

## POWERTEACHER AND THE GRADEBOOK

PowerTeacher is the portal used by teachers to access information contained in PowerSchool. Much of the teacher focus is on the gradebook but understanding the PowerTeacher portal may help answer some additional questions.

New with the release of PowerSchool 7.11 is PT Gradebook 2.8. This newest version of the gradebook protects users from Java release updates that have in the past affected the teachers ability to successfully launch the gradebook.

This PowerSchool Tip document will provide teachers with valuable information about both the portal and gradebook that will get them ready for the start of the year and provide continued support throughout the year.

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## POWERTEACHER PORTAL

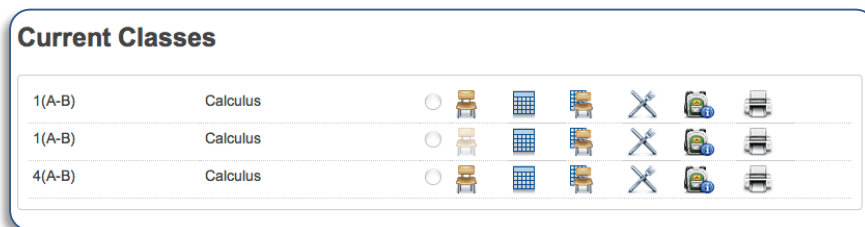
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### LOGIN TO POWERTEACHER

1. Enter [powerschool.aod.org/teachers](http://powerschool.aod.org/teachers) in your browsers url address area
2. Enter your login name and password > Sign In

### TAKING ATTENDANCE

As soon as you login to PowerTeacher you will be at the Start Page which list the Current Classes. Student attendance is taken by clicking on chair icon next to the appropriate course. If the chair is grayed out it indicates that the class is not in session on the current day.



To take attendance click on the Chair icon

### Record Meeting Attendance: Calculus - 1(A-B)

**Attendance Code**  
 (Present)  
 A (Absent)  
 T (Tardy)  
 TE (Tardy Excused)  
 P (Parent Excused)  
 S (School Excused)

**Date** Thu 8/7 (Today) ▾
**Classes**

	Alerts	Attendance: Thursday, August 07, 2014
Anderson, Riley	⚠️ 👤 ⚖️	T <input type="text"/>
Cox, Carlos K	⚖️	<input type="text"/>
Curtis, Jared G	⚠️ ⚠️	<input type="text"/>
Faulkner, Kindra G	⚠️ 👤	A - Absent
Gomez, Ashley C	⚖️ ⚠️	<input type="text"/>
Graves, Joshua P	👤	<input type="text"/>
Hannahs, Allysa B		T <input style="background-color: #e0f0ff; color: #0070c0; font-weight: bold; font-size: small; padding: 2px 5px; border: 1px solid #0070c0; border-radius: 3px;" type="text"/> <input type="text"/>
Hansen, Debra D	⚖️	<input type="text"/>
Hart, Eric	⚠️ ⚖️	<input type="text"/>
Johnson, Clark	⚖️	<input type="text"/>

1. The Class roster will appear with an entry area for attendance codes.
2. Use the drop-down menu in the upper left to select the appropriate code
3. Click in the box next to the student to enter that code
4. Repeat steps 2-3 for all codes needed
5. Click Submit to save your attendance

Note: attendance taken by the front office will show for the student but you will not be able to adjust that attendance.

As soon as you enter a code for a student a comment bubble will appear to the right of the code

Hannahs, Allysa B

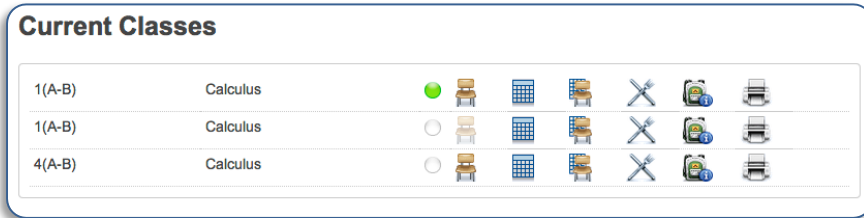
T (Tardy) ▾
🗨️

Click on this to enter information about the attendance code as needed. Once a comment has been entered about a student's attendance code it will change from gray to blue

Hannahs, Allysa B

T (Tardy) ▾
🗨️

When attendance has been taken and submitted for a class, the Current Classes screen will show a green indicator to the left of the chair icon.

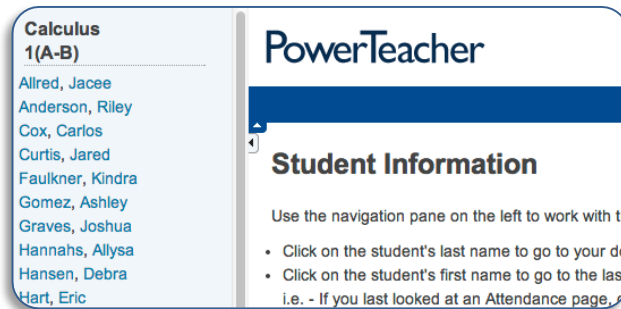


## THE BACKPACK ICON

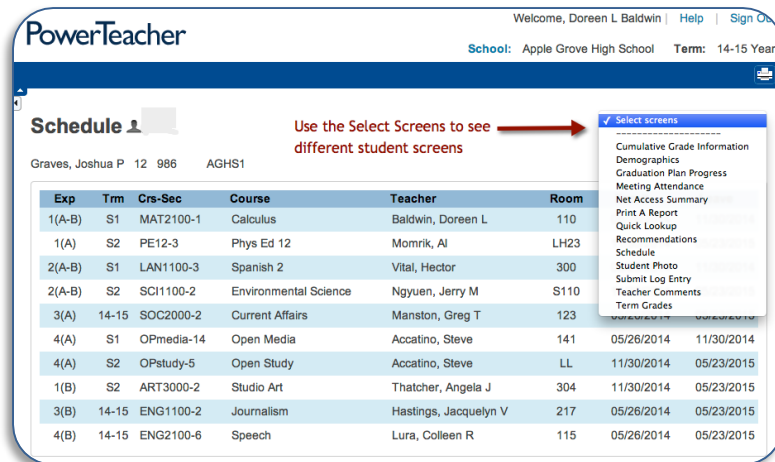
So many teachers only use the PowerTeacher portal for attendance. I realize that most of a teacher's life is spent entering grades but if nothing else it's important you know what is in the backpack.

The Backpack is the teachers view into student record information. From the backpack you can see the students demographics, quick lookup screen (same screen seen by parents and administrators), historical grades, parent and student activity on the student record, schedule and teacher comments from all his teachers.

Click on the Backpack icon



The class list will appear on the left-side with basic information about how to proceed in the main area of the screen. Click on a student name to open the default student screen.



**NOTE:** Once a new screen is selected you can view that screen for different students by clicking on their First Name in the class list. If you click on the students Last Name you will return to the default student screen.

