Final Grade Setup Report – Detailed Directions for Elementary School

Log in to **PowerSchool**
Select **Reports** from the **Functions** section of the main menu
Select the **Custom Reports** tab
Scroll down to the **School Reports – Staff, Class, Section, etc …** section
Select **Final Grade Setups**

Please refer to the appropriate Term Weights document on the SIS site for Teachers.

Language Arts Quarter Grade Calculation:
SCS requires that Elementary Language Arts teachers calculate the average for each quarter using the weights:
50% Reading, 30% English, 20% Spelling.

1. Choose the following options from the pull down menu to verify that Language Arts teachers have <u>not</u> completed final grade setup for the **Q4** term.
   - **Course Term**: 2012-2013 12-13
   - **Store Code**: Q4
   - **Department**: All Departments
   - **Course:** 1st Language Arts (0101)
   - **Teacher:** All Teachers
   - **Setup Type**: Total Points
   - Click **Submit**

   Hint: Click the column title for **Section** to sort the report so that each teacher's sections are grouped together.

   NOTE: Any teacher whose sections are displayed will need to correct the Final Grade Setup within PowerTeacher gradebook.

   NOTE: After completing the search with 1st Language Arts, repeat these steps for Language Arts in 2nd through 5th grades.

2. Choose the following options from the pull down menu to verify that Language Arts teachers have assigned the appropriate weight to each category in Final Grade setup for the **Q4** term.
   - **Course Term**: 2012-2013 12-13
   - **Store Code**: Q4
   - **Department**: All Departments
   - **Course:** 1st Language Arts (0101)
   - **Teacher:** All Teachers
   - **Setup Type**: Category Weighting
   - Click **Submit**

   Hint: Click the column title for **Weighting** to sort the report so that each category is grouped together.

   NOTE: Verify that the teachers have assigned the appropriate weights to each category:
   Reading – 50; English – 30 and Spelling – 20.

   NOTE: After completing the search with 1st Language Arts, repeat these steps for Language Arts in 2nd through 5th grades.

All Courses Semester 2 Grade Calculation:
SCS requires that all teachers calculate the average for **S2** using term weights.
Please refer to the appropriate Term Weights document on the SIS site for Teachers.

1. Choose the following options from the pull down menu to display teachers who have <u>not</u> completed final grade setup for the **S2** term.
   * **Course Term**: 2012-2013 12-13
   * **Store Code**: S2
   * **Department**: All Departments
   * **Course**: All Courses
   * **Teacher**: All Teachers
   * **Setup Type**: Total Points
   * Click **Submit**

   Hint: Click the column title for **Course** to sort the report so that classes are grouped together by course.

   NOTE: Non-graded courses do not have to complete **S2** Final Grade setup; however, homeroom teachers who record conduct in Final Grade mode must complete the setup so that conduct is stored for the report card.
   Kindergarten teachers <u>do not</u> have to complete Final Grade setup; however, MAPS teachers of Kindergarten students must complete the setup so that conduct is stored for the report card.

2. Choose the following options from the pull down menu to display teachers who have completed final grade setup <u>incorrectly</u> for the **S2** term.
   * **Course Term**: 2012-2013 12-13
   * **Store Code**: S2
   * **Department**: All Departments
   * **Course**: All Courses
   * **Teacher**: All Teachers
   * **Setup Type**: Category Weighting
   * Click **Submit**

   Hint: Click the column title for **Teacher** to sort the report to easily identify teachers who need to make corrections.

   NOTE: Any teacher whose sections are displayed will need to correct the Final Grade Setup within PowerTeacher gradebook.

Choose the following options from the pull down menu to verify that all teachers have assigned the <u>appropriate</u> term weight in Final Grade setup for the **S2** term. SCS requires that all teachers calculate the average for **S2** using term weights. **Please refer to the appropriate Term Weights document on the SIS site for Teachers.**

   * **Course Term**: 2012-2013 12-13
   * **Store Code**: S2
   * **Department**: All Departments
   * **Course**: All Courses
   * **Teacher**: All Teachers
   * **Setup Type**: Term Weighting
   * Click **Submit**

   Hint: Click the column title for **Section** to sort the report so that terms for each section are grouped together.