

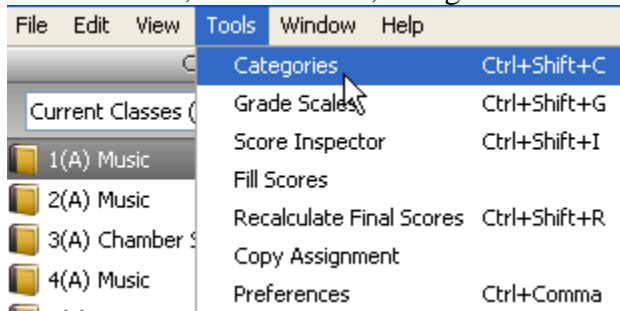
POWERTEACHER – GRADEBOOK SETUP

The teacher must set up specifications for the way grading takes place in the class – whether using PowerGrade or the web-based PowerTeacher gradebook. Grading setup includes setting up categories for assignments and calculation methods.

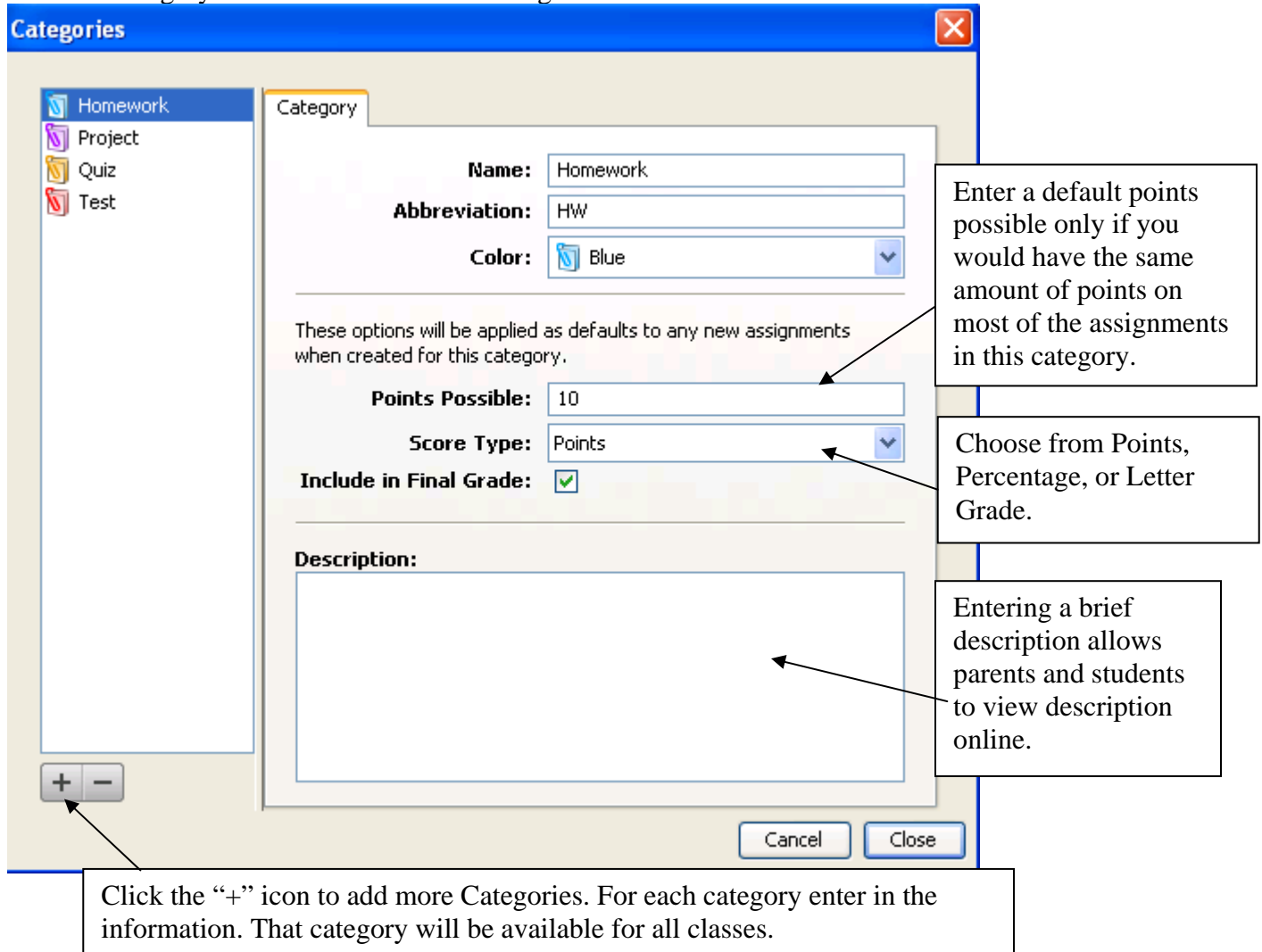
Category Setup

The web-based gradebook has four default categories that are available for all classes. The teacher can use the default categories, add more categories, or modify the default categories. Once a category is entered, it becomes available for all classes (and will always show up for all classes). Use categories to group similar assignments (daily assignments, quizzes, tests, etc).

1. Launch the gradebook in PowerTeacher.
2. From the menu items, choose Tools; Categories.



3. Each category can be edited and more categories can be added.

A screenshot of the 'Categories' dialog box in PowerTeacher. The dialog has a title bar 'Categories' with a close button. On the left is a list of categories: Homework, Project, Quiz, and Test. The 'Homework' category is selected. The main area is titled 'Category' and contains the following fields:

- Name:** Homework
- Abbreviation:** HW
- Color:** Blue (with a color selection icon)

Below these fields is a note: "These options will be applied as defaults to any new assignments when created for this category."

- Points Possible:** 10
- Score Type:** Points (with a dropdown arrow)
- Include in Final Grade:**

At the bottom is a large text area for **Description:**. At the bottom left of the dialog are '+' and '-' icons. At the bottom right are 'Cancel' and 'Close' buttons. Three callout boxes with arrows point to specific elements:

- One points to the 'Points Possible' field with the text: "Enter a default points possible only if you would have the same amount of points on most of the assignments in this category."
- Another points to the 'Score Type' dropdown with the text: "Choose from Points, Percentage, or Letter Grade."
- A third points to the 'Description' text area with the text: "Entering a brief description allows parents and students to view description online."

A fourth callout box at the bottom points to the '+' icon with the text: "Click the '+' icon to add more Categories. For each category enter in the information. That category will be available for all classes."

