
PowerTeacher gradebook 1.5

In this course you will explore the features and functions available in PowerTeacher gradebook. This handout will guide you through the training session, but you can also use it for future reference.

PowerTeacher gradebook is a web application that gives you a way to monitor student achievement on assignments. It integrates student scores into PowerSchool and makes it easy to share information about student progress with students, parents and administrators.

This training session will cover how to:

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

Getting Started with the Gradebook

PowerTeacher gradebook will run on any Windows or Mac OS computer with Java 1.5 installed. If you wonder whether or not your computer is compatible, check with your local PowerSchool administrator.

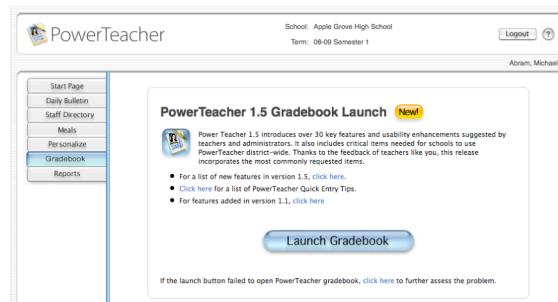
Launch the gradebook from PowerTeacher. Your local PowerSchool administrator will give you the Internet address and login information you need for your school. For the purposes of this session, your trainer will provide an Internet address and login details.

Activity 1 – Launch the gradebook

Get the gradebook web application running on your computer

1. Open a Web browser and enter the Internet address of your server (for this class use the one your trainer provides) followed by `/teachers` in the browser address bar.
2. Enter your username and password and then click **Enter**. Your local PowerSchool administrator will give you your real login information. For now, use the information you trainer gives you.

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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. Click OK to open the launchGradeBook Java Web Start file, if that alert window appears. (On some browsers, it opens automatically.) If you get a message asking whether you should trust the application's "certificate," click **Trust**.

Structure of the Gradebook

The gradebook is divided into six sections. Each section has its own tab, indicated by an icon. The following table provides a brief explanation of the icons teachers see when they launch the gradebook.

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 each student in the class
Grade Setup	Displays the final grade setup for each term
Class Content	Displays information about the selected course
Reports	Provides an interface to choose and format reports

The gradebook is so easy to use, it's ready to go the first day of school. Of course there will be items you want to personalize, but it comes ready to go right out of the box. As you go through the next activity, you'll see for yourself how easy the Gradebook is to use.

Activity 2 – Creating Assignments

1. Click the Plus (+) sign next to the Assignment header to open the New Assignment pane.
2. Enter a name for the homework assignment and choose **Homework** as the category. Set a due date, and determine whether you wish to accept the default values for score type and points. Choose whether to include the homework assignment in the final grade. Enter a brief description.
3. Click **Save** in the lower right corner to save the assignment. The assignment will appear in the Scoresheet.
4. Create one more assignment of your choice.

Activity 3 – Recording Scores

Record scores for one of the assignments you just created.

1. Click the **Scoresheet** tab.
2. Enter a score for the first student.
3. Press **Return** (Mac) or **Enter** (Windows) to advance to the next student.
4. When you have finished entering scores, click **Save**.

Setting up the Gradebook

You've learned how easy it is to use the gradebook and create assignments, but there's much more "behind the scenes." The next part of the training session will explore how to set up the gradebook so it's perfect for your use.

Setting Up Categories

Categories are used to organize assignments. By labeling an assignment with a category name, PowerTeacher gradebook makes it easy to see how student performance changes from one kind of activity to another. The gradebook comes with four pre-defined category types: Homework, Project, Tests, and Quiz. Teachers can add additional categories and/or modify the default categories.

Activity 4 – Add Categories

Add two categories to your PowerTeacher gradebook.

1. The Categories pane is located in the lower left corner of the gradebook window. Click the Plus (+) above the list of categories to add a new one.
2. Give the category a name and an abbreviation. Choose a color. The color will be used in the assignment header on the Scoresheet to make it easy to tell

at a glance what categories an assignment belongs to. Enter the points possible. Choose a number that represents what most assignments in this category will be worth.

