



PowerTeacher Gradebook

Quick Tips – Grades K - 2

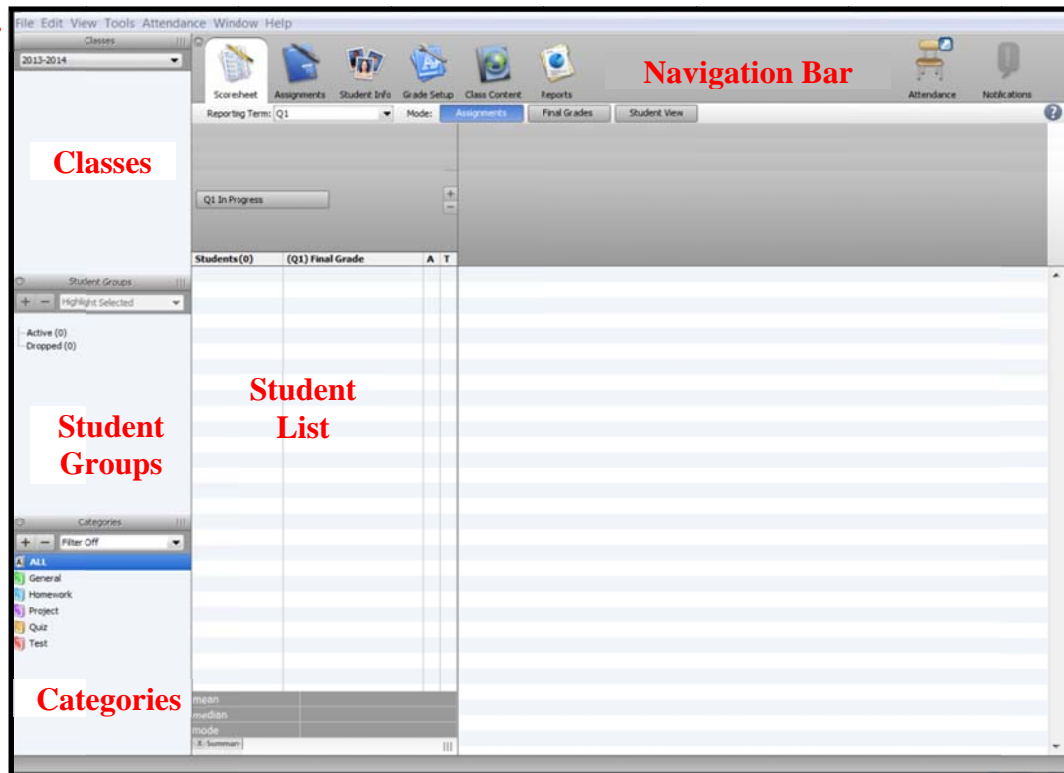
About Getting Started

To get started, you must log in to PowerTeacher and then launch gradebook.

<http://powerschool.bedford.k12.va.us/teachers>

Main PowerTeacher Gradebook Window

Menu Bar



Add Categories

Use the Categories window to create assignment categories.

1. Click on the **Plus (+)** button next to **Filter Off** dropdown box [or open the new category window from the gradebook menu bar, choose **Tools > Categories**]. The **Create Assignment Category** window opens.
2. **Enter the required information.**
3. Click **Ok** to save your changes. The **Create Assignment Category** window closes.

Note: Create *Summative* and *Formative* categories. Choose an *Abbreviation* and *Color* code. Assign the *Points Possible* = 100, *Extra Points*, and the *Score Type*. Make sure the *Include in Final Grade* checkbox is selected.



