# PowerTeacher Gradebook User Guide

## PowerSchool
## Student Information System

PEARSON

# Contents

# Welcome

## Introduction

Welcome to PowerTeacher! PowerTeacher contains the PowerTeacher gradebook, a full-featured grade-keeping application used to record, report, and monitor student performance.

With PowerSchool's powerful communication tools, everyone stays connected: Teachers can use their gradebook to make decisions on what information they want to share with parents, students stay on top of assignments, and parents are able to participate more fully in their student's progress.

## Resources

There are several resources available to assist you with PowerTeacher gradebook. They include: *PowerTeacher Frequently Asked Questions*, PowerTeacher gradebook online help, *PowerTeacher Gradebook User Guide*, *PowerTeacher Gradebook Quick Reference Card*, PowerSchool Customer Support Web site, and PowerSchool Customer Support.

### PowerTeacher Frequently Asked Questions

To view answers about the most commonly asked PowerTeacher gradebook questions, refer to the *PowerTeacher Frequently Asked Questions*, available on the PowerSchool Customer Support Web site. You will need Adobe Acrobat Reader to view this document.

### PowerTeacher Gradebook Help

To view online information on navigating and using PowerTeacher gradebook while working within the application, see ***PowerTeacher Gradebook Help***.

### PowerTeacher Gradebook User Guide

To view a print-ready version of PowerTeacher gradebook online help, refer to the *PowerTeacher Gradebook User Guide*, available on the PowerSchool Customer Support Web site. You will need Adobe Acrobat Reader® to view this document.

### PowerTeacher Gradebook Quick Reference Card

To view a print-ready version of tips, tricks, and shortcuts for the most frequently used PowerTeacher gradebook features, refer to the *PowerTeacher Gradebook Quick Reference Cards,* available on the PowerSchool Customer Support Web site. Keep a copy of the quick reference card near the workstation where you use PowerTeacher gradebook. You will need Adobe Acrobat Reader to view this document.

## PowerSchool Customer Support Web Site

In addition to the above-mentioned resources, the PowerSchool Customer Support Web site provides a wealth of information. To access this site, go to **https://support.powerschool.com/**.

You will need a username and password to log in. If you do not have a username and password, contact your PowerSchool administrator.

# Quick Start

To get started immediately and begin taking advantage of PowerTeacher gradebook, perform the following tasks to set up and use the application. See the respective sections for detailed procedures.

## Getting Started

**Open PowerTeacher Gradebook**

**PowerTeacher Gradebook Window**

## Categories

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**Work with Assignment Status** (Score Inspector)

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**Work with Score Comments** (Score Inspector)

## Attendance

For information on taking attendance, see the *PowerTeacher User Guide.*

## Quit PowerTeacher Gradebook

**Quit PowerTeacher Gradebook**

# Quick Entry Tips

To help you to quickly accomplish tasks you perform frequently, you can use the following quick entry tips, which include a number of shortcut keys. Shortcut keys consist of pressing one or a combination of keys on the keyboard to complete a task. See the respective sections for detailed procedures.

**Scoresheet Keyboard Shortcuts**

| Task | Shortcut (Windows®) | Shortcut (Mac®) |
|---|---|---|
| Assignments: Assign 100% of points possible | Do one of the following:<br>• Enter an equal sign (=) and press **ENTER** to assign 100% of points possible for the assignment<br>• Open the Score Inspector and enter an equal sign (=) in the **Score** field | |
| Collected: Mark or clear a student's assignment as collected | Do one of the following:<br>• **Enter Col in the score field (repeat to remove)**<br>• **Enter a period (.) in the score field (repeat to remove)**<br>• **Right-click in the score field and select Collected (repeat to remove)**<br>• **Open the Score Inspector and select the Collected checkbox (deselect the checkbox to remove)**<br>• **Use the Fill Scores command to apply to multiple students** | |
| Comments: Add a comment to a student's assignment score | Do one of the following, and enter comments in the **Comment** field:<br>• **Press and hold CTRL+SHIFT+I**<br>• **Right-click in the score field and select Show Score Inspector**<br>• **Use the Fill Scores command to apply to multiple students** | |
| Comments: Add a comment to a student's final grade | Do one of the following and enter comments in the **Comment** field:<br>• **Double-click a student's final grade**<br>• **Press and hold CTRL+SHIFT+I**<br>• **Right-click a final grade and select Show** | |

| Task | Shortcut (Windows®) | Shortcut (Mac®) |
|---|---|---|
| | **Score Inspector**<br>• **Use the Fill Scores command to apply to multiple students** | |
| Exempt: Mark a student's assignment as exempt | Do one of the following:<br>• **Enter Ex in the score field**<br>• **Right-click in the score field and select Exempt**<br>• **Open the Score Inspector and select the Exempt checkbox**<br>• **Use the Fill Scores command to apply to multiple students** | |
| Fill Scores: Assign a score, comment, and/or flag (late, collected, missing, exempt) to multiple students for an assignment | Do one of the following:<br>• **Right-click in the score field and select Fill Scores**<br>• **Select Fill Scores from the Tools menu** | |
| Late: Mark or clear a student's assignment as late | Do one of the following:<br>• **Enter Lt in the score field (repeat to remove)**<br>• **Enter an asterisk (*) in the score field (repeat to remove)**<br>• **Right-click in the score field and select Late (repeat to remove)**<br>• **Open the Score Inspector and select the Late checkbox (deselect the checkbox to remove)**<br>• **Use the Fill Scores command to apply to multiple students simultaneously** | |
| Missing/Not Handed In: Mark or clear a student's assignment as missing | Do one of the following:<br>• **Enter Mi in the score field (repeat to remove)**<br>• **Enter a forward slash (/) in the score field (repeat to remove)**<br>• **Right-click in the score field and select Missing (repeat to remove)**<br>• **Open the Score Inspector and select the Missing checkbox (deselect the checkbox to remove)**<br>• **Use the Fill Scores command to apply to multiple students simultaneously** | |
| Override a Final Grade | Do one of the following and select the **Manual Override** checkbox:<br>• **Double-click a student's final grade** | |

| Task | Shortcut (Windows®) | Shortcut (Mac®) |
|---|---|---|
| | • **Press and hold CTRL+SHIFT+I**<br>• **Right-click a final grade and select Show Score Inspector** | |
| Zoom In | Do one of the following:<br>• **Click a final grade field or assignment header and press and hold CTRL+SHIFT+=**<br>• **Select Increase on the View menu** | |
| Zoom Out | Do one of the following:<br>• **Click a final grade field or assignment header and press and hold CTRL+SHIFT+-**<br>• **Select Decrease on the View menu** | |

**Score Inspector Keyboard Shortcuts**

| Task | Shortcut (Windows®) | Shortcut (Mac®) |
|---|---|---|
| Navigate to the next assignment | Press and hold **CTRL+ALT+RIGHT ARROW** | Press and hold **CTRL+OPTION+RIGHT ARROW** |
| Navigate to the next student | Press and hold **CTRL+ALT+DOWN ARROW** | Press and hold **CTRL+OPTION+DOWN ARROW** |
| Navigate to the previous assignment | Press and hold **CTRL+ALT+LEFT ARROW** | Press and hold **CTRL+OPTION+LEFT ARROW** |
| Navigate to the previous student | Press and hold **CTRL+ALT+UP ARROW** | Press and hold **CTRL+OPTION+UP ARROW** |
| Open Score Inspector | Do one of the following:<br>• **Right-click in a score field and select Score Inspector**<br>• **Press and hold CTRL+SHIFT+I**<br>• **Select Score Inspector from the Tools menu** | |

**Main Menu Keyboard Shortcuts**

| Task | Shortcut (Windows®) | Shortcut (Mac®) |
|---|---|---|
| Copy | Press and hold **CTRL+C** | Press and hold **COMMAND+C** |

| Task | Shortcut (Windows®) | Shortcut (Mac®) |
|---|---|---|
| Cut | Press and hold **CTRL+X** | Press and hold **COMMAND+X** |
| Hide other application windows | Press and hold **ALT+TAB** | Press and hold **OPTION+COMMAND+H** |
| Hide PowerTeacher Gradebook window | Press and hold **ALT+TAB** | Press and hold **COMMAND+H** |
| Open Assignments window | Press and hold **CTRL+SHIFT+2** | |
| Open Categories window | Press and hold **CTRL+SHIFT+C** | |
| Open Class Info window | Press and hold **CTRL+SHIFT+5** | |
| Open Grade Scales window | Press and hold **CTRL+SHIFT+G** | |
| Open Grade Setup window | Press and hold **CTRL+SHIFT+4** | |
| Open Gradebook online help | Press **F1** | Press and hold **COMMAND+?** |
| Open New Gradebook window | Press and hold **CTRL+N** | Press and hold **COMMAND+N** |
| Open Reports window | Press and hold **CTRL+SHIFT+6** | |
| Open Score Inspector | Do one of the following:<br><br>• **Right-click in a score field and select Score Inspector**<br>• **Press and hold CTRL+SHIFT+I** | |
| Open Scoresheet window | Press and hold **CTRL+SHIFT+1** | |
| Open Students window | Press and hold **CTRL+SHIFT+3** | |
| Open the Preferences window | Press and hold **CTRL+,** | Press and hold **COMMAND+,** |
| Paste | Press and hold **CTRL+V** | Press and hold **COMMAND+V** |
| Quit PowerTeacher Gradebook | Press and hold **ALT+F4** | Press and hold **COMMAND+Q** |
| Recalculate Final Scores | Press and hold **CTRL+SHIFT+R** | |
| Revert (discard unsaved changes) | Press and hold **CTRL+R** | Press and hold **COMMAND+R** |
| Save | Press and hold **CTRL+S** | Press and hold **COMMAND+S** |

# PowerTeacher Gradebook Help

## About PowerTeacher Gradebook Help

PowerTeacher gradebook help provides comprehensive information on navigating and using PowerTeacher gradebook.

## Set Browser Preferences

Before you begin using PowerTeacher gradebook help, check your browser preferences to make sure your browser is set to open in a new window.

**Note:** If you do not set your browser to open in a new window, the help window launches in the existing open window, replacing PowerTeacher.

### How to Set Browser Preferences for Firefox

1. Open **Firefox**.
2. From the menu bar, choose **Firefox > Preferences** (Mac) or **Tools > Options** (PC).
3. Click **Tabs**.
4. In the New pages should be opened in section, select the **a new window** option.
5. Close the window.

### How to Set Browser Preferences for Internet Explorer

**Note:** For PC users only.

1. Open **Internet Explorer**.
2. From the menu bar, choose **Tools > Internet Options**.
3. Click **General**.
4. In the Open links from other programs in section, select the **A new window** option.
5. Click **OK**.

### How to Set Browser Preferences for Safari

1. Open **Safari**.
2. From the menu bar, choose **Safari > Preferences** (Mac) or **Edit > Preferences** (PC).
3. Click **General**.
4. In the Open links from applications section, select the **in a new window** option.
5. Close the window.

# Launch PowerTeacher Gradebook Help

After you have logged in to PowerTeacher and launched the gradebook, you can launch the PowerTeacher gradebook help window either from the menu bar or by using the command keys.

## How to Launch PowerTeacher Gradebook Help

From the gradebook menu bar, choose **Help > Contents**. Alternately, you can press **COMMAND+SHIFT+?** (Mac) or press **F1** (Windows).

**Note:** You can resize the help window and move the help window to a convenient location on your desktop, so you can work with PowerTeacher gradebook. The PowerTeacher gradebook help window remains open until you choose to close it.

# PowerTeacher Gradebook Help Window

The PowerTeacher gradebook help window is divided into two panes, the navigation pane on the left and the topic pane on the right.

## Navigation Pane

The navigation pane on the left contains the **Contents**, **Index**, and **Search** tabs, as well as navigation buttons you use to access and navigate the help topics.

### Contents Tab

The **Contents** tab shows the organization of the help into folders. Each folder contains related topics with conceptual and procedural information.

- Click **Contents** to view a complete list of the different folders.
- Click a folder to show the topics related to that section.
- Click the folder again to hide the topics related to that section.
- Click a topic to view the information in the topic pane.
- Click **X** to hide the navigation pane.

### Index Tab

The **Index** tab provides a way to search for information interactively. The index behaves differently depending on the computer you are using.

- If using Mac, topics are sorted by alphabetical listing. Click the letter that corresponds to the first letter of the index entry you want, and then click the topic. The information appears in the topic pane.
- If using Windows, a text field appears. Click **Index** and enter a keyword or phrase in the text box. The topics containing the index term display below the text box. Click the appropriate topic and the information appears in the topic pane.

**Search Tab**

The **Search** tab provides a way to locate occurrences of a specific word or phrase in the help. Click **Search**, enter a keyword or phrase in the text box, and then click **Go**. The topics containing the search phrase display below the text box. Select the appropriate topic and the information appears in the topic pane.

## Topic Pane

The topic pane on the right displays individual help topics, such as information about PowerTeacher gradebook concepts or step-by-step procedures for using specific PowerTeacher gradebook features.

**Links**

Within help topics are links to additional information or procedures. These links display as underlined text. Click the underlined text to display the additional information.

# Get Started

## About Getting Started

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

## Log In to PowerTeacher

You can log in to PowerTeacher from any computer. Before you can log in to PowerTeacher, you will need your school's PowerTeacher URL, your username, and your password. If you do not have this information or have questions, contact your school's PowerSchool administrator.

**Note:** Do not use someone else's password or give your password to anyone else.

### How to Log In to PowerTeacher

1. Open your Web browser to your school's PowerTeacher URL. The Log In page appears.

2. Enter your username in the first field.

3. Enter your password in the second field.

   **Note:** The characters appear as asterisks (*) to ensure greater security when you log in.

4. Click **Enter**. The PowerTeacher start page appears.

   **Note:** Alternately, you can press **ENTER** or **RETURN** on your keyboard.

## Launch PowerTeacher Gradebook for Mac

After you have **logged in** to PowerTeacher, you can launch the gradebook from the PowerTeacher start page.

**Note:** If you experience a loss of connection, please check your network connection or contact your system administrator.

### How to 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 certificate window.

3. Click **Trust**. The Java Web Start and Gradebook version windows briefly appear. Then, PowerTeacher gradebook opens.

   **Note:** You can have only one active session of PowerTeacher gradebook launched at a time. If you attempt to launch a second session of PowerTeacher gradebook, the Terminate Other Sessions window appears, displaying the message, "Other active

sessions exist for this user account. Would you like to terminate the other sessions or quit this session?" Either click **Terminate Other Sessions** or **Quit**.

Note the PowerTeacher gradebook icon that appears in the dock and the launchGradeBook.jnlp file that appears on your desktop. Both will be discarded automatically when you quit PowerTeacher gradebook.

4. Close the Downloads window.

# Launch PowerTeacher Gradebook for Windows

After you have **logged in** to PowerTeacher, you can launch the gradebook from the PowerTeacher start page.

**Note:** If you experience a loss of connection, please check your network connection or contact your system administrator.

## How to Launch PowerTeacher Gradebook for Windows

1. Click **Gradebook**. The PowerTeacher Gradebook Launch page appears.

2. Click **Launch Gradebook**. The File Download window appears, accompanied by the Warning Security window.

3. Click **Run**. The Java Web Start and Gradebook version windows briefly appear. Then, PowerTeacher gradebook opens.

   **Note:** You can have only one active session of PowerTeacher gradebook launched at a time. If you attempt to launch a second session of PowerTeacher gradebook, the Terminate Other Sessions window appears, displaying the message, "Other active sessions exist for this user account. Would you like to terminate the other sessions or quit this session?" Either click **Terminate Other Sessions** or **Quit**.

4. Close the Downloads window.

# Zoom In or Out of Window

PowerTeacher gradebook provides a zoom feature, which provides you with the flexibility to zoom in to see more detail of a window or zoom out to see more of the window at a reduced size. The zoom feature is available when using the Students, Assignment, Grades Setup, and Scoresheet windows. After a zoom level is selected, that zoom level becomes the default setting and applies to all four windows until you select a new zoom level.

## How to Use the Zoom Feature

From the gradebook menu bar, do one of the following:

- Choose **View > Zoom > Increase** to zoom in. Increments are based on the preset zoom levels.

- Choose **View > Zoom > Decrease** to zoom out. Increments are based on the preset zoom levels.

- Choose **View > Zoom** and a zoom level.

**Note:** For additional entry options, see *Quick Entry Tips*.

# Verify Password

If your session has timed out, you may be asked to re-enter your password to continue working.

