

# Gradebook Average Calculation Setup Worksheet

PowerSchool eSchoolPLUS

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### **Gradebook Average Setup Calculation Worksheet**

Mar	k 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.

Average Setup     Ceneral     Indidage "     Indidage Type"        M. Markeling 2        Indidage Type"        M. Markeling 2        Indidage Type"        Main                      Main                        Main   Place Resulting Average in Marking Period*    Intel de Status *** Courses    Course Rules    Course Rules    State Course Equivalency    Calculation <b>Course Rules</b>					Tasks (1)	Reports - Current Year
General         wilding*       2 - SunGard Building 2       Course Duration Type*       M MARKING PERIOD         wrage Type*       M Man Average       Include This Average when Calculating for MP*       M MARKING PERIOD         wrage TD*       Main       Place Resulting Average in Marking Period*       M MARKING PERIOD         wrage TD*       Main       Place Resulting Average in Marking Period*       Ø         Related Average Groups       Ø       Ø       Ø         Course Rules       Ø       Ø       Ø         Jude Status "T* Courses       Ø       State Course Equivalency       R - Use Regular Courses Only         ocess Courses Not Ended       Ø       State Course Equivalency       R - Use Regular Courses Only         calculation       Image for Regular Courses Is       R - Rounded       Image Uses Raw Gradebook Values       Ø         weating Average for Regular Courses Is       R - Rounded       Image Uses Raw Gradebook Values       Ø         Marks Used In Average for PassFail Courses Is       R - Rounded       Image Uses Raw Gradebook Values       Ø         Marks Used In Average for PassFail Courses Is       R - Rounded       Image Uses Raw Gradebook Values       Ø         Marks Used In Average for PassFail Courses Is       R - Rounded       Image Enror if Exempt Mark is Found	Average Setup					<b>⊖</b> ≞ ⊕ Q
ilding"  2SunGerd Building 2 Course Duration Type* MMARKING PERIOD  include This Average when Calculating for MP* Main Place Resulting Average in Marking Period* Main Place Resulting Average in Marking Period* Min Place Resulting Average in Marking Period*  Related Average Groups  Course Rules  Course Rul	General					
erage Type* M - Main Average Indude This Average when Calculating for MP* M - MARKING PERIOD 4 erage ID* Main Place Resulting Average in Marking Period* IN - Final • Use in Gradebook ®  Related Average Croups  Course Rules  Average Courses  Course Rules  Average Courses  Courses Not Ended  Calculation  Calculation  Calculation  Calculation  Calculation  Mark Type I Regular Courses Is R - Rounded  M - Mark Type I SEM - Semester * M2 - MARKING * 1 E - Issue Error if Exempt Mark is Found *  M - Mark Type  SEM - Semester * M2 - MARKING * 1 E - Issue Error if Exempt Mark is Found *  M - Mark Type  SEM - Semester * M4 - MARKING * 1  E - Issue Error if Exempt Mark is Found *  M - Mark Type  SEM - Semester * M4 - MARKING * 1  E - Issue Error if Exempt Mark is Found *  M - Mark Type  SEM - Semester * M4 - MARKING * 1  E - Issue Error if Exempt Mark is Found *  M - Mark Type  SEM - Semester * M4 - MARKING * 1  E - Issue Error if Exempt Mark is Found *  M - Mark Type  Semester * M4 - MARKING * 1  E - Issue Error if Exempt Mark is Found *  M - Mark Type  Semester * M4 - MARKING * 1  E - Issue Error if Exempt Mark is Found *  M - Mark Type  Semester * M4 - MARKING * 1  E - Issue Error if Exempt Mark is Found *  M - Mark Type  Semester * M4 - MARKING *  M - Mark Type  Semester * M4 - MARKING *  M - Mark Type  Semester * M4 - MARKING *  M - Mark Type  Semester *  M - Mark Type  Semester *  M - Mark Type  Semester *  M - MARKING *  M - Semester *  M - Mark Type  Semester *  M - Mark Type  Semester *  M - MARKING *  M - Semester *  M - MARKING *  M - Semester *  M - Mark Type  M - Semester *  M - Mark Type  Semester *  M - Mark Type  Semeste	uilding*	2 - Sun(	Gard Building 2	Course Dur	ration Type*	M - MARKING PERIOD
erage ID* Main Place Resulting Average in Marking Period* rk Type to Calculate* EIN - Final Use in Gradebook &  Related Average Groups  Course Rules  Aude Status "T" Courses Aude Status "O" Courses Aude Average for Pass/Fail Courses Is R - Rounded Aude Average Uses Raw Gradebook Values Aude Exempt Mark Status Aude Aude Exempt Mark is Found Aude Exempt Mark is Found Aude Aude Aude Aude Aude Aude Aude Aude	verage Type*	M - Mair	n Average	Include Thi	s Average when Calculating for MP*	M4 - MARKING PERIOD 4
