

PowerTeacher 1.5 Gradebook User Guide



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This edition applies to Release 1.5 of the PowerTeacher Gradebook software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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This document has been edited to meet the specific needs of Shelby County Schools.
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Welcome

Introduction

Welcome to PowerTeacher! PowerTeacher contains the PowerTeacher gradebook, a full-featured grade-keeping application used to record, report, and monitor student performance.

With these powerful communication tools, everyone stays connected: teachers can use their gradebook to make decisions on what information they want to share with parents, students stay on top of assignments, and parents are able to participate more fully in their student's progress.

Quick Start

To get started immediately and begin taking advantage of PowerTeacher gradebook, perform the following tasks to set up and use the application. See the respective sections for detailed procedures.

Getting Started

[Open PowerTeacher Gradebook](#)
[PowerTeacher Gradebook Window](#)

Categories

[Predefined Categories](#)
[Work with Categories](#)

Assignments

[Work with Assignments](#)
[Publish Assignments](#)

Final Grades

[Define Final Grade Setup](#)

Scores and Other Information

[Work with Scores \(Scoresheet\)](#)
[Work with Assignment Scores \(Score Inspector\)](#)
[Work with Final Scores \(Score Inspector\)](#)
[Work with Assignment Status \(Scoresheet\)](#)

[Work with Assignment Status \(Score Inspector\)](#)

[Work with Final Grade Comments \(Score Inspector\)](#)

[Work with Score Comments \(Score Inspector\)](#)

Attendance

For information on taking attendance, see Teacher_Attendance.pdf at <http://www.scsk12.org/psinfo/teachers.html>.

Quit PowerTeacher Gradebook

[Quit PowerTeacher Gradebook](#)

Quick Entry Tips

To help you to quickly accomplish tasks you perform frequently, you can use the following quick entry tips, which include a number of shortcut keys. Shortcut keys consist of pressing one or a combination of keys on the keyboard to complete a task. See the respective sections for detailed procedures.

Scoresheet Keyboard Shortcuts

Task	Shortcut (Windows®)	Shortcut (Mac®)
Assignments: Assign 100% of points possible	Do one of the following: <ul style="list-style-type: none"> Enter an equal sign (=) and press ENTER to assign 100% of points possible for the assignment Open the Score Inspector and enter an equal sign (=) in the Score field 	
Collected: Mark or clear a student's assignment as collected	Do one of the following: <ul style="list-style-type: none"> Enter Col in the score field (repeat to remove) Enter a period (.) in the score field (repeat to remove) Ctrl>click in the score field and select Collected (repeat to remove) Open the Score Inspector and select the Collected checkbox (deselect the checkbox to remove) Use the Fill Scores command to apply to multiple students 	
Comments: Add a comment to a student's assignment score	Do one of the following, and enter comments in the Comment field: <ul style="list-style-type: none"> Press and hold CTRL+SHIFT+I Ctrl>click in the score field and select Show Score Inspector Use the Fill Scores command to apply to multiple students 	

Task	Shortcut (Windows®)	Shortcut (Mac®)
<p>Comments: Add a comment to a student's final grade</p>	<p>Do one of the following and enter comments in the Comment field:</p> <ul style="list-style-type: none"> • Double-click a student's final grade • Press and hold CTRL+SHIFT+I • Ctrl>click a final grade and select Show Score Inspector • Use the Fill Scores command to apply to multiple students 	
<p>Exempt: Mark a student's assignment as exempt</p>	<p>Do one of the following:</p> <ul style="list-style-type: none"> • Enter Ex in the score field • Ctrl>click in the score field and select Exempt • Open the Score Inspector and select the Exempt checkbox • Use the Fill Scores command to apply to multiple students 	
<p>Fill Scores: Assign a score, comment, and/or flag (late, collected, missing, exempt) to multiple students for an assignment</p>	<p>Do one of the following:</p> <ul style="list-style-type: none"> • Ctrl>click in the score field and select Fill Scores • Select Fill Scores from the Tools menu 	
<p>Late: Mark or clear a student's assignment as late</p>	<p>Do one of the following:</p> <ul style="list-style-type: none"> • Enter Lt in the score field (repeat to remove) • Enter an asterisk (*) in the score field (repeat to remove) • Ctrl>click in the score field and select Late (repeat to remove) • Open the Score Inspector and select the Late checkbox (deselect the checkbox to remove) • Use the Fill Scores command to apply to multiple students simultaneously 	
<p>Missing/Not Handed In: Mark or clear a student's assignment as missing</p>	<p>Do one of the following:</p> <ul style="list-style-type: none"> • Enter Mi in the score field (repeat to remove) • Enter a forward slash (/) in the score field (repeat to remove) • Ctrl>click in the score field and select Missing 	

Task	Shortcut (Windows®)	Shortcut (Mac®)
	(repeat to remove) <ul style="list-style-type: none"> • Open the Score Inspector and select the Missing checkbox (deselect the checkbox to remove) • Use the Fill Scores command to apply to multiple students simultaneously 	
Override a Final Grade	Do one of the following and select the Manual Override checkbox: <ul style="list-style-type: none"> • Double-click a student's final grade • Press and hold CTRL+SHIFT+I • Ctrl>click a final grade and select Show Score Inspector 	
Zoom In	Do one of the following: <ul style="list-style-type: none"> • Click a final grade field or assignment header and press and hold CTRL+SHIFT+= • Select Increase on the View menu 	
Zoom Out	Do one of the following: <ul style="list-style-type: none"> • Click a final grade field or assignment header and press and hold CTRL+SHIFT+- • Select Decrease on the View menu 	

Score Inspector Keyboard Shortcuts

Task	Shortcut (Windows)	Shortcut (Mac)
Navigate to the next assignment	Press and hold CTRL+ALT+RIGHT ARROW	Press and hold CTRL+OPTION+RIGHT ARROW
Navigate to the next student	Press and hold CTRL+ALT+DOWN ARROW	Press and hold CTRL+OPTION+DOWN ARROW
Navigate to the previous assignment	Press and hold CTRL+ALT+LEFT ARROW	Press and hold CTRL+OPTION+LEFT ARROW
Navigate to the previous student	Press and hold CTRL+ALT+UP ARROW	Press and hold CTRL+OPTION+UP ARROW
Open Score Inspector	Do one of the following: <ul style="list-style-type: none"> • Ctrl-click in a score field and select Score Inspector • Press and hold CTRL+SHIFT+I • Select Score Inspector from the Tools menu 	

Main Menu Keyboard Shortcuts

Task	Shortcut (Windows)	Shortcut (Mac)
Copy	Press and hold CTRL+C	Press and hold COMMAND+C
Cut	Press and hold CTRL+X	Press and hold COMMAND+X
Hide other application windows	Press and hold ALT+TAB	Press and hold OPTION+COMMAND+H
Hide PowerTeacher Gradebook window	Press and hold ALT+TAB	Press and hold COMMAND+H
Open Assignments window	Press and hold CTRL+SHIFT+2	
Open Categories window	Press and hold CTRL+SHIFT+C	
Open Class Info window	Press and hold CTRL+SHIFT+5	
Open Grade Scales window	Press and hold CTRL+SHIFT+G	
Open Grade Setup window	Press and hold CTRL+SHIFT+4	
Open Gradebook online help	Press F1	Press and hold COMMAND+?
Open New Gradebook window	Press and hold CTRL+N	Press and hold COMMAND+N
Open Reports window	Press and hold CTRL+SHIFT+6	
Open Score Inspector	Do one of the following: <ul style="list-style-type: none"> • Ctrl-click in a score field and select Score Inspector • Press and hold CTRL+SHIFT+I 	
Open Scoresheet window	Press and hold CTRL+SHIFT+1	

Task	Shortcut (Windows)	Shortcut (Mac)
Open Students window	Press and hold CTRL+SHIFT+3	
Open the Preferences window	Press and hold CTRL+,	Press and hold COMMAND+,
Paste	Press and hold CTRL+V	Press and hold COMMAND+V
Quit PowerTeacher Gradebook	Press and hold ALT+F4	Press and hold COMMAND+Q
Recalculate Final Scores	Press and hold CTRL+SHIFT+R	
Revert (discard unsaved changes)	Press and hold CTRL+R	Press and hold COMMAND+R
Save	Press and hold CTRL+S	Press and hold COMMAND+S

Get Started

About Getting Started

To get started, you must launch PowerTeacher gradebook.

Launch PowerTeacher Gradebook

PowerTeacher gradebook is accessible via the **Gradebook** button.

Note: If you experience a loss of connection, please check your network connection or contact your system administrator.

How to Launch PowerTeacher Gradebook

1. Click **Gradebook**. The PowerTeacher Gradebook Launch page appears.
2. Click **Launch Gradebook**.
3. On Mac systems, a certificate authentication message appears. Click **Trust**.

Note: You can have only one active session of PowerTeacher gradebook launched at a time. If you attempt to launch a second session of PowerTeacher gradebook, the Terminate Other Sessions window appears, displaying the message, "Other active sessions exist for this user account. Would you like to terminate the other sessions or quit this session?" Either click **Terminate Other Sessions** or **Quit**.

View Main PowerTeacher Gradebook Window

When you launch PowerTeacher gradebook, the main PowerTeacher Gradebook window appears. This window serves as the central point from which you begin your gradebook session.

The PowerTeacher Gradebook window consists of the following main areas:

- Menu Bar
- ID Bar
- Classes
- Student Groups
- Categories
- Navigation Bar

The PowerTeacher Gradebook window has four panes, Classes, Student Groups, the selected tab from the navigation bar, and its details. Each pane is adjustable, both horizontally and vertically. To adjust the width of a pane, click and hold the vertical three-line icon and drag right or left. To adjust the height of a pane, click and hold the horizontal three-line icon and drag up and down.

Menu Bar

The menu bar appears at the top of your display and provides access to the following menus:

Feature	Description
PowerTeacher Gradebook	Use the pop-up menu to select one of the following commands: <ul style="list-style-type: none"> • Preferences • Hide PowerTeacher Gradebook • Quit PowerTeacher Gradebook
File	Use the pop-up menu to select one of the following commands: <ul style="list-style-type: none"> • Save • Revert • Refresh Class Info
Edit	Use the pop-up menu to select one of the following commands: <ul style="list-style-type: none"> • Cut • Copy • Paste
View	Use the pop-up menu to select one of the following commands: <ul style="list-style-type: none"> • Scoresheet • Assignments • Students • Grade Setup • Class Info • Reports • Zoom
Tools	Use the pop-up menu to select one of the following commands: <ul style="list-style-type: none"> • Check Spelling • Categories • Score Inspector • Fill Scores • Import Scores • Recalculate Final Scores • Copy Assignment • Export Scores Template

Feature	Description
Window	Use the pop-up menu to choose New Window to open another instance of gradebook so that you can access other areas of gradebook at one time.
Help	Use the pop-up menu to select one of the following commands: <ul style="list-style-type: none"> Choose Contents to launch online help. For more information, see <i>Launch PowerTeacher Gradebook Help</i>. Choose Quick Entry Tips to view keyboard shortcuts. For more information, see <i>Quick Entry Tips</i>. <p>Note: The PowerTeacher gradebook help window is also accessible by clicking the Help icon, which looks like a question mark.</p>

ID Bar

The ID bar appears at the top of the PowerTeacher Gradebook window and displays your name and the name of your school.

Classes

The Classes pane appears in the upper-left corner of the PowerTeacher Gradebook window and includes the **Term Selector** and **Class List**. For more information, see *Classes*.

Student Groups

The Student Groups pane appears in the middle-left side of the PowerTeacher Gradebook window and displays student groups for a selected class. For more information, see *Student Groups*.

Categories

The Categories pane appears in the lower-left corner of the PowerTeacher Gradebook window and displays assignment categories. For more information, see *Categories*.

Navigation Bar

The navigation bar appears at the top of the PowerTeacher Gradebook window and provides a quick way to access the following areas:

Feature	Description
Scoresheet	Click this tab to access the <i>Scoresheet</i> window.
Assignments	Click this tab to access the <i>Assignments</i> window.

Feature	Description
Students	Click this tab to access the Students window.
Grade Setup	Click this tab to access the Grade Setup window.
Class Content	Click this tab to access the Class Content window.
Reports	Click this tab to access the Reports window.

Zoom In or Out of Window

PowerTeacher gradebook provides a zoom feature, which provides you with the flexibility to zoom in to see more detail of a window or zoom out to see more of the window at a reduced size. The zoom feature is available when using the Students, Assignment, Grades Setup, and Scoresheet windows. After a zoom level is selected, that zoom level becomes the default setting and applies to all four windows until you select a new zoom level.

How to Use the Zoom Feature

From the gradebook menu bar, do one of the following:

- Choose **View > Zoom > Increase** to zoom in. Increments are based on the preset zoom levels.
- Choose **View > Zoom > Decrease** to zoom out. Increments are based on the preset zoom levels.
- Choose **View > Zoom** and a zoom level.

