Standards User Guide

PowerSchool
Student Information System

Contents

Introduction

PowerSchool provides an easy way for a district, school or teacher to keep track of each student's progress on standards and other measures. Teachers can continue to use traditional grading procedures on assignments—evaluating by percentage, points and/or letter grades such as A, B, and C—while addressing district- or state-mandated standards grades on the appropriate standards alpha or numeric grade scale. PowerSchool can also align sets of district, state, and national standards to each other.

For each assignment in PowerTeacher Pro, teachers can associate an unlimited number of course standards. These standards are assigned to the course by the district. Having these standards in PowerTeacher Pro helps the teacher align classroom assignments to standards. From the various standards scores on assignments, PowerTeacher Pro automatically calculates final standards grades. PowerTeacher Pro, in turn, passes the final standards grade on each standard on each reporting term to PowerSchool. PowerSchool can then report on the standards grades student-by-student or by group. If the same standard is assessed for a student by more than one teacher, PowerSchool can also report on the average grade or highest grade that the student received on the standard.

This document focuses on using Standards with PowerTeacher Pro.

Standards Grades Entered by Teachers

In PowerTeacher Pro, teachers select the appropriate standards to be assessed on each assignment. When they enter student scores for the standards on that an assignment, PowerTeacher Pro automatically calculates a standards final grade. The calculation method is configurable, and there are a variety of grading options available, derived from best practices in standards-based grading. At any point, the teacher can also manually override the calculated standards final grade when appropriate. PowerTeacher Pro sends those standards final grades back to PowerSchool, and inserts them in the standards grades tables. There is NO need for a district using PowerTeacher Pro to store standards grades. PowerTeacher Pro inserts the standards final grades in the proper location for use in PowerSchool with report cards and other items.

Final Grade Entry Options

Teachers using PowerTeacher Pro should **NOT** use the PowerTeacher Portal to enter final grades. You do not need to do any setup in the Final Grade Entry Options within the School Setup section of PowerSchool. This was only for the old portal area, and does not apply to PowerTeacher Gradebook.

Working with Standards in PowerTeacher Pro

Display Settings

Choose how you want information to appear in PowerTeacher Pro.

1. On the charms bar, select **Settings**, and then select **Display Settings**.

   - Open pop-up menus by selecting .
   - Select a box to add a checkmark and activate the setting .

2. Use the Display and Sorting menu to sort the class names.
3. Check **Show Standards Pages and Links** to use the standards grading features.
4. Check **Show Standards on Assignments** to show standards aligned to assignments.
5. Use the Auto-Calculate Assignment Standards Scores menu to determine the default setting for new assignments. Select **New Assignments Start Checked** to have the setting checked by default for all newly created assignments.
6. Use the Navigation Links Sort Order menu to change the sort order of the Traditional and Standards navigation links in the Grading menu and Quick Menu. The default setting is Traditional, Standards.
7. Check the pages on which you want the **Professional Judgement Indicator** to appear.
8. Check **Show Traditional Grade on Pages** to display traditional grades in the gradebook.
9. Use the Values to Show in the Traditional Grades Column menu to select the grade values you want to appear.
10. Under Student Names, use the Display menu to define how students' names will appear, such as by first, then last name.
11. Use the Sort Students by menu to choose how to sort the lists of students, such as by first name.
12. To view new students' names at the bottom of class lists, check **Add newly enrolled students to the bottom.**
13. To conceal the names of pre-registered students from class lists, check **Hide pre-registered students**.
14. Select **Save**.

Grade Calculation Types

Use calculation formula sets to define the final grade calculation methods—how you want students' assignment scores to count towards their final grades.

Choose whether you'll calculate the students' final grades using total points, term weighting, standards weighting, or category weighting. You can combine calculation methods by using different methods for different reporting terms, such as total points for Q1 and Q2 and term weighting for S1.

Total Points

Use the total points method to calculate a student's final grade by dividing the points the student earned for the class by the number of points possible for the class. Using this option, a student might earn 1250 points out of a total 1600 points possible which would be converted to a percentage of 78% and a grade would be determined from the cutoff percentage defined in the grade scale.

Term Weighting

Use the term weighting method to calculate a student's final grade based on grades from shorter reporting terms. For example, you might calculate the Semester 1 grade based on the final grades for Quarter 1 and Quarter 2. In this scenario, you might enter 40% for Quarter 1 and 60% for Quarter 2. Each percentage is a weight used to determine how the smaller term contributes to the final grade.

Note: Only reporting terms that are fully encompassed by the selected reporting term will appear in the list. This option will not appear if the reporting term does not encompass other reporting terms. For example, quarters can usually be used to calculate semester grades.

Standards Weighting

To have a standards final grade count in the course final grade for a reporting term (whether Q1, Q2, or S1), you must use standards weighting. Use the standards weighting method to calculate a student's course final grade based on final grades from the standards aligned to the course. Set up standards weighting similar to how you set up term weighting by defining the percentage that is the weight used to determine how the standards grades contribute to the final grade. For example, you might calculate the Semester 1 final grade based on 40% of the standards grades from Q1 and 60% of the standards grades from Q2. Using Standards Weighting with attributes of Specific Weights and Specific Sum require that PowerSchool administrators configure weights for specific standards for each course on the Course Settings page.

Note: Certain weight settings are determined by the PowerSchool administrator, such as Specific Weights and Specific Sum.

Category Weighting

Categories are broad classifications for assignments, such as homework and tests. Use the category weighting method to calculate a student's final grade using assignment categories. Assign a weight to each category to determine how it contributes to the final grade. The rounded percentage the student earns for each category is multiplied by the weight. The weighted percentage values are added together to calculate the final grade. For example, you might use the categories Homework, Tests, and Final Project, and assign each the respective weights 20, 40, and 40.

You do not have to include all of the categories in the final grade calculation. For example, if you don't want to include scores from the Quizzes category, then you don't need to add that category to the calculation.

Mixed Weighting

A combination of the calculations types listed above can also be selected within a single reporting term to produce a grade that is the weighted average of their respective grade values.

When mixing calculation types, there is a good possibility of scores being double-counted. PowerTeacher Pro will double-count scores if the calculation is defined in a manner to do so. For example, if a calculation is defined using Total Points and Categories, any assignment that is part of the defined category will have the score double-counted within the calculation.

Standards Grades Calculations

Set the calculation methods for standards grades for each class.

1. On the charms bar, select **Settings**, and then select **Standards Grade Calculations**.
2. Select the triangle next to the class to expand the view.
3. Use the Default Calculation menu to choose the calculation method for the standards grades.
4. Select ✎ to set the number of recent scores to include in the Most Recent Scores calculation.
5. Select the **Auto-Calculate** checkbox to enable the automatic calculation of lower level standards into the higher level standards grades. Select an option from the pop-up menu to set the default calculation method for the higher level standards grade:

- **Mean**: An average of the lower level standards grades.
- **Median**: The middle value of the of the lower level standards grades.
- **Mode**: The most frequently occurring grade of the lower level standards grades.
- **Highest**: The highest grade of the lower level standards grades.
- **Specific Weighting**: The weighted average of specific standards grades. The PowerSchool administrator sets the standards specific calculation and weights at the course level.
- **Specific Sum**: The weighted sum of numeric grades for specific standards. This calculation is typically used by Middle Years Program, as part of the International Baccalaureate program. The PowerSchool administrator sets the standards specific calculation and weights at the course level. For example, four standards score on 1-8 scale can be summed up to calculate a final grade on a 1-32 scale using the Specific Sum calculation.

6. Select **Save**.

Standards Calculation Examples

Here are five example scores, an explanation of each calculation option, and a discussion of when each option might be a good or a bad choice for your class.

