

USING POWERTEACHER PRO



An EduTech Workshop

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USING POWERTEACHER PRO

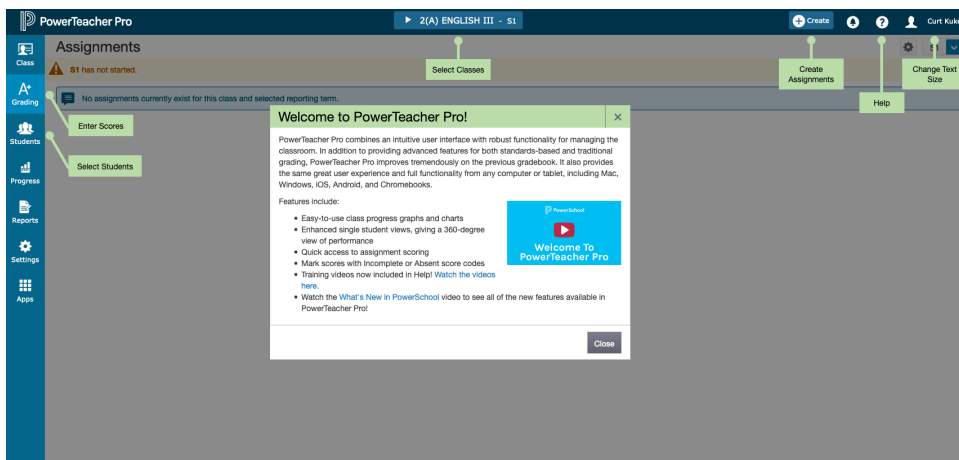
Setting up PT Pro

PowerTeacher Pro includes advanced features for both standards-based and traditional grading.

ACCESSING THE GRADEBOOK

No more Java!

1. Log into PowerTeacher: schoolname.ps.state.nd.us/teachers
2. On the start page select PowerTeacher Pro
3. Read the welcome message and select Close. To view the message again, select the Help icon (?) and select Getting Started

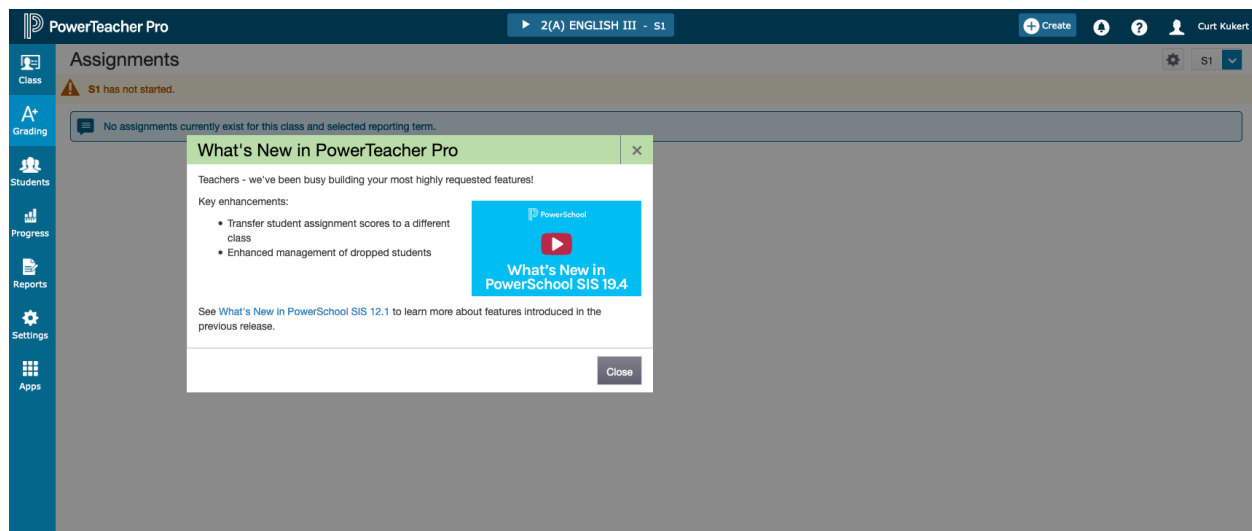


HELP MENU



The help menu has links for Tips and Tricks, Getting Started, What's New, and Videos. The help menu contains beneficial information for using PowerTeacher Pro. Videos include creating and duplicating assignments, scoring assignments and using the scoresheet.

WHAT'S NEW IN POWERTEACHER PRO SCREEN



VIEWING AND ADDING CLASS DESCRIPTIONS

1. At the top of the gradebook window select a class
2. In the upper right corner select a term in which the class meets
3. Select Settings
4. Select Class Descriptions
5. Enter the class description, syllabus or other details
6. Select any other class listed to open the window and add a description
7. Select Save when complete

SETTING UP DISPLAY PREFERENCES

You can customize display settings to control how class names appear in your gradebook. You can also define whether or not to show standards and traditional grades.

1. Select Settings
2. Select Display Settings
3. Open the Display and Sorting menu and select an option (At this time cannot customize class names)
4. Check Show Traditional Grades to display traditional grades
5. From the Values to Show in the Traditional Grade Column, select the types of grades you want to see: grade, percent and points
6. If you are using Standards, then make necessary selections in the Standards Usage area
 - a. Check Show Standards Pages and Links to use the standards features in the gradebook
 - b. To associate and show standards on assignments, select Show Standards on Assignments

- c. To make the auto-calculation of standards scores from assignments scores the default setting when you create a new assignment, choose New Assignments Start Checked from the “Auto-Calculate Assignment Standards Scores Initial State” menu.
7. Make a selection in the Navigation Links Sort Order
8. To show the Professional Judgment Indicator on the Standards and Standards Progress pages, check Show on Grading: Standards and Show on Students: Standards Progress
9. Under Student Names, choose how you want names displayed in the gradebook (At this time customized names are not available)
10. Choose how to sort students in the Sort Students by drop down
11. Check the boxes if you want newly enrolled students added to the bottom and pre-registered students hidden.
12. Select Save

SETTING UP GRADING PREFERENCES

Administrators may have chosen to set up the grading preferences and calculations at the district and school level for all teachers. If the administrators have chosen to allow teachers to edit some or all calculations, a teacher will be able to set up items. If administrator has chosen to not allow any editing of any term, the teacher will not be able to make changes.

1. Select Settings
2. Select Traditional Grade Calculations
3. To see grade calculations for all classes select Expand All
4. For a class select the Edit icon next to a reporting term (For example, an admin may allow teachers to edit how quarters are calculated but not how S1, S2 or Y1 are calculated)
 - a. If the reporting term has a green check under the Edit Calc the teacher may edit
 - b. If the reporting term does not have a green check the teacher cannot edit but can still select the edit icon to view how the term is set
5. If you are allowed to edit a calculation, check the Calculate Overall Class Grade
6. Open the type menu and choose a calculation type, such as Category Weighting
7. Open the Attribute menu and select a category, such as homework
8. To define the weight of the category, enter a value in the weight field, such as 2
9. Select the + button to add another category
10. Repeat steps 6-9 until all desired categories are added. You may need to adjust weights until you get desired percent.
11. Select Drop Low Scores and choose drop Low Overall or Drop Lowest by Category
12. Grading types can be removed by selecting the - button
13. Select Save

Q1 Reporting Term for ENG(A) English 5

Formula

Drop Low Scores

Calculate Overall Class Grade

✓

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Category Weighting	Classwork	2	40%	–
Category Weighting	Project	1	20%	–
Category Weighting	Quiz	1	20%	–
Category Weighting	Test	1	20%	–

If the calculation type is Standards and the attribute is either Specific Weighting or Specific Sum, weights must be defined for each standard by the administrator at the course level.

