# PEARSON

# PowerTeacher Gradebook
# Quick Reference Card

## Launching the Gradebook

Since the gradebook is part of PowerTeacher, navigate first to your PowerSchool server and log in to PowerTeacher.

Please note: the gradebook uses Java, so make sure you have the latest version of Java.

1. Navigate to your PowerSchool server address and log in to PowerTeacher using the username and password you were assigned by your PowerSchool administrator.

2. On the Start Page, click **Gradebook** > **Launch Gradebook**.

3. As the program launches, Mac users will need to click **Trust**.

4. When you are ready to quit using the gradebook, navigate to the PowerTeacher Gradebook menu at the top of your screen, and click **Quit PowerTeacher Gradebook**, or simply close the gradebook window.
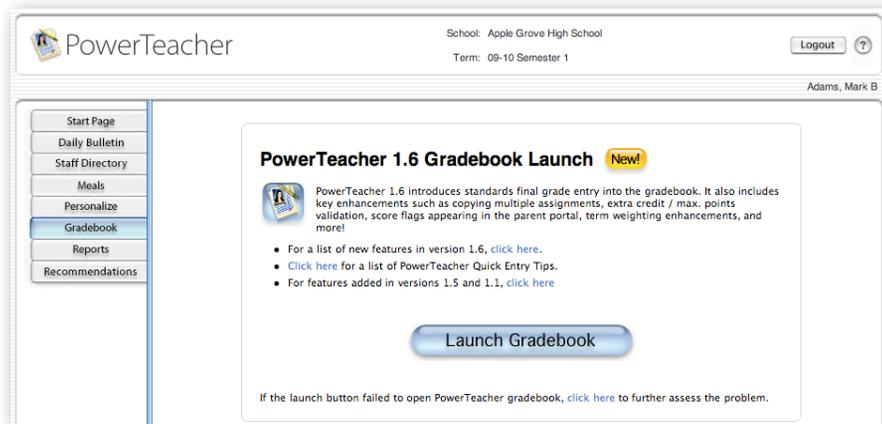
## Creating Categories

To save you time, the gradebook contains four pre-defined categories: Homework, Project, Quiz, and Test. These categories and any you create will be available to all of the classes you teach.

1. From the **Tools** menu, select **Categories**.

2. Click the **Plus** (+) in the lower left corner of the Categories window.

3. Give the category a name and a default number of points possible. Choose a color and the score type. Check to include in the Final Grade, if appropriate, and add a description.

4. Add another categories by clicking the **Plus** sign. Edit an existing category by selecting it and changing any of the values. Click the **Minus** sign (-) to delete a selected category.

5. Click **Close** to save categories you created or modified.
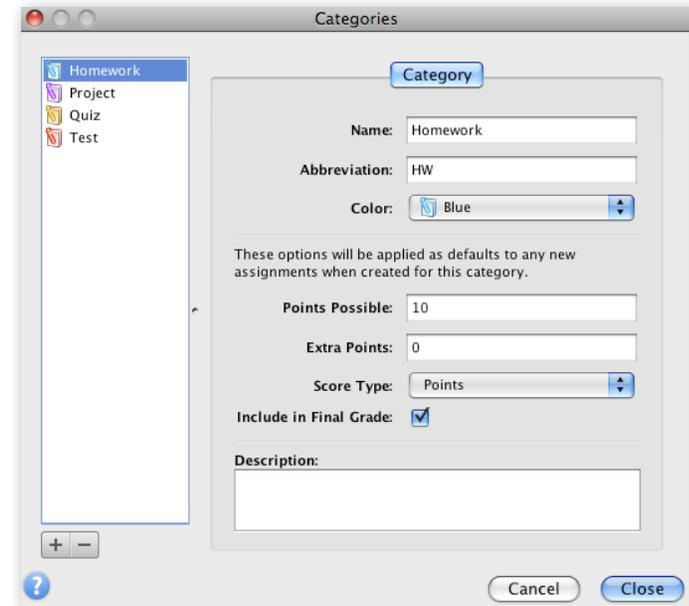
## Final Grade Setup

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

1. Click the **Grade Setup** tab.

2. Click the **Calculations** mode.

3. Select a term to work with by clicking it in the upper pane. (**Note**: if you do not see the terms you wish to work with, select a different term from the menu above the class list on the left.)

4. Choose the calculation method, term weights or category weights. Then, enter weights for the terms or categories chosen.

