PowerTeacher Pro for Administrators

PowerSchool's HTML-based gradebook, PowerTeacher Pro, includes robust functionality for managing the classroom, including advanced features for both standards-based and traditional grading.

Administrators set up school- or district-level grading preferences and apply them to selections of schools to provide grading consistency and to save teachers time. Teachers may set up their own grading preferences in PowerTeacher Pro, depending on their school or district policies.

In this course, learn how to:

- Set up district-level grading preferences

- Set up final grade calculation formulas at the district level

- Set up or view school-level grading preferences

- Access PowerTeacher Pro as a school administrator

Setting Up District Grading Preferences

Several features are available at the District Office for setting up grade scales, defining PowerTeacher Pro as the default gradebook, and configuring grading preferences and calculations. To set up district grading preferences, navigate to the District Setup page and then click **PowerTeacher Pro Settings**.

To view and manage the preferences at the school level, navigate to the School Setup page and click **PowerTeacher Pro Settings**. You may edit some of the preferences at the school level, but some are view-only.

Grade Scales

At the district level, define the grade scales that teachers will use. Set up regular grade scales for traditional and standards-based grading, or set up a scale for special codes. A special codes scale may be used in conjunction with any grade scale you create. Special codes can be made available to use on assignments, and act as district-created gradebook score codes for the teacher.

For example, you may create a special codes scale that includes alphanumeric grades, or a scale that includes codes such as "CH" for cheated, or "W" for withdraw. When you associate a regular grade scale with a special codes scale, teachers can access all of the items on both scales.

Grade scales include color levels for each item in the scale. Grade scale color levels provide a consistent visual indicator of student progress. The color levels can be aligned across all different types of grade scales. These color levels are used on the Progress pages in the gradebook and in other parts of PowerSchool, such as in the At Risk Student Dashboard. When you create a new grade scale, select the number of colors associated to the grade scale. Once you generate the grade scale table, select the color level for each grade. Available colors include dark green, green, yellow, orange, and red. Depending on the number of items in the grade scale, the color levels may include different shades of these colors.

In an A, B, C, D, F grade scale:

- Dark green—Equates to a grade of A
- Green—Equates to a grade of B
- Yellow—Equates to a grade of C
- Orange—Equates to a grade of D
- Red—Equates to a grade of F

When you set up a grade scale, assign the colors orange and red to all failing or at-risk grades and assign dark green, green, and yellow to passing grades. Progress charts in PowerTeacher Pro will have a black demarcation line that indicates where the division is between passing and at-risk grades, so assign the right colors to the grades in each scale.

PowerTeacher Pro uses grade scales instead of conversion scales for both traditional and standards-based grading. If you had set up conversion scales previously, when you upgrade to PowerSchool 10 and start using PowerTeacher Pro, the conversion scales will be copied to grade scales and tied to the corresponding standards automatically. Be sure to review the scales to make sure they are set up properly and configured with the new grade scale features, such as color levels. For more information, see the PowerTeacher Pro Data Migration guide on PowerSource.

Activity 1 – Create an Alpha Grade Scale

Create a grade scale that will be used for traditional grading.

1. Open the School menu on the Start Page and switch to the District Office
2. From the District Office Start Page, click **District**
3. On the District Setup page, click **Grade Scales**
4. Click **New**
5. Enter the name of the grade scale, such as `Traditional`, followed by your initials
6. To use traditional letter grades, open the Type menu and choose **Alpha**
7. From the Use menu, choose **Traditional Grade**
8. Enter a description of the grade scale, such as `Use for traditional grading`
9. Verify that **Scale Used in GPA and Course Credit** is selected
10. For a default grade scale, use the default Repeated Course Policy menu selection, **None**; that way students who take a performance course like Band will get credit each term

    For instances in which you want to allow a student to repeat a required course to earn a passing grade, create a separate grade scale and choose "Preset Grade Suppression Policy."
11. In the "Enter Starting Grade Scale Items" field, enter the grades in this grade scale, separated by commas

    Enter the grades from highest to lowest, so the cutoff percentages and grade values are auto-assigned correctly. Include all grades in the scale, including any with plus signs and minus signs, such as A- and B+.

12. Choose the starting number of colors, such as **5**

13. Click **Generate Table**

> The Grade Scale table will appear with the grades, percentages, and gradebook values.

14. Edit the grades and gradebook values, if needed

15. For each grade in the scale, enter a description and a number of GPA points

> For example, an A could be worth 4.0 grade points, a B worth 3.0 grade points, and an F worth 0 grade points.

16. Check **Added Value** if teachers can enter a value for this grade that exceeds the normal grade points

17. Check **Grad Credit** so the grade will count towards graduation requirements

18. Check **Teacher Scale** so that teachers can use the grade in the grade scale

19. Edit the auto-assigned values in the Cutoff % fields, if needed

> The cutoff % is the lowest percentage students can earn to receive a grade. For example, if the value is 93 for an A, then students must earn at least 93% of the total points to receive an A.

20. Edit the auto-assigned values in the Grade Value fields, if needed

> This field indicates the value of a letter grade when teachers give letter grades instead of numeric grades. The number for the value of the letter grade is usually in the middle of the range for the grade, such as 88 for a B+.

21. Use the menus in the Color Levels column to edit the colors associated with the grades

22. Select a grade to use as the default zero if no cutoff percentage is defined

> Grade scales must have a zero value, otherwise teachers will see errors in PowerTeacher Pro.

23. When you've finished making changes, click **Save**

Activity 2 – Create a Numeric Grade Scale

While numeric *conversion* scales already existed for standards grade calculation in PowerTeacher Gradebook, in PowerTeacher Pro you can use numeric *grade* scales for both course grades and standards grades. Existing numeric conversion scales will be migrated as numeric grade scales.

Like a numeric conversion scale, a numeric grade scale is a number range (for example, 1-4). Usually, each number represents a level of proficiency (for example, 4=Advanced, 3=Proficient, 2=Approaching, 1=Below). The calculations in PowerTeacher Pro's numeric grade scales use the numbers you specify in the grade scale range, rather than a percentage conversion. For example, scores of 3 and 4 will average out to 3.5. No percent conversion is needed.