Very important! Remember to select "Include in Final Grade" if scores for assignments in the category are to be used in the calculation of the final grade for the course.

When this box is not checked, scores won't be counted. While you will want to consider the scores from most assignments in the final grade calculation, it is appropriate to ignore count for a category like "Permission Slips" or "Diagnostic Assessments."

3. Add a description of the category, if you wish. Click **OK** to create the category.
4. Repeat to add a second category.
5. Close the "Edit Assignment Category" 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. (Another consideration is that the school or district may set a policy for how to determine the final grade.)

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 and classes. If you want to use a different method, you will need to set up each class individually.

Term Weights

This method multiplies one term grade by some value (or weight) to calculate a grade in a more comprehensive term.

For example, Semester 1 might be worth 40% of the final grade for the year, and Semester 2 worth 60%. (Percents can also be entered as decimals, such as 33.33%.)

Category Weights

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

Activity 5 – Set up Final Grades

Set up final grade weighting for Semester 1, using Category Weights.

1. Click the **Grade Setup** tab, then choose **Calculations**.
2. Click the S1 term.
3. Select category weights.
4. Click **+** at the lower left of the Final Grade Setup pane to bring up the Select Categories window. Check the boxes for Homework, Project, Quiz, and Test, then click **OK**.
5. Click in the Weight column and set the value of each category as follows:

Homework = 1

Project = 2

Quiz = 1

Test = 1

Notice that percentages are automatically calculated.

This setup makes the overall grade for projects to be worth 40% of the final grade, or twice as much as the grade for any other category.

6. Enter a 2 in the "Drop Low" column for each category except Project. Leave the "Drop Low" value for Project at 0, since it is unlikely that there will be very many comprehensive Projects assigned during the term. Click **Save**.

Note that when you set up Final Grades for your classes, you'll want to document your grading setup, so that you can explain it to the parents of your students later.

Grade Scales

Your Instructional Administrators will have set up default grade scales that are available for use with your classes. They may also allow you to set up your own grade scales and use these for students or groups of students. (In the training situation, you have this ability.)


Activity 6 – Add a grade scale

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 corner of the pane.

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3. The new grade scale ("Copy of Default") appears in the lower pane. Change the name to `Whole Letter Grades`.
4. Add a description: `This is a simple grade scale with five values.`
5. Click in the **Ignore** cell for each + or - letter grade. Notice that as soon as you click, a checkmark appears in the column for that grade.
6. Click **Save**.
7. Click the **Students** tab.
8. Select the first student. Information about that student will appear in the lower half of the window. On the right is a Grade Scale menu: choose **Whole Letter Grades**.
9. Click **Yes** in the Grade Scale Changed alert window.
10. Repeat steps 7-9 for a few more students.

To view the students in each of your sections assigned to a specific grade scale, click the **Grade Setup** tab. Then select a grade scale, and 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 representing the section you want to view to see the list of student names.

Click the Scoresheet icon to see that the Custom Grade Scale icon  appears next to each student who has been assigned to the grade scale you just created. 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 and to turn on the Spell Check feature.

Find Preferences in the **PowerTeacher Gradebook** menu (Mac) or the **Tools** menu (Windows).

To display a unique name for your class sections, click the Section tab in the Preferences window and select **Custom Display Name**. Create the new name in the Class Content tab, described below.

Class Content

The Class Content tab contains information about and resources for the course you selected in the Classes pane. It has three sections: Class Info, School Content, and Class Content.

Class Info

You can enter text in the Custom Display Name field to personalize your class list. Enter text in the Description field to communicate with parents about class rules and your expectations of students, or to give an overview of the course and any other information that would be of interest to parents.

School Content

Your instructional administrators may have filled this section with instructional resource files and recommended websites.

Class Content

This section is where 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. You can also add documents like field trip permission slips, book report forms, and vocabulary review sheets.

Activity 7 – Adding Content

Practice adding a link that you would like to make available in the parent/student portal. Then add additional links to the My Content area.

