

# PowerTeacher Pro Rollout Checklist

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### Rollout Planning

PowerSchool administrators can effectively coordinate the planning of the PowerTeacher Pro rollout.

- Identify and involve stakeholders such as school leaders, academic administrators, curriculum leaders, parent organization representatives (Not all representatives will participate in every meeting.)
- Assess and address any potential issues with the culture of the district/school that could potentially hinder change
- Identify the competencies (skills) needed to implement the rollout and change
- Outline the objectives of the change; identify the goal
- Draft a communication plan for teachers and parents
- Develop a PowerTeacher Pro rollout timeline with deliverables
- Define strategies for managing change over the first year
- Anticipate rollout needs and issues
- Develop a strategy for addressing rollout needs and issues
- Compile resources and training options
- Tools for PowerTeacher Pro rollout:
  - Communicate the sales pitch – that working with PowerTeacher Pro gets better and easier as the year goes on, that it saves time, that it provides great visual displays of data, and that there's no need to launch Java (as with PowerTeacher Gradebook)
  - Communicate progress
  - Offer incentives
  - Form role-alike user groups to provide local, peer support during the rollout
  - Initiate pilot(s)
  - Organize staff development training sessions
  - Distribute Quick Reference Cards and other training materials
- If your school/district previously used PowerTeacher Gradebook, review the differences between PowerTeacher Gradebook and PowerTeacher Pro with teachers
- Make parents aware of new gradebook
- Review the rollout plan

### Establish Grading Policies

Work with the grading committee to determine PowerTeacher Pro setting policies for the district and schools, including:

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- Meet with stakeholders to determine whether to set a preference at the district or school levels, and whether or not teachers will be able to edit the calculation or the number of low scores to drop. Also, determine whether the "Teachers can edit" decision will be made at the district or school level.
  - Total points (total points achieved/total points possible)
  - Term (assign percentage weights that are used to determine how the smaller terms contribute to the larger term final grade; example: Q1 = 40% and Q2 = 60% for S1)
  - Standard (calculate a student's final course grade based on final grades from the standards aligned to the course)
  - Categories (the weighted percentage values assigned to categories are averaged together to calculate the final grade; example: Homework = 25%, Tests = 25%, Projects = 50%)
- Determine whether or not to enable citizenship (especially if you don't track student behavior through standards)
- Set up traditional grade calculation formulas for each type/length course

For example:

- High School Full Year
  - High School Semester 1
  - High School Semester 2
  - Middle School Full Year
  - Middle School Semester 1
  - Middle School Semester 2
  - Elementary Schools Full Year
- Set calculation method for standards

Meet with stakeholders to identify which to use: most recent, mean, median, mode, highest, none

- Set the number of most recent scores to include in the calculation, and their relative weighting
- Configure higher-level standards grades to be calculated automatically from lower-level standards grades, if your grading committee agrees
  - Mean – the mathematical average of the standards scores (includes all course standards)
  - Median – the middle of the scores (half of the scores are above this number and half are below)
  - Mode – most common score (if there is no mode, the system defaults to the highest value)
  - Weighted mean – assignments with high-weighted points possible will be counted more heavily
  - Highest – the best score

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- Most recent – student learning culminated over time (the default is set to the average of the most recent 3 scores)
- None – no default, a case-by-case method or default set at different level (district, school, or teacher)
- Set standards specific weighting or specific sum (used mostly by IB schools)
  - Go to Courses page for each course
    - Assign the standards scale (District–General tab)
    - Assign the weighting by standard (District–Standards tab) if specific weighting or specific sum is to be used
    - Define how much each lower-level standard counts when auto-calculating a value for a higher level standard (right-hand columns on the District–Standards tab page)
- Determine which settings teachers can edit in the gradebook

## Rollout Procedure

Before teachers can start using PowerTeacher Pro, the PowerSchool administrator needs to set up PowerTeacher Pro in PowerSchool. Treat this rollout as a rollout of new software.

- Set up grading preferences – district, school, teacher
- Edit or set up grade scales
  - From the district level, review all of the grade scales, including the conversion scales (on the Standards page) that were converted from the old conversion scales
  - Create a special codes scale, after checking with the stakeholders
  - Edit the codes out of the old grade scales that match the special codes
  - Assign the new special codes scale to grade scales
  - Be sure one level on each grade scale has a value of zero
  - Verify that the grade scale colors match the levels and that the data is correct
  - Set up at least one standards grade scale or edit one to match your old conversion scale
- Set the default gradebook type for new sections at the district level
- Create categories for teachers at the district level, following plan designed by stakeholders
- Complete the Final Grade/Reporting Term Setup page at all schools (this must be done before you can set up calculation formulas)
- Choose final grade calculation formula options
- Copy settings to other schools
- Remember to set up next year before the end of this year
- Set up each school that will use PowerTeacher Pro
  - Set existing sections as PTP or PTG by section (or mass set using DDA)

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- Set teacher categories
- Set calculation formulas
- Setup pages include Display Settings, Categories, Traditional Grade Calculation Formulas, Standards Grade Preferences, and Traditional Grade Preferences
- Roles administration – set up PTP Administrator with read-only access
- Use roles administration read-only access to verify the traditional grade calculations work correctly – edit as needed and check again
- Teacher-level calculations – guide teachers in how to set up traditional and/or standards grade calculations, if they have not been locked down at district or school level
- Co-Teacher notice – be sure that the lead teacher signs in first to migrate any existing data from PTG to PTP
- The following items will NOT be migrated
  - Custom grade scales
  - Score codes
  - Calculation settings
  - Content links
  - Teacher-defined student fields
- Remind teachers of the differences in the new gradebook, including the difference between conversion scales and grade scales

## Information to Share with Teachers

- Navigate to PowerTeacher Pro directly from the PowerTeacher Start Page (no need to launch a separate Java application)
- Use any secure Internet browser
- Switch classes in top center blue bar
- Demographics in student view
- Settings > Display Settings
- Class description – great place for course expectations
- Calculations – admin pushes these out and teachers may be able to edit
- Click +Create in top-right corner to add assignments or categories
- Grading > Assignment List > Edit icon > Duplicate
- Scoresheet > score inspector on right – use the fill scores and comments horizontally or vertically
- Score indicators (flags)
- Score type – in light blue bar
- Scoresheet created from grading assignments
- Assignments list

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- Drop low scores option – do this AFTER several assignments are entered or the first grades don't show
- Standards Progress graph – visual of student progress
- Professional Judgment indicator for standards
- Score types for assignments – points, percent, letter grade, numbers, grades calculation, or mark collected only
- Add/remove students from assignments for individualized instruction
- Publish scores
- Score inspector always on right and is large enough to use with fingers
- Special codes from special grade scale and keys in score inspector
- Can use smart text in comments
- Four reports so far – Individual Student Report, Student Roster, Multi-Function Assignment Report, and Scoresheet Report