PTPro Checklist
2018 Implementation

Last Updated: 11/2/2018

Table of Contents

Introduction

PowerTeacher Pro is replacing PTg (PowerTeacher gradebook) beginning in the 2018-2019 school year. Every teacher, school and LEA will utilize PowerTeacher Pro starting in 2018-2019.

This document contains multiple parts. Parts I & II discusses facts and information and grading scales regarding the implementation. Part III will walk through the implementation steps in detail and Part IV will list the implementation steps as a checklist.

Part I – Facts and Information

Part II – Working with Grade Scales

Part III – Implementing PTPro

Part IV – Implementation Checklist

Part I – Facts and Information

PowerTeacher Pro combines an intuitive user interface with robust functionality for standards-based grading and traditional grading. It also includes new features for managing the classroom. PTPro offers the same great user experience and full functionality from any computer or tablet, including Mac, Windows, iOS, Android, and Chromebooks. PowerTeacher Pro does not require the use of Java.

Moving from PTg (PowerTeacher gradebook) to PTPro (PowerTeacher Pro)

Beginning in school year 2018-2019, every teacher, school and LEA will be using PTPro. 'All-in' has been the key phrase.

PTPro provides a method for you to start from scratch, or copy assignments from past PTg years.

LEAs/schools that are moving to PTPro for the first time, will start from scratch and be able to copy assignments from past PTg years.

For LEAs/schools that have already moved to PTPro in the 2017-2018 school year, no migrating is necessary. You will be able to copy from 2017-2018 PTPro AND/OR from past PTg years.

District Setup and Control Over PTPro Settings

PTPro was designed so many of the settings teachers were once required to configure in PTg can now be done on their behalf through PowerSchools' Admin Portal. The main page for these settings are found within the LEA level under District Setup > PowerTeacher Pro Settings. Decisions regarding what is controlled at the district level is up to the LEA. Explicit details can be found in Part II – Implementing PTPro.

Part II – Working with Grade Scales

PowerSchool v10 and above has introduced many changes to the way grade scales work, primarily in support of the new features and grading method in PTPro.

There are now three grade scale types:
- Alpha
- Numeric
- Special Codes

> At the state (DPI) level, the NC 10-point scale has been defined for use at all LEAs/Schools as required. Prior to the PTPro implementation, the NC 10-Point scale was an 'Alpha' grade scale type. This 10-point scale needs now to be a 'Numeric' grade scale type and all the alpha rows (i.e. Inc, CDM, WF, WP, etc..) will not exist in that grade scale.

Specifically, for standards, because PTPro uses grade scales rather than conversion scales, PowerSchool 10 and above includes a feature to auto-migrate existing Standards Conversion Scales to Grade Scales. The grade scales in PowerSchool 10 and above have new validation rules and it is possible a conversion scale converted to a grade scale may have validation errors.

It is important for LEAs to check all their grade scales after the upgrade to PowerSchool v11. Grade Scales with validation issues will have a caution icon next to their name.

⚠ Editing the grade scale will reveal the nature of the validation issue.

PowerTeacher Pro Grade Scales
Any time before or after EOY **and** before the new school year begins, ensure the following:
1. A new NC 10-Point Scale is created as a Numeric grade scale type. (**it cannot be edited, a new one will have to be created as a type = Numeric**)
2. A Special Codes scale is created as a Special Codes grade scale type.
    a. The alpha rows taken out of the old 10-point scale get added to this 'special codes' scale.
3. Attach the Special Codes grade scale to the new numeric NC 10-Point scale.

Other grade scales are used throughout the state, such as Alpha scales – A,B,C,D - S,N,U or M,A,O,B or Numeric Scales 1,2,3,4. These are still acceptable grade scales, just be sure to attach the special codes scale to them.
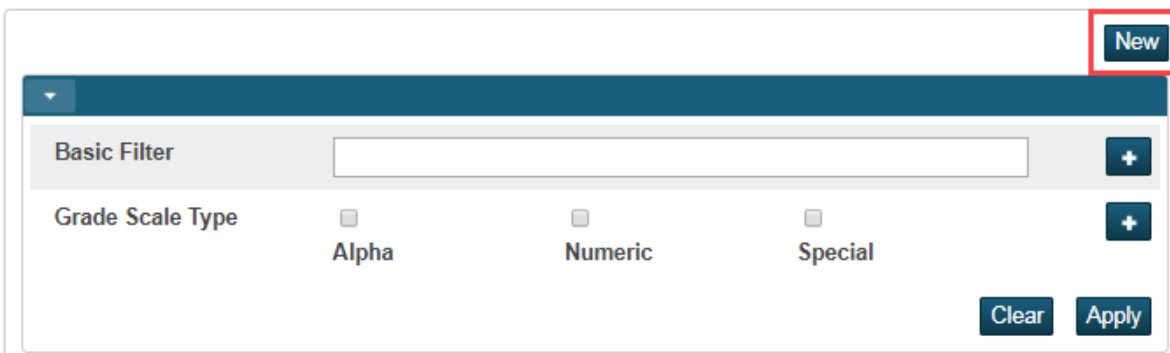
Grade scales include color levels for each item in the scale. Grade scale color levels provide a consistent visual indicator of student progress. The color level can be aligned across all different types of grade scales. These color levels are used on the Progress pages in the gradebook and in other parts of PowerSchool, such as in the 'At Risk Student Dashboard'.

