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School: Apple Grove High School Term: 16-17 Semester 2
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Entering Grades in PowerTeacher Pro
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Launch
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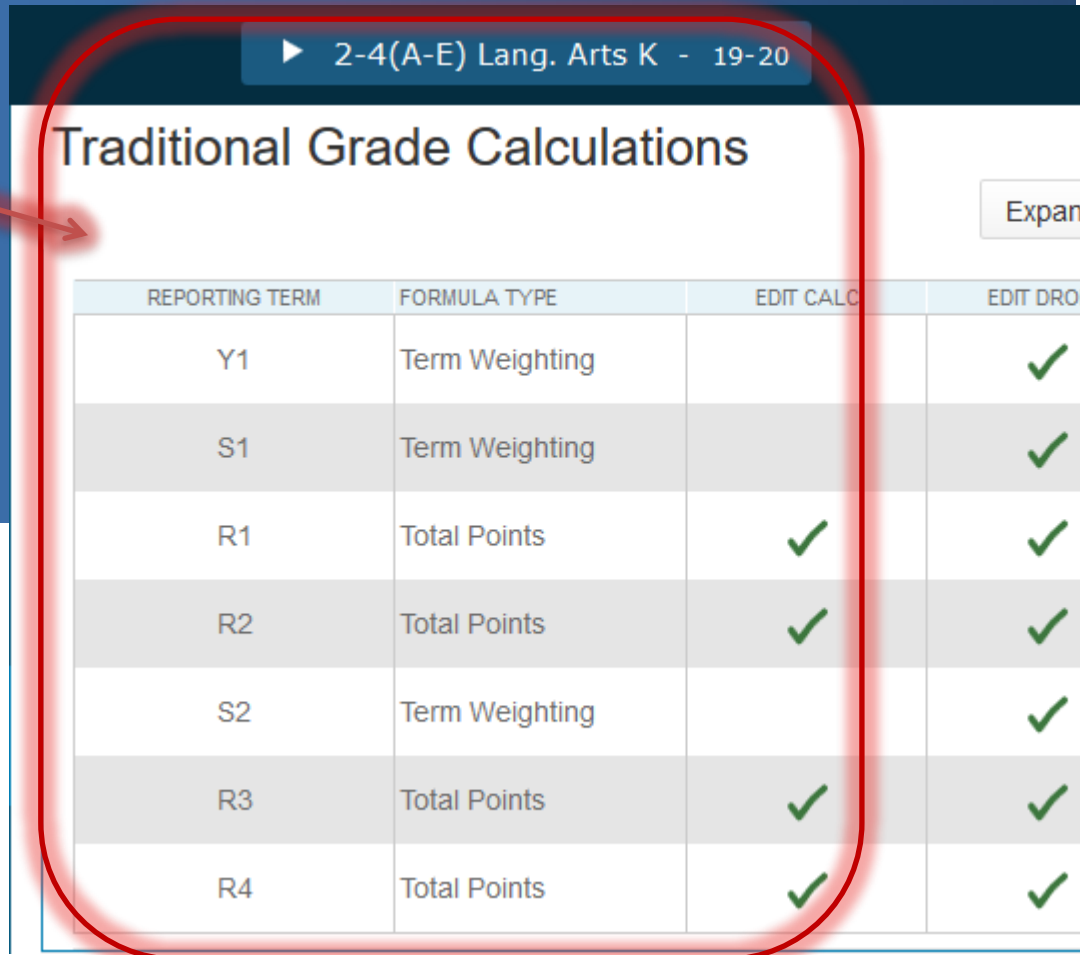
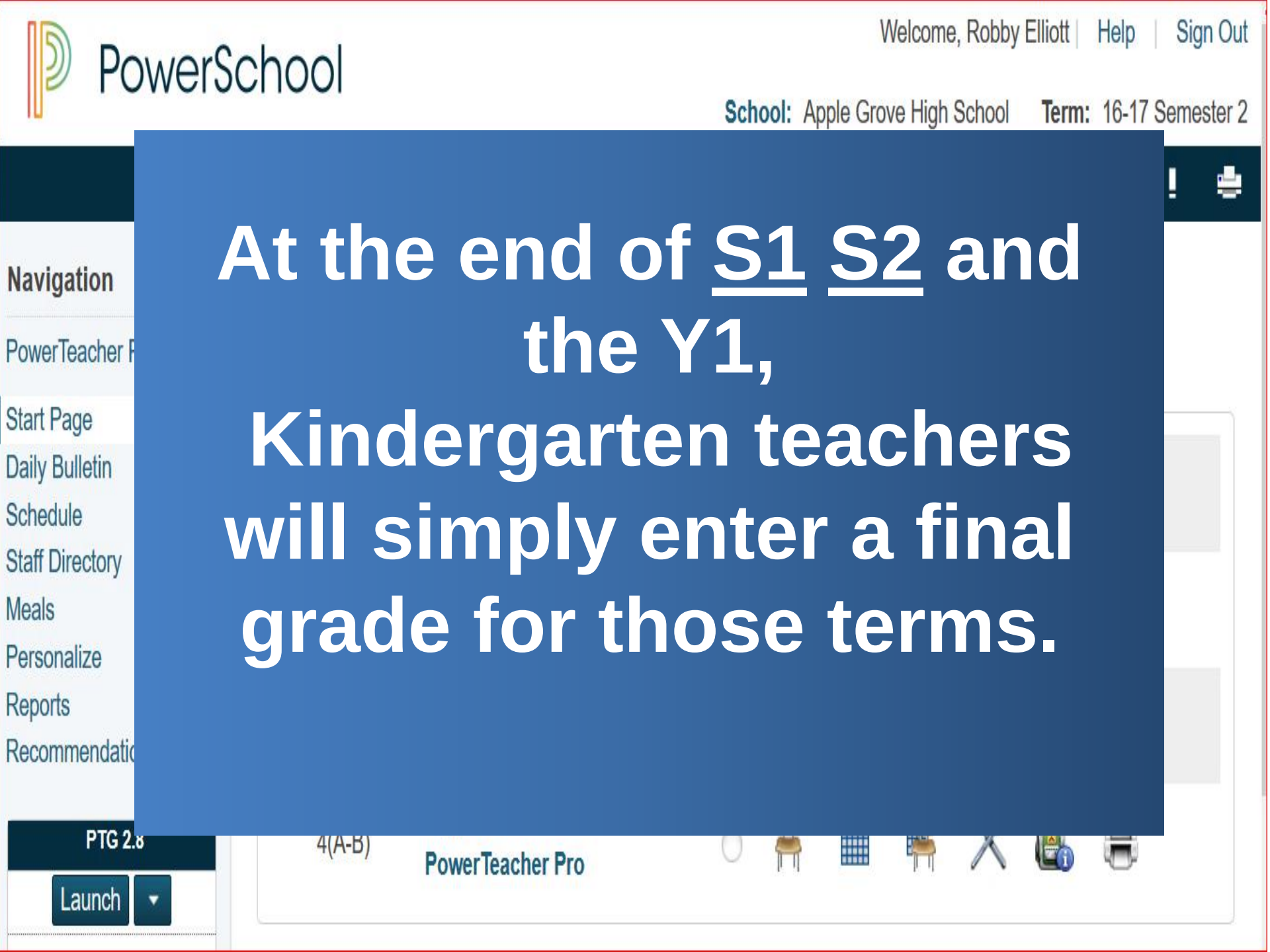
PowerTeacher Pro

