

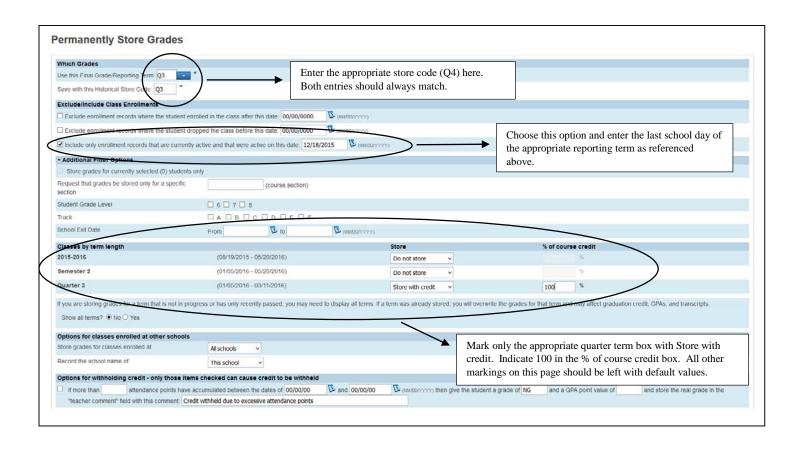
## **How To Permanently Store Grades**

## (Middle Schools Quarter 4/Semester 2 Only)

Use the Permanently Store Grades function to copy and store students' current grades from the teacher grade book as historical grades. Grades must be stored no later than thirty (30) calendar days after the last day of the grading period. Before permanently storing grades and printing progress reports, confirm that all teachers have entered and finalized grades.

When you are sure all grades have been entered and finalized, follow the steps below:

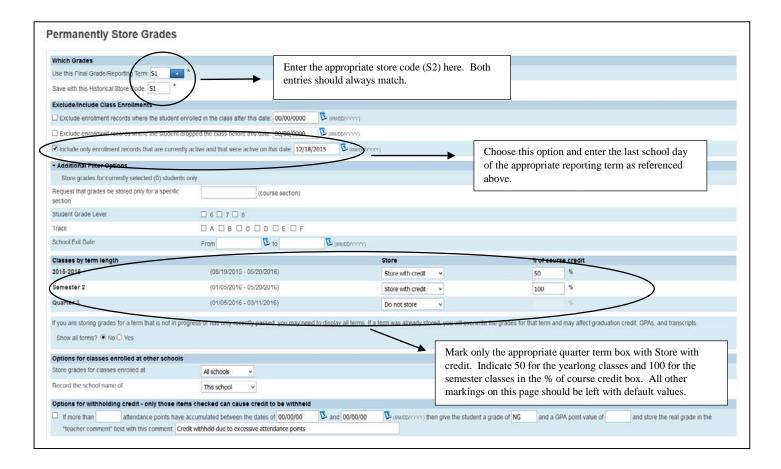
- Step 1: Log into PowerSchool. Make sure that the term setting located in the upper right hand corner of your PowerSchool screen is set to the current term (the quarter term you are storing the grades for).
- Step 2: Choose System from the main menu. Click on the Permanently Store Grades link located in the System menu.
- Step 3: Use the following example to enter information in the fields and then click the Submit button:



Step 4: A message will appear on your screen showing that grades were updated and the process is complete. Take this time to spot-check students in each grade to ensure that the appropriate grades were stored. If you find any errors, please contact the Student Accounting Department at 405-737-4461 ext. 1300 prior to running the Permanently Store Grades process again or making any other changes. If spot-checks look correct, proceed to Step 5.

Step 5: Click on the PowerSchool logo to return to the main screen. Choose System from the main menu. Click on the Permanently Store Grades link located in the System menu.

Step 6: Use the following example to enter information in the fields and then click the Submit button:



Step 7: A message will appear on your screen showing that grades were updated and the process is complete. Take this time to spot-check students in each grade to ensure that the appropriate grades were stored. If you find any errors, please contact the Student Accounting Department at 405-737-4461 ext. 1300 prior to running the Permanently Store Grades process again or making any other changes. If spot-checks look correct, print report cards and distribute.