



**Flowing Wells School District Staff Development  
Technology for the 21<sup>st</sup> Century**

# **PowerTeacher Gradebook Manual**

*Grades 3-6*

# **PowerTeacher Gradebook Manual:**

## ***Grades 3-6***

### **OBJECTIVES:**

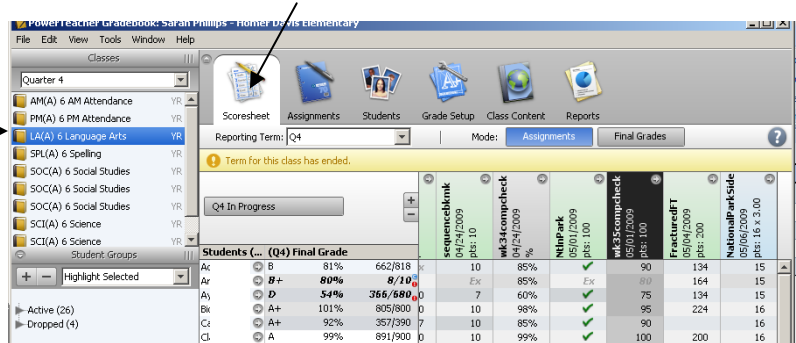
PLEASE USE THIS MANUAL TO:

- Create an Assignment.
- Create a Category.
- Use the Score Inspector and manually override grades.
- Create quarterly comments.
- Use demographic information.
- Complete Report Card data.
- Preview Report Cards.
- Create Reports.

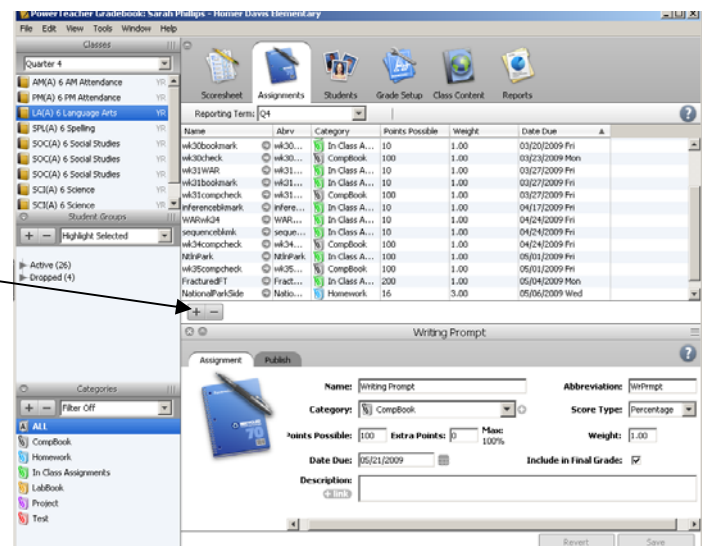
# POWERTEACHER GRADEBOOK MANUAL: GRADES 3-6

## Objective 1: Create an Assignment.

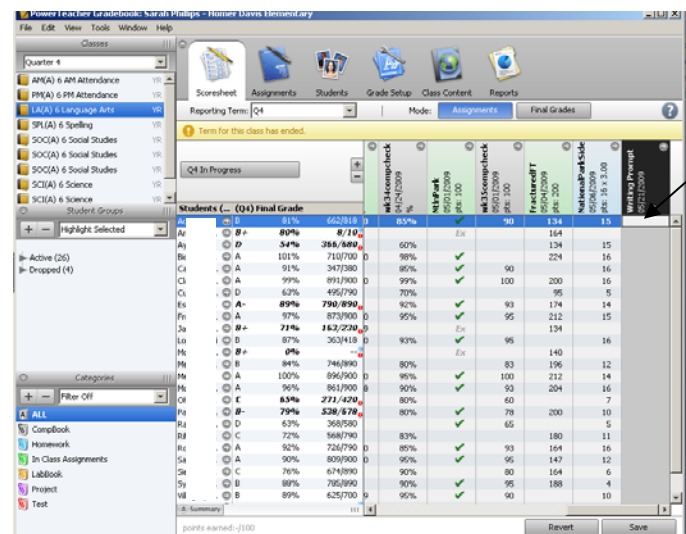
- Once you have opened the **Gradebook**, click on the subject in which you want to record a grade in the upper left corner.



