



PowerTeacher Gradebook

To get started, you must log in to PowerTeacher and then launch the gradebook.

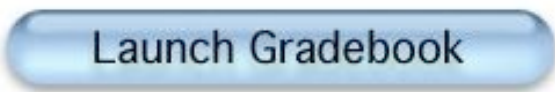
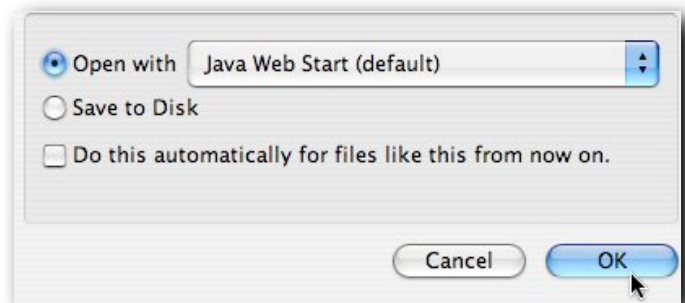
How to Log into PowerTeacher

1. Open your web browser to our PowerTeacher site.
<http://www.meadsd.net/teachers>
2. Enter in your username and password.
3. Click **Enter**. The PowerTeacher start page appears.

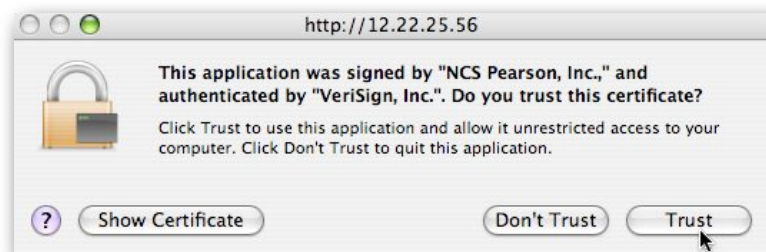
A screenshot of a login form. It has two input fields: "Username:" and "Password:". Below the fields is a blue button labeled "Enter".

Launch PowerTeacher Gradebook for Mac

1. Click **Gradebook**. The PowerTeacher Gradebook Launch page appears.
2. Click **Launch Gradebook**. The downloads window appears, accompanied by a java web start window. Check the box "Do this automatically for files like this from now on" to skip this screen in the future. Click **OK**.

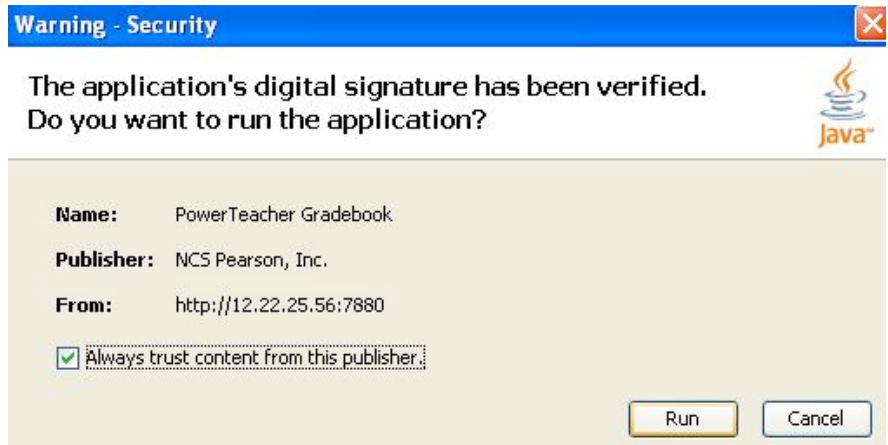


3. Click **Trust**. You can also click "Show Certificate" and check "Always trust these certificates" if you'd like to skip this window in the future. Close the Downloads window. Then PowerTeacher gradebook opens. Note: You can only have one active session of PowerTeacher Gradebook launched at a time. If you launch a second session the "Terminate Other Sessions" window appears so you will need to click **Terminate Other Sessions** or **Quit**.
4. Close the downloads window.



