
PowerTeacher Gradebook 1.6

Use PowerTeacher gradebook to organize assignments, monitor student progress, and keep parents and students informed. PowerTeacher automatically saves student scores in PowerSchool where students, parents, and administrators can view the data.

By the end of this session, you will be able to:

- Set up the PowerTeacher gradebook
- Enter assignments and record scores
- Set up student groups and analyze classroom achievement trends
- Print gradebook reports

Get Familiar with PowerTeacher

PowerTeacher gradebook will run on any PC or Mac OS computer with Java 1.5 installed and Internet access. If you have concerns about whether or not your computer is compatible, check with your local PowerSchool administrator.

Launch the gradebook from the PowerTeacher Home Page. Your local PowerSchool administrator will give you the web address and login information you need. For the purposes of this session, your trainer will provide a web address and login details.

Activity 1 – Launching the gradebook

1. Open a browser and in the address bar enter the web address of your PowerSchool server followed by `/teachers`.
2. Enter your username and password and then click **Enter**.
3. Click **Gradebook** from the menu on the left, and then click **Launch Gradebook**. It will take a few moments for the web application to start—it will be faster after the first time you launch it.
4. If you get a message asking whether you should “trust this certificate,” click **Trust**. The Gradebook will open to the Scoresheet tab.

Working with the Gradebook

The table below provides a brief explanation of the tabs teachers see in a row at the top of the gradebook window.

Icon	Description
Scoresheet	Displays the assignments and scores entered for students
Assignments	Displays the details of the assignments you have created
Students	Displays demographic data for students in the class
Grade Setup	Displays the final grade setup for each term plus access to editable grade scales
Class Content	Displays information about the selected course, plus access to collections of web links and other resources
Reports	Provides an interface to choose and format reports

Setting Up Categories

Categories are broad classifications in which similar types of assignments are grouped. Examples of pre-defined categories are Homework, Test, Project, and Quiz. Teachers can add additional categories and/or modify the default categories.

Activity 2 – Adding Categories

Add two categories to your PowerTeacher gradebook.

1. From the Tools menu, choose **Categories**. The Categories window will appear, displaying the pre-defined assignment categories.
2. Click the **Plus (+)** in the lower left-hand corner of the Categories window to add a new category.
3. Provide a name for the category and choose the color for its label. Enter in the number of points possible, and choose a score type: Points, Letter Grade, or Percentge.
4. Select **Include in Final Grade** unless the category is something ungraded, like draft assignments or permission slips.
5. Click the **Plus (+)** to add the second category.
6. Click **Close** to save and close the Categories dialog box.

Setting Up Final Grade Calculations

After teachers create assignment categories, they need to determine how the students' final grades will be calculated for each term by total points, term weights, or category weights.

Total Points

This method calculates the student's final grade by dividing the points the student has accumulated by the total number of points possible. Total Points is the default setting for all terms. If you want to use a different method, you will need to set up each class individually.

Term Weights

This method multiplies a term grade by some value (or weight) to calculate a grade in another term. For example, Semester 1 might be worth 40% of the final grade and Semester 2 worth 60%. Percents can also be entered with decimal points such as 33.33%.

Category Weights

This method multiplies the total number of points by the value (or weight) of each category. Use it to set up the weights for each category according to your personal plan or school requirements.

Activity 3 – Setting up Final Grades using Term Weights

Set up final grade weighting for first semester.

1. Click the **Grade Setup** tab, and then click **Calculations**.
2. Click **S1**, then select **Term Weights**.
3. Select **Q1** and change the weight to 40.
4. Select **Q2** and change the weight to 60
5. Click **Save**.

Activity 4 – Setting up Final Grades using Category Weights

Set up final grade weighting for second semester.

6. Click the **Grade Setup** tab, and then click **Calculations**.
7. Click **S2**, then select **Category Weights**.
8. Click **+ add category**.
9. Check all four categories: **Homework Project**, **Quiz**, and **Test**. Click **Ok**.

The category names will appear in the Calculation pane.