1. Click the **Class Content** tab and then the **Class Info** mode. Enter the following sample information: `This semester, we will be studying a variety of topics. If you're ever at a loss for where to find high-quality information, feel free to consult the Library of Congress`
2. Click **+link** to the left of the Description area. Paste in this url: <http://memory.loc.gov/ammem/index.html>
3. Enter `American Memories` in the "Link Text" field. Select "Open this link in a new browser window" and click **OK**. From the Tools menu, select **Check Spelling**. Click **Add** to put "you're" in your custom dictionary, and click **Ignore** for "href" – part of the link address. Click **Save** on the Class Info pane.
4. Switch to the **My Content** mode.
5. Click **+** in the lower left to open the New Link pane. Enter `National Zoo` in the Name field and <http://nationalzoo.si.edu/> in the Address field.
6. Open the Type menu to see that you can add a variety of resources to My Content. In this case, use the default value, Web Site.
7. Because this is the first link you will have entered, there are not any groups to choose from in the Group menu. Add one by clicking **+** to the right of the menu. In the Content Groups window, enter `Animals` in the Name field. Choose a color, and in the Description area enter: `These sites contain quality information about land and marine animals.`
8. Choose the **Animals** group for the National Zoo link and click **Save**.
9. Click **+** to add a link to the National Aquarium <http://www.aqua.org/>

Using PowerTeacher gradebook in the Classroom

Assignments

Teachers can set up assignments at the beginning of a school term or at any time during the term. 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 it.

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

Publishing an assignment makes it possible for parents and students to see it in PowerSchool Parent Access. By default, an assignment is published as soon as it is created. The Publish tab is located behind the assignment pane.

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 to work on, or tests to prepare for, and you can enlist parents to help make sure students do their best.

Filtering Assignments

At some point, your gradebook will be filled with assignments, and it might become hard to find the one you want. You can filter what appears in the scoresheet by choosing a term in the pull-down menu at the top of the scoresheet. This will allow you to see only the assignments due in the chosen term.

You can also filter by Categories, located in the bottom left of the gradebook window. If you highlight one or more categories and choose **Filter Selected**, you will see only those assignments that are in the categories you selected.

Activity 8 – Set a Publish Date for an Assignment

1. Open one of the assignments you created at the beginning of the session.
2. Click the **Publish** tab. Choose **Days Before Due** from the Publish Assignment menu. Enter 5 in the Days Before Due field. Click **Save** in the lower right corner to save your changes.

Copying Assignments

You can copy assignments from one class to another by using the Copy Assignment item in the **Tools** menu at the top of the screen.

Use the Classes menu in the upper left corner of the gradebook window to determine which term's classes to view. By using the Classes menu, you can select classes and copy assignments from the past.

Activity 9 – Copy an Assignment to another Section

1. Select one of the assignments on the Assignments tab, and click **Copy Assignment** in the Tools menu.
2. Choose one of your other sections to copy the assignment to. Choose **Custom** from the Due Date menu. Click the calendar icon next to the On Date field and click on a date two weeks into the future. Click **OK**.
3. Open the class section to which you just copied an assignment. Because you were on the Assignments tab in the first class, this class should open to the Assignments tab, where you should see the assignment you copied.
4. Return to the class you had been working on by clicking its name in the Current Classes pane.

Weighting Assignments

When you create 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 is most appropriate.

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

Activity 10 – Weight Assignments

Use weighting to make each of the three quizzes below worth 100 points, even though they contain a different number of questions.

1. Use information in the grid below to determine the calculated grade value of the quizzes. Keep in mind that "Number of points" means how much the quiz is worth, not how much each question is worth.
2. Multiply the Number of Points by the Weighting to determine the value of the quiz toward the final grade.

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

What weighting would you use to make a 50-item test count as 100 points?

Recording Scores

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

- To mark an assignment Exempt, type **EX** into the cell on the spreadsheet.
- **(=)** - assign the maximum points possible
- **MI** or **(/)** - mark an assignment missing
- **LT** or **(*)** - mark an assignment late
- **COL** or **(.)** - mark an assignment collected
- Choose **Fill Scores** to mass fill a specific score.

Occasionally, after creating an assignment, you may want to change the Points Possible. If you go into the assignment and change the number of points possible, then click Save, a warning will appear. You can choose to keep the scores, or have the computer adjust them based on the new points possible.

