GRADING IMPLEMENATION STEPS - DISTRICT

This document serves as a reference guide for district administrators. Configuration of district implementation steps regarding traditional grades for secondary schools will be reviewed. Implementation steps for grading will be completed at the district and school level in PowerSchool. This document focuses on district level grading implementation steps for traditional grades.

OVERVIEW
**Use this document as a reference to review DISTRICT grading implementation steps**

Step 1: District Years and Terms
Step 2: Grade Scales
Step 3: PowerTeacher Pro
- Display Settings
- District Categories for Teachers
- Default Gradebook Settings
- Grade Preferences for Courses
- Lock Reporting Term Setup
- Traditional Grade Calculation

Step 4: GPA Calculations

1. DISTRICT YEARS AND TERMS

- **Navigate to District Years and Terms (using the SEARCH BAR):**
  - ☐ Enter YEARS AND TERMS in the SEARCH BAR
  - ☐ Under Pages, select YEARS AND TERMS
  - ☐ NOTE: Use the SEARCH BAR to navigate quickly to many pages in PowerSchool
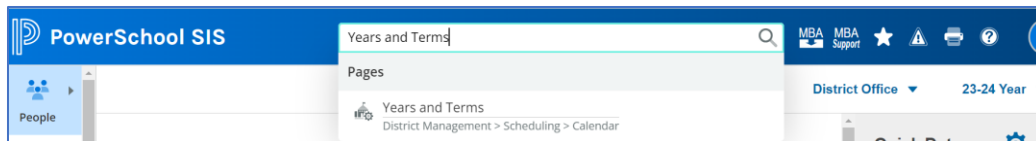
- **Navigate to District Years and Terms (using a PATH):**
  - ☐ Choose DISTRICT MANAGEMENT from the left navigation pane on the START PAGE
  - ☐ From the slide out drawer choose SCHEDULING
  - ☐ From the secondary slide out drawer choose YEARS AND TERMS
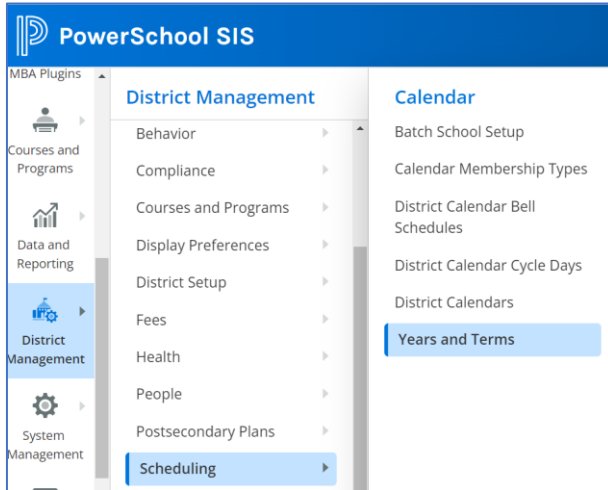
☐ The YEAR TERM at the district level should encompass the FIRST DAY and LAST DAY of attendance for ALL schools in the district

☐ NOTE: you will be using these dates to set up FINAL GRADE REPORTING TERMS for schools

☐ Districts may choose to enter the YEAR TERM as 07/01/XX – 06/29/XX

☐ The FULL YEAR TERM is the only term necessary to create at the district level

2. **GRADE SCALES**

- **Navigate to Grade Scales at the District Level:**
  - ☐ Path: DISTRICT MANAGEMENT\ACADEMICS\GRADES\ACADEMIC GRADE SCALES
  - ☐ Grade scales are associated to COURSES and inherited by SECTIONS