Example Scores	Calculation Method	Calculated Score Result
Scores on five assignments: 2, 3, 3, 3, 4	Mean (average of the scores)	3
	Weighted Mean average of the scores, weighted by total value (points possible x weight)	3 (but depends on the weighted points possible for the assignments)
	Median (middle score)	3
	Mode (most frequently occurring score)	3 **Note**: When there is more than one mode, this score will be the highest of the modes.
	Highest (highest score)	4

Example Scores	Calculation Method	Calculated Score Result
	Most Recent (average of the most recent scores)	Most Recent 1 score: 4 Most Recent 2 scores: 3.5 (average of 3 and 4) Most Recent 3 scores: 3.33 (average of 3, 3, and 4) You can also set a weight for each of the most recent scores on the Preferences dialog. For example, set the most recent calculation to use the last 3 scores. You want the most recent to be 50%, and the 2 before to each be 25% of the calculation.

Every measure has times when it is valuable, and times where it may not be the best measure for your class.

Calculation Methods

The following table lists the calculation methods available for analyzing assignment standards scores in order to calculate a final standards grade on a given standard.

Calculation Method	When to Use It	When Not to Use It
Mean	When you have equally important scores at each period of time, and the learning is not cumulative. For example, in History, final unit test scores on unit 1, unit 2, and unit 3 may all be independent. In that case, using the mean (or average) could be a good choice.	When students are introduced to a new concept and the learning is cumulative over time. For example, students start out not understanding a concept, but over the term they get it. Averaging their initial scores (where they were unfamiliar with the work) with their final attempts (when they understood the concepts) may not be the best measure. For example, consider the following scores: 20%, 30%, 40%, 95%, 100%. In this case, the student likely did not

Calculation Method	When to Use It	When Not to Use It
		understand the concept at the beginning, but by the end they got it. The average here is 57%, which may not be the most reflective of their proficiency at the end of the term.
Weighted Mean	The weighted mean is better than the mean when assignments with high weighted points possible should be counted more heavily.	When all standards scores are valid indicators of performance, the teacher may not care about the specific points possible. This is especially true if there are high point value assignments from early in the semester, and the students have grown tremendously since that time.
Median	When you have multiple data points, and students have been given lots of chances to demonstrate mastery. It allows the student to overcome their initial attempts when they don't understand at the beginning, because only the middle score is used. Some people consider this one of the most consistent measures of performance. This measure throws out high and low outlying scores. For this reason, housing price data is usually listed in terms of the median sales price. There are extremes at either end that can skew average.	When there are only a few data points. In that case, the middle number can simply be luck. Or, when the learning is cumulative, where the students know much more at the end of the term, and their proficiency is significantly better across the board than at the start. For example, consider the following scores: 20%, 30%, 40%, 95%, 100%. In this case, the student likely did not understand the concept at the beginning, but by the end they got it. The median (or middle number) here is 40%, and may not be the most reflective of their proficiency at the end of the term.
Mode	When you have a small range of possibilities. For example, when using letter grades A,B,C,D,F, or a 1-4 scale, there are only a limited	When there are multiple possible scores, and it is unlikely for the exact score to be consistent. For example, this is not a good

Calculation Method	When to Use It	When Not to Use It
	range of score options. If a student's scores are A, D, A, B, A, the most frequently occurring value is A.	measure for percentage scores. Example percentage scores: 90, 91, 25, 100, 99, 81.5, 98, 97, 25, 96, 94. In this data, the mode is 25%. The average is 81.5%. The median is 94%.
Highest	When the student's highest level of demonstrated proficiency is a good indicator of what they know and can do. When assessments are in-depth and highly reliable. In these cases, many districts believe that the student's highest score is a good indicator.	When the highest score could be based on chance or lucky guessing. For example, on multiple choice tests, the student could have guessed right on several questions by chance, boosting their highest score. For example, one student's results for one standard assessed on 5 multiple choice tests were as follows: 70, 95, 70, 70, 70. Although the student did get a 95 once, this score may not be the best reflection of the student's actual level of proficiency on this standard.
Most Recent	When the learning is cumulative, and the students will demonstrate a much higher level of proficiency at the end of the term than at the beginning. In these cases, it makes sense to focus on the most recent scores as a reflection of the student's proficiency.	When some of most recent scores themselves are anomalies. For example, if a student recently was very ill, or experienced some other phenomenon, then the most recent scores may not be reflective of their actual proficiency. This is usually assessed student by student to determine if the most recent scores are accurate. It can also happen when the most recent assessment is not as detailed or reliable as earlier assessments, or there were other distracting factors. For example, students have lots of good quizzes and a unit test with

Calculation Method	When to Use It	When Not to Use It
		reliable data. That was followed by in-class review worksheets. Half of the students were distracted completing them because there was construction going on outside. In this case, the most recent data may not be the most reflective.

Important Usage Note: In PowerTeacher Pro, you can mark any standards score as Exempt. For example, if a student was ill during the last quiz, you can choose exempt this score. The calculations will then ignore that score and use the other scores. For example, if you have set the most recent three calculation, and you mark the most recent score as Exempt, the calculation will take the previous three scores. In this manner, you can use the most recent scores, or any other calculation, while still exempting any scores that are not a accurate reflection of the student's learning.

Assignments

The Assignments page displays all assignments for the currently selected class.

View assignments on both the Assignments and Scoresheet pages. Set up assignments at the beginning of a school term or at any time during the term. When you access PowerTeacher Pro, you see the Assignments page by default.

The assignments are listed by the most recent due date by default.

Use one of two methods to score an assignment—score a single assignment from the Assignments page or score multiple assignments on the **Scoresheet**.

View Assignments

1. On the charms bar, select **Grading**, and then select **Assignment List**.
2. Select **Filter** to access the filtering options.

   - Select ⊞ to add filter settings for the assignment list. Use the pop-up menus to choose the filter options and search operators.
   - Select **Needs Scoring** to display assignments that are not yet scored. Select **Due** to display assignments closest to the due date.

3. Select **Apply** to execute the filter settings.

4. Select a column heading to change the sort order of assignments.

Work with Assignments

1. On the Assignments page, select the **assignment name**. The Single Assignment page appears with the students associated to the assignment.
2. Change to a different assignment by selecting the assignment name and choosing an assignment from the Quick Menu.
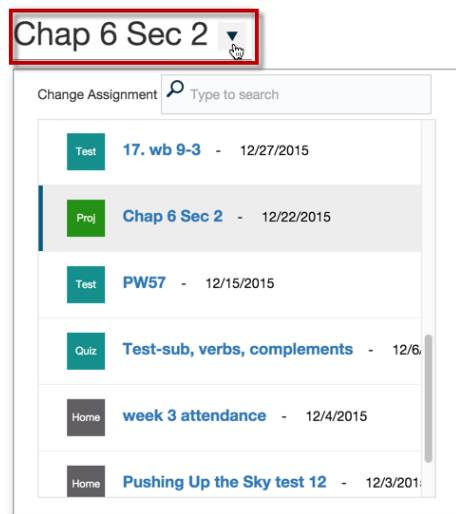
3. Select **Filter** to access the filtering options.
4. Select [+] to add filter settings for the student list. Use the pop-up menus to choose the filter options.
5. Select **Apply** to execute the filter settings
6. Select a column heading to change the sort order of assignment scores
7. Select a cell to the right of a student name to display the assignment **summary information** and the **Score Inspector**.

Score Single Assignment

1. On the Assignments page, or on the **Scoresheet**, select the **assignment name**. The Single Assignment page appears with the students associated to the assignment.
2. Enter the students' assignment scores in the Score column. If standards are aligned to the assignment, enter the standards scores in the standards columns. Use the arrow keys on your keyboard or the arrows at the top of the Score Inspector to move to different score cells.
3. Select **Save**.