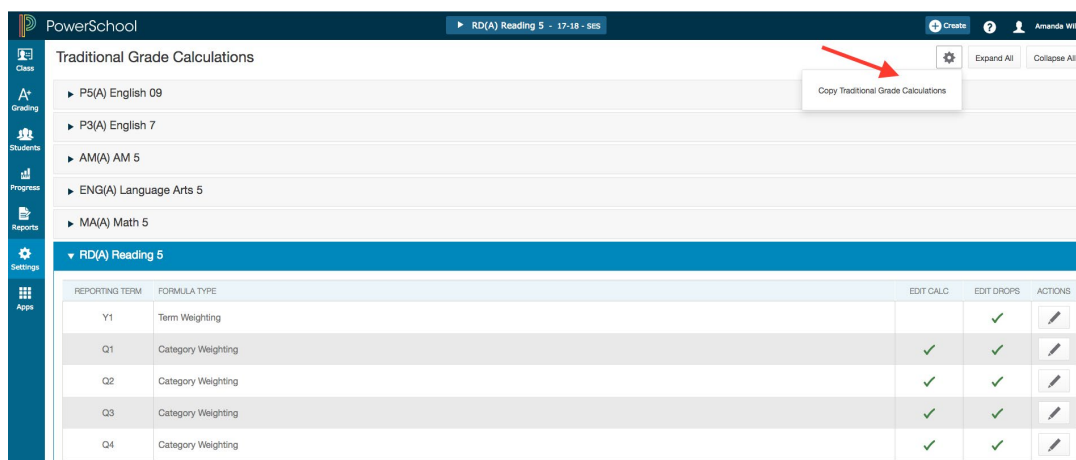
Save

COPYING TRADITIONAL GRADE CALCULATIONS

Grade Calculations can be copied from one term to other terms in the same class and one class to the next.

Copying calculation from one term to other terms

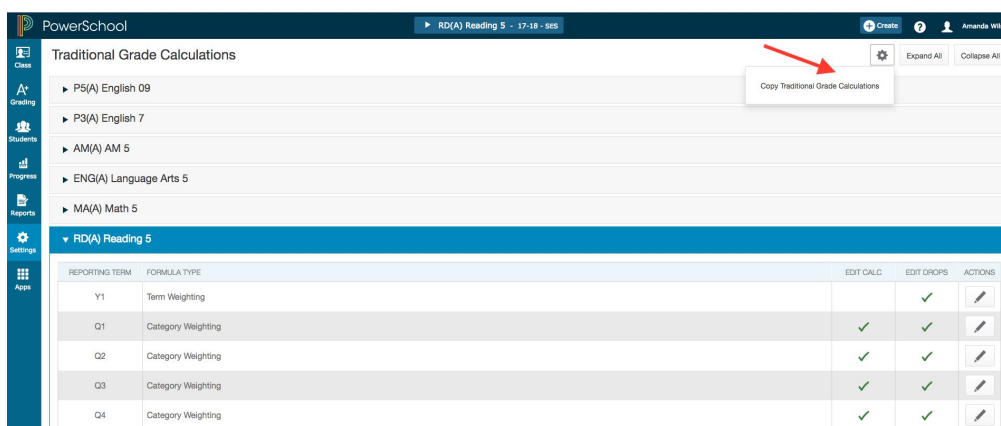
1. Select Settings
2. Select Traditional Grade Calculations
3. Expand a class
4. In the upper right corner select the gear icon
5. Select Copy Traditional Grade Calculations



1. Choose Copy Terms Within a Class (Fig. A)
2. In the From Class dropdown choose the class you are copying from (Fig. A)
3. Choose the Reporting term you are copying from (Fig. A)
4. In the To Reporting Term dropdown, select the terms you would like to copy to (Fig. A)
5. Select Validate
6. A Summary page will show what terms you are copying from and to (Fig. B)
7. Select Copy

Copying calculations from one class to another class

1. Select Settings
2. Select Traditional Grade Calculations
3. Expand a class
4. In the upper right corner select the gear icon
5. Select Copy Traditional Grade Calculations



6. Choose Copy Terms To Another Class (Fig. A)
7. In the From dropdown choose the term copying from (Fig. A)
8. In the Class dropdown choose the class you are copying from (Fig. A)

9. In the To dropdown choose the term you are copying to (Fig. A)
10. In the Class dropdown choose the classes you are copying to (Fig. A)
11. Check the box to Recalculate Final Grades (Fig. A)
12. Select Validate (Fig. A)
13. Summary screen will show what you are copying from and to. If you cannot edit certain calculations it will say Cannot copy to target reporting term because it is not editable by the teacher. (Fig. B)
14. Select Copy (Fig. B)

Copy Traditional Grade Calculations

Copy Terms: Within A Class (selected) To Another Class

From:

Term: 2017-2018 (17-18)

Class: RD(A) Reading 5

To:

Term: 2017-2018 (17-18)

Class: Select Classes

ENG(A) Language Arts 5, MA(A) Math 5

Recalculate Final Grades: ☒

Validate

Fig. A

Copy Traditional Grade Calculations

FROM: RD(A) READING 5 (2017-2018)
TO: ENG(A) LANGUAGE ARTS 5 (2017-2018)
RECALCULATE FINAL GRADES: YES

FROM	TO	COPY CALC	COPY DROPS	INFO
Q1	Q1	✓	✓	
Q2	Q2	✓	✓	
Q3	Q3	✓	✓	
Q4	Q4	✓	✓	
Y1	Y1			Cannot copy to target reporting term because it is not editable by the teacher

FROM: RD(A) READING 5 (2017-2018)
TO: MA(A) MATH 5 (2017-2018)
RECALCULATE FINAL GRADES: YES

FROM	TO	COPY CALC	COPY DROPS	INFO
Q1	Q1	✓	✓	
Q2	Q2	✓	✓	
Q3	Q3	✓	✓	
Q4	Q4	✓	✓	
Y1	Y1			Cannot copy to target reporting term because it is not editable by the teacher

Previous Copy

Fig. B

STANDARDS GRADES CALCULATIONS

1. Administrators can choose to set these up and allow or not allow teachers to edit.
2. If you are allowed to edit
3. Select Settings
4. Select Standards Grade Calculations
5. Define the Default Calculation in the Standards Grades section, such as Most Recent
6. Define number of recent scores to include in the calculation and the weighting by selecting the edit icon, choosing the number of scores, and editing the weight column
7. To automatically calculate higher level standards from lower level standards check the Auto-Calculate box
8. Select the metric that will be used
9. Select Save
10. Repeat steps for other classes

▼ ENG(A) English 5

Standards Grades
Calculate standards grades from assignment standards scores.

Default Calculation: Most Recent Scores ▼

Most Recent Scores Calculation
Set how many recent scores to include in the calculation, and their relative weighting.

Number of Scores: 3 ▼

SCORE	WEIGHT	PERCENT
1 (Most Recent)	2	50%
2	1	25%
3 (Least Recent)	1	25%

Calculating Higher Level Standards
Automatically calculate higher level standards grades from lower level standards grades.

Auto-Calculate: ☒

Use This Metric: Mean ▼

Working with Assignments

Before creating assignments, it's recommended that you create categories so you can group assignments by type. The administration may have set up categories in order to calculate grades.

CREATING CATEGORIES

Categories are classification groups for your assignments. All assignments must be tied to a category. Teachers can set up categories or use district-created categories.

1. Select Create
2. Select View All to view categories already created
3. Select Category
4. On the Category tab, open the Select Classes menu and select the class or classes to use the category
5. Enter the name of the category


6. Select a color
7. Use the default status of Active
 - a. Check Inactive for categories you no longer use

Category Assignment Defaults View All

Limit this category to these classes Select Classes ▼

4 Classes: ENG(A) English 5(SES), RD(A) Reading 5(SES) [\(More\)](#)

Name*

Color  Gray ▼

Status Active ☒ Inactive ☐

Description

8. Select the Assignment Defaults tab
9. Select the default score type that assignments will use
10. To include extra points by default, select Extra Points and enter a number (Only use if every assignment in this category will receive extra points)
11. To weight assignments in this category by default, select Weight and enter a value (Can also be done at the assignment level)
12. In the Points box enter the points that assignments in this category will be worth by default (Can be changed at the assignment level)
13. Check the box to Include in Final Grade if assignments in this category calculate into the final grade
14. Select Save

?

×

Category

Assignment Defaults

View All

Score Type

Points

▼

Scoring

+ Extra Points

+ Weight

Score Entry Points

10

Publish Scores

Count in Final Grade

☒

CREATING AND VIEWING ASSIGNMENTS

Assignments can be viewed on both the Assignments and Scoresheet pages. Assignments can be copied or duplicated from one class to the next.