Creating a Numeric Grade Scale

Grade Scales are created at the District (LEA) level. You will notice that you already have a grade scale that used to be your conversion scale. This was done automatically during the upgrade to PowerSchool v10.

Navigation:	At the LEA level – Start Page > Setup-LEA > Under Grading – Grade Scales

Grade Scales

1. Click **New** button

2. **Name** – enter a name for the Grade Scale (i.e. NC 10-Point Scale Numeric)
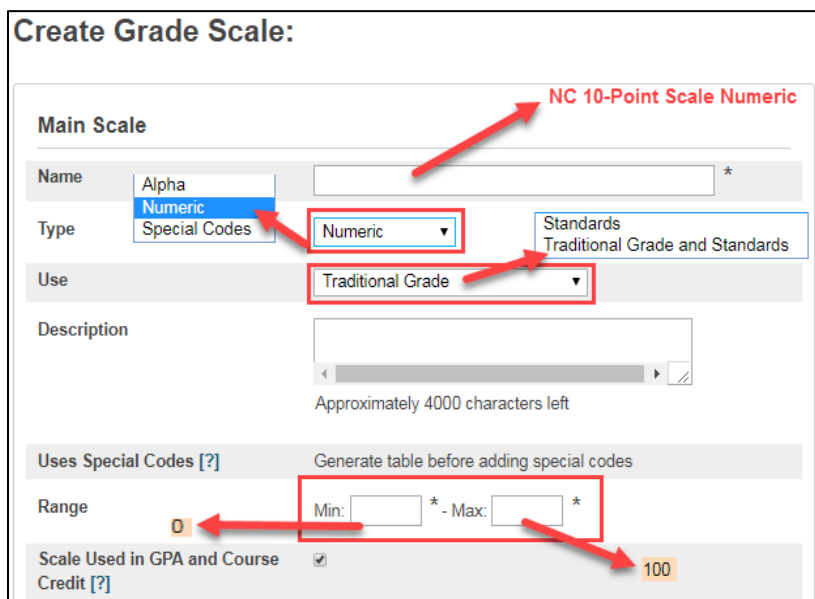
3. **Type** – Select *Numeric* from the dropdown list

4. **Use** – For standards-based grading, select Standards. For a combination of traditional and standards, choose 'Traditional Grade and Standards'

5. **Description** – This is optional – Enter a description of the scale (maybe include +/- or .5)

6. **Use Special Codes** – There is nothing to do here yet --- you must generate the table then come back in to this grade scale and select a Special Codes Grade Scale from the dropdown list.

7. **Range** – Entering a minimum number and a maximum number will quickly generate that number of rows in the grade scale. For NC 10-Point Scale, enter 0 (zero) for Minimum and 100 (one hundred) for Maximum.

8. **Scale Used in GPA and Course Credit** – Ensure there is a check mark in this box for the NC 10-Point scale.

Important: This will automatically check all numeric values in your grade scale under the **Added Value** column and **Grad Credit** column.

After you have clicked the **Generate Table** button, you must:

    a. Uncheck the **Added Value** and **Grad Credit** boxes associated with numeric values that are considered failing. For example, if your LEA or charter considers 0-59 as a failing grade, you must uncheck those boxes under columns for **Added Value** and **Grad Credit** for those numeric values.

    b. Click **Save** button.

9. **Include** – Select a character from the dropdown list to include in the grade scale creation as desired NOTE: If you are using this grade scale for standards, a **Decimals** pop-up appears. Select the decimal place value you want included in the grade scale.

10. **Show Term Weighting and Average Final Grades (AFG)** – It is de-selected by default. Only check the box if you want to display Term Weighting Points when editing the scale. (It is generally not checked.)

11. **Repeated Course Policy** – Choose the Grade Suppression Policy created at the LEA for use at the High Schools. Below is the link pertaining to Grade Suppression

http://www.nc-sis.org/Documents/student_info/PS_QRD_Grade_Suppression.pdf

12. **When Converting Other Scales into This Scale** – By default, numeric grade scales use cutoff values.

13. **Starting Number of Colors** – Select desired number of colors you want to system to use when creating this table. Can be edited after the table is generated. The number of colors range from 2 to 5.

