END OF TERM – TEACHER TASKS FOR TRADITIONAL GRADES

This document serves as a reference guide for teachers and administrators. A FINAL GRADES overview is provided. Additionally, tasks needing to be completed by teachers prior to SUBMITTING FINAL GRADES are defined. Teachers will use this document at the end of each Reporting Period (Term) in PowerSchool.

OVERVIEW

Working with Final Grades and Teacher Tasks to be completed prior to Submitting Final Grades

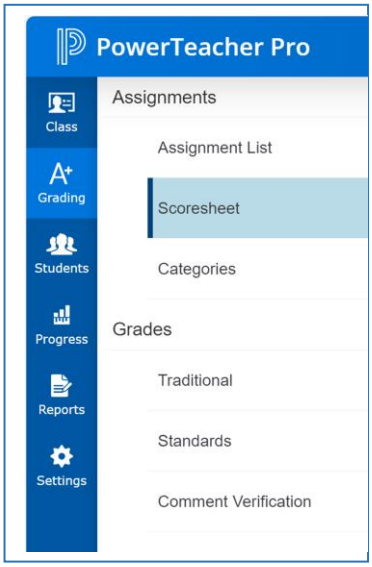
Step 1: Working with Final Grades in PowerTeacher Pro
Step 2: Run PowerTeacher Pro Verification Reports
Step 3: Review Traditional Grade Calculation and Category Weights
Step 4: Review Term Assignment and Exam Dates
Step 5: Recalculate Gradebook
Step 6: Submit Final Grades to Administrators

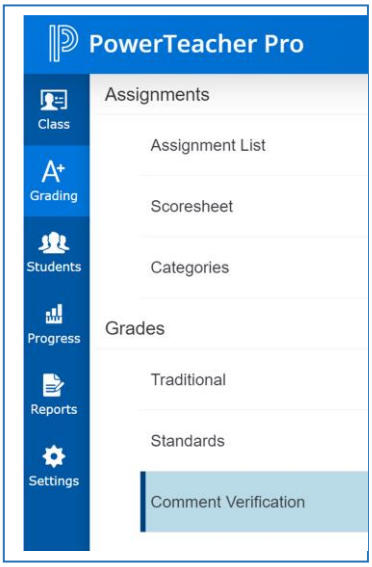
Additional Resources

PowerTeacher Pro Reports (PTP IPT Manual, Page #121 – 123)
PowerTeacher Pro Quick Reference Guide

1. Working with Final Grades

- Review Final Grades, Comments, Attendance, and Assignments
  - ☐ FINAL GRADES for classes using TRADITIONAL GRADING are updated automatically throughout the term as ASSIGNMENT SCORES are entered in the gradebook
  - ☐ View the section SCORESHEET to review ASSIGNMENTS and FINAL GRADES
    - Address SCORES for any FLAGGED assignments
    - A BLANK cell on the SCORESHEET MUST have a SCORE or be designated as EXEMPT
  - ☐ View COMMENTS on the COMMENT VERIFICATION page


PowerTeacher Pro
Class
Grading
Students
Progress
Reports
Settings
Assignments
Assignment List
Scoresheet
Categories
Grades
Traditional
Standards
Comment Verification


