May 13, 2013

TO: All High School Principals
FROM: Sara Freedman, SIS and State Reporting Director
DEPARTMENT: Office of Academics - Assessment, Evaluation and Research
RE: M4 Report Card Procedures – High Schools
CC: Jonathan Swan, Kevin McCaskill, Dr. Carole Collins-Ayanlaja, Leslyee Frederick,
                George Michna, School-based PowerSchool Users, Lorena Emanuel, Alan Botteon

INTEROFFICE MEMORANDUM

As many of you are preparing to send out Report Cards and Transcripts, following are important guidelines to review before going to print.

Marking Period Year-long /Trimester Year-long /Quarter /Semester 2 Classes
M4 ,Q4, S2, & Y1 Final grades will be stored from the Gradebook to the Historical Grades module in PowerSchool. M4/Q4/S2/Y1 will be used for Report Cards. Q4/S2/Y1 will also be stored as Y1 as a Final Grade.

Mini (X) classes
Depending on your school's mini session dates, X3, X4, X5 and higher will be stored from the Gradebook to the Historical grades module in PowerSchool. X mini sessions will also be stored as Y1 as a Final Grade.

Pass/Fail Classes
If teachers are running **Pass/Fail** classes, please use the **FL** grade instead of F in the Gradebook.

Office Staff and Teachers
Attached are directions for Office Staff and Teachers before grades can be stored.
Note: Please be cautious with making any major schedule changes for students until grades are stored.

The following will occur when grades are stored:
1. When grades are stored: GPA, Honor Roll (and Rank if requested)* will be calculated.
* If manual historical grade changes are made by your staff after grades are stored and you would like honor roll and rank to be recalculated, please submit another helpdesk ticket asking for a 'recalc'.
2. Marking Period Report cards will be created for your school. The Quick Look-up and Cumulative Info screens in PowerSchool will be updated with current marking period information.
3. You will receive instructions to print report cards and run Honor Roll reports when your school grade processing is completed.

Office Staff Final Grades Checklist:

1. Verify Gradebook Term Weights for S2:
Gradebooks must be setup correctly in order to calculate an accurate final average for Semester 2 courses:

Use the following report to verify teacher's Gradebooks have the proper term weights set.
• Go to the start page of PowerSchool
• Click on "System Reports" on the left navigation pane
• Select the "Custom Reports" tab
• Click on "Final Grade Setups" under "Grades & Grading"
  o **To check S2 weights do the following:**
    - Click the "Course Term" drop-down and choose "2012-2013 S2" for S2
    - Click the "Store Code" drop-down and choose S2
    - Click "Submit"
    - "Setup Type" in the report must indicate "WeightedFGSetup".

M3 100	M4 100	**OR**	M3 50	M4 50

    - If the "Setup Type" indicates "Total Points", or WeightedFGSetup with category weights, the teacher must correct this setting in the Gradebook. (See #2 under Teacher's Final Grades Checklist to correct if necessary.)

2. Verify Gradebook Term Weights for Y1:
Gradebooks must be setup correctly in order to calculate an accurate final average for Year-long courses:

Use the following report to verify teacher's Gradebooks have the proper term weights set.
• Go to the start page of PowerSchool
• Click on "System Reports" on the left navigation pane
• Select the "Custom Reports" tab
• Click on "Final Grade Setups" under "Grades & Grading"
  o **To check Y1 weights do the following:**
    - Click the "Course Term" drop-down and choose "2012-2013 Y1" for Y1
    - Click the "Store Code" drop-down and choose Y1
    - Click "Submit"
    - "Setup Type" in the report must indicate "WeightedFGSetup".

Marking Periods for year-long classes

M1 100	M2 100	M3 100	M4 100
OR			
M1 25	M2 25	M3 25	M4 25

    - If the "Setup Type" indicates "Total Points", or WeightedFGSetup with category weights, the teacher must correct this setting in the Gradebook. (See #2 under Teacher's Final Grades Checklist to correct if necessary.)

3. Verification of final grades:

There are a number of reports available in PowerSchool to verify final grades. You can view these by clicking "System Reports", then "Custom Reports", and looking under "Grades and Grading".