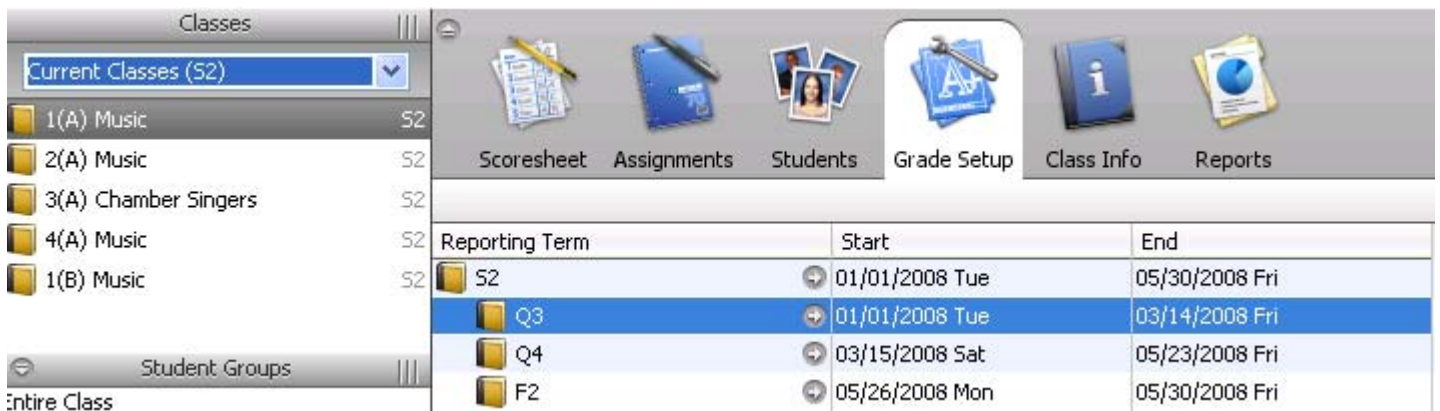
Setting up Final Grade

Set up the final grade for each quarter and semester for each class. (If you use the same process in all your classes, you can copy it to the other classes – instructions later.)

1. Click the 'Grade Setup' icon.



2. The list of classes and terms for each class is displayed. Notice the start and end dates are given for each term.



The screenshot shows the 'Classes' interface. On the left, a list of classes is shown under 'Current Classes (52)'. The classes are:

- 1(A) Music S2
- 2(A) Music S2
- 3(A) Chamber Singers S2
- 4(A) Music S2
- 1(B) Music S2

Below the class list is a 'Student Groups' section with 'Entire Class' selected. On the right, a table displays reporting terms for the selected class:

Reporting Term	Start	End
S2	01/01/2008 Tue	05/30/2008 Fri
Q3	01/01/2008 Tue	03/14/2008 Fri
Q4	03/15/2008 Sat	05/23/2008 Fri
F2	05/26/2008 Mon	05/30/2008 Fri

3. Click on the term you want to configure. The default setting is total points for each term. If you use total points, you do not need to make any changes. (However, remember to set the **semester** configuration, as it may be different than the quarter terms.)

Calculate final grade using:

Total points Number of low scores to discard:

Term weights

Category weights

▲	Name	Weight	Percent	Drop Low

4. If you want to use Category weights, click the 'Category weights' radio button.
5. Click the '+ add category' to add the desired categories.

6. Choose the categories that you want to use in your grade calculation and then click OK.

	Category ▲	Abbreviation
<input checked="" type="checkbox"/>	Homework	HW
<input checked="" type="checkbox"/>	Project	PROJ
<input type="checkbox"/>	Quiz	QZ
<input checked="" type="checkbox"/>	Test	TST

7. The selected categories will display. Enter the amount of weight for each category and click **Save**.

▲	Name	Weight	Percent	Drop Low
	Homework	50	50.0%	0
	Project	20	20.0%	0
	Test	30	30.0%	0

8. Continue process for each term.

Setting up Semester Grading

In many districts, the semester grade is calculated by averaging the term grades and/or includes a semester exam. To setup the semester calculations, choose the **Term weights** radio button.

1. Select the correct term.
2. Choose the Term Weights radio button.
3. Enter the correct weight for each term.
4. Click **Save**.

Calculate final grade using:

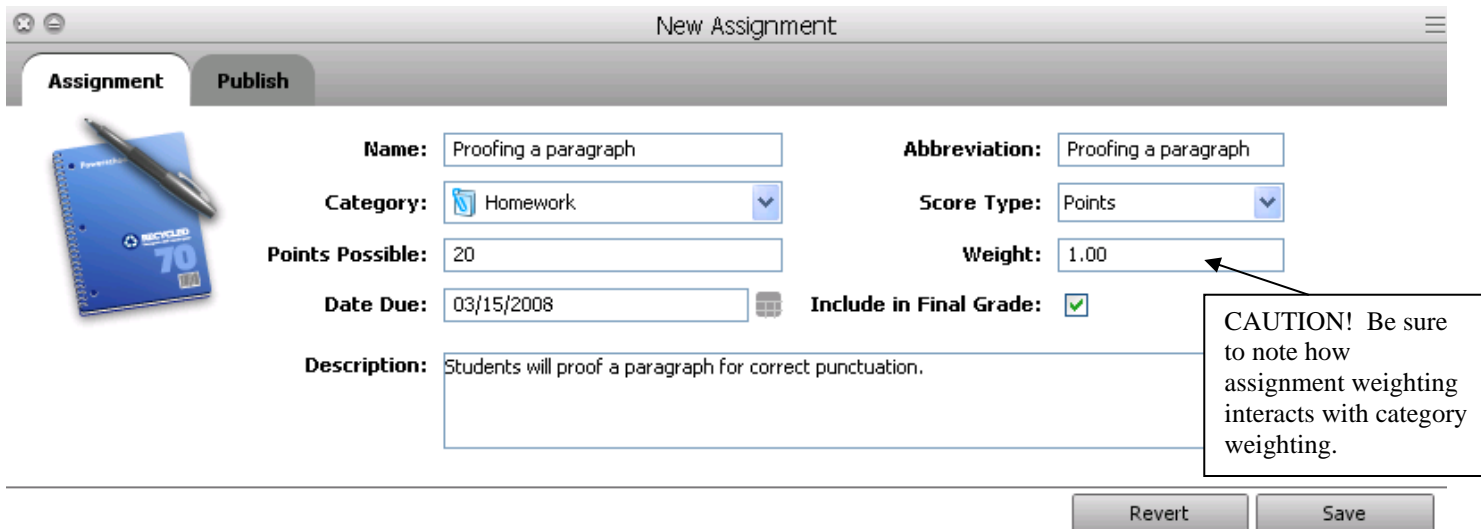
- Total points Number of low scores to discard:
- Term weights
- Category weights

▲	Name	Weight	Percent	Drop Low
	F2	15	15.8%	n/a
	Q3	40	42.1%	n/a
	Q4	40	42.1%	n/a

Creating Assignments

Teachers can set up assignments at the beginning of a school term or at any time during the term, and can make assignment information available to parents and students. As you enter assignments you will notice a demarcation line that separates future assignments from past assignments. Posting assignments before entering scores does not skew how grades appear. The Final Grade that appears next to the student's name on the Scoresheet reflects an average grade for only the assignments that have already been scored.

1. Click the 'Assignment' icon.
2. At the bottom of the screen, choose the + icon to add an assignment.
3. Enter basic assignment information.

