PowerTeacher
and
PowerTeacher Gradebook

PowerTeacher	PowerTeacher Gradebook	Parent Communication
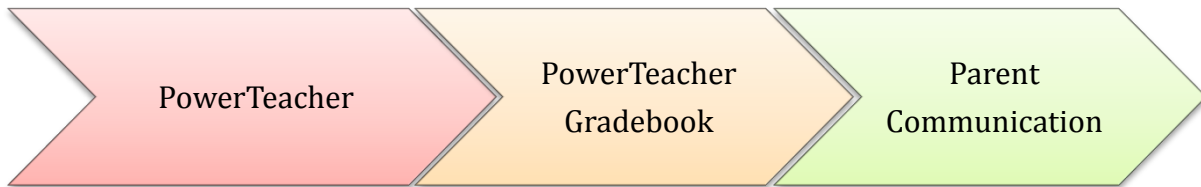
Overview of PowerTeacher

PowerTeacher provides access to the gradebook; to attendance information; to general student information, and to school reports. You can use PowerTeacher anywhere you have access to the Internet.

Log in to PowerSchool Teacher
- Open a Web browser, such as Safari or Firefox (Mac), or Internet Explorer (Windows), and enter the address of your PowerSchool server followed by /teachers in the browser address bar
- Enter your username and password provided by the school administrator
- Click **Enter**
- To log off PowerTeacher, click **Logout** in the upper right corner

The PowerTeacher Start Page consists of three areas:

A- Navigation Bar – located at the top of the screen. The Navigation Bar provides access to the Start Page (via the PowerTeacher logo), the Report Queue, Online Help, and the Logout Button.

B- Main Menu – located at the left side of the screen. The Main Menu provides access to the Start Page, the Daily Bulletin, the Staff Directory, the Gradebook, and Reports.

C- Current Classes – located in the center of the Start Page screen. The Current Classes area provides access to information regarding the students in the classes you teach, as well as to the tools for attendance, and reports.

Using PowerTeacher in the Classroom

You can use PowerTeacher on a daily basis to help you manage your students' information. In PowerTeacher you can take attendance, look up staff email addresses, manage grades, and print reports.

Daily Bulletin

The first time a user logs on each day the Daily Bulletin will be displayed. The Daily Bulletin lists school and district information.

Taking Attendance

To take attendance in PowerTeacher, click the **chair** of the class for which you will be taking today's attendance.

    A- Select the appropriate attendance code from the **Current attendance code** menu above student names to indicate which students are absent or tardy.
    B- Click the cell next to an absent or tardy student's name to assign that code.
    C- Click **Submit** to save the attendance record.

Note: If all of your students are present, you will still need to click the **chair** icon to open the attendance screen and click **Submit** to save the attendance information.

Accessing Student Information

Click the **backpack** to view student pages. The PowerTeacher Student Information pages provide information about each student enrolled in your classes. All of the student pages are accessed in a similar manner.

- From the PowerTeacher Start Page, click the backpack on the row of the class you would like to view.
- Click a student's name in the list on the left side of the page. Your default student page appears for the students you selected. At the bottom of the list of students, your other classes will be listed. You can switch class lists by clicking a different class name.
- At the top of the student screen is individual student information:
  - Student Name
  - Student Grade Level
  - Student ID Number
  - School
  - Alert Symbols-Not all symbols will be used for every student, but many students will have at least one. Clicking on a symbol will provide details of the alert information.

Medical Caduceus- Medical Alert

Silhouette-Parent Alert

Scales-Discipline Alert

Candle-Birthday Alert

Warning Triangle-Other alert

IEP Alert-IEP in effect

To view other student information, choose a page from the **Select Screens** menu.
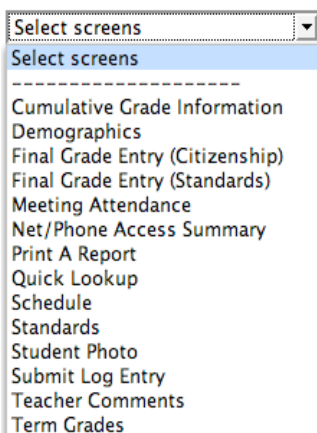
- **Cumulative Grade Information**-displays the cumulative grade information for the selected student in high school courses
- **Demographics**-displays demographic information on file for the selected student.
- **Final Grade Entry** (**Citizenship**)-location for entering citizenship grades
- **Final Grade Entry (Standards)**-SCS does not currently use the Standards function
- **Meeting Attendance**- displays the attendance to date for the selected student
- **Net/Phone Access Summary-**displays the access summary for the selected student and for the parents of the selected student
- **Print a Report**-displays the report dialogue. This works like the Reports feature available in the Main Menu but rather than printing the report for all students, the report is generated only for the selected student
- **Quick Lookup**-displays student grades and attendance
- **Schedule**-displays selected student's schedule
- **Standards**-SCS does not currently use the Standards function
- **Student Photo**-SCS does not currently use the Student Photo function
- **Submit Log Entry**-your school administrator will provide you with information about this feature if your school chooses to use it
- **Teacher Comments**-comments should be entered through the Gradebook
- **Term Grades**-displays averages for each class the student was enrolled in for that term. Clicking on the average causes the score page to appear for that term

Select screens menu options:
Select screens

Cumulative Grade Information
Demographics
Final Grade Entry (Citizenship)
Final Grade Entry (Standards)
Meeting Attendance
Net/Phone Access Summary
Print A Report
Quick Lookup
Schedule
Standards
Student Photo
Submit Log Entry
Teacher Comments
Term Grades

Entering Citizenship

All teachers <u>must</u> record Citizenship for each student in every class. Citizenship grades will be entered using the PowerTeacher Portal. A roster of students with pull down menus is displayed. Select the appropriate grade for each student and click **Submit**. Citizenship may be changed as often as needed.

Citizenship Modification for Q3 - (Period 19-22(A-E)) 3rd Math - TEACHER NAME

Please note: The list below only shows students with a grade higher than zero. It will also show students who are no longer scheduled in this class and have a grade.