   Note: If you navigate away from the page before saving scores that you've entered, a prompt will appear asking if you want to discard the changes or save them and continue.

Edit Assignment

1. On the Assignments page, or any page with score cells, select the **assignment name**, and then in the **summary area**, select **Edit Assignment**.

   OR

   On the Assignments page, or any page with score cells, select next to the applicable assignment.

2. Make any changes needed to the assignment. For more information, see **Create an Assignment**.
3. Select **Save**.

Associate Standards to an Assignment

Associate standards to an assignment to allow the entry of standards scores on that assignment. When editing an assignment, select the Standards tab and select the **standards**.

Auto-Calculate Assignment Standards Scores

You can select if you want the assignment score to auto-calculate the standards scores.

1. Select an assignment name on the **Assignments** page or the **Scoresheet**.
2. On the **Standards** tab of the Edit Assignment dialog, select the checkbox if you want the assignment score to auto-calculate to standards scores.

Auto-Calculation Scenarios

If no calculation preferences are set:

Standards Scenario	Alphanumeric Scale	Numeric Scale
Using assignment standard scores to calculate the final standards grade	Uses values and cutoffs to calculate the final standards grade. Every letter has a grade value. The scores are calculated to a grade value, then the cut-off is used to determine the final grade.	Numeric scales with no decimals or with extra decimals use numeric value and numeric cutoffs to calculate the standards grade. Or, the scale uses ratios if the PowerSchool administrator has set the grade scale conversion into the numeric scale to use ratios. For example, 9/10 -> 3 cut-off, 9/10 -> 3.3 ratio). For credit in between whole numbers,the cut-off is the discrete value. Numeric scales with decimals use basic numbers with no special values.

If preference is set to calculate the higher level standards grades from lowest level standards grades:

Standards Scenario	Alphanumeric Scale	Numeric Scale
Auto-calculate higher level standards grades from lower level standards grades that all have the same grade scale.	Uses values and cut-offs to calculate the final standards grade. Every letter has a grade value. The score values are calculated to a higher level standard grade value, then the cut-off is used to determine the final grade.	Numeric scales with no decimals or with extra decimals use numeric value and numeric cutoffs to calculate the standards grade. Numeric scales with decimals use basic numbers with no special values.

Standards Scenario	Alphanumeric Scale	Numeric Scale
Auto-calculate higher level standards grades from lower level standards grades when some have different grade scales scale.	Uses values and cutoffs to calculate the final standards grade. Every letter has a grade value. The score values are calculated to a higher level standard grade value, then the cut-off is used to determine the final grade.	Uses the grade value and cut-off to use the values and cutoffs grading method.

If the preference is set to allow assignment scores to auto-calculate the assignment standards scores:

Standards Scenario	Alphanumeric Scale	Numeric Scale
Auto-calculate standard scores from assignment scores.	Uses values and cutoffs to calculate the standards score. Every letter has a grade value. The cut-off is used to determine the assignment standards score.	Uses values and cutoffs to calculate the standards score. Every numeric grade has a percent value. The cut-off is used to determine the assignment standards score.

Standards Grades

Teachers select the appropriate standards to be assessed on each assignment. When they enter student scores for the standards on that assignment, PowerTeacher Pro automatically calculates a standards final grade. At any point, you can manually override the calculated standards final grade when appropriate.

The Standards grades page is useful for preparing for report cards. You can view all of the standards grades for all students for a reporting term. You can quickly go through the list of standards grades, and make any changes manually.

Set the **Standards Grades Calculations** prior to working with standards grades.

Use the **Quick Menu** to navigate to other pages in the Grades section of PowerTeacher Pro.

1. On the charms bar, select **Grading**, and then select **Standards**.

2. Select a standards grade field located to the right of the course grade column, and the summary information displays information about the standard above the table, in addition to activating the **Score Inspector**.

3. Select **Show More** to view further details of the standard in the **summary area**.

4. Override any grades on this page as needed. A black triangle appears in the upper left corner of the grade field that was changed.

5. Select **Save**.

The **Professional Judgement Indicator** alerts you that student's calculated grade might not align with their proficiency in the standard.

1. To evaluate the student's grade, select the student name.

2. On the Student Standards Progress page, select the **Assignments** icon next to the standard score.

The student's calculated score is based on the three most recent scores, so the last score is included in the calculation.

Use your professional judgment to evaluate whether or not the calculated score is a true indication of the student's level of mastery. For example, if the student was ill or had a bad test day, the last score may not be a true indicator of his skill level, so you could choose to ignore that score and change the calculated score.

How do I determine the standards final grade for the marking period?

The default calculation method is used as a starting point. However, as described above, sometimes these measures work very well, and other times there are reasons to prefer a different calculation. The default calculation is a good starting point. However, the teacher should review the standards grades above, and review the calculations in the summary area below. Then the teacher can determine if the calculated grade is correct for the report card for this student, or if they want to choose a different grade on that standard for that student.

Here are two examples, both of which start with a calculation of the highest score for the final standards grade.

Student 1

- Scores: 3,3,3,4,4,4,4,4,4,4.
- Highest = 4.
- Final Grade Decision on this standard: For this student, 4 is probably a good choice for the final grade on this standard. No change or further work needed.

Student 2

- Scores: 2,2,4,2,1,2,2,2,2,2,2,2,2
- Highest = 4.

Final Grade Decision on this standard: For this student, it would be good to know more about the time they got a 4. Likely, the teacher will want to change the standard final score on the report card from 4 to 2. Two is the median, mode, approximate average, and the most recent score. With this data, 2 appears to be a more accurate representation of the student's actual proficiency level on this standard than 4.

Student Standards Progress

The Standards Progress page shows the student's standards grades for each standard that was assessed by reporting term. The column that corresponds to the selected reporting term is highlighted. Compare the grades the student received in each term to assess his or her progress.

1. On the charms bar, select **Students**. **Locate the specific student** and then select **Standards Progress**.

3. Select a cell to display the standards summary information and the **Score Inspector**. When you change a grade, it is highlighted to indicate that it has changed.

The **Professional Judgement Indicator** alerts you that student's calculated grade might not align with their proficiency in the standard.

4. Select **Save**.
5. To view the assignments that you used to assess the standard, click the icon in the **Assignments** column. Use the graph at the top of the page to see how the student performed over time on the standard. Learn more about the **Standards Progress graph**.
6. To view the student's performance on additional standards, open the **Quick Menu** and select a standard.

Student Standards Progress Graph

The standards progress graph page shows how the student performed over time on the standard.

For example, if the standard was assessed on five assignments, you can see the five standards scores the student received. If the calculation method is set to the three most recent scores, you can see those scores in green on the graph and a dotted line that represents the calculated score.
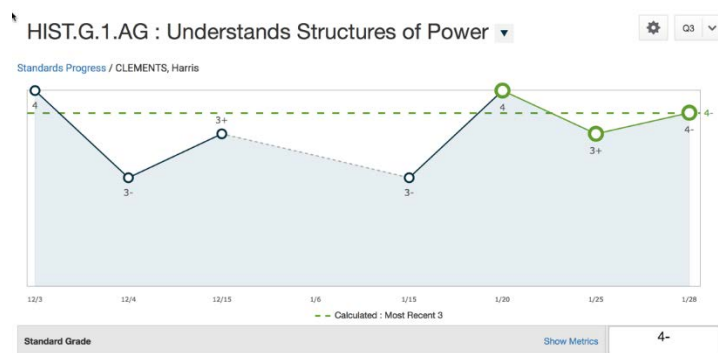
If you have selected a higher-level standard, that standard and up to three of the directly associated lower-level standards appear. If you chose a lower-level standard, only that standard appears by default. Select ⚙ to change the standard selection.

