



**Flowing Wells School District Staff Development
Technology for the 21st Century**

**PowerTeacher
Gradebook Manual
Secondary Grades**

PowerTeacher Gradebook Manual

Secondary Grades

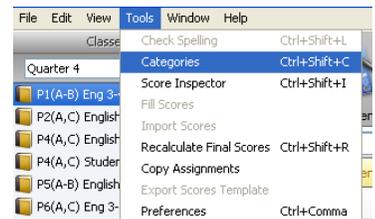
Objective 1: Create a category in PowerTeacher Gradebook.

Categories

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

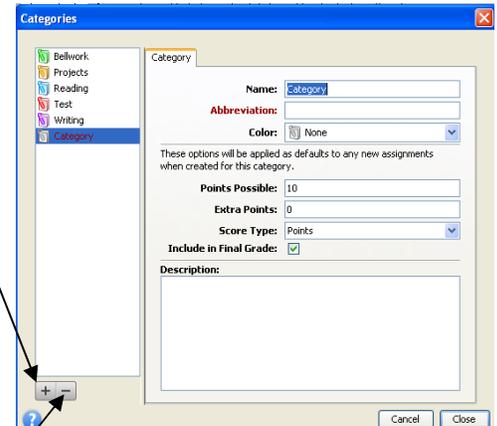
How to View Categories

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.



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 (*Name, Abbreviation, Color, Points Possible, Extra Points, Score Type, Include in Final Grade, and a Description if necessary*).
4. Click **Close** to save your changes. The Categories window closes.



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.
 - a. 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.

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

Objective 2: Calculate grades using Total Points or Category Weights in PowerTeacher Gradebook.

Weighting

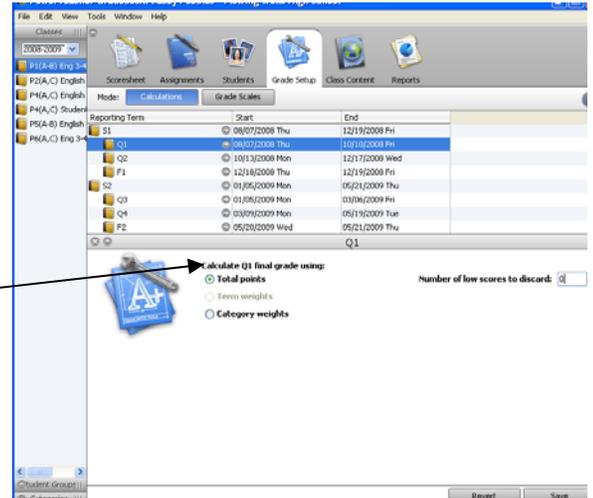
Grade setup may involve weighting; however, **weighting is not required**. Weighting gives particular assignments, categories, or terms more value than others when determining final grades. The weighted value is used to multiply the points earned and the points possible.

How to Calculate 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 for which you want to set up final grade calculation.

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**.



How to Calculate Grades by Category Weight

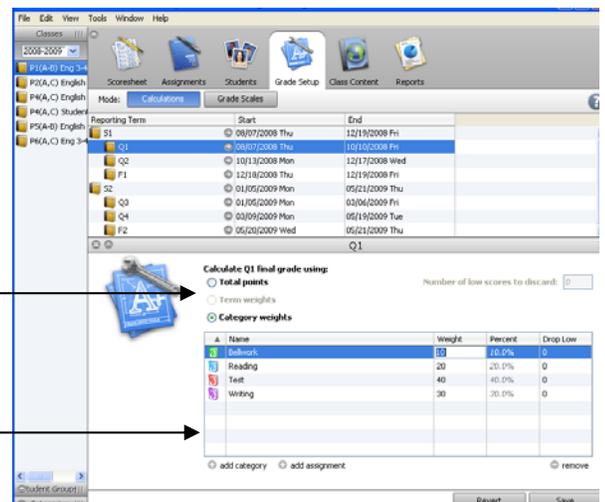
1. Select a class from the **Classes pane**.
2. Click the **Grades Setup** tab. The **Grades Setup window** appears.
3. Click the name of the **reporting term** for which you want to set up final grade calculation.

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**.



- Repeat for each additional category.

To remove a category:

- Select the category you want to delete. The category appears highlighted.
- Click **Remove**.
- Click **Save**.

Objective 3: Create an assignment in PowerTeacher Gradebook.