PowerTeacher Pro
Class
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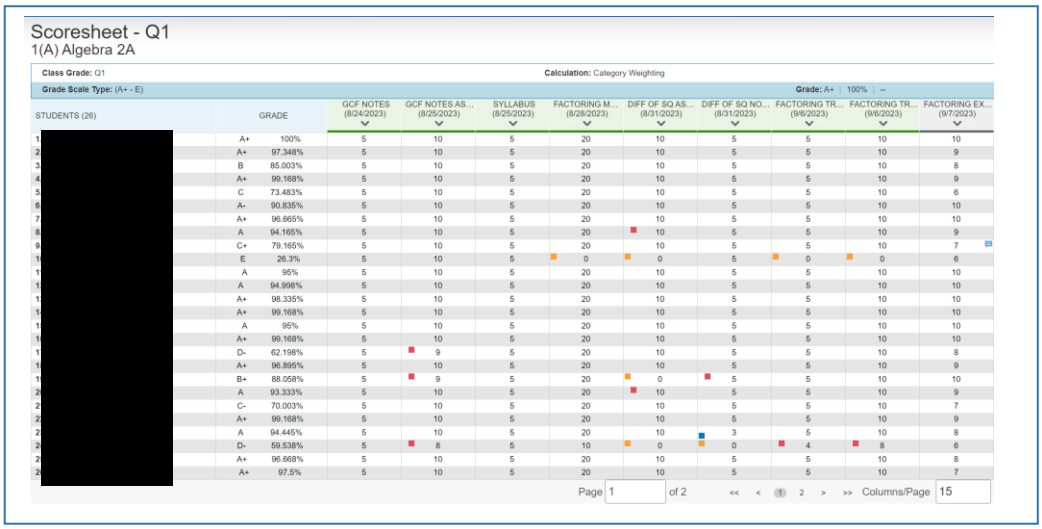
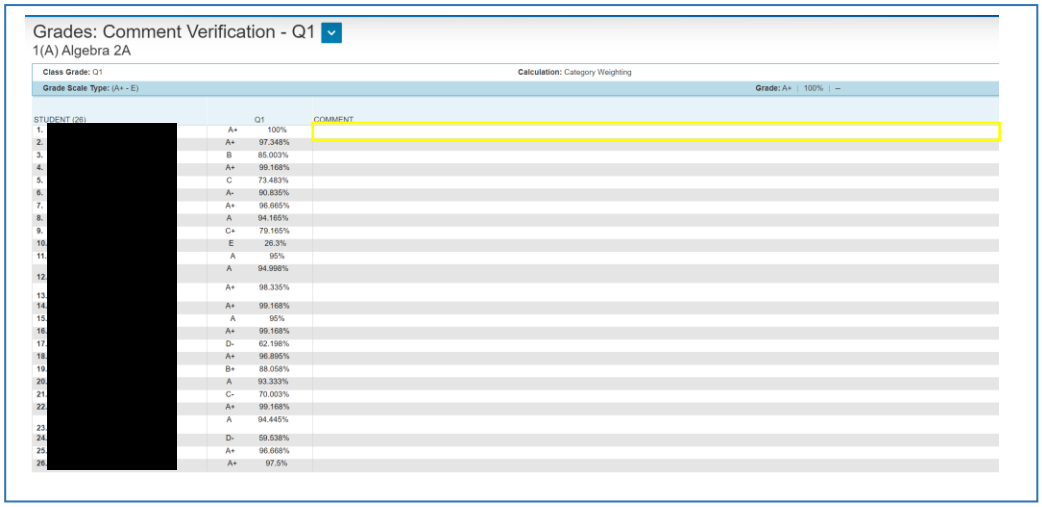
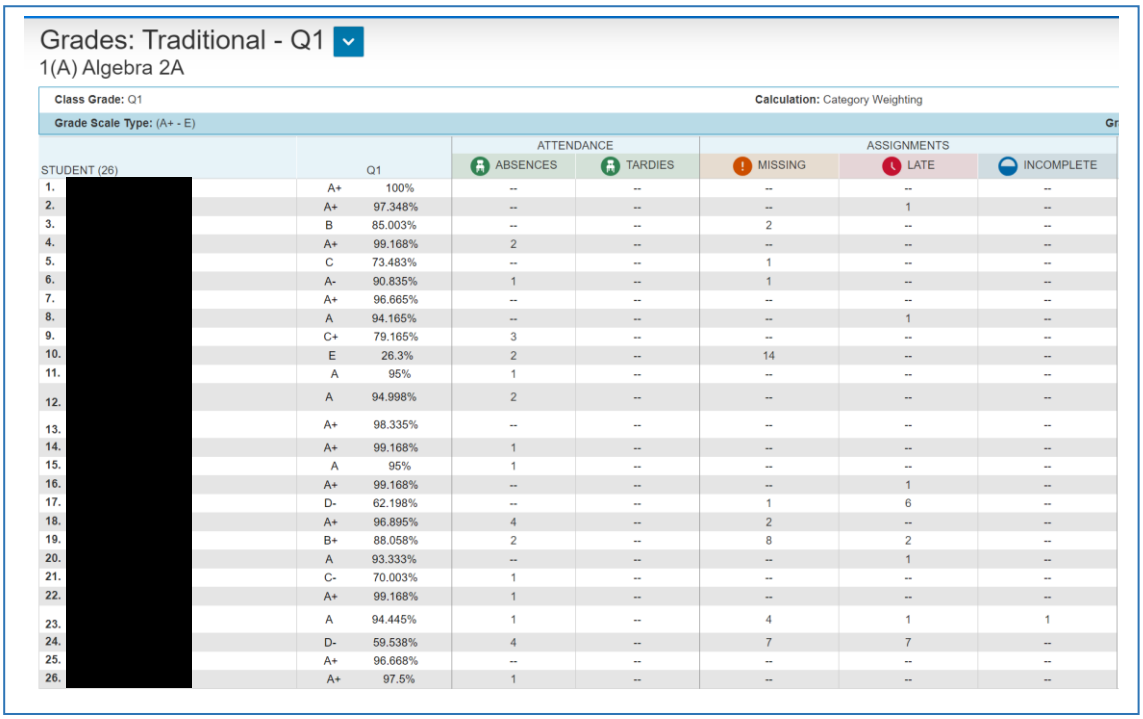

Scoresheet - Q1
1(A) Algebra 2A
Class Grade: Q1
Calculation: Category Weighting
Grade Scale Type: (A+ - E)
Grade: A+ | 100% | --
STUDENTS (26)
GRADE
GCF NOTES (8/24/2023)
GCF NOTES AS... (8/25/2023)
SYLLABUS (8/25/2023)
FACTORING M... (8/28/2023)
DIFF OF SQ AS... (8/31/2023)
DIFF OF SQ NO... (8/31/2023)
FACTORING TR... (9/6/2023)
FACTORING TR... (9/6/2023)
FACTORING EX... (9/7/2023)
Page 1 of 2
Columns/Page 15


Grades: Comment Verification - Q1
1(A) Algebra 2A
Class Grade: Q1
Calculation: Category Weighting
Grade Scale Type: (A+ - E)
Grade: A+ | 100% | --
STUDENT (26)
Q1
COMMENT

