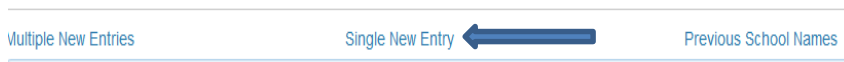




## How To Create a Single Historical Grade Entry

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 Stored Grade page appears.



4. Use the following as guidelines for entering information into the fields:

**School Name:** Enter the name of the school where the student received the grade.

**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 area on the school setup page. (Example: Q1, Q2, Q3, Q4, S1, S2. Quarters are used in elementary and middle school grading only.)

**Hist. Grade level:** Enter the grade level of the student when the student received the grade.

**Course Number:** Section number of Course Name (a) if you know the course and section number in which the student is enrolled, enter this information. The grade you enter appears on the report cards for this student. (b) If you are entering a historical grade, for which no section record exists, enter the course name. If you enter only the course name, the grade appears only on the student's transcripts. Whether you select (a) or (b), the system displays the grade on the transcript and in 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 appropriate grade point value the student received for this grade. (If the course is a weighted course, be sure to reflect that here)

**Percent:** Enter the grade percent the student earned.

**Earned Credit Hours:** Enter the number of credit hours the student earned in the course.

**Potential credit hours:** Enter the total number of credit hours the student could have earned in the course. (Note: Earned credit should never be more than potential credit.)

**Credit Type:** Enter ES for elementary school grades, MS for middle school grades and HS for high school grades. HS would be entered for middle school courses that receive high school credit.

**Exclude from GPA:** Select the option to either include or exclude 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 teacher comments.

5. Click Submit. The Historical Grades page will now display the new grade entry.

School name	<input type="text"/>	←
School year	<input type="text"/> (example: for 1998-1999 school year, enter 1998)	←
Store code	<input type="text"/>	←
Hist. grade level	<input type="text"/>	←
<p>You must provide EITHER (a) the course and section number of an existing section, OR (b) 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.</p>		
(a) Course number - Section number	<input type="text"/> - <input type="text"/>	←
(b) Course name	<input type="text"/>	←
Teacher name	<input type="text"/>	←
Grade	<input type="text"/>	←
GPA points	<input type="text"/>	←
Added value	<input type="text"/>	
Percent	<input type="text"/>	←
Citizenship	<input type="text"/>	←
Earned credit hours	<input type="text"/>	←
Potential credit hours	<input type="text"/>	←
Credit type	<input type="text"/>	←
Grade Suppression Policy Override	<input type="text"/>	
Grade Suppression Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude	
GPA Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude ←	
Class Rank Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude ←	
Honor Roll Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude ←	
Display on Transcript	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Teacher comment	<input type="text"/>	←

↓  
Submit