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Setting up the PowerTeacher Gradebook Grades 1-5

PTG 2.8

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PowerTeacher Pro



There are 4 Basic things to do when preparing and using PowerTeacher Pro.

1. **Verify Categories**
2. **Set Grading Preferences (Traditional Grade Calculations)**
3. **Create Assignments**
4. **Enter student grades**



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**Before using the
gradebook, Categories
and Grading preferences
must be verified/setup.**

PTG 2.8

Launch



PowerTeacher Pro



- PowerTeacher Pro is accessed from within the PowerTeacher portal.
- From within your browser, log in to the PowerTeacher portal at www.desotopowerschool.com/teachers
- Enter your User name and Password issued by your PowerTeacher administrator and click Sign In.



PowerSchool


Teacher Sign In

Username

Password

Current Classes

1(A-E)	Health Grade 1 PowerTeacher Pro	<input type="radio"/>
2-4(A-E)	Lang. Arts 1 PowerTeacher Pro	<input type="radio"/>
5(A-E)	Math 1 PowerTeacher Pro	<input type="radio"/>



- You will be taken to the PowerTeacher portal screen.
- You can access PowerTeacher Pro by clicking on the PowerTeacher Pro link under the class name.

The screenshot shows the PowerTeacher Pro interface. At the top, there is a navigation bar with a play button icon, the text "1(A-B) English 12 - 16-17", a "Create" button with a plus sign, a help icon (a question mark in a circle), and a user profile icon. On the left side, there is a vertical sidebar with icons for "Grading" (A+), "Students", "Progress", "Reports", "Settings", and "Apps". The main area displays a table titled "Assignments" with columns for "CATEGORY", "ASSIGNMENT", "DUE DATE", and "STATUS". A "Welcome to PowerTeacher ..." dialog box is open in the center, containing a logo, a paragraph of text, and a list of features. Callout boxes with green lines point to various elements: "Select Classes" points to the "ASSIGNMENT" column, "Enter Scores" points to the "Grading" sidebar, "Select Students" points to the "Students" sidebar, "Create Assignments" points to the "Create" button, "Help" points to the help icon, and "Change Text Size" points to a gear icon in the top right.

1(A-B) English 12 - 16-17

Create

?

Grading

Students

Progress

Reports

Settings

Apps

Assignments

CATEGORY

ASSIGNMENT

DUE DATE

STATUS

4. Egypt
Pyramids

24 / 25

7/23/2017

6

2. Transfer Grade 2

24 / 25

7/18/2017

Percent

4. Rat
Exp

5. Pag

6. Rec
155

7. Pg

8. Cor
Spe

9. 5/0

Q4

EDIT

Help

Change Text Size

Enter Scores

Select Classes

Create Assignments

Select Students

Welcome to PowerTeacher ...

PowerTeacher Pro combines an intuitive user interface with robust functionality for managing the classroom. In addition to providing advanced features for both standards-based and traditional grading, PowerTeacher Pro improves tremendously on the previous gradebook. It also provides the same great user experience and full functionality from any computer or tablet, including Mac, Windows, iOS, Android, and Chromebooks.

Features include:

- Easy-to-use class progress

PowerSchool

- When you first log in to PTP, there will be a Welcome message that introduces some of the features. Click Close once you have read the message.
- To access the Welcome message again, click the Help icon and select Getting Started.

Grading Preferences have been setup at the district level for Y1, S1 and S2.








For classes that use assignments

**(Language Arts and Math for Grades 1-5 ;
Science and Social Studies for Grades 4-5),
you will need to setup R1, R2, R3 and R4.**

For those who only enter a Final Grade at the end of the terms, you will not need to do any Grade Preferences setup. You may leave with the default settings.

The setup for the terms are set at the district level (except for R1, R2, R3, and R4. The teacher will need to set up these.) Terms set at the district level are locked and they cannot be changed at the school level.

Grade Setup (Remember this is for those classes that use categories and assignments (Language Arts and Math Grades 1-5 and Science and Social Studies Grades 4-5). You will need to setup R1, R2, R3 and R4.

REPORTING TERM	FORMULA TYPE	EDIT CALC	EDIT DROPS	ACTIONS
Y1	Term Weighting		✓	
S1	Term Weighting		✓	
R1	Total Points	✓	✓	
R2	Total Points	✓	✓	
S2	Term Weighting		✓	
R3	Total Points	✓	✓	
R4	Total Points	✓	✓	

Will be changed to Category Weight for classes defined on the previous slide.

May be left as Total Points for classes that do not use assignments.

Teachers, there are two things you must do in order to prepare your gradebook for the year:

- 1. Verify Categories. Elementary categories should already be set, but please check them.**
- 2. Set the Grading preferences for R1, R2, R3 and R4 *for EACH class that you teach.***

- **Categories for Grades 1-5 have already been defined at the District level as given to us by the Central Services Curriculum Department.**
- **Categories are global and will appear in all classes that you teach.**
- **PowerTeacher Pro will store gradebooks from previous years, so NEVER delete a category, as that would affect any previous gradebooks.**

Categories and Weights Grades 1-5

- ELA Grades 1-5:
 - Assessments – 60%
 - Assignments – 40%

- Math Grades 1-5:
 - Assessments – 60%
 - Classwork – 40%

- Science and World Geo
& Civics Grades 4-5:
 - Assignments – 50%
 - Assessments – 50%

Categories and Weights Grades 1-5









- Science and World Geo & Civics
- Grades 1-3:
 - S, N and U for Final Grades for Terms R1, R2, S1, R3, R4, S2, and Y1

- Health, P.E., Music, Art, Computer Science and Speech
- Grades 1-5:
 - Numerical grade for Final Grade for Terms R1, R2, S1, R3, R4, S2, and Y1

Traditional Grade Calculations and Weights for Language Arts and Math, Grades 1-5

Science and World Geo & Civics, Grades 4-5

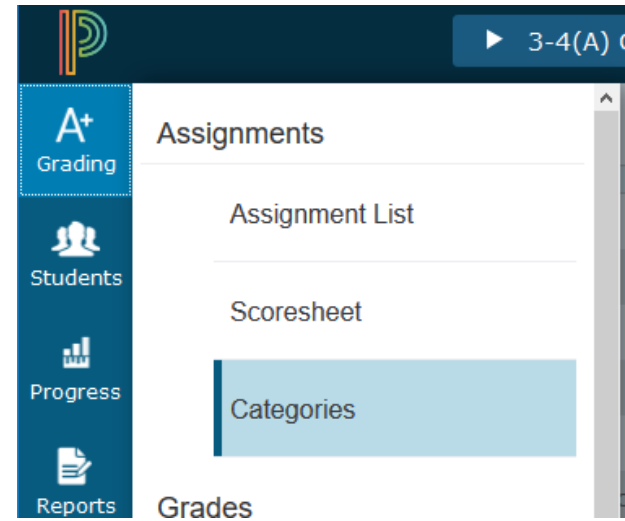
These classes use Categories and Assignments, so **You, the Teacher**, will need to set up these Traditional Grade Calculations for terms R1, R2, R3 and R4. The Traditional Grade Calculations will look like this:

Traditional Grade Calculations				
 Expand All Collapse All				
Y1	Term Weighting		✓	
S1	Term Weighting		✓	
R1	Category Weighting	✓	✓	
R2	Category Weighting	✓	✓	
S2	Term Weighting		✓	
R3	Category Weighting	✓	✓	
R4	Category Weighting	✓	✓	

View the Categories to see if what you need is there:

Click on A+ Grading and Choose Categories.

Check the category list. You should find the Categories necessary for Grades 1-5, as set by Central Services Curriculum Department.
























ORDER	COLOR	CATEGORY NAME	CLASSES USING
		Classwork	All Classes (19-20)
		Assessments	All Classes (19-20)
		Reading	All Classes (19-20)
		Assignments	All Classes (19-20)
		Writing	All Classes (19-20)
		Word Study	All Classes (19-20)
		Language	All Classes (19-20)

Legend


Icons District created category

Categories

Show Inactive

ORDER	COLOR	CATEGORY NAME		CLASSES USING	ACTIVE	EDIT
▲ ▼		Classwork		All Classes (19-20)	✓	
▲ ▼		Assessments		All Classes (19-20)	✓	
▲ ▼		Assignments		All Classes (19-20)	✓	
▲ ▼		Writing		All Classes (19-20)	✓	
▲ ▼		Reading		All Classes (19-20)	✓	
▲ ▼		Word Study		All Classes (19-20)	✓	
▲ ▼		Language		All Classes (19-20)	✓	

Legend

Icons  District created category

- You can change the order of the Categories by clicking the up or down arrow to the left of the Category Name, under the Order Column.

