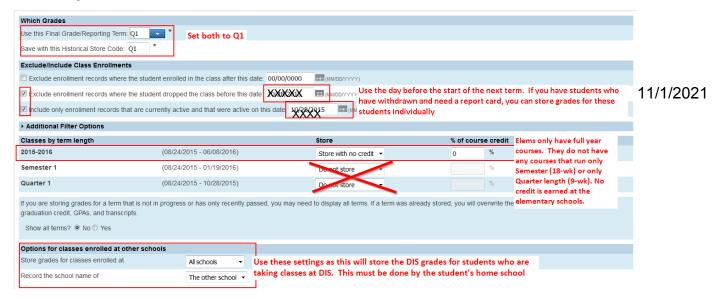# WCSD – Elementary Grade Storage Instructions

When all teachers have confirmed their grades are complete, you can store grades.

Navigate to School > System > Permanently Store Grades screen.

Based on the Term, choose the appropriate settings as depicted in the screenshots below and then click the Submit button at the bottom of the screen.
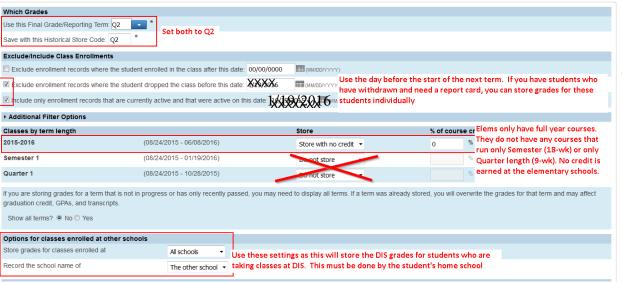
Quarter 1:

Permanently Store Grades

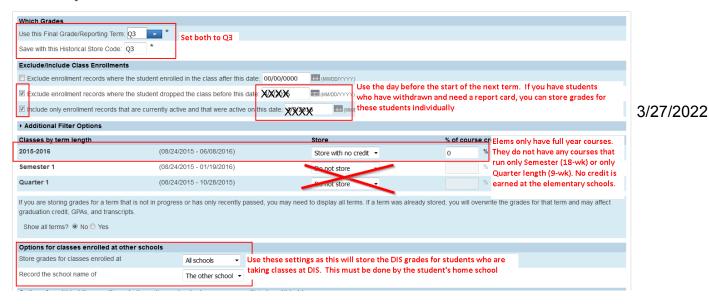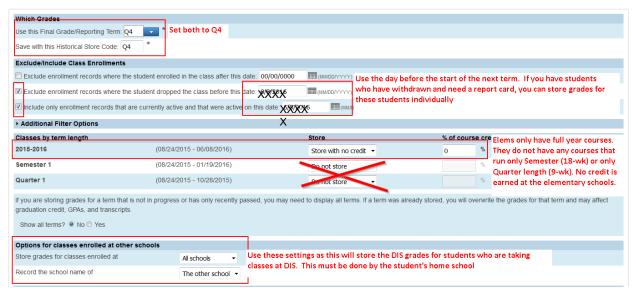11/1/2021

Quarter 2:

Permanently Store Grades

1/23/2022

Quarter 3:

Permanently Store Grades

Which Grades

Use this Final Grade/Reporting Term: Q3 * — Set both to Q3

Save with this Historical Store Code: Q3 *

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: XXXX (MM/DD/YYYY) — Use the day before the start of the next term. If you have students who have withdrawn and need a report card, you can store grades for these students individually

☑ Include only enrollment records that are currently active and that were active on this date: XXXX (MM/D

▸ Additional Filter Options

Classes by term length		Store	% of course cr
2015-2016	(08/24/2015 - 06/08/2016)	Store with no credit ▾	0 %
Semester 1	(08/24/2015 - 01/19/2016)	Do not store	%
Quarter 1	(08/24/2015 - 10/28/2015)	Do not store ▾	%

Elems only have full year courses. They do not have any courses that run only Semester (18-wk) or only Quarter length (9-wk). No credit is earned at the elementary schools.

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

Options for classes enrolled at other schools

Store grades for classes enrolled at — All schools ▾ — Use these settings as this will store the DIS grades for students who are taking classes at DIS. This must be done by the student's home school

Record the school name of — The other school ▾

3/27/2022

Quarter 4:

Permanently Store Grades

Which Grades

Use this Final Grade/Reporting Term: Q4 * — Set both to Q4

Save with this Historical Store Code: Q4 *

Exclude/Include Class Enrollments

☐ Exclude enrollment records where the student enrolled in the class after this date: 00/00/0000 (MM/DD/YYYY) — Use the day before the start of the next term. If you have students who have withdrawn and need a report card, you can store grades for these students individually

☑ Exclude enrollment records where the student dropped the class before this date: XXXX (MM/DD/YYYY)

☑ Include only enrollment records that are currently active and that were active on this date: XXXX (MM/D

X

▸ Additional Filter Options

Classes by term length		Store	% of course cre
2015-2016	(08/24/2015 - 06/08/2016)	Store with no credit ▾	0 %
Semester 1	(08/24/2015 - 01/19/2016)	Do not store	%
Quarter 1	(08/24/2015 - 10/28/2015)	Do not store ▾	%

Elems only have full year courses. They do not have any courses that run only Semester (18-wk) or only Quarter length (9-wk). No credit is earned at the elementary schools.

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

Options for classes enrolled at other schools

Store grades for classes enrolled at — All schools ▾ — Use these settings as this will store the DIS grades for students who are taking classes at DIS. This must be done by the student's home school

Record the school name of — The other school ▾

6/7/2022