## How to Verify the Password

1. On the Verify Password window, enter your password.

2. Click **OK**.

   **Note:** Alternately, you can press **ENTER** or **RETURN** on your keyboard.

# View Main PowerTeacher Gradebook Window

When you launch PowerTeacher gradebook, the main PowerTeacher Gradebook window appears. This window serves as the central point from which you begin your gradebook session.

The PowerTeacher Gradebook window consists of the following main areas:

- Menu Bar

- ID Bar

- Classes

- Student Groups

- Navigation Bar

The PowerTeacher Gradebook window has four panes, Classes, Student Groups, the selected tab from the navigation bar, and its details. Each pane is adjustable, both horizontally and vertically. To adjust the width of a pane, click and hold the vertical three-line icon and drag right or left. To adjust the height of a pane, click and hold the horizontal three-line icon and drag up and down.

## Menu Bar

The menu bar appears at the top of your display and provides access to the following menus:

| Feature | Description |
|---|---|
| PowerTeacher Gradebook | Use the pop-up menu to select one of the following commands: <br> • **Preferences** <br> • **Hide PowerTeacher Gradebook** <br> • **Quit PowerTeacher Gradebook** |
| File | Use the pop-up menu to select one of the following commands: <br> • **Save** <br> • **Revert** |
| Edit | Use the pop-up menu to select one of the following commands: |

| Feature | Description |
|---------|-------------|
| | • **Cut**<br>• **Copy**<br>• **Paste** |
| View | Use the pop-up menu to select one of the following commands:<br>• **Scoresheet**<br>• **Assignments**<br>• **Students**<br>• **Grade Setup**<br>• **Class Info**<br>• **Reports**<br>• **Zoom** |
| Tools | Use the pop-up menu to select one of the following commands:<br>• **Categories**<br>• **Grade Scales**<br>• **Score Inspector**<br>• **Fill Scores**<br>• **Recalculate Final Scores**<br>• **Copy Assignment** |
| Window | Use the pop-up menu to choose **New Window** to open another instance of gradebook so that you can access other areas of gradebook at one time. |
| Help | Use the pop-up menu to select one of the following commands:<br>• Choose **Contents** to launch online help. For more information, see *Launch PowerTeacher Gradebook Help*.<br>• Choose **Quick Entry Tips** to view keyboard shortcuts. For more information, see *Quick Entry Tips*. |

## ID Bar

The ID bar appears at the top of the PowerTeacher Gradebook window and displays your name and the name of your school.

## Classes

The Classes pane appears in the upper-left corner of the PowerTeacher Gradebook window and includes the **Term Selector** and **Class List**. For more information, see *Classes*.

## Student Groups

The Student Groups pane appears in the lower-left corner of the PowerTeacher Gradebook window and displays student groups for a selected class. For more information, see **Student Groups**.

## Navigation Bar

The navigation bar appears at the top of the PowerTeacher Gradebook window and provides a quick way to access the following areas:

| Feature | Description |
|---|---|
| Scoresheet | Click this tab to access the **Scoresheet** window. |
| Assignments | Click this tab to access the **Assignments** window. |
| Students | Click this tab to access the **Students** window. |
| Grade Setup | Click this tab to access the **Grade Setup** window. |
| Class Info | Click this tab to access the **Class Info** window. |
| Reports | Click this tab to access the **Reports** window. |

# Preferences

## About Preferences

Use Preferences to customize various aspects of PowerTeacher gradebook, including the Final Grade column of the Scoresheet window and the Class List in the Classes pane.

## Define Grading Preferences

Use the Grading tab on the Preferences window to customize what final grades appear in the Final Grade column on the Scoresheet window. If displaying percent or points earned, you can indicate whether you want the final grade score rounded or truncated, as well as the number of decimal places you want to appear.

### How to Define Grading Preferences

1. From the gradebook menu bar, choose **Gradebook > Preferences**. The **Preferences window** appears.

2. Click the **Grading** tab, if not already selected. Grading preference information appears.

3. Edit the information as needed. For **detailed information**, see the *Preferences Window* section.

4. Click **OK** to save your changes.

   **Note:** Alternately, you can press **ENTER** or **RETURN** on your keyboard.

## Define Section Preferences

Use the Section tab on the Preferences window to define how you want section information to appear in the class list in the Classed pane and in what order.

### How to Define Section Preferences

1. From the gradebook menu bar, choose **Gradebook > Preferences**. The **Preferences window** appears.

2. Click the **Section** tab. Section preference information appears.

3. The **Section window** appears.

4. Edit the information as needed. For **detailed information**, see the *Preferences Window* section.

5. Click **OK** to save your changes.

   **Note:** Alternately, you can press **ENTER** or **RETURN** on your keyboard.

# Classes

## About Classes

The Classes pane appears in the upper-left corner of the PowerTeacher Gradebook window and includes the **Term Selector** and **Class List**.

## Select Terms

When you first launch PowerTeacher gradebook, the current full year term appears in the **[Term Selector]** pop-up menu. The pop-up menu displays current, future, and past year terms, as well as any lower level terms within a term.

### How to Select a Term

On the main PowerTeacher Gradebook window, choose a term from the **[Term Selector]** pop-up menu. Classes for the selected term appear.

## Select Classes

When you first launch PowerTeacher gradebook, the Class List displays classes for the current term. The first class in your daily schedule is highlighted.

When selecting subsequent classes, the window that appears is the last window in which you were working. For example, if you are working in the Assignments window and need to switch to another class, when you select that class, the Assignments window for the selected class appears.

**Note:** Information that appears in the class list is defined by your section preferences. For more information, see *Define Section Preferences*.

### How to Select a Class

On the main PowerTeacher Gradebook window, select a class from the Classes pane. The window in which you were last working refreshes for the selected class.

# Class Information

## About Class Information

The Class Information window displays basic class information about the selected class, and enables you to publish information about the class on the PowerSchool Parent Portal.

## View Class Information

To view information about a particular class, select the class and click the **Class Info** tab.

### How to View Class Information

1. Select a class from the **Classes pane**.
2. Click the **Class Info** tab. The **Class Information window** displays **basic information** about the class.

## Add Class Descriptions

When entering a class description, you can use plain text, HTML, or a combination of both. After you enter a class description, it appears on the Quick Lookup page in PowerSchool and on the PowerSchool Parent Portal.

### How to Add a Class Description

1. Select a class from the **Classes pane**.
2. Click the **Class Info** tab. The **Class Information window** appears.
3. Enter the required information. For **more information**, see the *Class Information Window* section.
4. Optionally, click **Add Web Link** to add a Web link to the class description. The Add Web Link window appears.
5. Enter the required information. For **detailed information**, see the *Add Web Link Window* section.
6. Click **OK** to close the Add Web Link window.
7. Click **Save**.

    **Note:** The **Save** and **Revert** buttons appear shaded until information is entered.

## Edit Class Descriptions

You can edit the class description from the Class Information window.

## How to Edit a Class Description

1. Select a class from the **Classes pane**.

2. Click the **Class Info** tab. The **Class Information window** appears.

3. Edit the required information. For **more information**, see the *Class Information Window* section.

4. Optionally, click **Add Web Link** to add a Web link to the class description. The Add Web Link window appears.

5. Edit the information as needed. For **detailed information**, see the *Add Web Link Window* section.

6. Click **OK** to close the Add Web Link window.

7. Click **Save**.

   **Note:** The **Save** and **Revert** buttons appear shaded until information is entered.

# Delete Class Descriptions

You can delete the class description from the Class Information window.

## How to Delete a Class Description

1. Select a class from the **Classes pane**.

2. Click the **Class Info** tab. The **Class Information window** appears.

3. Remove the **text and HTML** in the **Description** field.

   **Note:** There are no restrictions when deleting.

4. Click **Save**.

# Students

## About Students

The Students window displays a list of students enrolled in a class and basic information about each student.

## Zoom Feature

To increase or decrease the size of the contents within the Students window, choose **View > Zoom**.

## View Students

To view students for a particular class, select the class and click the **Students** tab.

### How to View Students

1. Select a class from the **Classes pane**.
2. Click the **Students** tab. The **Students window** displays the class roster, which includes basic information for each student.

## Filter Students

By default, the Students window displays students who are currently enrolled in the class. To view students with a different enrollment status, use the **Filter By** function.

### How to Filter Students

1. Select a class from the **Classes pane**.
2. Click the **Students** tab. The **Students window** appears.
3. Do one of the following:

   - Choose **ALL** from the **Students Filter By** pop-up menu. The Students window refreshes and displays students who are both currently enrolled and those who are no longer enrolled in the class.

   - Choose **Active** from the **Students Filter By** pop-up menu. The Students window refreshes and displays only those students who are currently enrolled in the class.

   - Choose **Dropped** from the **Students Filter By** pop-up menu. The Students window refreshes and displays only those students who are no longer enrolled in the class.

# Sort Students

By default, the Students window displays students in ascending order by last name. Using the column headings, you can sort data in ascending or descending order based on the column heading you select.

## How to Sort Students

1. Select a class from the **Classes pane**.

2. Click the **Students** tab. The **Students window** displays students in ascending order by name.

3. Click a column heading to sort the Students window by that column heading. When sorted in ascending order, an upward pointing arrow appears in the column heading. When sorted in descending order, a downward pointing arrow appears in the column heading.

# View Student Details

To view student details, either double-click the student's name or click the arrow next to the student's name.

## How to View Student Details

1. Select a class from the **Classes pane**.

2. Click the **Students** tab. The **Students window** appears.

3. Click the student's name or click the arrow next to the student's name. The **Student Details** window appears.

# View Alerts

If an alert icon appears for a student, click the icon to view the specific text for the alert. A student may have one or more of the following alerts:

- A discipline alert indicates any discipline information for the student that administrators want to bring to the teacher's attention.

- A guardian alert indicates any guardian information for the student that administrators want to bring to the teacher's attention.

- A medical alert indicates any medical information for the student that administrators want to bring to the teacher's attention.

- An other alert indicates any other information for the student that administrators want to bring to the teacher's attention.

## How to View an Alert

1. Select a class from the **Classes pane**.

2. Click the **Students** tab. The **Students window** appears.

3. Click the student's name or click the arrow next to the student's name. The **Student Details** window appears.

4. Click the **Discipline**, **Guardian**, **Medical**, or **Other** icon to view the alert text. The Alert window appears.

5. Click **OK** to close the Alert window.

   **Note:** Alternately, you can press **ENTER** or **RETURN** on your keyboard.

# Student Groups

## About Student Groups

Students arrive on the first day of school with different needs and levels of readiness. Using student groups, you can adapt instruction to the particular needs of students. Student groups are made up of a hierarchical structure: a set, groups within that set, and students within those groups. Student groups are class-specific. Therefore, you need to create student groups for each class in which you want to use student groups.

### Reports

In order to generate reports for a specific set, group, individual student, selection of students, or any combination, you need to set up student groups. Simply create a set, a group, and add students to the group. Then, on a report, select the **Selected Groups and/or Students** option and then select the set, group, individual student, selection of students, or any combination from the Students Group pane that you want in the report. For example, if you need to generate a report for dropped students within a selected class, you can filter students by enrollment status, create a set called Reporting, create a group called Dropped, and then add those students to the group.

## Create Sets

The first step to creating student groups is to create a set. Remember that the class for which you are creating student groups must be selected. After you have created the sets you want, you can create groups for those sets.

### How to Create a Set

1. Select a class from the **Classes pane**.

2. In the **Student Groups pane**, click the **Plus (+)** button and choose **Add Set**. Alternately, you can right-mouse click if you are using a two-button mouse. An untitled set and group appears as editable text fields.

   **Note:** When initially creating a set using the **Plus (+)** button, simply click the **Plus (+)** button to create a pre-named set and group. Any subsequent sets created will require you to use the **Add Set** button.

3. Double-click the untitled set field and enter the name of the set.

4. Double-click the untitled group field and enter the name of the group.

5. Press **ENTER**, **RETURN**, or **TAB** to save your changes.

## Rename Sets

You can rename a set from the Student Groups pane.

### How to Rename a Set

1. Select a class from the **Classes pane**.

2. In the **Student Groups pane**, double-click the set you want to rename. The set appears as an editable text field.

3. Update the field as needed.

4. Press **ENTER**, **RETURN**, or **TAB** to save your changes.

## Delete Sets

You can delete a set from the Student Groups pane.

### How to Delete a Set

1. Select a class from the **Classes pane**.

2. In the **Student Groups pane**, select the set you want to delete. The set appears highlighted in blue.

   **Note:** Press and hold **COMMAND** (Mac) or **CONTROL** (Windows) to select multiple sets.

3. Click the **Minus (-)** button. If a set has groups, the Confirm window appears, displaying the message, "This set is not empty. Delete anyway?" If deleting more than one set, a Confirm window appears, displaying the message, "About to delete multiple sets, groups, and/or students. Continue?"

4. Click **Yes** to delete the sets. The Student Groups pane appears without the deleted set.

## Create Groups

After you have created a set, you can add one or more groups to that set. The class for which you are creating student groups must be selected. After you have created the groups you want, you can add students to those groups.

### How to Create a Group

1. Select a class from the **Classes pane**.

2. In the **Student Groups pane**, select the set or a group within the set you want to add a group to. Your selection appears highlighted in blue.

   **Note:** Click the arrow next to the set to expand a set and view the groups within the set.

3. Click the **Plus (+)** button and choose **Add Group**. Alternately, you can right-mouse click if you are using a two-button mouse. An untitled group appears as an editable text field.

   **Note:** When creating a set, the first group in the set is automatically created. For more information, see *Create Sets*.

4. Double-click the untitled group field and enter the name of the group.

5. Press **ENTER**, **RETURN**, or **TAB** to save your changes.

# Rename Groups

You can rename a group from the Student Groups pane.

## How to Rename a Group

1. Select a class from the **Classes pane**.
2. In the **Student Groups pane**, click the expanding arrow next to the set that contains the group you want to rename. The groups belonging to the set appear.
3. Double-click the group you want to rename. The group appears as an editable text field.
4. Update the field as needed.
5. Press **ENTER**, **RETURN**, or **TAB** to save your changes.

# Move Groups

You can move a group from one set to another set from the Student Groups pane.

## How to Move a Group

1. Select a class from the **Classes pane**.
2. In the **Student Groups pane**, click the expanding arrow next to the set that contains the group you want to move. The groups belonging to the set appear.
3. Select the group you want to move. The group appears highlighted in blue.
4. Drag and drop the group into the new set.

# Delete Groups

You can delete a group from a set from the Student Groups pane.

## How to Delete a Group

1. Select a class from the **Classes pane**.
2. In the **Student Groups pane**, click the expanding arrow next to the set that contains the group you want to delete. The groups belonging to the set appear.
3. Select the group you want to delete. The group appears highlighted in blue.

   **Note:** Press and hold **COMMAND** (Mac) or **CONTROL** (Windows) to select multiple groups.
4. Click the **Minus (-)** button. If a group has students, the Confirm window appears, displaying the message, "This group is not empty. Delete anyway?" If deleting more than one group, a Confirm window appears, displaying the message, "About to delete multiple sets, groups, and/or students. Continue?"

5.  Click **Yes** to delete the groups. The Student Groups pane appears without the deleted group.

# Add Students to Groups

After you have **created a set** and **created one or more groups within a set**, you can add students to a group.

### How to Add a Student to a Group

1.  Select a class from the **Classes pane**.

2.  In the **Student Groups pane**, click the expanding arrow next to the set that contains the group you want to add students to.

3.  Select the group. The group appears highlighted.

4.  Click the **Students** tab. The Students window appears.

5.  Press and hold **COMMAND** (Mac) or **CONTROL** (Windows) as you click each student you want to add to the group.

6.  Drag and drop the students into the group. If one or more students already belong to a group, the Confirm window appears, displaying the message, "Some of the selected students are already in this group or set. Click OK to add the remaining students, or click CANCEL."

7.  Click **Yes** to add the students.

# Move Students from Groups

You can move one or more students from one group to another group from the Student Groups pane.

### How to Move a Student from One Group to Another Group

1.  Select a class from the **Classes pane**.

2.  In the **Student Groups pane**, click the expanding arrow next to the set that contains the group you want to move students from. The set appears highlighted.

3.  Click the expanding arrow next to the group that contains the students you want to move. The group appears highlighted.

4.  Select the student you want to move. The student appears highlighted in blue.

    **Note:** Press and hold **COMMAND** (Mac) or **CONTROL** (Windows) to select multiple students.

5.  Drag and drop the student to the new group.

# Remove Students from Groups

You can remove a student from a group from the Student Groups pane.