10. Click **Homework** to select it. Enter 10 in the Weight column.
11. Click each of the other categories and enter 30 in the Weight column.
12. Enter a 1 in the Drop Low column for both Quizzes and Tests.
13. Click **Save**.

Grade Scales

Your Instructional Administrators will have set up default grade scales for use with your classes. Depending on school policy, you may be able to set up your own grade scales to use with individual students or groups of students.

Activity 5 – Adding a grade scale, and using it

1. Click the **Grade Setup** tab and then click the **Grade Scales** mode.
2. Select the **Default** grade scale and click **+** in the lower left of the window.
3. Click the arrow to the right of the name "Copy of Default" to bring up the details pane.
4. Change the name of the copied scale to `Whole Letter Grades`.
5. Click in the **Ignore** cell for each **+** or **-** letter grade.
6. Click **Save**.
7. Click the **Students** tab.
8. Select the first student and choose **Whole Letter Grades** from the Grade Scale menu in the details pane.
9. Click **Yes** in the Grade Scale Changed alert window.
10. Repeat steps 8 and 9 for a few more students.

To view the students who are assigned to a specific grade scale, click the **Grade Setup** tab, click **Grade Scales** and select a grade scale. Then click the **Sections** tab in the Grade Scale pane in the lower half of the gradebook window. Click **+** (PC) or the triangle (Mac) to the left of the book to view the list of students in one of your classes.

You can use the Student Group filters to divide students into groups according to their assigned grade scale. Filter or highlight one of the groups and change the grade scale of each student to match.

The Custom Grade Scale icon  will appear next to the student's name on the Scoresheet and Students tabs. This icon is also displayed when viewing final grades.

Gradebook Preferences

Use the Preferences window to indicate how you want grades to be calculated, stored, and displayed. Also, choose how to distinguish your different sections. Preferences can be found in the **PowerTeacher Gradebook** menu (Mac) or the **Tools** menu (Windows) at the top of the screen.

Spell Check is another preference you can enable. Once you turn this feature on, you'll see "Check Spelling" in the Tools menu. You can also check the spelling of a word by clicking it and pressing the **Ctrl** key. A list of possible replacements will appear as well as dictionary options. Use Preferences to manage the spell check dictionary by adding words specific to a class subject or removing unnecessary words. Note that the dictionary is specific to each teacher's gradebook and is not shared with other teachers.

Class Content

The Class Content tab contains information about and resources for your courses. It has three sections: Class Info, School Content, and Class Content.

Class Info

The Class Info mode contains basic information about the course you selected in the Classes pane. You can enter text in the Custom Display Name field to personalize your class list and enter text in the Description field to communicate with parents about class rules and your expectations of students, or give an overview of the course and any other information that would be of interest to parents.

School Content

The School Content mode contains links to websites and information compiled and shared by PowerTeacher administrators. You can link to those Content resources in the Class Info description and assignment descriptions. Links are listed in the Description text box along with any other information you enter.

My Content

In the My Content mode, you can add content and information for your classes. For example, you could add a website you have made for your class or other websites you would like your students to use.

Activity 6 – Adding Content to the Class Description

You have created a website that students can visit to obtain worksheets and study guides. You would like to make this available in the parent/student portal. Add the website to your class content and place the link in your class description.

1. Click the **Class Content** tab and then click the **My Content** mode.
2. As an example, assume you teach elementary school and want to collect links for reading and for letter recognition. Click Content Groups.
3. Enter `Reading` as the group name. Choose a display color.
4. Click **Plus (+)** in the lower left corner.
5. Enter `Letters` as the group name. Choose a display color and click Close.
6. In the My Content window Click **Plus (+)** to add a new link.
7. Enter the name `kidzone` and enter the address `http://www.kidzone.ws/kindergarten/`
8. Choose the Letters group and click **Save**.
9. Click **Plus (+)** to add another link.
10. Enter the name `starfall` and enter the address `http://www.starfall.com/`
11. Choose the Reading group and click **Save**.
12. Click the **Class Info** mode and enter a note to parents encouraging them to use these websites to reinforce class activities. Try these sites at home to help your child practice reading.
13. Click **+ Link > My Content**.
14. Select one of the links you added and click **OK**. (Repeat, if desired, to add the second link.)
15. From the Tools menu, select **Check Spelling**.
16. When you are finished, click **Save**.

