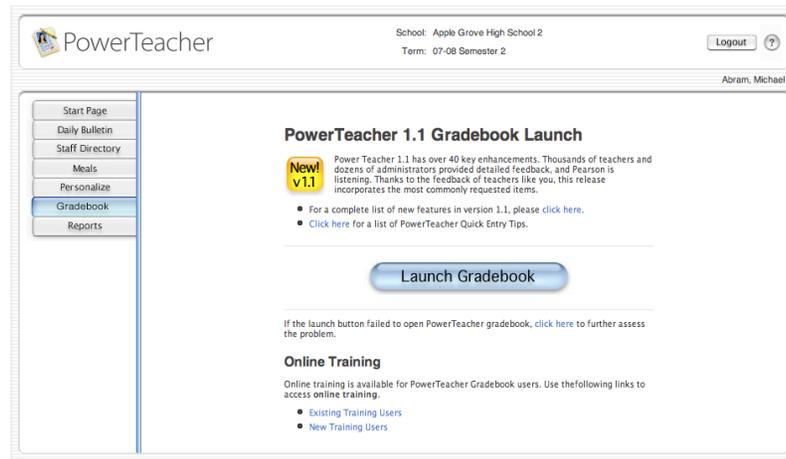


PowerTeacher Gradebook Quick Reference

Launching the Gradebook

The gradebook requires the use of Java, so make sure you have the latest version of Java.

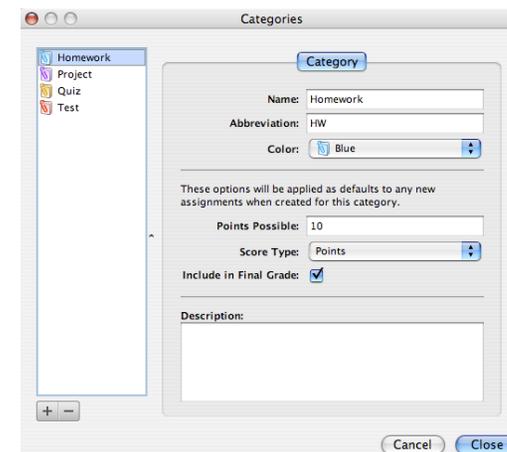
1. Navigate to your PowerSchool server address and log on to PowerTeacher using the username and password you were assigned by your PowerSchool administrator.
2. On the Start page, click **Gradebook > Launch Gradebook**.
3. As the program launches, Mac users will need to click **OK > Trust**.
4. When you are ready to quit using the gradebook, navigate to the PowerTeacher Gradebook menu at the top of your screen, and click **Quit PowerTeacher Gradebook**, or simply close the gradebook window.



Creating Categories

To save you time, the gradebook contains four pre-defined categories: Homework, Project, Quiz, and Test. These categories and any you create will be available to all of the classes you teach.

1. From the **Tools** menu, select **Categories**.
2. Click the **Plus (+)** in the lower left-hand corner of the Categories window.
3. Enter information in the appropriate fields
4. You can continue to add categories by clicking the **Plus** sign, or you can modify an existing category by changing the default values in its fields. Clicking the **Minus** sign (-) will delete the selected category.
5. When you are finished, click **Close**. The categories will be saved.



Final Grade Setup

By default, final grades are calculated by total points. You will only need to set up your final grades if a different calculation is needed.

1. Click the **Grade Setup** tab.
2. Select a term to work with by clicking it in the upper pane. (Note: if you do not see the terms you wish to work with, select a different term from the menu above the class list on the left.)
3. Choose the calculation method, term weights or category weights. Then, enter weights for the terms or categories chosen.
4. Click **Save**.

Calculate final grade using:

Total points Number of low scores to discard:

Term weights

Category weights

Name	Weight	Percent	Drop Low
Homework	10	10.0%	0
Project	40	40.0%	0
Quiz	20	20.0%	0
Test	30	30.0%	0

+ add category - remove

Setting up Groups

Group students to increase your ability to adapt instruction to the their particular needs. However, you are not limited to grouping based on academics alone, try grouping based on parent preferred contact.

1. Click the **Students** tab.
2. Click the **Plus (+)** in the lower left hand corner of the PowerTeacher Gradebook window.
3. Untitled Set 1 and Untitled Group 1 will appear.
4. Double-click **Untitled Set 1** and enter a name for the Set, such as Reading. Press **Enter**.
5. Double-click **Untitled Group 1** and enter a name for the Group, such as Adv. Readers. Press **Enter**.
6. Click the **Plus (+)** again and click **Group**.
7. Enter a name for your group, such as Slow Readers. Press **Enter**.

Student Groups

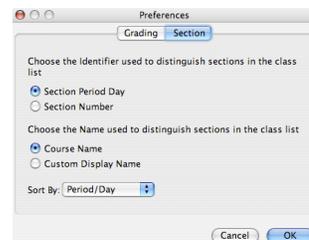
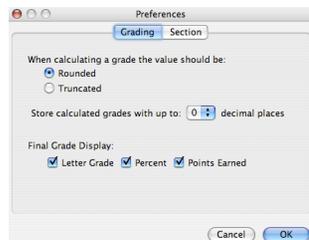
Entire Class

- Contact
- Email
- Phone
- Reading
 - Adv. Readers
 - Slow Readers
 - Hazelgren, Amanda
 - Odney, Ian
 - Wright, Jennifer

Gradebook Preferences

Use Preferences to indicate how you want grades to be calculated, stored, and displayed. Also choose how to distinguish your different sections.

