grade used in the GPA calculation. If used within <code>gpa_concat()</code> or <code>gpa_sum()</code> , returns a single value. See the note in <code>gpa_sum()</code> .	<code>gpa_storecode()</code> returns {Q1,Q2,S1,S1,S2}
GPA_Sum	<code>gpa_sum(formula)</code>	<p>Evaluates the formula once for every grade used in the GPA calculation and returns the numeric total of the results.</p> <p>When used inside <code>gpa_concat()</code>, the following functions return an individual value instead of an array:</p> <ul style="list-style-type: none"> • <code>gpa_addedvalue()</code> • <code>gpa_attempts()</code> • <code>gpa_coursenumber()</code> • <code>gpa_earnedcredit()</code> • <code>gpa_gpapoints()</code> • <code>gpa_grade()</code> • <code>gpa_gradelevel()</code> • <code>gpa_percent()</code> • <code>gpa_potentialcredit()</code> • <code>gpa_storecode()</code> • <code>gpa_termid()</code> <p>Note: A <code>gpa_concat()</code> or <code>gpa_sum()</code> function cannot be used within the formula.</p>	<code>gpa_sum(gpa_gpapoints()*gpa_potentialcredit())</code> returns 5.9165
GPA_TermID	<code>gpa_termid()</code>	Returns a numeric array listing the term ID for each grade used in the GPA calculation. If used within <code>gpa_concat()</code> or	<code>gpa_termid()</code> returns {1004,1005,1001,1101,1102}

Function name or alternate function	Function	Description	Examples
		<code>gpa_sum()</code> , returns a single value. See the note in <code>gpa_sum()</code> .	

Class Rank

Use class rank to determine the order of students when sorted by grade point average (GPA). For example, the student with the highest GPA ranks at the top of the class. Since class rank calculates based on GPAs, the appropriate GPA calculation methods must exist before determining class rank.

Create a class rank method to set parameters for calculating the class rank. Use multiple class rank methods with varying settings to determine multiple sets of class rankings. For example, you can rank all current students using one method and then rank all current students plus students who graduated early using another method.

Class rank is calculated either manually or automatically at specified intervals, such as every week or only after grades are stored. Since calculating class rank affects all class rank methods, it is best to avoid creating more class rank methods than necessary.

Note: Though you can edit class rank methods, you cannot delete class rank methods via the Class Rank Settings page. Instead, you must use Direct Database Access to remove the class rank method. For more information, see *Direct Database Export*.

View the results of the class rank calculation using the Class Ranking Report. For more information, see *How to Run the Class Ranking Report*. You can also include class rank data access tags on custom reports and exports. For more information about data codes, go to the Pearson customer portal at <https://powersource.pearsonschoolsystems.com>. You will need your username and password to log in. If you do not have this information, contact your System Administrator.

How to Add a Class Rank Method

1. On the start page, choose **School** from the main menu.
2. Click **Class Rank**. The Class Rank Settings page appears.
3. Click **Class Rank Methods**. The Class Rank Methods page appears.
4. Click **New**. The Class Rank Method page appears.
5. Use the following table to enter information in the fields:

Field	Description
Description	Enter a description of the class rank method, such as Class Rank - Simple GPA .
GPA Calculation Method	Select from the pop-up menu which GPA calculation method to use when calculating class rank. The GPA calculation method determines what is queried and how grades are calculated.
GPA result is	Select from the pop-up menu how you want to assess the

Field	Description
	<p>class rank:</p> <ul style="list-style-type: none"> o Numeric - Assesses rank numerically, such as giving the student with the highest GPA the rank of 1. This is the most commonly-used selection. o Text - Assesses rank alphabetically, such as giving the student with a GPA of A the rank of 1. Select this option when the GPA method returns a text value. For more information, see <i>GPA Calculation Methods</i>.
Only include grades	<p>Select the checkbox to include only grades for courses or sections that count in class rank.</p> <p>Note: When selected, the class rank grade results may differ from GPA calculation results. This is the only class rank method setting that returns a result that may differ from the GPA.</p>
Exclude students	<p>Select the checkbox to exclude students that are set as excluded from class rank on the students' Other Information page. Some students may be excluded from class rank because they are enrolled for a short amount of time and should not be ranked amongst longer-term students. For more information on excluding a student from the class rank, see <i>Other Information</i>. Deselect the checkbox to override the student exclusion setting.</p>
Include early graduates?	<p>Select the checkbox to include students that graduate early. This checkbox filters students that have already exited the school using an exit code that identifies an early graduation. If selected, you must specify in the next field the early graduation exit code.</p>
Early graduation exit code	<p>If the checkbox in the previous field is selected, enter an exit code that specifies an early graduation.</p>

6. Click **Submit**. The Class Rank Methods page displays the new class rank method.

How to Edit a Class Rank Method

1. On the start page, choose **School** from the main menu.
2. Click **Class Rank**. The Class Rank Settings page appears.
3. Click **Class Rank Methods**. The Class Rank Methods page appears.
4. Click the name of the class rank method you want to edit. The Class Rank Method page appears.
5. Use the following table to enter information in the fields:

Field	Description
Description	Enter a description of the class rank method, such as Class Rank - Simple GPA .

Field	Description
GPA Calculation Method	Select from the pop-up menu which GPA calculation method to use when calculating class rank. The GPA calculation method determines what is queried and how grades are calculated.
GPA result is	Select from the pop-up menu how you want to assess the class rank: <ul style="list-style-type: none"> o Numeric - Assesses rank numerically, such as giving the student with the highest GPA the rank of 1. This is the most commonly-used selection. o Text - Assesses rank alphabetically, such as giving the student with a GPA of A the rank of 1. Select this option when the GPA method returns a text value. For more information, see <i>GPA Calculation Methods</i>.
Only include grades	Select the checkbox to include only grades for courses or sections that count in class rank. Note: When selected, the class rank grade results may differ from GPA calculation results. This is the only class rank method setting that returns a result that may differ from the GPA.
Exclude students	Select the checkbox to exclude students that are set as excluded from class rank on the students' Other Information page. Some students may be excluded from class rank because they are enrolled for a short amount of time and should not be ranked amongst longer-term students. For more information on excluding a student from the class rank, see <i>Other Information</i> . Deselect the checkbox to override the student exclusion setting.
Include early graduates?	Select the checkbox to include students that graduate early. This checkbox filters students that have already exited the school using an exit code that identifies an early graduation. If selected, you must specify in the next field the early graduation exit code.
Early graduation exit code	If the checkbox in the previous field is selected, enter an exit code that specifies an early graduation.

