

Having Course Sections, Enrollments and Marks directly connected with PASI will eliminate the in between steps of exporting and importing mark files to PASI. This will allow anyone with PASI access to see where a student is taking a course, the student has completed a course and what mark the student received if completed. In the end the process should allow for better communication between schools and a cleaner process.

The overall process of storing grades will change, making the information cleaner and less errors produced.

Student Grades:

The process of assigning marks to students in PASI will be broken down depending on the circumstances.

1. The student leaves a course during the term (may or may not have completed the course) – follow the [Withdrawal of High School Courses](#) document.
2. The term is complete and all students enrolled in courses require marks “sent” to PASI – follow this document further.

Setting up the Sections:

The Alberta Information at the bottom of the Section setup page is critical to having marks submit to PASI correctly. This is where the course information will be picked up for each student.

1. Diploma Course and Career Technology Studies – these are both set at the Course level. Ensure they are correct
2. Funding/Delivery Schedule – should be REG
3. Primary Delivery Method – most schools for most courses will use REG; Work Experience, RAP, Green Certificate, Etc. use OFC; Career Highs use ORP
4. Instruction Language – should be EN for all courses except French Immersion (not French as a Second Language, that would be EN)
5. Instructional Minutes Offered – to be left blank at this point
6. French Instruction Hours – as determined by the Principal
7. External Credential Eligible – should be no for most courses (list provided by AB Ed)
8. Section Term (Derived) – will match what is set up in your terms
9. Section Term (Override) – check with sishelp before editing this
10. Exam Registration Date – enter the first exam date for Diploma Exams only
11. Exam Writing Center – should be the AB Ed School number
12. Class ID – only enter information if you need to separate different sections of the same course
13. CSIS Multiple Grades Selection (If Required) – enter the “typical” Grade Level higher up and check off any additional grades that may take the course

Preparing for Permanently Storing Grades:

1. Go to System Reports → State tab → SCM Set Defaults
2. Set the values as follows:

Data to be filled

Select Table: CC

Select Fields (Leave blank to update all): Funding Flag, External Credential, Status Code, Method Code

Select Term: S1

Exclude Dropped Classes:

Only do CC

Set the term to the one being stored.

3. Allow the SCM Set Defaults to complete (there isn't anything that needs to be checked by clicking on the View)
4. Go to System Reports → State tab → SCM Validation
5. Set the values as follows:

Students to Include: The selected 1 student only, All students

Data to be filled

Store Code from Final Grades Setup: S1

Term: S1

Exam Course Type: Non-diploma Exam Courses

Run for Summer School:

Run Update Process:

Completion Status for marks less than 25 percent: Complete (COM)

Choose All students

Set the Store Code and Term to what is being stored (they should match)

Either Diploma or Non-diploma

Check box

Mark Complete but may require some clean up in Historical Grades

6. Edit information for individual students. Go to All Enrollments → Edit beside the course that needs correcting

All Enrollments  

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Status	School	Year/Term	(Course.Section) Name	Expression	Teacher	Entry Date	Exit Date	View	Edit
		16-17 S2 (2602)	(SCN22695.1) Science 24	3-4(A-E) 7-8(C)		02/01/2017	07/01/2017	View	Edit
		16-17 YR (2600)	(SST17725.1) Social Studies 10-2	4(A)		09/09/2016	07/01/2017	View	Edit
		16-17 YR (2600)	(BLD1000.1) Blended Students	1(A)		09/06/2016	07/01/2017	View	Edit
		16-17 S1 (2601)	(ADV1000.4) Advisory	7-8(B,D)		09/02/2016	02/01/2017	View	Edit
		16-17 S1 (2601)	(ELA11045.1) English Language Arts 10-2	5-6(A-E) 7-8(E)		09/01/2016	02/01/2017	View	Edit
		16-17 S1 (2601)	(CTS47305.1) Introductory Wildlife	9-10(A-E)		09/01/2016	02/01/2017	View	Edit
		16-17 S1 (2601)	(MAT27935.1) Mathematics 20-3	1-2(A-E) 7-8(A)		09/01/2016	02/01/2017	View	Edit

Edit allows changes (shown below). View shows the assignment and final marks for the course.

Alberta Information

Diploma Course

Career Technology Studies CTS - Header

Funding/Delivery Schedule REG - Semester course for credit

Primary Delivery Method REG - Regular

Instruction Language EN - English

French Instruction Hours

Funding Requested Yes (Synchronized with PASI)

Course Enrollment Status INC - Incomplete (Synchronized with PASI)

Instruction Minutes Received (Synchronized with PASI)

Dual Enrollment No (Synchronized with PASI)

External Credential Eligible

Exam Writing Center (Override)

Are the requirement for funding met?

Could be Complete, Incomplete or Withdrawn

Only for courses being taken through a college

Enter the Writing Center number if different than what is set in the section

Permanently Storing Grades:

1. Set the working Term to the term being stored
2. Go to System → Permanently Store Grades and set as follows:

Permanently Store Grades

Which Grades

Use this Final Grade/Reporting Term:

Save with this Historical Store Code:

These should match and need to be the same as what is set out in the Years and Terms for each term. The only Historical Codes being submitted to PASI are: Y1, S1, S2, Q1, Q2, Q3 and Q4.