Delete Categories

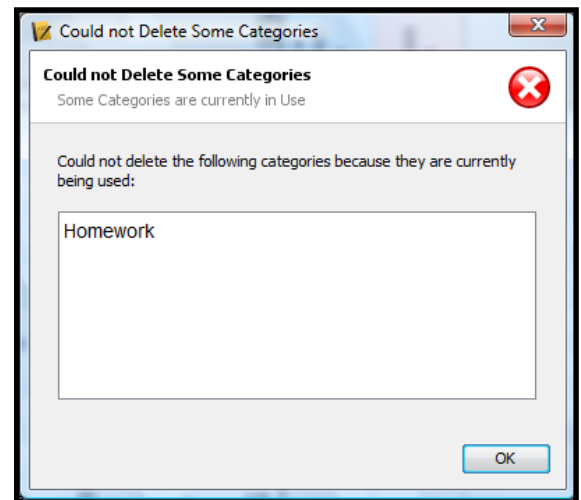
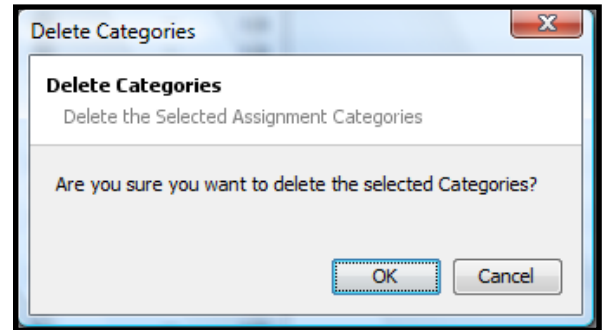
You can delete a category from the Categories pane.

1. Select the category to be deleted.
2. Click the **Minus (-)** button next to **Filter Off** dropdown box.
3. The **Delete Categories** warning box will open – click **Ok** to delete the category.

If category has assignments or is used in weighting, the **Alert** window appears, stating "Could not Delete Some Categories."

4. Click **OK** to close the window.
5. In order to delete the category, change the category associated with that assignment and/or remove the weighting.
6. Then repeat steps to delete the category.

Note: Delete the categories that will not be used [e.g. *Test, Quiz, and Project*]

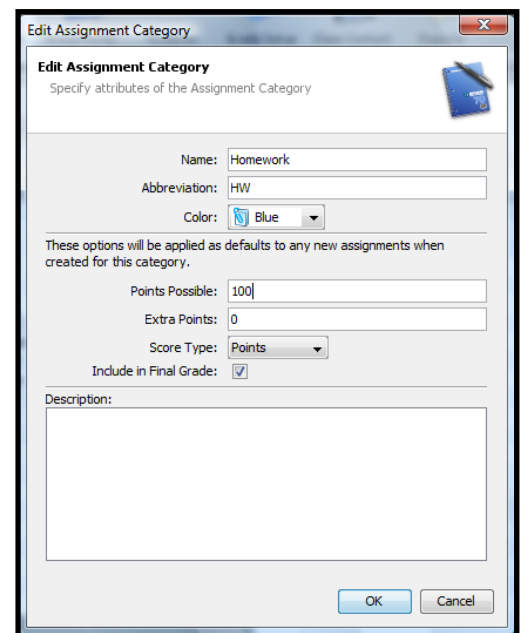


Edit Categories

You can edit a category from the **Categories** pane.

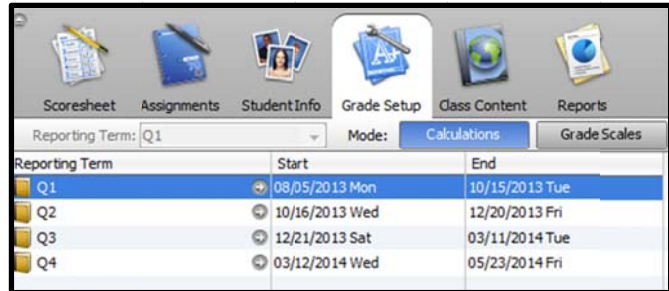
1. Double-click on the category to be edited.
2. The **Edit Assignment Category** window opens.
3. **Edit the information as needed.**
4. Click **Close** to save your changes.