A+ Grading

Students

Progress

Reports

Settings

Categories

Show Inactive

ORDER	COLOR	CATEGORY NAME	CLASSES USING	ACTIVE	EDIT
▲ ▼	Red	Test	All Classes (16-17)	<input checked="" type="checkbox"/>	
▲ ▼	Teal	Group Project	All Classes (16-17)	<input checked="" type="checkbox"/>	

Edit: Group Project

Category Assignment Defaults View All

Limit this category to these classes Select Classes

All Classes (16-17)

Name Group Project

Color Teal

Status Active Inactive

- You can **Inactivate** a Category that you do not plan to use so that it does not show in your Category list. **If you inactivate a category, it will not show in any of your classes.**
- Click on the Pencil to the far right of the Category Name.
- Click the Inactive box to the right of Status.
- This Category is now Inactive and will not show in your list of Categories. **Please do not delete existing Categories!**

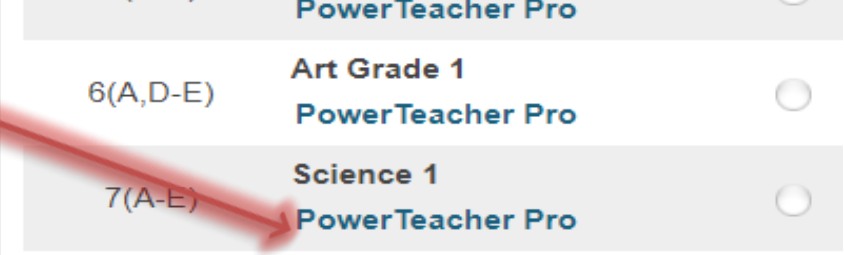
Finish Preparing the Gradebook for the Year!

- Please follow the instructions on the following pages to complete the requirements for your gradebook.

The screenshot shows a software interface for a gradebook. At the top, there is a navigation bar with a logo on the left, a breadcrumb trail '2-4(A-E) Lang. Arts 1 - 19-20', and buttons for 'Create', a notification bell, and a help icon. Below this is a sidebar with icons for 'Grading' (A+), 'Students', 'Progress', and 'Reports'. The main content area is titled 'Scoresheet - Y1' and '2-4(A-E) Lang. Arts 1'. It includes a header section with 'Class Grade: Y1', 'Calculation: Term Weighting', and 'Grade Scale Type: (A - F)'. Below the header is a table with 24 students listed in the 'STUDENTS' column and their corresponding 'GRADE' in the 'GRADE' column. The grades shown are all '--'.

STUDENTS (24)	GRADE
Am Jr, Willie	-- --
s, Piper	-- --
Nevaeh	-- --
s, Paxton	-- --
ort, Howard	-- --
bell, Jaxson	-- --
c, Layla	-- --
s, Hayden	-- --

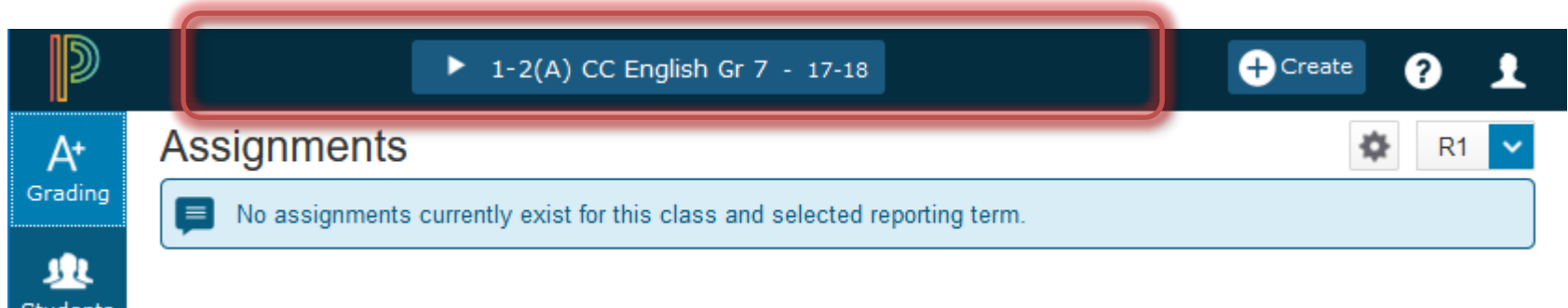
- Launch PowerTeacher Pro.

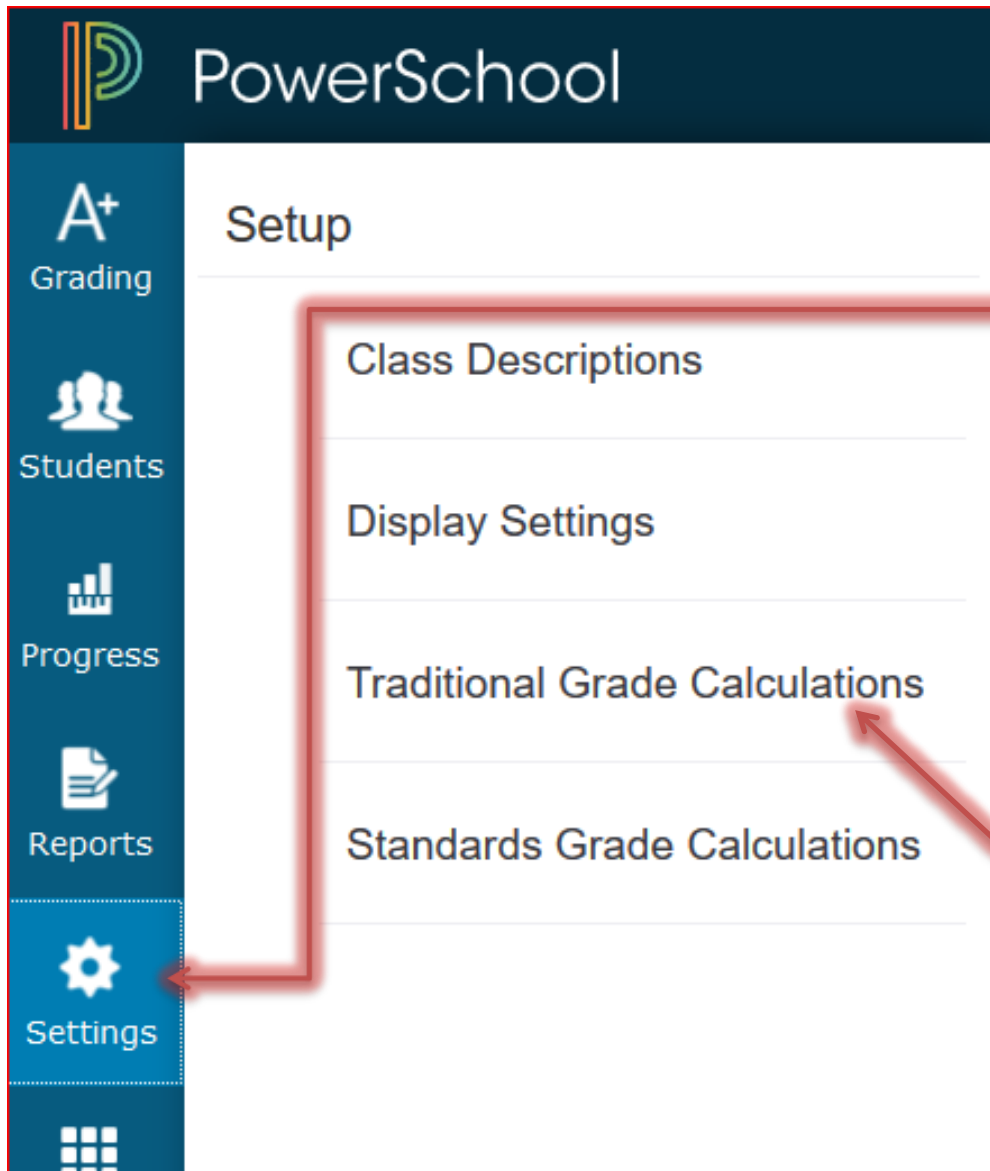


- By default, PowerTeacher Pro opens to the Assignments screen in the Grading Module. The first time you log in, you will not see any assignments, as you have not created any.