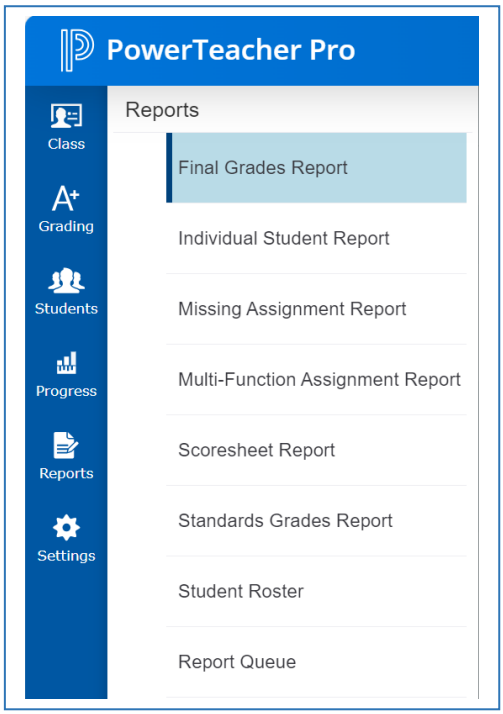
- ☐ Enter COMMENTS (as needed) by SELECTING a STUDENT and enter a comment via the SCORE INDICATOR COMMENT field
- ☐ Review the GRADES: TRADITIONAL Page to review:
    - FINAL GRADE
    - ATTENDANCE and TARDIES
    - ASSIGNMENTS FLAGS
        - IMPORTANT NOTE: ASSIGNMENT FLAGS DO NOT equate to a POINT VALUE or PERCENTAGE on the SCORESHEET
        - Ensure than any missing ASSIGNMENT score is marked as EXEMPT or SCORED prior to SUMBITTING FINAL GRADES

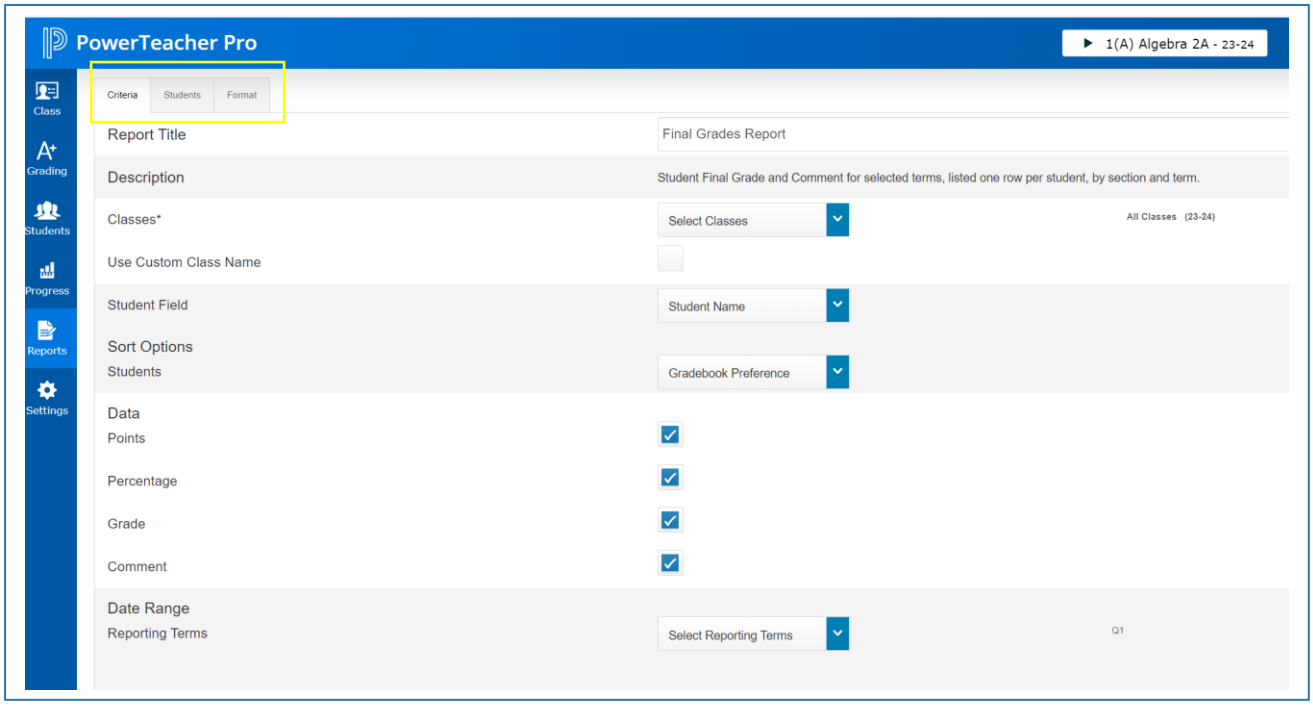


2. **PowerTeacher Pro Verification Reports**

- Final Grades Report
    - ☐ Use this report to PRINT and VALIDATE final grades for a student(s)
    - ☐ Use this report when an administrator requires a signed FINAL GRADE and COMMENTS Verification Report
    - ☐ Run the report as a PDF or an Excel Spreadsheet
    - ☐ Select REPORTS and choose FINAL GRADES REPORT

