

Preparing Stored Grades Tab in SCM Workflow. This is for submission time when Terms are within the 30 day of completion

DO NOT DO ALBERTA DEFAULTS

Decisions you make before your store

- * Are your teachers ready? Do they have all their marks in the system and handed in the Mark verification sheet?
- * Did you have any Header classes that run year long that have marks go in at Semester change?
 - Are they entered into the proper sections?
- * Time lines and Due (Dates to Alberta Ed are not the days you want teachers handing stuff in)
- * Make sure you have what you need from teachers.
- * Make sure up have followed the Mark Submission Checklist for PASI Marks
- *Work Experience do some checking on previous marks Etc. Are they actually done....

This is only for storing marks for PASI Submissions

Do Permanently stored grades for Report card Stores

System Reports > SCM Workflow

The screenshot shows the 'Reports (System)' page in PowerSchool. The breadcrumb trail is 'Start Page > Reports > Reports (System)'. On the left, there is a 'Functions' menu with 'Attendance', 'Daily Bulletin', 'Enrollment Summary', 'Master Schedule', 'Dashboard', 'Special Functions', and 'Teacher Schedules'. Below that is a 'Reports' section with 'System Reports' highlighted and 'ReportWorks' below it. The main content area is titled 'Reports' and has a navigation bar with tabs: 'System', 'ReportWorks', 'State', 'Engine', 'Setup', 'Enterprise Reporting', 'sqlReports 5', 'Report Cards', and 'SCM Workflow' (which is highlighted in yellow). Below the navigation bar, there are two tables. The first table is 'Custom Reports' with columns 'Custom Reports' and 'Description'. It lists 'CTS Prerequisite Report' with the description 'This report is a planning tool for the CTS Teacher(s). It allows them to track prereq met...'. The second table is 'Attendance' with columns 'Attendance' and 'Description'. It lists 'Absentee' with the description 'Single day period by period attendance code report.'

Look for Preparing stored Grades

The screenshot shows the 'SCM Preparation Workflow' page in PowerSchool. The breadcrumb trail is 'SCM Preparation Workflow'. The top right corner shows 'Welcome, Karen Beuker | Help | Sign Out' and 'School: Delburne Centralized School Term: 18-19 Year'. The main content area has a navigation bar with tabs: 'Overview', 'Review PASI Core', 'Review Sections', 'Set Defaults', 'Review Dropped', 'Preparing Stored Grades' (highlighted in yellow), 'Review PASI Core', 'Approve Course Marks', 'Q1', 'Q2', 'Q3', 'Q4', 'S1', and 'S2'. On the left, there is a 'Functions' menu with 'Attendance' and 'Y1' visible.

Fields for Parameters are showing in the box

Parameters

Store Grades from Gradebook Reporting Term: S1

Store Grades into historical store code: S1 Q1 Q2 Q3 Q4 S1 S2 T1 T2 T3 Y1

Scheduling Term 1: Semester 1

Scheduling Term 2:

Scheduling Term 3:

Scheduling Term 4:

Course Type: All

Grade: All

Show Advanced

Yes Show and Store In-Active Course Enrollments.

Yes Require Funding Flag=Y before storing inactive Grades (only valid if above option set to "Yes")

Yes Require Funding Flag and Status Code be set before allowing grade storage.

Yes Require Alberta Ed coding for non-alberta ed courses as well (only valid if above option set to "Yes")

No Allow Grade Storage when percent is zero or null

Yes Store course credit as earned credits

Submit

Enter in Parameters as shown to store your S1 courses to S1 store code.

Show advanced remains as is.

Hit Submit

Click on a teachers name, you will get all their courses at once.

Click on a subject to do one subject at a time.