14. Click **Generate Table** button – The Grade Scale table will be created and will appear on the screen.

15. Click **Save** button.

Grade Scale

Number		GPA and Credit Values				Teacher Gradebook Values in THIS Scale		Color Levels	Conversions to and from Other Scales ONLY	
Grade	Description	Counts in GPA	Grade Points (GPA)	Added Value	Grad Credit	Numeric Cutoff *	Numeric Value *	Edit	Cutoff % To Numeric *	% Value *
100	100	☑	4	☑	☑	99.5	100	Green (5) ▼ 🟩	99.4	100
99	99	☑	4	☑	☑	98.5	99	Green (5) ▼ 🟩	98.5	99
98	98	☑	4	☑	☑	97.5	98	Green (5) ▼ 🟩	97.5	98
97	97	☑	4	☑	☑	96.5	97	Green (5) ▼ 🟩	96.5	97
96	96	☑	4	☑	☑	95.5	96	Green (5) ▼ 🟩	95.5	96
95	95	☑	4	☑	☑	94.5	95	Green (5) ▼ 🟩	94.5	95
94	94	☑	4	☑	☑	93.5	94	Green (5) ▼ 🟩	93.5	94
93	93	☑	4	☑	☑	92.5	93	Green (5) ▼ 🟩	92.5	93
92	92	☑	4	☑	☑	91.5	92	Green (5) ▼ 🟩	91.5	92
91	91	☑	4	☑	☑	90.5	91	Green (5) ▼ 🟩	90.5	91
90	90	☑	4	☑	☑	89.5	90	Light Green (4) ▼ 🟩	89.5	90
89	89	☑	3	☑	☑	88.5	89	Light Green (4) ▼ 🟩	88.5	89
88	88	☑	3	☑	☑	87.5	88	Light Green (4) ▼ 🟩	87.5	88
87	87	☑	3	☑	☑	86.5	87	Light Green (4) ▼ 🟩	86.5	87
86	86	☑	3	☑	☑	85.5	86	Light Green (4) ▼ 🟩	85.5	86
85	85	☑	3	☑	☑	84.5	85	Light Green (4) ▼ 🟩	84.5	85
60	60	☑	1	☑	☑	59.5	60	Red (1) ▼ 🟥	59.5	60
59	59	☑	0	☐	☐	58.5	59	Red (1) ▼ 🟥	58.5	59
58	58	☑	0	☐	☐	57.5	58	Red (1) ▼ 🟥	57.5	58
57	57	☑	0	☐	☐	56.5	57	Red (1) ▼ 🟥	56.5	57
56	56	☑	0	☐	☐	55.5	56	Red (1) ▼ 🟥	55.5	56
55	55	☑	0	☐	☐	54.5	55	Red (1) ▼ 🟥	54.5	55
54	54	☑	0	☐	☐	53.5	54	Red (1) ▼ 🟥	53.5	54
53	53	☑	0	☐	☐	52.5	53	Red (1) ▼ 🟥	52.5	53
52	52	☑	0	☐	☐	51.5	52	Red (1) ▼ 🟥	51.5	52
51	51	☑	0	☐	☐	50.5	51	Red (1) ▼ 🟥	50.5	51
50	50					49.5	50	Red (1)		50

Creating a Special Codes Grade Scale

Special code scales can include rows that can be used in addition to the main scale that it is attached.

Ex: AUD, CDM, WF (withdrawn Failing), WP (withdrawn Passing), FF (Failure due to attendance) can be used with the 10-point scale, S,N,U scale, M,A,O,B scale and a 1,2,3,4 scale. So AUD,CDM,WF,WP,FF rows are in your Special Codes Grade Scale. Then, this special codes scale is attached to all the other scales.

NOTE: A grade scale can only have 1 special codes scale attached to it. However, 1 special codes scale can be attached to multiple alpha and/or numeric grade scales.

Grade Scale

Sort	Codes	Description	Use As a Final Grade	Final Grade % Value	Final Numeric Value	Counts in GPA	Grade Points (GPA)	Added Value	Grad Credit	Edit (Color Levels)
▲ ▼	AUD	Audit	☐	0	0	☐	0	☐	☐	Green (5) ▼ 🟩
▲ ▼	CDM	Credit by Demonstr	☑	0	0	☐	0	☐	☑	Green (5) ▼ 🟩
▲ ▼	INC	Incomplete	☐	0	0	☐	0	☐	☐	Yellow (3) ▼ 🟨
▲ ▼	NHI	Not Handed In	☐	0	0	☐	0	☐	☐	Orange (2) ▼ 🟧
▲ ▼	ABS	Absent	☐	0	0	☐	0	☐	☐	Orange (2) ▼ 🟧
▲ ▼	WP	Withdrawn Passing	☐	0	0	☐	0	☐	☐	Green (5) ▼ 🟩
▲ ▼	WF	Withdrawn Failing	☐	0	0	☐	0	☐	☐	Red (1) ▼ 🟥
▲ ▼	FF	Failure due to Atten	☑	0	0	☑	0	☐	☑	Red (1) ▼ 🟥

Exempt: Final Grade/Score is Exempt	Incomplete: Final Grade/Score Incomplete	Use On Assignments	Assignment % Value	Assignment Numeric Value	Is Late	Is Missing	Is Collected	Is Absent	Action
☐	☐	☐	100	Max ▼	☐	☐	☐	☐	−
☐	☐	☐	100	Max ▼	☐	☐	☐	☐	−
☐	☑	☑	50 *	Max ▼	☐	☐	☐	☐	−
☐	☐	☑	0 *	Max ▼	☐	☐	☐	☐	−
☐	☐	☑	100 *	Max ▼	☐	☐	☐	☑	−
☐	☐	☐	100	Max ▼	☐	☐	☐	☐	−
☐	☐	☐	100	Max ▼	☐	☐	☐	☐	−
☐	☐	☐	100	Max ▼	☐	☐	☐	☐	−

Save

LEAs can make their own decisions regarding what rows are included in the special codes grade scale.

Courses at the LEA level are attached to a grade scale. Choose the specific grade scale depending upon the level of the course(s). *Example:* A high school course would use the NC 10-Point Numeric scale.

At the 'section' level, grade scales can be set to 'same as course' or a specified grade scale.

For the school year 18-19 ONLY, after EOY (as part of the Post-EOY checklist)
- All courses that were attached to the 'old' NC 10-Point Scale must be changed to point to the 'new' NC 10-Point Numeric scale. This will work for all newly created sections moving forward.

- All sections that are attached to a specific grade scale named 'NC 10-Point' grade scale, must be changed to the newly created 'NC 10-Point Numeric scale.

