

PowerTeacher Gradebook

Quick Reference

Launching the Gradebook

The gradebook requires the use of Java, so make sure you have the latest version of Java.

1. Log on to PowerTeacher using your username and password.
2. On the Start page, click Gradebook > Launch Gradebook.
3. As the program launches, (first time only, click the trust button) and click Run.
4. When you are ready to quit using the gradebook, navigate to the PowerTeacher Gradebook menu at the top of your screen, and click Quit PowerTeacher Gradebook, or close the gradebook window.

Creating Categories

To save you time, the gradebook contains five pre-defined categories: Homework, Notebook, Project, Quiz, and Test. These categories and any you create will be available to all of the classes you teach.

1. From the Tools menu, select Categories.
2. Click the Plus (+) in the lower left-hand corner of the Categories window.
3. Enter information in the appropriate fields
4. You can continue to add categories by clicking the Plus sign, or you can modify an existing category by changing the default values in its fields. Clicking the Minus sign (-) will delete the selected category.
5. When you are finished, click Close. The categories will be saved.

Final Grade Setup

By default, final grades are calculated by total points. You will only need to set up your final grades if a different calculation is needed.

1. Click the Grade Setup tab.
2. Select a term to work with by clicking it in the upper pane. (Note: if you do not see the terms you wish to work with, select a different term from the menu above the class list on the left.)
3. Choose the calculation method, term weights or category weights. Then, enter weights for the terms or categories chosen.
4. Click Save.

Setting up Groups

Group students to increase your ability to adapt instruction to their particular needs.

1. Click the Students tab.
2. Click the Plus (+) in the far left column of the Student Groups window and select Add Group Set.
3. Add the name of the group set in the box that appears.
4. Right-click on the group 1 icon and rename.
5. Click the Plus (+) (see #2) to add more groups to that set.
6. Drag and drop students to appropriate groups.
7. You can create numerous group sets for different purposes (accommodations, projects, field trips, etc.).

Entering Assignments

The gradebook allows assignments to be added anytime during the school year or to be copied from a previous school year. Whenever you choose to add assignments, you can make the information available to parents or guardians and students on your timetable.

1. From the Assignment tab, click the Plus (+) below the Assignment list to open the New Assignment pane.
2. Enter the necessary information into the fields.
3. Click the Publish tab in the assignment pane.
4. Choose when to publish assignments.
5. Select the Publish Scores check box to show scores in the PowerSchool portals. (Parents will see only their child's grade.)
6. Click Save in the lower right corner. The assignment will appear in the Scoresheet.
7. Blank scores do not count against the student. If you choose to add the "Missing" comment from the Score Inspector, you must still put in a 0 if you want the student to receive no credit for the assignment.

Using the Score Inspector

Scores may be entered directly on the Scoresheet. The Score Inspector is a tool in the gradebook by which you can note if an assignment was received late, if a student is exempt from completing the assignment, if the assignment is missing, and even that you've collected the assignment without entering a point value. You can also use this tool to enter a score comment.

1. Click the Tools menu and click Score Inspector. (Right-clicking or control-clicking a score also makes the Score Inspector available.)
2. Mark the assignment Collected, Late, Exempt, or Missing.
3. Enter a score.

4. Click Comment Bank to enter pre-defined comments or type directly in the comment box.
5. When you are finished, click Close. Indicators will appear on the Scoresheet for assignments marked Collected, Late, Exempt, and Missing. An indicator will also appear for scores with comments.

Copying Assignments

1. Select a class from the Classes pane.
Note: Section numbers do not appear on the Class List. To view this information while you are copying assignments, launch an additional window from the gradebook menu bar by choosing Window > New. In the new window, click the Class Info tab.
2. Click the Assignments tab. The Assignment window appears.
Note: To increase or decrease the size of the contents within the window, choose View > Zoom.
3. Select an assignment.
4. Either choose Tools > Copy Assignments from the gradebook menu bar or right-mouse click and select Copy Assignments. The Copy Assignments dialog appears.
5. Edit the information as needed.
6. Click OK. The assignment or assignments are copied to the selected classes.

Adding a Class Description (Conrady only)

1. Select a class from the Classes pane.
2. Click the Class Content tab. The Class Content window appears.
3. Select Class Info mode.
4. Enter the required information.
5. Optionally, click Add Web Link to add a Web link to the class description.
6. Click Save.

Printing Reports

The reports available through the gradebook allow you to have a paper or electronic copy of information to show the principal or a parent. You have the ability to personalize each report by entering a custom title or by including a top note, bottom note, or signature line. There are eight types of reports available, and they can be presented in three output types: PDF, HTML, or Text Export (CSV).

1. Click the Reports tab to see the list of reports described below:
 - Attendance Grid - Use to mark attendance manually. Format to print for specific dates or no dates.
 - Category Total Report - View a summary of category totals for a student or class. Choose to report a specific term or all terms.
 - Final Grade and Comment Verification - View final grade information for your students. Select to include all final grade information or specific information, like final grade only.

- Individual Student Report - View a summary of class information per student similar to a progress report. Choose what grade information is printed as well as the date range.
- Missing Assignment Report - View a list of students with assignments not scored or missing. Select to print the student number instead of name so the list may be posted.
- Scoresheet -Print a paper copy of grade and assignment data. Choose to print all categories or one category, and select to include final grades and assignments.
- Student Multi-Section Report - View final grade information for all of a student's sections, not just your class. Choose specific terms to include.
- Student Roster - View student demographic information. Select to include a variety of student information and even format a column to keep track of money collected or permission received.

2. After you have formatted the chosen report, click Run Report.