Note: Edit the *Homework* category. Edit the *Points Possible* = 100, *Extra Points*, and the *Score Type*. Make sure the *Include in Final Grade* checkbox is selected. Edit any categories that you will not be using but CANNOT delete by changing their name. Example: change *General* to *xGeneral* that will move it to the bottom of the list of categories.



Grade Setup

Use final grade setup to specify how final grades will be calculated for students in **EACH** class.



Calculating Final Grades – Setting up Reporting Terms

Total points method calculates final grades based on how many points a student has accumulated over the term divided by total points possible.

Term weight method calculates final grades based on the total points times the value (or weight) of each term.

Category weight method calculates final grades based on total points times the value (or weight) of each category or assignment.

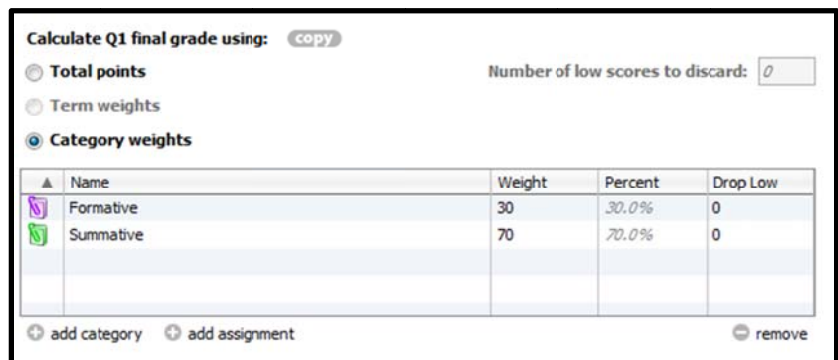
Calculating Final Grades

1. Select a class from the **Classes** pane.
2. Click the **Grade Setup** tab. The **Grade Setup** window appears.
3. Click on the name of the reporting term you want to set up final grade calculations for.

Note: Calculating Final Grade Using options are based on the selected reporting term. You WILL NEED to complete this set up for EACH CLASS and EVERY REPORTING TERM.

Calculate **Q1** (First Nine Weeks), **Q2** (Second Nine Weeks), **Q3** (Third Nine Weeks), and **Q4** (Fourth Nine Weeks) final grade using **Category Weights**.

Note: Click the add category plus (+) sign to add *Summative* and *Formative* (and *Homework* if you have a homework category). Also, change the **Weight** as follows: *Summative* = 70, *Formative* = 30 (if *Homework* is a category *Formative* = 20 and *Homework* = 10).

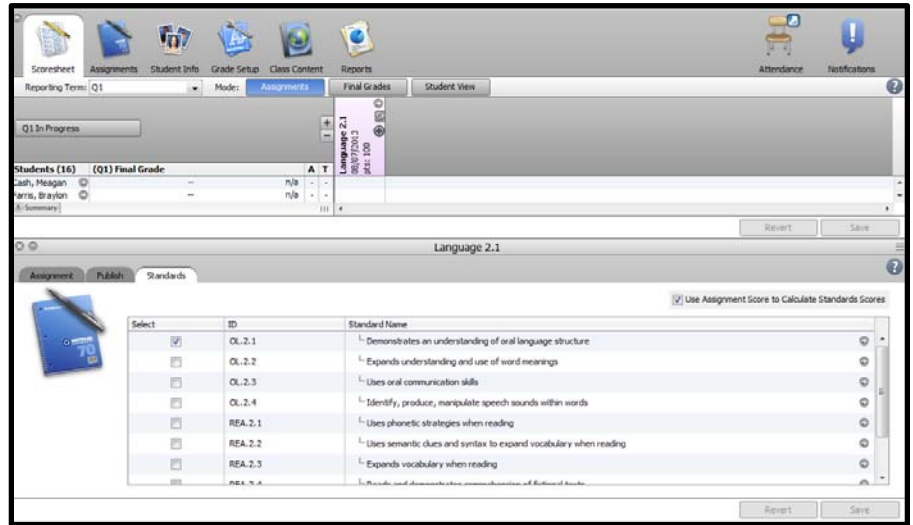


Note: Kindergarten and first grade may ONLY have *Summative* as a category. If that is the case, *Summative* = 100.