See screen shots below:

Course Level and Section Level Screen Shots

Edit Course LEA Information

View Course Information By Year

| LEA | District - Standards | Fees | Prerequisites | Availability | Equivalencies |

Label	Value
Display Name	English I
Course Number	10212X0A
Course Name	English I
Course Description	
External Course Code	
Credit Hours	1.00
Maximum Credit Hours	1.00
CIP Code	☐ CTE Course Flag
Program for All Sections	▼ (if not blank overrides Section selection)
Credit Type	1021 (no spaces)
Default Maximum Enrollment	0
Department	ELA Associate
Subject Area	
Course Notes	
Exclude From Attendance (Optional: Use only to exclude all sections from counting towards ADM/ADA for students.)	☐
Exclude From Storing Final Grades (Use for Courses that are not graded so blank records are not stored with final grades.)	☐
Grade Scale	NC 10-Point Scale Numeric ▼ ⓘ
GPA Added Value Points	0 (usually zero)
Exclude from GPA?	⦿ Include ◯ Exclude

Edit Section

Field	Value
Course Name	English I
Course Number	10212X0A
Schedule	Expression:

Expression:

	A	B
1	☐	☐
2	☐	☐
3	☑	☐
4	☐	☐
5	☐	☐
6	☐	☐
7	☐	☐
8	☐	☐

Term	
Semester 1 ▾	Start Date: 07/09/2018 End Date: 01/25/2019

Teacher - Section Lead   Add

Staff	Role	% Allocation	Start Date	End Date	Actions
Able, Melanie (▾	Lead Teacher	100	7/9/2018 ▦	1/25/2019 ▦	▣ ▬

Exclude From Attendance
(Optional: Use only to exclude this section from counting towards ADM/ADA for students.)   ☐

Exclude From Storing Final Grades
(Use for Sections that are not graded so blank records are not stored with final grades.)   ◉ Same as course ◯ Include ◯ Exclude   (Course Value: Include)

Grade Scale   Same as Course ▾ ℹ   (Course Value: NC 10-Point Scale Numeric)

Exclude from GPA?   ◉ Same as course ◯ Include ◯ Exclude   (Course Value: Include)

Exclude from Class Rank?   ◉ Same as course ◯ Include ◯ Exclude   (Course Value: Include)

Exclude from Honor Roll?   ◉ Same as course ◯ Include ◯ Exclude   (Course Value: Include)

Section Type   ▾

House   ▾

Team   ▾

Close section at max   ☑

Maximum Load Status   Non-Exempt ▾

Post Secondary Information

Course Name	
Course Number	
Institution Code	Select ▾
Credit Hours	

Part III – Implementing PTPro

This portion of the document will navigate through the implementation steps both from the District (LEA) level and the individual school level.

Setting Default Gradebook

You will set the default gradebook to PTPro at the LEA level so moving forward all new classes/sections created will be set to use PTPro as the gradebook.

Navigation:	At the LEA level – Start Page > Setup-LEA > Under Grading - PowerTeacher Pro Settings > Default Gradebook Type

1. On left side navigation bar, under Setup, click **LEA**
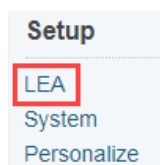
2. Under Grading, click **PowerTeacher Pro Settings**

3. Under Gradebook Setup, click **Default Gradebook Type**

4. From the dropdown list, select **PowerTeacher Pro**

5. Click **Submit**

District Level Setup

Settings at the LEA level can be pushed down to the school level to provide consistency throughout the setup. The LEA makes decisions regarding what pieces of the setup can be locked down or editable at the school / teacher level. This provides as much flexibility or rigidity as the district desires.

Default District Categories for Teachers

These categories can be associated with a selection of schools and do not necessarily have to be shown at all schools within an LEA. Additionally, district categories can have all their assignment default settings pre-defined as well (i.e. Score Type, number of Points, Published, etc..).

Categories that are no longer needed can be made inactive, which will hide them from view in the teacher's gradebook.

District Categories show up in all teacher gradebooks for the selected schools. Depending upon LEA's decisions, individual teachers can decide in which classes, if any, they wish to use the district categories.

When the first version of PTPro came out with v10 of PowerSchool was installed, four (4) default District Categories were automatically installed.

- Classwork
- Project
- Quiz
- Test

As per LEA decision – more district categories can be created set to specific schools (especially if there is a policy around what categories are going to be used in calculating averages.)

Important: Initially, the default categories will be assigned to all schools, so it is important to setup these categories and any others before setting all class sections to PTPro.

Navigation:	**At the LEA level – Start Page > Setup-LEA > Under Grading - PowerTeacher Pro Settings > District Categories for Teachers**

District Categories for Teachers

Create the district list of available teacher categories. These can then be selected as default categories for teachers and used in final grade setup.

☐ Show Inactive [Add]

Sort Order	Category Name	Description	Color	Active	Number of Schools
▲ ▼	Classwork		■ Blue	✔	194 / 194
▲ ▼	Project		■ Purple	✔	194 / 194
▲ ▼	Quiz		■ Tan	✔	194 / 194
▲ ▼	Test		■ Red	✔	194 / 194

The following screenshot shows the default settings for the four default categories. Changes to the settings can be made as well as making them inactive as needed.

Edit Classwork Category

Name	Classwork *
Description	Approximately 4000 characters left
Color	▮ Blue ▾ *
Active	☑

▾ Optional Assignment Defaults

Default Score Type	▾
Default Scoring + Weight	**Points** 10
Publish Assignment	Immediately ▾ *
Publish Scores	☑
Default Count in Final Grade	☑

Schools Using This Category

✔ Category applied to all schools.

