

Gradebook

- Digital component within PowerSchool.
- Administration can access any teacher's gradebook (view only) to see a student's grade.
- Middle School and Elementary School Views

Welcome to learning about
PowerTeacher Gradebook.

Log into PowerSchool.

Click Gradebook (side bar on the left.)



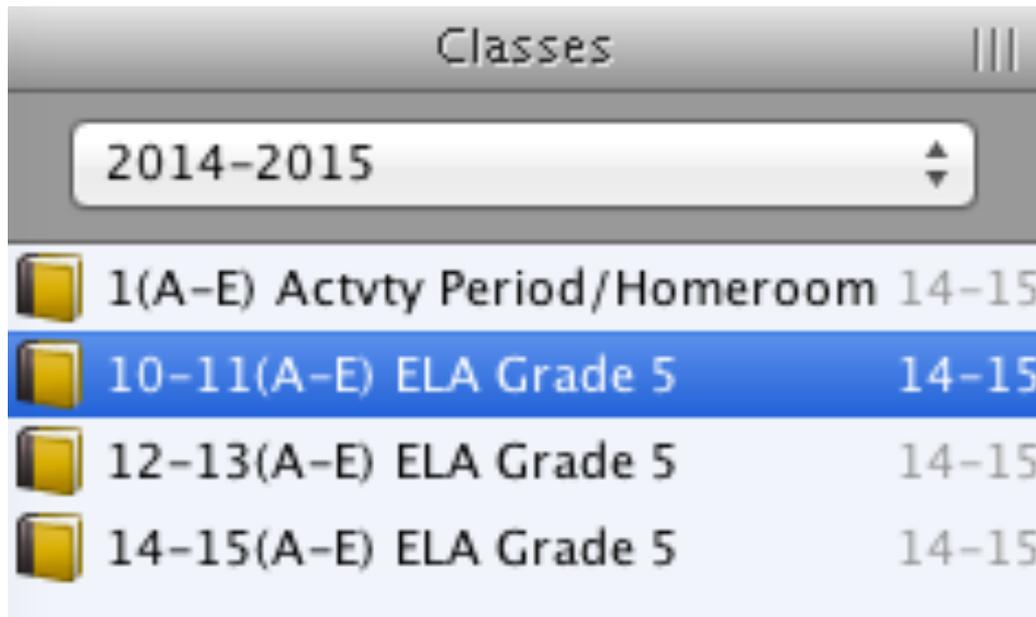
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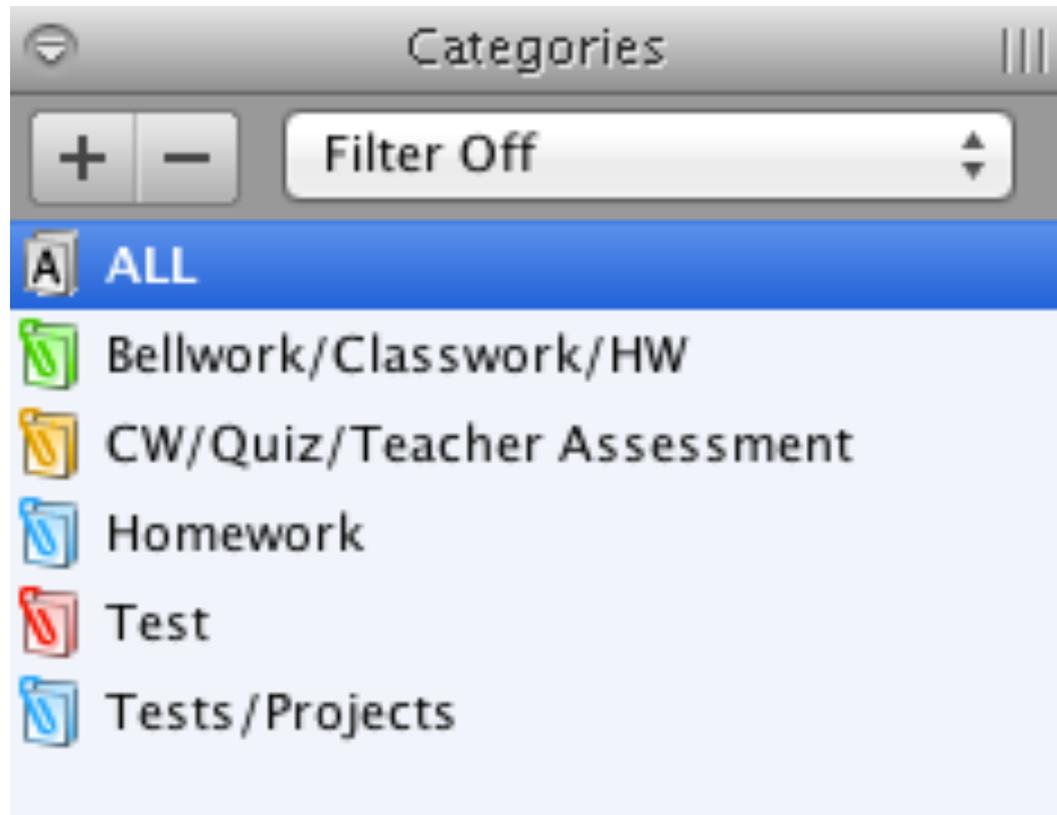
Top Left Sections “Classes.”