rk Type to Calculate <sup>4</sup> FIN - Final Use in Gradebook     Related Average Groups     Course Rules     adude Status "T" Courses     adude Status "O" Courses     Blank Marks   Z - Treet blank mark as a zero   adude Status "O" Courses   Calculation   Calculation Settings   esulting Average for Regular Courses Is   R - Rounded   v   Marks Used In Average ID"   Marks Used In Average ID"   Marks Type   SEM - Semester   market Type   SEM - Semester   M - Mark Type     SEM - Semester	verage ID*	Main		Place Resul	Iting Average in Marking Period*	
Related Average Groups         Course Rules         State Courses         State Course Equivalency         Calculation         Calculation Settings         Leaverage for Regular Courses Is         R - Rounded         Mark Type         SEM - Semester         M2 - MARKING         M - Mark Type         SEM - Semester         V       MMark INIG         V       1       E - Issue Error if Exempt Mark is Found         V       PERIOD 2       1       E - Issue Error if Exempt Mark is Found	ark Type to Calculate*	FIN - Fi	nal	• Use in Grad	debook	8
Course Rules alude Status "T" Courses alude Status "T" Courses alude Status "O" Courses alude St	Related Average Groups					
alude Status "T" Courses Zourses Not Ended	Course Rules			-		
State Course Equivalency  R - Use Regular Courses Only  Calculation  C	clude Status "T" Courses			2 Blank Marks	5	Z - Treat blank mark as a zero
cocess Courses Not Ended         Calculation         Calculation Settings         Lesulting Average for Regular Courses Is         R - Rounded         Average Uses Raw Gradebook Values         Lesulting Average for Pass/Fail Courses Is         R - Rounded         Marks Used In Average Calculation         Use*         Mark Type         SEM - Semester         W         M4 - MARKING         PERIOD 2         SEM - Semester         M4 - MARKING         PERIOD 2         SEM - Semester         M4 - MARKING         PERIOD 4	clude Status "O" Courses			State Cours	se Equivalency	R - Use Regular Courses Only
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Marks Used In Average for Pass/Fail Courses Is     R - Rounded       Use*     Mark Type / Average ID*       Merk Type     Merk Type / Average ID*       M - Mark Type     SEM - Semester       Grade     M2 - MARKING       M - Mark Type     SEM - Semester       Grade     M4 - MARKING       M - Mark Type     SEM - Semester       M - Mark Type     M4 - MARKING       M - Mark Type     I	Calculation Calculation Settings					-0
Marks Used In Average alculation         Use*       Mark Type / Average ID*         M - Mark Type       SEM - Semester         Y       M2 - MARKING         PERIOD 2         M - Mark Type         SEM - Semester         Y         M2 - MARKING         Y         I         E - Issue Error if Exempt Mark is Found         Y         M - Mark Type         SEM - Semester         Y         M4 - MARKING         Y         I         E - Issue Error if Exempt Mark is Found         Y         Y         M - Mark Type	Calculation Calculation Settings Resulting Average for Regular Courses Is	R - Rou	inded	Average Us	es Raw Gradebook Values	1
Use' Mark Type / Average ID' MP %/Weight Handle Exempt Marks M - Mark Type SEM - Semester V M2 - MARKING V 1 E - Issue Error if Exempt Mark is Found V Grade V PERIOD 2 I E - Issue Error if Exempt Mark is Found V M - Mark Type SEM - Semester V M4 - MARKING V 1 E - Issue Error if Exempt Mark is Found V Grade V PERIOD 4	Calculation Calculation Settings Resulting Average for Regular Courses Is Resulting Average for Pass/Fail Courses Is	R - Rou R - Rou	unded	y Average Us	es Raw Gradebook Values	
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	Calculation Calculation Settings Resulting Average for Regular Courses Is Resulting Average for Pass/Fail Courses Is Marks Used In Average Calculation Use* M - Mark Type SEM - Seme Grade	R - Rou R - Rou Average ID*	Inded Inded MP M2 - MARKING PERIOD 2	Average Us v %/Weight 1	es Raw Gradebook Values Handle Exempt M E - Issue Error if Exempt Mark is Fo	arks 💼
	Calculation Calculation Settings Resulting Average for Regular Courses Is Resulting Average for Pass/Fail Courses Is Marks Used In Average Calculation Use* M - Mark Type SEM - Seme Grade M - Mark Type SEM - Seme Grade	R - Rou R - Rou / Average ID* ester ¥	Inded Inded MP M2 - MARKING PERIOD 2 M4 - MARKING PERIOD 4	Y     Average Us       Y     1       Y     1	es Raw Gradebook Values Handle Exempt M E - Issue Error if Exempt Mark is Fo	arks  and  v

