

## Final Grade Entry

There are times it is necessary for a Data Manager to enter the final grades for a class or when teachers do not use the gradebook, but need to enter just grades for report cards. This occurs many times in elementary schools with PE, Art and Music. Often, these teachers do not enter assignments and assignment grades into the gradebook, but rather just enter a grade to be printed on the report card.

This document will demonstrate the setup needed to allow teachers to enter just report card grades and how a data manager or teacher can enter report card grades for a class.

**Note:** This functionality will not do any averaging of grades for a Final grade at the end of the class. If this option is used, the Final grade must be calculated by hand and entered into the system.

## Final Grade Entry Options Setup

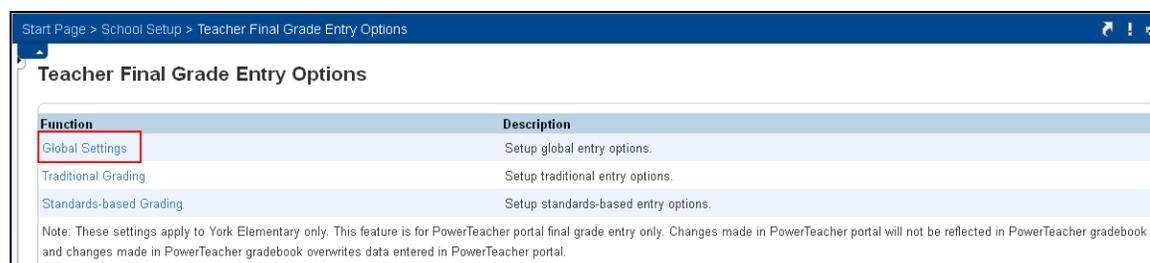
These options must be set up at the school level.

**Important:** These settings apply to the selected school only. This feature is for final grade entry into the PowerTeacher portal. Changes made in PowerTeacher portal will not be reflected in PowerTeacher gradebook and changes made in PowerTeacher gradebook overwrites data entered in PowerTeacher portal.

### Global Settings

**Navigation:** Start Page > School > Final Grade Entry Options > Global Settings

1. On the **Teacher Final Grade Entry options** screen, click **Global Settings**.



2. On the **Final Grade Entry – Global options** screen complete the following fields:
  - a. **Enable final grade entry in PowerTeacher Portal?** = checking the box allows final grades to be entered in the PowerTeacher Portal.
  - b. **Final grade columns to display** = Enter the final grade columns you want to appear in the PowerTeacher portal (e.g. Q1, Q2, S1, F1, etc.).

## Final Grade Entry

- c. **Allow entry for these final grades** = Enter the grading terms for which teachers can enter final grades in the PowerTeacher portal (e.g. Q1, Q2, S1, F1, etc.).
- d. **Allow entry for (leave both blank for no restriction)** =
  - i. **Days prior to end of term** = the number of days before the end of the term that teachers can enter final grades in PowerTeacher portal.
  - ii. **Days after end of term** = the number of days after the end of the term that teachers can enter final grades in PowerTeacher portal.

The screenshot shows the 'Final Grade Entry - Global Options' settings page. The breadcrumb trail is 'Start Page > School Setup > Final Grade Entry Settings > Final Grade Entry - Global Options'. The page title is 'Final Grade Entry - Global Options'. Under the 'Global Settings' section, there are several options:

- Enable final grade entry in PowerTeacher Portal?** (checked)
- Final grade columns to display** (F1) (comma-separated)
- Allow entry for these final grades** (F1) (comma-separated)
- Allow entry for (leave both blank for no restriction)**: 2 days prior to end of term, 0 days after end of term
- Combine Traditional and Standards-based Grade entry on same page** (checked)

Note: These settings apply to Elementary only. This feature is for PowerTeacher portal final grade entry only. Changes made in PowerTeacher portal will not be reflected in PowerTeacher gradebook and changes made in PowerTeacher gradebook overwrites data entered in PowerTeacher portal.

Submit

- e. **Combine Traditional and Standards-based Grade entry on same page** = used to indicate whether to combine both traditional and standards-based entry on the same page.
  - i. Unchecked = leave the box unchecked for Final Grade Entry (Traditional) and Final Grade Entry (Standards) to appear on separate pages.
  - ii. Checked = check the box to combine both traditional and standards-based entry on the same page.

3. Click **Submit**.

### **Traditional Grading Settings**

This page is used to setup traditional grading options.

**Navigation:** Start Page > School > Final Grade Entry Options > Traditional Grading

1. On the **Teacher Final Grade Entry Options** screen, click **Traditional Grading**.
2. Complete the following fields:
  - a. **Enable Final Grade (Letter) entry** = used to indicate whether teachers can enter a Final Grade (Letter).