Use drop-down arrows to select 2014-15.



Highlight the 1st class,
that you give grades to.

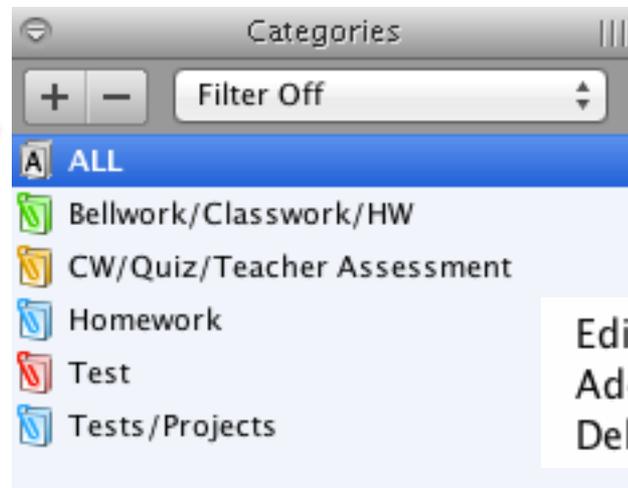
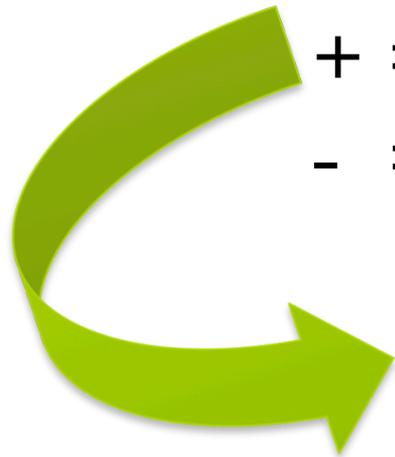
Setting up “Categories”