1. Select Create
2. Select Assignment
3. Open the Select Classes menu and select the class to create the assignment
4. Select outside the Select Classes menu to close it
5. Enter name of assignment
6. Select a Category
7. Select Score Type
8. Enter points
9. If you want to add Extra Points or change the Weight it can be done here
10. Check the box to Count in Final Grade
11. Enter a due date
12. Enter a Description

?

×

Assignment

Students

Standards

Publish

Classes*

Select Classes

▼

1 Class: 7(A) English 10(EDHS)

Assignment Name*

PT Pro Test

⌵

Category *

Test

▼

Score Type

Points

▼

Score

Remove Extra Points

+ Weight

Score Entry Points*

25

Extra Points*

Score Entry Points 25 + Extra

5

= Max Entry

30

Count in Final Grade

☒

Due Date*

Wednesday

2/1/2017

⌵

Description

13. Select the Students tab

- a. Add/Remove students from this assignment by selecting Add/Remove Students, clearing the check box next to the Filter area and check the boxes next to students to remove

Assignment Students Standards Publish

Classes
1 Class: RD(A) Reading 5(SES)

Show Selected Students Add/Remove Students

The assignment applies to 2 out of 8 students.

FILTER X ☐

Gutierrez, Karla	<input checked="" type="checkbox"/>
Meade, Austin	<input type="checkbox"/>
Nelp, Marshall	<input type="checkbox"/>
Robinson, Kellie	<input checked="" type="checkbox"/>
Schuster, Macy	<input type="checkbox"/>
Tran, Haylee	<input type="checkbox"/>
Werner, Catlin	<input type="checkbox"/>
Williams, Kyle	<input type="checkbox"/>

14. Select the Standards tab

15. Select the standards that are aligned to the assignment

Assignment Students Standards Publish

Classes
1 Class: RD(A) Reading 5(SES)

Show Selected Standards Add/Edit Standards

FILTER X ☐

5.RL.01 - Quote accurately from a text when explaining what the text says	<input checked="" type="checkbox"/>
5.RL.02 - Determine a theme of a story, drama, or poem from details; summarize	<input type="checkbox"/>
5.RL.03 - Compare two or more characters, settings, or events in a story or drama	<input type="checkbox"/>
5.RL.04 - Determine meanings of words and phrases including metaphors and similes	<input type="checkbox"/>
5.RL.05 - Explain how a series of chapters, scenes, or stanzas fits together	<input checked="" type="checkbox"/>
5.RL.06 - Describe how a narrator's or speaker's point of view influences events	<input type="checkbox"/>
5.RL.07 - Analyze how multimedia elements contribute to meaning, tone, or beauty of text	<input type="checkbox"/>
5.RL.09 - Compare stories in the same genre on approaches to similar themes and topics	<input checked="" type="checkbox"/>
5.RL.10 - Read and comprehend literature, including stories, dramas, and poetry	<input type="checkbox"/>
5.RI.01 - Quote accurately from a text when explaining what the text says	<input type="checkbox"/>
5.RI.02 - Determine main ideas of text and how they are supported by details; summarize	<input type="checkbox"/>

16. Select the Publish tab

17. Open the Publish Assignment dropdown and select when to publish scores

18. Make sure the Publish Scores box is checked

19. Select Save

The screenshot shows the 'Publish' tab in the PowerTeacher Pro interface. Below the tabs, there are two sections: 'Publish Assignment' with a dropdown menu currently set to 'Immediately', and 'Publish Scores' which has a green checkmark icon next to it, indicating that scores are being published.

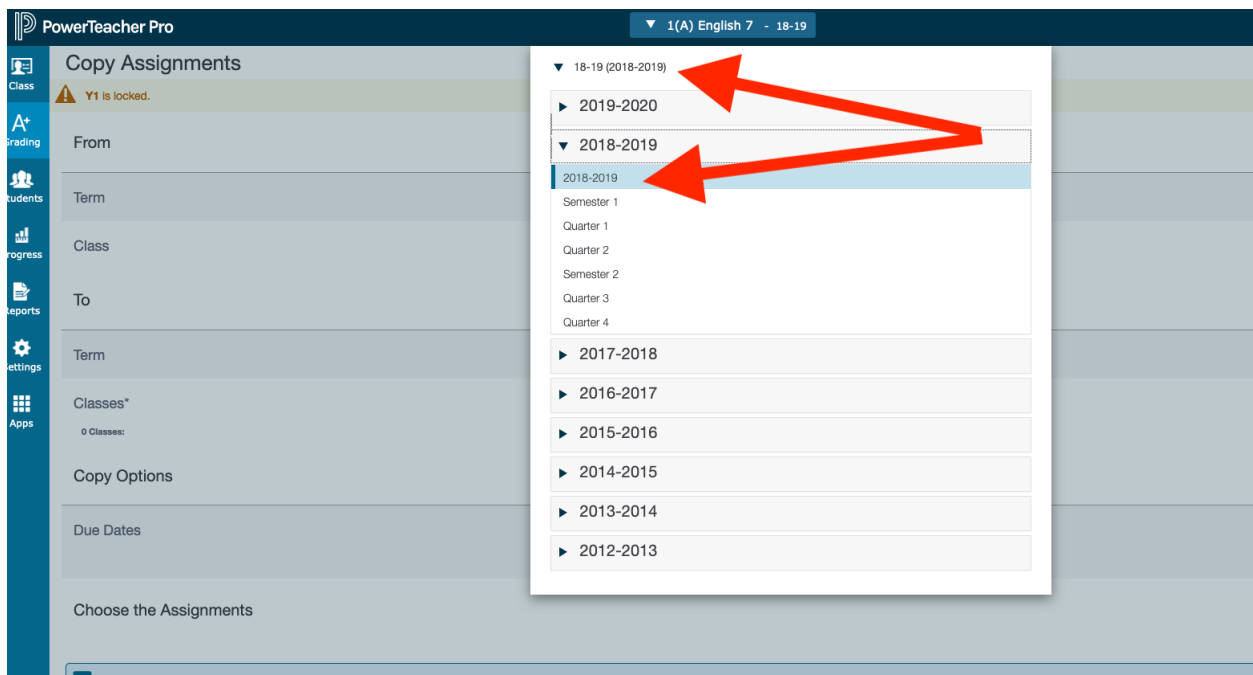
****If you want to duplicate the assignment for the same class you can select Duplicate at the bottom of the assignment. It will need a new assignment name but students, standards, points, etc will all be the same.**

DUPLICATE AN ASSIGNMENT FOR USE IN ANOTHER CLASS

1. Select Grading
2. Select Assignment List
3. In the list of assignments select the Edit icon
4. Select Duplicate
5. Open the Select Classes menu, clear the checkbox next to the currently selected class and choose a different class
6. Select Outside the Select Classes menu to close it
7. Enter the assignment name
8. Use or modify the same category, score type, points, due date, description and publication settings
9. Select Students tab
10. Select Add/Remove students and select students if needed
11. Select the Standards tab
12. Select Add/Edit Standards and select new standards if needed
13. Select Save and close the Edit window
14. To verify the assignment copied, choose the class the assignment was copied to and the assignment should show

COPYING ASSIGNMENTS FROM PREVIOUS YEAR TO NEW YEAR

1. Teachers are now able to copy assignments from previous years to the current year.
2. In the Classes dropdown select the previous year from the arrow



3. Select the class you are going to copy
4. In the From section select the term you are going to copy and select the class you want to copy
5. In the Term section select the term you are copying into and select the class or classes to copy into

Copy Assignments

⚠️ Y1 is locked.

