

PowerSchool End Of Term Checklist:

Staff Notification:

- _____ 1) Notify teachers and staff of the date on which you plan to store grades.
- _____ 2) Remind teachers how to indicate to administrators that they are finished working with grades (or Enter a comment indicating that they are not finished), using the “(Term) in Progress” button in their grade books.
(They need to do this for every section in their gradebook. This allows you to see who is finished with grades by using the Section Readiness Report.)
- _____ 3) Teachers may wish to run “Final Grade & Comment Verification” and/or “Missing Assignment” reports.

Prior to storing grades:

- _____ 4) Exclude non-graded courses from printing on grade cards by going to the course pages and checking the *Exclude on report cards and transcripts* box. *(This is **on each individual course**. Remember to go back and uncheck the box after grades have been stored, so the courses will show up on future printed schedules)*
- _____ 5) Exclude non-graded courses from being stored in Historical Grades by going into each course, and checking the *Exclude from storing final grades* box. *(This does NOT need to be unchecked after grades are stored.)* This would include Study Hall, Homeroom, Academic Assist...
- _____ 6) Check your Final Grade Setup(in School setup) and GPA Calculations(district setup) screens to be sure they are set up correctly. *The Blue Handout shows the GPA Calculation setup*
- _____ 7) Run Section Readiness Report – To indicate teachers who are not finished working with grades.
(Explained in the End of Term Quick Ref Card on page3. (Note: Section Readiness does not always run.)
- _____ 7) Run Grade Verification Report Using Class Rosters (PDF) –

Storing Grades: (System > Permanently Store Grades)

- _____ 8) Store grades for the term being careful to correctly fill the fields for store code, final grade term(s), students to exclude or include for grade storage, and % of course credit to be awarded.
(They may have to store several times, depending upon the term and how their school is set up. There are screen shots of the Permanently Store Grades screen available to insert the information)

Honor Roll: **Remember, Honor Roll can only be run only ONE TIME.**

- _____ 10) Before running your honor roll, check your Honor Roll *and levels* to be sure they are correct.
(school > Honor Roll (under Grading))
- _____ 11) Calculate Honor Roll (System > Calculate Honor Roll)

_____ 12) Run Honor Roll report (System Reports > Honor Roll) (Can be exported)

Grade Cards:

_____ 13) Before running your grade cards, check your grade card report setup to be sure that the report you are using is set up to pull grades for the correct term and school year.

_____ 14) If your grade card includes a text box for messages to parents, it will need to be updated or deleted. (System reports > Setup > Object Reports > scroll to find the text boxes). NOTE: Some schools use "Report Card" format instead of Object Report. (Suggest 1st running report for 1 student per grade level to make sure all is correct.)

_____ 15) Run and print grade cards – We suggest you run one grade level at a time. (select grade level > from dropdown, choose print report > select the grade card)

Update Current Grade Display: *(this makes sure the parent portal displays current term grades on Quick Lookup, and is also used in GPA calculations)*

_____ 16) Set the field for the new term to "Gradebook", so the new term shows up in the student/parent portals. (school > Current Grade setup)

_____ 17) Set the field for the Term just ended to "Historical (Stored)".

Restore Non-graded Course Settings:

_____ 18) Restore Course setup screens from step 3 above, so the courses will show up if you run student schedules.