## Final Grade Entry

- i. Select **Pop-up** from the drop-down menu to allow teachers to enter final alpha grades from the class. By selecting **Pop-up**, the teachers will select the appropriate grade from a drop-down field.
- ii. Select **Disabled** if you do not want teachers to enter Final alpha (letter) grades.

**Important:** To allow teachers to enter final grade comments, do not disable this field.

- b. Enable Final Grade (Citizenship) entry** = not use in NC.
- c. Enable Final Grade (Percentage) entry** = used to indicate whether teachers can enter a Final Grade (Percentage).
  - i. Check to allow teachers to enter a Final Grade as a percentage.
  - ii. Leave the box unchecked if it is not desired for teachers to enter a percentage as a final grade.
- d. Enable Final Grade (Points) entry** = used to indicate whether teachers can enter a Final Grade (Points).
  - i. Check to allow teachers to enter Final Grade (Points).
  - ii. Leave the box blank to disallow the entry of Final Grade (Points).
- e. Enable Final Grade (Total Points) entry** = used to indicate whether teachers can enter a Final Grade (Total Points).
  - i. Check to allow teachers to enter Final Grade (Total Points).
  - ii. Leave the box blank to disallow the entry of Final Grade (Total Points).

Start Page > School Setup > Final Grade Entry Settings > Traditional Final Grade Entry Options

### Final Grade Entry Options

| Final Grade Settings                    |  |
|---|--|
| Enable Final Grade (Letter) entry       | Pop-up (Pop-up selection uses the Section's Grade Scale settings)          |
| Enable Final Grade (Citizenship) entry  | Disabled (&#39;Pop-up&#39; selection uses the LEA level Citizenship Codes) |
| Enable Final Grade (Percentage) entry   | <input checked="" type="checkbox"/>  |
| Enable Final Grade (Points) entry       | <input checked="" type="checkbox"/>  |
| Enable Final Grade (Total Points) entry | <input checked="" type="checkbox"/>  |

Note: These settings apply to Elementary only. This feature is for PowerTeacher portal final grade entry only. Changes made in PowerTeacher portal will not be reflected in PowerTeacher gradebook and changes made in PowerTeacher gradebook overwrites data entered in PowerTeacher portal.

Submit

3. Click **submit**.

## Standards-based Grading Settings

This page is used to setup standards-based grading options.

**Important:** NC Standards have not yet been imported into PowerSchool. Teachers will not be able to use standards-based grading until the standards are imported.

## Final Grade Entry

**Navigation:** Start Page > School > Final Grade Entry Options > Standards-based Grading

1. On the **Teacher Final Grade Entry Options** screen, click **Standards-based Grading**.
2. Complete the following fields:
  - a. **Display/Enter** = Choose the conversion scale grades to use from the pop-up menu.
  - b. **Format for comment field** = Use the pop-up menu to determine if the Comment field on the PowerTeacher Final Grade Entry page provides for entries that are single line or multi-line.
  - c. **Enable standards final grade entry in PowerTeacher Portal?** = Check the box to allow standards final grade entry in PowerTeacher.

The screenshot shows a web browser window with the following content:

- Browser address bar: Start Page > School Setup > Final Grade Entry Settings > Standards-based Final Grade Entry Options
- Page title: Standards-based Final Grade Entry Options
- Section header: Standards-based Final Grade Settings
- Form fields:
  - Display/Enter: Translated Average Score (dropdown menu)
  - Format for comment field: Single Line (dropdown menu)
  - Enable standards final grade entry in PowerTeacher Portal?:
- Note: These settings apply to Elementary only. This feature is for PowerTeacher portal final grade entry only. Changes made in PowerTeacher portal will not be reflected in PowerTeacher gradebook and changes made in PowerTeacher gradebook overwrites data entered in PowerTeacher portal.
- Submit button: Submit

3. Click **submit**.

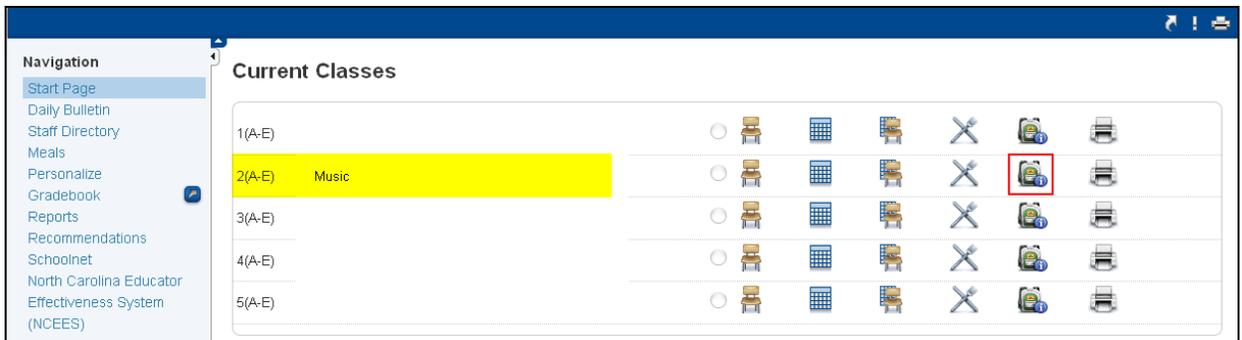
### Entering Traditional Final Grades in the PowerTeacher Portal