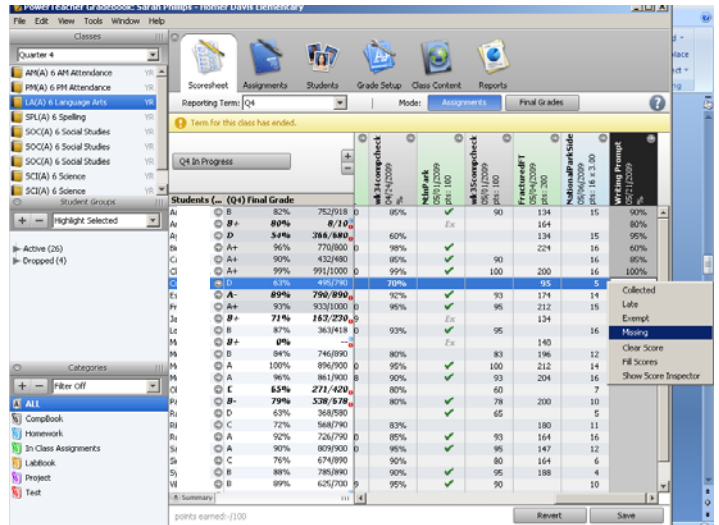
- Click on the “Assignments” tab next to “Scoresheet,” or on the (+) sign. Enter the name of the assignment (must be less than 15 characters with no symbols). Use the drop-down menus to choose a category, the score type, and due date. You must enter the points possible, or it will default to use the points for the category you choose. The description is optional.



- Click on the “Scoresheet” tab to enter in grades for each student. Enter the grade in points, percentage, or letter grade. Please note that you may only choose Letter Grade if ALL of your grades are recorded as a letter grade.
- Click Save when you are done. Revert will “undo.”

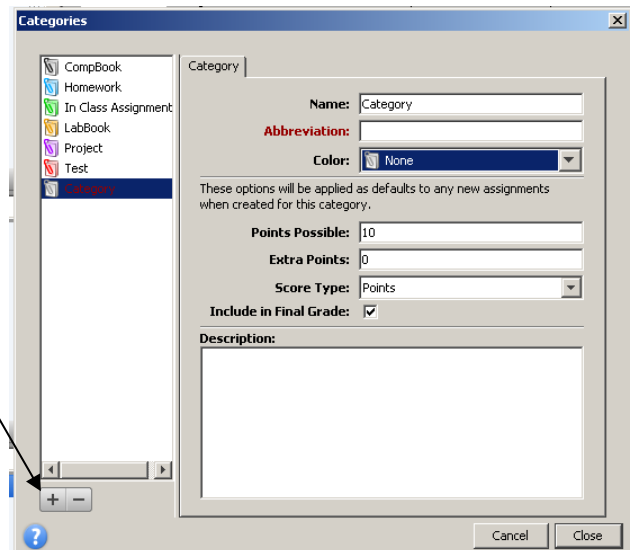
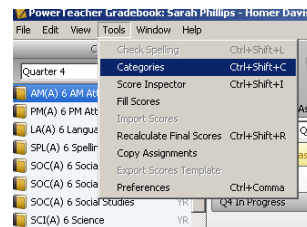


- Right-click in a box to mark an assignment as Collected (does not count as a point value), Late, Exempt, or Missing. You can also Clear Scores or Fill the Scores for the Class (if all or most of the students earned the same score on an assignment).