To see a summary of the standards scores statistics, select **Show Metrics**. The following statistics appear:

- **Most Recent X** – The weighted average of the most recent standard score(s) where X is the number of scores defined in **Settings > Standard Grade Calculations**
- **Mean** – The average of the standard scores
- **Median** – The middle of the standard scores (half of the scores are above this number and half are below)
- **Mode** – The most common standard score achieved. In the event of multiple modes, PowerTeacher Pro selects the highest value.

- **Wt. Mean** – The average of the standard scores based weighted by assignment total value (points possible x weight).
- **Highest** – The highest standard score

These statistical values are indicators of how well the student did on a specific standard. If any of the values are low, it may mean that the student needs additional practice on the skill or concept you're assessing, or you may need to revise the assignment.

In the **summary area**, select **Show More** to view further details of the assignment or standard.

Change the Standard View

Use the **Quick Menu** to change to a different standard.

Graph Additional Metrics or Standards

1. Select ⚙ to set additional progress options.
2. Use the Additional Metric to Graph menu to select a metric to graph in order to compare an additional metric against the set metric in the calculation for the standard. A dotted line appears on the graph to represent the additional metric.
3. Check the boxes for the standards you want to graph to compare multiple standards. You can select a maximum of three standards to graph in addition to the currently selected standard.
4. Select **OK** to close the screen.
5. On the graph page, select the standard grade field directly below the graph to focus on that standard.
6. If multiple graphs appear on the page, select 〜〜 to show or hide the additional standard graphs.

Change a Score

Select a score on the graph, or a Standard Score field, and the **Score Inspector** appears. Change the score as needed, and then select **Save**. If you change the Standard Grade, a black triangle appears in the upper left corner of the grade field to indicate that the grade has been manually changed.

Quick Lookup - Standards

This page is the same page that parents, students, and administrators see in PowerSchool and shows the student's standards grades for all classes in the selected year.

1. On the charms bar, select **Students**, and then select **Quick Lookup - Standards**.

Use the **Quick Menu** to navigate to other pages in the Students section of PowerTeacher Pro.

2. Select a grade to view additional details, including the standards grade rollup. In cases where the same student is being assessed on the same standard (for example, Scientific Principles) in different classes at the same time (for example, Q1), the standards grades for each individual section are retained. In addition, they are averaged together to produce a rollup score. The high score is also stored.

Standards Grades Progress

The graph on the Standards Progress page shows the distribution of grades for each standard aligned to the course, for the selected class and reporting term.

If you are working with standards, this is the primary page you can use to manage standards and student progress for your class. The page provides an overall view of the standards for the class. From the Standards Progress page, you can assess which standards you may need to focus on to assure proficiency for the students in your class.

1. On the charms bar, select **Progress** and then choose **Standards**. The grade distribution graph for each standard appears.

2. Use the **class selector** to change to a different class, or to select a class group.
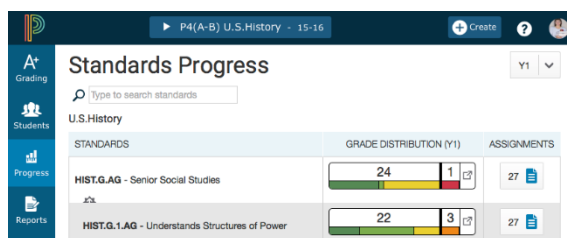
All of the standards aligned to the class are listed in the Standards column. To the right of each standard, view a graph that displays the distribution of scores for the class. The colors in the graph correspond to the grade scale color levels. For example, if the grade scale defines the standard score 4 as dark green, the graph displays a dark green bar that corresponds to the number of students who have a 4. The black demarcation line shows where the cutoff is between passing and failing grades. The numbers above the colored bars show the total number of students who have passing grades versus the total number of students who have failing grades.

The graphical display makes it easy to see whether or not students in the class are demonstrating mastery of the standard, and helps you consider your instructional response. If, for example, you find that most of the students have failing scores, you may decide to reteach the concept or provide more opportunities for practice.

3. Select a grade distribution graph to view the Standards Grades Distribution screen.
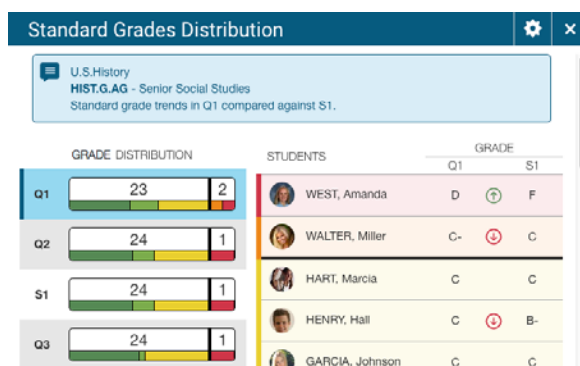
On the left side of the Standard Grades Distribution screen, view the grade distribution for the selected standard for each reporting term in the school year. On the right, view the grade trends of the students in the class for the selected term, compared to the previous term to see which students have mastered the standard and which ones need more practice.

4. Select ⚙ and then select the **Show Trend** box. Deselect the **Show Trend** box to hide the trend column. Select the term you want to compare against. If you are working with multiple classes, you can select if you want the class grouped by student or by class on this screen.

5. Select a Score Distribution chart on the left to view the final grades and trend comparison. Arrows indicate if the grades are trending up or down against the selected comparison term. Be careful about comparing against future reporting terms.

6. Select **OK** to close the screen.

   On the Standards Progress page, the number in the **Assignments** column indicates the number of assignments that you have used for the standard.

7. Select the Assignment icon to view the Standards Assignments Trend screen. The Score Type column displays the calculation method, the total value, and the weight. Select a column header to sort information. Select an assignment to view or edit a score.

8. Select **OK** to close the screen.

Professional Judgment Indicator

If you work with standards grades, the Professional Judgment Indicator is designed to assist you in assessing standards grades.

The indicator helps you understand which grades to focus on to determine if the final grade accurately reflects the student's level of understanding.

Here's an example of when the indicator appears:

The most recent scores for a standard are 1, 1, 1, 4, and 4, respectively, and all have different metrics. The Professional Judgment Indicator appears on the calculated final grade field to bring to your attention to the fact that one of the three most recent scores is actually higher than the final grade.

Using your professional judgment, you can decide how you want to impact the final grade. You may override the final grade, or you can make the score anomaly exempt.

Work with Standards in PowerSchool

Before using standards in PowerSchool, understand what your district wants and is expected to report to a board of education, superintendent, or the state Department of Education (DOE). There is no need to define different standards or benchmarks at every grade level if you are not expected to report that information. For example, the Wyoming DOE requires schools to report student progress at the fourth-, eighth-, and eleventh-grade levels. Schools in Wyoming often select to have all teachers match their assignments to only those benchmarks unless their local DOE requires it at every grade level. Kindergarten through fourth-grade teachers can align to the fourth-grade set of benchmarks; fifth- through eighth-grade teachers can align to the eighth-grade set; and so on.

Important: If each grade level does use and report on different standards, then standards should be created by grade level.

Grading Methods

The grade scales are applied in the grading methods listed in the following table. In specialized cases, these methods need special values in order to translate into a different scale.