Note: For additional entry options, see *Quick Entry Tips*.

Verify Password

If your session has timed out, you may be asked to re-enter your password to continue working.

How to Verify the Password

1. On the Verify Password window, enter your password.
2. Click **OK**.

Note: Alternately, you can press **ENTER** or **RETURN** on your keyboard.

PowerTeacher Gradebook Help

About PowerTeacher Gradebook Help

PowerTeacher gradebook help provides comprehensive information on navigating and using PowerTeacher gradebook.

Set Browser Preferences

Before you begin using PowerTeacher gradebook help, check your browser preferences to make sure your browser is set to open in a new window.

Note: If you do not set your browser to open in a new window, the help window launches in the existing open window, replacing PowerTeacher.

How to Set Browser Preferences for Firefox

1. Open **Firefox**.
2. From the menu bar, choose **Firefox > Preferences** (Mac) or **Tools > Options** (PC).
3. Click **Tabs**.
4. In the New pages should be opened in section, select the **a new window** option.
5. Close the window.

How to Set Browser Preferences for Internet Explorer

Note: For PC users only.

1. Open **Internet Explorer**.
2. From the menu bar, choose **Tools > Internet Options**.
3. Click **General**.
4. In the Open links from other programs in section, select the **A new window** option.
5. Click **OK**.

How to Set Browser Preferences for Safari

1. Open **Safari**.
2. From the menu bar, choose **Safari > Preferences** (Mac) or **Edit > Preferences** (PC).
3. Click **General**.
4. In the Open links from applications section, select the **in a new window** option.
5. Close the window.

Launch PowerTeacher Gradebook Help

After you have launched PowerTeacher gradebook, you can then launch the PowerTeacher gradebook help window from the menu bar, by using the command keys, or clicking the Help icon, which looks like a question mark.

How to Launch PowerTeacher Gradebook Help

Do one of the following:

- From the gradebook menu bar, choose **Help > Contents**.
- Press **COMMAND+SHIFT+?** (Mac).
- Press **F1** (Windows).
- Click the **Help** icon.

Note: You can resize the help window and move the help window to a convenient location on your desktop, so you can work with PowerTeacher gradebook. The PowerTeacher gradebook help window remains open until you choose to close it.

PowerTeacher Gradebook Help Window

The PowerTeacher gradebook help window is divided into two panes, the navigation pane on the left and the topic pane on the right.

Navigation Pane

The navigation pane on the left contains the **Contents**, **Index**, and **Search** tabs, as well as navigation buttons you use to access and navigate the help topics.

Contents Tab

The **Contents** tab shows the organization of the help into folders. Each folder contains related topics with conceptual and procedural information.

- Click **Contents** to view a complete list of the different folders.
- Click a folder to show the topics related to that section.
- Click the folder again to hide the topics related to that section.
- Click a topic to view the information in the topic pane.
- Click **X** to hide the navigation pane.

Index Tab

The **Index** tab provides a way to search for information interactively. The index behaves differently depending on the computer you are using.

- If using Mac, topics are sorted by alphabetical listing. Click the letter that corresponds to the first letter of the index entry you want, and then click the topic. The information appears in the topic pane.

- If using Windows, a text field appears. Click **Index** and enter a keyword or phrase in the text box. The topics containing the index term display below the text box. Click the appropriate topic and the information appears in the topic pane.

Search Tab

The **Search** tab provides a way to locate occurrences of a specific word or phrase in the help. Click **Search**, enter a keyword or phrase in the text box, and then click **Go**. The topics containing the search phrase display below the text box. Select the appropriate topic and the information appears in the topic pane.

Topic Pane

The topic pane on the right displays individual help topics, such as information about PowerTeacher gradebook concepts or step-by-step procedures for using specific PowerTeacher gradebook features.

If you access the PowerTeacher gradebook help window from the menu bar or by using the command keys the topic pane displays the first topic within the PowerTeacher gradebook help, the *Introduction* section.

If you access the PowerTeacher gradebook help window by clicking the **Help** icon, the topic pane displays context sensitive information specific to the PowerTeacher gradebook window you are viewing, including:

- How do I display this window?
- What is the purpose of this window?
- What can I do on this window?
- What do the field on this window mean?

Links

Within help topics are links to additional information or procedures. These links display as underlined text. Click the underlined text to display the additional information.

Spell Check

About Spell Check

Spell check is an optional feature that you can use to identify misspelled or questionable words. When a misspelled or questionable word is identified, you have the basic option of changing the word in one instance or all instances, ignoring the word in one or all instances, or adding the word to your dictionary. There are two ways to use spell check, either **automatically** or by using **Check Spelling** from the gradebook menu bar.

Note: Spell check is available for the following PowerTeacher gradebook fields: assignment **Name** and **Description**, Category **Name** and **Description**, Assignment Score Inspector and Final Score Inspector **Comment**.

Turn Spell Check On or Off

Use the **Spell Check** tab on the Preferences window to turn spell check on and off.

How to Turn Spell Check On or Off

1. From the gradebook menu bar, choose **Gradebook > Preferences**. The **Preferences dialog** appears.
2. Click the **Spell Check** tab. **Spell Check preference information** appears.
3. Do one of the following:
 - Select the **Enabled background checking** checkbox to turn automatic spell check on.
 - Deselect the **Enabled background checking** checkbox to turn automatic spell check off.
4. Click **OK** to save your changes.

Note: Alternately, you can press **ENTER** or **RETURN** on your keyboard.

Manage Your Dictionary

Use the **Spell Check** tab on the Preferences window to customize your spell check dictionary by adding, editing, or deleting words.

How to Manage Your Dictionary

1. From the gradebook menu bar, choose **Gradebook > Preferences**. The **Preferences dialog** appears.
2. Click the **Spell Check** tab. **Spell Check preference information** appears.
3. **Edit the information as needed.**
4. Click **OK** to save your changes.

Note: Alternately, you can press **ENTER** or **RETURN** on your keyboard.

Automatically Check Spelling

As you enter text in a spell check enabled text field, the spell checker automatically checks the spelling of each word. If a misspelled or questionable word is identified, the spell checker uses a wavy red underline to indicate a possible spelling error. Using the contextual menu, indicate how you want the spell checker to handle the possible spelling error.

How to Automatically Check Spelling

1. Do one of the following:
 - If using a one-button mouse, press **CONTROL+click** a word with a wavy red underline. The contextual menu appears.
 - If using a two-button mouse, right-click a word with a wavy red underline. The contextual menu appears.
2. Do one of the following:
 - Click the spelling correction you want.
 - Click **More Suggestions** to view additional suggested spelling corrections for the word, and then click the spelling correction you want.
 - Click **Ignore All** to skip all instances of the word. Note that the next time you launch PowerTeacher gradebook, the word will appear with a wavy red underline.
 - Click **Add to Dictionary** to add the word to your **spell check dictionary**, such as proper names, technical terms, acronyms, and so on. The next time you launch PowerTeacher gradebook, the word will not appear with a wavy red underline, as it is now included spell check dictionary.
 - Click **Cancel** to close the contextual menu.

Note: If using **Ignore All**, This option is session specific.

Check Spelling

In addition to automatically checking the spelling of each word as you enter text in a spell check enabled text field, you can use the Check Spelling function to perform a complete spell check of the field. If misspelled or questionable words are identified, the spell checker uses a wavy red underline to indicate the possible spelling errors. Using the Check Spelling window, indicate how you want the spell checker to handle each possible spelling error.

How to Check Spelling

1. From the gradebook menu bar, choose **Tools > Check Spelling**. The **Check Spelling window** appears. The first the misspelled or questionable word appears in the **Not in Dictionary field**.
2. Do one of the following or **edit the information as needed**
 - To select one of the suggested spelling corrections, click the replacement word in the **Suggestions** list box, and then click **Change** or **Change All**.
 - To manually enter the spelling correction, highlight the word, enter the correction, and then click **Change** or **Change All**.
3. Repeat for each misspelled or questionable word. Once you have made your corrections, the Check Spelling window closes.

Preferences

About Preferences

Use Preferences to customize various aspects of PowerTeacher gradebook, including the Final Grade column of the Scoresheet window, the Class List in the Classes pane, and **Spell Check**.

Set Grading Preferences

Use the Grading tab on the Preferences window to customize what final grades appear in the Final Grade column on the Scoresheet window. If displaying percent or points earned, you can indicate whether you want the final grade score rounded or truncated, as well as the number of decimal places you want to appear.

How to Set Grading Preferences

1. From the gradebook menu bar, choose **PowerTeacher Gradebook > Preferences**. The **Preferences dialog** appears.
2. Click the **Grading** tab, if not already selected. **Grading preference information** appears.
3. **Edit the information as needed.**
4. Click **OK** to save your changes.

Note: Alternately, you can press **ENTER** or **RETURN** on your keyboard.

Set Section Preferences

Use the Section tab on the Preferences window to define how you want section information to appear in the class list in the Classed pane and in what order.

How to Set Section Preferences

1. From the gradebook menu bar, choose **Gradebook > Preferences**. The **Preferences dialog** appears.
2. Click the **Section** tab. **Section preference information** appears.
3. **Edit the information as needed.**
4. Click **OK** to save your changes.

Note: Alternately, you can press **ENTER** or **RETURN** on your keyboard.

Classes

About Classes

The Classes pane appears in the upper-left corner of the PowerTeacher Gradebook window and includes the **Term Selector** and **Class List**.

Select Terms

When you first launch PowerTeacher gradebook, the current full year term appears in the **[Term Selector]** pop-up menu. The pop-up menu displays current, future, and past year terms, as well as any lower level terms within a term.

How to Select a Term

On the main **PowerTeacher Gradebook window**, choose a term from the **[Term Selector]** pop-up menu. Classes for the selected term appear.

Note: The selected term becomes the new default setting.

Select Classes

When you first launch PowerTeacher gradebook, the Class List displays classes for the current term. The first class in your daily schedule is highlighted.

When selecting subsequent classes, the window that appears is the last window in which you were working. For example, if you are working in the Assignments window and need to switch to another class, when you select that class, the Assignments window for the selected class appears.

Note: Information that appears in the class list is defined by your section preferences. For more information, see ***Set Section Preferences***.

How to Select a Class

On the main **PowerTeacher Gradebook window**, select a class from the **Classes pane**. The window in which you were last working refreshes for the selected class.

Class Content

About Class Content

The Class Content window displays three modes; Class Info, School Content, and My Content. Basic class information displays in Class Info mode. Specific information such as a document or web site link that is geared to a course, section, or teacher displays in the School Content or My Content modes. Content links can be distributed to the School Content or My Content modes from PowerTeacher Administrator.

View Class Information

Use the Class Content page to view basic class information in Class Info mode.

How to View Class Information

1. Select a class from the **Classes pane**.
2. Click the **Class Content** tab. The **Class Content window** appears.
3. Click **Class Info** mode. Basic information about the class appears.

Add Class Descriptions

When entering a class description, you can use plain text, HTML, or a combination of both. After you enter a class description, this information may be shared with administrators, parents, and students.

How to Add a Class Description

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 + **link** to add a Web link to the class description. The **Add Web Link** dialog appears.
6. **Enter the required information.**
7. Click **OK** to close the **Add Web Link** dialog.
8. Click **Save**.

Note: The **Save** and **Revert** buttons appear shaded until information is entered.

Edit Class Descriptions

You can edit the class description from the Class Information window.

How to Edit a Class Description

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. **Edit the information as needed.**
5. Optionally, click **Add Web Link** to add a Web link to the class description. The **Add Web Link window** appears.
6. **Edit the information as needed.**
7. Click **OK** to close the **Add Web Link window**.
8. Click **Save**.

Note: The **Save** and **Revert** buttons appear shaded until information is entered.

Delete Class Descriptions

You can delete the class description from the Class Information window.

How to Delete a Class Description

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. Remove the text and HTML in the **Description** field.

Note: There are no restrictions when deleting.

4. Click **Save**.

View School Content

You can view links that have been created in PowerTeacher Administrator and distributed to the Class Content page in School Content mode. These links cannot be modified in PowerTeacher gradebook. You can add these links to specific assignments or class descriptions.

How to View School Content

1. Select a class from the **Classes pane**.
2. Click the **Class Content** tab. The **Class Content** page appears.
3. Select **School Content** mode. Distributed links appear on the page.

View Content Groups

You can view content groups that have been created in PowerTeacher Administrator and distributed to the Class Content page in School Content mode. These groups are read-only.

How to View Content Groups

1. Select a class from the Classes pane.
2. Click the **Class Content** tab.
3. Select **School Content** mode.
4. Click **Content Groups**. The **Content Groups dialog** appears.
5. Select a group on the left side of the dialog to view a description of the group.
6. Click **Close**.