5. Click **Save**.
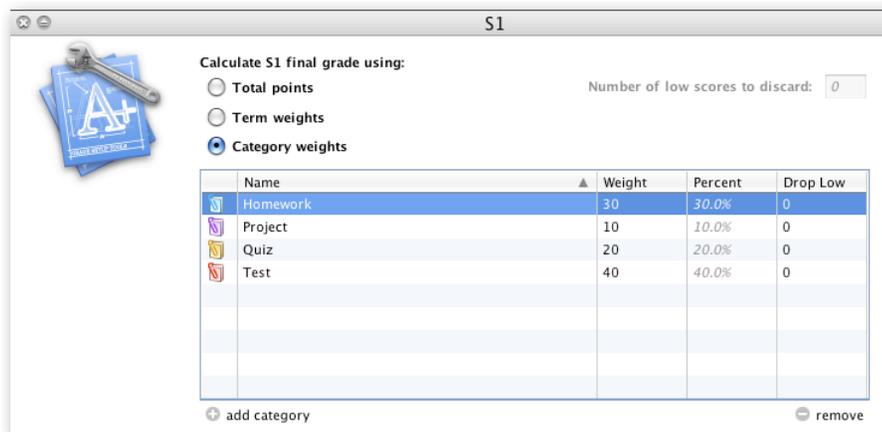


## Copying and Editing a Grade Scale

PowerTeacher administrators can give you access to copy your grade scale and edit it to fit your classroom needs. These changes only affect your gradebook.

1. Click the **Grade Setup** tab.

2. Click the **Grade Scales** mode.

3. Select the grade scale and click the **Plus** (+) below the list.

4. Enter a name and description for the grade scale.

5. Select and change the grade, cutoff, percent, or description.

6. To keep a grade from being used, click in the Ignore column.

7. Click **Save**.

## Setting up Groups

Group students to increase your ability to adapt instruction to their particular needs. However, you are not limited to grouping based on academics alone; the example below shows a grouping based on the way parents prefer to be contacted.

1. Click the **Students** tab.

2. Click the **Plus** (+) in the Student Groups filter and choose **Add Group Set**.

3. Enter a name for the Group Set, such as `Contact`. Click **OK**.

4. Control-click or right-click on Group 1 and select **Edit**.

5. Enter a name, such as `Email`. Click **OK**.

6. Click the **Plus** (+) again and choose **Add Group**.

7. Enter a name for your group, such as `Phone`. Click **OK**.
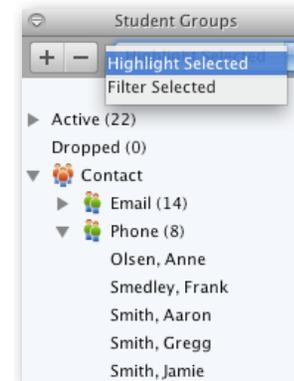
# PowerTeacher Gradebook

## Gradebook Preferences

Use Preferences to indicate how you want grades to be calculated, stored, and displayed. Also, choose how to distinguish your different sections and format your Spell Check.

1. Click the **PowerTeacher Gradebook** menu (Mac) or the **Tools** menu (Windows) at the top of the screen, and select **Preferences**.

2. Format the grading options that meet your preferences or your school's policies.

    • Rounded option - a grade of 89.75% would be rounded to 90%.

    • Truncated option - the same grade would be calculated as 89%.

    • You can choose to store grades with up to 5 decimal places.

    • Choose to display final grades with letter grade, percent, or points earned. If all the check boxes are cleared, the Final Grade column will be blank.

3. Click **Section** located at the top of the window.

4. Choose to identify your sections with period day or section number, and choose to list your classes with the course name or a custom name.

5. Sort your courses by Period/Day, Section Number, or Course Name.

6. Click **Spell Check** located at the top of the window.

7. Enable Spell Check in the background and manage your dictionary.

8. When you are finished, click **OK**.

## Entering Assignments

You can add assignments to the gradebook anytime during the school year, and can copy assignments from a previous school year or term. Whenever you add assignments, you can choose to make assignment information available to parents or guardians and students immediately.

1. From the Assignment tab, click **Plus** (+) below the Assignment list to open the New Assignment pane.

2. Name the assignment, choose a category, enter a number of points possible, and specify a due date. Add a description so students and parents know what is required. Make sure to check "Include in Final Grade," unless the assignment is a draft or non-graded activity.

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

4. Choose to publish assignments:

    • Immediately

    • On a specific date

    • Days before due

5. Check **Publish Scores** to show scores in the PowerSchool portals.

6. Click **Save** in the lower right corner. The assignment will appear in the Scoresheet.

## Copying Assignments

You can copy assignments from one class to another, from current or previous terms, by using Copy Assignments in the **Tools** menu at the top of the screen. The gradebook window contains a menu to change classes, and to select previous classes, allowing you to access any assignment no matter the date. You may select to copy one assignment, several assignments, or all assignments.

