

PowerTeacher Pro Gradebook Training – Session 2

Creating and Viewing Assignments

View assignments on both the Assignments and Scoresheet pages. You can set up assignments at the beginning of a school term or at any time during the term. To save time, duplicate existing assignments or create duplicates while creating a new assignment.

To create an assignment:

1. Click **Create**

2. Select **Assignment**

3. Open the Select Classes menu and select a class

Click outside the Select Classes menu to close it.

4. Enter the name of the assignment, such as Unit 1 Test

5. Select **Test** as the category

6. Select a score type, such as **Points**

7. Enter the number of score entry points, such as 80

8. To include the assignment in students' final grades, verify that **Count in Final Grade** is selected

9. Enter the assignment due date

The default due date is today's date.

10. Enter a description (if you choose), such as **This test covers all the topics in Unit 1**

11. Click the **Students** tab

12. Verify that the assignment applies to all students

To apply the assignment to a selection of students, click **Add/Remove Students**. Then clear the check box next to the Filter area and check the boxes next to the selected students' names.

13. Click the **Publish** tab

14. Open the **Publish Assignment** menu and choose when to publish the assignment for students and parents

15. To publish students' scores once you've scored the assignment, check **Publish Scores**

16. Click **Save and Close** at the bottom of the Create window

Instead of closing the edit window, you could also copy the assignment by clicking **Duplicate** at the bottom of the Create window.

Score the new assignment immediately by clicking **Score Assignment** in the alert at the top of the window.

To duplicate an assignment for use in another class:

1. Click **Grading**
2. Select **Assignment List**
3. In the list of assignments, locate an assignment that you've already created and click the Edit icon
4. Click **Duplicate** at the bottom of the Edit window
5. Open the Select Classes menu, clear the check box next to the currently selected class, and choose a different class

Click outside the Select Classes menu to close it.

6. Edit the duplicated assignment name by deleting the underscore and number that were appended to the end
7. Use the same category, score type, score entry points, due date, description, and publication settings as the original assignment, or modify the values as needed
8. Click the **Standards** tab
9. Click **Add/Edit Standards** and, if needed, select a new set of standards that are aligned to this assignment
10. To save the assignment and close the Edit window, click **Save and Close**
11. To verify that you copied the assignment to a different class, click the name of the currently selected class in the navigation bar at the top of the page and select the class that you copied the assignment to
12. Locate the duplicated assignment in the list of assignments

Working with Grades

When entering scores, make sure to use the type of score that you set up when you created the assignment. For example, use numbers for points and percentages or letters for letter grades.

To enter scores:

1. Click **Grading**
2. Click **Assignment List** or **Scoresheet**
3. From the Assignments or Scoresheet pages, enter a student's assignment score by clicking in the cell where the student's name intersects with the assignment name and type in the score

Navigate sideways through the score columns by clicking the blue columns with left- or right-facing arrows at the end of the rows.

View the summary above the list of assignments to see the selected assignment’s score type, as well as the student’s existing score (if the assignment was previously scored), and the due date.

In the summary, click **Edit Assignment** to edit the assignment details. Click **Show More** to view additional information, such as the associated grade and special codes scales.

To view additional metrics for a selected assignment on the Assignments page, or for all assignments on the Scoresheet page:

1. Click the gear icon at the top of the page
2. Click **Show Metrics** to view the mean, median, and mode statistics for the assignments or for the aligned standards

Using the Score Inspector and Flags

While you can enter scores manually, use the Score Inspector to provide more details about the student’s performance, such as when a student has a missing or late assignment. Also use the Score Inspector to enter a comment about a student’s score.

Your district leaders may have associated a special codes scale to the regular grade scale. If that is the case, you can click **Codes** in the Score Inspector and select a special code, such as **INC**, to score a student’s assignment. In some cases, you may also see other system-generated icons that are related to standards grades.

To open the Score Inspector, click in a score cell on the Assignments or Scoresheet pages.

The following table provides brief explanations of the flags (score indicators) and other icons available in the gradebook.

Flag or Icon	Description
	Indicates that an assignment was collected
	Indicates that an assignment is late
	Indicates that an assignment is missing
	Indicates that an assignment is exempt
	Indicates that an assignment wasn't completed due to the student being absent
	Indicates that an assignment is incomplete
	Indicates that a comment was added
	Indicates that evidence exists for mastery that may differ from a student's calculated standard

Scoring Assignments

Use one of two methods to score an assignment—score a single assignment from the Assignments page, or score multiple assignments on the Scoresheet.