1. From the District Office Start Page, click **District**

2. On the District Setup page, click **Grade Scales**

3. Click **New**

4. Enter the name of the grade scale, such as `Standards Grade Scale`, followed by your initials

5. Open the Type menu and choose **Numeric**

6. From the Use menu, choose **Standards**

7. Enter a description of the grade scale, such as `Use for standards-based grading`

8. Enter values in the Range fields, such as Min: `1` – Max: `4`

9. Choose the starting number of colors, such as **4**

10. Click **Generate Table**

11. If needed, edit the auto-assigned values for the numeric cutoff and numeric value, and the conversions cutoff percentages and values, then click **Save**

Activity 3 – Create a Special Codes Scale

Teachers can assign special codes as final course grades. For example, a teacher can use a special code NC to mark a final course grade as no credit.

Special codes can also be used for assignment scoring. For example, a teacher marks an assignment as ABS to indicate that the student was absent for the assignment, or uses another code to award a pre-defined percentage of the total points possible.

Create a special codes scale and then associate it with the traditional grade scale you just created.

1. On the District Setup page, click **Grade Scales**

2. Click **New**

3. Enter the name of the grade scale, such as `District Special Codes Scale`, followed by your initials

4. From the Type menu, select **Special Codes**

5. Enter a description of the grade scale, such as `Includes special codes for use with a regular scale`

6. If any of the codes in this scale will be included in students' GPAs or count toward course credit, check **Scale Used in GPA and Course Credit**

7. In the "Enter Starting Grade Scale Items" field, enter the codes in this grade scale, separated by commas, such as `I`, `NC`, `W`, `P`, and `NHI`

8. Click **Generate Table**

   The Grade Scale table will appear with the score codes and code values.

9. For each code in the scale, enter a description

10. For each code that teachers can enter manually as a final grade, such as I (Incomplete), check **Use As a Final Grade**

11. In the Final Grade % Value field, enter a percentage value to assign for this special code when used as a final grade

12. In the Final Numeric Value field, enter a numeric value to assign for this special code when used as a final grade

13. Use the menus in the Color Levels column to edit the colors associated with the codes

14. Verify that **Use on Assignments** is checked for each code, such as NHI, that teachers can use to score assignments

15. For the NHI (Not Handed In) code, check **Is Missing** to also insert the Missing flag as a visual indicator when a teacher uses the code to score an assignment

16. Click **Add Grade** to add another code, if needed

17. When you've finished making changes, click **Save**

18. To associate a special codes scale with a regular grade scale, click **Grade Scales** in the breadcrumbs

19. Click the Edit icon next to the regular grade scale you created in the previous activity

20. From the Uses Special Codes menu, select the special codes scale you created

21. Click **Save**

Teachers who use the regular scale will now have access to the items in both the regular scale and the special codes scale.

Grade Scales for Standards

Mastery of standards is typically scored against a rubric, or a review of criteria, rather than by a more objective count of the number of correct answers. Below is a sample rubric used by Elk Grove USD in Elk Grove, California, to assess student progress on Common Core Standards.

CA Common Core State Standards (CCSS) Alignment

Elk Grove Unified School District – Opinion/Argument Rubric, Grade __4__

	4 (Above Grade Level)	3 (At Grade Level)	2 (Approaching Grade Level)	1 (Below Grade Level)
Focus/ Opinion CCSS*: ➢ W – 1a ➢ W – 1 b ➢ W - 4	• Responds skillfully to all parts of the prompt • States an opinion that demonstrates an insightful understanding of topic/text	• Responds to all parts of the prompt • States an opinion that demonstrates an understanding of topic/text	• Responds to most parts of the prompt • States an opinion that demonstrates limited understanding of topic/text	• Responds to some or no parts of the prompt • Does not state an opinion and/or demonstrates little to no understanding of topic/text
Organization CCSS: ➢ W – 1a ➢ W – 1c ➢ W – 1d ➢ W – 4	• Organizes ideas and information into purposeful, coherent paragraphs that include an elaborated introduction with clear thesis, structured body, and insightful conclusion • Uses linking words, phrases, and clauses skillfully to connect reasons to opinion	• Organizes ideas and information into logical introductory, body, and concluding paragraphs • Uses linking words and phrases appropriately to connect reasons to opinion	• Organizes ideas and information in an attempted paragraph structure that includes a sense of introduction, body and conclusion • Uses some linking words and/or phrases to connect reasons to opinion but simplistically	• Does not organize ideas and information coherently due to lack of paragraph structure and/or a missing introduction, body, or conclusion • Uses no linking words or phrases

Each value in the rubric translates to a value in a grade scale. Grade scales in PowerSchool define the number of GPA points awarded for each value of a rubric score. Below is an example of a rubric grade scale that illustrates how each grade is associated with a cutoff percentage (or minimum score for the grade) and the equivalent grade value (a number that is used in calculations).

Grade	Grade Points (GPA)	Cutoff %	Grade Value
4	4.0	90	95
3	3.0	80	85
2	2.0	70	75
1	1.0	60	65
0	0	0	59

Activity 4 – Create a Standards Rubric Grade Scale

Create an alpha grade scale for teachers to use for standards-based grading.

1. On the District Office Start Page, click **District** > **Grade Scales**

2. Click **New**

3. Enter the name of the grade scale, such as **Standards Rubric**, followed by your initials

4. Open the Type menu and choose **Alpha**

5. From the Use menu, choose **Standards**

6. Enter a description of the grade scale, such as **Use for standards grading**

7. To create a rubric scale, enter **E,M,A,B** in the "Enter Starting Grade Scale Items" field

8. Choose the starting number of colors, such as **4**

9. Click **Generate Table**

10. For each grade in the scale, enter a description

    For example, enter **Exceeds Standard** for the highest grade, **Meets Standard** for M, **Approaches Standard** for A, and **Below Standard** for B.