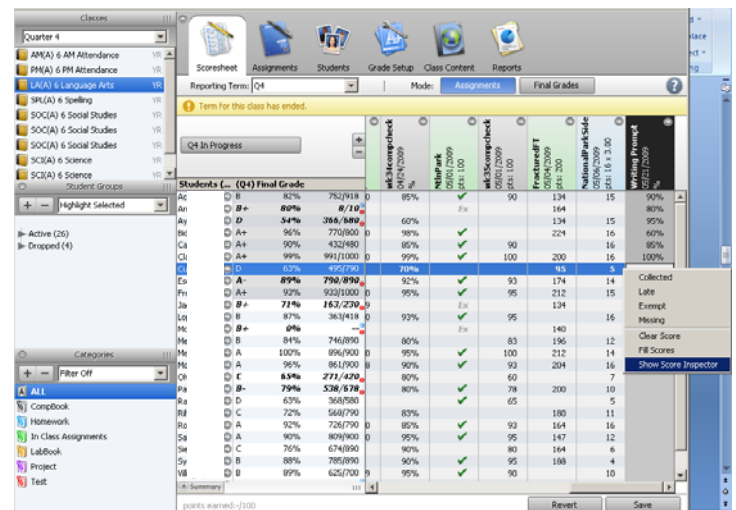
## Objective 2: Creating Categories.

- Open the **Gradebook**.
- Click on “Tools” on the top of the screen and select “Categories.”
- Add a new Category by clicking on the (+) sign, and then choose the information that you want for your new assignment category.

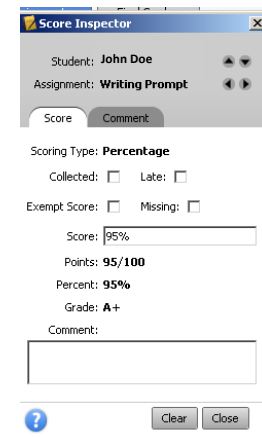


### Objective 3: Use the Score Inspector for an assignment.

1. Open the **Gradebook**. From the Scoresheet, right click on the box of an assignment. Choose “Show Score Inspector.”

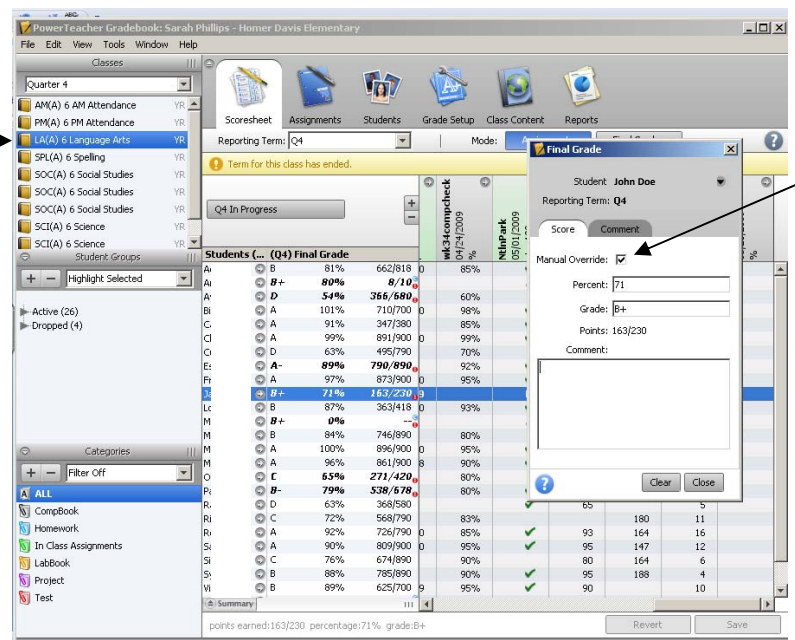


2. This gives detailed information on the assignment. You have similar options as you did when right-clicking, and you can make a comment on the *assignment* here. The arrows allow you to move up and down to a different student, or right to left to a different assignment.



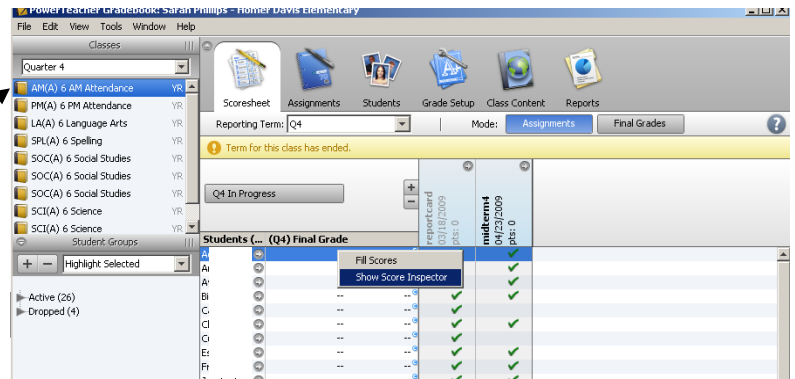
### Objective 4: Use the Score Inspector for a subject area and over-riding a grade.

