

End of Term

Use the seven-step End of Term process to prepare your staff for the end of the marking period. Prepare them to verify grades and communicate progress, store final grades, and to calculate honor roll and print report cards.

Step 1: Planning for the End of Term

Performing the End of Term process requires careful planning. Administrators must map out the school year and terms, define marking periods, and determine when to store grades.

Anyone involved in the End of Term process must know the procedures and deadlines well in advance. Determining how to spread this information to teachers and other staff is a critical part of the planning process.

Finally, the planners must determine what refresher materials and resources are needed, who will develop them, and how they will be distributed.

Know your procedures and deadlines well in advance, including:

- Planning the grading process for the entire school year
- Reviewing grading terms and completing setup on the Final Grade/Reporting Term Setup page
- Setting a deadline for final grades and locking reporting terms
- Discussing communication strategies
- Developing training materials and resources for teachers
- Storing grades

- Updating the Quick Lookup page preferences
- Working with honor roll
- Printing report cards

Evaluate and Outline Grading Terms

Depending on your situation, you may have more than one school to evaluate while preparing for the End of Term. Part of your preparation process is to verify that scheduling and reporting term dates are accurate and determine how many times grades should be stored for each term. If you are responsible for more than one school, follow the same process at each school.

To evaluate and outline grading terms, follow these steps:

1. On the Start Page, open the School menu at the top of the page and select a school
2. In the navigation menu, click **School**
3. Click **Years & Terms > Edit Terms** (for the current year)
4. Make note of the terms and dates
5. Next, review the final grade setup for your school by clicking **School > Final Grade/Reporting Term Setup** (for the current year)
6. Compare any differences you see between the years and terms and the final grade setup

For example, if you have only a yearlong term and semester terms defined on the "Years and Terms" page, but you see additional grading periods on the Final Grade Setup page (such as Q1, Q2, Q3, and Q4), then add those terms and dates to the note you made above.

7. Decide which term is the first grading period where you will store grades and print report cards

8. Determine how many times grades will need to be stored at the end of the year

Step 2: Checking Final Grade Progress

Throughout the term and as the deadline for the end of the term approaches, office and teaching staff can run grade reports to verify that grades are accurate, complete, and ready to be stored.

When you are verifying grade accuracy, you may find some errors. Review the following common errors with teachers in advance to ensure data reliability and to help ensure a smooth End of Term process:

- An assignment worth no points
- An assignment with a date that's out of range for the marking period
- Incorrect setup of final grade calculations

Teachers make these kinds of errors in their gradebooks and these errors can skew final grade calculations. If you find errors, communicate those errors to the teachers so they can make corrections.

Run the Teacher Gradebooks Report

Run the Teacher Gradebooks report to identify teachers who have not entered assignment scores and final grades. All assignments and grades must be entered in the gradebook before you can finish the End of Term process.

1. On the Start Page, click **System Reports > Teacher Gradebooks**
2. Select the teachers to include in the report

To select multiple teachers, press and hold down the Control key on a PC, or Command key on a Mac, and click the teachers' names from the list.

3. Clear the check boxes in the Meeting(s) grid to include all meeting periods, or check only the particular meeting times you want to include in the report
4. In the "Don't print classes that" section, select **have no students** to leave any class sections with no enrolled students out of the report
5. Use the default value of **Print Assignment Name and Due Date** for the assignment header
6. Use the default value of **Student Name** for the name column
7. Enter the term, such as **s2**, for the Print Final Grade(s) field, and check **Letter Grade** and **Percent** to include both values in the report
8. To see the points students earned for assignments, retain the default selection of **Point Value** for the assignment score option
9. Use the default values for the remaining fields and click **Submit**
10. On the Report Queue page, click **Refresh** to update the status of the report
11. Once the report status is Completed, click **View** to view and print the report

Run the Scoresheet Report

A teacher has requested that you check his PowerTeacher Pro gradebook to see where he made an error in one of his classes. View the teacher's PowerTeacher Pro gradebook and run the PowerTeacher Pro Scoresheet report for one of his classes.