6. Click **Submit**. The Class Rank Methods page displays the edited class rank method.

How to Recalculate Class Rank

To refresh class rank data, recalculate all class rank methods either manually or at specified intervals.

1. On the start page, choose **School** from the main menu.
2. Click **Class Rank**. The Class Rank Settings page appears.

3. Click **Recalculation Frequency**. The Class Rank Recalculation Frequency page appears.
4. Select at which frequency the class rank should recalculate:
 - o **Daily** - Recalculates automatically during the nightly process
 - o **Weekly** - Recalculates automatically each weekend
 - o **Monthly** - Recalculates automatically once per month
 - o **After storing grades** - Recalculates automatically each time grades are stored
 - o **Manually** - Never recalculates automatically

Note: To manually recalculate the class rank, click **Recalculate now**. The class rank recalculates immediately. Once complete, the Changes Recorded page appears.

5. Click **Submit**. The GPA Options Changed page appears.

Graduation Sets

Use graduation sets to track student graduation progress. Graduation sets are sets of course requirements for which students must earn a specified number of credits. For example, you can create a graduation set for this year's incoming ninth graders.

Within a graduation set, create different subject area requirements, such as Science, Math, and English. Within each subject area requirement, define the number of credits students must earn to fulfill that requirement. For more information, see *Graduation Requirements*.

Monitor students' progress towards earning the credits they need to complete a predefined set of requirements for graduation from your school or entrance to a higher education institution. For more information, see *Graduation Progress*.

How to Add a Graduation Set

Create graduation sets to determine the number of credits in specific subject categories a student must earn to graduate. Define the graduation set. Then, define individual subject area requirements within the set by using course groups or individual course numbers.

1. On the start page, choose **School** from the main menu.
2. Click **Graduation Sets**. The Graduation Sets page appears.
3. Click **New**. The Graduation Requirement Set page appears.
4. Enter the name of the graduation set.
5. Click **Submit**. The Graduation Sets page displays the new graduation set.

How to Edit a Graduation Set

Edit the name of a graduation set. To add, edit, or delete graduation requirements associated with the graduation set, see *Graduation Requirements*.

1. On the start page, choose **School** from the main menu.
2. Click **Graduation Sets**. The Graduation Sets page appears.
3. Click the name of the graduation set to be edited in the Graduation Set column. The Graduation Requirement Set page appears.
4. Edit the name of the graduation set.
5. Click **Submit**. The Graduation Sets page displays the edited graduation set.

How to Delete a Graduation Set

Deleting a graduation set also deletes any associated graduation requirements.

1. On the start page, choose **School** from the main menu.
2. Click **Graduation Sets**. The Graduation Sets page appears.
3. Click the name of the graduation set to be deleted in the Graduation Set column. The Graduation Requirement Set page appears.
4. Click **Delete**. The Graduation Sets page displays without the deleted graduation set.

Graduation Requirements

Use graduation sets to track student graduation progress. Graduation sets are sets of course requirements for which students must earn a specified number of credits. For more information, see *Graduation Sets*. Monitor students' progress towards earning the credits they need to complete a predefined set of requirements for graduation from your school or entrance to a higher education institution. For more information, see *Graduation Progress*.

Create different requirements within a graduation set. For example, create a requirement for each major subject area, such as Science, Math, and English. Within each subject area requirement, define the number of credits students must earn to fulfill that requirement.

How to Add a Graduation Requirement

1. On the start page, choose **School** from the main menu.
2. Click **Graduation Sets**. The Graduation Sets page appears.
3. Click **Edit Requirements** next to the graduation set to which you want to add a requirement. The Graduation Requirements: [Graduation Set] page appears.
4. Click **New**. The New Graduation Requirement: [Graduation Set] page appears.
5. Use the following table to enter information in the fields:

Field	Description
Subject Area	Enter the subject area of this graduation requirement, such as English or History .
Requirement Name	Enter the name of this requirement.
Prerequisite Hours	Enter the number of prerequisite course credit hours a student must earn to meet the graduation requirement.
Prerequisite Courses	Select one of the following options to identify the courses a student must complete to meet this requirement: <ul style="list-style-type: none"> ○ These course numbers: Enter the numbers of each course a student must complete. Separate course numbers with commas. Note: Most schools select this option and define specific course numbers. ○ Courses with these credit types: Identify a credit type and define the credit type for specific courses on

Field	Description
	<p>the Course page.</p> <p>Note: Your school can create credit types to group courses together to fill a graduation requirement. Assign credit types to courses, and then specify that a requirement is filled by any courses or grades of that credit type. For example, if you create an ALGEBRA credit type in this field and assign it to several courses, and then you specify that any two courses with the ALGEBRA credit type fulfill a Math requirement, students meet the Math requirement if they take two courses with the ALGEBRA credit type.</p> <ul style="list-style-type: none"> ○ Courses in this group: Use the pop-up menu to choose a course group. Students must complete the credit hours identified for the courses within the group to meet this requirement. ○ Any course at all: Indicate that the student can complete the number of credit hours by completing any course. For example, select this option for an Electives graduation requirement.
Sort Order	<p>Enter a number to determine the order in which the system evaluates the student's progress in this requirement in comparison to other requirements. PowerSchool evaluates graduation requirements from the smallest sort order number to the largest.</p> <p>For example, assume you assign a Band course to two requirements: Fine Arts and Electives. Assign Fine Arts a smaller sort order number than Electives so that the system first evaluates the student's progress in the Fine Arts requirement and then his or her progress in the Electives requirement. Because Band fulfills multiple graduation requirements, it may appear more than once on the student's Graduation Progress page. For more information, see <i>Graduation Progress</i>.</p>

6. Click **Submit**. The Graduation Requirements: [Graduation Set] page displays the new requirement.
7. Repeat steps 4-6 for each requirement in this graduation set.