Search [   ]   [Edit]

School Name

Abbotts Creek Elementary

Adams Elementary

Alston Ridge Elementary

Apex Elementary

Apex Friendship High

Apex High

[Delete] [Cancel] [Submit]

Creating District Categories for Teachers

Categories can be created at the LEA level and pushed to schools as required. Not all categories have to be created at the LEA level. If the district decides, teachers can create their own categories.

Note: if categories are created at the district and pushed to the schools, they do not have to be used grading calculations if the district chooses not to do so.

Navigation:	**At the LEA level – Start Page > Setup-LEA > Under Grading - PowerTeacher Pro Settings > District Categories for Teachers**

Click **Add** button

1. **Name** – enter a name for the category
2. **Description** - Optionally, enter a description for the category
3. **Color** – Select a color from the dropdown list
4. **Active** – Click the box to make this new category active (seen by schools/teachers)
5. **Add/Remove Schools** – Click EDIT

   a. **Uncheck** the box at the column heading to de-select all schools

   b. **Check the boxes** of all schools that will have the ability to use this new category

6. **Optional Assignment Defaults** – This entire panel is optional. Click the arrow to open the panel and choose default options as necessary. Any of these fields can be changed at the assignment level.

a. **Default Score Type** – Select the score type that will most often be used for assignments in this category.

b. **Default Scoring** – **(depending upon the score type chosen above) –** enter the appropriate information in the box. (i.e. if Points, enter the number of points most used for assignments in this category …example 10). Collected Only does not require anything entered in the box.

   i. In addition to the number of points weighting can be used. Normally this is NOT used as a default. If a specific assignment should be weighted more than other assignments the weighting is done at the assignment level and not as a default.

c. **Publish Assignment** – Choose when any assignment attached to this category wil be published to the parent/student portal. Again, this default can be changed at the assignment level.

Note: Any assignment that is included in grading calculations MUST be published at some point to the parent/student portal.

d. **Publish Scores** – Check the box if you want the scores of the assignments published to the parent/student portal.

e. **Default Count in Final Grade** – Check the box if assignments in this category will be included in the final grade calculation.

7. Click **Submit**

Set Display Settings Defaults

Select options to determine how the class lists and grades (including standards and traditional grades) appear in the gradebook

Navigation:	LEA level – LEA > PowerTeacher Pro Settings > Display Settings

Click on a school, the edit drawer opens. Set the settings for the one school, then copy those settings to other schools as desired.

Note: These are just defaults. Teachers may change these settings as they wish.

1. **Class Names – Display and Sorting** – Select how the classes will appear in the teachers' gradebooks.
2. **Show Standards Pages and Links** – Check this box if this school is using standards based grading. This will allow all-things standards to be displayed throughout the teacher's gradebook.
3. **Navigation Links Sort Order** – Select the order in which the teachers will see the information on their screens.
4. **Show Traditional Grades** - Check this box if this school is using traditional based grading. (The sort order above will dictate which will be displayed first)
5. **Copy Settings** – Check this box if you wish to copy these exact settings to other schools.
6. Click **Submit**

Manage Next Year Calculations

This function allows you to create a copy of the calculations settings for the next school year during the current 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.

> **Navigation:** **LEA level – LEA > PowerTeacher Pro Settings > Manage Next Year Calculations**

1. Click **Manage Next Year Calculations**. The Create Next Year's Calculations Prior to End-of-Year page appears.
2. Click **Create Calculations**. A confirmation message appears at the top of the page.

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

3. Navigate to the Calculation Formulas page (**Start Page > LEA > PowerTeacher Pro Settings**) and change the **Term** to next year to work with the calculation formulas you just created.

Setting Traditional Grade Calculation Formulas

LEAs can define how grades should be calculated for each reporting term within a scheduling term. These calculation setups can be left 'unlocked', so teachers can edit them, or 'locked' so teachers cannot modify how the grades are calculated. The decision to lock a grade setup can be done for each individual reporting term. For example – an LEA might want to lock the Final Grade calculation but allow teachers to edit the 'quarter 1' calculations.

Navigation:	**LEA level – LEA > PowerTeacher Pro Settings > Traditional Grade Calculation Formulas**

1. Click **Add** button

Important: Once a formula is created – it **CANNOT** be deleted! You can dissociate all schools from it but the system will not allow it to be deleted. A suggested practice is to rename it to 'Do not use' or something similar.

Create Traditional Grade Calculation Formulas

Name		*
Description		

Approximately 4000 characters left

Schools

Choose your schools and the terms selection will display if you are calculating overall class grades.

Schools

Search [_____]   **Manage School Selection**

School Name	Make this Formula the School Default
No results match search criteria .	

Calculate Overall Class Grades ☑ (Uncheck if traditional class grades are not used.)

Terms

Click a term heading to view the associated reporting terms.

📋 No schools selected.

Submit

Legend

Icons ✔ - Formula set | ⚠ - Category/reporting term is unavailable for a school where this formula is default | 🗨 - No reporting terms for this term | * - Required Field

2. **Name** – Enter a descriptive name for the calculation
3. **Description** – Optional field – Enter a description indicating what type schools will use this calculation

Create Traditional Grade Calculation Formulas

	Reg HS Grade Calc	*
Name		
Description	This grading calculation formula will be used by regular high schools. (Early College and other types of High Schools will use another calculation formula	

4. Manage School Selection -Click Manage Schools button

Schools	Search [_____]	Manage School Selection

    a. Check the boxes for the schools that will use this formula

    b. Click **Submit**

School Selection   [x]

📋 Added schools will receive the existing traditional grade calculation formulas. Any conflicts will be displayed on the page.

