

The background features a series of overlapping, semi-transparent green triangles and polygons that create a dynamic, geometric pattern. The colors range from a light lime green to a darker forest green. The pattern is more dense on the right side of the image, where it transitions into a solid green area.

PowerTeacher
and PTPro
Gradebook
Secondary

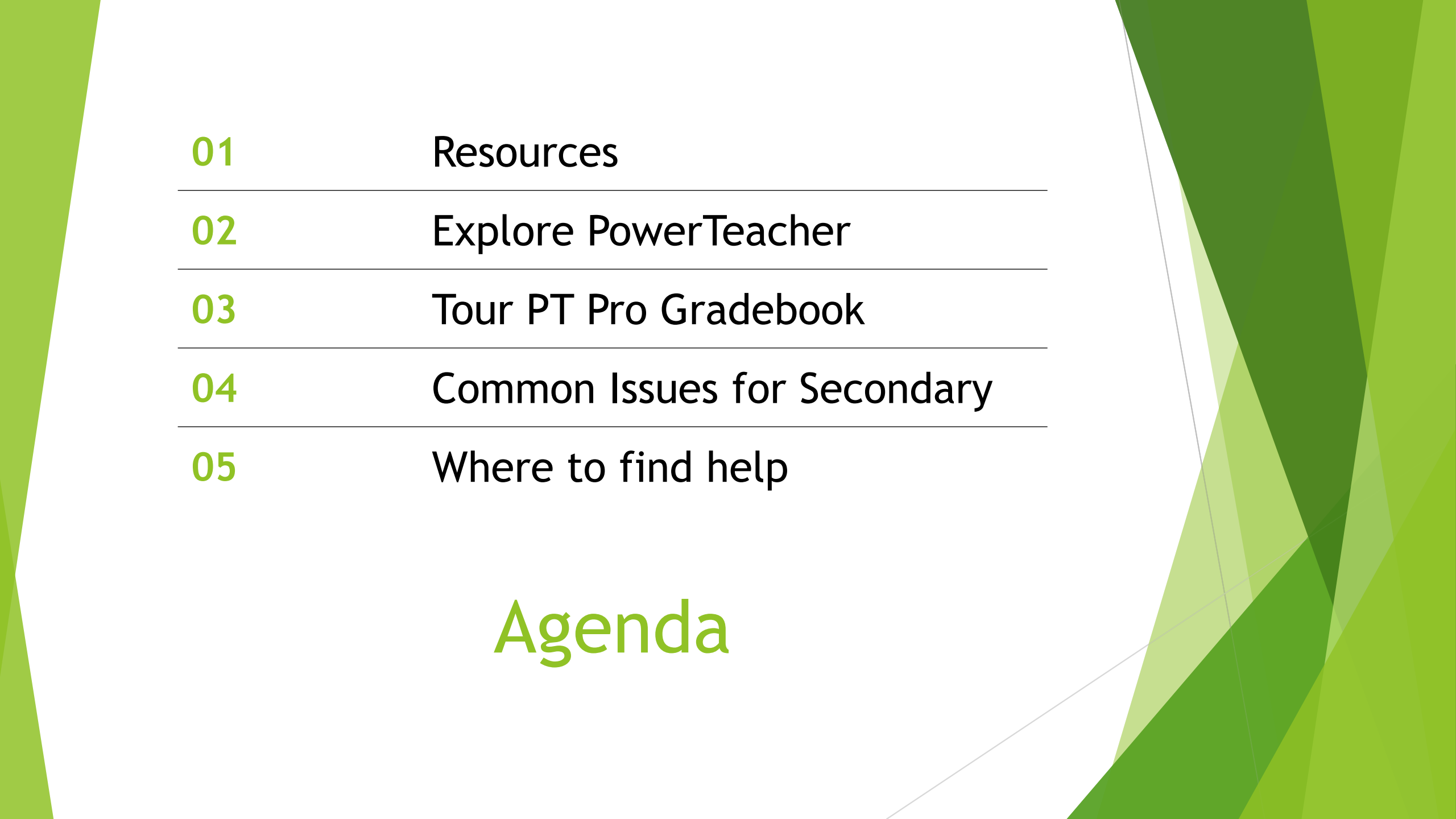
New Teacher Academy 2026

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SIS Specialist

- ▶ Specialize in PowerSchool Parent Portal, PowerTeacher, PTPro Gradebook and Report Cards
- ▶ Been on the SIS Team for 4 ½ years
- ▶ With the county for over 15 years in varying roles
- ▶ I LOVE Data Analysis and learning new technology