How to Edit a Graduation Requirement

1. On the start page, choose **School** from the main menu.
2. Click **Graduation Sets**. The Graduation Sets page appears.
3. Click **Edit Requirements** next to the graduation set for which you want to edit a requirement. The Graduation Requirements: [Graduation Set] page appears.
4. Click the requirement to be edited in the Requirement Name column. The Edit Graduation Requirement: [Graduation Set] page appears.
5. Use the following table to edit information in the fields:

Field	Description
Subject Area	Edit the subject area of this graduation requirement, such as English or History .
Requirement Name	Edit the name of this requirement.
Prerequisite Hours	Edit the number of prerequisite course credit hours a student must earn to meet the graduation requirement.
Prerequisite Courses	<p>Select one of the following options to identify the courses a student must complete to meet this requirement:</p> <ul style="list-style-type: none"> ○ These course numbers: Enter the numbers of each course a student must complete. Separate course numbers with commas. Note: Most schools select this option and define specific course numbers. ○ Courses with these credit types: Identify a credit type and define the credit type for specific courses on the Course page. Note: Your school can create credit types to group courses together to fill a graduation requirement. Assign credit types to courses, and then specify that a requirement is filled by any courses or grades of that credit type. For example, if you create an ALGEBRA credit type in this field and assign it to several courses, and then you specify that any two courses with the ALGEBRA credit type fulfill a Math requirement, students meet the Math requirement if they take two courses with the ALGEBRA credit type. ○ Courses in this group: Use the pop-up menu to choose a course group. Students must complete the credit hours identified for the courses within the group to meet this requirement. ○ Any course at all: Indicate that the student can complete the number of credit hours by completing any course. For example, select this option for an Electives graduation requirement.
Sort Order	<p>Enter a number to determine the order in which the system evaluates the student's progress in this requirement in comparison to other requirements. PowerSchool evaluates graduation requirements from the smallest sort order number to the largest.</p> <p>For example, assume you assign a Band course to two requirements: Fine Arts and Electives. Assign Fine Arts a smaller sort order number than Electives so that the system first evaluates the student's progress in the Fine Arts requirement and then his or her progress in the Electives requirement. Because Band fulfills multiple graduation</p>

Field	Description
	requirements, it may appear more than once on the student's Graduation Progress page. For more information, see <i>Graduation Progress</i> .

6. Click **Submit**. The Graduation Requirements: [Graduation Set] page displays the edited requirement.

How to Delete a Graduation Requirement

1. On the start page, choose **School** from the main menu.
2. Click **Graduation Sets**. The Graduation Sets page appears.
3. Click **Edit Requirements** next to the graduation set for which you want to delete a requirement. The Graduation Requirements: [Graduation Set] page appears.
4. Click the requirement to be deleted in the Requirement Name column. The Edit Graduation Requirement: [Graduation Set] page appears.
5. Click **Delete**. The Graduation Requirements: [Graduation Set] page displays without the deleted requirement.

Historical Grades Setup

In PowerSchool, student records include two types of grades: current and historical. Current grades are the students' grades in each of their teacher's PowerGrade systems. Historical grades are final grades, or grades that are permanently stored in the students' records. Historical grades appear on report cards and transcripts.

At the end of each grading term, use the Permanently Store Grades function to copy and store the students' current grades in PowerGrade as historical grades. For more information, see *Permanently Store Grades*.

In PowerSchool, you can view, change, or add to a student's historical grades. If a student is new to your school, enter grades from his or her previous school in PowerSchool. If an existing student in your school receives a grade that needs to be changed, you can change the grade.

How to Create a Single Historical Grades Entry

Enter a student's grades one at a time for incoming students. Alternatively, use the Multiple New Entries function on the Academic Record Entry page to enter a single grade. Most schools use the Academic Record Entry page to enter all grades.

1. On the start page, search for and select the student.
2. Click **Historical Grades**. The Historical Grades page appears.
3. Click **Single New Entry**. The New Stored Grade page appears.
4. Use the following table to enter information in the fields:

Field	Description
School name	Enter the name of the school where the student received the grade.

Field	Description
School year	Enter the year for which you want to enter a grade.
Store code	Enter the store code that your school uses for the term in which the student earned the grade. Store codes are determined in the final grade setup area on the School Setup page.
Hist. grade level	Enter the grade level of the student when he or she received the grade.
Course Number - Section Number Or Course Name	You must provide either the course and section number of an existing section or the course name if this is historical data for which no section record exists. If you provide a course and section, this grade will be associated with the student's enrollment in that section and will print on report cards. If you supply only the course name, the grade will print on transcripts but not on report cards since it is not associated with an actual section enrollment. In either case, the grade will be included in transcripts, the Previous Grades screen, and GPA calculations.
Teacher name	Enter the name of the teacher that taught the class.
Grade	Enter the letter grade the student earned.
GPA points	Enter the number of grade points the student received for this grade.
Added value	Enter any added value for the grade points, such as 1 for one additional grade point. You can also use fractions of a point. Most schools do not enter added values.
Percent	Enter the percent grade the student earned.
Citizenship	Enter the citizenship grade for the term.
Earned Credit Hours	Enter the number of credit hours the student earned in the course. Note: The number of earned credit hours and potential credit hours must be the same.
Potential credit hours	Enter the total number of credit hours the student could have earned in the course. Note: The number of earned credit hours and potential credit hours must be the same.
Credit type	If you could not match the course in which the student received this grade to a course at your school and you entered a course name, enter the credit type that counts towards the requirement if this grade fulfills a specific graduation requirement at your school. For example, if a student earned the grade in Russian, and your school does not offer Russian, enter Russian in the

Field	Description
	Course Name field. Then, to have the grade the student earned count towards the foreign language graduation requirement, enter Foreign Language or a similar credit type name in this field. Otherwise, deselect the checkbox.
Exclude from GPA?	Select the option to either include or exclude the grade from the GPA calculation.
Exclude from class rank?	Select the option to either include or exclude the grade from the class rank calculation.
Exclude from honor roll?	Select the option to either include or exclude the grade from the honor roll calculation.
Teacher comment	Enter any comments from the teacher.

- Click **Submit**. The Historical Grades page displays the new grade.

How to Create Multiple Historical Grades Entries

This option for entering historical grades is helpful when a student transfers from another school and all previous grades must be entered in PowerSchool.