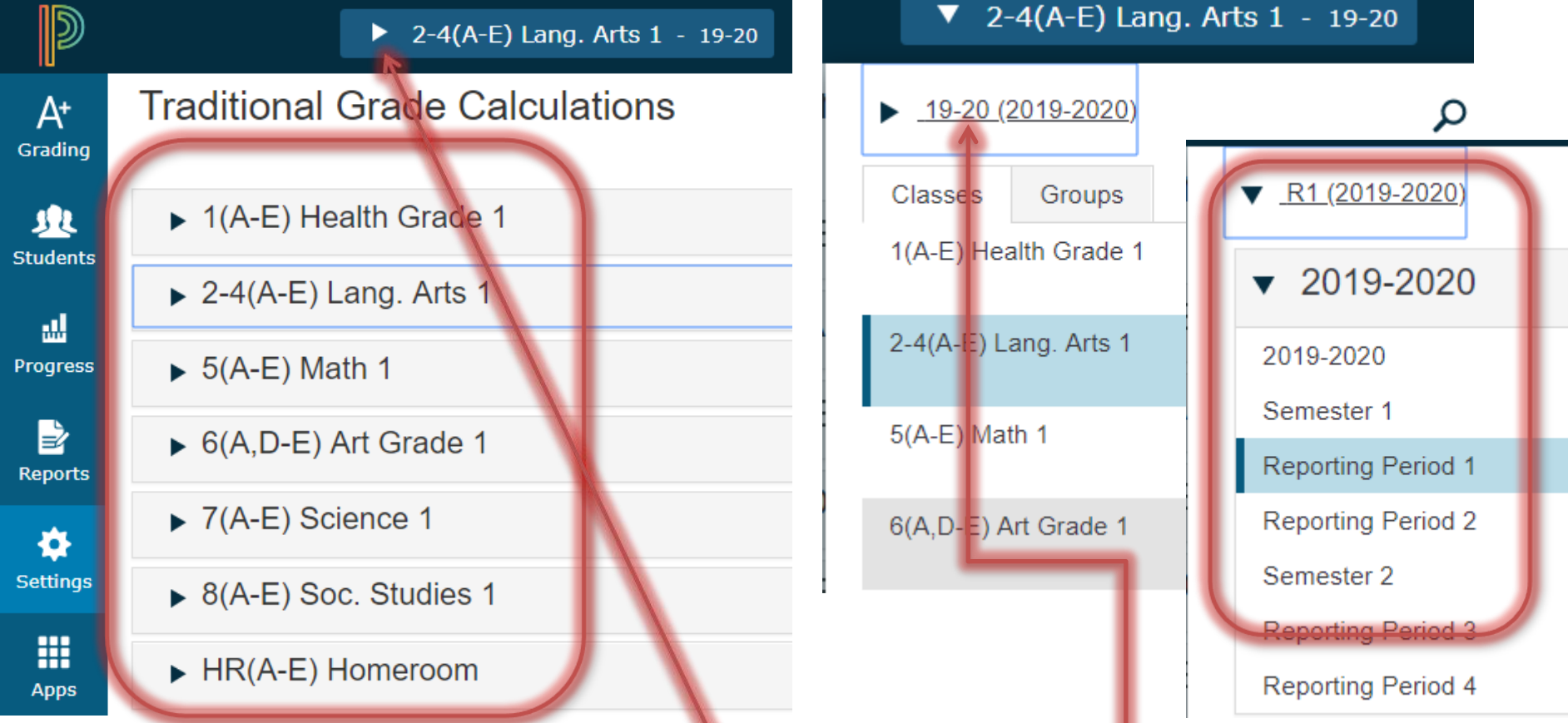
REMINDER: Always be aware of what Reporting Period you are in and be sure you are in the Current Reporting Period!

Navigate to your first class by clicking the arrow to the left of the Class Name and selecting the first class period.





- To setup Traditional Grading Calculations, Click on the Settings button from the Navigation/Menu Bar on the left side of the screen.
- Click on Traditional Grade Calculations.



This Screen will show all of the classes that you teach.

1. Verify that you are in the correct year/term. If you need to change this, click the arrow to the left of the Class and Term. This will open a new screen. Click the arrow beside the Term. A new box will appear where you can change to a different term.

Traditional Grade Calculations

▶ 1-4(A-E) LA 4

▶ 6(A-E) Math 4

▶ 7(A-E) Science 4

▶ 8(A-E) Soc. Studies 4

▶ 9(A-E) Health K-8

▶ 9(A-E) Art, Elementary

▶ HR(A-E) Homeroom

▼ 1-2(A-E) Lang. Arts 2

REPORTING TERM	FORMULA TYPE
Y1	Term Weighting
S1	Term Weighting
R1	Total Points
R2	Total Points
S2	Term Weighting
R3	Total Points
R4	Total Points

2. Select the class to set up, by clicking the arrow to the left of the class name. This will expand that class so that you can view the Terms for the year. *You can also collapse a class by clicking the down arrow to the left of the class name.*

3. Remember to use the guidelines from the previous pages to set up the classes that you need, based on the grade/subject that you teach.

Always be aware of which class you are working with. These directions are for setting up Language Arts, Grade 4. Please use the previous information/tables for setting your class and grade percentages.

REPORTING TERM	FORMULA TYPE	EDIT CALC	EDIT DROPS	ACTIONS
Y1	Term Weighting		✓	
S1	Term Weighting		✓	
R1	Total Points	✓	✓	
R2	Total Points	✓	✓	
S2	Term Weighting		✓	
R3	Total Points	✓	✓	
R4	Total Points	✓	✓	

- Remember that Y1, S1, and S2 are set at the district level, so all you need to do is R1, R2, R3 and R4.**
- Click on the Pencil to the right of R1 to edit the settings.

R1 Reporting Term for 1-4(A-E) LA 4



Formula

Drop Low Scores

Calculate Overall Class Grade




TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Category Weighti...	Assessments	60	60%	

6. Leave the Calculate Overall Class Grade checked.
7. Click the plus sign to add a Type, if there is not one there already.
8. By default, the Type is set to Total Points.
9. Set the Type to Category Weighting.
10. Set the Attribute to **Assessments**.
11. Set the Weight to **60**.
12. The Percent will be calculated for you as you add your categories.

Formula Drop Low Scores

Calculate Overall Class Grade

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Category Weighti... <input type="button" value="v"/>	<input type="checkbox"/> Assessments <input type="button" value="v"/>	60	60%	<input type="button" value="-"/>
Category Weighti... <input type="button" value="v"/>	<input type="checkbox"/> Assignments <input type="button" value="v"/>	40%	40%	<input type="button" value="-"/>
C				



13. Click the plus sign to add another Type.

14. Set the Type to Category Weighting.

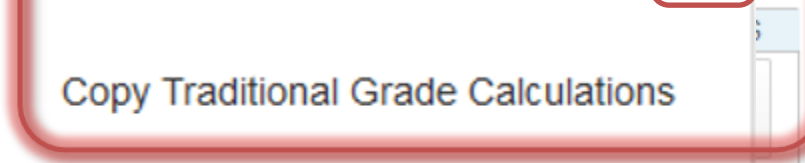
15. Set the Attribute to **Assignments**.







16. Set the Weight to **40**.

Note: You will notice the percentages are calculated for you, adding up to 100%.

17. Once R1 is setup, copy that setup to R2, R3 and R4.

18. Click on the Setup icon and click Copy Traditional Grade Calculations.



REPORTING TERM	FORMULA TYPE			
Y1	Term Weighting			
S1	Term Weighting		✓	
R1	Category Weighting	✓	✓	
R2	Total Points	✓	✓	
S2	Term Weighting		✓	
R3	Total Points	✓	✓	
R4	Total Points	✓	✓	

- 19. Click the button to the right of Within a Class.
- 20. Select the class from which to copy the setup (the class you are working in).
- 21. Select the term from which to copy the setup (R1).

Copy Traditional Grade Calculations

Copy Terms Within A Class To Another Class

From

Class 1-4(A-E) LA 4

Reporting Term R1 (Category Weighting)

To

Reporting Term

- 22. Now select the Term to which you wish to copy the setup (R2).
- 23. Click Validate in the bottom right corner.

Copy Traditional Grade Calculations

Copy Terms Within A Class To Another Class

From

Class 1-4(A-E) LA 4

Reporting Term R1 (Category Weighting)

To

Reporting Term R2 (Total Points)

Recalculate Final Grades

24. Verify that this is the action you wish to make, from R1 to R2 within the current class.
25. Click Copy in the bottom right corner.

×**Copy Traditional Grade Calculations**

Summary

FROM: 1-4(A-E) LA 4
TO: 1-4(A-E) LA 4
RECALCULATE FINAL GRADES: YES

FROM	TO	COPY CALC	COPY DROPS	INFO
R1	R2	✓	✓	

PreviousCopy

26. Repeat these steps and copy the setup to R3 and R4 for this class.

Copy Traditional Grade Calculations

Copy Terms Within A Class To Another Class

From

Class 1-4(A-E) LA 4

Reporting Term R1 (Category Weighting)

To

Reporting Term R3 (Total Points)

Recalculate Final Grades

Copy Traditional Grade Calculations

Copy Terms Within A Class To Another Class

From

Class 1-4(A-E) LA 4


Reporting Term R1 (Category Weighting)

To


Reporting Term R4 (Total Points)

Recalculate Final Grades








27. You have now defined the Grading Preferences/Traditional Grade Calculations for this class.

▶ 1-4(A-E) LA 4 + Create ? 

Traditional Grade Calculations

[Expand All](#) [Collapse All](#) 

▼ 1-4(A-E) LA 4

REPORTING TERM	FORMULA TYPE	EDIT CALC	EDIT DROPS	ACTIONS
Y1	Term Weighting		✓	
S1	Term Weighting		✓	
R1	Category Weighting	✓	✓	
R2	Category Weighting	✓	✓	
S2	Term Weighting		✓	
R3	Category Weighting	✓	✓	
R4	Category Weighting	✓	✓	

Now, let's set up another class – Math (or whatever class you need to set up).

28. From the Traditional Grade Calculations screen, collapse the class you were working in.

29. Expand the Math Class.

30. Set up R1, R2, R3 and R4 with the appropriate categories and weights, just as you did for the Language Arts class.

R1 Reporting Term for 6(A-E) Math 4 ×

Formula Drop Low Scores

Calculate Overall Class Grade

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Category Weighti... ▼	■ Assessments ▼	60	60%	–
Category Weighti... ▼	■ Classwork ▼	40	40%	–

31. If you have a class that uses the same setup, you can follow these directions to copy its setup to those other classes.