1. Verify you are in the class that contains the assignment or assignments you want to copy.

2. Click the **Tools** menu and click **Copy Assignments**.

3. Check the assignments you want to copy and click **Next**.

4. The Copy Assignments window will default to the current school year, but you can also choose previous or future school years.

5. Check the class or classes to copy the assignments to.

6. Choose to keep the existing due date, assign today's date, or enter a custom date.

7. Click **OK**.
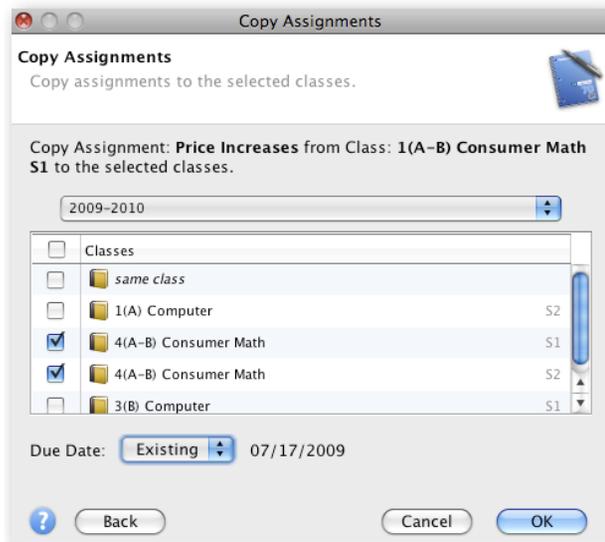
## Entering Scores

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. Scores can be entered individually or by using the quick-entry methods.

1. From the Assignment tab, click in the cell that is the intersection of the row containing the student's name and the column of the assignment you want to score.

2. Enter the score, such as `25` or `A`.

3. Press **Enter** to advance to the next student and **Tab** to advance to the next assignment.

4. When you have finished entering scores, click **Save**.
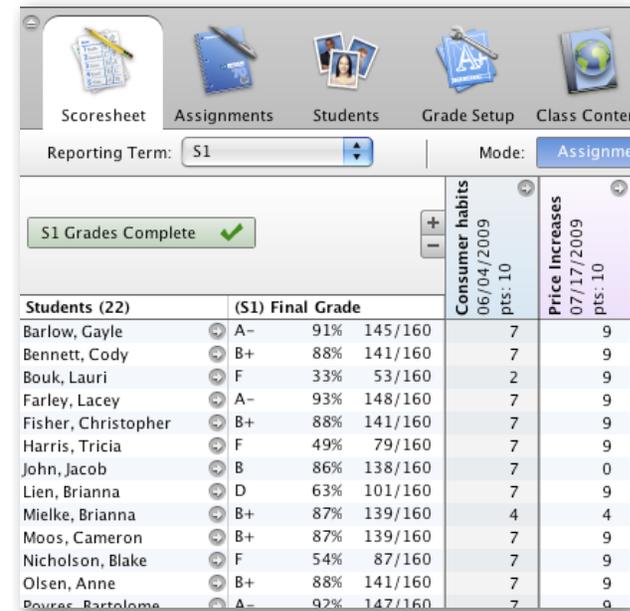
## Using the Score Inspector

While you can enter scores directly on the Scoresheet, you can use the Score Inspector to provide more details about the student's performance. Use the Score Inspector to note if an assignment was received late or is missing, if you've collected it but haven't entered scores yet, or if a student is exempt from completing the assignment. You can also use this tool to enter a comment about a student's score.

1. Click the **Tools** menu and click **Score Inspector**. (Right-clicking or control-clicking a score also makes the Score Inspector available.)

2. Mark the assignment collected, late, exempt, or missing.

3. Enter a score.

4. Click the **Comment** tab to enter pre-defined comments or type directly in the comment box.

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

6. Click **Save**.

Indicators will appear on the Scoresheet for assignments marked collected, late, exempt, and missing. An indicator will also appear for scores with comments.
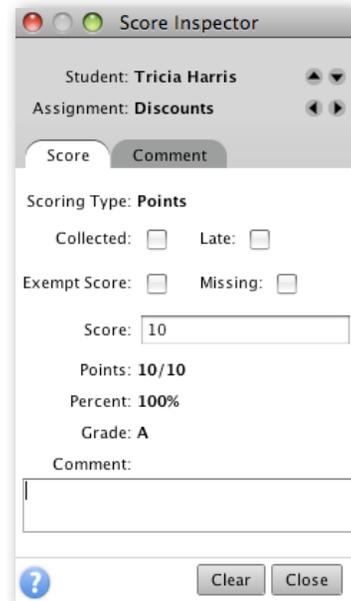


## Entering Standard Grades

The Final Grades mode contains not only category totals, but also the standards associated with a class. Your PowerSchool administrator defines each of the standard grade scales, so if you enter an invalid grade PowerTeacher will alert you. To view the standard grade scale, open the Score Inspector within that column.

