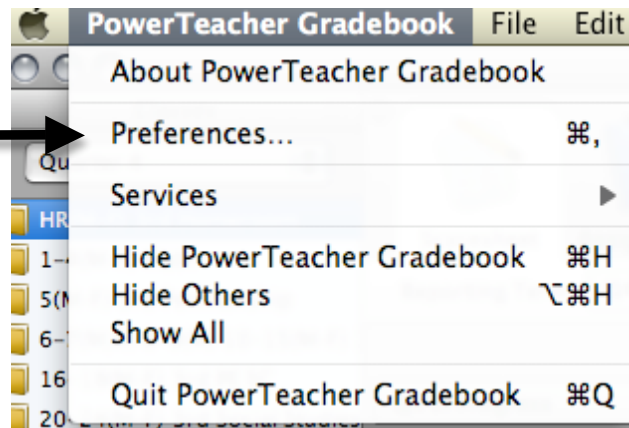


PowerTeacher Gradebook Setting up Score Codes

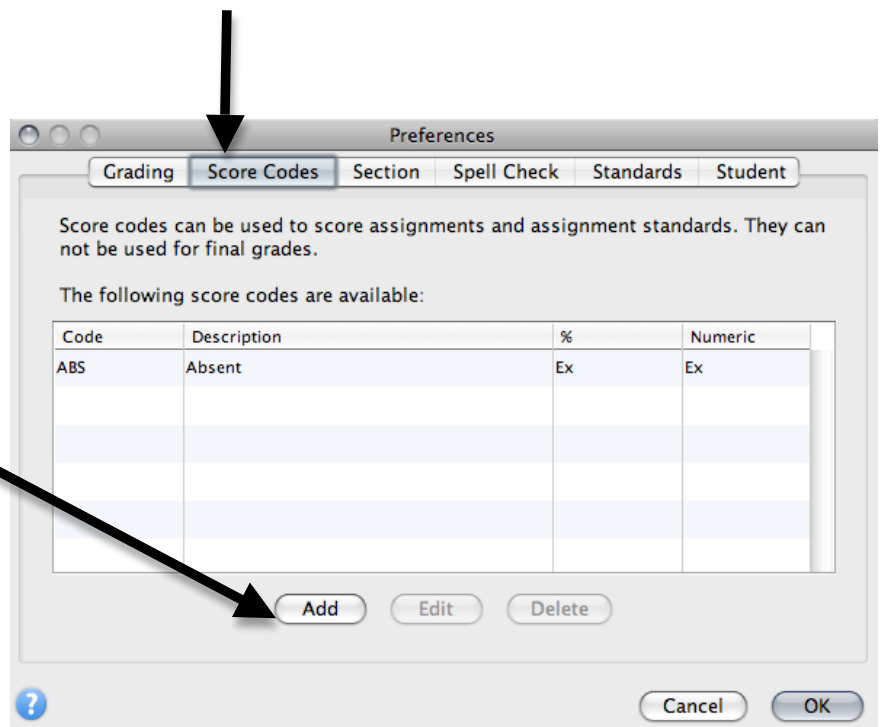
Score Codes are available to use in place of a grade. SCS has an approved list of acceptable Score Codes. See the attached list. If your school is using Score Codes follow these steps.

After launching PTG,
select PowerTeacher
Gradebook>Preferences.



Select the Score
Codes tab. The ABS
(Absent) code is
available by default.

Select Add to enter a
new code fro the
approved list.



In the Code Info box type an approved code from the attached list and enter the corresponding description.

The screenshot shows a dialog box titled "Create a New Score Code". It contains the following elements:

- Instructions:** "Create a new score code for use in PowerTeacher. Check exempt or enter score values as needed."
 - Exempt:** "Check **Exempt** for codes that should not be included in grade calculations." (An arrow points from this text to the "Exempt" checkbox.)
 - Scored:** "Enter a **Percent** to be used in assignment calculations and for standards scales with letter grades. If applicable, enter a **Numeric value** to be used on numeric scales (ex. 1-4 scale) for standards." (An arrow points from this text to the "Percent" field.)
- Code Info:** Two text input fields labeled "Code:" and "Description:". (An arrow points from the instruction above to the "Code:" field.)
- Value:**
 - A checkbox labeled "Exempt" which is checked. (An arrow points from the instruction "Check Exempt if applicable." to this checkbox.)
 - A "Percent:" field with a text input box. (An arrow points from the instruction "For those codes within the category of 'Count as Zero', remove the Exempt check and enter a '0' in the Percent box." to this field.)
 - A "Numeric:" section with a dropdown menu currently set to "Maximum" and a "Value:" text input box.
- Buttons:** "Cancel" and "OK". (An arrow points from the instruction "Select OK when complete." to the "OK" button.)

The following Score Codes have been approved for use by SCS for the 2010-11 school year.

Approved Score Codes

Exempt-assignment will not be counted in final grade calculation

FT	field trip
NA	not applicable
NE	newly enrolled
DR	dropped
HB	homebound
ISS	in school suspension
AS	alternative school
ABS	absent (already exists in the Score Codes by default)

Count as Zero-assignment will be counted as a 0 in final grade calculation

If you choose to provide opportunities for the student to complete assignments to replace the zero, you may update the score.

MS	missing
INC	incomplete
CH	cheating
OSS	out of school suspension
UAB	unexcused absence
OD	overdue

Current Score Comments built in to PTGradebook

The following score comments exist in PTG. Late (lt), Exempt (ex), and Missing (mi) are score comments built in to PTG and may not be used as custom Score Codes. These comments may be entered in to a score box.

Late (lt) – comment with no effect on grade – entered by typing or in Score Inspector – removed via Score Inspector

Collected – comment with no effect on grade - must be entered via the Score Inspector and removed via Score Inspector

Exempt (ex) – score will not be counted and any score entered will remain gray until the “ex” is manually removed via the Score Inspector

Missing (mi) – comment with no effect if entered after the grade – if “mi” is entered and then a score entered over it, the “mi” is removed.