Once the initial setup is completed at the school level, teachers will be able to enter Final Grades for report card purposes without using the Gradebook.

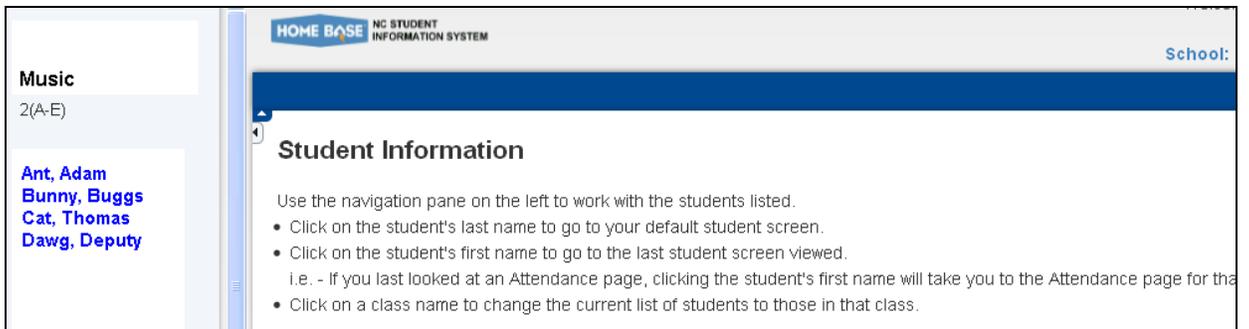
**Important:** Changes made in PowerTeacher portal will not be reflected in PowerTeacher gradebook and changes made in PowerTeacher gradebook overwrites data entered in PowerTeacher portal.

**Navigation:** Sign in to PowerTeacher > Click on Backpack

- Click on the *Backpack* for the desired class after signing in to PowerTeacher.



- Verify the correct class is displayed and click on the first name of the first student in the list.



- From the **select screens** drop-down, click **Final Grade Entry (Traditional)**.

## Final Grade Entry

The screenshot shows a 'Schedule' window for 'Ant, Adam' with 2 sections. A table lists courses with columns for 'Exp', 'Trm', 'Crs-Sec', 'Course', 'Teacher', and 'Room'. A dropdown menu is open over the 'Room' column, listing various options. 'Final Grade Entry (Traditional)' is highlighted with a red box.

| Exp    | Trm   | Crs-Sec     | Course | Teacher | Room |
|--------|-------|-------------|--------|---------|------|
| 1(A-E) | 13-14 | 99329Z02-21 |        |         | 139  |
| 2(A-E) | 13-14 | 10102Z0-21  |        |         | 139  |
| 3(A-E) | 13-14 | 20002Z0-21  |        |         | 139  |
| 5(A-E) | 13-14 | 40022Z0-21  |        |         | 139  |
| 6(A)   | 13-14 | 52112Z0-21  |        |         |      |
| 6(B)   | 13-14 | 54102Z0A-21 |        |         |      |
| 6(D)   | 13-14 | 62012Z00-21 |        |         |      |

7. Enter the desired grade for the applicable Term.
  - a. **Final Grade (Letter)** = select from the drop-down
  - b. **Final Grade (Percent)** = enter the desired percentage grade
8. Enter a comment in the applicable **Comment** box.
9. Click **Submit**.

The screenshot shows the 'Final Grade Entry' form. It has a header with 'Final Grade Entry' and a 'Select screens' dropdown. Below are columns for 'Q1', 'Q2', 'Q3', 'Q4', 'S1', and 'S2'. Under 'Final Grade (Letter)', a dropdown menu is open for 'Q1' showing options: O+, O, O-, S+, S, S-, NI. To the right of each column are 'Comment' text boxes. At the bottom, there are input fields for 'Final Grade (Percent)' and a 'Submit' button highlighted with a red box.

10. Repeat Steps 4-6 for each student by clicking on the first name of the next student in the class until all grades have been entered.

