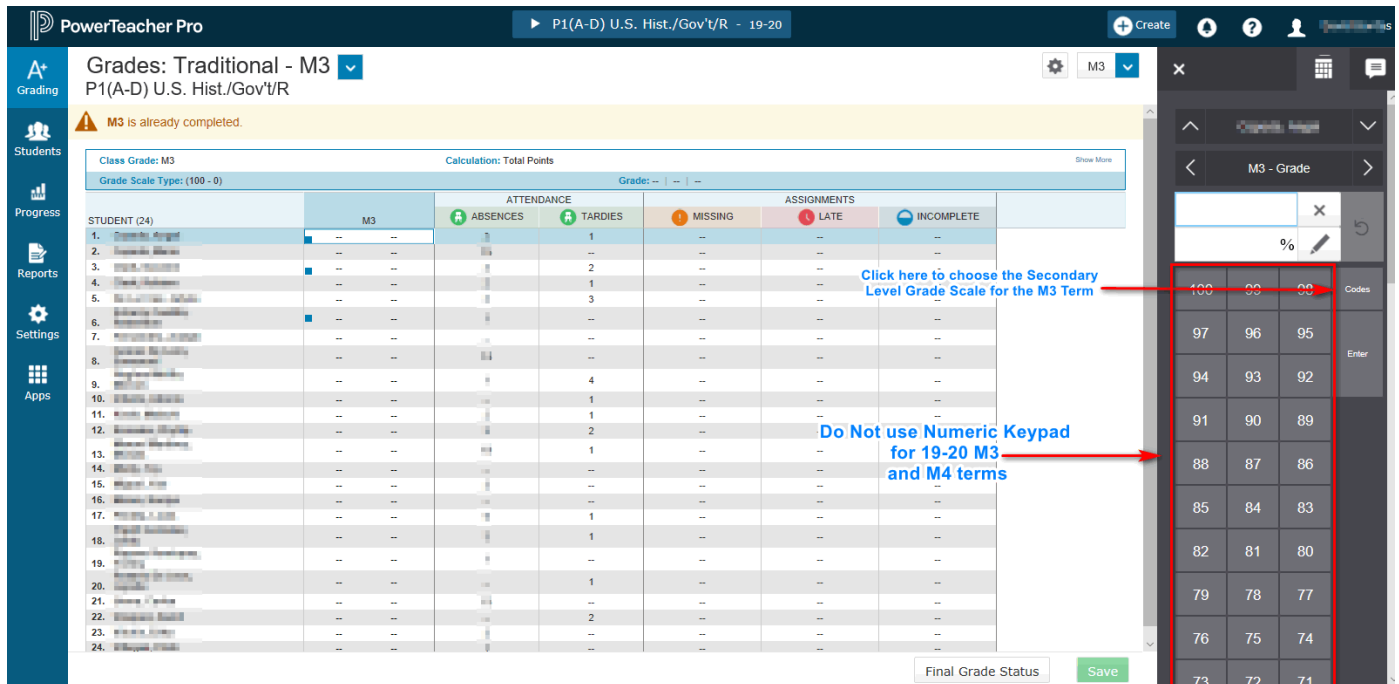


## PowerSchool Guidance when Implementing the Covid-19 Grading Protocol Grades 7-12



The New Covid-19 Grading Protocol for Secondary Teachers will require the use of updated codes when entering /updating grades. Although it is present, the numeric keypad within PowerTeacher Pro **cannot be used** to for the M3 and M4 term. Teachers will be required to use the *Codes section* (or enter the codes manually) when inputting/updating grades. **There can be no numeric grades in the grade value field.** If grades have already been entered, it will be necessary to delete the value and update with one of the approved codes –P, PWD, or I. Each code has to have a default percentage assigned to it. It can be updated and used as a record of the student’s actual mark if the original grades were to be calculated. This percentage will not show up on a Report Card, or the Parent Portal.

