Final Grades

About Final Grades

On the Scoresheet, use Final Grade mode to view all final grade information for the selected reporting term. You can also enter final grades for additional components and view final grade category totals for the term.

Using a combination of options, you can control how final grades are calculated in your classes. **Final Grade Preferences** apply to all of your classes while Final Grade setup applies to a specific class and must be set up within each class.

Standards-based Final Grades and Additional Grades Columns

Depending on the Student Information System (SIS) used, additional columns appear on the Scoresheet in Final Grade mode. These can include Citizenship and/or Variable Credit. Each of these columns represent a report card item. Some of these items may have a hierarchical relationship that appears on the Scoresheet as a colored bar across all items that are related to the central item. These report card items are configured in the SIS. View the related standards or additional grades on the **Final Grade Detail Window**.

Note: In order to work with standards in Final Grade mode, you must set your preferences to display standards on the Preferences dialog.

For more information on standards-based grades in PowerTeacher Gradebook, see the *Standards-based Grades* section.

Grade Setup

Use the Grade Setup window to specify how you want final grades to be calculated for students in your classes. Calculation methods include **total points**, **term weight**, or **category weight**.

Final Grades and Category Totals

When setting up **categories**, you can use the **Include in Final Grade** checkbox to indicate whether assignments within a category should be included in calculating final grades. The category totals display on the Scoresheet in Final Grade mode.

Final Grades and Assignments

When setting up **assignments**, you can use the **Include in Final Grade** checkbox to indicate whether assignments should be included in calculating final grades.

Note: The value set within an assignment overrides the value for the category the assignment belongs to.

Final Grades and Student Groups

When entering final grades, use the **Student Groups** pane to filter the Scoresheet to the selected group of students or to an individual student.

View Reporting Terms

To view reporting terms for your school, select the class and click the **Grades Setup** tab.

How to View Reporting Terms

1. Select a class from the **Classes pane**.
2. Click the **Grades Setup** tab.
3. Select **Calculations** mode. The Grades Setup window displays the reporting term information for the section you are in. The Calculations Detail window displays the calculations assigned to that term.

   Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

View Final Grades

View final grades for a particular class on the Scoresheet in Final Grades mode.

How to View Assignments

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab, then click **Final Grades** mode. The Scoresheet Final Grades window appears.
3. On the **Grading** tab of the Preferences dialog, set how you want to view grades on the Scoresheet in Final Grades mode. For more information, see the *Preferences Dialog* field description table in the Appendix.

Calculate Final Grades by Total Points

The total points method calculates final grades based on how many points a student has accumulated over the term divided by total points possible.

Note: You can calculate final grades by total points for all reporting terms within the reporting term hierarchy.

How to Calculate Final Grades by Total Points

1. Select a class from the **Classes pane**.
2. Click the **Grades Setup** tab.
3. Select **Calculations** mode.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

4. Click the name of the reporting term you want to set up final grade calculation for. The **Calculations Detail window** appears.

5. Select the **Total Points** option for **Calculate Final Grade Using**.

6. Enter the number of low scores you want to drop from the final grade calculation in the **Number of low scores to discard** field.

7. Click **Save**.

Calculate Final Grades by Term Weights/Standards Weights

The Term Weights/Standards Weights method calculates final grades based on the total points times the grade value times the weight of each term or standards grade.

Note: You can calculate final grades by Term Weights/Standards Weights for reporting terms within the reporting term hierarchy that have shorter reporting terms within them. For lowest-level reporting terms, Term Weights/Standards Weights can still be used, but may only include Standards grades in the Final Grade calculation.

How to Calculate Final Grades by Term Weights/Standards Weights

1. Select a class from the **Classes pane**.

2. Click the **Grades Setup** tab.

3. Select **Calculations** mode.

   Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

4. Click the name of the reporting term you want to set up final grade calculation for. The **Calculations Detail window** appears.