Editing “Category” Names

+ = Adding a Category

- = Deleting a Category

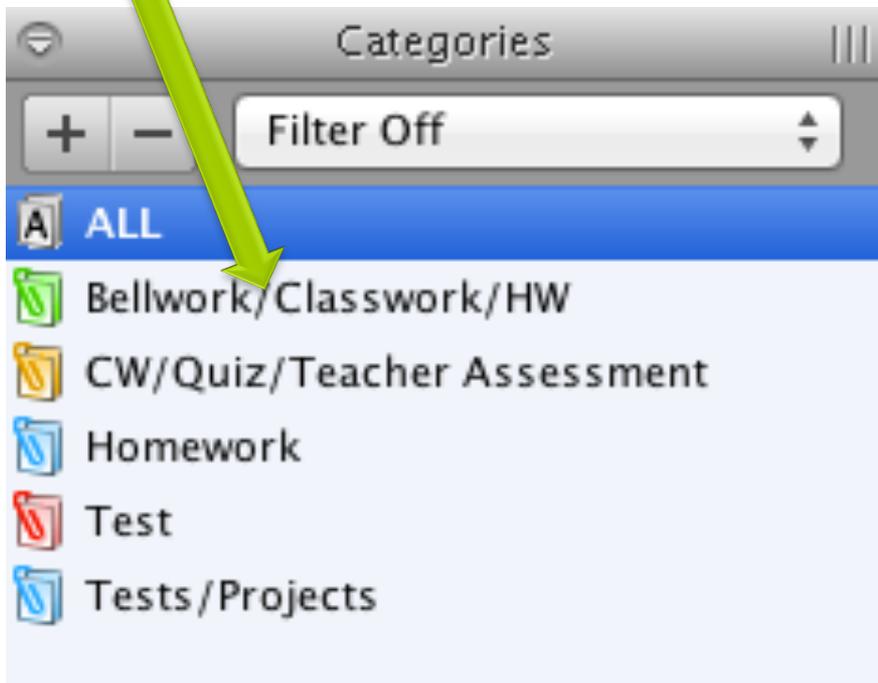


PC = *Right Click* category for drop down

MAC = Hold the *Control button* for drop down

Setting up “Categories”

Double clicking = editing the category



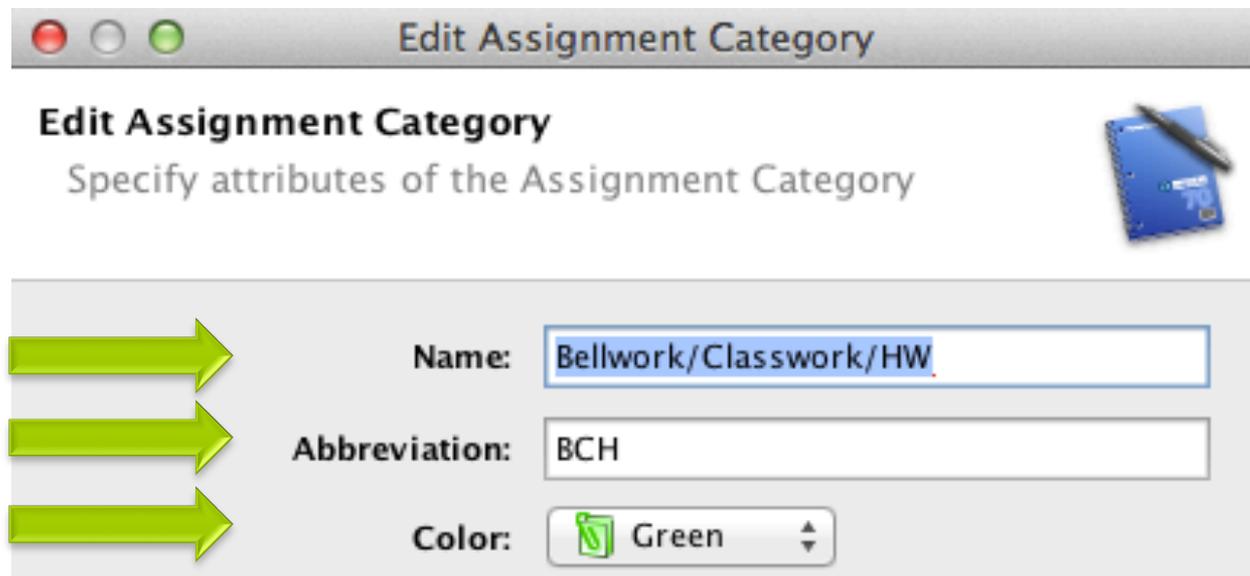
The "Edit Assignment Category" dialog box is shown, allowing users to specify attributes for an assignment category. The fields are as follows:

- Name:** Bellwork/Classwork/HW
- Abbreviation:** BCH
- Color:** Green
- Points Possible:** 100
- Extra Points:** 0
- Score Type:** Percentage
- Include in Final Grade:**
- Publish Assignment:** Immediately
- On Date:** MM/dd/yyyy
- Days Before Due:** 0
- Publish Scores:**
- Description:** (Empty text area)

Buttons for "Cancel" and "OK" are located at the bottom right.

