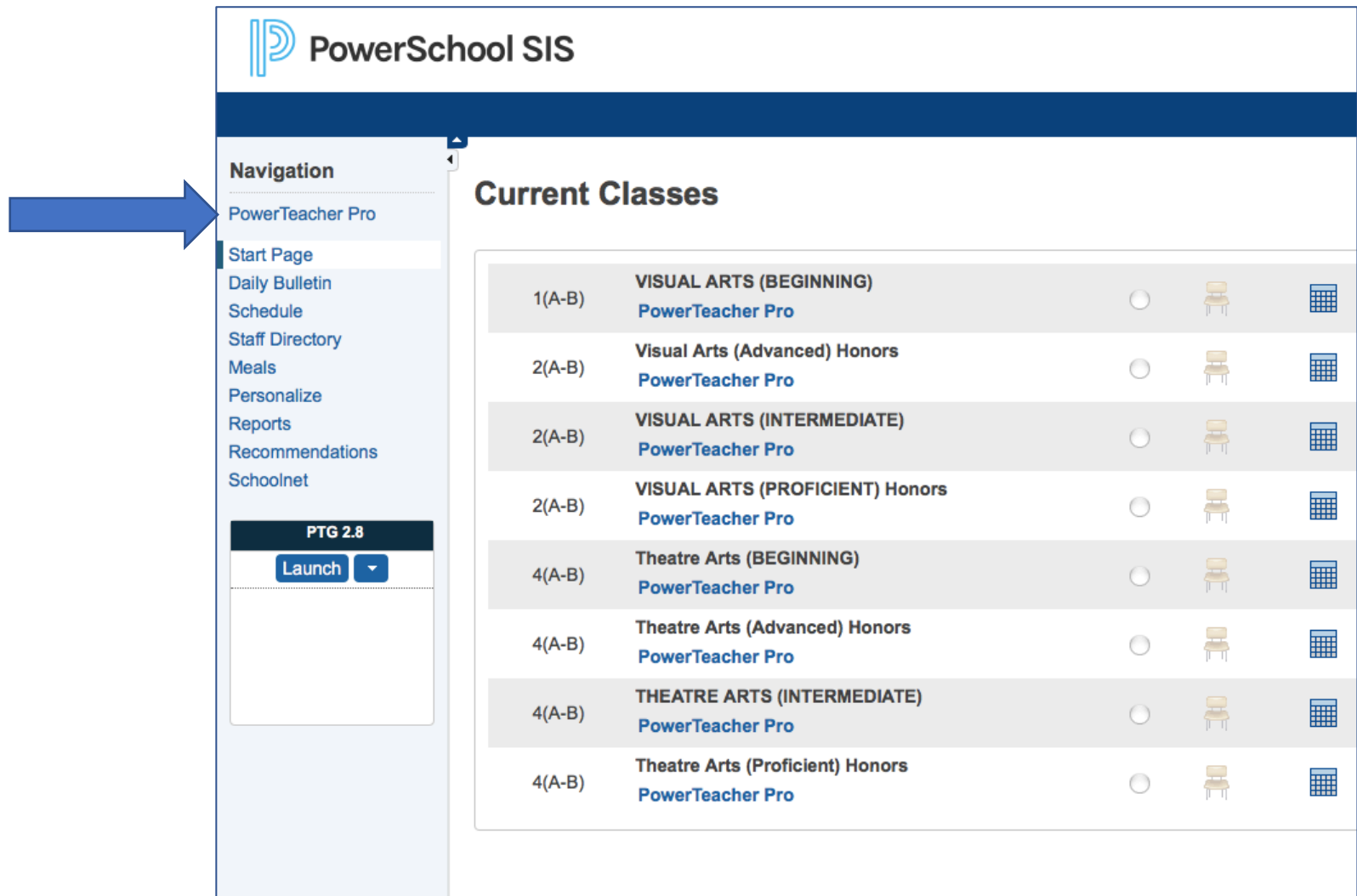


## How to set up your grades in Powerschool

- Click on PowerTeacher Pro to get into gradebook.