32. Be sure you are in the class from which you wish to copy the setup. Click on Copy Traditional Grade Calculations.

REPORTING TERM	FORMULA TYPE
Y1	Term Weighting
S1	Term Weighting
R1	Category Weighting
R2	Category Weighting
S2	Term Weighting
R3	Category Weighting
R4	Category Weighting

7(A-E) Science 4

8(A-E) Soc. Studies 4

Copy Traditional Grade Calculations

EDIT CALC

REMEMBER, THIS IS AN EXAMPLE. PLEASE FOLLOW THE GUIDELINES FOR THE SUBJECT/GRADE LEVEL APPROPRIATE TO YOU.

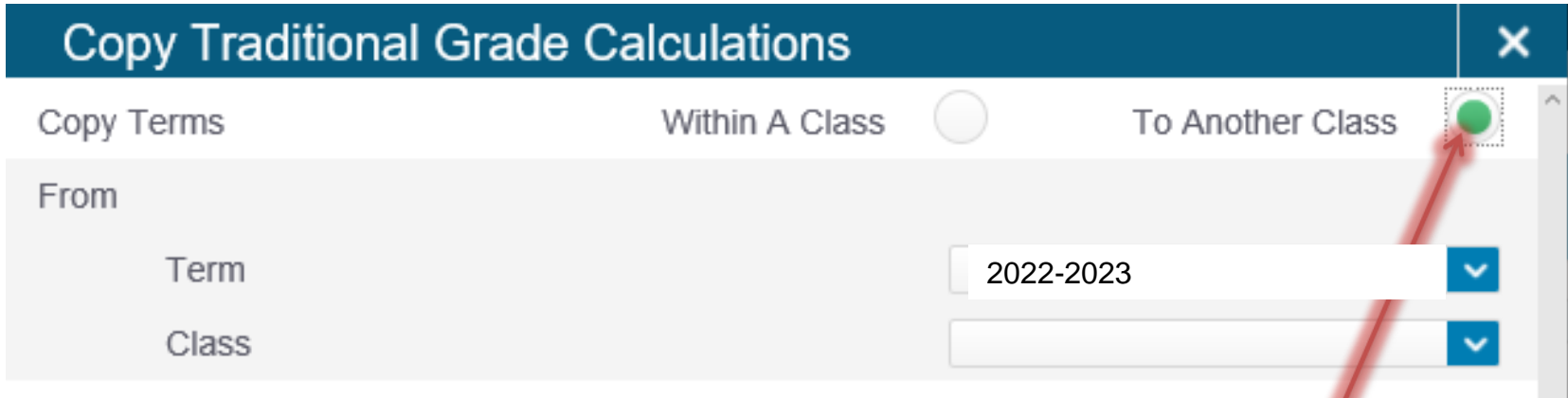
Copy Traditional Grade Calculations ✕

Copy Terms Within A Class To Another Class

From

Term 2022-2023

Class



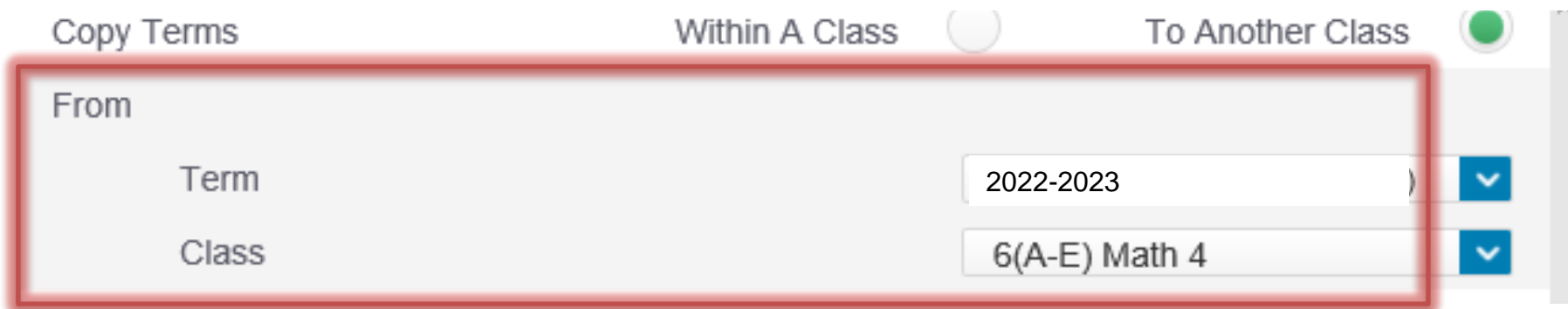
33. Click on the button to the right of To Another Class.
34. It now needs to know from which class do you wish to copy the Grade Calculations.

Copy Terms Within A Class To Another Class

From

Term 2022-2023

Class 6(A-E) Math 4



Copy Traditional Grade Calculations



Copy Terms

Within A Class



To Another Class



From

Term

2022-2023



Class

6(A-E) Math 4



35. Choose the term from the drop down, if it is not already set.
36. Click the drop down for the class and choose the class that you just completed setting up, if it is not already set.