Grading Method	Description
Values and Cut-offs	This is the main way that alpha grade scales work. Every letter has a grade value. Those values are averaged together then the cut-off is used to determine the final grade. For example: A = 100, B= 80 Student has A, A, B (value = 100, 100, 80) Average = 92.5%. The cut-off for A is 90, so the final grade is A. There are two scenarios where a numeric scale uses a value and cut-off.
Basic Numbers	This is the main way that numeric scales work. Basic numbers have no special values. For example: 4, 4, 3, 3 = 4, 4, 3, 3. Average = 3.5. There are two scenarios where a numeric scale does not use basic numbers. In order to calculate the grade correctly, you create Translation Values.

Standard Conversion Scales

Create conversion scales to be used with PowerTeacher Gradebook that can be assigned to standards to determine the standards final grades and standards assignment scores. PowerTeacher Pro does not use conversion scales. However, if a teacher is switching from

PowerTeacher Gradebook to PowerTeacher Pro in the middle of the term length of a class, then it is imperative that the standards assigned to the course have a conversion scale and a grade scale that match, and that are tied directly to those standards. This will ensure that the data migration works correctly.

Custom List

The Custom List displays standards in a hierarchical list.

How to Set Up the Custom List

After defining the conversion scale, you can edit the scale attributes.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Grading, click **Standards**. The Standards page appears.
3. Click **Custom List Settings**. The Custom List Settings page appears.

    Note: Use the list settings to search for a particular standard by multiple criteria. However, after you submit the search, enter new standards using the criteria defined by your search.

4. Use the following table to select a search comparator:

Comparator	Description
(Blank)	Ignore this field.
=	Must be an exact match.
#	Must not be an exact match.
$	Contains.
!$	Does not contain.

5. Use the following table to search for a standard:

Field	Description
Identifier	Enter the code used by administrators for reporting and by teachers for designating to assignments. Must be unique.
Name	Enter the name of the standard.
Level	Select the level identifier from the pop-up menu.
Active Status	Select the standard's active status from the pop-up menu.
Course Numbers	Enter course numbers separated by commas.
Subject Area	Enter the global naming convention for the subject area for the standard.
Description	Enter a description of the standard.
Conversion Scale	Select a previously defined conversion scale from the pop-up menu.
Grade Scale	Select a previously defined grade scale from the pop-up menu.
Teachers Score this Assignment	Do one of the following: • Select **Yes** to include standards that you have marked for teachers to score. • Select **No** to exclude those standards.
Exclude From Reports	Do one of the following: • Select **Yes** to include those standards in the custom list that you have marked for exclusion from reports. • Select **No** to exclude those standards in the custom list that you have marked for exclusion from reports.

Sort Order	Select the sort order from the pop-up menus. This defines how the search results appear on the page.
Columns to Show	Select one or many check boxes to define what the search results display.

6. Click **Submit**. The Custom Standards List page appears.

   After searching for the specific criteria, the results of your search appear; however, the results can be blank.

If you do not use this feature, standards will be automatically created for the next school year as part of the end-of-year process based on the names and hierarchy in place when the end-of-year process is engaged.

Standards Data Access Tag (DAT) Formatting

Set up the formatting for the following Standards DAT used in PowerSchool:

- std.stored.avg
- std.stored.high

For more information on standards DAT, see the *PowerSchool Data Access Tags Supplement* guide, available on **PowerSource**.

How to Set Up Standards DAT Format

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Grading, click **Standards**. The Standards page appears.
3. Click **Standards Data Access Tag (DAT) Formatting**. The Standards Data Access Tag (DAT) Formatting page appears.
4. In the **Number of decimal places in percent scores** field, enter the number of decimal places to be used when percent scores are present (for example, 3).
5. Select the **Include "%" character in percent scores** checkbox to include the percent character when percent scores are present (for example, 89%). Otherwise, leave the checkbox blank.
6. Click **Submit**.

Manage Next Year

Use this optional feature to create the list of standards for the next school year during the current year if you have finalized the standards names and hierarchy. After completion, change the names and hierarchy of standards for the next school year as needed without affecting standards for the current school year. Note that if this process is used, subsequent changes to the current year standards will not be migrated to the next year standards list as part of the end-of-year process.

If you do not use this feature, standards will be automatically created for the next school year as part of the end-of-year process based on the names and hierarchy in place when the end-of-year process is engaged.

How to Create Next Year's List of Standards Prior to End-of-Year

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Grading, click **Standards**. The Standards page appears.
3. Click **Manage Next Year**. The Manage Next Year page appears.
4. Click **Create Standards List**. A confirmation message appears at the top of the page.

   Note: The next school year must already be created at the District Office in PowerSchool in order to use this feature.

5. Navigate to the List Standards page (**Start Page > District > Standards**) and change the **Term** to next year to work with the standards you just created.

Note: You can also create the calculation formulas for the next school year prior to the end-of-year process. For more information, see *Manage Next Year Calculations*.

Standards Import and Export

Using the PowerSchool import and export feature, you can manage standards more efficiently for your district.

There are three areas in which you can import and export standards into or out of PowerSchool. Each area provides specific information for managing standards.

- Standards: District List for importing and exporting general information and associations for standards.
- Standards: Course Weight for importing and exporting course weights for a parent standard or lower level standard.
- Standards: Final Grade By Class for importing and exporting standards final grades.

You can import your standards into PowerSchool and make them available for teachers to use in PowerTeacher Pro.

The Data Import Manager page is accessible via **Start > System > Page and Data Management > Data Import Manager**. You must have the correct security permissions and user roles in order to use this feature.

Standards: District List

Use the Standards: District List to mass update general standards information, such as the identifier, conversion scale, grade scale, or parent identifier.

When updating standards, you can either use the Standards ID or the identifier and year. You can obtain the ID for each standard by exporting the **Standards: District List** first. You can use the export to add or change data and import it back in to PowerSchool.

1. On the start page, choose **Special Functions** under Functions in the main menu. The Special Functions page appears.
2. Click **Importing & Exporting**. The Importing & Exporting page appears.
3. Under Data Export, click **Data Export Manager**. The Data Export Manager page appears.
4. Select **PowerSchool Data Sets** from the Category pop-up menu.
5. Select **Standards: District List** from the Export From pop-up menu. The Standards: District List available fields appear in a field list on the left side of the page.
6. Select the fields you want to export.

   - If you want to export the data to make changes and then import it back in to PowerSchool, select the ID field, as this may make the import a bit faster than using the identifier and year. If the ID, Identifier and Year are all in the import file, the import process will key off of the ID.
   - If you want to use this export to create new grade scales and import them into PowerSchool to be used by PowerTeacher Pro, the following fields are required in the file:

     - ID
     - Name
     - GradescaleItemDcid
     - ConversionScaleId
     - YearId

7. Change the sort order and labels for the export as needed.
8. Click **Next**. The Select Columns to Export page appears.
9. Set the filter criteria, and then click **Show Records**. The data appears on the page.
10. Click the pencil icon next to the record you want to edit. The Edit drawer appears.
11. Enter the changes for the record, and click **Submit** to close the Edit drawer.

12. Click **Next** on the Data Export Manager page.
13. Select the export output options, and click **Export**.

You can make additional changes as needed to the file prior to importing back in to PowerSchool.

1. To import the Standards: District List, on the start page, choose **Special Functions** under Functions in the main menu. The Special Functions page appears.
2. Click **Importing & Exporting**. The Importing & Exporting page appears.
3. Click **Data Import Manager**. The Data Import Manager page appears.
4. Select the source file for the import.
5. Select **Standards: District List** from the Import Into pop-up menu, and select the Field Delimiter for the file.
6. Click **Next**.
7. Select the PowerSchool Field to map the information from the import file from the pop-up menu.
8. Click **Next**.
9. Select the import options for the file.