## COMMON STUDENT SCREENS

**Quick Lookup** - gives an At-a-Glance view of the student. Parents and administrators can view this same screen.

Exp	Last Week					This Week					Course	Q1	Q2	S1	Q3	Q4	S2	Absences		Tardies		
	M	T	W	H	F	M	T	W	H	F								14-15	14-15	14-15	14-15	
1(A-B)	A											Calculus Baldwin, Doreen L - Rm: 110	C 74	A 98	B 86	--	--	--	2	2	0	0
1(A)												Phys Ed 12 Momrik, Al - Rm: LH23	--	--	--	A 97	A 98	A 98	0	0	0	0
2(A-B)	A											Spanish 2 Vital, Hector - Rm: 300	A- 92	A- 91	A- 92	--	--	--	1	1	0	0
2(A-B)												Environmental Science Nguyen, Jerry M - Rm: S110	--	--	--	F 55	D 64	D- 61	0	0	0	0
3(A)	A											Current Affairs Meador, Greg T - Rm: 102	B+ 88	C+ 73	B 88	A- 84	A- 84	A- 84	2	2	0	0

### Net Access Summary

Shows the number of times a parent or student has logged in to view their information

Summary Type	Records Found
Parent Access Summary	No Parent Access records found.
Student Access Summary	No Student Access records found.

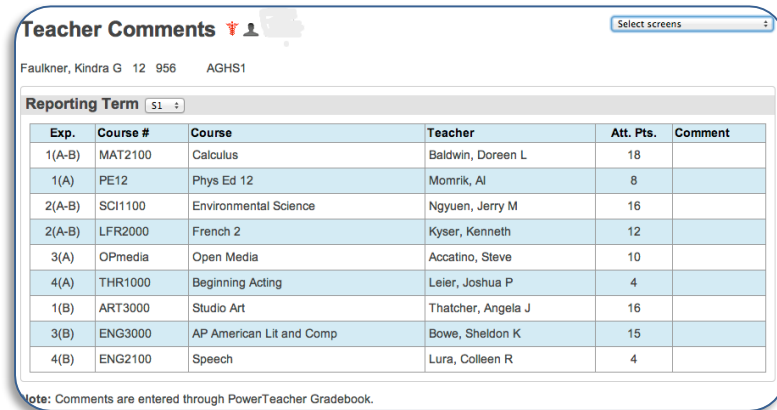
### Demographics

Shows the basic student demographics entered for the student in PowerSchool

Name (Last, First MI)	Faulkner, Kindra G
Address	323 Gallilee St Jackson, MS 39201
Home Phone	1-555-555-1596
Age	18 years 1 month
Aggregate days of membership (YTD)	54
Area/neighborhood	
DOB	07/06/1996
Ethnicity	B

## Teacher Comments

Shows comments entered by the students other teachers by reporting term



The screenshot shows the 'Teacher Comments' interface for Faulkner, Kindra G (ID 12 956, AGHS1). It features a 'Reporting Term' dropdown set to 'S1'. Below is a table with the following data:

Exp.	Course #	Course	Teacher	Att. Pts.	Comment
1(A-B)	MAT2100	Calculus	Baldwin, Doreen L	18	
1(A)	PE12	Phys Ed 12	Momrik, Al	8	
2(A-B)	SCI1100	Environmental Science	Ngyuen, Jerry M	16	
2(A-B)	LFR2000	French 2	Kyser, Kenneth	12	
3(A)	OPmedia	Open Media	Accatino, Steve	10	
4(A)	THR1000	Beginning Acting	Leier, Joshua P	4	
1(B)	ART3000	Studio Art	Thatcher, Angela J	16	
3(B)	ENG3000	AP American Lit and Comp	Bowe, Sheldon K	15	
4(B)	ENG2100	Speech	Lura, Colleen R	4	

Note: Comments are entered through PowerTeacher Gradebook.

## SETTING THE DEFAULT STUDENT SCREEN

When using the backpack, by default when you click on a student's last name it opens the default student screen. This can be set to a screen that you use most often. Keep in mind that when you click on the student's first name and stays on the last screen selected.

To set your default student screen:

1. Click on the PowerTeacher in the upper left to return to the Start Page
2. Click Personalize from the left-side menu
3. From the Personalize menu click Default Student Screen
4. Use the drop-down to select your favorite (mine is Quick Lookup)
5. Click Submit

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## POWERTEACHER GRADEBOOK

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### POWERTEACHER GRADEBOOK 2.8

This latest release of PowerTeacher Gradebook protects users from Java release updates that have, in the past, affected teacher's ability to successfully launch the gradebook. It provides teachers the option of using the old launch method or installing a new launch method for the gradebook. Teachers who opt for the new Launch method will be safe from the threat of future Java updates affecting their ability to launch the gradebook. Once this new installer is downloaded and enabled on a teacher's computer they will then be able to launch the Gradebook from within PowerTeacher as they have in the past OR they can now launch it directly from the Desktop Icon that is created during the initial installation process.

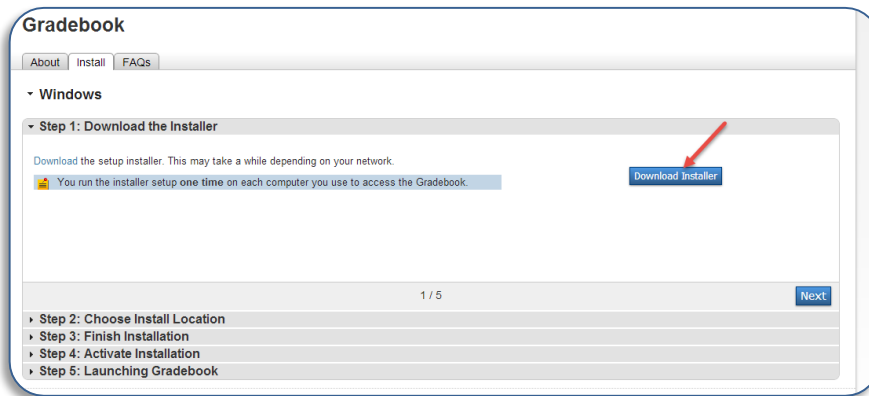
***Note that this install process will need to be completed for each device a teacher uses to access his/her gradebook***

## To Download the New Installer for Windows

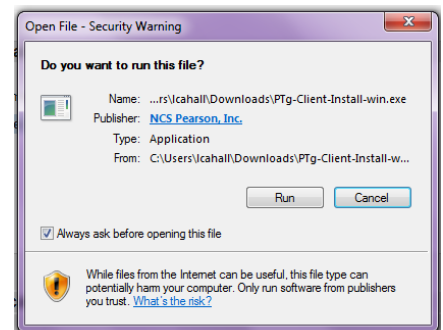
1. Login to PowerTeacher
2. On the left-side of the Start Page find the section labeled New Gradebook Launch. Click Run Installer



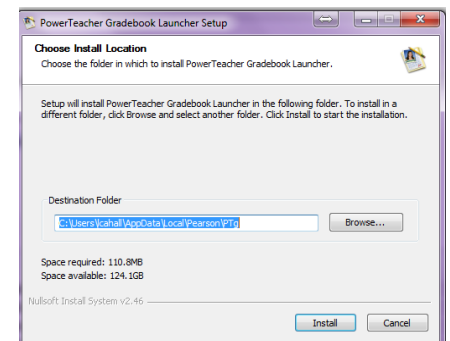
3. This will open the Install Wizard



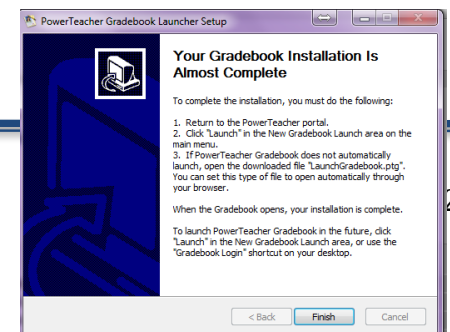
4. STEP 1 - Download the Installer
  - Click on the link to Download Installer
  - Depending on the browser you are using the Downloaded file will go to whatever location you designate these files go. (i.e. Downloads, temporary files, etc).
  - Find the location of the file and double-click the installer file labeled: PTG-Client-Install-win.exe
  - Click on the Run from the dialogue box