1. Follow the steps in objective number 2 to use the Score Inspector for an assignment.
2. Right-click on the student's final grade (instead of the assignment) and select “Show Score Inspector.”
3. You can manually override a grade here (for special cases like special education). This override will only apply to the subject that you have selected at the top left.
4. You can also make a comment on this overall subject. This might help with progress reports, but will not appear on a report card. (Please note that report card comments must be entered in **AM Attendance**.)

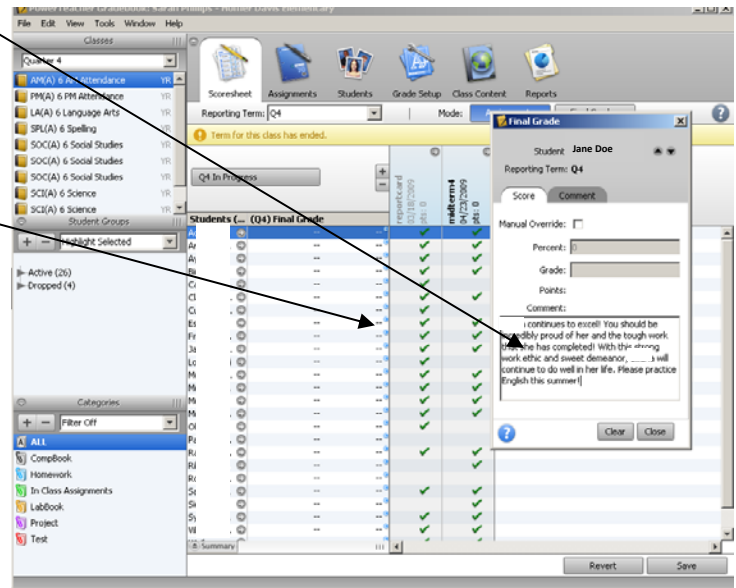


### Objective 5: Create Quarterly Comments.

1. Open the **Gradebook**. From the **AM Attendance** subject area, right click on a student's grade. Select "Show Score Inspector."

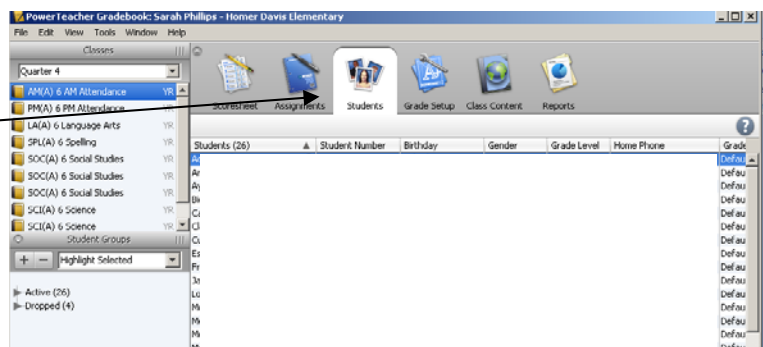


2. Type your quarter's comments in the comment box, then click Save. A light blue "c" icon will appear on this student's line, so you know when you have created a comment.



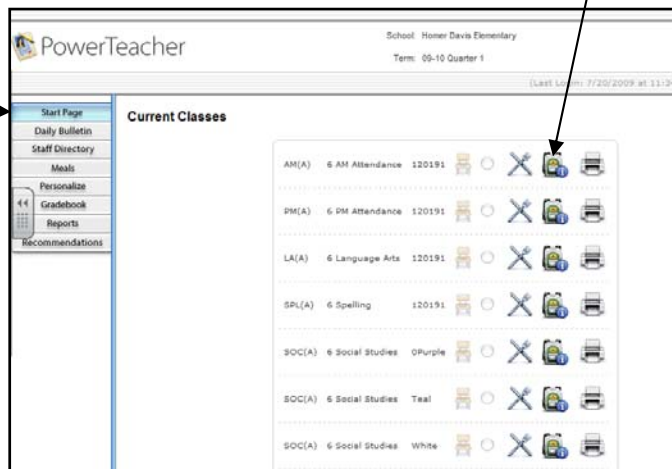
### Objective 6: Use demographic information.