Editing “Categories”

Part I



Edit Assignment Category
Specify attributes of the Assignment Category

Name:

Abbreviation:

Color:

The *Category Name* will become a “Weighted Category” in Grade Setup.

Editing “Categories”

Part II

PREFERRED



The screenshot shows a configuration panel for a grading assignment. It includes the following elements:

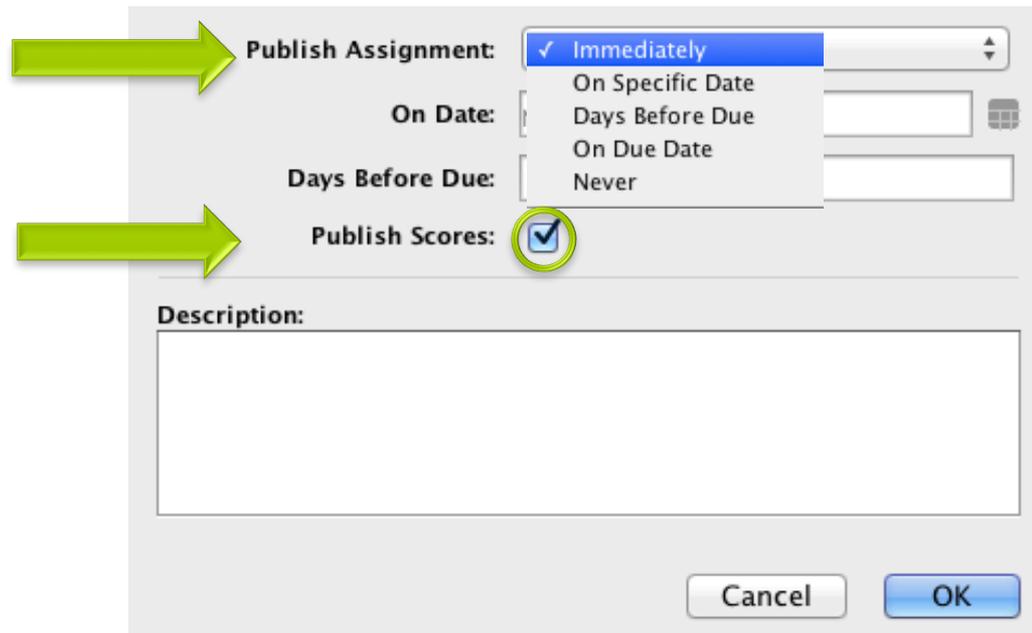
- Points Possible:** A text input field containing the value "100". A green arrow points to this field from the left.
- Extra Points:** A text input field containing the value "0".
- Score Type:** A dropdown menu currently set to "Percentage". A green arrow points to this dropdown from the left.
- Include in Final Grade:** A checkbox that is checked, with a green circle around it.
- Radio Button:** An unselected radio button is located to the right of the checked checkbox. A green circle is drawn around it, and a green arrow points to it from the right.

Small text at the top right of the panel reads: "memory to open the image, or the image may have been corrupted. Restart your computer, and then open the file again. If the red x n."

Points Possible = Grading Assignments out of 100
Score Type = Percentage or POINTS (Preferred)

Editing “Categories”

Part III



The screenshot shows a dialog box for editing assignment categories. It features several fields and a dropdown menu. A green arrow points to the 'Publish Assignment:' label. Another green arrow points to the 'Publish Scores:' checkbox, which is checked and circled in yellow. The dropdown menu is open, showing options: 'Immediately' (selected), 'On Specific Date', 'Days Before Due', 'On Due Date', and 'Never'. Below the dropdown are input fields for 'On Date:' and 'Days Before Due:'. At the bottom are 'Cancel' and 'OK' buttons.