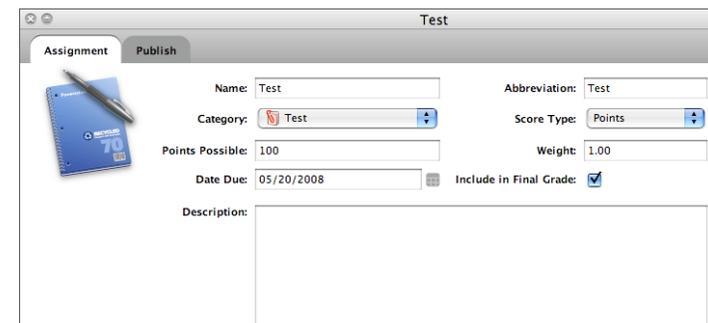
1. Click the **PowerTeacher Gradebook** menu (Mac) or the **Tools** menu (Windows) at the top of the screen, and select **Preferences**.
2. Choose the grading options that meet your preferences or your school's policies.
 - If you choose the Rounded option, a grade of 89.75% would be rounded to 90%.
 - If you choose the Truncated option, the same grade would be calculated as 89%.
 - You can choose to store grades with up to 5 decimal places.
 - Choose to display final grades with letter grade, percent, and points earned. If all the check boxes are cleared, the Final Grade column will be blank.
3. Click **Section** located at the top of the window.
4. Choose to identify your sections with period day or section number.
5. Choose to list your classes with the course name or a custom name.
6. Sort your courses by Period/Day, Section Number, or Course Name
7. When you are finished, click **OK**.



Entering Assignments

The gradebook allows assignments to be added anytime during the school year or to be copied from a previous school year. Whenever you choose to add assignments, you can make the information available to parents or guardians and students on your timetable.

1. From the Assignment tab, click the **Plus (+)** below the Assignment list to open the New Assignment pane.
2. Enter the necessary information into the fields.
3. Click the **Publish** tab in the assignment pane.
4. Choose to publish assignments:
 - Immediately
 - On a specific date
 - Days before due
5. Select the **Publish Scores** check box to show scores in the PowerSchool portals. (Parents will see only their child's grade.)
6. Click **Save** in the lower right corner. The assignment will appear in the Scoresheet.



Using the Score Inspector

Scores may be entered directly on the Scoresheet. The Score Inspector is a tool in the gradebook by which you can note if an assignment was received late, if a student is exempt from completing the assignment, if the assignment is missing, and even that you've collected the assignment without entering a point value. You can also use this tool to enter a score comment.

1. Click the **Tools** menu and click **Score Inspector**. (Right-clicking or control-clicking a score also makes the Score Inspector available.)
2. Mark the assignment Collected, Late, Exempt, or Missing.
3. Enter a score.
4. Click **Comment Bank** to enter pre-defined comments or type directly in the comment box.
5. When you are finished, click **Close**.

Indicators will appear on the Scoresheet for assignments marked Collected, Late, Exempt, and Missing. An indicator will also appear for scores with comments.

Printing Reports

The reports available through the gradebook allow you to have a paper or electronic copy of information to show the principal or a parent. You have the ability to personalize each report by entering a custom title or by including a top note, bottom note, or signature line. There are eight types of reports available, and they can be presented in three output types: PDF, HTML, or Text Export (CSV).

1. Click the **Reports** tab to see the list of reports described below:
 - Attendance Grid - Use to mark attendance manually. Format to print for specific dates or no dates.
 - Category Total Report - View a summary of category totals for a student or class. Choose to report a specific term or all terms.
 - Final Grade and Comment Verification - View final grade information for your students. Select to include all final grade information or specific information, like final grade only.
 - Individual Student Report - View a summary of class information per student similar to a progress report. Choose what grade information is printed as well as the date range.
 - Missing Assignment Report - View a list of students with assignments not scored or missing. Select to print the student number instead of name so the list may be posted.
 - Scoresheet - Print a paper copy of grade and assignment data. Choose to print all categories or one category, and select to include final grades and assignments.
 - Student Multi-Section Report - View final grade information for all of a student's sections, not just your class. Choose specific terms to include.
 - Student Roster - View student demographic information. Select to include a variety of student information and even format a column to keep track of money collected or permission received.

- After you have formatted the chosen report, click **Run Report**.
- Choose to open or save the report. Opening the report, will not save it on your desktop, so you will not have access to the report once you close it.

If you need to keep a copy of the report, choose the file type you want and a location on your desktop or in a specific folder and save the report. The next time you save a report the computer will automatically save the file to that location.

- A sample Individual Student Report is shown below.

Individual Student Report							
Cody Anderson							
Class: Computer 3			Teacher Name: Mark Adams				
Final Grade							
Reporting Term	Letter Grade	Percentage	Final Grade Comment				
Q3	A-	90%					
Q4							
S2	A-	90%					
Assignment Scores							
Date	Category	Assignment	Score	Pts. Poss	%	Grade	Score Comment
Dec 11, 2007	Test	Test	90	100	90	A-	
Category Summary							
Category	# of Asmts	Total Points Earned	Total Points Possible	Percentage	Letter Grade		
Test	1	90	100	90%	A-		

Standards and Citizenship

Assigning standards and citizenship grades is not performed through the gradebook as in PowerGrade. Both tasks are completed through PowerTeacher.

- From the PowerTeacher Start Page, click the **backpack** next to the student's class.
- Click the **student's name** on the left side of the page.
- Choose **Final Grade Entry (Standards)** from the Select Screens menu.
- Choose each standard grade from the term menus and click **Submit**.
- Click the next student name.
- Choose **Final Grade Entry (Citizenship)** from the Select Screens menu.
- Choose a citizenship grade from the menu and click **Submit**.