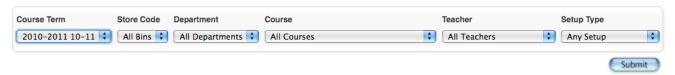# Teacher Final Grade Setup

1. Log in to **PowerSchool.**

2. Select **Reports** from the *Main Menu.*

3. Select **Custom Reports** tab.

4. Select the **Final Grade Setups** from the *School Reports – Staff, Class Section, etc …* section.

Final Grade Setups as of 2:38 PM on 7/27/2010

Course Term	Store Code	Department	Course	Teacher	Setup Type
2010-2011 10-11	All Bins	All Departments	All Courses	All Teachers	Any Setup

Submit

5. Select the **Course Term** for which Final Grade Setup is to be verified.
   NOTE: The **Course Term** is set at the section level. Elementary and Middle Schools should choose the full year term; High Schools should select the current Semester/Trimester term.

6. Select the **Store Code** that corresponds to the current grading term or leave it set to *All Bins* to see Final Grade Setups for all Store Codes within the designated Course Term*.

7. Select the appropriate **Department** to examine Final Grade Setups for a specific department or leave it set to *All Departments* to run the report for all departments.
   NOTE: The list of departments is populated through **PowerScheduler.** Elementary and Middle Schools should leave it set to *All Departments.*

8. Select the appropriate **Course** to scan or leave it set to *All Courses* to run the report for all courses with active sections in the selected Store Code.

9. Select the **Teacher** whose Final Grade Setup is to be verified or leave it set to *All Teachers* to run the report for every teacher.

10. Select the **Setup Type** for the Final Grade Setup method(s) in use within the school. Please see **Term Setups** on page 2.
    NOTE: The default setup within the Teacher Gradebook is Total Points.

11. Click **Submit** to generate the on-screen list of teachers and the corresponding Final Grade Setup.

Term Setup

NOTE: Due to recent policy changes from the SDE, teachers will not set up second semester / second and third trimester until after the SCS School Board has determined the weighting for End of Course tests and TCAP.

District Established Term Setup

Elementary:

Quarters 1 & 2 (Q1 & Q2):
Language Arts must use *Category Weights* when setting up Final Grade calculations for the Quarters.
- Reading = 50%
- English = 30%
- Spelling = 20%

Semester 1 (S1): Should be set as *Term Weights*
- Q1 = 50%
- Q2 = 50%

Year (Y1): Should be set as *Term Weights*
- S1 = 50%
- S2 = 50%

Middle:

Semester 1: Should be set as *Term Weights*
All Courses except Physical Science & Algebra 1
- Q1 = 50%
- Q2 = 50%

Physical Science & Algebra 1
- Q1 = 40%
- Q2 = 40%
- E1 = 20%

Year (Y1): Should be set as *Term Weights*
- S1 = 50%
- S2 = 50%

High School (Semester):

Semester 1: Should be set as *Term Weights*
All Courses except Gateway Remediation
- Q1 = 40%
- Q2 = 40%
- E1 = 20%

Gateway Remediation
- Q1 = 35%
- Q2 = 35%
- E1 = 15%
- G1 = 15%

High School (Trimester):

Trimester 1: Should be set as *Term Weights*
All Courses except Gateway Remediation
- W1 = 80%
- X1 = 20%

Gateway Remediation
- W1 = 70%
- X1 = 15%
- G3 = 15%