Activity 11 – Record Scores

Record scores for a few of 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. Use the Mass fill option for one of the assignments by choosing **Fill Scores**.

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5. When you have finished entering scores, click **Save**.
6. 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

Use the Score Inspector to indicate if an assignment was received late, if a student is exempt from completing the assignment, if an assignment is missing, or if 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	Indicator Meaning
Small "c" in blue dot next to score		There is a comment 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
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

Activity 12 – 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**. (Or, right-click or control-click in the assignment column in the first empty cell to bring up the Score Inspector.)
2. In the Score Inspector, select the **Collected** box instead of entering a score. You can replace the check mark with a score later.
3. Click the down arrow to move to the next student. Select the **Late** box.
4. Click the down arrow to move to the next student. Select the **Missing** box.
5. Click the down arrow to move to the next student. Select the **Exempt Score** box for one assignment.
6. Click the right arrow to move to another assignment. Select your assigned student. Enter this comment in the Score Inspector: `student is working steadily`.
7. Click down to move to the next student. Click the Comment tab in the Score Inspector and click one of the comments in the comment bank to select it. Choose **Line Breaks** from the Separate Using menu, then click **Insert Selected**.
8. Click **Close** to close the Score Inspector. Do not click Clear. The Clear button clears the score completely, not just the comment or a Collected indicator.
9. Click the term grade for one of your students. Use the Score Inspector to enter a comment. Note the Reporting Term here:

_____ (Later in the class you will look at your comments in PowerSchool Parent Access.)

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

Final Grades

Click the Final Grades mode on the Scoresheet to see how students are doing in each of your grading categories. Use this mode to enter a Citizenship grade for your students. Notice that summary statistics are available for category grades at the bottom of the Scoresheet.

Manually Override a Final Grade

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

Activity 13 – Manually Override a Final Grade

Raise a student's final grade to a value that is higher than was calculated.

1. Choose the **Scoresheet** tab and then click **Final Grades**.
2. Double-click (or right-click) a student's final grade to open the Score Inspector, and then select **Manual Override**.
3. Change the percent and grade. Then, add a comment and click **Close**. Notice that two new indicators appear next to the final grade, a "C" for Comment, and an "!" for a changed final grade.

Completing Final Grades

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. By sending the notification, your administrator knows it is safe to store grades and send reports.

A Final Grades Completion Status button is located above the student names on the Scoresheet. The button states (Term) In Progress until you change it. Click that button and select **Final Grades Complete**.

Alternatively, if your grades aren't finished, 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.

Student Groups

You can use the gradebook to put students into groups. You may use these groups for tracking groups working on projects or for students at different ability levels. To do this you need to set up a Group and then Sets within the groups.

The Groups you set up appear in the center of the left panel. Expand a group by clicking on the icon next to it. You can filter the Scoresheet to show only a selected group of students by using this pane. Click the set or sets you want to see and choose **Filter Selected** from the menu. Then the Scoresheet will show only those students. If you choose **Highlight Selected** instead, it will show all students in the class, but highlight the selected students.

Activity 14 – Making Student Groups

Imagine that you need to divide your students into a few groups. You can use these groups when calling parents, assigning books, and scheduling conferences. Call the set Class Groupings, and create four groups underneath it. Each group will contain students with specific last names, such as students whose last names begin with the letters A-F, G-L, M-R, or S-Z. After you create the groups, assign all the students to his or her alphabetical group. (Note that a student can be in only one group of a specific set of groups. However, she could be in a group in a second set.)

1. Click the plus (+) sign in the Student Groups filter and choose **Add Group Set**.
2. Enter `Class Groupings` as the Group Set Name and click **OK**.
3. Control-click **Group 1** and choose **Edit**.
4. Enter the Group Name `A-F` and click **OK**.
5. Control-click **A-F** and choose **Add Group**.
6. Enter the Group Name `G-L` and click **OK**.
7. Repeat steps 5-6 for groups M-R and S-Z.
8. Select the first student with a last name that begins with A.
9. Press the **Shift** key and select the last name that starts with F.
10. Drag the group of names to the A-F group.
11. Repeat steps 8-10 for the G-L, M-R, and S-Z groups.

