# PowerTeacher Gradebook Elementary

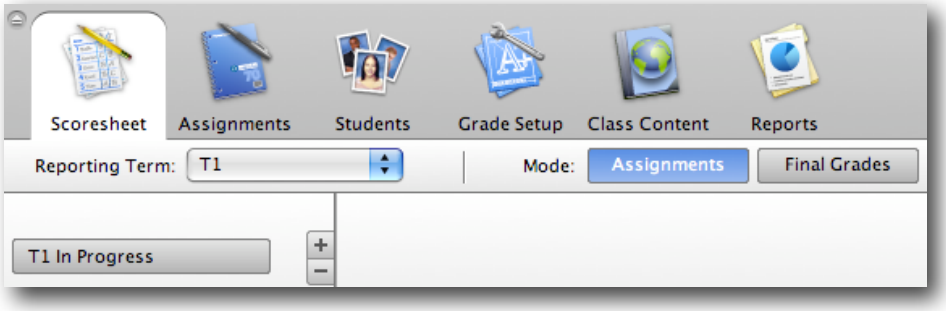
To get started, you must log in to PowerTeacher and then launch the gradebook.

## The PowerTeacher Gradebook Window

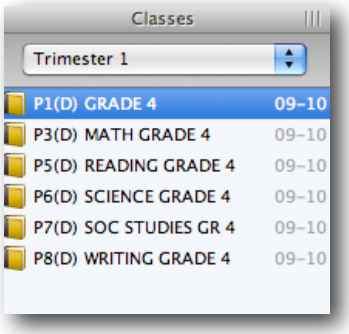
- **Scoresheet**-displays the assignments and scores you have entered for the students.
- **Assignments**-displays the details of the assignments you have created.
- **Students**-contains demographic data for each of your students
- **Grade Setup**-displays the final grade setup for each term.
- **Class 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.
- **Reporting Term** - displays by term, week or month
- **Mode** - Two tabs: Assignments and Final Grades. Assignment tab allows you to enter assignments and scores. The Final Grade Tab is where you enter scores for report card for each term.
- **T1 In Progress**- This tab is utilized at each term. After the scores are entered on Final Grade tab, click this button to alert front office that the process is complete.

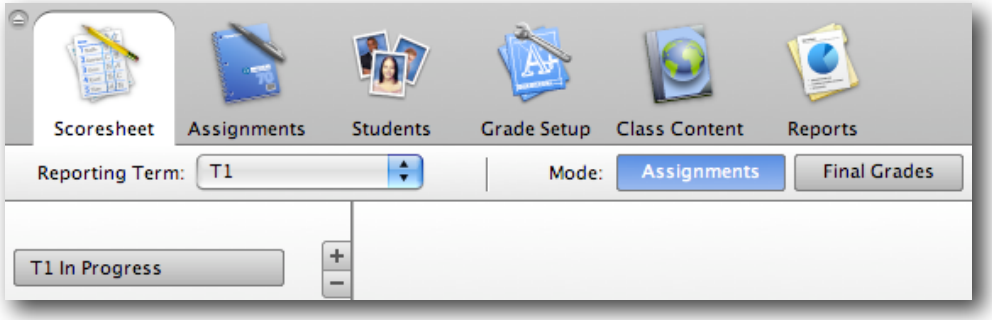
## Final Grades Tab

1. Click the Final Grades Tab.
2. In the Classes Pane window select the specific subject area you would like to record final grade for. Make sure you select the specific term in the **Reporting Term** drop down menu.
3. For each overarching standard you are able to leave a comment. This column is identified by the by the small white "c" surrounded by a blue circle.



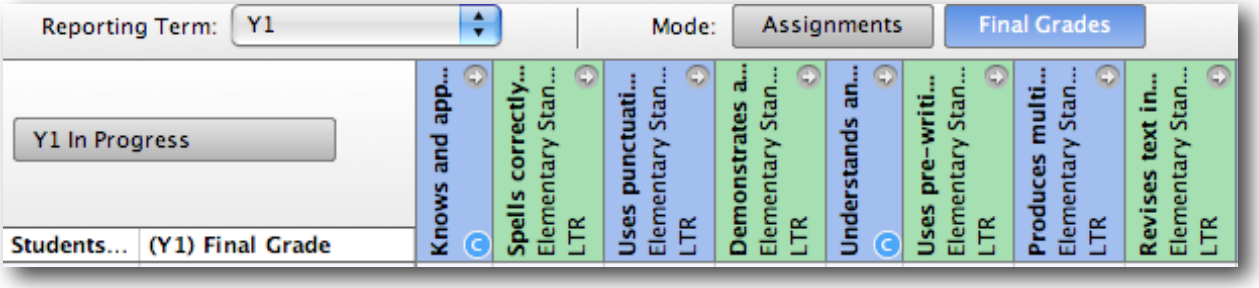
4. To create a comment, simply right click in the standard column.
5. Select **Fill Comments** to fill each student field or **Show Comment Inspector** to leave a comment for a specific student. Please keep comments short as they effect print out length.
6. To clear comments from a column simply right click on the standard column and select **Clear**




**Comments.**

7. To add scores to the **Performance Expectation** columns right click on the column. Select




Fill Scores to mass fill the column or Show Score Inspector to complete scores on a specific student.

