











# CIE PT Pro School Level Setup

Zenobia Ealy

# PT Pro School Level Setup

- ▶ Start Page > School (Setup header) > PowerTeacher Pro Settings (Grading header)
- ▶ **Display Settings:** Select options to determine how the class lists and grades (including standards and traditional grades) appear in PowerTeacher Pro.
- ▶ **District Categories for Teachers:** Categories are groups of the same types of assignments. Categories can only be created at the District Level by Cantey and pushed down to schools. If you would like a Category created for standardization at your schools please email Cantey. Teachers can still create their own categories. At the school level you can only Manage which Category your teachers can view or not view in the gradebook.

# PT Pro School Level Setup

<input type="checkbox"/>	Category Name	Description	Color
<input checked="" type="checkbox"/>	Classwork		 Blue
<input checked="" type="checkbox"/>	Project		 Purple
<input checked="" type="checkbox"/>	Quiz		 Tan
<input checked="" type="checkbox"/>	Test		 Red
<input checked="" type="checkbox"/>	Practice		 Teal
<input checked="" type="checkbox"/>	Mastery		 Orange
<input checked="" type="checkbox"/>	Homework		 Green
<input checked="" type="checkbox"/>	EOC Exam		 Blue
<input type="checkbox"/>	Minor Assessments		 Gray
<input type="checkbox"/>	Major Assessments		 Gray

# PT Pro School Level Setup

## Grade Setup Preferences:

- Traditional Setup no EOC (District Wide): Equal calculation across all terms  $F1 = 50\%S1 + 50\%S2$
- Traditional Setup w/ EOC (District Wide): Traditional Grades with an End of Course Exam for 20% - Can be used for Year-long or Semester Classes
- ▶ District can create a Traditional Grade Setup by school and push it to teachers gradebook for standardization. Email Cantey so you can fill out a form to have this school specific Traditional Grade Setup created.
- ▶ Can't setup the Traditional Grade Setup for schools until the school has setup their Final Grade/Reporting Term Setup.
- ▶ If allowed PS Admin at the school level can decide if teachers in the PT Pro gradebook can “edit traditional calculations” and “edit drop scores”.
- ▶ PS Admin can have Decimal Places display and how many. They can also decide on Round (recommended) or Truncate grade scores.
- ▶ Citizenship - is school optional
- ▶ Student Grade Scales - in the state of South Carolina this scale should NOT be used. Do not use this scale on individual students.

# PT Pro School Level Setup

- ▶ **Sections (Grade Setup Preference):** setup traditional grade to be pushed down to PT Pro gradebooks by sections
  - Grade Setup Preferences > Sections tab > click “Add” button > check the section(s) > click “Next” > Choose “Calculation Formula” and other settings.

# PT Pro School Level Setup

### Grade Setup Preferences - Montessori School of Camden

Schools Sections

Add

Basic Filter

Clear Apply

### Add Final Grade Calculation Settings

#### Add Settings to Other Sections

**Settings will be added to the following sections.**

Basic Filter

Clear Apply

68 of 68 items

Section Name (Section Number)	<input checked="" type="checkbox"/>
Art - P4(A-E) (3PA)	<input checked="" type="checkbox"/>
Art - P6(D) (1LD)	<input checked="" type="checkbox"/>
Art - P6(D) (2LD)	<input checked="" type="checkbox"/>
Art - P7(A-E) (6PC)	<input checked="" type="checkbox"/>
Art - P9(A) (1A)	<input checked="" type="checkbox"/>
ART MS - P9(A) (2A)	<input checked="" type="checkbox"/>
Computer Science Discoveries - P9(B) (1B)	<input checked="" type="checkbox"/>

Cancel Next

### Add Final Grade Calculation Settings

Selected Sections

P7(A-E) (1L), P8(A-E) (1L), P9(A-E) (1L), P3(A-E) (1UE), P4(A-E) (1UE), P6(A-E) (1UE), P7(A-E) (1UE), P8(A-E) (1UE), P9(C) (1C), P9(D) (1D)... [Show More](#)

Traditional Grades

#### Course Final Grade Formulas

Calculation Formula  [View Details](#)

Default Setting - Traditional Setup no EOC

Teachers Can Edit Calculation  Default Setting - Yes

Teachers Can Edit Drop Scores  Default Setting - Yes

#### Save Calculated Grades

Decimal Places  Default Setting - 0

Round or Truncate  Default Setting - Round

Previous Cancel Submit

# PT Pro School Level Setup

- ▶ **Lock Reporting Term Settings:** Determine when a reporting term should be locked to prevent updating grades. Note: Must have the PT Pro Administrator role.
  - **Enable Term Locks** - check to enable and uncheck to disable
  - **Days After Reporting Term** - Enter the number of days after the reporting term ends to lock score and grade entry in PowerTeacher Pro gradebook. The term is locked at the beginning of the day. For example: the reporting term ends on June 10. You enter 5 in this field to lock the reporting term five days later. The lock engages on June 15 at 12:00 AM To lock the term at the end of the last day of the term, enter 1 so that the lock engages at 12:00 AM the day after the last day of the term.
  - **Number of Days to Warn Teachers** - Enter the number of days in advance of the lock to notify teachers that a term will be locked. When enabled, a banner message appears in PowerTeacher Pro informing teachers of the impending lock date.
- ▶ **Traditional Grade Calculation Formulas:** You can only the setup at the district level. Changes cannot be made.
- ▶ **Section Readiness:** A report that identifies which teachers have indicated that their grades are ready for report cards.

Questions ???