

Finalizing & Storing Grades Process Teacher and Administration (Traditional, not Standards grading)

Purpose: Administrators, Teachers – Instructions for teachers and administrators for finalizing and storing traditional grades (not standards) at the end of a term.

This process involves two steps:

1. Teachers enter comments and manually override any grade they want.
2. Administration runs **Permanently Store Grades** process.

Here is the process

TEACHERS

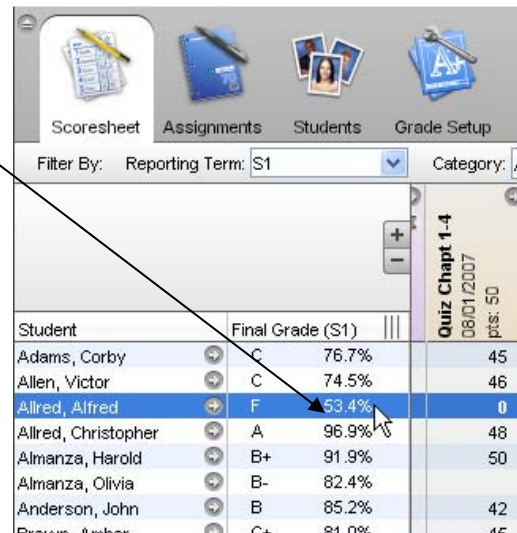
The PowerTeacher Gradebook keeps a Final Grade by term for the teacher as the term progresses for each class section they teach. At the end of the term if the calculated grade is correct for a student the teacher needs to do nothing. That grade will be stored as a final grade for that term.

Manually override a single grade

If the teacher wants to manually adjust the final grade and/or add comments for the report card they will need to do the following:

From their gradebook

1. Make sure the correct Final Grade Term is selected for the correct section
2. Right click on the final grade of the student you want to manually override or that you want to store a comment on.
3. Click **Show Score Inspector**.



Student	Final Grade (S1)	
Adams, Corby	C	76.7%
Allen, Victor	C	74.5%
Alfred, Alfred	F	53.4%
Alfred, Christopher	A	96.9%
Almanza, Harold	B+	91.9%
Almanza, Olivia	B-	82.4%
Anderson, John	B	85.2%
...

The Score Inspector provides an alternative way of entering scores and, in many cases, comments. After you open the Score Inspector window, it floats above the Scoresheet window. You may want to move it to a convenient location on your desktop, so you can work with the Scoresheet. The Score Inspector remains open until you close it.

The Score Inspector changes depending on the score field you select. For example, when you view the Score Inspector for a final grade, the options are different than the Score Inspector for an assignment.

4. You will be able to do several things from this Score Inspector screen.

Change the Percent and or Grade to what you want it to be

To override a calculated Grade check the Manual Override box.

Click in the Comment box and type in a free flow comment.

You can move from student to student by clicking the ▲ ▼

Click **Close** when finished

If you want to use predetermined or "Canned" Comments your school has prepared for you:

5. Click on the **Comment** Tab



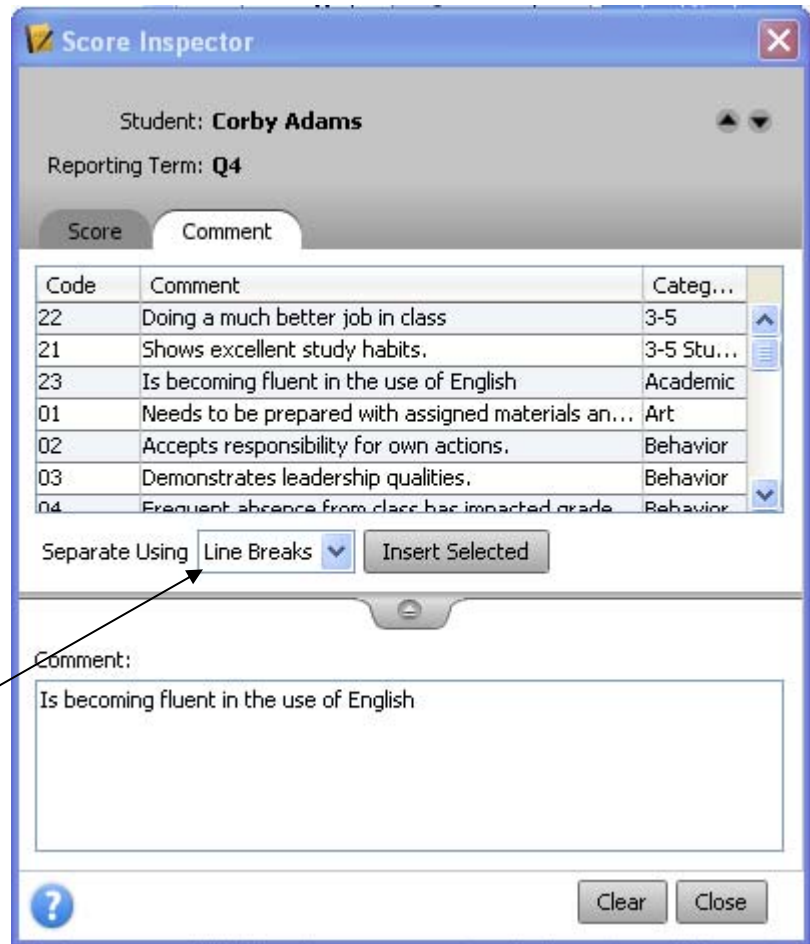
Here you can choose the “Canned” comments from the list. To do so:

1. Click on a comment from the list and then click **Insert Selected** or

Double clicking a comment will enter it

Or you can select more than one comment at a time by holding your **Ctrl** key down and **clicking** on each comment you want to select.

2. You can separate comments by one line each by choosing the option “**Line Breaks**” ...
Or
Choose “**Spaces**” to have Comments separated by just spaces.

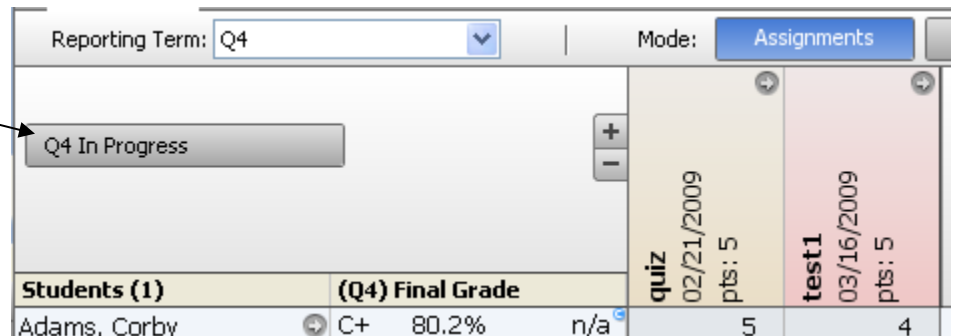


Teachers may delete a comment by highlighting the appropriate comment and pressing their delete key

3. Choose **Close** when you have entered all the comments you wanted to.

Once teachers have entered comments and have the final grade represented in the final Grade column of their gradebook they are ready to notify the office they have completed their grades. To mark final grades complete:

1. In the Section Readiness Summary area, click on the reporting term status bar. The [Term] Final Grades Completion Status dialog appears.





2. Select the Final Grades Complete checkbox.

3. Enter a comment in the [Term] Status Comment field.

Note: You can submit a comment without checking the Final Grades Complete checkbox and you can go back and take the checkmark out of the box if you want to change your status.

4. Click **OK**.

5. Once you have this class marked Completed the Section Readiness Summary area will show the status as completed, it will be green and have check mark in the icon.

Q4 Final Grades Completion Status

Final Grades Complete:

Q4 Status Comment

Will need to change Corby Adams grade on Monday after he hands in last assignment. He was given more time as he was sick final week of school

OK Cancel

The office will run reports that will show those teachers who have completed their grades through his process.

ADMINISTRATION

At the end of each term school administration will use the **Permanently Store Grades** function to copy and store the students' current grades from PowerTeacher as historical grades. Storing grades is PowerSchool terminology for the finalization process.

Before permanently storing grades, be sure that grade scales, final grades, and the current grade display have been set up.

You can run the **Section Readiness Report** from the PowerTeacher Administrator feature to identify which teachers have indicated that their sections are complete or incomplete.

You can also verify that all the grades are correct before permanently storing grades by running the Student Schedule Listing report which lists the current grades and any missing grades for selected students. Print the Class Roster(PDF) report to verify that all of the grades are correct.



Permanently Store Grades:

1. Make sure that you are logged into the correct school and not the district office.
2. On the start page choose **System** from the main menu
3. Click **Permanently Store Grades**. The Permanently Store Grades page will appear.

Permanently Store Grades

Warning: Use this function only if you know exactly what you are doing.

Enter the store code that will be used to store grades:

Use this final grade: (Usually the same as the 'store code').

