

PowerTeacher Gradebook: Working with Grades Quick Reference Card

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Grade Scales Setup

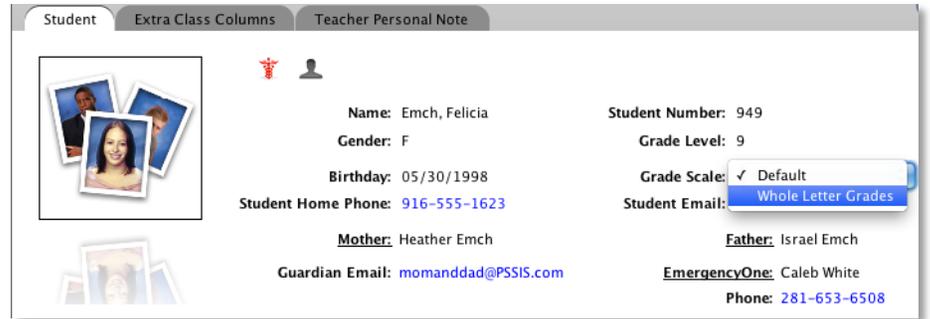
PowerTeacher administrators can give you access to copy a grade scale. Then, you can modify the grade scale to fit your grading needs.

To create a custom grade scale:

1. Click **Grade Setup > Grade Scales**
2. Select the grade scale to copy, and below the list, click the **+** sign
3. Next to the copied grade scale, click the arrow
4. Enter a name and description for the new grade scale
5. Change the grade, cutoff, percent, and description
6. To hide a grade that you won't use, click in the Ignore column
7. Click **Save**

To apply a custom grade scale to an individual student:

1. Select the class the student is enrolled in
2. Click **Student Info**
3. Double-click a student's name to open the student information pane
4. From the Grade Scale menu, choose the grade scale you wish to apply to the student



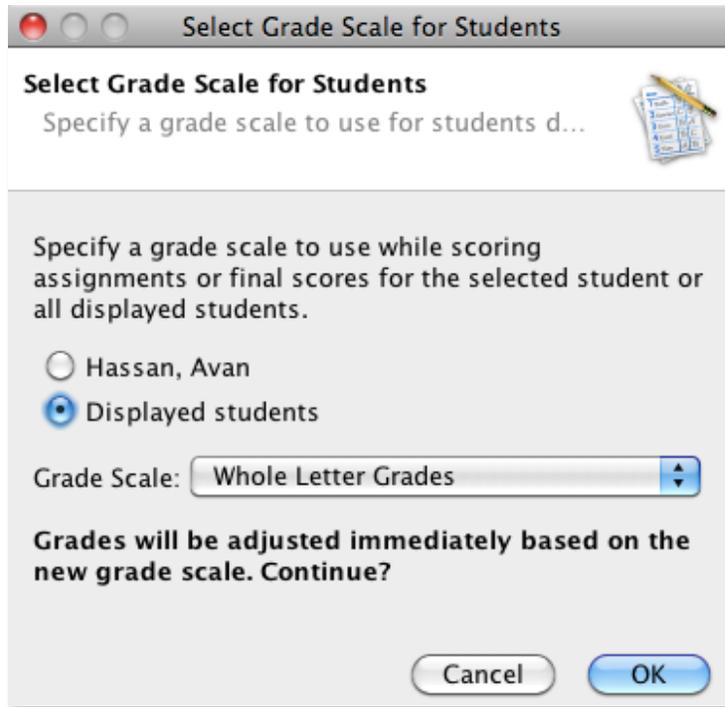
The screenshot shows the 'Student' tab of the PowerTeacher interface. It displays a student's profile for Felicia Emch. On the left, there are photo thumbnails. The main area contains personal information: Name (Emch, Felicia), Gender (F), Birthday (05/30/1998), Student Home Phone (916-555-1623), Mother (Heather Emch), Guardian Email (momanddad@PSSIS.com), Student Number (949), Grade Level (9), Grade Scale (Default, with a dropdown menu open showing 'Whole Letter Grades'), Student Email, Father (Israel Emch), EmergencyOne (Caleb White), and Phone (281-653-6508). The 'Teacher Personal Note' tab is also visible at the top.