   • The Longitudinal ID is a number used to link a standard from year to year. If you do not specify the Longitudinal ID in the import file, you have the option of retrieving the ID of the matching identifier from a previous year, or creating a new value.
10. Click **Import**.

Standards: Course Weights

To import course weights, you must have standards already created and associated to courses in PowerSchool.

In the Standards: Course Weights dataset, the Parent Weight is used when calculating a final traditional grade. Modifying this weight will impact final traditional grades.

Child Weight is rolled up to the Parent Weight in final standards grades.

You can export the Standards: Course Weights data set, make any necessary changes, and import the updated dataset back in to PowerSchool.

1. On the start page, choose **Special Functions** under Functions in the main menu. The Special Functions page appears.
2. Click **Importing & Exporting**. The Importing & Exporting page appears.
3. Under Data Export, click **Data Export Manager**. The Data Export Manager page appears.
4. Select **PowerSchool Data Sets** from the Category pop-up menu.

5. Select **Standards: Course Weights** from the Export From pop-up menu. The Standards: Course Weights available fields appear in a field list on the left side of the page.
6. Select the fields you want to export.

   - If you want to make changes to this dataset and import it back in to PowerSchool, the YearID field is required in the data import file when creating new course weights via import. Additionally, you can include a combination of the following fields in the import file:
     - ParentCourse
     - ParentStandardID
     - StandardCourceAssocId
7. Change the sort order and labels for the export as needed. You can only filter on certain Parent record fields.
8. Click **Next**. The Select Columns to Export page appears.
9. Set the filter criteria, and then click **Show Records**. The data appears on the page.
10. Click the pencil icon next to the record you want to edit. The Edit drawer appears. You can only edit Parent weights using this feature.
11. Enter the changes for the record, and click **Submit** to close the Edit drawer.
12. Click **Next** on the Data Export Manager page.
13. Select the export output options, and click **Export**.

You can make additional changes as needed to the file prior to importing back in to PowerSchool.

1. To import the Standards: Course Weights, on the start page, choose **Special Functions** under Functions in the main menu. The Special Functions page appears.
2. Click **Importing & Exporting**. The Importing & Exporting page appears.
3. Click **Data Import Manager**. The Data Import Manager page appears.
4. Select the source file for the import.
5. Select **Standards: Course Weights** from the Import Into pop-up menu, and select the Field Delimiter for the file.
6. Click **Next**.
7. Select the PowerSchool Field to map the information from the import file from the pop-up menu.
8. Click **Next**.
9. Select the import options for the file.
10. Click **Import**.

Standards: Final Grades By Class

Export a list of all standards final grades. This export allows you to choose if you want to use the current student selection to export final grades for a selection of students.

1. On the start page, choose **Special Functions** under Functions in the main menu. The Special Functions page appears.
2. Click **Importing & Exporting**. The Importing & Exporting page appears.
3. Under Data Export, click **Data Export Manager**. The Data Export Manager page appears.
4. Select **PowerSchool Data Sets** from the Category pop-up menu.
5. Select **Standards: Final Grades By Class** from the Export From pop-up menu. The Standards: Final Grades By Class available fields appear in a field list on the left side of the page.
6. Select the fields you want to export.
7. Change the sort order and labels for the export as needed.

8. Click **Next**. The Select Columns to Export page appears.
9. Select the **Use current student selection checkbox** to use your current student selection for the export. Select the Year to include from the pop-up menu. Additionally, you can filter on Standard Identifiers, Course Numbers, and StoreCodes. The export will only export standards grades for the schools for which you have security permissions enabled.
10. Click **Next**.
11. Select the export output options, and click **Export**.

You can make changes as needed to the file prior to importing back in to PowerSchool.

1. To import the Standards: Final Grades By Class, on the start page, choose **Special Functions** under Functions in the main menu. The Special Functions page appears.
2. Click **Importing & Exporting**. The Importing & Exporting page appears.
3. Click **Data Import Manager**. The Data Import Manager page appears.
4. Select the source file for the import.
5. Select **Standards: Final Grades By Class** from the Import Into pop-up menu, and select the Field Delimiter for the file.
6. Click **Next**.
7. Select the PowerSchool Field to map the information from the import file from the pop-up menu.
8. Click **Next**.
9. Select the import options for the file.
10. Click **Import**.

Enter Standards

How to Manually Enter Standards

Complete this procedure for each standard you want to enter manually.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Grading, click **Standards**. The Standards page appears.
3. Click **List Standards**. The list of standards appears. The types of standards include National, State, District, or School. If there are no standards of a given type in the system, that type does not appear.
4. Click **New** to create a standard. The New Standard page appears.
5. Use the following table to enter information in the fields:

Field	Description
Year	Displays the currently selected year.
Name	Enter the name of the standard. This information is used for reporting purposes.
Identifier	Enter a unique code for designating this assignment.
Parent Standard	Enter a hierarchical identifier that always identifies the owning standard. This identifier controls how the hierarchy displays in PowerTeacher Gradebook. As you type, a pop-up appears allowing you to select the correct parent standard from a list.
Sort Order Within Parent	Enter a sort order for the standard, used to determine non-alphabetical ordering.
Level	Displays the current sort order based on the parent standard.
Is Active	Select the checkbox to make this standard active for the selected year.
Description	Enter a description of the standard. This field is used for reporting purposes only.
Courses	Enter the courses associated with this standard. You may also paste a comma-delimited list into this field. As you type, a pop-up list appears allowing you to select the courses you want to associate with this standard. You may select multiple courses to associate with this standard.
Subject Area	Enter the subject area for this standard.

Field	Description
Conversion Scale	Select a conversion scale from the pop-up menu. **Note:** Each standard can have only one conversion scale. **Note:** Conversion scales are not used with PowerTeacher Pro.
Grade Scale	Select a grade scale from the pop-up menu.
Teacher Scores this Standard	Select the checkbox to allow a teacher to enter scores for this standard.
Include Comments	Select the checkbox to include a comment field for school-specific standards.
Max Length	Enter the maximum number of characters (up to 4000) that may be allowed when entering a comment for school-specific standards. If Include Comments is not selected, this field does not appear. **Note:** If defined at the district level, the setting is applicable to all schools within the district. If defined at the school level, the school setting overrides the district setting.
Exclude From Reports	Select the checkbox to exclude this standard from reports. This setting is honored in the new Standard object in Object Reports. For more information, see *Object Reports*.

6. Click **Submit**. The Changes Recorded page appears.

Single Student Standards

How to View Single Student Standards

This page displays the student's progress towards meeting the specific standards assigned to each of their classes. This page displays information for classes currently in progress, completed classes, dropped classes, and previous standards grades records that are not associated to any specific class. For more information about standards, see *Standards*.

1. On the start page, search for and select a student. For more information, see *Student Search*.

2. Under Academics, choose **Standards** from the student pages menu. Alternatively, you can access this page from the Quick Lookup page, which provides a read-only version of the Standards page. For more information, see *Quick Lookup*.
   The standards associated to a section appear under the section name. Standards grades from versions prior to PowerSchool 9.0 that are not associated to a particular section appear under a separate heading at the bottom of the page. It is possible to back-populate the actual section IDs by running the special operation **Resynchronize PowerSchool Standard Score Data**. For more information, see *Special Operations*, or *Knowledgebase article 74630*, available on **PowerSource**.
3. To view standards from a previous year, make a selection from the **Year** pop-up menu. The standards for the selected year appear.
4. To view those standards that currently have no associated grade, select the **Show Standards with No Grades** checkbox.
5. Click **Expand All** to view all standards for the student.
6. Click **Collapse All** to collapse all standards listings.