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

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

Include only enrollment records that are currently active and that were active on this date:

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

Available store terms

2007-2008 School Year % of course credit to award now: %

Semester 1 % of course credit to award now: %

Options for classes enrolled at other schools

Store grades for classes enrolled at ▾

Record the school name of ▾

Options for withholding credit - only those items checked can cause credit to be withheld

If more than attendance points have accumulated between the dates of and then give

the student a grade of and store the real grade in the "teacher comment" field with this comment:

See important details in Fields descriptions below

Important to Understand - See detailed instructions below under Percent of Credits to be awarded each term

Store Current Grades



4. Use the following table to enter information in the fields.

Field	Description
Store Code	<p>Use a two-digit code to indicate the term in which the students earned the grades, such as Q1 or S1. The first character must be a letter, and the second character must be a number.</p> <p>Note: Do not use the same store code twice in one year, unless you wish the system to overwrite the grades you stored under the store code the first time with the grades you store the second time.</p>
Use this final grade	<p>Enter the store code from Final Grade Setup from which you want to save the grades. The term code is usually the same as the store code, such as Q1 or S1.</p>
Exclude and Include Enrollment Records	<p>You do not have to store current grades for all students. If you want to store current grades based on students' enrollment or dropped class dates, select any combination of the following checkboxes to filter the selected students:</p> <p>NOTE: Enter the date using the format mm/dd/yyyy.</p> <ul style="list-style-type: none"> • Exclude enrollment records where the student enrolled in the class after this date: To be included in the grade storing process for a class, a student must have enrolled in a class on or before the date you enter. • Exclude enrollment records where the student dropped the class before this date: To be included in the grade storing process for a class, a student must not have dropped a class on or before the date you enter. • Include only enrollment records that are currently active and that were active on this date: To be included in the grade storing process for a class, a student must have enrolled in a class on or before the date you enter and cannot have dropped the course until on or after the date. <p>Additional Note: If you do not use the correct date format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. If you leave</p>

This Section is very important. Make sure you understand it!!



	<p>the date-related fields blank, PowerSchool stores a grade for every enrollment record, including classes that students dropped during the term. PowerSchool does not store grades for students who enroll in your school during the last two weeks of the term.</p>
<p>Request that grades be stored only for a specific section</p>	<p>If you want to store grades for students in a specific course section only, enter the course and section numbers, separated by a period. For example, enter 113.04 for Course 113, Section 04. You can do this when teachers are late in entering their final grades or when testing the process of storing grades. Leave this field blank to store grades for all course sections.</p>
<p>Percent of Credits to be awarded each term</p>	<p>For each term, specify the percent of possible credits each student can earn. The terms listed refer to the courses, such as courses that are one year long, or courses that are one semester long. If you want to store grades and you do not want to award credit, enter 0 in these fields.</p> <p>Example 1: If you store grades for Q1 in a school that awards credit on the quarter, students may earn 25% of the possible credits they can earn in a yearlong course, 50% of the possible credits they can earn on a semester course, and 100% of the possible credits they can earn on a quarter course.</p> <p>Example 2: If you store grades for S1 in a school that awards credit on the semester, students may earn 50% of the possible credits they can earn in a yearlong course, and 100% of the possible credits they can earn on a semester course.</p> <p>Example 3: If you store grades for Y1 in a school that awards credit at the end of the year, students may earn 100% of the possible credits they can earn in a yearlong course.</p> <p>Note: Be sure you define the proper amount of credits for all courses. Also, if you do not wish to record grades for a particular term (I.E. you wish to store grades for semester classes but not year classes), leave that term blank, not 0.</p> <p>Also, define that the appropriate grades earn graduation credit on the Grade scale page.</p>



<p>Options for classes enrolled at other schools</p>	<p>Use the pop-up menus to indicate the options you want to apply for storing grades for classes that students take at other schools:</p> <ul style="list-style-type: none"> • Store grades for classes enrolled at: Select whether you want to store grades for all schools or for the selected school only. If storing for the selected school only, PowerSchool will not store grades for the other schools at which students may take classes. • Record the school name of: Select which school name to use when storing grades. Select either the other school or the current school.
<p>Options for Withholding Credit</p>	<p>You can determine that all students who receive a specific number of attendance points during the date range you enter do not receive credit for the course and earn an entirely different grade. For example, the student originally receives a C; however, due to excessive absences, the student receives a WC and no credit for this course.</p> <p>Complete the following steps:</p> <ol style="list-style-type: none"> 1. Select the checkbox. 2. Enter the number of attendance points the student must have received and the date range during which he or she received them to earn the grade you enter. 3. Enter a comment in the teacher comment field if you want the original grade the student earned before counting the attendance points to appear with the comment.

5. Click **Store Current Grades**. The “Alert : Storing Grades” page displays the status of the storing grades process.

NOTE: If you notice that you entered incorrect data after storing grades, repeat this procedure for the same store code. PowerSchool overwrites the existing grades with the new ones but it does not eliminate any grade that was stored the first time but not stored the second time.