

PowerTeacher

WebGradebook

2011 PSUG National Conference
EduTech

PowerTeacher Gradebook

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3. Click Submit.

NOTE – For which students option will say ALL __ students **in my classes**.



The Power Teacher Student Information pages provide information about each student enrolled in your classes. All of the student pages are accessed in a similar manner.

1. On the PowerTeacher Start Page; click the **backpack** on the row of the class whose information you would like to view.
2. Click a student's name in the list on the left side of the page. Your default student page appears for the student you selected. At the bottom of the list of students, your other classes will be listed. You can switch class lists by clicking a different class name.
3. To view other student information, choose a page from the **Select screens** menu.

Student Page:	Description:
Cumulative Grade Information	Displays the student's GPA and class rank information. Your school decides what information appears on this page.
Demographics	Displays the student's basic demographic information. It also contains an email link to the parent or guardian.
Graduation Plan Progress	The graduation progress page displays the students four year graduation plan, any post secondary plans, and the progress of each of those plans.
Net/Phone Access Summary	Displays a summary of the number of times that the parents and student have accessed PowerSchool via the Internet or by phone, if applicable.
Print a Report	Use this page to select a school created report to print for the student.
Quick Lookup	Displays a summary of the student's current grades and attendance for each course in which he or she is currently enrolled. Clicking the blue text will link you to more information.
Schedule	Displays the student's current class schedule.
Standards	Use this page to view the student's progress on specific standards outlined by your state, district, and school.
Student Photo	Displays the student's photo if your school has imported student photos.

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Submit Log Entry	Use this page to submit a student log entry for discipline or any other anecdotal information for the student's permanent record.

You can use PowerTeacher to report discipline issues in your classroom to your school administrator. Use the Student Log Entry page to enter this information.

1. On the Start Page click the **backpack**, and then click the student's last name.
2. From the Select screens menu, click **Submit Log Entry**.
3. Enter a subject for the log entry, then type a description of the incident.
4. Click **Submit**.

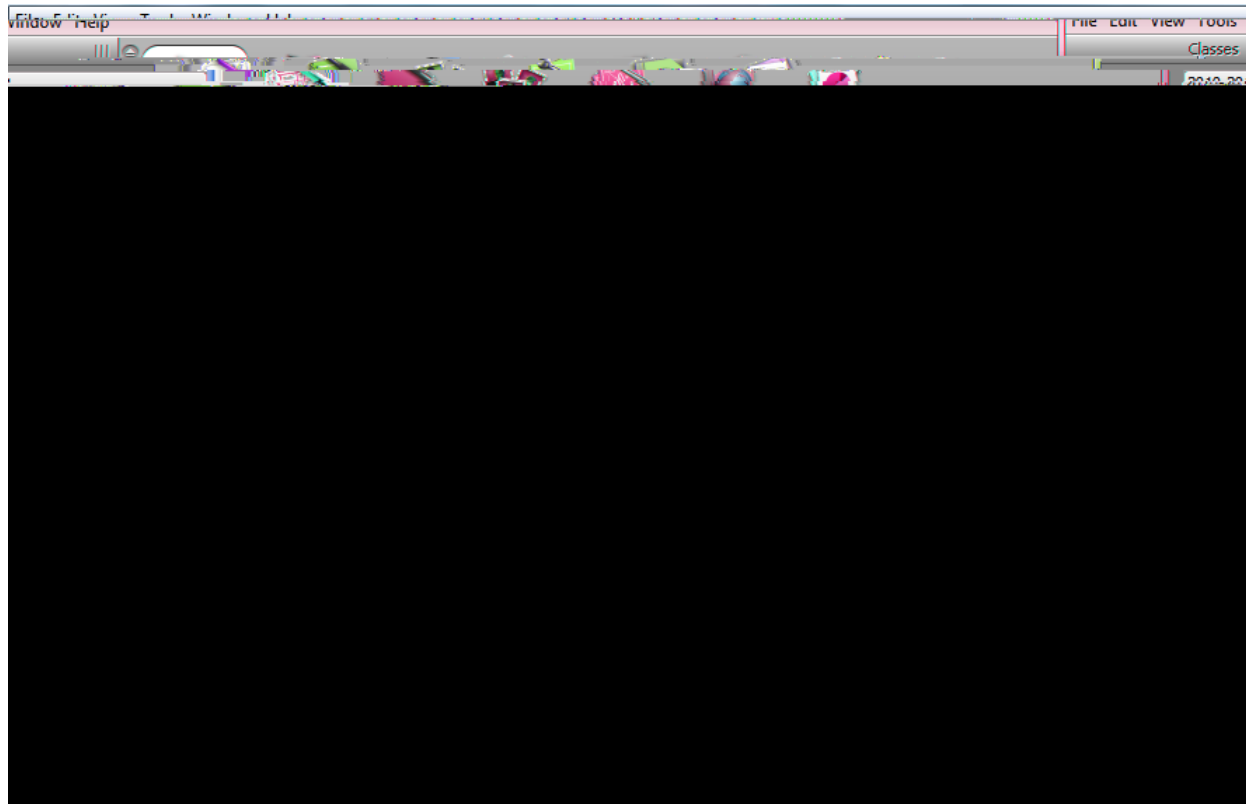
NOTE This action sends the information to the administrator at your school.



