



Gradebook Average Calculation Setup Worksheet

PowerSchool eSchoolPLUS

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Gradebook Average Setup Calculation Worksheet

Mark Type:	Average Type:	Calculated MP:					
1	Enter Y if the Average Setup is defined to use the raw Gradebook value.						
2	Enter 0 if the Average Setup is defined to treat blank marks as a zero.						
3	Enter mark type/marking period from average setup.						
4	Enter mark for the mark type from Report Cards. If mark type is blank, enter 'Blank' for the mark.						
5	Enter Y if Override is checked. If the Override is set to Y, then Mark is always used. Skip Line 6.						
6	If Line 1=Y, enter raw value for Mark Type. Skip Line 7.						
7	Enter Average Using Value from Level table for mark. If mark indicates 'Blank' and you entered a 0 for Line 2, enter 0. Otherwise, if mark indicates 'Blank', do not enter a value for the mark in this Line.						
8	Enter weight of mark type as displayed on the TAC Gradebook Setup Report Card Averages tab. If mark indicates 'Blank' and you did not enter a 0 for Line 2, do not enter the weight. The mark slot is excluded from the average						
9	Calculate the weighted value for marks. If Line 6 is entered, multiply Line 6 by Line 8. If Line 7 is entered, multiply Line 7 by Line 8.						
10	Sum the weighted value for all mark types. Add all columns in Line 9.						
11	Sum the weight of all mark types. Add all columns in Line 8.						
12	Calculate average for mark. Divide Line 10 by Line 11.						
13	If the student is assigned a grading scale in TAC, enter the mark that would be returned based on the grading scale. If you enter a mark on this line, skip to Line 16.						
14	If Average Setup is defined to round averages, enter the rounded result to the second decimal position (for example, 69.94) number for the value in Line 12. If Average Setup is defined to truncate averages, enter the truncated result to the second position for the value in Line 12.						
15	In the Level Table, find the mark closest to the value entered in Line 14.						
16	Enter value from Line 13 or Line 15. This is the mark that should be loaded to Report Cards.						

* If the Averaging Value from the Level Table is based on 4 point scale, it is invalid to use the raw Gradebook value in the average calculation.

How to Use the Average Calculation Worksheet

The Average Calculation Worksheet can help you to determine whether the correct marks are posted when you load Gradebook averages for mark types that are defined to use the Average Setup to calculate Gradebook results. To fill out the worksheet, you will need to print the setup for the average that you are checking. You will also need to refer to the level table. Additionally, you may need to refer to the Gradebook Scales records for the building.

The following figures illustrate where to find the information needed for a line of the worksheet. Enter the appropriate value in the line indicated by the number next to the circle.

Average Setup Information

Figure 1: Average Setup illustrates where to find the information from the Average Setup (Administration > Mark Reporting Setup > Calculation Setup > Average Setup) that you need to fill in the worksheet.