5. STEP 2 - Choose Install Location
  - In the next window "browse" for the location to which you want the file saved or click Install to save the file to the default location
  - Allow the Install Process to perform



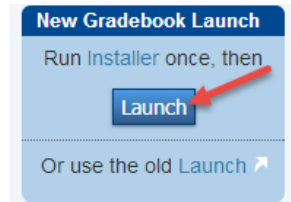
6. STEP 3 - Finish Installation



- Click Finish to complete the installation

## 7. STEP 4 - Activate Installation

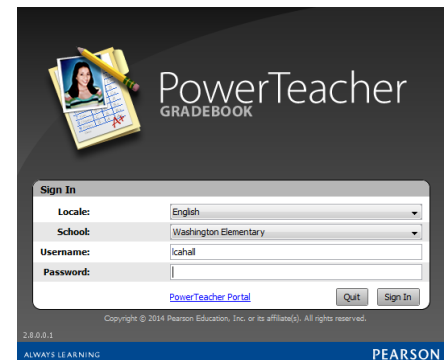
- In PowerTeacher, from the left-side of the Start page click Launch



- The gradebook will begin to launch much as it has in the past. You will see a window that shows that the gradebook is loading

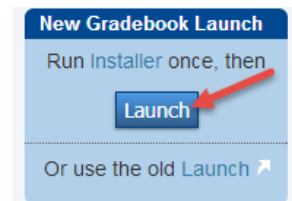


- The first time you launch the gradebook with the new installer you may come to a Login Screen. This screen will ask you to enter you School, Username and Password. Enter the appropriate information and click Sign in

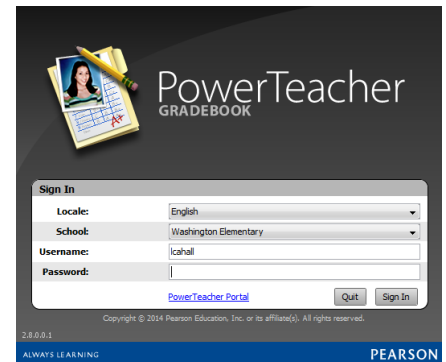


## 8. STEP 5 - Launching the Gradebook

- Once the gradebook has been successfully installed you will now have two options for launching the gradebook
  - Using the Launch Button within PowerTeacher.
    - If you use this method, you will immediately be logged into your gradebook as you have in the past



- Use the NEW Desktop Shortcut
  - Using the desktop shortcut allows you to login to your gradebook without having to login to PowerTeacher. With this method you will Sign In to the gradebook using the sign in screen shown here.



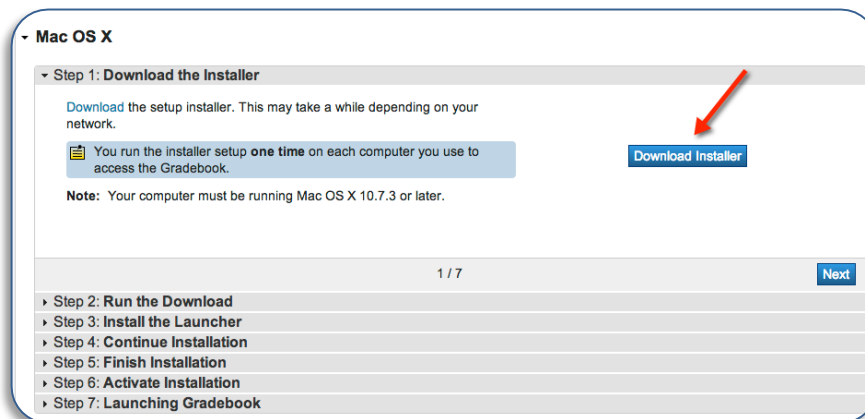
## To Download the New Installer for MAC

**MAC users must be running Mac OS X 10.7.3 or later!**

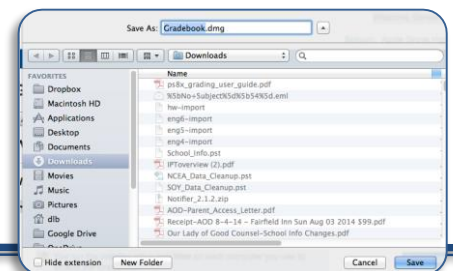
1. Login to PowerTeacher
2. On the left-side of the Start Page find the section labeled New Gradebook Launch. Click Run Installer



3. This will open the Install Wizard



4. STEP 1 - Download the Installer
  - Click on the link to Download Installer
  - Depending on the browser you are using the Downloaded file will go to whatever location you designate these files go. (i.e. Downloads, temporary files, etc).

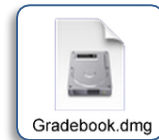




- If provided with the option, (see right) identify where you want the file saved and click Save.

5. STEP 2 - Run the Download

- If the download does not start automatically, locate the Gradebook.dmg file and double-click to run,

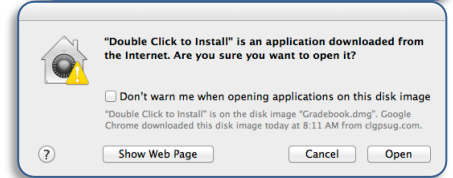


6. STEP 3 - Install the Launcher

- On the first installer window, double click on the icon to install

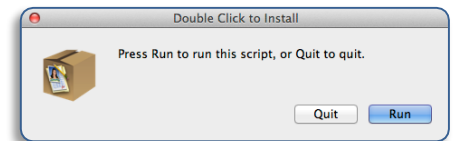


- If prompted to accept an application Downloaded from the Internet click: **Open**



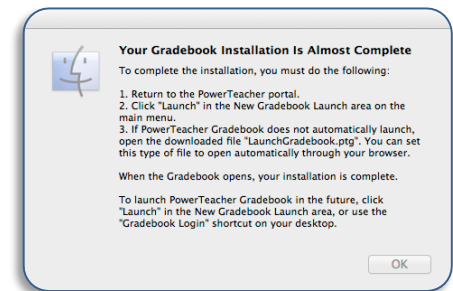
7. STEP 4 - Continue Installation

- On the next screen click Run



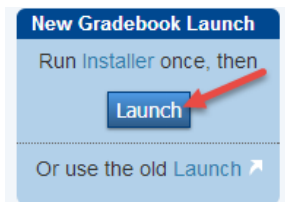
8. STEP 5 - Finish Installation

- Read the directions provided on this screen and click OK to complete the installation

