

How to Set Current Term Display

Each trimester or quarter you will need to set the correct term to display on the parent portal, grade book, and for the comment sections on report cards. The below steps is the process to make this change.

1. Set your **Current School**
2. Click **School** under Setup on the left side
3. On the School Setup page select **Current Grade Display**
4. On the Current Grade Display page set both Current Grade and Parent/Student Access Term to the current term.

Current Grade Display

Quick Lookup | Mobile App Display

This screen specifies which grades are seen on the Quick Lookup screen as well as on the summary screen parents see when they access their student's record through the internet. The Current Grade indicated below will be used to calculate the GPA on the Quick Lookup screen as well as to read out grades to parents over the phone.

Column #	Store Code	Source of Data
Column 1.	T1	Gradebook
Column 2.	T2	Gradebook
Column 3.	T3	Gradebook
Column 4.		
Column 5.		
Column 6.		
Current Grade (always comes from the teacher's Gradebook)	T3	Used to indicate the current final grade throughout PowerSchool
Show Citizenship Grade	<input type="checkbox"/>	
Hide standards grades in Parent Access	<input type="checkbox"/>	
Parent/Student Access Term (leave blank for default)	T3	

Submit