- On the start page, search for and select the student.
- Click **Historical Grades**. The Historical Grades page appears.
- Click **Multiple New Entries**. The Academic Record Entry page appears.
- Enter the school name.
- Enter a four-digit number in the School year field that indicates the year that the school year began. Use the first of the two calendar years, such as **2009** for the 2009-2010 school year.
- Enter the year the student earned this grade in the Hist. grade level field.
- Enter the store code that your school uses for the term in which the student earned the grade. Store codes are determined in the final grade setup area on the School Setup page.
- Use the following table to enter information for each course per term in the indicated school year:

Field	Description
Course Number - Section Number Or Course Name	You must provide either the course and section number of an existing section the course name if this is historical data for which no section record exists. If you provide a course and section, this grade will be associated with the student's enrollment in that section and will print on report cards. If you supply only the course name, the grade will print on transcripts but not on report cards since it is not associated with an actual section enrollment. In either case, the grade will be included in transcripts, the Previous Grades screen, and GPA calculations.

Field	Description
Teacher name	Enter the name of the teacher that taught the class.
Credit type	<p>If you could not match the course in which the student received this grade to a course at your school and you entered a course name, enter the credit type that counts towards the requirement if this grade fulfills a specific graduation requirement at your school.</p> <p>For example, if a student earned the grade in Russian, and your school does not offer Russian, enter Russian in the Course Name field. Then, to have the grade the student earned count towards the foreign language graduation requirement, enter Foreign Language or a similar credit type name in this field.</p> <p>Otherwise, deselect the checkbox.</p>
Exclude from GPA?	Select the option to either include or exclude the grade from the GPA calculation.
Exclude from class rank?	Select the option to either include or exclude the grade from the class rank calculation.
Exclude from honor roll?	Select the option to either include or exclude the grade from the honor roll calculation.
Grade	Enter the letter grade the student earned.
GPA points	Enter the number of grade points the student received for this grade.
Added value	Enter any added value for the grade points, such as 1 for one additional grade point. You can also use fractions of a point. Most schools do not enter added values.
Percent	Enter the percent grade the student earned.
Citizenship	Enter the citizenship grade for the term.
Earned credit	<p>Enter the number of credit hours the student earned in the course.</p> <p>Note: The number of earned credit hours and potential credit hours must be the same.</p>
Potential credit	<p>Enter the total number of credit hours the student could have earned in the course.</p> <p>Note: The number of earned credit hours and potential credit hours must be the same.</p>

9. Repeat step 8 for additional courses.
10. Click **Submit**. The Historical Grades page displays the new grades.

How to Edit a Stored Grade

There are times when it is necessary to change a historical (stored) grade. Because such a change can have a serious impact on a student's permanent record, stored grades must be changed one by one.

Note: You can create a log entry to track each time you change a grade for a student. For more information, see *Log Entries*.

1. On the start page, search for and select the student.
2. Click **Historical Grades**. The Historical Grades page appears.
3. Click the grade to be changed. The Edit Stored Grade page appears.
4. Use the following table to change a student's historical grade information on the Edit Stored Grades page:

Field	Description
School	The school name appears.
School year (term)	The school year and term appear.
Store code	The store code appears.
Hist. grade level	The grade level in which the student enrolled in the course appears. You can edit the grade level.
Associated section	The section of the course in which the student was enrolled appears.
Course number	The number of the course in which the student earned the grade appears.
Course name	The name of the course in which the student earned the grade appears.
Teacher name	Enter the name of the teacher of the course section.
Associated grade scale	The name of the associated grade scale appears.
Grade	The letter grade originally entered for the student appears. You can edit the grade. Note: The grade does not automatically change with the percentage and vice versa. If you change one, you must manually change the other.
GPA Points	Enter the points value that corresponds to the grade. For example, enter 4.0 for an A.
Added value	Enter any added value for the grade points, such as 1 for one additional grade point. You can also use fractions of a point. Most schools do not enter added values.
Percent	Enter the percent grade the student earned.
Citizenship	Enter the citizenship grade for the term.

Field	Description
Absences	Enter the number of absences for the course in the term.
Tardies	Enter the number of tardies for the course in the term.
Earned credit hours	Enter the number of credit hours the student earned in the course. Note: The number of earned credit hours and potential credit hours must be the same.
Potential credit hours	Enter the total number of credit hours the student could have earned in the course. Note: The number of earned credit hours and potential credit hours must be the same.
Credit type	If you could not match the course in which the student received this grade to a course at your school and you entered a course name, enter the credit type that counts towards the requirement if this grade fulfills a specific graduation requirement at your school. For example, if a student earned the grade in Russian, and your school does not offer Russian, enter Russian in the Course Name field. Then, to have the grade the student earned count towards the foreign language graduation requirement, enter Foreign Language or a similar credit type name in this field. Otherwise, deselect the checkbox.
Exclude from GPA?	Select the option to either include or exclude the grade from the GPA calculation.
Exclude from class rank?	Select the option to either include or exclude the grade from the class rank calculation.
Exclude from honor roll?	Select the option to either include or exclude the grade from the honor roll calculation.
Teacher comment	Enter any comments from the teacher.
Change history	A list of any changes to this grade appears.

- Click **Submit**. The Changes Recorded page appears.

How to Delete a Stored Grade

Before deleting a class from a student's historical grades, be certain this is what you want to do. You are not only deleting the grade from the historical record, you are also deleting the class from the student's permanent record. Though this function does not delete the class from the master schedule, the student's historical grades for this class cannot be retrieved once deleted.

1. On the start page, search for and select the student.
2. Click **Historical Grades**. The Historical Grades page appears.
3. Click the grade to be deleted. The Edit Stored Grade page appears.
4. Click **Delete**. The Changes Recorded page appears. If you delete the last grade for a class, the class no longer appears on the Historical Grades page.

How to Override Course Names

You can override a district-assigned course name if you enter a course name along with a valid course number on the Historical Grade screen. The following rules apply when overriding the course name:

- Course Number is optional. If it is not included, the Course Name is used.
- If a Section Number is entered, it must exist in the system.
- If no Course Name is entered and a valid Course Number is entered, it will default to the name in the Courses table.
- If no Course Name is entered or found, an error dialog appears and the changes are not saved.

1. On the start page, search for and select a student.
2. Choose **Historical Grades** from the student pages menu. The Historical Grades page appears.
3. Click **Single New Entry**. The New Stored Grade page appears.

Note: To change several course names, click Multiple New Entries. The Academic Record – Entry page appears.

4. Enter the course name in the Course name field.
5. Click **Submit**.

How to Edit Previous School Names

Use this function to change or enter the name of the school where a class was taken. If you entered a school name when entering the historical grades, it appears on this page. If you did not enter a school name, do so from this page.

Note: The school names you enter appear on the student's transcript next to the school year during which he or she attended the school. If a student attended more than one school during a school year, each school and the grades the student received at that school appear in separate lists.

