

# Addedit Historical Grades And Historical Marking Periods

## Add/Edit Historical Grades and Historical Marking Periods

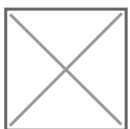
Login as an administrator and navigate to **Grades >> Administration**

In this area of the system, there are two major functionalities. One is to **Edit Report Card Grades** received by students and the other is to **Add/Edit Historical Grades**.

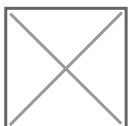
Click on the **Add/Edit Historical Grades**. Select a student from the list, or search and select.



You will get a screen like this:



If you do not have any historical marking periods defined in the system, you can click on the link (marked by the red arrow) and it will take you to the historical marking period entry screen. A sample is given below:



To continue with the data entry, fill out the following fields:

1. Select the Marking Period from the drop down. This will show the marking period you just created using the historical marking period entry.
2. Enter the name of the school the student was attending during that marking period
3. Select the grade level in which the student was enrolled in that school

4. Enter the course code
5. Enter the course name
6. Enter the grade percentage received
7. Enter the equivalent letter grade received
8. Enter the GP value
9. If you want this grade item to be included in GPA calculation, then turn on the toggle switch
10. Select the course type
11. Enter grade scale
12. Enter credit attempted
13. Enter credit earned

Submit the form. The data will be saved and it will reflect on the student's **Transcript**.

To add more courses, click on the **+Add another Course** link and repeat the steps listed above.

To add another marking period click on **+Add Another Marking Period** at the bottom of the screen.

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