## How to Remove a Student from a Group

1. Select a class from the **Classes pane**.

2. In the **Student Groups pane**, click the expanding arrow next to the set that contains the group you want to remove students from. The set appears highlighted.

3. Click the expanding arrow next to the group that contains the students you want to remove. The group appears highlighted.

4. Select the student you want to remove. The student appears highlighted in blue.

   **Note:** Press and hold **COMMAND** (Mac) or **CONTROL** (Windows) to select multiple students.

5. Click the **Minus (-)** button. The Student Groups pane appears without the removed student. If removing more than one student, a Confirm window appears, displaying the message, "About to delete multiple sets, groups, and/or students. Continue?"

6. Click **Yes** to remove the students.

# Assignment Categories

## About Categories

Before you can create assignments, you must set up categories. Categories are groups of the same types of assignments. Categories are not class-specific, eliminating the need to create the same categories multiple times for each class. By default, PowerTeacher gradebook includes four pre-defined categories: Homework, Project, Quiz, and Test.

### Include in Final Grade

When setting up categories, you can use the **Include in Final Grade** checkbox to indicate whether assignments within a category should be included in calculating final grades. The value set for a category is used as a default for all assignments within that category, but may be overridden on an assignment-by-assignment basis.

## View Categories

To view categories, you do not need to select a class. Simply navigate to the Categories window using the gradebook menu bar.

### How to View Categories

1. From the gradebook menu bar, choose **Tools > Categories**. The **Categories window** appears. A list of categories appears on the left side of the window. If necessary, use the scroll bar to view the entire list of categories.

2. Select a category. Detailed information for the category appears on the right of the window.

## Add Categories

Use the Categories window to create assignment categories.

### How to Add a Category

1. From the gradebook menu bar, choose **Tools > Categories**. The **Categories window** appears.

2. Click the **Plus (+)** button. The new category appears on the left side of the window.

3. Enter the required information. For **detailed information**, see the *Categories Window* section.

4. Click **Close** to save your changes. The Categories window closes.

## Edit Categories

You can edit a category from the Categories window.

### How to Edit a Category

1. From the gradebook menu bar, choose **Tools > Categories**. The **Categories window** appears.

2. Select the category you want to edit. The category details appear.

3. Edit the information as needed. For **detailed information**, see the *Categories Window* section.

4. Click **Close** to save your changes.

## Delete Categories

You can delete a category from the Categories window.

### How to Delete a Category

1. From the gradebook menu bar, choose **Tools > Categories**. The **Categories window** appears.

2. Select the category you want to delete.

3. Click the **Minus (-)** button. The Categories window appears without the deleted category.

   If category has assignments or is used in weighting, the Alert window appears, displaying the message, "Unable to delete category because it has associated assignments."

4. Click **OK** to close the window.

5. Click **Close** to save your changes.

# Assignments

## About 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 the term starts. Having all assignments for the term before the term starts does not change how grades appear. The Final Grade that appears on the Scoresheet reflects an average grade for only the assignment scores that have been entered.

Before setting up an assignment, consider how you will score the assignment:

- Do you want to record the score as points, a percentage, or letter grade?
- How many points is the assignment worth?
- How do you want to weight the assignment?
- Do you want to include the assignment in final grade calculation?

### Include in Final Grade

When setting up assignments, you can use the **Include in Final Grade** checkbox to indicate whether an assignment should be included in calculating final grades. The value set for a category is used as a default for all assignments within that category, but may be overridden on an assignment-by-assignment basis.

If an assignment is included in calculating final grades and impacts the final grade, it must be published in order for parents and students to view it. The **Publish Assignment** pop-up menu cannot be set to **Never**. For more information, see **_Publish Assignments_**.

### Weighting

Assignment setup may involve weighting; however, weighting is not required. Weighting gives particular assignments, whether points, percentage, or letter grades, more value than others when determining final grades. The weight value is used to multiply the points earned and the points possible.

### Zoom Feature

To increase or decrease the size of the contents within the Assignments window, choose **View > Zoom**.

## View Assignments

To view assignments for a particular class, select the class and click the **Assignments** tab.

### How to View Assignments

1. Select a class from the **Classes pane**.

2.  Click the **Assignments** tab. The **Assignment window** displays class assignments and **basic information** about each assignment.

## Filter Assignments

By default, the Assignments window displays assignments for all categories for the entire length of the class. To view assignments with a due date that falls within a specific reporting term, week, or month, or view assignments that belong to a specific category, use the **Filter By** function.

### How to Filter Assignments

1.  Select a class from the **Classes pane**.

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

3.  Do one or both of the following:

    - Choose a reporting term, week, or month from the **Filter By Reporting Term** pop-up menu. The Assignments window refreshes and displays only those assignments with a due date that falls within that selected reporting term, week, or month.

      **Note:** The selected reporting term becomes the new default setting.

    - Choose a category from the **Filter By Category** pop-up menu. The Assignments window refreshes and displays only those assignments that belong to the selected category.

## Sort Assignments

By default, the Assignments window displays assignments in ascending order by name. Using the column headings, you can sort data in ascending or descending order based on the column heading you select.

### How to Sort Assignments

1.  Select a class from the **Classes pane**.

2.  Click the **Assignments** tab. The **Assignments window** displays the assignments in ascending order by name.

3.  Click a column heading to sort the Assignments window by that column heading. When sorted in ascending order, an upward pointing arrow appears in the column heading. When sorted in descending order, a downward pointing arrow appears in the column heading.

## Add Assignments

You can add assignments from the Assignments window or the **Scoresheet window** using the **Plus (+)** button. Alternately, you can right-mouse click if you are using a two-button mouse.

### How to Add an Assignment

1. Select a class from the **Classes pane**.
2. Click the **Assignments** tab. The **Assignments window** appears.
3. Click the **Plus (+)** button. The **New Assignment window** appears.
4. Enter the required information. For **detailed information**, see the *Assignments Window* section.
5. To make the assignment visible to parents, see **Show Assignments**.
6. Click **Save**.

## Edit Assignments

You can edit an assignment from the Assignments window or the **Scoresheet window**.

### How to Edit an Assignment

1. Select a class from the **Classes pane**.
2. Click the **Assignments** tab. The **Assignments window** appears.
3. Double-click the assignment you want to edit. The assignment details appear.
4. Edit the information as needed. For **detailed information**, see the *Assignments Window* section.
5. To make the assignment visible to parents, see **Show Assignments**.
6. Click **Save**.

   **Note:** If **Points Possible** is modified for an assignment where student point-based scores exists, the Points Possible Has Changed window appears. You can either click **Keep Scores** to keep the scores as-is or click **Adjust Scores** to adjust them based on the new points possible.

## Copy Assignments

You can use the Copy Assignment function to copy an assignment within a class or from one class to other classes. You can copy assignments from the Assignments window or the **Scoresheet window** using the gradebook menu bar. Alternately, you can right-mouse click if you are using a two-button mouse.

When copying an assignment, the assignment details and publish settings are copied to the new assignment, with the exception of the assignment score. If an assignment with same name or abbreviation already exists in the class you are copying the assignment to, such as "FirstHW", the suffix "_<next larger number>" is appended to the assignment name or abbreviation, such as "FirstHW_1."

**Note:** When copying an assignment, the due date of the new assignment populates based on the due date you select. If the due date you select is not a valid date within the target section, then the due date of the new assignment is calculated based on the following:

- If the due date is before the section start date, then the field defaults to the section start date.

- If the due date is after the section end date, then the field defaults to the section end date.

## How to Copy an Assignment

1. Select a class from the **Classes pane**.

   **Note:** Section numbers do not appear on the Class List. To view this information while you are copying assignments, launch an additional window from the gradebook menu bar by choosing **Window > New**. In the new window, click the **Class Info** tab.

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

3. Select an assignment.

4. Either choose **Tools > Copy Assignment** from the gradebook menu bar or right-mouse click and select **Copy Assignment**. The **Copy Assignment window** appears.

5. Edit the information as needed. For **detailed information**, see the *Copy Assignment Window* section.

6. Click **OK**. The assignment is copied to the selected classes. If the assignment is copied to same class, the new assignment appears in the Assignments or Scoresheet window.

   **Note:** If you opened a second window to view section numbers, close it.

# Delete Assignments

You can delete an assignment from the Assignments window or the **Scoresheet window** using the **Minus (-)** button. Alternately, you can right-mouse click if you are using a two-button mouse.

## How to Delete an Assignment

1. Select a class from the **Classes pane**.

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

3. Select the assignment you want to delete. The assignment details appear.

4. Click the **Minus (-)** button. The **Delete Assignment window** appears.

   If an assignment does not have scores, the Delete Assignment window states, "Are you sure you want to delete assignment [name]?"

   If an assignment has scores, the Delete Assignment window states, "This assignment has scores. Are you sure you want to delete assignment [name] and all associated scores?"

5. Click **Yes**. The assignment no longer appears on the Assignment window.

# Publish Assignments

After you enter an assignment, the assignment appears on the Quick Lookup page in PowerSchool. In order for parents and students to view this information on the PowerSchool

Parent Portal, you need to publish it either from the Assignments window or the **Scoresheet window**.

### How to Publish an Assignment

1. Select a class from the **Classes pane**.

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

3. Select the assignment you want to publish. The assignment details appear.

4. Click **Publish**.

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. If you chose **On Specific Date**, enter the date the assignment should appear in the **Date On** field using the format mm/dd/yyyy, or click the Calendar icon to select a date.

7. If you chose **Days Before Due**, enter the number of days the assignment should appear prior to the date that it is due in the **Days Before Due** field.

8. Click **Save**.

## Hide Assignments

After you enter an assignment, the assignment appears on the Quick Lookup page in PowerSchool. In order for parents and students to view this information on the PowerSchool Parent Portal, you will need to publish it. If you do not want to make an assignment available on the PowerSchool Parent Portal, elect to never publish the assignment. This be done from the Assignments window or the **Scoresheet window**.

**Note:** If an assignment is included in calculating final grades and impacts the final grade, it must be published in order for parents and students to view. The **Publish Assignment** pop-up menu cannot be set to **Never**. For more information, see *Publish Assignments*.

### How to Hide an Assignment

1. Select a class from the **Classes pane**.

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

3. Select the assignment you do not want published. The assignment details appear.

4. Click **Publish**.

5. Choose **Never** from the **Publish Assignment** pop-up menu.

6. Click **Save**.

## Publish Assignment Scores

When **publishing an assignment**, you also have the option to publish the assignment score. If you elect to publish assignment scores, parents and students can view this information on the PowerSchool Parent Portal. This can be done from the Assignments window or the **Scoresheet window**.

### How to Publish Assignment Scores

1. Select a class from the **Classes pane**.

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

3. Select an assignment. The assignment details appear.

4. Click **Publish**.

5. Select the **Publish Scores** checkbox.

   **Note:** If the **Publish Assignment** pop-up menu is set to **Never**, do not select the checkbox.

6. Click **Save**.

## Hide Assignment Scores

When **publishing an assignment**, you also have the option to not publish the assignment score. If you elect not to publish assignment scores, parents and students cannot view this information on the PowerSchool Parent Portal. This can be done from the Assignments window or the **Scoresheet window**.

### How to Hide Assignment Scores

1. Select a class from the **Classes pane**.

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

3. Select an assignment. The assignment details appear.

4. Click **Publish**.

5. Deselect the **Publish Scores** checkbox.

6. Click **Save**.

# Grade Scales

## About Grade Scales

PowerTeacher gradebook uses a default grade scale that is set up and managed by your school's district administrators. You can view detailed information about the default grade scale or you can view the grade scale for a specific class.

## View All Grade Scales

Use the following procedure to view all grade scales associated to your school/district.

### How to View Grade Scales

1. From the gradebook menu bar, choose **Tools > Grade Scales**. The **Grade Scales window** displays basic information for each grade scale.
2. Click **Close** when done viewing.

## View Class Grade Scales

Use the following procedure to view grade scales associated to a specific class.

### How to View Grade Scales Associated to a Specific Class

1. Select a class from the **Classes pane**.
2. Click the **Class Info** tab. The **Class Information window** appears. The name of the grade scale associated to this class appears in the **Grade Scale** field.

# Final Grades

## About Final Grades

Using a combination of options, you can control how Final Grades are calculated in your classes. **Final Grade Preferences** apply to all of your classes while Final Grade Setup applies to a specific class and must be set up within each class.

### Final Grade Setup

Use final grade setup to specify how you want final grades to be calculated for students in your classes.

### Final Grades and Categories

When setting up **categories**, you can use the **Include in Final Grade** checkbox to indicate whether assignments within a category should be included in calculating final grades.

### Final Grades and Assignments

When setting up **assignments**, you can use the **Include in Final Grade** checkbox to indicate whether assignments should be included in calculating final grades.

**Note:** The value set within an assignment overrides the value for the category the assignment belongs to.

### Weighting

Final grade setup may involve weighting; however, weighting is not required. Weighting gives particular assignments, categories, or terms more value than others when determining final grades. The weight value is used to multiply the points earned and the points possible.

### Zoom Feature

To increase or decrease the size of the contents within the Grades Setup window, choose **View > Zoom**.

## View Reporting Terms

To view reporting terms for your school, select the class and click the **Grades Setup** tab.

### How to View Reporting Terms

1. Select a class from the **Classes pane**.

2. Click the **Grades Setup** tab. The **Grades Setup window** displays reporting term information for the section you are in.

# Calculate Final Grades by Total Points

The total points method calculates final grades based on how many points a student has accumulated over the term divided by total points possible.

**Note:** You can calculate final grades by total points for all reporting terms within the reporting term hierarchy.

## How to Calculate Final Grades by Total Points

1. Select a class from the **Classes pane**.
2. Click the **Grades Setup** tab. The **Grades Setup window** appears.
3. Click the name of the reporting term you want to set up final grade calculation for.

   **Note: Calculate Final Grade Using** options are based on the selected reporting term.
4. Select the **Total Points** option for **Calculate Final Grade Using**.
5. Enter the number of low scores you want to drop from the final grade calculation in the **Number of low scores to discard** field.
6. Click **Save**.

# Calculate Final Grades by Term Weight

The term weight method calculates final grades based on the total points times the value (or weight) of each term.

**Note:** You can calculate final grades by term weights for reporting terms within the reporting term hierarchy that have shorter reporting terms within them.

## How to Calculate Final Grades by Term Weight

1. Select a class from the **Classes pane**.
2. Click the **Grades Setup** tab. The **Grades Setup window** appears.
3. Click the name of the reporting term you want to set up final grade calculation for.

   **Note: Calculate Final Grade Using** options are based on the selected reporting term.
4. Select the **Term Weights** option for **Calculate Final Grade Using**. Term weights for the selected reporting term appear.
5. Double-click the term's **Weight** field. The field appears as an editable text field.
6. Enter the weight.

   **Note:** Up to two decimals may be entered.
7. Click **Save**.

# Calculate Final Grades by Category Weight

The category weight method calculates final grades based on total points times the value (or weight) of each category or assignment.

**Note:** You can calculate final grades by category weight for all reporting terms within the reporting term hierarchy.

## How to Calculate Final Grades by Category Weight

1. Select a class from the **Classes pane**.
2. Click the **Grades Setup** tab. The **Grades Setup window** appears.
3. Click the name of the reporting term you want to set up final grade calculation for.

   **Note: Calculate Final Grade Using** options are based on the selected reporting term.
4. Select the **Category Weights** option for **Calculate Final Grade Using**.

To add a category:

1. Click **Add Category**. The **Select Category window** appears.
2. Select the checkbox next to each category you want to add.
3. Click **OK**. The category appears on the **Grades Setup window**.
4. Double-click the category's **Weight** field. The field appears as an editable text field.
5. Enter the weight.
6. Double-click the category's **Drop Low** field. The field appears as an editable text field.
7. Enter the number of low scores you want to drop from the final grade calculation.
8. Click **Save**.
9. Repeat for each additional category.

To remove a category:

1. Select the category you want to delete. The category appears highlighted.
2. Click **Remove**.
3. Click **Save**.

To add an assignment:

**Note:** The option to add an assignment is only available for the lower level terms within a term.

1. Click **Add Assignment**. The **Select Assignment window** appears.
2. Select the checkbox of the assignment you want to add.
3. Click **OK**. The assignment appears on the **Grades Setup window**.
4. Double-click the assignment's **Weight** field. The field appears as an editable text field.
5. Enter the weight.
6. Click **Save**.

7. Repeat for each additional assignment.

To remove an assignment:

1. Select the assignment you want to delete. The assignment appears highlighted.

2. Click **Remove**.

3. Click **Save**.

# Manually Override Final Grades

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.