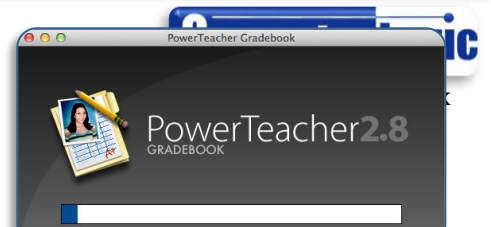
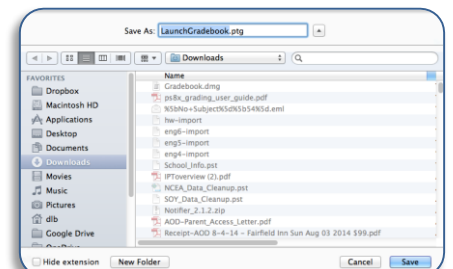


9. STEP 6 - Activate Installation

- In PowerTeacher, from the left-side of the Start Page click Launch

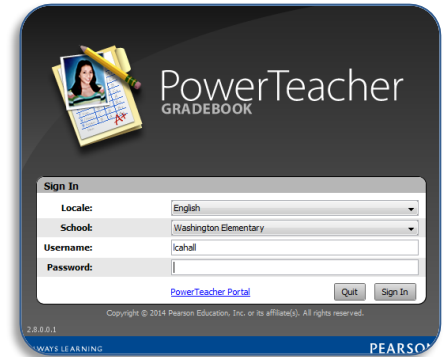


- If the browser asks you to save the file, enter the location for the save and click Save. Once saved, double click on the LaunchGradebook.ptg file from the saved location



- The gradebook will begin to launch much as it has in the past. You will see a window that shows the gradebook is loading

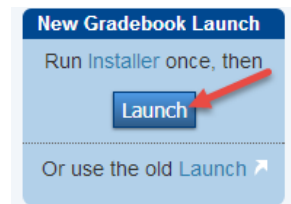
- The first time you launch the gradebook with the new installer you may come to a Login Screen. Enter you School, Username and Password then click Sign In.



#### 10. STEP 7 - Launching Gradebook

- Once the gradebook has been successfully installed you will have two options for Launching the gradebook:

- Using the Launch Button within PowerTeacher.
  - If you use this method, you will immediately be logged into your gradebook as you have in the past



- Use the NEW Desktop Shortcut
  - Using the desktop shortcut allows you to login to your gradebook without having to login to PowerTeacher. With this method you will Sign In to the gradebook using the sign in screen shown here.



For additional help you can watch a Video Demonstration by going to:

**Windows Users:**

[https://www.youtube.com/watch?v=Lam\\_Al4x5F0&feature=youtu.be](https://www.youtube.com/watch?v=Lam_Al4x5F0&feature=youtu.be)

**Mac Users:**

<https://www.youtube.com/watch?v=7mgiXucBNo&list=UUyx2EEeONitePOJww0mpCbA&feature=share>

## THE GRADEBOOK SCREEN

The screenshot shows the PowerTeacher Gradebook interface. At the top, there are tabs for Scoresheet, Assignments, Student Info, Grade Setup, Class Content, Reports, Attendance, and Notifications. Below these are sub-tabs for Reporting Term (S1), Mode (Assignments, Final Grades, Student View), and a list of sections: CH 1 Q 1-50, CH 1 Quiz, CH 1 Q 51-100, Unit 3 Test, coloring, Math, Records, Ch 8 Q 1-50, CH 8 Q 51-100, and CH 8 Quiz. The main area is a grid with columns for (S1) Final Grade, A, T, and various sections. The grid lists 26 students with their scores and indicators. On the left, there are panels for Classes, Student Groups, and Categories. A red text box on the left explains the Classes panel, and another on the right explains the Scoresheet area.

**Classes lets you switch between classes in the current term or previous years**

**Student Groups is a way of organizing students into groups**

**Categories must exist to put assignments into**

**Most common view. This scoresheet area can be used to add assignments, score assignments, view a students progress and enter comments and indicators.**

**These tabs allow you to switch between areas of the gradebook**

## SWITCHING BETWEEN CLASSES

The upper Left box of the gradebook is the Classes area. By default when you first launch the gradebook this will show your Current Classes.

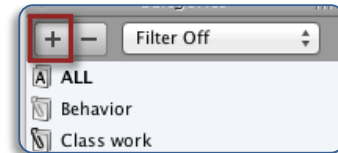
Click on the Drop-Down next to Current Classes and you can switch to previous years and view the classes. This comes in Handy if you want to Copy Assignments or Grade Setups from previous years.

## CATEGORIES

Think of Categories like Buckets or Folders that you put assignments into. You MUST have at least the default categories. You can create additional Categories or your own. When categories are created you set certain values such as: points possible for the assignment, any extra points, if assignment is included in the final grade, when and how the assignments will be published. All of these settings are transferred to any assignments placed in this category.

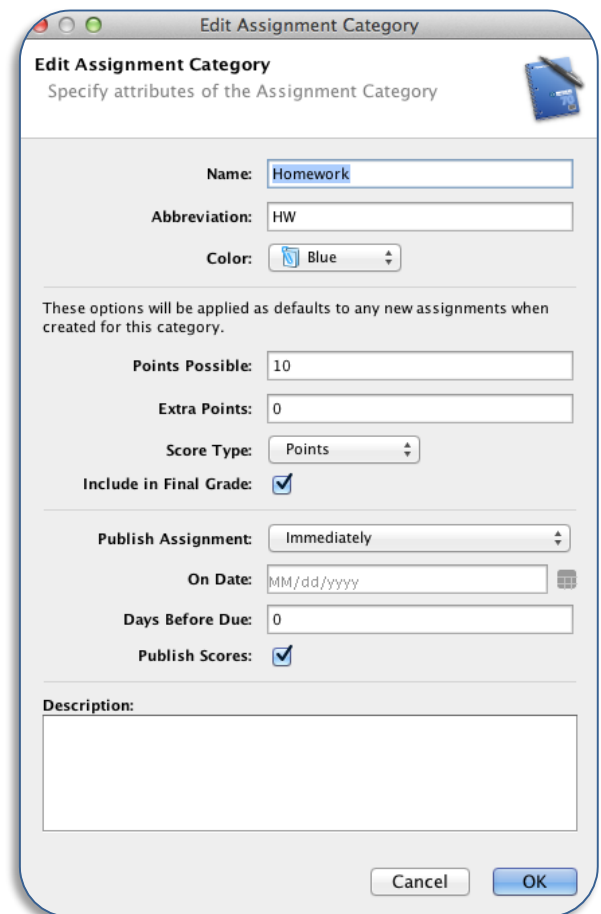
### Adding a Category

1. Click on the '+' in the upper right of the Category Area



2. The Edit Assignment Category window will open. Enter the Following:

- Name for the Category
- Abbreviation for the Category
- Pick a color
- Points Possible. This will be the default for any assignment in this category. It can always be overwritten on any assignments
- Extra Points. By default will assignments in the category be given any automatic extra points? Typically this is set to 0.
- Score Type. Select Points, Percentage or Letter Grade
- Check the box to Include assignments in this category in the Final Grade
- When will assignments get published for parents and students. Immediately, On a specific date, x number of days before the due date, on the due date or never.
- On date contains the date to publish if on a specific date is chosen in the Publish Assignments drop-down
- Days Before Due - enter the days before the due date to publish if days before due is chosen in the Publish Assignments drop-down



- Check Publish Scores to show scores entered to parents and students.
- Enter a description.