1. Click **Teacher Schedules**
2. Click the teacher's name
3. Click **PowerTeacher Pro**

4. Click **Reports**
5. Click **Scoresheet Report**
6. Change the report title to the teacher's name
7. From the Classes menu, select one class section
8. In the "Items to Include" section, open the Final Grades menu and select the current reporting term
9. Open the Date Range menu and select the same reporting term you selected in the Final Grades menu
10. Use the default settings for the rest of the options and then click **Run Report**

The report will be downloaded to your computer. Open it in a PDF reader.

11. Open the report and review the data for possible errors, such as missing grades or assignments with no data

Check Traditional Grade Formula Settings

Make sure the calculation formula for a school that uses traditional grades weights Semester 1 at 50% and Semester 2 at 50% by default, and that teachers have the ability to edit the drop low scores settings.

1. At the top of the Start Page, select the school from the School menu
2. Click **School** in the navigation menu
3. On the School Setup page, under Grading, click **PowerTeacher Pro Settings**
4. Under Grade Calculations, click **Traditional Grade Preferences**
5. Under Course Final Grade Formulas, note the name of the calculation formula

6. Clear **Teachers Can Edit Calculation** so that teachers cannot modify the weights or methods for calculating final grades
7. Check **Teachers Can Edit Drop Scores** to give teachers permission to choose how many low scores to drop when the system calculates final grades
8. Choose **2** as the number of decimal places to round saved grades to, and choose **Round** so that grades are rounded to 2 decimal places
9. Check **Enable Citizenship** to give teachers permission to assess student citizenship grades
10. Click **Submit** to save the changes you made to the grade preferences
11. At the top of the page, in the page history, or breadcrumbs, click **PowerTeacher Pro Settings**
12. Under Grade Calculations, click **Traditional Grade Calculation Formulas**
13. Click the name of the formula that the school uses, such as **High School Formula**, as noted in step 5
14. Scroll down the page to the Terms section, and open the full year scheduling term by clicking the row heading
15. In the reporting term chart, click the pencil icon in the View column for the Y1 reporting term
16. In the Formula tab of the window, check the reporting term chart to make sure S1 is weighted at 50% and S2 is weighted at 50%

To adjust the weighting, edit the formula at the District Office level.

17. Close the window by clicking the X icon in the upper-right corner

Step 3: Communicating Deadlines and Locking Reporting Terms

Communication is essential to successfully completing tasks at the end of each term. You must make your teachers aware of when final grades are due to ensure that grades are ready to be stored. In addition to communicating deadlines and other important tasks, lock reporting terms so that grades cannot be modified after a certain date.

Communicating with Staff

Use the daily bulletin to communicate with staff members who use PowerTeacher Pro. Create a new bulletin item to share final grade deadlines with staff members. Create a message by selecting **Special Functions > Daily Bulletin Setup > New**. For each bulletin item, you can select a target audience option to communicate different messages to different audiences. For example, you can post the announcement for teachers or school administrative users to view, and parents and students won't see it. One or two administrative staff members should set up and maintain the daily bulletin at each school. New bulletin items can also be created at the district level and will be seen by the appropriate audiences at all schools.

Use the Unified Classroom admin portal to create a new event to communicate with your staff who use Unified Classroom. For more information on how to do this, refer to the Unified Classroom: Administrator class.

Locking Reporting Terms

Once the ability to manage locked reporting terms is added to a user access role, administrators can set up automatic locks to lock down grades and scores a certain number of days after the end of a reporting term. Administrators can also lock or unlock classes until a specified date.

Once a reporting term is locked, teachers will not be able to change final grades, assignment scores, or assignments that have been scored. Additionally, if they recalculate final grades, grades in any locked terms will not be recalculated.

To lock reporting terms at the district level, on the Start Page, click **District** in the main menu. On the District Setup page, click **PowerTeacher Pro Settings**. On the Lock Reporting Term Settings page, click the name of the school. Then check **Enable Terms Locks** and enter the number of days after the reporting term that grades will be locked, such as 5.

Keep in mind that the term is locked at the end of the day. For example, if the reporting term ends on June 10 and you enter 5 to lock the reporting term 5 days later, the lock engages on June 16 at 12:01 a.m. If you leave this field blank, the Lock Reporting Term feature is disabled.