Copy Traditional Grade Calculations

Copy Terms Within A Class To Another Class

From

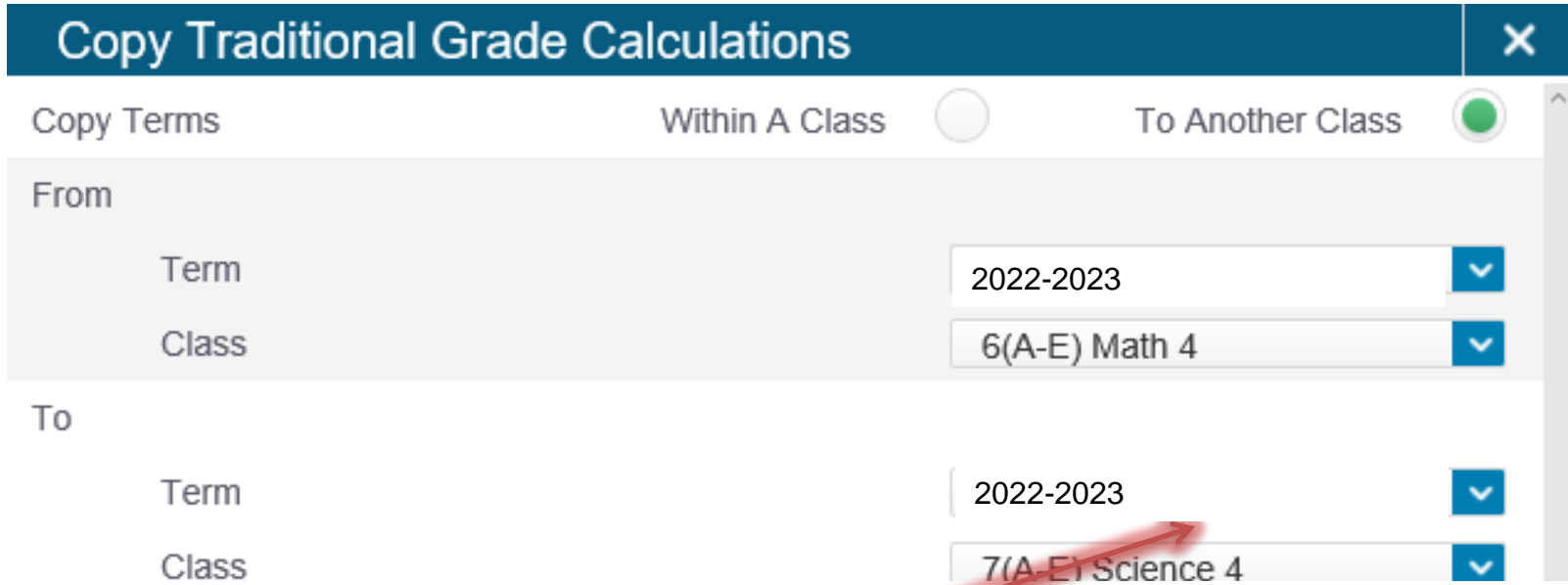
Term 2022-2023

Class 6(A-E) Math 4

To

Term 2022-2023

Class 7(A-E) Science 4



41. Select the Term and Class to which you wish to copy the Grade Calculations.

42. Click on Validate in the bottom right. Verify what is to be copied.

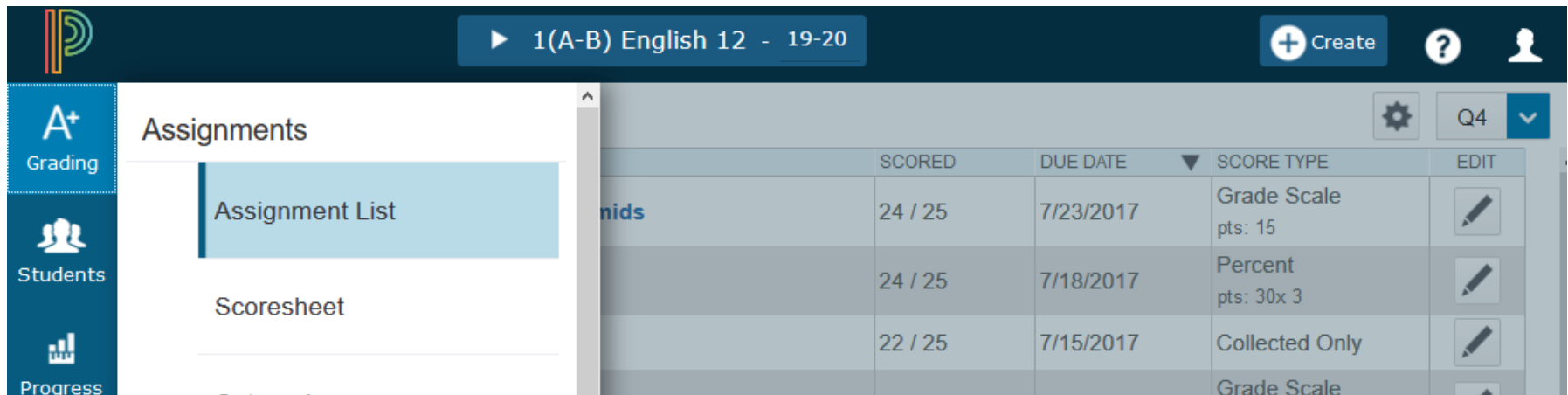
43. Click on Copy in the bottom right of the next screen.

44. Now, follow this same procedure to copy the Grade Calculations to any other class that uses this setup.

45. If you use different Grade Calculations for another class, follow these same steps to set the Grade Calculations for that class.
46. Now, when you change to the other class periods to which you copied the Grade Calculations and access the Traditional Grade Calculation screen, you will see that the calculations has been copied to the other classes.
47. **Once you have completed the setup for each of the classes that you teach, the grading rules are set for the entire year.**
48. You are now ready to create assignments within your classes and enter grades.

Creating Assignments

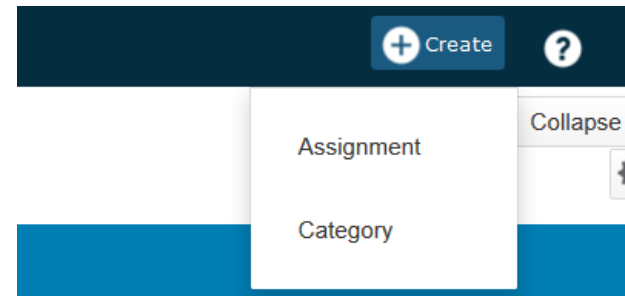
- To display your Assignment list, Click on the A+ Grading.
- Click on Assignment List.
- This will show the assignments that have been created, if any have.



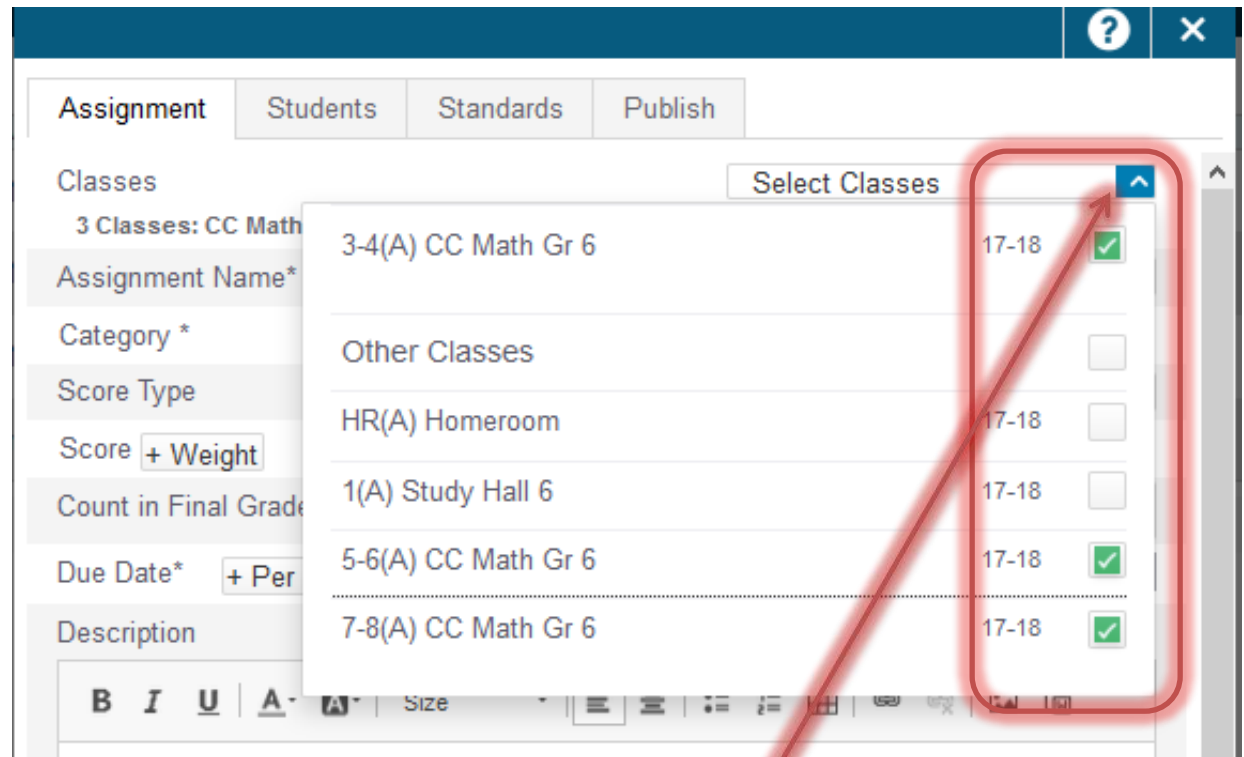
The screenshot displays the A+ Grading interface. At the top, there is a dark blue header with a logo on the left, a course selector "1(A-B) English 12 - 19-20" in the center, and "Create", "?", and user icons on the right. A left sidebar contains "A+ Grading", "Students", and "Progress" options. The main area is titled "Assignments" and has a sub-menu with "Assignment List" (selected) and "ScoreSheet". Below this is a table of assignments.

	SCORED	DUE DATE	SCORE TYPE	EDIT
ids	24 / 25	7/23/2017	Grade Scale pts: 15	
	24 / 25	7/18/2017	Percent pts: 30x 3	
	22 / 25	7/15/2017	Collected Only	
			Grade Scale	

- To create an assignment, click on the Create button in the upper right of the screen.
- Click on Assignment. Assignments and Categories can be created from most any screen in PTP from this button.



- From the Assignment tab, Select the Classes in which you want this assignment to appear. (This is an easy way to have an assignment appear in multiple classes without having to create it over and over.)



- Once you have selected the classes, click the arrow beside Select Classes to close the window.

- Give the assignment a name.
- Select the Category for that assignment.
- Set the Score Type to Percent.
- Set the Points to 100.
- Check Count in Final Grade.
- Set the Due Date.
- Enter a Description if you wish.

Be sure to tie the proper Category to the Assignment so the calculation will be accurate.

The screenshot shows a web interface for creating an assignment. The title bar reads "Create: Pins and Cushions". Below the title bar are tabs for "Assignment", "Students", and "Publish". The "Assignment" tab is active. The form includes the following fields and options:

- Classes:** A dropdown menu set to "All Classes (16-17)".
- Assignment Name*:** A text input field containing "Pins and Cushions".
- Category*:** A dropdown menu with "Assessment" selected. A red rounded rectangle highlights this selection.
- Score Type:** A dropdown menu with "Percent" selected. A red rounded rectangle highlights this selection.
- Score + Weight:** A text input field for "Points*" containing the value "100". A red rounded rectangle highlights this value.
- Count in Final Grade:** A checkbox that is checked with a green checkmark.
- Due Date* + Per Class:** A date picker set to "Monday 7/17/2017".
- Description:** A rich text editor with a toolbar containing options for Bold (B), Italic (I), Underline (U), text color (A-), background color (A-), and font size (Size).

At the bottom right of the form are two buttons: "Save" and "Save and Close".