Setting up Student Groups

PowerTeacher gradebook provides tools for organizing students into groups so that teachers can adapt instruction to their needs. Student group assignments are flexible; they can be modified any time.

The Student Groups filter contains two default groups: Active and Dropped. The students will be populated into the appropriate group automatically.

Activity 7– Making Student Groups

Create groups according to whether parents want to receive emails or phone calls.

1. Click **Students**.
2. Click the **Plus (+)** in the Student Groups filter and choose **Add Group Set**.
3. Enter the name `Contact` and click **OK**.
4. Control-click **Group 1** and choose **Edit**.
5. Enter the name `Email` and click **OK**.
6. Click the **Plus (+)** again and choose **Add Group**.
7. Enter the name `Phone` and click **OK**.
8. Click on a student's name and drag it to a group. Use command-click (Mac) or Ctrl-click (Windows) to add multiple students.
9. Click the triangle (or plus) next to the group name to see the list of students.
10. Explore using the filter to highlight or filter students selected from a group. (The highlight option will highlight the student with yellow in the Scoresheet and Students tabs. The filter option will hide all students except those chosen.)

Using PowerTeacher in the Classroom

Assignments

Teachers can set up assignments at the beginning of a school term or at any time during the term. Assignments are displayed on the Scoresheet tab. The name, point value, and date due for each assignment appear above the column in which student scores are entered. Double-clicking an assignment heading (or clicking the arrow at the top) opens the assignment definition window where you can modify the assignment or publish criteria.

As you enter assignments, you will notice a demarcation line that separates future assignments from past assignments. Posting assignments before entering scores does not skew how grades appear. The Final Grade that appears next to the

student's name on the Scoresheet reflects an average grade for only the assignments that have already been scored.

Publishing Assignments

When you publish an assignment parents and students can see it in PowerSchool's parent and student portals. You can publish an assignment when you create it, or at any point afterward. PowerTeacher gradebook defaults to publishing assignments as soon as they are created.

If an assignment is part of the student's final grade, it must be published at some point. You will receive an error message if you choose the **Never** publish option for an assignment that is to count toward the final grade.

One advantage of publishing assignments in advance of their due date is that parents can see that there are upcoming projects due or tests to study for, and you can enlist parents to help make sure students are prepared.

Activity 8 – Creating a New Assignment

1. While on the Scoresheet tab, click the **Plus (+)** sign next to the Assignment header to open the New Assignment pane.
2. Enter a name for a homework assignment and choose **Homework** as the category. Set a due date to today and determine whether you wish to accept the default values for score type, points, and extra points. Choose to include the homework assignment in the final grade. Enter a brief description.
3. Click the **Publish** tab. Choose when to publish the assignment.
4. Click **Save** in the lower right corner to save the assignment. The assignment will appear in the Scoresheet. Repeat the steps for a second and third homework assignment.

Copying Assignments

You can copy assignments from one class to another from current or previous terms by using the Copy Assignment function in the Tools menu at the top of the screen.

Activity 9 – Copy Assignments

1. First select the class to copy assignments from in the classes menu located in the upper left corner of the gradebook.
2. Then select **Copy Assignments** from the Tools menu.
3. Choose an assignment to copy and click **Next**.
4. Choose one of your other classes.
5. Select **Today** from the Due Date menu and click **OK**.

6. Click on the class you copied the assignment to in the classes menu to view the assignment.

Weighting Assignments

When creating an assignment, use the Weight field to help keep grading practices flexible, yet consistent. For most assignments, keeping the Weight at the default value of 1.00 and using Points Possible to adjust how the assignment contributes to the overall term grade will be appropriate.