Student Name	Citizenship
student name	E
student name	E
student name	E
student name	E
student name	E
student name	E
student name	E
student name	E
student name	E
student name	E
student name	E
student name	E
student name	E
student name	E
student name	E
student name	E
student name	E
student name	E
student name	E

Submit

Seating Chart

A seating chart for each class is available by selecting the student desk on the Start Page in PowerTeacher.
- Select the **Layout** tab to begin
- Select and arrange the furniture in Layout mode
- To assign students to chairs select the **Seat Assignment** tab
- To save click **Submit** on the **Classroom Tools** tab

Note: Seat size affects only the seat not the tables or blocks.

Alert Screen

A list of alerts for each class can be accessed. School administrators enter these alerts.

Working with PowerTeacher Gradebook

### Launch the Gradebook in the PowerTeacher Portal
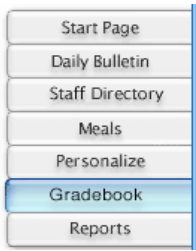
- From the Start page, click **Gradebook** in the Main Menu.
- On the PowerTeacher Gradebook Launch page, click **Launch Gradebook.**
- As the program launches, a dialog box will appear asking you to "Trust" a certificate. Click **Trust**.
- When you are ready to quit using the gradebook, navigate to the PowerTeacher Gradebook menu at the top of your computer screen, and click **Quit PowerTeacher Gradebook,** or simply click **Close** in the gradebook window.

Notes:
- Java 5 is required for PowerTeacher Gradebook.
- If you attempt to open a second session of PowerTeacher Gradebook, a dialog box indicating that a PowerTeacher Gradebook session is already in use will open. You will be able to end the first session and continue logging in to the second session, or quit launching the second session. (This situation may arise when you have been working at school without quitting the gradebook; then you launch the gradebook at home on a different computer.)
- If you have been logged in to the PowerTeacher Gradebook and been inactive for a length of time (typically 20 minutes), a dialog box asking for your password will open. Type your password, and you will be logged back in to your PowerTeacher Gradebook session.

The PowerTeacher Gradebook Window
By default, the PowerTeacher Gradebook opens to the Scoresheet tab, a modified spreadsheet through which you will track student assignment scores. A set of six icons is displayed near the top of the PowerTeacher Gradebook window: **Scoresheet, Assignments, Students, Grade Setup, Class Info, and Reports.** These icons will allow you to navigate through your gradebook.
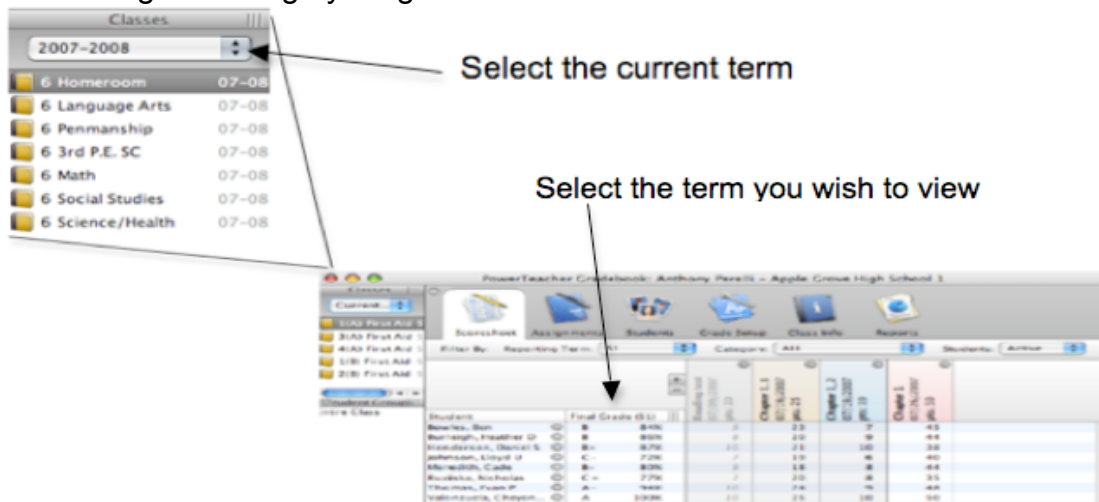
Scoresheet — displays the assignments and scores you have entered for the students

Assignments — displays the details of the assignments you have created

Students — contains demographic data for each of your students

Grade Setup — displays the final grade setup for each term

Class Info — contains the basic information about the selected course

Reports — provides an interface through which you can designate how you want a report to run

Setting up the Gradebook

The PowerTeacher Gradebook is configured for immediate use. If you want to practice using it without going through the setup process, you can -– it is fully functional. You can begin work as soon as the student roster appears in the gradebook.

The default settings for the gradebook establish the final grade setup as being calculated on a total points basis, and establishes four types of assignment categories: Homework, Quiz, Test, and Project.

However, if your personal preference or school policy dictate that you configure the gradebook in a particular way, you can follow the procedures outlined below to customize the gradebook.

Setting Up Categories

Categories are broad classifications in which similar types of assignments are grouped. Daily assignments, tests, and quizzes could each be set up as assignment categories.

The PowerTeacher Gradebook comes with four pre-defined category types: Homework, Project, Quiz, and Test. You can add more categories and/or modify these as needed to meet the requirements of your class.

When you create a category for your assignments you will define several pieces of information about the category: abbreviation, points possible, and score type. During the

term, when you create an assignment and choose a category, the <u>category settings</u> <u>become the default for the assignment</u>. This information can be modified as needed for each assignment.

Score type indicates to PowerTeacher Gradebook how you would like scores displayed on the Scoresheet – as Points, Percentages, or Letter Grades.

Note: Penmanship, Elementary MAPS classes, Elementary Homeroom, and 1st Grade Science and Social Studies will use Letter Grades. All others will use Points.

Think ahead to how you expect to use your PowerTeacher Gradebook and then modify the Score Type for each category so that the PowerTeacher Gradebook is set up to best meet your needs. One principle that holds true is that keeping the score type for all categories the same is the simplest solution, both for entering scores and for interpreting the results.