3. Click Ok to save the Category

## GRADE SETUP

When PowerSchool was setup for your school, the school determined which grades would be stored for the courses (Q1, Q2, Q3, Q4, Y1). As a teacher, you will need to setup how those grades will be calculated within your gradebook. Grades can be calculated as Total Points, by Category Weights or as Term Weights.

### Total Points

This is the default. When using total points, grades are calculated by taking the total number of points a student earned for their assignments and dividing it by the total points possible.

### Category Weights

Most commonly used for quarter or trimester grades. By using category weights you can specify the weight of each category. This gives the ability to weight tests and projects higher than homework and quizzes, placing the emphasis on the assessment tools and not the learning.

### Term Weights

Most commonly used for Final Grades (semester or year). Using term weights you give each term a percentage of the final grade. Typically this would be something like: Y1 = 25% Q1 + 25% Q2 + 25% Q3 + 25% Q4.

**NOTE: Term Weights cannot be used for the lowest term ie. Quarters or Trimesters**

### Weight Example

This example shows how using total points can skew a students grade, in this example it is skewed in a positive direction but it could go the other way as well. Using category weights ensures that each assignment type carries a designated amount of the overall grade. Assuming Category weighting was setup to have Homework = 10%, Projects = 30%, Tests = 40%, Quizzes = 20%

ASSIGNMENT	CATEGORY	PTS POSSIBLE	PTS EARNED	TOTAL POINTS GRADE	CATEGORY WEIGHT GRADE
HW1	Homework	100	100	100	100
HW2	Homework	100	100	100	100
Proj1	Proj	100	75	75	75
Proj2	Proj	100	95	95	95
Qz1	Quizzes	100	90	90	90
Qz2	Quizzes	100	90	90	90
Test1	Test	100	100	100	100
Test2	Test	100	70	70	70
		800	720	=720/800 90%	100x10% = 10 85x30% = 25.5 90x20% = 18 85x40% = 34 Overall = 87.5%

## Grade Setup

1. Click on the Grade Setup Tab in the top Icon bar
2. The reporting terms identified in PowerSchool will be listed.
3. Double Click on a Quarter grading term to open the window where you can setup the calculation method. By default Total Points will be selected.
4. Click on Category Weights. This opens the area to add the categories to be evaluated. Only add categories that you are sure you will have assignments in.
5. Click Add Category at the bottom of the category area to select categories. Place a check in the box to the left of the categories you plan on using for this term. Click Ok to accept these categories.
6. Enter the value of weight each category will have. When entering weights you can base it off a 100 point scale and say homework will be 10% of the overall by entering a 10 in the weight of the homework, quizzes 20% so enter a 20, Projects 30% so enter a 30 and Test 40% so enter 40. The values entered should all add to 100.



Reporting Term	Start	End
Y1	05/26/2014 Mon	05/22/2015 Fri
Q1	05/26/2014 Mon	08/29/2014 Sat
Q2	08/30/2014 Sat	11/29/2014 Sat
Q3	11/30/2014 Sun	02/20/2015 Fri
Q4	02/21/2015 Sat	05/22/2015 Fri

Calculate Q1 final grade using: **copy**

Total points  
 Term Weights / Standards Weights  
 Category Weights

Number of low scores to discard:

Calculate Q1 final grade using: **copy**

Total points  
 Term Weights / Standards Weights  
 Category Weights

Number of low scores to discard:

Name	Weight	Percent	Drop Low

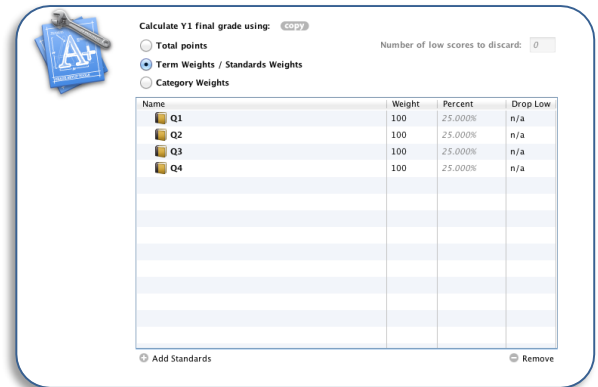
Category	Abbreviation
<input type="checkbox"/> BOO	boo boo
<input checked="" type="checkbox"/> Homework	HW
<input type="checkbox"/> Not Graded	NG
<input type="checkbox"/> Project	PROJ
<input checked="" type="checkbox"/> Quiz	QZ
<input checked="" type="checkbox"/> Test	TST

Name	Weight	Percent	Drop Low
Homework	10	10.000%	0
Project	30	30.000%	0
Quiz	20	20.000%	0
Test	40	40.000%	0

Weights can also be entered as a base value. If homework is your lowest weighted category

it would carry and value of 1 and all other categories would be set according to that. For example quizzes carry 2 time the weight of homework so they have a value of 2 and so on.

7. Click Save to save the setup for Q1. Repeat steps 3-7 for all quarters or follow the directions below to copy the setup from one quarter to the next.
8. Once the quarters are setup you will need to setup the Y1 or full year grade. Double-click on Y1. By default Y1 is also set to total points as it's calculation method
9. Since Y1 encompasses lower-level terms you can select Term Weights. Selecting term weights will allow the final grade to be a percentage of each terms final grade. For example  $Y1 = 25\% \text{ of } Q1 + 25\% \text{ of } Q2 + 25\% \text{ of } Q3 + 25\% \text{ of } Q4$ . This is typically what parents expect to see.



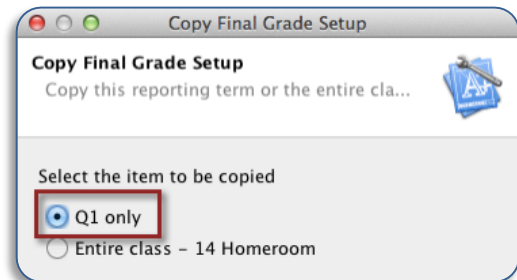
If each term is equally weighted you only need to select term weights and you are done. Just like with category weights, you can adjust the weight column to meet your needs.

10. Repeat steps 3 - 10 for all classes on your schedule. If all classes will be graded the same see the directions below on how to copy grade setup from one class to another.

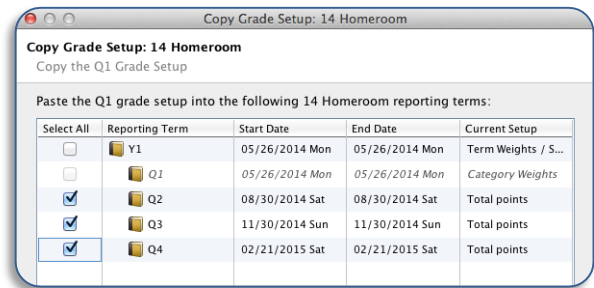
### Copy Term Setup from One Term to Another

If all your terms for a course will be setup with the same category weights, setup one term and copy it to the others. To copy terms:

1. Setup the first term using the directions above.
2. Double-click on the term to open the details.
3. Click on Copy at the top of the detail area.
4. Select Q1 only to copy the quarter setup to the rest of the quarters for this course.
5. Click OK



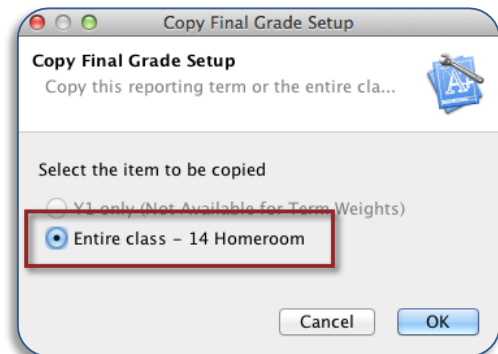
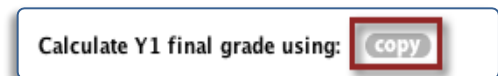
6. Check the boxes in front of the other quarters.
7. Click Next.
8. Click Finish. The remaining quarters now have the same setup.



