

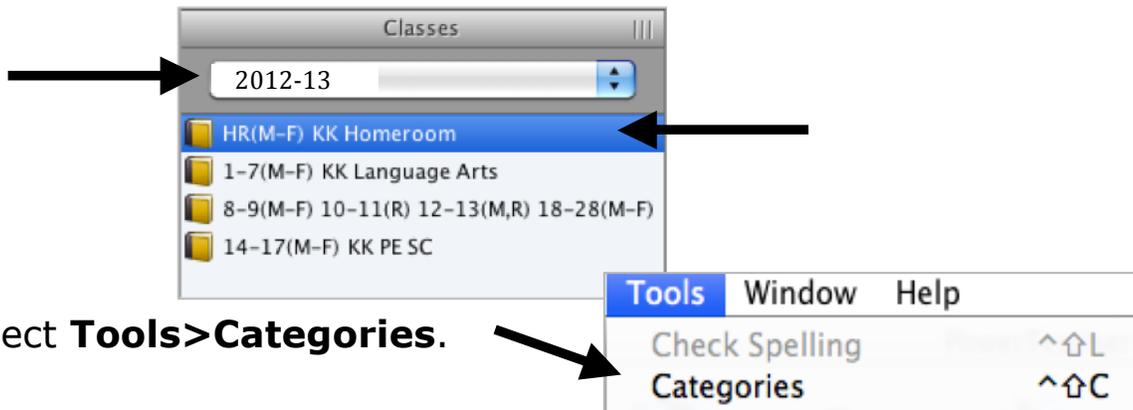
Launch Gradebook

**POWERTEACHER GRADEBOOK**  
**Kindergarten**  
**2012-13**

Shelby County Schools  
July 2012

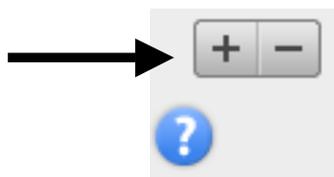
**These directions are written to guide you in completing your gradebook setup after your students have been placed in your homeroom and all other classes.**

- 1.** Login to PowerTeacher and launch your gradebook.
- 2.** Select the 2012-13 school year and your **Homeroom** from the class list.



- 3.** Select **Tools>Categories**.

- 4.** In the Categories window click the + in the lower left corner.



- 5.** Create 4 categories using the following names.
  - Q1 Standards
  - Q2 Standards
  - Q3 Standards
  - Q4 Standards

You must enter an abbreviation and you may choose any color.

Ignore the bottom portion.

A screenshot of the 'Category' form. The form has the following fields: 'Name' (text input), 'Abbreviation' (text input), 'Color' (dropdown menu with 'None' selected), 'Points Possible' (text input with '10'), 'Extra Points' (text input with '0'), 'Score Type' (dropdown menu with 'Points'), and 'Include in Final Grade' (checkbox checked). Below the fields is a note: 'These options will be applied as defaults to any new assignments when created for this category.'

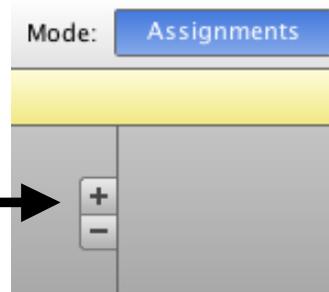
- 6.** Change the reporting term to **All**.



**7.** Select **Assignments** in the **Mode** area.

**8.** Create an assignment called Quarter  
1. **Use the date of 08/06/2012 for Quarter 1.**

Select the **+** each time you want to add an assignment

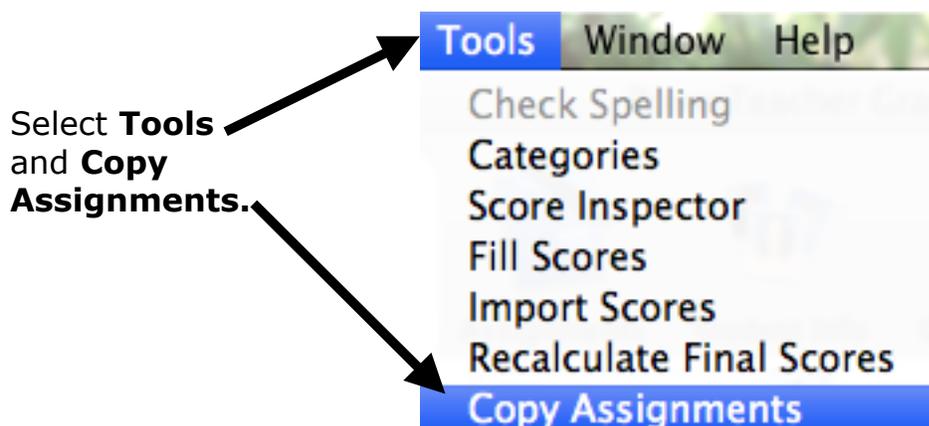


**9.** Click the  button in the lower right corner.

**10.** Repeat this process for Quarters 2,3, and 4 using the information below. **These dates MUST be used for each assignment.**

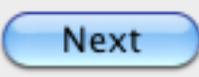
Name: Quarter 1 Date: <b>8/6/2012</b> Category: Q1 Standards	Name: Quarter 3 Date: <b>1/2/2013</b> Category: Q3 Standards
Name: Quarter 2 Date: <b>10/7/2012</b> Category: Q2 Standards	Name: Quarter 4 Date: <b>3/10/2013</b> Category: Q4 Standards

**11.** You can copy your Homeroom assignments to your KK Language Arts and KK Academics classes.



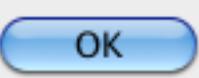
Place a checkmark beside every assignment.