Grading Preferences have been setup at the district level. This means that the setup for the terms are set at the district level and are locked and cannot be changed.

Grade Setup Sample

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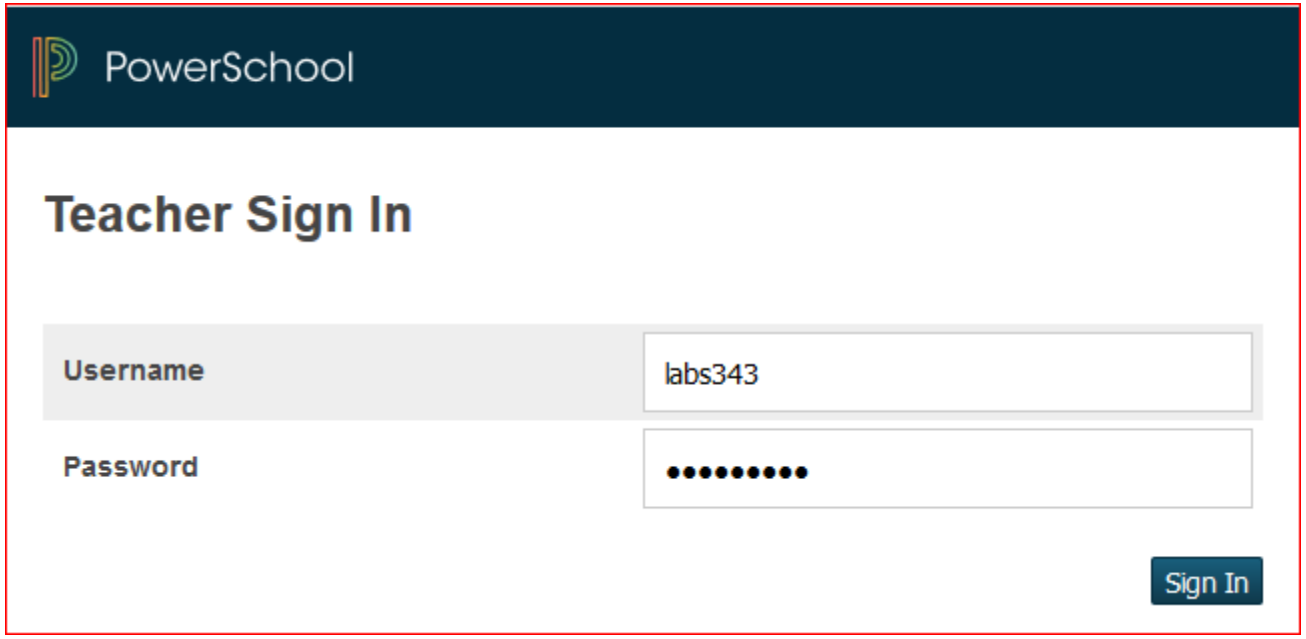
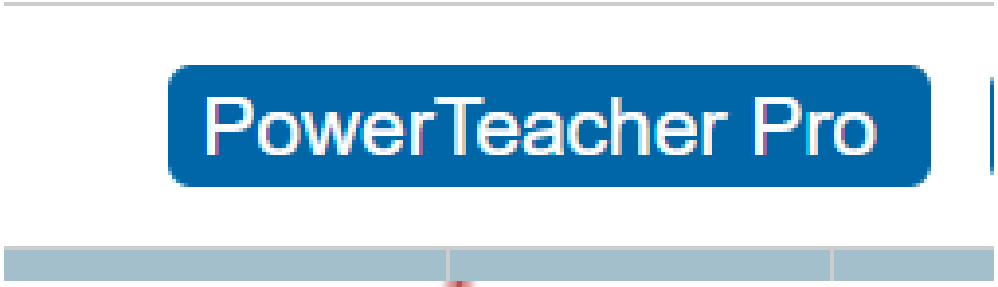
At the end of S1 S2 and the Y1,
Kindergarten teachers will simply enter a final grade for those terms.