Teacher Verification Sheets

By following the instructions below, you can print a roster by teacher/section showing final grades for each grading term (MP, S and Y). These rosters are set up for the teacher to sign, indicating their approval of final grades.

- Click on "System Reports"
- Select "Class Rosters" under "Student Listings"

Report size and text settings

Use the following settings on the template page to setup the look of the report:

- **Heading Font:** Helvetica
- **Size, line height, style:** 10 points, Bold
- **Column title font:** Helvetica
- **Size, line height, style:** 10 points, Bold
- **Rule width (points):** Horizontal: 1; Vertical: 1
- **Cell Padding (points):** Horizontal: 2; Vertical: 2
- **Margins:** Left .5 Top .5 Right .5 Bottom .5
- **Orientation:** Portrait (vertical)

Report Template Fields

When running the Grade Verification report, you can use the following fields to copy and paste into the report text boxes (the **Heading text** box and the **Roster column** box)

Heading Text:

GRADE VERIFICATION SHEET

School: ~(schoolname)
~[letter.date]
Teacher: ~(teachername)
Course: ~(coursename)
Period/Day(~(expression) Term: ~(termabbr)
Section: ~(Section_Number) Room: ~(room)

Verified: _____ Signature:_____

Roster Column: (Copy the appropriate listing for your school)

For Year-long classes Y1:
~(count)\#\.25|C
Student_Number\ID\1.0\C
LastFirst\Name\3.0\C
Gender\Gender\.75\C
Grade_Level\Grade\.75\C
~(pg.final.grade;M1)\M1\.5\C
~(pg.final.percent;M1)\M1%\.5\C
~(pg.final.grade;M2)\M2\.5\C
~(pg.final.percent;M2)\M2%\.5\C
~(pg.final.grade;M3)\M3\.5\C
~(pg.final.percent;M3)\M3%\.5\C
~(pg.final.grade;M4)\M4\.5\C
~(pg.final.percent;M4)\M4%\.5\C
~(pg.final.grade;Y1)\Y1\.5\C
~(pg.final.percent;Y1)\Y1%\.5\C

For Semester long classes S2:
~(count)\#\.25\C
Student_Number\ID\1.0\C
LastFirst\Name\3.0\C
Gender\Gender\.75\C
Grade_Level\Grade\.75\C
~(pg.final.grade;M3)\M3\.5\C
~(pg.final.percent;M3)\M3%\.5\C
~(pg.final.grade;M4)\M4\.5\C
~(pg.final.percent;M4)\M4%\.5\C
~(pg.final.grade;Y1)\Y1\.5\C
~(pg.final.percent;Y1)\Y1%\.5\C

For Quarter-long classes Q4:
~(count)\#\.25\C
Student_Number\ID\1.0\C
LastFirst\Name\3.0\C
Gender\Gender\.75\C
Grade_Level\Grade\.75\C
~(pg.final.grade;Q4)\Q4\.5\C
~(pg.final.percent;Q4)\Q4%\.5\C

- Below is a screenshot of the roster setup page.
  - You will need to copy and paste from above in both the "Heading Text" box and "Roster Columns" box.
    - If you are running Minis you will have to add your X mini sessions to "Roster Columns".
    - If you are running Quarters you will have to add your Q4 to "Roster Columns".
  - You must choose at least one teacher at the top of the roster setup page in order for the roster to print.
  (If you click submit without choosing at least one teacher, an error message will be generated when trying to view the roster from the report queue.)

- After typing in settings, styles, formatting, and you have copied and pasted into the Heading Text and Roster Column field boxes. **Click Submit**

Report Showing Gradebook F's w/percentage lower than 50

By following the instructions below, you can print a report showing all instances of student grades where an F is the final grade with a percentage lower than a 50. This will alert you where teachers must change the percentage to at least a 50 in their Gradebook:

- Click on "System Report", "Custom SQL Reports", and then expand the "Grading" section

- Select "Marking Period Gradebook F's – Lower than a 50". The report will list students with an F and percentage lower than a 50, and include the class and teacher.