1. On the Start page, click **Gradebook** in the Main Menu or Click the Arrow icon from the menu to use the "Quick Launch" feature to immediately launch the gradebook without viewing the page.
2. On the PowerTeacher Gradebook Launch page, click

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the width of a pane, click and hold the vertical three line icon and drag right or left. To adjust the height of a pane, click and hold the horizontal three line icon and drag up and down.



MENU BAR: The menu bar appears at the top of your display and provides access to menus PowerTeacher Gradebook, File, Edit, View, Tools, Window, and Help.

ID BAR: The ID bar appears at the top of the PowerTeacher Gradebook window and displays your name and the name of your school.

CLASSES: The Classes pane appears in the upper left corner of the PowerTeacher Gradebook window and includes the Term Selector and Class List.

STUDENT GROUPS: The Student Groups pane appears in the lower left corner of the PowerTeacher Gradebook window and displays student groups for a selected class.

NAVIGATION BAR: The navigation bar appears at the top of the PowerTeacher Gradebook window and provides a quick way to access the Scoresheet, Assignments, Students, Grade Setup, Class Content, and Reports.

The Students window displays a list of students enrolled in a class and basic information about each student. This screen

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1. Select the category you want to delete in the categories pane of the web gradebook.
2. Click the **Minus ()** button.
 - a. **NOTE** If category has assignments or is used in weighting, the Alert window appears, displaying the message, "Unable to delete category because it has associated assignments." You can still change the name of the category so it will sort to the bottom of the list.
3. Click OK to close the window.

Use this window to specify how you want final grades to be calculated for students in your classes.

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Semester Two (S2)		
Quarter 3 (Q3)	2	25%
Quarter 4 (Q4)	2	25%

Year Long by Term Weights Example 2:

Name	Weight	Percent
Year Long (Y1)		
Semester One (S1)		
Quarter 1 (Q1)	2	20%
Quarter 2 (Q2)	2	20%
Exam 1 (E1)	1	10%
Semester Two (S2)		
Quarter 3 (Q3)	2	20%
Quarter 4 (Q4)	2	20%
Exam 2 (E2)	1	10%

Calculate Final Grades by Category Weight: The category weight method calculates final grades based on total points times the value (or weight) of each category or assignment.

NOTE You can calculate final grades by category weight for **ALL** reporting terms within the reporting term hierarchy.

Category Weights Example:

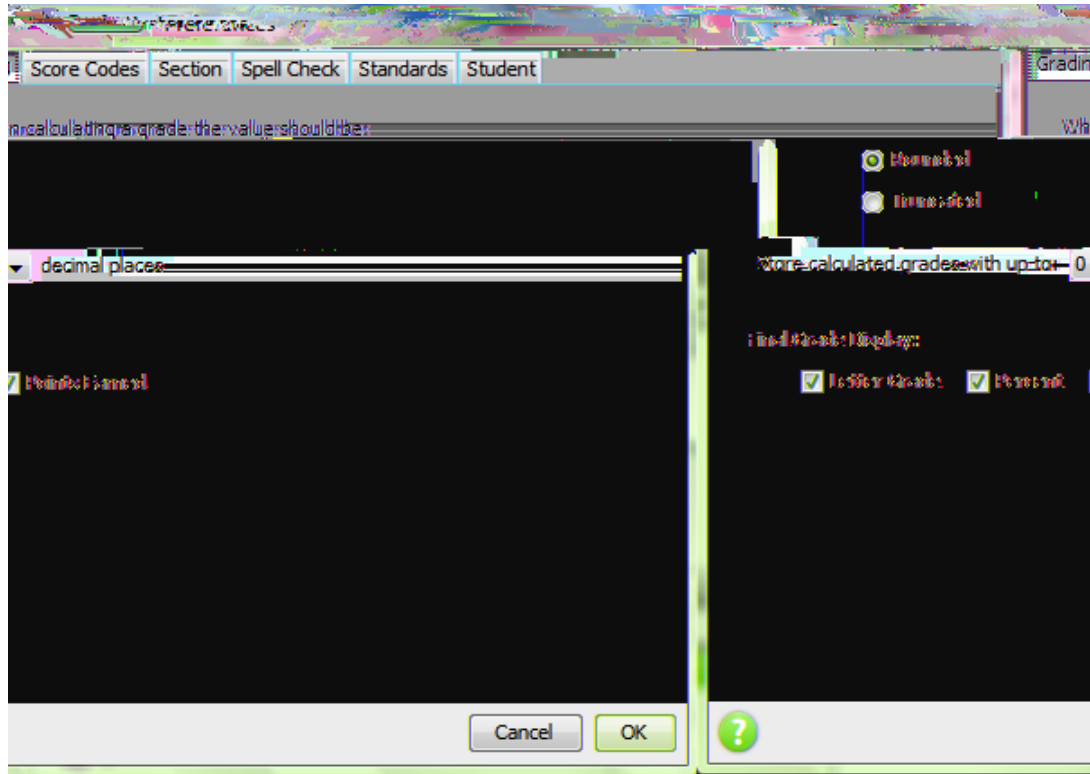
Name	Weight	Percent	Drop Low
Test	1	25%	0
Quiz	1	25%	0