Search [_____]

☐	School Name
☐	Adams Elementary
☐	Alston Ridge Elementary
☐	Apex Elementary
☑	Apex High
☐	Apex Middle
☑	Athens Drive High
☑	Cary High

Cancel Submit

5. Calculate Overall Class Grade – This box is automatically checked. Uncheck **ONLY** if this formula is **NOT** used for traditional based grading.

Calculate Overall Class Grades	☑ (Uncheck if traditional class grades are not used.)

6. Terms – Once the school(s) are selected, the terms panel will display with all the terms that are used in all the schools that have been selected. Notice below that only 2 out of the 3 schools selected have quarter classes so in parenthesis are the school numbers that will have the formula for that term. Also notice, to the right, that zero (0) of the nine (9) terms within the Full Year have been setup yet. Once all 9 terms are done it will show 9/9.

Terms

Click a term heading to view the associated reporting terms.

▸ 17-18 (ALL SELECTED SCHOOLS)	(0 / 9 Reporting Terms Set)
▸ S1 (ALL SELECTED SCHOOLS)	(0 / 4 Reporting Terms Set)
▸ Q1 (316,368)	💬 (0 / 0 Reporting Terms Set)
▸ Q2 (316,368)	💬 (0 / 0 Reporting Terms Set)
▸ S2 (ALL SELECTED SCHOOLS)	(0 / 4 Reporting Terms Set)
▸ Q3 (316,368)	💬 (0 / 0 Reporting Terms Set)
▸ Q4 (316,368)	💬 (0 / 0 Reporting Terms Set)

Submit

    a. Click the arrow next to the 17-18 term (full year) term row.

You'll notice that none of the reporting terms for the full year courses has been setup. Also, it will also display the school names using this reporting term.

b. Click the **Pencil** to setup the F1 reporting term.

Reporting Term	Formula	Status	Edit
F1		Not set	✎
S1		Not set	✎
Q1		Not set	✎
Q2		Not set	✎
M1		Not set	✎
S2		Not set	✎
Q3		Not set	✎
Q4		Not set	✎
E1		Not set	✎

▾ 17-18 (ALL SELECTED SCHOOLS)   (0 / 9 Reporting Terms Set)

9 reporting terms associated to the 17-18 term

Schools using these reporting terms:

- Apex High
- Athens Drive High
- Cary High

c. **Teachers Can Edit Calculation** – as a default all terms are set to 'Use School Setting' (to the right of the dropdown box displays what the setting is) – in this case 'Yes' – teachers can edit this calculation.

If you want to **lock this calculation down** for this reporting term, **Select NO** from the dropdown list

F1 Reporting Term for 17-18 (ALL SELECTED SCHOOLS) Term

| Formula | Drop Low Scores |

Teachers Can Edit Calculation   Use School Setting ▾ School Setting: Yes

Calculate Overall Class Grade ☑
(Uncheck if traditional class grades are not used.)

Add

Type	Attribute	Weight	Percent	Remove
▾ *		1 *	100%	−

📋 If the calculation type is Standards and the attribute is either Specific Weighting or Specific Sum, weights must be defined for each applicable course on the District - Standards page, which is accessible via the Courses page and selecting a course.

Use School Setting
Yes
No

d. You will add rows as needed to include all necessary pieces for this calculation. Select the **Type** from the dropdown list. The example below shows how to use *Reporting Term* as the formula types

Type	Attribute	Weight	Percent	Remove
Reporting Term ▾ *	S1 ▾ *	1 *	50%	−
▾ *		1 *	50%	−

e. **Attribute** – Select which reporting term you want to use as part of the calculation from the dropdown list.

f. **Weight** – As each row is added the percentage is auto calculated based on the weights entered. The default weight is always 1. The goal after all the pertinent rows are created to have the percentage to add up to 100.

In the example below, the Final Grade is calculated by using S1 (semester one grades), S2 grades and an Exam grade. S1 is worth 40 percent, S2 is work 40 percent and the Exam is worth 20 percent.

Type		Attribute		Weight		Percent	Remove
Reporting Term ▼	*	S1 ▼	*	40	*	40%	▬
Reporting Term ▼	*	S2 ▼	*	40	*	40%	▬
Reporting Term ▼	*	E1 ▼	*	20	*	20%	▬

> 📋 If the calculation type is Standards and the attribute is either Specific Weighting or Specific Sum, weights must be defined for each applicable course on the District - Standards page, which is accessible via the Courses page and selecting a course.

Cancel Submit

7. Click **Submit**

Example of S1 Calculation Formula

Type		Attribute		Weight		Percent	Remove
Reporting Term ▼	*	Q1 ▼	*	1	*	50%	▬
Reporting Term ▼	*	Q2 ▼	*	1	*	50%	▬

Example of Q1 Calculation Formula

Type		Attribute		Weight		Percent	Remove
Categories ▼	*	Project ▼	*	25	*	25%	▬
Categories ▼	*	Quiz ▼	*	20	*	20%	▬
Categories ▼	*	Test ▼	*	20	*	20%	▬
Categories ▼	*	Participation ▼	*	35	*	35%	▬

Setting Drop Lowest Score

The drop lowest score function is a tab within the calculation formula.

