

PowerTeacher Gradebook: Working with Grades

Quick Reference Card

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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 the + sign
3. Next to the copied grade scale, click the arrow
4. Enter a name and description for the new grade scale
5. Change the grade, cutoff, percent, and description
6. To hide a grade that you won't use, click in the Ignore column
7. 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	Extra Class Columns	Teacher Personal Note
		
Name: Emch, Felicia		Student Number: 949
Gender: F		Grade Level: 9
Birthday: 05/30/1998		Grade Scale: <input checked="" type="checkbox"/> Default
Student Home Phone: 916-555-1623		Student Email: <u>Whole Letter Grades</u>
Mother: Heather Emch		Father: Israel Emch
Guardian Email: momanddad@PSSIS.com		Emergency One: Caleb White
		Phone: 281-653-6508

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, on a Mac, in the student roster, and select **Set Grade Scales**

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- Press **Enter** to advance to the next student or **Tab** to advance to the next assignment
- When you are finished entering scores, click **Save**

Students (34)	(S1) Final Grade	A	T	chapter 1 readi...
Anderson, Cody	B 92%	n/a	2	20
Briggs, Justin	C- 70%	n/a	1	10
Bushman, Joshua	A 96%	n/a	-	19
Butterfield, Nicholas	A- 95%	n/a	-	19
Coulter, Amy	A- 95%	n/a	-	19

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 the Score Inspector to enter a comment about a student's score.

- From the Tools menu, choose **Score Inspector**

Also, you can right-click or Control-click, on a Mac, a score to access the Score Inspector.

Student: Jefferson, Sarah

Assignment: Poetry Book

Score Comment

Scoring Type: Points

Collected: ☐ Late: ☒

Exempt Score: ☐ Missing: ☐

Score: 5

Points: 5/10

Percent: 50%

Grade: F

Comment:

- Mark the assignment collected, late, exempt, or missing
- Enter a score
- Click the Comment tab to insert pre-defined comments or type directly in the Comment field

Also, identify your favorite comments. Then, filter comments using the Favorite column to save you from having to search through the comment bank.

- When you are finished, click **Close > Save**

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

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Final Grade Changes

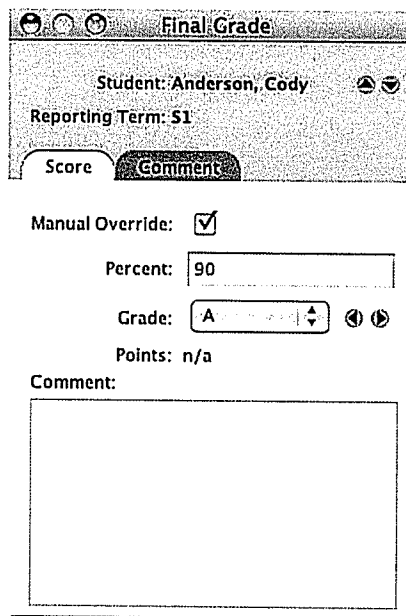
Before completing your final grades, use your gradebook preferences to format your final grade calculations and how they will appear. After you enter final grades, you may need to override a calculated final grade for a student. When overriding a calculated grade, you can set a unique value for both 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 percent value, 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 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 open the Reporting Term menu and 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**