- [ ] Address each TAB
    - CRITERIA
    - STUDENTS
    - FORMAT





- ☐ Example of FINAL GRADES REPORT

Final Grades Report **1(A) Algebra 2A**

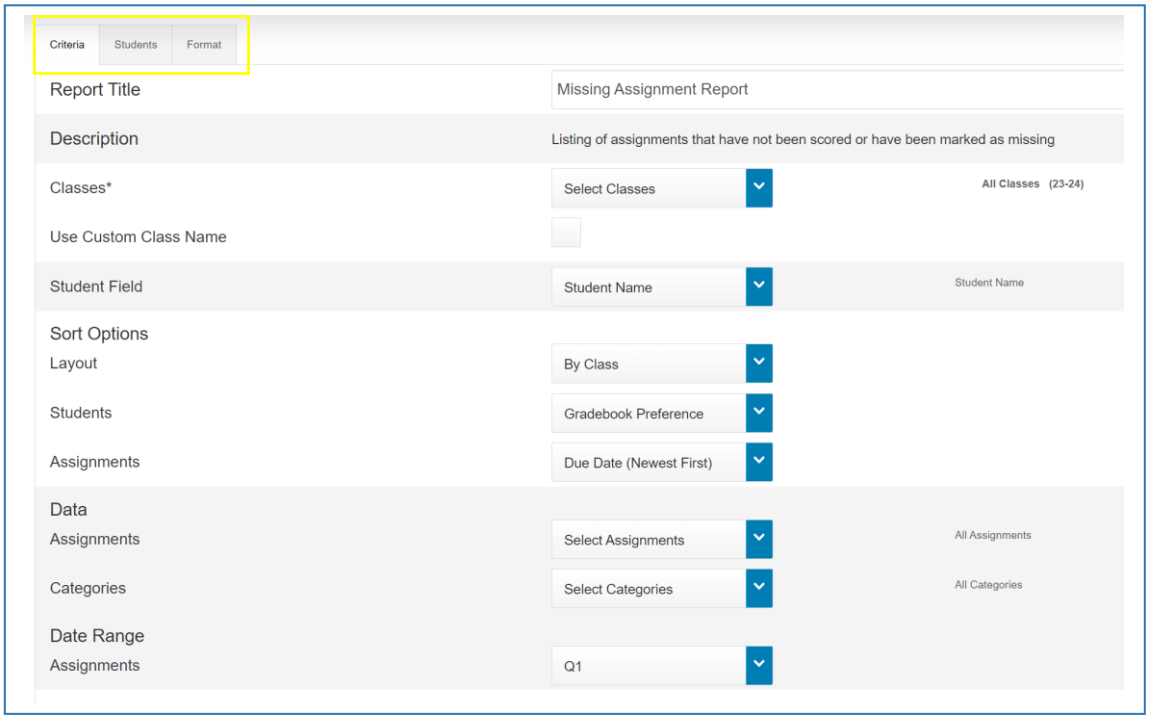
Reporting Term: Q1 **Teacher Name**: [redacted]

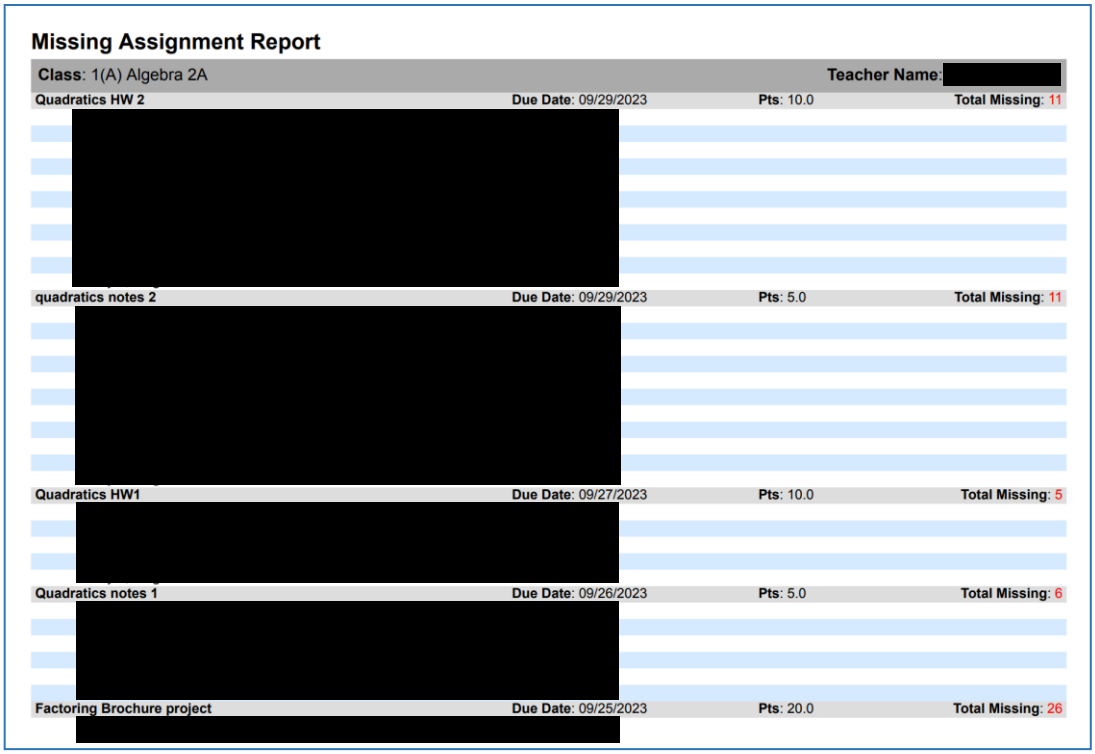
Student Name	Pts. Earned / Pts. Possible	Final Grade		Comment
[redacted]	/	A+	100%	
	/	A+	97.348%	
	/	B	85.003%	
	/	A+	99.168%	
	/	C	73.483%	
	/	A-	90.835%	
	/	A+	96.665%	
	/	A	94.165%	
	/	C+	79.165%	
	/	E	26.3%	
	/	A	95%	
	/	A	94.998%	
	/	A+	98.335%	
	/	A+	99.168%	
	/	A	95%	
	/	A+	99.168%	
	/	D-	62.198%	
	/	A+	96.895%	
	/	B+	86.503%	
	/	A	93.333%	
	/	C-	70.003%	
	/	A+	99.168%	
	/	A-	92.168%	
	/	E	58.168%	
	/	A+	96.668%	
	/	A+	97.5%	