## How to Manually Override a Final Grade

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

3. Choose a reporting term, week, or month from the **Filter By Reporting Term** pop-up menu. The Scoresheet window refreshes and displays only those assignments and scores with a due date that falls within that selected reporting term, week, or month.

4. **Open the Score Inspector**. The Score Inspector window appears.

   **Note:** For additional entry options, see *Quick Entry Tips*.

5. Select the final grade of the student you want to update. The final grade field appears highlighted. The assignment details appear in the Score Inspector window.

6. Select the **Manual Override** checkbox.

7. Enter the new percent in the **Percent** field, if applicable.

8. Enter the new letter grade in the **Grade** field, if applicable.

9. Enter final grade text in the **Comment** field, if applicable.

   **Note:** It is not necessary to select the Manual Override checkbox in order to add, edit, or delete a final grade comment.

10. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

11. Click **Save**. The final grade appears within the selected student final grade field.

    **Note:** The final grade appears bolded, italicized, and with a red circular "!". If a comment was entered, a blue circular "C" also appears.

# Recalculate Final Scores

Recalculate Final Scores is a special function that is used as a final option when there is a question as to the accuracy of a final grade. This function is most commonly used when administrators change certain data that impacts final grade calculations. For example, any changes made to a grade scale for a section, such as the actual assigned grade scale or a modification to one or more grades within a grade scale will not be reflected in PowerTeacher gradebook until you recalculate final scores.

When recalculating final scores, final scores are recalculated for all students, both active and dropped. Recalculating final scores for dropped students is critical when a student has changed enrollment, but you have not yet received or scored all assignments. After you have, you can recalculate final scores and then distribute the updated information to the student's new teacher via email or another method.

## How to Recalculate Final Scores

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

3. From the gradebook menu bar, choose **Tools > Recalculate Final Scores**. The Scoresheet window refreshes, showing the recalculated final scores.

# Scoresheets

## About Scoresheets

The Scoresheet window is where you will probably spend most of your time. Using the Scoresheet window, you can create and score assignments and view final grades for students in your classes.

### Zoom Feature

To increase or decrease the size of the contents within the Scoresheet window, choose **View > Zoom**.

## View Scoresheets

To view assignments and scores for a particular class, select the class and click the **Scoresheet** tab.

**Note:** Past assignments are separated from future assignments by a divider and appear slightly shaded.

### How to View a Scoresheet

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** displays basic score information.

## Filter Scoresheets

By default, the Scoresheet window displays assignments and scores for all categories for students enrolled in the full length of the class. To view assignments and scores with a due date that falls within a specific reporting term, week, or month; view assignments that belong to a specific category; or view assignments and scores for students with a different enrollments status, use the **Filter By** function.

### How to Filter a Scoresheet

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Do one or more of the following:

   - Choose a reporting term, week, or month from the **Filter By Reporting Term** pop-up menu. The Scoresheet window refreshes and displays only those assignments and scores with a due date that falls within that selected reporting term, week, or month.

   **Note:** The selected reporting term becomes the new default setting.

- Choose a category from the **Filter By Category** pop-up menu. The Scoresheet window refreshes and only displays assignments and scores for the selected category.

- Choose an enrollment status from the **Filter By Students** pop-up menu. The Scoresheet window refreshes and only displays assignments and scores for students with the selected enrollment status. For more information, see *Filter Class Roster*.

# View Scoresheet Statistics

The Summary section of the Scoresheet provides statistical information for assignments and final grades.

The mean is the mathematical average of the scores you entered. The median represents the middle of all values: one-half of the scores will be above this number and one-half will be below it. The mode indicates the most common value.

All of these values are indicators of how well students do on assignments. If any one of them is unexpectedly low, it may be that students need additional practice on the skills and concepts being assessed, or the assessment needs to be revised.

## How to View Scoresheet Statistics

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

3. Click **Summary** if not already displayed. The mean, median, and mode for each assignment and final grade appears.

4. Select an assignment. The points earned, percentage, and grade to date appear in the lower-left corner of the Scoresheet.

# Mark Assignments Collected Using Scoresheet

To indicate that an assignment for a student has been collected, mark the assignment as Collected from the Scoresheet window or the **Score Inspector**. An assignment can be marked as collected with or without entering a score. If no score is entered, a green checkmark appears within the selected student assignment score field. If a score is entered, the checkmark is replaced with the score.

## How to Mark an Assignment as Collected

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

3. Click in the assignment column of the student whose assignment has been collected.

4. Enter **Col** in the score field.

   **Note:** For additional entry options, see *Quick Entry Tips*.

5. Click **Save**. The score appears on the Scoresheet window.

   **Note:** The **Save** and **Revert** buttons appear shaded until information is entered.

# Mark Assignments Late Using Scoresheet

To indicate that an assignment for a student is late, mark the assignment as Late from the Scoresheet window or the **Score Inspector**. An assignment can be marked as late with or without entering a score. When marked as late, a red circular "L" appears within the selected student assignment score field.

### How to Mark an Assignment as Late

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Click in the assignment column of the student whose assignment is late.
4. Enter **Lt** in the score field.

   **Note:** For additional entry options, see *Quick Entry Tips*.
5. Click **Save**. The score appears on the Scoresheet window.

   **Note:** The **Save** and **Revert** buttons appear shaded until information is entered.

# Mark Assignments Exempt Using Scoresheet

To indicate that an assignment for a student is exempt, mark the assignment as Exempt from the Scoresheet window or the **Score Inspector**. An assignment can be marked as exempt with or without entering a score. If no score is entered, an italicized "Ex" appears within the selected student assignment score field. If a score is entered, the score appears italicized and shaded.

### How to Mark an Assignment as Exempt

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Click in the assignment column of the student who you want to exempt from the assignment.
4. Enter **Ex** in the score field.

   **Note:** For additional entry options, see *Quick Entry Tips*.
5. Click **Save**. The score appears on the Scoresheet window.

   **Note:** The **Save** and **Revert** buttons appear shaded until information is entered.

# Mark Assignments Missing Using Scoresheet

To indicate that an assignment for a student is missing, mark the assignment as Missing from the Scoresheet window or the **Score Inspector**. If marked as missing, an orange circular "M" appears within the selected student assignment field. If the assignment is marked as Collected, the orange "M" is replaced with a green checkmark. If a score is entered, the orange "M" is replaced with is replaced with the score.

## How to Mark an Assignment as Missing

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

3. Click in the assignment column of the student whose assignment is missing.

4. Enter **Mi** in the score field.

   **Note:** For additional entry options, see *Quick Entry Tips*.

5. Click **Save**. The score appears on the Scoresheet window.

   **Note:** The **Save** and **Revert** buttons appear shaded until information is entered.

# Enter Scores Using Scoresheet

You can enter scores from the Scoresheet window or the **Score Inspector**.

### Shortcut Key

When entering scores, you can use the equal sign (=) to populate the score field with the maximum score possible for an assignment based on the scoring type of the assignment. For percentage, 100% is entered. For points, the maximum possible points for the assignment are entered. For a letter grade, the highest possible grade in the grade scale associated with the section is entered.

## How to Enter a Score

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

3. Click the assignment column of the student you want to enter a score for. The score field appears as an editable text field.

4. Enter the score in the score field.

   **Note:** For additional entry options, see *Quick Entry Tips*.

5. Press **ENTER** or **RETURN**. The score appears on the Scoresheet and the cursor advances to the next assignment field.

6. Click **Save**. The score appears on the Scoresheet window.

   **Note:** The **Save** and **Revert** buttons appear shaded until information is entered.

# Edit Scores Using Scoresheet

You can edit a score from the Scoresheet window or the **Score Inspector**.

## How to Edit a Score

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

3. Click the score you want to edit. The score field appears as an editable text field.

4. Enter the new score in the score field.

   **Note:** For additional entry options, see *Quick Entry Tips*.

5. Press **ENTER** or **RETURN**. The new score appears on the Scoresheet and the cursor advances to the next assignment field.

6. Click **Save**. The new score appears on the Scoresheet window.

   **Note:** The **Save** and **Revert** buttons appear shaded until information is entered.

# Delete Scores Using Scoresheet

You can delete a score from the Scoresheet window or the **Score Inspector**.

## How to Delete a Score

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

3. Click the score you want to delete. The score field appears as an editable text field.

4. Highlight the score and press **DELETE**.

5. Press **ENTER** or **RETURN**. The score no longer appears on the Scoresheet and the cursor advances to the next assignment field.

# Fill Scores

Use the Fill Scores command to quickly and easily enter the same score for all students or for only those with unrecorded scores. For example, if all but two students in a class receive the same assignment score, use the **Fill Scores** function to enter that score for the class with the exception of the scores already entered for the two students.

You can fill scores from the gradebook menu bar. Alternately, you can right-mouse click if you are using a two-button mouse.

## How to Fill Scores

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

3. Select the assignment column for which you want to fill scores.

4. From the gradebook menu bar, choose **Tools > Fill Scores**. The **Fill Scores window** appears.

5. Indicate whether you want to only fill empty scores or replace all scores by selecting one of the following options:

   - **Fill empty scores for the selected assignment**
   - **Replace all scores for the selected assignment**

6. To indicate the assignment status, select one of the following:

   - **Collected**

- **Late**
- **Exempt Score**

7. Enter the score in the **Score** field.

8. Manually enter score comments in the **Comment** field or click **Comment Bank** to select one or more predefined comments.

   **Note:** If using the Comment Bank, you can press and hold **COMMAND** (Mac) or **CONTROL** (Windows) to select multiple comments. When you have finished making your selections, click **Insert Selected Comments** and then click **OK**.

9. Click **OK**.

# Score Inspector

## About Score Inspector

The Score Inspector provides an alternative way of entering scores and other information. After you open the Score Inspector window, it floats above the Scoresheet window. You may want to move it to a convenient location on your desktop, so you can work with the Scoresheet. The Score Inspector remains open until you close it.

### Zoom Feature

To increase or decrease the size of the contents within the Scoresheet window, choose **View > Zoom**.

## Open Score Inspector

You can open the Score Inspector from the gradebook menu bar or the Scoresheet window.

**Note:** To help you to quickly accomplish tasks you perform frequently, see *Quick Entry Tips*.

### How to Open Score Inspector

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Do one of the following:

   - From the gradebook menu bar, choose **Tools > Score Inspector**. The **Score Inspector window** appears.
   - From any assignment field (or Final Grade field) within the Scoresheet, press **COMMAND+click** (Mac) or **right-click** (Windows) and select **Score Inspector**. The **Score Inspector window** appears.

## View Assignment Score Details

You can view assignment details from the Score Inspector window.

### How to View Assignment Score Details

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. **Open the Score Inspector**. The **Score Inspector window** appears.
4. Click in the assignment column of the student you want to view assignment score information for. The assignment details appear in the Score Inspector window.

# View Final Grade Details

You can view final grade details from the Score Inspector window.

### How to View Final Grade Details

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

3. **Open the Score Inspector**. The **Score Inspector window** appears.

4. Click in the final grade column of the student you want to view final grade information for. The final grade details appear in the Score Inspector window.

# Mark Assignments Collected Using Score Inspector

To indicate that an assignment for a student has been collected, mark the assignment as Collected using the Score Inspector or the **Scoresheet window**. An assignment can be marked as collected with or without entering a score. If no score is entered, a green checkmark appears within the selected student assignment score field. If a score is entered, the checkmark is replaced with the score.

### How to Mark an Assignment as Collected

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

3. **Open the Score Inspector**. The **Score Inspector window** appears.

4. Click in the assignment column of the student whose assignment has been collected. The assignment details appear in the Score Inspector window.

5. Select the **Collected** checkbox.

   **Note:** For additional entry options, see *Quick Entry Tips*.

6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

   **Note:** Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the Score Inspector window.

7. Click **Save** on the Scoresheet window.

# Mark Assignments Late Using Score Inspector

To indicate that an assignment for a student is late, mark the assignment as Late using the Score Inspector or the **Scoresheet window**. An assignment can be marked as late with or without entering a score. If marked as late, a red circular "L" appears within the selected student assignment field.

### How to Mark an Assignment as Late

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

3. **Open the Score Inspector**. The **Score Inspector window** appears.

4. Click in the assignment column of the student whose assignment is late. The assignment details appear in the Score Inspector window.

5. Select the **Late** checkbox.

   **Note:** For additional entry options, see *Quick Entry Tips*.

6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

   **Note:** Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the Score Inspector window.

7. Click **Save** on the Scoresheet window.

# Mark Assignments Exempt Using Score Inspector

To indicate that an assignment for a student is exempt, mark the assignment as Exempt using the Score Inspector or the **Scoresheet window**. An assignment can be marked as exempt with or without entering a score. If no score is entered, an italicized "Ex" appears within the selected student assignment score field. If a score is entered, the score appears italicized and shaded.

## How to Mark an Assignment as Exempt

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

3. **Open the Score Inspector**. The **Score Inspector window** appears.

4. Click in the assignment column of the student who you want to exempt from the assignment. The assignment details appear in the Score Inspector window.

5. Select the **Exempt** checkbox.

   **Note:** For additional entry options, see *Quick Entry Tips*.

6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

   **Note:** Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the Score Inspector window.

7. Click **Save** on the Scoresheet window.

# Mark Assignments Missing Using Score Inspector

To indicate that an assignment for a student is missing, mark the assignment as Missing using the Score Inspector or the **Scoresheet window**. If marked as missing, an orange "M" appears within the selected student assignment field. If the assignment is marked as Collected, the orange "M" is replaced with a green checkmark. If a score is entered, the orange "M" is replaced with is replaced with the score.

## How to Mark an Assignment as Missing

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

3. **Open the Score Inspector**. The **Score Inspector window** appears.

4. Click in the assignment column of the student whose assignment is late. The assignment details appear in the Score Inspector window.

5. Select the **Missing** checkbox.

   **Note:** For additional entry options, see *Quick Entry Tips*.

6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

   **Note:** Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the Score Inspector window.

7. Click **Save** on the Scoresheet window.

# Enter Scores Using Score Inspector

You can enter scores using the Score Inspector or the **Scoresheet window**.

## How to Enter a Score

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

3. **Open the Score Inspector**. The **Score Inspector window** appears.

4. Select the assignment of the student you want to update. The assignment details appear in the Score Inspector window.

5. Enter the score in the **Score** field.

   **Note:** For additional entry options, see *Quick Entry Tips*.

6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

   **Note:** Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the Score Inspector window.

7. Click **Save** on the Scoresheet window. The score appears on the Scoresheet window.

# Edit Scores Using Score Inspector

You can edit a score using the Score Inspector or the **Scoresheet window**.

## How to Edit a Score

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

3. **Open the Score Inspector**. The **Score Inspector window** appears.

4. Select the assignment of the student you want to update. The assignment details appear in the Score Inspector window.

5. Enter the new score in the **Score** field.

   **Note:** For additional entry options, see *Quick Entry Tips*.

6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

   **Note:** Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the Score Inspector window.

7. Click **Save** on the Scoresheet window. The new score appears on the Scoresheet window.

# Delete Scores Using Score Inspector

You can delete a score using the Score Inspector or the **Scoresheet window**.

## How to Delete a Score

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

3. **Open the Score Inspector**. The **Score Inspector window** appears.

4. Select the assignment of the student you want to update. The assignment details appear in the Score Inspector window.

5. Highlight the score and press **DELETE**.

6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

   **Note:** Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the Score Inspector window.

7. Click **Save** on the Scoresheet window. The score no longer appears on the Scoresheet.

# Add Assignment Score Comments

When entering an assignment score comment, you can use plain text, HTML, or a combination of both. After you enter the assignment score comment, it appears on the Quick Lookup page in PowerSchool. In order for parents and students to view this information on the PowerSchool Parent Portal, you need to **publish it**.

## How to Add an Assignment Score Comment

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

3. **Open the Score Inspector**. The **Score Inspector window** appears.

4. Select the assignment of the student you want to update. The assignment details appear in the Score Inspector window.

5. Manually enter assignment score comments in the **Comment** field or click **Comment Bank** to select one or more predefined comments.

   **Note:** For additional entry options, see *Quick Entry Tips*.

6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

**Note:** Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the Score Inspector window.

7. Click **Save** on the Scoresheet window. A blue circular "C" appears within the selected student assignment score field.

# Edit Assignment Score Comments

You can edit an assignment score comment using the Score Inspector.

## How to Edit a Score Comment

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

3. **Open the Score Inspector**. The **Score Inspector window** appears.

4. Select the assignment of the student you want to update. The assignment details appear in the Score Inspector window.

5. Manually enter assignment score comments in the **Comment** field or click **Comment Bank** to select one or more predefined comments.