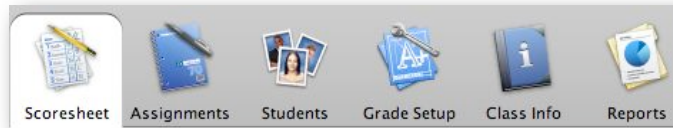
Launch PowerTeacher for Windows

1. Click **Gradebook**. The PowerTeacher Gradebook Launch page appears.
2. Click **Launch Gradebook**. The Opening Launch Gradebook window will appear, click **OK**.
3. Click **Run** on the security window. The PowerTeacher gradebook opens. Check always trust to skip this window in the future.
Note: You may have only one active session of PowerTeacher Gradebook launched at a time. If you attempt to launch a second session the “Terminate Other Sessions” window appears so you will need to click **Terminate Other Sessions** or **Quit**.
4. You can close the Downloads window.
5. PowerSchool will log off in approximately 20 minutes. You will then need to re-enter your password to continue working.



The PowerTeacher Gradebook Window

- 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 easy-to-use interface through which you can designate how you want a report to run.



Menu Options

PowerTeacher Gradebook- Preferences/Hide PowerTeacher Gradebook/Quit PowerTeacher Gradebook

File-Save/Revert

Edit-Cut/Copy/Paste

View-Scoresheet/Assignments/Students/GradeSetup/Class Info/Reports

Tools-Categories/Grade Scales/Score Inspector/Fill Scores/Recalculate Final Scores/Copy Assignment

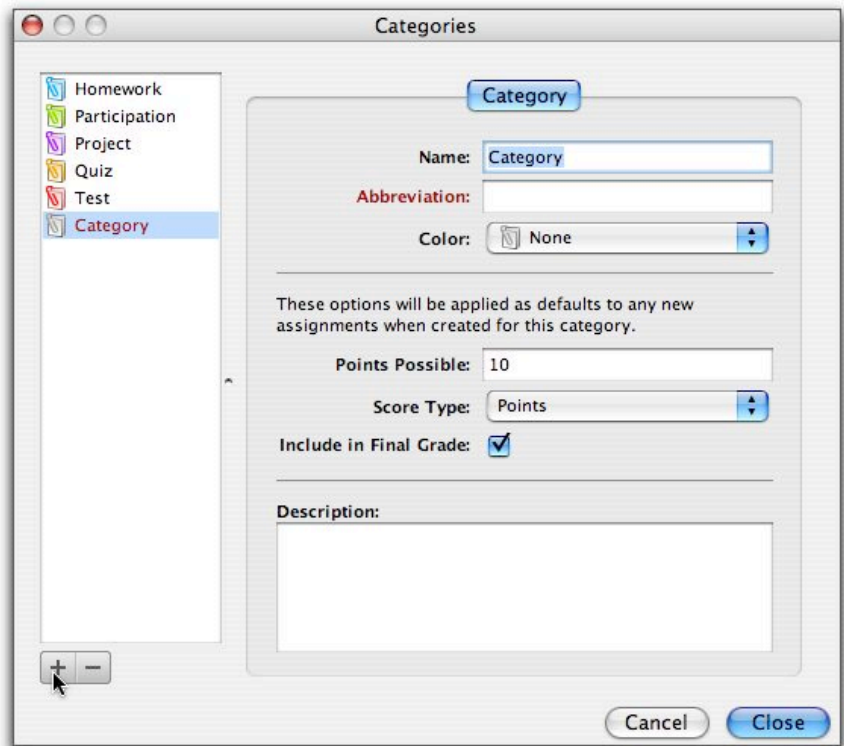
Window-Choose New Window to open another instance of gradebook to access other areas at one time.

Help

Creating Categories

PowerTeacher comes with four pre-determined category types. You can add/modify these.

1. From the tools menu, choose **Categories**.
2. Click the Plus (+) in the lower left-hand corner of the Categories window to add a new category.
3. Enter information into the appropriate fields.
 - Name it
 - Put in an abbreviation
 - Choose a color
 - Choose score type
 - In the “Include in Final Grade” option you may want to uncheck the box to create a category such as Collections to represent any collected forms, etc.
 - Description field will be displayed in the Administrator/Teacher/Parent access areas of PowerSchool when assignment is clicked.
4. Click the Plus (+) to add the second category.
5. Click **Close** to save and close the Categories dialog box.