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1. Select a class from the Classes pane.
2. Click the Grade Setup tab.
3. Select Grade Scales mode.
4. Click a grade scale that displays Yes in the Can Copy column.
5. Click the Plus (+) button. Copy of [grade scale name] appears below the grade scale you selected, and the Grade Scale Detail window appears.
6. Enter the required information.
7. Click Save.

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The Preferences window is quite simple. Use it to indicate how you want grades to be calculated, stored, displayed, and whether or not to enable spell check.



1. Click tTD0.0003Tc(check.)Tj/TT21Tf2.5750TD0e8Tck.

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6. Use the **Standards Tab** on the Preferences window to customize what standards and additional grades appear in the Final Grade mode on the Scoresheet window.
7. Use the **Students Tab** to hide pre registered students.

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1. From the Tools Menu, select Birthdays.
 2. Choose to Display this class or all classes.
 3. This report can be viewed at any time or printed in a list.

Lock PowerTeacher gradebook to keep your information secure.

1. From the gradebook menu bar, choose File > Lock Gradebook.
2. The lock screen appears, covering the entire gradebook. If you attempt to launch another gradebook session, the system detects that a gradebook session is already open and locked and will not launch a second instance.
3. To unlock the gradebook, enter your password and click Unlock.
4. To quit the gradebook from the lock screen, click Quit.

The first step to creating student groups is to create a set. Remember that the class for which you are creating student groups must be selected. After you have created the sets you want, you can create groups for those sets.

1. Select a class from the **Classes pane**.
2. In the **Student Groups pane**, do one of the following:
 - a. Click the **Plus (+)** button and select **Add Group Set**.
 - b. If using a one button mouse, press **CONTROL+click** and select **Add Group Set**.
 - c. If using a two button mouse, right click and select **Add Group Set**.
3. Give the group set a name and click OK to save.

1. In the **Student Groups pane**, select the set
2. Do one of the following:
 - a. Click the **Plus (+)** button and choose **Add Group**.
 - b. If using a one button mouse, press **CONTROL+click** and select **Add Group**.
 - c. If using a two button mouse, right click and select **Add Group**.

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- 1.2 Click the Students tab, and click on a student's name.
2. Drag the name of the student to the appropriate group. Use command click (Mac) or Ctrl click (Windows) to add multiple students.
3. Add

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Before setting up an assignment, consider how you will score the assignment:

- Do you want to record the score as points, a percentage, or letter grade?
- How many points is the assignment worth?
- How do you want to weight the assignment? (EDUTECH does NOT recommend)
- Do you want to include the assignment in final grade calculation?

When setting up assignments, you can use the **Include in Final Grade** checkbox to indicate whether an assignment should be included in calculating final grades.

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move it to a convenient location on your desktop, so you can work with the Scoresheet. The Score Inspector remains open until you close it.

NOTE The Score Inspector changes depending on the score field you select. For example, when you view the Score Inspector for a final grade, the options are different than the Score Inspector for an assignment.