8. To view the entire standard or performance expectation click the gray arrow in the top right hand corner of the column. You can also mouse over the column to see a pop-up description.
9. All fields can simply be clicked to change or modify a score or comment given.
10. Repeat process for each subject area in your **Classes Pane**.
11. **Note:** Your grade level that is listed first in the **Classes Pane** contains Behavior for the report card.
12. When completed with all scores, click the **Y1 In Progress** or T1 tab. Follow the directions to complete the grading process in order to alert the office to print your report cards.

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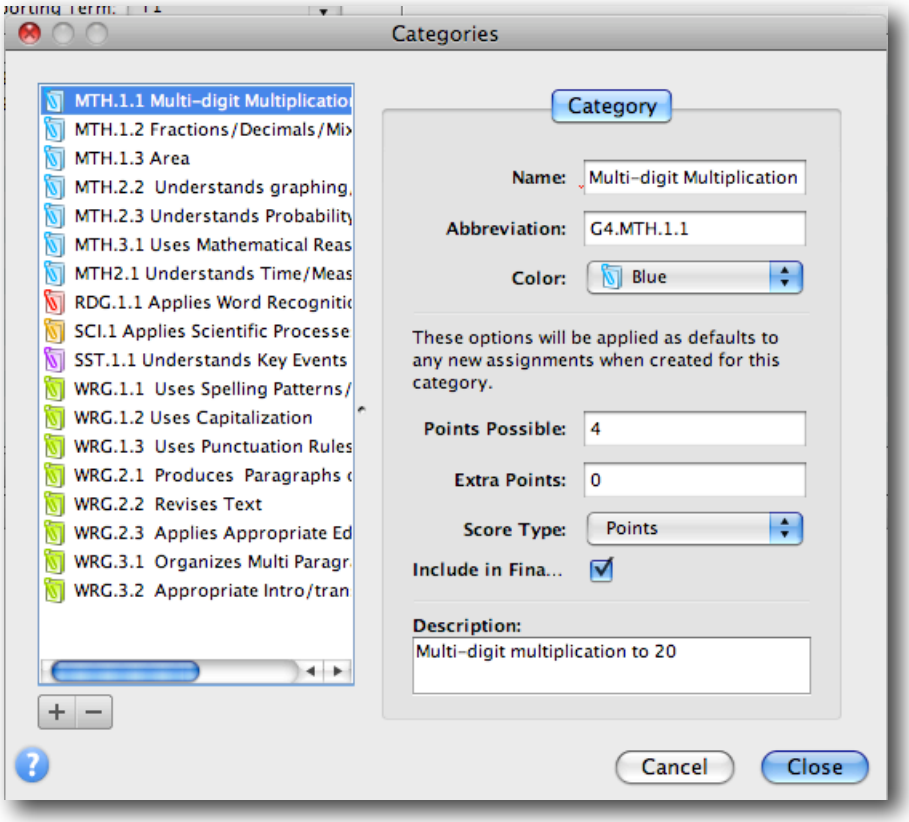
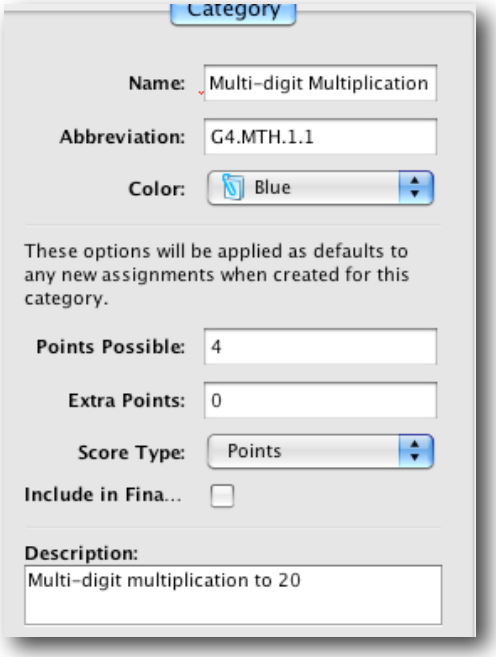
## Creating Categories

PowerTeacher comes with four pre-determined category types. We will modify these and create our standards.

