



PowerTeacher

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Shelby County Schools

August 2010

PowerTeacher and PowerTeacher Gradebook are web based. There is no application to install on your computer.

SCS Kindergarten teachers will enter Standards Based Grades in three (3) areas:

KK Homeroom (Conduct)

KK Language Arts (Language Arts)

KK Academics (Math)

KK PE SC is a placeholder for lunch and recess to complete the day for reporting purposes.

1

You access PowerTeacher at <https://ps.scsk12.org/teachers>. Your user name and password will be provided by your administrator.

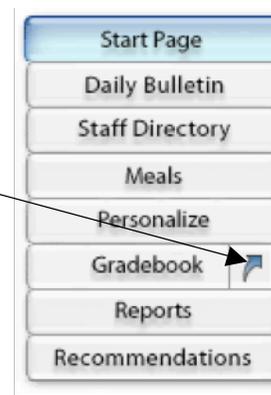


The image shows the PowerTeacher login interface. It features a logo at the top left, followed by the text "PowerTeacher". Below this, there are two input fields: "Username:" and "Password:". At the bottom right, there is a blue "Enter" button.

***Security Note: If asked to save your password answer, "NEVER FOR THIS SITE".**

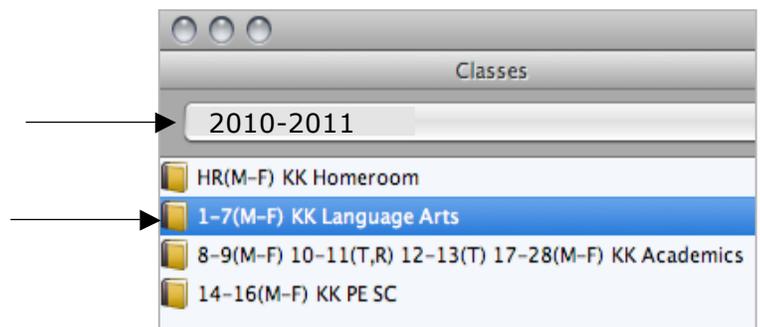
2

Select the **Quick Launch** arrow to launch the gradebook. You may be prompted to accept a Java download. Answer in the affirmative to each question.



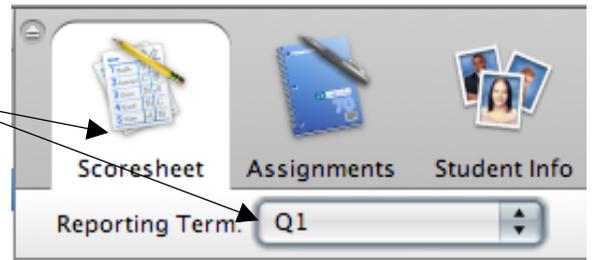
3

Verify that you are filtered to the current school year and select the class for which you wish to enter Standard Grades.

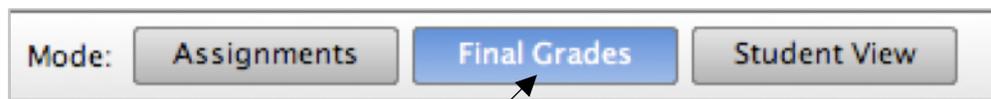


4

Filter to the current Reporting Term and select the Scoresheet tab.



5

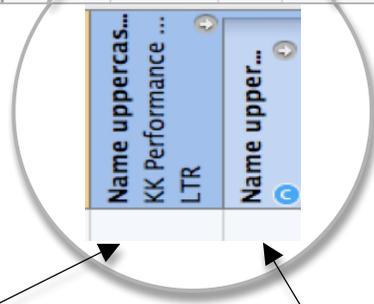


Select the Final Grades Mode

6

The students are listed alphabetically and the standards appear to the right of Citizenship.

Q1 In Progress		Citizenship Citizenship LTR	Name uppercas... KK Performance ... LTR	Name upper... LTR	Name lowercas... KK Performance ... LTR	Name lowerc... LTR	Understand wo... KK Performance ... LTR	Understand ... LTR	Identify letter s... KK Performance ... LTR
Students (19)	(Q1)...								
Beiriger, Sean									
Burleson, Brandon									
Carter, Zachary									