Important: **It is recommended that this function, if used at all, is NOT setup until very close to the end of the term. If it is set up at the beginning of the term, it will cause many phone calls, questions and concerns around why the students average is changing every time a new assignment is added/scored.**

This function can be set at the district level and locked or not locked. There is a separate lock for the drop low score and the calculation formula. Example – The Q1 calculation can be unlocked but the Drop Low Score in the Q1 can be locked)

Navigation:	**LEA level – LEA > PowerTeacher Pro Settings > Traditional Grade Calculation Formulas > Click the 'pencil' for one of the reporting terms**

1. Click the pencil for one of the reporting terms.
   The example below is the Drop Low Score tab for the Q1 reporting term

   Q1 Reporting Term for 17-18 (ALL SELECTED SCHOOLS) Term   [×]

   | Formula | Drop Low Scores |

   📋 Drop Low Scores Setting Only Applies to Total Points or Category Weighting formula types.

   Teachers Can Edit Drop Scores   [Use School Setting ▾] School Setting: Yes

   Low Scores   **Lowest Grade or Percent**
   Drops the lowest score regardless of assignment weight.

   Drop Low Scores   [None ▾]
   None
   Drop Lowest Overall
   Drop Lowest by Category

   Drop Low Scores settings only apply to formulas using 'Total Point' or 'Category Weighting'. It does NOT apply to 'Term Weighting' formulas.

2. **Teachers Can Edit Drop Scores** – Choose the appropriate selection from the dropdown list. This will be a district decision.

3. **Drop Low Scores** – Choose whether the lowest score is dropped from all the assignments (which is Drop Lowest Overall) or if the lowest score is to be dropped based by category.
   a. **Drop Lowest Overall**
      i. **Number of Scores to Drop** – Enter the number of assignment scores

   Drop Low Scores   [Drop Lowest Overall ▾]

   Number of Scores to Drop   [1]   *

to drop.

b. **Drop Lowest by Category**
   - i. Select a **Category** from the dropdown list
   - ii. Enter the number of assignment scores to be dropped from that category
   - iii. Click **Add** button to add another category to drop lowest assignment score from

The example below shows that the lowest assignment score is dropped from the Test Category and the lowest assignment score is dropped from the Quiz Category.

NOTE: If this is set up at the beginning of the year/semester/quarter then it will alter the overall grade as each assignment is scored (each new assignment has the possibility of being the 'lowest' score in that category).

Therefore, it is recommended to **NOT** set this up until the end of the marking period.

c. Click **Submit**

Repeat these steps for as many formulas you need to create for the LEA.

Important: THERE CAN ONLY BE ONE FORMULA PER SCHOOL IN THIS VERSION OF POWERSCHOOL / PTPro.

Setting Traditional Grade Preferences

Determining additional traditional grade calculation settings for each school in the district.

This is done *after* calculation formulas are done.

Traditional Grade Preferences District/Sch...

Set up grade calculation attributes for each school. Click Course Gr... ...al grade calculation formula.

| Basic Filter | | | + |

Clear Apply

Click on a School to open the Edit Drawer

20 of 20 items

School Settings District Order▲ Alphabetical	Course...Traditional Grade Calculation Formulas	Ca... Calcul...	...res	Decimal Places	Round or Truncate	Enable Citizenship
		Course...	...e Calculated Grades			Citizenship
Bladenboro Middle	Middle School Formula	✔	✔	0	Round	
Bladenboro Primary	Primary Formula	✔	✔	0	Round	

Edit Bladenboro Middle Final Grade Calculation Settings

Course Final Grade Formulas

Calculation Formula	Middle School Formula
Teachers Can Edit Calculation	☑
Teachers Can Edit Drop Scores	☑

Student Grade Scales

Grade Scale	☐
A Numeric Example Scale	☐
Augmented Letter Scale	☐
Augmented Numeric Scale	☑
Conduct Grade Scale	☐
Default	☐
NC 10-Point Scale	☐
S,N,U Grade Scale	☐

Save Calculated Grades

Decimal Places	0 ▼
Round or Truncate	Round

Citizenship

Enable Citizenship	☐

Copy Settings to Other Schools

Copy Settings	☐

Submit

The **Student Grade Scales** panel allows the LEA to display any grade scale(s) that are checked to be seen and used at the teacher level. The teacher will be able to set a different grade scale for a single student for a single class.

Setting Standards Grade Preferences

The calculation of standards grades can be setup in a similar fashion, and eliminates the need to use the PT Administrator portal. A very similar-looking screen is now available under **PowerTeacher Pro Settings > Standards Grade Preferences**.

Clicking on a school will open an edit drawer. Use this page to edit the setting for a single school then copy the settings to any other appropriate school.

Important Setting on this page: **Calculating Higher Level Standards**. When you want to calculate all higher-level standards from their child standards, check the 'Auto-Calculate' box and select a metric (Mean, Median, etc…).
You may use the new 'Specific Weighting' or 'Specific Sum' options. They provide more granular control over which parent standards will be auto-calculated (instead of all of them), as well as weight the child standards that are being rolled up. (i.e. Parent Standard has 3 child standards, the first standard could be weighted at 60% while the other two were weighted at 20% each.)

NOTE: To enter the granular detail, it must be done on the Courses page – District-Standards tab. This screen is also very helpful in providing a way to easily see which standards are associated with a course.

Navigation:	**LEA level – LEA > Courses > (pick a course) > District-Standards**

ELA Grade 1 (10512Z01) - Standards

LEA	District - Standards	Fees	Prerequisites	Availability	Equivalencies

PowerTeacher Pro Calculation Settings

Standards Course Associations From: 2017 - 2018

Calculating the Overall Course Grade From Standards

Calculation Formulas that are set to use Standards - Specific Weighting or Specific Sum will use the course grade calculation weight you specify on this page.