Standards and Assignments

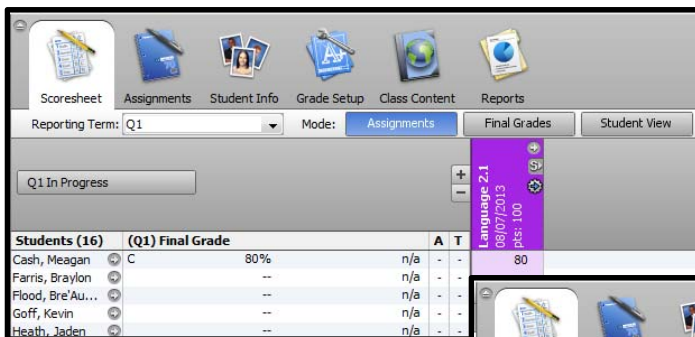
Associate standards to an assignment to allow the entry of standards based scores on that assignment.

1. Select a class from the **Classes pane**.
2. Click the **Assignments** tab. The **Assignment window** appears.
3. Double-click on the applicable assignment. The **Assignment Detail window** appears.
4. Click the **Standards** tab. The available standards appear.
5. Select the checkbox next to the standards you want to associate to the assignment.
6. Click **Save**

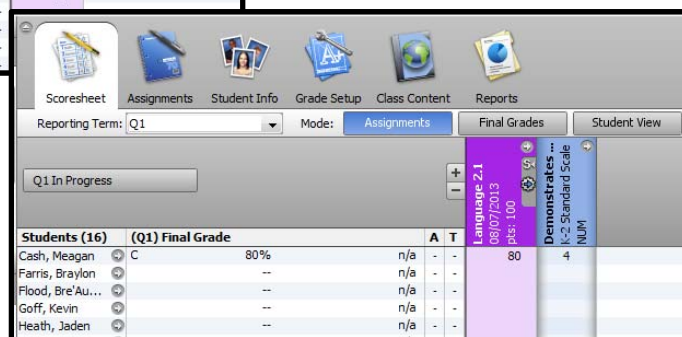


Entering a Grade Associated with a Standard

1. Select a class from the **Classes pane**.
2. Click the **Assignments** tab.
3. Enter score for student.
4. Click on the Standards Draw icon (S) to open the Standards Draw to view the associated standard.



Standards Draw closed



Standards Draw open

Fill Scores

Use the Fill Scores command to quickly and easily enter the same score for all students or for only those with unrecorded scores.

You can fill scores from the gradebook menu bar or right-click on the assignment column.

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Select the assignment column for which you want to fill scores.
4. From the gradebook menu bar, choose **Tools > Fill Scores** or right-click on the assignment column. The **Fill Scores window** appears.
5. Indicate whether you want to only fill **Items with No Score** or **Replace All**.
6. To indicate the assignment status, select one of the following:
 - **Collected**
 - **Late**
 - **Exempt Score**
 - **Missing**
7. Enter the score in the **Score** field. Manually enter score comments in the **Comment** field and/or click **Comment tab** to select one or more predefined comments.
8. Click **OK**.

Fill Scores with Standards

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Select the **Final Grade** tab and standard column for which you want to fill scores.
4. From the gradebook menu bar, choose **Tools > Fill Scores** or right-click on the assignment column. The **Fill Scores window** appears.
5. Indicate whether you want to only fill **Students with No Grade** or **Replace All**.
6. Enter the score in the **Numeric** field – numeric 1-4
7. Click **OK**.