From

Term: 2018-2019 (18-19) ▼

Class: 1(A) English 7 18-19 ▼

To

Term: 2019-2020 (19-20) ▼

Classes*: Select Classes ▲

1 Class: 1(A) English 7

Copy Options

Due Dates

Choose the Assignments

CATEGORY	ASSIGNMENTS
Class	1.Amigo Brothers

6. Select the Due Dates from the dropdown. Most common will be Relational

Copy Options

Due Dates

Choose the Assignments

CATEGORY ASSIGNMENTS

Relational

Existing

Relational

Custom

Selected Term

DUE DATE SCORE TYPE

7. Check the assignments to copy or select the top box for all assignments

8. Select Copy Assignments

Copy Assignments



Choose the Assignments

✓	CATEGORY	ASSIGNMENTS	DUE DATE	SCORE TYPE
✓	Class	1.Amigo Brothers	5/21/2019	Points pts: 10
✓	Proj	2.Homelessness Essay	5/14/2019	Points pts: 100
✓	Quiz	3.Comma Quiz	5/3/2019	Points pts: 18
✓	Proj	4.That Was Then Packet	5/1/2019	Points pts: 85x 0.5
✓	Quiz	5.That Was Then Vocabulary Quiz	4/29/2019	Points pts: 23
✓	Class	6.Commas F, Page 289	4/24/2019	Points pts: 15
✓	Class	7.Commas E, P. 288	4/23/2019	Points pts: 20
✓	Class	8.Commas, P. 284	4/18/2019	Points pts: 20
✓	Quiz	9.Run-ons/Fragments Quiz	4/11/2019	Points pts: 18
✓	Quiz	10.That Was Then Chapter 3 Quiz	4/9/2019	Points pts: 33
✓	Class	11.Yellow Booklet (Run-ons, fragments, comma splices)	4/8/2019	Points pts: 25
✓	Class	12.Chapter 1 & 2 Crossword Review	4/5/2019	Points pts: 31x 0.5
✓	Class	13.Fragments P. 4 and Run-ons	4/5/2019	Points pts: 20
✓	Class	14.That Was Then Ch. 1 Q's	4/5/2019	Points pts: 13
✓	Proj	15.Figurative Language Cereal Ad	4/4/2019	Points pts: 30x 1.5
✓	Class	16.Sentences and Clauses	3/29/2019	Points

Copy Assignments

**You can change your term back to 19-20 and select the class. When you look at the scoresheet the assignments will be copied.

Working with Grades

Use the type of score that you set up when you created the assignment. If you set the assignment to points, make sure to enter points

ENTER SCORES

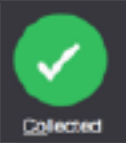
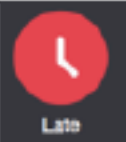

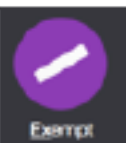
1. Select Grading
2. Select Assignment List or Scoresheet (personal preference)
3. Enter a score by selecting in the cell where the student name intersects with the assignment
 - a. You can type in the score or you can use the score inspector that pops up on the right
4. View the summary above the list of assignments to see the score type, existing student score and due date.
 - a. Note when entering scores, the final grade does NOT calculate until you have saved
5. In the summary you can select Edit Assignment or Show More to view additional information such as Grade Scale and Special Codes Scale

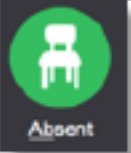





- a. Special Codes take the place of Score Codes in PowerTeacher. They now have to be entered on the admin side for teachers to use. Teachers can no longer create their own.

USING SCORE INSPECTOR AND FLAGS

The Score Inspector provides more details about the student's performance such as missing or late assignments. Comments can also be entered on the score inspector.

If your administrator has added a special codes scale to the regular grade scale, you can select Codes in the Score Inspector and select a code. The following table explains the icons available in the gradebook.

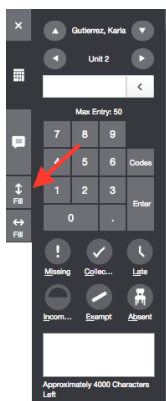
Flag or Icon	Description
	Indicates that an assignment was collected
	Indicates that an assignment is late
	Indicates that an assignment is missing
	Indicates that an assignment is exempt

Flag or Icon	Description
	Indicates that an assignment wasn't completed due to the student being absent
	Indicates that an assignment is incomplete
	Indicates that a comment was added
	Indicates that evidence exists for mastery that may differ from a student's calculated standard score
	Indicates that the standard grade is auto-calculated from the lower-level standards scores
	Indicates that the assignment score is used to auto-calculate the scores for the standards aligned to the assignment

FILLING SCORES FOR MULTIPLE STUDENTS OR ASSIGNMENTS

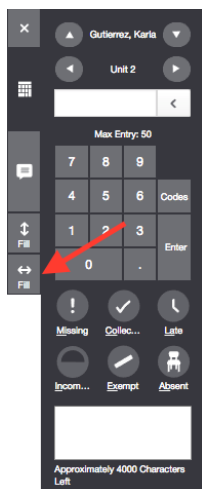
You can fill scores for one assignment for all the students in class or fill all assignment scores for one student. If the cell is empty the score will fill.

1. Fill Scores for one assignment:
2. Select a score cell
3. Enter the score or select the flag in the Score Inspector such as Collected
4. Select the Fill icon with the vertical arrows
5. Select Save



Fill Scores for multiple assignments for one student:












1. For the selected student, select a score cell
2. Enter the score or select the flag in the Score Inspector
3. Select the Fill icon with horizontal arrows
4. Select Save



ADDING COMMENTS

Use comments to add details about performance. Add comments manually or from comment bank if there are any available.

1. Select the Comment icon in the Score Inspector
2. Enter a comment in the text box or select Comment Bank and select a comment. Comments from the bank are added on the admin side
 - a. A blue comment icon appears in the student's score cell
3. Select Save
4. Select the icon to read the comment

STUDENTS (8)	GRADE	Unit 1 (2/1/2017)	Unit 2 (2/14/2017)
 1. Gutierrez, Karla	A 93%	45	48
 2. Meade, Austin	F 45%	NHI 	45
 3. Nelp, Marshall	B 85%	40	45
 4. Robinson, Kellie	B 87%	42	45
 5. Schuster, Macy	A 90%	47	43
 6. Tran, Haylee	C 81%	39	42
 7. Werner, Caitlin	C 76%	36	40  
 8. Williams, Kyle	B 87%	45	42

MARKING ASSIGNMENTS

There are two methods to score assignments. You can score a single assignment from the Assignment List or score multiple assignments from the Scoresheet

Enter scores for single assignment:

1. Select Grading
2. Select Assignment List
3. Select the name of the assignment
4. Select a score cell and enter a score
5. Select the comment icon in the Score Inspector if desired
6. Enter a comment if desired
7. Select the right facing score arrow in the Score Inspector to move to a standards score cell (if standards are attached to the assignment)
8. Enter a standards score for the student if a standard has been attached
9. Select Save

****When entering in this mode you will not see the overall grade for the class. You will just see the score for that assignment**

Enter scores for multiple assignments on the Scoresheet:

1. Select Grading
2. Select Scoresheet
3. Select a score cell and type a score or enter it in the Score Inspector
4. If you want to fill all assignments with that score use the vertical arrows to fill down
5. In the alert window that lists the number of scores filled select Ok
6. Select Save

VIEWING OR MODIFYING GRADES FOR DROPPED STUDENTS

1. Select the class the student was enrolled
2. Select the Grading A+ tab and select Traditional under Grades
3. Select the Gear icon and select Show Dropped Students

PowerTeacher Pro 1(A) English 7 - 19-20

Grades: Traditional - Y1
1(A) English 7

Y1 has not started.

Class Grade: Y1
Grade Scale Type: (I - F)

Calculations: Total Points

STUDENT (4)	Y1	ATTENDANCE			ASSIGNMENTS		
		ABSENCES	TARDIES	MISSING	LATE	INCOMPLETE	
1. Alberts, Jaydean	--	--	--	--	--	--	
2. Anderson, Abigail	--	--	--	--	--	--	
3. Anderson, Kaydynce	--	--	--	--	--	--	
4. Asai, Levi	--	--	--	--	--	--	

Hide Summary
Show Dropped Students
Recalculate Final Grades

4. Enter grades for that dropped student

TRANSFER STUDENT ASSIGNMENT SCORES TO A DIFFERENT CLASS

It's now possible to transfer scores from one section to another section for a student that moves during the term.