1. Open your excel database named with your grade level. Slide the excel window to the left of your screen.

2. Login to PowerTeacher and Launch your Gradebook.
3. From the tools menu, choose **Categories**.
4. Slide Gradebook windows to the right so you can see excel database and your Category window.
5. Click the Plus (+) in the lower left-hand corner of the Categories window to add a new category. If needed, you can also click on a category and click the (-) button to delete.
6. Enter standards information into the appropriate fields.
   - Name (copy and paste from excel field or drag and drop)
   - Abbreviation (copy and paste from excel field or drag and drop.)
   - Color - Choose the specific subject color (note colors on your database: reading/red, math/blue, writing/green, science/orange, social studies/violet)
   - Points Possible - enter "4".
   - Extra Points - leave at "0".
   - Score Type - leave at **Points**.
   - Include in Final Grade - leave it checked.
   - Description (copy and paste from excel field)
7. Click the Plus (+) to add the second category/standard.
8. Click **Close** to save and close the Categories dialog box.

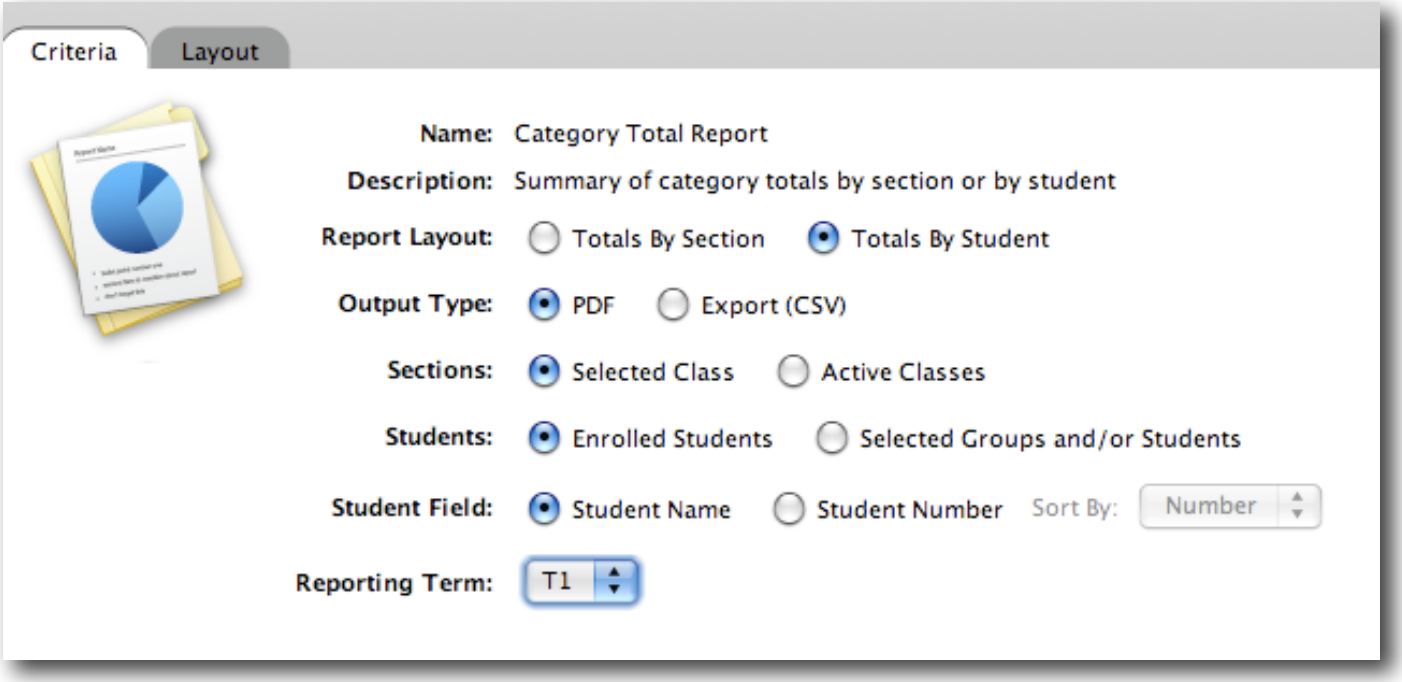



*Note: Recommendation to close window after each subject area and reopen! This is how to save.

## 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 or recording scores)
   - **Category Total Report**-Summarizes category totals, shows graphs for assignment count and average score per category or per student. Recommended report for report card use!
   - **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 or create a grid.
3. For inputing grades during reporting period utilize the **Category Total Report.**
4. On Report Layout select "Totals By Student".




5. On "Reporting Term" select your current term.
6. Click Run Report.