
PowerTeacher Gradebook Basics

In this course you will explore what teachers can do in the PowerTeacher gradebook. You will learn to:

- Set up the gradebook
- Enter assignments
- Record scores
- Create student groups
- Use School Content

Hello PowerTeacher!

Access the gradebook anywhere that you have Internet. Its features and functions are tailored to duties and responsibilities teachers handle day to day. The gradebook is launched from the main menu in PowerTeacher. The following table provides a brief explanation of the icons teachers see when they launch their gradebook.

Icon	Description
Scoresheet	Displays the assignments and scores entered for students
Assignments	Displays the details of the assignments you have created
Student Info	Displays demographic data for each student in the class
Grade Setup	Displays the final grade setup for each term
Class Content	Displays basic information about the selected course
Reports	Provides an interface to designate and format reports

Each tab is used to access specific information, and three of the tabs contain modes. Modes divide the tab information into smaller sections.

What makes the gradebook so easy to use is it's ready to go the first day of school. There is no lengthy setup to complete because it contains default settings. Of course there will be items you want to format, but the defaults are fully functional. You may be asking, "Can I really take off running?" Of course!

Activity 1 – Creating an Assignment

To experience firsthand the ready-to-use gradebook, launch the gradebook and create a homework assignment.

1. On the PowerTeacher Start Page, click **Gradebook > Launch Gradebook > Allow** (Mac users only)

PowerTeacher Gradebook

Basics

2. On the Scoresheet tab, click **+** next to the Assignment header to open the New Assignment pane
3. Enter a name for the homework assignment and press **Tab**
4. Edit the abbreviation if needed
5. Choose **Homework** as the category and choose **Points** as the score type
6. Enter 30 points possible
7. Use the default values for the Extra Points, Weight, Date Due, and Include fields
8. Enter a description if needed
9. Click **Save** in the lower right corner to save the assignment

Activity 2 – Recording Scores

Record scores for the assignment you just created.

1. Click in the cell that is the intersection of the row containing the student's name and the column of the assignment you want to score
2. Enter the score, such as 25
3. Press **Enter** to advance to the next student
4. When you have finished entering scores, click **Save**

Setting Up the Gradebook

Even though many areas are pre-formatted, you can still personalize the gradebook to fit your teaching needs.

Adding Categories

Categories are broad classifications in which similar types of assignments are grouped. Examples of categories are homework, tests, and quizzes. The gradebook comes with four pre-defined category types, but you can add additional categories and/or modify the default categories.

It is very important to remember when setting up categories to include assignments in the category in the calculation of the final grade. If "Include in Final Grade" is not checked, the scores will not count, which would be appropriate for an assignment like "turn in permission slip."

Score Types

Score types explain the value entered for assignment scores; you just have to choose which type you want to use. Assign specific score types to each category or assignment. Choose from the following options:

- Mixed – a combination of scores throughout the assignments
- Points – all scores are recorded as points (default format)
- Percentage – all scores are recorded as percentage values

PowerTeacher Gradebook

Basics

- Letter Grades - all scores are recorded as letters according to the grade scale

Activity 3 – Adding Categories

Add two new categories to your gradebook.

1. From the Tools menu, choose **Categories**
2. Click **+** in the lower left-hand corner of the Categories window to add a new category
3. Enter information into the appropriate fields
4. Click **+** to add the second category and enter information into the fields
5. Click **Close** to save and close the Categories window

Setting Up Final Grade Calculations

After you create assignment categories, you need to determine how the students' final grades will be calculated for each term by total points, term weights, or category weights. The Grade Setup tab contains two modes: Calculations and Grade Scales. Use the Calculations mode to set up calculations for your final grades. The next section discusses the Grade Scales mode.

Total Points

The total points method calculates the student's final grade by dividing the points the student has accumulated by the total number of points possible. Total Points is the default setting for all terms. If you need to use a calculation method other than total points, set up final grade calculations for each class individually.