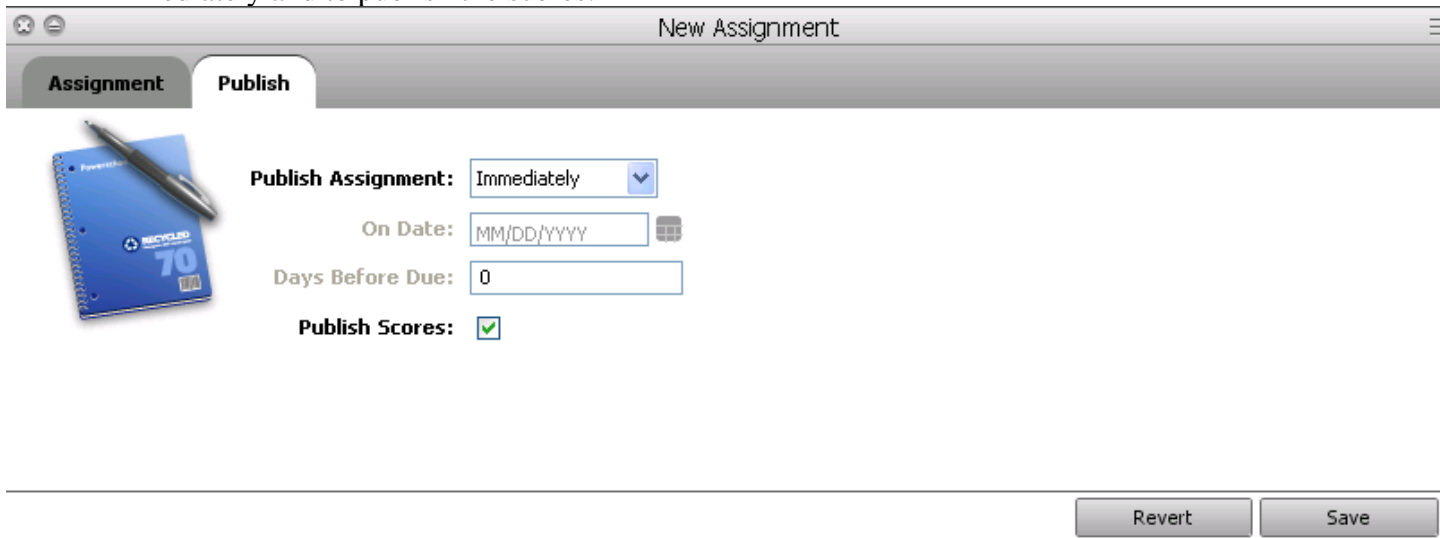


The screenshot shows the 'New Assignment' form with the 'Assignment' tab selected. The form contains the following fields and options:

- Name:** Proofing a paragraph
- Abbreviation:** Proofing a paragraph
- Category:** Homework (dropdown menu)
- Score Type:** Points (dropdown menu)
- Points Possible:** 20
- Weight:** 1.00
- Date Due:** 03/15/2008
- Include in Final Grade:**
- Description:** Students will proof a paragraph for correct punctuation.

At the bottom right, there are 'Revert' and 'Save' buttons. A callout box points to the 'Weight' field with the text: "CAUTION! Be sure to note how assignment weighting interacts with category weighting."

4. The 'Publish' tab can be used to create an assignment, but publish it to display on the Parent Portal at a time designated by the teacher. The default option for each assignment is to publish the assignment immediately and to publish the scores.



The screenshot shows the 'New Assignment' form with the 'Publish' tab selected. The form contains the following fields and options:

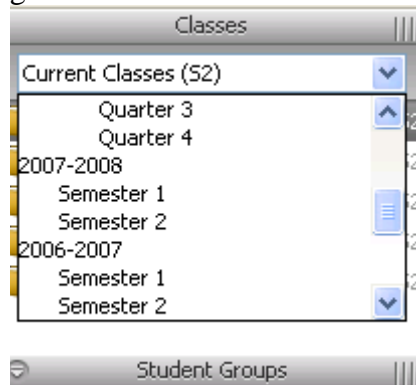
- Publish Assignment:** Immediately (dropdown menu)
- On Date:** MM/DD/YYYY
- Days Before Due:** 0
- Publish Scores:**

At the bottom right, there are 'Revert' and 'Save' buttons.

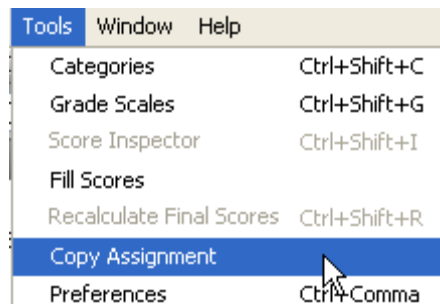
5. Click 'Save'.
6. After you create an assignment in the Assignment tab, it is displayed on the Scoresheet. The name, point value, and date due for each assignment appear above the column in which you will enter student scores. Double-clicking the assignment heading (or clicking the arrow at the top) opens the assignment definition window, where you can modify the assignment or publish criteria.

