

How to set up your grades in Powerschool

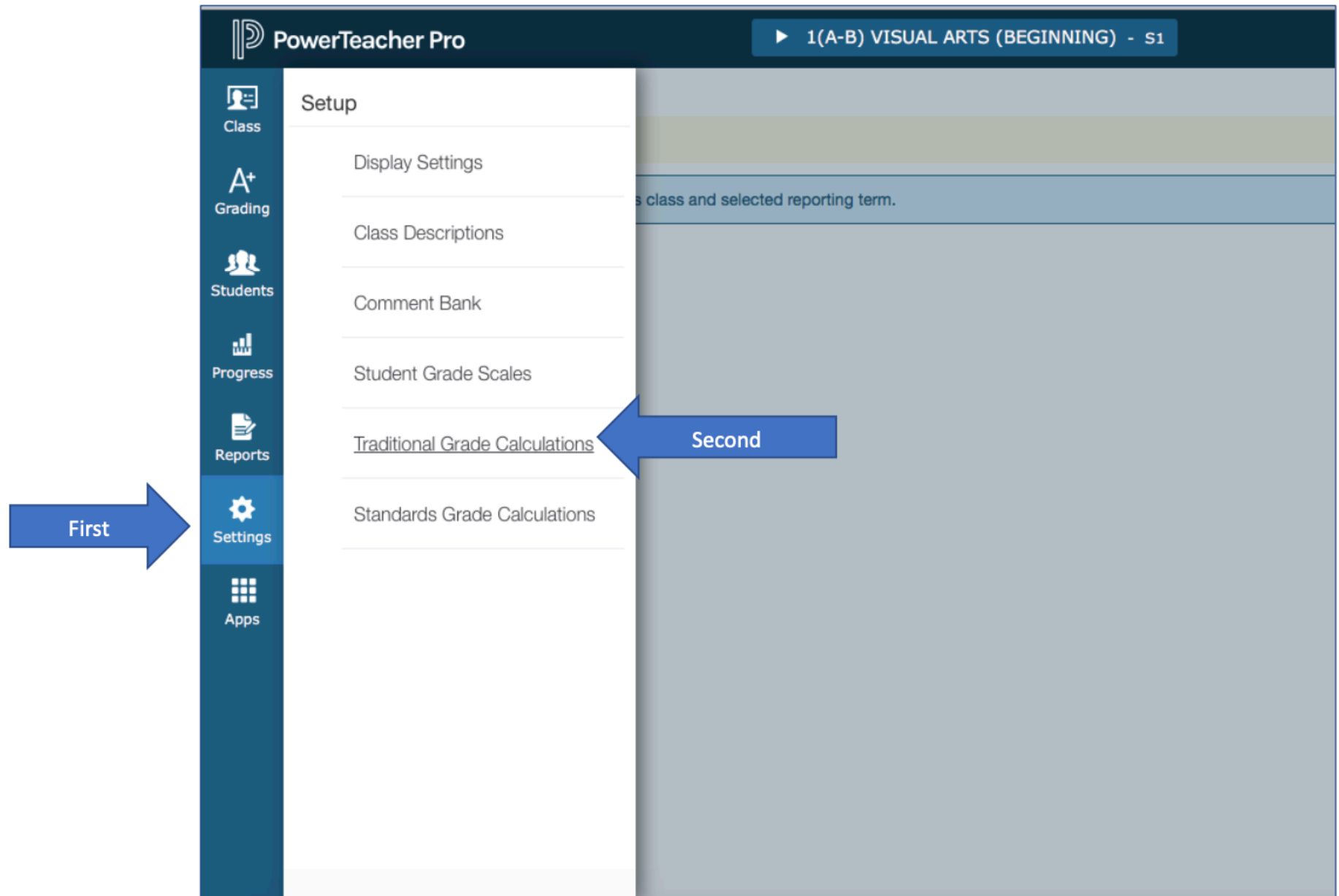
- Click on PowerTeacher Pro to get into gradebook.

The screenshot displays the PowerSchool SIS interface. On the left is a 'Navigation' sidebar with a blue arrow pointing to the 'PowerTeacher Pro' link. Below the navigation menu is a 'PTG 2.8' section with a 'Launch' button. The main area is titled 'Current Classes' and contains a table of classes.

Class ID	Class Name	PowerTeacher Pro Link	Icon 1	Icon 2
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 this was later.

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



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

PowerTeacher Pro

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

Create

Leigh Alexander

Class

Grading

Students

Progress

Reports

Settings

Apps

Traditional Grade Calculations

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.	✓	✓	
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 ▼	Q1 ▼	50	50%	–	+
Term Weighting ▼	Q2 ▼	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

Expand All

Collapse All

Traditional Grade Calculations

Class F1 has not started.

Grading

Students





Progress

Reports

Settings

Apps

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 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]

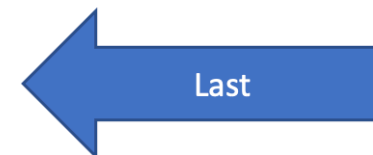
Formula Drop Low Scores

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”

PowerTeacher PRO





Traditional Grade Calculations

 F1 has not started.

 Expand All Collapse All

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". It has two radio buttons: "Within A Class" (unselected) and "To Another Class" (selected). Below this, there are sections for "From Class" and "To Class".

From Class:

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

To Class:

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

A list of classes is shown under "Select Classes":

Class	Term	Check
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"/>

Annotations with arrows point to various elements:

- First:** Points to the "To Another Class" radio button.
- Second:** Points to the "From Class" section.
- 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.
- Select All:** Points to the "Select All" option in the class list.
- Last:** Points to the "Validate" button.

Additional text on the right:

- Should say year 21-22 (pointing to the "Term" dropdown in the "From Class" section).
- Should say year 21-22 (pointing to the "Term" dropdown in the "To Class" section).