When scoring letter grade assignments, you do not need to be concerned with points. Simply enter the letter grade for each assignment, and weighting will take care of the relative value for each assignment automatically.

Activity 10 – Weighting Assignments

Use weighting to make a set of three quizzes worth 100 points, regardless of the number of questions each contains.

1. Create three or more quiz-type assignments. Use information in the grid below to fill in the number of points and weighting fields.
2. Based on the information in the grid, fill in the last column.

Number of Questions	Number of Points	Weighting	Calculated Grade Value in Points
10	10	10	
20	20	5	
25	25	4	

Recording Scores

When entering scores, match the type of score to what you set up when you created the assignment: numbers for points and percentage, letters for letter grades. Scores can be entered individually or entered using the following quick-entry methods:

- EX - marks an assignment Exempt
- (=) - assigns the maximum points possible
- MI or (/) - marks an assignment missing
- LT or (*) - marks an assignment late
- COL or (.) - marks an assignment collected
- Choose **Fill Scores** to mass fill a specific score.

Occasionally after creating an assignment, you determine a different number of points possible is needed. After you save the assignment with the points possible corrected, a warning will appear. You may choose to keep the scores or have the computer adjust them based on the new points possible. You also have the ability to enter a score higher than the maximum points possible by using the Extra Points field. This is helpful when scoring assignments with extra credit points.

Activity 11 – Recording Scores

Record scores for the assignments you created.

1. Click the **Scoresheet** tab, and then choose **Assignments**.
2. Click in the cell representing the intersection of the row containing a student's name and the column of the assignment you want to score. Then, enter the score.
3. Press **Return** (Mac) or **Enter** (Windows) to advance to the next student, or **Tab** to advance to the next assignment. Leave a few score cells empty.
4. Choose **Fill Scores** from the Tools.
5. Verify **Items with No Score** is selected.
6. Check **Score** and enter the score value.
7. Click **OK**.
8. When you have finished entering scores, click **Save**.
9. Click **Summary** at the bottom of the Scoresheet to see summary statistics for assignments. Clicking Summary again will hide the statistics.

Using the Score Inspector

Just like the quick-entry methods, the Score Inspector makes it possible to indicate if an assignment was received late, a student is exempt from completing the assignment, an assignment is missing, or you have collected the assignment without entering a point value. You can also use this tool to enter a score comment. The following table provides a brief explanation of the assignment indicators displayed in the teacher's gradebook.

Indicator Description	Indicator Meaning
Small "C" in blue dot next to score 	Comment is attached
Small "L" in red dot next to score 	Assignment turned in late
Small "M" in orange dot next to score 	Assignment is missing
Green check in a cell 	Assignment turned in but not graded

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Indicator Description	Indicator Meaning
Italicized faint score <i>Ex</i>	Assignment does not count toward final grade OR was marked as exempt after scoring
Small Hourglass in assignment heading ⌚	Assignment published on certain date
Circle with line through it in assignment heading ⓧ	Assignment is never to be published
Small red exclamation mark next to italicized final grade ❗	Final grade changed by manual override
Yellow exclamation mark in the assignment heading ⚠	Scores are not published
Small "G" in gray dot next to student name Ⓒ	Student is assigned a grade scale other than default

Activity 12 – The Score Inspector

Use the Score Inspector to add score notes and to mark assignments collected, late, and exempt.

1. On the Tools menu, click **Score Inspector**, and then **Assignments**.
2. On the Scoresheet, click in the assignment column in the first empty cell next to the appropriate student. In the Score Inspector, select the **Collected** box instead of entering a score. You can replace the check mark with a score later. Mark a few more empty cells as **Collected**.
3. Click the **Next** arrow by the student name to move down to the next student. Select the **Late** box.
4. Click the **Next** arrow to move down to the next student. Select the **Missing** box.
5. Click the **Next** arrow to move down to the next student. Select the **Exempt Score** box for one assignment. Exempt a few more of the empty cells.
6. Click the **Next** arrow by the assignment name to move to the next assignment. Enter a comment in the Score Inspector. Note: The Clear button on the Score Inspector clears the score completely, not just the comment or a Collected check.
7. Click on the term grade for your assigned student. Use the Score Inspector to enter a comment. Note the Reporting Term here: _____

(Later in the class you will look at your comments and the exempt indicator in PowerSchool's parent portal.)