Auto-Calculating Higher Level Standards Grades

Standards Grades Calculations set to auto-calculate higher level standards grades will do so based on these settings. The Auto-Calculate setting will determine which higher level standards this applies to. If the calculation metric is set to Specific Weighting or Specific Sum, weighting is required and should be defined using the Edit button(s) below.

Standards for ELA Grade 1 (2017 - 2018)

Basic Filter [   ] **+**

Clear Apply

Standards ▲	Course Grade Calculation From Standards		Auto-Calculating Higher Level Standards Grades From Lower Level		
	Weight	Percent	Auto-Calculate	Weighting	
CCSS.ELA.LA.1 - First Grade ELA		--%	☑		Edit
CCSS.ELA.L.1 - Language		--%	☑		Edit
CCSS.ELA.L.1.1 - Demonstrate command of the con…		--%	☑		Edit
CCSS.ELA.L.1.1a - Print all upper- and lowercase lett…		--%			
CCSS.ELA.L.1.1b - Use common, proper, and posse…		--%			
CCSS.ELA.L.1.1c - Use sin…r and …ral no… wit…		--%			

Example:

	Weight	Percent	Auto-Calculate	Weighting	
CCSS.ELA.RF.1.2 - Demonstrate understanding of sp…		--%	☑		Edit
CCSS.ELA.RF.1.2a - Distinguish long from short vow…	30	30%			
CCSS.ELA.RF.1.2b - Orally produce single-syllable w…	20	20%			
CCSS.ELA.RF.1.2c - Isolate and pronounce initial, m…	25	25%			
CCSS.ELA.RF.1.2d - Segment spoken single-syllable…	25	25%			

Part IV – Implementing Checklist

This portion of the document can serve as a list of steps that need to be accomplished. It is a great resource to keep on hand to track completed steps.

PowerTeacher Pro = **PTPro**　　PowerTeacher Java Gradebook = **PTg**

PowerSchool 11.05 = **PS11**　　LEA = **District**

Security (System Setup)

User Access Roles

- [ ] Create PTPro Teacher View Only security access role (do not attach it to a security group).

- [ ] Attach view only role created above, to individual users requiring view access to a teachers' gradebook

PowerTeacher Pro Settings (at LEA: Setup LEA > PowerTeacher Pro Settings)

District (LEA) Level …

Default GradebookType

- [ ] Set default 'gradebooktype' field to PTPro. **LEA Setup > PowerTeacherPro Settings > Default Gradebook Type** (NOTE: This is for any newly created sections moving forward)

Set all Existing Sections to PTPro

- [ ] Set all existing class sections to PTPro. You can follow this QRD located in http://www.nc-sis.org/Documents/school_info/PS_QRD_ModifyExistingSectionsToUsePTPro.pdf

Grade Scales - **LEA Setup > Grade Scales**

- [ ] Create a new NC 10-Point **Numeric** grade scale.

- [ ] Create Special Codes grade scale(s) that will be attached to all other grade scales being used (i.e. NC 10-Point Numeric Scale)

☐ Attach Special Codes grade scales to all other grade scales being used (i.e. NC 10-Point Numeric Scale as well as others that may be used)

Display Settings - Set these at each school. **LEA Setup > PowerTeacherPro Settings > Display Settings**

☐ Standards Usage – check or un-check as needed

☐ Traditional Grades Usage – check or un-check as needed

District Categories for Teachers

☐ Define categories to be pushed to teachers

☐ Consider removing the four default categories right away if you will not use them

Manage Next Year Calculations – NOT USED THE FIRST YEAR using PTPro (every year moving forward – this copies existing PTPro calculations to next school year)

☐ Create Calculations (ensure the next year is created before coming here)

Standards Grade Preferences – configuration is similar to PS 9.x PT Administrator screen

☐ Clicking each school!

Traditional Grade Calculation Formulas – configuration is similar to PS 9.x PT Administrator screen

☐ Create Grade Calculation Formula(s) – attaching it appropriate schools (Remember once created, it cannot be deleted)

Traditional Grade Preferences – configuration is similar to PS 9.x PT Administrator screen

☐ Create Grade Calculation Formula(s) – attaching it to appropriate schools

Standards – **LEA Setup > Under Grading > Standards**

☐ List Standards -- If using standards, ensure appropriate standards are in PS. You can follow 2 QRDs: *PS_QRD_Importing New Standards* and *PS_QRD_Updating Existing StandardsIntoPS* located in http://www.nc-sis.org

☐ Manage Next Year – create standards for the next school year prior to EOY (end of year process) (Not used this first year)

Setup Each School That Will Use PTPro – Navigate to School Level

<u>Display Settings</u> – Was completed at LEA level – double checked at the school level

☐ Class Names

☐ Standards Usage – check or un-check as needed

☐ Traditional Grades Usage – check or un-check as needed

<u>District Categories for Teachers</u>

☐ View categories created at the District level – create school level categories if needed

<u>Standards Grade Preferences</u> – pushed from District

☐ Have School check this – edit as necessary, if district approves change

<u>Traditional Grade Calculation Formulas</u> – pushed from District

☐ Have School check this – edit as necessary, if district approves change

<u>Traditional Grade Preferences</u> – pushed from District

☐ Have School check this – edit as necessary, if district approves changes