1. Select the Students tab and select the new student that has transferred to the section

Student View

Students (11) Show Dropped

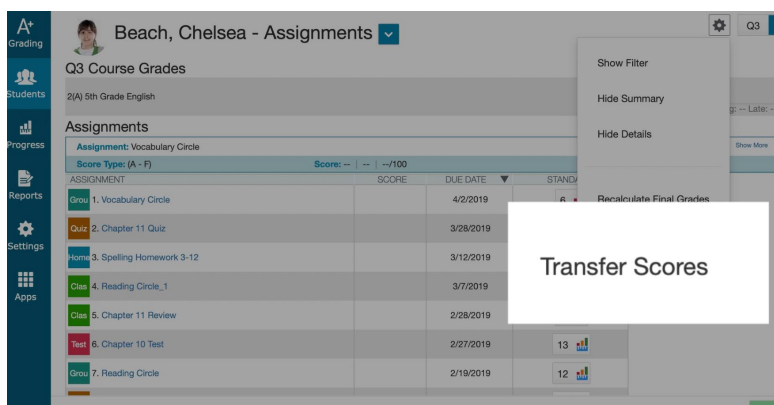
Type to search

All
2(A) 5th Grade English

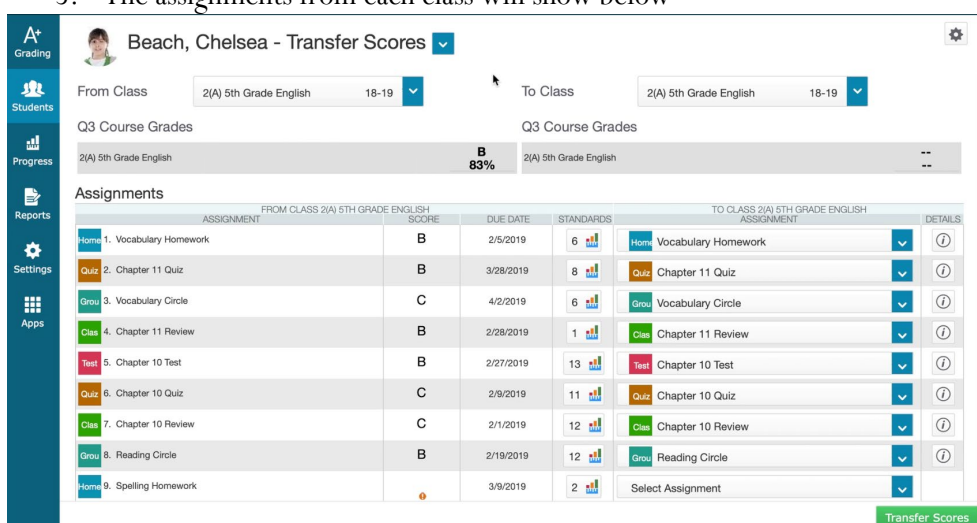
Allred, Kathleen
Beach, Chelsea
New student as of 4/8/2019
Dansie, Bradley
Dern, Justin
Hoekstra, Tracy
Landgraf, Nicholas

Assignments
Standards Progress
Comment Log
Demographics
Quick Lookup - Traditional
Quick Lookup - Standards
PowerTeacher Portal

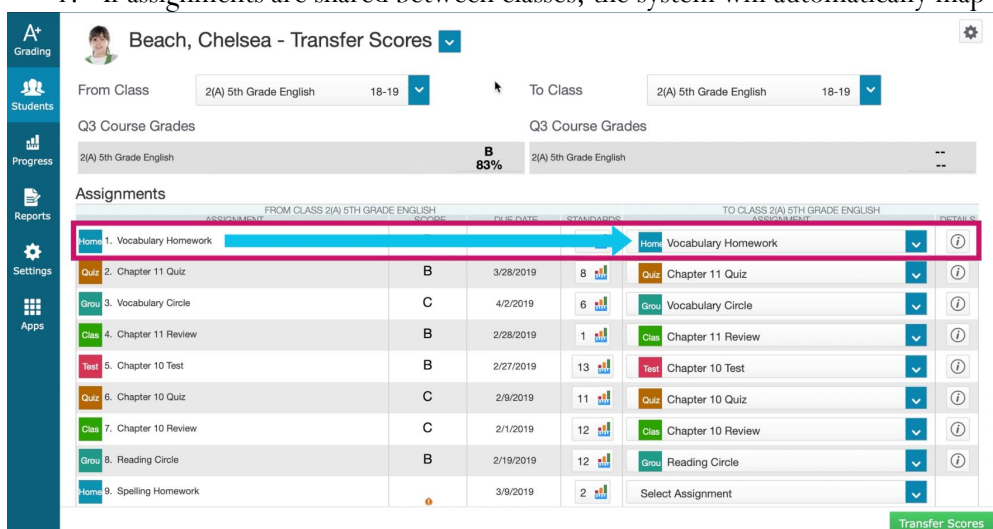
2. Select Transfer Scores from the gear icon in the upper right



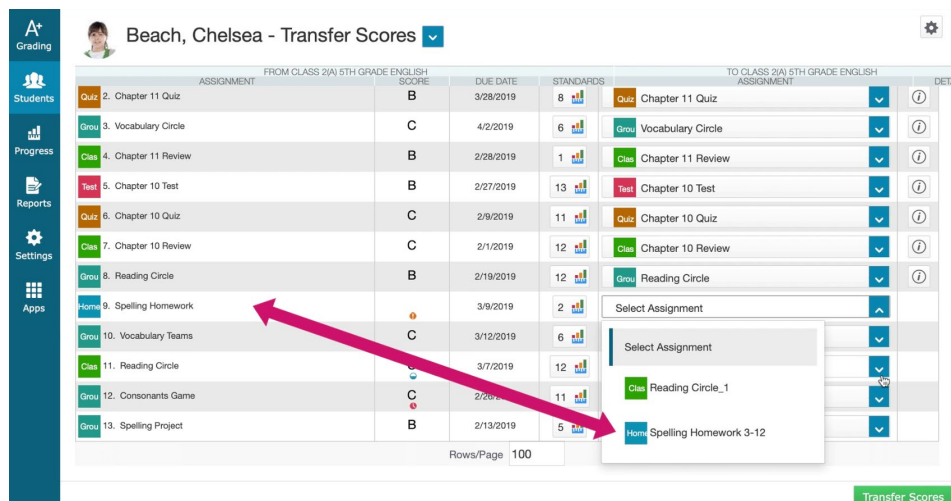
3. In the From Class section select the class the student left
4. In the To Class section select the class the student is now enrolled
5. The assignments from each class will show below



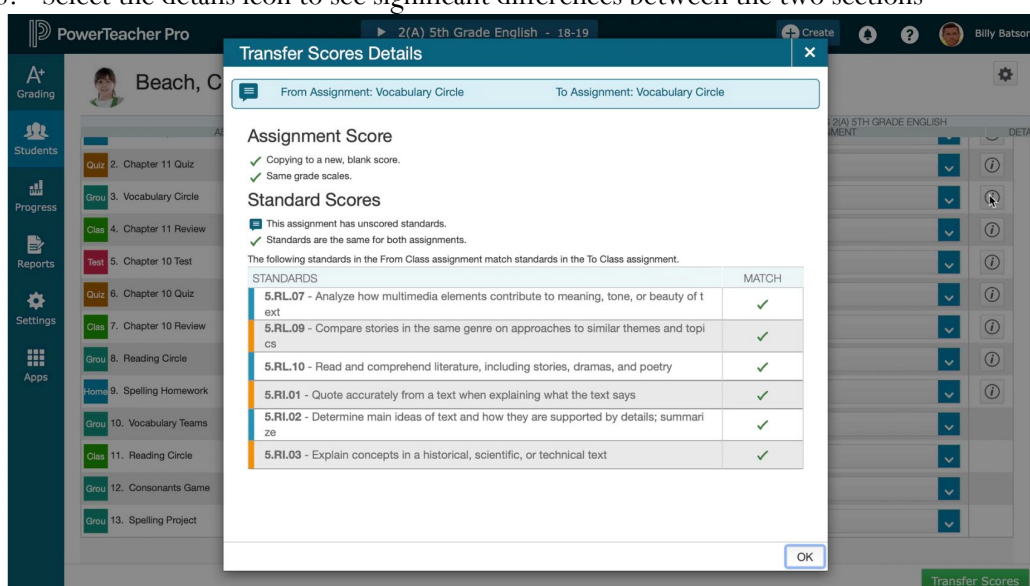
1. If assignments are shared between classes, the system will automatically map them



7. For any remaining assignments that do not map, you can select an assignment from the dropdown that is similar



8. Select the details icon to see significant differences between the two sections



9. Once done mapping select Transfer Scores

**Assignment scores, standard scores, assignment comments and assignment flags are saved. Comments from the From Class teacher will appear with the teacher's name at the end of the comment.