Exclude/Include Class Enrollments

Exclude enrollment records where the student enrolled in the class after this date:

Exclude enrollment records where the student dropped the class before this date:

Include only enrollment records that are currently active and that were active on this date:

Only students who are currently enrolled in a class are stored. If the student left early, follow the **Withdrawal of High School Courses**. Set the active date to the date of the store (be sure this date is an In Session day on the Calendar).

Additional Filter Options

Store grades for currently selected (17) students only.

Request that grades be stored only for a specific section:

Student Grade Level: K 1 2 3 4 5 6 7 8 9 10 11 12

Track: A B C D E F

School Exit Date: From to

If storing for one student or group, ensure they are the current selection and then check off this box.

To store for one section, enter the course.section.

To store for one grade, check off the correct box

Do not use

Classes by term length	Start	Store	% of course credit
2016-2017	(09/01/2016 - 06/30/2017)	Do not store	
Semester 1	(09/01/2016 - 01/31/2017)	Store with credit	100 %
Trimester 1	(09/01/2016 - 12/04/2016)	Do not store	
Quarter 1	(09/01/2016 - 11/14/2016)	Do not store	

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 for that term and may affect graduation credit, GPAs, and transcripts.

Show all terms? No Yes

Store one term at a time:
 2016-2017 for (Y1)
 Semester 1 or 2 for (S1 or S2)
 Trimester – not to be used for Diploma/Non-diploma courses
 Quarter 1-4 for (Q1, Q2, Q3 or Q4)
 Set to Store with credit and 100%

Options for classes enrolled at other schools

Store grades for classes enrolled at: This school only

Record the school name of: This school

Options for withholding credit - only those items checked can cause credit to be withheld

If more than [] attendance points have accumulated between the dates of 00/00/00 and 00/00/00 then give the student a grade of [] and a GPA point value of [] and store the real grade in the "Teacher comment" field with this comment.

Advanced Potential and Earned Credit Options

When storing with credit: Store both Potential and Earned Credit


3. Submit

Data Checks:


1. Run the Course Enrollment Counts report (copy and paste into Excel)

Applications

- PowerLunch
- PowerScheduler
- PS Administrator
- PT Administrator
- ReportWorks Developer
- SchoolMessenger
- Course Enrollment Counts**
- Message Sender
- RSL Reporting

- Go to System Reports → sqlReports 4 → Submissions → High School Stored Grades Check then export as a CSV
- Use the Sort and Filter to compare and verify that you have the correct number of marks and spot check from the Teacher's Marks Verifications that the marks are correct
- Check for PASI SCM Core Alerts (these can be found in either the  at the top of the page in PowerSchool or by going to Special Functions → Alberta PASI SCM Functions → Course/Evaluated Marks Core Alerts)

Approving Marks in PASI:

- Go to Special Functions → Alberta PASI SCM Functions → Course/Evaluated Marks Approval
- The school will be selected. Select the Item – Evaluated Marks or Course Enrolments. Click on 

a. **Evaluated Marks:**

School Course Marks Approval

Use the funnels to filter to select Unapproved

Approval	Warnings	Legal Name	ASN	Course Number	Credit Attempted	Evaluation Date	Grade/Mark	Evaluation Method	Funding Requested	School	School Year	Local Id	Audit
Unapproved				ELA1105 - English Language Arts 10-1	5	09/26/2016	P	Out of Province: Saskatchewan	No		2015-2017		Oct 13, 2016 11:20:24 AM
Unapproved				HCS3000 - Workplace Safety Systems	1	09/27/2016	P	Out of Province: Saskatchewan	No		2015-2017		Oct 13, 2016 11:20:24 AM

- i. Use the funnels to filter to select the Unapproved
- ii. Click on **Approve** to approve the entire list
- iii. Choose **Approve** in the drop down to approve one course at a time

b. **Course Enrolments:**

School Course Marks Approval

Use the funnels to filter to select Unapproved

Approval	Warnings	Legal Name	R/N	Course	Credits Attempted	Grade/Mark	Assignment Date	Entry Date	Exit Date	Term	Status	Funding Requested	Inst	Section Description	School	School Year	Enrolment	Local ID	Roll
Unapproved				LDC1148	5	85%	09/15/2016	05/05/2016	10/03/2016	Continuous	Completed	Yes		LDC11485.1 - Learning Strategies 10		2017	No		Oct 18, 2016 8:17:38 PM
Unapproved				LDC1148	5	88%	09/14/2016	09/06/2016	10/03/2016	Continuous	Completed	Yes		LDC11485.1 - Learning Strategies 10		2017	No		Oct 18, 2016 8:14:16 PM
Unapproved				LDC1148	5	81%	09/15/2016	09/07/2016	09/29/2016	Continuous	Completed	Yes		LDC11485.1 - Learning Strategies 30		2017	No		Oct 18, 2016 8:24:22 PM
Unapproved				LDC1148	5	88%	09/25/2016	09/06/2016	10/03/2016	Continuous	Completed	Yes		LDC11485.1 - Learning Strategies 10		2017	No		Oct 18, 2016 8:14:48 PM

- i. Use the funnels to filter to select the Unapproved
- ii. Click on **Approve** to approve the entire list
- iii. Choose **Approve** in the drop down to approve one course at a time