Publish Assignment: Immediately

On Date:

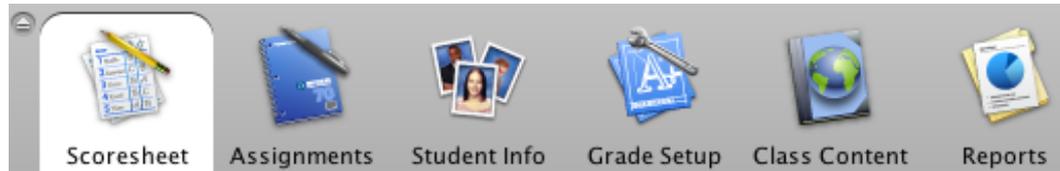
Days Before Due:

Publish Scores:

Description:

Publish Assignment = When to post in Gradebook.

Gradebook Toolbar



WHAT IS SHOWN (What you can see...)

Scoresheet: overview of student list, assignments with grades (add and delete), cumulative grades for each quarter (Q1, Q2, Q3, Q4), and absences and tardies.

Assignments: List of Assignments, Add and Delete Assignments (+/-)

Student Info: Full Name, Student Number, Contact Information, etc.
(use the grey arrow in the students name to find the information)

Grade Setup: Setting up how assignments will be weighted =
Reflecting the PSRC grading criteria turned in and approved by BOE.

Reports: List of reports that can be generated per class/classes.

“Scoresheet” View

Reporting Term: Q1 Mode: Assignments Final Grades Student View

Q1 In Progress + Add Assignment

Students (16) Reporting Term: Q1

Arthurs, B...
Connor, Je...
Connor, T...
Cummings...
Harris, Mal...
Jacobs, Ta...
Locklear, K...
Locklear, K...
Locklear, V...
Lowery, Ja...
Mcmillian, ...
Oxendine, ...
Oxendine, ...
Ross, Skyl...
Smith, Kyra
Strickland,...

Q1
Q2
Q3
Q4
This Week
Next Week
Last Week

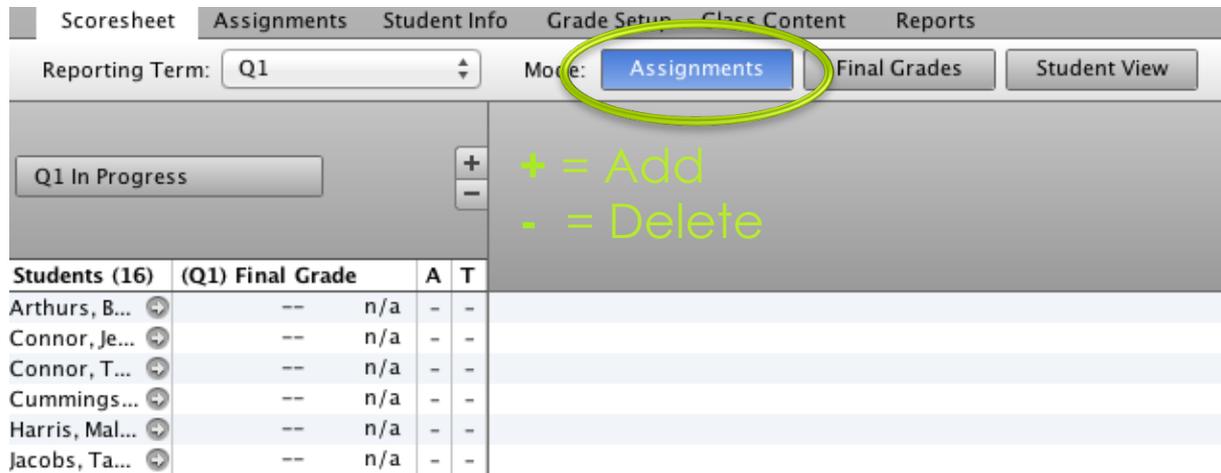
Fall Semester
Q1 = 1st 9 Weeks
Q2 = 2nd 9 Weeks