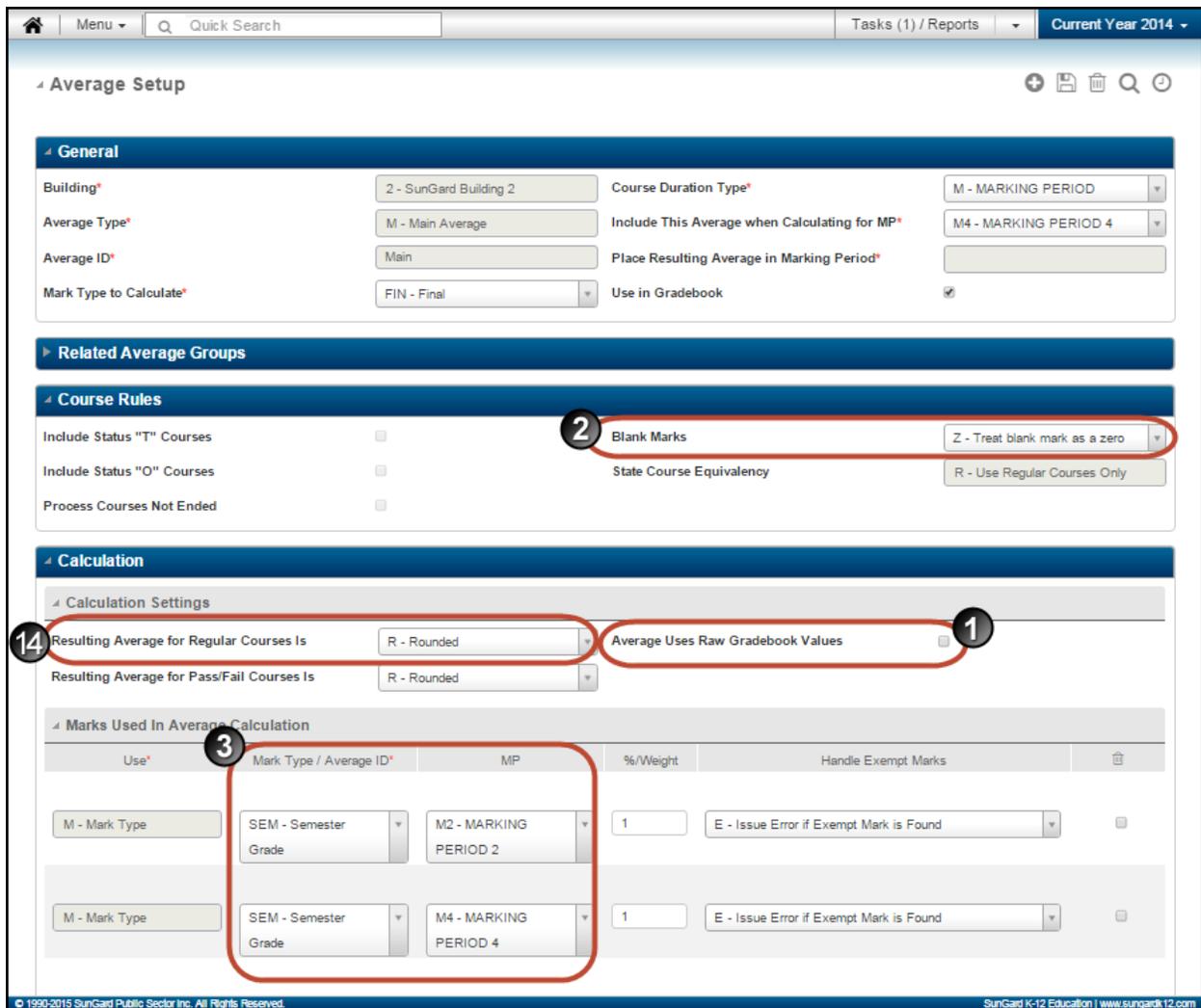


Figure 1: Average Setup

Report Card Averages Information

Display the Teacher Access Center Gradebook Setup page Report Card Averages tab for the course-section that you are using to check averages. Figure 2: Report Card Averages Tab illustrates where to find the values needed for the worksheet.

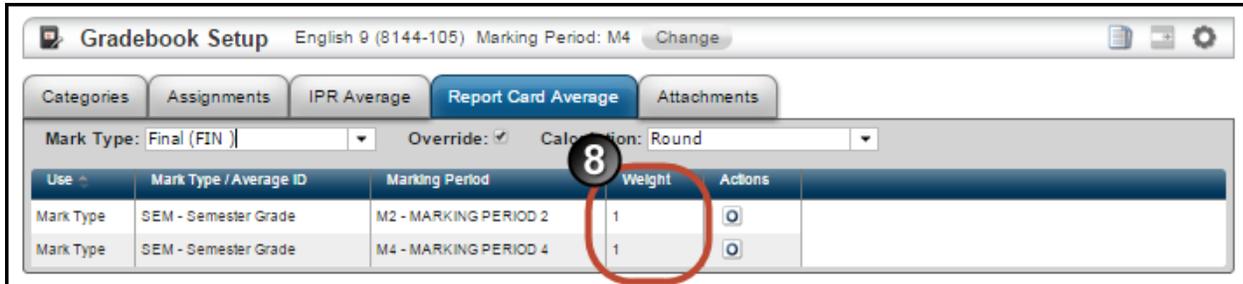


Figure 2: Report Card Averages Tab

Report Cards Information

Display the Teacher Access Center Report Cards page for the course-section that you are using to check averages. Figure 3: Marks section of Enter Report Cards illustrates where to find the values needed for the worksheet.

