

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. The main content area is titled 'Current Classes' and contains a table of class entries. Each entry includes a grade/section identifier, the class name, and the 'PowerTeacher Pro' link. The first entry is highlighted with a light gray background.

| Grade/Section | Class Name | PowerTeacher Pro | Calendar | Chair |
|---------------|---|-----------------------|----------|-------|
| 1(A-B) | VISUAL ARTS (BEGINNING) PowerTeacher Pro | <input type="radio"/> | | |
| 2(A-B) | Visual Arts (Advanced) Honors PowerTeacher Pro | <input type="radio"/> | | |
| 2(A-B) | VISUAL ARTS (INTERMEDIATE) PowerTeacher Pro | <input type="radio"/> | | |
| 2(A-B) | VISUAL ARTS (PROFICIENT) Honors PowerTeacher Pro | <input type="radio"/> | | |
| 4(A-B) | Theatre Arts (BEGINNING) PowerTeacher Pro | <input type="radio"/> | | |
| 4(A-B) | Theatre Arts (Advanced) Honors PowerTeacher Pro | <input type="radio"/> | | |
| 4(A-B) | THEATRE ARTS (INTERMEDIATE) PowerTeacher Pro | <input type="radio"/> | | |
| 4(A-B) | Theatre Arts (Proficient) Honors PowerTeacher Pro | <input type="radio"/> | | |

Pay attention to the class that is in the box at the top. You'll need to remember which one this was later.

- Click on "Settings" then "Traditional Grade Calculations"

The screenshot displays the PowerTeacher Pro interface. At the top, the header includes the PowerTeacher Pro logo and the course identifier "1(A-B) VISUAL ARTS (BEGINNING) - S1". A vertical sidebar on the left contains navigation icons for Class, Grading, Students, Progress, Reports, Settings, and Apps. The Settings icon is highlighted with a blue arrow labeled "First". A dropdown menu is open from the Settings icon, listing options: Display Settings, Class Descriptions, Comment Bank, Student Grade Scales, Traditional Grade Calculations, and Standards Grade Calculations. A blue arrow labeled "Second" points to the "Traditional Grade Calculations" option. The main content area is currently blank, showing only a partial header for a class and reporting term.

- 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 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)

- Click the small plus two times to add two more lines.
- Then use the drop-down boxes to make all three types = term weighting
- The attributes should be the two semesters (S1 or S2) and the exam (E1)
- Make the weight S1 = 40, S2 = 40, E1 = 20.
- Click Save

F1 Reporting Term for 2(A) English I
✕

Formula

Drop Low Scores

☰ Drop Low Scores does not apply to Term Weighting.

Calculate Overall Class Grade

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+.

| TYPE | ATTRIBUTE | WEIGHT | PERCENT | | |
|-------------------------------|-------------------|--------|---------|--|---|
| Term Weighting ▼ | S1 ▼ | 40 | 40% | | + |
| Term Weighting ▼ | S2 ▼ | 40 | 40% | | + |
| Term Weighting ▼ | E1 ▼ | 20 | 20% | | + |

☰ 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.

- ❑ Click on the pencil icon under actions for the row labeled S1.
- ❑ Then use the drop-down boxes to make both types = term weighting
- ❑ The attributes should be the two quarters (Q1 or Q2)
- ❑ Make the weight Q1 = 50, Q2 = 50
- ❑ Click Save

S1 Reporting Term for 2(A) English I
✕

Formula
Drop Low Scores

☰
Drop Low Scores does not apply to Term Weighting.

Calculate Overall Class Grade

Term Weighting
Exact Value Earned

Uses the student's calculated percent (Alpha Scales) or numeric value (Numeric Scales) from the reporting term. Example: 95.2% or 3+.

| TYPE | ATTRIBUTE | WEIGHT | PERCENT | | |
|---|-------------------------------------|--------|---------|---|---|
| Term Weighting <input type="button" value="v"/> | Q1 <input type="button" value="v"/> | 50 | 50% | - | - |
| Term Weighting <input type="button" value="v"/> | Q2 <input type="button" value="v"/> | 50 | 50% | - | - |

☰
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.

- Click on the pencil icon under actions for the row labeled S2.
- Then use the drop-down boxes to make both types = term weighting
- The attributes should be the two quarters (Q3 or Q4)
- Make the weight Q3 = 50, Q4 = 50
- Click Save.

S2 Reporting Term for 2(A) English I
✕

Formula

Drop Low Scores

Drop Low Scores does not apply to Term Weighting.

Calculate Overall Class Grade

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+.

| TYPE | ATTRIBUTE | WEIGHT | PERCENT | | |
|---|---|--------|---------|---|---|
| Term Weighting ▼ | Q3 ▼ | 50 | 50% | - | + |
| Term Weighting ▼ | Q4 ▼ | 50 | 50% | - | + |

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.

- Click on the pencil icon under actions for the row labeled Q1

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

Traditional Grade Calculations

Class: **F1 has not started.** [Expand All] [Collapse All]

▼ 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. | ✓ | ✓ | [Pencil Icon] |
| Q1 | Total Points A grade calculation formula has not been configured for this reporting term. Defaulting to Total Points. | ✓ | ✓ | [Pencil Icon] |
| Q2 | Total Points A grade calculation formula has not been configured for this reporting term. Defaulting to Total Points. | ✓ | ✓ | [Pencil Icon] |
| E1 | Total Points A grade calculation formula has not been configured for this reporting term. Defaulting to Total Points. | ✓ | ✓ | [Pencil Icon] |

▶ 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 classwork. To make them weighted adjust that in the individual assignment set ups. Do not weight categories.

