

# Setting Up PowerTeacher Pro

## Quick Reference Card

### 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.

Grades		GPA and Credit Values				Teacher Gradebook Values			Color Levels	Action
Grade *	Description	Counts in GPA	Grade Points (GPA)	Added Value	Grad Credit	Teacher Scale	Cutoff % *	Grade Value *	Edit	
A	Superior	<input checked="" type="checkbox"/>	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	96	96	Green (5)	
A-	Superior	<input checked="" type="checkbox"/>	3.667	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	90	90	Green (5)	
B+	Good	<input checked="" type="checkbox"/>	3.333	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	87	87	Light Green (4)	
B	Good	<input checked="" type="checkbox"/>	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	83	83	Light Green (4)	
B-	Good	<input checked="" type="checkbox"/>	2.667	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	80	80	Light Green (4)	
C+	Average	<input checked="" type="checkbox"/>	2.333	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	77	77	Yellow (3)	

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

When you set up a grade scale, assign the colors orange and red to all failing or at-risk grades and assign dark green, green, and yellow to passing grades. Progress charts in PowerTeacher Pro will have a black demarcation line that indicates where the division is between passing and at-risk grades, so assign the right colors to the grades in each scale.

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 cutoff 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. If any of the codes in this scale will be included in students' GPAs or count toward course credit, check **Scale Used in GPA and Course Credit**
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. For each code in the scale, enter a description
9. For each code that teachers can enter manually as a final grade, such as I (Incomplete), check **Use As a Final Grade**
10. In the Final Grade % Value field, enter a percentage value to assign for this special code when used as a final grade
11. In the Final Numeric Value field, enter a numeric value to assign for this special code when used as a final grade
12. Use the menus in the Color Levels column to edit the colors associated with the codes
13. Verify that **Use on Assignments** is checked for each code, such as NHI, that teachers can use to score assignments
14. For the NHI (Not Handed In) code, check **Is Missing** to also insert the Missing flag as a visual indicator when a teacher uses the code to score an assignment
15. Click **Add Grade** to add another code, if needed
16. When you've finished making changes, click **Save**

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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

At the district level, set PowerTeacher Pro as the default gradebook (instead of PowerTeacher Gradebook) that teachers will use for new course sections. 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 an existing individual course section:

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**

To modify a group of sections using Direct Database Access (DDA):

1. From the school's Start Page, select **System**
2. On the System Settings page, select **Direct Database Export (DDE)**
3. Open the Current Table menu and click **Sections**
4. In the Search Sections area, open the field menu and click **Term ID**
5. From the comparator menu, select **>=**
6. For the field value, enter the term ID for the current school year
7. Check **Search only in records belonging to [the selected school]**
8. Click **Search all records in this table**

9. Open the list or table view and verify you have the correct sections selected
10. Switch into the DDA
11. Click **Modify Records**
12. From the Field menu, select **GradebookType**
13. For the new value, enter 2

The field value for PowerTeacher Pro is 2. The field value for PowerTeacher Gradebook is 1.

#### 14. Click **Modify Selected Records**

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**.

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 settings for each school in the district.
Traditional Grade Calculation Formulas	Set up the traditional grade calculation formula.
Traditional Grade Preferences	Determine additional traditional grade calculation settings for each school in the district.

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.

## 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**

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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	<input type="checkbox"/>
Apple Grove High School	<input checked="" type="checkbox"/>
Franklin High School	<input checked="" type="checkbox"/>
Soaring Oaks High School	<input checked="" type="checkbox"/>
Cherry Hill Middle School	<input checked="" type="checkbox"/>
Washington Elementary	<input checked="" type="checkbox"/>

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 scheduling 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.

The screenshot shows the 'Formula' configuration window. At the top, there are two tabs: 'Formula' and 'Drop Low Scores'. Below the tabs, there is a section for 'Teachers Can Edit Calculation' with a dropdown menu set to 'No'. Below that is a section for 'Calculate Overall Class Grade' with a checked checkbox and a note: '(Uncheck if traditional class grades are not used.)'. At the bottom right of this section is an 'Add' button. Below the 'Add' button is a table with the following columns: 'Type', 'Attribute', 'Weight', 'Percent', and 'Remove'. The table contains one row: 'Total Points' (with a dropdown arrow next to it) in the 'Type' column, 'Total Points' in the 'Attribute' column, '1' in the 'Weight' column, and '100%' in the 'Percent' column. There is an asterisk next to the 'Total Points' in the 'Attribute' column and another asterisk next to the '1' in the 'Weight' column. A minus sign icon is in the 'Remove' column.

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 traditional grade calculation preferences and attributes for each school. If a school doesn't track behavior through standards, enable citizenship so that teachers can enter citizenship scores in PowerTeacher Pro. 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 District Order^    Alphabetical	Course Final Grade Formulas			Save Calculated Grades		Citizenship
	Traditional Grade Calculation Formulas	Teachers Can Edit Calculation	Teachers Can Edit Drop Scores	Decimal Places	Round or Truncate	Enable Citizenship
Apple Grove High School	High School Formula	✓	✓	2	Round	✓
Franklin High School		✓	✓	0	Round	
Soaring Oaks High School		✓	✓	0	Round	
Cherry Hill Middle School		✓	✓	0	Round	
Washington Elementary	Elementary Formula	✓	✓	2	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. Select the number of decimal places that will be included in saved final grades, and whether they will be rounded or truncated

7. To allow teachers to enter citizenship scores in PowerTeacher Pro, check **Enable Citizenship**

To set up citizenship codes, click **Citizenship Codes** on the District Setup page.