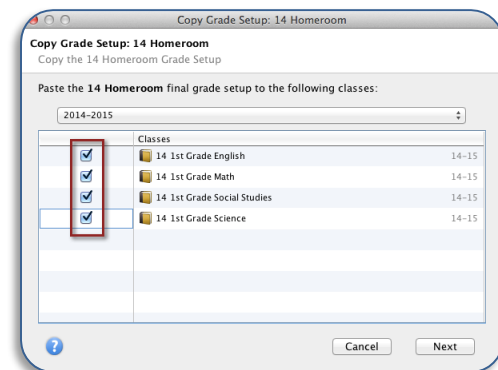
### Copy term setup from one term to another

If all your classes are going to have the same setup for quarters and full year grade, completely setup one class and copy the setup to the other classes. To copy from one class to another:

1. Setup the first class using the directions above.
2. Double-click on the Y1 term to open the details.
3. Click on Copy at the top of the detail area.
4. Select Entire class as what it is you want to copy.
5. Click OK



6. Check the boxes to the left of the classes that will have the same setup.
7. Click Next
8. Click Finish. All checked classes will now have the same setup for the quarters and final grades.



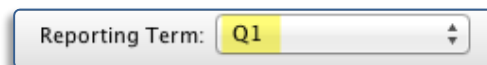


## CREATING ASSIGNMENTS

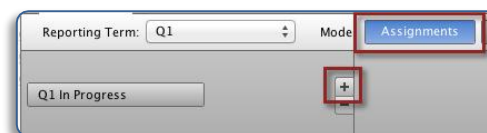
Assignments can be created in the Scoresheet or Assignments tab. Either place will use the “+” to add an assignment and the “-“ to remove an assignment. This document will cover creating assignments in the Scoresheet.

### How to Add an Assignment

1. From the Scoresheet tab, select the reporting term that will contain the assignment. **NOTE: if the assignment due date is not within this term it will not be visible on the scoresheet.**



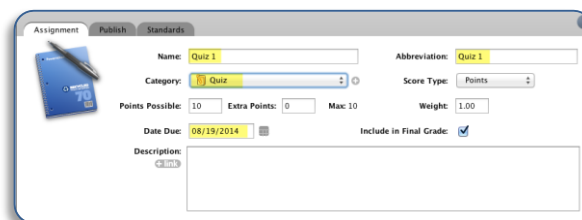
2. Be sure the Assignments Mode is highlighted and click on the “+” to the left of the assignments area



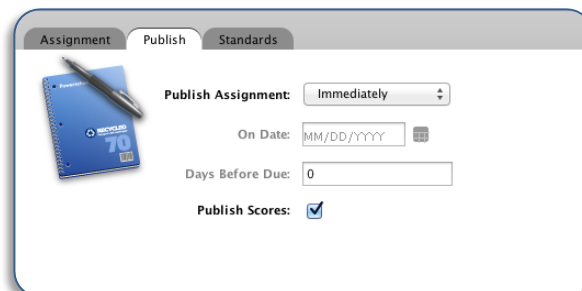
3. Enter the following on the Assignments tab:
  - Name - Required
  - Abbreviation - Required
  - Select a Category - Required

The following are defaults from the category and can be adjusted per assignment:

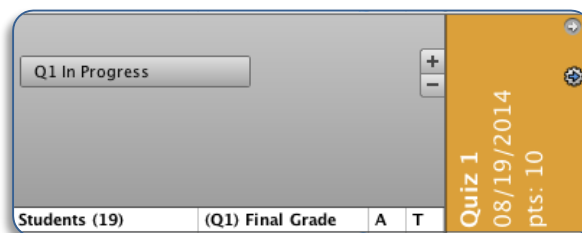
- Score Type (Points, Percent or Letter)
- Points Possible
- Extra Points
- Weight - recommend this never be changed
- Date Due - default is today
- Include in Final Grade
- Description



4. Click on the Publish tab and adjust as needed:
  - Publish Assignment - determines when parents will see the assignment. Can be set for: Immediately, On a Specific Date, Days Before Due, On Due Date or Never.
  - If set to publish on a Specific Date enter On Date
  - If set to publish Days Before Due, enter the number of Days Before Due
  - Publish Scores. If a score is used to calculate a final grade ALWAYS publish the score.

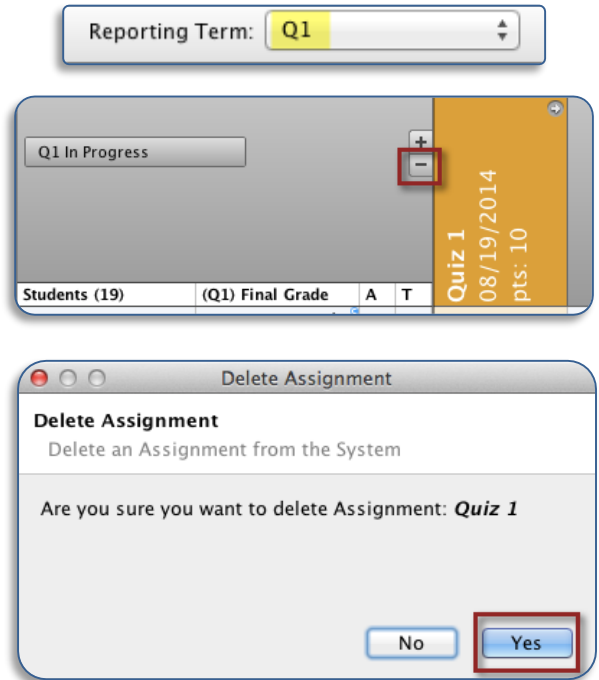


5. Click Save. Assignment will show in scoresheet.



## How to Delete an Assignment

1. From the Scoresheet tab, select the reporting term that will contains the assignment. **NOTE: if the assignment due date is not within this term it will not be visible on the scoresheet.**
2. Be sure the Assignments Mode is highlighted and Double-click on the assignment to be deleted
3. Click the “-“ at the left side of the assignments area.
4. In the Delete Assignments window, verify that this is the assignment to be deleted and click Yes.
5. Assignment will be removed from the scoresheet window.

