PowerTeacher Pro Gradebook
Training Agenda

PowerTeacher Gradebook Pro 11 works on Chromebooks and iPads.
There is no need to download or install an application.

Grade Calculations:

A. End of Term final grade calculations are <u>automatically</u> set up in PowerTeacher Pro:
- semester-long classes: each quarter = 43% and the final exam = 14% of the final grade
- year-long high school classes: each semester = 43% and the final exam = 14% of the final grade
- each elementary class will automatically calculate each quarter as 25% of the final year-end grade.

B. **High School Teachers:**

- o   Q1, Q2, Q3, Q4: *Total Points* OR *Category Weights*

This section, in your left menu area will allow "view only" access to last year's grade book in the event you need to reference categories or assignments.

> **PTG 2.8**
> Launch ▾
>
> **District Code**
> WWTZ
>
> Download on the App Store

Working within the Gradebook

Class Selector at the Top Center of the Page

- Select the 2018-19 School Year
- Select an individual class
- Select Scoresheet or Select Progress
- Groups tab - select all classes in the selected term or a class group
  - o   Ctrl + or Ctrl – / or enlarge to Small, Medium or Large
  - o   Select Reporting Term
  - o   Gear Box: "Show Metrics" = Mean-Median-Mode

Uses of the Navigation Bar (at the top, right hand side of page.)
1. To create assignments or assignment categories, select +Create
2. To view contextual help, and tips and tricks for using PowerTeacher Pro, select ?
3. To display the page overlay that provides a high-level introduction to some of the basic features in PowerTeacher Pro, select ? and then click Getting Started.
4. To sign out when you are finished using Power Teacher Pro, select the silhouette or photo.

A. Setting Up Categories:
1) Before you begin creating assignments, it's recommended that you create categories so you can group assignments by type.
2) View Current Categories: Grading Button /Categories
   i) You may use these or create your own and make the default categories inactive.
   ii) Any pre-set categories that you do not want to use, click on the pencil symbol, and select "inactive" and click SAVE.

To add categories or create your own, follow these steps:

    a) On the navigation bar, select + Create and then choose Category.
    b) On the Category tab, select the classes for this category from the Select Classes menu . The default setting is All Classes.
    c) Choose/enter category information.
    d) Color aligns the selected color with the category and provides a visual representation
    e) Active and Inactive makes the category available or unavailable, but does not impact assignments where it has already been used.
    f) Description can include detailed information about the category. This information may be shared with administrators, parents, and students.
    g) On the Assignment Defaults tab, to save time when creating assignments, set default values for assignments in this category (optional).
    h) select the default score type for this category.
    i) by default, scores in the category will be published to administrators, parents, and students.
    j) by default, verify that 'Count in Final Grade' is selected.
    k) On the View All tab, you can view all active categories. District-created categories are labeled with an icon that looks like a building.
    l) Select Save.

B. Creating 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. Creating assignments before entering scores does not skew how grades are calculated. The final grade that appears next to a student's name on the Scoresheet page reflects only the assignments that you have scored.

1. Select and then choose Assignment.
2. On the Assignment tab, select the classes for this assignment from the Select Classes menu . Classes will default to match the class or group of classes you have selected, but can be changed as needed.
3. Choose/enter assignment information.
    a. Use the Category menu to select a category for the assignment.
    b. Use the Score Type menu to select the score type for this assignment.
    c. Check the box next to Count in Final Grade To include the assignment in final grade calculations, verify that Count in Final Grade is selected.
    d. Select the calendar icon to choose a due date for the assignment. If multiple classes have been selected, use the +Per Class button to define different due dates for each class, if needed.
    e. Description can include detailed information about the category. This information may be shared with administrators, parents, and students.
4. Select the Students tab to choose only specific students for which this assignment applies, if applicable. By default, the assignment will apply to all students in the selected classes.
5. To apply the assignment to just a selection of students, click Add/Remove Students. Then clear the checkbox next to the Filter area and check the boxes next to the selected students' names.
6. Select the Publish tab to set when the assignment will be shared with parents and students on the PowerSchool Student and Parent portal.
    a. Use the Publish Assignments menu to choose when the assignments will be published.
    b. Select the Publish Scores checkbox to share the assignment score.
7. Select Save when finished.

When you save an assignment, Duplicate and Delete buttons appear on the Edit window. You can copy the assignment you just created, or delete it.

C. Create a Duplicate Assignment

To save time, copy existing assignments.

