DIOCESE OF WILMINGTON

Office for Catholic Schools

1626 N. Union Street
Wilmington, DE 19806
302-573-3133 • fax 302-573-6945
www.cdow.org

End of Term Process

1. The end of the Trimester is **11/29/2020** This is a Sunday, which means the actual end of the Trimester for teachers to give students assessments is **11/24/2020**.   Allow teachers two days to enter grades.
2. All grades should be entered into gradebooks by **12/2/2020.**
3. Notify your teachers of the above date and specify a time you will be storing grades on that date **(12/2/2020)**.
4. Report Cards will be distributed the week of **12/7/2020**.
5. As per Principal's Notes of November 6, 2020,
   Possible adjustments included
   In Grades 3-8
   >>> Combining Reading and Vocabulary into a single grade – Reading
   >>> Combining Writing and Grammar into a single grade – Writing
   In Grades 1-5
   >>> Either not assessing Science and Social Studies or assessing these subjects with a Pass/Fail grade
   >>> Either not assessing Art, Library, Music, Physical Education, and Technology or assessing these subjects with a Pass/Fail grade
   >>> Adding a narrative assessment, if desired, as an assessment for Science, Social Studies, Art, Library, Music, Physical Education, and Technology in place of either no assessment or a Pass/Fail grade
6. Grade Verification for teachers can be done by utilizing the **Section Readiness Report**
   a. Teachers should be utilizing the **Section Readiness Report** to notify you that their term grading is complete.
   b. Section Readiness - Checkbox can be found by clicking Grading>Traditional>Final Grade Status. Teachers should put a checkmark next to the box - "T1 Final Grades are Complete" and can also add a note if they need to communicate to an administrator to look at a specific student.
   c. Administrators can view the Section Readiness Report on the admin side
      1. Administrators should be assigned a PT View role in security settings.
      2. On the start page, choose **System Reports**
      3. Under **Additional School Level reports** select Section Readiness
      4. The Section Readiness page appears with the list of teachers, their courses, and final grade verification status.
      5. To limit the entries that appear, enter filter criteria. Click + to add filter options.
      6. To remove a filter option, click - next to the filter.
      7. When the filter options are complete, click Apply.
      8. To re-sort the report results, click the column heading

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7. The Parent Portal will not be disabled during the reporting term. However, schools can utilize additional customized settings on the Parent/Student Access page to disable comments, grades, etc. from visibility on the public portal.

8. **Parent Email notification** will be disabled at the District level on 11/24/2020.

9. Verify your Honor Roll Setup
    a. Start>School>Honor Roll>Select Honor Roll Level and verify the setup prior to storing grades.

10. Verify any weather-related or maintenance-related closings are correctly marked in your PowerSchool calendar. *If all students' report cards reflect one day absent, your calendar is the first thing you should check.*

11. Run the PSCB Custom Grading - Class Grades and Comments Report so that you can identify any comments that may need to be revised prior to storing.

12. Run the PSCB Scheduling (Current Year) Dropped Classes Report to identify the last date you dropped a student from a class. This is important for storing grades to exclude those class enrollments to prevent blank stored grades.

13. **Run a Permanent Grade Store Process** – Remember you can do this as many times as needed as this process overwrites itself.

14. **Comments are stored with the permanent grade store**. If a teacher needs to edit comments, the teacher does so in their gradebook, saves the change and you need to run another permanent grade store. You can permanently store grades for just one section by entering the course and section # on the Permanent Grade Store Screen by keying in the course.section#. (See screenshot below)

▾ Additional Filter Options			
☐ Store grades for currently selected (0) students only			
Request that grades be stored only for a specific section	C05.8A (course.section)		
Student Grade Level	☐ PK3 ☐ PK4 ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8		
Track	☐ A ☐ B ☐ C ☐ D ☐ E ☐ F		
School Exit Date	From to (MM/DD/YYYY)		
Classes by term length		**Store**	**% of course credit**
2013-2014	(08/26/2013 - 06/11/2014)	Store with no credit ▾	0 %
Trimester 1	(08/26/2013 - 11/24/2013)	Store with no credit ▾	0 %

15. **Grade Changes** - Should there be a decision to change a grade for a student, the teacher makes the change in the gradebook and the PS Admin restores the specific section as indicated in the screenshot above.

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16. **Running Reports** - Running Reports during the Evening - Every evening our servers run a back-up process. This generally begins around 12:00 am and runs through 4:00am. If you are planning on having reports run in the evening, please avoid this time span.

    PLEASE NOTE: IThe report titles are:

    a. *Gr 3-8 Title Page (Print 1 copy in T2 and copy) - This is the title page that you run your report cards on the back of. Run one or print all and then input these into the printer so the report card prints on the reverse side.*

    b. [*PreK Report Cards*](#) *- PreK3 and PreK4*

    c. *Kindergarten Progress Report T1*

    d. *Grade 1-2 Progress Report T1*

    e. *Grade 3-8 Report Card T1*

    f. *SMM - Grade3-8 Report Card T1 SMM Only*

2. **Calculate honor roll** - This is done only when you are sure all grade/comment changes have been made in gradebooks and permanently stored.   ***This process does not overwrite itself.*** If there is an issue with honor roll recipients, contact the district PowerSchool administrator, who can delete your honor roll calculation so that you can recalculate.

    Instructions can be found on the [psadmin](#) page of the Intranet.

    If you are awarding honor roll for a specific grade level range, choose those students first. Click System>Calculate Honor Roll> Choose the selected students, store code and honor roll method and hit submit

3. **Run Honor Roll Report**. Click on System Reports>Honor Roll>Choose your term-named report (T2 Honor Roll)

Once all report cards have been distributed and honor roll complete do the following:

[**Parent/Student Access**](#) - Enable specific settings that were diabled
[**Quick Lookup Preferences**](#) - Specify where data is pulled from for each term
[**Current Grade Display**](#) - Enable the term that parents/students should be able to view

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All questions should be directed to pshelp@cdowschools.org   This email forwards into PSISJS' help desk system. Emailing Barbara Moore, delays that process.