View My Content

You can create links to specific Web sites, other applications, and content documents, such as PDF files and Microsoft Word, Excel, and PowerPoint documents that work with your class curriculum. You can add these links to specific assignments or class descriptions.

How to View My Content

1. Select a class from the Classes pane.
2. Click the **Class Content** tab. The **Class Content** page appears.
3. Select **My Content** mode. You can **add links** and **content groups** in this mode.

Add Links

Add links to the Class Content page in My Content mode.

How to Add a Link

1. Select a class from the Classes pane.
2. Click the **Class Content** tab.
3. Select **My Content** mode.
4. Click the **Plus (+)** button. The **Link Detail page** appears.
5. **Enter the required information.**
6. Click **Save**. The new link appears on the page.

Sort Links

Sort links that appear on the Class Content page in School Content or My Content mode.

How to Sort Links

1. Select a class from the Classes pane.
2. Click the **Class Content** tab.
3. Select **School Content** or **My Content** mode.

4. Click on any column heading to sort the link by that heading.

Edit Links

Edit links to the Class Content page in My Content mode.

How to Edit a Link

1. Select a class from the Classes pane.
2. Click the **Class Content** tab.
3. Select **My Content** mode.
4. Select a link. The **Link Details window** appears.
5. **Enter the required information.**
6. Click **Save**. The edited link appears on the page.

Delete Links

Delete links to the Class Content page in My Content mode.

How to Delete a Link

1. Select a class from the Classes pane.
2. Click the **Class Content** tab.
3. Select **My Content** mode.
4. Select a link. The **Link Details window** appears.
5. Click the **Minus (-)** button.
6. The link is removed from the page.

Add Content Groups

Use Content Groups to organize links on the Class Content page in My Content mode.

How to Add a Content Group

1. Select a class from the Classes pane.
2. Click the **Class Content** tab.
3. Select **My Content** mode.
4. Click **Content Groups**. The **Content Groups dialog** appears.
5. Click the **Plus (+)** button. The new content group appears on the left side of the dialog.
6. **Enter the required information.**

7. Click **Close**. The new group appears in the Group pop-up menu on the **Link Detail page**.

Edit Content Groups

Once you have created a content group, you can then update the information whenever needed.

How to Edit a Content Group

1. Select a class from the Classes pane.
2. Click the **Class Content** tab.
3. Select **My Content** mode.
4. Click **Content Groups**. The **Content Groups dialog** appears.
5. Select a group on the left side of the dialog.
6. **Edit the information as needed.**
7. Click **Close**. The changes appear on the Class Content page in My Content mode.

Delete Content Groups

Once you have created a content group, later you may find it necessary to delete it.

How to Delete a Content Group

1. Select a class from the Classes pane.
2. Click the **Class Content** tab.
3. Select **My Content** mode.
4. Click **Content Groups**. The **Content Groups dialog** appears.
5. Select a content group on the left side of the dialog.
6. Click the **Minus (-)** button. The content group no longer appears.
7. Click **Close**. The content group is removed from the Group pop-up menu on the **Link Detail page**.

Students

About Students

The Students window displays a list of students enrolled in a class and basic information about each student.

View Students

To view students for a particular class, select the class and click the **Students** tab.

Note: To view a particular set of students, you can use the student groups filter mode. For more information, see *Filter by Student Groups*.

How to View Students

1. Select a class from the **Classes pane**.
2. Click the **Students** tab. The **Students window** displays the class roster, which includes basic information for each student.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

Filter Students

By default, the Students window displays students who are currently enrolled in the class. You can customize the appearance on the Students window using filtering. Filtering allows you to indicate which students appear based on student group or combination of.

How to Filter Students

1. Select a class from the **Classes pane**.
2. Click the **Students** tab. The **Students window** appears.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. See *Filter by Student Groups*.

Sort Students

By default, the Students window displays students in ascending order by last name. Using the column headings, you can sort data in ascending or descending order based on the column heading you select.

Note: To view a particular set of students, you can use the student groups filter mode. For more information, see *Filter by Student Groups*.

How to Sort Students

1. Select a class from the **Classes pane**.
2. Click the **Students** tab. The **Students window** displays students in ascending order by name.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. Click a column heading to sort the **Students window** by that column heading. When sorted in ascending order, an upward pointing arrow appears in the column heading. When sorted in descending order, a downward pointing arrow appears in the column heading.

View Student Details

To view student details, either double-click the student's name or click the arrow next to the student's name.

How to View Student Details

1. Select a class from the **Classes pane**.
2. Click the **Students** tab. The **Students window** appears.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. Click the student's name or click the arrow next to the student's name. The **Student Detail window** appears.

View Alerts

If an alert icon appears for a student, click the icon to view the specific text for the alert. A student may have one or more of the following alerts:

- A discipline alert indicates any discipline information for the student that administrators want to bring to the teacher's attention.
- A guardian alert indicates any guardian information for the student that administrators want to bring to the teacher's attention.
- A medical alert indicates any medical information for the student that administrators want to bring to the teacher's attention.
- An other alert indicates any other information for the student that administrators want to bring to the teacher's attention.

How to View an Alert

1. Select a class from the **Classes pane**
2. Click the **Students** tab. The **Students window** appears.
Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**
3. Click the student's name or click the arrow next to the student's name. The **Student Detail window** appears.
4. Click the **Discipline**, **Guardian**, **Medical**, or **Other** icon to view the alert text. The Alert window appears.
5. Click **OK** to close the Alert window.

Note: Alternately, you can press **ENTER** or **RETURN** on your keyboard.

Student Groups

About Student Groups

Students arrive on the first day of school with different needs and levels of readiness. Using student groups, you can adapt instruction to the particular needs of students. Student groups are made up of a hierarchical structure: a set, groups within that set, and students within those groups. Student groups are class-specific. Therefore, you need to create student groups for each class in which you want to use student groups.

Predefined Student Groups

In addition, PowerTeacher gradebook also includes two pre-defined student groups: active and dropped. The active students group contains only those students who are currently enrolled in a class. The dropped students group contains only those students who are no longer enrolled in a class.

Highlight vs. Filter

Student groups operates in two modes: highlight and filter. By default, the student groups pane operates in highlight mode where selected students appear highlighted on the Scoresheet and Students windows in addition to the other students within a class. To only view selected students on the Scoresheet and Students windows, use the filter mode. Whether operating in highlight or filter mode, your selection can include one or more sets, groups, students, or combination of.

Reports

In order to generate reports for a specific set, group, individual student, selection of students, or any combination, you need to set up student groups. Simply create a set, a group, and add students to the group. Then, on a report, select the **Selected Groups and/or Students** option and then select the set, group, individual student, selection of students, or any combination from the Students Group pane that you want in the report.

Highlight by Student Groups

Use the student groups highlight mode to highlight selected students on the Scoresheet and Students windows.

How to Highlight by Student Groups

1. Select a class from the **Classes pane**.
2. In the **Student Groups pane**, choose the **Highlight Selected** from the pop-up menu.
3. Do one of the following:

Note: To view the contents of a set or group, click the arrow next to that set or group. Alternately, to hide the contents of a set or group, click the arrow again.

- Select **Active** to view students who are currently enrolled in the class.
- Select **Dropped** to view students who are no longer enrolled in the class.
- Select one or more sets.
- Select one or more groups.
- Select one or more students.
- Select any combination of above.

Note: To make multiple selections, press and hold **COMMAND** (Mac) or **CONTROL** (Windows) as you make each of your selections.

Note: To remove the highlight, press and hold **COMMAND** (Mac) or **CONTROL** (Windows) as you click on the student group name in the Student Group pane.

Filter by Student Groups

Use the student groups filter to customize the appearance on the Scoresheet and Students windows by indicating the specific set of students you would like to view. By default, all active students appear when viewing either of these windows.

How to Filter by Student Groups

1. Select a class from the **Classes pane**.
2. In the **Student Groups pane**, choose **Filter Selected** from the pop-up menu.
3. Do one of the following:

Note: To view the contents of a set or group, click the arrow next to that set or group. Alternately, to hide the contents of a set or group, click the arrow again.

- Select **Active** to view students who are currently enrolled in the class.
- Select **Dropped** to view students who are no longer enrolled in the class.
- Select one or more sets.
- Select one or more groups.
- Select one or more students.
- Select any combination of above.

Note: To make multiple selections, press and hold **COMMAND** (Mac) or **CONTROL** (Windows) as you make each of your selections.

4. Select **Highlight Selected** from the pop-up menu to highlight the selected group of students. The selected students are highlighted.

Create Sets

The first step to creating student groups is to create a set. Remember that the class for which you are creating student groups must be selected. After you have created the sets you want, you can create groups for those sets.

How to Create a Set

1. Select a class from the **Classes pane**.
2. In the **Student Groups pane**, do one of the following:
 - Click the **Plus (+)** button and select **Add Group Set**.
 - If using a one-button mouse, press **CONTROL+click** and select **Add Group Set**.
 - If using a two-button mouse, right-click and select **Add Group Set**.

The Add Group Student Set window appears.

3. Enter the name of the set (up to 50 characters) in the **Group Set Name** field.
4. Choose the number of groups you want to add to the set from the **Number of Groups** pop-up menu.
5. Enter the name of the group (up to 50 characters) in the **Group Name** field. Repeat for each group.
6. Click **OK**. The new set appears in the Students Group pane.

Edit Sets

Once you have created a set, you can then update the information whenever needed.

How to Edit a Set

1. Select a class from the **Classes pane**.
2. In the **Student Groups pane**, select the set you want to rename. Your selection appears highlighted in blue.
3. Do one of the following:
 - If using a one-button mouse, press **CONTROL+click** and select **Edit**.
 - If using a two-button mouse, right-click and select **Edit**.

The Edit Student Group Set window appears.

4. Enter the name of the set (up to 50 characters) in the **Group Set Name** field.
5. Click **OK**. The updated set appears in the Students Group pane.

Delete Sets

Once you have created a set, later you may find it necessary to delete it. If so, you can delete the set from the Student Groups pane.

How to Delete a Set

1. Select a class from the **Classes pane**.
2. In the **Student Groups pane**, select the set you want to delete. Your selection appears highlighted in blue.

Note: Press and hold **COMMAND** (Mac) or **CONTROL** (Windows) to select multiple sets.

3. Do one of the following:
 - Click the **Minus (-)** button.
 - If using a one-button mouse, press **CONTROL+click** and select **Delete**.
 - If using a two-button mouse, right-click and select **Delete**.

The Delete Selected Student Group Information window appears.

Note: If a set has one or more groups associated to it, the message "This set is not empty. Delete anyway?" appears. If deleting more than one set, the message "About to delete multiple sets, groups, and/or students. Continue?" appears.

4. Click **Yes** to delete the set. The **Student Groups pane** appears without the deleted set.

Create Groups

After you have created a set, you can add one or more groups to that set. The class for which you are creating student groups must be selected. After you have created the groups you want, you can add students to those groups.

How to Create a Group

1. Select a class from the **Classes pane**.
2. In the **Student Groups pane**, select the set or a group within the set you want to add a group to. Your selection appears highlighted in blue.

Note: Click the arrow next to the set to expand a set and view the groups within the set.

3. Do one of the following:
 - Click the **Plus (+)** button and choose **Add Group**.
 - If using a one-button mouse, press **CONTROL+click** and select **Add Group**.
 - If using a two-button mouse, right-click and select **Add Group**.

The Add Student Group window appears.

4. By default, the set or a group within the set you selected appears in the **Associated Group Set** pop-up menu. Use the pop-up menu to choose a different set in which to add the group, if needed.
5. Enter the name of the group (up to 50 characters) in the **Group Name** field.
6. Click **OK**. The new group appears in the Students Group pane.

Edit Groups

Once you have created a group, you can then update the information whenever needed.

How to Edit a Group

1. Select a class from the **Classes pane**.
2. In the **Student Groups pane**, click the expanding arrow next to the set that contains the group you want to rename. The groups belonging to the set appear.
3. Select the group you want to rename. Your selection appears highlighted in blue.
4. Do one of the following:
 - If using a two-button mouse, right-click and select **Edit**.
 - If using a one-button mouse, press **CONTROL+click** and select **Edit**.

The Edit Student Group window appears.

5. Enter the name of the group (up to 50 characters) in the **Group Name** field.
6. Click **OK**. The updated group appears in the Students Group pane

Move Groups

To move a group from one set to another set, create a new group in another set, move the students from the one group to the other group, and then delete the original group.

How to Move a Group

Create a new group in another set:

1. Select a class from the **Classes pane**.
2. In the **Student Groups pane**, select the set or a group within the set you want to add a group to. Your selection appears highlighted in blue.

Note: Click the arrow next to the set to expand a set and view the groups within the set.
3. Do one of the following:
 - Click the **Plus (+)** button and choose **Add Group**.
 - If using a one-button mouse, press **CONTROL+click** and select **Add Group**.
 - If using a two-button mouse, right-click and select **Add Group**.