Copying Assignments

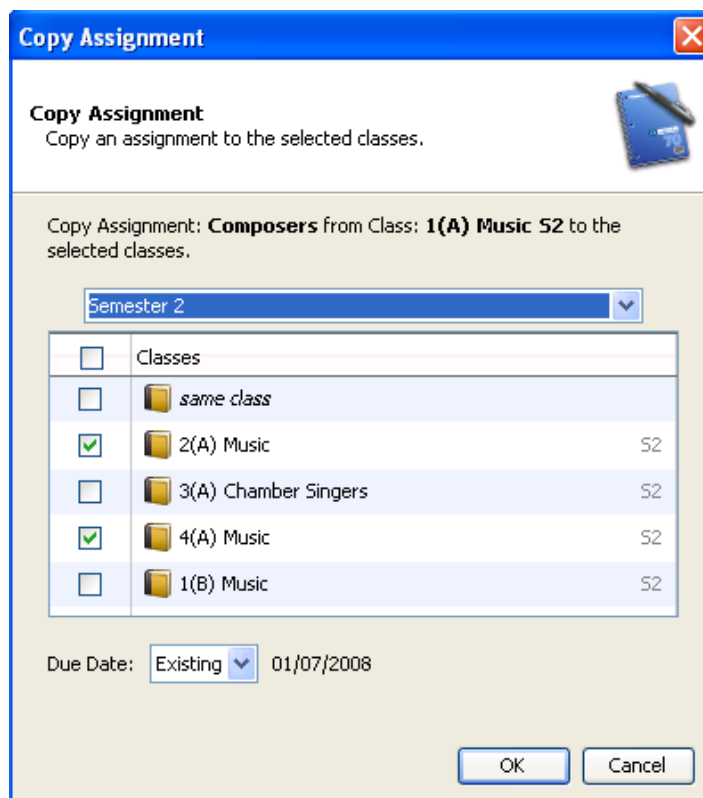
1. You can copy assignments from one class to another from current or previous terms. The gradebook window contains a menu to change classes, but also to select previous classes. This will allow you to access any assignment no matter the date.



2. After you select the class you want to copy from, select the assignment you want to copy from the list.
3. From the menu bar, choose Tools>Copy Assignment



4. Checkbox the class to which you want to copy the assignment (by checking the 'Classes' checkbox, it will select all the classes listed).



5. Click OK.

Recording Scores

Enter the scores for the assignment for each student. Use the 'Enter/Return key or the down arrow to move to the next cell. The following quick-entry methods are available:

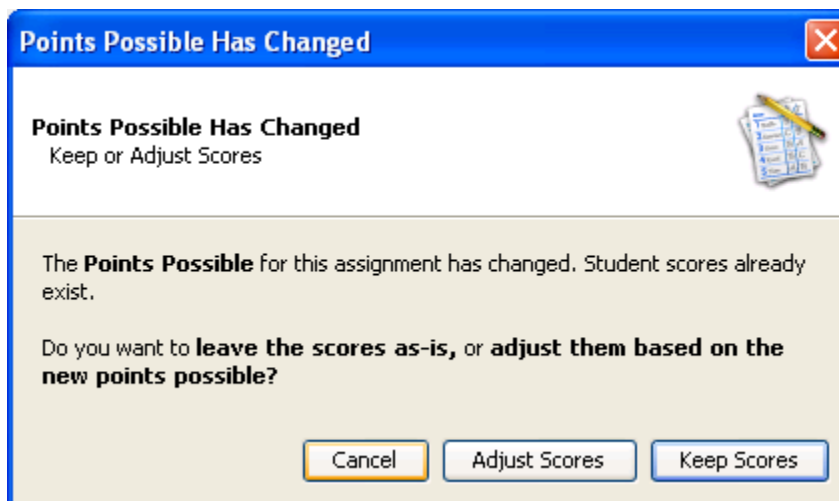
- To mark an assignment Exempt, type EX into the cell on the spreadsheet.
- Click the equals sign (=) to assign the maximum points possible.
- Enter MI or a forward slash (/) to mark an assignment as missing.
- Enter LT or an asterisk (*) to mark an assignment as late.
- Enter COL or a period (.) to mark an assignment as collected.
- Right mouse-click in cell and choose **Fill Scores** to mass fill a specific score.
- Right mouse-click in cell and choose options from the menu.

Proofing a Pa...	
01/10/2008	pts: 20
18	<small>c</small>
17	
19	

Collected
Late
Exempt
Missing
Clear Score
Fill Scores
Show Score Inspector

Changing the number of Points Possible on an Assignment

Occasionally, after creating an assignment, you may determine that you need to change the number of points that are possible on the assignment. Edit and save the assignment. This will cause a warning to appear. You may choose to keep the scores you already entered, or have the computer adjust them based on the new points possible.



