

# Report Card Grade Entry 2020-2021

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# Grade Entry Options

We will be turning the PowerSchool app back on in Schoology. What this means for you is that you have **two options** for report card grade entry for T1: **The use of the Grade Passback Feature in Schoology** (for T2 and T3, the expectation will be that all secondary teachers are using the grade passback option) or **Manual Entry of grades in PowerTeacher Pro.**

We will review both options in this presentation, present you with the pros and cons for each, and will tell you what you'll need to do to be successful with the option you choose.

**\*\*Please note: If you are using a course you created yourself, you'll need to manually enter your grades. Manually created courses do not sync with Powerschool**

**Grade Passback will be re-enabled on November 9**

# Comparing Your Options - Grade Passback

<b>Pros</b>	<b>Cons</b>
When gradebook is synced, report card entry is simply a matter of review and adding comments (similar to the process that was used in School Loop)	Gradebook settings must match exactly
Principals can pull student progress reports	Sometimes syncs are incomplete, you may need to monitor that everything transfers

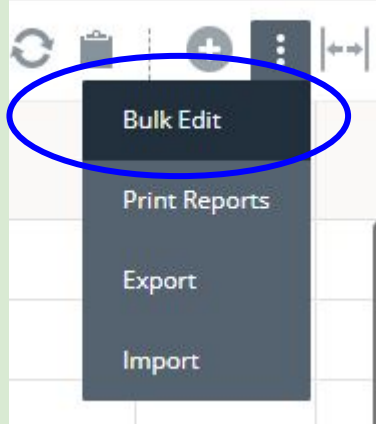
# Comparing Your Options - Manual Entry

<b>Pros</b>	<b>Cons</b>
Autofill feature saves precious minutes	More Challenging for principals to pull reports
No need to worry about creating categories, weights, scales in PowerTeacher Pro	For teachers with a large number of students, the process is more time consuming than grade passback

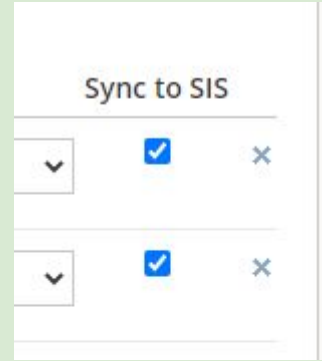
# Directions for Setting Up Grade Passback

1. [Housekeeping](#) (bulk edit Schoology assignments to prep them for passback)
  - a. New assignments (sync to SIS)
2. Setting up Gradebooks for Weighted Grading
3. Setting up Gradebooks for Total Points
4. Reviewing Report Card Grades, adding comments in PowerTeacher Pro

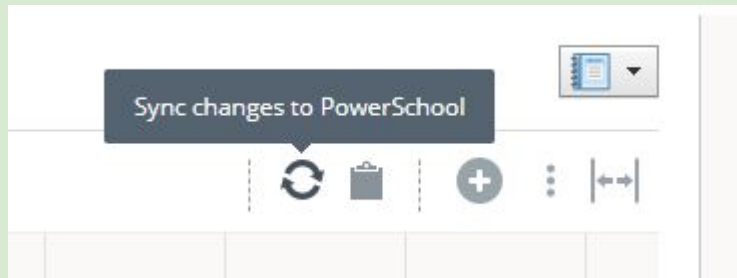
# Grade Passback - Housekeeping



In your gradebook, to make sure all assignments are ready for syncing, choose Bulk Edit under the 3 dots.



On the right side, check the sync to SIS box for any assignments that you want transferred.



Now you are ready to sync your changes to PowerSchool.

**PLEASE NOTE:** It's advisable to sync grades during low usage times. It's also advisable to sync frequently, so that less data transfers with each sync.

# Grade Passback - Setting Up Gradebooks

Directions for setting up gradebook for weighted grading

The screenshot shows the PowerTeacher Pro interface with a dialog box titled "Y1 Reporting Term for 2(A) STEM Exploration 2". The dialog box has tabs for "Formula" and "Drop Low Scores". Under "Calculate Overall Class Grade", there is a table with columns for "TYPE", "ATTRIBUTE", "WEIGHT", and "PERCENT".

TYPE	ATTRIBUTE	WEIGHT	PERCENT
Category Weight	All Quiz	15	41.67%
Category Weight	Classroom A	20	50.00%
Category Weight	Classwork	5	13.33%

Below the table, there is a note: "If the calculation type is Standard Weighting, set the attributes as either Specific Weighting or Specific Sum; weights must be defined for each standard by the administrator at the course level. If the teacher security permissions are set to allow specific weights, then weights can be defined on the Specific Weights tab." A "Save" button is at the bottom right of the dialog box.