Term Weights

The term weights method multiplies a term grade by the value (or weight) to calculate a grade in another term. For example, Semester 1 might be worth 40% of the final grade and Semester 2 worth 60%. You can also enter percents with decimal points, such as 33.33%.

Category Weights

The category weights method multiplies the total number of points by the value (or weight) of each category. Set up the weights for each category according to your personal plan or school requirements.

Activity 4 – Setting up Final Grade Calculations

Set up final grade weighting for 1st and 2nd quarters, and 1st semester. Since Total Points is the default method, use another calculation method.

1. Click the **Grade Setup** tab > **Calculations**
2. Double-click the term
3. Select the final grade setup method, such as Category Weights
4. If category weights are selected, click **+ add category**
5. Check the categories and click **OK**
6. Enter the weight for each category

7. If term weights are selected, enter the weight for each
8. Click **Save** and repeat for the remaining terms.

Grade Scales

Use the Grade Scale mode to copy and edit the course grade scale. To copy a grade scale, select the grade scale and click **+**. To make changes, select the copy. Then, rename the scale, change the description, and alter the grade values. Grades can't be removed, but grades can be ignored. Finally, click **Save** to store the changes.

Gradebook Preferences

Use Preferences to indicate how you want grades to be calculated, stored, and displayed in your gradebook. Also, choose how to distinguish your different sections, format your spell check, show standard information, and hide pre-registered students. Preferences can be found in the **PowerTeacher Gradebook** menu (Mac) or the **Tools** menu (PC) at the top of the screen.

Activity 5 – Copying and Editing the Grade Scale

The default grade scale contains pluses and minuses, but you've decided to use whole letter grades only. Copy the default grade scale and make the necessary changes. Then, assign the grade scale to several students.

1. Click the **Grade Setup** tab and then click the **Grade Scales** mode
2. Select the Default grade scale and click the **+** sign
3. Click the arrow next to the copy's name and enter the name `Whole Letter Grades`
4. Click in the **Ignore** cell for each + or - letter grade
5. Click **Save**
6. Click the **Student Info** tab
7. Click the arrow next to the first student's name and choose **Whole Letter Grades** from the Grade Scale menu
8. If an alert window appears, click **Yes**
9. Repeat steps 7 and 8 for a few more students

Using the Gradebook

So, you've learned how easy it is to use the gradebook and create assignments, but there's much more. The gradebook contains many tools to accomplish your job efficiently. Also, you have access to information for each student in your class. To view alerts, phone numbers, and even email addresses, click the **Student Info** tab.

Assignments

Assignments display on the Scoresheet and Assignments tabs. Set up assignments at the beginning of a school term or at any time during the term. The name, point value, and date due for each assignment appear above the column in which you enter student scores. Double-clicking an assignment heading (or clicking the arrow at the top) opens the assignment pane where you can modify the assignment, publish criteria, or standards.

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.

Copying Assignments

You can copy assignments from one class to another, from current or previous terms, by using Copy Assignment in the **Tools** menu at the top of the screen. The gradebook window contains a menu to change classes, and to select previous classes, allowing you to access any assignment no matter the date. You may select to copy one assignment, several assignments, or all assignments.

Publishing Assignments

Publishing an assignment makes it possible for parents and students to see it in Parent Access. You can publish an assignment at the same time you are creating it, or at any point afterward. The gradebook defaults to publishing assignments to Parent Access as soon as you create them. The Publish tab is located in the assignment pane.

If an assignment is part of the student's final grade, it must be published at some point to Parent Access. You will receive an error message if you choose the **Never** publish option for an assignment that is to count towards the final grade.

Weighting Assignments

When creating an assignment, use the Weight field to help keep grading practices flexible, yet consistent. For most assignments, keeping the Weight at the default value of 1.00 and using Points Possible to adjust how the assignment contributes to the overall term grade will be appropriate.

When scoring letter grade assignments, you do not need to be concerned with points. Simply enter the letter grade for each assignment, and weighting will automatically take care of the relative value for each assignment.

Activity 6 – Weighting Assignments

Use weighting to make a set of three quizzes worth 50 points, regardless of the number of questions each contains.