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

To edit the default calculation formula applied to the school, click the name of the method in the Traditional Grade Calculation Formulas 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

Use the Basic 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 settings, 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 the schools in the district that use both traditional and standards-based grades. Then, configure the settings for all the schools that use only standards-based grading. For example, hide traditional grades for all the elementary schools that use only standards grades. Configure the settings again for all the schools that use only traditional grades.

Display Preferences District Order ^    Alphabetical	Classes List for Teachers	Standards Usage			Traditional Grades
	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



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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

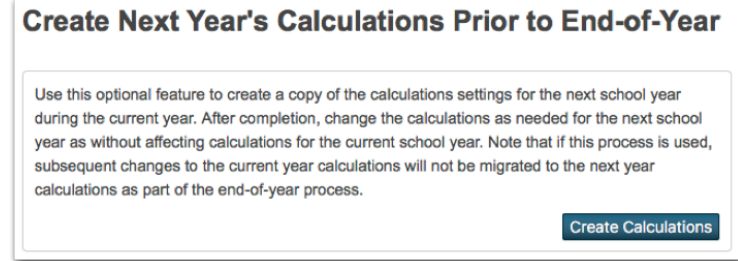
Save time by creating the grade calculations for the next school year prior to running the End of Year process. Use the Manage Next Year Calculations page to copy the calculations from the current school year to the next year.

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.

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.

6. Navigate to the Traditional Grade Calculation Formulas page (**District > PowerTeacher Pro Settings**) and change the Term menu to next year to work with the calculation formulas you just created.

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

## School Administration

As mentioned previously, some of the grading preference setup features are also available at the school level (navigate to **School > PowerTeacher Pro Settings**). However, there are additional tasks that are performed by only school-level administrators, such as signing in to a teacher's gradebook in view-only mode to troubleshoot issues and running the Section Readiness report in PowerSchool to verify that teachers have completed final grades during the End of Term process.

## Accessing PowerTeacher Pro as an Administrator

Occasionally, a school administrator may need to access a teacher's gradebook. For example, if a teacher needs assistance with troubleshooting final grade calculations, an administrator may access the teacher's gradebook in read-only mode. The administrator can view any part of the gradebook, but cannot make any modifications.

To make it possible for an administrator to access PowerTeacher Pro, first edit the administrator's current security user group:

1. On the school Start Page, click **System**
2. In the Security section of the System Administrator page, click **Roles Administration**
3. On the Roles Administration page, click **User Access** and then select the user group, such as **School Administrator**
4. On the Edit User Access Role page, check **PowerTeacher Pro Read Only Admin Access** and click **Submit**

To verify that the correct user role is assigned to the administrator:

1. Locate his staff record and click **Security Settings**
2. On the Security Settings page, click the "Admin Access and Roles" tab
3. In the Roles and Schools section, verify that the user role, such as School Administrator, is listed in the "Roles (Group Name)" column for the administrator's school
4. If it is not, click the Edit icon, select the user role, and click **Submit**

To sign in to a teacher's gradebook as an administrator:

1. On the school Start Page, click **Teacher Schedules**
2. Click the name of the teacher

3. To access the teacher's gradebook, click **PowerTeacher Pro**

In PowerTeacher Pro, you see a message at the top of the window that indicates you are viewing the teacher's gradebook in a read-only view.

## Verifying Final Grade Status

During the End of Term process, administrators can verify the status of final grades in all sections by running the Section Readiness report in PowerSchool. For each section they teach, teachers either mark final grades as complete or enter comments indicating the statuses. PowerSchool administrators can view the statuses and comments on the Section Readiness page.

To run the Section Readiness report:

1. In the main menu on the school Start Page, click **School**
2. Under Grading, click **PowerTeacher Pro Settings**
3. Under Completed Grades, click **Section Readiness**

The Section Readiness page appears with the list of teachers, their courses, and final grade verification statuses.

4. To filter the list by reporting term, open the Reporting Term menu in the filter area at the top of the page and select the term, such as **S1**
5. To see which sections are not complete, open the Verified Status menu in the filter area and select **Not Complete**
6. Click the **+** sign to add a filter option
7. Open the additional filter menu, select **Teacher Name**, and then enter the teacher's name in the filter field
8. Click **Apply**

- Use the navigation features at the bottom of the page to scroll through the results

## Section Readiness - Apple Grove High School

Filter (3)
Reporting Term, Verified Status, Teacher Name

Reporting Term

+

Verified Status

+

Teacher Name

- +

Clear Apply

1-8 of 8 items

Reporting Term	Teacher Name	Period/Day	Course Number	Course Name	Section Number	Verified Status	Verified Date	Teacher Status Comment
S1	Vasquez, Isabel	4(A-B)	PSv11005A	Chemistry	900	Not Complete		
S1	Vasquez, Isabel	2(A-B)	PSv11007A	Physics	900	Not Complete		