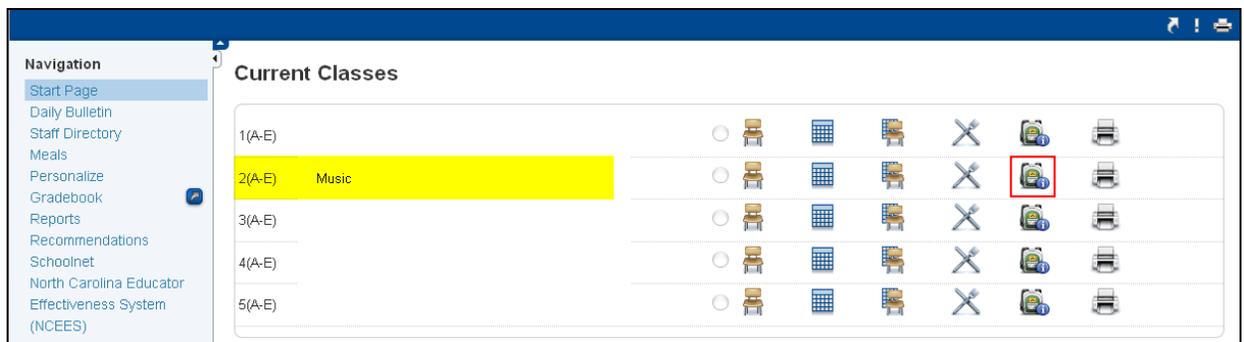
# Entering Standards Final Grades in the PowerTeacher Portal

Once the initial setup is completed at the school level, teachers will be able to enter Final Grades (Standards) for report card purposes without using the Gradebook.

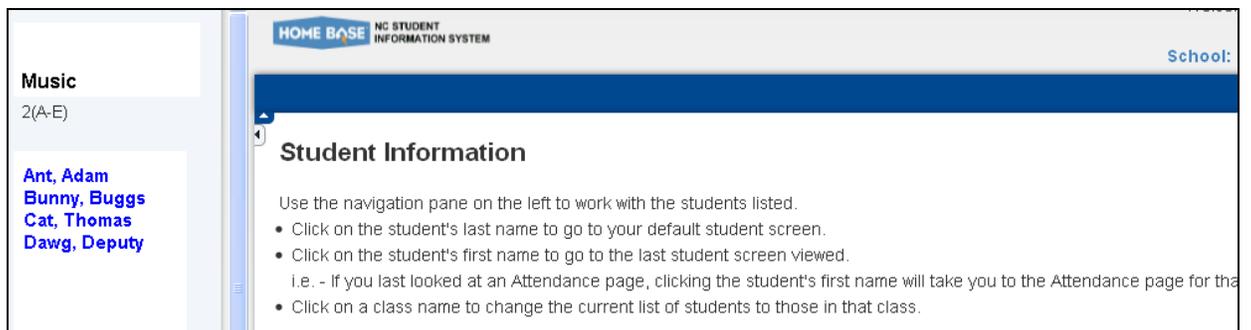
**Important:** Changes made in PowerTeacher portal will not be reflected in PowerTeacher gradebook and changes made in PowerTeacher gradebook overwrites data entered in PowerTeacher portal.

**Navigation:** Sign in to PowerTeacher > Click on Backpack

1. Click on the *Backpack* for the desired class after signing in to PowerTeacher.



2. Verify the correct class is displayed and click on the first name of the first student in the list.



3. From the **select screens** drop-down, click **Final Grade Entry (Standards)**.

## Final Grade Entry

The screenshot shows a software interface with a 'Quick Lookup' section. Below it is a table titled 'Attendance By Class'. The table has columns for 'Exp', 'Last Week' (M, T, W, H, F), 'This Week' (M, T, W, H, F), 'Course', 'Q1', 'Q2', 'S1', 'S2', 'Absen', and '13-14'. The first row shows '1(A)' in the 'Exp' column and 'Homeroom' in the 'Course' column. To the right of the table is a dropdown menu with the following options: 'Select screens', 'Select screens', 'Cumulative Grade Information', 'Demographics', 'Final Grade Entry (Standards)', 'Final Grade Entry (Traditional)', 'Graduation Plan Progress', 'Meeting Attendance', 'Net Access Summary', and 'Print Report'. The 'Final Grade Entry (Standards)' option is highlighted with a red box.

4. Enter the desired grade for the applicable Term.
5. Enter a comment in the applicable **Comment** box.
6. Click **Submit**.

The screenshot shows a form for 'W3.10 - MUSIC'. On the left, there is a dropdown menu with the options 'E', 'M', 'A', and 'B'. To the right of the dropdown menu are three comment boxes labeled 'Q1 Comment:', 'Q2 Comment:', and 'Q3 Comment:'. The 'Q1 Comment:' box contains the text 'Is working hard and making progress.'.

7. Repeat Steps 4-6 for each student by clicking on the first name of the next student in the class until all grades have been entered.

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