11. Check all check boxes in the Teacher Scale column so teachers can use the items in this grade scale

12. Set the Cutoff percentages (the final calculated percentage that the student must meet or exceed in order to receive that grade/label as a final grade) as follows: E = **76**, M = **51**, A = **26**, and B = **0**

13. Set the Grade Values (the percentage used for calculations when this grade is entered as an assignment score) to: E = **100**, M = **75**, A = **50**, B = **25**

14. Use the menus in the Color Levels column to edit the colors associated with the grades

15. When you've finished making changes, click **Save**

Default Gradebook Type – New Sections

To set PowerTeacher Pro as the default gradebook that teachers will use (instead of PowerTeacher Gradebook) for new course sections, first navigate to the District Setup page. In the Grading section, click **PowerTeacher Pro Settings**. On the PowerTeacher Pro Settings page, click **Default Gradebook Type**. Then choose **PowerTeacher Pro** from the Default Gradebook Type menu and click **Submit**.

Set the gradebook preference for existing course sections at the school level (see the Setting Up School Grading Preferences section of this course).

District Categories for Teachers

Categories are groups of the same types of assignments. Create a list of assignment categories at the District Office and make them available for teachers to use when creating assignments. While the district sets the default category attributes, some attributes are available for the teacher to set and modify in PowerTeacher Pro.

The first time a teacher logs in and uses a category, a timestamp value is entered in the configitem table with information about when the category was updated on the district side. The system also records when the teacher modifies the category. If the teacher does not change the score type (for example) or inactivate the category, then if the district updates the category, the teacher will receive the new version.

Caution school and classroom personnel about naming conventions for categories. If someone names a personal or school category with the same name as one held by a district category, the attributes of the district category will overwrite those of the duplicate.

Once categories are created, they appear on the District Categories for Teachers page. On this page, view basic information about the category and set the sort order of how the categories are displayed for teachers in PowerTeacher Pro.

Set up assignment categories, such as Test and Homework, for each type of school in the district to provide grading consistency. For example, if teachers at all of the elementary schools in the district use the same six assignment categories, you can set them up once and make them available at all of those schools. You must set up district-created categories for teachers if you will be setting up category weighting as the final grade calculation method at the district level.

After a period of trial and error, district personnel may determine that a category is not meeting teacher or student needs. Like other PowerSchool records, it's best to avoid deleting categories that teachers have used. Instead, make them inactive. However, PowerTeacher Pro has a built-in "fail safe." If a category that has been tied to a scored assignment is deleted, it is deleted only at the district level and is transformed to a teacher-created category and can still be used by the teacher. That way, no assignment records are lost.

To view all categories that have been created at the district, check **Show Inactive**. To restore an inactive category, click its name and check **Active** in the edit window.

Activity 5 – Set Up District Categories for Teachers

Create a category for homework assignments that will be used by teachers at multiple schools.

1. From the District Office Start Page, click **District**

2. In the Grading section, click **PowerTeacher Pro Settings**

3. Click **District Categories for Teachers**

4. Click **Add**

5. Enter the name of the category, such as `Homework`, followed by your initials

6. Enter a description of the category, such as `Use for homework assignments`

7. Select a color for the category, such as **Gray**

8. Use the default setting of **Active** to enable the category for use

9. To set up the default assignment details for all assignments in this category, click **Optional Assignments Defaults**

10. Define the default score type, such as **Points**

11. Enter the default score entry points, such as `10`, and whether the points will be weighted or not

    Weighting is not required. Weighting gives particular assignments more value than others—whether points, percentage, or letter grades—when determining final grades. The weight value is used to multiply the points earned and the points possible.

12. Determine whether the default for this category is to be able to award extra points while scoring (available with the score type of Points only)

    PowerTeacher Pro uses the total sum of score entry points and extra points to determine the maximum points available on the assignment.

13. To publish the scores for assignments in this category to PowerSchool Mobile and the PowerSchool Student and Parent Portals by default, check **Publish Scores**

14. To include the scores for assignments in this category in students' final grades by default, check **Default Count in Final Grade**

15. To select the schools for which the category will be available, click **Edit** and check the boxes next to the school names

    The category is set to be available to all schools by default.

16. To save the category and make it available in teachers' gradebooks, click **Submit**

Traditional Grade Calculation Formulas

Use calculation formulas to define the final grade calculation methods—how you want students' assignment scores to count towards their final grades—for one or more schools. Create a calculation formula for a selection of schools for the reporting terms in each scheduling term of the school year. Choose whether you'll calculate the students' final grades using total points, reporting terms, standards, or categories. You can combine calculation methods by using different methods for different terms, such as total points for Q1 and Q2 and reporting term weighting for S1.

Total Points

Use the total points method to calculate a student's final grade by dividing the points the student earned for the class by the number of points possible for the class. Using this option, a student might earn 1250 points out of a total 1600 points possible.

Reporting Term

Use the reporting term method to calculate a student's final grade based on grades from shorter reporting terms (also known as term weighting). For example, you might calculate the Semester 1 grade based on the final grades for Quarter 1 and Quarter 2. In this scenario, you might enter 40% for Quarter 1 and 60% for Quarter 2. Each percentage is a weight used to determine how the smaller term contributes to the final grade.

Standards

To calculate a student's final course grade based on final grades from the standards aligned to the course, use the standards method. When setting up the method, select the metric— Mean, Median, Mode, or Highest—that will be used to calculate the overall final grade, or select either the Specific Weighting or Specific Sum attribute. The following table defines how student's final grades are calculated using each of the standards metrics or attributes.

Metric or Attribute	Description
Mean	The mathematical average of the standards scores
Median	The middle of the scores (half of the scores are above this number and half are below)
Mode	The most common score
Highest	The highest score
Specific Weighting	The scores are averaged together using the weights assigned to the course standards (weighted mean)
Specific Sum	The scores are added together using the weights assigned to the course standards, but they are not averaged (International Baccalaureate (IB) Americas schools that have Middle Years programs typically use this option)

When you select Specific Weighting or Specific Sum, you must define which standards to include in the calculation, along with their relative weights for each course on the Courses page. Additionally, if you select Specific Sum, the grade scale associated with the course must be a numeric scale, and include values large enough to match the potential sum of scored standards.