1. On the start page, search for and select the student.
2. Click **Historical Grades**. The Historical Grades page appears.
3. Click **Previous School Names**. The Historical School Names page appears.
4. Enter or change the name of the schools where the courses were taken.
5. Click **Submit**. The Changes Recorded page appears.

Click the grade to display the school name on the Edit Stored Grade page. To reset a changed previous school name, repeat this procedure but leave the School Name field blank. The Edit Stored Grade page displays the current school.

Permanently Store Grades

In PowerSchool, student records include two types of grades: current and historical. Current grades are the students' grades in each of their teachers' PowerGrade systems. Historical grades are final grades, or grades that are permanently stored in the students' records. Historical grades appear on report cards and transcripts. At the end of each grading term, use the Permanently Store Grades function to copy and store the students' current grades in PowerGrade as historical grades.

PowerSchool administrators have 30 calendar days after the term end date to store or re-store grades. The "term end date" refers to the end of the store code's Final Grade Setup end date. For more information, see *Final Grades Setup for PowerGrade*.

Note: Changes to grades beyond the 30 days would need to be performed either manually on the student's Historical Grades page or by importing the grades.

Before permanently storing grades, be sure that you set up grade scales, final grades, and the current grade display. For more information, see *Grade Scales*, *Final Grades Setup for PowerGrade*, and *Current Grade Display*.

Also, you should run several reports before permanently storing grades. The Student Schedule Listing report lists the current grades and any missing grades for selected students. For more information, see *How to Run the Student Schedule Listing Report*. Print the Class Rosters report for teachers to verify that all the grades are correct. For more information, see *How to Run the Class Rosters (PDF) Report*.

How to Permanently Store Grades

1. On the start page, choose **System** from the main menu.
2. Click **Permanently Store Grades**. The Permanently Store Grades page appears.
3. Use the following table to enter information in the fields:

Field	Description
Store Code	Enter a two-digit code to indicate the term in which the students earned the grades, such as Q1 or S1 . The first character must be a letter, and the second character must be a number. Note: Do not use the same store code twice in one year. The system will overwrite the grades you stored under the store code the first time with the grades you store the second time.
Use this final grade	Enter the term code from which you want to save the grades. The term code is usually the same as the store code, such as Q1 or S1 . For more information on defining term codes, see <i>Final Grades Setup</i> .
Exclude and Include Enrollment Records	You do not have to store current grades for all students. If you want to store current grades based on students' enrollment or dropped class dates, select any combination of the following checkboxes to filter the selected students: <ul style="list-style-type: none"> ○ Exclude enrollment records where the student enrolled in the class after this date: Enter the

Field	Description
	<p>date using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.</p> <ul style="list-style-type: none"> o Exclude enrollment records where the student dropped the class before this date: Enter the date using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. o Include only enrollment records that are currently active and that were active on this date: Enter the date using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. To be included in the grade storing process for a class, a student must have enrolled in a class on or before the date you enter and cannot have dropped the course until or after the date. <p>Note: If you leave the date-related fields blank, PowerSchool stores a grade for every enrollment record, including classes that students dropped during the term. Most schools enter a two-week grace period at both the beginning and end of the term. This allows for all of the add/drop procedures at the beginning of the term to be ignored in the store grades process. Also, PowerSchool does not store grades for students who enroll in your school during the last two weeks of the term.</p>
<p>Request that grades be stored only for a specific section</p>	<p>To store grades for students in a specific course section only, enter the course and section numbers, separated by a period. For example, enter 113.04 for Course 113, Section 04. You can do this when teachers are late in entering their final grades or when testing the process of storing grades. Store grades for one course section before you store grades for all course sections. Leave this field blank to store grades for all course sections.</p>
<p>Percent of Credits to be awarded each term</p>	<p>For each term, specify the percent of possible credits each student can earn. For example, if you store grades for Q1 in a school year with four quarters, students earn 25% of the possible credits they can earn in a year-long course. The terms listed refer to the courses, such as courses that are one year long, or courses that are one semester long. If you want to store grades but do not want to award credit, enter 0 in these fields.</p> <p>Note: Be sure you define the proper amount of credits for all courses. Also, define the grades that earn graduation credit on the Gradescale page.</p>

Field	Description
Available Store Terms	<p>For each available store term, enter a percentage of the course credit to award at the time grades are permanently stored:</p> <ul style="list-style-type: none"> ○ [blank] - Store no grades and no credit ○ 0% - Store grades, but no credit ○ 1% to 100% - Store grades and the specified percent amount of the potential credit <p>Store Terms appear on this page 10 days after the start date of the term. For example, if the first day of the 2009-2010 year is 8/15, the 2009-2010 store term will appear on this page on 8/26.</p>
Options for classes enrolled at other schools	<p>Use the pop-up menus to indicate the options you want to apply for storing grades for classes that students take at other schools:</p> <ul style="list-style-type: none"> ○ Store grades for classes enrolled at: Select whether to store grades for all schools or for the selected school only. If storing for the selected school only, PowerSchool will not store grades for the other schools at which students may take classes. ○ Record the school name of: Select which school name to use when storing grades. Select either the other school or the current school. <p>For example, if a middle school student takes a class at the high school, the middle school must select this option when permanently storing grades.</p> <p>Note: When storing grades for students taking classes at other schools, the TermID fields must match between the schools for those enrollments to store correctly.</p>
Options for Withholding Credit	<p>You can determine that all students who receive a specific number of attendance points during the date range you enter do not receive credit for the course and earn an entirely different grade. For example, the student originally receives a C; however, due to excessive absences, the student receives a WC and no credit for this course.</p> <p>Complete the following steps:</p> <ol style="list-style-type: none"> 1. Select the checkbox. 2. Enter the number of attendance points the student must have received and the date range during which he or she received them to earn the grade you enter. 3. Enter a comment in the teacher comment field if you want the original grade the student earned before counting the attendance points to appear with the comment.

- Click **Store Current Grades**. The Alert: Storing Grades page displays the status of the storing grades process.

Note: If you notice that you entered incorrect data after storing grades, repeat this procedure for the same store code. PowerSchool overwrites the existing grades with the new ones.

Export Historical Grades

Create an export file that contains the historical grades for a specific term. Use this procedure to save a backup file of each term's historical grades or to maintain a record of historical grades outside of PowerSchool, such as in a spreadsheet program.