Next, enter the number of days to warn teachers before the term is locked, such as 10. When enabled, a banner message appears in PowerTeacher Pro informing teachers of the impending lock date.

To copy the settings to other schools, check **Copy Settings** and then click **Manage School Selection**. Check the boxes next to the names of the schools to which you want to copy the settings and click **Submit**.

You can also lock reporting at the school level:

1. On the School Start Page, click **School** in the main menu
2. On the School Setup page, click **PowerTeacher Pro Settings**
3. On the PowerTeacher Pro Settings page, click **Lock Reporting Term Settings**
4. On the Lock Reporting Term Settings page, check **Enable Term Locks**
5. Enter the number of days after the reporting term that grades will be locked

6. Enter the number of days to warn teachers before the term is locked
7. To save the settings, click **Submit**

Step 4: Reviewing Final Grades

Once the term has ended, teachers complete their final grades and submit verification statuses to notify administrative staff that their grades are ready to be stored. Administrators check final grade completeness using the Section Readiness report.

Teacher Responsibilities

Teachers finalizing their grades by term deadlines is essential for the success of the End of Term process. Until grades are finalized, no other tasks can be completed. For each section they teach, teachers indicate when their final grades are ready. In PowerTeacher Pro, they click **Grading**, select **Traditional** (or Standards or Comment Verification), and then click **Final Grade Status** to either mark final grades as complete or enter comments indicating the statuses. In Unified Classroom, they click **Grading**, click **Grades**, select **Traditional** (or Standards or Comment Verification), and then click **Final Grade Status** to do the same.

If teachers need to reverse their final grade statuses in order to make changes, they can do so by clearing the "Final Grades are Complete" check box. The date that grades for this section were verified will appear on the Section Readiness page in PowerSchool. Encourage teachers to include comments if they need to change the statuses.

PowerSchool administrators with the correct permissions can view the statuses and comments on the Section Readiness page in PowerSchool.

Determine Teacher Readiness

Use the Section Readiness page to determine if teachers have completed their grades for each of their classes. For each section they teach, teachers either mark final grades as complete or enter comments indicating the statuses of their grades in PowerTeacher Pro and Unified Classroom. PowerSchool administrators can view the statuses and comments on the Section Readiness page in PowerSchool. Use the filter area at the top of the Section Readiness page to narrow the list of sections displayed below.

View the Section Readiness page in PowerSchool to find out which teachers have not yet completed final grades for the term by completing the following steps:

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 displays a 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 **S2**
5. To see which sections are not complete, open the Verified Status menu in the filter area and select **Not Complete**
6. Click **Apply**
7. Use the navigation features at the bottom of the page to scroll through the results
8. To narrow the list of results to a single teacher, click the **+** sign to add a filter option
9. Open the additional filter menu and select **Teacher Name**
10. Enter the teacher's name, such as **Abram**, in the filter field
11. Click **Apply**

Step 5: Storing Grades

Think of storing grades as taking a snapshot of current grades. Graduation credit, if applicable, can also be awarded when you store grades. For schools using standards-based grades only, the grades are stored automatically whenever teachers enter the grades in their gradebooks.

When you are ready to store grades, navigate to the Permanently Store Grades page by selecting **System** > **Permanently Store Grades**. To store grades successfully, you must be able to answer a set of eight questions.

1. What final grade and store code will you use to store grades?
2. Which enrollments should you consider when storing grades?
3. Which students do you wish to include when storing grades?
4. How much credit should you award for courses?
5. Will you store grades for students who are enrolled in courses at other schools within the district?
6. How many attendance points will you require to withhold course credit?
7. Will you store potential credit, earned credit, and any variable credit hours for alternative education students?
8. Will you apply course grade suppression rules for students who repeated a course?

School administrators need to decide which method to use to store enrollment and grade information.

The first storing method is the Exclusion method. Choose from two ways to exclude enrollments. The first way excludes enrollments for students who enrolled in a course after a specified date. The second way excludes enrollments for students who dropped a course before a specified date. Choose one or both of the options.