To define the standards weighting preferences, on the District Setup page, click **Courses**. Select a course and click the District-Standards tab. In the list of standards aligned to the course, enter a value in the Weight column next to each standard that will be weighted in students' final grades and click **Submit** at the bottom of the page. (For information on how to configure higher-level standards grades to be calculated automatically from lower-level standards grades, see the Standards Grade Preferences section of this course.)

Categories

Categories are broad classifications for assignments, such as homework and tests. Use the categories method to calculate a student's final grade using weighted assignment categories (also known as category weighting). Assign a weight to each category to determine how it contributes to the final grade. The weighted percentage values are averaged together to calculate the final grade. For example, you might use the categories Homework, Test, and Final Project, and assign each the respective weights 20, 40, and 40.

You do not have to include all of the categories in the final grade calculation. For example, if you don't want to include scores from the Quiz category, don't add that category to the calculation. However, be sure to tell teachers that scores from assignments in the omitted category will not be included in students' final grades.

Activity 6 – Create a Traditional Grade Calculation Formula

Create a traditional grade calculation formula for the high schools in the district.

1. From the District Office Start Page, click **District**

2. In the Grading section, click **PowerTeacher Pro Settings**

3. Click **Traditional Grade Calculation Formulas**

4. Click **Add**

5. Enter the name of the formula, such as `High School Formula`, followed by your initials

6. Enter a description of the formula, such as `Use this calculation formula for high schools`

7. To choose the schools that will use the formula, click **Manage School Selection**

8. In the School Selection window, check the box next to the name of each school that will use the formula and click **Submit**

9. If the formula will be the default for the school, check **Make this Formula the School Default**

10. To calculate and display overall traditional final grades, check **Calculate Overall Class Grades**

    Clear the check box if none of the selected schools use traditional class grades.

11. Click the heading for the year-long scheduling term to view and edit the associated reporting terms; for this activity, edit only the Y1 term in this section

12. Click the Edit icon at the far right of the Y1 term

13. On the Formula tab, indicate whether teachers are to be able to edit this calculation by selecting either **Yes** or **No** from the "Teachers Can Edit Calculation" menu

    To determine this option at the school level, select **Use School Setting**.

    Note that the default school setting is displayed to the right of the "Teachers Can Edit Calculation" menu. If the default school setting is Yes, selecting No from the menu will override the school default.

14. Verify that the **Calculate Overall Class Grade** is checked to ensure that traditional class grades are calculated in this term

15. Open the Type menu and select the calculation method **Reporting Term**

16. From the Term Weighting menu that appears above the Type section, select **Exact Value Earned**, meaning the value from the grade scale

    Schools that translate the term grades to points (like IB schools) would set this value to Term Weighting Points.

17. From the Attribute menu, select **S1** and keep the weight at 1

18. Click **Add** and select **Reporting Term**, the attribute **S2**, and set the weight to 2

19. Click **Submit**

20. Click the Edit icon for the S1 term and set the S1 calculation to **Reporting Term** with Q1 and Q2 weighted equally

21. Set the Q1 calculation to **Standards**, and choose the attribute **Specific Weighting**, leaving the weight at 1

    If you had chosen Mean, Median, Mode, or Highest attribute, the calculation would factor in all of the standards final grades entered for that student for the selected reporting term. However, when Specific Weighting or Specific Sum attributes are selected, the calculation uses the information on the Course page to determine which standards to include in the calculation.

    It's also possible to add another value to the calculation, such as Total Points, so that both standard scores and assignment scores are figured into the term grade.

22. Even though you would not want to mix calculation types on your server at home, for this activity, set the Q2 calculation to **Categories**, and add at least three categories to the calculation, weighting them as desired

23. On the Drop Low Scores tab, select **Yes** from the Teachers Can Edit Drop Scores menu, select which low scores to drop, and how many, then click **Submit**

24. Do not click Submit on the "Edit (name) Traditional Grade Calculation Formulas" page unless instructed to by your trainer

The result of this setup is a grade calculation formula like this:

Y1 = (S1 +2*S2)/2

S1 = (Q1 +Q2)/2

Q1 = The weighted average of standards selected on the Course page

Q2 = The weighted average of category totals scores

It's clear that using a more uniform method of grade calculation would be desirable. It would definitely be more manageable, and also easier to explain (and defend) to the school community!

Traditional Grade Preferences

Use the Traditional Grade Preferences page to set up or edit traditional grade calculation preferences and attributes for each school. If a school doesn't track behavior through standards, then enable citizenship so that teachers can enter citizenship scores in PowerTeacher Pro. Configure the settings for one school, such as one of the high schools, and then copy the settings to the schools that will use the same preferences, such as the rest of the high schools in the district. (The settings on this page are similar to the settings found in PowerTeacher Administrator.)

Activity 7 – Set Up Traditional Grade Preferences

Set up the traditional grade calculation preferences for a single school, then copy the preferences to other schools in the district.

1. From the District Office Start Page, click **District**

2. In the Grading section, click **PowerTeacher Pro Settings**

3. In the Grade Calculations section, click **Traditional Grade Preferences**

4. To open the edit window, click the name of a school

5. Define whether teachers can edit the calculation and the "drop lowest scores" settings

6. Select the number of decimal places that will be included in saved final grades, and whether they will be rounded or truncated

7. To allow teachers to enter citizenship scores in PowerTeacher Pro, check **Enable Citizenship**

8. To copy the settings to other schools, check **Copy Settings**, click **Manage School Selection**, and select the schools

9. Click **Submit**

   To edit the default calculation formula set applied to the school, click the name of the method in the Calculation Formula column and follow the steps outlined in the Course Grade Calculation Formulas section above.

Bonus Activity 1 – Set Up Citizenship Codes

Set up a citizenship scale that includes codes like H for Honorable, S for Satisfactory, or N for Needs Improvement for teachers to use in PowerTeacher Pro.

1. On the District Office Start Page, click **District**

2. Under Grading, click **Citizenship Codes**

3. Click **New**

4. Enter a code, such as `H`

5. Enter a description of the code, such as `Honorable`

6. Since H is the highest citizenship code a student can earn, set the "Sort order for display" menu to **1** so that the code will appear first in the scale

7. Click **Submit**

8. Repeat steps 3–7 to add more codes

Working with Standards-Based Grading

How a student's final standards grade is calculated depends both on the grade scale associated with the course and assignment, and on the preferences that have been set at district, school, term, and teacher levels. District and school administrators determine whether or not teachers can edit the standards grading preferences.