Grade Scale

Add Grade

	Grades		GPA and Credit Values				Teacher Gradebook Values			Color Levels	TSDL Stored Grades		Action
Grade *	Description	Counts in GPA	Grade Points (GPA)	Added Value	Grad Credit	Teacher Scale	Cutoff % *	Grade Value *	Edit		Completion Status	Withdrawal Status	
A+	SUPERIOR	☑	4	☑	☑	☑	96.5	98.5	Green (5) ⌄ ■		(CP) Pass ⌄	(WP) Pass ⌄	▬
A	SUPERIOR	☑	4	☑	☑	☑	92.5	94.5	Green (5) ⌄ ■		(CP) Pass ⌄	(WP) Pass ⌄	▬
A-	SUPERIOR	☑	4	☑	☑	☑	89.5	91	Green (5) ⌄ ■		(CP) Pass ⌄	(WP) Pass ⌄	▬
B+	GOOD	☑	3	☑	☑	☑	86.5	88	Light Green (4) ⌄ ■		(CP) Pass ⌄	(WP) Pass ⌄	▬
B	GOOD	☑	3	☑	☑	☑	82.5	84.5	Light Green (4) ⌄ ■		(CP) Pass ⌄	(WP) Pass ⌄	▬
B-	GOOD	☑	3	☑	☑	☑	79.5	81	Light Green (4) ⌄ ■		(CP) Pass ⌄	(WP) Pass ⌄	▬
C+	SATISFACTORY	☑	2	☑	☑	☑	76.5	78	Yellow (3) ⌄ ■		(CP) Pass ⌄	(WP) Pass ⌄	▬
C	SATISFACTORY	☑	2	☑	☑	☑	72.5	74.5	Yellow (3) ⌄ ■		(CP) Pass ⌄	(WP) Pass ⌄	▬
C-	SATISFACTORY	☑	2	☐	☑	☑	69.5	71	Yellow (3) ⌄ ■		(CP) Pass ⌄	(WP) Pass ⌄	▬
D+	UNSATISFACTORY	☑	1	☐	☑	☑	66.5	68	Orange (2) ⌄ ■		(CP) Pass ⌄	(WP) Pass ⌄	▬
D	UNSATISFACTORY	☑	1	☐	☑	☑	62.5	64.5	Orange (2) ⌄ ■		(CP) Pass ⌄	(WP) Pass ⌄	▬
D-	UNSATISFACTORY	☑	1	☐	☑	☑	59.5	61	Orange (2) ⌄ ■		(CP) Pass ⌄	(WP) Pass ⌄	▬
E	FAILURE	☑	0	☐	☐	☑	0	0	Red (1) ⌄ ■		(CF) Fail ⌄	(WF) Fail ⌄	▬

Save

- ☐ Grade Scales have the ability to convert GRADEBOOK POINTS and PERCENTAGES to ALPHA GRADES for use on Report Cards and Transcripts
- ☐ SPECIAL CODES reside in a SPECIAL CODE Grade Scale that is attached to each traditional Alpha Grade Scale (<mark>Alpha Grade Scales have been created for ALL Districts</mark>)
  - o Special Codes include TEACHER GRADEBOOK SPECIAL CODES from Skyward
  - o Special Codes Grade Scales are helpful in distinguishing which SPECIAL CODES are to be used for FINAL GRADES or ASSIGNMENT GRADES
- ☐ Grade Scale FIELD LIST:

Grade	Indicate the Grade, such as A+, C- or D, etc.
Description	Enter the description of the grade in this field, such as Excellent.
Grade Points	Enter in the Grade Points associated with this grade, such as 3.8, or 4.0, etc. For example, an A might be worth 4.0, and a C might be worth 2.0.
Cutoff Percent	Enter the lowest percentage a student can earn to receive this grade. For example if you enter an 80 (for 80%) for a B, the student must receive at least an 80% to get a B. The system uses the next highest cutoff percentage you define for a different grade to determine the highest percent grade students can earn to receive this grade.
Gradebook Value	This field indicates the percentage value of a letter grade when teachers give letter grades instead of numeric grades in the PowerTeacher gradebook. Enter a number for the value of the letter grade; usually this is in the middle of the range (median) for the grade, such as 85 for a B where any percentage between 80-89 could be a B. Some districts like to use the highest numeric value, some districts like to use the lowest numeric value.
Counts in GPA?	Select the checkbox to determine that this grade calculates in the GPA.
Receives added value?	Select the checkbox if you have courses such as Advance Placement courses where there are GPA points added for that particular grade item. In order for those points to be considered in GPA calculation the grade scale item has to be marked indicating it can receive added value.
Earns graduation credit?	Select the checkbox to determine that this grade earns credit towards graduation requirements.
Teachers grade scale?	Select the checkbox to indicate that teachers use this grade scale.