Creating a New Category
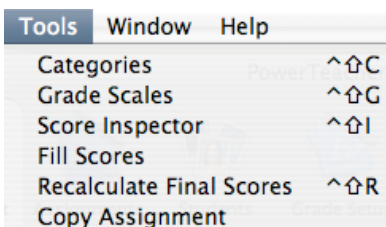
- Click the **Tools** menu at the top of your screen, and select **Categories**

- The Categories window will appear, displaying the pre-defined assignment categories.

- Click the **Plus** (+) in the lower left-hand corner of the Categories window to add a new category.

A-Type the name you would like to use for the category

B-Enter an abbreviation to stand for this category

C-Choose the color you would like to use for the category on the Scoresheet

D-If there is a typical number of points possible for the category, enter the points possible

E-Choose the score type for the category

F-Very Important! Select the checkbox if scores for assignments in this category are to be used in the calculation of the final grade for the course.

G-Enter a description for the category. This description will be displayed in the Administrator and Parent Access areas of PowerSchool.

- You can continue to add categories by clicking the **Plus** sign, or you can modify an existing category by changing the default values in its fields.
- When you have added all categories or completed making changes, click **Close**. The Categories will be saved.

Note: These categories will be available to all of the classes or sections you teach. If you teach a variety of topics, each requiring different categories, use the categories you need. Unused categories have no impact on student assignment scores or final grades.

❖❖**Do not delete a category after assignments have been created.**❖❖

Special notes for Elementary:

** In ILA classes you will create categories titled READING, ENGLISH and SPELLING. Remember to set the **Points Possible** to 100 and the **Score Type** to points.

** Elementary teachers will need to take into consideration that all categories are available for all classes. For example, the use of the category GRADES should only be used for subjects that have points possible of 100, additional categories will need to be created for Penmanship and Homeroom Conduct (4pts. possible), and 1st grade Science and Social Studies (2pts. possible).

Setting Up Final Grade Weighting

After you create assignment categories, you will need to determine how your students' final grades will be calculated for each term. You have several options for final grade calculations:

- Total points
- Category weights
- Term weights- used for Semester averages

Total Points

The Total Points option is the most straightforward method of calculating the final grade for the quarters. When you use this method, the student's quarter grade will be calculated by dividing the points the student has accumulated by the number of points possible.

Total Points is the default setting for all terms. If you need a different method, you will need to set up each class.

Category Weights

Another way to calculate the final grade is to use Category Weights. This method multiplies the total number of points by the value (or weight) of each category.

This option should only be used at the quarter level. This method allows you to set up the weights for each category according to your personal plan or school policy.

Regardless of how you choose to setup your final grade weight factors, it is best to establish your method before classes begin, and remain consistent throughout the term. Being consistent will help minimize confusion for parents and students as they monitor student progress using the Parent/Student Portal.

As part of the Grade Setup, remember to:
- Record the details of the setup so that you'll be able to recall and explain how the final grade is calculated.
- Communicate how grades are calculated to students and parents. A good way to provide this type of information is to include it on the **Class Info** tab or as a **Category Description**.

Term Weights

The third way to determine final grades is by using Term Weights. Term Weights are used for Quarter and Semester averages. When you use this method, you will be multiplying the total number of points by the value (or weight) of each term. It is best to use simple solutions whenever possible because they are the easiest to interpret and explain. Term weights are established by SCS. These weights are listed below:

All schools
Y1 = S1 is 50% and S2 is 50%. This term is for teacher information only. It is not used to award credit nor does it print on the report card.

All High Schools
S1- Q1 is 40%, Q2 is 40% and E1 is 20%
S2- Q3 is 40%, Q4 is 40% and E2 is 20%

First Semester HS Gateway courses
S1- Q1 is 35%, Q2 is 35%, E1 is 15% and G1 is 15%

High School course ending in a Gateway Exam, End of Course Test, or HS Writing Assessment
S1- Q1 is 40%, Q2 is 40% and E1 is 20%
S2- Q3 is 35%, Q4 is 35%, E2 is 15% and G2 is 15%

Important Dates for Exams, Gateway Exams and End of Course Tests
S1 Gateway - 12/20/08
S1 Exam – 12/22/08
S2 Gateway/EOC – 5/28/09
S2 Exam – 5/30/09

8th Grade Algebra and Physical Science
S1- Q1 is 40%, Q2 is 40% and E1 is 20%
S2- Q3 is 35%, Q4 is 35%, E2 is 15% and G2 is 15%

8th Grade ILA Q4
In Q4 the set up will be changed to 85% (total) from other categories and 15% from a single assignment – The Tennessee Writing Assessment. An assignment will be created called Tennessee Writing Assessment when scores are returned to the school.

All Elementary and Middle classes other than Algebra I and Physical Science
S1- Q1 is 50% and Q2 is 50%
S2- Q3 is 50% and Q4 is 50%

Elementary ILA
Q1, Q2, and Q3 Integrated Language Arts- 50% Reading, 30% English and 20% Spelling.

5th Grade ILA Q4
In Q4 the set up will be changed to reflect 50% Reading, 25% English, 20% Spelling and 5% Tn Writing Assessment. A category named Tn Writing Assessment should be created at the start of Q4 and a single assignment titled Writing Assessment should be created when the scores are returned to the school.

Using Grade Setup

Grade Setup determines how the PowerTeacher Gradebook calculates final grades. The final grade is calculated continuously throughout the term so that you and your students always know the final grade.

Click the **Grade Setup** tab.
- The main window of the PowerTeacher Gradebook is divided into two panes. The upper pane shows icons representing the years and terms as they were set up in PowerSchool. The lower pane contains a set of radio buttons you can select to determine the final grade setup. (**Note**: If you do not see the terms you wish to work with, select a different term from the pop-up menu above the class list on the left.)
- Select a term to work with by clicking it in the upper pane.
- Choose a method for final grade setup and refer to the table below to enter information in the fields:

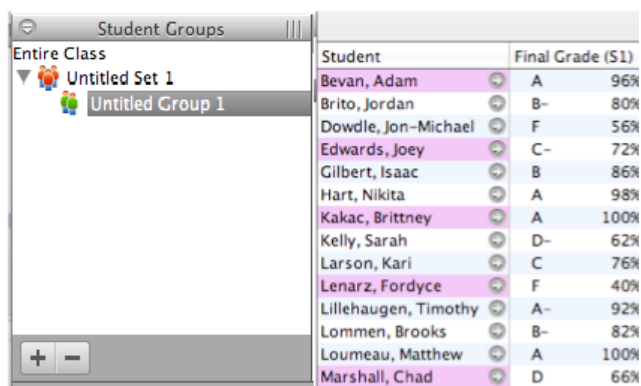| Final Grade Setup Method	Information to Add
Total Points	Choose whether you would like to drop low scores and the number of scores to drop. (**Note**: It is probably best to choose to drop a number of assignments after several have been created and scored. To do so too early may make it harder to interpret the final grade.)
Category Weights	When the Category weights option is selected, it is not terms, but assignment categories that appear in the table. Choose which categories to factor in the final grade by clicking "add category" on the left below the table the **Select Categories** window will appear. Select the checkbox for each category you want to factor in to the final grade calculation. All assignments that are in this category will be included in the final grade calculation – unless the "include in Final Grade" checkbox was left empty when you created or modified the category. (In that case, assignments in the "not counted" category will not figure in to the final grade calculation no matter how much weight you give it in the Final Grade Setup.)
Term Weights – **Note**: Term Weights **must** be used at Semester Term level.	When you select this option the dependent terms appear in the table in the lower half of the "Calculate final grade using:" pane. Click on one of the terms. Enter a whole number to represent the value each term is to have on the final grade. The percent will be calculated automatically.

Setting up Student Groups
Teachers know that students arrive on the first day of school with different needs and readiness. Often, teachers use grouping techniques to help them increase their ability to adapt instruction to the particular needs of students. PowerTeacher Gradebook supports student grouping practices by providing tools for creating groups and choosing students to include in those groups. Because student needs change, student group assignments are flexible; they can be modified at any time.

Definitions
- Entire Class – default PowerTeacher Gradebook group
- Set – a collection of groups. For example, Math. You must create the Set before you can create a Group.
- Group – a small collection of students, For example, Math1, Math2, Math3 or Bluebirds and Redbirds.

Creating a Set and Groups

Student Groups		
Entire Class	Student	Final Grade (S1)
▼ Untitled Set 1	Bevan, Adam	A	96%
Untitled Group 1	Brito, Jordan	B-	80%
	Dowdle, Jon-Michael	F	56%
	Edwards, Joey	C-	72%
	Gilbert, Isaac	B	86%
	Hart, Nikita	A	98%
	Kakac, Brittney	A	100%
	Kelly, Sarah	D-	62%
	Larson, Kari	C	76%
	Lenarz, Fordyce	F	40%
	Lillehaugen, Timothy	A-	92%
	Lommen, Brooks	B-	82%
+ −	Loumeau, Matthew	A	100%
	Marshall, Chad	D	66%

- Click the **Students** tab
- Click the **Plus** (+) in the lower left hand corner
- PowerTeacher Gradebook will automatically create Untitled Set 1 and Untitled Group
- Double-click **Untitled Set 1** and enter a name for the Set, such as Reading
- Press the **Enter** key
- Double-click **Untitled Group 1** and enter a name for the Group, such as Early Readers.
- Press the **Enter** key
- Click the **Plus** (+) again and click **Group**
- Enter a name for your group and press the **Enter** key

Note: Reports will run for the entire class until you set up student groups. A student must be in a group before he or she can be selected for reporting.

Adding Students to a Group
- Click the **Students** tab, and click on a student's name.
- Drag the name of the student to the appropriate group.
- Add students to each of the groups you created. Notice that you cannot add a student to more than one group within a set, but you can add them to more than one group if the groups are in different sets.
- When you click on the name of a group, the names of the students in the group are highlighted in the main window.
- You can delete a student from a group by clicking the student's name in the group list, then clicking the Minus (-) at the bottom-left corner of the PowerTeacher Gradebook window.

Moving Students Between Groups

A student cannot be in more than one group of a set, but you can transfer a student from one group to another.

- Click the arrow to the left of the group name to open the group and display the names of the students in that group.
- Click the name of the student you would like to move and drag it to the folder for one of the other groups.

Setting PowerTeacher Gradebook Preferences

The Preferences window is quite simple. Use it to indicate how you want grades to be calculated and stored.

- Click the **PowerTeacher Gradebook** menu at the top of the screen, and select **Preferences**.
- Choose the "Rounded" and select to calculate grade up to "0" decimal placed.
- Click OK.
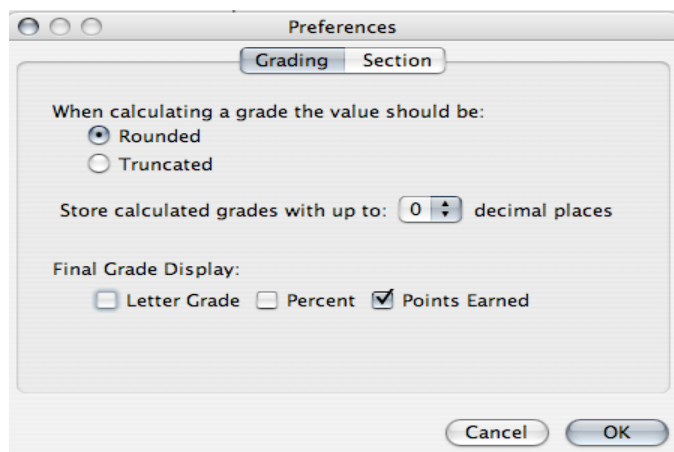
Viewing Gradescales

The gradescale is determinded b SCS policy. To view the grade scale:

- Click the **Tools** menu, and click **Gradescales**.
- The appropriate gradescale will be viewable in a floating window.

Class Info

The Class Info tab contains basic information about the course you selected in the Classes pane. You can enter text in the Description field to communicate with parents about class rules and your expectations of students, give an overview of the course and any other information that would be of interest to parents.

- Click the **Class Info** tab at the top of the screen.
- In the Description box, type the information you would like parents to be able to view.

- Click **Add Web Link** to add a link to a web site that would be helpful to parents (such as a page displaying the school's Internet policy). For ease of use it is recommended that you select the option to "Open this link in a new browser window".