1. You can access demographic information from the **Gradebook**. Click on the "Students" tab.
2. Click on a specific student's name to see his or her information at the bottom of the screen.

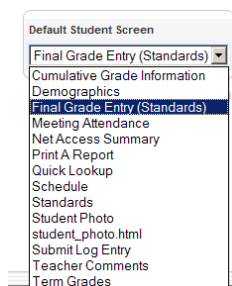


### Objective 7: Enter Report Card Data.

1. From the Start page, click on AM Attendance's backpack icon.



2. Click on a student's name, and then use the drop down menu on the right to select "Final Grade Entry (Standards)."



3. Enter the appropriate score (E, S, N, or I) for each sub-scale, or use the drop-down menu and click on "Submit."
4. Repeat the process for "PERSONAL and SOCIAL DEVELOPMENT" and "WORK HABITS."

	Q1	Q2	Q3	Q4
<b>4_6.HW - HOMEWORK</b>				
4_6.HW.1 - Completes and returns homework on time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>4_6.SDS - PERSONAL and SOCIAL DEVELOPMENT</b>				
4_6.SDS.1 - Respect others	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4_6.SDS.2 - Accepts responsibilities for own actions	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4_6.SDS.3 - Practices self-control	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4_6.SDS.4 - Displays a positive attitude	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4_6.SDS.5 - Respects classroom rules	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>4_6.WH - WORK HABITS</b>				
4_6.WH.1 - Listens attentively	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4_6.WH.2 - Completes classwork on time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4_6.WH.3 - Works well with others	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4_6.WH.4 - Follows directions	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4_6.WH.5 - Handwriting and work neatly done	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4_6.WH.6 - Appropriately seeks help when needed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4_6.WH.7 - Organizational skills	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4_6.WH.8 - Participates in classroom lessons and discussions	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

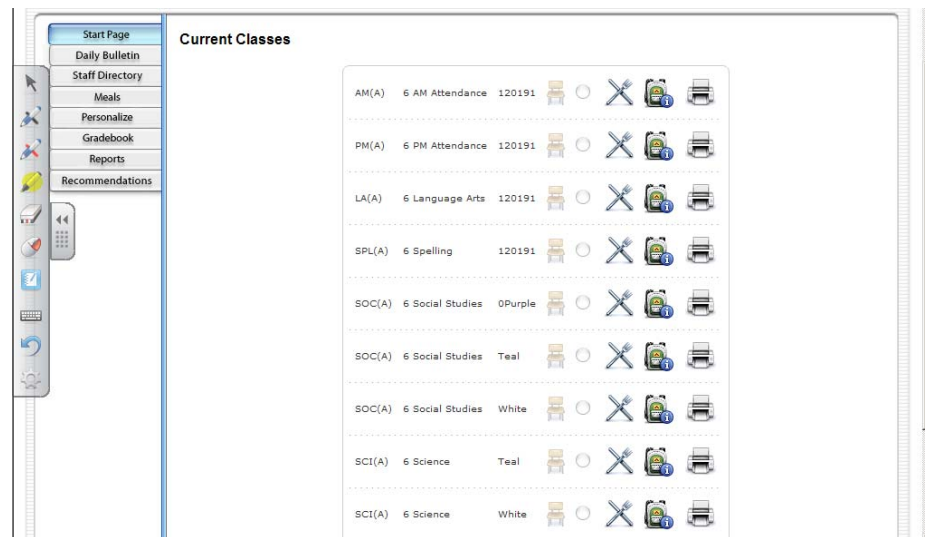
**Submit**

5. Repeat the process for each student. You can complete this process for multiple students at a time. To do this, click on the (m) on the bottom of your student list.

