



Standard Operating Procedures Vance County Schools

- Grades must be entered into PowerTeacher PRO by **5pm on every Tuesday**
- Reports of missing and incomplete assignments must be ran by **5pm on every Tuesday** (see pg. 14 "Multi-Function Assignment Report")
- Benchmark scores should be entered into PowerTeacher PRO but uncheck the box to *calculate in final grade*
- Numerical values should be entered as grades for all core subjects, including writing; alphabetic grades such as "S" or "N" should only be used for elementary Art, PE, Music and Spanish
- Standards and/or objectives should be included for all TESTS entered in PowerTeacher PRO

CATEGORIES for Certain Types of Assignments

****Do NOT add categories- the scores entered will not be calculated into the final grade****

TEST	QUIZ	CLASSWORK	HOMEWORK
<p><i>The TEST category can be used for the following types of assignments:</i></p> <ul style="list-style-type: none"> • Tests • Projects* • Presentations* • Portfolios* 	<p><i>The QUIZ category can be used for the following types of assignments:</i></p> <ul style="list-style-type: none"> • Quizzes • Projects* • Presentations* • Portfolios* • Notebook/Journal* • Labs* 	<p><i>The CLASSWORK category can be used for the following types of assignments:</i></p> <ul style="list-style-type: none"> • Class Assignments • Participation* • Presentations* • Notebook/Journal* • Labs* 	<p><i>The HOMEWORK category can be used for the following types of assignments:</i></p> <ul style="list-style-type: none"> • Homework • Participation* • AR/AM

** Teachers should classify these assignments in the category that best matches the requirements of the specific assignment*

For *elementary/middle schools*: There must be a **minimum of 3 TEST** grades entered into PowerTeacher PRO each reporting term (per 9 weeks)

For *high schools*: There must be a **minimum of 2 TEST** grades entered into PowerTeacher PRO each reporting term (per 6 weeks)