1. On the Scoresheet tab, click **Final Grades**.

2. Control-click the first cell in one of the Standard columns.

3. Choose **Show Score Inspector**.

4. If the standard grade scale uses letter grades, choose the grade and click the down arrow to move to the next student.

5. If the standard grade scale uses number scores, enter the score and click the down arrow to move to the next student.

6. When you are finished, click **Close**.

7. Click **Save**.
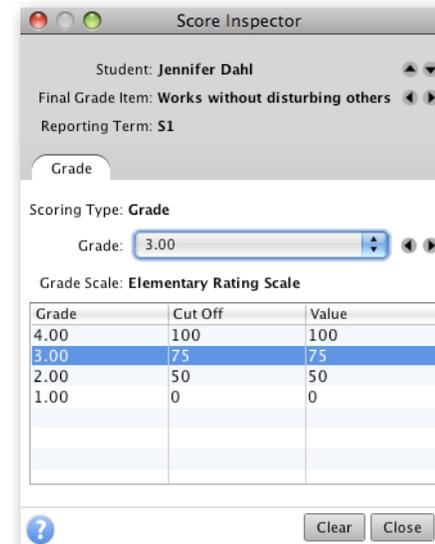
## Adding Class Content

The Content modes contain links to websites and information on the web. Information in School Content is provided by your PowerTeacher administrator. You can add whatever online resources you'd like to use in your classes in My Content. To add a link to an Internet site:

1. Click the **Class Content** tab and then click the **My Content** mode.

2. Click **Plus** (+).

3. Enter the name and address of the website.

4. "Web Site" is the default content type. (If you're linking to a document that resides on your district server, select PDF or Word Doc to match.)

5. If you plan to gather several links, you might consider creating groups of links. If so, create Content Groups much like you created Categories for assignments, then select a Group for the link you are adding.

6. Enter a description.

7. Click **Save**. The links and link groups will appear on the My Content page.
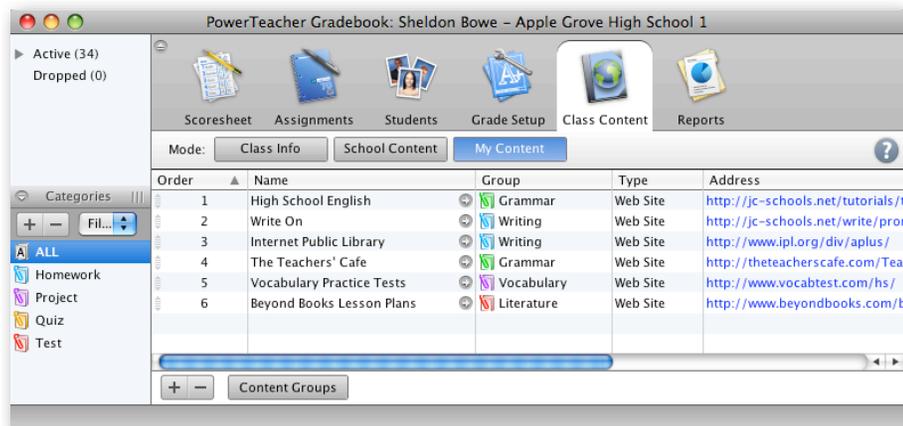


## Printing Reports

Use the reports available through the gradebook to provide a paper or electronic copy of information to show the principal or a parent. You can personalize each report by entering a custom title or including a top note, bottom note, and signature line. There are eight types of reports available, and they can be presented in three output types: PDF, HTML, or Text Export (CSV).

- **Attendance Grid** - Use to mark attendance manually. Format to print for specific dates or no dates.

- **Category Total Repor**t - View a summary of category totals for a student or class. Choose to report a specific term or all terms.

- **Final Grade and Comment Verification** - View final grade information for your students. Select to include all final grade information or specific information, like final grade only.

- **Individual Student Report** - View a summary of class information per student similar to a progress report. Choose what grade information is printed as well as the date range.

- **Missing Assignment Report** - View a list of students with assignments not scored or missing. Select to print the student number instead of name so the list may be posted.

- **Scoresheet** - Print a paper copy of grade and assignment data. Choose to print all categories or one category, and select to include final grades and assignments.

- **Student Multi-Section Report** - View final grade information for all of a student's sections, not just your class. Choose specific terms to include.

- **Student Roster** - View student demographic information. Select to include a variety of student information and even format a column to keep track of money collected or permission received.