5. Select the **Term Weights/Standards Weights** option for **Calculate Final Grade Using**. Term weights/standards weights for the selected reporting term appear. **Note**: Click the arrow next to the term name to view all lower-level terms (if applicable).

6. Double-click the term's **Weight** field. The field appears as an editable text field. If no final grade items are listed, you have selected a reporting term that does not contain any shorter reporting terms. Only Standards grade may be used in this scenario.

7. Enter the weight for the selected term. **Note:** Up to three decimals places may be entered.

8. Click **Add Standards**. The Select Report Card Item dialog appears.

9. Select the checkbox next to the standards grades you want to include in the weighted calculation, and then click **OK**.

10. To remove standards from the calculation, select the standard and click **Remove**. Note that as you add and remove standards the calculation automatically updates.

11. Enter the weight for the Standards grades included in the final grade calculation.

12. Click **Save** to save the selections.

Term Weights/Standards Weights Examples

The following are examples of how term weights can be applied to specific terms created by the administrator.

Example 1

Name	Weight	Percent
S1		
Q1	2	40%
Q2	2	40%
E1	1	20%

Note: E1 is an example of a reporting term created by the administrator for the semester exam to be used in term weighting.

Example 2

Name	Weight	Percent
Y1		
S1		
Q1	2	25%
Q2	2	25%
S2		
Q3	2	25%
Q4	2	25%

Example 3 - Term Weights and Standards Weights

Name	Weight	Percent
Q1	100	33.3%
Q2	100	33.3%
SI - READING	100	33.3%

Note: Q1 and Q2 are reporting terms. S1-READING is the READING standards grade for the S1 reporting term.

Calculate Final Grades by Category Weight

The category weight method calculates final grades based on total points times the value (or weight) of each category or assignment.

If a section is shared between multiple teachers, you can modify categories and category weights even if you are not the lead teacher of a section.

Note: You can calculate final grades by category weight for all reporting terms within the reporting term hierarchy.

How to Calculate Final Grades by Category Weight

1. Select a class from the **Classes pane**.

2. Click the **Grades Setup** tab.

3. Select **Calculations** mode. The **Calculations Detail window** appears.

   Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

4. Click the name of the reporting term for which you want to set the final grade calculation.

5. Select the **Category Weights** option for **Calculate Final Grade Using**.

To add a category:

1. Click **Add Category**. The Select Category dialog appears.

2. Select the checkbox next to each category you want to add.

3. Click **OK**. The category appears on the Grades Setup window.

4. Double-click the category's **Weight** field. The field appears as an editable text field.

5. Enter the weight.

6. Double-click the category's **Drop Low** field. The field appears as an editable text field.

7. Enter the number of low scores you want to drop from the final grade calculation.

8. Click **Save**.

9. Repeat for each additional category.

To remove a category:

1. Select the category you want to delete. The category appears highlighted.

2. Click **Remove**.

3. Click **Save**.

To add an assignment:

Note: The option to add an assignment is only available for the lower level terms within a term.

1. Click **Add Assignment**. The Select Assignment window appears.

2. Select the checkbox of the assignment you want to add.

3. Click **OK**. The assignment appears on the Grades Setup window.

4. Double-click the assignment's **Weight** field. The field appears as an editable text field.

5. Enter the weight.

6. Click **Save**.

7. Repeat for each additional assignment.

To remove an assignment:

1. Select the assignment you want to delete. The assignment appears highlighted.

2. Click **Remove**.

3. Click **Save**.

Copy Final Grade Setup

You can use the Copy Final Grade Setup function to copy the grade setup from a specific reporting term or from a class.

You can select a single reporting term, and copy it to every other reporting term in the same class (or any selection of reporting terms in the same class). For example, if you use category weighting, you can set it up once, and copy it to all other terms in the same class.

You can also select a class and copy to every other class, or any selection of classes. For example, if you have 20 art sections, you can set up one section, then copy to every other section in just one step.