5. Click **Yes** to confirm

To apply a custom grade scale to a group of students:

1. Select the class the students are enrolled in
2. Click **Student Info**
3. Filter the list using student groups, such as Active or Reading Group A
4. Right-click or Control-click, on a Mac, in the student roster, and select **Set Grade Scales**

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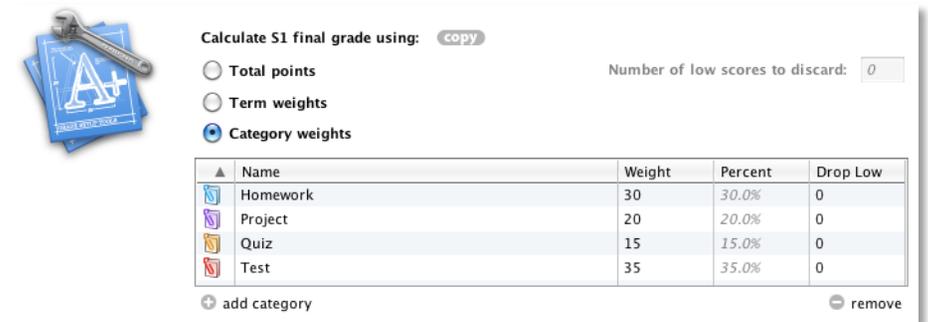
5. Select to modify the grade scale for **Displayed students**
6. Select the custom grade scale, and click **OK**

Final Grade Calculation Setup

By default, final grades are calculated by total points. Therefore, you only need to set up final grades if you want to use a different calculation method.

1. Click **Grade Setup > Calculations**
2. Next to the term, click the gray arrow to open the calculation options
3. Choose a calculation method: Term weights or Category weights

4. If you choose Category weights, click **add category** to set up the categories for weighting
5. Enter weights for the terms or categories



6. Click **Save**
7. Click **copy** to copy the final grade setup for the term or the entire class
8. Select the item to be copied, and click **OK**
9. Select the term or class you're copying to
10. Click **Next > Finish**

Assignment Scores

When entering scores, match the type of score to what you set up when you created the assignment: numbers for points and percentage, letters for letter grades. You can enter scores individually or by using the quick-entry methods. Use your gradebook preferences to create score codes that explain why a score is missing or a student received a zero.

1. On the Scoresheet, click in the cell that is the intersection of the row containing the student's name and the column of the assignment
2. Enter the scores, such as 25 or A

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3. Press **Enter** to advance to the next student or **Tab** to advance to the next assignment
4. When you are finished entering scores, click **Save**

The screenshot shows the PowerTeacher Gradebook interface. At the top, there are navigation icons for Scoresheet, Assignments, Student Info, Grade Setup, and Class Content. Below these, the Reporting Term is set to 'S1' and the Mode is 'Assignments'. A table displays student performance for 'S1 In Progress'. The table has columns for Student Name, (S1) Final Grade, Percentage, n/a, A, T, and Points. A pop-up window for 'chapter 1 readi...' is visible over the table.

Students (34)	(S1) Final Grade	A	T	chapter 1 readi...
Anderson, Cody	B 92%	n/a	2	06/09/2012
Briggs, Justin	C- 70%	n/a	1	pts: 20
Bushman, Joshua	A 96%	n/a	-	
Butterfield, Nicholas	A- 95%	n/a	-	
Cowley, Amy	A- 95%	n/a	-	

The Score Inspector

While you can enter scores directly on the Scoresheet, use the Score Inspector to provide more details about the student's performance. Note if an assignment is missing or if you received an assignment late, if you collected the assignment but haven't entered scores yet, or if a student is exempt from completing the assignment. Also use the Score Inspector to enter a comment about a student's score.

1. From the Tools menu, choose **Score Inspector**

Also, you can right-click or Control-click, on a Mac, a score to access the Score Inspector.