   Note: Alternately, click the triangle next to a section to view all standards for an individual section. Click the triangle again to collapse the standards listing.

7. Click on a grade under a reporting term. The Edit Standards Final Grades drawer appears.
8. Use the following table to edit information in the fields:

Field	Description
Standard	The identifier and standard name. Read only.
Store Code (Year)	The reporting term and school year in which the standard was assessed. Read only.
School	The school in which the standard was assessed. Read only.
Last Updated	The date the score was last changed. Read only.
Teacher	The teacher for the section in which the standard was assessed. Read only.
Course and Section	The course and section name. Read only.

Grade	For an Alpha grade scale, select a final grade for the standard from the pop-up menu. For a Numeric grade scale, enter a final grade in the field provided. **Note**: This field is read-only in the Quick Lookup version of this page.
Percent	The percent value for the grade. Read only.
Comment	Displays comment text from individual teacher. If more than one teacher is assessing the student on this same standard, the comments are concatenated with the course name and teacher name. This field is editable. If no comment exists on this standard, the field does not appear.
Exclude from Reports	Select the checkbox to exclude from standards reports.
Standard Grade Rollup	**Note:** This section only appears if the student is being assessed on the same standard in different classes at the same time. For more information, see the *View Standard Grade Roll*-up section.
Standards Grades Classic View	This link appears on the Standards page when accessed from the Quick Lookup page.

9. Click **Submit** to save your changes, or click **Cancel** to revert changes. The drawer closes and the Standards page appears.

View Standard Grade Rollup

You can view details of the standard grade rollup from the student Standards page.
In cases where the same student is being assessed on the same standard (for example, Scientific Principles) in different classes at the same time (for example, Q1), the standards grades for each individual section are retained. In addition, they are averaged together to produce a rollup score.

How to View the Standard Grade Rollup

1. On the student Standards page, click on a grade under a reporting term. The Edit Standards Final Grades drawer appears.
2. Scroll down to view the Rollup Grade section. The rollup includes the average grade, the highest grade, and the number of grades that were included to generate the average. The Grades Contributing to the Roll-up section displays the section specific scores that were used to generate this rollup record, and a rollup comment if available.

Quick Lookup Page

The Quick Lookup page displays commonly used information, such as the student's schedule, teachers, current grades, and attendance record.

Note: If a room has been defined for a section, the room number appears next to the teacher's name.

How to View the Quick Lookup Page

1. On the start page, search for and select a student. For more information, see *Student Search*. The student pages menu displays the selected default view. For more information, see *Personalize*.
2. Click **Quick Lookup**. The Quick Lookup page appears.
3. Use the following table to view information in the Attendance By Class section:

Field	Description
Exp.	The expression indicates the period and day combination of the course.
Last Week	• Blank indicates class meets that day and the student is present. • A dot indicates class does not meet that day. • An A indicates class meets that day and the student was absent. • Shaded indicates school is not in session and/or the student is not enrolled on that date. **Note:** Other information may not appear unless school is in

	session and/or the student is currently enrolled.
This Week	• Blank indicates class meets that day and the student is present. • A dot indicates class does not meet that day. • An A indicates class meets that day and the student was absent. • Shaded indicates school is not in session and/or the student is not enrolled on that date. **Note:** Other information may not appear unless school is in session and/or the student is currently enrolled.
Course	• The name of the course. • The teacher teaching the course. • The room number where the course is taught. • Click a teacher's name to send that teacher an email message. • Click the **Section Teachers** icon next to the teacher's name to view the teachers assigned to the class. The Section Teachers pop-up appears. When done viewing, click the **x** to close the Section Teachers pop-up. **Note:** This icon appears only if there is more than one teacher assigned to the class.
[Term]	• The reporting term. • Blank indicates no PGFinalGrades record exist for the student/class/termbin. • Two dashes indicate a PGFinalGrades record exists for the student/class/termbin, but the "Grade" is blank. • To view the assignments and their scores that comprise the final grades for a term, click the score in the appropriate term column. **Note:** Additional information, such as overall grade, percentage, and citizenship, may appear based on school settings.
Absences	• The number of absences per reporting term. • Lower-case attendance codes indicate that the teacher took attendance.

	• Upper-case attendance codes indicate that an attendance clerk or office staff member took attendance. • Click any absences to display details on the Dates of Attendance page.
Tardies	The number of tardies per reporting term.
Attendance Totals	• The total number of absences and tardies for each term. • The attendance totals can be used for reports. • The total number of tardies for each term.
Current Weighted GPA	The student's current weighted GPA.

4. Use the following table to view information in the Attendance By Day section:

Field	Description
Last Week	• Blank indicates class meets that day and the student is present. • A dot indicates class does not meet that day. • An A indicates class meets that day and the student was absent.
This Week	• Blank indicates class meets that day and the student is present. • A dot indicates class does not meet that day. • An A indicates class meets that day and the student was absent.
Absences	• The number of absences per reporting term. • Click any absences to display details on the Dates of Attendance page.
Tardies	The number of tardies per reporting term.

Attendance Totals	The total number of absences and tardies for each term.

5. To view standards grades progress, click the **Standards Grades** tab. For more information on standards grades progress, see *How to View Single Student Standards.*

Edit Course Information

Course information can be edited at the district level, as well as the school level. When at the district level, you can edit District, Fees, Prerequisites, and Availability information. When at the school level, can edit District – General, District - Standards, Fees, Prerequisites, Availability, Relationships, Scheduling, and Equivalencies information.

Note: This procedure may also be performed when signed in to a school by choosing **School**, and then clicking **Courses**. When accessed at the school level, only courses that are available for the selected school and year appear.

How to Edit Course District – Standards Information

1. On the start page, choose District under Setup in the main menu. The District Setup page appears.
2. Under Courses, click **Courses**. The Courses page appears.
3. To narrow the list of courses, see Step 3 of *How to View the Course List*.
4. Choose the name of the course you want to edit. The Edit Course District Information page appears.
5. Click **District - Standards**. The [Course] – Standards page appears. All of the standards associated to this course for the current year appear.
6. To limit the entries that appear, enter filter criteria in the **Basic Filter** field. If needed, click the arrow to expand this section. Click the arrow again to collapse this section.

   - To filter by columns:

     1. Click **+**.
     2. From the first pop-up menu, choose one of the following:
        - **Standard Identifier**
        - **Standard Name**
        - **Weight**
        - **Percent**
     3. Enter filter criteria in the field to the right of the pop-up menu.
     4. Click **Apply**. The page refreshes and display filtered results. **Note:** The Filter (0) header refreshes and displays the number of applied filters. In addition, the header displays the fields being used to filter results.

Standards User Guide

5. Click **+** to add another filter.
   Note: The **+** appears shaded if all filters have been added.
   To delete a filter:
   1. Click **-** next the filter.
   2. Click **Apply**. The page refreshes and display filtered results.
   Note: To remove all filter selections, click **Clear**.
7. Use the following table to enter information in the fields:

Field	Description
Standards	The standards name and identifier appears.
Weight	Enter the weight for this standard to be used to calculate into a traditional final grade when the traditional grade formula is set to be calculated by Specific Weight or Specific Sum. For more information, see *Traditional Grade Calculation Formulas*.
Percent	The percent value is auto-calculated based on the weight entered.
Calculate	Select the checkbox to set specific calculations methods for the lower-level standards. When selected, you must define a calculation method for the lower-level standards.
Calculation Method	Click **Edit**, and then enter the weight for each standard. The percent value automatically appears.

8. Click **Submit**. The Changes Recorded page appears.

Reports

Standards Objects

Create standard objects to include standards grades for each course.

