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Nova Scotia Student Information System

Nova Scotia Public Education System

# Entering Historical Course Grades

User Guide

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Historical grades must be entered in PowerSchool when:

- a new student transfers to your school from:
  - a non-PowerSchool school,
  - an out of province/country school,
  - another Regional Centre for Education/CSAP,
- a student completes a Nova Scotia Independent Online Learning (NSIOL) course,
- a student completes a Personal Development Credit (ex. Duke of Edinburgh, NS 4H Gold 10),
- other scenarios where students have earned credits that need to be entered in PowerSchool.

Since historical grades are required for transcripts, historical grades are typically only entered for grade 10-12 students, but there may be scenarios where schools may need to enter historical grades for students in other grade levels.


## The Historical Grades Screen

- Search for and select your student.
- Under the section **Academic Records**, select **Historical Course Grades**.

On the Historical Course Grades page, you have the option of entering the data for one course at a time using **Single New Entry**, or you can enter the data for all the courses taken in one year and one grade level at a time, **Multiple New Entries**.

The screen shot below is for a **Single New Entry**.

### New Stored Grade

Ackerman, Kenneth 12 13822  FOHS HMRM: 144 NS Program: S005 NS Funding Type: R

School name	Forest Oak High School		
School year	select a year ▼		
Hist. grade level		Store code	F1 ▼
Course number		F1 Grade	▼
Course name		GPA points	<input type="text"/>
Credit type		Percent	<input type="text"/>
Exclude from GPA?		Earned credit	▼
Exclude from class rank?		Potential credit	
Exclude from honor roll?			
Graduation Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude		
<b>Submit</b>			

- ❖ **School Name** - defaults to your school, but if the credit was earned at another school, enter the name of that school instead. If the credit was earned through NSIOL, enter School Name: NSIOL.
- ❖ **School Year** - select the school year in which the credit was earned.
- ❖ **Historical Grade Level** - select the grade level the student was in when they took the course, for example if the student took a grade 10 English while they were in grade 11 then you select grade 11 for this field.
- ❖ **Course Number** - is the power school course number, to find the course you require start typing in the name of the course. For example:
  - For English courses, type ENG (or eng)
  - For math courses, start typing MTH (or mth)

Once you select the course for which the credit was earned the following fields are populated from the course table and/or regional settings.

- **Course Name**
- **Credit Type**
- **Exclude from GPA** is set to **Include**.
- **Exclude from Class Rank** is set to **Include**.
- **Exclude from honor roll** is set to **Include**.
- **Store Code**- is always set to F1
- **Potential Credit**
  - If you are entering an IB credit from grade 11 the Potential Credit is set to 0 as no credit is given for IB until grade 12.
- ❖ **F1 Grade** - the grades available in the drop-down list are determined by the values on the course table. While all the grade scales are available in the drop-down list, normally only students with historical grades from grades levels 10, 11, and 12 are entered on the Historical Grades page.
- ❖ **GPA Points** - are automatically calculated based on the grade you selected in the field **F1 Grade** (except for grades levels PP-8).
- ❖ **Percent** - is automatically calculated based on the grade you selected in the field **F1 Grade**.
- ❖ **Credit Earned** - is automatically calculated based on the grade you selected in the field **F1 Grade**.
  - If the grade is 50 or more, a credit is earned, and the field is populated with value from the **Potential Credit**, (based on the course table).
  - If the grade is below 50 the credit is set to 0.
  - Grade levels from PP-9 do not earn credits; this field will remain as 0.

Click **Submit** to save your entries.

If you have more than one Historical Course Grade to enter for the same year and grade level, select **Multiple New Entries**, and you can enter 8 courses for that year in that grade level.