

# PowerTeacher Gradebook: Working with Grades

## Quick Reference Card

### Grade Scales Setup

PowerTeacher administrators can give you access to copy a grade scale. Then, you can modify the grade scale to fit your grading needs.

To create a custom grade scale:

1. Click **Grade Setup > Grade Scales**
2. Select the grade scale to copy, and below the list, click **+**
3. Enter a name and description for the new grade scale
4. Select and change the grade, cutoff, percent, and description
5. To hide a grade that you won't use, click in the Ignore column
6. Click **Save**

To apply a custom grade scale to an individual student:

1. Select the class the student is enrolled in
2. Click **Student Info**
3. Double-click a student's name to open the student information pane
4. From the Grade Scale menu, choose the grade scale you wish to apply to the student

Student Information for Justin Briggs:

- Name: Briggs, Justin
- Gender: M
- Student Number: 60
- Grade Level: ^
- Grade Scale: **Whole Letter Grades**
- Student Email:
- Student Home Phone: 916-555-1889
- Mother: Casey Briggs
- Father: Jesse Briggs
- Guardian Email: momanddad@PSSIS.com
- EmergencyOne: Clinton Gines
- Phone: 281-653-6260
- EmergencyTwo Phone: 916-555-1689

5. Click **Yes** to confirm

To apply a custom grade scale to a group of students:

1. Select the class the students are enrolled in
2. Click **Student Info**
3. Filter the list using Student Groups, such as Active or Reading Group A
4. Right-click or control-click in the student roster, and select **Set Grade Scales**

Select Grade Scale for Students

Specify a grade scale to use for students d...

Specify a grade scale to use while scoring assignments or final scores for the selected student or all displayed students.

Hassan, Avan

Displayed students

Grade Scale: Whole Letter Grades

Grades will be adjusted immediately based on the new grade scale. Continue?

Cancel OK

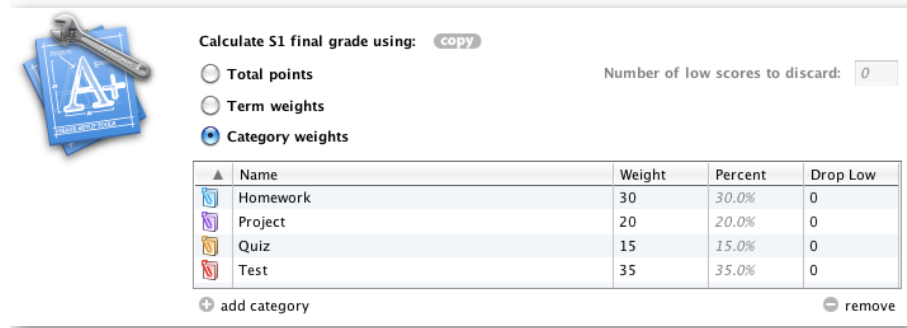
5. Select to modify the grade scale for **Displayed students**
6. Select the custom grade scale, and click **OK**

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## Final Grade Calculation Setup

By default, final grades are calculated by total points. Therefore, you only need to set up final grades if you want to use a different calculation method.

1. Click **Grade Setup > Calculations**
2. Next to the term, click the gray arrow to open the calculation options
3. Choose a calculation method: Term weights or Category weights
4. If you choose Category weights, click **add category** to set up the categories for weighting
5. Enter weights for the terms or categories

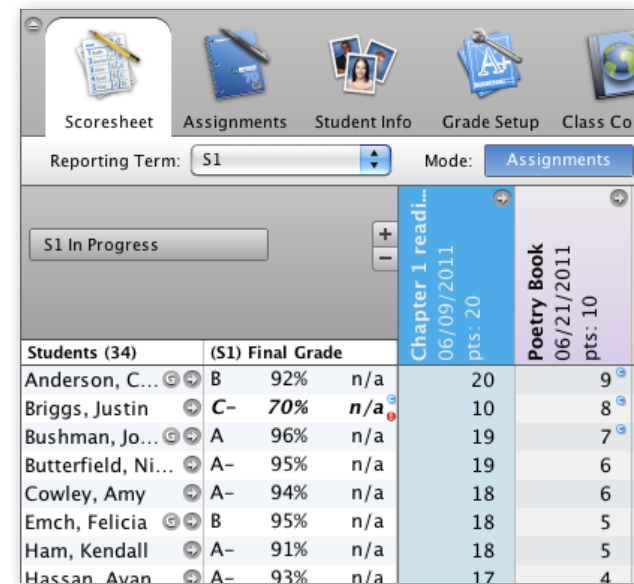


6. Click **Save**
7. Click **copy** to copy the final grade setup for the term or the entire class
8. Select the item to be copied, and click **OK**
9. Select the term or class you're copying to
10. Click **Next > Finish**

## Enter 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. You can enter scores individually or by using the quick-entry methods. Use your gradebook Preferences to create Score Codes that explain why a score is missing or a student received a zero.

