

Permanently Storing Grades

Best Practices, Grade Verification Methods, Gradebook Lockout, and Storing Grades

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Things to Keep in Mind

▶ **Using PowerTeacher Pro**

- ▶ If you are storing grades, then you are using PowerTeacher Pro where each course section is assigned a grade for the reporting term.
- ▶ By storing grades, you are taking a snapshot of teacher gradebook for a single point in time.
- ▶ Will allow you to store a historical grade record.

▶ **Your teachers have confirmed that their grades are complete in their gradebook.**

▶ **Store Grades in the Correct Term (Q1, Q2, S1, S2, F1, etc.)**

Best Practices

- ▶ Give teachers a deadline to have grades in.
- ▶ Verification Report can be created and run so that teachers can sign off on their grades.
- ▶ Section Readiness Report
- ▶ Plan to lock gradebook once grades are verified.
 - ▶ Prevents grade changes and possible unnecessary errors
- ▶ You only store grades ONCE per reporting term.

Verify Grades Report : PS Admin - Class Rosters

- ▶ <https://help.powerschool.com/t5/PowerSchool-SIS-Knowledge-Base/How-it-Works-The-Class-Roster-PDF/ta-p/12292>
- ▶ Start Page>Reports: System Reports>Class Rosters (PDF)

Class Rosters (PDF)

Print rosters for
(hold the CTRL key to make multiple selections)

Meeting(s) (leave unchecked for all)

Include students who

Heading font

Size, line height, style

Print heading on

Heading text (Fields)

Enter {teachername} to cause the teacher name to appear, and {class_expression} for the expression

Column title font

Size, line height, style

Print column titles on

Roster font

Size, line height, style

Roster columns (Fields)

Rule width (points)

Cell padding (points)

Page size

Margins (inches)

Orientation, scale

Watermark text

Watermark mode

When to print

Report Output Locale

Abulish, Andrea
Allen, Monica
Algo, Jerral
Baumert, Donnette
Bell, Ronald Wayne
Blair, Jennifer

	A
1	<input type="checkbox"/>
2	<input type="checkbox"/>
3	<input type="checkbox"/>
4	<input type="checkbox"/>
5	<input type="checkbox"/>
6	<input type="checkbox"/>

are currently enrolled in class
 were enrolled on 10/01/2020
 were enrolled any time between 8/17/2020 and 10/23/2020

Times

18 (points) Bold Italic Underline

First page of each class

Header-Grade Verification Report
Teacher: {teachername}
Period: {classroom} - {laboratory}
Course Title: {coursename}
Course Section: {Course_Number}-{Section_Number}
Total: {No. of students}

Helvetica

12 (points) Bold Italic Underline

All pages

Times

10 (points) Bold Italic Underline

Format: field name | column title | column width | alignment
-count|Count:5
-lastFirstNames2.5L
-pg.Final grade:01|Grade|01.L4c
-pg.Final comment:01|01 Comment2.5L
-att:24.Y1|ABS|5IC
-att:24.Y1|TAR|5IC

Horizontals: 5 Vertical: 1

Horizontals: 2 Vertical: 2

Letter (8.5" x 11")

Custom size: Height: Width:

Left: 5 Top: 5 Right: 5 Bottom: 5

Portrait (vertical) 100

Overlay

ASAP

MM/DD/YYYY

English

Verify Grades Report : PS Admin - Class Rosters

- ▶ Print Rosters for: Click Teachers or Hold CTRL Key and Choose All/Multiple
- ▶ Meetings(s) : Choose by Period or Leave Unchecked for All
- ▶ Include Students Who: *Are Currently Enrolled in Class*, Specific Date, or Date Range
- ▶ Formatting Fields: Customizable
- ▶ Heading Text: Customizable

- ▶ **Example:**

<center>Grade Verification Report

Teacher: ~(teachername)

Period: ~(Expression), ~(termabbr)

Course Title: ~(coursename)

Course Section: ~(Course_Number).~(Section_Number)

Total: ~(No_of_students)

Signature: _____ Date: _____.