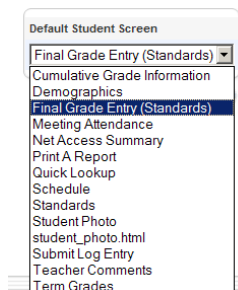




6. Next, you will need to select the student's level of performance. You'll select "Grade Level" or "Modified" for each student and each subject. From the start page, select a content area's backpack icon.



7. Again, click on a student's name, and then use the drop down menu on the right to select "Final Grade Entry (Standards)."



8. You will choose their performance level for each subject, for each quarter. Make sure you enter the correct quarter.

40 J. Robert Hendricks

4\_6\_LA - LANGUAGE ARTS

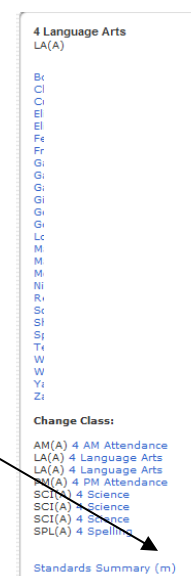
4\_6\_LA.1 - Level of Performance

Q1 Q2 Q3 Q4

Grade Level Modified Grade Level

Submit

9. Again, you can complete this task for multiple students at a time. Click the (m) at the bottom of the student list. You will still need to choose a performance level for each content area.



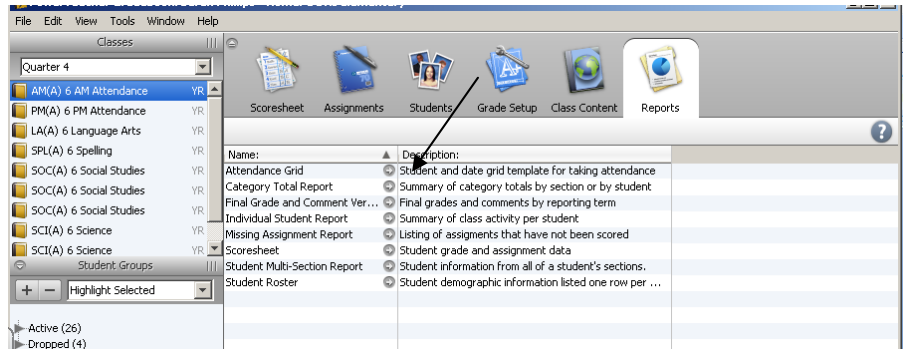


### Objective 8: Preview Report Cards.

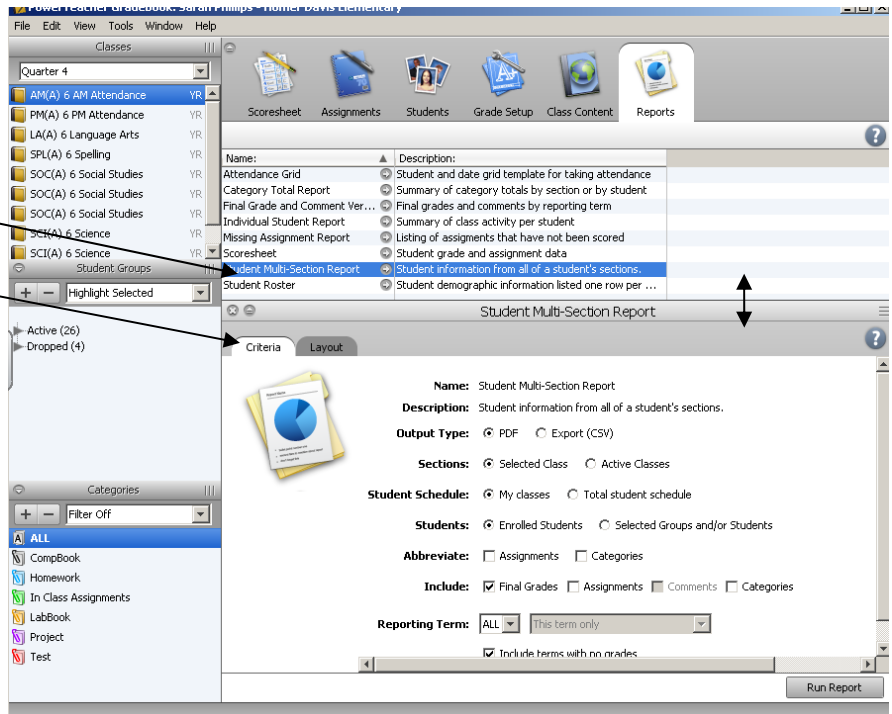
1. From the Start Page, click on “Reports.”
2. Use the drop down menu to select “Report Card: 3rd Grade” or “Report Card: 4th-6th Grade.”
3. Click “Run.”
4. Click the “Refresh” link several times, until you can view your report. It will appear as an Adobe file.