How to Export Historical Grades

- On the start page, choose **System** from the main menu.
- Click **Export Historical Grades**. The Export Historical Grades page appears.
- Use the following table to enter information in the fields:

Field	Description
School	The page displays the school in which you are currently working. To change the school, click School in the navigation bar.
School Year	The current school year appears.
Store Code	Enter the store code of the term for which you want to export historical grades.
Field Delimiter	Use the pop-up menu to indicate how you want the system to separate fields in the export file: <ul style="list-style-type: none"> ○ Tab ○ Comma
Record Delimiter	Use the pop-up menu to indicate how you want the system to separate records in the export file: <ul style="list-style-type: none"> ○ CRLF: carriage return and line feed ○ CR: carriage return ○ LF: line feed
Fields to Export	Enter the internal PowerSchool field names of the fields you want to export. Note: If you include a field from another table, enter the table name in brackets first, such as [students]student_number . Press Return (Mac) or Enter (Windows) after each field name.

- Click **Submit**. The exported historical grades appear.

Note: To save the file, choose **File > Save As** from your Web browser. Select a file location and type, such as a text file. Click **Save**.

Grade and Gradebook Reports

Use gradebook reports to determine the class rank or the number of students in a class that received a specified grade.

How to Run the Class Ranking Report

This report provides the class rankings at your school so that you can determine the top students for each class level.

1. On the start page, choose **Reports** from the main menu.
2. On the Reports page, click **Run Reports**.
3. On the Run Reports page, click **Class Ranking**. The Class Ranking Report page appears.
4. Use the following table to enter information in the fields:

Field	Description
Grade Level	Choose the grade level to scan from the pop-up menu.
Class Rank Method	Choose from the pop-up menu the GPA calculation method to use for the class ranking.
Display GPAs	To scan only a range of GPAs, enter the range in the fields.
Display Percentiles	To scan a range of grade percentiles, enter the range in the fields.

5. Click **Submit**. The Class Ranking Report displays the rank number, student number, student name, grade point average, and class rank percentile for each student.

Proceed by printing the report from your Web browser or saving it to another application. For more information, see *Run, Print, and Save Reports*.

How to Run the Grade Count Report

This report displays how many times each letter grade occurred for the selected group during current or past terms.

1. On the start page, choose **Reports** from the main menu.
2. On the Reports page, click **Run Reports**.
3. On the Run Reports page, click **Grade Count**. The Grade Count page appears, and the number of selected students appears in the Students To Scan field.
4. Select an option to indicate which grades to scan:
 - o **current grades**
 - o **historical grades** (If you select this option, enter the store code for which you want to scan, such as **Q2**)

- Click **Submit**. The resulting report lists the letter grades and how many times they occur in the specified group for the chosen term.

Proceed by printing the report from your Web browser or saving it to another application. For more information, see *Run, Print, and Save Reports*.

How to Run the Grade Count By Teacher Report

Like the Grade Count report, the Grade Count By Teacher report also displays how many times each letter grade occurred for the group during current or past terms. The only difference is that this report restricts the results to a single teacher.

- On the start page, choose **Reports** from the main menu.
- On the Reports page, click **Run Reports**.
- On the Run Reports page, click **by Teacher** next to Grade Count. The Grade Count page appears.
- Use the following table to enter information in the fields:

Field	Description
Scan by student	Select an option to scan either the selected students or all currently enrolled students.
Scan by teacher	Choose the teacher to scan from the pop-up menu. Note: For a staff member to appear in this pop-up menu, the Staff Status field (accessible via Start Page > Staff > Select A Staff Member > Edit Information) must be set to Teacher .
Scan	Select an option to indicate which grades to scan: <ul style="list-style-type: none"> ○ current grades ○ historical grades (If you select this option, enter the store code for which you want to scan, such as Q2)

- Click **Submit**. The resulting report lists the letter grades and how many times each grade occurs in the specified group for the chosen term and teacher.

Proceed by printing the report from your Web browser or saving it to another application. For more information, see *Run, Print, and Save Reports*.

How to Run the Grades Distribution Report

The Grades Distribution report identifies trends in instruction, grading and assessment. The report helps determine the validity and consistency of grading practices within the school.

- On the start page, choose **Reports** from the main menu.
- On the Reports page, click **Run Reports**.
- On the Run Reports page, click **Grades Distribution**. The Grades Distribution Report page appears. The upper portion of the page displays the report's name, version number, description, and any comments.
- Use the following table to enter information in the fields:

Field	Description
Processing Options	<p>Select a time to run the report:</p> <ul style="list-style-type: none"> ○ Choose In Background Now to execute the report immediately in the background. ○ Choose ASAP to execute the report in the order it is received in the Report Queue. ○ Choose At Night to execute the report during the next evening. ○ Choose On Weekend to execute the report during the next weekend. ○ Choose On Specific Date/Time to execute the report on the date and time specified in the Specific Date/Time fields. <p>After submitting this report, it will be processed in the report queue. On the navigation bar, click the Report Queue icon. The Report Queue - My Jobs page displays all your reports.</p>
Data to be filled	<p>In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose Set All to select all checkboxes and Reset All to remove all checkboxes next to the following fields.</p>
Report By	<p>From the pop-up menu, choose whether to run an overview report or to run the report by course, teacher, department, credit type, or student.</p>
Grades to Scan	<p>From the pop-up menu, choose whether to scan current grades or historical grades.</p>
Distribute Grades By	<p>From the pop-up menu, choose whether to distribute grades by letter grade or percentages.</p>
Distribution Display	<p>Determine the headings that appear at the top of each view. For example, enter A, B, C, D, F or 60, 70, 80 in the text box to facilitate distributing the grades or percentages. All scores that do not fall into a letter grade or percentage range will go into a column named Other.</p>
Cutoff Percent for Pass/Fail	<p>If distributing grades by percentages, enter a percent to determine the difference between a passing grade and a failing grade. For example, enter 65 in this box, and any percentage 64 or below displays as a failing grade.</p>
Passing Grades	<p>If distributing grades by letter grades, enter all letter grades that comprise a passing score, such as A,B,C,D.</p>
Failing Grades	<p>If distributing grades by letter grades, enter all letter grades that comprise a failing score, such as F.</p>
Term	<p>If distributing grades by historical grades, choose from the pop-up menu the term for distributing historical grade</p>

Field	Description
	information.
Store Codes	If distributing grades by historical grades, enter the applicable store code for the historical grade.