Gradebook F's Lower than 50

| Copy | CSV | Excel | PDF | Print |

Stu_Num	Stu_Name	Grade	F Grade	NumericVal	MP	TeacherName	CourseNum	SectionNum	CourseName
130779	Doe, Johny	10	F	43	M4	TEST, SALLY	123457	910A	TEST*ENGLISH
132166	Davis, Martin	9	F	48	M4	TEST, SALLY	123457	910A	TEST*ENGLISH
136583	Test, Ronny	9	F	49	M4	TEST, SALLY	123457	910A	TEST*ENGLISH

Showing 1 to 3 of 3 entries

4. **Request grades be stored:**

   Once your grades have been verified, please enter a Help Desk ticket to request having your grades stored. Be sure to specify the time and day you want them stored.

*_**Please share the following steps directly with teachers**_*

Teacher's Final Grades Checklist:

1. Manual grade changes
   If you manually overrode (changed) an M4 Final grade, the **numeric percent** must also be changed. This is because the Gradebook is averaging the **Numeric Percent not the Letter Grade** to come up with the S1, S2, and Year (12-13) Final grade.

   For example, if a student received a B (80%) for M4 and you changed it to an A you must also change the numeric percent from between 90 to 94.

   - Open PowerTeacher
   - Open the Gradebook
   - Click the Classes drop-down and choose your M4 class
   - Click the Reporting Term drop-down and choose the appropriate marking period in which the B was changed to an A

   Note: You can easily identify grades that were manually overridden because they appear in **_bold italics_** with a **red** exclamation

   - Double click on the Final Grade for the student with the A. The manual override box will appear.

- Change the numeric Percent to between a **90 and 94**

- Repeat these steps for each class in the appropriate marking period in which the letter grades were manually changed to be sure percentages are correctly entered.

2. Setting up Term Weights/ Percent – (Mandatory for S2 and Year Classes so final grades calculate correctly)

- Open PowerTeacher
- Open the Gradebook
- Click the Classes drop-down and choose the S2 or 12-13 year class
- Click on the Grade Setup icon

- Double click on S2 or Y1 under Reporting Term (Q4 and X Mini's do not need this setup). Be sure that **Term Weights** is selected

- Use the following settings for each Term Type:

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- **S2 Classes**
  - M3- Set the Weight column = 100, Percent = 50
  - M4 -Set the Weight column = 100, Percent = 50
  - Click Save button

- **Y1 Classes**
  - M1- Set the Weight column = 100, Percent = 25
  - M2- Set the Weight column = 100, Percent = 25
  - M3- Set the Weight column = 100, Percent = 25
  - M4 -Set the Weight column = 100, Percent = 25
  - Click the Save button
    - **OR**
  - T1- Set the Weight column = 100, Percent =33.3
  - T2- Set the Weight column = 100, Percent =33.3
  - T3- Set the Weight column = 100, Percent =33.3
  - Click Save button

3. Pass/Fail Classes (where F used instead of FL)

- Open PowerTeacher
- Open the Gradebook
- Click the Classes drop-down and choose your M4, Q4, or X - Pass/Fail Class
- Click the Report Term drop-down and choose the appropriate marking period in which the F was reported
- Double click on the Final Grade for the student with the F

- Check Manual Override and change the letter to **FL** instead of F (For Pass/Fail classes only)

- Repeat these steps for each class in the appropriate marking period in which the F was reported in a Pass/Fail class.

4. Calculation of F grades (Numeric Percent Less than 50)

If a student receives a final grade of F (and Numeric Percent is less than a 50) for M4, Q4, or X, the teacher will need to manually override the numeric percent for the M4, Q4, or X final grade to at least 50 (please see communication from the Office of Secondary Schools).

- Open PowerTeacher
- Open the Gradebook
- Click the Classes drop-down and choose your M4, Q4, or X - Pass/Fail Class
- Click the Report Term drop-down and choose the appropriate marking period in which the F was reported
- Double click on the Final Grade for the student with the F

- Click Manually Override
- Change the Numeric Percent to **50**

- Repeat these steps for each class in the appropriate marking period in which the F was reported

** In consultation with the building administrator about an F grade, on a case-by-case basis, a student's final grade can be adjusted to a different Numeric Percent than 50. A note should be made in the teacher's comments to this effect **