How to Add a Standard Object

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. Click the **Setup** tab. The Report Setup page appears.
3. Click **Object Reports**. The Object Reports page displays the list of object report for your school.
4. Click the name of the object report to which you want to add a standard object. The Object Report [Report Name] page appears.
5. Under New Object, click **Standard**. The New Standard Object page appears.
6. Use the following table to enter information in the fields:

Field	Description
Define the box that contains the standard course listing	Define the box that contains the standard course listing Enter the coordinates of the box in which the standard information prints. Use inches as the unit of measurement.
	Determine how many inches from the top left of the page you want the standard object to print. Indicate the left, top, right, and bottom coordinates of the standard object.
If listing overflows this object, start a new column with these margins	If the listing requires more room on the report on the same page, enter the coordinates of the box in which the overflow standard information prints. Use inches as the unit of measurement.
	Determine how many inches from the top left of the page you want the overflow standard object to print. Indicate the left, top, right, and bottom coordinates of the standard object.
Term/school name font	Choose the font in which the term and school information prints from the pop-up menu.

	Note: Click on the font link to view a list of available font examples.
Size, line height, style	Enter the information for the term/school name display on the report. In the first field, enter the size of the font. In the second field, enter the height of each line in the object in points. One point equals 1/72 of an inch. The height determines the space between each line in the standard. Select any combination of these checkboxes to determine any additional styles for the text: • **Bold** • **Italic** • **Underline**
Term/school displays	Choose from the pop-up menu whether to print the year abbreviation, the school name, both the school name and year abbreviation, or to leave this information off of the report.
Course listing font	Choose from the pop-up menu the font in which the standard information prints. **Note:** Click on the font link to view a list of available font examples.
Size, line height, style	Enter the information for the course listing on the report. In the first field, enter the size of the font. In the second field, enter the height of each line in the object. One point equals 1/72 of an inch. The height determines the space between each line in the standard. Select any combination of these checkboxes to determine any additional styles for the text: • **Bold** • **Italic** • **Underline**
Cell padding	Enter a number, in points, to determine the distance between the

	horizontal and vertical borders of the cell and its contents. One point equals 1/72 of an inch.
Columns	Specify the following for each column: In the **Term** field, enter the store codes (terms) you want to include in the standard. The report prints historical grade information for only the term columns you define, such as **S1** and **S2**. The first six columns are pre-populated with the most commonly used objects. It is important to first list the course name, followed by the Start a New Line field. The items after the new line will repeat within the course name. For example, it will list a single course, then all of the standards assigned to that course. The new line helps to differentiate the spacing of the standards and the course name itself. This allows the standards to appear all under the same course. To change or add new fields, from the **Field** pop-up menu, select one of the following fields to include in the column: **Blank** **Start a New Line to insert a line break.** **Course Name** **Course Number** **Standard Name** **Standard Identifier** **Section Number** **Section Expression** **Letter Grade** **Percent** and enter the format in which you want percent to print in the **Other Field/Text/Format** field. In the **Other Field/Text/Format**, enter any additional field or text you want to print next to each course. If you enter a PowerSchool field name, use the following format: ^(field name). For example, to include the possible credit a student could earn in each course, you can include the potential credit field. In the **Width** field, enter the width, in inches, of each term column. From the **Align** pop-up menu, select whether to align the data to the left, center, or right of the column. **Note:** For special formatting around course names and/or standard

	names, you can hard-code the course names or the standard name on the report. Then, in the Standards object, do not include a row for the course name, or don't include the standard name in the object. To check the alignment of the special formatting, run the report once with standard name included, then remove it when the alignment is verified.
Include only standard grades from these grade levels	To print standard grades for only certain grade levels in the standard, enter the range of grade levels. Otherwise, leave these fields blank.
Exclude Standards with No Grades?	Select the checkbox if you do not want to display courses for which the student did not receive a grade. For example, if your school schedules lunch as a course on student schedules, select the checkbox to not print lunch on student standards.
Filter to Specific Standards	Use the fields to filter the report to specific standards. • Only include standards starting with the following text Enter a word in the text box, and select **Standard Name** or **Standard Identifier** from the pop-up menu. For more information, see ***Standard Object Filter Examples***. • Only include standards with these identifiers Enter values. Separate each value entered with a comma. For more information, see Standard Object Filter Examples. • Only include standards at these hierarchy levels Enter values in the text boxes. For example, enter 1 and 3 to view standards between levels **1** through **3**. • Only include standards with the following subject areas Enter the subject areas for the standards you want to view. Separate each value entered with a comma. For example; enter **history**, **math**, **language arts**.

Show Additional Data (Usually Excluded)	Select the checkbox next to the filter option you want included in the report.
Current school only?	Select the checkbox to include grades for only the current school in the standard. Otherwise, deselect the checkbox.
Current year only?	Select the checkbox to include grades for only the current year in the standard. Otherwise, deselect the checkbox.
Sort courses by	Use this pop-up menu to determine the sort order of the courses in the standard grades listing: • **Course Name**: Results descend by school year, then ascend by school name, and then ascend by course name. • **Course Number**: Results descend by school year, then ascend by school name, and then ascend by course number.
Sort standards by	Use this pop-up menu to determine the sort order of the standards: • **Standard Name**: Results descend by school year, then ascend by school name, and then ascend by standard name. • **Standard Identifier**: Results descend by school year, then ascend by school name, and then ascend by standard identifier.
Page	Enter the page number of the report on which you want this standard object to print.
Layer	If you want this object to appear behind or in front of another object, choose the layer placement from the pop-up menu. Choose the highest number to place the object in front of all other layers.

7. Click **Submit**. The Changes Recorded page appears. When you print the report, the standard object prints according to your specifications.

   Note: The Course Name and Standards name fields are not required to be printed by this object. Some customers may want to hard code those on the report to

include special formatting, grid lines, and other items. This is especially useful when using multiple standards objects on the report, and using the filters to limit which standards appear in each area. In that case, you can hard code the names on the report, and remove them from this object. Be sure to test the alignment first by including the standards or course names from the object to line up the report, then remove them once you have correctly lined up the objects.

How to Edit a Standard Object

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. Click the **Setup** tab. The Report Setup page appears.
3. Click **Object Reports**. The Object Reports page displays the list of object report for your school.
4. Click the name of the object report for which you want to edit a standard object. The Object Report [Report Name] page appears.
5. In the Object Type column, click **Standard** of the standard object you want to edit. The Edit Standard Object page appears.
6. Edit information as needed. For field descriptions, see ***How to Add a Standard Object***.
7. Click **Submit.** The Changes Recorded page appears. When you print the report, the standard object prints according to your specifications.

How to Delete a Standard Object

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. Click the **Setup** tab. The Report Setup page appears.
3. Click **Object Reports**. The Object Reports page displays the list of object report for your school.
4. Click the name of the object report for which you want to delete a standard object. The Object Report [Report Name] page appears.
5. In the Object Type column, click **Standard** of the standard object you want to delete. The Edit Standard Object page appears.
6. Click **Delete**.
7. Click **Confirm Delete**. The Selection Deleted page appears.
8. Click **Back** to return to the Object Report [Report Name] page.

Standard Object Filter Examples

Report Type	Filter Field	Data Entry
Elementary Report Card	Only include standards with these identifiers	Enter **MATH1.1.1**, **MATH1.1.2**, **MATH1.1.3**, **MATH1.1.4**, **MATH1.1.5**, **MATH 1.1.6**, **MATH 1.1.7** to view these exact standards on the report.
Middle School/High School Report Card	None	To display each student's full schedule and standards for their classes, do not include filters.
Life Science Standard	Only include standards starting with the following text	Enter **Life Science**, and select **Standard Name** from the pop-up to view only that standard on the report.