

Final Grade Setup

Final Grade Setup

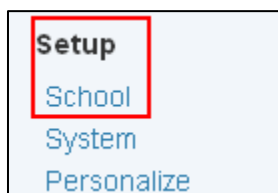
Use **Final Grade Setup** to set up your school reporting periods. This process must be completed before teachers can enter grades and set up final grade weights.

Note: **Years and Terms** must be completed before **Final Grade Setup** can be done. For instructions on setting up **Years and Terms**, see www.nc-sis.org.

Important: All **Final Marks MUST** be set up as **F1** in order for all marks to store properly.

Navigation: Start Page > Set Up > School > Final Grade Setup

1. Under **Setup** click on **School**



2. Under **Grading** click on **Final Grade Setup**

Grading	Description
Class Rank	Define class rank types and set update frequency.
Comment Setup	Define teacher comment bank and maximum comment lengths.
Current Grade Display	Determine school specific quick look up screen settings.
Final Grade Setup	Define school specific beginning and ending dates and codes for marking grade terms.
GPA Student Screens	Select GPA codes and headings for school specific GPA screen.
Honor Roll	Define methods used to calculate honor roll.
Final Grade Entry Options	Define PowerSchool Teacher Final Grade Entry settings.
Variable Credit Setup	Update variable credit settings for all sections.

Note: If Years and terms are set up according to your school reporting information, the following screen in **Final Grade Setup** should appear similarly to the screen below.

Final Grade Setup

Final Grade Setups for PowerTeacher

Click on [NEW] to set up a new final grade for that term.

2013-2014			
Semester 1		Semester 2	
Quarter 1	Quarter 2	Quarter 3	Quarter 4

3. Click on **NEW** under each reporting term to add necessary reporting information for each reporting period.
4. Complete required options for each reporting period under each reporting term.
 - a. **School** = will auto populate based on the current school.
 - b. **Name** = enter a name for this reporting period (i.e.: Q1, Q2)

CAUTION: All final grades must have a **Name** of **F1**

- c. **Starting Date** = beginning date of the reporting period – format must be mm/dd/yyyy
- d. **Ending Date** = the date the reporting period ends – format must be mm/dd/yyyy
- e. **Suppress Letter Grade Display** = Select the checkbox if you do not want to display letter grades in the system and on reports. Only percentage grades appear.
- f. **Suppress Percent Display** = Select the checkbox if you do not want to display percent grades in the system on reports. Only letter grades appear.

Note: Remaining options are for Attendance Points. NC does not use Attendance Points.

Final Grade Setup

New Final Grade

Option	Value
School	
Name	Q1
Starting Date	8/26/2013 (MM/DD/YYYY)
Ending Date	10/26/2013 (MM/DD/YYYY)
Suppress Letter Grade Display	<input type="checkbox"/>
Suppress Percent Display	<input type="checkbox"/>

The following settings allow grades to be altered automatically if a student's attendance points exceed a specified limit. This feature is disengaged unless a value greater than 0 is entered in the first field below.

Option	Value
At Or Above This Level Of Attendance Points:	(uses date range above)
Change A Student's Grade To:	

Do not apply the attendance point change to the following grades:

You must submit this new record once before adding excluded marks.

Submit

- Click **Submit**.
- Repeat steps 3-6 until all reporting periods are set up for each reporting term.

Final Grade Setups

Click on [NEW] to set up a new final grade for that term.

2013-2014											
E1 F1 Q1 Q2 Q3 Q4 S1 S2 [NEW]											
Semester 1						Semester 2					
E1 F1 Q1 Q2 [NEW]						E1 F1 Q3 Q4 [NEW]					
Quarter 1 [NEW]			Quarter 2 [NEW]			Quarter 3 [NEW]			Quarter 4 [NEW]		

Final Grade Setup

Important: If a final exam will be counted as a % of the **Final Grade**, the dates for the exam must be dates set outside all other reporting dates for that final grade set up, but within the dates for the reporting term.

Note: Example below is a yearlong course where the exam grade will be calculated as a separate % of the final grade and **NOT** a part of the S2 average. Therefore, the exam date must **NOT** be within the dates of S2.

