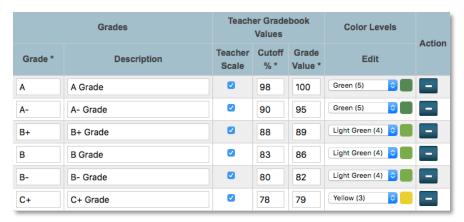# Setting Up PowerTeacher Pro

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. Some of the same features are also available at the school level.

Creating 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 score codes.

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:

Color	Equates to a Grade of
Dark green	A
Green	B
Yellow	C
Orange	D
Red	F

If you had set up conversion scales previously, when you upgrade to PowerSchool 10 and start using PowerTeacher Pro, the grade scales will be copied from the conversion scales and tied to 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.

To create a grade scale:

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

2. Click **New**

3. Enter the name of the grade scale, such as `Traditional`

4. To use traditional letter grades, open the Type menu and choose **Alpha**

5. From the Use menu, choose **Traditional Grade**

    For standards-based grading, you would choose **Standards**. For a combination of traditional and standards-based grading, choose **Traditional Grade and Standards**.

6. Enter a description of the grade scale, such as `Use for traditional grading`

7. Verify **Scale Used in GPA and Course Credit** is selected

8. 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 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+.

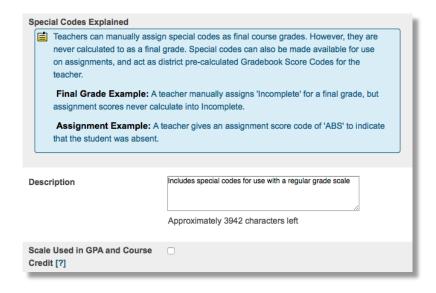9. Choose the starting number of colors, such as **5**

10. Click **Generate Table**

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

11. Edit the grades and gradebook values, if needed

12. For each grade in the scale, enter a description, GPA points, and added value

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

14. Click **Add Grade** to add another grade

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

A special codes scale may be used in conjunction with any grade scale you create. For example, you may create a special scale that includes alphanumeric score codes, or you may create one that includes codes such as "NC" for no credit, or "W" for withdraw. When you associate a regular grade scale with a special scale, teachers can access all of the items on both scales.
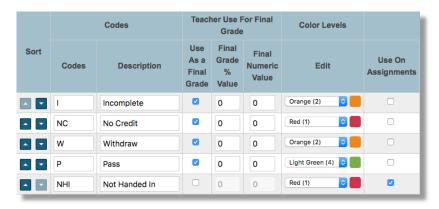
To create a special codes scale:

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`

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

5. Since the codes, or grades, in this scale will not be included in students' GPAs or count toward course credit, clear the "Scale Used in GPA and Course Credit" check box

6. 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`

7. Click **Generate Table**

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

8. Edit the codes values, if needed

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**

    Clear the "Use As a Final Grade" check boxes next to the codes that teachers cannot use as final grades.

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

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

Sort	Codes		Teacher Use For Final Grade			Color Levels		
	Codes	Description	Use As a Final Grade	Final Grade % Value	Final Numeric Value	Edit		Use On Assignments
▲▼	I	Incomplete	☑	0	0	Orange (2)	🟧	☐
▲▼	NC	No Credit	☑	0	0	Red (1)	🟥	☐
▲▼	W	Withdraw	☑	0	0	Orange (2)	🟧	☐
▲▼	P	Pass	☑	0	0	Light Green (4)	🟩	☐
▲▼	NHI	Not Handed In	☐	0	0	Red (1)	🟥	☑

13. For the NHI (Not Handed In) code, check **Is Missing** to indicate that when a teacher uses the code to score an assignment, it means the assignment is missing

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

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

To associate a special codes scale with a regular grade scale:

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

2. Click the Edit icon next to the regular grade scale

3. From the Uses Special Codes menu, select the special codes scale

4. Click **Save**

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

Setting PowerTeacher Pro as the Default Gradebook

Define PowerTeacher Pro as the default gradebook (instead of PowerTeacher Gradebook) that teachers will use for new course sections at the district level. Define the default gradebook for existing sections at the school level.