   **Note:** For additional entry options, see *Quick Entry Tips*.

6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

   **Note:** Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the Score Inspector window.

7. Click **Save** on the Scoresheet window. A blue circular "C" appears within the selected student assignment score field.

# Delete Assignment Score Comments

You can delete an assignment score comment using the Score Inspector.

## How to Delete a Score Comments

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

3. **Open the Score Inspector**. The **Score Inspector window** appears.

4. Select the assignment of the student you want to update. The assignment details appear in the Score Inspector window.

5. Highlight the comment text in the **Comment** field and press **DELETE**.

6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

   **Note:** Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the Score Inspector window.

7. Click **Save** on the Scoresheet window. The blue circular "C" no longer appears within the selected student assignment score field.

# Add Final Grade Comments

When entering a final grade comment, you can use plain text, HTML, or a combination of both. After you enter the final grade comment, it appears on the Quick Lookup page in PowerSchool. In order for parents and students to view this information on the PowerSchool Parent Portal, you need to **publish it**.

### How to Add a Final Grade Comment

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

3. **Open the Score Inspector**. The **Score Inspector window** appears.

4. Select the final grade of the student you want to update. The final grade details appear in the Score Inspector window.

5. Manually enter final grade comments in the **Comment** field or click **Comment Bank** to select one or more predefined comments.

   **Note:** For additional entry options, see *Quick Entry Tips*.

6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

   **Note:** Click **Clear** to discard changes made to the selected student's final grade or click **Close** to close the Score Inspector window.

7. Click **Save** on the Scoresheet window. A blue circular "C" appears within the selected student final grade field.

# Edit Final Grade Comments

You can edit a final grade comment using the Score Inspector.

### How to Edit a Final Grade Comment

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

3. **Open the Score Inspector**. The **Score Inspector window** appears.

4. Select the final grade of the student you want to update. The final grade details appear in the Score Inspector window.

5. Manually enter final grade comments in the **Comment** field or click **Comment Bank** to select one or more predefined comments.

   **Note:** For additional entry options, see *Quick Entry Tips*.

6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

   **Note:** Click **Clear** to discard changes made to the selected student's final grade or click **Close** to close the Score Inspector window.

7. Click **Save** on the Scoresheet window. A blue circular "C" appears within the selected student final grade field.

# Delete Final Grade Comments

You can delete a final grade comment using the Score Inspector.

## How to Delete a Final Grade Comment

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

3. **Open the Score Inspector**. The **Score Inspector window** appears.

4. Select the final grade of the student you want to update. The final grade details appear in the Score Inspector window.

5. Highlight the comment text in the **Comment** field and press **DELETE**.

6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

   **Note:** Click **Clear** to discard changes made to the selected student's final grade or click **Close** to close the Score Inspector window.

7. Click **Save** on the Scoresheet window. The blue circular "C" no longer appears within the selected student final grade field.

# Reports

## About Reports

You can print various reports whenever you want, without having to wait for your PowerSchool or school administrator to do it for you. PowerTeacher gradebook offers a selection of reports to assist you in daily classroom activities, as well as with assessing student performance. Using the Reports window, you can generate reports for all students who are enrolled in a class, for all students who are enrolled in all your classes, or for a specific set, group, individual student, selection of students, or any combination. For more information, see **Student Groups**.

## Report Format

When generating reports, you can choose from three output formats:

| Feature | Description |
|---|---|
| PDF | A cross-platform Portable Document Format (PDF) file that can be read and printed by a PDF reader, such as Adobe Acrobat Reader or Preview.<br><br>**Note:** Reports generated using this format have a file extension of .pdf, such as reportname.pdf. |
| HTML | A file that can be read by a browser such as Safari or Internet Explorer.<br><br>**Note:** Reports generated using this format have a file extension of .html, such as reportname.html. |
| Export (CSV) | A text file consisting of the data, separated by commas. This file can be opened with Excel or another spreadsheet application.<br><br>**Note:** Reports generated using this format have a file extension of .csv, such as reportname.csv. |

Format options vary depending on the report. Generate reports can be made available in electronic or hard copy format.

When opening a report, PowerTeacher gradebook looks to the default browser to determine how to handle the report. If a report does not open automatically, either the application needed to open the report does not exist or the default browser does not know how to handle the report. If this happens, run the report again and save it to your desktop.

For Mac, right-click on the file and choose **Get Info**. The report info window appears. Expand the **Open with** section by clicking the down arrow. Choose the default application you want to use to open all reports using a given file extension from the pop-up menu and click **Change All**. A prompt appears verifying your selection, click **Continue**.

For Windows, right-click on the file and choose **Open With > Choose Program**. The Open With window appears. Select the default application you want to use to open all reports

using a given file extension from the **Programs** list. Select the **Always use the selected program to open this kind of file** checkbox and click **OK**.

# Run the Attendance Grid Report

Run the Attendance Grid report to generate a student and date grid for taking attendance. You can use this report to take attendance at field trips or other out-of-classroom events. You can also use it as a convenient roster for taking notes during student presentations or to track class participation.

## How to Run the Attendance Grid Report

1. Select a class from the **Classes pane**.

2. Click the **Reports** tab. The **Reports window** appears.

3. Click **Attendance Grid**. The **Attendance Grid window** appears.

4. To use the default report settings, skip to Step 5. Otherwise, edit the information as needed. For **detailed information**, see the *Reports Window* section.

5. Click **Run Report**. The Report Complete window appears.

6. To open the report:

   a. Select the **Open Report** option.

   b. Click **OK**. The report results display based on the parameters you selected.

7. To save the report to a file:

   a. Select the **Save Report** option.

   b. Click **OK**. The Save Report window appears.

   c. Enter a file name of the report in the **Save As** field. By default, this field populates with **Attendance Grid**.

   d. Choose the location where you want to save the report from the **Where** pop-up menu.

   **Note: Desktop** appears as the default setting. If you select a different location, that location then becomes the new default setting.

   e. Click **Save**. The Attendance Grid Report Complete window appears.

   f. Click **OK**.

   g. To view the report, navigate to where the report was saved and open it. The report results display based on the parameters you selected.

# Run the Category Total Report

Run the Category Total report to generate a summary of the assignment category totals for each reporting term. It can be grouped by student and class. This report displays graphs for assignment count and average score per category.

## How to Run Category Total Report

1. Select a class from the **Classes pane**.

2. Click the **Reports** tab. The **Reports window** appears.

3. Click **Run Category Total**. The **Category Total Report window** appears.

4. To use the default report settings, skip to Step 5. Otherwise, edit the information as needed. For **detailed information**, see the *Reports Window* section.

5. Click **Run Report**. The Report Complete window appears.

6. To open the report:

   a. Select the **Open Report** option.

   b. Click **OK**. The report results display based on the parameters you selected.

7. To save the report to a file:

   a. Select the **Save Report** option.

   b. Click **OK**. The Save Report window appears.

   c. Enter a file name of the report in the **Save As** field. By default, this field populates with **Category Total Report**.

   d. Choose the location where you want to save the report from the **Where** pop-up menu.

   **Note: Desktop** appears as the default setting. If you select a different location, that location then becomes the new default setting.

   e. Click **Save**. The Attendance Grid Report Complete window appears.

   f. Click **OK**.

   g. To view the report, navigate to where the report was saved and open it. The report results display based on the parameters you selected.

# Run the Final Grade and Comment Verification Report

Run the Final Grade and Comment Verification report to generate a list of final grades and teacher comments for students grouped by section, then by reporting term.

## How to Run the Final Grade and Comment Verification Report

1. Select a class from the **Classes pane**.

2. Click the **Reports** tab. The **Reports window** appears.

3. Click **Final Grade and Comment Verification**. The **Final Grade and Comment Verification window** appears.

4. To use the default report settings, skip to Step 5. Otherwise, edit the information as needed. For **detailed information**, see the *Reports Window* section.

5. Click **Run Report**. The Report Complete window appears.

6. To open the report:

   a. Select the **Open Report** option.

   b. Click **OK**. The report results display based on the parameters you selected.

7. To save the report to a file:

    a. Select the **Save Report** option.

    b. Click **OK**. The Save Report window appears.

    c. Enter a file name of the report in the **Save As** field. By default, this field populates with **Final Grade and Comment Verification**.

    d. Choose the location where you want to save the report from the **Where** pop-up menu.

       **Note: Desktop** appears as the default setting. If you select a different location, that location then becomes the new default setting.

    e. Click **Save**. The Final Grade and Comment Verification Report Complete window appears.

    f. Click **OK**.

    g. To view the report, navigate to where the report was saved and open it. The report results display based on the parameters you selected.

# Run the Individual Student Report

Run the Individual Student report to generate section scores by assignment, and the final grade for each reporting term, listed in a one page per student layout.

## How to Run the Individual Student Report

1. Select a class from the **Classes pane**.

2. Click the **Reports** tab. The **Reports window** appears.

3. Click **Individual Student Report**. The **Individual Student Report window** appears.

4. To use the default report settings, skip to Step 5. Otherwise, edit the information as needed. For **detailed information**, see the *Reports Window* section.

5. Click **Run Report**. The Report Complete window appears.

6. To open the report:

    a. Select the **Open Report** option.

    b. Click **OK**. The report results display based on the parameters you selected.

7. To save the report to a file:

    a. Select the **Save Report** option.

    b. Click **OK**. The Save Report window appears.

    c. Enter a file name of the report in the **Save As** field. By default, this field populates with **Individual Student**.

    d. Choose the location where you want to save the report from the **Where** pop-up menu.

       **Note: Desktop** appears as the default setting. If you select a different location, that location then becomes the new default setting.

    e. Click **Save**. The Individual Student Report Complete window appears.

f.  Click **OK**.

g.  To view the report, navigate to where the report was saved and open it. The report results display based on the parameters you selected.

# Run the Missing Assignment Report

Run the Missing Assignments report to generate a list of assignments that have not been scored. The report can be generated for assignments that are missing per assignment or per student.

## How to Run the Missing Assignment Report

1.  Select a class from the **Classes pane**.

2.  Click the **Reports** tab. The **Reports window** appears.

3.  Click **Missing Assignment**. The **Missing Assignment window** appears.

4.  To use the default report settings, skip to Step 5. Otherwise, edit the information as needed. For **detailed information**, see the *Reports Window* section.

5.  Click **Run Report**. The Report Complete window appears.

6.  To open the report:

    a.  Select the **Open Report** option.

    b.  Click **OK**. The report results display based on the parameters you selected.

7.  To save the report to a file:

    a.  Select the **Save Report** option.

    b.  Click **OK**. The Save Report window appears.

    c.  Enter a file name of the report in the **Save As** field. By default, this field populates with **Missing Assignment**.

    d.  Choose the location where you want to save the report from the **Where** pop-up menu.

        **Note: Desktop** appears as the default setting. If you select a different location, that location then becomes the new default setting.

    e.  Click **Save**. The Missing Assignment Report Complete window appears.

    f.  Click **OK**.

    g.  To view the report, navigate to where the report was saved and open it. The report results display based on the parameters you selected.

# Run the Scoresheet Report

Run the Scoresheet report to generate a spreadsheet-style summary of student grade and assignment date. You can use this report to view final grades for all reporting terms and assignments that are within a specific date range, for all students.

### How to Run the Scoresheet Report

1. Select a class from the **Classes pane**.

2. Click the **Reports** tab. The **Reports window** appears.

3. Click **Scoresheet**. The **Scoresheet window** appears.

4. To use the default report settings, skip to Step 5. Otherwise, edit the information as needed. For **detailed information**, see the *Reports Window* section.

5. Click **Run Report**. The Report Complete window appears.

6. To open the report:

   a. Select the **Open Report** option.

   b. Click **OK**. The report results display based on the parameters you selected.

7. To save the report to a file:

   a. Select the **Save Report** option.

   b. Click **OK**. The Save Report window appears.

   c. Enter a file name of the report in the **Save As** field. By default, this field populates with **Scoresheet**.

   d. Choose the location where you want to save the report from the **Where** pop-up menu.

   **Note: Desktop** appears as the default setting. If you select a different location, that location then becomes the new default setting.

   e. Click **Save**. The Scoresheet Report Complete window appears.

   f. Click **OK**.

   g. To view the report, navigate to where the report was saved and open it. The report results display based on the parameters you selected.

## Run the Student Multi-Section Report

Run the Student Multi-Section report to generate section scores by assignment, and the final grade for each reporting term, listed in a one page per student layout. This report is similar to the Individual Student Report, but is able to present information from any section that the student is taking.

**Note:** This report only displays data entered by teachers who use PowerTeacher gradebook. If other teachers are entering assignments and scores through other applications, such as PowerGrade, then that data does not display.

### How to Run the Student Multi-Section Report

1. Select a class from the **Classes pane**.

2. Click the **Reports** tab. The **Reports window** appears.

3. Click **Student Multi-Section Report**. The **Student Multi-Section Report** window appears.

4. To use the default report settings, skip to Step 5. Otherwise, edit the information as needed. For **detailed information**, see the *Reports Window* section.

5. Click **Run Report**. The Report Complete window appears.

6. To open the report:

    a. Select the **Open Report** option.

    b. Click **OK**. The report results display based on the parameters you selected.

7. To save the report to a file:

    a. Select the **Save Report** option.

    b. Click **OK**. The Save Report window appears.

    c. Enter a file name of the report in the **Save As** field. By default, this field populates with **Scoresheet**.

    d. Choose the location where you want to save the report from the **Where** pop-up menu.

       **Note: Desktop** appears as the default setting. If you select a different location, that location then becomes the new default setting.

    e. Click **Save**. The Scoresheet Report Complete window appears.

    f. Click **OK**.

    g. To view the report, navigate to where the report was saved and open it. The report results display based on the parameters you selected.

# Run the Student Roster Report

Run the Student Roster report to generate a summary of student demographic information on a student-by-student basis. When generating this report, you can specify which columns of student data to list on the report, and in what order. In addition, you can add up to six blank columns with customizable column headings.

## How to Run the Student Roster Report

1. Select a class from the **Classes pane**.

2. Click the **Reports** tab. The **Reports window** appears.

3. Click **Student Roster**. The **Student Roster window** appears.

4. To use the default report settings, skip to Step 5. Otherwise, edit the information as needed. For **detailed information**, see the *Reports Window* section.

5. Click **Run Report**. The Report Complete window appears.

6. To open the report:

    a. Select the **Open Report** option.

    b. Click **OK**. The report results display based on the parameters you selected.

7. To save the report to a file:

    a. Select the **Save Report** option.

    b. Click **OK**. The Save Report window appears.

    c. Enter a file name of the report in the **Save As** field. By default, this field populates with **Student Roster**.

d. Choose the location where you want to save the report from the **Where** pop-up menu.

   **Note: Desktop** appears as the default setting. If you select a different location, that location then becomes the new default setting.

e. Click **Save**. The Student Roster Complete window appears.

f. Click **OK**.

g. To view the report, navigate to where the report was saved and open it. The report results display based on the parameters you selected.

# Quit PowerTeacher Gradebook

## About Quitting

When you are finished working in PowerTeacher gradebook, it is important to quit the application, which you can do from any gradebook window. Additionally, when you are finished working in PowerTeacher, it is important to log out, which you can do from any PowerTeacher page.

## Quit PowerTeacher Gradebook

To quit PowerTeacher gradebook, use the gradebook menu bar.

### How to Quit PowerTeacher Gradebook

1. From the gradebook menu bar, choose **File > Save**.

2. From the gradebook menu bar, choose **PowerTeacher Gradebook > Quit PowerTeacher Gradebook**.

   **Note:** If you have unsaved changes, a window indicates the changes that you made. To save the changes, click **Yes**. Otherwise, click **No**.

## Log Out of PowerTeacher

To log out of PowerTeacher, use the navigation bar.

### How to Log Out of PowerTeacher

Click **Logout** in the navigation bar. The Log In page appears. You must enter your username and password again to redisplay the PowerTeacher start page.

# Appendix: Field Description Tables

## Add Web Link Window

The following tables describe the fields that are visible on this window when performing certain functions.

| Field | Description |
|---|---|
| URL | Enter the Web address for this link. |
| Link Text | Enter the text to display for the link. |
| Open this link in a new browser window | Select the checkbox to launch a new browser window when the link is clicked. |
| Cancel | Click to discard any changes you made and close the window. |
| OK | Click to save your changes. |

## Assignments Window

The following tables describe the fields that are visible on this window when performing certain functions.