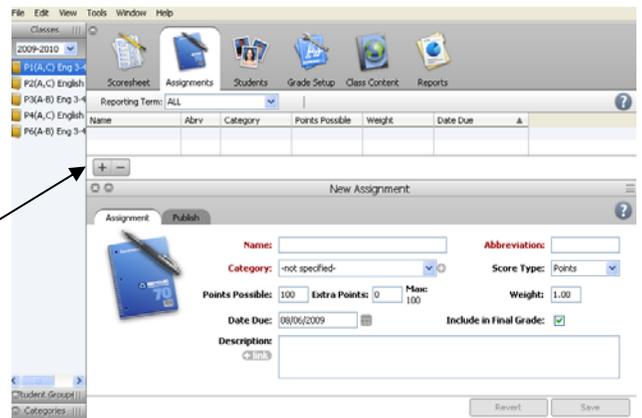
Note: Junior High teachers who see the same students each day will enter assignments and grades for their Blue Day classes only.

How to View Assignments

- Select a class from the Classes pane.
- Click the Assignments tab. The Assignment window displays class assignments and basic information about each assignment.

How to Add an Assignment

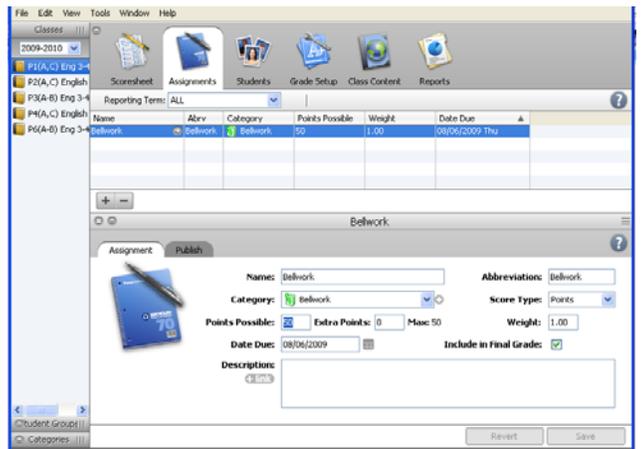
- Select a class from the **Classes** pane.
- Click the **Assignments** tab. The **Assignments** window appears.
- Click the **Plus (+)** button. The **New Assignment** window appears.
- Enter the required information.
- Click **Save**.



How to Edit an Assignment

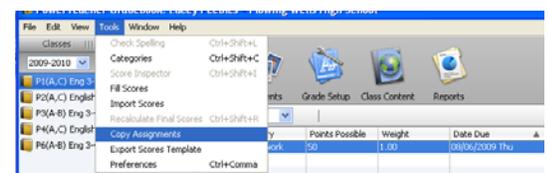
- Select a class from the **Classes** pane.
- Click the **Assignments** tab. The **Assignments** window appears.
- Double-click the assignment you want to edit. The assignment details appear.
- Edit the information as needed.
- Click **Save**.

Note: If **Points Possible** is modified for an assignment where student point-based scores exist, 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.



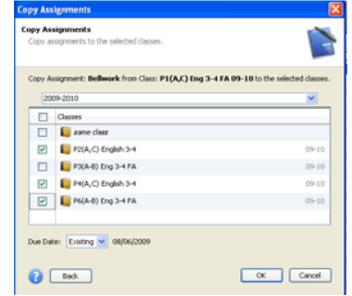
How to Copy an Assignment

- 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. Select the assignment(s) to be copied, and click **Next**.
6. In the next window, select the class or classes to which the assignment(s) should be copied. 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**.



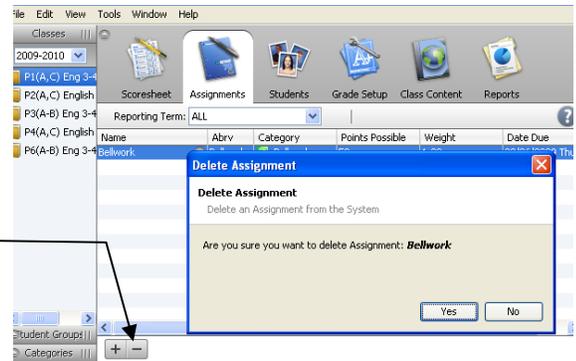
How to Delete an Assignment

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?"