5. Click **Submit**. The report queue appears.
6. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The report appears. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

How to Run the Graduation Progress Report

This report provides the graduation progress of the selected students.

1. On the start page, choose **Reports** from the main menu.
2. On the Reports page, click **Run Reports**.
3. On the Run Reports page, click **Graduation Progress Report (PDF)**. The Graduation Progress Report page appears.
4. Select which students to include in the report:
 - o **All students**
 - o **The selected [x] students only**
 - o **Only these grade levels** (enter the grade levels in the blank field, separated by commas)
5. Click **Submit**. The report queue appears.
6. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The report appears. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

How to Run the Honor Roll Report

This report provides honor roll calculations for a group of students. The report displays all honor rolls the students have received, even if the honor roll was received in another school.

1. On the start page, choose **Reports** from the main menu.
2. On the Reports page, click **Run Reports**.
3. On the Run Reports page, click **Honor Roll**. The Honor Roll Report page appears.
4. Use the following table to enter information in the fields:

Field	Description
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Field	Description
Which Students	Select the option to identify the students for whom you want to calculate honor roll information: <ul style="list-style-type: none"> ○ [selected student] ○ The selected [x] students only ○ All [x] currently enrolled students
Report Title	Enter the name for this honor roll report.
Honor Roll Method	Choose the honor roll method you want to calculate from the pop-up menu. Specify a single honor roll method or all honor roll methods.
Store Code	Enter the store code for which you want to run the report. Leave this field blank to list all store codes.
School Year	Enter the school year for which you want to run the report. Only honor roll records stored during the single school year specified will be listed. Leave this field blank to list only records from the current school year.
Historical Grade Level	Enter the grade level for which you want to run the report. Only honor roll records the student earned while at the single grade level specified will be listed. Leave this field blank to list all grade levels.

5. Click **Submit**. The Honor Roll report displays the report title and the following information:
 - Student name (click to view the student pages for that student)
 - Student number
 - Grade level
 - Honors level
 - Grade point average

Report Cards

Report card reports can be used for much more than just end-of-the-term reports. You can also use them to create other types of documents, such as custom letters or progress reports. Any report card-style report can include text as well as PowerSchool fields.

You can only create report cards for the term selected on the start page. To report on more than one term, create an object report. For more information, see *Object Reports*.

How to Open a Preview Page

When creating custom reports, it is a good idea to preview them often as you work. Therefore, before you create any new reports, you should open a preview page in your Web browser.

1. On the start page, search for and select any student or group of students.
2. Click the PowerSchool logo.

3. Choose **Reports** from the main menu.
4. On the Reports page, click **Report Setup**.
5. On the Report Setup page, click **Form Letters**. The Form Letters page appears.
6. Click **Print**. Leave the Print Reports page open as you create each type of report in a new Web browser window. You will return to it to review the report template as you work. Within other instructions, this page is referred to as the preview page.

How to Add a Custom Report Card Template

You can customize the following elements of a report card template:

- *Heading*
- *Schedule Listing*
- *Footer*
- *Availability*
- *Page Setup*
- *Print Setup*

1. On the Start page, choose **Reports** from the main menu.
2. On the Reports page, click **Report Setup**.
3. On the Report Setup page, click **Report Cards**. The Report Cards page appears.
4. Click **New**. The Create New Report Card Format page appears.
5. Use the following table to enter information in the fields:

Field	Description
Name of new report card template	Enter a name for the template.
Title	Enter a title to print at the top of the report card. Use data codes or some HTML tags in addition to text.
Title style	Choose a style from the pop-up menu. To configure the styles, see <i>System Styles</i> .

6. Click **Submit**. The Report Cards page appears.
7. Click the report you just created.
8. On the Report Card page, choose either **Left**, **Center**, or **Right** title justification from the pop-up menu.
9. Click **Submit**. The report card template setup and title are complete.

Heading

The heading can include any type of information, such as your school's address, a note to parents, some HTML tags, or data codes that pull information from the PowerSchool database.

1. On the Report Cards page, click the name of the report.
2. On the Report Card page, click **Heading**. The Report Card Heading page appears.
3. Use the following table to enter information in the fields:

Field	Description
Heading Text Style	Choose the style for the heading text from the pop-up menu.
Justification	Choose the heading alignment from the pop-up menu.

- Enter the content of the heading in the large white field using text, some HTML tags, and PowerSchool data codes. Click **Fields** to view a list of PowerSchool fields. Click the name of a field to insert it in this field. For more information about data codes, go to the Pearson customer portal at <https://powersource.pearsonschools.com>. You will need your username and password to log in. If you do not have this information, contact your System Administrator.
- Click **Submit**. The Report Card page appears.
- Click **Submit** again to save the report template.

Schedule Listing

Format schedule listings to display grades, citizenship, absences, tardies, and scores for individual assignments.

Note: This listing is referred to as a Student Schedule when printing reports. For more information, see *Run, Print, and Save Reports*.

- On the Report Cards page, click the name of the report.
- On the Report Card page, click **Schedule Listing**. The Student Schedule Listing page appears.
- Use the following table to enter information in the fields:

Field	Description
Column Titles Style	Choose a style for the column titles from the pop-up menu.
Class Listings Style	Choose a style for the class listings from the pop-up menu.
Use Future Schedule	Select the checkbox to use next year's student schedules. To use this year's schedules, deselect the checkbox.

- Complete the remaining items, which concern the format of the report card, as necessary. To use the defaults, do not make any changes to the formatting fields. For further explanation of the fields, see *Report Formatting*. Select what data will comprise the schedule listings in the columns.
- Use the following table to enter information in the fields:

Field	Description
Shows	Use the pop-up menu to choose the information for the first column on the report card. Use the next field only if you make certain choices for the Shows column. If you select any of the following in the

Field	Description
	<p>Shows column, enter a specific term preceded with a semicolon in the next field:</p> <ul style="list-style-type: none"> o absences o tardies o attendancepoints o previousgrade o prev. percent o prev. tchr. cmnt o prev citizenship o prev crdit hours <p>For example, enter ;Q1 in the blank field next to the Shows column to display information for Q1.</p> <p>If you select Attendance in the Shows column, enter an attendance code.</p> <p>If you select asmt score, asmt pct, or asmt pts poss in the Shows column, enter an assignment name. The assignment name must exactly match that in the gradebook.</p> <p>When the Shows column is blank but you want a title for the column, enter text or an HTML tag in the next field. PowerSchool will use the information to populate that column of the report.</p>
Column Title	Enter a column title.
Column Width	Enter a column width.
Align	<p>Enter one of the following codes:</p> <ul style="list-style-type: none"> o R for right justification o L for left justification o C for center justification