Instructions: This verification sheet contains information that will be printed on your students' Report Card. Please verify that information listed in the column/s are complete and accurate for your specific course. If necessary, please make any changes in your PowerTeacher Gradebook data. When your verifications are complete and accurate, please sign above and return all sheets to the guidance department.

Verify Grades Report : PS Admin - Class Rosters

- ▶ Roster Columns: Customizable

- ▶ **Example for Q1 (includes grade, comments, absences, & tardies):**

- ~(count)\Count\5

- LastFirst\Name\2.25

- ~(pg.final.grade;Q1;Grade)\Q1\4\c

- ~(pg.final.comment;Q1)\Q1 Comment\2.5\L

- ~(att;abs;Y1)\ABS\5\C

- ~(att;tar;Y1)\TAR\5\C

Grade Verification Report

Teacher: [REDACTED]

Period: 2(A), 20-21

Course Title: Algebra 1 Honors

Course Section: 411400HW.01

Total: 65

Signature: _____ Date: _____.

Instructions: This verification sheet contains information that will be printed on your students' Report Card. Please verify that information listed in the column/s are complete and accurate for your specific course. If necessary, please make any changes in your PowerTeacher Gradebook data. When your verifications are complete and accurate, please sign above and return all sheets to [REDACTED].

Count	Name	Q1	Q1 Comment	ABS	TAR
1	[REDACTED]	79	Good student!	0	0
2	[REDACTED]	84	Great student!	0	0
3	[REDACTED]	94	Awesome student!	0	0
4	[REDACTED]	92	Awesome student!	0	0
5	[REDACTED]	90	Awesome student!	0	0
6	[REDACTED]	83	Great student!	0	0
7	[REDACTED]	82	Great student!	0	0
8	[REDACTED]	52	Needs to put forth more effort!	0	0
9	[REDACTED]	93	Awesome student!	0	0
10	[REDACTED]	95	Awesome student!	0	0
11	[REDACTED]	66	Needs to put forth more effort!	0	0
12	[REDACTED]	92	Awesome student!	0	0
13	[REDACTED]	91	Awesome student!	0	0
14	[REDACTED]	98	Awesome student!	0	0
15	[REDACTED]	93	Awesome student!	0	0

Verify Grades Report : PS Admin - Class Rosters

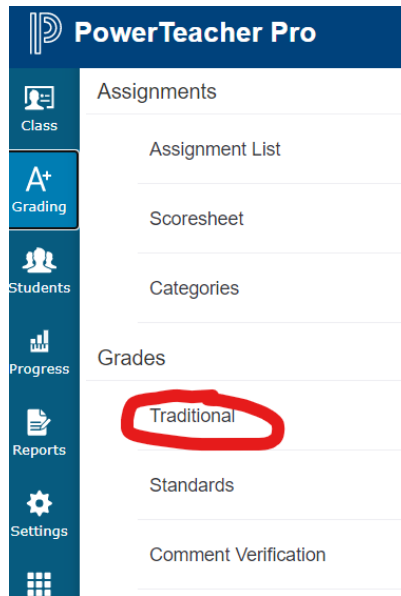
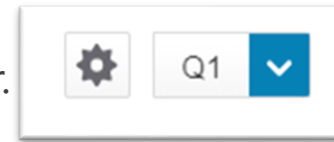
► Hit Submit

Verify Grades Report : PowerTeacher Pro

▶ https://powerschool.egsd.org/powerschool-webhelp/gradebook/WebHelp/run_final_grade_reports.htm

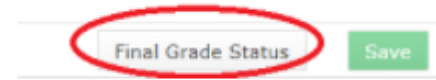
▶ Teachers Should Do the Following:

- ▶ Choose the reporting term from the Term Selector.
- ▶ Choose A+ Grading & Traditional