[Click here for written directions](#)



# Grade Passback - Setting Up Gradebooks

Directions for setting up your gradebook for TOTAL POINTS

PowerTeacher Pro | 1(A) Science 6 | 20-21 | Credits | Amber Cabell

### Traditional Grade Calculations

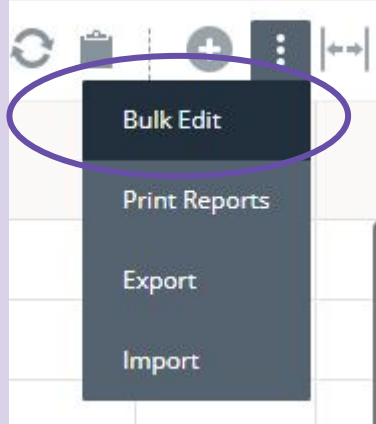
Expand All | Collapse All

- ▶ 1(A) Science 6
- ▶ 2(A) STEM Exploration 2
- ▶ 3(A) Science 6
- ▾ 4(B)(A) Science 6
  - Item Name
  - Weight
  - Max Points
  - Actual
- ▶ 5(A) Science 6
- ▶ 6(A) STEM Exploration 1

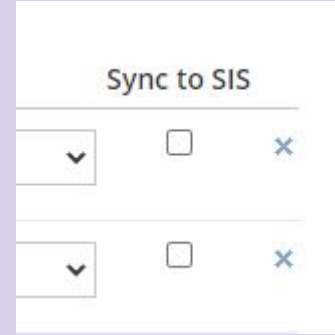
Item Name	Weight	Max Points	Actual
T1 Total Points	1	100	✓
T2 Total Points	1	100	✓
T3 Total Points	1	100	✓
T4 Total Points	1	100	✓
T5 Total Points	1	100	✓
T6 Total Points	1	100	✓
T7 Total Points	1	100	✓
T8 Total Points	1	100	✓
T9 Total Points	1	100	✓

[Click here for written directions](#)

# Manual Grade Entry - Housekeeping



In your gradebook, to make sure all assignments assignments don't sync, choose Bulk Edit under the 3 dots.

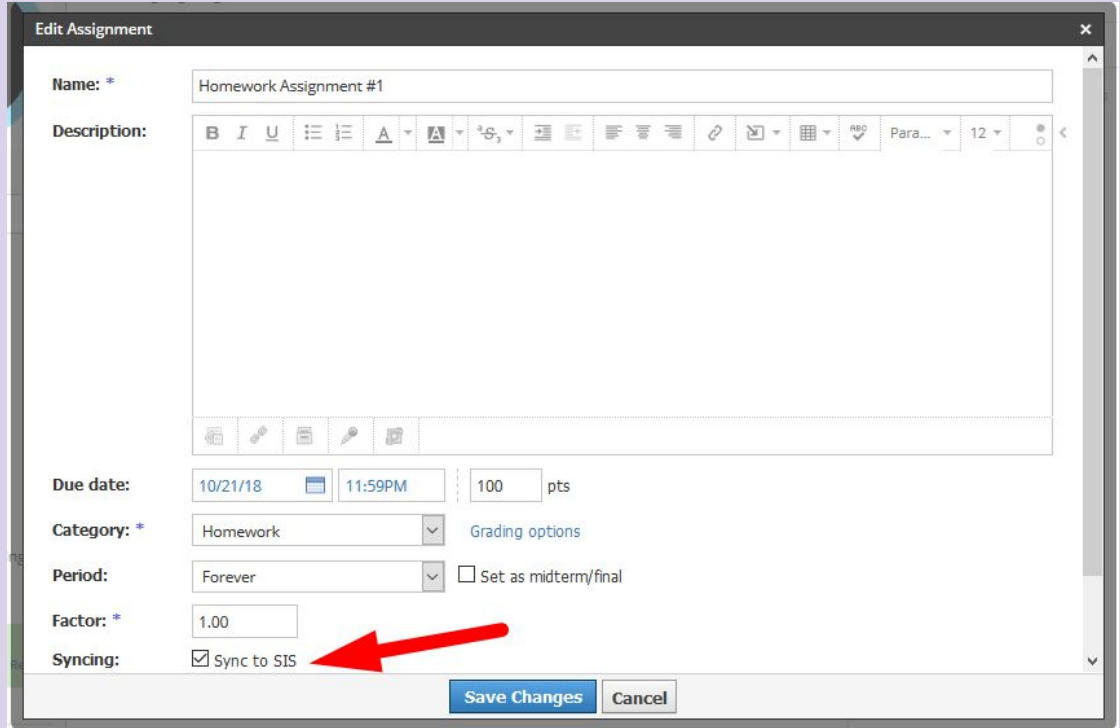


On the right side, make sure all the sync to SIS boxes are unchecked.

# IMPORTANT if you choose Manual Grade Entry:

For the rest of T1 UNCHECK “Sync to SIS” when creating assignments

1. Click the gear icon for the material you wish to edit.
2. Select Edit from the drop-down menu.
3. In the edit window, click Grading Options.
4. Click the box to un-check Sync to SIS.
5. Click Save Changes to complete.



The screenshot shows the 'Edit Assignment' window for 'Homework Assignment #1'. The 'Syncing' section at the bottom has the 'Sync to SIS' checkbox checked. A red arrow points to this checkbox. The 'Save Changes' button is highlighted in blue.

Name: *	Homework Assignment #1		
Description:	<p>Rich text editor toolbar with options: Bold, Italic, Underline, Bulleted List, Numbered List, Text Color, Background Color, Link, Unlink, Table, Undo, Redo, Paragraph, Font Size (12), and other icons.</p>		
Due date:	10/21/18	11:59PM	100 pts
Category: *	Homework	Grading options	
Period:	Forever	<input type="checkbox"/> Set as midterm/final	
Factor: *	1.00		
Syncing:	<input checked="" type="checkbox"/> Sync to SIS		
		Save Changes	Cancel

# Directions for Manual Grade Entry For Report Cards

Click here for directions:  
[Manual Grade Entry](#)