Semester 2 Final Grade

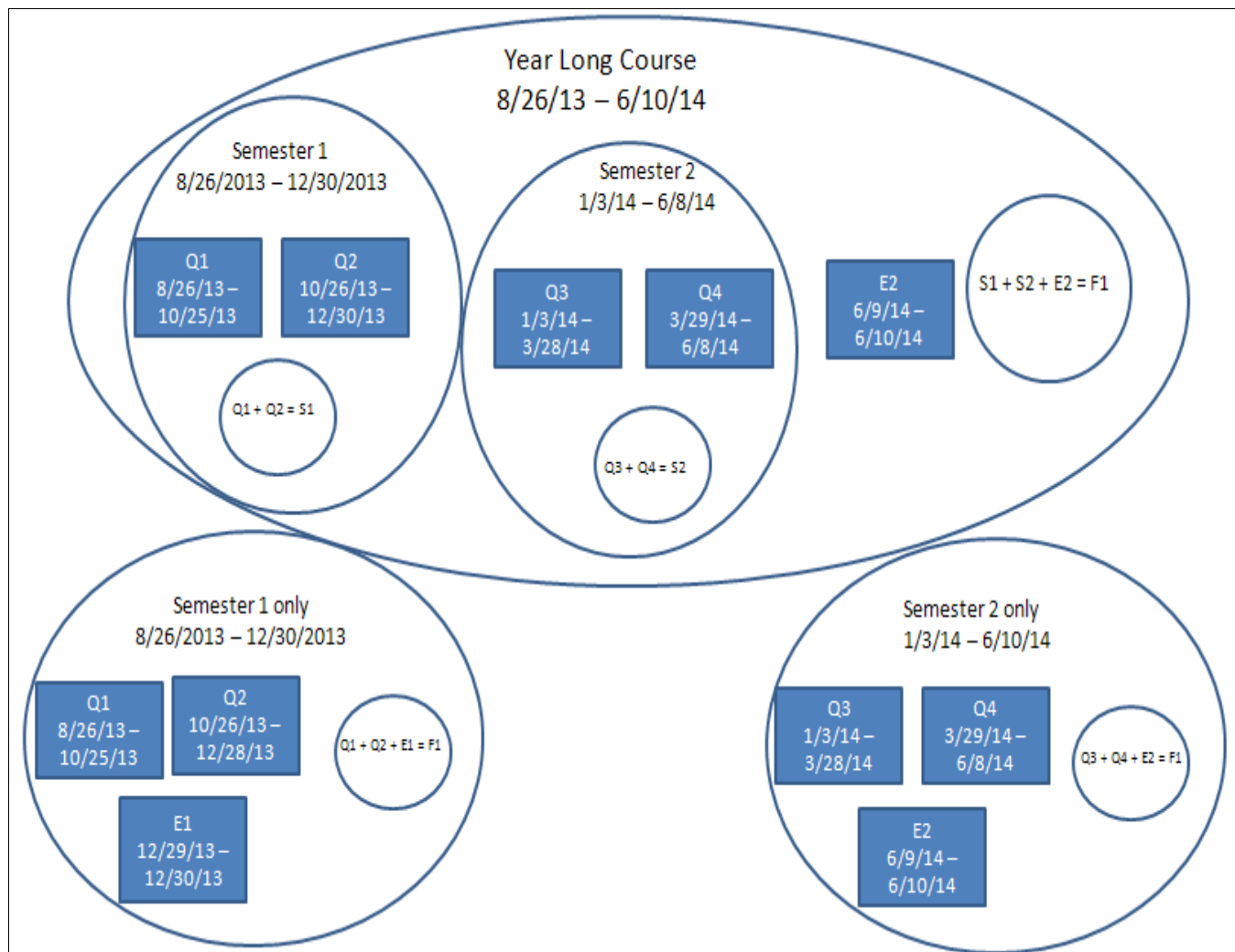
Edit Final Grade	
Option	Value
School	
Name	S2
Starting Date	01/18/2014 (MM/DD/YYYY)
Ending Date	06/08/2014 (MM/DD/YYYY)

Exam Grade for Semester 2

Edit Final Grade	
Option	Value
School	
Name	E1
Starting Date	06/09/2014 (MM/DD/YYYY)
Ending Date	06/10/2014 (MM/DD/YYYY)
Suppress Letter Grade Display	<input type="checkbox"/>
Suppress Percent Display	<input checked="" type="checkbox"/>

Final Grade Setup

Another way to look at **Final Grade Setup** is below and may help with the understanding of the dates and set up process.



Important: **Starting Date** for the exam and **Ending Date** for the S2 cannot be the same date.

Note: Teachers must also be sure when posting grades, to give all assignments a date within the date range for the reporting period they wish the grade to count towards.

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