Decision points that impact standards grades include four basic considerations:

- Which scores count in the final grade?

- How many scores count in the final grade?

- Are grades for higher level standards automatically calculated from scores on lower level standards?

- What calculation type should be used on the range of standards scores to represent students' performance?

Other decisions affect term grades, including whether or not standards are part of the overall class grade calculation.

It may make sense for the district to set the broader grading structure, like term grade calculations, but make it possible for teachers to exercise their professional judgment at the classroom level about which scores and how many scores to include, since they'll know how many assignments were given during the term.

Choosing a Calculation Type

In traditional grading, it's common for teachers to average all grades for a term to arrive at a final grade. That approach is also possible with standards. However, since standards represent a learning target rather than a specific task, other measures of progress may be more appropriate. PowerTeacher Pro provides the ability to choose from among these default grade calculation measures:

- Most Recent Scores

- Mean

- Median

- Mode

- Weighted Mean

- Highest

- None

The philosophy behind the general default method of Most Recent Scores is that students gradually master a standard. They're unfamiliar with the information, skills, or concept at the beginning of the term, but improve toward the end. So, the thinking goes, the most recent scores are the most accurate reflection of the student's current proficiency.

However, the other methods also have value. The table below illustrates when each type of measure might be useful, and when it might not.

Calculation Method	When to Use It	When Not to Use It
Mean (the average of scores)	When you have equally important scores at each period of time, and the learning is not cumulative. For example, in History, final unit test scores on unit 1, unit 2, and unit 3 may all be independent. In that case, using the mean (or average) could be a good choice.	When students are introduced to a new concept and the learning is cumulative over time. For example, students start out not understanding a concept, but over the term they get it. Averaging their initial scores (where they were unfamiliar with the work) with their final attempts (when they understood the concepts) may not be the best measure. For example, consider the following scores: 20%, 30%, 40%, 95%, 100%. In this case, the student likely did not understand the concept at the beginning, but by the end he got it. The average here is 57%, which may not be the most reflective of his proficiency at the end of the term.
Weighted Mean	The weighted mean is better than the mean when assignments with high weighted points possible should be counted more heavily.	When all standards scores are valid indicators of performance, the teacher may not care about the specific points possible. This is especially true if there are high point value assignments from early in the semester, and the students have grown tremendously since that time.
Median	When you have multiple data points, and students have been given lots of chances to demonstrate mastery. It allows the student to overcome their initial attempts when they don't understand at the beginning, because only the middle score is used. Some people consider this one of the most consistent measures of performance. This measure throws out high and low outlying scores. For this reason, housing price data is usually listed in terms of the median sales price.	When there are only a few data points. In that case, the middle number can simply be luck. Or, when the learning is cumulative, where the students know much more at the end of the term, and their proficiency is significantly better across the board than at the start. For example, consider the following scores: 20%, 30%, 40%, 95%, 100%. In this case, the student likely did not understand the concept at the beginning, but by the end he got it. The median (or middle number) here is 40%, and may not be the most reflective of his proficiency at the end of the term.

Calculation Method	When to Use It	When Not to Use It
	There are extremes at either end that can skew average.	
Mode	When you have a small range of possibilities. For example, when using letter grades A,B,C,D,F, or a 1-4 scale, there are only a limited range of score options. If a student's scores are A, D, A, B, A, the most frequently occurring value is A.	When there are multiple possible scores, and it is unlikely for the exact score to be consistent. For example, this is not a good measure for percentage scores. Example percentage scores: 90, 91, 25, 100, 99, 81.5, 98, 97, 25, 96, 94. In this data, the mode is 25%. The average is 81.5%. The median is 94%.
Highest	When the student's highest level of demonstrated proficiency is a good indicator of what they know and can do. When assessments are in-depth and highly reliable. In these cases, many districts believe that the student's highest score is a good indicator.	When the highest score could be based on chance or lucky guessing. For example, on multiple choice tests, the student could have guessed right on several questions by chance, boosting their highest score. For example, one student's results for one standard assessed on 5 multiple choice tests were as follows: 70, 95, 70, 70, 70. Although the student did get a 95 once, this score may not be the best reflection of the student's actual level of proficiency on this standard.
Most Recent	When the learning is cumulative, and the students will demonstrate a much higher level of proficiency at the end of the term than at the beginning. In these cases, it makes sense to focus on the most recent scores as a reflection of the students' proficiency.	When some of most recent scores themselves are anomalies. For example, if a student recently was very ill, or experienced some other phenomenon, then the most recent scores may not be reflective of his actual proficiency. This is usually assessed student-by-student to determine if the most recent scores are accurate. It can also happen when the most recent assessment is not as detailed or reliable as earlier assessments, or there were other distracting factors. For example, student performance data includes lots of good quizzes and a unit test with reliable data. Those assessments were followed by in-class review worksheets. Half of the

Calculation Method	When to Use It	When Not to Use It
		students were distracted while completing them because there was construction going on outside. In this case, the most recent data may not be the most reflective.
Specific Weight	Values entered in the weight field for standards related to the course are used to determine which standards grades will be averaged to produce the course grade as well as how much each standard grade will be weighted in that calculation.	If you want to weigh all of the standards assessed by the student to determine a final grade. For calculating a final standards grade, you want all direct child standards to calculate to the parent. For calculating a final traditional grade from standards, you want all standards assessed for the student to be included in the calculation.
Specific Sum	For use with numeric grade scales. Values entered in the weight field for standards related to the course are used to determine which numeric standard grades will be summed to produce a numeric course grade, as well as how many times they will be counted. For example: The course standard has a weight of 2, numeric value of the standard grade is 3, sum value for that standard grade is 6. Course or section grades scales will often allow higher numeric values than those assigned to the standards being summed to allow for more meaningful summed totals. For example: A standard has a numeric 1-4 grade scale. The related course where the grade is being summed might have a 1-20 numeric grade scale so that up to 5 standard grades can be summed	You do not want to have a separate scale where specific summed standards grades are evaluated against a larger maximum range.