**Assignments**

| Field | Description |
|---|---|
| Filter By Reporting Term | To view assignments with a due date that falls within a specific reporting term, week, or month, choose a reporting term, week, or month from the pop-up menu. The Assignments window refreshes and displays only those assignments with a due date that falls within that selected reporting term, week, or month. |
| Filter By Category | To view assignments with a due date that belong to a specific category, choose a category from the pop-up menu. The Assignments window refreshes and displays only those assignments that belong to the selected category. |
| Name | The assignment name appears.<br>**Note:** Click the column heading to sort in descending order. Click again to sort in ascending order. |
| Abbreviation | The assignment abbreviation appears.<br>**Note:** Click the column heading to sort in descending order. Click again to sort in ascending order. |

| Field | Description |
|---|---|
| Category | The category by which the assignment is grouped appears.<br>**Note:** Click the column heading to sort in descending order. Click again to sort in ascending order. |
| Points Possible | The number of points possible for the assignment appears.<br>**Note:** Click the column heading to sort in descending order. Click again to sort in ascending order. |
| Weight | The weight of the assignment appears.<br>**Note:** Click the column heading to sort in descending order. Click again to sort in ascending order. |
| Date Due | The date the assignment is due appears.<br>**Note:** Click the column heading to sort in descending order. Click again to sort in ascending order. |
| Plus (+) | Click to create a new a new assignment. The New Assignment window appears. See *Assignment Details: Assignment Tab* and *Assignment Details: Publish Tab*. |
| Minus (-) | Select an assignment and click to delete. The Delete Assignment window appears.<br>**Note:** If an assignment does not have scores, the Delete Assignment window states, "Are you sure you want to delete assignment [name]?"<br>If an assignment has scores, the Delete Assignment window states, "This assignment has scores. Are you sure you want to delete assignment [name] and all associated scores?"<br>Click **Yes**. The assignment no longer appears on the Assignment window. |

**Assignment Details: Assignment Tab**

| Field | Description |
|---|---|
| Name | Enter the assignment name. |
| Abbreviation | Enter the assignment abbreviation.<br>**Note:** After you have entered an assignment **Name** and advanced to another field, the **Abbreviation** field automatically populates with the name of the assignment (up to 30 characters). |
| Category | Use the pop-up menu to choose the category by which the assignment should be grouped. |
| Score Type | If a category is selected, the score type defaults to the category score type.<br>Use the pop-up menu to choose the method by which the |

| Field | Description |
|---|---|
| | assignment should be recorded: **Points**, **Percentage**, or **Letter Grade**. |
| Points Possible | If a category is selected, the points possible defaults to the category points possible.<br><br>Enter the number of points possible for the assignment. |
| Weight | Enter the weight of the assignment. The system multiplies both the assignment's points possible and the students' scores by this weight when calculating final grades. |
| Date Due | Enter the date the assignment is due by doing one of the following:<br><br>• Leave the default date.<br><br>• Enter a different date using the format mm/dd/yyyy.<br><br>• Click the **Calendar** icon and select the date.<br><br>• Clear the field.<br><br>**Note:** This field auto-populates with a date based on the date of entry. If the date of entry is before the section start date, the field populates with the section start date. If the date of entry is after the section end date, the field populates with the section end date. If the date of entry falls between the section's start and end dates, the field populates with today's date. |
| Include in Final Grade | If a category is selected, the checkbox defaults based on the category.<br><br>Select the checkbox to include this assignment in final grade calculation. |
| Description | Detailed information about the assignment. This information appears on the Quick Lookup page in PowerSchool and on the PowerSchool Parent Portal when the assignment is published.<br><br>Enter the description of the assignment using plain text, HTML, or a combination of both.<br><br>For example: [Plain text] Analyze and write 500-word essay on Herman Melville's Billy Bud. What point is the author trying to make? Support your idea with several aspects of the story - plot, characterization, setting, irony, symbolism, imagery, etc. Show how these different aspects work together to convey the message. Please refer to the following resources: [HTML describing the resources, showing pictures, and links to these sites.] |
| Revert | Click to discard any changes you made.<br><br>**Note:** This button appears shaded until information is entered. |
| Save | Click to save your changes.<br><br>**Note:** This button appears shaded until information is |

| Field | Description |
|---|---|
| | entered. |

**Assignment Details: Publish Tab**

| Field | Description |
|---|---|
| Publish Assignment | In order for parents and students to view assignment information on the PowerSchool Parent Portal, choose one of the following from the pop-up menu:<br><br>• **Immediately**<br>• **On Specific Date**<br>• **Days Before Due**<br>• **On Due Date**<br><br>If you do not want make an assignment available on the PowerSchool Parent Portal, you can elect to never publish the assignment by choosing **Never** from the pop-up menu.<br><br>**Note:** If an assignment is included in calculating final grades and impacts the final grade, it must be published in order for parents and students to view. The pop-up menu cannot be set to **Never**. For more information, see ***Publish Assignments***. |
| On Date | If you selected **On Specific Date**, enter the date the assignment should appear in the field using the format mm/dd/yyyy, or click the Calendar icon and select the date. |
| Days Before Due | If you selected **Days Before Due**, enter the number of days the assignment should appear prior to the date that it is due in the field. |
| Publish Scores | Select the checkbox to publish the assignment score. If you elect to publish assignment scores, parents and students can view this information on the PowerSchool Parent Portal.<br><br>Deselect the checkbox to not publish the assignment score. If you elect not to publish assignment scores, parents and students cannot view this information on the PowerSchool Parent Portal. |
| Revert | Click to discard any changes you made.<br>**Note:** This button appears shaded until information is entered. |
| Save | Click to save your changes.<br>**Note:** This button appears shaded until information is entered. |

# Categories Window

The following tables describe the fields that are visible on this window when performing certain functions.

**Categories**

| Field | Description |
|---|---|
| [Categories] | A list of categories appears on the left side of the window. If necessary, use the scroll bar to view the entire list of categories. |
| Plus (+) | Click to create a new a new assignment category. The new category appears on the left side of the window. See *Category Details*. |
| Minus (-) | Select an assignment category and click to delete. The Categories window appears without the deleted category.<br><br>**Note:** If category has assignments or is used in weighting, the Alert window appears, displaying the message, "Unable to delete category because it has associated assignments." Click **OK** to close the window. |

**Category Details**

| Field | Description |
|---|---|
| Name | Enter the category name. |
| Abbreviation | Enter the category abbreviation. |
| Color | Use the pop-up menu to choose the color used on the Scoresheet and Assignments windows to identify assignments within this category. |
| Points Possible | Enter the default number of points possible for each assignment in this category.<br><br>You can modify this information for individual assignments as needed. |
| Score Type | Use the pop-up menu to choose the default method by which assignments in this category should be recorded: **Points**, **Percentage**, or **Letter Grade**.<br><br>You can modify this information for individual assignments as needed. |
| Include in Final Grade | Select the checkbox to include assignments in this category when calculating final grades.<br><br>You can modify this information for individual assignments as needed. |

| Field | Description |
|---|---|
| Description | Enter the description of the category using plain text, HTML, or a combination of both. This information appears on the Quick Lookup page in PowerSchool and on the PowerSchool Parent Portal when an assignment using this category is published. |
| | For example: [Plain text] This category is worth 20% of the student's grade. Homework assignments are due every Monday and are worth 10 points each. Students are allowed to miss only one. Missing more than one assignment may significantly affect the student's over-all grade. |
| | Please refer to the following resources: [HTML describing the resources, showing pictures, and links to these sites.] |
| Cancel | Click to discard any changes you made and close the window. |
| Close | Click to save your changes. |

## Class Information Window

The following tables describe the fields that are visible on this window when performing certain functions.

| Field | Description |
|---|---|
| Course Name | The name of the class appears. |
| Section Number | The section number of the class appears. |
| Periods/Days | The period/day combination for the class appears. |
| Room | The room number for the class appears. |
| Term | The term for the class appears. |
| Start | The first day of class appears. |
| End | The last day of class appears. |
| Grade Scale | The name of the grade scale associated with the class appears. |
| Custom Display Name | Enter the name of the section as you want it to appear in the class list. |
| | **Note:** The **Choose the Name used to distinguish sections in the class list** option on the **Preferences window** must be set to **Custom Display Name** in order for the custom name to appear in the class list. |
| Description | Enter detailed information about the class using text |

| Field | Description |
|-------|-------------|
| | and/or HTML, such as: |
| | [Plain text] This class focuses upon writing essays for a variety of purposes; addressing different audience types; experimenting with different forms of expression; practicing techniques for developing and arranging ideas; and building vocabulary, grammar, syntax, and related skills. |
| | Please refer to the following resources: [HTML describing the resources, showing pictures, and links to these sites.] |
| | This information appears on the Quick Lookup page in PowerSchool and on the PowerSchool Parent Portal. |
| Add Web Link | Click to add a Web link to the class description. The **Add Web Link window** appears. |
| Revert | Click to discard any changes you made. |
| | **Note:** This button appears shaded until information is entered. |
| Save | Click to save your changes. |
| | **Note:** This button appears shaded until information is entered. |

## Classes Pane

The following tables describe the fields that are visible on this window when performing certain functions.

| Field | Description |
|-------|-------------|
| [Term Selector] | When you first launch PowerTeacher gradebook, the current full year term appears. The pop-up menu displays current, future, and past year terms, as well as any lower level terms within a term. |
| | Choose a term from the pop-up menu. Classes for the selected term appear. |
| [Classes] | When you first launch PowerTeacher gradebook, the Class List displays classes for the current term. The first class in your daily schedule appears highlighted. Information that appears in the class list is defined by your section preferences. |
| | Select a class. The window in which you were last working refreshes for the selected class. |
| | **Note:** Information that appears in the class list is defined by your section preferences. For more information, see |

| Field | Description |
|---|---|
|  | ***Define Section Preferences***. |

# Copy Assignment Window

The following tables describe the fields that are visible on this window when performing certain functions.

**Copy Assignment**

| Field | Description |
|---|---|
| Copy Assignment | Source assignment and class. |
| [Term] | Choose a term from the pop-up menu. Classes for the selected term appear. |
| Classes | Select the checkbox to copy the assignment to all the classes within the selected term. Note checkmarks appear next to each class. Alternately, deselect the checkbox to clear checkmarks from each class. |
| [Classes] | Select individual checkboxes for only those classes you want to copy the assignment to. Select the same class checkbox to copy an assignment within a class. |
| Due Date | Choose the date the assignment is due from the pop-up menu: **Existing**, **Today**, or **Custom**.<br><br>If you select **Custom**, enter a different date using the format mm/dd/yyyy or click the **Calendar** icon and select the date.<br><br>**Note:** If the preferred due date does not fall within the term of the class that the assignment is being copied to, the due date of the new assignment will be calculated based on the due date of the source assignment. |
| Cancel | Click to discard any changes you made and close the window. |
| OK | Click to save your changes. |

# Fill Scores Window

The following tables describe the fields that are visible on this window when performing certain functions.

| Field | Description |
|---|---|
| Would you like to fill empty scores or | Select the **Fill empty scores for the selected** |

| Field | Description |
|---|---|
| replace all existing scores? | **assignment** option to only fill empty scores.<br><br>Select the **Replace all scores for the selected assignment** option to replace all scores. |
| Scoring Type | The method by which the assignment should is recorded: Points, Percentage, or Letter Grade. |
| Collected | Select the checkbox to indicate assignments have been collected. |
| Late | Select the checkbox to indicate assignments are late. |
| Exempt Score | Select the checkbox to indicate assignments are exempt. |
| Missing | Select the checkbox to indicate assignments are missing. |
| Score | Enter the score. |
| Comment | Manually enter score comments or click **Comment Bank** to select one or more predefined comments.<br><br>**Note:** If using the Comment Bank, you can press and hold **COMMAND** (Mac) or **CONTROL** (Windows) to select multiple comments. When you have finished making your selections, click **Insert Selected Comments** and then click **OK**. |
| Cancel | Click to discard any changes you made and close the window. |
| OK | Click to save your changes. |

## Grade Scales Window

The following tables describe the fields that are visible on this window when performing certain functions.

| Field | Description |
|---|---|
| [Grade Scales] | Grade scales entered by administrators associated to the classes taught by the teacher. |
| Name | Name of the selected grade scale. |
| Grade | Letter grade. |
| Cutoff | Percentage cutoff for the grade. |
| Percent | Percent value assigned to the grade. |
| Description | Description for the grade. |

# Grades Setup Window

The following tables describe the fields that are visible on this window when performing certain functions.

**Reporting Terms**

| Field | Description |
|---|---|
| Reporting Term | Name of the reporting term. |
| Start | First day of the selected reporting term. |
| End | Last day of the selected reporting term. |

**Reporting Term Details**

**Note:** Options appear enabled/disabled based on the selected reporting term and the method by which you calculate final grades.

| Field | Description |
|---|---|
| Calculate Final Grade Using | Indicate the method by which you want to calculate final grades for the selected reporting term:<br><br>• Select the **Total points** option to calculate final grades based on how many points a student has accumulated over the term divided by total points possible.<br><br>• Select the **Term weights** option to calculate final grades based on the total points times the value (or weight) of each term.<br><br>• Select the **Category weights** option to calculate final grades based on total points times the value (or weight) of each category or assignment. |
| Number of low scores to discard | If **Total points** is selected, enter the number of low scores you want to drop from the final grade calculation in the field.<br><br>If **Term weights** is selected, this field appears shaded.<br><br>If **Category weights** is selected, this field appears shaded. |
| Name | If **Total points** is selected, this field appears shaded.<br><br>If **Term weights** is selected, the name of the reporting term appears.<br><br>If **Category weights** is selected, the name of the category appears.<br><br>**Note:** Click the column heading to sort in descending order. Click again to sort in ascending order. |

| Field | Description |
|-------|-------------|
| Weight | If **Total points** is selected, this field appears shaded. |
| | If **Term weights** is selected, the weight of the reporting term appears. |
| | If **Category weights** is selected, the weight of the category appears. |
| | The system multiplies both the assignment's points possible and the students' scores by this weight when calculating final grades. By default, each of these values are set to zero. Double-click the weight you want to edit and enter the new value in the editable text field. Up to two decimals may be entered. |
| | **Note:** Click the column heading to sort in descending order. Click again to sort in ascending order. |
| Percent | If **Total points** is selected, this field appears shaded. |
| | If **Term weights** or **Category weights** is selected, the percentage weight based for the final grade calculation appear. |
| | **Note:** Click the column heading to sort in descending order. Click again to sort in ascending order. |
| Drop Low | If **Total points** is selected, this field appears shaded. |
| | If **Term weights** is selected, this field appears as read-only. |
| | If **Category weights** is selected, the number of low scores to drop appears. By default, this value is set to zero. Double-click the drop low value you want to edit and enter a new value in the editable text field. |
| | **Note:** Click the column heading to sort in descending order. Click again to sort in ascending order. |
| Add Category | If **Total points** is selected, this button does not appear. |
| | If **Term weights** is selected, this button does not appear. |
| | If **Category weights** is selected, click the button to add a category. The Select Categories window appears. Select the checkbox to each category you want to add. Click **OK**. |
| Remove | If **Total points** is selected, this button does not appear. |
| | If **Term weights** is selected, this button does not appear. |
| | If **Category weights** is selected, select the category you want to delete and click the button to remove a category. |
| Revert | Click to discard any changes you made. |
| | **Note:** This button appears shaded until information is entered. |

| Field | Description |
|-------|-------------|
| Save | Click to save your changes. |
|  | **Note:** This button appears shaded until information is entered. |

## Points Possible Has Changed Window

The following tables describe the fields that are visible on this window when performing certain functions.

| Field | Description |
|-------|-------------|
| Cancel | Click to discard any changes you made and close the window. |
| Adjust Scores | Click to adjust them based on the new points possible. |
| Keep Scores | Click to keep the scores as-is. |

## Preferences Window

The following tables describe the fields that are visible on this window when performing certain functions.