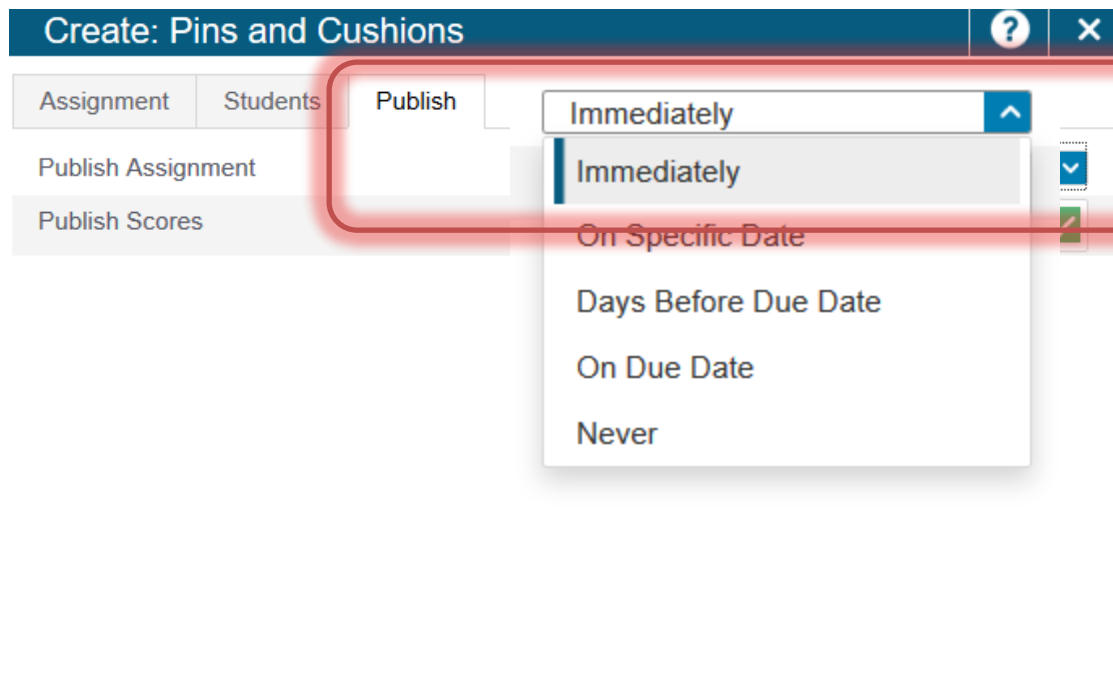
- Click on the Students tab.
- You can select all of the students in the class.
- You can also Add or Remove students who are or are not required to complete this assignment.

The screenshot shows the 'Create Assignment' window with the 'Students' tab selected. A red box highlights the 'Classes' section, which displays '4 Classes: English 12 [1(A-B), 2(A-B)], English 11 [3(A-B), 4(A-B)] (More)'. Below this, there are buttons for 'Show Selected Students' and 'Add/Remove Students'. A blue notification bar states 'The assignment applies to all students.' Below the notification is a table of students.

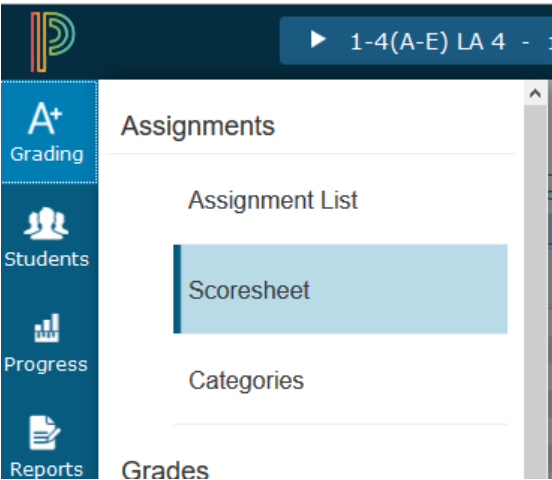
STUDENTS (100)	
ERSEN, Arnold P	2(A-B) English 12
ERSON, Kendra R	1(A-B) English 12
HER, Wells A	3(A-B) English 11
LEY, Kendra R	1(A-B) English 12
L, James N	3(A-B) English 11
KS, Patterson E	3(A-B) English 11

At the bottom of the window, there are 'Save' and 'Save and Close' buttons.

- Click on the Publish tab.
- We recommend using Publish Immediately, but there are other choices.
- Be sure Publish Scores is checked. All of this allows for the scores to show up immediately in Parent Portal.
- Click Save and Close when you have finished.



- To view the assignments in the scoresheet, click on A+ Grading then Scoresheet.



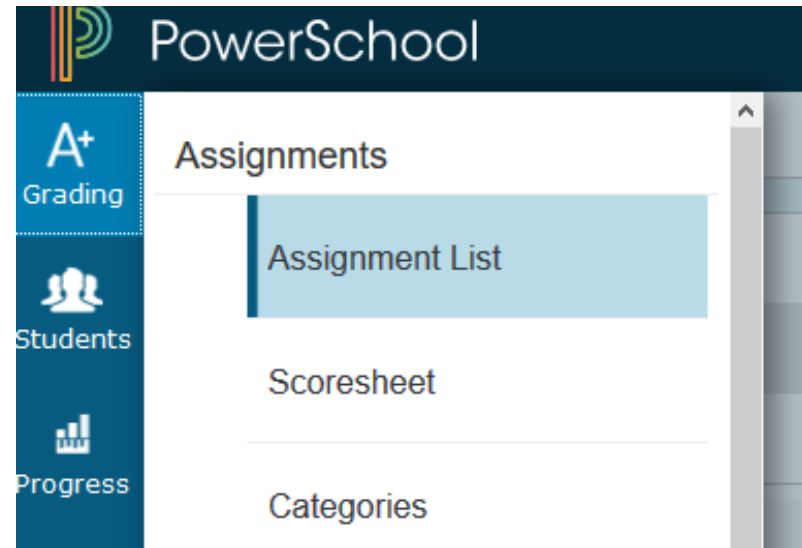
- The scoresheet window looks similar to a traditional gradebook.

Scoresheet - R1
1-4(A-E) LA 4

⚙️ R1 ▾

STUDENTS (22)		GRADE	ASSESSMENT 1 (7/21/2017)	READING 1 (7/21/2017)	SCHOOL PL (7/21/2017)
er, Taylor		--	--		
ilo, Yandel		--	--		
o, Isheidy		--	--		
g, Leland		--	--		
el, Aerion		--	--		
ra Parra, Evelyn		--	--		

- Continue to create Assignments by following these directions.
- To see the Assignments, Click the A+ Grading button on the menu bar, then click Assignment List.
- You can sort the assignments according column headings by clicking on that column name.



1-4 (A-E) LA 4 - 17-18

Assignments

CATEGORY	ASSIGNMENTS	SCORED	DUE DATE	SCORE TYPE
Read	1. Assessment 1	0 / 22	7/21/2017	Percent pts: 100
Read	2. Reading 1	0 / 22	7/21/2017	Percent pts: 100
Perf	3. School Planner	0 / 22	7/21/2017	Percent pts: 100

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- Student names show in the column on the left side of the scoresheet.
- Assignments show in columns across the page.

Class Grade: Y1 Calculation: Term Weighting Show More

Grade Scale Type: (A - F) Grade: C+ | 78.67% | --

STUDENTS (25)	COURSE GRADE			WRESTLING 19 (8/2/2016)	LIZARD ADD (8/3/2016)	COMMAND WRIT... (8/7/2016)	MULTI STE (8/16/2016)
IN, Alex M	C-	70.53%	--	63	63	70	70
Duncan M	B	86.38%	--	80	83	90	90
TIN, Henrietta E	C+	78.04%	--	73	77	73	✓
LAIN, Alex M	D+	68.25%	--	70	✓	67	77
LAIN, Vasquez J	D+	68.15%	--	60	77	67	67
Alissa C	D+	67.39%	--	67	67	70	67
ALES, Noah P	B+	88.53%	--	96	80		90
AZAR, Andrews E	B+	87.16%	--	87	✓	90	90
AEFER, Alvarez C	B	86.51%	--	80	90	90	80
ELETON, Henrietta E	C+	77.69%	--	70	73	73	87
A, Sara M	C+	77.22%	--	77	77	73	73
MERMAN, Alex M	B+	87.33%	--	90	83	83	83

Page 1 of 9 Columns/Page 6 43

- Use the arrows to scroll left and right to view the assignments OR the Page links at the bottom of the screen.

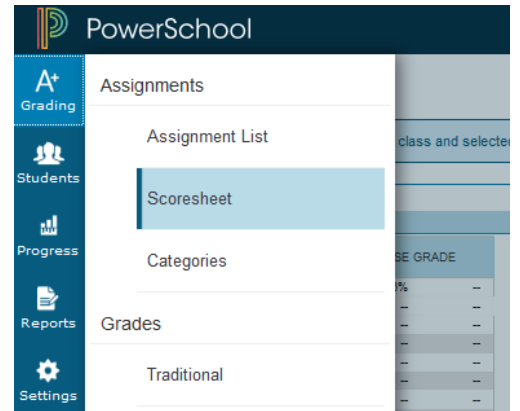
Grade: C+ | 78.67% | --

	CHPT 13 TEST (9/13/2016)	PERIODIC TABL... (9/13/2016)	CHAPTER 3 REV... (9/14/2016)	WS P. 194 (9/20/2016)	TEST CH.13 (10/5/2016)	CRICKET IN TIM... (10/8/2016)
--	70	49	67	C	42	
--	80		80	A	50	A
--	73	56	80	✓	46	C+
--	73	51	63	D+	37	D
--	73	54	77	D+	33	C+
--	60	51	63	C+	42	C+
--	90	63	96	A	46	A
--	90	63	87	A	50	
--	83	67	83	B+	53	
--	77	51	73	B+	40	✓
--	87		83	B+	40	C
--	90	67	87	B+	53	A-

1 2 3 4 5 > >> Columns/Page 6

- You can also set how many assignments you wish to appear on a page. ***If you set a higher number of assignments that you have, you will scroll through assignments on one page, not page to page.***

- To enter scores for the assignments, click A+ Grading on the navigation bar and click Scoresheet.