1. Create three or more quiz-type assignments. Use information in the grid below to fill in the number of points and weight fields.
2. Based on the information in the grid, fill in the last column.

Number of Questions	Number of Points	Weighting	Calculated Grade Value in Points
10	10	5	
20	20	2.5	
25	25	2	

Recording Scores

When entering scores, match the type of score to what you set up when you created the assignment; numbers for points and percentage, letters for letter grades. Scores can be entered individually or entered using the following quick-entry methods:

- EX - marks an assignment Exempt
- (=) - assigns the maximum points possible
- MI or (/) - marks an assignment missing
- LT or (*) - marks an assignment late
- COL or (.) - marks an assignment collected
- Choose **Fill Scores** to mass fill a specific score

Occasionally, after creating an assignment, a different number of points possible is needed. After saving the corrected points possible, a warning will appear. You may choose to keep the scores or have the computer adjust them based on the new points possible. Additionally, the maximum points possible value will keep you from entering a score with too many digits. For example, you have created a test worth 100 points and allowed 10 extra points. When you entered one of the student's scores, you typed an extra zero, making the score 1000. An alert will notify you of the error and that the maximum points you may enter is 110.

Using the Score Inspector

Just like the quick-entry methods, the Score Inspector also makes it possible to indicate if an assignment was received late, a student is exempt from completing the assignment, an assignment is missing, or you have collected the assignment without entering a point value. You can also use this tool to enter a score comment. The following table provides a brief explanation of the assignment indicators available in the teacher's gradebook.

Indicator Description	Indicator Meaning
Small "C" in blue dot next to score 	Comment attached to the assignment
Small "L" in red dot next to score 	Assignment turned in late
Small "M" in orange dot next to score 	Assignment missing
Green check in a cell 	Assignment collected but not graded
Italicized faint score <i>Ex</i>	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 never to be published
Small red exclamation mark next to italicized	Final grade changed by manual override

PowerTeacher Gradebook

Basics

Indicator Description	Indicator Meaning
final grade 	
Yellow exclamation mark in the assignment heading 	Scores are not published
Small "G" in gray dot next to student name 	Student assigned a grade scale other than default
Capital "S" in the assignment heading 	Assignment contains standards

Manually Override a Final Grade

Occasionally, teachers need to modify a student's final grade in a course based on effort, participation, or other classroom factors. Use the Score Inspector to change a final grade with the Manual Override tool.

Activity 7 – Recording Scores and Using the Score Inspector

It is time to record some scores for these assignments. Try using all the methods available. Use the Mass Fill Scores for an assignment, use the quick-entry methods for several scores, and use the Score Inspector to add score notes, and to mark assignments collected, late, and exempt.

1. On the Scoresheet tab, control-click (Mac) or click (PC) an assignment header of an assignment with no scores
2. Choose **Fill Scores** from the Tools menu
3. Verify "Items with **No Score**" is selected
4. Check **Score** and enter the score that everyone will receive
5. Click **OK**
6. Click an empty score cell, use one of the quick-entry keys to enter a score, and press **Enter**
7. Repeat step 6 for several scores using different quick-entry keys
8. Click an empty score cell, and choose **Score Inspector** from the Tools menu
9. In the Score Inspector, check **Collected** instead of entering a score
10. Click the down arrow to move to the next student and check **Late**
11. Click the down arrow to move to the next student and check **Missing**
12. Click the down arrow to move to the next student and check **Exempt Score**
13. Click the right arrow to move to another assignment and click the **Comment** tab
14. Select a comment and click **Insert Selected**
15. Continue to use the Score Inspector to enter more comments and scores
16. Click **Close** and then click **Save** to retain the changes

Activity 8 – Manually Overriding a Final Grade

Manually override a student’s final grade that should be higher than the grade that was calculated.