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|----|-----------------------------|
| 01 | Resources |
| 02 | Explore PowerTeacher |
| 03 | Tour PT Pro Gradebook |
| 04 | Common Issues for Secondary |
| 05 | Where to find help |

Agenda

HCPS PowerSchool Online Resources

PowerSchool Online Resources provides you with:

- ▶ **Training for PowerTeacher and PTPro Gradebook:** Access training videos and manuals for both PowerTeacher and PTPro Gradebook to enhance your skills and understanding.
- ▶ **Step-by-Step Guides for End of Quarter:** Utilize detailed guides to navigate the end-of-quarter processes efficiently, ensuring accurate and timely grade submissions.
- ▶ **Report Generation:** Learn how to pull various reports in both PowerTeacher and PTPro Gradebook, including medical information, student contact information, final grades, missing assignments, and more.
- ▶ **Grades for Transfer Students:** Find and enter grades for transfer students, including those who have changed schedules or withdrawn, with step-by-step instructions and support resources.
- ▶ Link available when signing into PowerTeacher

PowerTeacher

Take Attendance

Alert Icons

Common Select Screens

Special HCPS Reports

PowerTeacher Portal

<https://sis.henrico.k12.va.us/teachers>

PowerSchool Online Resources

<https://hcpschools.sharepoint.com/sites/SISBlog>

Navigating the Start Page

- ▶ You can take attendance from the start page
- ▶ Navigate to PTPro Gradebook
- ▶ Student ID Card for a deeper dive into student information

Navigation

- PowerTeacher Pro
- Start Page**
- Daily Bulletin
- Schedule
- Reports
- Recommendations

Current Classes

Exp	Course	Attendance Status	Take Attendance	Multi-Day Attendance	Seating Chart	Student Information	Print Class Reports
HR(PER)	1st Grade Homeroom PowerTeacher Pro						
1(PER)	1st Grade English PowerTeacher Pro						
2(PER)	1st Grade Math PowerTeacher Pro						
3(PER)	1st Grade Reading PowerTeacher Pro						
4(PER)	1st Grade Science PowerTeacher Pro						
5(PER)	1st Grade Social Studies PowerTeacher Pro						
9(PER)	1st Grade Workbooks PowerTeacher Pro						
10(PER)	1st Grade Conduct PowerTeacher Pro						

Teacher Icons

Not Taken
Partially Taken
Fully Taken
Single Day Attendance
Multi-Day Attendance
Seating Chart
Student Information
Print Class Reports

After

HCPS Alert Icons

We use a mixture of PowerSchool and HCPS custom student alert icons. Here are what alerts could be on a student's profile.



Icons are only available in PowerTeacher

Other Student Alert Icons

504	504	G	Gifted
EL	English Learner	IMM	Immunizations: Non Compliant
EE	Exceptional Education		

HCPS Special Reports

Here are the available HCPS custom reports in PowerTeacher. Please do not use contact report in PTPro Gradebook.



Meeting Attendance
Summary



Medical
Information



HCPS Student
Form Flags



Student Contact
Information



HCPS Service
OptOut Summary

PowerTeacher

What's New

Categories

Traditional Grade
Calculation

Display Settings



Click on **Settings** - Click **Display Settings**

[← Current Classes](#)

Class

Grading

Students

Progress

Reports

Settings

Setup

Display Settings

Class Descriptions

Comment Bank

Class Grade Scales

Student Grade Scales

Traditional Grade Calculations

Standards Grade Calculations

Pick your own custom
start page

Display Settings

Starting Page

Custom Starting Page

Assignment List

Assignment List

Scoresheet

Standards Final Grades

Standards Progress

Traditional Final Grades

Traditional Progress

Demographics

Quick Lookup - Standards

Quick Lookup - Traditional

Before you start
you will need...

