

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
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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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Categories

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Comment Verification

Scoresheet - Q1
1(A) Algebra 2A

Class Grade: Q1
Grade Scale Type: (A+ - E)
Calculation: Category Weighting
Grade: A+ | 100% | --

STUDENTS (26)	GRADE	GCF NOTES (8/24/2023)	GCF NOTES AS... (8/25/2023)	SYLLABUS (8/26/2023)	FACTORIZING M... (8/28/2023)	DIFF OF SQ AS... (8/31/2023)	DIFF OF SQ NO... (8/31/2023)	FACTORIZING TR... (8/30/2023)	FACTORIZING EX... (8/27/2023)
1	A+	100%	5	10	5	20	10	5	10
2	A+	97.348%	5	10	5	20	10	5	10
3	B	85.003%	5	10	5	20	10	5	10
4	A+	99.168%	5	10	5	20	10	5	10
5	C	73.483%	5	10	5	20	10	5	10
6	A-	90.835%	5	10	5	20	10	5	10
7	A+	96.665%	5	10	5	20	10	5	10
8	A	94.165%	5	10	5	20	10	5	10
9	C+	79.165%	5	10	5	20	10	5	10
10	E	26.3%	5	10	5	0	0	5	0
11	A	95%	5	10	5	20	10	5	10
12	A	94.988%	5	10	5	20	10	5	10
13	A+	98.335%	5	10	5	20	10	5	10
14	A+	99.168%	5	10	5	20	10	5	10
15	A	95%	5	10	5	20	10	5	10
16	A+	99.168%	5	10	5	20	10	5	10
17	D-	62.198%	5	9	5	20	10	5	10
18	A+	96.895%	5	10	5	20	10	5	10
19	B+	88.058%	5	9	5	20	10	5	10
20	A	93.333%	5	10	5	20	10	5	10
21	C-	70.003%	5	10	5	20	10	5	10
22	A+	99.168%	5	10	5	20	10	5	10
23	A	94.445%	5	10	5	20	10	3	5
24	D-	69.538%	5	8	5	10	0	0	4
25	A+	96.668%	5	10	5	20	10	5	10
26	A+	97.5%	5	10	5	20	10	5	10

Page 1 of 2 Columns/Page 15

Grades: Comment Verification - Q1
1(A) Algebra 2A

Class Grade: Q1
Grade Scale Type: (A+ - E)
Calculation: Category Weighting
Grade: A+ | 100% | --

STUDENT (26)	Q1	COMMENT
1	A+	100%
2	A+	97.348%
3	B	85.003%
4	A+	99.168%
5	C	73.483%
6	A-	90.835%
7	A+	96.665%
8	A	94.165%
9	C+	79.165%
10	E	26.3%
11	A	95%
12	A	94.988%
13	A+	98.335%
14	A+	99.168%
15	A	95%
16	A+	99.168%
17	D-	62.198%
18	A+	96.895%
19	B+	88.058%
20	A	93.333%
21	C-	70.003%
22	A+	99.168%
23	A	94.445%
24	D-	69.538%
25	A+	96.668%
26	A+	97.5%