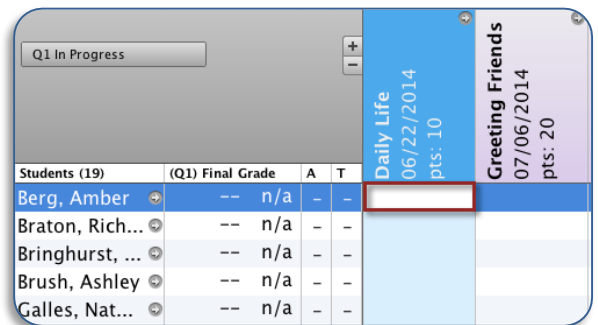


## GRADING ASSIGNMENTS

Grading assignments works the same as entering values into an excel spreadsheet. There are some additional features that can assist with the grading process that will be discussed in this section as well.

### Manually Grading an Assignment

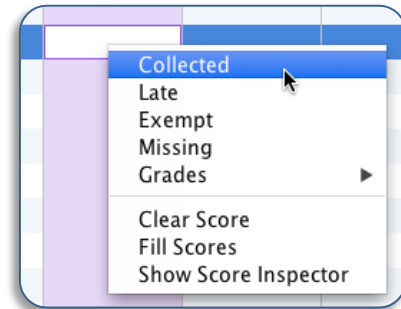
1. From the Scoresheet tab, place your cursor at the intersection of the Student and assignment to be graded.
2. Enter the value the student earned and click Enter or ↓ to move to the next student under the same assignment
3. Click Save often to save the scores entered.



## Marking an Assignment with a Special Indicator

The gradebook features the ability to mark an assignment with special indicators that parents and administrators will be able to view. These consist of Collected ✓ Late 🚫 Missing 🕒 and Exempt Ex

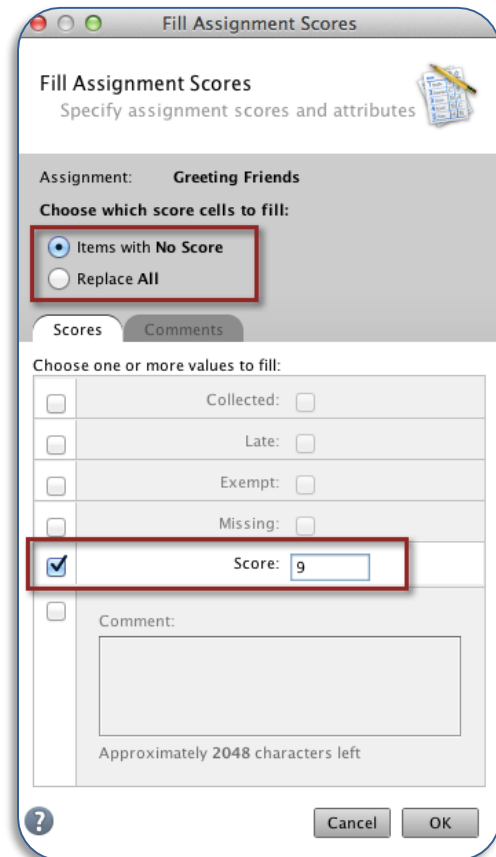
1. From the Scoresheet tab, right-click at the intersection of the Student and assignment to be graded.
2. Select the appropriate Special Indicator. Collected will be overwritten once a grade is entered. Late, Exempt and Missing will be visible regardless of a score being entered or not.
3. Click Save often to save the scores entered.



## Mass Filling an Assignment Score

If the majority of the students receive the same grade on an assignment, that grade can be mass filled into all student grades and the outliers can be updated manually with their earned grade.


1. From the Scoresheet tab, right-click at the intersection of the first Student and assignment to be mass filled.
2. Click Fill Scores
3. From the Fill Assignment Scores window, choose to fill Items with No Score (default) or Replace All
4. In the Scores area choose what is to be mass filled by checking the box on the left side. (Note that collected, late, exempt and missing can be mass filled). You must then enter the value to be filled in the right side.
5. Click OK for the fill to complete
6. Manually change any students that should not have received this fill.
7. Click save to save the scores.

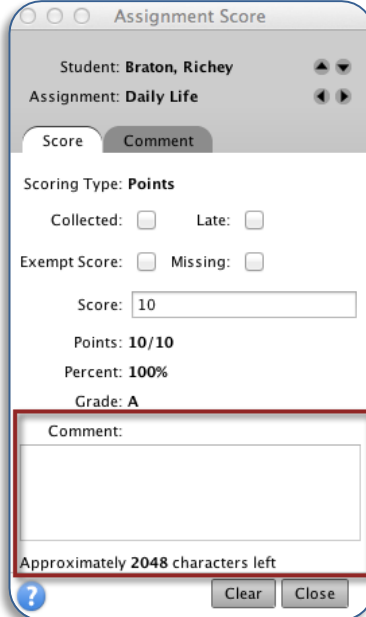


## ADDING COMMENTS TO ASSIGNMENTS AND FINAL GRADE


Comments can be added to individual assignments as well as the final grade. To have comments appear on the report card they must be added to the final grade.

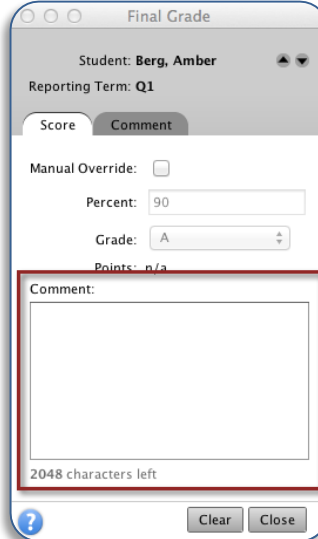
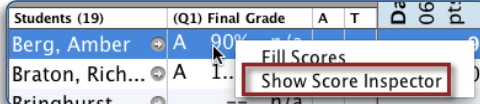
### Adding a Comment to an Assignment Score

1. From the Scoresheet tab, right-click at the intersection of the Student and assignment to add the comment.
2. Click Show Score Inspector
3. In the Assignment Score window enter the comment in the comment area. Note that this area will be limited to the number of characters that can be entered.
4. Use the arrows at the top to move to the next student or next assignment as required.
5. Click close when you are done entering comments.
6. Note that a  appears next to the score as an indicator that the score has a comment.



### Adding a Comment to A Final Grade

1. From the Scoresheet tab, right-click on the final grade for a student.
2. Click Show Score Inspector
3. In the Final Grade window enter the comment in the comment area. Note that this area will be limited to the number of characters that can be entered.
4. Use the arrows at the top to move to the next student as required.
5. Click close when you are done entering comments.
6. Note that a  appears next to the final grade as an indicator that the final grade has a comment.

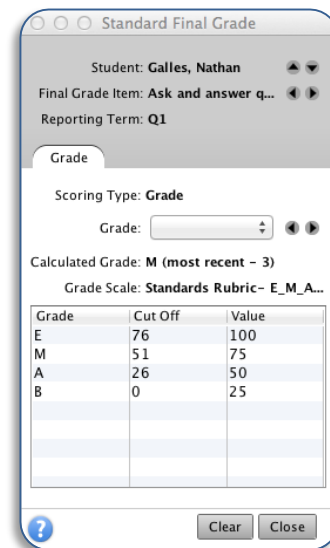
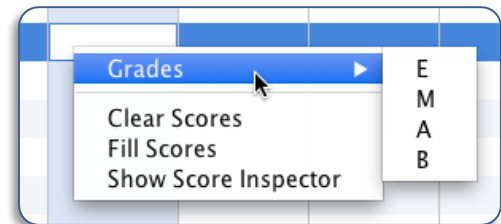


## STANDARDS AND HOW TO GRADE

All standards assigned to a class will be available to be scored at the end of a marking period. All Standards may not be taught during each marking period so only grade the ones that were taught.