The Add Student Group window appears.

4. By default, the set or a group within the set you selected appears in the **Associated Group Set** pop-up menu. Use the pop-up menu to choose a different set in which to add the group, if needed.
5. Enter the name of the group (up to 50 characters) in the **Group Name** field.
6. Click **OK**. The new group appears in the Students Group pane.

Move the students from the one group to the other group:

1. Click the expanding arrow next to the set that contains the group you want to move students from. The set appears highlighted.
2. Click the expanding arrow next to the group that contains the students you want to move. The group appears highlighted.
3. Select the student you want to move. The student appears highlighted in blue.

Note: Press and hold **COMMAND** (Mac) or **CONTROL** (Windows) to select multiple students.

4. Drag and drop the student to the new group.

Note: If one or more students already belong to a group, the Move Students to Group window appears. Click **Move Eligible** to add the remaining students, click **Move All** to add all the students, or click **Cancel**.

Delete the original group:

1. Select the group you want to delete. Your selection appears highlighted in blue.

Note: Press and hold **COMMAND** (Mac) or **CONTROL** (Windows) to select multiple groups.

2. Do one of the following:

- Click the **Minus (-)** button.
- If using a one-button mouse, press **CONTROL+click** and select **Delete**.
- If using a two-button mouse, right-click and select **Delete**.

The Delete Selected Student Group Information window appears.

Note: If a group has one or more students associated to it, the message "This group is not empty. Delete anyway?" appears. If deleting more than one group, the message "About to delete multiple sets, groups, and/or students. Continue?" appears.

3. Click **Yes** to delete the group. The set appears without the deleted group.

Delete Groups

Once you have created a group, later you may find it necessary to delete it. If so, you can delete the group from the Student Groups pane.

How to Delete a Group

1. Select a class from the **Classes pane**.
2. In the **Student Groups pane**, select the group you want to delete. Your selection appears highlighted in blue.

Note: Press and hold **COMMAND** (Mac) or **CONTROL** (Windows) to select multiple groups.

3. Do one of the following:

- Click the **Minus (-)** button.
- If using a one-button mouse, press **CONTROL+click** and select **Delete**.
- If using a two-button mouse, right-click and select **Delete**.

The Delete Selected Student Group Information window appears.

Note: If a group has one or more students associated to it, the message "This group is not empty. Delete anyway?" appears. If deleting more than one group, the message "About to delete multiple sets, groups, and/or students. Continue?" appears.

4. Click **Yes** to delete the group. The set appears without the deleted group.

Add Students to Groups

After you have **created a set** and **created one or more groups within a set**, you can add students to a group.

Note: Students can only belong to one group within a given set.

How to Add a Student to a Group

1. Select a class from the **Classes pane**.
2. In the **Student Groups pane**, click the expanding arrow next to the set that contains the group you want to add students to.
3. Select the group. Your selection appears highlighted in blue.
4. Do one of the following:
 - Click the **Scoresheet** tab. The Scoresheet window appears.
 - Click the **Students** tab. The Students window appears.
5. Select the student you want to add. The student appears highlighted in blue.

Note: Press and hold **COMMAND** (Mac) or **CONTROL** (Windows) to select multiple students.

6. Drag and drop the student into the group.

Note: If one or more students already belong to a group, the Move Students to Group window appears. Click **Move Eligible** to add the remaining students, click **Move All** to add all the students, or click **Cancel**.

Copy Students from Groups

You can copy one or more students from one group to another group from the Student Groups pane.

Note: Students can only belong to one group within a given set.

How to Copy a Student from One Group to Another Group

1. Select a class from the **Classes pane**.
2. In the **Student Groups pane**, click the expanding arrow next to the set that contains the group you want to move students from. The set appears highlighted.
3. Click the expanding arrow next to the group that contains the students you want to copy. The group appears highlighted.
4. Select the student you want to copy. The student appears highlighted in blue.

Note: Press and hold **COMMAND** (Mac) or **CONTROL** (Windows) to select multiple students.

5. Press and hold **ALT** while dragging and dropping the student to the new group.

Note: If one or more students already belong to a group, the Move Students to Group window appears. Click **Move Eligible** to add the remaining students, click **Move All** to add all the students, or click **Cancel**.

Move Students from Groups

You can move one or more students from one group to another group from the Student Groups pane.

Note: Students can only belong to one group within a given set.

How to Move a Student from One Group to Another Group

1. Select a class from the **Classes pane**.
2. In the **Student Groups pane**, click the expanding arrow next to the set that contains the group you want to move students from. The set appears highlighted.
3. Click the expanding arrow next to the group that contains the students you want to move. The group appears highlighted.
4. Select the student you want to move. The student appears highlighted in blue.

Note: Press and hold **COMMAND** (Mac) or **CONTROL** (Windows) to select multiple students.

5. Drag and drop the student to the new group.

Note: If one or more students already belong to a group, the Move Students to Group window appears. Click **Move Eligible** to add the remaining students, click **Move All** to add all the students, or click **Cancel**.

Remove Students from Groups

Once you have added a student to a group, later you may find it necessary to remove the student. If so, you can remove the student from a group from the Student Groups pane.

How to Remove a Student from a Group

1. Select a class from the **Classes pane**.
2. In the **Student Groups pane**, click the expanding arrow next to the set that contains the group you want to remove students from. The set appears highlighted.
3. Click the expanding arrow next to the group that contains the students you want to remove. The group appears highlighted.
4. Select the student you want to remove. The student appears highlighted in blue.

Note: Press and hold **COMMAND** (Mac) or **CONTROL** (Windows) to select multiple students.

5. Do one of the following:
 - Click the **Minus (-)** button.
 - If using a one-button mouse, press **CONTROL+click** and select **Delete**.
 - If using a two-button mouse, right-click and select **Delete**.

The Delete Selected Student Group Information window appears.

5. Click **Yes** to remove the student. The student group appears without the deleted student.

Show Student Details

To show student details from any window in the application, either double-click the student's name or click **Show Details** in the **Student Groups pane**.

How to Show Student Details

1. Select a class from the **Classes pane**.
2. In the **Student Groups pane**, click the expanding arrow next to the set that contains the group you want to move students from. The set appears highlighted.
3. Click the expanding arrow next to the group that contains the students you want to move. The group appears highlighted.
4. Do one of the following:
 - Double-click the student's name.
 - If using a one-button mouse, press **CONTROL+click** and select **Show Details**.
 - If using a two-button mouse, right-click and select **Show Details**.

The **Student Detail window** appears.

Categories

About Categories

Before you can create assignments, you must set up categories. Categories are groups of the same types of assignments. Categories are not class-specific, eliminating the need to create the same categories multiple times for each class.

The Categories pane appears in the lower-left corner of the PowerTeacher Gradebook window.

Predefined Categories

By default, PowerTeacher gradebook includes four pre-defined categories: Homework, Project, Quiz, and Test.

Include in Final Grade

When setting up categories, you can use the **Include in Final Grade** checkbox to indicate whether assignments within a category should be included in calculating final grades. The value set for a category is used as a default for all assignments within that category, but may be overridden on an assignment-by-assignment basis.

View Categories

To view categories, you do not need to select a class. Simply navigate to the Categories window using the gradebook menu bar.

How to View Categories

1. From the gradebook menu bar, choose **Tools > Categories**. The **Categories window** appears. A list of categories appears on the left side of the window. If necessary, use the scroll bar to view the entire list of categories.
2. Select a category. The **categories dialog** appear.

Filter by Categories

Use the categories filter to customize the appearance on the Scoresheet and Assignments windows by indicating the category or combination of categories you would like to view. By default, all categories appear when viewing the Scoresheet window in Assignment mode or Final Grade mode.

How to Filter by Categories

1. Select a class from the **Classes pane**.
2. In the Category pane, do one of the following:

- Select **All** to view all categories.
- Select one or more categories.

Note: To make multiple selections, press and hold **COMMAND** (Mac) or **CONTROL** (Windows) as you make each of your selections.

3. Select **Filter Selected** from the pop-up menu.
4. Select **Filter Off** from the pop-up menu to remove the filter.

Add Categories

Use the Categories dialog to create assignment categories.

Note: You can also add categories by clicking the **Plus (+)** button on the Categories pane and entering information on the Create Assignment Category dialog. The fields are the same as those found on the **Categories dialog**.

How to Add a Category

1. From the gradebook menu bar, choose **Tools > Categories**. The **Categories dialog** appears.
2. Click the **Plus (+)** button. The new category appears on the left side of the window.
3. **Enter the required information.**
4. Click **Close** to save your changes. The **Categories dialog** closes.

Edit Categories

You can edit a category from the Categories dialog or the Edit Assignment Category dialog.

How to Edit a Category

1. From the gradebook menu bar, choose **Tools > Categories**. The **Categories dialog** appears.
2. Select the category you want to edit.
3. **Edit the information as needed.**
4. Click **Close** to save your changes.

OR

1. On the Categories pane, double-click the category you want to edit. The Edit Assignment Category dialog appears.
2. **Edit the information as needed.**
3. Click **OK** to save your changes.

Delete Categories

You can delete a category from the Categories window or on the Categories pane.

How to Delete a Category

1. From the gradebook menu bar, choose **Tools > Categories**. The **Categories dialog** appears.
2. Select the category you want to delete.
3. Click the **Minus (-)** button. The **Categories dialog** appears without the deleted category.

If category has assignments or is used in weighting, the Alert window appears, displaying the message, "Unable to delete category because it has associated assignments."

4. Click **OK** to close the window.
5. Click **Close** to save your changes.

OR

1. On the Categories pane, select the category you want to delete.
2. Click the **Minus (-)** button. A confirmation message appears.

If category has assignments or is used in weighting, the Alert window appears, displaying the message, "Unable to delete category because it has associated assignments."

4. Click **OK** to delete the category.

Assignments

About Assignments

You can create one assignment at a time as you progress through the term, or you can set up assignments for the entire term before the term starts. Having all assignments for the term before the term starts does not change how grades appear. The Final Grade that appears on the Scoresheet reflects an average grade for only the assignment scores that have been entered.

Before setting up an assignment, consider how you will score the assignment:

- Do you want to record the score as points, a percentage, or letter grade?
- How many points is the assignment worth?
- How do you want to weight the assignment?
- Do you want to include the assignment in final grade calculation?

Include in Final Grade

When setting up assignments, you can use the **Include in Final Grade** checkbox to indicate whether an assignment should be included in calculating final grades. The value set for a category is used as a default for all assignments within that category, but may be overridden on an assignment-by-assignment basis.

If an assignment is included in calculating final grades and impacts the final grade, it must be published in order for parents and students to view it. The **Publish Assignment** pop-up menu cannot be set to **Never**. For more information, see ***Publish Assignments***.

Weighting

Assignment setup may involve weighting; however, weighting is not required. Weighting gives particular assignments, whether points, percentage, or letter grades, more value than others when determining final grades. The weight value is used to multiply the points earned and the points possible.

View Assignments

To view assignments for a particular class, select the class and click the **Assignments** tab.

How to View Assignments

1. Select a class from the **Classes** pane.
2. Click the **Assignments** tab. The **Assignment window** displays class assignments and basic information about each assignment.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

Filter Assignments

By default, the Assignments window displays assignments for all categories for the entire length of the class. You can customize the appearance on the Assignments window using filtering. Filtering allows you to indicate which assignments appear based on reporting term, category, or combination of.

How to Filter Assignments

1. Select a class from the **Classes pane**.
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. Do one of the following:
 - Choose a reporting term, week, or month from the **Reporting Term** pop-up menu. The **Scoresheet window** refreshes and displays only those assignments and scores with a due date that falls within that selected reporting term, week, or month.

Note: The selected reporting term becomes the new default setting.

- To filter by category, see ***Filter by Categories***.

Sort Assignments

By default, the Assignments window displays assignments in ascending order by name. Using the column headings, you can sort data in ascending or descending order based on the column heading you select.

How to Sort Assignments

1. Select a class from the **Classes pane**.
2. Click the **Assignments** tab. The **Assignment window** displays the assignments in ascending order by name.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. Click a column heading to sort the **Assignment window** by that column heading. When sorted in ascending order, an upward pointing arrow appears in the column heading. When sorted in descending order, a downward pointing arrow appears in the column heading.

Add Assignments

You can add assignments from the Assignments window or the Scoresheet window using the **Plus (+)** button. Alternately, you can right-mouse click if you are using a two-button mouse.

How to Add an Assignment

1. Select a class from the **Classes pane**.
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. Click the **Plus (+)** button. The new **Assignment Detail window** appears.
4. Optionally, click **Add Web Link** to add a Web link to the class description. The **Add Web Link** dialog appears.
5. **Enter the required information.**
6. To make the assignment visible to parents, see **Show Assignments**.
7. Click **Save**.

