**PowerTeacher Gradebook

Getting Started

**About Getting Started**

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

**Log In to PowerTeacher**

Before you can log in to PowerTeacher, you will need your school's PowerTeacher URL, your username, and your password.

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

**Note:** Do not use someone else’s password or give your password to anyone else.



**How to Log In to PowerTeacher**

1. Open your web browser to your school's PowerTeacher URL. The Log In page appears.
2. Enter your username in the first field.
3. Enter your password in the second field.

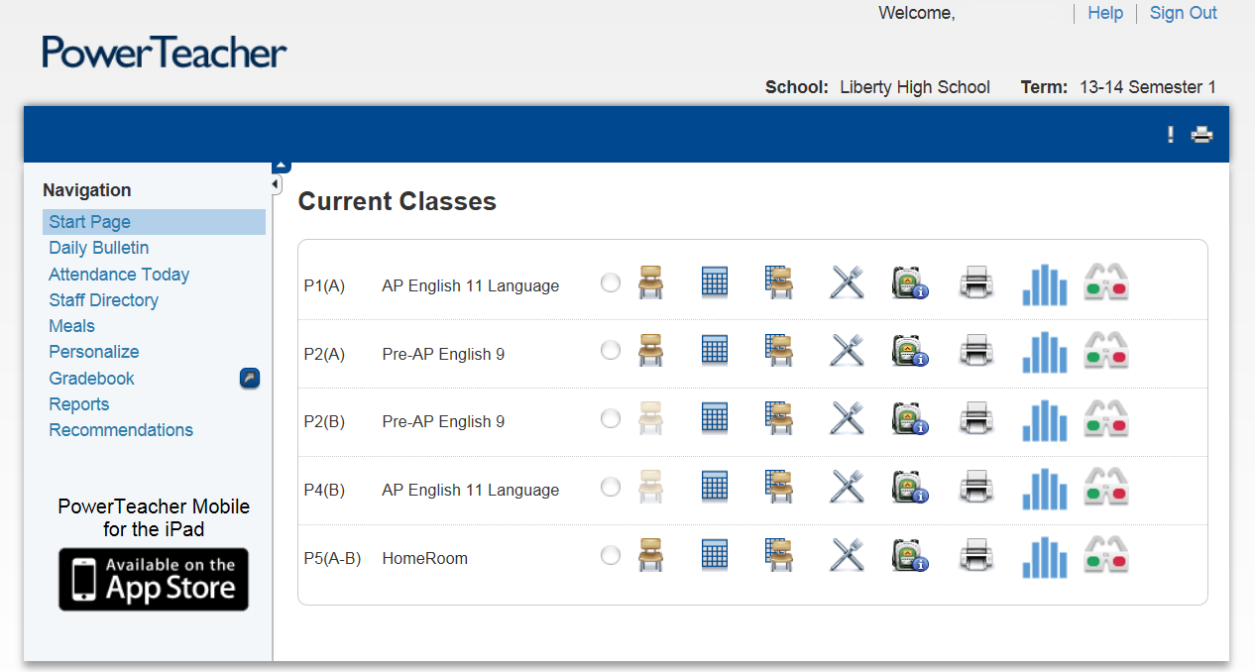
**Note:** The characters appear as asterisks (\*) to ensure greater security when you log in.

1. Click **Sign In**. The PowerTeacher start page appears.

Launching PowerTeacher Gradebook

Once you have **logged in** to PowerTeacher, you can then launch gradebook from the PowerTeacher start page.

**Note:** If you experience a loss of connection, please check your network connection or contact your system administrator.



**How to Launch PowerTeacher Gradebook for Windows**

1. Click **Gradebook**. The PowerTeacher Gradebook Launch page appears.
2. Click **Gradebook**. The File Download window appears, accompanied by theWarning Security window. Click *Always trust content from the publisher* checkbox.
3. Click **Run**. The Java Web Start and Gradebook version windows briefly appear. Then, PowerTeacher gradebook opens.

**Note:** You may only have one active session of PowerTeacher gradebook launched at a time. If you attempt to launch a second session of PowerTeacher gradebook, the **Terminate Other Sessions** window appears, stating "Other active sessions exist for this user account. Would you like to terminate the other sessions or quit this session?" Either click **Terminate Other Sessions** or **Quit**.

1. Close the Downloads window.

**Verify Password**

If your session has timed out, you may be asked to re-enter your password to continue working.