- PowerTeacher Pro is accessed from within the Power Teacher portal. There is no desktop shortcut, as PTP is totally web based.
- 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.



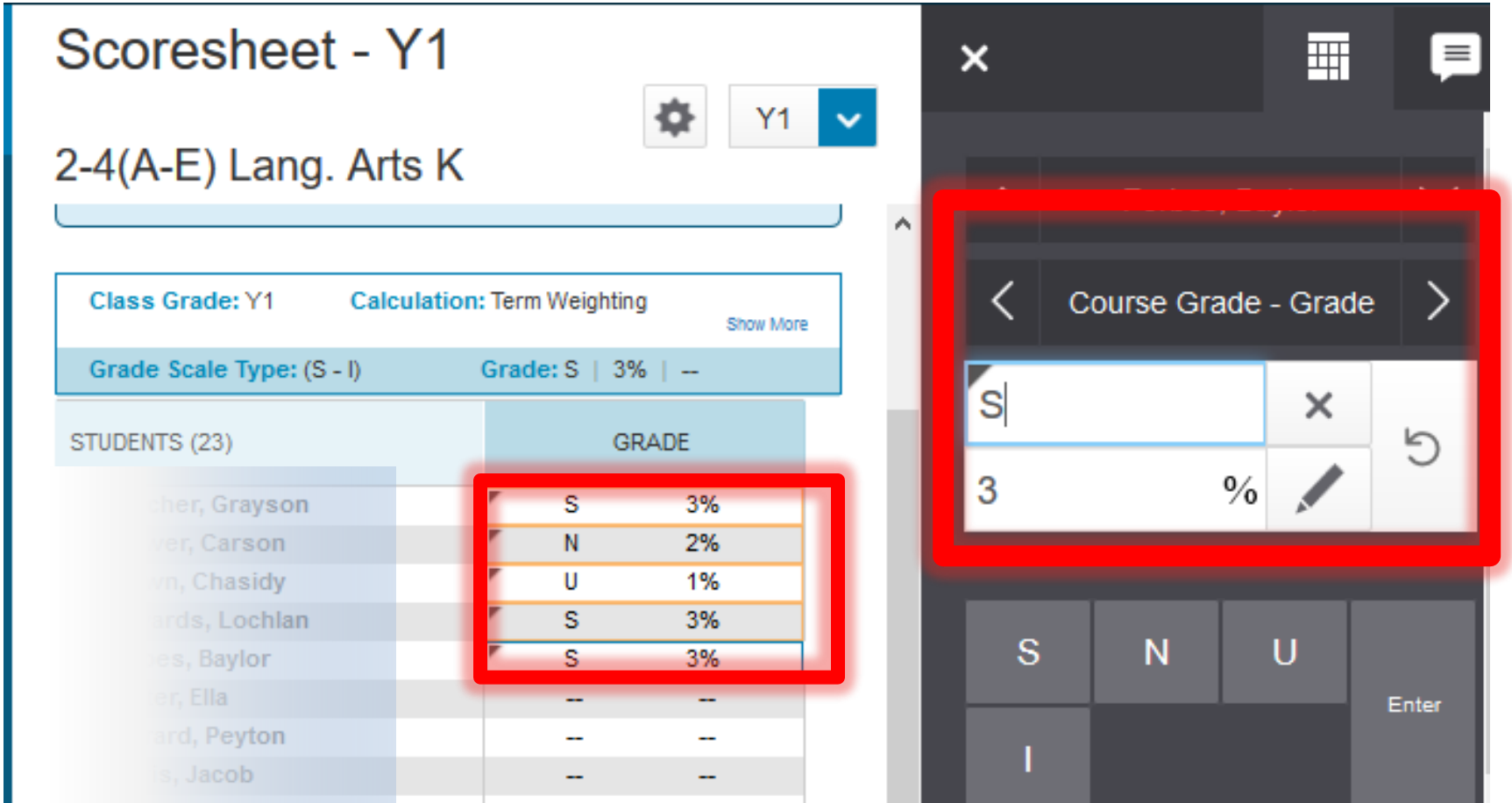


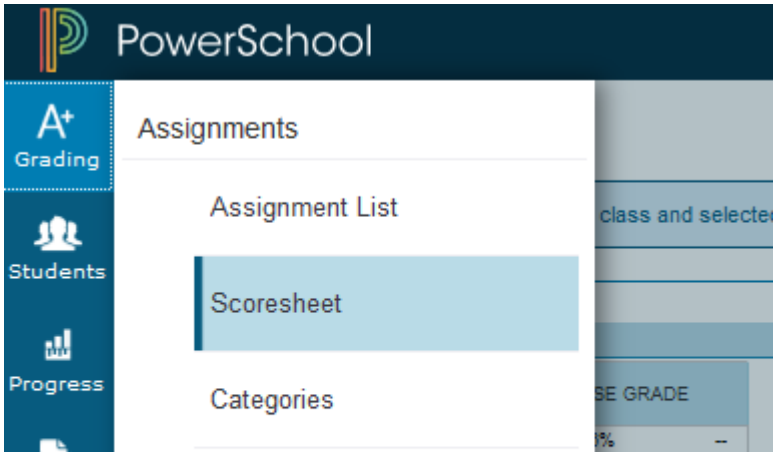
- You will be taken to the PowerTeacher portal screen.