1. Double-click a final grade to open the Score Inspector
2. If the Score Inspector is already open, click the final grade once
3. Check **Manual Override**
4. Change the percent and grade and add a comment
5. Click **Close** and then click **Save** to retain the changes

Working Offline

When you want to work offline, export assignments and import scores later. Remember to create the assignment first. Then click the assignment and select **Export Scores Template** from the Tools menu. Save the file in the desired location and open it with Excel.

The export is a CSV file and contains a column for entering scores. Depending on the score type you choose for the assignment, the column will be titled Points, Percentage, or Letter Grade. Enter the scores when ready and save the changes.

The final step is to import the scores. Select the assignment and click **Import Scores** from the Tools menu. Select the format of your import file. There are two tabs to the import window: Basic and Advanced. The two tabs are similar, but the Advanced tab contains the data being imported and a preview of the Scoresheet. The file does not have to be the Scores Template. Depending on the file type, the import process will automatically select the import settings. Click **Import** and the Scoresheet populates with the new scores.

Activity 9 – Recording Scores Offline

Your students completed a big project and you would like to work on recording their scores over the weekend. However, your Internet provider has scheduled an outage. So, create the assignment and record the two assignments you have graded. Then, export the Scores Template, enter a few scores, and import the template.

1. Click the **Assignment** tab and click the **+** sign
2. Enter the Project information and click **Save**
3. Record scores for two of your students and enter a comment for both about their excellent work
4. Click **Save**
5. Choose **Export Scores Template** from the Tools menu and save the file to your desktop
6. Open the file with Excel, record a few scores, and save
7. Verify that the assignment is selected and choose **Import Scores** from the Tools menu
8. Select the file and click **Open**

9. Click the **Advanced** tab
10. You will see a warning that scores already exist in gradebook, so verify that **Keep Existing Scores** is selected
11. Click **Import**

Some Helpful Tools

Setting up Student Groups

PowerTeacher gradebook provides tools for creating sets and groups and choosing students to include in the groups so that teachers can adapt instruction to the needs of subgroups of students. Student group assignments are flexible; you can modify them any time.

The Student Groups filter contains two default groups: Active and Dropped. Students populate into the appropriate groups automatically. This filter works by providing an option to highlight or filter students selected from a group. The highlight option highlights the student with yellow in the Scoresheet and Students tabs. The filter option hides all students except those chosen.

Activity 10 – Making Student Groups

You need to add student groups to your class. The groups outline whether parents want to receive emails or phone calls.

1. Click the **Student Info** tab
2. Click **+** in the Student Groups filter and choose **Add Group Set**
3. Enter the name `Contact` and click **OK**
4. Control-click (Mac) or right-click (PC) **Group 1** and choose **Edit**
5. Enter the name `Email` and click **OK**
6. Click **+** again and choose **Add Group**
7. Enter the name `Phone` and click **OK**
8. Click a student's name and drag it to a group, or use command-click (Mac) or control-click (PC) to add multiple students

The Grade Scale Icon

Each student is automatically assigned to the Default grade scale, but you can also assign a student to one of your custom grade scales. To change a student's grade scale, go to the Student Info tab and click the arrow next to a student's name. The Student pane in the lower half of the gradebook window contains a grade scale menu. After changing the grade scale, a window appears notifying you that the grade scale will change final grades and assignment scores. Click **Yes** to confirm the change.

To view the students in each of your sections assigned to a specific grade scale, click the **Grade Setup** tab, click the arrow next to the grade scale, then click the **Sections** tab in the

PowerTeacher Gradebook

Basics

Grade Scale pane in the lower half of the gradebook window. Click the triangle to the left of the book to view the list of student names.

You can use the Student Group filters to divide students into groups according to which grade scale you use for each student. Then filter or highlight one of the groups and change the grade scale of each student.

The Custom Grade Scale icon  appears next to the student's name on the Scoresheet and Student Info tabs. This icon also displays when viewing final grades.

Personalizing Class Information

The Class Info mode contains basic information about the course you select in the Classes pane. You can enter text in the Custom Display Name field to personalize your class list and enter text in the Description field to communicate with parents about class rules and your expectations of students, or give an overview of the course and any other information that would be of interest to parents.

