PowerSchool Update

PT Pro Gradebook FAQs

Can I view all grade terms on one screen?

Yes, select a class to work with > From the left menu click Grading > Click All Reporting Terms.

How can I see/work with a dropped student?

Select a class to work with > From the left menu click Students > Click Show Dropped to view students who have been dropped from the class > Click the name of the dropped student you wish to work with. You can then modify student information including assignment grades, comments and term grades or view information including demographics and quick lookup. Be sure that when working with grades you are on the correct grade term which is shown at the top right of the gradebook screen. See the Working with Dropped Students PTP document for more information.

What assignment due dates should I be using so that my assignments count for the correct grade term?

The grading terms set up in PowerSchool define the length of each grading period for a scheduling term (the term in which a class is scheduled is considered the scheduling term. For example, some classes are semester long and some are year long). The start and end date of a grading term determine the gradebook scores that are included in a particular grade. For instance, if there is a Q1 grading term with dates of 9/1/2019 to 11/24/2019, an assignment must have a due date on or between these dates to count towards the Q1 grade.

Where can I view the grade term dates?

Select a class to work with > From the left menu click Grading > Then click Scoresheet > Click the grade term drop down that is in the upper right corner of the scoresheet to view grade term dates. Keep in mind that grade term dates may differ between different class terms such as semester classes and year long classes.

What do the different grade terms represent?

Q1, Q2, Q3 and Q4 are for quarter grades.
L1, L6 are for local exam grades. Whether the exam is a mid-year or end of year local exam is indicated by the grade set up dates.
R1 is for January Regents grades.
R6 is for June Regents grades.
Y1 is for the overall course grade.

Some schools may use additional grade terms that are not listed above.

Why is my gradebook showing a message that the term is already completed? Can I still enter grades?

This term already completed message displays when the current date is past the end of the grade term date. This message is information only and does not prevent grade entry.

What does the grade have a grade triangle?

The gray triangle indicates the grade has been manually overridden.

How can I remove a manually overridden grade?

Select a class to work with > From the left menu click Grading > Then click Scoresheet > Check that the selected grade term to ensure you are working in the correct term and change if needed > Click in to the grade column of the overridden grade, which will cause the Score Inspector panel to open from the right > Click the undo arrow to remove the override and Save the scoresheet.

Click in to the manually overridden grade.

To remove the grade override click the undo arrow and save the Scoresheet.