**Grading Tab**

| Field | Description |
|-------|-------------|
| When calculating a grade the value should be | Indicate how you want final grades to be calculated by selecting one of the following options: <ul><li>Select **Rounded** to round the number up or down to the nearest decimal point specified.</li><li>Select **Truncated** to cut off the number at the specified number of places after the decimal.</li></ul> |
| Store calculated grades with up to [ ] decimal places | Choose the number of digits to appear after the decimal point from the pop-up menu. |
| Final Grade Display | Indicate how you want final grades to display on the Scoresheet by selecting none, one, or more of the following: <ul><li>**Letter Grade**</li><li>**Percent**</li><li>**Points Earned**</li></ul> Final grades appear on the Scoresheet based on your selection. |

| Field | Description |
|---|---|
| Cancel | Click to discard any changes you made and close the window. |
| OK | Click to save you changes. |

**Section Tab**

| Field | Description |
|---|---|
| Choose the Identifier used to distinguish sections in the class list | Indicate how you want sections within the class list to appear by selecting one of the following options:<br><br>• **Section Period Day**<br>• **Section Number** |
| Choose the Name used to distinguish sections in the class list | Indicate how you want section names within the class list to appear by selecting one of the following options:<br><br>• **Course Name**<br>• **Custom Display Name**<br><br>If **Custom Display Name** is selected, the text you enter in the **Custom Display Name** field on the Class Information window appears in the class list. |
| Sort By | Choose the order by which you want to sort the class list from the pop-up menu:<br><br>• **Period/Day**<br>• **Section Number**<br>• **Course Name** |
| Cancel | Click to discard any changes you made and close the window. |
| OK | Click to save your changes. |

# Report Complete Window

The following tables describe the fields that are visible on this window when performing certain functions.

| Field | Description |
|---|---|
| Report: [Name of report] has been generated. Would you like to open the report or save it to a file? | Do one of the following:<br><br>• Select the **Open report** option to open the report.<br>• Select the **Save Report** option to save the report to a file. |

| Field | Description |
|-------|-------------|
| Cancel | Click to discard any changes you made and close the window. |
| OK | Click to save your changes. |

# Reports Window

The following tables describe the fields that are visible on this window when performing certain functions.

**Global Reporting Layout**

| Field | Description |
|-------|-------------|
| Report Title | To change the report title, enter a different report title. |
| Page Breaks | Select the **On Sections** checkbox to insert a page break between each section within the report. This option is available when generating a report for all classes. |
| | Select the **On Students** checkbox to insert a page break between each student within the report. This option is available when generating a report where the report is able to report one page per student. |
| | Select the **On Reporting Terms** checkbox to insert a page break between each reporting term within the report. This option is available when generating a report where the report is able to display data separately for each reporting term. |
| | **Note:** Options vary from report to report and appear enabled/disabled based on the selected report criteria. To view a checkbox's report criteria, place your cursor on the checkbox. |
| Top Note | To add a header row to the report, select the **include** checkbox. When included, the header row appears at the top of each page of the report. |
| | Select the **bold** checkbox if you want the header row to appear in bold formatting. |
| | Enter up to five lines of header text in the text field. |
| | **Note:** If you enter header text and run the report, the text is available the next time you run the report. |
| Bottom Note | To add a footer row to the report, select the **include** checkbox. When included, the footer row appears at the bottom of each page of the report. |
| | Select the **bold** checkbox if you want the footer row to |

| Field | Description |
|---|---|
| | appear in bold formatting. |
| | Enter up to five lines of footer text in the text field. |
| | **Note:** If you enter footer text and run the report, the text is available the next time you run the report. |
| Signature Line | To add a signature line, select the **include** checkbox. When included, the parent signature line appears at the bottom of each page of the report. |
| | **Note:** If the report includes a bottom note, the signature line appears above it. |
| Run Report | Click to open the report or save the report. The **Report Complete** window appears. |

**Attendance Grid Report**

| Field | Description |
|---|---|
| Name | The name of the report. |
| Description | A description of the report. |
| Sections | Select the option indicating the sections for which you want to run the report:<br><br>• Select **Selected Class** to generate a report for a class.<br><br>• Select **Active Classes** to generate a report for all classes.<br><br>**Note:** If running this report for multiple sections, courses are identified by course name and section number, instead of course name and expression. |
| Students | Select the option indicating the students for which you want to run the report:<br><br>• Select **Enrolled Students** to generate a report for all students who are enrolled.<br><br>• Select **Selected Groups and/or Students** and then select a set, group, individual student, selection of students, or any combination from the Students Group pane.<br><br>**Note:** To generate a report for a set, group, individual student, selection of students, or any combination, use **student groups**. |
| Student Field | Select the option indicating which student field you want to include in the report:<br><br>• **Student Name** |

| Field | Description |
|-------|-------------|
| | • **Student Number** <br><br> If **Student Number** is selected, use the **Sort By** pop-up menu to indicate the students number order: <br><br> • Select **Number** to sort student numbers sequentially. <br><br> • Select **Random** to sort student numbers arbitrarily. <br><br> **Note:** If **Student Name** is selected, the student's name may appear truncated if it exceeds the width of the report column. |
| No Dates | Select the checkbox to run the report based on number of days for which you want to take attendance rather than actual dates. <br><br> **Note:** Column headings appear blank. |
| # Of Days | If the **No Dates** checkbox is selected, choose the number of days for which you want to take attendance from the pop-up menu. <br><br> **Note:** The number of days indicates the numbers of columns that appear in the report. |
| Current Week | Select the checkbox to run the report for a five-day span starting with Monday of the current week. Note the **Start Date** and **End Date** fields become populated with this week's date range. <br><br> Deselect the checkbox to run the report for a six-day span, such as Monday to Monday, starting with today skipping Saturday and Sunday. <br><br> **Note:** If the **No Dates** checkbox is selected, this option is not available. |
| Start Date | To run the report for a date range other than this week, enter the start date for the date range using the format mm/dd/yyyy or click the **Calendar** icon to select a date. <br><br> **Note:** If the **No Dates** checkbox is selected, this option is not available. |
| End Date | To run the report for a date range other than this week, enter the end date for the date range using the format mm/dd/yyyy or click the **Calendar** icon to select a date. <br><br> **Note:** If the **No Dates** checkbox is selected, this option is not available. |

**Category Total Report**

| Field | Description |
|---|---|
| Name | The name of the report |
| Description | A description of the report. |
| Report Layout | Select the option indicating how you want to group report output:<br><br>• **Totals by Section**<br>• **Totals by Student** |
| Output Type | Select the option indicating the format in which you want to receive the report:<br><br>• **PDF**<br>• **Export (CSV)** |
| Sections | Select the option indicating the sections for which you want to run the report:<br><br>• Select **Selected Class** to generate a report for a class.<br>• Select **Active Classes** to generate a report for all classes.<br><br>**Note:** If running this report for multiple sections, courses are identified by course name and section number, instead of course name and expression. |
| Students | Select the option indicating the students for which you want to run the report:<br><br>• Select **Enrolled Students** to generate a report for all students who are enrolled.<br>• Select **Selected Groups and/or Students** and then select a set, group, individual student, selection of students, or any combination from the Students Group pane.<br><br>**Note:** To generate a report for a set, group, individual student, selection of students, or any combination, use **student groups**. |
| Student Field | Select the option indicating which student field you want to include in the report:<br><br>• **Student Name**<br>• **Student Number**<br><br>If **Student Number** is selected, use the **Sort By** pop-up menu to indicate the students number order:<br><br>• Select **Number** to sort student numbers sequentially. |

| Field | Description |
|---|---|
| | • Select **Random** to sort student numbers arbitrarily.<br><br>**Note:** If **Student Name** is selected, the student's name may appear truncated if it exceeds the width of the report column. |
| Reporting Term | Choose **ALL** or the specific term for which you want to run this report from the pop-up menu. |

## Final Grade and Comment Verification Report

| Field | Description |
|---|---|
| Name | The name of the report |
| Description | A description of the report. |
| Output Type | Select the option indicating the format in which you want to receive the report:<br><br>• **PDF**<br><br>• **HTML**<br><br>• **Export (CSV)** |
| Sections | Select the option indicating the sections for which you want to run the report:<br><br>• Select **Selected Class** to generate a report for a class.<br><br>• Select **Active Classes** to generate a report for all classes.<br><br>**Note:** If running this report for multiple sections, courses are identified by course name and section number, instead of course name and expression. |
| Students | Select the option indicating the students for which you want to run the report:<br><br>• Select **Enrolled Students** to generate a report for all students who are enrolled.<br><br>• Select **Selected Groups and/or Students** and then select a set, group, individual student, selection of students, or any combination from the Students Group pane.<br><br>**Note:** To generate a report for a set, group, individual student, selection of students, or any combination, use **student groups**. |
| Student Fields | Select the option indicating which student field you want to include in the report: |

| Field | Description |
|---|---|
| | • **Student Name**<br><br>• **Student Number**<br><br>If **Student Number** is selected, use the **Sort By** pop-up menu to indicate the students number order:<br><br>• Select **Number** to sort student numbers sequentially.<br><br>• Select **Random** to sort student numbers arbitrarily.<br><br>**Note:** If **Student Name** is selected, the student's name may appear truncated if it exceeds the width of the report column. |
| Include | Select the checkboxes indicating which final grades you want to include in the report, as well as if you want to include comments:<br><br>• **Points**<br><br>• **Grades**<br><br>• **Percent**<br><br>• **Comment** |
| Reporting Term | Choose **ALL** or the specific term for which you want to run this report from the pop-up menu. |

**Individual Student Report**

| Field | Description |
|---|---|
| Name | The name of the report |
| Description | A description of the report. |
| Output Type | Select the option indicating the format in which you want to receive the report:<br><br>• **PDF**<br><br>• **HTML**<br><br>• **Export (CSV)** |
| Sections | Select the option indicating the sections for which you want to run the report:<br><br>• Select **Selected Class** to generate a report for a class.<br><br>• Select **Active Classes** to generate a report for all classes.<br><br>If **Active Classes** is selected, use the **Order By** pop-up menu to indicate the report sort order: |

| Field | Description |
|---|---|
|  | • Select **Student Name** to sort alphabetically by students' name (last, first) across all sections.<br><br>• Select **Section, Student** to sort by section and then alphabetically by students' name (last, first) for each section.<br><br>**Note:** If running this report for multiple sections, courses are identified by course name and section number, instead of course name and expression. |
| Students | Select the option indicating the students for which you want to run the report:<br><br>• Select **Enrolled Students** to generate a report for all students who are enrolled.<br><br>• Select **Selected Groups and/or Students** and then select a set, group, individual student, selection of students, or any combination from the Students Group pane.<br><br>**Note:** To generate a report for a set, group, individual student, selection of students, or any combination, use **student groups**. |
| Student Field | Select the option indicating which student field you want to include in the report:<br><br>• **Student Name**<br><br>• **Student Number**<br><br>If **Student Number** is selected, use the **Sort By** pop-up menu to indicate the students number order:<br><br>• Select **Number** to sort student numbers sequentially.<br><br>• Select **Random** to sort student numbers arbitrarily.<br><br>**Note:** If **Student Name** is selected, the student's name may appear truncated if it exceeds the width of the report column. |
| Abbreviate | Select the **Assignment** checkbox to include assignment abbreviations instead of assignment names.<br><br>Select the **Categories** checkbox to include category abbreviations instead of category names. |
| Include | Select the **Final Grades** checkbox to include all final grades for a student in the report.<br><br>Select the **Assignment Scores** checkbox to include all assignment scores for a student in the report.<br><br>If **Assignment Scores** is selected, select the **Score Comments** checkbox to include all assignment score comments for a student in the report. |

| Field | Description |
|---|---|
| | Select the **Category Summary** checkbox to include a summary of assignment categories in the report. |
| Date Range | Choose the date range for which you want to run this report from the pop-up menu:<br><br>• **Manual**<br>• **ALL**<br>• **[Reporting Term]**<br>• **This Week**<br>• **This Month**<br>• **Last Week**<br>• **Last Month**<br><br>If you chose a specific reporting term, use the second pop-up menu to indicate if you want to run the report for **This term only** or for **This term and lower terms**. |
| Start Date | If you chose **Manual** for **Date Range**, enter the start date for the date range using the format mm/dd/yyyy or click the **Calendar** icon to select a date. |
| End Date | If you chose **Manual** for **Date Range**, enter the end date for the date range using the format mm/dd/yyyy or click the **Calendar** icon to select a date. |

**Missing Assignment Report**

| Field | Description |
|---|---|
| Name | The name of the report |
| Description | A description of the report. |
| Output Type | Select the option indicating the format in which you want to receive the report:<br><br>• **PDF**<br>• **HTML**<br>• **Export (CSV)** |
| Report Layout | Select the option indicating how you want to group report output:<br><br>• **By Student**<br>• **By Assignment** |
| Marked Missing | Select the option indicating the assignments for which you want to run the report: |

| Field | Description |
|---|---|
| | • Select **Unrecorded Scores** to generate a report for unscored assignments.<br><br>• Select **Missing Indicator** to generate a report for assignments marked as missing. |
| Sections | Select the option indicating the sections for which you want to run the report:<br><br>• Select **Selected Class** to generate a report for a class.<br><br>• Select **Active Classes** to generate a report for all classes.<br><br>If **Active Classes** is selected, use the **Order By** pop-up menu to indicate the report sort order:<br><br>• Select **Student Name** to sort alphabetically by students' name (last, first) across all sections.<br><br>• Select **Section, Student** to sort by section and then alphabetically by students' name (last, first) for each section.<br><br>**Note:** If running this report for multiple sections, courses are identified by course name and section number, instead of course name and expression. |
| Students | Select the option indicating the students for which you want to run the report:<br><br>• Select **Enrolled Students** to generate a report for all students who are enrolled.<br><br>• Select **Selected Groups and/or Students** and then select a set, group, individual student, selection of students, or any combination from the Students Group pane.<br><br>**Note:** To generate a report for a set, group, individual student, selection of students, or any combination, use **student groups**. |
| Student Field | Select the option indicating which student field you want to include in the report:<br><br>• **Student Name**<br>• **Student Number**<br><br>If **Student Number** is selected, use the **Sort By** pop-up menu to indicate the students number order:<br><br>• Select **Number** to sort student numbers sequentially.<br><br>• Select **Random** to sort student numbers arbitrarily.<br><br>**Note:** If **Student Name** is selected, the student's name may appear truncated if it exceeds the width of the report |

| Field | Description |
|---|---|
| | column. |
| Start Date | Enter the start date for the date range using the format mm/dd/yyyy or click the **Calendar** icon to select a date. |
| End Date | Enter the end date for the date range using the format mm/dd/yyyy or click the **Calendar** icon to select a date. |

**Scoresheet Report**

| Field | Description |
|---|---|
| Name | The name of the report |
| Description | A description of the report. |
| Output Type | Select the option indicating the format in which you want to receive the report:<br><br>• **PDF**<br><br>• **Export (CSV)** |
| Sections | Select the option indicating the sections for which you want to run the report:<br><br>• Select **Selected Class** to generate a report for a class.<br><br>• Select **Active Classes** to generate a report for all classes.<br><br>**Note:** If running this report for multiple sections, courses are identified by course name and section number, instead of course name and expression. |
| Students | Select the option indicating the students for which you want to run the report:<br><br>• Select **Enrolled Students** to generate a report for all students who are enrolled.<br><br>• Select **Selected Groups and/or Students** and then select a set, group, individual student, selection of students, or any combination from the Students Group pane.<br><br>**Note:** To generate a report for a set, group, individual student, selection of students, or any combination, use **student groups**. |
| Student Field | Select the option indicating which student field you want to include in the report:<br><br>• **Student Name**<br><br>• **Student Number** |

| Field | Description |
|---|---|
| | If **Student Number** is selected, use the **Sort By** pop-up menu to indicate the students number order:<br><br>• Select **Number** to sort student numbers sequentially.<br><br>• Select **Random** to sort student numbers arbitrarily.<br><br>**Note:** If **Student Name** is selected, the student's name may appear truncated if it exceeds the width of the report column. |
| Category | Choose **ALL** or a specific category for which you want to run this report from the pop-up menu. |
| Assignment Display | Select the option indicating how you want assignments to appear in the report:<br><br>• **Assignment Name**<br><br>• **Assignment Abbreviation** |
| Items To Include | Select the checkboxes indicating which scores you want included in the report:<br><br>• **Final Grades**<br><br>• **Assignments**<br><br>If the **Final Grade** checkbox is selected, choose a final grade term from the pop-up menu. Only final grades for that selected term and any lower level terms within that term appear on the report. For example, if you choose S1, Q1 and Q2 will also be included in the report. |
| Date Range | Choose the date range for which you want to run this report from the pop-up menu:<br><br>• **Manual**<br><br>• **[Reporting term]**<br><br>• **This Week**<br><br>• **This Month**<br><br>• **Last Week**<br><br>• **Last Month** |
| Start Date | If you chose **Manual** for **Date Range**, enter the start date for the date range using the format mm/dd/yyyy. |
| End Date | If you chose **Manual** for **Date Range**, enter the end date for the date range using the format mm/dd/yyyy. |