The screenshot shows the 'Assignment Score' dialog box for Student: Jefferson, Sarah and Assignment: Poetry Book. The 'Score' tab is active. It displays the following information: Scoring Type: Points; Collected: ; Late: ; Exempt Score: ; Missing: ; Score: 5; Points: 5/10; Percent: 50%; Grade: F; and a Comment field.

2. Mark the assignment collected, late, exempt, or missing
3. Enter a score
4. Click the Comment tab to insert pre-defined comments or type directly in the Comment field

Also, identify your favorite comments. Then, filter comments using the Favorite column to save you from having to search through the comment bank.

5. When you are finished, click **Close > Save**

Indicators will appear on the Scoresheet for assignments marked collected, late, exempt, missing, and for assignments containing comments.

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Fill Scores

Sometimes you may want to enter the same score for most or all of your students. For example, students earn five points each week for turning in a daily journal or dressing for gym. If most or all of your students earned five points, it would be faster for you to fill in all the scores at once and then change any exceptions.

Another way you can use Fill Scores is if you've entered scores for individual students already, you can fill the scores for the remaining students who have no score.

1. On the Scoresheet, select the assignment you want to score
2. From the Tools menu, choose **Fill Scores**

You can also right-click or Control-click, on a Mac, a score cell to use Fill Scores.

3. Select whether you want to fill **Items with No Score** or **Replace All** existing scores
4. To fill a score indicator, check two boxes: check the one on the left, and then, check the box on the right of the word
5. To fill a score, check **Score**, and enter a score that corresponds to the score type associated with the assignment
6. To fill a comment, select the Comment check box, and type the comment in the Comment field

Also, click the Comments tab, and insert selected comments.

7. Click **OK** to fill the scores, then click **Save**

Citizenship Final Grades

If your school uses citizenship grades, your PowerTeacher administrator will enable Final Grade (Citizenship) entry in PowerTeacher Administrator.

To enter citizenship final grades:

1. Select the class you wish to grade
2. On the Scoresheet, select Final Grades mode
3. In the Citizenship column, enter citizenship final grades for the students using the same methods you use to enter assignment scores

You can enter a grade manually, right-click in a citizenship cell and select a grade, fill scores, or use the Score Inspector.

4. Click **Save**

Students (34)	(S1) Final Grade	A	T	Citizenship	Citizenship LTR	Language Arts
Anderson, Cody	B 92% n/a	2	-	H		
Briggs, Justin	C- 70% n/a	1	-	N		
Bushman, Joshua	A 96% n/a	-	-	H		
Butterfield, Nicholas	A- 95% n/a	-	-	H		
Cowlev, Amv	A- 95% n/a	-	-	H		

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Final Grade Changes

Before completing your final grades, use your gradebook preferences to format your final grade calculations and how they will appear. 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.

1. Select the class the student is enrolled in
2. Double-click the student's final grade on the Scoresheet, or right-click the final grade, and select **Show Score Inspector**
3. Check **Manual Override** to indicate that you will be overwriting the final grade

4. Enter the new percent value, and select a new grade
5. Click the Comment tab to insert a comment from the district comment bank or your comment bank

(Create your personal comment bank in your gradebook preferences.)

6. Click **Close**, then click **Save** to record the new final grade
7. To revert back to the gradebook calculated final grade, double-click the student's final grade
8. Clear the Manual Override check box, and remove any comments that no longer apply
9. Click **Close**, then click **Save**

Final Grade

Student: Anderson, Cody

Reporting Term: S1

Score Comment

Manual Override:

Percent: 90

Grade: A

Points: n/a

Comment:

Final Grades Completion

At the end of the term, notify your school's PowerTeacher administrator that you have finished entering the scores for the term and that the final grades are ready to be stored.

1. Select a class
2. On the Scoresheet open the Reporting Term menu and select the term that is ending, such as **S1**
3. Under the Reporting Term menu, click **[Term] In Progress**
4. If you aren't finished with final grades yet, enter a status comment for your PowerTeacher administrator, and click **OK**
5. When you have completed your final grades, check **Final Grades Complete**
6. Enter a comment indicating that final grades are complete, and click **OK**

S1 Final Grades Completion Status

Final Grades Complete:

S1 Status Comment

Grades are complete.

Cancel OK