

# Final Grade Setup for Traditional Grade Calculations

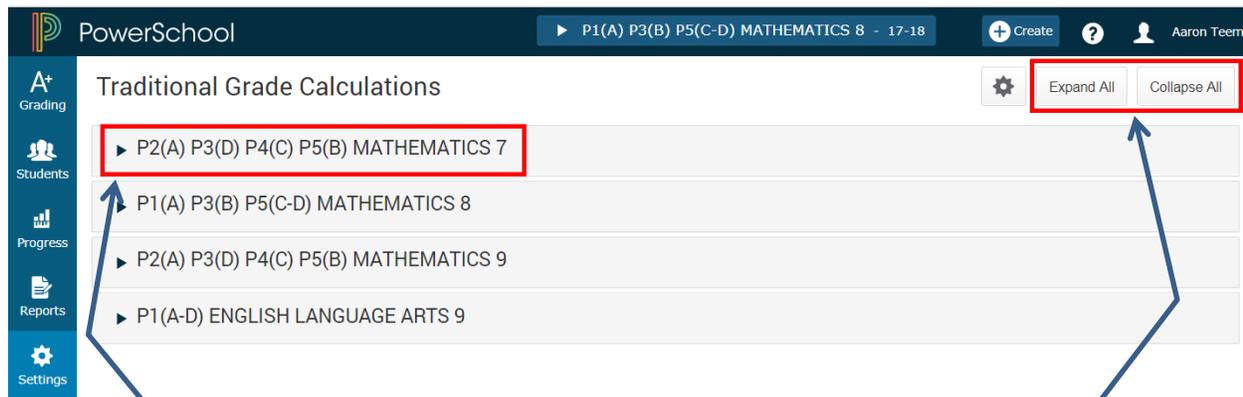
Defining the final grade setup for your reporting terms (i.e. Q1, T1, S1, F1) is a critical step where you determine the formulas used to calculate students' final grades for each of those reporting terms. Grade calculations can be set up using: (1) Total Points, (2) Term Weighting, (3) Outcomes Weighting, and (4) Category Weighting. It is possible to use different calculation methods for different reporting terms. For example, you can choose to use Term Weighting for F1, and Category Weighting for S1.

This document is divided into two sections:

- Part A: How to Set up Traditional Grades Calculations
- Part B: Copy Traditional Grades Calculations

## Part A: How to Set up Traditional Grades Calculations

1. Log in to **PowerTeacher**.
2. Click any **PowerTeacher Pro** link.
3. Click **Settings** on the left.
4. Click **Traditional Grade Calculations**. The page will show the final grade setup for **all** classes, so be sure to navigate to the desired course before entering or editing grade setup.
5. To see the grade calculations for all classes, click **Expand All**. To hide the grade calculations for all classes, click **Collapse All**. Click on a class name to expand, or collapse, the grade calculations for only that class.



Click on a class name to expand, or collapse, the grade calculations for only that class

Click Expand All or Collapse All to view/hide grade calculations for all classes

## Final Grade Setup for Traditional Grade Calculations

6. For the desired class, and first ensuring with the grade calculations are expanded for that class, click the edit button under **Actions** for a **Reporting Term**.

▼ P2(A) P3(D) P4(C) P5(B) MATHEMATICS 9				
REPORTING TERM	FORMULA TYPE	EDIT CALC	EDIT DROPS	ACTIONS
F1	Category Weighting	✓	✓	
Y1	Category Weighting	✓	✓	
Q3	Category Weighting	✓	✓	

7. To calculate the overall class grade using the formula, verify that **Calculate Overall Class Grade** is checked.

S1 Reporting Term for 1(A-B) ENGLISH 12				
Formula		Drop Low Scores		
Calculate Overall Class Grade		<input checked="" type="checkbox"/>		
TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Category Weight...	1. Speaking ...	20	20%	-
Category Weight...	2. Reading a...	35	35%	-
Category Weight...	3. Writing an...	45	45%	-

8. Select the **Type** from the dropdown.

There are four options to choose from:

a. **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 achieving 1250 points out of a total 1600 points possible would have a percentage grade of 78%.

b. **Term Weighting**

Use the term weighting method to calculate a student's final grade based on grades from shorter reporting terms. For example, you might calculate F1 final grades based on the final grades for S1 and E1. In this scenario, you might enter 70% for S1 and 30% for E1.

