

## Store Historical Grades-

- Depending on the type of grades you store you may have to do this more than once (Q2 and S1 would be stored back to back)
- From the Start Page, Click System on the left hand menu  
Choose Permanently Store Grades from the new screen

### Permanently Store Grades

**Which Grades**

Use this Final Grade/Reporting Term: Q1 \*

Save with this Historical Store Code: Q1 \*

**Exclude/Include Class Enrollments**

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: 10/23/2014 (MM/DD/YYYY)

**Additional Filter Options**

Store grades for currently selected (0) students only

Request that grades be stored only for a specific section: (course.section)

Student Grade Level:  PK3  PK4  K  1  2  3  4  5  6  7  8

Track:  A  B  C  D  E  F

School Exit Date: From to (MM/DD/YYYY)

Classes by term length	Store	% of course credit
2014-2015 (09/01/2014 - 06/05/2015)	Store with credit	25 %
Quarter 1 (09/01/2014 - 11/07/2014)	Do not store	%
Quarter 2 (11/08/2014 - 01/18/2015)	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

#### 1. Which Grades

- a. Current Term or Partial Term

#### 2. Exclude/Include (See image for a date example, usually safe to pick a few days before the end of the Term)

- a. use when a student leaves mid term
- b. use when excluding a student that arrived late in a term

#### 3. Additional Filter Options

- a. Store Grades for Selected Students
- b. use when a student leaves mid term

#### 4. Classes by Term Length

- a. It's NOT the code for the term you are currently in
- b. It IS the code for how long your class goes from (most often the full year or a Semester)

#### 5. Options for Classes Enrolled At Other Schools

- a. Normally has no effect
- 6. Options for Withholding Credit
  - a. Normally Ignored
- 7. Advanced Potential and Earned Credit Option
  - a. HIGH SCHOOLS MAY USE THIS
- 8. Variable Credit Storing Preferences
  - a. Normally not used
- 9. Repeated Course Grade Suppression
  - a. Normally not used