1. On the charms bar, select Grading, then select Assignment List.

2. Select the Edit icon next to the assignment name on the Assignments page.
3. Select Duplicate.
4. Edit the assignments details and click Save.
5. Copying Assignments
   1. From the Assignments or Scoresheet page, click on the gear icon in the top right area
   2. Click on "copy assignments"
   3. Under "from", open the Term Menu and select Semester 1
   4. Under "from", open the class menu and select the class from which you to want to copy the assignments
   5. Under "to", open the Term menu and select Semester 2
   6. Under "to", open the classes menu and select the class or classes to which you want to copy the assignments.

D. Entering grades

You can see assignments and enter grades on both the Assignments and Scoresheet pages. When you access PowerTeacher Pro, you see the Assignments page by default. The assignments are listed by the most recent due date by default.

1. On the Assignments page, or on the Scoresheet, select the assignment name. The Single Assignment page appears with the students associated to the assignment.
2. Enter the students' assignment scores in the Score column. Use the arrow keys on your keyboard or the arrows at the top of the Score Inspector to move to different score cells.
3. Select Save.

E. Using the Score Inspector

While you can enter scores directly, use the Score Inspector to:

1) provide more details about the student's performance
2) Identify if an assignment is
   a) missing,
   b) if it was received late,
   c) if it was collected but hasn't been scored yet,
   d) if a student is exempt from completing it,
   e) if the student didn't complete it because he was absent, or
   f) if it is incomplete for other reasons.
3) Also use the Score Inspector to enter a comment about a student's score.
   a) Navigation - Use the arrow buttons to navigate to a different student, or to a different score column.
   b) Score - Enter the score in the score field, or select the score using the keypad. Select the < or x button to the right of the score to remove it. When you modify a final grade, the original calculated grade appears on the Score Inspector directly under the grade input field. Select the Undo button to revert to the original calculated grade.
   c) Fill Scores (O, S, NI) – "I" equals an Incomplete – in a blank cell, enter the score for one student and click 'fill' to copy that score to all other blank scores in that assignment.
   d) Special Codes - Default special codes are: • INC (Incomplete) • ABS (Absent) • MIS (Missing)
4) Comments - Add comments manually or choose comments from the Comment Bank. Always consider these as public information.
   (a) To enter comments manually: Select the text field at the bottom of the Score Inspector, or select the Comment icon on the Score Inspector and select the larger text field. A comment icon appears in the score field, indicating that a comment exists for that score.
   (b) To select comments from the Comment Bank:
      (i) Select the Comment icon on the Score Inspector.

(ii) Select the Comment Bank button.
- (c) Select the star next to a comment in the bank to set it as one of your favorite comments. You can then sort the list to display your favorite comments at the top of the list.
- (d) Select the checkbox next to one or more comments you want to add to the score. Choose if you want comments separated by a line break or a space. Select
- (e) May include an assignment comment (visible in the Parent Portal)
- (f) May include a FINAL grades comment (stored in 'historical grades' printed on report cards and visible in the Parent Portal)

F. Submitting Final Grades
1. Click "Grading"
2. Select "Traditional"
3. At the bottom of the page, click "Final Grade Status"
4. When your grades are final, check "Final Grades are Complete"
5. The green check mark indicates that final grades are complete.

Analyzing Performance

1. For individual students, click on Students in Left Menu
   a. Choose Assignments, Demographics, Quick lookup etc to review individual student information and achievement.
2. For Class Performance, click on Progress in the Left Menu
   a. Click on "traditional"

Running PowerTeacher Pro Reports

1. Individual Student Report
   a. Include only one class or the student's full schedule
   b. Use as a midterm update for students and parents.
2. Multi-Function Assignment Report – use to print a list of students and scores by assignment
3. Scoresheet Report – use to print a copy of the customizable scoresheet page. Prints as a pdf or as an excel spreadsheet.
4. Student Roster – use to print demographic information by class or to print a customizable list of students. Prints as pdf or as an excel spreadsheet.

Customizing the Gradebook

Left Menu: Settings

a) Display Settings
   a. Remove "Standards" Grading
b) Class Descriptions
   a. Custom Class Name – appears in your gradebook only (Co-teachers, parents, & students will not see them)
   b. Class Description – enter description, syllabus or other details – visible to students and parents
c) Traditional Grade Calculations
   a. Define Q1, Q2, Q3 and Q4: Default is "Total Points"
   b. Click on the Gear Icon
      i. "Copy Traditional Grade Calculations" from one class to another
d) Comment Bank
   a. Click 'add' to add a personal comment to the comment bank
      i. Enter a comment code (i.e. 01), a comment category, click 'favorite' if you'd like
      ii. Open the Insert Smart Text and choose <first name> to insert the student's name in the Comment. Enter the rest of the comment after the smart text.