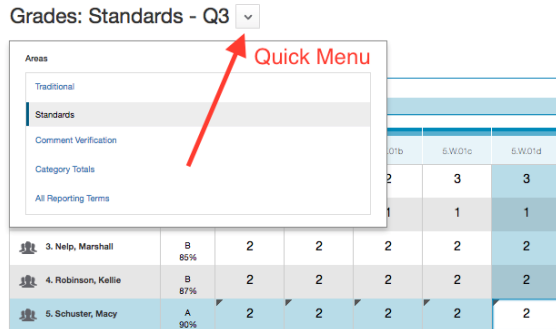
Working with Final Grades

Final grades are updated automatically throughout the term as grades are entered and saved. At the end of the term you may need to enter standard scores or modify individual grades.

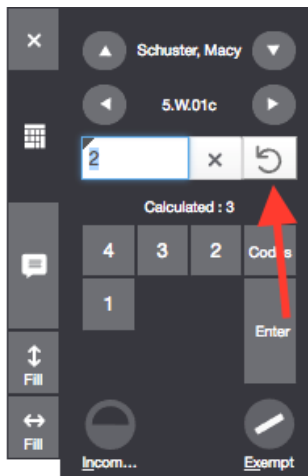
MODIFY TRADITIONAL FINAL GRADES

1. Select Grading
2. Select Traditional
3. Select a student's final grade

4. In the Score Inspector, edit the student's grade
5. Select Save
 - a. Notice the final grade cell has a small triangle in the upper left corner indicating the grade has been manually changed.
6. Open the Quick Menu and select Standards



7. Select a standards grade for the same student and edit
8. Select Save
 - a. To revert to the calculated grade select the undo icon in the Score Inspector



RECALCULATING FINAL GRADES

Final grades in PowerTeacher Pro are calculated automatically, but there are times when a forced recalculation is necessary. Use the recalculate tool after making significant changes in the gradebook. Also recalculate after your administrator changes a setting that affects the gradebook such as a calculation formula

1. Select Settings
2. Select Recalculate Final Grades
3. Select the classes in which you are recalculating grades
4. Choose which grade type to recalculate
5. Select Recalculate

Analyzing Performance

You can analyze student performance anytime throughout the year or term to see if they are mastering the skills and standards that you are teaching. You can also review entire class performance using the progress pages.

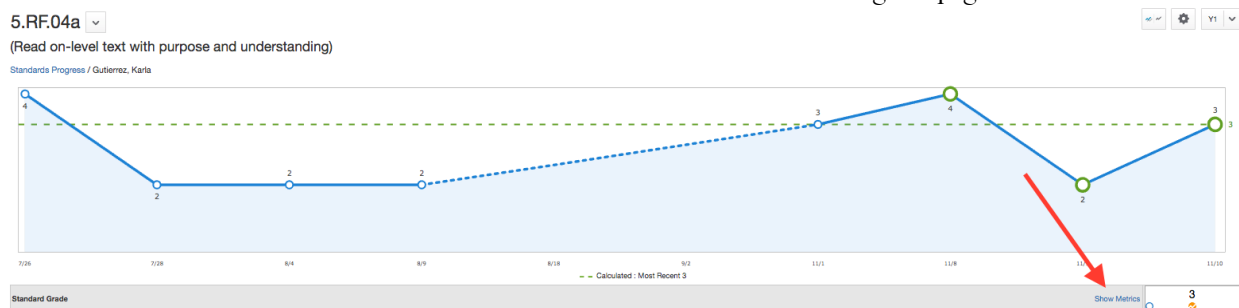
VIEWING INDIVIDUAL STUDENT PROGRESS

1. At the top of the gradebook window select a class
2. Select Students
3. To view the first student's performance, select Assignments
 - a. If you want to see the whole year, switch your term dropdown in the right to Y1 or any term you wish to see
4. Review student's course grades and individual assignment scores
5. Open the Quick Menu at the top and select Standards Progress and review scores for each reporting term
6. Select the Assignments icon to see a graph for one of the standards

5.RL.01 Quote accurately from a text when explaining what the text says
Grade Scale Type: (4 - 1)

STANDARDS	Q1	Q2	Q3	Q4	Y1	ASSIGNMENTS
5.RL.09 - Compare stories in the same genre on approaches to similar themes and topics						0
5.RL.10 - Read and comprehend literature, including stories, dramas, and poetry						1
5.RI.01 - Quote accurately from a text when explaining what the text says						0
5.RI.02 - Determine main ideas of text and how they are supported by details; summarize		3			3	2
5.RI.03 - Explain concepts in a historical, scientific, or technical text						0
5.RI.04 - Determine the meaning of general academic and domain-specific words						0
5.RI.05 - Compare the structure of events, ideas, or concepts in two or more texts						0
5.RI.06 - Analyze accounts of same event, noting important similarities and differences						0
5.RI.07 - Use a variety of sources to find an answer quickly or solve a problem						0
5.RI.08 - Explain how an author uses evidence to support particular points						0
5.RI.09 - Use information from texts on a topic to write or speak about the topic						0
5.RI.10 - Read and comprehend history/social studies, science, and technical texts						0
5.RF.03 - Apply grade-level phonics and word analysis skills in decoding		3			3	3
5.RF.03a - (Use knowledge of letters and sounds to read unfamiliar multisyllabic words)		3			3	3
5.RF.04 - Read with sufficient accuracy and fluency to support comprehension	2	3			3	9

7. Review the graph of scores
8. Select Show Metrics to review other statistics on standards
9. Select Students and select a different student to view Standards Progress page



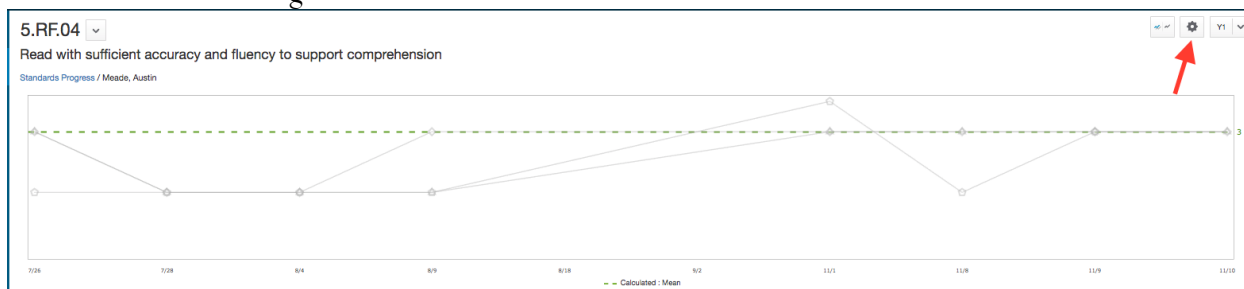
DEFINITIONS OF STANDARDS SCORES STATISTICS

- Most Recent – The average of the most recent scores
- Mean – The mathematical average of the scores
- Median – The middle of the scores (half the scores are below and half are above this score)
- Mode – The most common score achieved
- Weighted Mean – The average of the scores based on the average of total weighted points
- Highest – The highest score
- **The orange professional judgment indicator may appear next to a student's standard score when evidence exists for mastery that differs from the student's calculated score. If the teacher changes the score based on professional judgment the indicator will appear. Use professional judgment to determine if calculated score is true or not.

