

PowerTeacher Gradebook: Getting Started Quick Reference Card

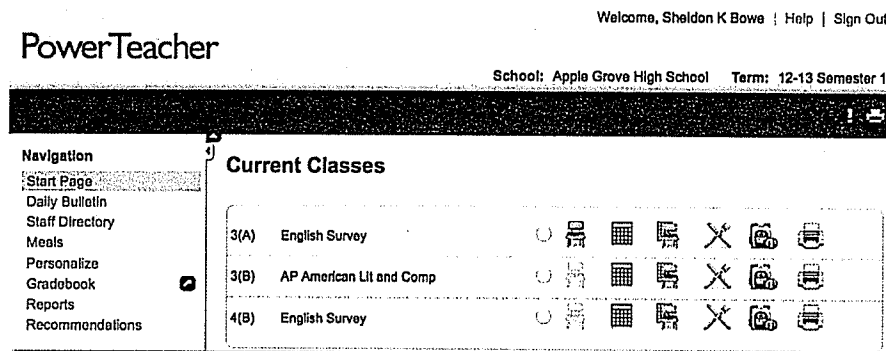
PowerTeacher Gradebook: Getting Started

Launching the Gradebook

Since the gradebook is part of PowerTeacher, navigate first to your PowerSchool server and sign in to PowerTeacher.

Note: The gradebook uses Java, so make sure you have the latest version of Java installed on your machine.

1. Navigate to your PowerSchool server address



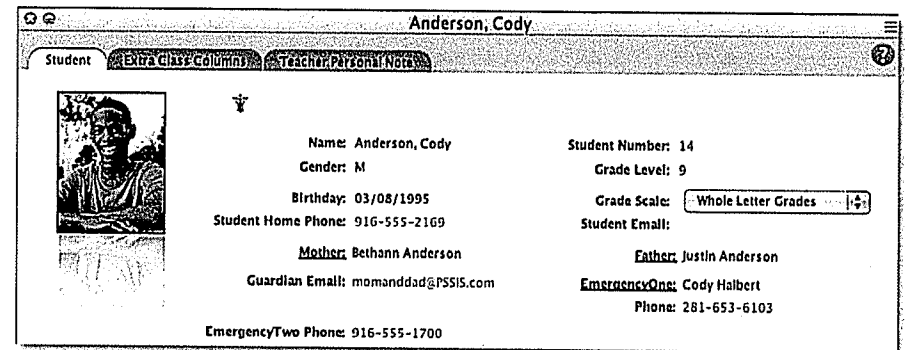
2. Enter the username and password you were assigned by your PowerSchool administrator
3. On the navigation menu, click the gray arrow next to Gradebook to launch the gradebook
4. As the program launches, Windows users will click **Run** and Mac users will click **Trust** or **Allow**

Accessing Student Information

Although you can access information about your students through PowerTeacher, the gradebook contains additional student information, such as the grade scale by which each student is graded and any personal notes from the teacher. To access a student's information:

1. In the Classes pane, select one of your sections
2. Click **Student Info**, and then double-click the name of a student

On the student's information pane, notice several icons near the top of the pane. The icons alert you to important things you need to know about your student, like medical conditions, family situations, or disciplinary considerations. If applicable, click each alert icon to learn more about your student.



3. Click any of the phone number links to enlarge the number
4. If you want to send an email to a parent, click the Guardian Email link, select **Email**, and complete the email message

Alternatively, you can click the Guardian Email link, select **Copy** to copy the email address, and then paste the address into your email program.

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- When you are finished, click **OK**

Adding Class Content

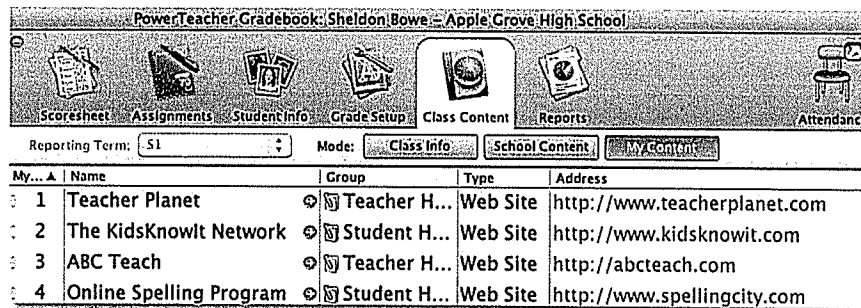
The Class Content pane contains three modes: Class Info, School Content, and My Content. You can view and edit basic class information for the selected class in Class Info mode. The content modes contain links to websites and resources on the web. Your PowerTeacher administrator provides resources in School Content. Add online resources you'd like to use in My Content mode.

To add a link to your content:

- Click **Class Content > My Content**
- Below the list, click the + sign
- Enter the name and address of the website
- Choose a content type and group

Web Site is the default content type. (If you're linking to a document that resides on your district server, select PDF or Word Doc to match.)

- Enter a description of the resource
- Click **Save**, and the link will appear on the My Content page



To add a link to your class description:

- In the Classes pane, select one of your sections
- Click **Class Content > Class Info**
- Enter a description
- Click + **link**
- Select the link you wish to add, then click **OK**
- Make changes to the description, if needed, and click **Save**

The class description and any links you have added are visible in the PowerSchool Student and Parent Portals. Students and parents can click the links to access the website or other online resources.

To change the name of one of your sections as it appears in the Classes pane:

- Select one of your sections
- Click **Class Content > Class Info**
- For Custom Display Name, enter a new name
- Click **Save**

To display the new class section name in your list of sections:

- From the Tools menu (Windows) or the PowerTeacher Gradebook menu (Mac), select **Preferences**
- Click **Section**
- Select **Custom Name Display > OK**

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The screenshot shows the 'Poetry Book' assignment form. It includes fields for Name, Abbreviation, Category, Score Type, Points Possible, Extra Points, Max, Weight, Date Due, and a checkbox for 'Include in Final Grade'. There is also a description box.

Poetry Book

Assignment | Publish | Standards

Name: Poetry Book Abbreviation: Poetry Book

Category: Project Score Type: Points

Points Possible: 10 Extra Points: 0 Max: 10 Weight: 1.00

Date Due: 06/21/2012 Include in Final Grade: ☒

Description:

Copying Assignments

You can copy assignments from one class to another, or from current or previous terms. Use the Current Classes menu in the Classes pane to select previous classes. Select to copy one assignment, several assignments, or all assignments.

1. Select the class that contains the assignment(s) you want to copy
2. From the Tools menu, select **Copy Assignments**
3. Check the assignments you want to copy, and click **Next**
4. The Copy Assignments window defaults to the current term, but you can also choose previous or future school years
5. Check the class or classes to copy the assignments to
6. Choose to keep the existing due date, assign today's date, or enter a custom date
7. Click **OK**

The screenshot shows the 'Copy Assignments' window. It includes a title bar, a description of the action, a semester selector, a list of classes with checkboxes, a due date selector, and buttons for Back, Cancel, and OK.

Copy Assignments

Copy assignments to the selected classes.

Copy Assignment: Poetry Book from Class: 3(A) English Survey 12-13 to the selected classes.

Semester 1

Classes
<input type="checkbox"/> same class
<input type="checkbox"/> 3(B) AP American Lit and Comp 12-13
<input checked="" type="checkbox"/> 4(B) English Survey 12-13

Due Date: Existing 06/21/2012

Back Cancel OK