Spring Semester
Q3 = 3rd 9 Weeks
Q4 = 4th 9 Weeks



Student Roster

“Adding or Deleting Assignments” on Scoresheet View



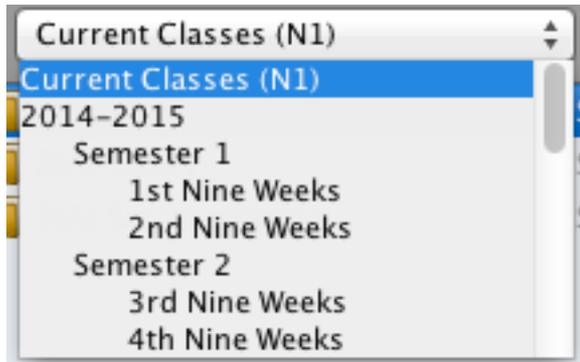
The screenshot shows the Scoresheet interface with the following elements:

- Reporting Term: Q1
- Mode: Assignments (highlighted with a green circle)
- Final Grades
- Student View
- Q1 In Progress
- + = Add
- = Delete

Students (16)	(Q1) Final Grade	A	T
Arthurs, B...	--	n/a	- -
Connor, Je...	--	n/a	- -
Connor, T...	--	n/a	- -
Cummings...	--	n/a	- -
Harris, Mal...	--	n/a	- -
Jacobs, Ta...	--	n/a	- -

Click on the + or – button to
Add/Delete an assignment.

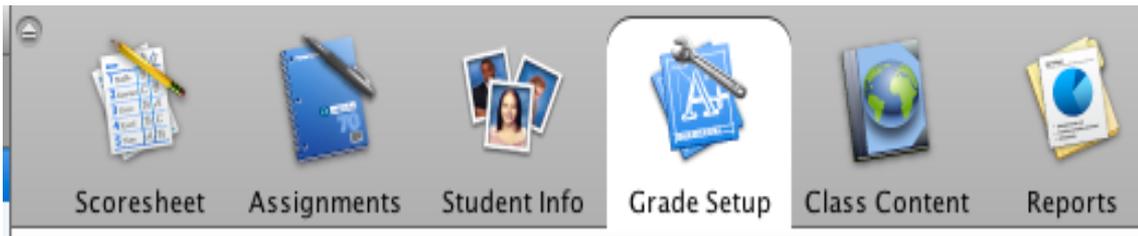
Grade Setup



Select "Current Classes"

Highlight the first class that you give grades.

	10-11(A-E) ELA Grade 5	14-15
	12-13(A-E) ELA Grade 5	14-15
	14-15(A-E) ELA Grade 5	14-15



CLICK the "Grade Setup" tab

Grade Setup - Middle and Elementary School View

Classes

2014-2015

- 1(A-E) Actvty Period/Homeroom 14-15
- 10-11(A-E) ELA Grade 5 14-15
- 12-13(A-E) ELA Grade 5 14-15
- 14-15(A-E) ELA Grade 5 14-15

Scoresheet Assignments Student Info Grade Setup Class Content Reports

Reporting Term: Q1 Mode: Calculations Grade Scales

Reporting Term	Start	End
F1	08/25/2014 Mon	06/10/2015 Wed
S1	08/25/2014 Mon	01/16/2015 Fri
Q1	08/25/2014 Mon	10/30/2014 Thu
Q2	10/31/2014 Fri	01/16/2015 Fri
S2	01/17/2015 Sat	06/10/2015 Wed
Q3	01/17/2015 Sat	04/02/2015 Thu
Q4	04/03/2015 Fri	06/10/2015 Wed

Begin with the smallest term highlighted (Q1).

Coping to Q2, Q3, & Q4

Calculate Q1 final grade using: **copy**

- Total points
- Term Weights / Standards Weights
- Category Weights

Click “copy” in shaded area.

Check Q2, Q3, Q4, Next, & Finish.

Please check each “Q” to make sure that all categories copied by double clicking each reporting term in the center screen.

Reporting Terms: F1, S1 & S2 are Term Weighted.