To set PowerTeacher Pro as the default gradebook for new course sections:

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

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

3. Click **Default Gradebook Type**

4. From the Default Gradebook Type menu, choose **PowerTeacher Pro**

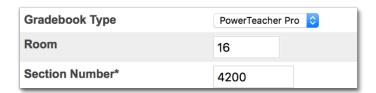| Option	Value
Default Gradebook Type	PowerTeacher Pro ⌄

Submit

5. Click **Submit**

To set PowerTeacher Pro as the default gradebook for existing course sections:

1. From the school's Start Page, click **School**

2. On the School Setup page, click **Sections**

3. Choose a course

4. Select a section number

5. From the Gradebook Type menu, choose **PowerTeacher Pro**

   If the teacher will continue to use PowerTeacher Gradebook, choose **PTG** instead.

Gradebook Type	PowerTeacher Pro
Room	16
Section Number*	4200

6. 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. For more information on the data migration process, see the PowerTeacher Pro data migration guide on PowerSource.

Setting Up District Grading Preferences

District administrators can configure the grading preferences and calculations for a single school or for multiple schools to provide grading consistency, and to save teachers from having to set up the preferences in the gradebook for each section they teach.

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.

Gradebook Setup

Default Gradebook Type	Set the default gradebook for newly created sections.
Display Settings	Select options to determine how the class lists and grades (including standards and traditional grades) appear in the gradebook.
District Categories for Teachers	Create district assignment categories for teachers.

Grade Calculations

Manage Next Year Calculations	Create the calculations for the next school year prior to the end-of-year process.
Standards Grade Preferences	Determine the standards grades calculation formula settings for the district and edit the calculation formula for a school.
Traditional Grade Calculation Formulas	Set up the traditional grade calculation formula.
Traditional Grade Preferences	Determine the calculation formula settings for the district and edit the calculation formula for a school.

Creating District Categories for Teachers

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 if you will be setting up category weighting as the final grade calculation method at the district level.
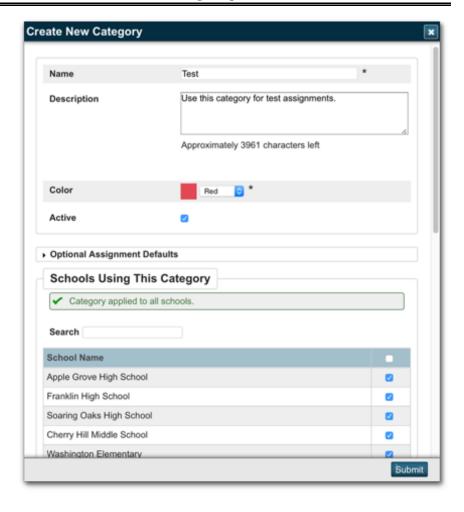
To create a category for assignments that will be used by teachers at multiple schools:

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 `Test`

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

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

8. Use the default setting of **Active** to enable the category to be used

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 `100`, and whether the points will be weighted or not

12. To publish the scores for assignments in this category by default, check **Publish Scores**

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

14. To select the schools for which the category will be available, click **Edit** and check the boxes next to the school names
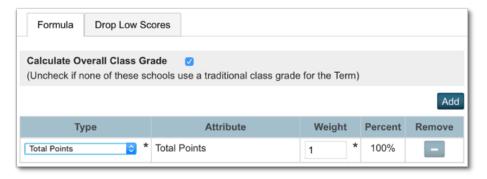
    The category is set to be available to all schools by default.

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

Create New Category

Name	Test	*
Description	Use this category for test assignments.	

Approximately 3961 characters left

Color	Red ⬦	*
Active	☑	

▸ Optional Assignment Defaults

Schools Using This Category

✔ Category applied to all schools.

Search [   ]

School Name	☐
Apple Grove High School	☑
Franklin High School	☑
Soaring Oaks High School	☑
Cherry Hill Middle School	☑
Washington Elementary	☑

Submit

Creating 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 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.