Signature: _____ Date: _____

- Missing Assignments Report
  - ☐ Use this report to create lists of ASSIGNMENTS that have NOT been SCORED, have been marked with a MISSING FLAG, or have a SCORE of 0
  - ☐ Run the report for a selected TERM by CLASS, STUDENT GROUP, or STUDENT(S)
  - ☐ Address each tab:
    - CRITERIA
    - STUDENTS

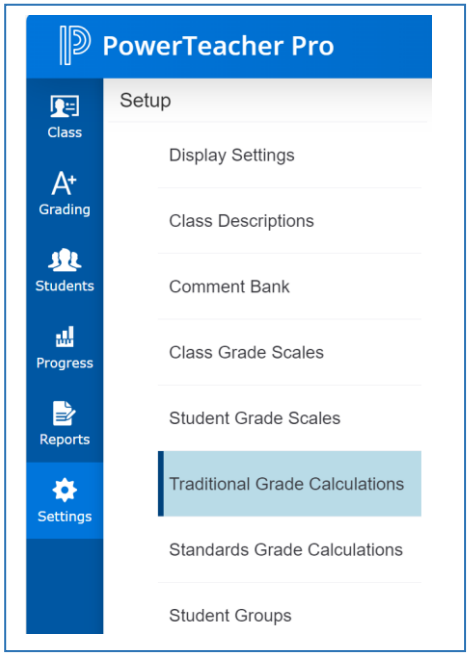
- FORMAT

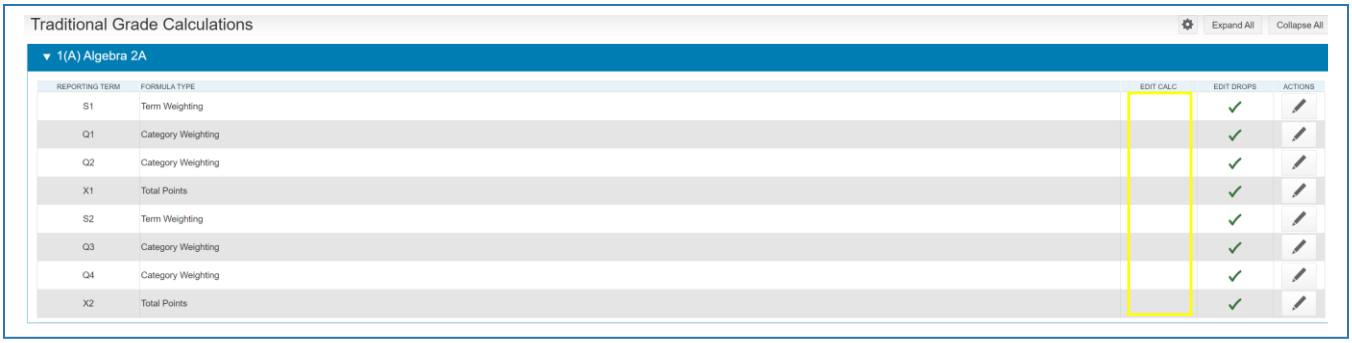

Criteria
Students
Format
Report Title
Missing Assignment Report
Description
Listing of assignments that have not been scored or have been marked as missing
Classes*
Select Classes
All Classes (23-24)
Use Custom Class Name
Student Field
Student Name
Student Name
Sort Options
Layout
By Class
Students
Gradebook Preference
Assignments
Due Date (Newest First)
Data
Assignments
Select Assignments
All Assignments
Categories
Select Categories
All Categories
Date Range
Assignments
Q1