**Student Multi-Section Report**

| Field | Description |
|---|---|
| Name | The name of the report |
| Description | A description of the report. |
| Output Type | Select the option indicating the format in which you want to receive the report:<br><br>• **PDF**<br><br>• **Export (CSV)** |
| Sections | Select the option indicating the sections for which you want to run the report:<br><br>• Select **Selected Class** to generate a report for a class.<br><br>• Select **Active Classes** to generate a report for all classes.<br><br>**Note:** If running this report for multiple sections, courses are identified by course name and section number, instead of course name and expression. |
| Student Schedule | Select the option indicating the sections for which you want to run the report:<br><br>• Select **My Classes** to generate a report for all my classes.<br><br>• Select **Total student schedule** to generate a report for.<br><br>**Note:** If running this report for multiple sections, courses are identified by course name and section number, instead of course name and expression. |
| Students | Select the option indicating the students for which you want to run the report:<br><br>• Select **Enrolled Students** to generate a report for all students who are enrolled.<br><br>• Select **Selected Groups and/or Students** and then select a set, group, individual student, selection of students, or any combination from the Students Group pane.<br><br>**Note:** To generate a report for a set, group, individual student, selection of students, or any combination, use **student groups**. |
| Abbreviate | Select the **Assignment** checkbox to include assignment abbreviations instead of assignment names.<br><br>Select the **Categories** checkbox to include category abbreviations instead of category names. |

| Field | Description |
|---|---|
| Include | Select the **Final Grades** checkbox to include all final grades for a student in the report. |
| | Select the **Assignment Scores** checkbox to include all assignment scores for a student in the report. |
| | If **Assignment Scores** is selected, select the **Score Comments** checkbox to include all assignment score comments for a student in the report. |
| | Select the **Category Summary** checkbox to include a summary of assignment categories in the report. |
| | **Note:** If **Total student schedule** is selected, the **Score Comments** checkbox appears disabled. |
| Reporting Term | Choose **ALL** or the specific term for which you want to run this report from the pop-up menu. |
| | If you chose a specific reporting term, use the second pop-up menu to indicate if you want to run the report for **This term only** or for **This term and lower terms**. |
| | Select the **Include terms with no grades** checkbox to include terms where scores have not yet been recorded in the report. |

**Student Roster Report**

| Field | Description |
|---|---|
| Name | The name of the report |
| Description | A description of the report. |
| Output Type | Select the option indicating the format in which you want to receive the report:<br><br>• **PDF**<br>• **Export (CSV)** |
| Sections | Select the option indicating the sections for which you want to run the report:<br><br>• Select **Selected Class** to generate a report for a class.<br>• Select **Active Classes** to generate a report for all classes.<br><br>**Note:** If running this report for multiple sections, courses are identified by course name and section number, instead of course name and expression. |
| Students | Select the option indicating the students for which you want to run the report: |

| Field | Description |
|---|---|
| | • Select **Enrolled Students** to generate a report for all students who are enrolled. |
| | • Select **Selected Groups and/or Students** and then select a set, group, individual student, selection of students, or any combination from the Students Group pane. |
| | **Note:** To generate a report for a set, group, individual student, selection of students, or any combination, use **student groups**. |
| Student Info | Select the checkboxes indicating the student information you want included in the report:<br><br>• **Student Name**<br><br>• **Student Number**<br><br>• **Birthday**<br><br>• **Gender**<br><br>• **Grade Level** |
| Parent Info | Select the checkboxes indicating the parent information you want included in the report:<br><br>• **Mother's Name**<br><br>• **Father's Name**<br><br>• **Home Phone**<br><br>• **Guardian Email**<br><br>• **Emergency Contacts**<br><br>• **[Blank Field]**<br><br>If **[Blank Field]** is selected, enter the column heading in the text field.<br><br>**Note:** If you enter column heading text and run the report, the text is available the next time you run the report. |
| Sort | Select the option indicating how you want to sort report output:<br><br>• **Student Last Name**<br><br>• **Student First Name**<br><br>• **Student Number**<br><br>• **Birthday** |
| Report Preview | As you make the above selections, this area displays how the report appears prior to actually running the report, giving you an opportunity to make adjustments. |

# Score Inspector Window

The following tables describe the fields that are visible on this window when performing certain functions.

**Assignment Score**

| Field | Description |
|-------|-------------|
| Student | Name of the selected student. |
| | Note the arrows next to the student name. Click the **Next** arrow to move to the next student (within the Scoresheet). Click the **Previous** arrow to move to the previous student (within the Scoresheet). |
| Assignment | Name of the selected assignment. |
| | Note the arrows next to the assignment name. Click the **Next** arrow to move to the next assignment (within the Scoresheet). Click the **Previous** arrow to move to the previous assignment (within the Scoresheet). |
| Score Type | How the assignment is recorded: Points, Percentage, or Letter Grade. |
| Collected | Whether an assignment for a student was collected. |
| Late | Whether an assignment for a student was turned in late. |
| Exempt | Whether an assignment for a student is exempt. |
| Missing | Whether an assignment for a student is missing. |
| Score | Score earned by the student for the selected assignment. Entry must match the score type: Points, Percentage, or Letter Grade. |
| Points | Points earned and points possible based on score entered. |
| Percent | Percentage based on score entered. |
| Grade | Letter grade based on score entered. |
| Comment | Detailed information about the assignment score. |
| | Click **Comment Bank** to select one or more predefined comments. |
| Clear | Click to discard any changes you made. |
| Close | Click to save your changes and close the window. |

**Final Grade**

| Field | Description |
|---|---|
| Student | Name of the selected student. |
| | Note the arrows next to the student name. Click the **Next** arrow to move to the next student (within the Scoresheet). Click the **Previous** arrow to move to the previous student (within the Scoresheet). |
| Reporting Term | Reporting term for the selected final grade. |
| Manual Override | Whether manual override of a final grade is enabled. |
| Percent | Percentage based on score entered. |
| Grade | Letter grade based on score entered. |
| Points | Points earned and points possible based on score entered. |
| Comment | Detailed information about the final grade. |
| | Click **Comment Bank** to select one or more predefined comments. |
| Clear | Click to discard any changes you made. |
| Close | Click to save your changes and close the window. |
| | **Note:** If the selected student's final grade includes a comment, the Clear Score window appears, displaying the message, "This score has a comment. Do you want to clear the Score Information?" Either click **No** or **Yes**. |

# Scoresheet Window

The following tables describe the fields that are visible on this window when performing certain functions.

**Final Grade Right-Click Menu**

| Field | Description |
|---|---|
| Show Score Inspector | Select the option to invoke the Score Inspector. |

**Assignment Right-Click Menu**

| Field | Description |
|---|---|
| Collected | Select the option to indicate whether an assignment for a student was collected. |
| Late | Select the option to indicate whether an assignment for a |

| Field | Description |
|---|---|
| | student was turned in late. |
| Exempt | Select the option to indicate whether an assignment for a student is exempt. |
| Missing | Select the option to indicate whether an assignment for a student is missing. |
| Clear Scores | Select the option to clear a score for the student. |
| Fill Scores | Select the option to invoke the Fill Scores utility. |
| Show Score Inspector | Select the option to invoke the Score Inspector. |

**Scoresheet**

| Field | Description |
|---|---|
| Filter By Reporting Term | To view assignments and scores with a due date that falls within a specific reporting term, week, or month, choose a reporting term, week, or month from the pop-up menu. The Scoresheet window refreshes and displays only those assignments and scores with a due date that falls within that selected reporting term, week, or month. |
| Filter By Category | To view assignments that belong to a specific category, choose a category from the pop-up menu. The Scoresheet window refreshes and only displays assignments and scores for the selected category. |
| Filter By Students | To view assignments and scores for students with a different enrollments status, choose an enrollment status from the pop-up menu. The Scoresheet window refreshes and only displays assignments and scores for students with the selected enrollment status. For more information, see *Filter Class Roster*. |
| Plus (+) | Click to create a new assignment. The New Assignment window appears. See *Assignment Details: Assignment Tab* and *Assignment Details: Publish Tab*. |
| Minus (-) | Select an assignment and click to delete. The Delete Assignment window appears. |
| | **Note:** If an assignment does not have scores, the Delete Assignment window states, "Are you sure you want to delete assignment [name]?" |
| | If an assignment has scores, the Delete Assignment window states, "This assignment has scores. Are you sure you want to delete assignment [name] and all associated scores?" |
| | Click **Yes**. The assignment no longer appears on the |

| Field | Description |
|---|---|
| | Assignment window. |
| Students | Student's name, including last name and first name. Click the arrow next to the student's name to view **student details**. |
| Final Grade | Student's final grade, including letter grade and percentage. If there are no scores, the final grade percentage appears as a double hyphen (--).<br><br>**Final Grade Comment**<br><br>If a final grade comment has been entered, a blue circular "C" appears. For more information, see ***Work with Final Grade Comments***. |

| Field | Description |
|---|---|
| [Assignments] | Assignments for this class.<br><br>**Assignment Column Heading**<br><br>Assignment column heading includes the assignment name, due date, and points possible. If you roll your mouse pointer over an assignment column heading, a pop-up window displays the assignment name, category, due date, points possible, and weight.<br><br>Click the arrow next to the assignment to view **assignment details**.<br><br>**Publish/Hide Assignment**<br><br>One of the following icons may appear in the assignment column heading based on the **Publish Assignment** pop-up menu and **Publish Scores** checkbox settings:<br><br>• If **Immediately** is selected, no icon appears, indicating the assignment and scores are published.<br><br>• If **On Specific Date**, **Days Before Due**, and **On Due Date** are selected, a blue hourglass appears, indicating the assignment is waiting to be published.<br><br>• If **Never** is selected, a blue circle with a slash through it appears, indicating the assignment and scores are not to be published.<br><br>• If the **Publish Scores** checkbox is not selected, a red circle with an exclamation point appears, indicating scores are not to be published.<br><br>For more information, see *Publish Assignments*.<br><br>**Assignment Field**<br><br>Assignment field can include the grade the student received for the assignment, as well as assignment status and comment.<br><br>**Assignment Status**<br><br>One of the following assignment statuses may appear in the assignment field based on how the assignment was marked:<br><br>• If the assignment was marked as **Collected** and no score is entered, a green checkmark appears.<br><br>• If the assignment was marked as **Late**, a red circular "L" appears.<br><br>• If the assignment is marked as **Exempt** and no score is entered, an italicized "Ex" appears.<br><br>• If the assignment is marked as **Exempt** and a score is entered, the score appears italicized and shaded. |

| Field | Description |
|---|---|
| | • If the assignment is marked as **Missing** and no score is entered, an orange circular "M" appears. |
| | For more information, see ***Work with Assignment Status (Scoresheet)*** or ***Work with Assignment Status (Score Inspector)***. |
| | **Assignment Score Comment** |
| | If a score comment has been entered, a blue circular "C" appears. For more information, see ***Work with Score Comments***. |
| Summary | The mean, median, and mode appears for each assignment and final grade. Click the down arrow to view summary information. Alternately, click the up arrow to hide the summary information. |
| | The mean is the mathematical average of the scores you entered. The median represents the middle of all values: one-half of the scores will be above this number and one-half will be below it. The mode indicates the most common value. |
| | All of these values are indicators of how well students do on assignments. If any one of them is unexpectedly low, it may be that students need additional practice on the skills |

| Field | Description |
|---|---|
| | and concepts being assessed, or the assessment needs to be revised. |
| Points Earned, Percentage, Grade | Select an assignment. The points earned, percentage, and grade to date appear in the lower-left corner of the Scoresheet. |
| Revert | Click to discard any changes you made.<br>**Note:** This button appears shaded until information is entered. |
| Save | Click to save your changes.<br>**Note:** This button appears shaded until information is entered. |

## Select Comments Window

The following tables describe the fields that are visible on this window when performing certain functions.

| Field | Description |
|---|---|
| Code | The numeric, alphabetical, or alphanumeric comment code.<br>Click the column heading to sort in descending order. Click the column heading again to sort in ascending order. |
| Comment | The comment text.<br>Click the column heading to sort in ascending order. Click the column heading again to sort in descending order.<br>Select one or more predefined comments. Press and hold **COMMAND** (Mac) or **CONTROL** (Windows) to select multiple comments. |
| Category | The category to which the comment is assigned. The comment bank groups the comments by category.<br>Click the column heading to sort in ascending order. Click the column heading again to sort in descending order. |
| Separate | Use the pop-up menu to indicate the method by |

| | which you want to separate comments: |
|---|---|
| Comments Using | • Choose **Spaces** to separate comments using double spaces.<br><br>• Choose **Line Breaks** to separate comments using a new line. This is the initial default setting.<br><br>**Note:** After you indicate a preference, it becomes the default setting. |
| Insert Selected Comments | Click to insert the selected predefined comments into the **Comments** field. |
| [Comments] | The selected predefined comments appear.<br><br>**Note:** You can also manually enter comments in this field. |
| Cancel | Click to discard any changes you made. |
| OK | Click to save your changes. |

## Student Groups Pane

The following tables describe the fields that are visible on this window when performing certain functions.

| Field | Description |
|---|---|
| Entire Class | Student group for entire class. Right-click to **Add Set**. |
| [Set] | Name of the first tier in the hierarchical structure of student grouping.<br><br>Double-click the set name to rename and press **ENTER** or **RETURN**.<br><br>Right-click and select **Add Set** to add another set.<br><br>Right-click and select **Add Group** to add another group to the selected set. |
| [Group] | Name of group within a set.<br><br>Double-click the set name to rename and press **ENTER** or **RETURN**.<br><br>Right-click and select **Add Set** to add another set.<br><br>Right-click and select **Add Group** to add another group to the selected set. |
| [Students] | Students within a selected group. |

# Students Window

The following tables describe the fields that are visible on this window when performing certain functions.

**Students**

| Field | Description |
|---|---|
| Filter By Students | To view students with a different enrollment status, do one of the following:<br><br>• Choose **ALL** from the **Students Filter By** pop-up menu. The Students window refreshes and displays students who are both currently enrolled and those who are no longer enrolled in the class.<br><br>• Choose **Active** from the **Students Filter By** pop-up menu. The Students window refreshes and displays only those students who are currently enrolled in the class.<br><br>• Choose **Dropped** from the **Students Filter By** pop-up menu. The Students window refreshes and displays only those students who are no longer enrolled in the class. |
| Students | Student's name, including last name and first name. Double-click the student's name or click the arrow next to the student's name to view **student details**.<br><br>The current count of students appears in the column heading. The count updates automatically as students are added or dropped from the section.<br><br>**Note:** Click the column heading to sort the Students window by students' last names. When sorted in ascending order, an upward pointing arrow appears in the column heading. When sorted in descending order, a downward pointing arrow appears in the column heading. |
| Student Number | Student's identification number.<br><br>**Note:** Click the column heading to sort the Students window by students' numbers. When sorted in ascending order, an upward pointing arrow appears in the column heading. When sorted in descending order, a downward pointing arrow appears in the column heading. |
| Birthday | Student's date of birth.<br><br>**Note:** Click the column heading to sort the |

| | |
|---|---|
| | Students window by students' birthdays. When sorted in ascending order, an upward pointing arrow appears in the column heading. When sorted in descending order, a downward pointing arrow appears in the column heading. |
| Gender | Student's gender. **Note:** Click the column heading to sort the Students window by students' gender. When sorted in ascending order, an upward pointing arrow appears in the column heading. When sorted in descending order, a downward pointing arrow appears in the column heading. |
| Grade Level | Student's grade level. **Note:** Click the column heading to sort the Students window by students' grade levels. When sorted in ascending order, an upward pointing arrow appears in the column heading. When sorted in descending order, a downward pointing arrow appears in the column heading. |
| Home Phone | Student's home phone number. **Note:** Click the column heading to sort the Students window by students' home phone numbers. When sorted in ascending order, an upward pointing arrow appears in the column heading. When sorted in descending order, a downward pointing arrow appears in the column heading. |

**Student Details**

| Field | Description |
|---|---|
| [Photo] | Student's school picture. |
| [Alert] | Discipline, Guardian, Medical or Other icons appear if an alert exists for student. Click an icon to view the alert text. |
| Name | Student's first and last name. |
| Gender | Student's gender. |
| Birthday | Student's date of birth. |
| Father's Name | Student's father's name. |
| Mother's Name | Student's mother's name. |
| Emergency | Student's emergency contact information. Click to |

| Contacts | view the telephone number in large print. |
|---|---|
| Student Number | Student's identification number. |
| Grade Level | Student's grade level. |
| Home Phone | Student's home phone number. Click to view the telephone number in large print. |
| Guardian E-mail | Student's guardian's e-mail address. Click to copy the e-mail address to your clipboard. |

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