Assignments

Some teachers enter new assignments when they are ready to record the scores for that assignment; others enter new assignments when the assignment is given to the students; and still others like to set assignments up at the beginning of a school term. Whenever you add assignments and save your data, the new assignment information can be made available to parents or guardians and students immediately if you choose.

After each assignment is created in the Assignment tab, it will show up in the Scoresheet. The name, point value, and date due for each assignment appear above the column in which you will enter student scores. Double-clicking the assignment heading (or clicking the arrow at the top) will take you back to the assignment page where you can modify the assignment or publish criteria.

As you enter assignments into PowerTeacher Gradebook, you will notice a demarcation line that indicates where future assignments are located versus past assignments. This will help orient you on your spreadsheet, and keep you from scrolling forward to future assignments each time you open your gradebook.

Entering assignments as they are given to students helps to facilitate home/school communication. If you assign a large project to your students that will be due in one month, you can enter this assignment into your gradebook as soon as you announce it. You can enter an assignment description, along with the due date and the total points possible, so parents or guardians can monitor their student's progress on the assignment. Students can monitor missed assignments themselves by logging in to PowerSchool.

Having assignments posted before entering scores does not skew how grades appear. The Final Grade that appears next to the student's name on the Scoresheet reflects an average grade for only the assignments that have already been scored.

Creating an Assignment
*   Click the **Plus** (+) sign next to the Assignment header at the top of the Scoresheet to open the New Assignment pane. (Or in the Assignment tab, click the plus sign on the left beneath the list of assignments.) The New Assignment pane will open in the lower half of the window.

Refer to the table below as you enter information into the fields:

	Field Name	Information to Add
A	Name	Provide the assignment title
B	Abbreviation	The abbreviation will be auto-filled with the name of the assignment. You can change the abbreviation to something that makes sense to you
C	Category	Assign a category to the assignment from the list of categories created previously. If the assignment does not fit into any of the categories create a new one-just take care to not overdo it! Too many categories can become cumbersome. Limiting the number of categories you have to less than ten is probably a good idea.
D	Score Type	PowerTeacher Gradebook automatically displays the score type you selected for this category. You can change the score type, if desired. Remember the advantages of being consistent in how you represent student scores. It's hard to compare unlike values.

E	Points Possible	PowerTeacher Gradebook automatically fills in the default value you designated for this category. You can change this value by entering a different number of points.
F	Weight	The weight of the assignment should remain on the default of "1". A good rule of thumb is that if the assignment is to count more toward the final grade, make the assignment worth more points.
G	Due Date	Enter the date the assignment was given. The default due date for assignments is the date of entry.
H	Include in Final Grade	A checkmark must be in the box in order for the assignment to count toward the final grade.
I	Description	Enter a general description and specific instructions for the assignment. Try to be clear enough that students who missed school the day the assignment was given can complete the work when they return, without a lot of explanation from you. If you would like to have students use the Internet as part of the assignment, you can link to online resources by using this HTML code: **click here** EXAMPLE **click here**

- Click **Save** in the lower right corner to save the assignment. The assignment will appear in the Scoresheet. Details about the assignment will appear in the column heading for the assignment.

Note: Remember to click the plus sign time each time you are creating a new assignment. When you are creating several assignments in a row, you cannot simply fill in the fields with new information and save. Doing so would overwrite the existing assignment.

Note: To delete an assignment, highlight the assignment you would like to delete by clicking on its heading, and click the **Minus (-)** next to the assignment header area. A dialog box will appear asking if you really want to delete the assignment. A similar dialog box appears if you have already entered scores for the assignment. Be very careful about deleting assignments; this action cannot be undone.

Publishing Assignments

Publishing the assignment makes it possible for parents and students to see it in PowerSchool Parent Access. You can publish an assignment at the same time you are creating it, or at any point afterward.

- Click the **Publish** tab in the assignment pane.

- PowerTeacher Gradebook defaults to publishing assignments to the Parent Portal as soon as they are created. If an assignment is part of the student's final grade, it must be published at some point to the Parent Portal. You will receive an error message if you choose the "Never" publish option for an assignment that is to count toward the final grade.
- Refer to the table below as you enter information into the fields: Consider when you want parents and students to know about the assignment and when you want students to be able to begin work. Sometimes you'll want to publish the assignment long before it is due.
- Once students have completed the assignment and you have entered scores, you can return to this part of PowerTeacher Gradebook to publish scores. Note that parents can see only their own child's scores and students can see only their own scores.
- Click **Save**.

|	Field Name	Information to Add
A	Publish Assignment	Choose whether you want to Publish Immediately, On a Specific Date, or Days Before Due
B	On Date	Choose the date you want the assignment published
C	Days Before Due	Choose the number of days before the assignment is due that you want the assignment published.
D	Publish Scores	Place a checkmark in this box if you would also like to publish the scores for the assignment
E	Save	Details about publishing to the Parent Portal will appear in the heading of the assignment on the Scoresheet. A blue circle with an hourglass will indicate that you chose to publish the assignment at some time other than "Immediately." A circle with a line through it indicates that the assignment will never be published. An exclamation point indicates the scores will not be published.

Copying Assignments
If you teach multiple sections of the same course, and assignments are the same across sections, you can copy assignments from one class to others within the current term.