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

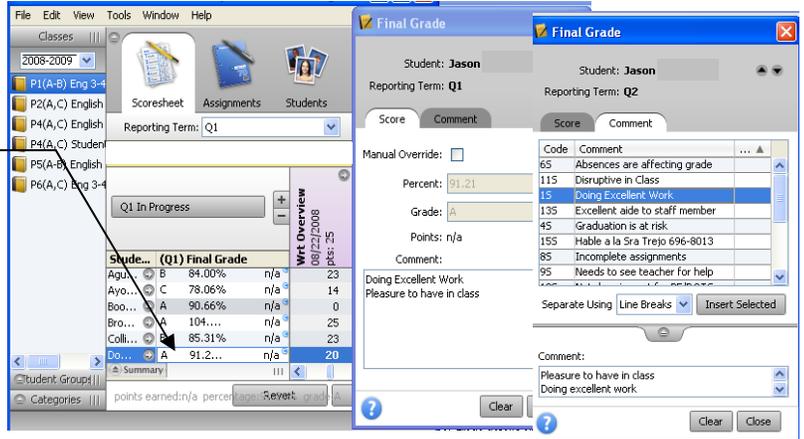


Objective 4: Enter Final Grade Comments for Progress Reports, Quarter Report Cards, and Semester Report Cards in PowerTeacher Gradebook.

STUDENTS' PROGRESS REPORTS AND REPORT CARDS WILL BE POPULATED AUTOMATICALLY WITH LETTER GRADES FOR ALL SUBJECTS. TEACHERS SIMPLY MUST BE SURE THEIR GRADEBOOKS ARE CURRENT AT THE GIVEN CUT-OFF TIME. ADDITIONALLY, TEACHERS MUST ENTER COMMENTS FOR EACH STUDENT. THE PROCESS TO ENTER COMMENTS IS AS FOLLOWS...

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. Double-click the **final grade** of the student you want to update. The final grade details appear in the Score Inspector window.
4. Manually enter final grade comments in the **Comment** field (There is a **spell-check** feature, but no **grammar-check**; review your comments carefully and restrict them to a **total of 20 words** or less **per student**) or click **Comment Bank** to select one or more predefined comments.



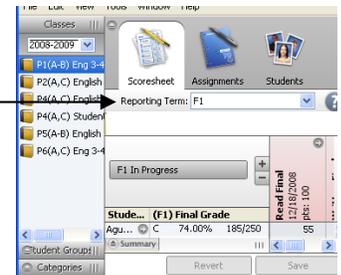
NOTE: AT THE END OF A SEMESTER, BE SURE YOU'VE SELECTED THE REPORTING TERM FOR THE QUARTER (Q2 OR Q4) RATHER THAN S1 OR F1.

5. 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.
6. Click **Save** on the Scoresheet window. A blue circular "C" appears within the selected student final grade field.

Objective 5: Set up Final Exams for Semester Report Cards in PowerTeacher Gradebook.

How to Enter Final Exam Grades

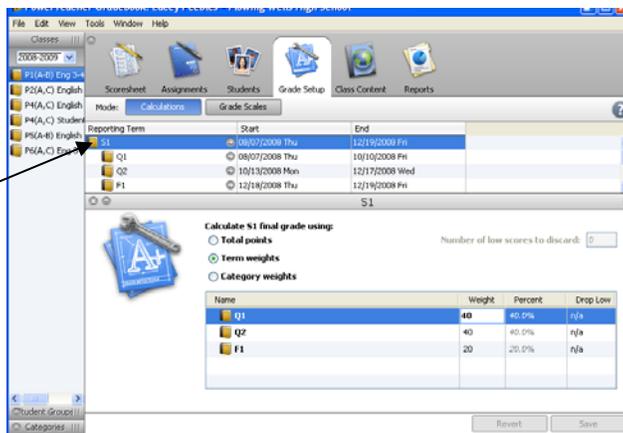
1. Select the **Reporting Term** of **F1** (or **F2**, if in second semester).
2. Create a **single assignment** in the **F1** term and enter students' scores from the final exam accordingly.



Objective 6: Use Term Weights for Semester Report Cards in PowerTeacher Gradebook.

How to Calculate Final Semester 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 for which you want to set up final grade calculation.
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. For each class, define the weights as follows:
 - a. Q1 = 40%
 - b. Q2 = 40%.
 - c. F1 = 20%
7. Click **Save**.