- Be sure that you are in the correct Reporting Period and the class in which you wish to work.

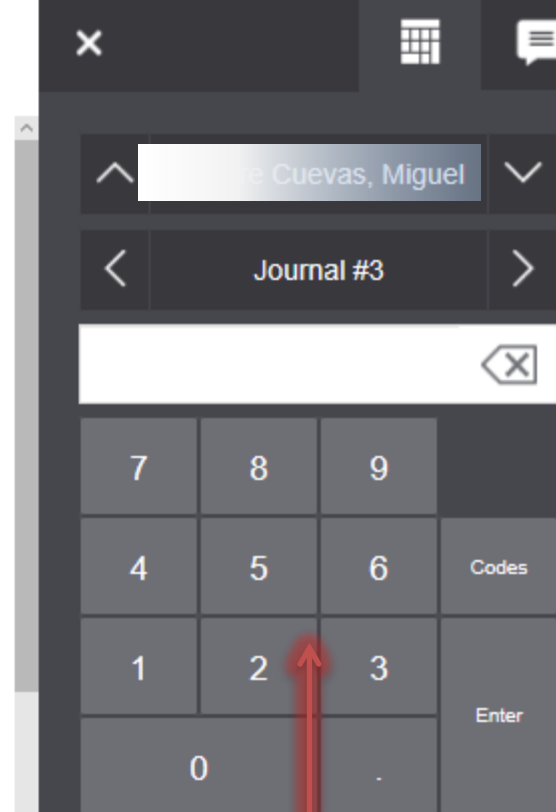
A screenshot of the PowerSchool Scoresheet interface. The top navigation bar shows the class '1-4(A-E) LA 4 - 19-20' highlighted with a red box. Below the navigation bar, the page title is 'Scoresheet - R1' and '1-4(A-E) LA 4'. A dropdown menu for the reporting period is open, showing 'R1' highlighted with a red box. Below the title, there are summary statistics: 'Class Grade: R1', 'Calculation: Category Weighting', and 'Grade Scale Type: (A - F)'. At the bottom, a table header is visible with columns for 'STUDENTS (22)', 'GRADE', 'ASSESSMENT 1 (7/21/2017)', 'READING 1 (7/21/2017)', and 'SCHOOL PLA... (7/21/2017)'. The 'A+ Grading' and 'Students' navigation options are visible on the left side.

Scoresheet - R1

2-3(A-E) LA 5



Assignment: Journal #3			Edit Assignment Show More		
Score Type: Percent			Score: -- -- --/100		Due: 7/24/2017
STUDENTS (24)	GRADE		JOURNAL #1 (7/24/2017)	JOURNAL #2 (7/24/2017)	JOURNAL #3 (7/24/2017)
Cuevas, Miguel	C	75%	100	50	
Michael	B	80%	90	70	
as, Renata	F	60%	50	70	
achery	B	85%	100	70	
n, Makhia	B	85%	100	70	
Laniya	B	85%	100	70	
Clinton	B	85%	100	70	
Jhiyah	C	70%	70	70	
d, Yolanda	B	85%	100	70	
ng Jr, Jason	B	85%	100	70	
Rayn	B	85%	100	70	
Aidan	B	85%	100	70	
Madysan	B	85%	100	70	
on, Jada	B	85%	100	70	



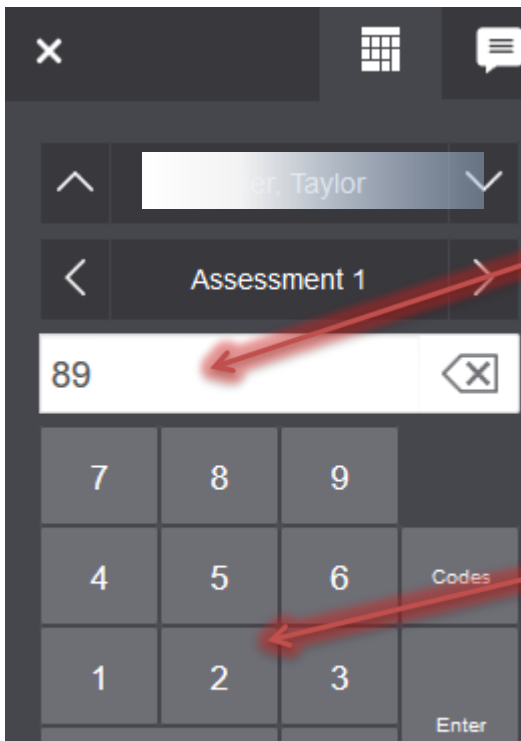
- Click in the cell below the Assignment name and to the right of the student name. (The Scoresheet functions very much like a spreadsheet.)
- The Score Inspector will appear on the right of the screen.

You can enter a grade one of several ways:

- Click in the cells in the Score Inspector and key in the grade and click or hit Enter.

OR

- Click on the grade buttons in the Score Inspector and click or hit Enter.



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-4(A-E) LA 4

OR

- Key the score directly into the cell under the assignment name and to the right of the student name and hit Enter.

Assignment: Assessment 1

Score Type: Percent

Score: -- | -- | --/100

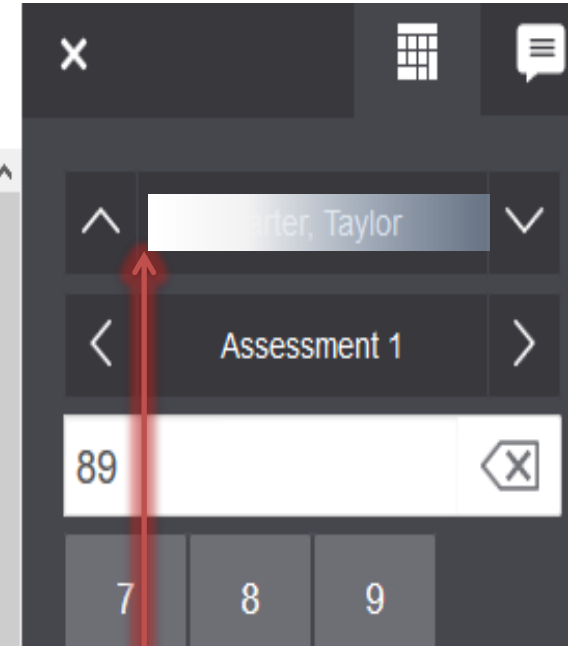
STUDENTS (22)	GRADE	ASSESSMENT 1 (7/21/2017)
er, Taylor	B 89%	89
o, Yandel	C 78%	78
isheidy	B 89%	89
Leland	-- --	
Aerion	-- --	
Parra, Evelyn	-- --	

Scoresheet - R1

1-4(A-E) LA 4



Assignment: Assessment 1		Edit Assignment		Show More	
Score Type: Percent		Score: -- -- --/100		Due: 7/21/2017	
STUDENTS (22)	GRADE	ASSESSMENT 1 (7/21/2017)	READING 1 (7/21/2017)	SCHOOL PLA... (7/21/2017)	
er, Taylor	B 89%	89			
o, Yandel	C 78%	78			
o, Isheidy	B 89%	89			
Leland	--	--			
l, Aerion	--	--			
o. Devora Parra, Eveilyn	--	--			



- Move to the next student by either Clicking in the cell to the right of the student's name in the Scoresheet OR
- Clicking the up or down arrow beside the student's name in the Score Inspector.
- Enter the grade for the next student and continue this process for all students and assignments as necessary.

- For those subjects that get only a final grade at S1, S2 and Y1:

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9(A-E) Art 2

No assignments currently exist for this class and selected reporting term.

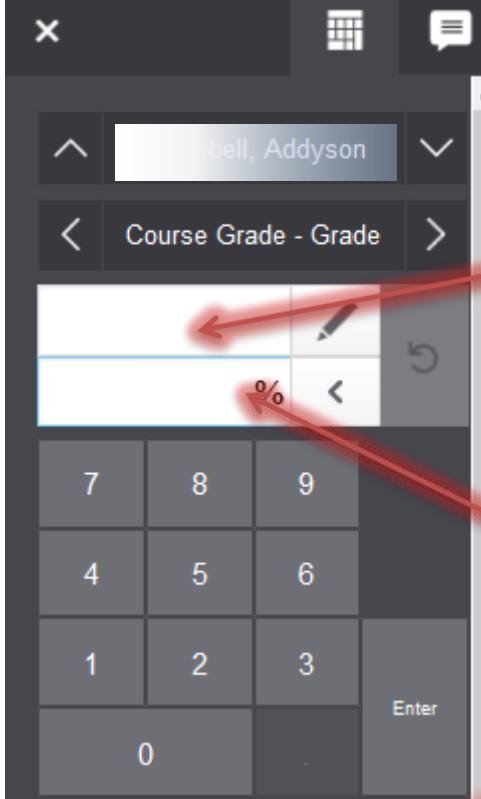
Class Grade: R1 Calculation: Total Points Show More

Grade Scale Type: (A - F) Grade: -- | -- | --

STUDENTS (23)	GRADE
Muhammed	A 95%
Cruz, Yoselin	B 84%
Aliyah	C 74%
bell, Addyson	-- --
Jamarea	-- --
Nyssa	-- --
St, Lonnie	-- --
z, Marlen	-- --
n, Elise	-- --

Score Inspector: Addyson, Addyson
Course Grade - Grade
% <

- Click in the cell below the Grade column and to the right of the student name. (The Scoresheet functions much like a spreadsheet.)
- The Score Inspector will appear on the right of the screen.