Setting Up Final Grade Calculations

Determine how the students’ final grades will be calculated for each classes’ quarters and semesters. As part of the Grade Setup, remember to:

- Record the details of the setup so that you’ll be able to complete it for each class.
- Communicate how grades are calculated to students and parents. Utilize the Class Info tab.

There are three options for grade setup: Total Points, Term Weights and Category Weights.

1. **Total Points**-This method calculates the student’s final grade by dividing the points the student has accumulated by the total number of points possible. Total points is the default setting for all terms.
 - a) Choose whether you would like to drop low scores and the number of scores to drop. Note: It is probably best to do this after a number of assignments have been entered.
2. **Term Weights**-This method multiplies a term grade by some value (or weight) to calculate a grade in another term. For example, Semester 1 might be worth 40% of the final grade and Semester 2 worth 60%. Percents can also be entered with decimal points, such as 33.3%. It is best to use simple solutions for ease in interpreting and explaining. For example, have Quarter 1 and Quarter 2 each count 50% toward the final semester grade is easily understood.
 - c) When selecting this option, the dependent terms appear in the table, click a term and enter the weight, by double clicking in the column. (whole number only)

Calculate final grade using:

Total points Number of low scores to discard:

Term weights

Category weights

| ▲ | Name | Weight | Percent | Drop Low |
|---|------|--------|---------|----------|
| | Q3 | 60 | 60.0% | n/a |
| | Q4 | 40 | 40.0% | n/a |
| | | | | |

4. **Category Weights**-This method multiplies the total number of points by the value (or weight) of each category. It allows you to set up the weights for each category.
 - e) Click the “add category” on the left hand corner of the table. Select the categories you’d like to weight by selecting the checkbox.
 - f) Set up weights for each category and use the Drop Low column to indicated how many low scores in each category to discard. Click **Save** when you are finished.

Calculate final grade using:

Total points Number of low scores to discard:

Term weights

Category weights

| ▲ | Name | Weight | Percent | Drop Low |
|-------------------------------------|----------|--------|---------|----------|
| <input checked="" type="checkbox"/> | Homework | 25 | 25.0% | 0 |
| <input checked="" type="checkbox"/> | Project | 25 | 25.0% | 0 |
| <input checked="" type="checkbox"/> | Quiz | 25 | 25.0% | 0 |
| <input checked="" type="checkbox"/> | Test | 25 | 25.0% | 0 |

Assignments

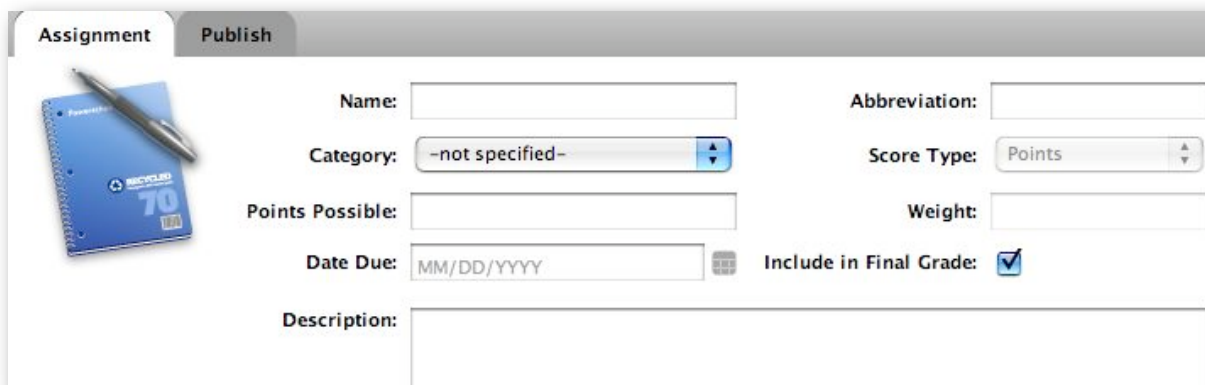
You can create one assignment at a time as you progress through the term, or you can set up assignments for the entire term before it starts. The Final Grade that appears on the Scoresheet reflects an average grade for only the assignment scores that have been entered.