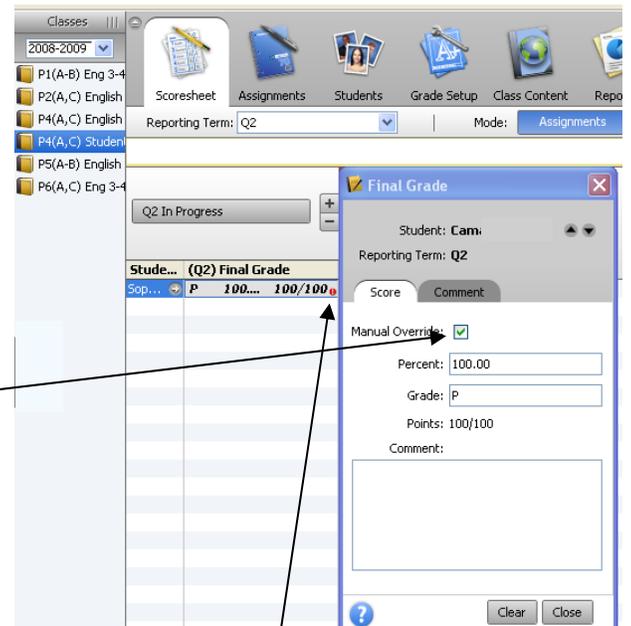
IMPORTANT CONSIDERATIONS FOR SEMESTER GRADES...

1. Remember that the **semester grade** is the grade that is reflected on a student's **permanent record**, and as such, it deserves extra attention.
2. The semester grade can be skewed downward IF the student earned a grade lower than a 50% in either quarter or on the final exam.
3. For any student whose semester grade is an F, be sure to review his or her quarter grades and final exam grade.
4. If the semester grade *does not reflect* the grade the student should earn, you may change this grade by using the **manual override** feature within the **score inspector**.

Objective 7: Use Manual Override for a Final Grade for Semester Report Cards in PowerTeacher Gradebook.

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 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.
4. **Open the Score Inspector.** Right-click on the final grade of a student whose grade you want to update. Select **Show Score Inspector**.
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 letter grade in the **Grade** field, if applicable.
8. Enter the new percent in the **Percent** field, if applicable (Note: Usually it is better to override *only* the letter grade, not the percent; the percent is an actual mathematical calculation, whereas the letter grade is determined by the teacher).
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.

IMPORTANT CONSIDERATIONS FOR MANUALLY OVERRIDING SEMESTER GRADES...

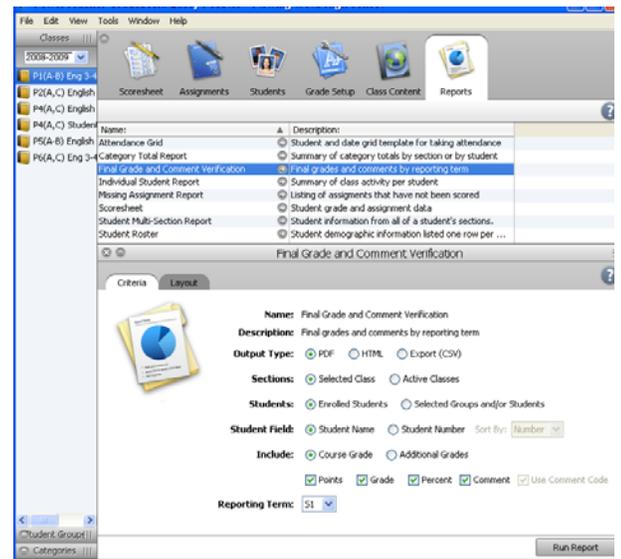
1. If you have a special education student who is mainstreamed in your class and whose IEP dictates modified grading, you can adjust his or her grade using the **Manual Override** in PowerTeacher Gradebook. (It would be appropriate to add a comment indicating that the student’s grade has been changed as per his or her IEP.)
2. Scores of *Pass (P)* or *Incomplete (I)* may also be entered with the **Manual Override** feature of the **Score Inspector**. Be sure to get approval from your principal prior to entering a score of *Pass* or *Incomplete*.
3. If you prefer to use letter grades with +’s and –’s, you may enter these using the “Manual Override” feature of the “Score Inspector.” The default scores are simply A, B, C, D, and F.
Note that the use of +’s and –’s does not affect students’ GPA’s. For example, an A+, A, and A- all are worth 4.0 points in the determination of a student’s GPA.