To enter scores, flags, or comments for a single assignment:

1. Click **Grading**
2. Select **Assignment List**
3. Click the name of an assignment
4. Click in a student's score cell and type a score, such as 72
5. **Save** the scores

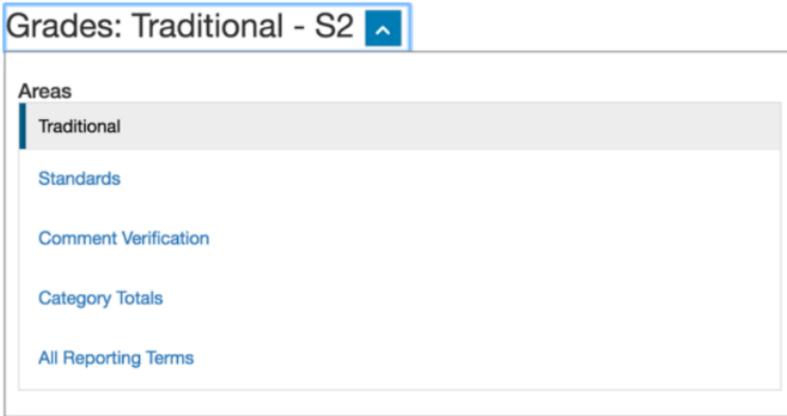
To enter scores, flags, or comments for one or more assignments on the Scoresheet:

1. Click **Grading**
2. Select **Scoresheet**
3. Click in a student's blank score cell for the selected assignment and enter a score in the Score Inspector
4. Click **Save**

Working with Final Grades

Final grades are updated automatically throughout the term as you enter assignment scores in the gradebook. When the term comes to a close, however, you may have additional tasks to perform before submitting grades for report cards to make sure that your final grades are accurate. For example, you may have to modify individual scores. Occasionally, you may also need to modify a student's final grade in a course based on effort, participation, or other performance factors.

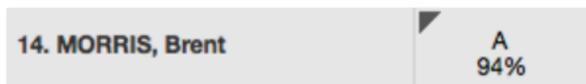
To work with final grades, click **Grading** and use the links in the Grades section. Access the same links through the Quick Menu— the arrow next to the heading at the top of the grading pages.



To modify a final grade:

1. Click **Grading**
2. Click **Traditional**
3. Click a student's final grade
4. In the Score Inspector, edit the student's grade. For example, change percentage of 91 to 94.
5. Click **Save**

Notice that the student's final grade cell has a small triangle in the upper-left corner, which indicates that the grade has been modified manually.



6. Open the Quick Menu and select Standards
7. Click **Save**

To revert to the calculated grade, click the Undo icon in the Score Inspector. To view additional standards metrics, click the gear icon at the top of the page and then select **Show Metrics** to view the mean, median, and mode statistics.

Recalculating Final Grades

Although final grades in PowerTeacher Pro are calculated automatically, you can force a recalculation, if necessary. Use the recalculate tool after making significant changes in the gradebook, such as adding multiple assignment scores for students who transferred from another class. Also, recalculate grades when your PowerSchool administrator changes a setting that affects the gradebook, such as the grade calculation formula, or when you assign an alternate grade scale to a student.

To use the recalculate tool:

1. Click **Grading**
2. Select **Traditional**

Or select Scoresheet, Standards, Comment Verification, Category Totals, or All Reporting Terms under Grading. Under Students, click Assignments, Standards Progress, or Comment Log.

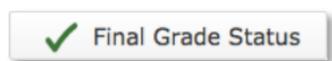
3. Click the gear icon
4. Select **Recalculate Final Grades**
5. Select the classes in which you are recalculating grades
6. To recalculate traditional grades, check **Traditional Final Grades**
8. Click **Recalculate**

Submitting Final Grades

At the end of the term, notify your school's PowerSchool administrator that you have finished entering the scores for the term and that final grades are ready to be stored.

1. Select a class and verify that you are in the correct term
2. Click **Grading**
3. Select **Traditional**
4. At the bottom of the page, click **Final Grade Status**
5. When you have completed your final grades, check **[Term] Final Grades are Complete**
6. Enter a comment indicating that final grades are complete, and click **Save**

The green check mark next to "Final Grade Status" indicates that final grades are complete.



If you aren't done with final grades yet, leave the check box and comment box clear.

Analyzing Class Progress

To analyze the performance of an entire class, begin by selecting the class at the top of the gradebook window. Then, click **Progress**. Depending on how the gradebook is set up, you can view class progress on traditional grades and standards grades.