8. Click **Close**, and then click **Save** to retain the changes.

Working Offline

When you want to work offline, you can now export assignments and later import scores back into PowerTeacher. It is recommended that you create the assignment first. Then, click the assignment and select **Export Scores Template** from the Tools menu. Save the file in the desired location and open it with Excel.

The file will be in CSV (comma separated values) format and will contain a column for entering scores. Depending on the score type you choose for the assignment, the column will be titled Points, Percentage, or Letter Grade. Enter the scores when ready and save the changes.

The final step is to import the scores. Select the assignment and click **Import Scores** from the Tools menu. Select the format of your import file. There are two tabs to the import window: Basic and Advanced. The two tabs are similar, but the Advanced tab contains the data being imported and a preview of the Scoresheet. The file does not have to be the Scores Template. Depending on the file type, the import process will automatically select the import settings. Click **Import** and the Scoresheet will be populated with the new scores.

Activity 13 – Recording Scores Offline

Imagine that your students have completed a big project and you would like to work on recording their scores over the weekend. However, your Internet provider has scheduled an outage. In this activity create the assignment and enter two scores. Then export the Scores Template, enter more scores, and import the template.

1. Click the **Assignment** tab and click **Plus (+)**.
2. Enter the name *My Family*, choose the category **Project**, enter 100 in Points Possible, and 10 for Extra Points and click **Save**.
3. Record scores for two of your students and enter a comment for both about their excellent work.
4. Click **Save**.
5. Choose **Export Scores Template** from the Tools menu. Click **Yes** in the Export Scores Template alert window to include the scores you just added. Save the file to your desktop.
6. Open the file with Excel and record a few scores. Make sure to enter at least one score of 105 and another of 110. Save the file.
7. Verify that the *My Family* assignment is selected in the Scoresheet window. Choose **Import Scores** from the Tools menu.

8. Select the My_Family_pst.csv file and click **Open**.
9. Click the **Advanced** tab.
10. You will see a warning that scores already exist in gradebook. Click **Keep Existing Scores**.
11. Click **Import**.

Final Grades

Use the Final Grades mode to enter final grades and view category totals. Entering final grades doesn't refer to just course final grades, but also to citizenship grades and standard grades. To enter these grades, select the student cell and type the grade. To view the citizenship or standard grade scale, right-click and select Grades, then click the triangle to see what grades can be used, or open the Score Inspector.

You can also view the category totals in real-time with the Final Grades mode. By default, all the categories will be listed, but you can limit which you see by using the Categories Filter.

Activity 14 – Entering Citizenship and Standard Grades

Record a citizenship grade for every student. Then, record grades for one standard.

1. On the Scoresheet tab, click **Final Grades**.
2. Control-click (or right-click) the first cell in the Citizenship column.
3. Choose **Grades**.
4. Click the triangle and select a grade.
5. Repeat step 4 for a few students.
6. Control-click (or right-click) the first cell in one of the Standard columns.
7. Choose **Show Score Inspector**.
8. Choose a grade from the menu or from the Grade Scale table. Click the down arrow to move to the next student.
9. Repeat step 8 for a few students.
10. Click **Close**, and then click **Save**.

Manually Override a Final Grade

Occasionally, teachers need to modify a student's final grade in a course due to a student's effort, participation, or other classroom factors. Use the Score Inspector's Manual Override tool to make the change.

Activity 15 – Manually Override a Final Grade

Manually override a student's final grade that should be higher than the grade that was originally calculated.

1. Choose the **Scoresheet** tab, and then click **Final Grades**.
2. Click **Summary** at the bottom of the scoresheet to see the statistics.
3. Double-click the final grade to open the Score Inspector, and then select the **Manual Override** check box.
4. Change the percent and grade. Then, add a comment and click **Close**.