Assignments fields

- a) **Name**-Enter the assignment title
- b) **Abbreviation**- The abbreviation will be auto-filled with the name of the assignment. You can change it.
- c) **Category**-Assign a category to the assignment from the list of categories.
- d) **Score type**-The PowerTeacher gradebook automatically displays the score type you selected for this category. You can change this score type.
- e) **Points Possible**-The Gradebook automatically fills in the default value designated for this category. You can change this value.
- f) **Weight**-Assign a weight to an assignment if it is worth more than other assignments. Note: A good rule of thumb is that if the assignment counts more towards the final grade, make the assignment worth more points rather than changing its weight.
- g) **Due Date**-Enter a due date for the assignment, if appropriate. Default for due date is today's date.
- h) **Include in Final Grade**-Unselect if appropriate
- i) **Description**-Enter a description and instructions for the assignment. Students who missed school the day the assignment was given can reference this information to complete the work. You can add a link here by using this HTML code:
Click here

How to Add an Assignment

1. Select a class from the **Classes pane**. (top left of gradebook)



The screenshot shows the 'Assignment' window with two tabs: 'Assignment' and 'Publish'. On the left is an icon of a blue spiral notebook with a pen. The form contains the following fields:

- Name:** Text input field.
- Abbreviation:** Text input field.
- Category:** Dropdown menu with '-not specified-' selected.
- Score Type:** Dropdown menu with 'Points' selected.
- Points Possible:** Text input field.
- Weight:** Text input field.
- Date Due:** Text input field with a calendar icon and the placeholder 'MM/DD/YYYY'.
- Include in Final Grade:** Checkmark box, which is checked.
- Description:** Large text area.

2. Click the **Assignments** tab. The **Assignment window** appears.



3. Click the (+) button. The New Assignment window appears.
4. Enter the required information. Use the Publish tab to modify when it's published or click **Save**.

Assignment **Publish**

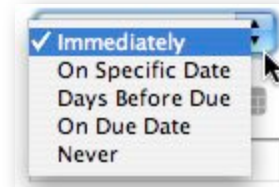
Publish Assignment: Immediately

On Date: MM/DD/YYYY

Days Before Due: 0

Publish Scores:

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. Click **Save**.
7. To edit an assignment just double click on the assignment, edit information and **Save**.



Copy Assignments

You can copy assignments from one class to another from current or previous term. **Copy Assignment** can be found in the Tools menu at the top of the screen.

1. Select the assignment to copy.
2. Go up to **Tools** on the menu bar and select **Copy Assignment**.
3. Select the boxes of any class you like the assignment to be added to. It will copy exactly, minus any scores inputed.
4. Last, if you need to do a different date use the **Due Date** drop down menu.
5. Click **OK**.

Copy Assignment: Pre Test 2 from Class: 2(A) French 2 S2 to the selected classes.

Semester 2

| <input type="checkbox"/> | Classes | |
|-------------------------------------|---------------|----|
| <input type="checkbox"/> | same class | |
| <input checked="" type="checkbox"/> | 1(B) French 2 | S2 |
| <input checked="" type="checkbox"/> | 3(B) French 2 | S2 |

Due Date: Existing 06/19/2008

Cancel OK

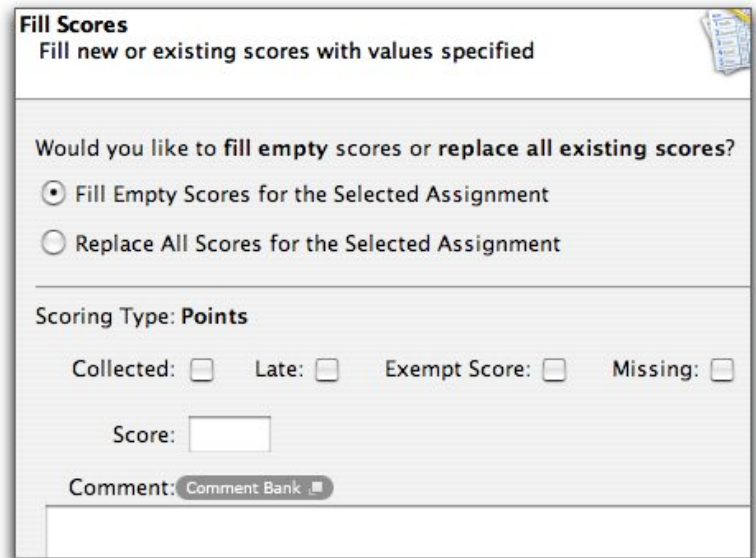
Recording Scores

Scores can be recorded by clicking in the cells when in the **Scoresheet** tab. You can also utilize **Fill Scores** and the **Score Inspector** under **Tools** on the menu bar.