Classes

2014-2015

- 1(A-E) Actvty Period/Homeroom 14-15
- 10-11(A-E) ELA Grade 5 14-15
- 12-13(A-E) ELA Grade 5 14-15
- 14-15(A-E) ELA Grade 5 14-15

Scoresheet Assignments Student Info **Grade Setup** Class Content Reports

Reporting Term: Q1 Mode: **Calculations** Grade Scales

Reporting Term	Start	End
F1	08/25/2014 Mon	06/10/2015 Wed
S1	08/25/2014 Mon	01/16/2015 Fri
Q1	08/25/2014 Mon	10/30/2014 Thu
Q2	10/31/2014 Fri	01/16/2015 Fri
S2	01/17/2015 Sat	06/10/2015 Wed
Q3	01/17/2015 Sat	04/02/2015 Thu
Q4	04/03/2015 Fri	06/10/2015 Wed



Calculate F1 final grade using: **copy**

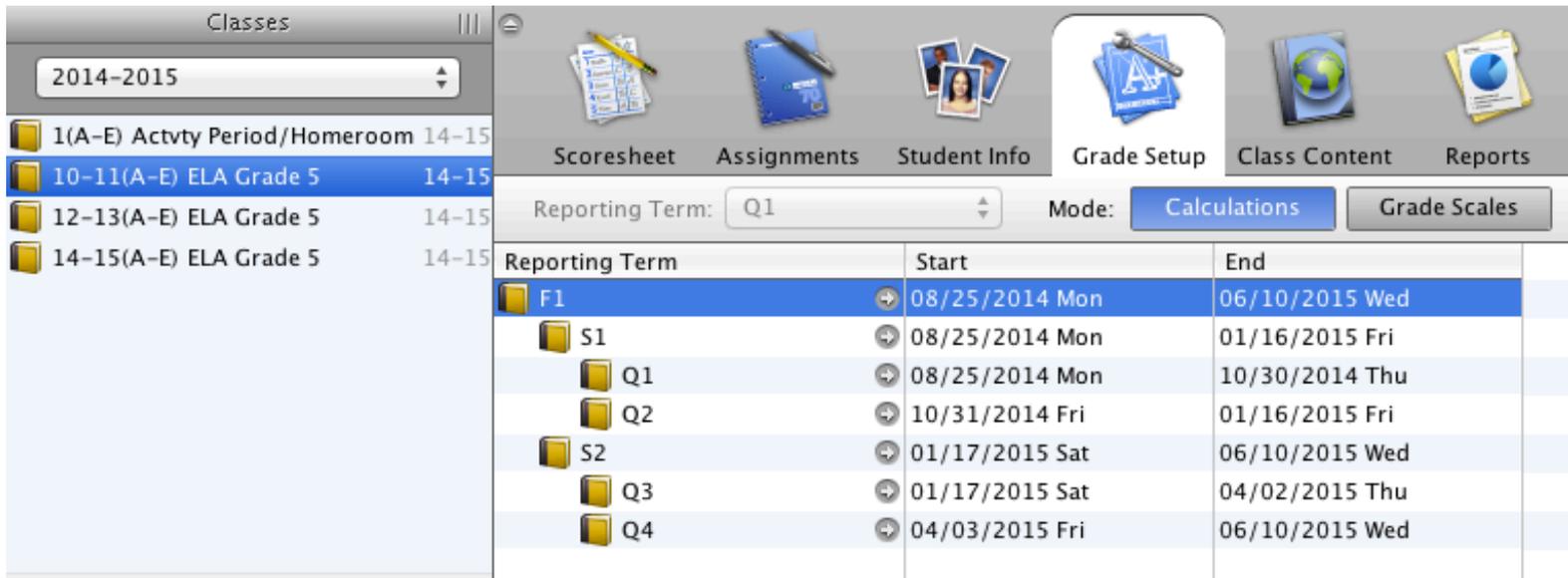
- Total points Number of low scores to discard:
- Term Weights / Standards Weights**
- Category Weights

Name	Weight	Percent	Drop Low
▼ S1			
Q1	50	25.000%	n/a
Q2	50	25.000%	n/a
▼ S2			
Q3	50	25.000%	n/a
Q4	50	25.000%	n/a

Just select "Term Weights"
& Click SAVE.

