Managing Grades and Academic Data

Learn how to enter students' grades, track graduation progress, and enter test scores. You'll also learn how to search for students at risk of failing and how to manage student activity eligibility.

Working with Historical Grades

At the end of the term, historical grades for completed courses are stored and then appear on transcripts. Use the Historical Grades student page to view stored grades, enter grades for students who

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17. If the student repeated the class to earn a better grade, choose the grade suppression policy
    The PowerSchool administrator sets up the grade suppression policy for the school, so you won't see the menu if the school doesn't use the policy.

    The grade suppression policy suppresses the previous grade and replaces it with the new historical grade you entered for the same course.
18. Select whether to include or exclude the grade from transcripts, GPA calculations, class rank, and honor roll, and (if applicable) graduation calculations
19. Enter any teacher's comments recorded for this grade
20. Click

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Credit information

Teacher's comments

If you change the grade, you may have to edit the percentage and GPA points, since they are not updated automatically. Any edited information appears in the Change history section.

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Creating Test Score Categories

Next, set up test score categories for standardized tests.

1. On the Start Page, click >

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1. On the Start Page for the school, click in the main menu
2. Use the At Risk tab to view the dashboard

Searching by Grades and Attendance

Use the Search By Grades/Attendance function to search for students who are failing in one or more subject areas.

1. On the Start Page, select a group of students
2. Click the Select Function arrow and choose , or click >
3. Choose which students to include
4. For "Minimum # of classes," enter a number that meets the search requirements

   For example, if you are searching for students who are failing in two or more classes, enter **2**.
5. If you are searching for final grades, check

   While it is possible to search for any combination of variables, use just one set of criteria for this example.
6. Choose a comparator, and enter the grades you want to use in the search

   Separate multiple grades with a comma.
7. If you are searching for a percentage as a grade, check , choose a comparator, and enter the percentage you want to use in the search
8. If you are searching for citizenship grades, check , choose the comparator, and enter the citizenship grades to use in the search
9. Clear the "Scan for attendance" check box
10. To find who is currently failing, choose , and enter the store code or final grade
11. For "Scan for all classes enrolled," select , and enter today's date
12. Make the results the current selection of students so you can perform additional functions with the group of students, such as sending a warning letter
13. Click

Managing Student Activity Eligibility

Verify whether or not a student is eligible to participate in an activity. Administrators at the school may do one or more of the following:

If students have a failing grade in a current class, they are not eligible to participate in the current activity. You would use the Search By Grades/Attendance function, using current grades to find these students.

If students have a failing grade in a class in the past quarter, they aren't eligible to participate in the next quarter's activities. You would use the Search By Grades/Attendance function, using historical grades to find these students.

If students have an overall failing GPA, they're not eligible to participate in activities. At the bott 8 (l)e 0

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