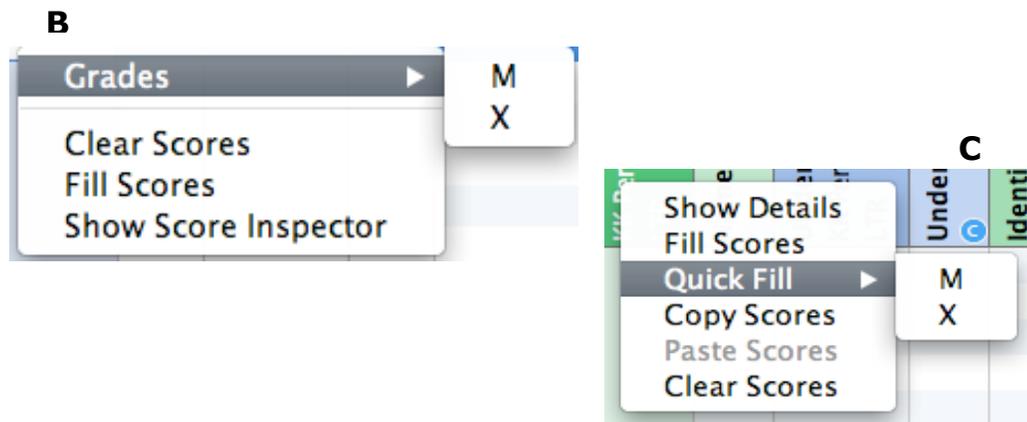
The column for **score entry** is darker than the **comment column** for each standard.

7

Entering Standard Grades

Standard scores may be entered in several ways.

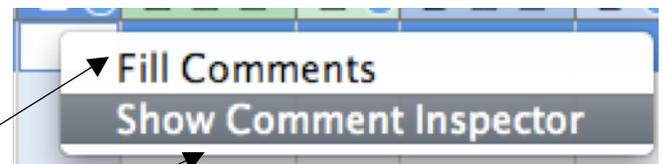
- By typing in the letter "M" (Meets Requirements) or "X" (Does not Meet Requirements) in the Standard (darker) column.
- By a CTRL>click in the cell where a score is to be entered and choosing the Grades option and selecting the score.
- By a CTRL>click on the Standard heading and selecting Quick Fill. This option fills all of the students with the same score and you can manually change the students as needed.



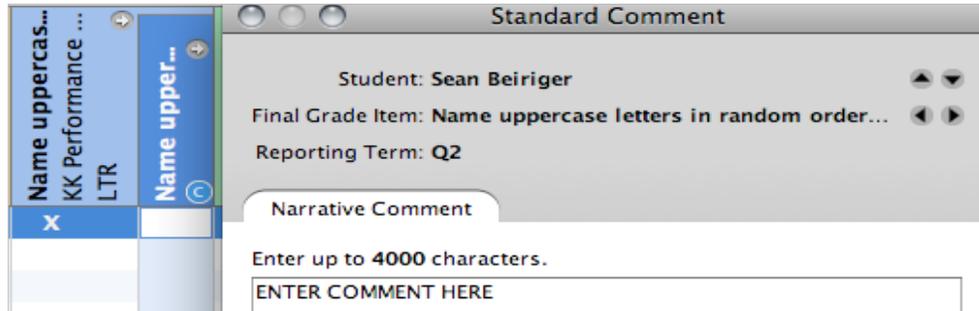
8

Entering Comments

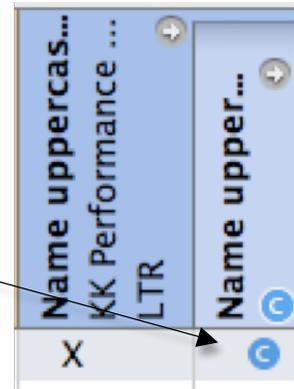
A comment regarding a score may be entered beside each standard grade. CTRL>click in a cell within the Comment column (lighter color) to the right of the associated standard. To enter the same comment for the entire class select **Fill Comments**. To write a comment for one student select **Show Comment Inspector**.



By using the Comment Inspector you are providing additional information regarding a score. This information is available on the Parent Portal.



When a comment has been entered a "C" will appear in the comment column. This will be visible in the Parent Portal.

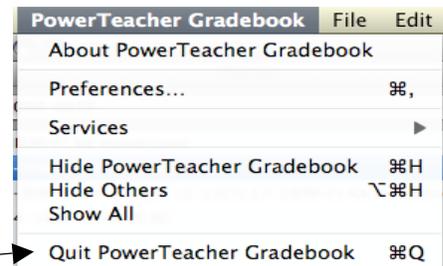


9 Requirements Specific to SCS

You **must** enter a comment for each score of "X".

10 Logging Out of PT Gradebook

Select **SAVE** frequently when entering scores. There is no additional backup needed. Do not stay logged in to PowerTeacher or PowerTeacher Gradebook when not in use. If you remain idle for a period of time you will be asked to reenter your password. When you are finished working select PowerTeacher Gradebook and Quit from the top left hand corner of your window.



**If you have questions you may call or email Karen Dew
@321.2685 or kdew@scsk12.org.**