- ☐ <u>DO NOT</u> delete GRADE SCALES
  - o Add **DO NOT USE** before the NAME of any Grade Scale that will NOT be utilized in the district

11 of 11 items

Dcid	Name	Description	Grade Scale Type	Special Scale Name	Edit
17	** DO NOT USE** 100 Point Scale-Unweighted	100 Point Scale-Unweighted	Alpha		✎
1636	**DO NOT USE** CAP - ELE (4.0 GPA SCALE)	GRADE SCALE USED TO CONVERT GRADEBOOK GRADES (POINTS) TO ALPHA GRADE FOR REPORT CARD AND TRANSCRIPTS. SPECIAL CODES DO NOT INCLUDED STANDARDS SPECIAL CODES.	Alpha	A Special Codes Example	✎
225	⚠ 100 Point Scale-Weighted	100 Point Scale-Weighted	Alpha		✎
127	A Numeric Example Scale	This is an example numeric gradescale. For PowerTeacher Pro it can be assigned to standards and used for overall course grades.	Numeric	A Special Codes Example	✎
123	A Special Codes Example	These special codes are the starting example for all grade scales. Districts can create more codes for this scale and more entire special codes scales as needed. Each Alpha or Numeric gradescale can have a set of Special Codes.	Special		✎
18	⚠ A, B, C, D	Simple A,B,C,D Scale	Alpha	A Special Codes Example	✎
1723	▮▮▮▮▮▮	SPECIAL GRADES USED FOR FINAL GRADE ON COURSE OR ASSIGNMENT BASED ON CONFIGURATION. SOURCE DATA: SKYWARD = GRADE MARKS, EA SPECIAL COMMENTS.	Special		✎
1440	▮▮▮▮▮▮	GRADE SCALE USED TO CONVERT GRADEBOOK GRADES (POINTS) TO ALPHA GRADE FOR REPORT CARD AND TRANSCRIPTS.	Alpha	CAP - DISTRICT SPECIAL CODES	✎
1467	▮▮▮▮▮▮	GRADE SCALE USED TO CONVERT GRADEBOOK GRADES (POINTS) TO ALPHA GRADE FOR REPORT CARD AND TRANSCRIPTS.	Alpha	CAP - DISTRICT SPECIAL CODES	✎

3. **POWERTEACHER PRO**

- **District Gradebook Display Settings:**
  - ☐ Path: DISTRICT MANAGEMNT\APPLICATIONS\POWERTEACHER PRO\GRADEBOOK DISPLAY SETTINGS
  - ☐ Select options to determine how CLASS LISTS and GRADES will appear in the GRADEBOOK

  - ☐ Use the PENCIL ICON to edit a SCHOOL
  - ☐ Suggested Settings:

- **Default Gradebook Settings:**
  - ☐ Path: DISTRICT MANAGEMNT\APPLICATIONS\POWERTEACHER PRO\DEFAULT GRADEBOOK SETTINGS
  - ☐ Set the DEFAULT GRADEBOOK and configure GRADEBOOK SETTINGS

☐ Suggested Settings:

Default Gradebook Settings

Option	Value
Default Gradebook Type	PowerTeacher Pro ∨
Enable ability to email Students and Contacts in PowerTeacher Pro	☑
When email is enabled, allow teachers to email Student and Contacts in previous years	☐
Display PowerSchool SIS Student Contacts in PowerTeacher Pro	☑
When PowerSchool SIS Student Contacts appear in PowerTeacher Pro, also display Notes	☑

- **Gradebook District Categories for Teachers:**
   ☐ Path: DISTRICT MANAGEMENT\APPLICATIONS\POWERTEACHER PRO\GRADEBOOK DISTRICT CATEGORIES FOR TEACHERS
   ☐ Use to create district assignment CATEGORIES for teachers
   ☐ Choose ADD to add a new CATEGORY

Gradebook District Categories for Teachers ★

Create the district list of available teacher categories. These can then be selected as default categories for teachers and used in final grade setup.