- 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 SUBMITTING FINAL GRADES

Grades: Traditional - Q1 ▼
1(A) Algebra 2A

Class Grade: Q1 Calculation: Category Weighting

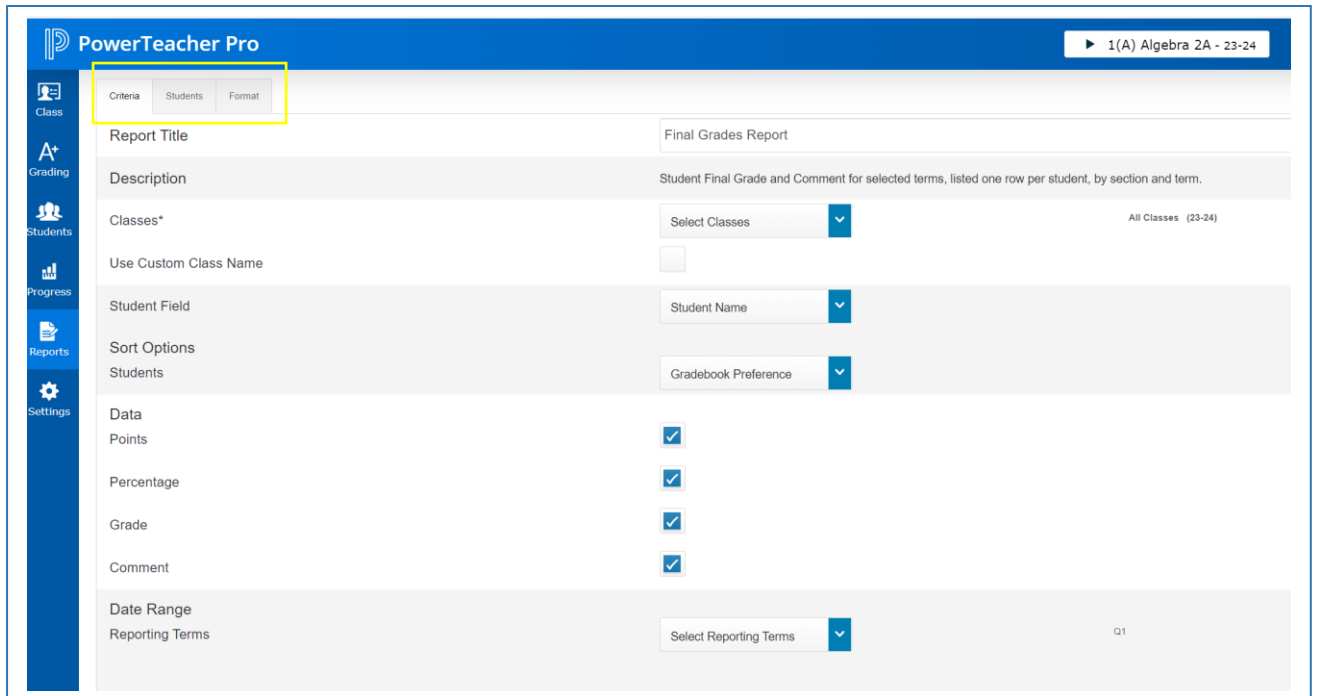
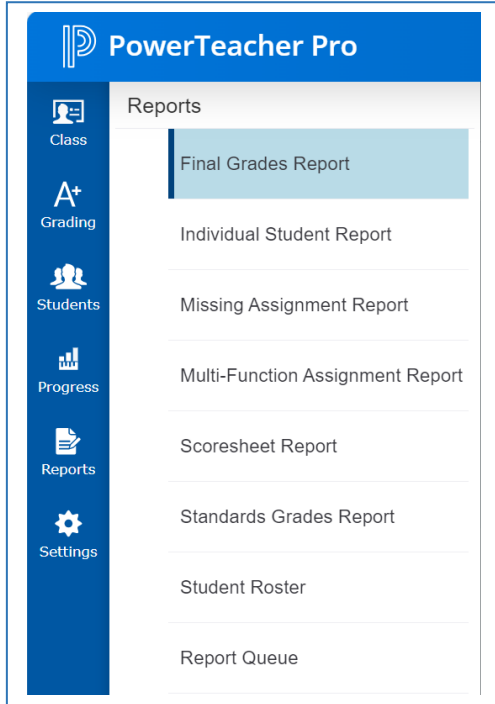
Grade Scale Type: (A+ - E) Gr

STUDENT (26)	Q1	ATTENDANCE		ASSIGNMENTS		
		ABSENCES	TARDIES	MISSING	LATE	INCOMPLETE
1.	A+ 100%	--	--	--	--	--
2.	A+ 97.348%	--	--	--	1	--
3.	B 85.003%	--	--	2	--	--
4.	A+ 99.168%	2	--	--	--	--
5.	C 73.483%	--	--	1	--	--
6.	A- 90.835%	1	--	1	--	--
7.	A+ 96.665%	--	--	--	--	--
8.	A 94.165%	--	--	--	1	--
9.	C+ 79.165%	3	--	--	--	--
10.	E 26.3%	2	--	14	--	--
11.	A 95%	1	--	--	--	--
12.	A 94.998%	2	--	--	--	--
13.	A+ 98.335%	--	--	--	--	--
14.	A+ 99.168%	1	--	--	--	--
15.	A 95%	1	--	--	--	--
16.	A+ 99.168%	--	--	--	1	--
17.	D- 62.198%	--	--	1	6	--
18.	A+ 96.895%	4	--	2	--	--
19.	B+ 88.058%	2	--	8	2	--
20.	A 93.333%	--	--	--	1	--
21.	C- 70.003%	1	--	--	1	--
22.	A+ 99.168%	1	--	--	--	--
23.	A 94.445%	1	--	4	1	1
24.	D- 59.538%	4	--	7	7	--
25.	A+ 96.668%	--	--	--	--	--
26.	A+ 97.5%	1	--	--	--	--