PowerSchool Online Resources provides you with:

- ▶ **What type of class are you teaching?**

Yearlong, Semester or Quarterly course?
Does your class have an exam?
Is this a Pass/Fail class?

- ▶ **Traditional Grade Calculation Setup Document**

Based on the type of course you are teaching this will tell you how to setup your terms for the class

- ▶ **Category Requirements**

Your Associate Principal will provide you with the category requirements your class.

Categories

You are provided with **four** district-created categories for **High School** and **six** for district categories for **Middle School**.

	Category Name	Description	Color
Middle and High School	Classwork		 Blue
	Project		 Tan
	Quiz		 Green
	Test		 Tan
Middle School Only	Tests/Projects		 Purple
	Independent Practice		 Red

ORDER	COLOR	CATEGORY NAME	
		Classwork	
		Project	
		Quiz	
		Test	

Legend
Icons  District created category

District-created categories are labeled with an icon that looks like a building.

How do we calculate a terms final grade?

Term Weighting

Used to calculate a student's final grade based on grades from shorter reporting terms.

Semester 1 (S1), Semester 2 (S2), and Year (Y1)

Category Weighting

Used to calculate a student's final grade using assignment categories. Assign a weight to each to determine how it contributes to the final grade. The rounded percentage earned for each category is multiplied by the weight. The weighted percentage values are added together to calculate the final grade.

Quarters 1-4 (Q1/Q2/Q3/Q4)

Total Points

Used to calculate a student's final grade by dividing the points earned by points possible. Weighting comes into play by making assignments worth more points. The grade is converted to a percentage based on the grade scale assigned to the class.

Exam 1 (X1) and Exam 2 (X2).

NOTE- For some classes like Advisory, Career Investigations (Middle School), Total Points can be used to setup all terms. Always check with department chairs or ASP.

Total Points is the
DEFAULT
gradebook setting.

