

# Promote Grade Levels

At the end of the year, you can promote the students who are ready to move to the next grade.

Note



If you already ran the Automatic Grade Promotion during the [Remove/Advance](#) process, you do not need to run this process.

There are a few things you need to do to promote grade levels.

## Back up your data.

1. On the File menu, click **Backup/Restore**.
2. Click **Backup Data**.
3. Enter a reason for the backup, such as "Backup before promoting grade levels".
4. Select a backup method, and enter or select any relevant information.
5. Click **Start Backup**.
6. After your data is backed up, you can print the backup information for your reference.

## Print the final versions of this year's reports.

Once you promote grade levels, only the new year's information displays. Print any reports you may need with this year's information, such as:

- **Class Rank by GPA**
- **Student Honors List**

## Promote grade levels.

Useful Information



Before you start, review the Grades and Degrees keywords to ensure you have each grade you plan to promote in numeric order. On the File menu, click **Keywords > General Keywords > Grades and Degrees**

1. On the Information tab, click **Students**.
2. In the navigation pane, click **Processes**.
3. Click **Grade Promotion**.
4. Select the range of grade levels to promote. Typically, you begin with your first grade level (Preschool or Kindergarten) and end with the last grade level your school promotes to.
5. To use the values you entered on the Next Year Enrollment tab in the School Info window instead of the Promote To Grade, select **Override New Grades with Next Grade Values**.
6. To change the type for graduating students from Child to Young Adult, select the check box. If you change type, you can also change the relationship.

## Useful Information

 Type and relationship display in the Personal section. This is a way to distinguish between students who've completed grade 12 and those currently in grade 12.

Note



### **If you share data with Formation/Church Office:**

Grade promotions change all shared records, including Church Office members and Formation Office students, even if they aren't in School. If you change status type here, the students' type in their Church and Formation records will also be updated.

7. Select to include only active, only inactive, or all students.
8. Verify the promotion information in the grid, and click **Next**.
9. The students who fit your criteria display. By default, all records are selected. Clear the check box for any student(s) you don't want to promote.
10. Before you apply any updates, you can modify information in the list if needed.
  - To override a student's promotion grade, select the new grade in the column. For example, if a 2nd grader is skipping to Grade 4, you can change the New Grade from the default 3 to 4.
  - Change member type by selecting a new type. You may change older students to Young Adult.
11. After verifying the list of students marked for promotion, click **Next**.
12. To promote students and update the School, Church, and/or Formation Office databases, click **Promote Students**.