- Click the **PowerTeacher Pro** link to access the gradebook.

- 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.

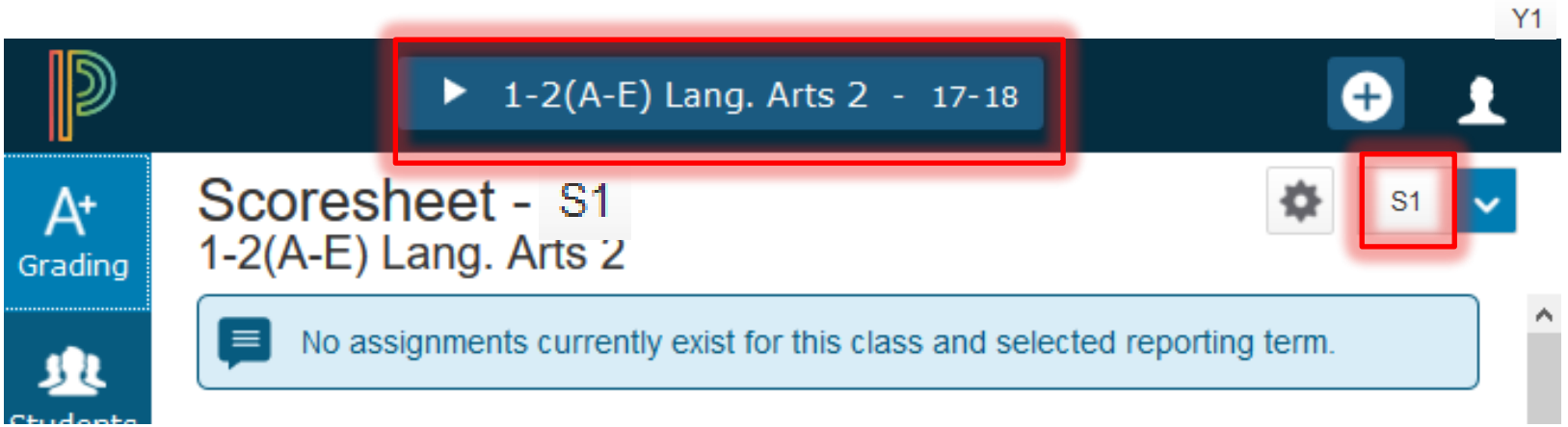
- Kindergarten teachers will enter S, N, and U for the final terms grades.
- Grade Scale for K and 1 is

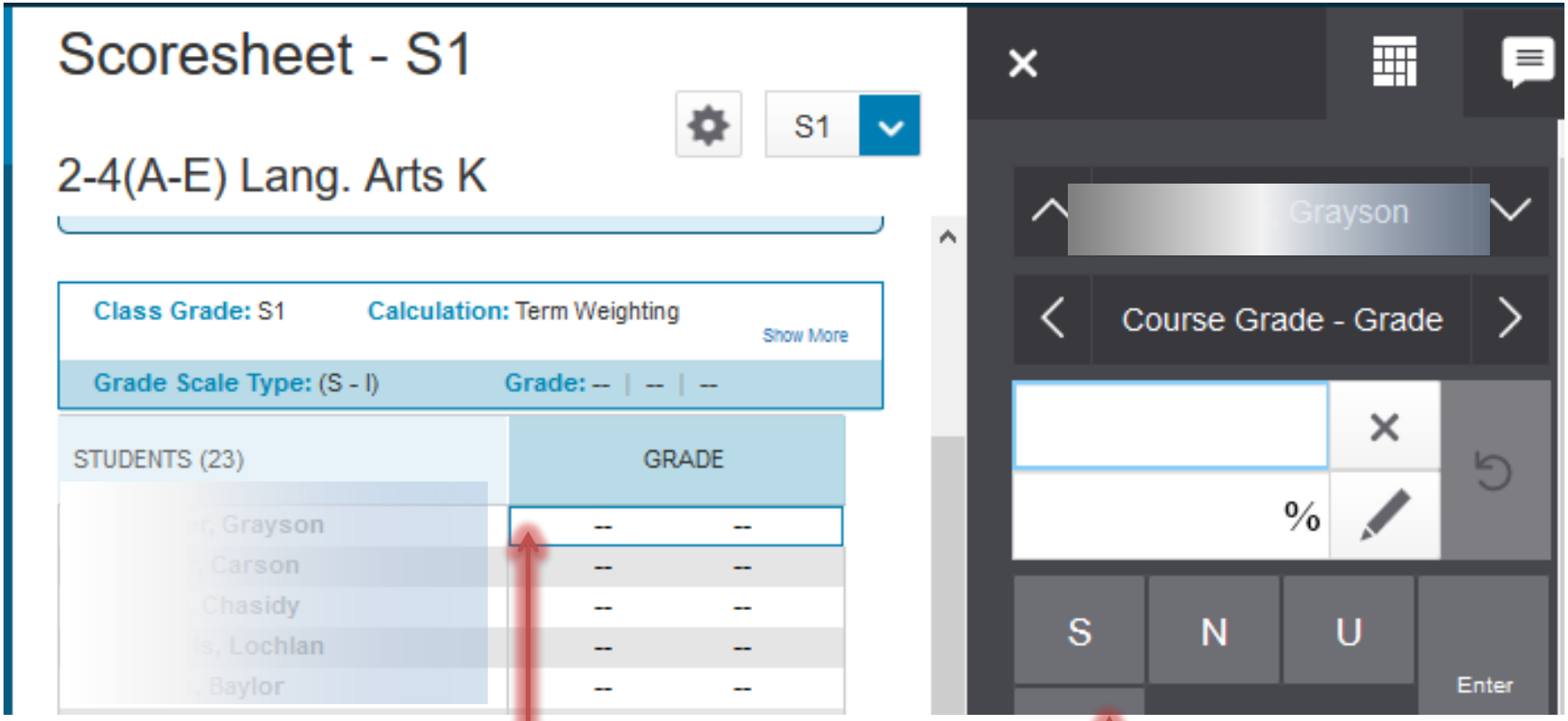
  S=3, N=2, U=1.