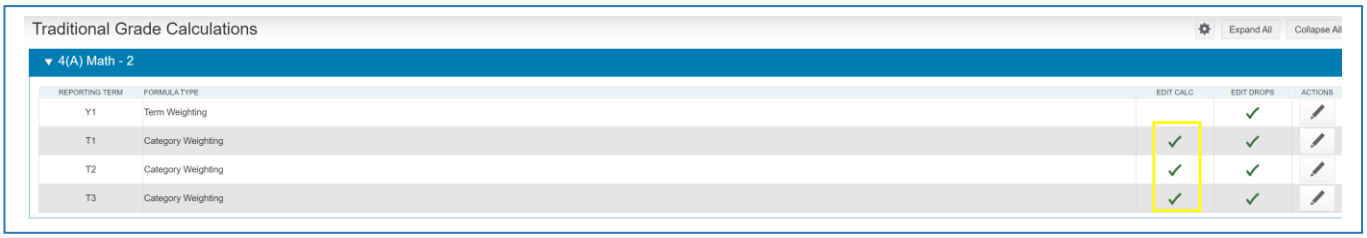
3. **Traditional Grade Calculations**

- Review the TRADITIONAL GRADE CALCULATION
  - ☐ Choose SETTINGS, then TRADITIONAL GRADE CALCULATIONS

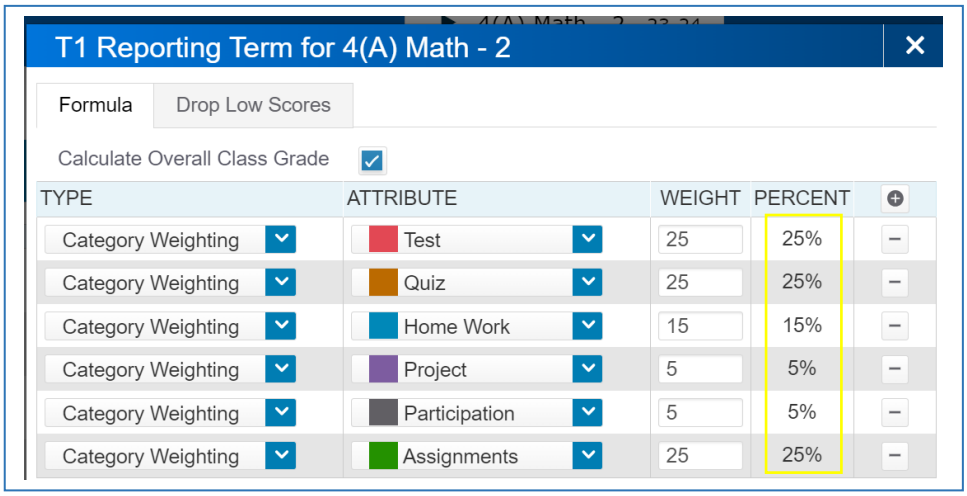




- ☐ The screenshot above is an example of a building that DOES NOT grant access to teachers to EDIT the TRADITIONAL GRADE CALCULATION
    - IMPORTANT NOTE: <u>When teachers DO NOT have the ability to EDIT the TRADITIONAL GRADE CALCULATION and CATEGORY WEIGHTING is used as a TERM CALCULATION TYPE, any TEACHER CREATED CATEGORY and associated ASSIGNMENTS will NOT be included in the FINAL GRADE</u>



- ☐ A GREEN CHECKMARK will appear in the EDIT CALCULATION column if teachers are able to make changes to the FINAL GRADE CALCULATION
    - If CATEGORY WEIGHTING is USED as a TERM CALULATION TYPE, review CATEGORY WEIGHTS
    - Ensure CATEGORY WEIGHTS add up to 100%



