# Calculating Semester Final Grades

Semester final grades are calculated via your grade book, not from stored grades on the admin side of PowerSchool. It is looking at all the grades in your grade book and how to do the calculation based on how your *grade setup* is configured.

With your grade book launched and open – select a class, then click on *grade setup* in the top row of icons.
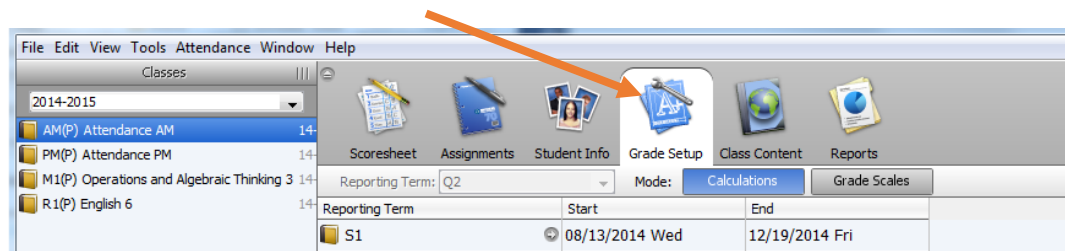
Double click on the reporting term that you wish to change/set-up. ALL grading terms will default to total points automatically.

You can choose to do grade weighting for your quarter grades, but you must use **TERM WEIGHTS** to calculate the Semester final grades (S1 or S2). Be sure to include the final exam weight (if you don't give a final exam, use zero for its weight – elementaries won't even see an E1 or E2 as an option).

Grade setup has to be configured for EACH of your classes individually, or you can set it up for one section, the use the copy feature to copy to the rest of your sections).

See the example below for configuring your S1 final grade calculation. (If you don't use a final exam, enter a 0 instead of the 20 in the example below – and Q1 and Q2 would be weights of 50) Again these #s are just examples. If using a final exam, you may choose to use the following weights:

> Q1 = 40
> Q2 = 40
> E1 = 20

You will only be able to type in the Weight column, not the percent. Then you have an option of dropping the lowest grade(s), so enter the # of lowest grades you wish it to drop when calculating the final grade for this reporting term.
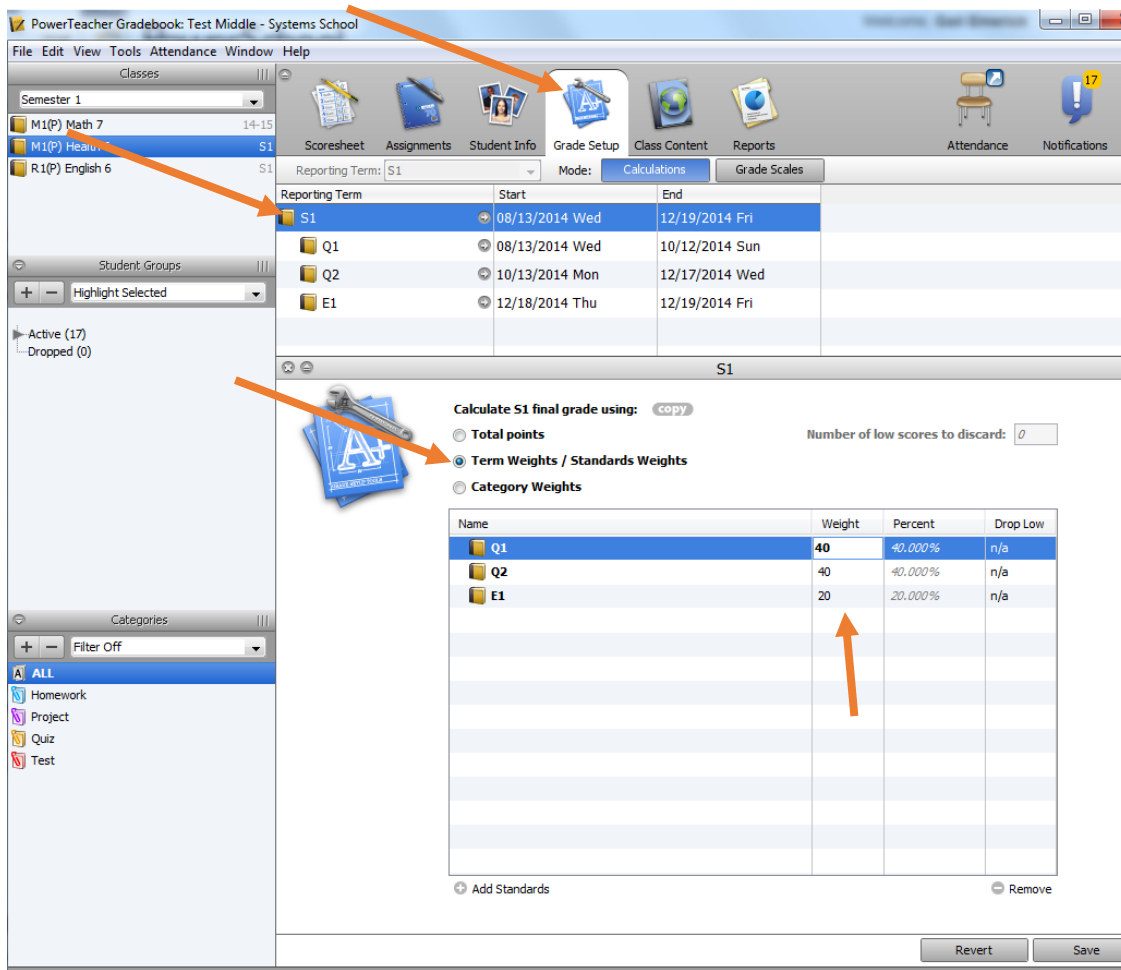
Copying setting from one section to others:

Once you have the settings completed as you need them for all reporting terms for this section, you can copy these settings to all your sections in the same grading term.

Click on **Copy** next to the Calculate S1 final grade setup in lower window.

Follow the prompts to copy – first it will ask if you want to copy just a reporting term or the entire class (all reporting terms) – make your selection and click on ok
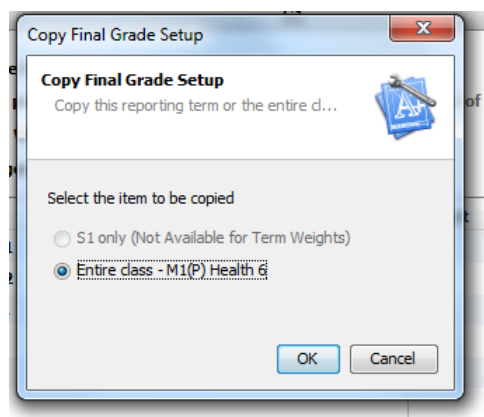
Then it will prompt you for where you want to paste these settings to.   Be sure the correct YEAR is selected in the top box (use the down arrow to expand to verify).
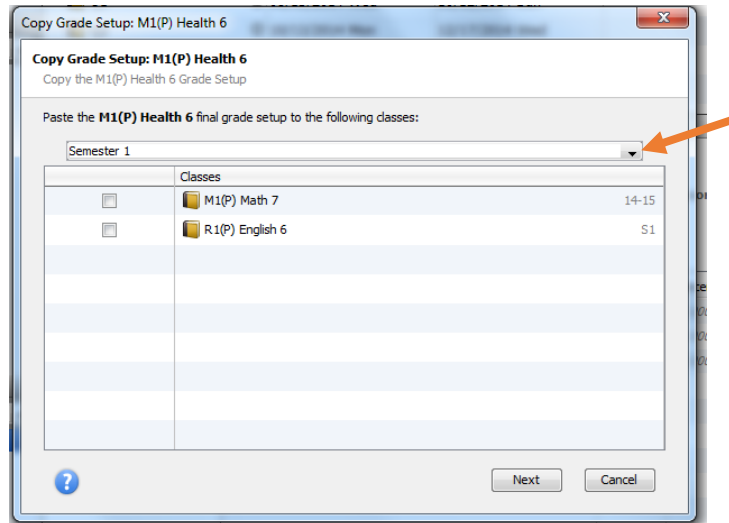
Then check the boxes next to the sections you want these settings copied to.

Then click **Next**

A confirmation screen will appear (you last change to bail out). If it all appears correct, then click on **Finish** for the copy to actually happen.
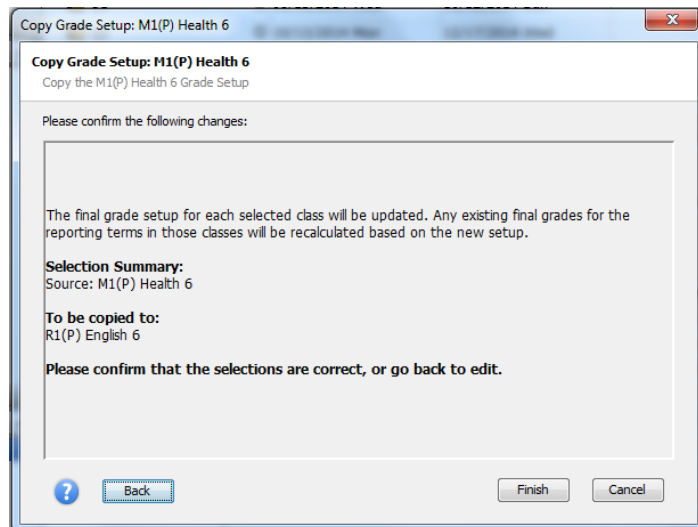
Once it is complete, I suggest going to a different section to verify that the grade setup did copy as expected.