1. Click the Scoresheet Tab.
2. 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.
3. Press **Return** (MAC) or **Enter** (Windows) to advance to the next student, or Tab to advance to the next assignment. **Save** when finished.

Fill Scores

1. Simply select **Fill Scores** from the Tools Menu while in the **Scoresheet** or Assignment tabs.
2. You can fill empty scores if you have not put in your grades or choose the replace option to override what you currently have.
3. Select from one of the choices, enter the score and add a comment if desired.



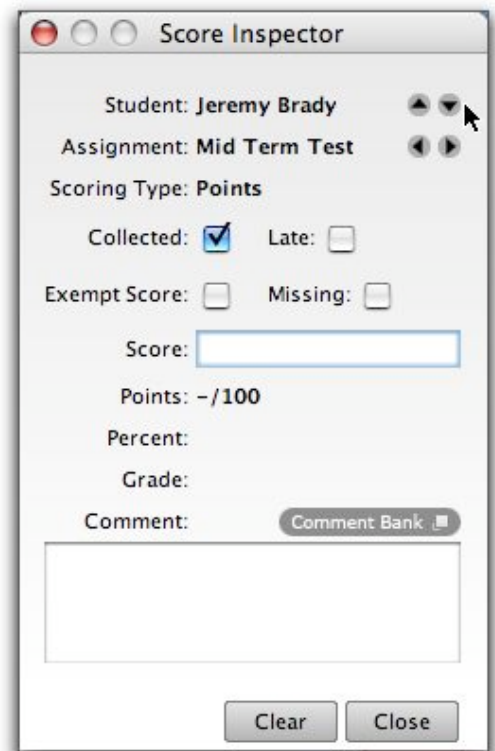
The screenshot shows the 'Fill Scores' dialog box. The title bar reads 'Fill Scores' and the subtitle is 'Fill new or existing scores with values specified'. The main question is 'Would you like to fill empty scores or replace all existing scores?'. There are two radio button options: 'Fill Empty Scores for the Selected Assignment' (which is selected) and 'Replace All Scores for the Selected Assignment'. Below this, the 'Scoring Type' is set to 'Points'. There are four checkboxes: 'Collected' (unchecked), 'Late' (unchecked), 'Exempt Score' (unchecked), and 'Missing' (unchecked). A 'Score' input field is present, currently empty. At the bottom, there is a 'Comment' field with a 'Comment Bank' dropdown menu.

Using the Score Inspector

The Score Inspector provides the ability to add notes to yourself about a student's performance in class such as, late, exempt, or missing. You can also use the Score Inspector to enter a public comment.

1. Click the **Tools** Menu and click **Score Inspector**.
2. On the **Scoresheet**, click in the assignment column in the first empty cell next to the appropriate student you want to score. In the Score Inspector, you can select: *Collected, Late, Exempt, Missing, input the score and/or type in a comment.*
3. To add a comment you can type in the field or use the Comment Bank.
4. Toggle between students by using the down/up arrows or go between assignments.
5. The **Clear** button clears the score, comment or a check.
6. Click **Close** when finished. Then click **Save**.

Note: You can use the Score Inspector to enter a comment on the term grade also.



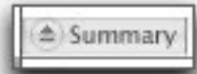
The screenshot shows the 'Score Inspector' dialog box. The title bar reads 'Score Inspector'. It displays 'Student: Jeremy Brady' and 'Assignment: Mid Term Test' with up/down arrows for the student and left/right arrows for the assignment. The 'Scoring Type' is 'Points'. There are four checkboxes: 'Collected' (checked), 'Late' (unchecked), 'Exempt Score' (unchecked), and 'Missing' (unchecked). A 'Score' input field is present, currently empty. Below it, 'Points: -/100', 'Percent:', and 'Grade:' are displayed. At the bottom, there is a 'Comment' field with a 'Comment Bank' dropdown menu. Two buttons, 'Clear' and 'Close', are at the bottom right.