Edit Assignments

You can edit an assignment from the Assignments window or the Scoresheet window.

How to Edit an Assignment

1. Select a class from the **Classes pane**.
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. Double-click the assignment you want to edit. The **Assignment Detail window** appears.
4. Optionally, click **Add Web Link** to add a Web link to the class description. The **Add Web Link** dialog appears.
5. **Edit the information as needed.**
6. To make the assignment visible to parents, see **Show Assignments**.
7. Click **Save**.

Note: If **Points Possible** is modified for an assignment where student point-based scores exists, the **Points Possible Has Changed window** appears. You can either click **Keep Scores** to keep the scores as-is or click **Adjust Scores** to adjust them based on the new points possible.

Copy Assignments

You can use the Copy Assignment function to copy an assignment within a class or from one class to other classes. You can copy assignments from the Assignments window or the Scoresheet window using the gradebook menu bar. Alternately, you can right-mouse click if you are using a two-button mouse.

When copying an assignment, the assignment details and publish settings are copied to the new assignment, with the exception of the assignment score. If an assignment with same name or abbreviation already exists in the class you are copying the assignment to, such as

"FirstHW", the suffix "_<next larger number>" is appended to the assignment name or abbreviation, such as "FirstHW_1."

Note: When copying an assignment, the due date of the new assignment populates based on the due date you select. If the due date you select is not a valid date within the target section, then the due date of the new assignment is calculated based on the following:

- If the due date is before the section start date, then the field defaults to the section start date.
- If the due date is after the section end date, then the field defaults to the section end date.

How to Copy an Assignment

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 Assignment** from the gradebook menu bar or Ctrl-mouse click and select **Copy Assignment**. The **Copy Assignment window** appears.

5. **Edit the information as needed.**

6. Click **OK**. The assignment is copied to the selected classes. If the assignment is copied to same class, the new assignment appears in the Assignments or Scoresheet window.

Note: If you opened a second window to view section numbers, close it.

Delete Assignments

You can delete an assignment from the Assignments window or the Scoresheet window using the **Minus (-)** button. Alternately, you can right-mouse click if you are using a two-button mouse.

How to Delete an Assignment

1. Select a class from the **Classes pane**.

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 the assignment you want to delete. The **Assignment Detail window** appears.

- Click the **Minus (-)** button. The **Delete Assignment window** appears.
If an assignment does not have scores, the **Delete Assignment window** states, "Are you sure you want to delete assignment [name]?"
If an assignment has scores, the **Delete Assignment window** states, "This assignment has scores. Are you sure you want to delete assignment [name] and all associated scores?"
- Click **Yes**. The assignment no longer appears on the **Assignment window**.

Hide Assignments

If you do not want to share assignment information with parents and students, you can choose not to publish an assignment either from the Assignments window or the Scoresheet window.

Note: If an assignment is included in calculating final grades and impacts the final grade, it must be published in order for parents and students to view. The **Publish Assignment** pop-up menu cannot be set to **Never**. For more information, see *Publish Assignments*.

How to Hide an Assignment

- Select a class from the **Classes pane**.
- Click the **Assignments** tab. The **Assignment window** appears.
Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.
- Select the assignment you do not want published. The **Assignment Detail window** appears.
- Click **Publish**. **Assignment publishing information** appears.
- Choose **Never** from the **Publish Assignment** pop-up menu.
- Click **Save**.

Publish Assignments

After entering an assignment, assignment information may be shared with administrators, parents, and students. In order for parents and student to view assignment information, you need to publish the assignment from either from the Assignments window or the Scoresheet window.

How to Publish an Assignment

- Select a class from the **Classes pane**.
- Click the **Assignments** tab. The **Assignment window** appears.
Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.
- Select the assignment you want to publish. The **Assignment Detail window** appears.

4. Click **Publish**. **Assignment publishing information** appears.
5. From the **Publish Assignment** pop-up menu, choose when to publish the assignment: **Immediately**, **On Specific Date**, **Days Before Due**, or **On Due Date**.
6. If you chose **On Specific Date**, enter the date the assignment should appear in the **Date On** field using the format mm/dd/yyyy, or click the Calendar icon to select a date.
7. If you chose **Days Before Due**, enter the number of days the assignment should appear prior to the date that it is due in the **Days Before Due** field.
8. Click **Save**.

Publish Assignment Scores

When publishing an assignment, assignment score information may be shared with administrators, parents, and students. In order for parents and student to view assignment score information, you need to publish the assignment score from either from the Assignments window or the Scoresheet window.

How to Publish Assignment Scores

1. Select a class from the **Classes pane**.
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. The **Assignment Detail window** appears.
4. Click **Publish Assignment publishing information** appears.
5. Select the **Publish Scores** checkbox.
Note: If the **Publish Assignment** pop-up menu is set to **Never**, do not select the checkbox.
6. Click **Save**.

Hide Assignment Scores

If you do not want share assignment score information with parents and students, you can choose not to publish an assignment score either from the Assignments window or the Scoresheet window.

How to Hide Assignment Scores

1. Select a class from the **Classes pane**.
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. The **Assignment Detail window** appears.
4. Click **Publish**. **Assignment publishing information** appears.

5. Deselect the **Publish Scores** checkbox.
6. Click **Save**.

Grade Scales

About Grade Scales

PowerTeacher gradebook uses grade scales that are set up and managed by your school's district administrators.

View All Grade Scales

Use the following procedure to view all grade scales associated to your school/district.

How to View Grade Scales

1. Select a class from the **Classes pane**
2. Click the **Grades Setup** tab.
3. Select **Grade Scales** mode. The **Grade Scales window** displays basic information for each grade scale.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**

View Class Grade Scales

Use the following procedure to view grade scales associated to a specific class.

How to View Grade Scales Associated to a Specific Class

1. Select a class from the **Classes pane**
2. Click the **Grades Setup** tab.
3. Select **Grade Scales** mode. The **Grade Scales window** displays basic information for each grade scale.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**

4. Click **Sections**. **Section information** appears for the selected grade scale.

Final Grades

About Final Grades

On the **Scoresheet**, use Final Grade mode to view all final grade information for the selected reporting term. You can also enter final grades for additional components and view final grade category totals for the term.

Using a combination of options, you can control how final grades are calculated in your classes. **Final Grade Preferences** apply to all of your classes while Final Grade setup applies to a specific class and must be set up within each class.

Grade Setup

Use the **Grade Setup** window to specify how you want final grades to be calculated for students in your classes.

Final Grades and Category Totals

When setting up **categories**, you can use the **Include in Final Grade** checkbox to indicate whether assignments within a category should be included in calculating final grades. The category totals display on the Scoresheet in Final Grade mode.

Final Grades and Assignments

When setting up **assignments**, you can use the **Include in Final Grade** checkbox to indicate whether assignments should be included in calculating final grades.

Note: The value set within an assignment overrides the value for the category the assignment belongs to.

Final Grades and Student Groups

When entering final grades, use the **Student Groups** pane to filter the Scoresheet to the selected group of students or to an individual student.

Additional Final Grade Columns

Depending on the Student Information System (SIS) used, additional final grade columns may appear on the Scoresheet in Final Grade mode. You may see a Citizenship column, or you may see hierarchical relationships between final grade items.

Enter Additional Final Grade Scores

Additional final grade items that should appear on the report card are distributed to teachers from the SIS and appear on the Scoresheet in Final Grade mode.

How to Enter Additional Final Grade Scores

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Select **Final Grade** mode.
4. Do one of the following:
 - Ctrl-click on the score field and point to **Grades**. Click on the appropriate grade on the sub-menu.
 - Ctrl-click on the score field and point to **Fill Scores**.
 - Ctrl-click on the score field and select **Show Score Inspector**. The additional final grade Score Inspector opens.
 - From the gradebook menu bar, choose **Tools > Score Inspector**. The additional final grade Score Inspector opens.
5. Enter the appropriate grade based on the grade scale assigned to the student.
6. When finished, click **Close**.

View Additional Final Grades Detail

View details for additional final grades on the Scoresheet. The additional final grade items are distributed to teachers from the SIS.

How to View Additional Final Grades Detail

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Select **Final Grade** mode.
4. Double-click the additional final grade column. The **Final Grades Detail window** appears.

View Reporting Terms

To view reporting terms for your school, select the class and click the **Grades Setup** tab.

How to View Reporting Terms

1. Select a class from the **Classes pane**.
2. Click the **Grades Setup** tab.
3. Select **Calculations** mode. The **Grades Setup window** displays the reporting term information for the section you are in.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

Calculate Final Grades by Total Points

The total points method calculates final grades based on how many points a student has accumulated over the term divided by total points possible.

Note: You can calculate final grades by total points for all reporting terms within the reporting term hierarchy.

How to Calculate Final Grades by Total Points

1. Select a class from the **Classes pane**.
2. Click the **Grades Setup** tab.
3. Select **Calculations** mode.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

4. Click the name of the reporting term you want to set up final grade calculation for. The **Calculations Detail window** appears.

Note: **Calculate Final Grade Using** options are based on the selected reporting term.

5. Select the **Total Points** option for **Calculate Final Grade Using**.
6. Enter the number of low scores you want to drop from the final grade calculation in the **Number of low scores to discard** field.
7. Click **Save**.

Calculate Final Grades by Term Weight

The term weight method calculates final grades based on the total points times the value (or weight) of each term.

Note: You can calculate final grades by term weights for reporting terms within the reporting term hierarchy that have shorter reporting terms within them.

How to Calculate Final Grades by Term Weight

1. Select a class from the **Classes pane**.
2. Click the **Grades Setup** tab.
3. Select **Calculations** mode.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

4. Click the name of the reporting term you want to set up final grade calculation for. The **Calculations Detail window** appears.

Note: **Calculate Final Grade Using** options are based on the selected reporting term.

5. Select the **Term Weights** option for **Calculate Final Grade Using**. Term weights for the selected reporting term appear.
6. Double-click the term's **Weight** field. The field appears as an editable text field.

7. Enter the weight.
8. Click **Save**.

Calculate Final Grades by Category Weight

The category weight method calculates final grades based on total points times the value (or weight) of each category or assignment.

Note: You can calculate final grades by category weight for all reporting terms within the reporting term hierarchy.

How to Calculate Final Grades by Category Weight

1. Select a class from the **Classes** pane.
2. Click the **Grades Setup** tab.
3. Select **Calculations** mode.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

4. Click the name of the reporting term you want to set up final grade calculation for. The **Calculations Detail window** appears.

Note: **Calculate Final Grade Using** options are based on the selected reporting term.

5. Select the **Category Weights** option for **Calculate Final Grade Using**.

To add a category:

1. Click **Add Category**. The Select Category window appears.
2. Select the checkbox next to each category you want to add.
3. Click **OK**. The category appears on the Grades Setup window.
4. Double-click the category's **Weight** field. The field appears as an editable text field.
5. Enter the weight.
6. Double-click the category's **Drop Low** field. The field appears as an editable text field.
7. Enter the number of low scores you want to drop from the final grade calculation.
8. Click **Save**.
9. Repeat for each additional category.

To remove a category:

1. Select the category you want to delete. The category appears highlighted.
2. Click **Remove**.
3. Click **Save**.

To add an assignment:

Note: The option to add an assignment is only available for the lower level terms within a term.

1. Click **Add Assignment**. The Select Assignment window appears.
2. Select the checkbox of the assignment you want to add.
3. Click **OK**. The assignment appears on the Grades Setup window.
4. Double-click the assignment's **Weight** field. The field appears as an editable text field.
5. Enter the weight.
6. Click **Save**.
7. Repeat for each additional assignment.

To remove an assignment:

1. Select the assignment you want to delete. The assignment appears highlighted.
2. Click **Remove**.
3. Click **Save**.

Manually Override Final Grades

After you enter final grades, you may need to override a calculated final grade for a student. When overriding a calculated grade, you can set a unique value for both percent and letter grade.

How to Manually Override a Final Grade

1. Select a class from the **Classes** pane.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Choose a reporting term, week, or month from the **Filter By Reporting Term** pop-up menu. The **Scoresheet window** refreshes and displays only those assignments and scores with a due date that falls within that selected reporting term, week, or month.
4. Click the final grade field of the student for which you want to manually override a final grade.
5. Do one of the following:
 - From the gradebook menu bar, choose **Tools > Score Inspector**.
 - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.
 - If using a two-button mouse, right-click and select **Score Inspector**.

The **Score Inspector dialog** displays the final grade details.

6. Select the **Manual Override** checkbox.
7. Enter the new percent in the **Percent** field, if applicable.
8. Enter the new letter grade in the **Grade** field, if applicable.

9. Enter final grade text in the **Comment** field, if applicable.

Note: It is not necessary to select the **Manual Override** checkbox in order to add, edit, or delete a final grade comment.

10. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

Note: The final grade field appears shaded until you click **Save**.