Viewing Traditional Grades Progress

To view traditional grades progress:

1. From the Progress menu, select **Traditional**

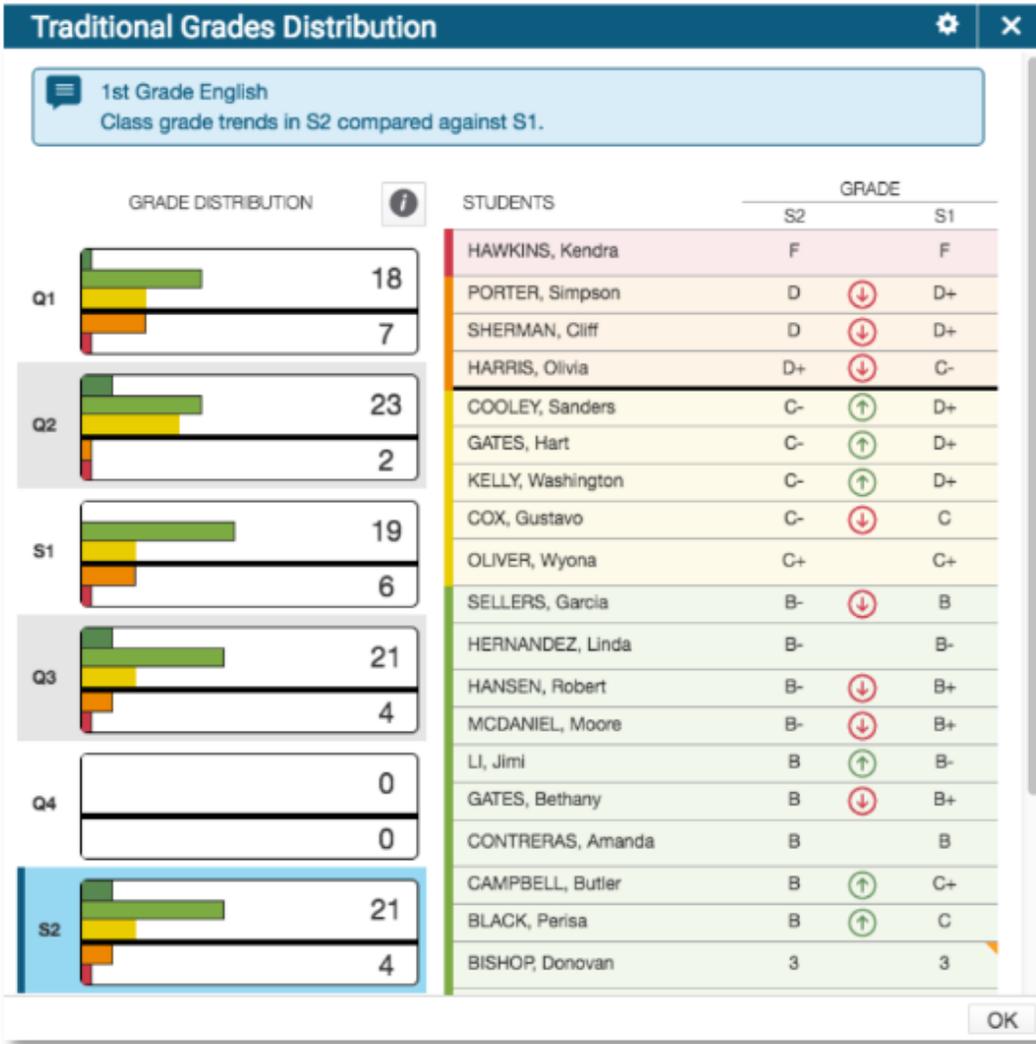
The graph on the Traditional Grades Progress page shows the distribution of grades for the class for the selected reporting term. Click the information (i) icon to view the traditional grades included in each color level. To the right of the graph, view a summary of the total number of students who have missing, late, or incomplete assignments.



2. Click **View All** to open the Traditional Grades Distribution window
3. On the left side of the Traditional Grades Distribution window, view the grade distribution for each reporting term in the school year
4. On the right, view the grade trends of the students in the class for the selected term, compared to the previous term

A red arrow in the Grade column indicates that the student's grade is trending down between the selected terms. A green arrow indicates an upward trend, while no arrow indicates no change. You can see which students are performing better or worse between terms.

5. To compare trends between a different selection of subsequent terms, click a term in the Grade Distribution column
6. Click the information (i) icon to view the grades included in each color level
7. To close the window, click **X** in the upper-right corner



Running PowerTeacher Pro Reports

The gradebook contains reports that you can view onscreen or print. Personalize each report by entering a custom title or by including a top note, bottom note, or signature line. The following table provides brief descriptions of the reports:

Report Name	Description
Individual Student Report	<ul style="list-style-type: none"> Use this report to view or print a summary of the class activity per student Include only one class or the student's full schedule Include student numbers next to student names for identification purposes Present a summary of student work to parents at conferences or to a principal during a review, or use the report as a midterm update for students and parents Choose whether or not to include course grades and attendance, assignments, category totals, standards scores, citizenship scores, and comments Print the report for a few students or a group