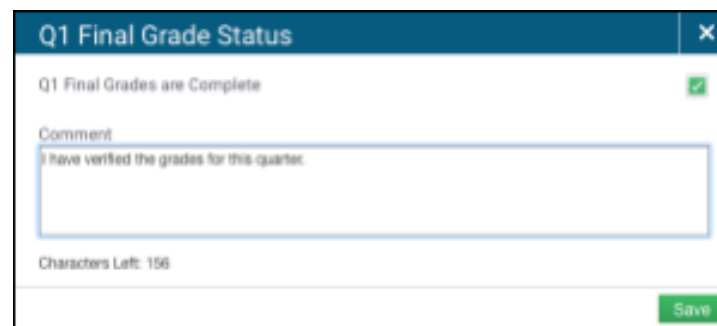


Verify Grades Report : PowerTeacher Pro

- ▶ On the bottom of the Traditional Grades, Standards Grades, or Comment Verification pages, click Final Grade Status.



- ▶ In the dialog, select (term) Final Grades are Complete checkbox, and enter any comments in the field.
- ▶ If not ready to verify the final grades for the class, leave the checkbox blank, and enter comments for the administrator in the Comment field.

A screenshot of a dialog box titled "Q1 Final Grade Status". It contains a checkbox labeled "Q1 Final Grades are Complete" which is checked. Below the checkbox is a text area labeled "Comment" containing the text "I have verified the grades for this quarter." At the bottom left, it says "Characters Left: 156". At the bottom right, there is a green "Save" button.

Section Readiness Report

- ▶ Start Page>Reports : System Reports>Section Readiness

Filter (1)								Reporting Term
Reporting Term	Q1							+
Verified Status								+
								Clear Apply
1-10 of 432 items								
Reporting Term	Teacher Name	Period/Day	Course Number	Course Name	Section Number	Verified Status	Verified Date	Teacher Status Comment
Q1	[REDACTED]	1(A)	302400HW	English 1 Honors	01	Complete	10/22/2020	checked

Locking Gradebook

- ▶ Home Page>School Setup>PowerTeacher Pro Setting>Lock Reporting Term Settings

Settings

Enable Term Locks



Days After Reporting Term

 *

Number of Days to Warn Teachers

Storing Grades

► Step 1:

Navigate to Home Page>>

System (Setup)>>Permanently Store Grades

Functions

- Attendance
- Attendance Today
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules
- SchoolReach® Broadcast
- SchoolReach® Results

Reports

- System Reports
- ReportWorks

People

- Student Search
- Staff Search
- Parent Search
- Enroll New Student
- New Staff Entry
- New Parent Entry

Setup

- School
- System**
- Personalize

Applications

- PowerLunch
- PowerScheduler

System Administrator

Attendance

Attendance Bridge Synchronization

Data Management

Assign New Student Numbers

AutoComm Setup

AutoSend Setup

Change Course Number

Clear Activities

Custom Fields / Screens

Direct Database Export (DDE)

Page and Data Management

Photo Management

PowerTools

Special Operations

Grades

Average Final Grades

Calculate Honor Roll

Copy Final Grade Setups

Export Historical Grades

Permanently Store Grades

Storing Grades

► Step 2:

- ❖ Use correct Term
- ❖ Exclude/Include Class Enrollments check the “Include only enrollment records that are currently active and that were active on this date” and enter in a date 2-3 days before the end of quarter 1 (this is a recommended step by PowerSchool).

Which Grades

Use this Final Grade/Reporting Term: Q1 *

Save with this Historical Store Code: Q1 *

Exclude/Include Class Enrollments

Exclude enrollment records where the student enrolled in the class after this date: 00/00/0000

Exclude enrollment records where the student dropped the class before this date: 00/00/0000

Include only enrollment records that are currently active and that were active on this date: 10/20/2018

Note: Do not use the same store code twice in one year unless you wish the system to overwrite all stored grades for term.