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%
[REDACTED]	/	A+	97.348%
[REDACTED]	/	B	85.003%
[REDACTED]	/	A+	99.168%
[REDACTED]	/	C	73.483%
[REDACTED]	/	A-	90.835%
[REDACTED]	/	A+	96.665%
[REDACTED]	/	A	94.165%
[REDACTED]	/	C+	79.165%
[REDACTED]	/	E	26.3%
[REDACTED]	/	A	95%
[REDACTED]	/	A	94.998%
[REDACTED]	/	A+	98.335%
[REDACTED]	/	A+	99.168%
[REDACTED]	/	A	95%
[REDACTED]	/	A+	99.168%
[REDACTED]	/	D-	62.198%
[REDACTED]	/	A+	96.895%
[REDACTED]	/	B+	86.503%
[REDACTED]	/	A	93.333%
[REDACTED]	/	C-	70.003%
[REDACTED]	/	A+	99.168%
[REDACTED]	/	A-	92.168%
[REDACTED]	/	E	58.168%
[REDACTED]	/	A+	96.668%
[REDACTED]	/	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

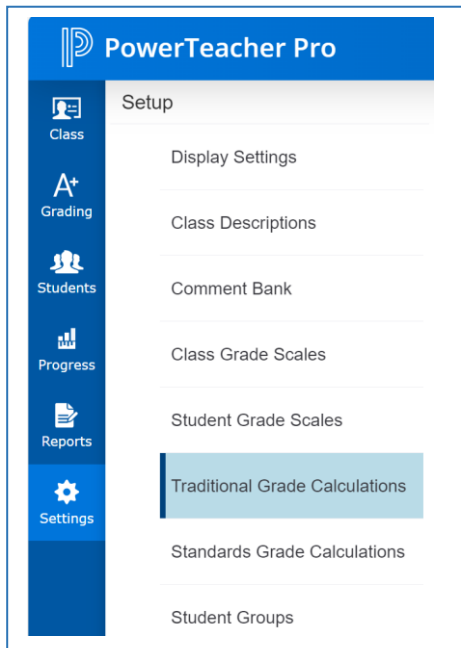
Criteria	Students	Format
Report Title	Missing Assignment Report	
Description	Listing of assignments that have not been scored or have been marked as missing	
Classes*	Select Classes 	All Classes (23-24)
Use Custom Class Name	<input type="checkbox"/>	
Student Field	Student Name 	Student Name
Sort Options		
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 	

Missing Assignment Report

Class: 1(A) Algebra 2A		Teacher Name: [REDACTED]	
Quadratics HW 2	Due Date: 09/29/2023	Pts: 10.0	Total Missing: 11
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
quadratics notes 2	Due Date: 09/29/2023	Pts: 5.0	Total Missing: 11
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Quadratics HW1	Due Date: 09/27/2023	Pts: 10.0	Total Missing: 6
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Quadratics notes 1	Due Date: 09/26/2023	Pts: 5.0	Total Missing: 6
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Factoring Brochure project	Due Date: 09/25/2023	Pts: 20.0	Total Missing: 26
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

3. Traditional Grade Calculations

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



Traditional Grade Calculations Expand All Collapse All

▼ 1(A) Algebra 2A

REPORTING TERM	FORMULA TYPE	EDIT CALC	EDIT DROPS	ACTIONS
S1	Term Weighting		✓	✎
Q1	Category Weighting		✓	✎
Q2	Category Weighting		✓	✎
X1	Total Points		✓	✎
S2	Term Weighting		✓	✎
Q3	Category Weighting		✓	✎
Q4	Category Weighting		✓	✎
X2	Total Points		✓	✎

- The screenshot above is an example of a building that DOES NOT grant access to teachers to EDIT the TRADITIONAL GRADE CALCULATION
 - IMPORTANT NOTE: 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

Traditional Grade Calculations Expand All Collapse All

▼ 4(A) Math - 2

REPORTING TERM	FORMULA TYPE	EDIT CALC	EDIT DROPS	ACTIONS
Y1	Term Weighting		✓	✎
T1	Category Weighting	✓	✓	✎
T2	Category Weighting	✓	✓	✎
T3	Category Weighting	✓	✓	✎

- 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 CALCULATION TYPE, review CATEGORY WEIGHTS
 - Ensure CATEGORY WEIGHTS add up to 100%

T1 Reporting Term for 4(A) Math - 2 ✕

Formula Drop Low Scores

Calculate Overall Class Grade

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Category Weighting	Test	25	25%	-
Category Weighting	Quiz	25	25%	-
Category Weighting	Home Work	15	15%	-
Category Weighting	Project	5	5%	-
Category Weighting	Participation	5	5%	-
Category Weighting	Assignments	25	25%	-