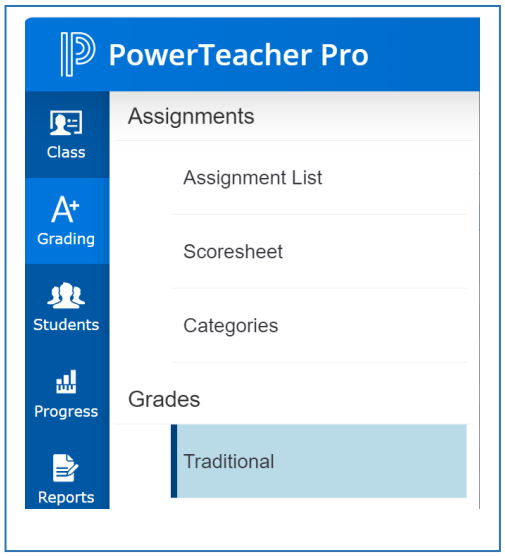
4. **Assignment and Exam Dates**

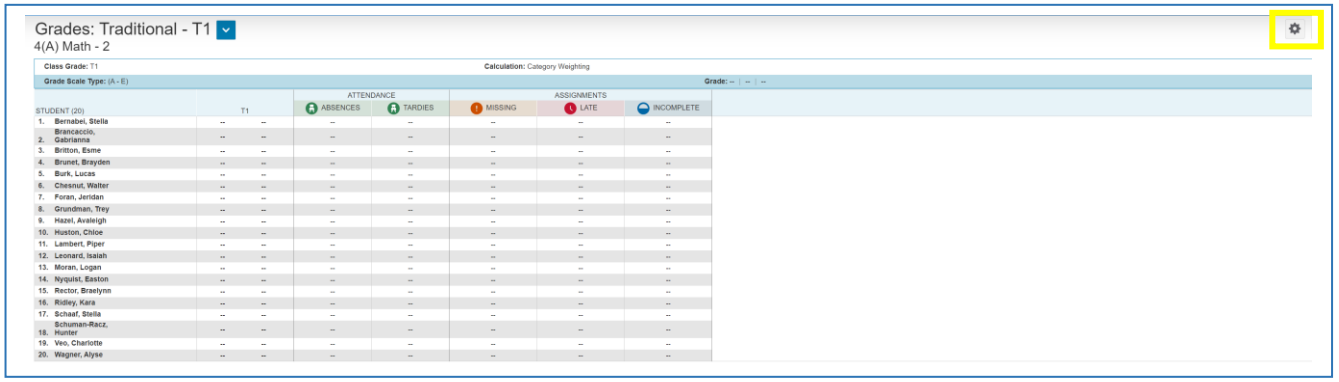
- Ensure all ASSIGNMENTS including EXAMS have DUE DATES that fall within the correct TERM
  - ☐ Assignments can be created at any time up to LOCKING and prior to STORING GRADES
  - ☐ Example:
    - S1 starts on 09/06/XX and ends on 01/12/XX
    - Q1 starts on 09/06/XX and ends on 10/27/XX
    - Q2 starts on 10/28/XX and ends on 01/10/XX
    - X1 (Exam) starts on 01/11/XX and ends on the last day of S1
      - All ASSIGNMENTS must have DUE DATES within Q1 or Q2 Reporting Term Dates
      - Exam DUE DATES must fall within the X1 Reporting Term Dates
      - Failure to adhere to correct ASSIGNMENT/REPORTING TERM DATE association will result in inaccurate FINAL GRADES

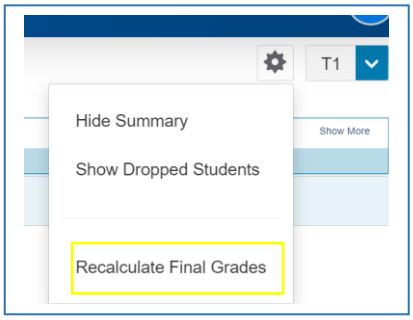
5. **Recalculate Gradebook**

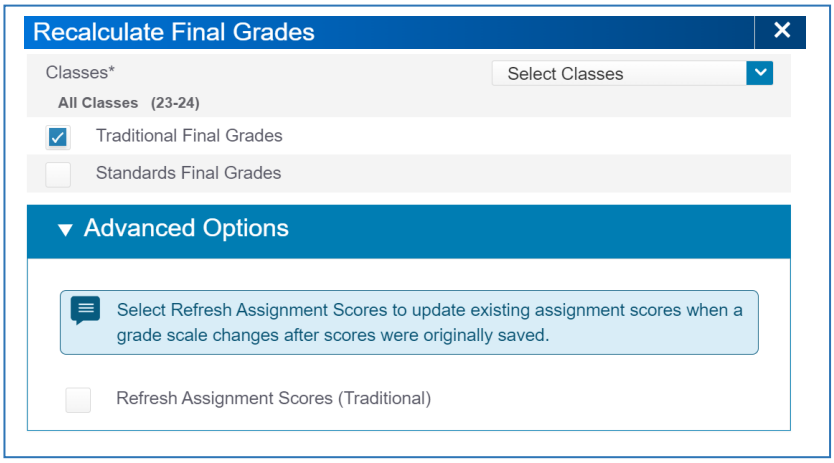
- Although FINAL GRADES in PowerTeacher Pro are calculated automatically, teachers may need to RECALCULATE their gradebook
  - ☐ Use the RECALCULATE TOOL after making significant changes in the gradebook such as adding multiple assignment scores for students transferred from another class
  - ☐ RECALCULATE the gradebook when any changes have been made to gradebook settings by an administrator in PowerSchool SIS
  - ☐ Select GRADING and under GRADES select TRADITIONAL
  - ☐ Select the GEAR ICON
  - ☐ Choose RECALULATE FINAL GRADES
  - ☐ Select the CLASS(ES) that need to be RECALCULATED
  - ☐ To RECALCULATE TRADITION GRADES, check TRADITIONAL FINAL GRADES
  - ☐ IMPORTANT NOTE: Select REFRESH ASSIGNMENT SCORES only when a change has been made to a GRADE SCALE by an administrator
  - ☐ IMPORTANT NOTE: If a teacher manually enters a FINAL GRADE and when RECALCULATING the gradebook all manually entered grade(s) WILL NOT revert back to the system-calculated grades
    - If a teacher wishes to revert a manually entered FINAL GRADE to a calculated grade, select the UNDO icon in the SCORE INSPECTOR

☐ To complete the RECALCULATION process, select RECALULATE on the RECALCULATE FINAL GRADES dialogue box