Using the Score Inspector

The Score Inspector provides the ability to add notes to yourself about a student's performance on an assignment. You can note if an assignment was received late, if the student is exempt from completing the assignment, if the assignment is missing or if you have collected the assignment without entering a point value. You can also use the score inspector to enter a public comment. **To access the Score Inspector, choose Tools from the menu bar, or right mouse-click in a cell.**

Indicator Description	Indicator Meaning
Small "c" in blue dot next to score	There is a comment attached
Small "L" in red dot next to score	Assignment turned in late
Small "M" in orange dot next to score	Assignment is missing
Green check in a cell	Assignment turned in but not graded
Italicized faint score	Assignment does not count toward final grade OR was marked as exempt after scoring.
Small Hourglass in assignment heading	Assignment published on certain date
Circle with line through it in assignment heading	Assignment is never to be published
Small red exclamation mark next to italicized final grade	Final grade changed by manual override
Yellow exclamation mark in the assignment heading	Scores are not published

Manually Override Final Grade

In a rare situation, a teacher may need to modify a student's final grade in a course, based on the student's effort, participation, or other classroom factors. The Score Inspector allows you to change a final grade with the Manual Override tool.

1. Click in the final grade cell for a student.
2. From the **Tools** menu choose 'Score Inspector' or right mouse-click in the cell and choose 'Show Score Inspector'.
3. Select the Manual Override checkbox and make the changes to the grade.
4. Click Close.
5. Selecting the Score Inspector and deselecting the 'Manual Override' checkbox will change the grade back to the original score.

The image shows a 'Score Inspector' dialog box. At the top, it says 'Student: Sarah Jefferson' with up and down arrows. Below that is 'Reporting Term: 52'. Then 'Manual Override: [checked]'. There are two text input fields: 'Percent: 90' and 'Grade: A-'. Below these is 'Points: n/a'. There is a 'Comment:' label and a 'Comment Bank' button. At the bottom of the dialog are 'Clear' and 'Close' buttons.

Reports in PowerTeacher Gradebook


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

- PDF – a cross-platform file that can be read, previewed, and printed by Adobe Acrobat Reader
- HTML – a file that can be read by a browser such as Internet Explorer, Firefox, or Safari.
- Text Export (CSV) – a text file consisting of the data, separated by commas. This file can be opened with Excel or other spreadsheet software.

Name of Report	Description
Attendance Grid	Student/date grid template for taking attendance
Category Total Report	Summarizes category total
Final Grade and Comment Verification	Displays final grades for students and teacher comments by term
Individual Student Report	Displays a summary of the class activity per student
Missing Assignment	Displays assignments that are missing per assignment or per student
Scoresheet	Displays a copy of the teacher's gradebook
Student Multi-Section Report	Includes grades from all of a student's sections
Student Roster	Displays demographic information by class

1. Click on the 'Report' icon.
2. Make the desired selections from the criteria tab of the report menu.

Criteria
Layout



Name: Scoresheet

Description: Student grade and assignment data

Output Type: PDF Export (CSV)

Sections: Selected Class Active Classes

Students: Enrolled Students Selected Groups and/or Students

Student Field: Student Name Student Number Sort By: Number ▼

Category: ALL ▼


Assignment Display: Assignment Name Assignment Abbreviation

Items To Include: Final Grades S1 ▼ Assignments

Date Range: S2 ▼

3. Click the 'Layout' tab and enter the desired information.

Criteria
Layout



Report Title: Mid-Term Progress Report

Page Breaks: On Sections

Top Note: include bold

This report is a summary of the class activity that your student has been involved in for the first 4 weeks of this term. Please review this information with your student and contact the teacher if you have questions.

Bottom Note: include bold

Signature Line: include

4. Run the report by clicking the 'Run Report' button at the bottom of the screen.
5. You will have the option to 'Open' the report or 'Save' the report.

Run Report