Report Name	Description
Multi-Function Assignment Report	<ul style="list-style-type: none"> Use this report to view or print a list of students and scores per assignment Use it to find missing, late, or incomplete assignments, to help students and parents keep up with class work, to target students who need extra help, or to gauge which assignments present the most challenges to students
Scoresheet Report	<ul style="list-style-type: none"> Use this report to print a copy of the Scoresheet page Include final grades and assignment scores Use student numbers or names Sort students by name, student number, or randomly Use it to post a printout of students' grades Run the report as a PDF or an Excel spreadsheet

Report Name	Description
Student Roster	<ul style="list-style-type: none"> Use this report to view or print demographic information by class Use the report, for example, to keep track of money collected for classroom field trips, or as an emergency contact list Customize the report by adding blank columns (the report remembers the information you entered last) Use the Order arrows to arrange the columns in any order Run the report as a PDF or an Excel spreadsheet

To run the Individual Student Report:

1. Click **Reports**
2. Select **Individual Student Report**
3. Enter a report title, such as *Progress Report*
4. Open the **Select Classes** menu and choose the classes to include on the report
5. To use a previously customized class name, check Use Custom Class Name
6. Since you are creating a progress report that includes students' course grades in only your class instead of all of their classes, leave the "Include Students' Full Schedules" check box clear
7. In the Sort Options section, open the Layout menu and choose **By Section, By Student**
8. To sort the report by students' last names, open the Students menu and choose **Last Name**

To use the preference for how student names are sorted by default in your gradebook that you defined under Settings > Display Settings, choose **Gradebook Preference**.

9. Use the Assignments menu to sort the assignments by due date or by category and due date

10. Open the Areas To Include menu and check **Course Grade Comments** and **Assignment Comments** to include any comments that you've entered about the students in the report

"Course Grades and Attendance," Assignments, and Category Totals are checked by default.

11. Click the Areas To Include menu again to close it

12. Verify that **Show Percentages** is selected to include students' grade percentages in the report

13. To help with identifying students with the same name, add student numbers to the report by selecting **Include Student Number with Student Name**

14. To include students' grades from the current term, use the default settings under Date Range

15. Use the default settings under Data Filters to include any assignments, any scores, any category, and any course grades

16. Open the Students tab

17. To run the report for a selection of students rather than for all of the students in the classes, click **Add/Remove Students**

18. All of the students are selected by default, so clear the check box to the right of the Filter area, then in the list of students, check the boxes next to individual student's names

19. Scroll to the top of the page and click the Format tab

20. Since you are including all of the available data in the report, leave the page orientation set to **Landscape** to make the text easier to read

21. Use the default option **PDF** for the report output

22. To create a page break between students, check **Page Break**

23. Choose to exclude row shading to save ink during printing

24. Leave the "Include" check box clear for the Top Note option, since you don't plan to include a note at the top of the report

25. Leave the "Include" check box clear for the Bottom Note option, since you don't plan to include a note at the bottom of the report

26. Clear the Signature Line check box, since you don't need parents to sign the report

27. To generate the report, click **Run Report**

Progress Report				AGUILAR, Sprik				
Class: 2(A-B) Trigonometry				Teacher: Hicks				
Final Grade								
Rpt. Term	Grade	Percent	Absent	Tardy	Missing	Late	Incomplete	
Q1	C	74.52%						
Assignment Scores								
Date	Category	Assignment	Score	Pts Poss	%	Grade	Flags	Comment
10/29/2016	Test	Multiplication Practice 2	70	100	70%	C-		
10/27/2016	Group Project	RS Pg 111-115		70			Co	

To run the Student Roster report for a class:

1. Open the menu at the top of the gradebook window and select a class
2. Click **Reports**
3. Select **Student Roster**
4. Enter a report title, such as *Field Trip Roster*
5. Since you selected a class before you navigated to the Reports menu, it is already selected for the Classes option
6. To sort the roster of students by last name, open the **Students** menu and choose **Last Name**
7. Add columns of student information by opening the Add Columns menu and clicking **Add** next to Gender and Grade Level
8. Click **Add** next to Blank twice to include a column for taking attendance and one for tracking participation (or whatever you need a column for). A column titled "Name" is included by default to list the students' names.
9. Click the Add Columns menu again to close it
10. Enter *Attendance* as the title of the first blank column
11. Enter *Participation* as the title of the second blank column
12. Click the Students tab at the top of the page and verify that the report applies to all of the students in the selected class
13. Scroll to the top of the page and click the **Format** tab
14. Open the **Orientation** menu and choose **Portrait**
15. Use the default option **PDF** for the report output. To work with the data in a spreadsheet, choose Excel.
16. Use the default settings for the rest of the format options
17. To generate the report, click **Run Report**