



# PowerTeacher Gradebook

## Elementary School – Grades K-2

### End-of-Term

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The PowerTeacher Gradebook keeps a Final Grade by term for the teacher as the term progresses for each class section taught. At the end of the term, if the calculated grade is correct for all students the teacher needs to complete the following:

1. Make sure all **Grade Setup** has been completed for EACH class and EACH term
  2. Teachers may want to manually adjust the final grade for the report card—please see *Manually Overriding a Single Grade*
  3. The teacher needs to select comments for each student through the **Comment Inspector** for that term on the **Homeroom Scoresheet**
    - Right click in the **Teacher Comment** column and select **Comment Inspector**
    - Select a predefined comment or enter your own in the comment box  
Note: Smart Text can be used—use Smart Text to personalize general comments with student name and/or pronouns. For example, *<first name>* listens well in class. *<He/She>* participates in class discussions. This will display as: *Kate* listens well in class. *She* participates in class discussions.
    - Click **Ok**
- OR
- Right click in the **Teacher Comment** column and select **Fill Comments**
  - Select the comment you would like to FILL for ALL students, make sure to select either “Students with No Comment” or “Replace All” radio button
  - Click **Ok**
4. Enter citizenship grades on the **Homeroom Scoresheet**
    - The overall social growth and citizenship standards need to be entered in the Homeroom Scoresheet—enter S, N, or U for each standard
  5. Click on the “Term In Progress” button to export grades for EACH class

Q1 In Progress

6. Entering assessments, please see *Entering Test Scores into PowerTeacher* instructions
7. Print **Report Cards** from the **Report Cards** link on the **PowerTeacher** main page. Note: you do not need to print to paper—report cards will print in PDF to the screen for your review



- At the top of the screen you will see your filters for assessments. Those are **Select Student**, **Select Test**, and **History Display**.

**Filter Options**

Select Student:  Select Test: 1-20 Names Numbers History Display: All Tests

- Below the **Filter** options on the left hand side it lists the parts or scores of the test. That is where you will enter the scores for the tests.
- On the right side below the filter options it lists the test history for the student.
- For each test there is a record every time you enter scores for a new test with a different test date. If you were to click on the date you are able to go into those scores and update the scores.

1-20 Names Numbers				
Date	Teacher	1	2	3
10/07/2013	<input type="text"/>	Y	Y	Y

A-Z Upper Case				
Date	Teacher	A	B	C
10/07/2013	<input type="text"/>	Y	Y	Y

Interventions			
Date	Teacher	Intervention	
10/07/2013	<input type="text"/>	C	

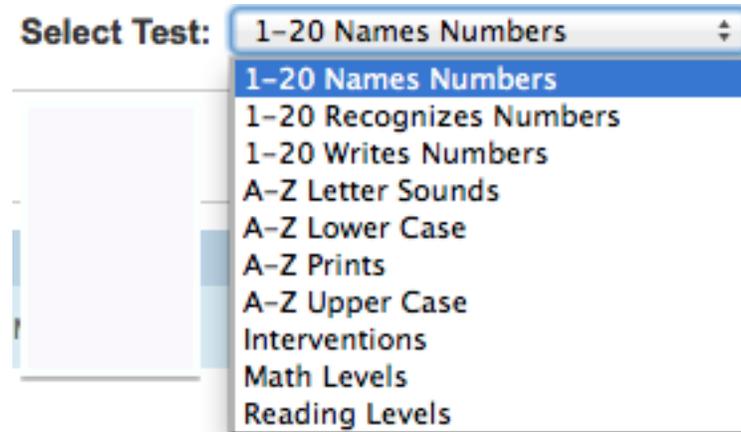
  

Math Levels			
Date	Teacher	Level	
10/07/2013	<input type="text"/>	L	

Reading Levels			
Date	Teacher	Level	
10/07/2013	<input type="text"/>	P	
09/01/2013	<input type="text"/>	R	

- When you click on the dropdown next to the **Select Test** it will show all the available tests for teachers to enter scores.



- You will need to select the test, then when the scores show below enter in a test date and then enter the score for each part of the test.

Entering test scores for **Interventions**, **Math Levels**, and **Reading Levels** for K-2 teachers.

- Click on the test from the list of tests
- For **Interventions** there is one test part and your choices are:
  - R = Reading Specialist Support
  - M = Math Remediation Tutoring
  - C = Computer-based Remediation
  - RM = Reading Specialist and Math Remediation Tutoring
  - RC = Reading Specialist and Computer-based remediation
  - MC = Math Remediation Tutoring and Computer-based remediation
  - RMC = Combination of all
- Click **Submit** at the bottom of the test fields area.
- Interventions should only be entered for students that have received any remediation support during the term. You will need to add additional remediations (tests) as the year progresses. Please be aware the last one entered is the one that will show on the report card.

5. For **Math Levels** there is one part to the test with three choices
  - a. A = Above Grade Level
  - b. L = At Grade Level
  - c. B = Below Grade Level
6. Click **Submit** at the bottom of the test fields area.
7. As with Interventions you will add an additional Math Level (test) throughout the year as their levels increase or decrease. The last one entered will show on the report card.
8. For **Reading Levels** there is one part to the test with nine choices:
  - a. R = Readiness
  - b. PP = Preprimer
  - c. P = Primer
  - d. 1 = 1st Grade
  - e. 2 = 2nd Grade
  - f. 3 = 3rd Grade
  - g. 4 = 4th Grade
  - h. 5 = 5th Grade
  - i. 6+ = 6th Grade +
9. Click **Submit** at the bottom of the test fields area.
10. As with Interventions and Math Levels you will add an additional reading level (test) throughout the year as their levels increase or decrease. The last one entered will show on the report card.

Entering test scores for **Alphabet** and **Number Standards** – Kindergarten teachers Only

1. Click any of the **A-Z** or **1-20** tests from the **Select Tests** dropdown.
2. The procedure is the same for all of these tests. You just have to repeat the process for all tests and all students.
3. You will select any of the **A-Z** or **1-20** assessments.
4. When the fields show at the bottom, you will enter in a Y or N ONLY on

the numbers or letters that you introduced or assessed during that term.

5. Click **Submit** at the bottom of the test fields area.
6. As the year progresses, you will go into the assessment area, click on the date of the test in the history area and edit those tests.
7. There should only be one assessment for each of these tests for the year.