

PowerSchool Grade Terms SetUp Instruction Sheet

You have all your classes set up and students are enrolled. Now your teachers will want to enter grades. Well, they can't until you complete the Final Grade Setup.

1. Log into PowerSchool
2. Click on School on the left
3. Click on "Final Grade Setup" about ½ way down the page
4. Your screen should look something like this:

2006-2007 [NEW]			
First Quarter [NEW]	Second Quarter [NEW]	Third Quarter [NEW]	Fourth Quarter [NEW]

5. If your screen looks like this, refer to Years & Terms Setup

2006-2007 [NEW]			
Quarter 1 [NEW]			

6. You first want to click on NEW Under 2006-2007
 - a. Fill in the blank fields. Y1 for Year, Q1 for Quarter 1, etc
 - b. Starting Date and Ending Date need to be filled in
 - c. Do not fill in anything else. Even the options at the bottom.
 - d. Hit Submit
 - e. Complete this process for all Quarters, Trimesters, 12 Week Courses, etc.

Option	Value
School	Saint Patrick School
Name	<input style="width: 50px;" type="text"/>
Starting Date	<input style="width: 100px;" type="text"/> (MM/DD/YYYY)
Ending Date	<input style="width: 100px;" type="text"/> (MM/DD/YYYY)
Suppress Letter Grade Display	<input type="checkbox"/>
Suppress Percent Display	<input type="checkbox"/>

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7. When you are finished, your final grade setup should look like this:

2006-2007 Y1 [NEW]			
Quarter 1 Q1 [NEW]	Quarter 2 Q2 [NEW]	Quarter 3 Q3 [NEW]	Quarter 4 Q4 [NEW]

Note: These final grade setups apply to St Joseph - St Elisabeth Ann Seton School only.

8. Also, click on NEW in the Year term and create the same Quarter entries that you did in the Quarter placeholders. You are basically duplicating the Quarter entries and putting them in the whole year placeholder. When you are done, your screen should look a little like this:

Final Grade Setups for PowerGrade

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

2005-2006 Q1 Q2 Q3 Q4 Y1 [NEW]				
First Semester [NEW]		Second Semester [NEW]		
First Quarter Q1 [NEW]	Second Quarter Q2 [NEW]	Third Quarter Q3 [NEW]	Fourth Quarter Q4 [NEW]	

Note: These final grade setups apply to Sacred Heart Elementary School only.

9. Go back to School Setup and find Current Grade Display above the Final Grade Setup.
a. Complete this information as much as possible. You can compare to mine.

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This screen specifies which grades are seen on the Quick Lookup screen as well as on the summary screen parents see when they access their student's record through the internet. The Current Grade indicated below will be used to calculate the GPA on the Quick Lookup screen as well as to read out grades to parents over the phone.

Column #	Store Code	Source of Data
Column 1	<input type="text" value="Q1"/>	<input type="text" value="PowerGrade"/>
Column 2	<input type="text" value="Q2"/>	<input type="text" value="PowerGrade"/>
Column 3	<input type="text" value="Q3"/>	<input type="text" value="PowerGrade"/>
Column 4	<input type="text" value="Q4"/>	<input type="text" value="PowerGrade"/>
Column 5	<input type="text" value="Y1"/>	<input type="text" value="PowerGrade"/>
Column 6	<input type="text"/>	<input type="text"/>
Current Grade (always comes from PowerGrade)	<input type="text" value="Q1"/>	Used to indicate the current final grade throughout PowerSchool
Show Citizenship Grade	<input checked="" type="checkbox"/>	
Parent/Student Access Term (leave blank for default)	<input type="text"/>	

10. That's it. You're finished and your teachers will be much happier.

**If you have any questions, please send me an E-Mail at
llopez@fw.diocesefwsb.org**