- Create the assignment in one section of the course.
- Control-click the assignment, and click **Copy Assignment**. Or, click the **Tools** menu, and select **Copy Assignment**.
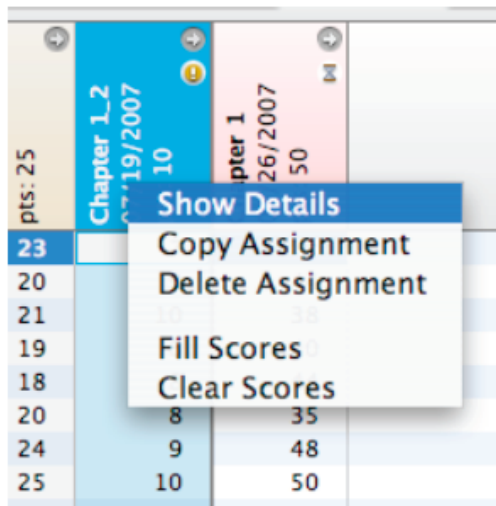
- In the Copy Assignment dialog box, place a checkmark next to the names of the classes you would like to copy the assignment to.
- Click **OK** .
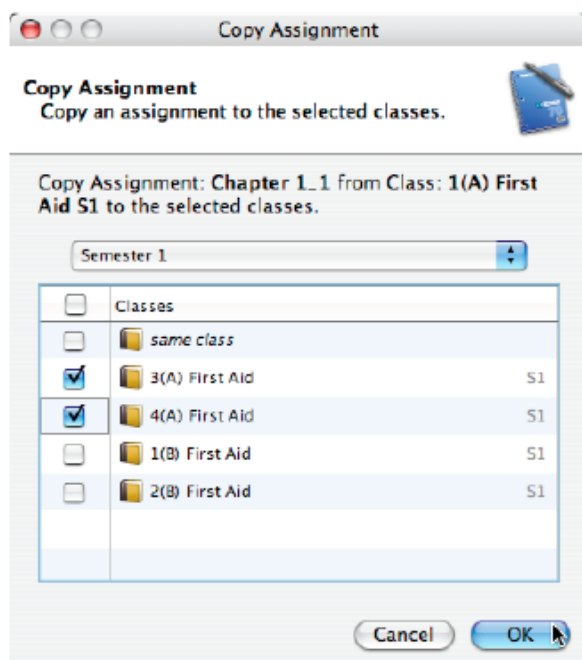
Recording Scores

After you collect and grade an assignment, enter the scores the students earned on the Scoresheet.

- Click the **Scoresheet** tab.
- Click in the cell representing the intersection of the row containing a student's name and the column of the assignment you want to score.
- Enter scores that match the type of score you set up when you created the assignment; numbers for points and percentage, letters for letter grades. If you would like to mark an assignment Exempt, type EX into the cell on the spreadsheet.
- Press Return (Mac) to advance to the next student, or Tab to advance to the next assignment.
- When you have finished entering scores, click **Save**.
- In the event that you accidentally overwrite scores by entering values in the wrong assignment column, click **Revert**.

Fill Scores

If a majority of the students in your class got the same score on an assignment, you can use the Fill Scores tool to quickly enter student scores.

- Click the **Scoresheet** tab.
- Ctrl-click the assignment details in the column heading, and select **Fill Scores**. Or, click the **Tools** menu, and select **Fill Scores**.
- Choose to Fill Empty Scores for the assignment, or to Replace All Scores for the assignment.
- Mark the assignment Collected, Late, Exempt, or enter the Score for the assignment.
- Click **OK**.

Editing a Score

Change a score you entered earlier.

- Click the **score**, drag over it to highlight it and type the new score, or delete it and enter a new score.
- The score will appear highlighted in gray until you click **Save** to save the changes you have made.
- Make changes as needed. Click **Save**.

Making changes in the score type will cause **PowerTeacher Gradebook** to convert the scores you entered automatically. Making changes affects the display of scores, but not their value. The final grades are not changed.
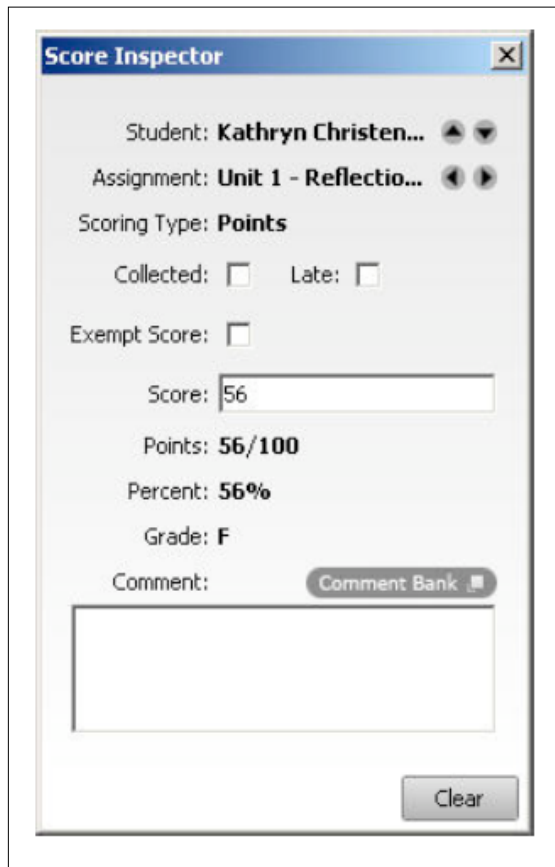
Changing Points Possible

Occasionally you will create an assignment and set the points possible, then determine that the actual assignment has a different number of points possible. Perhaps the assignment you originally envisioned was different from the actual assignment. For example, imagine that you created an assignment in PowerTeacher Gradebook worth 100 points, but scored student work based on a maximum total points possible of 50. You would need to change the points possible for the assignment.

- Open the Assignment Detail pane of an assignment that has already been scored by clicking **Expand** at the top of the assignment's column heading in the Scoresheet.
- Change the value in the Points Possible field to 50 and click **Save**.
- As soon as you click Save, a warning will appear. If you know the scores you have entered are correct and do not need to be changed, click **OK**.

Using the Score Inspector

The Score Inspector is a tool in **PowerTeacher Gradebook** that provides the ability to note if an assignment was received late, if a student is exempt from completing the assignment, and even that you've collected the assignment without entering a point value. You can also use this tool to enter a score comment.

- Click the **Tools** menu and click **Score Inspector**. (Or Ctrl-clicking a score also makes the Score Inspector available.) The **Score Inspector** will appear as a floating window that you can move around the screen.

-When you check the **Collected** box in the Score Inspector, a checkmark will appear in the Scoresheet for the student.

-When you check the **Late** box, a small red L will appear in the Scoresheet for the student.

-When you check the **Exempt** Score box, a gray Ex will appear in the Scoresheet for the student.

-When you enter a score comment, a small blue C will appear in the Scoresheet for the student. Clicking the Comment Bank will provide you with a list of district comments that can be inserted for a score.

-Assignment score comments appear in PowerSchool Parent Access when the user clicks Grades and Attendance, then on a term grade, and finally on the number representing an assignment score.