☐ Show Inactive   Add

Sort Order	Category Name	Description	Color	Active	Number of Schools
▲ ▼	Tests		Blue	✔	4 / 4
▲ ▼	Assignments/Homework		Green	✔	4 / 4
▲ ▼	Quizzes/Projects/Labs		Gray	✔	4 / 4

☐ Select a CATEGORY to EDIT by selecting the CATEGORY NAME
   o Ensure categories are active by selecting the ACTIVE checkbox
   o Categories CANNOT be DELETED
   o Unselect the ACTIVE checkbox to make a category INACTIVE

o   Suggested settings:

- **Grade Preferences for Schools:**
  - ☐ Select the PENCIL ICON to edit the FINAL GRADE CACLULATION SETTINGS

☐ Choose to USE SCHOOL PREFERENCES (default) or USE DISTRICT PREFERENCES for COURSE GRADE PREFERENCES

☐ Configure TRADITIONAL GRADES, SAVE CALCULATED GRADES, and CITIZENSHIP

☐ Suggested Settings (when choosing USE SCHOOL PREFERENCES):

Edit ████████ **High School Final Grade Calculation Settings**

▾ Course Grade Preferences

🔘 Use School Preferences ⚪ Use District Preferences
Default Override

▾ Traditional Grades

Course Final Grade Formulas

Calculation Formula	Secondary Formula
Teachers Can Edit Calculation	☐
Teachers Can Edit Drop Scores	☐
Teachers Can Edit Specific Weighting for Standards	☐

⚠ Allowing teachers to edit the grade scale assigned to their section may cause grades to have different values across a course, school, and/or state depending on the changes made by the teacher, which may impact grades data sent to outside entities such as state/provincial reporting or analytic products.

Teachers Can Edit Grade Scale	☐

Save Calculated Grades

Decimal Places	3 ˅
Round or Truncate	Round ˅

Citizenship

Enable Citizenship	☐

☐ Do NOT select any STUDENT GRADE SCALES

- **Traditional Grade Calculation Formulas:**
  - ☐ Path: DISTRICT MANAGEMENT\APPLICATIONS\POWERTEACHER PRO\TRADITIONAL GRADE CACLULATION FORMULAS

☐ Prior to setting up Traditional Grade Calculations, the FINAL GRADE AND REPORTING TERMS must be configured at EACH school
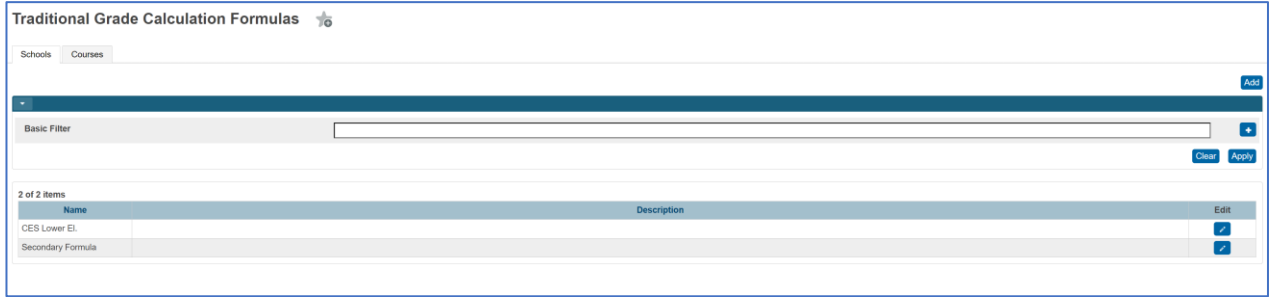
☐ On the SCHOOLS TAB, choose ADD to create a new calculation or select the PENCIL ICON to EDIT an existing calculation
   o NAME and SCHOOL SELECTION is required
   o Use MANAGE SCHOOL SELECTION to select schools assigned the Traditional Grade Calculation Formula
   o Check CALCULATE OVERALL CLASS GRADES
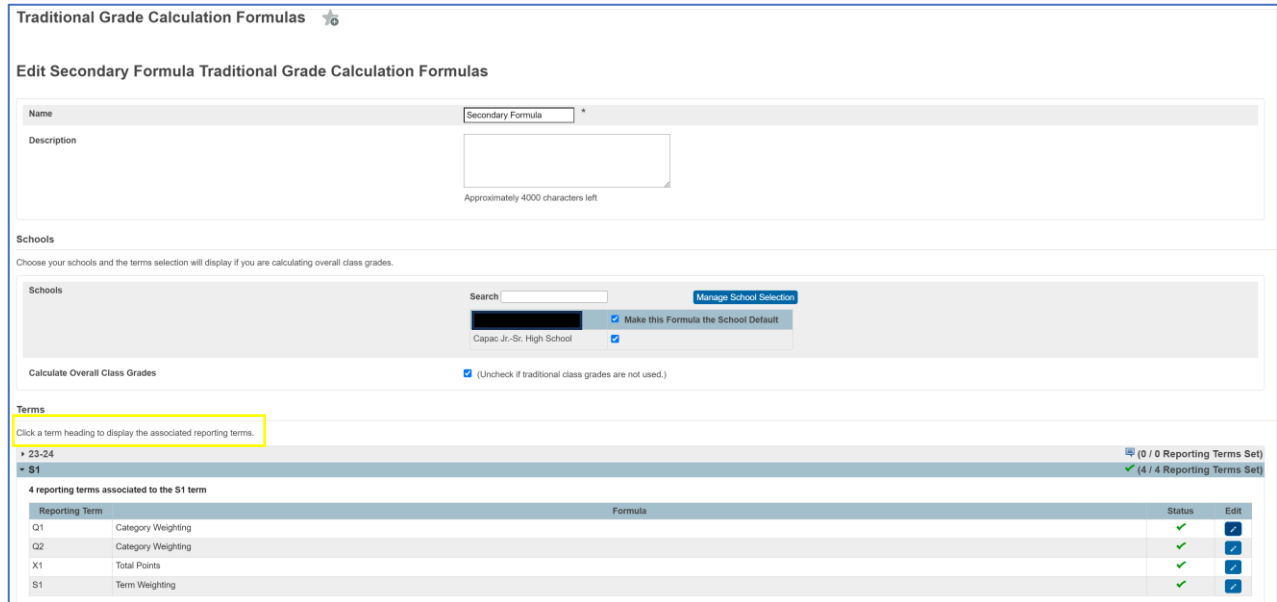
☐ Under TERMS, select a TERM to view associated REPORTING TERMS
☐ Reporting Terms are associated to a scheduling term and are used for STORING FINAL GRADES
☐ Choose the PENCIL ICON to edit/view each Reporting Term
☐ Example:

S1 Reporting Term for S1 Term

Formula | Drop Low Scores

Teachers Can Edit Calculation	Use School Setting ▾ School Setting: No

Calculate Overall Class Grade ☑
(Uncheck if traditional class grades are not used.)

Term Weighting Exact Value Earned ▾
Uses the student's calculated percent (Alpha Scales) or numeric value (Numeric Scales) from the reporting term.
Example: 95.3% or 3+.

[Add]

Type	Attribute	Weight	Percent	Remove
Reporting Term ▾ *	Q1 ▾ *	4 *	40%	[–]
Reporting Term ▾ *	Q2 ▾ *	4 *	40%	[–]
Reporting Term ▾ *	X1 ▾ *	2 *	20%	[–]

📋 If the calculation type is Standards and the attribute is either Specific Weighting or Specific Sum, weights must be defined for each applicable course on the District - Standards page, which is accessible via the Courses page and selecting a course.

☐ Configure Reporting Terms on the FORMULA tab
- o Select a choice for TEACHERS CAN EDIT CALCULATION
- o Note: Depending on the FINAL GRADE REPORTING TERMS configuration at a school, SCHOOL or DISTRICT options will appear
- o Check CALCULATE OVERALL CLASS GRADE
- o Choose EXACT VALUE EARNED for TERM WEIGHTING

☐ Choose a TYPE for each SCHEDULING TERM
- o Suggested Settings:

For a QUARTER	Choose CATEGORIES
For a SEMESTER	Choose REPORTING TERM
For an EXAM	Choose TOTAL POINTS

☐ Choose an ATTRIBUTE for each SCHEDULING TERM
- o Suggested Settings:

For a QUARTER	Select an individual assignment CATEGORY
For a SEMESTER	Select a REPORTING TERM (Ex. For S1, chose Q1 and Q2)
For an EXAM	Select TOTAL POINTS (default)

☐ Choose a WEIGHT for each Type/Attribute
- o Total WEIGHTS must calculate to equal 100% for each REPORTING TERM

☐ Configure the DROP LOW SCORES tab for each REPORTING TERM
- o Drop Low Scores settings only applies to TOTAL POINTS or CATEGORY WEIGHTING formula types
- o Choose a setting for TEACHERS CAN EDIT DROP SCORES

- o Note: Depending on the FINAL GRADE REPORTING TERMS at a school, SCHOOL or DISTRICT options will appear
- o Select a choice for TEACHERS CAN EDIT DROP SCORES and DROP LOW SCORES
- ☐ Example:

Lock Reporting Terms:

- ☐ Path: DISTRICT MANAGEMENT\APPLICATIONS\POWERTEACHER PRO\TRADITIONAL LOCK REPORTING TERM SETTINGS – DISTRICT OFFICE
- ☐ Lock Reporting Term settings can be managed at the SCHOOL or DISTRICT

- ☐ Choose the PENCIL ICON next to a school to EDIT/VIEW parameters for locking Reporting Terms
- ☐ Select ENABLE TERM LOCKS
- ☐ Enter a NUMBER for DAYS AFTER REPORTING TERM
- ☐ Enter a NUMBER for NUMBER OF DAYS TO WARN TEACHERS

☐ Example:

High School Lock Reporting Term Settings

Settings

Enable Term Locks	☑
Days After Reporting Term	5 *
Number of Days to Warn Teachers	10

3. GPA CALCULATION METHODS

☐ Path: DISTRICT MANAGEMENT\ACADEMICS\GPA\GPA CALCULATION METHODS

☐ PowerSchool has 5 standard GPA CALCULATION METHODS

GPA Method Name	Description
Simple GPA	Numeric GPA based on a four point scale where classes all count the same in determining GPA.
Weighted GPA	Numeric GPA on a four point scale when potential credits factor in determining GPA. A 1 credit class is worth more than a .5 credit class.
Simple Percent GPA	Shows a student's Percent average when all classes count the same in determining GPA.
Weighted Percent GPA	Shows a student's Percent average when potential credits factor in determining GPA. A 1 credit class is worth more than a .5 credit class.
Added Value GPA	Numeric GPA on a four point scale when potential credits factor in determining GPA. A 1 credit class is worth more than a .5 credit class, and specific classes (Honors/AP) can be given a bonus of extra GPA points.

☐ CALCULATION METHODS are formulas that PowerSchool will use to calculate GPA's

☐ A GPA Calculation is done on the fly; GPA's are never STORED in PowerSchool

☐ FORMULAS for each GPA Calculation Method:

Simple GPA	round((sum(gpa_gpapoints())/gpa_count()),4)
Weighted GPA	round((gpa_sum(gpa_gpapoints()*gpa_potentialcredit())/sum(gpa_potentialcredit())),4)
Simple Percent GPA	round((sum(gpa_percent())/gpa_count()),4)
Weighted Percent GPA	round((gpa_sum(gpa_percent()*gpa_potentialcredit())/sum(gpa_potentialcredit())),4)
Added Value GPA	round((gpa_sum((gpa_gpapoints()+gpa_addedvalue())*gpa_potentialcredit())/sum(gpa_potentialcredit())),4)

☐ A Weighted GPA Calculation Method is used for Traditional Grades

☐ COPY the WEIGHTED formula and PASTE to the GPA CALCULATION METHOD screen
  o COPY the FORMULA for the WEIGHTED GPA
  o Select WEIGHTED
  o PASTE the formula in the FORMULA dialogue box on the GPA CALCULATION METHOD screen

o   Example:

GPA Calculation Method

General

Method name	Weighted
Description	

GPA Calculation

Formula	round((gpa_sum(gpa_gpapoints()*gpa_potentialcredit())/sum(gpa_potentialcredit())),4)
Calculation type	
Grade scale	

Query Options

Terms		(comma-separated)
Grade levels		(comma-separated)
School years		(comma-separated)
Credit types		(comma-separated)
Only include grades	☑ that count in GPA	
	☐ that count in class rank	
	☐ that count in honor roll	
	☑ with potential credit	

Projected GPA Options

Projected grades are	Current final grades
Do not add grade if	A grade for the course exists in any term
Stored credit hours	Use actual credit hours

☐   Administrators may create additional GPA Calculations Methods
  o   Use QUERY options on newly created GPA Calculation Methods to define PARAMETERS of a GPA Calculation Method
  o   Example: Create a new GPA Calculation for each REPORTING TERM

☐   Example of Weighted GPA Calculation Method for a student:

Course	Letter Grade	Percent	Potential Credit	Earned Credit	Grade Scale	GPA Points	Added Value
Math	B	85	1	1	Default	3	0
Music	A	95	.5	.5	Default	4	0

GPA with each different calculation method:

GPA Type	GPA
Simple GPA	3.5
Weighted GPA	3.33333
Simple Percent GPA	90
Weighted Percent GPA	88.3333
Added Value GPA	3.33333