Manually Override a Final Grade

1. Double-click the **final grade** to open the **Score Inspector**, and then select the Manual Override check box.
 2. Change the percent and grade. Then, add a comment and click **Close**.
-

Statistics

- View the mean/median/mode of each class by simply clicking the Summary tab in the lower left-hand corner when on the **Scoresheet** tab.



Student Groups

PowerTeacher Gradebook provides tools for creating sets and groups and choosing students to include in the groups so that teachers can adapt instruction to the needs of the subgroups of the students. These groups can be modified at any time.

Definitions:

- Entire Class-default PowerTeacher Gradebook group.
- Set-a collection of groups, i.e. Math or Reading. You must create the Set before you can create a Group.
- Group-a small collection of students, i.e. Math1 and Math2 or Bluebirds and Redbirds

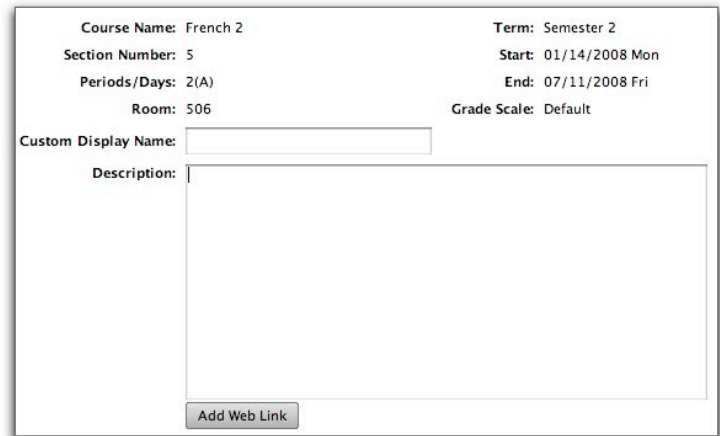
Creating Sets and Groups

1. Click the Students tab.
 2. Click the **(+)** in the lower left-hand corner of the PowerTeacher Gradebook window. An Untitled Set 1 and Untitled Group 1 will appear.
 3. Double-click on Untitled Set 1 and enter a name for the set. Press **Enter**.
 4. Double-click on Untitled Group 1 and enter a name for the group. Press **Enter**.
 5. Click the Plus **(+)** again and choose **Add Group**.
 6. Enter a name for your group and press **Enter**.
 7. Click on a student's name and drag it into a group. Use command-click (MAC) or Ctrl-click (Windows) to add multiple students.
-

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 or a web link.

1. Click the **Class Info** tab at the top of the screen.
2. In the Description box, type the information you would like parents to be able to view.
3. Click the **Add Web Link** to add a link to your class website or other informational site.



The screenshot shows a form for entering class information. The fields are as follows:

| | |
|---|-----------------------|
| Course Name: French 2 | Term: Semester 2 |
| Section Number: 5 | Start: 01/14/2008 Mon |
| Periods/Days: 2(A) | End: 07/11/2008 Fri |
| Room: 506 | Grade Scale: Default |
| Custom Display Name: <input type="text"/> | |
| Description: <input type="text"/> | |

At the bottom right of the form is a button labeled "Add Web Link".