Calculation Method	When to Use It	When Not to Use It
	into the course grade for a maximum course grade of 20.	

Important Usage Note: In PowerTeacher Pro, teachers can mark any score as Exempt. If a student was sick during the last quiz, teachers can exempt this score. The most recent calculation will then ignore that score, and use the previous score. In this manner, teachers can use the most recent scores, while still exempting any scores that are not good reflections of the student's learning.

Standards Grade Preferences

Use the settings on the Standards Grade Preferences page to control how standards final grades are calculated and shown in the gradebook. Click the name of a school to:

- Set the default calculation method for standards grades

- Set the number of scores to include in the calculation, and their relative weighting

- Configure higher-level standards grades to be calculated automatically from lower-level standards grades

- Define whether or not teachers can edit the settings in the gradebook

- Copy the settings to other schools

Use the Basic Filter area at the top of the page to search for calculation methods by school name. Click the **+** sign to apply additional search filters, such as the default calculation method or the number of scores included in the calculation. For example, to search for the schools that use the "Most Recent" calculation method, choose **Default Calculation** from the first menu, choose **Most Recent** from the second menu, and click **Apply**.

When using the Specific Weighting attribute, the values you enter in the Weight column for lower-level standards are used to determine which standards grades will be averaged to produce the higher-level standard grade, as well as how much each lower-level standard grade will be weighted in that calculation.

When you use the Specific Sum attribute for numeric grade scales, the values you enter in the Weight column for lower-level standards are used to determine which standards grades will be added together to produce the higher-level standard grade, as well as how many times each standards grade will be counted.

Activity 8 – Configure Standards Grade Preferences

Set up the standards grade preferences for a school and then copy the preferences to other schools in the district.

1. From the District Office Start Page, click **District**

2. In the Grading section, click **PowerTeacher Pro Settings**

3. In the Grade Calculations section, click **Standards Grade Preferences**

4. To open the edit window, click the name of a school

5. In the Standards Grades section, define how standards grades will be calculated from assignment scores by default; for example, choose **Most Recent Scores**

6. To prevent teachers from editing the default calculation method, clear **Teacher Editable**

7. In the "Most Recent Scores Calculation" section, click **Edit** to change the number of scores to consider in the final standards grade calculation and select **4** from the menu

8. Set the weight of the most recent two scores to **2**, leaving the others set at **1** to make end of term assignments count more than earlier ones

9. To prevent teachers from changing the default settings, clear **Teacher Editable**

10. In the "Calculating Higher Level Standards" section, check **Auto-Calculate** to automatically calculate higher-level standards grades from lowest-level standards grades

11. Select the metric that will be used in the calculation, such as **Mean**

12. To prevent teachers from editing the settings, clear **Teacher Editable**

13. To copy the settings to other schools, check **Copy Settings**, click **Manage School Selection**, and select the schools

14. Do not click Submit unless instructed to by your trainer

Activity 9 – Review Standards Settings on Courses

1. On the District Setup page, click **Courses**

2. Open the Filter and type **ENG** in the Course Name field to restrict the list of courses to English courses

3. Click the name of a course, such as **English 1**

4. At the top of the course page, click the District – Standards tab

5. Type **9.W** in the filter page and click **Apply** so that only writing standards are displayed

   Note that three levels of standards are displayed, and that in the row of standards at the top two levels is a check box in the Auto-Calculate column and an Edit button in the far right column.

6. Click one of the Edit buttons to view the lower-level standards related to the parent standard

7. Enter **3** in the Weight column for one standard, **2** for another, and enter **1** in the rest, then click **Submit**

   The weighting formula is now displayed in the weighting column on the course page. If there is no assignment score value for that standard in a given term, that standard won't be counted in the grade calculation.

8. To set how standards scores are to be factored in to a course grade, enter weights directly on the course page

Display Settings

Use these settings to control how information appears in the gradebook by default. Also define whether standards and traditional grades appear in teachers' gradebooks. Configure the settings for individual schools, or use the Copy Settings feature to set up the preferences for multiple schools.

For example, configure the settings for all of the schools in the district that use both traditional and standards-based grades. Then, configure the settings for all of the schools that use only standards-based grading. Or, hide traditional grades for all of the elementary schools that use only standards grades, then configure the settings again for all of the schools that use only traditional grades.

In districts with many schools, becoming adept at using the Basic Filter feature on PowerTeacher Pro setup pages will facilitate finding and working with a subset of schools.

Activity 10 – Configure DisplaySettings

Configure the default gradebook display settings for schools in the district that use both traditional and standards-based grades.

1. From the District Office Start Page, click **District**

2. In the Grading section, click **PowerTeacher Pro Settings**

3. In the Gradebook Setup section, click **Display Settings**

4. In the Basic Filter area, type `Apple` to narrow the list of schools, and click **Apply**

5. Click the **+** sign to open the filter menu and explore the options in that menu and the associated options in the criteria field

6. Open the edit window by clicking **Apple Grove High School**

7. To change how teachers' classes are listed in the gradebook, open the "Display and Sorting" menu and select an option, such as **Section Number (sort by Course Name)**

   The default setting is Period / Day.

8. Verify that **Show Standards Pages and Links** and **Show Standards on Assignments** are selected so that teachers see standards grades and standards aligned to assignments in the gradebook

9. To change the sort order of the Traditional and Standards navigation links in the Grading menu and Quick Menu in teachers' gradebooks, open the Navigation Links Sort Order menu and choose **Standards, Traditional**

   The default setting is Traditional, Standards.

10. Verify that **Show Traditional Grades** is selected so that teachers see traditional grades in the gradebook

11. To copy the settings to other schools, check **Copy Settings**

    Note that only schools you selected in the filtering step are displayed, and that they are already selected. To display all schools in the district, click **Manage School Selection**, and select additional schools to copy the display settings to.