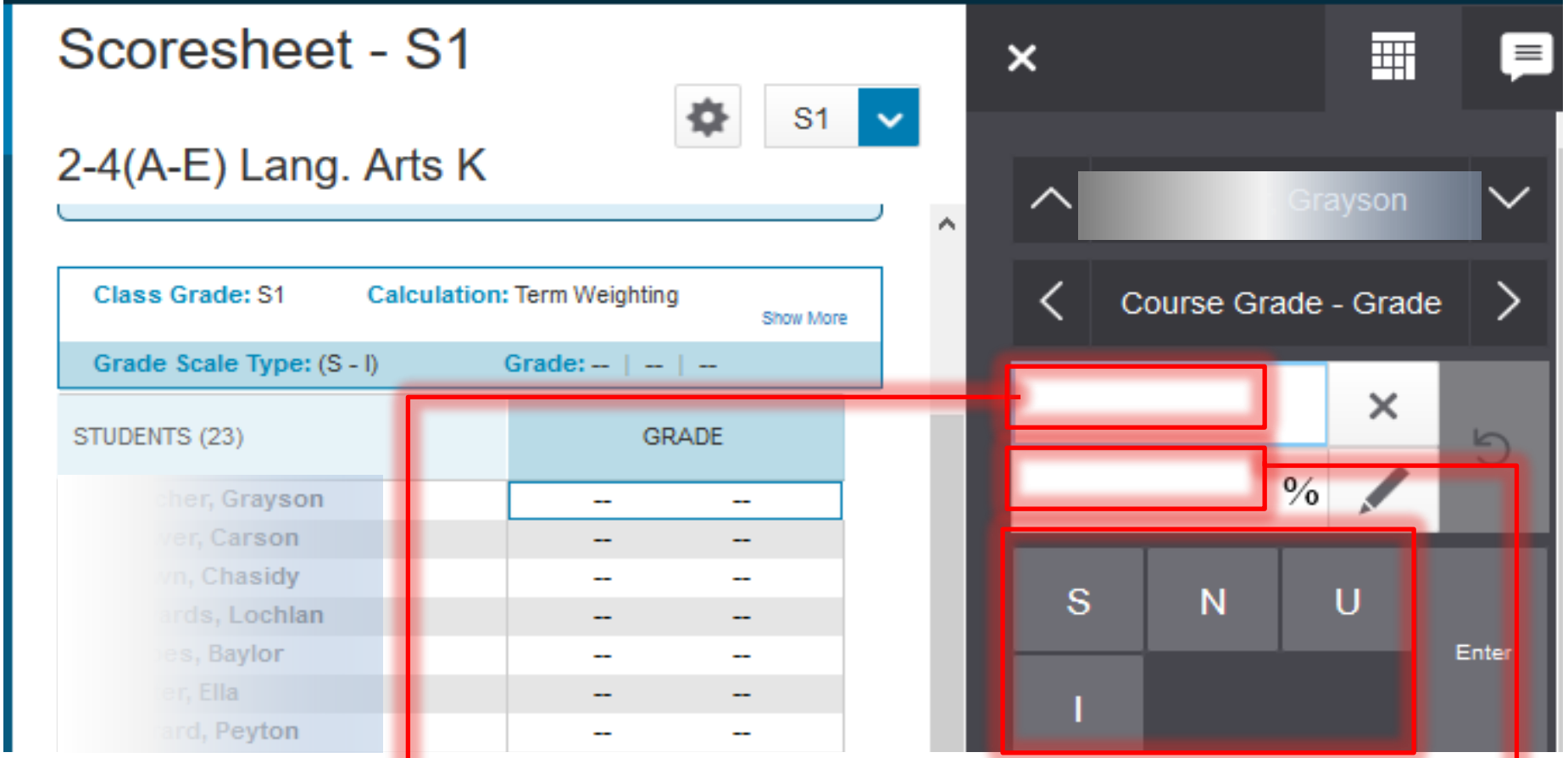


- To enter scores, click A+ Grading on the navigation bar, then click Scoresheet.
- Be sure that you are in the correct Reporting Period and the class in which you wish to work. Clicking the arrow beside the Class Name or Term will allow you to change classes and terms.