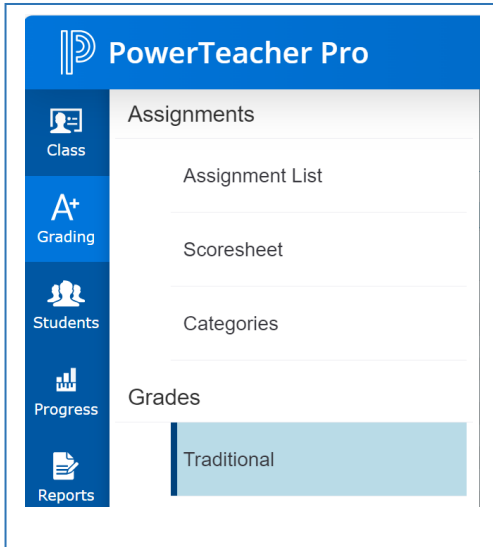
4. Assignment and Exam Dates

- 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 RECALCULATE 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



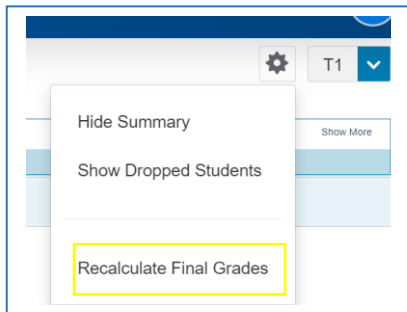
Grades: Traditional - T1 ⚙️

4(A) Math - 2

Class Group: T1 Calculation: Category Weighting

Grade Scale Type: (A - E) Grade: -- | -- | --

STUDENT (20)	T1	ATTENDANCE			ASSIGNMENTS		
		ABSENCES	TARDIES	MISSING	LATE	INCOMPLETE	
1. Bernabei, Stella	--	--	--	--	--	--	
2. Brancaccio, Gabrianna	--	--	--	--	--	--	
3. Britton, Esme	--	--	--	--	--	--	
4. Brunel, Brayden	--	--	--	--	--	--	
5. Burk, Lucas	--	--	--	--	--	--	
6. Chesnut, Walter	--	--	--	--	--	--	
7. Foran, Jordan	--	--	--	--	--	--	
8. Gaudinon, Trey	--	--	--	--	--	--	
9. Haezel, Araleigh	--	--	--	--	--	--	
10. Houston, Chloe	--	--	--	--	--	--	
11. Lambert, Piper	--	--	--	--	--	--	
12. Leonard, Isaac	--	--	--	--	--	--	
13. Moran, Logan	--	--	--	--	--	--	
14. Nyquist, Easton	--	--	--	--	--	--	
15. Rector, Braelynn	--	--	--	--	--	--	
16. Riley, Kara	--	--	--	--	--	--	
17. Schaaf, Stella	--	--	--	--	--	--	
18. Schuman-Racz, Hunter	--	--	--	--	--	--	
19. Veo, Charlotte	--	--	--	--	--	--	
20. Wagner, Alyse	--	--	--	--	--	--	



Recalculate Final Grades
✕

Classes* Select Classes ▼

All Classes (23-24)

Traditional Final Grades

Standards Final Grades

▼ Advanced Options

☰ Select Refresh Assignment Scores to update existing assignment scores when a grade scale changes after scores were originally saved.

Refresh Assignment Scores (Traditional)

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
 - Assignment List
 - Scoresheet
 - Categories
- Grading
- Students
- Progress
- Reports
 - Traditional

Grades: Traditional - T1
4(A) Math - 2

Class Grade: T1 Calculation: Category Weighting

Grade Scale Type: (A-E)

STUDENT (20)	T1	ATTENDANCE		ASSIGNMENTS		
		ABSENCES	TARDIES	MISSING	LATE	INCOMPLETE
1.	--	--	--	--	--	--
2.	--	--	--	--	--	--
3.	--	--	--	--	--	--
4.	--	--	--	--	--	--
5.	--	--	--	--	--	--
6.	--	--	--	--	--	--
7.	--	--	--	--	--	--
8.	--	--	--	--	--	--
9.	--	--	--	--	--	--
10.	--	--	--	--	--	--
11.	--	--	--	--	--	--
12.	--	--	--	--	--	--
13.	--	--	--	--	--	--
14.	--	--	--	--	--	--
15.	--	--	--	--	--	--
16.	--	--	--	--	--	--
17.	--	--	--	--	--	--
18.	--	--	--	--	--	--
19.	--	--	--	--	--	--
20.	--	--	--	--	--	--

Final Grade Status

T1 Final Grade Status [X]

T1 Final Grades are Complete

Comment

Approximately 200 Characters Left

Save