11. Click **Save**. The final grade appears within the selected student final grade field.

Note: The final grade appears bolded, italicized, and with a red circular "!". If a comment was entered, a blue circular "C" also appears.

Recalculate Final Scores

Recalculate Final Scores is a special function that is used as a final option when there is a question as to the accuracy of a final grade. This function is most commonly used when administrators change certain data that impacts final grade calculations. For example, any changes made to a grade scale for a section, such as the actual assigned grade scale or a modification to one or more grades within a grade scale will not be reflected in PowerTeacher gradebook until you recalculate final scores.

When recalculating final scores, final scores are recalculated for all students, both active and dropped. Recalculating final scores for dropped students is critical when a student has changed enrollment, but you have not yet received or scored all assignments. After you have, you can recalculate final scores and then distribute the updated information to the student's new teacher via email or another method.

How to Recalculate Final Scores

1. Select a class from the **Classes** pane.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. From the gradebook menu bar, choose **Tools > Recalculate Final Scores**. The **Scoresheet window** refreshes, showing the recalculated final scores.

Final Grade Completion

Using the Final Grades Completion Status dialog to mark final grades as complete for the selected reporting period. In addition, you can add comments to the system administrator regarding the status of the final grades.

How to Mark Final Grades Complete

1. In the **Section Readiness Summary** area, click on the reporting term status. The [Term] Final Grades Completion Status dialog appears.
2. Select the **Final Grades Complete** checkbox.
3. Enter a comment in the [Term] Status Comment field.

Note: You can submit a comment without checking the **Final Grades Complete** checkbox.

4. Click **OK**.

Import and Export

SCS does not recommend the use of this feature.

About Importing and Exporting

PowerTeacher gradebook provides the tools for exporting Scoresheet information for a single assignment from PowerTeacher gradebook into a comma-separated values (csv) text file using the PowerTeacher Score Template. The file can then be used to record assignment scores off-line. Once you are finished recording assignment scores, you can then import the updated information back into PowerTeacher gradebook.

In addition to the PowerTeacher Score Template, you can also import scores for a single assignment using a variety of file **formats** from third party applications. If you use your own file format to import assignment score information, at a minimum, the file must contain a student identifier (school defined student number) column and a score column. You may also include columns, such as a student name column or additional score columns (if maintaining assignment score information for several assignments within a given import file).

Note: Although the PowerTeacher gradebook import function only imports scores for a single assignment at a given time, your import file may contain assignment score information for several assignments.

Export Scores

PowerTeacher Gradebook provides a standard export template that you can use to export Scoresheet information for a single assignment from PowerTeacher gradebook into a comma-separated values (csv) text file.

How to Export Scores

1. Select a class from the **Classes** pane.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. Select the assignment column for which you want to export scores.
4. Do one of the following:
 - From the gradebook menu bar, choose **Tools > Export Scores Template**.
 - If using a one-button mouse, press **CONTROL+click** and select **Export Score Template**.
 - If using a two-button mouse, right-click and select **Export Score Template**.

If no scores exist for this assignment, the Save Scores File window appears. Skip to step 6.

If one or more scores exist for this assignment, the Export Scores Template window appears.

5. Click **Yes** to continue.

- Note the **Save As** field populates with the name of the assignment followed by `_pst.csv`. Although it is recommended that you leave the default setting, you may enter a different file name for the export scores template.

Note: Excel (.xls) format is not a supported import format.

- Choose the location where you want to save the export scores template from the **Where** pop-up menu.

Note: **Desktop** appears as the default setting. If you select a different location, that location then becomes the new default setting.

- Click **Save**.
- To view the export scores template, navigate to where the export scores template was saved and open it.

The export scores template contains the following summary information:

- Teacher Name
- Section
- Assignment Name
- Due Date
- Points Possible
- Score Type (Points, Percentage, or Letter Grade)

The export scores template contains the following column headers and data:

- Student ID
- Student Name (sorted alphabetically by last name first, then first name)
- Score

Import Scores Using Basic Import

The basic import function provides you with the required tools needed to bring assignment score information into PowerTeacher gradebook. Before performing an import, you must have an **import file** containing the data to import.

How to Import Scores Using Basic Import

- Select a class from the **Classes pane**.
- Click the **Scoresheet** tab. The **Scoresheet window** appears.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.
- Select the assignment column for which you want to import scores.
- Do one of the following:
 - From the gradebook menu bar, choose **Tools > Import Scores**.
 - If using a one-button mouse, press **CONTROL+click** and select **Import Scores**.
 - If using a two-button mouse, right-click and select **Import Scores**.

- The Open Scores File dialog appears.
5. Select the file you want to import.
 6. Click **Open**. The Import Scores dialog appears.
 7. Click the **Basic** tab to perform a simple import of scores. The basic import scores information appears.
 8. **Enter the information as needed.**
 9. Click **Next**. The **summary** of import scores information appears.
 10. Click **Import**. The Scoresheet window refreshes and the updated assignment scores appear.

Import Scores Using Advanced Import

The advanced import function provides you with the required tools needed to bring assignment score information into PowerTeacher gradebook, as well as additional import options. Before performing an import, you must have an **import file** containing the data to import.

How to Import Scores Using Advanced Import

1. Select a class from the **Classes** pane.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.
3. Select the assignment column for which you want to import scores.
4. Do one of the following:
 - From the gradebook menu bar, choose **Tools > Import Scores**.
 - If using a one-button mouse, press **CONTROL+click** and select **Import Scores**.
 - If using a two-button mouse, right-click and select **Import Scores**.

- The Open Scores File dialog appears.
5. Select the file you want to import.
 6. Click **Open**. The Import Scores dialog appears.
 7. Click the **Advanced** tab to perform a more complex import of scores. The advanced import scores information appears.
 8. **Enter the information as needed.**
 9. Click **Import**. The Scoresheet window refreshes and the updated assignment scores appear.

Scoresheets

About Scoresheets

The Scoresheet window is where you will probably spend most of your time. Using the Scoresheet window, you can create and score assignments, and view and edit final grades for students enrolled in a class.

View Scoresheets

To view assignments and scores for a particular class, select the class and click the **Scoresheet** tab.

Note: Past assignments are separated from future assignments by a divider and appear slightly shaded.

How to View a Scoresheet

1. Select a class from the **Classes pane**
2. Click the **Scoresheet** tab. The **Scoresheet window** displays basic score information.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**

Filter Scoresheets

By default, the Scoresheet window displays assignments and scores for all categories for students enrolled in the entire length of the class. You can customize the appearance on the Scoresheet window using filtering. Filtering allows you to indicate which assignments and scores appear based on reporting term, student group, category, or combination thereof.

How to Filter a Scoresheet

1. Select a class from the **Classes pane**
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**

3. Do one of the following:
 - Choose a reporting term, week, or month from the **Reporting Term** pop-up menu. The **Scoresheet window** refreshes and displays only those assignments and scores with a due date that falls within that selected reporting term, week, or month.

Note: The selected reporting term becomes the new default setting.

- To filter by student groups, see ***Filter by Student Groups***.
- To filter by category, see ***Filter by Categories***.

View Scoresheet Statistics

The Summary section of the Scoresheet provides statistical information for assignments and final grades.

The mean is the mathematical average of the scores you entered. The median represents the middle of all values: one-half of the scores will be above this number and one-half will be below it. The mode indicates the most common value.

All of these values are indicators of how well students do on assignments. If any one of them is unexpectedly low, it may be that students need additional practice on the skills and concepts being assessed, or the assessment needs to be revised.

How to View Scoresheet Statistics

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.
3. Click **Summary** if not already displayed. The mean, median, and mode for each assignment and final grade appears.
4. Select an assignment. The points earned, percentage, and grade to date appear in the lower-left corner of the Scoresheet.

Mark Assignments Collected Using Scoresheet

To indicate that an assignment for a student has been collected, mark the assignment as Collected from the Scoresheet window or the **Score Inspector**. An assignment can be marked as collected with or without entering a score. If no score is entered, a green checkmark appears within the selected student assignment score field. If a score is entered, the checkmark is replaced with the score.

How to Mark an Assignment as Collected

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. Click the assignment score field of the student whose assignment has been collected. The score field appears as an editable text field.
4. Enter **Col** in the score field.

Note: For additional entry options, see *Quick Entry Tips*.

5. Click **Save**. The score appears on the **Scoresheet window**.

Note: The **Save** and **Revert** buttons appear shaded until information is entered.

Mark Assignments Late Using Scoresheet

To indicate that an assignment for a student is late, mark the assignment as Late from the Scoresheet window or the **Score Inspector**. An assignment can be marked as late with or without entering a score. When marked as late, a red circular “L” appears within the selected student assignment score field.

How to Mark an Assignment as Late

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. Click the assignment score field of the student whose assignment is late. The score field appears as an editable text field.
4. Enter **Lt** in the score field.

Note: For additional entry options, see *Quick Entry Tips*.

5. Click **Save**. The score appears on the **Scoresheet window**.

Note: The **Save** and **Revert** buttons appear shaded until information is entered.

Mark Assignments Exempt Using Scoresheet

To indicate that an assignment for a student is exempt, mark the assignment as Exempt from the Scoresheet window or the **Score Inspector**. An assignment can be marked as exempt with or without entering a score. If no score is entered, an italicized “Ex” appears within the selected student assignment score field. If a score is entered, the score appears italicized and shaded.

Note: Assignments marked as Exempt for a student or student group with no score entered does not appear when published to the PowerSchool Parent Portal.

How to Mark an Assignment as Exempt

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

- Click the assignment score field of the student who you want to exempt from the assignment. The score field appears as an editable text field.
- Enter **Ex** in the score field.

Note: For additional entry options, see *Quick Entry Tips*.

- Click **Save**. The score appears on the **Scoresheet window**.

Note: The **Save** and **Revert** buttons appear shaded until information is entered.

Mark Assignments Missing Using Scoresheet

To indicate that an assignment for a student is missing, mark the assignment as Missing from the Scoresheet window or the **Score Inspector**. If marked as missing, an orange circular "M" appears within the selected student assignment field. If the assignment is marked as Collected, the orange "M" is replaced with a green checkmark. If a score is entered, the orange "M" is replaced with is replaced with the score.

How to Mark an Assignment as Missing

- Select a class from the **Classes pane**.
- Click the **Scoresheet** tab. The **Scoresheet window** appears.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

- Click the assignment score field of the student whose assignment is missing. The score field appears as an editable text field.
- Enter **Mi** in the score field.

Note: For additional entry options, see *Quick Entry Tips*.

- Click **Save**. The score appears on the **Scoresheet window**.

Note: The **Save** and **Revert** buttons appear shaded until information is entered.

Enter Scores Using Scoresheet

You can enter scores from the Scoresheet window or the **Score Inspector**.

Shortcut Key

When entering scores, you can use the equal sign (=) to populate the score field with the maximum score possible for an assignment based on the scoring type of the assignment. For percentage, 100% is entered. For points, the maximum possible points for the assignment are entered. For a letter grade, the highest possible grade in the grade scale associated with the section is entered.

How to Enter a Score

- Select a class from the **Classes pane**
- Click the **Scoresheet** tab. The **Scoresheet window** appears.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**

3. Select **Assignments** mode.
4. Click the assignment score field of the student for which you want to enter a score. The score field appears as an editable text field.
5. Enter the score in the score field.

Note: For additional entry options, see *Quick Entry Tips*.

5. Press **ENTER** or **RETURN**. The score appears, the final grade automatically recalculates, and the cursor advances to the next assignment field.

Note: The score field and the final grade field appear shaded until you click **Save**.

6. Click **Save**. The score appears on the **Scoresheet window**.

Note: The **Save** and **Revert** buttons appear shaded until information is entered.

Edit Scores Using Scoresheet

You can edit a score from the Scoresheet window or the **Score Inspector**.

How to Edit a Score

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. Click the assignment score field of the student for which you want to edit a score. The score field appears as an editable text field.
4. Enter the new score in the score field.

Note: For additional entry options, see *Quick Entry Tips*.

5. Press **ENTER** or **RETURN**. The new score appears, the final grade automatically recalculates, and the cursor advances to the next assignment field.

Note: The score field and the final grade field appear shaded until you click **Save**.

6. Click **Save**. The new score appears on the **Scoresheet window**.

Note: The **Save** and **Revert** buttons appear shaded until information is entered.

Delete Scores Using Scoresheet

You can delete a score from the Scoresheet window or the **Score Inspector**.

How to Delete a Score

1. Select a class from the **Classes pane**
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**

3. Click the assignment score field of the student for which you want to delete a score. The score field appears as an editable text field.
4. Highlight the score and press **DELETE**.
5. Press **ENTER** or **RETURN**. The score no longer appears on the **Scoresheet window** and the cursor advances to the next assignment field.