☐ 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



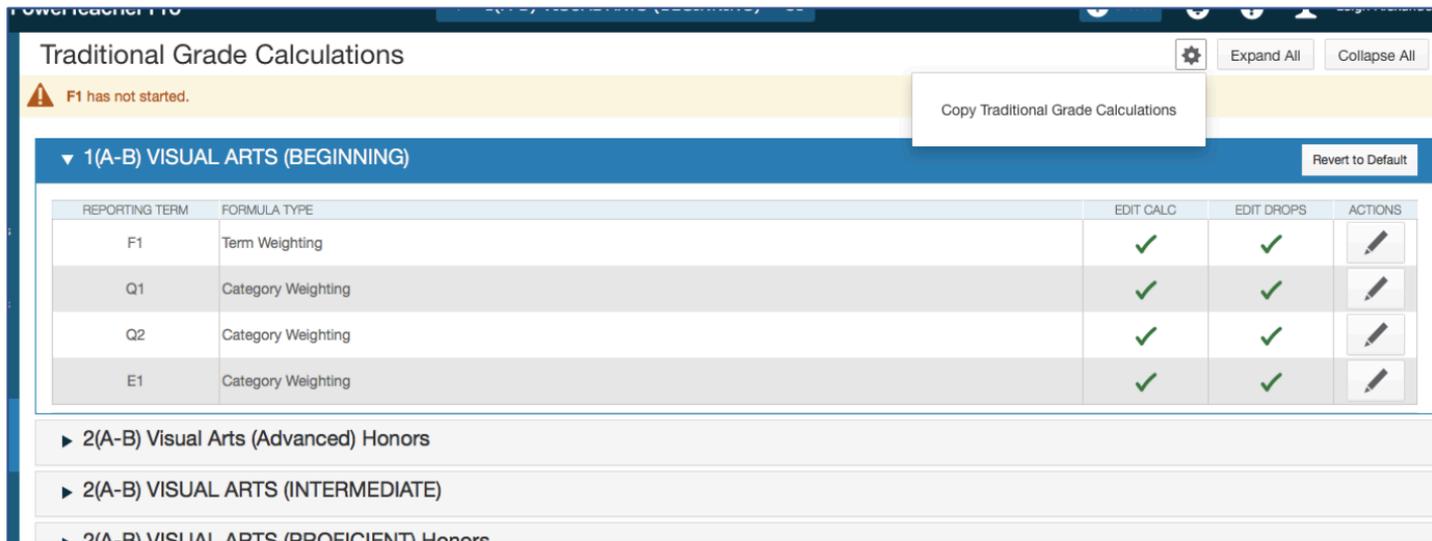
Repeat this step of Q2, Q3, Q4, and the E1 – so four more times

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

⚙️ Expand All Collapse All

⚠️ F1 has not started.

Copy Traditional Grade Calculations

▼ 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

Now we are going to make all your other classes match this one you 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 a dialog box titled "Copy Traditional Grade Calculations" with a close button (X) in the top right corner. The dialog is divided into "From Class" and "To Class" sections. The "Copy Terms" section has two radio buttons: "Within A Class" (unselected) and "To Another Class" (selected). The "From Class" section has dropdowns for "Term" (Semester 1) and "Class" (1(A-B) VISUAL ARTS ... S1). The "To Class" section has dropdowns for "Term" (Semester 1) and "Class" (Select Classes). A list of classes is shown below the "To Class" section, with a "Select All" option at the top. A "Validate" button is at the bottom right.

Annotations with blue arrows point to the following elements:

- First**: Points to the "To Another Class" radio button.
- Second**: Points to the "Class" dropdown in the "From Class" section. A note next to it says "Should say year 21-22".
- Third – this is the one you just set up**: Points to the "Class" dropdown in the "From Class" section.
- Matches "second"**: Points to the "Term" dropdown in the "To Class" section. A note next to it says "Should say year 21-22".
- Select All**: Points to the "Select All" option in the class list.
- Last**: Points to the "Validate" button.

| Class | Term | Select |
|---|------|--------------------------|
| Select All | | <input type="checkbox"/> |
| 2(A-B) Visual Arts (Advanced) Honors | S1 | <input type="checkbox"/> |
| 2(A-B) VISUAL ARTS (INTERMEDIATE) | S1 | <input type="checkbox"/> |
| 2(A-B) VISUAL ARTS (PROFICIENT) Honors | S1 | <input type="checkbox"/> |
| 4(A-B) Theatre Arts (BEGINNING) | S1 | <input type="checkbox"/> |
| 4(A-B) Theatre Arts (Advanced) Honors | S1 | <input type="checkbox"/> |
| 4(A-B) THEATRE ARTS (INTERMEDIATE) | S1 | <input type="checkbox"/> |
| 4(A-B) Theatre Arts (Proficient) Honors | S1 | <input type="checkbox"/> |