6. Repeat step 5 for other columns to be included on the report card. Create up to 12 columns.
7. Use the following table to enter information in the fields:

Field	Description
...include only those classes	<p>Select the checkbox for the students who have final grades recorded in the specified term (optional). In the space provided, enter the terms/store codes, such as Q1, Q2, and Q3. This tells PowerSchool to list only classes for which there are stored grades for the terms listed. When a student drops a class and does not receive a final grade, the class will not appear on the report card.</p>

Field	Description
Extended stored grade retrieval	Select the checkbox to include additional stored grades. This is helpful when a student switches from one section of a course to another section of the same course. The courses and grades appear on one row of the report rather than different lines for each section.

- Click **Submit**. The Report Card page appears.
- Click **Submit** again to save the report template.

Footer

Next, set up the footer. The footer is exactly like the heading except that it appears below the schedule listings. It can contain any type of information, including your school's address, a note to parents, some HTML tags, or PowerSchool data codes.

- On the Report Cards page, click the name of the report.
- On the Report Card page, click **Footer**. The Report Card Footer page appears.
- Use the following table to enter information in the fields:

Field	Description
Footer text style	Choose the style for the footer text from the pop-up menu.
Justification	Choose the footer alignment from the pop-up menu.

- Enter the content of the footer in the large white field using text, some HTML tags, and PowerSchool data codes. For a complete list of field codes, click **View Field List** on the PowerSchool start page. For more information about data codes, go to the Pearson customer portal at <https://powersource.pearsonschools.com>. You will need your username and password to log in. If you do not have this information, contact your System Administrator.
- Click **Submit**. The report card footer is created and the Report Card page appears.
- Click **Submit** again to save the report template.

Availability

Specify which schools can access the report.

- On the Report Cards page, click the name of the report.
- On the Report Card page, select an option to indicate which schools on the PowerSchool system will have access to this report:
 - users at all schools** [on the server]
 - only users at** [selected school]
- To indicate that teachers can print this report, select the checkbox.
- Click **Submit**. The Report Cards page appears.
- Click **Submit** again to save the report template.

Page Setup

Specify how the report fits on the page.

1. On the Report Cards page, click the name of the report.
2. On the Report Card page, click **Margins & Page Setup**. The Report Card Margins page appears.
3. Use the following table to enter information in the fields:

Field	Description
Margins	Enter the margins in inches for the left, top, right, and bottom of the page.
Orientation	Choose the orientation from the pop-up menu: <ul style="list-style-type: none"> ○ Portrait (vertical) ○ Landscape (horizontal)
Reduction	Enter a reduction scale (optional). This refers to the finished size of the report. Fit more on a page by reducing it by a percentage, but remember to leave it as large as possible for easier viewing.

4. Click **Submit**. The Report Card page appears.
5. Click **Submit** again to save the report template.

Print Setup

Specify how the report will print.

1. On the Report Cards page, click the name of the report.
2. On the Report Card page, click **Special Printing Options**. The Special Printing Options page appears.
3. Use the following table to enter information in the fields:

Field	Description
Multiple reports per page	Select the checkbox to create more than one report per page. If you select this option, enter the number of reports that appear across (in columns) and down (in rows) on each page.
Gutter Widths	If you are printing multiple reports on each page, enter the width for the gutter between the columns and rows.
Suppress column title printing	Select the checkbox to hide the column titles.

4. Click **Submit**. The Report Card page appears.
5. Click **Submit** again to save the report template.

How to Preview a Report Card

1. Open a report preview page. For more information, see *How to Open a Preview Page*.
2. Use the following table to enter information in the fields:

Field	Description
Which report would you like to print?	Choose the report from the pop-up menu.
For which students?	Select an option to indicate the students for whom to run the report, if necessary. Indicate the number of pages to print: <ul style="list-style-type: none"> ○ To print a report for all of the selected students, choose the All records in a single batch option. ○ To print a limited number of pages, choose the Print only the first X records option and enter the number of pages to print. ○ To print batches of reports for all of the selected students, choose the All records in batches of X records option and enter the number of records to print per batch.
In what order?	Select the sort order.
If printing student schedules, use	Select an option to indicate enrollment specifications. If you select the enrollment as of option, enter the enrollment date in the field.
If printing fee list, only include transactions conducted during... (may be overridden in report setup)	If you selected an Object Report in the "Which report to print" field and that Object Report includes a fee list object, choose the date range from the pop-up menu. If you select the "Date Range," enter the beginning and ending dates in the fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Watermark Text	To print text as a watermark on each page of the report, choose from the pop-up menu one of the standard phrases or choose Custom and enter the text you want to print as a watermark in the field.
Watermark Mode	Use the pop-up menu to determine how you want the text to print. Watermark prints the text behind objects on the report, while Overlay prints the text over objects on the report.
When to print	Select a time to start the report: <ul style="list-style-type: none"> ○ ASAP: Execute immediately. ○ At Night: Execute during the next evening.

Field	Description
	<ul style="list-style-type: none"> ○ On Weekend: Execute during the next weekend. ○ On Specific Date/Time: Execute on the date and time specified in the following fields.

3. Click **Submit**. The report appears with the specified parameters. Review the report to verify that the formatting and content are correct before printing.

How to Edit a Custom Report Card Template

1. On the start page, choose **Reports** from the main menu.
2. On the Reports page, click **Report Setup**.
3. On the Report Setup page, click **Report Cards**. The Report Cards page appears.
4. Click the name of the report to be edited. The Report Card page appears.
5. Edit the report card to meet your needs and specifications. For more information, see *How to Add a Custom Report Card Template*.
6. Click **Submit**. The Report Cards page appears. If you are ready to run the report, see *Run, Print, and Save Reports*.

How to Delete a Custom Report Card Template

1. On the start page, choose **Reports** from the main menu.
2. On the Reports page, click **Report Setup**.
3. On the Report Setup page, click **Report Cards**. The Report Cards page appears.
4. Click the name of the report to be deleted. The Report Card page appears.
5. Click **Delete**. The Selection Deleted page appears.

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