To create a traditional grade calculation formula for multiple schools:

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`
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. For the first scheduling term, such as the year term, click the Edit icon next to the first reporting term that will be included in the calculation

    For example, if the school has a yearlong term that includes the reporting terms Y1, S1, Q1, Q2, S2, Q3, and Q4, you may have to set up the calculation method for each of those reporting terms if you want grades to be calculated for each one.
12. On the Formula tab, open the Type menu and select the calculation method, such as **Total Points**

    If you choose Standards as the method and either the Specific Weighting or Specific Sum attribute, define the standards weights and auto-calculation settings for each course on the District-Standards tab of the Courses page at the district level.
13. Edit the value in the Weight column, if needed
14. If needed, use the settings on the Drop Low Scores tab to define which low scores will be dropped from students' final grade calculations
15. Click **Submit**
16. Repeat steps 11–15 for each term
17. To save the grade calculation formula, click **Submit**

Setting Up Traditional Grade Preferences

Use the Traditional Grade Preferences page to set up or edit course grade calculation preferences and attributes for each school. 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.

| School Settings | Course Final Grade Formulas | | | | Save Calculated Grades | | |
District Order ▲ Alphabetical	Calculation Formula	Teachers Can Edit Calculation	Teachers Can Edit Drop Scores	School Formula Overrides Course	Decimal Places	Round or Truncate	Teacher Editable
Apple Grove High School	Total Points	✔	✔	✔	0	Round	✔
Franklin High School	Total Points			✔	0	Round	✔
Soaring Oaks High School		✔	✔	✔	0	Round	✔
Cherry Hill Middle School		✔	✔	✔	0	Round	✔
Washington Elementary		✔	✔	✔	0	Round	✔

To set up traditional grade calculation preferences:

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 the school

5. Define whether or not teachers can edit the calculation and the drop lowest scores settings

6. Check **School Formula Overrides Course Formula** to ensure that the calculation method set up for the school trumps the calculation method for the course

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

8. To allow teachers to edit the saved calculated grades settings, check **Teacher Editable**

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

10. To save the preferences, 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 Creating Traditional Grade Calculation Formulas section above.

Configuring 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

| School Settings | Standards Grades | | Most Recent Scores Calculation | | | Calculating Higher Level Standards | | |
District Order ▲ Alphabetical	Default Calculation	Teacher Editable	# of Scores	Weighting	Teacher Editable	Auto-Calculate	Use This Metric	Teacher Editable
Apple Grove High School	Most Recent	✔	3	(33.33%, 33.33%, 33.33%)	✔	✔	Mean	✔
Franklin High School	Most Recent	✔	3	(33.33%, 33.33%, 33.33%)	✔	✔	Mean	✔
Soaring Oaks High School	Most Recent	✔	3	(33.33%, 33.33%, 33.33%)	✔	✔	Mean	✔

Use the 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**.

To set up standards grades preferences:

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

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

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

4. To open the edit window, click the name of the 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 allow teachers to change the default setting, check **Teacher Editable**

7. 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

8. To allow teachers to change the default setting, check **Teacher Editable**

9. To automatically calculate higher-level standards grades from lowest-level standards grades, check **Auto-Calculate**

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

11. To allow teachers to change the default setting, check **Teacher Editable**

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

13. Click **Submit**

Configuring Display Settings

Use these settings to control how information appears in the gradebook by default. Also define whether standards and traditional grades are shown 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. For example, hide traditional grades for all of the elementary schools that use only standards grades. Configure the settings again for all of the schools that use only traditional grades.

Display Preferences		Classes List for Teachers	Standards Usage			Traditional Grades
District Order ▲	Alphabetical	Display and Sort Sections by	Show Standards Grades	Show on Assignments	Navigation Links Sort Order	Show Traditional Grades
Apple Grove High School		Section Period / Day	✔	✔	Traditional, Standards	✔
Franklin High School		Section Period / Day	✔	✔	Traditional, Standards	✔
Soaring Oaks High School		Section Period / Day	✔	✔	Traditional, Standards	✔
Cherry Hill Middle School		Section Period / Day	✔	✔	Traditional, Standards	✔
Washington Elementary		Section Period / Day	✔	✔	Traditional, Standards	✔

To configure default gradebook display settings:

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

5. 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.

6. 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

7. 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.

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

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

10. Click **Submit**

Managing 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.

To manage the PowerTeacher Pro settings for next year:

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

2. In the Grading section of the District Setup page, click **PowerTeacher Pro Settings**

3. Click **Manage Next Year Calculations**

4. Click **Create Calculations**

5. 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.