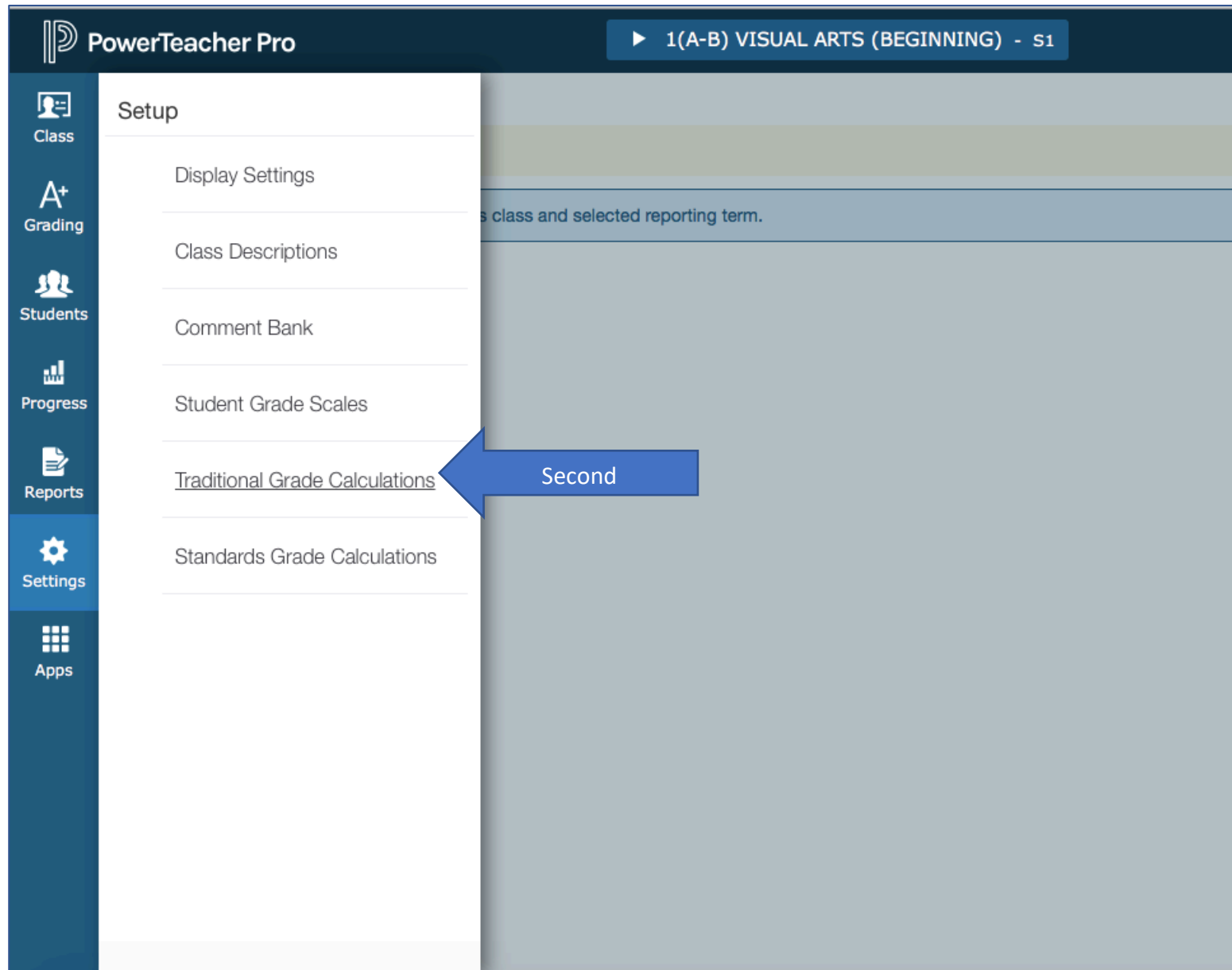
The screenshot shows the PowerSchool SIS interface. On the left is a navigation menu with the following items: PowerTeacher Pro, Start Page, Daily Bulletin, Schedule, Staff Directory, Meals, Personalize, Reports, Recommendations, and Schoolnet. A blue arrow points to the 'PowerTeacher Pro' link. Below the navigation menu is a section for 'PTG 2.8' with a 'Launch' button and a dropdown arrow. The main area is titled 'Current Classes' and displays a list of classes. Each class entry includes a grade/section identifier, the class name, and a link to 'PowerTeacher Pro'. The classes listed are:

Grade/Section	Class Name	PowerTeacher Pro Link
1(A-B)	VISUAL ARTS (BEGINNING)	PowerTeacher Pro
2(A-B)	Visual Arts (Advanced) Honors	PowerTeacher Pro
2(A-B)	VISUAL ARTS (INTERMEDIATE)	PowerTeacher Pro
2(A-B)	VISUAL ARTS (PROFICIENT) Honors	PowerTeacher Pro
4(A-B)	Theatre Arts (BEGINNING)	PowerTeacher Pro
4(A-B)	Theatre Arts (Advanced) Honors	PowerTeacher Pro
4(A-B)	THEATRE ARTS (INTERMEDIATE)	PowerTeacher Pro
4(A-B)	Theatre Arts (Proficient) Honors	PowerTeacher Pro

Pay attention to the class that is in the box at the top. You'll need to remember which one it was later. Start with a S1 class.

## How to set up your grades in Powerschool

- Click on “Settings” then “Traditional Grade Calculations”



## How to set up your grades in Powerschool

- Click on the pencil icon under actions for the row labeled F1.





**PowerTeacher Pro** | 1(A-B) VISUAL ARTS (BEGINNING) - S1 | Create | ? | Leigh Alexander

### Traditional Grade Calculations

⚙️ Expand All Collapse All

⚠️ F1 has not started.

#### ▼ 1(A-B) VISUAL ARTS (BEGINNING)

REPORTING TERM	FORMULA TYPE	EDIT CALC	EDIT DROPS	ACTIONS
F1	Total Points <div>A grade calculation formula has not been configured for this reporting term. Defaulting to Total Points.</div>	✓	✓	
Q1	Total Points <div>A grade calculation formula has not been configured for this reporting term. Defaulting to Total Points.</div>	✓	✓	
Q2	Total Points <div>A grade calculation formula has not been configured for this reporting term. Defaulting to Total Points.</div>	✓	✓	
E1	Total Points <div>A grade calculation formula has not been configured for this reporting term. Defaulting to Total Points.</div>	✓	✓	

► 2(A-B) Visual Arts (Advanced) Honors

► 2(A-B) VISUAL ARTS (INTERMEDIATE)

## How to set up your grades in Powerschool

- ❑ Click the small plus twice to add two more lines.
- ❑ Then use the drop down boxes to make all three types = term weighting
- ❑ The attributes should be the two quarters (Q1/Q2 or Q3/Q4) and the exam (E1)
- ❑ Make the weight either 45/45/10 or 40/40/20. Usually state or federally tested subjects use 20% for the exam.

**F1 Reporting Term for 1(A-B) VISUAL ARTS (BEGINNING)**

Formula   Drop Low Scores

Drop Low Scores does not apply to Term Weighting.

Calculate Overall Class Grade ☒

Term Weighting   Exact Value Earned

Use student's calculated percent (or Scales) or numeric value (or Scales) from the reporting term. Example: 95% or 3+.

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Term Weighting	Q1	45	45%	+
Term Weighting	Q2	45	45%	+
Term Weighting	E1	10	10%	+

If the calculation type is Standards Weighting and the attribute is either Specific Weighting or Specific Sum, weights must be defined for each standard by the administrator at the course level. If teacher security permissions are set to edit specific weights, then weights can be defined on the Specific Weights tab.

Save

First

Last

## How to set up your grades in Powerschool

- ☐ Click Save
- ☐ Click on the pencil icon under actions for the row labeled Q1 or Q3.

PowerTeacher Pro

1(A-B) VISUAL ARTS (BEGINNING) - S1

Create

Leigh Alexander

Traditional Grade Calculations

F1 has not started.