Reports

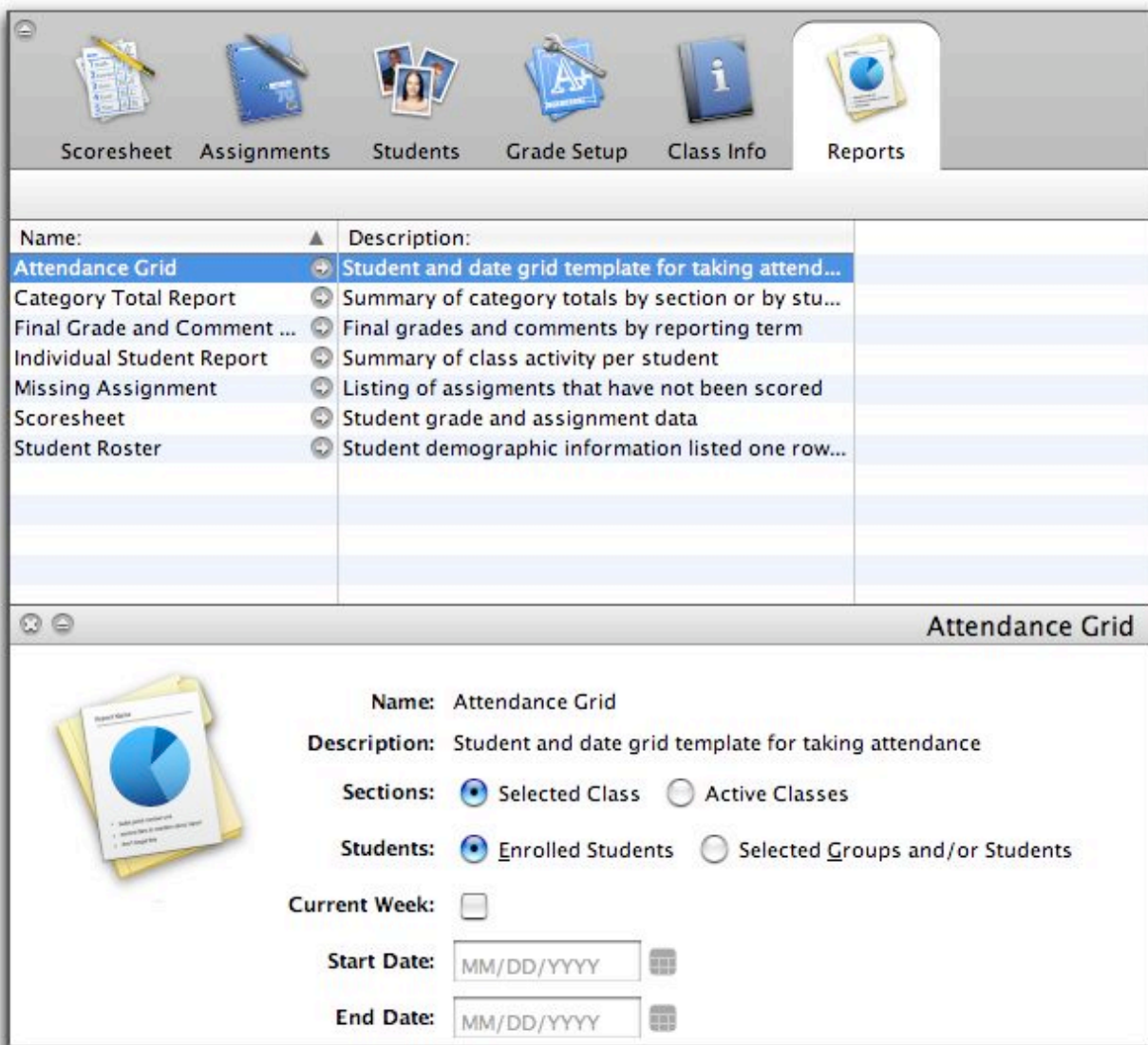
The reports available through PowerTeacher Gradebook allow you to have a paper or electronic copy of information. You have the ability to personalize each report by entering a custom title or include a top note, bottom note and signature line. There are eight types of reports available in the following three output devices:

- PDF- a cross-platform file that can be read by Adobe Acrobat or Preview (MAC).
- 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 by Excel or other spreadsheet software.

To Use Reports

1. Click the Reports tab.
2. Click the type of report you would like to view.
 - **Attendance Grid**-Student/date grid template for taking attendance (great for field trips)
 - **Category Total Report**-Summarizes category total, shows graphs for assignment count and average score per category
 - **Final Grade and Comment Verification**-Displays final grades for students and teacher comments by term
 - **Individual Student Report**-Displays a summary of the class activity per student by assignment, one page per student layout
 - **Missing Assignment**-Displays assignments that are missing per assignment or per student
 - **Scoresheet**-Displays a copy of the teacher's gradebook, including all assignments and scores.
 - **Student Multi-Section Report**-Includes grades from all of a student's sections
 - **Student Roster**-Displays demographic information by class, self-select information for report

- Options for configuring the report appear in the lower pane.



- Click the Output Type you would like (PDF, HTML, CSV)
- Select the appropriate sections, students, and date range for the report.
- Click **Run Report** in the lower right hand corner of the screen.
- The report will be open for you to print or save.