Storing Grades

► *Additional Filter Options***

- a. You can store grades of a selected number of students.
- b. You can store grades for students in a specific course section by enter the course and section numbers, separated by a period. For example, enter 08960100.01 for Homeroom 1, Section 1.
- c. You can store grades by individual grade levels.
- d. *You can store grades by Track days. (do not check this option)*
- e. You can store grades for students that were enrolled at your school thru a certain date range.

▼ **Additional Filter Options**

Store grades for currently selected (0) students only

Request that grades be stored only for a specific section (course.section)

Student Grade Level K 1 2 3 4 5 6 7 8 9 10 11 12

Track A B C D E F

School Exit Date From to

Storing Grades

- ▶ Classes by Term
- ▶ Show All Terms

- Do not store (default) - This will store no grades and no credit for that term
- Store with no credit - This will store grades and automatically enter 0% under % of course credit.
- Store with credit - This will store grades and you will have to enter the percent of credit you want stored for that term.

Classes by term length		Store	% of course credit
2020-2021	(08/19/2020 - 06/03/2021)	Store with no credit ▼	0 %
Semester 1	(08/19/2020 - 01/13/2021)	Store with no credit ▼	0 %
Quarter 1	(08/19/2020 - 10/21/2020)	Store with no credit ▼	0 %

If you are storing grades for a term that is not in progress or has only recently passed, you may need to display all terms. If a term was already stored, you will overwrite the grades for that term and may affect graduation credit, GPAs, and transcripts.

Show all terms? No Yes

Show All Terms -
Default is Set to "No"

Storing Grades

- ▶ Options for classes enrolled at other schools:
 - ▶ This School Only
 - ▶ This School

Options for classes enrolled at other schools	
Store grades for classes enrolled at	<input type="text" value="This school only"/>
Record the school name of	<input type="text" value="This school"/>

Storing Grades

- ▶ Last Three Sections
 - ▶ Also leave default

▼ Advanced Potential and Earned Credit Options	
When storing with credit	Store both Potential and Earned Credit ▼
▼ Variable Credit Storing Preferences	
Store these credit hours	Awarded and Attempted ▼
Store this when teacher has not entered variable credit hours	Credit Hours for course/gradescale ▼
Round or truncate	Round ▼
Number of decimal places in variable credit hours	0 ▼ decimal places
▼ Repeated Course Grade Suppression	
<input type="checkbox"/> Apply Repeated Course Grade Suppression Policy Rules	

Storing Grades

- ▶ Double check all that you have entered
- ▶ Submit
- ▶ After submittal and a successful store, your screen will look like this:

ore Grades Progress

Permanently Store Grades Progress

Storing grades into container Q1
Using Q1 final grade
Setup Complete
Now Processing Stored Grades
...
Please Wait. This could take several minutes depending on the number of Grades to be Stored
...
20 Students processed.
0 Stored Grades updated.
100 Stored Grades inserted.
Processing Stored Grades Complete!

Storing Grades

- ▶ Verify Your Grades Were Stored
 - ▶ Spot check students in their Historical Grades
 - ▶ Check Term/Year

Year/Term	Grd Lvl	Course number	Course	Department	Earned Credit	F1	Q1	Q2
19-20 S1	10	322100CW	Biology 1		1.00	62		.
19-20 S1	10	329903CW	Biology Prep		1.00	72		.
19-20 S1	10	302500CW	English II		1.00	81		.
19-20 S1	10	503102CW	Fundamentals of Web Page Design and Dev		1.00	94		.
19-20 S2	10	412200CW	Geometry		0.00	58		.
19-20 YR	10	4122CRCW	Geometry CR		1.00	P		.
19-20 S2	10	500700CW	Google Application		1.00	94		.
19-20 S2	10	334000CW	Psychology		1.00	68		.
18-19 YR	9	411400CW	Algebra 1		1.00	69	66	66



▶ Questions?