1(A-B) VISUAL ARTS (BEGINNING)

REPORTING TERM	FORMULA TYPE	EDIT CALC	EDIT DROPS	ACTIONS
F1	Total Points A grade calculation formula has not been configured for this reporting term. Defaulting to Total Points.	✓	✓	
Q1	Total Points A grade calculation formula has not been configured for this reporting term. Defaulting to Total Points.	✓	✓	
Q2	Total Points A grade calculation formula has not been configured for this reporting term. Defaulting to Total Points.	✓	✓	
E1	Total Points A grade calculation formula has not been configured for this reporting term. Defaulting to Total Points.	✓	✓	

2(A-B) Visual Arts (Advanced) Honors

2(A-B) VISUAL ARTS (INTERMEDIATE)

- ☐ Make the type = category weighting
- ☐ Make the attribute = classwork
- ☐ The weight stays = 1

THIS MEANS YOU MUST CALL ALL ASSIGNMENTS IN YOUR GRADEBOOK CLASSWORK. YOU CAN WEIGHT EACH INDIVIDUAL ASSIGNMENT APPROPRIATELY IN THE GRADEBOOK. DO NOT WEIGHT CATEGORIES.

## How to set up your grades in Powerschool

- Click save.

Q1 Reporting Term for 1(A-B) VISUAL ARTS (BEGINNING) [X]

Formula Drop Low Scores

Calculate Overall Class Grade ☒

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Category Weighti...	Classwork	1	100%	-

If the calculation type is Standards Weighting and the attribute is 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 edit specific weights, then weights can be defined on the Specific Weights tab.

Save




Repeat this step for Q2 or Q4 and the E1. So two more times.

# How to set up your grades in Powerschool

You should no longer have the below message under the class.


Total Points



A grade calculation formula has not been configured for this reporting term.  
Defaulting to Total Points.

Click on the gear in the top right and click "copy traditional grade calculations"

Traditional Grade Calculations

 F1 has not started.





Copy Traditional Grade Calculations

Expand All

Collapse All

▼ 1(A-B) VISUAL ARTS (BEGINNING)

Revert to Default

REPORTING TERM	FORMULA TYPE	EDIT CALC	EDIT DROPS	ACTIONS
F1	Term Weighting	✓	✓	
Q1	Category Weighting	✓	✓	
Q2	Category Weighting	✓	✓	
E1	Category Weighting	✓	✓	

► 2(A-B) Visual Arts (Advanced) Honors

► 2(A-B) VISUAL ARTS (INTERMEDIATE)

► 2(A-B) VISUAL ARTS (PROFICIENT) Honors

## How to set up your grades in Powerschool

We are going to make all the classes in the semester look like the one we just set up. Do you remember which class we just set up? You noted it in the first step.

As you make selections following the picture below the next question will pop up.

The screenshot shows the 'Copy Traditional Grade Calculations' dialog box. It has two tabs: 'Within A Class' and 'To Another Class'. The 'To Another Class' tab is selected. The 'From Class' section has 'Term' set to 'Semester 1 (20-21)' and 'Class' set to '1(A-B) VISUAL ARTS ... S1'. A blue arrow labeled 'Third – this is the one you just set up' points to the 'Class' dropdown. The 'To Class' section has 'Term' set to 'Semester 1 (20-21)' and 'Class' set to 'Select Classes'. A blue arrow labeled 'Matches "second"' points to the 'Term' dropdown. A blue arrow labeled 'Select All' points to the 'Select All' checkbox in the 'To Class' section. A blue arrow labeled 'First' points to the 'To Another Class' tab. A blue arrow labeled 'Second' points to the 'Term' dropdown in the 'From Class' section. A blue arrow labeled 'Last' points to the 'Validate' button at the bottom right.

Copy Traditional Grade Calculations

Copy Terms: Within A Class (radio button), To Another Class (radio button)

From Class:

- Term: Semester 1 (20-21)
- Class: 1(A-B) VISUAL ARTS ... S1

To Class:

- Term: Semester 1 (20-21)
- Class: Select Classes

Recalculate Final Grade

Validate



How to set up your grades in Powerschool

You have just set up a whole semester of classes. To do second semester go back to the very beginning and select a second semester class.