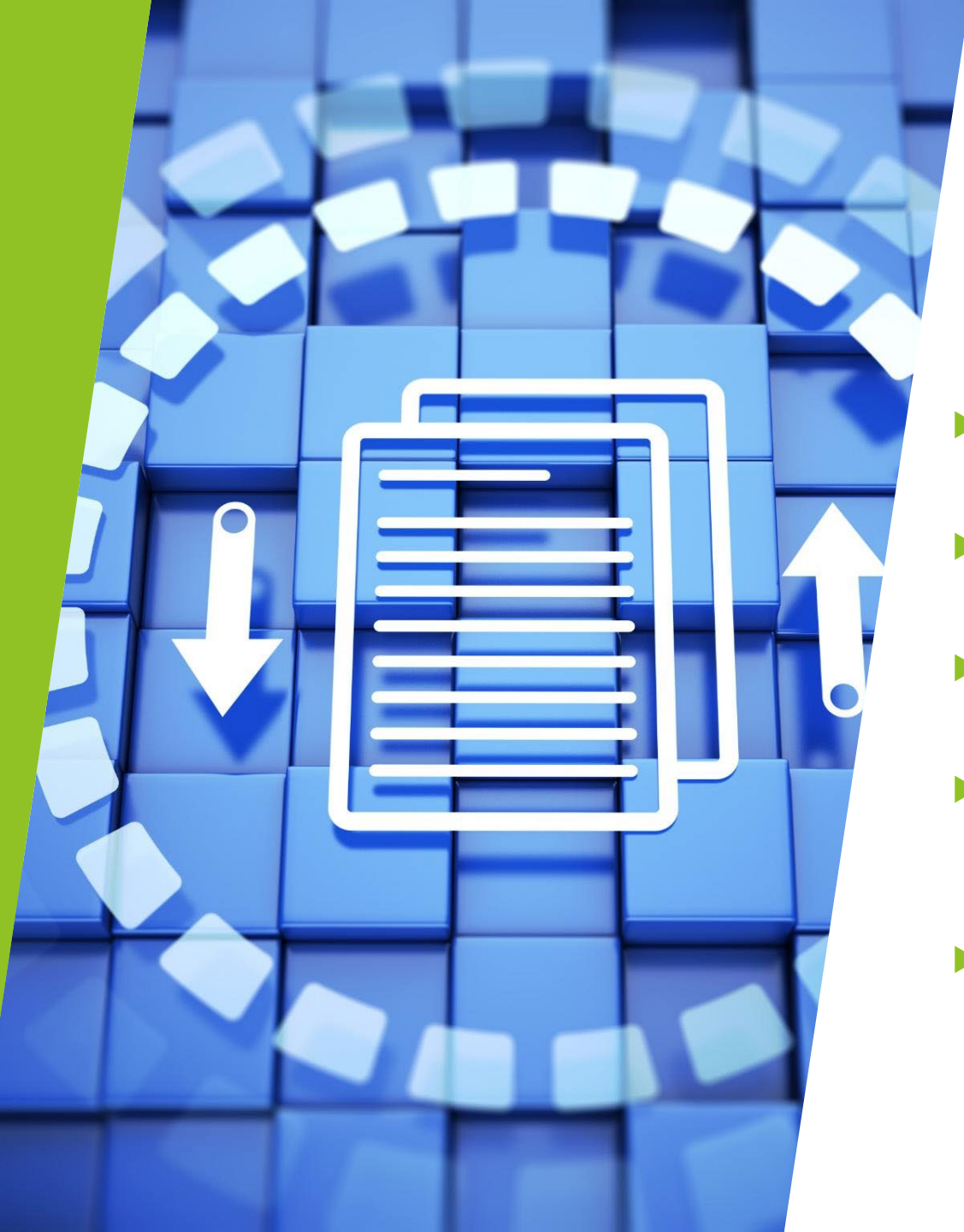
Step 1: Inactivate Categories

- ▶ Review current categories assigned to your classes.
- ▶ Identify categories that are no longer relevant or needed.
- ▶ Edit the category settings to inactivate categories.
- ▶ This is done to ensure inactive categories do not affect grade calculations.
- ▶ Confirm changes before proceeding to the next step.



Step 2: Enter Traditional Grade Calculations

- ▶ Determine the appropriate grade calculation method for your class.
 - ▶ Access the Traditional Grade Calculation setup.
 - ▶ Enter the necessary weighting and calculation details accurately.
 - ▶ Refer to the Traditional Grade Calculation Setup Document as a guide.
 - ▶ Save your settings to apply the calculation to your gradebook.
- 



Step 3: Copy Traditional Grade Calculations to Remaining Classes

- ▶ Save the grade calculation setup for your initial class.
- ▶ Use the copy function to apply settings to other classes.
- ▶ Select all remaining classes where the calculation applies.
- ▶ Confirm that the grade calculation is correctly copied over.
- ▶ Check for consistency across all classes after copying.

Common Issues with Gradebooks

Gradebook is not
setup properly

Assignments used
categories that
are not in the TGC

Results in student term grades being incorrect.

School Resources

Department Chair

Ask if there is anything specific to your department (ie, category names, grading practices) that needs to be considered when grading.

Gradebook Trainer

This is your first go-to person with any gradebook or report card task questions.

ILC

If you will use Schoology please reach out to them about how to properly sync with gradebook.

Associate Principal

They provide you with guidance on grading policies, how to set up your gradebook, the HCPS grading guidelines as well as deadlines for report cards.

Guides

- ▶ Middle or High Grading Guidelines
- ▶ Gradebook Training Guides

Questions & Answers

- ▶ Time to set up Display Settings
- ▶ Time to setup Traditional Grade Calculations