### Grading Standards

1. To see the standards associated with a class change the Mode from Assignment to Final Grades.
2. To see what grades are associated with the standards, right-click on the intersection of a student and a standard. Click on Grades and a list of the available grades will be displayed. Select the grade to enter it for this student.
3. Grades can be entered manually the same way you entered grades for assignments.
4. The Fill Scores option is available for standards as well and will fill the same as filling scores with assignments
5. To get more detail about the scores being entered you can right-click the intersection of a student and the standard and select Show Score Inspector. The Standard Final Grade window will list the Cut Off and Value of each grade.
6. Enter your standard grades using any of the methods outlined above. Be sure to enter the grades for any standard taught within the current term. Effort and Conduct grades will be entered for each term in at least the Homeroom class.
7. Click Save to save your grades.



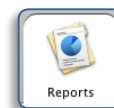
## PRINTING REPORTS

The gradebook offers a collection of standard reports that give the teacher flexibility of how and what is printed. All these reports function pretty much the same. In this section we will explore 2 reports; the Student Roster and the Individual Student Report

### Student Roster Report

The Student Roster allows the teacher to create an individualized roster of their students with the information they desire.

1. Click on the Reports tab
2. From the list of available reports, double-click on Student Roster
3. The Criteria of the reports will have the same look and feel. Users can adjust the settings based on the output they would like to see.

A screenshot of the "Criteria" tab in the Student Roster report configuration window. The window has two tabs: "Criteria" and "Layout". The "Criteria" tab is active. On the left, there is a preview of the report output, which is a document with a pie chart. The main area contains the following settings:

- Name:** Student Roster
- Description:** Student demographic information listed one row per student
- Output Type:**  PDF  Export (CSV)
- Sections:**  Selected Class  Active Classes
- Students:**  All Enrolled  Selected Groups and/or Students
- Student Info:**  Student Name  Student Number  Birthday  Gender  Grade Level
- Parent Info:**  Mother's Name  Father's Name  Home Phone  Guardian Email  Emergency Contacts
- Blank Fields:**  RC Signatu  Blank2  Blank3  Blank4  Blank5  Blank6
- Sort:**  Gradebook Preference  Student Last Name  Student First Name  Student Number  Birthday

At the bottom, there is a "Report Preview" section with a table header:

Student Name	Student Number	Mother's Name	Father's Name	RC Signature
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- Name - predefined Name
  - Description - predefined description
  - Output Type - reports can be outputted as PDF files or exported as CSV files
  - Sections - the report can be run for the current class or all active classes
  - Students - the report can be run for all enrolled students or for just the current selection
  - Student Info - checking these boxes controls which student fields will be included in the report
  - Parent Info - same as student info, checking the boxes will include the information in the report
  - The Blank field can be added to give blank columns at the end of the report that teachers can use to handwrite information into.
  - Sort - allows you to choose the sort order of the report
  - The preview area can be used to move columns around into the preferred order.
4. Click Run Report once all options have been set.

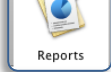
5. Choose to Open or Save the Report and Click Ok
  - a. Open Reports - opens the report in it's own window.
  - b. Save Report - opens the Save Report window where a report name and location can be set.

## Sample Report


Section:14 1st Grade English						
Student Roster						
Student Name	Student Number	Birthday	Mother's Name	Father's Name	Home Phone	Book Number
Berg, Amber	8653	04/01/2008	Crystal	Berg	1-555-555-2631	
Braton, Richey	4313	11/19/2007	Brandi	Braton	1-555-555-2645	
Bringhurst, Derek	4293	02/14/2008	Brittany	Justin	1-555-555-1416	
Brush, Ashley	8665	05/13/2008	Brooke	Justin	1-555-555-1460	
Gallee, Nathan	4292	01/29/2008	Chantel	Gallee	1-555-555-2711	
Georges, Gayle	8664	05/10/2008	Ashley	Georges	1-555-555-2629	
Harsh, Bethany	4324	01/22/2008	Andrea	Kenneth	1-555-555-2236	
Johnson, Jessica	4333	03/11/2008	Kassidee	Bryan	1-555-555-1531	
Kath, Ryan	4314	11/27/2007	Amber	Kath	1-555-555-2643	
Killian, Charlee	4335	03/22/2008	Kendyl	David	1-555-555-1186	
Manning, Kevin	4284	09/27/2007	Danielle	Brian	1-555-555-1034	
Martin, Jared	4303	07/31/2007	Kimberly	Justin	1-555-555-1940	
Miasnik, Laura	4280	08/05/2007	Cammi	Joshua	1-555-555-1835	
Peterson, Brody	4325	01/23/2008	Amber	Jordan	1-555-555-2222	

## Individual Student Report

The Individual Student Report is ideal for progress reports. This report provides the parents with the students overall grade, their assignment scores and the category scores.

1. Click on the Reports tab 
2. From the list of available reports, double-click on Individual Student Report
3. The Criteria of the reports will have the same look and feel. Users can adjust the settings based on the output they would like to see.

Criteria
Layout



**Name:** Individual Student Report

**Description:** Summary of class activity per student

**Output Type:**  PDF  HTML  Export (CSV)

**Sections:**  Selected Class  Active Classes Order By:

**Students:**  All Enrolled  Selected Groups and/or Students

**Student Field:**  Student Name  Student Number Sort By:

**Abbreviate:**  Assignments  Categories

**Include:**  Final Grades  Assignments  Comments  Categories

**Date Range:**

- Name - predefined Name
  - Description - predefined description
  - Output Type - reports can be outputted as PDF files, HTML page or exported as CSV files (recommend PDF file to send home to parents)
  - Sections - the report can be run for the current class or all active classes
  - Students - the report can be run for all enrolled students or for just the current selection
  - Student Fields - Select Student Name to show the name on the report
  - Abbreviate - if checked will use the abbreviation of assignments and categories to save space on the document.
  - Include - check the items to be included on the report
  - Date Range - can select a term or enter specific dates. Recommend selecting a term for a progress report
4. Click Run Report once all options have been set.
  5. Choose to Open or Save the Report and Click Ok
    - a. Open Reports - opens the report in it's own window.
    - b. Save Report - opens the Save Report window where a report name and location can be set.

## Sample Report

### Individual Student Report

**Berg, Amber**

**Class:** 14 1st Grade English

**Teacher Name:** Brooks, Jeffery

#### Final Grade

Reporting Term	Letter Grade	Percentage	Final Grade Comment
Q1	C	79%	

#### Assignment Scores

Date	Category	Assignment	Score	Pts.		Grade	Score Comment
				Poss	%		
06/22/2014	Homework	What's the word?	8	10	80	B	
07/06/2014	Project	Rebus Rhymes	20	20	100	A	
07/20/2014	Homework	Silly Storytimes	10	10	100	A	
08/10/2014	Project	Follow Directions	10	20	50	F	
08/12/2014	Homework	Assignment 1	9	10	90	A	

#### Category Summary

Category	# of Asmts	Total Points Earned	Total Points Possible	Percentage	Letter Grade
Homework	3	27	30	90%	A
Project	2	30	40	75%	C