- The default cut scores for each grade are as follows: A: 90%; B: 80%; C: 70%; D: 60%; F: 0%. In other words, if a student earns an 89.9, the PowerTeacher Gradebook will designate this as a B.
- The decision to round students' grades is up to individual teacher discretion. If you want to round a student's score up, you may accomplish this by **manually overriding** the current grade using the **Score Inspector** feature.

Objective 8: Use Final Reports for Semester Report Cards in PowerTeacher Gradebook.

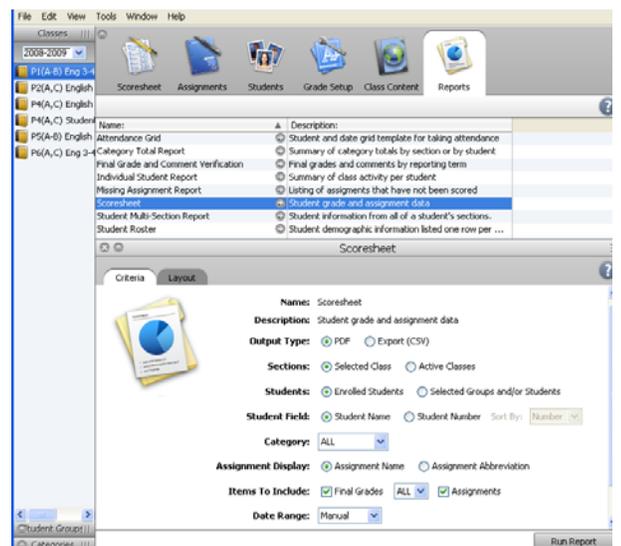
How to Run the Final Grade and Comment Verification Report

- Select a class from the **Classes pane**.
- Click the **Reports** tab. The **Reports window** appears.
- Click **Final Grade and Comment Verification**. The **Final Grade and Comment Verification window** appears.
- To use the default report settings, skip to Step 5. Otherwise, edit the information as needed. For **detailed information**, see the *Reports Window* section.
- Click **Run Report**. The Report Complete window appears.
- To open the report:
 - Select the **Open Report** option.
 - Click **OK**. The report results display based on the parameters you selected.



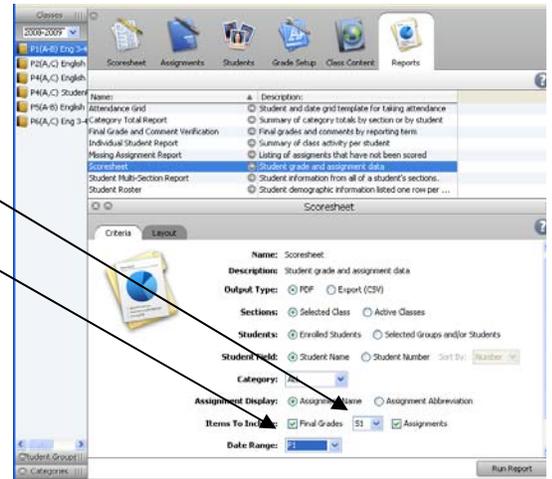
How to Run the Scoresheet Report

- Select a class from the **Classes pane**.
- Click the **Reports** tab. The **Reports window** appears.
- Click **Scoresheet**. The **Scoresheet window** appears.
- To use the default report settings, skip to Step 5. Otherwise, edit the information as needed.
- Click **Run Report**. The Report Complete window appears.
- To open the report:
 - Select the **Open Report** option.
 - Click **OK**. The report results display based on the parameters you selected.



Note: To print out the **final semester grades** all on **one paper**, with no assignments other than the **final exams**:

- in the **Items To Include** drop-down menu select **S1**,
- in the **Date Range** drop-down menu select **F1**.



Objective 9: Use Individual Reports in PowerTeacher Gradebook.

How to Run the Individual Student Report

- Select a class from the **Classes** pane.
- Select **Filter Selected** from the **Student Group** pane.
- Select a student from the **Active** or **Dropped** drop-down menu
- Click the **Reports** tab. The **Reports** window appears.
- Click **Individual Student Report**. The **Individual Student Report** window appears.
- Select the **Selected Groups and/or Students** checkbox.
- Edit the information as needed.
- Click **Run Report**. The Report Complete window appears.
- To open the report:
 - Select the **Open Report** option.
 - Click **OK**. The report results display based on the parameters you selected.