The Inclusion method of storing grades includes only enrollments that are both currently active and were active on a specified date during the grading term. This method is commonly used in elementary schools.

When you have answered all of these questions, follow these steps to store grades:

1. Navigate to the school for which you're storing grades
2. On the Start Page, click **System**
3. In the Grades section, click **Permanently Store Grades**
4. Open the term menu and select the final grade/reporting term that you will be storing, such as **S1**
5. Enter the store code that you want to save the grades with (usually the same code as the final grade term)
6. Decide whether to exclude or include enrollment records and enter the corresponding dates
7. If you are storing grades for a particular group, click **Additional Filter Options** and select the appropriate options

Note: Students must meet all of the filter options selected in order for their grades to be stored.

8. From the Store menu for each term, choose to store grades with or without credit
9. Enter the amount of course credit to award for the terms you are storing with credit

Important: If you need to store for a term that has ended, choose to show all terms. Then, complete the fields.

10. If applicable, select whether to store grades for classes enrolled at all schools or your school only
11. If applicable, select whether to record the school name as your school or the other school

12. If withholding credit based on attendance points, check **Options for withholding credit**, enter the number of attendance points, the date range, the alternative grade, and a comment
13. If applicable, click **Advanced Potential and Earned Credit Options** and choose to store grades with both potential and earned credit, or with potential credit only
14. If applicable, click **Variable Credit Storing Preferences** and select the appropriate preferences
15. If applicable, click **Repeated Course Grade Suppression** and check **Apply Repeated Course Grade Suppression Policy Rules**
16. Click **Submit**

Step 6: Calculating Honor Roll

After storing grades, most school administrators calculate the honor roll, run the honor roll report, and may print a message on report cards if students made the honor roll.

Before calculating honor roll, check the honor roll method level information by going to **School > Honor Roll**. In the row that corresponds to the method you plan to use, click **Levels**. Select a level name and verify the settings. Honor roll methods are divided into levels of criteria. You define each level with criteria for students to meet to achieve that level. Check the GPA requirements, credit requirements (optional), and grade requirements. Grade requirements specify which grades the students must or must not have in order to meet the requirement. Remember to include the + and – minus grades, if your school uses them. Make sure you set the evaluation order properly. PowerSchool evaluates students against the highest honor roll level first, so you must set the highest level as level one. Students must meet all of the criteria you specify to receive that honor level. If they don't meet the criteria, PowerSchool evaluates the students for the next level, and so on.

To calculate or store honor roll information:

1. On the Start Page, click **System > Calculate Honor Roll**
2. Select which students to calculate honor roll for
3. Enter the honor roll store code
4. Select the honor roll method
5. Click **Submit**

Run the Honor Roll Report

Once you calculate honor roll, run the Honor Roll report to determine which students are on the honor roll.

1. On the Start Page, click **System Reports > Honor Roll**
2. Select which students to include in the report
3. Enter a report title
4. Select the honor roll method
5. If needed, enter the honor roll store code
6. Enter the school year or leave the field blank for the current school year
7. If needed, enter the historical grade level
8. Click **Submit**

Step 7: Printing Report Cards

After you've stored grades, the last part of the End of Term process is to print report cards or progress reports. You'll use the same report template to create report cards and progress reports. The only difference between the two is that if you perform this step before storing grades, you will be printing progress reports, not report cards. A report card shows a student's stored historical grades.

1. On the Start Page, select a group of students, such as **All**
2. Click the Select Function arrow and select **Print Reports**
3. Choose the report card to print, such as **Sample – HS Report Card**
4. Select which students to print the report card for

The first time you run this report, consider selecting **Print only the first 2 records** to verify that the report is printed the way you intended it to and so that you don't waste paper and ink if it turns out you need to adjust the report.

5. Select the print order
6. If printing student schedules, select the enrollments to include
7. If using a watermark, select the text and mode
8. Define when to print the report
9. Click **Submit**
10. On the report queue, click **Refresh**
11. When the report is ready, click **View**

Now you can check and fix any errors in the first two report cards before printing and distribute report cards for all the students.