Fill Scores

Use the Fill Scores command to quickly and easily enter the same assignment score or additional final grade for all students or for only those with unrecorded scores. For example, if all but two students in a class receive the same assignment score, use the **Fill Scores** function to enter that score for the class with the exception of the scores already entered for the two students.

You can fill scores from the gradebook menu bar. Alternately, you can right-mouse click on if you are using a two-button mouse.

How to Fill Scores

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.
3. Select the assignment column or additional final grade column for which you want to fill scores.
4. From the gradebook menu bar, choose **Tools > Fill Scores**. The **Fill Scores dialog** appears.
Note: For additional entry options, see *Quick Entry Tips*.
5. **Select or enter the information as needed** in Assignment mode or Final Grade mode.
7. Click **OK**.

Score Inspector

About Score Inspector

The Score Inspector provides an alternative way of entering scores and, in many cases, comments. After you open the Score Inspector window, it floats above the Scoresheet window. You may want to move it to a convenient location on your desktop, so you can work with the Scoresheet. The Score Inspector remains open until you close it.

The Score Inspector changes depending on the score field you select. For example, when you view the Score Inspector for a final grade, the options are different than the Score Inspector for an assignment.

Score Comments

On the Score Inspector Comment tab, you can enter predefined comments from the Comment Bank, or manually enter comments.

Final Grade Comments

Depending on the SIS, there are three different types of final grade comments that you can enter:

- **Predefined**
- **Free-form text**
- A combination of predefined and free-form text

If you have multiple final grade items, the Score Inspector is used to enter predefined or manually entered comments.

If you do not have multiple final grade items, use the Comment tab on the Score Inspector to enter comments.

View Assignment Score Details

You can view assignment details from the Score Inspector dialog.

How to View Assignment Score Details

1. Select a class from the **Classes** pane.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Click the assignment score field of the student for which you want to view assignment score details.
4. Do one of the following:
 - From the gradebook menu bar, choose **Tools > Score Inspector**.
 - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.

- If using a two-button mouse, right-click and select **Score Inspector**.

The **Score Inspector dialog** displays the assignment details.

View Student Final Grade Details

You can view final grade details from the Score Inspector dialog.

How to View Final Grade Details

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Select **Final Grade** mode.
4. Click the final grade field of the student for which you want to view final grade details.
5. Do one of the following:
 - From the gradebook menu bar, choose **Tools > Score Inspector**.
 - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.
 - If using a two-button mouse, right-click and select **Score Inspector**.

The **Score Inspector dialog** displays the final grade details.

Mark Assignments Collected Using Score Inspector

To indicate that an assignment for a student has been collected, mark the assignment as Collected using the Score Inspector or the **Scoresheet window**. An assignment can be marked as collected with or without entering a score. If no score is entered, a green checkmark appears within the selected student assignment score field. If a score is entered, the checkmark is replaced with the score.

How to Mark an Assignment as Collected

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Click the assignment score field of the student whose assignment has been collected.
4. Do one of the following:
 - From the gradebook menu bar, choose **Tools > Score Inspector**.
 - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.
 - If using a two-button mouse, right-click and select **Score Inspector**.

The **Score Inspector window** displays the assignment details.

5. Select the **Collected** checkbox.

Note: For additional entry options, see *Quick Entry Tips*.

- Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

Note: Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the Score Inspector dialog.

- Click **Save** on the Scoresheet window.

Mark Assignments Late Using Score Inspector

To indicate that an assignment for a student is late, mark the assignment as Late using the Score Inspector or the **Scoresheet window**. An assignment can be marked as late with or without entering a score. If marked as late, a red circular "L" appears within the selected student assignment field.

How to Mark an Assignment as Late

- Select a class from the **Classes pane**.
- Click the **Scoresheet** tab. The **Scoresheet window** appears.
- Click the assignment score field of the student whose assignment is late.
- Do one of the following:
 - From the gradebook menu bar, choose **Tools > Score Inspector**.
 - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.
 - If using a two-button mouse, right-click and select **Score Inspector**.

The **Score Inspector window** displays the assignment details.

- Select the **Late** checkbox.

Note: For additional entry options, see *Quick Entry Tips*.

- Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

Note: Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the Score Inspector dialog.

- Click **Save** on the Scoresheet window.

Mark Assignments Exempt Using Score Inspector

To indicate that an assignment for a student is exempt, mark the assignment as Exempt using the Score Inspector or the **Scoresheet window**. An assignment can be marked as exempt with or without entering a score. If no score is entered, an italicized "Ex" appears within the selected student assignment score field. If a score is entered, the score appears italicized and shaded.

How to Mark an Assignment as Exempt

- Select a class from the **Classes pane**.
- Click the **Scoresheet** tab. The **Scoresheet window** appears.

3. Click the assignment score field of the student who you want to exempt from the assignment.
4. Do one of the following:
 - From the gradebook menu bar, choose **Tools > Score Inspector**.
 - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.
 - If using a two-button mouse, right-click and select **Score Inspector**.

The **Score Inspector window** displays the assignment details.

5. Select the **Exempt** checkbox.

Note: For additional entry options, see *Quick Entry Tips*.

6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

Note: Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the Score Inspector dialog.

7. Click **Save** on the Scoresheet window.

Mark Assignments Missing Using Score Inspector

To indicate that an assignment for a student is missing, mark the assignment as Missing using the Score Inspector or the **Scoresheet window**. If marked as missing, an orange "M" appears within the selected student assignment field. If the assignment is marked as Collected, the orange "M" is replaced with a green checkmark. If a score is entered, the orange "M" is replaced with is replaced with the score.

How to Mark an Assignment as Missing

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Click the assignment score field of the student whose assignment is missing.
4. Do one of the following:
 - From the gradebook menu bar, choose **Tools > Score Inspector**.
 - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.
 - If using a two-button mouse, right-click and select **Score Inspector**.

The **Score Inspector window** displays the assignment details.

5. Select the **Missing** checkbox.

Note: For additional entry options, see *Quick Entry Tips*.

6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

Note: Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the Score Inspector dialog.

7. Click **Save** on the Scoresheet window.

Enter Scores Using Score Inspector

You can enter assignment scores using the Score Inspector or the **Scoresheet window**.

How to Enter a Score

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Click **Assignments** mode.
4. Click the assignment score field of the student for which you want to enter a score.
5. Do one of the following:
 - From the gradebook menu bar, choose **Tools > Score Inspector**.
 - If using a one-button mouse, press **COMMAND+click** and select **Show Score Inspector**.
 - If using a two-button mouse, right-click and select **Show Score Inspector**.

The **Score Inspector dialog** displays the assignment details.

6. Enter the score in the **Score** field.

Note: For additional entry options, see *Quick Entry Tips*.
7. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

Note: Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the Score Inspector dialog.
8. Click **Save** on the Scoresheet window. The score appears on the Scoresheet window.

Edit Scores Using Score Inspector

You can edit a score using the Score Inspector or the **Scoresheet window**.

How to Edit a Score

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Click the assignment score field of the student for which you want to edit a score.
4. Do one of the following:
 - From the gradebook menu bar, choose **Tools > Score Inspector**.
 - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.
 - If using a two-button mouse, right-click and select **Score Inspector**.

The **Score Inspector window** displays the assignment details.

5. Enter the new score in the **Score** field.

Note: For additional entry options, see *Quick Entry Tips*.
6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

Note: Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the Score Inspector dialog.

- Click **Save** on the Scoresheet window. The new score appears on the Scoresheet window.

Delete Scores Using Score Inspector

You can delete a score using the Score Inspector or the **Scoresheet window**.

How to Delete a Score

- Select a class from the **Classes pane**.
- Click the **Scoresheet** tab. The **Scoresheet window** appears.
- Click the assignment score field of the student for which you want to delete a score.
- Do one of the following:
 - From the gradebook menu bar, choose **Tools > Score Inspector**.
 - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.
 - If using a two-button mouse, right-click and select **Score Inspector**.

The **Score Inspector dialog** displays the assignment details.

- Highlight the score and press **DELETE**.
- Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

Note: Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the Score Inspector dialog.

- Click **Save** on the Scoresheet window. The score no longer appears on the Scoresheet.

Add Assignment Score Comments

When entering an assignment score comment, you can use plain text, HTML, and predefined comments. After entering an assignment score comment, this information may be shared with administrators, parents, and students. In order for parents and student to view this information, you need to **publish it**.

How to Add an Assignment Score Comment

- Select a class from the **Classes pane**.
- Click the **Scoresheet** tab. The **Scoresheet window** appears.
- Click the assignment score field of the student for which you want to enter a score comment.
- Do one of the following:
 - From the gradebook menu bar, choose **Tools > Score Inspector**.

- If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.
- If using a two-button mouse, right-click and select **Score Inspector**.

The **Score Inspector dialog** displays the assignment details.

5. Manually enter assignment score comments in the **Comment** field or click the **Comment** tab to select one or more predefined comments.

Note: For additional entry options, see *Quick Entry Tips*.

6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

Note: Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the **Score Inspector window**.

7. Click **Save** on the **Scoresheet window**. A blue circular "C" appears within the selected student assignment score field.

Note: To view the comment, hover the mouse over the comment icon.

Edit Assignment Score Comments

You can edit an assignment score comment using the Score Inspector.

How to Edit a Score Comment

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Click the assignment score field of the student for which you want to edit a score comment.
4. Do one of the following:
 - From the gradebook menu bar, choose **Tools > Score Inspector**.
 - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.
 - If using a two-button mouse, right-click and select **Score Inspector**.

The **Score Inspector dialog** displays the assignment details.

5. Manually enter assignment score comments in the **Comment** field or click **Comment Bank** to select one or more predefined comments.

Note: For additional entry options, see *Quick Entry Tips*.

6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

Note: Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the **Score Inspector dialog**.

7. Click **Save** on the **Scoresheet window**. A blue circular "C" appears within the selected student assignment score field.

Note: To view the comment, hover the mouse over the comment icon.

Delete Assignment Score Comments

You can delete an assignment score comment using the Score Inspector.

How to Delete a Score Comments

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Click the assignment score field of the student for which you want to delete a score comment.
4. Do one of the following:
 - From the gradebook menu bar, choose **Tools > Score Inspector**.
 - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.
 - If using a two-button mouse, right-click and select **Score Inspector**.

The **Score Inspector dialog** displays the assignment details.

5. Highlight the comment text in the **Comment** field and press **DELETE**.
6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

Note: Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the **Score Inspector dialog**.
7. Click **Save** on the **Scoresheet window**. The blue circular "C" no longer appears within the selected student assignment score field.

Add Final Grade Comments

When entering a final grade comment, you can use plain text, HTML, and predefined comments. After entering a final grade comment, this information may be shared with administrators, parents, and students. In order for parents and student to view this information, you need to **publish it**.

Final Grade Comment Inspector

Depending on the SIS, a blue circular "C" appears in the final grade column heading for those final grades that allow comment entry. In addition, these comment-only fields utilize a different version of the Score Inspector that provides comment-only entry.

How to Add a Final Grade Comment

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Click the final grade field of the student for which you want to enter a final grade comment.
4. Do one of the following:
 - From the gradebook menu bar, choose **Tools > Score Inspector**.

- If using a one-button mouse, press **COMMAND+click** and select **Score Inspector** or **Comment Inspector**.
- If using a two-button mouse, right-click and select **Score Inspector** or **Comment Inspector**.

The **Score Inspector dialog** displays the final grade details or comment details, depending on the SIS.

5. Do one of the following:

- Manually enter final grade comments in the **Comment** field or click the **Comment** tab to select one or more predefined comments.

Note: For additional entry options, see *Quick Entry Tips*.

6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

Note: Click **Clear** to discard changes made to the selected student's final grade or click **Close** to close the **Score Inspector dialog**.

7. Click **Save** on the **Scoresheet window**. A blue circular "C" appears within the selected student final grade field.

Edit Final Grade Comments

You can edit a final grade comment using the Score Inspector.

How to Edit a Final Grade Comment

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Click the final grade field of the student for which you want to edit a final grade comment.
4. Do one of the following:
 - From the gradebook menu bar, choose **Tools > Score Inspector**.
 - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.
 - If using a two-button mouse, right-click and select **Score Inspector**.

The **Score Inspector dialog** displays the final grade details.

5. Manually enter final grade comments in the **Comment** field or click **Comment Bank** to select one or more predefined comments.

Note: For additional entry options, see *Quick Entry Tips*.

6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

Note: Click **Clear** to discard changes made to the selected student's final grade or click **Close** to close the **Score Inspector dialog**.

7. Click **Save** on the **Scoresheet window**. A blue circular "C" appears within the selected student final grade field.

Delete Final Grade Comments

You can delete a final grade comment using the Score Inspector.

How to Delete a Final Grade Comment

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Click the final grade field of the student for which you want to delete a final grade comment.
4. Do one of the following:
 - From the gradebook menu bar, choose **Tools > Score Inspector**.
 - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.
 - If using a two-button mouse, right-click and select **Score Inspector**.

