

CIE Final Grade Setup in PowerSchool

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Final Grade Setup

- ▶ Start Page > School > Final Grade/Reporting Term
- ▶ The grading terms set up determine which final grades are available for each term in teacher grade books.
- ▶ Grading terms are associated with a final grade name (Q1, S2, F1, etc.), a start date, and an end date. The start date and end date determine which gradebook scores (assignments, tests, projects, etc.) are used to determine the final grade.
- ▶ We recommend using F1 as the final grade term, but its mandatory for all middle schools and high schools from grades 7 - 12. For a course name, course number and the grade to print on a transcript the store code must be F1.

Final Grade Setup

- On the Final Grade Setup page the blue terms are grading terms and the black terms are scheduling terms. Scheduling terms are set up at Start Page > School > Years & Terms. Scheduling term dates are used to define the length of sections/classes - quarter classes, semester classes, etc.

F1 Q1 Q2 Q3 Q4 [NEW]			
Semester 1 [NEW]		Semester 2 [NEW]	
Quarter 1 [NEW]	Quarter 2 [NEW]	Quarter 3 [NEW]	Quarter 4 [NEW]

E1 F1 Q1 Q2 Q3 Q4 S1 S2 [NEW]							
Semester 1 E1 Q1 Q2 S1 [NEW]				Semester 2 E1 Q3 Q4 S2 [NEW]			
Quarter 1 Q1 [NEW]	Quarter 2 Q2 [NEW]	Quarter 3 Q3 [NEW]	Quarter 4 Q4 [NEW]				

E1 F1 S1 S2 [NEW]			
Semester 1 S1 [NEW]		Semester 2 S2 [NEW]	
Quarter 1 [NEW]	Quarter 2 [NEW]	Quarter 3 [NEW]	Quarter 4 [NEW]

F1 Q1 Q2 Q3 Q4 S1 S2 [NEW]			
Quarter 1 Q1 [NEW]	Quarter 2 Q2 [NEW]	Quarter 3 Q3 [NEW]	Quarter 4 Q4 [NEW]

Final Grade Setup

- ▶ Start Page > School > Final Grade/Reporting Term > click **[NEW]** of the term you would like to set the grading bin terms for.

Click on [NEW] to set up a new reporting term for that term.

2019-2020 [NEW]

Fill out:

- **Name:** enter a name for the grade term bin. Ex. F1, Q1, S1, etc...
- **Starting Date:** Start date of the grading term.
- **Ending Date:** End date of the grading term.
- **Leave all other fields as default (*recommended*)**

New Final Grade

Option	Value
School	Belton Preparatory Academy
Name	<input type="text"/>
Starting Date	<input type="text" value="MM/DD/YYYY"/>
Ending Date	<input type="text" value="MM/DD/YYYY"/>
Suppress Letter Grade Display	<input type="checkbox"/>
Suppress Percent Display	<input type="checkbox"/>
<p>The following settings allow grades to be altered automatically if a student's attendance points exceed a specified limit. This feature is disengaged unless a value greater than 0 is entered in the first field below.</p>	
Option	Value
At Or Above This Level Of Attendance Points:	<input type="text"/> (uses date range above)
Change A Student's Grade To:	<input type="text"/>
Do not apply the attendance point change to the following grades:	You must submit this new record once before adding excluded marks.

[Submit](#)

Final Grade Setup

- ▶ 2019 - 2020 → Teachers with year long classes/sections
- ▶ Semester 1 → Teachers with Semester 1 only classes/sections
- ▶ Semester 2 → Teachers with Semester 2 only classes/sections
- ▶ Quarters 1 - 4 → Teachers with only Quarter classes/sections.

Final Grade Setup

Final Grade Exams - These term bins are typically setup (Starting & Ending Date) in the last couple of days in the term.

- ▶ Example: EOC test for a year long class. The year long term is from 8/19/2019 - 6/4/2020. The EOC term bin named E1 would be set up in the last days of the term, such as, 6/3/2020 - 6/4/2020.
- ▶ Keep in mind the more Mid Terms and End of Year Terms grades at the school level, with a possible State EOC test grade you have to adjust other end terms bin dates so the grades will be calculated correctly or in the right term.
- ▶ Advise the teachers that do not have these state EOC test, End Of Term test, or Mid Year test not to set an assignment Due Date in these date ranges.

Final Grade Setup

Final Grade Entry Options: PowerSchool Teacher can be used to manually enter Traditional Final Grades. This is particularly useful for schools who are not using a grade book and are not concerned with tracking individual assignment grades or scores, only Final Grades.

- ▶ Start Page > School Setup > Final Grade Entry Options > Click Global Settings > **check** "Enable Final Grade Entry in PowerTeacher Portal" > "Final grade columns to display" enter the Final Grade Store Terms you wish to be visible. These are the store codes that are defined in Final Grade Setup > "Allow entry for these final grades" enter the Final Grade Store Terms you wish to allow to be entered.
- ▶ *Optional - If you wish to restrict the number of days prior to/after a term that a Final Grade can be entered, Enter the desired date(s) in the "Allow entry for (leave both blank for no restriction)" boxes.*
- ▶ *Click **Submit** to save.*

Final Grade Setup

Final Grade Entry - Global Options

Global Settings	
Enable Final Grade Entry in PowerTeacher Portal	<input checked="" type="checkbox"/>
Final Grade Columns to Display	<input type="text" value="Q1,Q2,Q3,Q4,S1,S2,F1,E1,I"/> (comma-separated)
Allow Entry for These Final Grades	<input type="text" value="Q1,Q2,Q3,Q4,S1,S2,F1,E1,I"/> (comma-separated)
Allow Entry for (leave both blank for no restriction)	<input type="text"/> days prior to end of term
	<input type="text"/> days after end of term

Note: These settings apply to South Carolina Virtual Charter School only. This feature is for PowerTeacher portal final grade entry only. Changes made in PowerTeacher portal will not be reflected in PowerTeacher Gradebook and changes made in PowerTeacher Gradebook overwrites data entered in PowerTeacher portal.

Final Grade Setup

- ▶ Start Page > School Setup > Final Grade Entry Options Screen > Click "Traditional Grading."
- ▶ On the Traditional Final Grade Entry Options Screen, enter your Final Grade Settings:
 - Enable Final Grade (Letter) entry (Select Pop-up to show a list from the Course's Grade Scale, or Text Field to allow teachers to type the final grade in. It can also be disabled.)
 - Enable Final Grade (Citizenship) entry (set to Disabled if not using)
 - Enable Final Grade (Percentage) entry (Check or uncheck as needed)
 - Enable Final Grade (Points) entry (Check or uncheck as needed)
 - Enable Final Grade (Total Points) entry (Check or uncheck as needed)

You have completed setting up PowerSchool Teacher to allow for manual entry of Traditional Final Grade.

Final Grade Setup

Final Grade Entry Options

Final Grade Settings	
Enable Final Grade (Letter) entry	Pop-up ▾ ('Pop-up' selection uses the Section's Grade Scale settings)
Enable Final Grade (Citizenship) entry	Disabled ▾ ('Pop-up' selection uses the District level Citizenship Codes)
Enable Final Grade (Percentage) entry	<input checked="" type="checkbox"/>
Enable Final Grade (Points) entry	<input checked="" type="checkbox"/>
Enable Final Grade (Total Points) entry	<input checked="" type="checkbox"/>

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[Submit](#)

QUESTIONS???