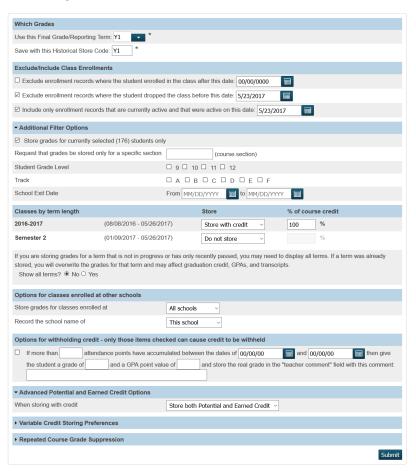
# Middle School Store Y1 Grades

# Run ALL of the following steps in order as many times as needed

### STEP A: Store Y1 to Y1 with 100% credit for YEAR LONG COURSES ONLY:

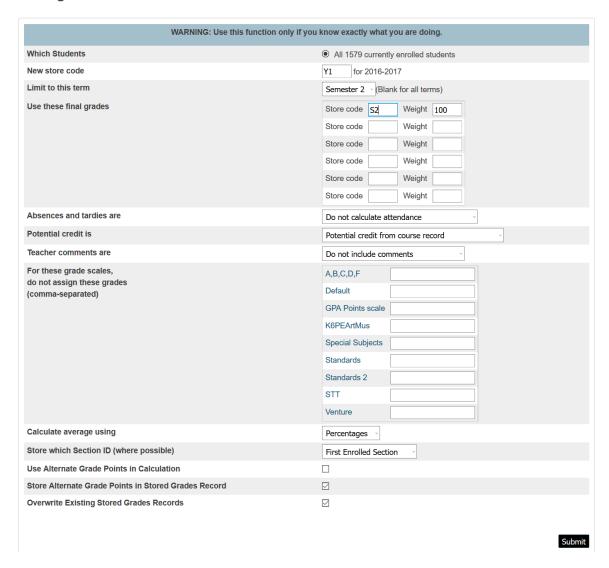
- Step 1: select System
- Step 2: choose Permanently Store Grades
- Enter Y1 in the top 2 boxes (Use this Final Grade/Reporting Term & Save with this Historical Store Code)
- Step 4: check the box to "Exclude enrollment records where the student dropped the class before this date:" and enter the current date of the day you are storing grades. If you are storing AFTER the last student day, use the date of the last student day of school.
- Step 5: check the box to "Include only enrollment records that are currently active and that were active on this date:" and enter the current date of the day you are storing grades. If you are storing AFTER the last student day, use the date of the last student day of school.
- Step 6: select "Store with credit" for year long courses (in the Classes by term length section, next to 2016-2017 or the current year), enter 100 for % of course credit
- Step 7: select "Do no store" for Semester 2 courses
- Step 8: set "Store grades for classes enrolled at" to All Schools
- Step 9: set "Record the school name of" to This school
  These 2 steps will store alternative school grades into historical
- Step 10: select "Store both Potential and Earned Credit" for When storing with credit
- Step 11: Submit Permanently Store Grades



# STEP B: Average S2 to Y1 with credits for SEMESTER 2 COURSES ONLY:

- Step 1: select System
- Step 2: choose Average Final Grades
- Step 3: select All currently enrolled students
- Step 4: enter Y1 for New Store Code
- Step 5: select "Semester 2" for Limit to this Term
- Step 6: enter S2 for the Store code and 100 for the Weight
- Step 7: check the box "Store Alternate Grade Points in Stored Grades Record
- Step 8: check the box "Overwrite Existing Stored Grades Records"
- Step 9: Submit

### **Average Final Grades**



Step 10: spot check the grades in Historical for both steps A & B