### TEACHERS WHO HAVE NOT ENTERED GRADES FOR THE M3 TERM



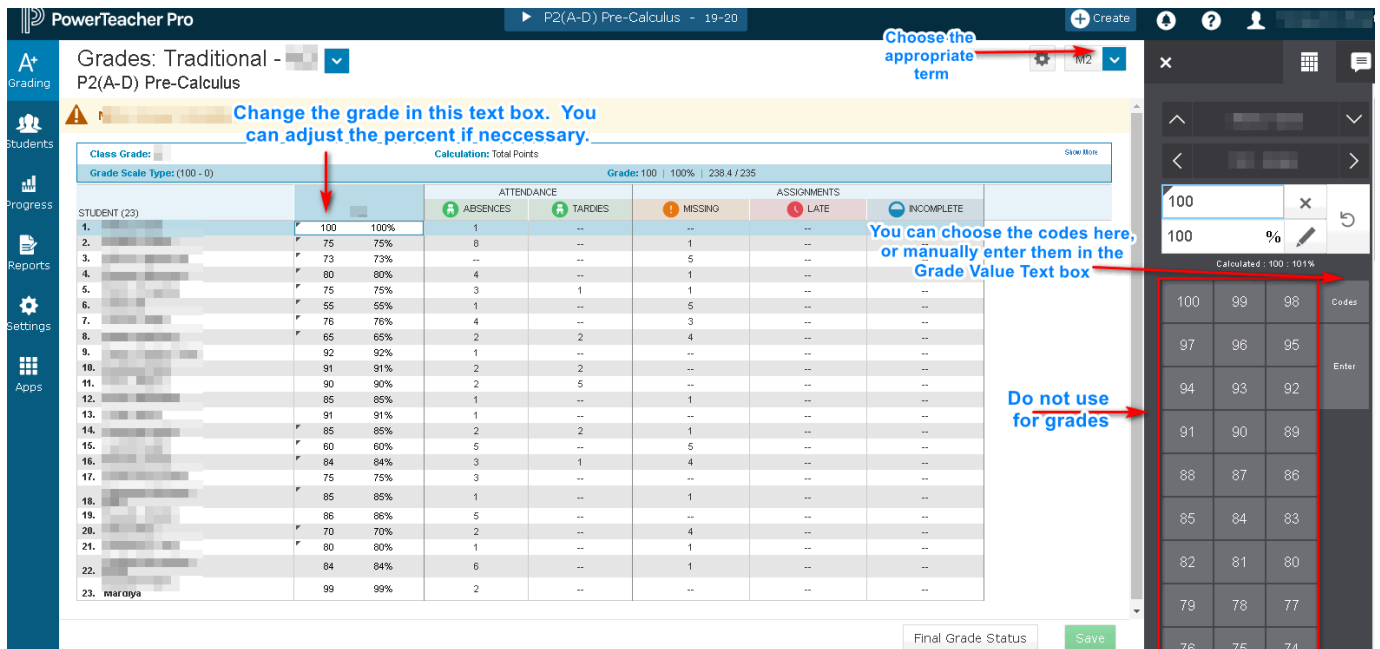
The screenshot shows the PowerTeacher Pro interface for a class named 'P1(A-D) U.S. Hist./Gov't/R - 19-20'. The term is set to 'M3'. A warning message states 'M3 is already completed.' The main table displays student names and their grades for the M3 term. The right-hand keypad is open, showing a grid of values from 100 to 71. A red box highlights the 'Codes' section of the keypad, and a red arrow points to it with the text 'Click here to choose the Secondary Level Grade Scale for the M3 Term'. Another red arrow points to the keypad with the text 'Do Not use Numeric Keypad for 19-20 M3 and M4 terms'.

In the above graphic, this teacher has not yet entered grades for the M3 term. To get to the appropriate

term, you can click on the   dropdown and choose the term (M3). The teacher will need to select the Codes box and choose: P (Pass), PWD (Pass with Distinction), or I (Incomplete). The codes can be manually entered as well. Once the Correct Code is chosen, you can continue grading until the class is finished. The percent column can either use the default value or can be adjusted to have a record of the student’s actual mark. The percent values will not be displayed on the Report Card, or the Parent Portal.

For further guidance teachers can refer to “Secondary Entering Marks using PowerTeacher Pro Gradebook Grade levels 7-12\_Revised 11\_1\_19.pdf” which is located in the PowerSchool section of the teacher share.

### TEACHERS WHO HAVE ALREADY ENTERED M3 GRADES OR USE THE GRADEBOOK FOR ASSIGNMENTS



**Change the grade in this text box. You can adjust the percent if necessary.**


**Choose the appropriate term**

**You can choose the codes here, or manually enter them in the Grade Value Text box**

**Do not use for grades**

STUDENT (23)	Grade	Percentage	ATTENDANCE	ASSIGNMENTS			
			ABSENCES	TARDIES	MISSING	LATE	INCOMPLETE
1.	100	100%	1	--	--	--	--
2.	75	75%	8	--	1	--	--
3.	73	73%	--	--	5	--	--
4.	80	80%	4	--	1	--	--
5.	75	75%	3	1	1	--	--
6.	55	55%	1	--	5	--	--
7.	76	76%	4	--	3	--	--
8.	65	65%	2	2	4	--	--
9.	92	92%	1	--	--	--	--
10.	91	91%	2	2	--	--	--
11.	90	90%	2	5	--	--	--
12.	85	85%	1	--	1	--	--
13.	91	91%	1	--	--	--	--
14.	85	85%	2	2	1	--	--
15.	60	60%	5	--	5	--	--
16.	84	84%	3	1	4	--	--
17.	75	75%	3	--	--	--	--
18.	85	85%	1	--	1	--	--
19.	86	86%	5	--	--	--	--
20.	70	70%	2	--	4	--	--
21.	80	80%	1	--	1	--	--
22.	84	84%	6	--	1	--	--
23. nmaroya	99	99%	2	--	--	--	--

The teacher above has already entered grades for the term. To get to the appropriate term, you can

click on the  **M4** dropdown and choose the term (M3). The teacher will need to select the Codes box and choose: P (Pass), PWD (Pass with Distinction), or I (Incomplete). The codes can be manually entered as well. Once the Correct Code is chosen, grading can continue until the class is finished. The percent column will not change. This can be used a record of the students actual mark. The percent values will not be displayed on the Report Card, or the parent portal.

For further guidance, teachers can refer to “Secondary Entering Marks using PowerTeacher Pro Gradebook Grade levels 7-12\_Revised 11\_1\_19.pdf” which is located in the PowerSchool section of the teacher share.

As per the COVID-19 Grading Systems Protocol adopted by the Board on April 22, 2020, the 3<sup>rd</sup> and 4<sup>th</sup> Marking Period grades will not be calculated in the student’s final GPA.