The School Content mode contains links to websites and information on the web. Your PowerTeacher administrator compiles this information. Content is available to place in the Class Info description and the assignment description. The link lists in the Description text box along with any other information you enter.

PowerTeacher also contains Spell Check. The Tools menu contains an option to check spelling, and the settings are found in Preferences. Check the spelling of a word by clicking the word and pressing **Control** (Mac) or right-click (PC). A list of possible replacements appears as well as dictionary options. Manage the Dictionary from Preferences. Add words specific to the class subject or remove unnecessary words. However, the dictionary is specific to each teacher's gradebook and is not shared with other teachers.

Activity 11 – Adding Content to the Class Description

Your School Content contains a website that students can visit to obtain study guides. You would like to make this available in Parent Access. Add the website link to your class description.

1. Click the **Class Content** tab
2. Click the **Class Info** mode and enter a description referring to the website
3. Click **+ Link > School Content**
4. Select your website and click **OK**
5. Verify the website is in the correct place
6. From the Tools menu, select **Check Spelling**
7. When you are finished, click **Save**

Communicating Progress

Final grades calculate throughout the term, but at the end of the term tell your PowerTeacher administrator that your grades are complete. The Scoresheet contains a progress dialog located above the student names. The dialog states **In Progress** until you

PowerTeacher Gradebook

Basics

select that your grades are complete. If your grades aren't finished, you can enter a comment and let the PowerTeacher Administrator know when your grades will be ready.

A helpful tool to use during parent/teacher conferences is the Student View mode on the Scoresheet. Use this mode to hide all students except for the one whose parents you are meeting. First, expand the Active group and select the first student's name. Then, click **Student View**. The only student visible on the Scoresheet is the first student, and you can continue to choose every student one at a time.

Activity 12 – Marking your Grades Complete

1. Click the **Scoresheet** tab and verify **S2** is the Reporting Term chosen
2. Click **S2 In Progress** in the Assignments or Final Grades mode
3. Check **Final Grades Complete**
4. Enter a comment, such as *I may have one final grade change, but I am unsure at this point*
5. Click **OK**

Investigating Reports

The reports available in the gradebook provide options for an on-screen display or a paper printout. You can personalize each report by entering a custom title or by including a top note, bottom note, and signature line. The following table provides a brief description of the reports:

Report Name	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 Report	Displays assignments that are missing per assignment or per student
Scoresheet	Displays a copy of the teacher's gradebook
Standards Report	Displays standards' assignments and final grades
Student Multi-Section Report	Includes grades from all of a student's sections
Student Roster	Displays demographic information by class

Activity 13 – Running Progress Reports

You have scheduled parent/teacher conferences for your struggling students. You plan to provide parents with a progress report for their records. Print the report for just this group of students.

PowerTeacher Gradebook

Basics

1. In the Student Groups filter, select a few students
2. On the **Reports** tab, click the arrow next to "Individual Student Report"
3. Verify the output type is PDF and the section is Selected Class
4. Select to run the report for **Selected Groups and /or Students**
5. Verify that **Selected Groups and/or Students** and **Student Name** is selected
6. Select to abbreviate assignments, but not categories
7. Select to include **Final Grades, Assignments, Comments,** and **Categories**
8. Choose **S2** from the Date Range menu
9. Click **Run Report** in the lower right corner of the screen
10. Select **Open Report** and click **OK**

Activity 14 – Creating a Roster

You won't be in class tomorrow and you need to prepare a roster for the substitute teacher. This roster isn't for taking attendance, but to record the field trip money students have brought in all week.

1. On the Reports tab, select **Student Roster**
2. Verify the report is a PDF document, and includes the selected class and enrolled students
3. Select **Student Name**, it is the only student info needed on this report
4. Select **Blank1** and **Blank2**
5. Delete Blank1 and enter *Amount Paid*
6. Delete Blank2 and enter *Form of Payment*
7. Verify the report is sorted by student's last name
8. Click **Run Report** in the lower right corner of the screen
9. Select **Open Report** and click **OK**