





End of Term Best Practices

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Agenda

- Timeline (*recommended*)
- Review the Permanently Store Grades screen
- Examples of Storing Grades each term
- Discussion:
 - How your Grade Scales affect how the grades are stored
 - Discuss Report Card setup to pull the stored grades you want
 - Discuss how Course Information affects information included in the historical grade record
- Q&A

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Timeline



- Provide deadline for grades due
- Teachers verify each course in PowerTeacher gradebook setup to correctly calculate terms
- Verifications
 - Printed by teacher from PowerTeacher gradebook
 - Printed using Class Roster report in Admin portal
- Teachers make any necessary corrections in PowerTeacher gradebook
- Permanently Store Grades

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Timeline continued



- Calculate Honor Roll for completed term
 - *(optional if want to include on report card)*
- Print Report cards
 - *(using a report card setup that pulls from Historical NOT Current)*
- Change Current Grade Display
 - determines what shows on the Quick Look up screen

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Store Examples



Quarter One Term – Process one Store Grade

Q1 Store

Store Code is Q1

Final Grade is for Q1; Store for S1 and YR

Available store Terms	% of course credit to award now
Q1	100 %
S1	0%
YR	0%

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Store Examples



Quarter Two Term – Process three Store Grades

Q2 First Store

Store Code is Q2

Final Grade is for Q2; Store for S1 and YR

Available store Terms	% of course credit to award now
Q2	100 %
S1	0%
YR	0%

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Store Examples



Q2 Second Store

Store Code is Ex1

No Final Grade; Store only for S1

Available store Terms	% of course credit to award now
Q2	leave blank
S1	0%
YR	leave blank

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Store Examples



Q2 Third Store

Store Code is S1

Final Grade is for S1; Store for YR

Available store Terms	% of course credit to award now
Q2	leave blank
S1	100%
YR	0%

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Store Examples



Quarter Three Term – Process one Store Grade

Q3 Store

Store Code is Q3

Final Grade is for Q3; Store for S2 and YR

Available store Terms	% of course credit to award now
Q3	100 %
S2	0%
YR	0%

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Store Examples



Quarter Four Term – Process five Store Grades

Q4 First Store

Store Code is Q4

Final Grade is for Q4; Store for S2 and YR

Available store Terms	% of course credit to award now
Q4	100 %
S2	0%
YR	0%

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