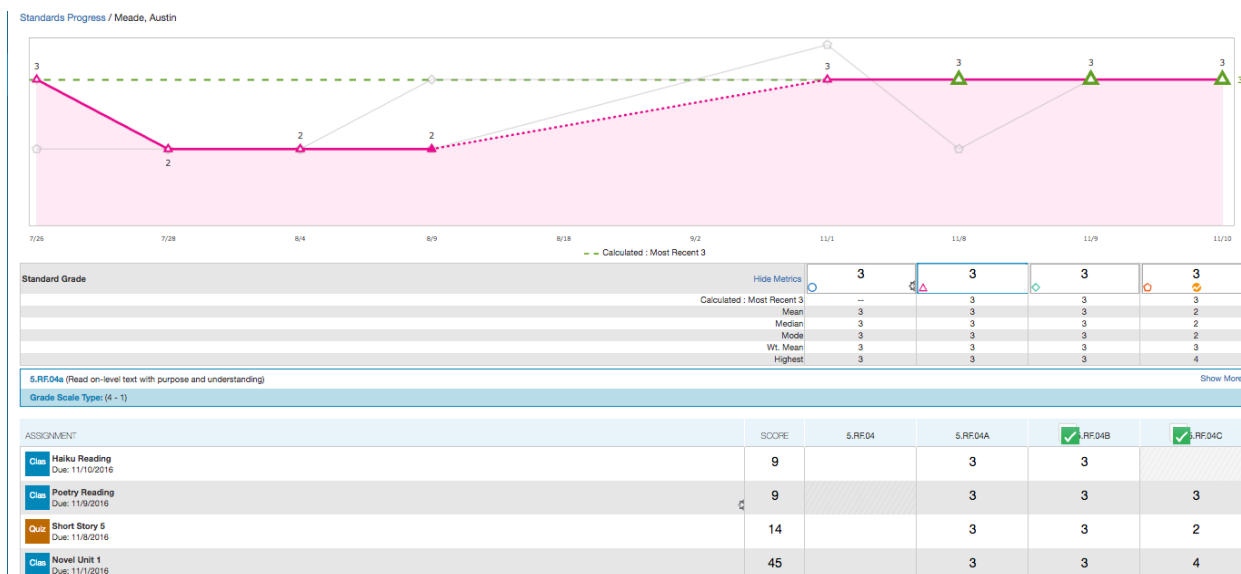
COMPARING UP TO FOUR STANDARDS

You can compare up to four standards for one student in the Standards Progress screen.

1. Select Students
2. Select Standards Progress for a student
3. Select Assignments icon for one of the standards
4. Select the Settings icon next to the term menu



5. Select the standards you want to include in the comparison
6. Select Ok
7. Select one of the symbols such as the triangle on one of the graphs for different standard to highlight and view the scores
8. Below the graph view the calculated standard grade, the metrics, aligned assignments and scores included in comparison



Analyzing Class Progress

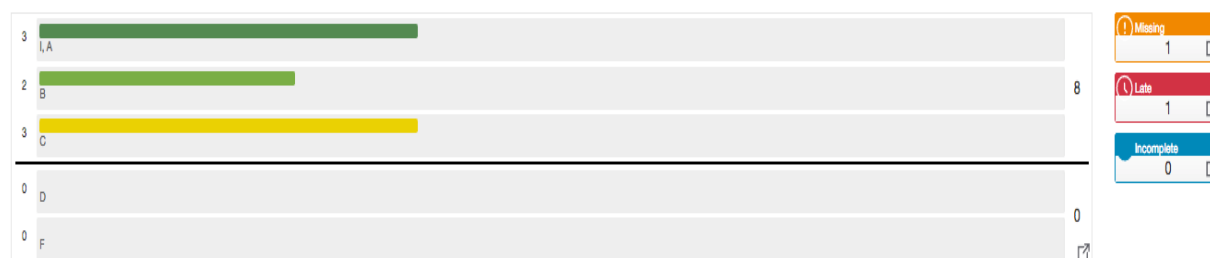
You can analyze the performance of an entire class on traditional and standards grades.

VIEWING TRADITIONAL GRADES PROGRESS

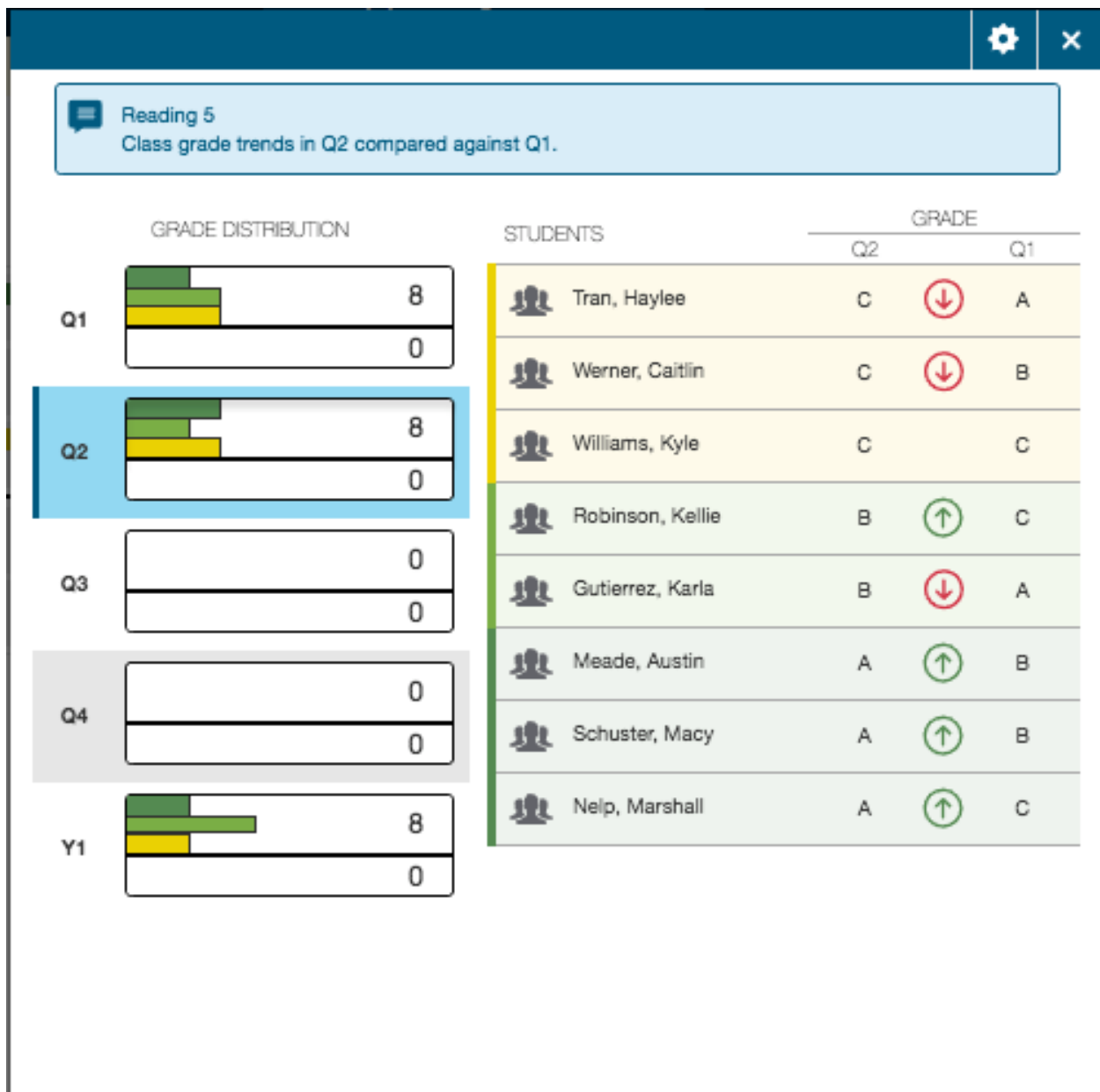
1. Select a class at the top of the page
2. Select Progress
3. Select Traditional
 - a. The graph shows the distribution of grades for the class for the selected reporting term. On the right is a summary of missing, late or incomplete assignments

Traditional Grades Progress

Reading 5 (Q2)



4. Select the graph to open the Traditional Grades Distribution window and you will see how grades were distributed.
 - a. The graph will also show the term before and whether the student is trending up or down
 - b. You can select the settings icon to choose different terms or selecting on the term within the graph to show different terms.