12. Do not click Submit unless instructed to by your trainer

Manage Next Year's Calculations

Save time by creating the grade calculations for the next school year prior to running the End of Year process. Use the Manage Next Year Calculations page to copy the calculations from the current school year to the next year. After completion, change the calculations as needed for the next school year without affecting calculations for the current school year. Note that if this process is used, subsequent changes to the current year calculations will not be migrated to the next year calculations as part of the End of Year process.

To manage the calculations for next year, from the District Office Start Page, click **District**. In the Grading section of the District Setup page, click **PowerTeacher Pro Settings**. Then click **Manage Next Year Calculations**. Next, click **Create Calculations** and click **OK** to confirm that you want to promote this year's settings to next year. The message that appears at the top of the page indicates that the promotion is complete.

Note: The next school year must already be created at the District Office in PowerSchool in order to use this feature.

Navigate to the Traditional Grade Calculation Formulas page (Start Page > District > PowerTeacher Pro Settings) and change the Term menu to next year to work with the calculation formulas you just created.

Setting Up School Grading Preferences

To view and manage the PowerTeacher Pro grading preferences at the school level, navigate to the School Setup page and click **PowerTeacher Pro Settings**. You may edit some of the preferences at the school level, but some are view-only.

Default Gradebook Type – Existing Sections

Set the gradebook preference for existing course sections at the school level. Navigate to the School Setup page and click **Sections**. Choose a course and click a section number. Then choose **PowerTeacher Pro** from the Gradebook Type menu. If the teacher will continue to use PowerTeacher Gradebook, choose **PTG** instead. To save the section settings, click **Submit**. Sections that are set up to use PowerTeacher Pro are the only classes that will appear in the PowerTeacher Pro gradebook. Sections that are set up to use PowerTeacher Gradebook will appear in that gradebook.

Experienced users can also use Direct Database Access (DDA) or Quick Import to change the default gradebook type for sections all at once. Change the field GradebookType, located in the Sections table, to a value of 2 for sections that will use PowerTeacher Pro.

District Categories for Teachers

School administrators use the District Categories for Teachers page to manage which district-created categories are available to teachers at the school. For example, district administrators may have created a "Lab Work" category for all schools to use, but if teachers at your school do not give lab work assignments, you can make the category unavailable at your school.

To view and manage district-created categories, navigate to the School Setup page. Then click **PowerTeacher Pro Settings** and select **District Categories for Teachers**. On the District Categories for Teachers page, you see the district-created categories listed by name, description, and color. To view the default category details, such as whether or not assignments created using the category will be included in students' final grades, click the name of the category. Then click **Optional Assignment Defaults**. The bottom of the View Category window lists the schools that are using the category. To close the window, click **X** in the upper-right corner.

To manage which categories are available for use by teachers at the school, click **Manage Categories**. Then check the box next to a category name to make the category available, or clear the check box to make it unavailable. Click **Submit** to save the changes.

Traditional Grade Calculation Formulas

Traditional grade calculation formulas are created at the district level. Use the Traditional Grade Calculation Formulas page at the school level to view the formulas that were created for the school.

To view district-created calculation formulas, navigate to the School Setup page. First, click **PowerTeacher Pro Settings** and select **Traditional Grade Calculation Formulas**. Then click the name of a calculation formula. Although you cannot change any of the settings, you can view them. For example, to view the calculation formula details for a reporting term, click the icon in the View column.

School Traditional Grade Preferences

When your district administrators created the calculation formulas for your school, they defined the preferences for the final grade formula, saved calculated grades, and citizenship score entry. You cannot edit the calculation formula, but you can edit some of the preferences for your school.

Activity 11 – Edit the Traditional Grade Preferences for a School

Edit the traditional grade preferences for the school.

1. Switch from the District Office to a school by clicking the School menu in the upper-right corner and selecting a school from the menu
2. In the main menu, click **School**
3. In the Grading section of the School Setup page, click **PowerTeacher Pro Settings**
4. In the Grade Calculations section, click **Traditional Grade Preferences**
5. Define whether teachers can edit the calculation and the drop lowest scores settings
6. Select the number of decimal places that will be included in saved final grades, and whether they will be rounded or truncated
7. To allow teachers at the school to enter citizenship scores in PowerTeacher Pro, check **Enable Citizenship**

   Citizenship codes are set up at the district level.
8. Do not click Submit unless instructed to by your trainer

School Standards Grade Preferences

Use the settings on the Standards Grade Preferences page at the school level to control how standards final grades are calculated and shown in the gradebook. In the Grade Calculations section of the PowerTeacher Pro Settings page, click **Standards Grade Preferences** to:

- Set the default calculation method for standards grades
- Set the number of scores to include in the calculation, and their relative weighting
- Configure higher-level standards grades to be calculated automatically from lower-level standards grades
- Define whether or not teachers can edit the settings in the gradebook

Activity 12 – Edit the Standards Grade Preferences for a School

Edit the standards grades calculations preferences for a school.

1. In the main menu, click **School**
2. On the School Setup page, click **PowerTeacher Pro**
3. In the Grade Calculations section, click **Standards Grade Preferences**
4. In the Standards Grades section, define how standards grades will be calculated from assignment scores by default; for example, choose **Most Recent Scores**
5. To prevent teachers from changing the default setting, clear **Teacher Editable**
6. Define the number of recent scores to include in the calculation and their relative weighting by clicking **Edit**, choosing the number of scores, and modifying the values in the Weight column
7. To prevent teachers from changing the default setting, clear **Teacher Editable**
8. To automatically calculate higher-level standards grades from lower-level standards grades, check **Auto-Calculate**
9. Select the metric that will be used in the calculation, such as **Mean**
10. To allow teachers to change the default setting, check **Teacher Editable**
11. Do not click Submit unless instructed to by your trainer

Display Settings

Use the preferences on the Display Settings page to determine how information appears in the gradebook by default for teachers at the school. Teachers can change the default settings to user-specific display preferences in their gradebooks (see the course materials on how teachers use PowerTeacher Pro for more information). Also define whether standards and traditional grades appear in teachers' gradebooks.

Activity 13– Configure School Display Settings

Configure the default gradebook display settings for a school that uses both traditional and standards-based grades.