The **Score Inspector dialog** displays the final grade details.

5. Highlight the comment text in the **Comment** field and press **DELETE**.
6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.
Note: Click **Clear** to discard changes made to the selected student's final grade or click **Close** to close the **Score Inspector window**.
7. Click **Save** on the **Scoresheet window**. The blue circular "C" no longer appears within the selected student final grade field.

Reports

About Reports

You can print various reports whenever you want, without having to wait for your school administrator to do it for you. PowerTeacher gradebook offers a selection of reports to assist you in daily classroom activities, as well as with assessing student performance. Using the Reports window, you can generate reports for all students who are enrolled in a class, for all students who are enrolled in all your classes, or for a specific set, group, individual student, selection of students, or any combination. For more information, see ***Student Groups***.

Report Format

When generating reports, you can choose from three output formats:

Format	Description
PDF	A cross-platform Portable Document Format (PDF) file that can be read and printed by a PDF reader, such as Adobe Acrobat Reader or Preview. Note: Reports generated using this format have a file extension of .pdf, such as reportname.pdf.
HTML	A file that can be read by a browser such as Safari or Internet Explorer. Note: Reports generated using this format have a file extension of .html, such as reportname.html.
Export (CSV)	A text file consisting of the data, separated by commas. This file can be opened with Excel or another spreadsheet application. Note: Reports generated using this format have a file extension of .csv, such as reportname.csv.

Format options vary depending on the report. Generate reports can be made available in electronic or hard copy format.

When opening a report, PowerTeacher gradebook looks to the default browser to determine how to handle the report. If a report does not open automatically, either the application needed to open the report does not exist or the default browser does not know how to handle the report. If this happens, run the report again and save it to your desktop.

For Mac, Ctrl-click on the file and choose **Get Info**. The report info window appears. Expand the **Open with** section by clicking the down arrow. Choose the default application you want to use to open all reports using a given file extension from the pop-up menu and click **Change All**. A prompt appears verifying your selection, click **Continue**.

For Windows, right-click on the file and choose **Open With > Choose Program**. The Open With window appears. Select the default application you want to use to open all reports

using a given file extension from the **Programs** list. Select the **Always use the selected program to open this kind of file** checkbox and click **OK**.

Run the Attendance Grid Report

Run the Attendance Grid report to generate a student and date grid for taking attendance. You can use this report to take attendance at field trips or other out-of-classroom events. You can also use it as a convenient roster for taking notes during student presentations or to track class participation.

How to Run the Attendance Grid Report

1. Select a class from the **Classes** pane.
2. Click the **Reports** tab. The **Reports window** appears.
3. Click **Attendance Grid**. The **Attendance Grid window** appears.
4. To use the default report settings, skip to Step 5. Otherwise, **edit the information as needed**.
5. Click **Run Report**. The **Report Complete window** appears.
6. To open the report:
 - a. Select the **Open Report** option.
 - b. Click **OK**. The report results display based on the parameters you selected.
7. To save the report to a file:
 - a. Select the **Save Report** option.
 - b. Click **OK**. The Save Report window appears.
 - c. Enter a file name of the report in the **Save As** field. By default, this field populates with **Attendance Grid**.
 - d. Choose the location where you want to save the report from the **Where** pop-up menu.

Note: **Desktop** appears as the default setting. If you select a different location, that location then becomes the new default setting.
 - e. Click **Save**. The Attendance Grid Report Complete window appears.
 - f. Click **OK**.
 - g. To view the report, navigate to where the report was saved and open it. The report results display based on the parameters you selected.

Run the Category Total Report

Run the Category Total report to generate a summary of the assignment category totals for each reporting term. It can be grouped by student and class. This report displays graphs for assignment count and average score per category.

How to Run Category Total Report

1. Select a class from the **Classes** pane.
2. Click the **Reports** tab. The **Reports window** appears.
3. Click **Run Category Total**. The **Category Total Report window** appears.
4. To use the default report settings, skip to Step 5. Otherwise, **edit the information as needed**.
5. Click **Run Report**. The **Report Complete dialog** appears.
6. To open the report:
 - a. Select the **Open Report** option.
 - b. Click **OK**. The report results display based on the parameters you selected.
7. To save the report to a file:
 - a. Select the **Save Report** option.
 - b. Click **OK**. The Save Report window appears.
 - c. Enter a file name of the report in the **Save As** field. By default, this field populates with **Category Total Report**.
 - d. Choose the location where you want to save the report from the **Where** pop-up menu.

Note: **Desktop** appears as the default setting. If you select a different location, that location then becomes the new default setting.

- e. Click **Save**. The Attendance Grid Report Complete window appears.
- f. Click **OK**.
- g. To view the report, navigate to where the report was saved and open it. The report results display based on the parameters you selected.

Run the Final Grade and Comment Verification Report

Run the Final Grade and Comment Verification report to generate a list of final grades and teacher comments for students grouped by section, then by reporting term.

How to Run the Final Grade and Comment Verification Report

1. Select a class from the **Classes** pane.
2. Click the **Reports** tab. The **Reports window** appears.
3. Click **Final Grade and Comment Verification**. The **Final Grade and Comment Verification window** appears.
4. To use the default report settings, skip to Step 5. Otherwise, **edit the information as needed**.
5. Click **Run Report**. The **Report Complete dialog** appears.
6. To open the report:
 - a. Select the **Open Report** option.

- b. Click **OK**. The report results display based on the parameters you selected.
7. To save the report to a file:
 - a. Select the **Save Report** option.
 - b. Click **OK**. The Save Report window appears.
 - c. Enter a file name of the report in the **Save As** field. By default, this field populates with **Final Grade and Comment Verification**.
 - d. Choose the location where you want to save the report from the **Where** pop-up menu.

Note: Desktop appears as the default setting. If you select a different location, that location then becomes the new default setting.

- e. Click **Save**. The Final Grade and Comment Verification Report Complete window appears.
 - f. Click **OK**.
 - g. To view the report, navigate to where the report was saved and open it. The report results display based on the parameters you selected.

Run the Individual Student Report

Run the Individual Student report to generate section scores by assignment, and the final grade for each reporting term, listed in a one page per student layout.

How to Run the Individual Student Report

1. Select a class from the **Classes** pane.
2. Click the **Reports** tab. The **Reports window** appears.
3. Click **Individual Student Report**. The **Individual Student Report window** appears.
4. To use the default report settings, skip to Step 5. Otherwise, **edit the information as needed**.
5. Click **Run Report**. The **Report Complete dialog** appears.
6. To open the report:
 - a. Select the **Open Report** option.
 - b. Click **OK**. The report results display based on the parameters you selected.
7. To save the report to a file:
 - a. Select the **Save Report** option.
 - b. Click **OK**. The Save Report window appears.
 - c. Enter a file name of the report in the **Save As** field. By default, this field populates with **Individual Student**.
 - d. Choose the location where you want to save the report from the **Where** pop-up menu.

Note: Desktop appears as the default setting. If you select a different location, that location then becomes the new default setting.

- e. Click **Save**. The Individual Student Report Complete window appears.
- f. Click **OK**.
- g. To view the report, navigate to where the report was saved and open it. The report results display based on the parameters you selected.

Run the Missing Assignment Report

Run the Missing Assignments report to generate a list of assignments that have not been scored. The report can be generated for assignments that are missing per assignment or per student.

How to Run the Missing Assignment Report

1. Select a class from the **Classes** pane.
2. Click the **Reports** tab. The **Reports window** appears.
3. Click **Missing Assignment**. The **Missing Assignment window** appears.
4. To use the default report settings, skip to Step 5. Otherwise, **edit the information as needed**.
5. Click **Run Report**. The **Report Complete dialog** appears.
6. To open the report:
 - a. Select the **Open Report** option.
 - b. Click **OK**. The report results display based on the parameters you selected.
7. To save the report to a file:
 - a. Select the **Save Report** option.
 - b. Click **OK**. The Save Report window appears.
 - c. Enter a file name of the report in the **Save As** field. By default, this field populates with **Missing Assignment**.
 - d. Choose the location where you want to save the report from the **Where** pop-up menu.

Note: **Desktop** appears as the default setting. If you select a different location, that location then becomes the new default setting.

- e. Click **Save**. The Missing Assignment Report Complete window appears.
- f. Click **OK**.
- g. To view the report, navigate to where the report was saved and open it. The report results display based on the parameters you selected.

Run the Scoresheet Report

Run the Scoresheet report to generate a spreadsheet-style summary of student grade and assignment date. You can use this report to view final grades for all reporting terms and assignments that are within a specific date range, for all students.

How to Run the Scoresheet Report

1. Select a class from the **Classes** pane.
2. Click the **Reports** tab. The **Reports window** appears.
3. Click **Scoresheet**. The **Scoresheet Report window** appears.
4. To use the default report settings, skip to Step 5. Otherwise, **edit the information as needed**.
5. Click **Run Report**. The **Report Complete dialog** appears.
6. To open the report:
 - a. Select the **Open Report** option.
 - b. Click **OK**. The report results display based on the parameters you selected.
7. To save the report to a file:
 - a. Select the **Save Report** option.
 - b. Click **OK**. The Save Report window appears.
 - c. Enter a file name of the report in the **Save As** field. By default, this field populates with **Scoresheet**.
 - d. Choose the location where you want to save the report from the **Where** pop-up menu.

Note: **Desktop** appears as the default setting. If you select a different location, that location then becomes the new default setting.
 - e. Click **Save**. The Scoresheet Report Complete window appears.
 - f. Click **OK**.
 - g. To view the report, navigate to where the report was saved and open it. The report results display based on the parameters you selected.

Run the Student Multi-Section Report

Run the Student Multi-Section report to generate section scores by assignment, and the final grade for each reporting term, listed in a one page per student layout. This report is similar to the Individual Student Report, but is able to present information from any section that the student is taking.

Note: This report only displays data entered by teachers who use PowerTeacher gradebook. If other teachers are entering assignments and scores through other applications, such as PowerGrade, then that data does not display.

How to Run the Student Multi-Section Report

1. Select a class from the **Classes** pane.
2. Click the **Reports** tab. The **Reports window** appears.
3. Click **Student Multi-Section Report**. The **Student Multi-Section Report window** appears.
4. To use the default report settings, skip to Step 5. Otherwise, **edit the information as needed**.

5. Click **Run Report**. The **Report Complete dialog** appears.
6. To open the report:
 - a. Select the **Open Report** option.
 - b. Click **OK**. The report results display based on the parameters you selected.
7. To save the report to a file:
 - a. Select the **Save Report** option.
 - b. Click **OK**. The Save Report window appears.
 - c. Enter a file name of the report in the **Save As** field. By default, this field populates with **Scoresheet**.
 - d. Choose the location where you want to save the report from the **Where** pop-up menu.

Note: Desktop appears as the default setting. If you select a different location, that location then becomes the new default setting.
 - e. Click **Save**. The Scoresheet Report Complete window appears.
 - f. Click **OK**.
 - g. To view the report, navigate to where the report was saved and open it. The report results display based on the parameters you selected.

Run the Student Roster Report

Run the Student Roster report to generate a summary of student demographic information on a student-by-student basis. When generating this report, you can specify which columns of student data to list on the report, and in what order. In addition, you can add up to six blank columns with customizable column headings.

How to Run the Student Roster Report

1. Select a class from the **Classes pane**.
2. Click the **Reports** tab. The **Reports window** appears.
3. Click **Student Roster**. The **Student Roster window** appears.
4. To use the default report settings, skip to Step 5. Otherwise, **edit the information as needed**.
5. Click **Run Report**. The **Report Complete dialog** appears.
6. To open the report:
 - a. Select the **Open Report** option.
 - b. Click **OK**. The report results display based on the parameters you selected.
7. To save the report to a file:
 - a. Select the **Save Report** option.
 - b. Click **OK**. The Save Report window appears.
 - c. Enter a file name of the report in the **Save As** field. By default, this field populates with **Student Roster**.

- d. Choose the location where you want to save the report from the **Where** pop-up menu.

Note: **Desktop** appears as the default setting. If you select a different location, that location then becomes the new default setting.

- e. Click **Save**. The Student Roster Complete window appears.
- f. Click **OK**.
- g. To view the report, navigate to where the report was saved and open it. The report results display based on the parameters you selected.

Quit PowerTeacher Gradebook

About Quitting

When you are finished working in PowerTeacher gradebook, it is important to quit the application, which you can do from any gradebook window.

Quit PowerTeacher Gradebook

To quit PowerTeacher gradebook, use the gradebook menu bar.

How to Quit PowerTeacher Gradebook

1. From the gradebook menu bar, choose **File > Save**.
2. From the gradebook menu bar, choose **PowerTeacher Gradebook > Quit PowerTeacher Gradebook**.

Note: If you have unsaved changes, a window indicates the changes that you made. To save the changes, click **Yes**. Otherwise, click **No**.