Store Grades Summary Report

[Download Import File](#)

Alberta Education Codes required for all courses Credits earned will be stored

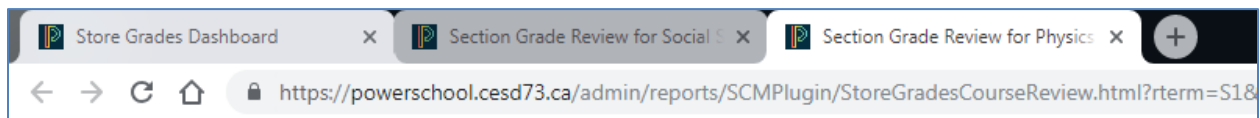
Warning: 1 Grade Discrepancies Detected. [Click here to review](#)

Zero or null percentage grades will not be stored

Teacher	Course	Core Alerts		Student Count		To Be Stored (Active and Inactive Crs Enrollments)			Stored		
		Section	Crs Enroll	Active	In-Active	Active	In-Active	Not Processed (Active)	Grade Warnings (Active)	Active	In-Active
Amundrud, Joe	Art 10 (FNA14003.2)			7	1	1	7				
Amundrud, Joe	Jr High Art (ART111.3)			13			13	1			
Dunnigan, Richard	Foundations Training 1 (REC10401.1)			1			1	1			
Dunnigan, Richard	Intro to Stewardship (ENS10101.1)			1			1	1			

This is where you will come for Step 1 at the end of the day.

As you start clicking on your courses, new tabs will appear at the top of your screen, for easy maneuvering



Double check marks

Put in REG and COM in ABE Fields and Click on Smart Fill. Submit

Undo Fill Clear Fields Smart Fill

[Download Import File](#)

Alberta Education Codes required for all courses Credits earned will be stored

Zero or null percentage grades will NOT be stored

Inactive Sections will NOT be stored

Concurrent	Status	Student Name (Grade)	Teacher Gr. / %	Stored Gr. / %	ABE Fields		Abs	Lates	Enter Date	Section Exit Date	Warning(s)	
					Comp. Method	Comp. %						
		██████████ (HSS10101.160)	83 / 83	- / -	Yes	REG	COM	0	0	10-Sep-2016	02/01/2019	Coding Not Set - Grade Will Not Store
		██████████	83 / 83	- / -	Yes			1	0	10-Sep-2016	02/01/2019	Coding Not Set - Grade Will Not Store

After submitting refresh your screen, the lines will turn green with red triangles, meaning there is a warning. Most cases it is the missing Course mark. To double check your warning you can click on the triangle.

Alberta Education Codes required for all courses Credits earned will be stored			Zero or null percentage grades will NOT be stored						Inactive Sections will NOT be stored			
Concurrent	Status	Student Name (Grade)	Teacher Gr. / %	Stored Gr. / %	FF	ABE Fields Comp. Method Comp. Status		Abs Lates		Section Enter Date Exit Date		Warning(s)
Section Grade Review for Physics 30 (SCN37975.1)												
		[Redacted]	60 / 60	- / -	Yes	REG	COM	11	1	04-Sep-2018	02/01/2019	
		[Redacted]	88 / 88	- / -	Yes	REG	COM	1	0	04-Sep-2018	02/01/2019	
		[Redacted]	93 / 93	- / -	Yes	REG	COM	4	0	04-Sep-2018	02/01/2019	

Status Type : CourseEnrollment				
Student Name	Alert Type	Alert Code	Description	School
[Redacted]	Warning	40207	Missing Course Enrolment Mark. Course Enrolment Mark is required when Course Enrolment Status is 'Completed'.	École Innisfail Junior Senior High School

Do this all day then do the import at the end of the day.
You do not need to do an import every time.

At the end of the day go to the main Store Grades Dashboard

1. Right-click “**Download Import File**” on the Dashboard this will then pop up a txt file in which you will right click on and “**Save As**” Save file as **mmddyymarkimport.txt**
Save this file somewhere for the year in a specific file.
2. Import file into stored grades by going to **Special Functions > Importing and Exporting > Quick Import**
Table field select Historical Grades
Choose file (select your specific file you just saved)
Import
Leave all other options defaulted on this screen
3. On this page go to just below the mapping fields and make sure to **Exclude First row > Click Submit**

Make note of how many marks you have imported for comparison to the approval area..
4. The next morning go into Special Functions and approve your marks don't forget.