Correcting / Changing Grades After Report Cards Are Issued

There are always times when a student's grade may need to be changed after report cards are issued. Remember that before report cards were printed, you "stored" the quarter grades, or made them Historical. Once this is done, the student's quarter grades are stored in two locations: the teacher's PowerTeacher gradebook, and the Historical Grade Record in PowerSchool. In order to be sure that the student's final year-end averages are calculated correctly, changes to a quarter grade must be made in BOTH places.

The teacher can should make the appropriate change in their PowerTeacher gradebook. If the change is for an assignment that was included in the quarter grade, PowerTeacher will automatically recalculate the quarter grade and store it in the teacher's PowerTeacher gradebook. This change, however, is NOT automatically carried over to the Historical Grade Record. A PowerSchool Administrator must change the Historical Grade Record in PowerSchool - teachers cannot change Historical Grade Records.

In the same way, if a PowerSchool Administrator makes a change in a Historical Grade Record, that change does not automatically carry over to the teacher's PowerTeacher gradebook. The teacher must also make the change in their PowerTeacher gradebook.

Therefore, remember: once grades have been stored for the marking period, changes must be made in two places by two people: the teacher makes the correction in their PowerTeacher gradebook, and the PowerSchool Administrator makes the correction to the Historical Grade record. Failing to make the change in both locations will result in inaccurate final end-of-year averages for the student. It is important for teachers to understand that they must report any changes they make to a stored grade to a PowerSchool Administrator so that the Administrator can make the correct change to the Historical Grade Record.

The rest of this PowerNote will be concerned with changing the Historical Grade Record.

To change a Historical Grade record for a student:

1. Login to PowerSchool as an Administrator.

2. On the Start Page, find the student who needs to have the Historical Grade Record changed.

3. On the Student Information Page, find the Academics section in the menu on the left side of the page. In the Academics section, click on the link for Historical Grades.
4. You will see a screen similar to the one shown here. (Student name and school have been blacked out for confidentiality purposes.)

5. Click on the actual Historical Grade you want to change. For our example, we want to change the student's mathematics grade, so we click on the actual Q1 grade: B (Note that after grades are stored for the second quarter, there will be two columns of grades: Q1 and Q2. Columns will be added as you progress through the year storing more quarter grades.)

6. You will now see a screen like the one shown at the right. Items that are shown here highlighted in yellow are ones that you may be changing.

**Grade**: Enter the grade that should appear on the report card. If you are showing numeric grades on your report cards for this subject, you should enter the numeric grade here. Whatever you enter in this box is the grade that will show on the report card.

**GPA Points**: Only used by high schools - enter the number of points earned towards GPA by the student's grade.

**Percent**: Enter the actual percent value for the grade. This must be a numeric value, since this is the value used in calculating final year averages.

**Teacher Comment**: This is the teacher comment that is permanently stored for this Historical Grade record. Even if the teacher deletes the comment in the PowerTeacher gradebook, it is still retained here. You can modify, delete, or add a comment here.

7. When you have finished making your changes, be sure to click **Submit**. Return to step 4 to make additional changes for this student, or to step 3 to switch to a new student.

*Changes made in Historical Grade records are immediately available in the Quick Lookup screen, and on report cards.*