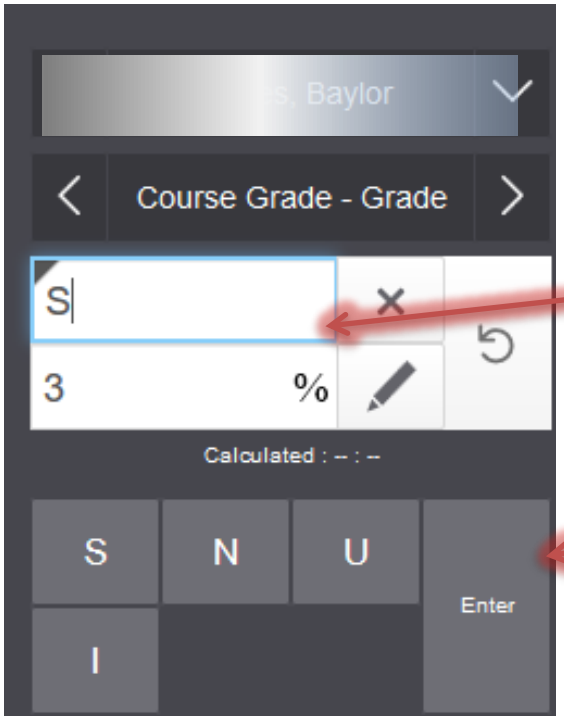




- Click in the cell below the Grade column and to the right of the student name. (The Scoresheet functions much like a spreadsheet.)
- The Score Inspector will appear on the right of the screen.



- The appearance of the Score Inspector is dependent upon the cell that is active in the Score Inspector. If the active cell is the top box, alphanumeric values will be entered. If the bottom box (%) is active, numeric values will be entered.



You can enter a grade one of several ways:

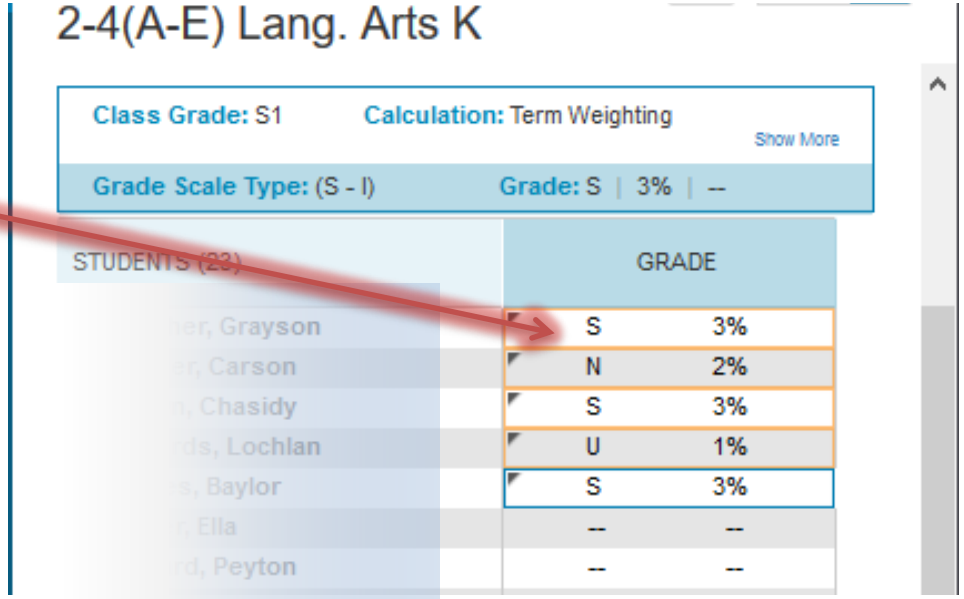
- Click in the cell in the Score Inspector and key in the grade and click Enter or press Enter.

