Administrator's Notes for PowerSchool Grades

Current Grade: Important setting!

School (under Setup on left) > Current Grade Display > Current Grade
> Determines which grade displays on some reports, determines which Comments display on most reports.
> For Progress reports, you probably want to set this to Q1, Q2, Q3, or Q4 to display quarter comments.
> For semester report cards, you probably want to set this to S1 or S2 to display semester comments.
> PLEASE DON'T CHANGE ANY OTHER SETTINGS ON THIS PAGE.

Reports for checking grades

System Reports > Custom Reports > Grading tab >Gradebook Verification Report
> Teachers are to mark their Final Grades Complete or enter a comment why they couldn't when grades are due. Use this report to view teachers' verification status, date, and comment for each class. Instructions for teachers are in the PowerTeacher Gradebook Notes handout.

System Reports > Custom Reports > Current Teacher Comments and Grades
> Displays grade and comment for each student for the "Current Grade" term (above).

S1 (or S2) Grade Validation Report
> Displays the stored K1 (or K3) and current Q2 and S1 (or Q4 and S2) grades.
> Select students from the start page (e.g., click a grade level to select all students in that grade), choose "Print Reports" from the menu at the bottom-right of the page, then select "S1 (or S2) Grade Validation Report."

System Reports > Custom Reports > Verification Detail Information
> Displays Q1, Q2, S1, Q3, Q4, and S2 grades that are currently in teachers' gradebooks. Includes teacher comments and date of last update.
> Very useful for checking semester grades vis-à-vis the quarter grades.
> Works for one teacher at a time, or all teachers (takes a while).
> Refresh the screen ↻ before making a new selection.

Administrator's Notes for PowerSchool Grades

Progress Reports

Progress reports must be marked no later than twenty (20) school days prior to the end of the quarter and issued to students/parents no later than fifteen (15) days before the end of the quarter. To print progress reports, select All students on the start page, then choose Print Report from the popup menu under the student names. Select the Progress Report for the correct quarter, and next to "If printing student schedules, use …" click the button in front of "enrollment as of" and enter the date that is 20 school days prior to the end of the quarter. Example:

After clicking Submit, you will see the Report Queue. You can do something else in PowerSchool while the report completes, and later return to the Report Queue by clicking the Report Queue icon near the top right of the PowerSchool window:

In the Report Queue, if your report indicates Running, you can click Refresh to check for completion. When it is complete, click the blue word View to see the report. You will then be able to Print and Save the Progress Reports. Be sure to save a copy – PowerSchool does NOT store progress reports.

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Report Cards

To print report cards, select All students on the start page, then choose Print Report from the popup menu under the student names. Select the appropriate report card, and next to "If printing student schedules, use …" click the button in front of "enrollment as of" and enter the date that is the 15th school day prior to the end of the quarter (students enrolled fewer than 15 days in a course should not receive a grade in that course). Example:

Option	Value
Which report would you like to print?	WCCUSD HS S1 Report Card ▼
	The selected 591 students
For which students?	◉ All records in a single batch. ○ Print only the first 2 records. ○ All records in batches of ___ records.
In what order?	◉ Alphabetical ○ By grade, then alphabetical ○ By period 1 ▼ class, as of this date: 01/07/2014 ▦ (MM/DD/YYYY) (takes extra time)
If printing student schedules, use...	○ courses enrolled during current term ◉ enrollment as of 12/18/2013 ▦ (MM/DD/YYYY)

If your school has a lot of students, the report will run faster if you break it into batches. For example, if you have 1000 students, you could print report cards in 2 batches of 500 students each:

For which students?	○ All records in a single batch. ○ Print only the first 2 records. ◉ All records in batches of 500 records.

Administrator's Notes for PowerSchool Grades

Permanently Storing Grades

After report cards have been distributed and viewed by parents, there may be a few corrections that need to be made. The teachers can still change grades in their PowerTeacher Gradebooks. When those corrections have been made, grades can be permanently stored. This needs to be done within 30 days after the end of the reporting term. Send an email to the PowerSchool Department (Kim Chamberlain & Jeff Roberts) specifying that grades have been checked and are ready to be stored. We will copy the teachers' grades into Historical Grades where they are permanently stored. The Historical Grades are the ones that appear on transcripts.

After Grades have been stored, please double-check them. In particular, make sure that students grades were stored for the correct classes. We attempt to store them for the classes in which students were enrolled on the 15th day before the end of the term. It may be necessary for school staff to add grades for students who transferred out prior to that date. If other errors are encountered, it is easy for us to re-store them; the then-current grades in the teachers' gradebooks will be stored in place of the original stored grades.

Honor Roll

After the Historical Grades have been thoroughly checked, please email the PowerSchool Department again (Kim & Jeff) to let us know you are ready for us to store Honor Roll for that quarter. Our program will correctly identify students who qualify for District Honor Roll (minimum 3.00 weighted GPA for the quarter, with no D's or F's).