

Final Grade Setup Report – Detailed Directions for Middle School

Log in to **PowerSchool**

Select **Reports** from the **Functions** section of the main menu

Select the **Custom Reports** tab

Scroll down to the **School Reports – Staff, Class, Section, etc ...** section

Select **Final Grade Setups**

Quarter Grade Calculation:

If the school administration has mandated a specific final grade calculation for quarter grading, please contact Karen Dew, 321-2685 or Faye Werner, 321-2683 for assistance in verifying compliance.

Semester 2 Grade Calculation:

SCS requires that all teachers calculate the average for **S2** using term weights.

Please refer to the appropriate Term Weights document on the SIS site for Teachers.

1. Choose the following options from the pull down menu to display teachers who have not completed final grade setup for the **S2** term.
 - **Course Term:** 2012-2013 12-13
 - **Store Code:** S2
 - **Department:** All Departments
 - **Course:** All Courses
 - **Teacher:** All Teachers
 - **Setup Type:** Total Points
 - Click **Submit**

Hint: Click the column title for **Course** to sort the report so that classes are grouped together by course.

NOTE: Any teacher whose sections are displayed will need to correct the Final Grade Setup within PowerTeacher gradebook.

NOTE: Non-graded courses do not have to complete **S2** Final Grade setup; however, homeroom teachers who record conduct in Final Grade mode must complete the setup so that conduct is stored for the report card.

2. Choose the following options from the pull down menu to display teachers who have completed final grade setup incorrectly for the **S2** term.
 - **Course Term:** 2012-2013 12-13
 - **Store Code:** S2
 - **Department:** All Departments
 - **Course:** All Courses
 - **Teacher:** All Teachers
 - **Setup Type:** Category Weighting
 - Click **Submit**

Hint: Click the column title for **Teacher** to sort the report in order to easily identify teachers who need to make corrections.

NOTE: Any teacher whose sections are displayed will need to correct the Final Grade Setup within PowerTeacher gradebook.

3. Choose the following options from the pull down menu to verify that all teachers have assigned the appropriate term weight in Final Grade setup for the **S2** term.
 - **Course Term:** 2012-2013 12-13
 - **Store Code:** S2
 - **Department:** All Departments
 - **Course:** All Courses
 - **Teacher:** All Teachers
 - **Setup Type:** Term Weighting
 - Click **Submit**

Hint: Click the column title for **Section** to sort the report so that terms for each section are grouped together.