- Click a cell in the assignment column on the Scoresheet for the student you wish to work with.
- Choose a comment or hold down the key and choose multiple comments.
- Click **Insert Selected Comments** and click **OK**.
- The **Clear** button on the Score Inspector clears the score completely, not just the comment or a Collected check or Late indicator.
- You can use the four directional arrows in the Score Inspector to move through the Scoresheet without closing the Score Inspector. This enables you to adjust scores, add comments, and add collected, late, and exempt notes to scores for all the students in your class without having to click each student one by one.
- Click **Save** at the bottom of the Scoresheet to retain changes.

Legend for PowerTeacher Score Indicators

	Indicator Description	Indicator Meaning
A	Small "c" in blue dot next to score	There is a comment attached
B	Small "L" in red dot next to score	Assignment turned in late
C	Green check in a cell	Assignment turned in but not graded
D	Italicized faint score	Assignment does not count toward final grade OR was marked as exempt after scoring. (If marked Exempt with no score, Ex appears in gray)
E	Small Hourglass in assignment heading	Assignment published on certain date
F	Circle with line through it in assignment heading	Assignment is never to be published
G	Small red exclamation mark next to italicized final grade	Final grade changed by manual override

Manually Override a Final Grade
Occasionally, teachers will want to modify a student's final grade in a course – based on effort, participation, or other classroom factors. This function will be used for all Honors, AP, and IB classes to adjust the final grade and percent. The **Score Inspector** allows you to change a final grade with the **Manual Override** tool.
- Highlight the Student's Name or the Final Grade cell to the right of the student's name.
- Click the **Tools** menu, and click **Score Inspector**.
- Place a checkmark in the box next to Manual Override

- Once you check the Manual Override box, the Grade and Percent boxes become available. Change the contents of each of these boxes making sure that the information in the grade and the percent match.
- Add a comment manually, or from the comment bank if needed.
- Final Score comments appear in PowerSchool Parent Access when a user clicks on the Grades and Attendance tab, then on a final term grade. The Final Score Comment displays as the Teacher Comments on the Class Score Detail Page.
- Close the Score Inspector window. Once the grade is changed manually, it is displayed in italics on the Scoresheet. Also, a red exclamation point (!) is placed in the Final Grade cell indicating that you made a manual change to the student's final grade.
- Click **Save** in the lower right corner of the Scoresheet to save your changes. Click **Revert** if you would like to change scores back to their original values.

Output – Scoresheet, Statistics, and Reports
Once you have entered your assignments and the resulting scores into the PowerTeacher Gradebook, you have a variety of ways to view the scores.

Filter the Scoresheet Display by Term, Category or Students
After using the PowerTeacher Gradebook for some time, you may have created and scored many assignments for each class – more assignments than will fit on your computer screen. When you launch PowerTeacher Gradebook, the Scoresheet automatically opens displaying the first few assignments you created with later assignments visible only when you drag the scrollbar at the bottom of the pane to the right.
- **Filter by Reporting Term** – The menu on the left filters the assignments by reporting term. Your PowerSchool administrator determines the setup of the years and terms at your school. Choosing a term or a portion of a term (week or month) will determine which assignments are displayed. Assignments with due dates falling between the start and end dates for the term (or time period) you select will appear in the Scoresheet.

- **Filtering by Category** – The category menu will allow you to choose to limit the display of assignments to one category. The default display is ALL. Open the Category menu to see all of the categories you have created. Filtering by categories is one way to get a sense of how students are doing on that type of assignment.
- **Filter by Students** – You can filter your spreadsheet to show only students who are active in the class, those who have dropped the class. The spreadsheet defaults to active students.

Filter assignments by using the drop down menus that appear between the navigation bar at the top of the PowerTeacher Gradebook window and the assignment heading.
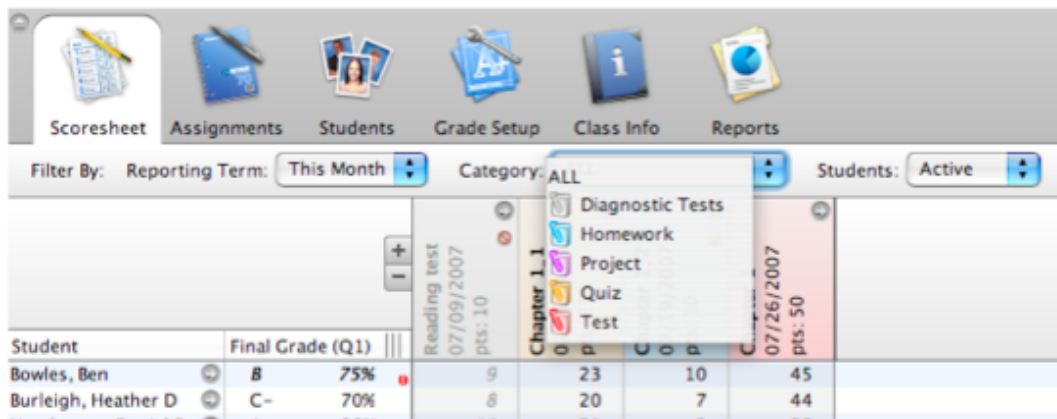
Note: When you have a filter in place on your spreadsheet, and switch between classes, the filter will carry over to the next class you view so that you see the same term, category and group of students (active vs. dropped).

Assignment Statistics
PowerTeacher Gradebook provides you with tools to view trends and to analyze your students' scores mathematically. Assignment statistics provide information on each assignment you enter into the gradebook.

To view the Statistics Summary, click **Summary** in the lower left corner of the Scoresheet to see the mean, median, and mode values for each assignment.
- 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.

**PowerTeacher Gradebook Reports**
The reports available through PowerTeacher Gradebook allow you to have a paper or electronic copy of information to show the principal or a parent. There are seven types of reports available, and they can be presented in three output types:
- **PDF** – a cross-platform file that can be read and printed by Adobe Acrobat Reader or Preview
- **HTML** – a file that can be read by a browser such as Internet Explorer, Firefox, or Safari.
- **Text Export (csv)** – a text file consisting of the data, separated by commas. This file can be opened with Excel or another spreadsheet software application.