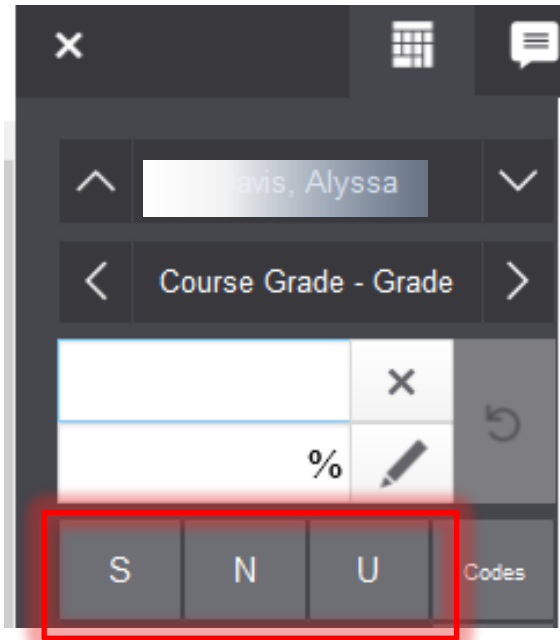


Entering the grades in the cells below the Grade Column:

- If the top (Alphanumerical) box is active in the Score Inspector, it expects you to key an alphanumerical value. If you key a numerical value, you will receive an error message. If you key letter grade in the top box, it will generate a numerical value at the middle of the grade scale for that letter grade. Example: A = 95, B=85, etc.

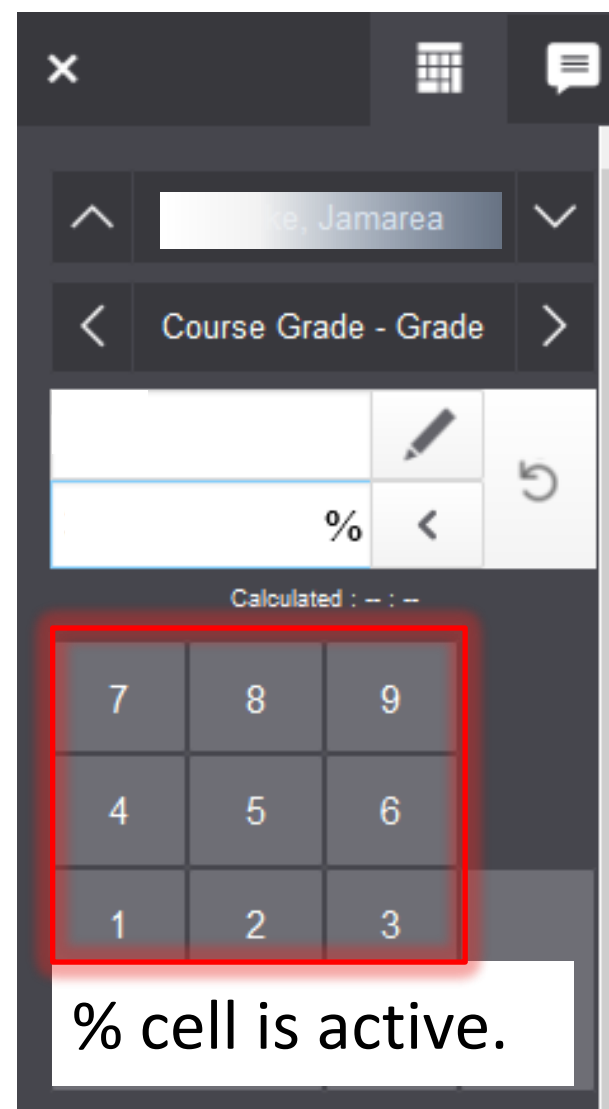
Calculation: Total Points	
Grade	Points
A	95%
B	84%
C	74%
--	--
--	--
--	--
--	--
--	--
--	--

If the bottom box (%) is active in the Score Inspector, it expects you to key a numerical value. If you don't, you will receive an error message. When you key a numerical value here, it will generate the letter grade appropriate to that numerical value.



Alphanumerical cell is active.

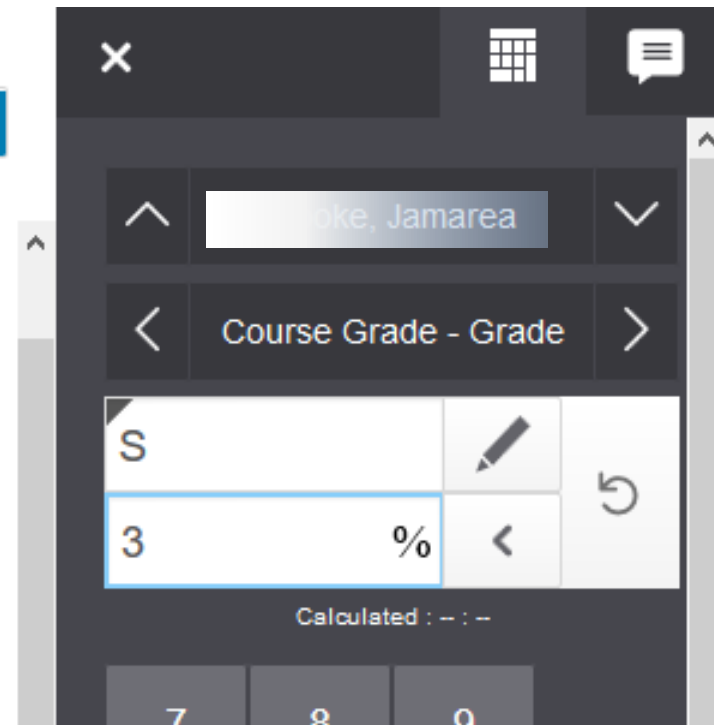
You can identify which cell is active by the keypad in the Score Inspector.



Scoresheet - R1



STUDENTS (23)		GRADE	
Muhammed		N	2%
Yoselin		S	3%
		N	2%
ddyson		U	1%
area		S	3%



- Move to the next student by either Clicking in the cell to the right of the student's name in the Scoresheet
OR
- Clicking the up or down arrow beside the student's name in the Score Inspector.
- Enter the grade for the next student and continue this process for all students in all courses that you teach.

- To View grades on a student for multiple terms, click on the Students button on the menu and choose Quick Lookup – Traditional.

The screenshot displays the 'Student View' interface. On the left is a vertical navigation menu with icons and labels for 'Grading', 'Students', 'Progress', 'Reports', 'Settings', and 'Apps'. The main content area is split into two columns. The left column, titled 'Student View', lists various tools: 'Assignments', 'Standards Progress', 'Comment Log', 'Demographics', 'Quick Lookup - Traditional', 'Quick Lookup - Standards', and 'PowerTeacher Portal'. The right column, titled 'Students (25)', features a search bar and a list of student names. The '3(A-B) English 11' course is selected, and 'ARCHER, Wells A' is the currently highlighted student. Two red arrows originate from the text in the first list item, pointing to the 'Students' button in the navigation menu and the 'Quick Lookup - Traditional' option in the Student View panel.

- This view is helpful in seeing the student's classes and grades for each grading term.

▶ 3(A-B) English 11 - 19-20 + Create ? Robby

Units A - Quick Lookup - Traditional ▼

This Week						Course	Q1	M1	Q2	S1	Q3	Q4	S2	Y1	Absences		Tardies	
F	M	T	W	H	F										S2	16-17	S2	16-17
						Geography Hansen, Nico	B+ 88.44	B+ 88.215	B+ 87.99	B+ 88.35	B+ 88.27	B 86.08	B+ 87.18	B+ 87.77	0	0	0	0
						Trigonometry Hoffman, Quinn	A- 92.78	A- 92.92	A- 93.06	A- 92.91	A- 93.58	A- 91.41	A- 92.5	A- 92.71	0	0	0	0
						English 11 Elliott, Robby	[i]	C- 68.52	D 63.45	D 63.45	[i]	A 0	F 0	F 31.73	0	0	0	0
						Chemistry Bradley, Rex	B- 80.54	B- 79.1	C+ 77.66	C+ 78.97	B- 81.9	C+ 79.25	B- 80.58	C+ 79.78	0	0	0	0

- All classes must have Final Grades for Terms S1, S2, AND Y1, whether you have a class with gradebook assignments or classes with no gradebook assignments.
- These term grades are mandatory for state reporting.
- PLEASE check your Traditional Grade setup for **EACH class that you teach!!!**