In cases in which you want to copy to or from non-matching reporting terms, a resolution dialog appears to allow you to customize which classes and terms are copied.

Note: Copy Final Grade Setup is only available when you are the Lead teacher of the currently selected section. In addition, you can only copy final grades setup to sections in which you are the Lead teacher.

Limitations in copying single reporting terms to other terms in the same class

You can copy a single reporting terms to any or all other terms in the same class, with one exception. If that single reporting term uses term weighting, then it is likely not applicable for the other terms.

Reporting terms using Term Weights and Standards Weights can only be copied to other sections of the same course in the same scheduling term.

How to Copy Final Grade Setup for a Reporting Term

1. Select a class from the **Classes pane**.

2. Click the **Grade Setup** tab.

3. Select **Calculations** mode. The Grade Setup Calculations window appears.

4. Select a reporting term from the **Reporting Term** column.

5. Do one of the following:

    ·   Choose **Tools > Copy Final Grade Setup** from the Gradebook menu bar. On the Copy Final Grade Setup dialog, select the **[Reporting Term] only** option.

    ·   Right-mouse click on the reporting term and select the applicable **Copy Grade Setup [Reporting Term] Only** option.

    ·   On the **Calculations Detail window**, click the grey **Copy** button.

6. The **Copy Grade Setup** dialog appears.

7. Select the checkbox next to the reporting terms to which you want to copy the selected final grade setup. Click on **Select All** to select all available reporting terms. **Note**: Click on a selected checkbox to clear the checkmark.

8. Click **Next**. A confirmation message appears. Click **Back** to change your selections, or click **Finish** to apply your selections. **Note**: Although you can copy to and from non-matching reporting terms, a resolution dialog displays which allows you to select the specific reporting term you want to copy from to assure accuracy.

9. Click **Save** on the Grade Setup Calculations window to save your changes.

Note: If copying Final Grade Setup for a reporting term using Term Weights/Standards Weights, the Final Grade Setup may only be copied to another section of the same course in the same term if Standards grades are included in the Final Grade calculation.

How to Copy Final Grade Setup for an Entire Class

1. Select a class from the **Classes pane**.

2. Click the **Grade Setup** tab.

3. Select **Calculations** mode. The Grade Setup Calculations window appears.

4. Do one of the following:

    ·   Choose **Tools > Copy Final Grade Setup** from the Gradebook menu bar. On the Copy Final Grade Setup dialog, select the **Entire Class** option.

- Right-mouse click on the reporting term and select the applicable **Copy Grade Setup -- Entire Class** option.

- On the **Calculations Detail window**, click the grey **Copy** button.

The **Copy Grade Setup** dialog appears.

5. Select the applicable school from the pop-up menu. This selector only appears if you have more than one school affiliation on your user account.

6. Select the reporting term from the pop-up menu.

7. Select the checkbox next to the class or classes to which you want to copy the selected final grade setup.
Note: Click on a selected checkbox to clear the checkmark.

8. Click **Next**. A confirmation message appears. Click **Back** to change your selections, or click **Finish** to apply your selections.
Note: Although you can copy to and from non-matching reporting terms, a dialog displays which allows you to select the specific reporting term you want to copy from to assure accuracy. This is only for teachers who have classes with vastly different reporting term structures between the classes. For more information, see **Copy Final Grade Setup: Copying Dissimilar Reporting Term Structures**.

9. Click **Save** on the Grade Setup Calculations window to save your changes.

Note: If copying Final Grade Setup for a reporting term using Term Weights/Standards Weights, the Final Grade Setup may only be copied to another section of the same course in the same term if Standards grades are included in the Final Grade calculation.

Copy Final Grade Setup: Copying Dissimilar Reporting Term Structures

When you attempt to copy classes that have dissimilar reporting term structures, you may need to resolve any unmatched reporting terms manually. Use the following examples to determine the best resolution for each scenario.