Copying an Entire Class

Grade Setup *(Middle/Elementary School View)*



The screenshot shows the 'Classes' interface. On the left, a list of classes is displayed for the 2014-2015 school year. The '10-11(A-E) ELA Grade 5' class is highlighted. On the right, a toolbar contains icons for 'Score sheet', 'Assignments', 'Student Info', 'Grade Setup', 'Class Content', and 'Reports'. Below the toolbar, the 'Reporting Term' is set to 'Q1' and the 'Mode' is set to 'Calculations'. A table below shows the reporting terms and their start and end dates.

Reporting Term	Start	End
F1	08/25/2014 Mon	06/10/2015 Wed
S1	08/25/2014 Mon	01/16/2015 Fri
Q1	08/25/2014 Mon	10/30/2014 Thu
Q2	10/31/2014 Fri	01/16/2015 Fri
S2	01/17/2015 Sat	06/10/2015 Wed
Q3	01/17/2015 Sat	04/02/2015 Thu
Q4	04/03/2015 Fri	06/10/2015 Wed

Recheck all Reporting Terms to ensure that each has correctly saved by double clicking each one.

With "F1" highlighted, click "Copy" in the shaded area.
Copy "ENTIRE CLASS", Select your other classes (not homeroom),
NEXT, FINISH.

Tip:

Once you have copied the entire class grade setup to the other classes, please select each class on the left one at a time and check the grade setup. This will ensure that all classes have the correct setup.

You will need to check each class before printing a progress report or report card for each reporting term.

REMINDER: “Categories”

These options will be applied as defaults to any new assignments when created for this category.

Points Possible: 100

Extra Points: 0

Score Type: Percentage

Include in Final Grade:



If you create a category on the left hand side, you must include assignments in that category for the final grade to calculate correctly at the end of the term.

Or, if you decide not to use the category during the reporting term, you will need to uncheck the “Include in Final Grade” tab for that category on the left hand side of your screen.

Weight must be changed in Grade Setup as well with a “0” for that category and the % added to another so that the final grade is calculated at 100%.

“Assignments”

The screenshot shows a 'New Assignment' form with the following fields and options:

- Name:** [Text input field]
- Abbreviation:** [Text input field]
- Category:** [Dropdown menu showing '-not specified-']
- Score Type:** [Dropdown menu showing 'Points']
- Points Possible:** [Text input field: 100]
- Extra Points:** [Text input field: 0]
- Max:** [Text input field: 100]
- Weight:** [Text input field: 1.00]
- Date Due:** [Text input field: 09/05/2014]
- Include in Final Grade:** [Checked checkbox]
- Description:** [Large text area with '+ link' button]

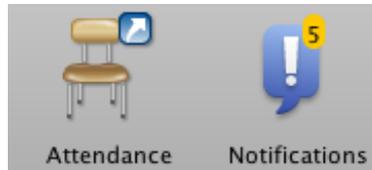
A 'Categories' dropdown menu is open on the left, showing the following options:

- ALL
- Bellwork/Classwork/HW
- CW/Quiz/Teacher Assessment
- Homework
- Test
- Tests/Projects

Buttons for 'Revert' and 'Save' are located at the bottom right of the form.

- Name, Abbreviation, Category (Bottom Left Side) = **REQUIRED**
- Score Type = Percentage or Points
- Points Possible = Total percent or points given
- Extra Points = **Any extra credit offered for this assignment**
- Date Due = Date of assignment
- Weight = Only used when counting an assignment more than once.
- Final Grade = Make sure the box is checked!

Gradebook Toolbar



WHAT IS SHOWN (What you can see...)

Location: Far right side

Attendance: Shortcut back to PowerSchool Attendance.

Notifications: letting the teacher know that a change has been made to the student roster (*adding/dropping the class.*)

Recalculating Grades:

*** Any time that you change or edit anything with a student's grades, you must complete the following:

STEP 1: Click on TOOLS at the top
Select "RECALCULATE SCORES"

If grades have been turned into the data manager, you must complete step 2.

STEP 2: Ensure that the Data Manager is aware of the change, he/she can make the adjustment(s) in Historical Grades.

The system will not automatically recalculate grades when the grade is changed.

HomeBase/PowerSchool Trainers

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