Copy Assignments	
Copy assignments	
Select assignments	
<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	Quarter 1
<input checked="" type="checkbox"/>	Quarter 2
<input checked="" type="checkbox"/>	Quarter 3
<input checked="" type="checkbox"/>	Quarter 4

Click  in the lower right corner.

Put a checkmark beside your KK Language Arts and KK Academics classes.

<input type="checkbox"/>	Classes
<input type="checkbox"/>	 <i>same class</i>
<input checked="" type="checkbox"/>	 1-7(M-F) KK Language Arts
<input checked="" type="checkbox"/>	 8-9(M-F) 10-11(R) 12-13(M,R) 18-28(M-F) KK Academics
<input type="checkbox"/>	 14-17(M-F) KK PE SC

Click 

**12.** Verify that your four assignments were copied to your other classes by selecting each class and clicking on the Assignment tab.

**13.** The next step is to associate standards with each assignment. Return to your **Homeroom** section. Double-click on the Quarter 1 assignment. Select the **Standards** tab.



**14.** Refer to the document **KK Standards** to determine which standards are to be associated with the Quarter 1 assignment for Homeroom. Place a checkmark beside those standards. (In Homeroom every standard is assessed every quarter.)

Select	ID	Standard Name
<input checked="" type="checkbox"/>	K.5.1	↳ Works and plays cooperatively
<input checked="" type="checkbox"/>	K.5.2	↳ Follows directions
<input checked="" type="checkbox"/>	K.5.3	↳ Respects authority
<input checked="" type="checkbox"/>	K.5.4	↳ Controls talking

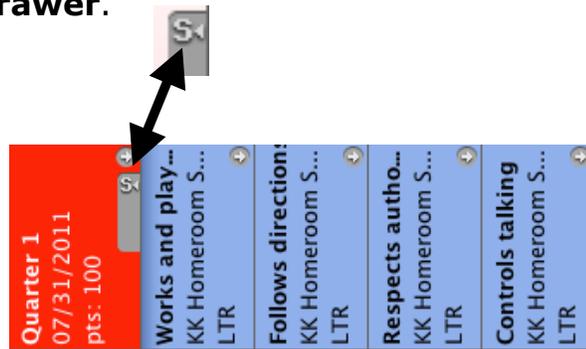
When the desired standards have been selected, click the  button in the lower right corner.

**15.** Repeat Step 14 for **Quarters 2,3 and 4** in **Homeroom** being careful to select the assignment for the correct quarter each time. **Save** after completing each assignment.

**16.** Close this window by selecting the **X**.



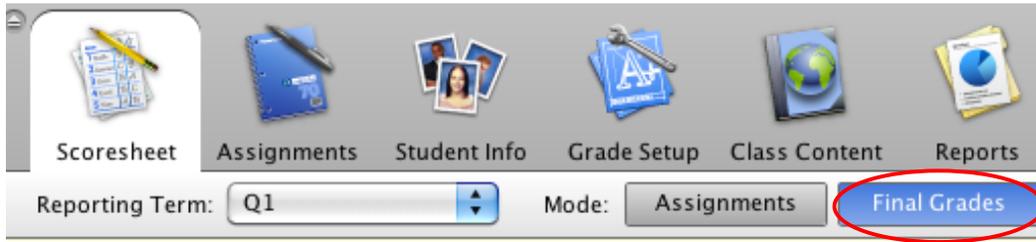
**17.** In the **Assignment** tab, view the standards associated with each assignment by clicking on the **S** (for standards) on the assignment. This will open the **Standards Drawer**.



The associated standards will be visible to the right of the assignment and will be a different color. **You will enter standards scores in this location.** You should not enter standards scores in the Final Grade Mode.

To close the **Standards Drawer** click the **S** again.

**18.** Move to Final Grades mode in order to write comments for each skill not successfully mastered by a student.



**19.** Repeat the steps for standards association for KK Language Arts and KK Academics.

**20.** After you have completed the setup in PT Gradebook and are ready to begin entering scores, be sure to filter to the **current term** and enter the scores in the **Assignment Mode>Standards Drawer** not the Final Grade Mode. When filtered to **Q1** you will see ONLY the standards for this quarter both in the drawer and in **Final Grade mode** where you enter the **Comments**.



**21.** To verify that your information will print correctly on Interim Reports and Report Cards you can view the Quick Lookup for your students in the PowerTeacher portal. If you see Comments listed in **S1** they will not appear on the Interim Reports. These must be entered in the correct **quarter**.

Q1	S1	Y1
S	S	S
S	S	S
S	S	S
N	N	N
S	S	S
S	S	S
N	N	N
S	S	S
S	S	S
S	S	S
S	S	S
S	S	S

**22.** It is recommended that you save often when entering large amounts of data. A good rule of thumb is to enter a column of scores and save before moving to the next standard.

**23.** If you have any questions please contact Karen Dew at [kdew@scsk12.org](mailto:kdew@scsk12.org) or 321-2685.