TYPE
Total Points
Total Points
Term Weighting
Outcomes Weighting
Category Weighting

### c. Outcomes Weighting

To have curriculum outcomes determine the course's final grade for a reporting term, you must use outcomes weighting. Use the outcomes weighting method to calculate a student's course final grade based on final grades from the outcomes aligned to the course. If using Outcomes Weighting, be sure to set the **Attribute** to **Specific Weights**.

**Important Note:** Since outcomes weight settings are configured in PowerSchool Administrator (and no longer configured by the teacher in Gradebook), be sure to confirm that the weight settings have been configured for the course before using Outcomes Weighting.

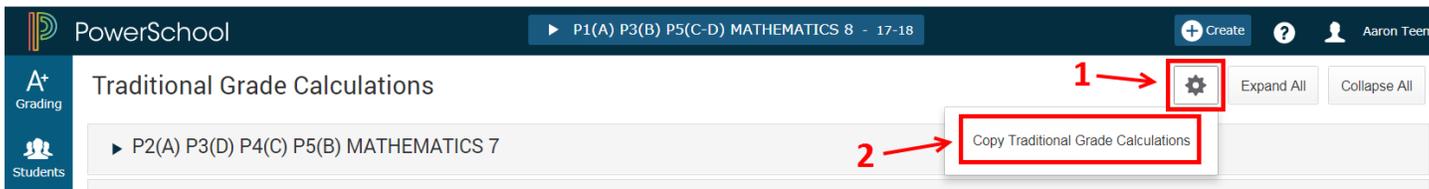
### d. Category Weighting

Categories are broad classifications for assessment types, strands, or units of study. Use the category weighting method to calculate a student's final grade using categories. Assign a weight to each category to determine how it contributes to the final grade. The weighted percentage values are added together to calculate the final grade. For example, you might use the categories (1) Speaking and Listening, (2) Reading and Viewing, and (3) Writing and Other Ways of Representing, and assign each the respective weights 20, 35, and 45.

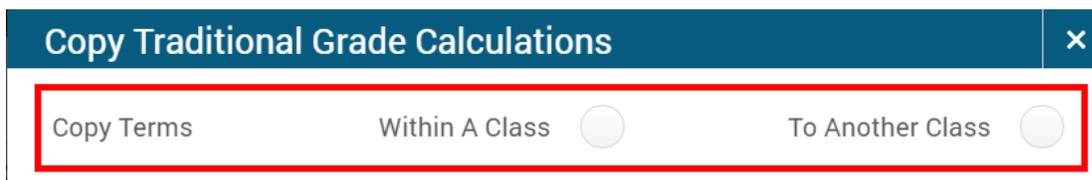
9. Select the **Attribute** from the dropdown. The dropdown options will vary depending upon the Type selected.
10. Enter the **Weight**.
11. To add additional **Types** and **Attributes**, click the plus  button on the far right.
12. Add as many **Types** and **Attributes** as necessary. Use weight values that will make the values in the Percent columns add up to 100%.
13. Click  .
14. Repeat these steps until all reporting terms are set up. Another option is to copy grade calculations. You can copy your grade setup from a specific reporting term (copy the setup from one term into another term/s), or you can copy it from another class (copy the entire setup from one class into a different class). Proceed to part B for instructions on how to copy grade calculations.

## Part B: Copy Traditional Grades Calculations

- On the Traditional Grade Calculations page, (1) select the gear icon and then (2) choose **Copy Traditional Grade Calculations**.



- Select one of the copy options: (1) copy terms withing a class, or (2) copy terms to another class.