### Objective 9: Preview Individual Reports

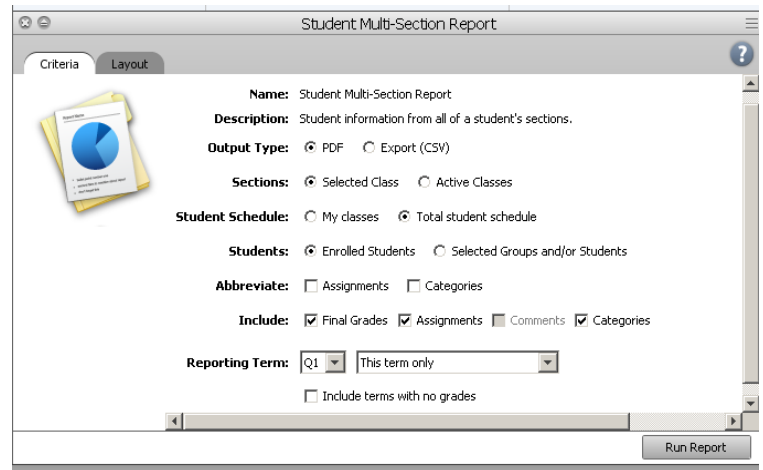
1. From the **Gradebook**, click on the “Reports” tab near the top. From here, you can view any type of report that you would like.



2. Click the “Student Multi-Section Report” and then use your mouse to pull the bottom part of the screen up to view the “Criteria” for the report.



3. As you choose the criteria that you want for your report, the report can change dramatically. One combination of criteria that has been helpful is:
- **Output Type:** PDF (This means it will be an Adobe File.)
  - **Sections:** Active Classes (This means that all subjects will show on the report, instead of what is highlighted in the top left-hand box.)
  - **Student Schedule:** Total Student Schedule (This will show a report from all the teachers that a student has. Departmentalized teams will need to choose this option to see grades given from teammates.)
  - **Students:** Enrolled Students (This will choose all your students. If you want a specific student, you will need to highlight him or her under the “Students” tab before choosing this report.)
  - **Abbreviate:** De-select both boxes. (Using the abbreviate function will use the abbreviations that you have chosen when making an assignment.)
  - **Include:** Select Final Grades, Assignments, and Categories. (This will give students and parents the most amount of information on the report.)
  - **Reporting Term:** Select the quarter: Q1, Q2, Q3, Q4. (Selecting “ALL” will show every grade you’ve entered this school year.)
  - **De-select “Include items with no grades”** unless you want to show them in the report.
4. When you are finished, click “Run Report.” Then, click “ok” when the box appears on your screen. You can choose to print only one student’s report by selecting only the page numbers to print.



The screenshot shows a software window titled "Student Multi-Section Report". It has two tabs: "Criteria" and "Layout". The "Criteria" tab is active, showing a list of configuration options. On the left side of the "Criteria" tab, there is a small icon of a report card. The configuration options are as follows:

- Name:** Student Multi-Section Report
- Description:** Student information from all of a student's sections.
- Output Type:** ☒ PDF ☐ Export (CSV)
- Sections:** ☒ Selected Class ☐ Active Classes
- Student Schedule:** ☐ My classes ☒ Total student schedule
- Students:** ☒ Enrolled Students ☐ Selected Groups and/or Students
- Abbreviate:** ☐ Assignments ☐ Categories
- Include:** ☒ Final Grades ☒ Assignments ☐ Comments ☒ Categories
- Reporting Term:** Q1 (dropdown menu) This term only (dropdown menu)
- ☐ Include terms with no grades

At the bottom right of the window is a button labeled "Run Report".