Permanently Store Grades Process

Contents

Updated 1/24/2013

Permanently Store Grades Process – Q1

System > Permanently Store Grades

1. Use this Final Grade/Reporting Term:
   Choose from the drop down Q1

2. Save with this Historical Store Code:
   This is the same as #1

3. Exclude/Include Class Enrollments:
   Choose the 3rd option and key in the date that is appropriate for your school.
   This is usually a date near the end of the term.

4. Classes by term length:
   Choose the correct term and whether you store credit or not

Permanently Store Grades

	Which Grades		
1	Use this Final Grade/Reporting Term: Q1 ▼ *		
2	Save with this Historical Store Code: Q1 *		

Exclude/Include Class Enrollments

3	☐ Exclude enrollment records where the student enrolled in the class after this date: 00/00/0000 📅 (MM/DD/YYYY)
	☐ Exclude enrollment records where the student dropped the class before this date: 00/00/0000 📅 (MM/DD/YYYY)
	☑ Include only enrollment records that are currently active and that were active on this date: 00/00/0000 📅 (MM/DD/YYYY)

▶ Additional Filter Options

	Classes by term length		Store	% of course credit
4	2012-2013	(09/05/2012 - 06/29/2013)	Do not store ▼	%
	Semester 1	(09/05/2012 - 01/18/2013)	Store with no credit ▼	0 %
	Quarter 2	(11/05/2012 - 01/18/2013)	Do not store ▼	%

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

Show all terms? ⦿ No ○ Yes

Permanently Store Grades Process – Q2

System > Permanently Store Grades

1. Use this Final Grade/Reporting Term:
   Choose from the drop down Q2

2. Save with this Historical Store Code:
   This is the same as #1

3. Exclude/Include Class Enrollments:
   Choose the 3rd option and key in the date that is appropriate for your school.
   This is usually a date near the end of the term.

4. Classes by term length:
   Choose the correct term and whether you store credit or not

Permanently Store Grades

Which Grades

1 Use this Final Grade/Reporting Term: [Q2 ▼] *

2 Save with this Historical Store Code: [Q2] *

Exclude/Include Class Enrollments

☐ Exclude enrollment records where the student enrolled in the class after this date: [00/00/0000] 📅 (MM/DD/YYYY)

3 ☐ Exclude enrollment records where the student dropped the class before this date: [00/00/0000] 📅 (MM/DD/YYYY)

☑ Include only enrollment records that are currently active and that were active on this date: [00/00/0000] 📅 (MM/DD/YYYY)

▶ Additional Filter Options

Classes by term length		Store	% of course credit
4 2012-2013	(09/05/2012 - 06/29/2013)	Do not store ▼	[ ] %
Semester 1	(09/05/2012 - 01/18/2013)	Store with no credit ▼	[0] %
Quarter 2	(11/05/2012 - 01/18/2013)	Do not store ▼	[ ] %

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

Show all terms? ⦿ No ○ Yes

Options for classes enrolled at other schools

Store grades for classes enrolled at [All schools ▼]

Record the school name of [This school ▼]

Permanently Store Grades Process – S1

System > Permanently Store Grades

1. Use this Final Grade/Reporting Term:
    Choose from the drop down S1

2. Save with this Historical Store Code:
    This is the same as #1

3. Exclude/Include Class Enrollments:
    Choose the 3rd option and key in the date that is appropriate for your school.
    This is usually a date near the end of the term.

4. Classes by term length:
    Choose the correct term and whether you store credit or not

Permanently Store Grades

Which Grades

1 | Use this Final Grade/Reporting Term: S1 ▼ *

2 | Save with this Historical Store Code: S1 *

Exclude/Include Class Enrollments

3 |
☐ Exclude enrollment records where the student enrolled in the class after this date: 00/00/0000 📅 (MM/DD/YYYY)

☐ Exclude enrollment records where the student dropped the class before this date: 00/00/0000 📅 (MM/DD/YYYY)

☑ Include only enrollment records that are currently active and that were active on this date: 00/00/0000 📅 (MM/DD/YYYY)

▶ Additional Filter Options

Classes by term length		Store	% of course credit
4	2012-2013	(09/05/2012 - 06/29/2013)	Do not store ▼	%
	Semester 1	(09/05/2012 - 01/18/2013)	Store with credit ▼	100 %
	Quarter 2	(11/05/2012 - 01/18/2013)	Do not store ▼	%

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

Show all terms? ◉ No ○ Yes

Permanently Store Grades Process – Q3

System > Permanently Store Grades

1. Use this Final Grade/Reporting Term:
   Choose from the drop down Q3

2. Save with this Historical Store Code:
   This is the same as #1

3. Exclude/Include Class Enrollments:
   Choose the 3rd option and key in the date that is appropriate for your school.
   This is usually a date near the end of the term.

4. Classes by term length:
   Choose the correct term and whether you store credit or not

Permanently Store Grades Process – Q4

System > Permanently Store Grades

1. Use this Final Grade/Reporting Term:
   Choose from the drop down Q4

2. Save with this Historical Store Code:
   This is the same as #1

3. Exclude/Include Class Enrollments:
   Choose the 3rd option and key in the date that is appropriate for your school.
   This is usually a date near the end of the term.

4. Classes by term length:
   Choose the correct term and whether you store credit or not

Permanently Store Grades Process – S2

System > Permanently Store Grades

1. Use this Final Grade/Reporting Term:
   Choose from the drop down S2

2. Save with this Historical Store Code:
   This is the same as #1

3. Exclude/Include Class Enrollments:
   Choose the 3rd option and key in the date that is appropriate for your school.
   This is usually a date near the end of the term.

4. Classes by term length:
   Choose the correct term and whether you store credit or not