- Copy Terms **Within a Class**: use this option to copy the calculations to other reporting terms in the same class. For example, if you use category weighting in your Mathematics 8 class, you can set it up once in one of your terms, and then copy it to all other terms in the same class.

a. Select copy terms **Within a Class**.

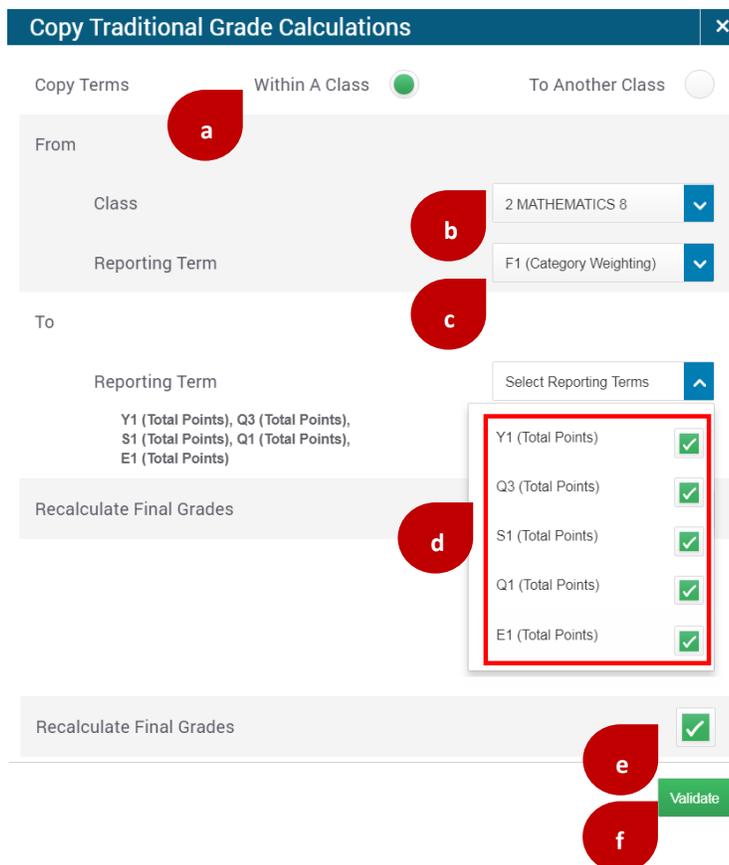
b. Select the source class.

c. Select the source reporting term.

d. Place a checkmark next to each of the target reporting terms.

e. By default, the **Recalculate Final Grades** checkbox is selected. Deselect the checkbox if you do not want the recalculation to occur.

f. Click **Validate**. A Summary screen displays which settings will be copied. If any reporting terms cannot be copied, an explanation is provided in the Info column.



g. Click **Copy**. The calculations are copied to the specified terms in the same class.

FROM	TO	COPY CALC	COPY DROPS	INFO
F1	Y1	✓	✓	
F1	Q3	✓	✓	
F1	S1	✓	✓	
F1	Q1	✓	✓	

(2) Copy Terms **To Another Class**: use this option to copy the calculations to other classes. For example, if you teach three section of Visual Arts 10, you can set up one class, then copy that setup to your other Visual Arts 10 classes.

a. Select copy terms **To Another Class**.

b. In the **From** section, select the source term and class.

c. In the **To** section, select the target term, and place a checkmark next to each of the target classes.

d. By default, the **Recalculate Final Grades** checkbox is selected. Deselect the checkbox if you do not want the recalculation to occur.

e. Click **Validate**. A Summary screen displays which settings will be copied. If any reporting terms cannot be copied, an explanation is provided in the Info column.

f. Click **Copy**. The calculations are copied to the specified target classes and terms.

FROM	TO	COPY CALC	COPY DROPS	INFO
Q1	Q3	✓	✓	
S1	Y1	✓	✓	
E1	E1	✓	✓	
F1	F1	✓	✓	