Communicating Progress

Final grades are calculated throughout the term, but at the end of the term, you can let your PowerTeacher administrator know your grades are complete so that they can store them and send reports. The Scoresheet contains a Final Grades Completion Status button located above the student names. The button should state **In Progress** until the term has ended. To navigate to previous, current, or future terms, use the Reporting Term menu. Then, click **In Progress** and select the **Final Grades Complete** check box. If your grades aren't finished, you can enter a comment and let the PowerTeacher administrator know when your grades will be ready. Click **OK** to save the changes. The Final Grades Completion Status button will state your grades are complete.

Activity 16 – Marking your Grades Complete

1. Click the **Scoresheet** tab and choose **Q1** from the Reporting Term menu.
2. Click the **Q1 In Progress** button.
3. Select the **Final Grades Complete** check box.
4. Enter this comment (optional): I have entered all of my grades.
5. Click **OK**.

Reporting Features

There are eight types of reports available in PowerTeacher gradebook. They can be produced in the following three file types:

- PDF – A cross-platform file that can be read and printed by Adobe Acrobat Reader or Preview on a Mac or PC.
- HTML – A file that can be read by a browser such as Internet Explorer, Firefox, or Safari.
- Text Export (CSV) – A text file consisting of the data, separated by commas. This file can be opened with Excel or another spreadsheet software application.

You can personalize each report by entering a custom title or by including a top note, bottom note, and signature line.

The following table provides a brief description of each of the reports:

Report Name	Description
Attendance Grid	Student and date grid template for taking attendance
Category Total Report	Summarizes category totals
Final Grade and Comment Verification	Displays final grades and teacher comments by term
Individual Student Report	Displays a summary of the class activity per student
Missing Assignment	Displays assignments that are missing per assignment or per student
Scoresheet	Displays a copy of the teacher's gradebook
Student Multi-Section Report	Includes grades from all of a student's sections
Student Roster	Displays demographic information by class

Activity 17 – Exploring the Reports

In pairs or small groups, look at the different types of reports. Create a report as a PDF, in HTML, and as an Export (CSV) file, so you can experience the different report output options.

1. Click the **Reports** tab, and then click the type of report you would like to view. The report options will become available in the lower pane on the screen.
2. Select the output option you would like. This is not necessary for the Attendance Grid. Then, select the appropriate sections, students, sort order, and date range for the report.
3. Click the **Layout** tab. Enter a custom title, top note, bottom note, or signature line.
4. Click **Run Report** in the lower right corner of the screen.
5. Select to **Open** the report or **Save** the report. If you choose Save, the report will be saved in the output option and in the location you designate.

PowerSchool Parent and Student Portals

Parent and student portals provide round-the-clock access to real-time information about the students attendance and grades. It also provides a means for teachers to communicate with parents or guardians about class events, assignments, and ways they can help their child at home. Teachers' email addresses are linked on the front page. Parents and guardians can elect to receive periodic emails with attendance and grade updates.

To log on to the parent portal, parents need the following information from the PowerSchool Administrator:

- Address of the PowerSchool server
- Their username and password

Activity 18 – PowerSchool Parent Portal

Log in as a parent and click through the screens in PowerSchool’s parent portal to become familiar with the information parents can access.

Now, locate the comments that were entered via the PowerTeacher Student Screen and via the PowerTeacher gradebook.

1. Click **Teacher Comments** at the top of the PowerSchool parent portal window. The comment you entered via the PowerTeacher Teacher Comment screen appears in the comment column.
2. Click **Grades and Attendance**. Click the term for the class in which you entered assignments and scores. The comment you entered on the term grade appears under the table containing the grade information.
3. Notice that the score for the assignment you marked the student exempt has a caret (^) next to it. This sign indicates that the score is exempt from the final grade.
4. Click the score of an assignment for which you entered a comment. The comment you entered appears in the score comment pages.