1. Click the Tools menu, then select Score Inspector. (Right clicking – or control clicking a score also makes the Score Inspector available.) The Score Inspector will appear as a floating window that you can move around the screen.
2. Click a cell in the assignment column on the Scoresheet for the student you wish to work with.
 - a. When you check the **Collected** box in the Score Inspector, a checkmark will appear in the Scoresheet for the student.
 - b. When you check the **Late** box, a small red L will appear in the Scoresheet for the student.
 - c. When you check the **Exempt** Score box, a gray Ex will appear in the Scoresheet for the student.
 - d. When you check the **Missing** box, a small orange M will appear in the Scoresheet for the student.
 - e. When you enter a score comment, a small blue C will appear in the Scoresheet for the student. Clicking the Comment Bank will provide you with a list of district comments that can be inserted for a score.
 - f. Assignment score comments appear in PowerSchool Parent Access when the user clicks Grades and Attendance, then on a term grade, with

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5. The **Clear** button on the Score Inspector clears the score completely, not just the comment or a Collected check or Late indicator.
6. You can use the four directional arrows in the Score Inspector to move through the Scoresheet without closing the Score Inspector. This enables you to adjust scores, add comments, and add collected, late, and exempt notes to scores for all the students in your class without having to click each student one by one.
7. Click **Save** at the bottom of the Scoresheet to retain changes.

Occasionally, teachers will want to modify a student's final grade in a course – based on effort, participation, or other classroom factors. The Score Inspector allows you to change a final grade with the Manual Override tool.

1. Highlight the Student's Name or the Final Grade cell to the right of the student's name.
2. Click the **Tools** menu, and click **Score Inspector**.
3. Place a checkmark in the box next to Manual Override.
4. Once you check the Manual Override box, the Grade and Percent boxes become available. Change the contents of each of these boxes as of box, these Grade Place

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PowerTeacher Gradebook provides you with tools to view trends and to analyze your students' scores mathematically. Assignment statistics provide information on each assignment you enter into the gradebook.

Click **Summary** in the lower left corner of the Scoresheet to see the mean, median, and mode values for each assignment.

Mean is the mathematical average of the scores you entered.

Median represents the middle of all values: one half of the scores will be above this number and one half will be below it.

Mode indicates the most common value.

Additional final grade items are distributed to teachers from PowerSchool and appear on the Scoresheet in Final Grade mode. These items may include Citizenship or other types of items that should be included on a report card.

1. Select a class from the Classes pane.
2. Click the Scoresheet tab. The Scoresheet window appears.
3. Click on the Final Grades button in the mode.
4. Manually add the appropriate Citizenship Grade in each cell, or right click within the cell to fill scores for all students

Additional columns appear on the Scoresheet in Final Grade mode for entering standard scores. Each of the columns represents a report card item. Some of these items may have a hierarchical relationship that appears on the Scoresheet as a colored bar across all items that are related to the central item. These report card items are configured in PowerSchool.

Remember: In order to work with standards in Final Grade mode, you must set your preferences to display standards on the Preferences dialog.

1. Select a class from the **Classes pane**. (WHICH CLASS ARE YOUR STANDARDS TIED TO?)
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Click **Final Grade**.
4. Do one of the following:

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- a. Right click on the score field and point to **Grades**.
- b. Right click on the score field and select **Show Score Inspector**. The additional grade Score Inspector opens.
- c. From the gradebook menu bar, choose **Tools > Score Inspector**. The additional grade and

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NOTE Although the PowerTeacher gradebook import function only imports scores for a single assignment at a given time, your import file may contain assignment score information for several assignments.

PowerTeacher Gradebook provides a standard export template that you can use to export Scoresheet information for a single assignment from PowerTeacher gradebook into a comma separated values (csv) text file.

1. Select a class from the Classes pane.
2. Click the Scoresheet tab. The Scoresheet window appears.
3. Select the assignment column for which you want to export scores.
4. Do one of the following:
 - a. From the gradebook menu bar, choose Tools > Export Scores Template.
 - b. If using a one button mouse, press CONTROL+click and select Export Score Template.
 - c. If using a two button mouse, right click and select Export Score Template.
5. Click Yes to continue.
6. Note the Save As field populates with the name of the assignment followed by pst.csv. Although it is recommended that you leave the default setting, you may enter a different file name for the export scores template.
7. Choose the location where you want to save the export scores template from the Where pop up menu.
8. Click Save.
9. To view the export scores template, navigate to where the export scores template was saved and open it.
 - o The summary contains the teacher name, sections, assignment name, due date, Points Possible, and score type.
 - o Columns on the export contain the student ID, Student Name, and score.

The basic import function provides you with the required tools needed to bring assignment score information into PowerTeacher gradebook. Before performing an import, you must have an import file containing the data to import. †

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6. Click **Open**. The Import Scores window appears.
7. Click the **Basic** tab to perform a simple import of scores. The basic import scores information appears.
8. Enter the information as needed.
9. Click **Next**. The **summary** of import scores information appears.
10. Click **Import**. The Scoresheet window refreshes and the updated assignment scores appear.