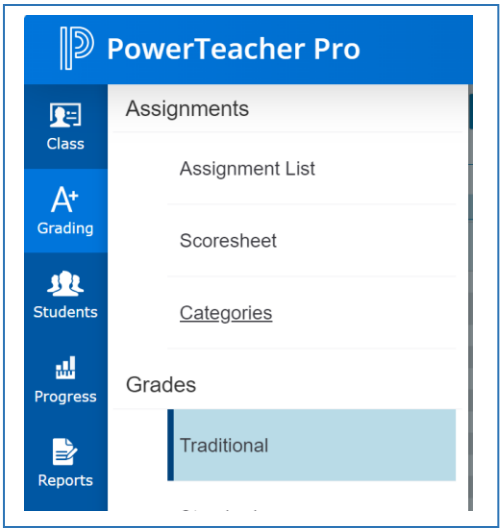


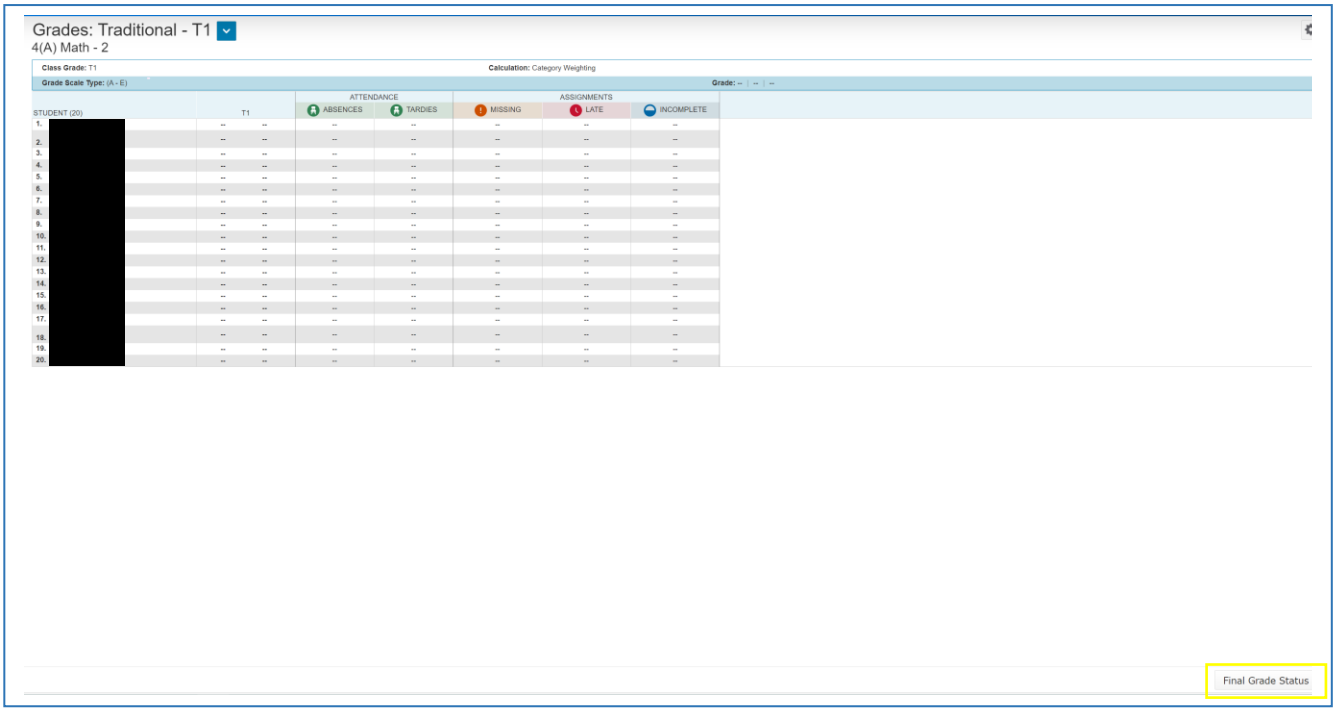


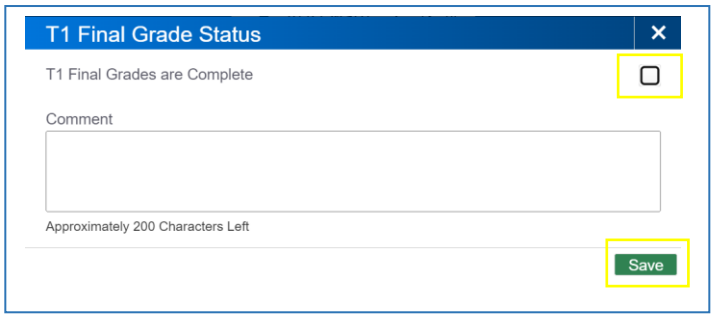


6. **Submit Final Grades**

- At the end of the term, teachers will notify administrators that FINAL GRADES have been entered, validated, are error free, and ready to be permanently stored. Additionally, through the SUBMIT FINAL GRADES process, teachers can include COMMENTS
  - ☐ Select a class and verify that the correct TERM is selected
  - ☐ Select GRADING
  - ☐ Select TRADITIONAL
  - ☐ On the bottom of the page, select FINAL GRADE STATUS
  - ☐ To indicate FINAL GRADES are complete for the selected course and TERM, check XX FINAL GRADES ARE COMPLETE
  - ☐ Enter a COMMENTS as necessary
  - ☐ SAVE


PowerTeacher Pro
Class
Grading
Students
Progress
Reports
Assignments
Assignment List
Scoresheet
Categories
Grades
Traditional


Grades: Traditional - T1
4(A) Math - 2
Class Grade: T1
Calculation: Category Weighting
Grade Scale Type: (A - E)
Grade: -- | -- | --
STUDENT (20)
T1
ATTENDANCE
ABSENCES
TARDIES
ASSIGNMENTS
MISSING
LATE
INCOMPLETE
Final Grade Status


T1 Final Grade Status
T1 Final Grades are Complete
Comment
Approximately 200 Characters Left
Save