#### **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.

📴 Grad	lebook Setup English	9 (8144-105) Marking Peri	iod: M4 Chang	ge		i 🗉 🗘			
Categories Assignments IPR Average Report Card Average Attachments									
Mark Type	e: Final (FIN )	Override: ♥ Calc	Round		•				
Use 👌	Mark Type / Average ID	Marking Period	Weight	Actions					
Mark Type	SEM - Semester Grade	M2 - MARKING PERIOD 2	1	0					
Mark Type	SEM - Semester Grade	M4 - MARKING PERIOD 4	1	0					
	·								

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.

	Mark Information												0			
1	Mark	5 Point Value	Passing	Include in	n Honor Ro	all in the second s	Include I	n GPA		Average Using	7_	Print Values		Add-On Value	25	
			Mark							Туре	Value	RC* PR*	TRN	Value*	Weight By Credit	
	A+	4.25								Value	99	A+ A+	A+	0		*
	А	4	۲	Ø	۲	۲			۲	Value	95	AA	Α	0		
L	A-	3.75		×.						Value	91	A- A-	A-	0		

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.

	⊿ Grade	book	Scale -	13
1	Mark*		Minimum Percent*	Ť
	A+	w	97.50	
	A	v	82.50	
	A-	v	89.50	
	-		C	_

Figure 5: Gradebook Scales

## Gradebook Average Setup Calculation Worksheet: Sample A

1	Enter Y if the Average Setup is defined to use					
2	Enter 0 if the Average Setup is defined to					
	treat blank marks as a zero.		1	Γ	1	
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.	В	С	В		
5	Enter Y if Override is checked. If the Override is set to Y, then Mark is always used. Skip Line 6.		У			
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.	2	2	1		
	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					
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.	81				
	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.	В				
16	Enter value from Line 13 or Line 15. This is the mark that should be loaded to Report Cards.	В				

## Gradebook Average Setup Calculation Worksheet: Sample B

	1				
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.	В	С	Blank	
5	Enter Y if Override is checked. If the Override is set to Y, then Mark is always used. Skip Line 6.		У		
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.	2	2	1	
	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				
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	У			
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.		У		
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.	2	2	1	
	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				
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.	79.90			
	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.	80			
16	Enter value from Line 13 or Line 15. This is the mark that should be loaded to Report Cards.	80			