1. From the Scoresheet, click in the cell that is the intersection of the row containing the student's name and the column of the assignment
2. Enter the scores, such as 25 or A
3. Press **Enter** to advance to the next student or **Tab** to advance to the next assignment
4. When you are finished entering scores, click **Save**



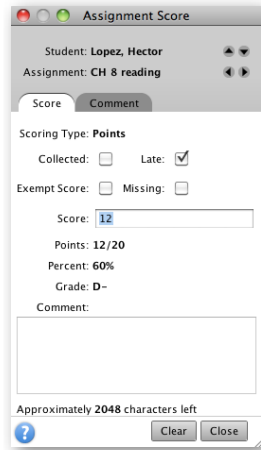
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## The Score Inspector

While you can enter scores directly on the Scoresheet, use the Score Inspector to provide more details about the student's performance. Note if an assignment is missing or if you received an assignment late, if you collected the assignment but haven't entered scores yet, or if a student is exempt from completing the assignment. Also use Score Inspector to enter a comment about a student's score.

1. From the Tools menu, choose **Score Inspector**

Also, you can right-click or control-click a score to show the Score Inspector.



2. Mark the assignment collected, late, exempt, or missing
3. Enter a score
4. Click the Comment tab to insert pre-defined comments or type directly in the Comment field
5. When you are finished, click **Close > Save**

Indicators will appear on the Scoresheet for assignments marked collected, late, exempt, missing, and containing comments.

## Fill Scores

Sometimes you may want to enter the same score for most or all of your students. For example, maybe students earn five points each week for turning in a daily journal or dressing for gym. If most or all of your students earned five points, it would be faster for you to fill in all the scores at once and then change any exceptions.

Another way you can use Fill Scores is if you've already entered scores for individual students, you can fill the scores for the remaining students who have no score.

1. On the Scoresheet, select the assignment you want to score
  2. From the Tools menu, choose **Fill Scores**, or right-click or control-click a score cell to use Fill Scores
  3. Select whether you want to fill **Items with No Score** or **Replace All** existing scores
  4. To fill a score indicator, check two boxes: check the one on the left, and then, check the box on the right of the word
  5. To fill a comment, check the Comment check box, and type the comment in the Comment field
- Also, click the Comments tab, and insert selected comments.
6. To fill a score, check **Score**, and enter a score that corresponds to the score type associated with the assignment
  7. Click **OK** to fill the scores, then click **Save**

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## Enter Citizenship Final Grades

If your school uses citizenship grades, your PowerTeacher administrator will enable Final Grade (Citizenship) entry in PowerTeacher Administrator.

To enter citizenship final grades:

1. Select the class you wish to grade
2. On the Scoresheet, select **Final Grades** mode
3. In the Citizenship column, enter citizenship final grades for the students using the same methods you use to enter assignment scores

You can enter a grade manually, right-click in a citizenship cell and select a grade, fill scores, or use the Score Inspector.

4. Click **Save**

Students (34)	(S1) Final Grade	Citizenship Citizenship LTR	Homework (7) Default (Wt: 30 ( 30% )	Project (1) Default (Wt: 20 ( 20% )	Quiz (3) Default
Anderson, Cody	A- 93%	n/a	H	166/180	9/10
Briggs, Justin	C- 70%	n/a	N	124/180	8/10
Bushman, Jos...	B+ 89%	n/a	H	172/180	7/10
Butterfield, Ni...	B 85%	n/a	H	171/180	6/10
Cowley, Amy	B 85%	n/a	H	170/180	6/10
Emch, Felicia	B- 82%	n/a	S	171/180	5/10
Ham, Kendall	B- 81%	n/a	S	164/180	5/10
Hassan, Avan	C+ 78%	n/a	N	168/180	4/10
Huhtala, David	D- 60%	n/a	U	97/180	4/10

## Manually Override Final Grades

Before completing your final grades, use your gradebook Preferences to format your final grade calculations and display. After you enter final grades, you may need to override a calculated final grade for a student. When overriding a calculated grade, you can set a unique value for both percent and letter grade.

1. Select the class the student is enrolled in
2. Double-click the student's final grade on the Scoresheet, or right-click the final grade, and select **Show Score Inspector**
3. Check **Manual Override** to indicate that you will be overwriting the final grade

4. Enter the new value for Percent, and select a new Grade
5. Click the Comment tab to insert a comment from the district comment bank or your comment bank

(Create your personal comment bank in your gradebook Preferences.)

6. Click **Close**, then click **Save** to record the new final grade
7. To revert back to the gradebook calculated final grade, double-click the student's final grade
8. Clear the Manual Override check box, and remove any comments that no longer apply
9. Click **Close**, then click **Save**

Final Grade

Student: Bushman, Joshua

Reporting Term: S1

Score Comment

Manual Override:

Percent: 90

Grade: A-

Points: 229/240

Comment:

2048 characters left

Clear Close

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## Final Grades Completion

At the end of the term, notify your school's PowerTeacher administrator that you have finished entering the scores for the term and that the final grades are ready to be stored.

1. Select a class
2. On the Scoresheet from the Reporting Term menu, select the term that is ending, such as **S1**
3. Under the Reporting Term menu, click **[Term] In Progress**
4. If you aren't finished with final grades yet, enter a status comment for your PowerTeacher administrator, and click **OK**
5. When you have completed your final grades, check **Final Grades Complete**
6. Enter a comment indicating that final grades are complete, and click **OK**