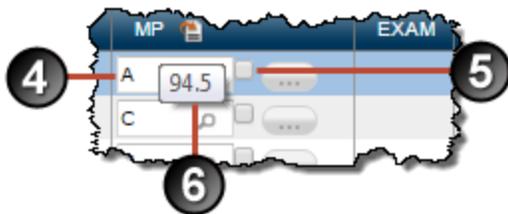


Figure 3: Marks section of Enter Report Cards

Level Table Information

Open the Master Schedule record for the course-section that you are using to check averages. Make note of the level specified in the Course Level field; this indicates the level table that the course uses for averaging marks. Display the level table (Administration > Mark Reporting Setup > Setup > Level Table) for the course. Figure 4: Section of Level Table illustrates where to look for the values for the worksheet.

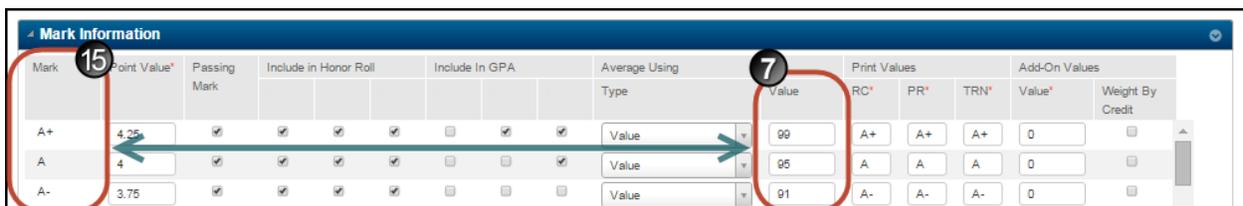


Figure 4: Section of Level Table

Gradebook Scale Information

If the student is assigned to a grading scale in TAC on the Scores page, check the Gradebook Scales (Administration > Mark Reporting Setup > Gradebook Setup > Gradebook Scales) for the gradebook scale assigned to the student. Figure 5: Gradebook Scale illustrates where to look for the values for the worksheet.



Figure 5: Gradebook Scales

Gradebook Average Setup Calculation Worksheet: Sample A

1	Enter Y if the Average Setup is defined to use the raw Gradebook value.					
2	Enter 0 if the Average Setup is defined to treat blank marks as a zero.					
3	Enter mark type/marking period from average setup.	Mrkp/M1	Mrkp/M2	Exm/M2		
4	Enter mark for the mark type from Report Cards. If mark type is blank, enter 'Blank' for the mark.	B	C	B		
5	Enter Y if Override is checked. If the Override is set to Y, then Mark is always used. Skip Line 6.		Y			
6	If Line 1=Y, enter raw value for Mark Type. Skip Line 7.					
7	Enter Average Using Value from Level table for mark. If mark indicates 'Blank' and you entered a 0 for Line 2, enter 0. Otherwise, if mark indicates 'Blank', do not enter a value for the mark in this Line.	85	75	85		
8	Enter weight of mark type as displayed on the TAC Gradebook Setup Report Card Averages tab. If mark indicates 'Blank' and you did not enter a 0 for Line 2, do not enter the weight. The mark type is excluded from the average	2	2	1		
9	Calculate the weighted value for marks. If Line 6 is entered, multiply Line 6 by Line 8. If Line 7 is entered, multiply Line 7 by Line 8.	170	150	85		
10	Sum the weighted value for all mark types. Add all columns in Line 9.	405				
11	Sum the weight of all mark types. Add all columns in Line 8.	5				
12	Calculate average for mark. Divide Line 10 by Line 11.	81				
13	If the student is assigned a grading scale in TAC, enter the mark that would be returned based on the grading scale. If you enter a mark on this line, skip to Line 16.					
14	If Average Setup is defined to round averages, enter the rounded result to the second decimal position (for example, 69.94) number for the value in Line 12. If Average Setup is defined to truncate averages, enter the truncated result to the second position for the value in Line 12.	81				
15	In the Level Table, find the mark closest to the value entered in Line 14.	B				
16	Enter value from Line 13 or Line 15. This is the mark that should be loaded to Report Cards.	B				