Gradebook Reports

PowerTeacher gradebook includes a robust set of reports you can use throughout the year. You can run reports for one student, a group of students, an entire class, or all of your classes.

The following table provides a brief description of the reports:

Report Name	Description
Attendance Grid	Student/date grid template for taking attendance
Category Total Report	Compares the scores students got in each assignment category
Final Grade and Comment Verification	Displays the final grades for students 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 classes
Student Roster	Displays demographic information by class

You can choose to view PowerTeacher gradebook reports on-screen or to print them in one of 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 application.

You can personalize each report by entering a custom title or by including an introduction in a top note, instructions in a bottom note, and signature line for parents.

Activity 15--Run an Individual Student Report

1. Open the Students tab and select one student by clicking his or her name.
2. Click the **Reports** tab, and then click **Individual Student Report**. The report options appear in the lower pane on the screen.
3. Select the PDF Output Type.
4. In the Sections row, click Selected Class. In the Students row, click Selected Groups and/or Students. Click Student Name in the Student Field row.
5. Click all the boxes in the Include row.
6. Set the Date Range to the term you have been working in, Q1, for example.
7. Click the **Layout** tab. Customize your report by adding the following:

A custom title – Use the name of the student you selected.

A top note – Enter: This report illustrates _____ (student name) 's progress for Q1.

A bottom note – Enter Please sign and return this document by Friday.

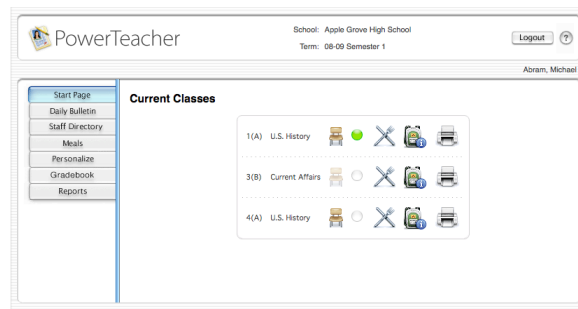
A signature line – Click **include**.

8. Click **Run Report** in the lower right corner of the screen. A Report Complete window appears. Select **Open Report**.

If time allows, explore some of the other reports.

Taking Attendance

You can take attendance for your classes using the PowerTeacher Portal from which you launched the gradebook. When you first log in to the Portal, you will see the Start Page, on which a list of your classes appears, with a set of icons next to each class. The chair is the first icon and represents attendance. Next to it is a button that turns green after you have taken attendance for the day. The other icons represent other functions (lunch counts, information on the students in the class, and whole-class reports you can run).



To take attendance, click the chair (if a chair looks faded, it means the class is not scheduled for that day, and you can't take attendance for it). You will see a list of students in your class, with an empty box next to each name. You do not have to mark a student present. If all students are present, just scroll to the bottom of the page and click **Submit**. You must do this when all students are present, or PowerSchool will not know you have taken attendance. If anyone is not present, choose the appropriate code from the pull-down menu and click the box next to student's name, and then click **Submit**.

Activity 16 – Taking Attendance

1. Log in with the information you used at the beginning of the class to get to the gradebook.
2. Click on the chair next to one of the available classes.
3. Select **Absent** from the attendance code menu. Click in the box next to a student to record that code for them. Mark someone else absent, too.
4. Select **Tardy** from the attendance code menu. Click in the box next to a student to record that code for them. Mark someone else tardy too.
5. Click **Submit**.
6. When you return to the Start Page, notice that the button next to the chair is now green.

PowerSchool Parent Access

Parent Access provides parents or guardians round-the-clock access to real-time information about their child's 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. Through Parent Access, parents can receive periodic emails containing attendance and grade updates. In addition, teachers' email addresses are listed on the front page.

To log on to Parent Access, parents need the following information from the PowerSchool Administrator:

- Address of the PowerSchool server
- A username and password

Activity 17 – PowerSchool Parent Access

Log in as a parent and click through the screens in PowerSchool Parent Access to become familiar with the information parents can access. Make sure you are looking at the same term you were working in and recorded in activity 12.

1. 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.
2. Click the score of an assignment for which you entered a comment. The comment you entered appears in the score comment pages.