VIEWING STANDARDS GRADES PROGRESS

1. Select a class from the top of the screen
2. Select Progress
3. Select Standards
 - a. The graphs shows the distribution of scores for each standards aligned to the course for the reporting term

4. Select the graph to open the Standards Grades Distribution window
5. On the left, view the score distribution for the selected standard for the reporting term
6. On the right, view the grade trends of students in the class compared to the previous term
7. To compare trends between different terms, select a term in the Grade Distribution Column

VIEWING ASSIGNMENTS ALIGNED TO A STANDARD

- | STANDARDS | | GRADE DISTRIBUTION | ASSIGNMENTS | | | | | | | |
|---|---|--|-------------|---|---|--|--|--|---|---|
| 5.RL.01 - Quote accurately from a text when explaining what the text says | | <table border="1"> <tr> <td>8</td> <td>0</td> <td>2</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table> | 8 | 0 | 2 | | | | <table border="1"> <tr> <td>1</td> </tr> </table> | 1 |
| 8 | 0 | 2 | | | | | | | | |
| | | | | | | | | | | |
| 1 | | | | | | | | | | |

9. On the Standards Assignment Trend window, select the name of the assignment
10. Edit students' score for the selected standard and select Save, if needed

PowerTeacher Pro Reports

The gradebook contains reports that can be viewed on screen or printed as a PDF. Reports can be customized by adding a title, a top note, or a signature line

RUN THE INDIVIDUAL STUDENT REPORT

1. Select Reports
2. Select Individual Student Report
3. Enter a Report Title
4. Open the Select Classes menu and choose classes
5. In the Sort Options section, choose By Section, By Student
6. Open the Students' menu and choose Last Name to sort by last name
7. Open Assignments menu and choose how you want the assignments to show
8. Open Areas to Include and make selections on what you want to view
9. Verify Show Percentages and Show Assignments with No Data
10. To select terms, open Date Range boxes and make selections
11. Open Data Filters dropdown to make any selections
12. Select the Students tab
13. To run the report for only a selected number of students, select Add/Remove Students and select students
14. Select the Format tab
15. Choose page Orientation
16. Leave PDF as the output
17. If you want a single page per student, leave Page Break checked
18. To save ink, choose Exclude Row Shading
19. To include a Top Note, check the box and type a note in the text box
20. To include a Bottom Note, check the box and type a note in the text box
21. To include a Signature Line, check the Include box
22. Select Run Report

Please take a moment to review your grades

Individual Student Report	Gutierrez, Karla
Class: RD(A) Reading 5	Teacher: Wilson

Final Grade

Rpt. Term	Grade	Percent	Absent	Tardy	Missing	Late	Incomplete
Q1	A	93%					
Q2	B	87%			1	0	0

Assignment Scores

Date	Category	Assignment	Score	Pts Poss	%	Grade	Flags
02/01/17	Classwork	Novel Unit 1	45	50	90%	A	
11/16/16	Classwork	PSUG Day 1	22	20	110%	A	
11/10/16	Classwork	Haiku Reading	9	10	90%	A	
11/09/16	Classwork	Poetry Reading	8	10	80%	C	
11/08/16	Participation	Phonics to decode					MI
11/08/16	Quiz	Short Story 5	13	15	86.67%	B	
11/07/16	Classwork	Main Idea	9	10	90%	A	
11/04/16	Classwork	Character comparisons	17	20	85%	B	
11/01/16	Classwork	Novel Unit 1	40	50	80%	C	
10/17/16	Classwork	test2		10			
09/02/16	Quiz	Short Story Quiz	47	50	94%	A	
08/18/16	Classwork	Short Story 5	7	10	70%	D	
08/09/16	Classwork	Short Story 3		10			

RUN THE MULTI FUNCTION ASSIGNMENT REPORT

1. Select Reports
2. Select Multi Function Assignment Report
3. Enter a report title
4. Open the Select Classes menu and select classes
5. Open Sort Options and sort Students and Assignments
6. Check or uncheck the Show Percentages and Show Assignment Comments
7. Choose the Date Range
8. Use Data Filters to determine what you want to see
9. Choose Students tab and select Add/Remove Students to run for a select group
10. Select Format tab and choose Orientation
11. Leave Output at PDF
12. To save ink, select Exclude Row Shading
13. Check to include a Top Note or Bottom note
14. Select Run Report

Novel Unit 1			Due: 02/01/17			Category: Classwork	
Name	Score	Max	%	Grade	Flags	Comment	
Gutierrez, Karla	45	50	90%	A			
Meade, Austin		50			Mi		
Nelp, Marshall	25	50	50%	F	In	Needs to turn assignments in on time	
Robinson, Kellie	40	50	80%	C			
Schuster, Macy	46	50	92%	A			
Tran, Haylee	48	50	96%	A			
Werner, Caitlin	42	50	84%	C			
Williams, Kyle	41	50	82%	C			

RUN THE SCORESHEET REPORT

1. Select Reports
2. Select Scoresheet Report
3. Enter a Report Title
4. Open the Classes menu and select a class or classes
5. Open the Student Field box and select what to show on the report; student name or student number
6. Open the Students drop down in the Sort Options area and choose how to sort the report
7. Open Categories and select the categories to show on the report or leave unchecked for all
8. Open the Final Grades dropdown and select the reporting terms to show on the report. Only includes final grades from the selected term
9. Open the Date Range dropdown and choose manual or other terms. Includes all assignments in that date range
10. Select Run Report

Scoresheet

Class: RD(A) Reading 5

	Q3	English Novel Feb 1, 2017 PTS 50 x 1.0	Novel Unit 1 Feb 1, 2017 PTS 50 x 1.0	Poetry Mar 9, 2017 PTS 15 x 1.0	Silent Reading Mar 10, 2017 PTS 10 x 1.0	Reading Standards Mar 13, 2017 PTS 10 x 1.0	Identify main idea and characters Mar 15, 2017 PTS 25 x 1.0
Gutierrez, Karla	A 93%	45	45	16	10		
Meade, Austin	A 99%	44		20	10		
Nelp, Marshall	C 75%	46	25	15			
Robinson, Kellie	A 94%	49	40	18	10		
Schuster, Macy	A 95%	48	46		10		
Tran, Haylee	A 92%	42	48	15	10		
Werner, Caitlin	B 85%	41	42		10		
Williams, Kyle	A 92%	44	41	20	10		

RUN THE STUDENT ROSTER REPORT

1. Select Reports

2. Select Student Roster
3. Enter a Report Title
4. Open the Classes menu and select a class or classes
5. Open Students and select how to sort
6. Open the Columns menu and select which columns to add to report
7. If you chose Blank column, select in the text box and add a column title
8. Select the Students tab and verify the report applies to all students
9. Select the Format tab
10. Open the Orientation menu and select Portrait or Landscape
11. Open the Output and choose PDF or Excel
12. To save ink, check the box to Exclude Row Shading
13. To include Top Note, Bottom Note or Signature Line, check the appropriate boxes and add any text.
14. Select Run Report

Student Roster Report

Name	Birthday	Grade	Id	Mother	Father	Phone	Email	Permission Slip
Gutierrez, Karla	12/03/01	5	10135	Maria Gutierrez		701-792-0579		
Meade, Austin	04/12/01	5	392	Heather Meade	Todd Meade	218-792-6707		
Nelp, Marshall	08/08/02	5	372	Tara Nelp	Nelp	431-0123		
Robinson, Kellie	02/18/02	5	395	Wette, Robinson	Wette Robinson	701-792-5264		
Schuster, Macy	12/07/01	5	396	Lori Schuster	Todd Schuster	701-792-5299		
Tran, Haylee	12/19/01	5	380	Janelle Tran	David Tran	701-792-0545		
Werner, Caitlin	11/13/01	5	384	Leslie Werner	Henrik Werner	701-792-7095		
Williams, Kyle	07/15/01	5	385	Tracey Williams	Wade Williams	701-792-0215		