Gradebook Average Setup Calculation Worksheet: Sample B

1	Enter Y if the Average Setup is defined to use the raw Gradebook value.					
2	Enter 0 if the Average Setup is defined to treat blank marks as a zero.	0				
3	Enter mark type/marking period from average setup.	Mrkp/M1	Mrkp/M2	Exm/M2		
4	Enter mark for the mark type from Report Cards. If mark type is blank, enter 'Blank' for the mark.	B	C	Blank		
5	Enter Y if Override is checked. If the Override is set to Y, then Mark is always used. Skip Line 6.		Y			
6	If Line 1=Y, enter raw value for Mark Type. Skip Line 7.					
7	Enter Average Using Value from Level table for mark. If mark indicates 'Blank' and you entered a 0 for Line 2, enter 0. Otherwise, if mark indicates 'Blank', do not enter a value for the mark in this Line.	85	75	0		
8	Enter weight of mark type as displayed on the TAC Gradebook Setup Report Card Averages tab. If mark indicates 'Blank' and you did not enter a 0 for Line 2, do not enter the weight. The mark type is excluded from the average	2	2	1		
9	Calculate the weighted value for marks. If Line 6 is entered, multiply Line 6 by Line 8. If Line 7 is entered, multiply Line 7 by Line 8.	170	150	0		
10	Sum the weighted value for all mark types. Add all columns in Line 9.	320				
11	Sum the weight of all mark types. Add all columns in Line 8.	5				
12	Calculate average for mark. Divide Line 10 by Line 11.	64				
13	If the student is assigned a grading scale in TAC, enter the mark that would be returned based on the grading scale. If you enter a mark on this line, skip to Line 16.	D				
14	If Average Setup is defined to round averages, enter the rounded result to the second decimal position (for example, 69.94) number for the value in Line 12. If Average Setup is defined to truncate averages, enter the truncated result to the second position for the value in Line 12.					
15	In the Level Table, find the mark closest to the value entered in Line 14.					
16	Enter value from Line 13 or Line 15. This is the mark that should be loaded to Report Cards.	D				

Gradebook Average Setup Calculation Worksheet: Sample C

1	Enter Y if the Average Setup is defined to use the raw Gradebook value.	y				
2	Enter 0 if the Average Setup is defined to treat blank marks as a zero.					
3	Enter mark type/marking period from average setup.	Mrkp/M1	Mrkp/M2	Exm/M2		
4	Enter mark for the mark type from Report Cards. If mark type is blank, enter 'Blank' for the mark.	83	75	85		
5	Enter Y if Override is checked. If the Override is set to Y, then Mark is always used. Skip Line 6.		y			
6	If Line 1=Y, enter raw value for Mark Type. Skip Line 7.	82.51		84.5		
7	Enter Average Using Value from Level table for mark. If mark indicates 'Blank' and you entered a 0 for Line 2, enter 0. Otherwise, if mark indicates 'Blank', do not enter a value for the mark in this Line.		75			
8	Enter weight of mark type as displayed on the TAC Gradebook Setup Report Card Averages tab. If mark indicates 'Blank' and you did not enter a 0 for Line 2, do not enter the weight. The mark type is excluded from the average	2	2	1		
9	Calculate the weighted value for marks. If Line 6 is entered, multiply Line 6 by Line 8. If Line 7 is entered, multiply Line 7 by Line 8.	165.02	150	84.5		
10	Sum the weighted value for all mark types. Add all columns in Line 9.	399.52				
11	Sum the weight of all mark types. Add all columns in Line 8.	5				
12	Calculate average for mark. Divide Line 10 by Line 11.	79.904				
13	If the student is assigned a grading scale in TAC, enter the mark that would be returned based on the grading scale. If you enter a mark on this line, skip to Line 16.					
14	If Average Setup is defined to round averages, enter the rounded result to the second decimal position (for example, 69.94) number for the value in Line 12. If Average Setup is defined to truncate averages, enter the truncated result to the second position for the value in Line 12.	79.90				
15	In the Level Table, find the mark closest to the value entered in Line 14.	80				
16	Enter value from Line 13 or Line 15. This is the mark that should be loaded to Report Cards.	80				