1. From the Start Page, click **School**
2. In the Grading section of the School Setup page, click **PowerTeacher Pro Settings**
3. In the Gradebook Setup section, click **Display Settings**

4. To change how teachers' classes are listed in the gradebook, open the "Display and Sorting" menu and select an option, such as **Section Number (sort by Course Name)**

   The default setting is Period / Day.

5. Verify that **Show Standards Pages and Links** and **Show Standards on Assignments** are selected so that teachers see standards grades and standards aligned to assignments in the gradebook

6. To change the sort order of the Traditional and Standards navigation links in the Grading menu and Quick Menu in teachers' gradebooks, open the Navigation Links Sort Order menu and choose **Standards, Traditional**

   The default setting is Traditional, Standards.

7. Verify that **Show Traditional Grades** is selected so that teachers see traditional grades in the gradebook

8. Do not click Submit unless instructed to by your trainer

Administrator Access

Occasionally, a school administrator may need to access a teacher's gradebook. For example, if a teacher needs assistance with troubleshooting final grade calculations, an administrator may access the teacher's gradebook in read-only mode. The administrator can view any part of the gradebook, but cannot make any modifications.

To make it possible for an administrator to access PowerTeacher Pro, first edit the administrator's current security user group. On the school Start Page, click **System**. In the Security section of the System Administrator page, click **Roles Administration**. On the Roles Administration page, click **User Access** and then select the user group, such as **School Administrator**. On the Edit User Access Role page, check **PowerTeacher Pro Read Only Admin Access** and click **Submit**. To verify that the correct user role is assigned to the administrator, locate his staff record and click **Security Settings**. On the Security Settings page, click the "Admin Access and Roles" tab. In the Roles and Schools section, verify that the user role, such as School Administrator, is listed in the "Roles (Group Name)" column for the administrator's school. If it is not, click the Edit icon, select the user role, and click **Submit**.

To access a teacher's gradebook, click **Teacher Schedules**. Click the name of the teacher. Then click **PowerTeacher Pro**. Or as an alternative, search for the teacher's staff record from the Start Page. Then in the staff pages menu, click **PowerTeacher Pro**.

When you access the teacher's gradebook and the teacher is also signed in, you will not terminate his or her session. That means you can view the gradebook at the same time as the teacher, which is helpful when troubleshooting an issue.

Activity 14 – Access PowerTeacher Pro as an Administrator

One of the teachers at your school would like your help with troubleshooting an issue in PowerTeacher Pro. Sign in to the teacher's gradebook as an administrator.

1. On the school Start Page, click **Teacher Schedules**

2. Click the name of the teacher

3. To access the teacher's gradebook, click **PowerTeacher Pro**

   In PowerTeacher Pro, you see a message at the top of the window that indicates you are viewing the teacher's gradebook in a read-only view.

Data Migration

When you switch the gradebook preference during the school year, current year data will be migrated automatically from PowerTeacher Gradebook to PowerTeacher Pro, including data such as class rosters, student information, standards, assignments, scores, comments, and final grades. When a teacher signs in to PowerTeacher Pro for the first time, the "Migrate Data to PowerTeacher Pro" window appears. When the teacher clicks **Migrate Data**, data from PowerTeacher Gradebook is migrated to PowerTeacher Pro.

The following conditions must be met in order to successfully migrate assignment data:

- Your PowerSchool administrator has set the Gradebook Type to PowerTeacher Pro for the section for the current year

- No assignments exist in PowerTeacher Pro

- At least one assignment exists in PTG for the current year

If these conditions are met, the first time you launch PowerTeacher Pro, a Migrate Data to PowerTeacher Pro screen appears.

The Migration Process

The migration performs the following basic steps:

- Reads PowerTeacher Gradebook section data and teacher categories

- Locks any final grades for complete reporting terms

  For example, PGFinalGrades and StandardGradeSection rows are set to overridefg=1 or islocked=1, respectively, for completed reporting terms, so subsequent changes to PowerTeacher Pro do not affect reported grades.

- Creates teacher categories in PowerTeacher Pro

- Creates assignments and assignment standards associations in PowerTeacher Pro

- Creates assignment scores and assignment standards scores in PowerTeacher Pro

- Creates teacher display preference settings in PowerTeacher Pro from PowerTeacher Gradebook Preferences

Troubleshooting the Gradebook Migration

Co-Teaching

If a co-teacher launches PowerTeacher Pro before the lead teacher, all classes in which the co-teacher can edit will be migrated for the lead teacher. If both try to migrate a class at the same time, one of the migrations will fail. Reloading the page will clear the error.

Items that will not migrate from PowerTeacher Gradebook:

- Custom teacher-created versions of the grade scale

- Custom teacher-created score codes (if there is no corresponding grade scale item or special code item in the grade scale)

  For example, a teacher enters in score code of "x" = 80%. If there is no "x" in a grade scale or special code, then "x" cannot migrate to PowerTeacher Pro, but the value of 80% is migrated correctly.

- Calculation settings

  Since calculation settings do not migrate, be sure that your PowerSchool administrator has created any new grade calculation formulas in PowerSchool, or you can create grade calculation formulas in PowerTeacher Pro.

- Content links

- Teacher-defined custom student fields

Grade Scales vs. Conversion Scales

For standards, PowerTeacher Pro uses grade scales instead of conversion scales. As part of the PowerSchool 10 upgrade, copies of conversion scales have been created as grade scales and attached to the appropriate standards.

Be sure to review existing standards in PowerSchool and verify that the correct grade scales are associated to standards. The standard scores are created using the new grade scales, so it is important to ensure that the grade scales contain the same grade labels and values. Numeric grade scales should have the same range (min and max) as the conversion scale.

If the grade scale differs from the conversion scale, the standard scores will be converted to the new grade scale and may not reflect the original grade. In some cases, incorrect standard grade scales will cause the section to fail migration and require administrator action.

Key Points

- Setting Up District Grading Preferences – Set up final grade calculation formulas and grading preferences at the district level to provide grading consistency and to save teachers time

- Setting Up School Grading Preferences – Set up some grading preferences at the school level to provide grading consistency and to save teachers time