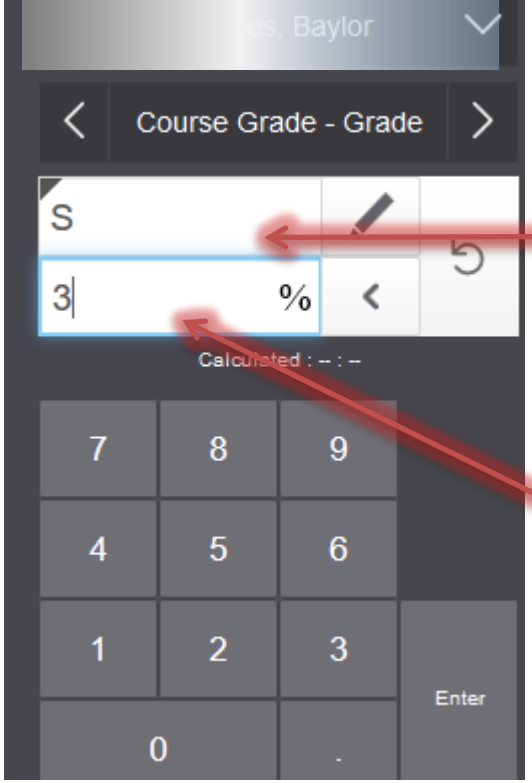
OR

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

OR

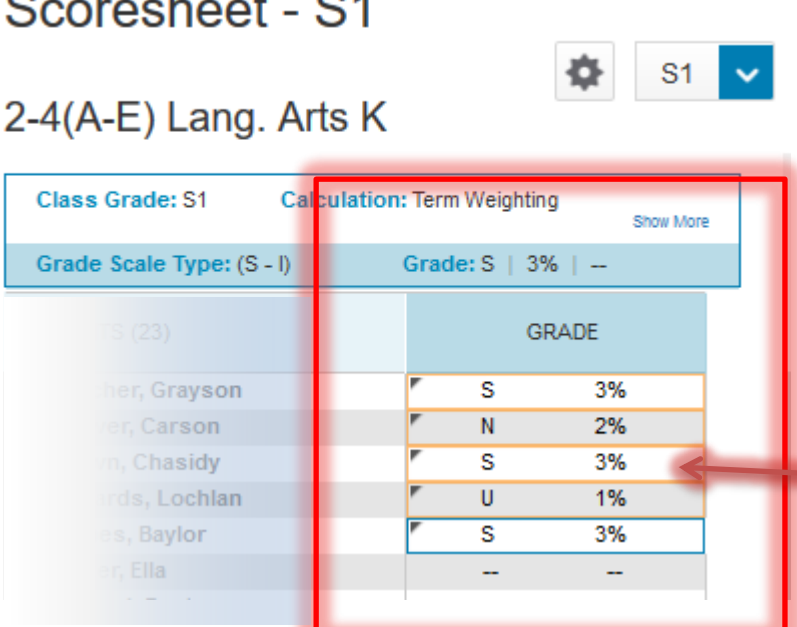
- Key the score directly into the cell to the right of the student name and under the Grade and press enter. When entering in this manner, be aware of which box in the Score Inspector is active.



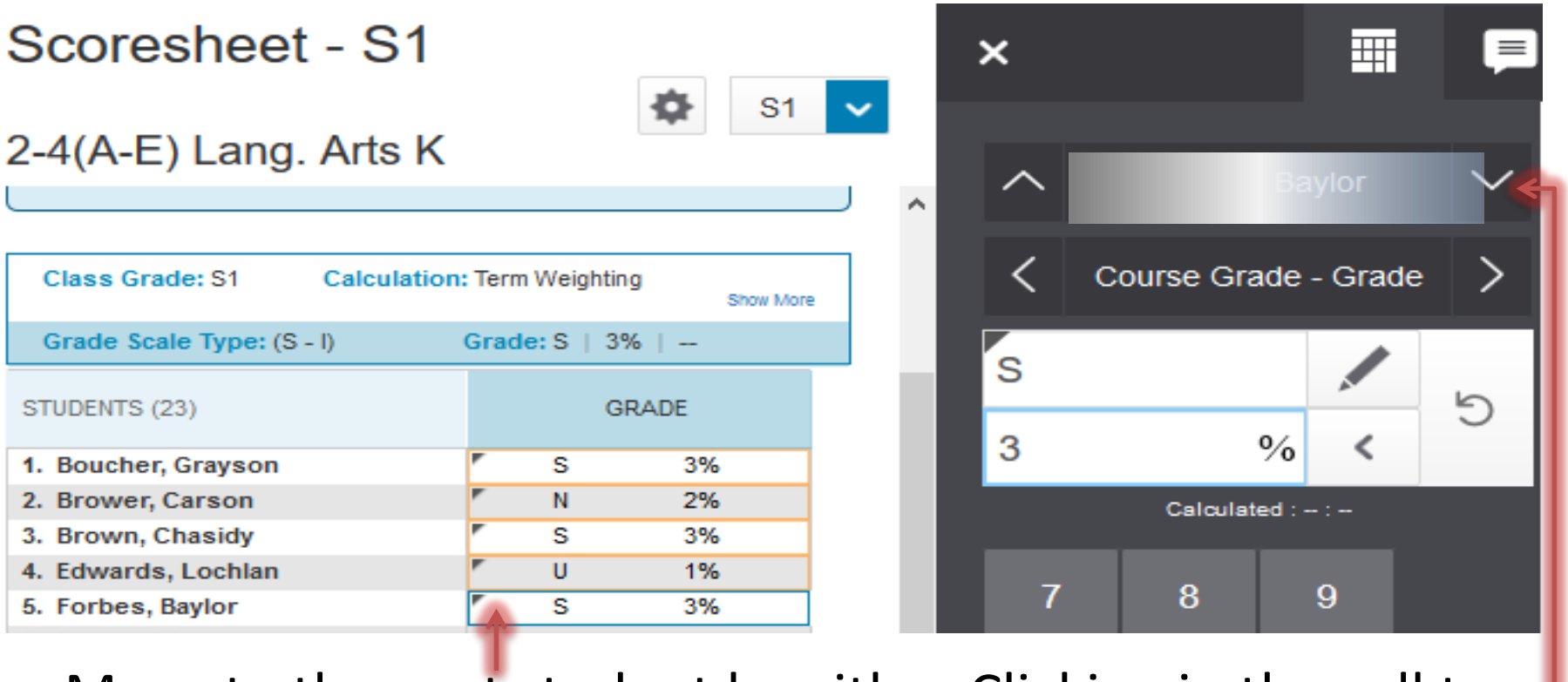


Entering the grades in the cells below the Grade Column:

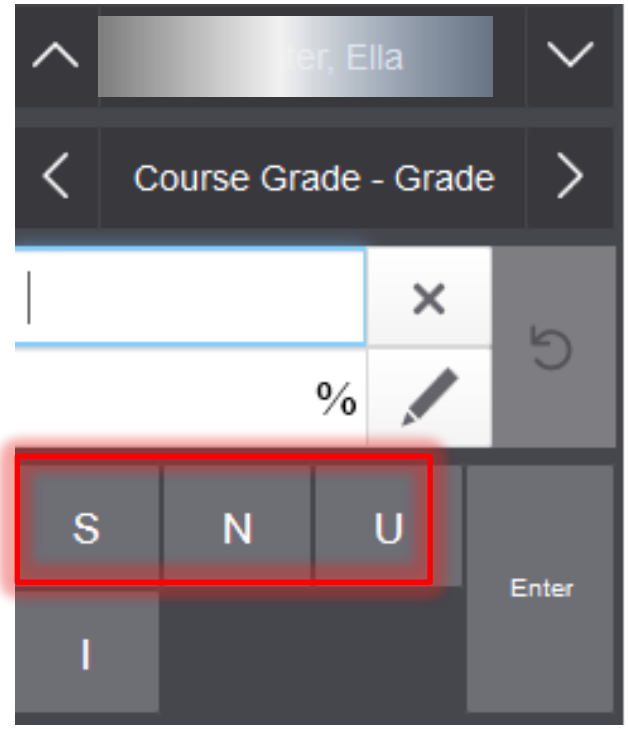
- If the top (Alphanumerical) box is active in the Score Inspector, it expects you to key an alphanumerical value. If you key a numerical value, you will receive an error message. If you key letter grade in the top box, it will generate a numerical value at the middle of the grade scale for that letter grade. Example: S=3, N=2, etc.



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.

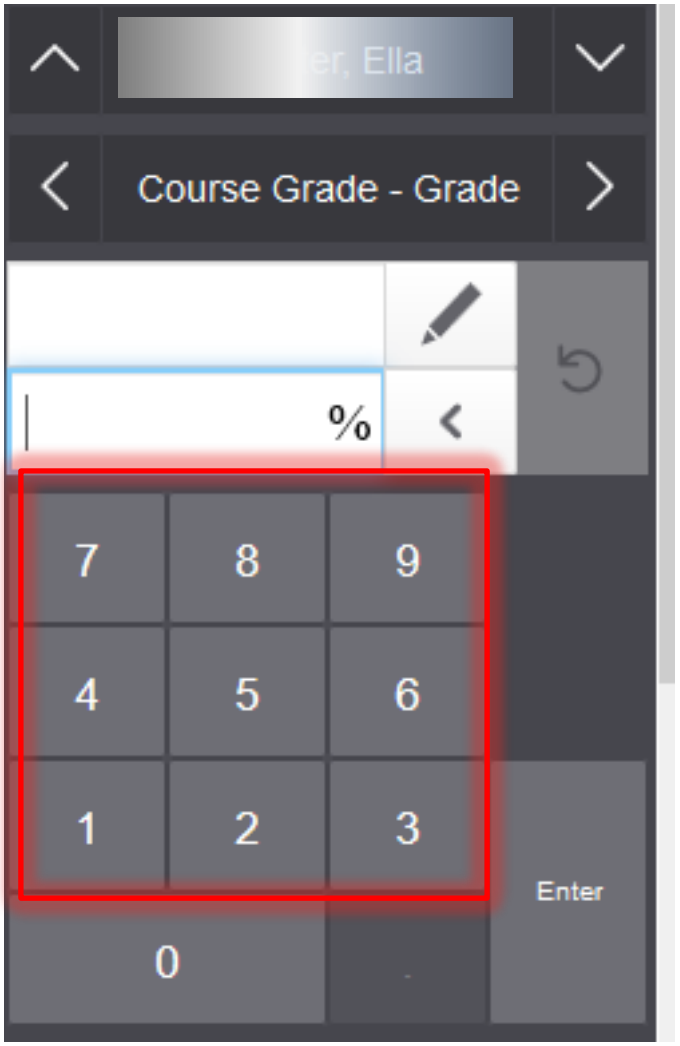


- Move to the next student by either Clicking in the cell to the right of the student's name in the Scoresheet
  OR
- Clicking the up or down arrow beside the student's name in the Score Inspector.
- Enter the grade for the next student and continue this process for all students in all courses that you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



Alphanumerical cell is active.

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



% cell is active.

- Once you enter the final grade for all of your students in all of your classes, you have completed entering grades for the term.
- Grades are to be entered at the end of S1, S2 and the Y1, as they are mandatory for state reporting.

STUDENTS (26)	GRADE	
er, Dawson	S	3%
, Charley	S	3%
ders, Reagan	S	3%
son, Mason	S	3%
am, Cambria	S	3%
, Rhealayna	S	3%
r, Zaniaya	S	3%
zalez, Leighton	S	3%
tfried, Kenzie	S	3%
fer, Rylee	S	3%
st, Emerson	S	3%
nson, Jace	S	3%
e, Brodie	S	3%