To use the available reports, Click the **Reports** and select the type of report you would like to view.

- **Attendance Grid Report** – can be used to take attendance at field trips or other out of classroom events. It can also be used as a convenient roster for note taking during student presentations, or to track class participation. The date range displays a five week span on a single page.
- **Category Total Report** – a summary of the assignment category totals for each reporting term grouped by student and class. This report shows graphs for assignment count and average score per category.
- **Final Grade and Comment Verification** – a report showing final grades and teacher comments for students grouped first by section, then by term.
- **Individual Student Report** – a report that lists section scores by assignment, and the final grade for each reporting term, listed in a one page per student layout.
- **Missing Assignment** – a report that lists assignments that are missing per assignment or per student.
- **Scoresheet** – allows you to view final grades for all reporting terms along with assignments that are within a specific date range, for all students.
- **Student Roster** – a report that allows you to specify which columns of student data to list on the report, and in what order, each time the report run.

Options for configuring the report appear in the lower pane.
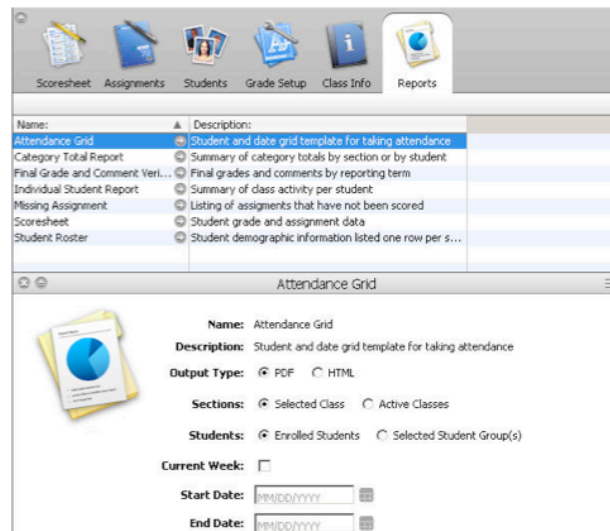
- Click the Output Option you would like (PDF, HTML, or CSV).
- Select the appropriate sections, students, and date range for the report.
- Click **Run Report** in the lower right corner of the screen.
- The report will be saved in the file type and location you choose on your computer.

Note: In order to run a report for selected or individual students, you must first add students to groups.

School Reports in PowerTeacher
Your school determines what reports can be printed from the PowerTeacher Portal. These reports may include form letters, progress reports, and report cards. For information about custom reports your school has created, see your PowerSchool administrator.

- Click the printer icon on the same row as the class for which you want to print a school created report.

Print Class Reports

Which report would you like to print?	Class Attendance Audit
For which students?	The 20 students in this class.
Test print?	☐ Print only the first 2 pages.
Watermark Text	Private
Watermark Mode	Watermark
When to print	ASAP

Submit

- Click the desired report from the "Which report would you like to print?" menu.
- Check **Test print?** to verify the report before printing.
- Use the Watermark Text pop-up menu to if you would like to print "Confidential," "Draft," or another word in a faint color on the report.
- If you want the report to print right away, leave the When to print menu as the default, ASAP. Otherwise, enter a date and time in the boxes provided.
- Click **Submit**.
- When you run a report in PowerTeacher, the **Report Queue – My Jobs** page appears.
- Verify the status of your report. If your report is still running, click the word **Refresh** in blue in the upper left corner of the screen to update the queue. Do not click your browser's Refresh button.

-
-
-
-
-
-
-
-

Report Queue - My Jobs Refresh

Created	Job Name	Started	Ended	Status	
02/22/2007	Class Attendance Audit	02/22/2007 12:22 PM	02/22/2007 12:22 PM	Completed	🗑
02/22/2007	Class Attendance Audit	02/22/2007 6:21 AM	02/22/2007 6:21 AM	Completed	🗑

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.

If a job is running or is waiting to be run, you can cancel it by clicking the red cancel icon. You can also cancel a job on the Job Detail page. Note: If you cancel a running job, depending on its complexity, it may not be immediately marked as canceled, but will eventually respond to the cancel request.

Completed and canceled jobs will automatically be deleted after 90 days. Click on the trash can icon to immediately delete an individual job, or you can delete all completed or canceled jobs.

- When your report shows that it has been completed in the Status column, click **Completed** to view the report.
- To print the report, click **File**, then **Print.**

School, Teacher, and Parent Communication

Parents can keep track of upcoming school events, view student progress, and can communicate with teachers through PowerSchool Parent Access.

School to Parent Communication

Using PowerSchool Parent Access, parents can view the School Bulletin. This activity facilitates the flow of information between the school and the parent.

- The School Bulletin displays the public version of daily announcements. Parents have the opportunity to read about upcoming events, school announcements, and new opportunities that affect their child. As a result, parents don't have to rely entirely on their child bringing the information home.

Teacher to Parent Communication

Parents and Teachers can use PowerSchool Parent Access as a communication tool.

- The easiest method for parents to communicate with teachers is to click the teacher's name on the Start Page of PowerSchool Parent Access and send the teacher an email.
- Parents can read certain teacher comments by clicking the Teacher Comment icon. These teacher comments reflect the student's performance in the class as a whole, not on a specific assignment or test. The comments that appear here are entered via the Teacher Comments student screen in the PowerTeacher Portal.

Staying Connected: Subscriptions and Email

Parents can register to receive updated information by email.

- Email Notification – Parents can keep in touch with their child's class progress and upcoming school events by registering to receive Email Notifications. Most of the information parents will receive with the Email Notification is available in other locations on the Parent Access site, but it is often easier for parents to receive information via email rather than visiting the site. This information is automatically sent from PowerSchool to the requested email addresses according to the schedule the parent chooses.
- My Calendars – Parents and students can subscribe to a teacher's or the school's published calendar using the My Calendars feature. This feature can be used with Macs or PCs with any electronic calendaring software that uses the iCalendar standard. As part of the subscription process, parents can name the calendar and determine how often it is refreshed. Once the parent has subscribed, the class calendar shows up in the list of calendars to which he or she has previously subscribed or has created. Parents can also subscribe to the school's published calendar so that Daily Bulletin items will display in their calendaring software.