

Changing an Historical Grade

1. From the PowerSchool **Start** page, type last name, first name in the student search box and press **Return**.

Search Students

→ Jones, John 

[View Field List](#) [How to Search](#)

Browse Students

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
9 10 11 M F All [Current Selection \(9\)](#)

Stored Options

[Stored Searches](#) [Stored Selections](#)

2. When the student menu appears on the left of the screen, choose **Historical Grades** in the **Academics** section of the menu.

Academics

Attendance
Enter Attendance
Cumulative Info
Graduation Progress
Historical Grades ←
Honor Roll
Standards
Teacher Comments
Term Grades
Test Scores
Truancies

3. On the **Historical Grades** screen, click on the grade you wish to edit.

Multiple New Entries	Single New Entry	Previous School Names	Detail View	
Year/Term	Grd Lvl	Course	Earned Credit	Q1
06-07 YR	10	Algebra II	0.0	B ← Click on the grade you wish to edit.
06-07 YR	10	Art I	0.0	A
06-07 YR	10	Biology I	0.0	B
06-07 YR	10	Criminal Justice I	0.0	A
06-07 YR	10	English 10 Standard	0.0	C
06-07 YR	10	Spanish II	0.0	B

4. Change gradel values as needed.

School	Arlington High
School year (Term)	2006-2007 (2006-2007)
Store code	Q1
Hist. grade level	10
Associated section	MA251-3 (Ganus, Jessica, Exp. 4(A))
Course number	MA251
Course name	Algebra II
Teacher name	Ganus, Jessica
Associated grade scale	Default
Grade	B
GPA points	3
Added value	0
Percent	87
Citizenship	E
Absences	0
Tardies	0
Earned credit hours	0
Potential credit hours	0

Change all options as necessary.



5. Click **Submit** at the bottom of the screen.