**How to Verify Password**

1. On the **Verify Password** window, enter your password.

2. Click **OK**.

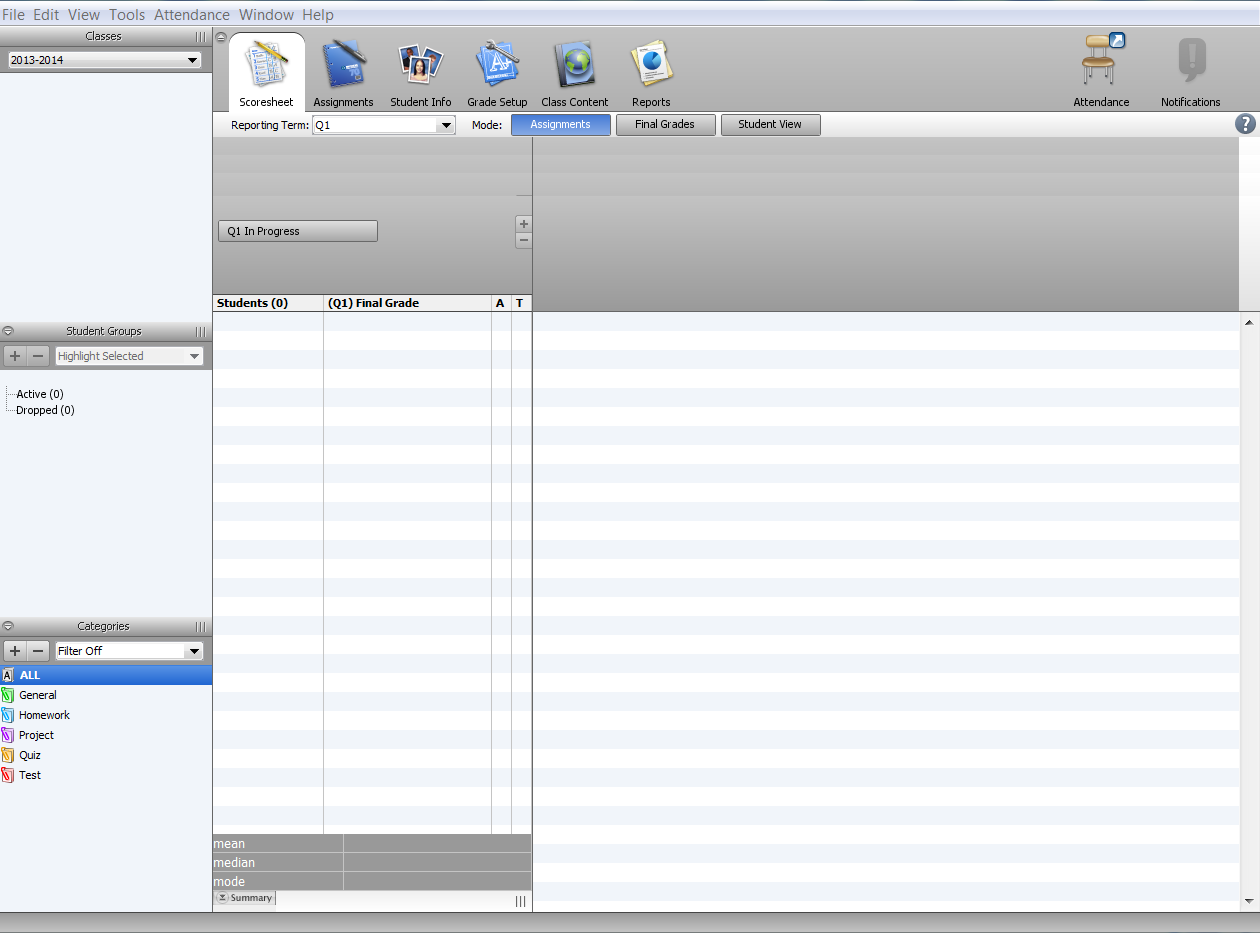
Main PowerTeacher Gradebook Window

When you launch PowerTeacher gradebook, the main PowerTeacher Gradebook window appears. This window serves as the central point from which you begin your gradebook session.

The PowerTeacher Gradebook window consists of the following main areas:

* ID Bar
* Menu Bar
* Navigation Bar
* Classes
* Student Groups
* Categories

The PowerTeacher Gradebook window has four panes, which are adjustable, both horizontally and vertically. To adjust the width of a pane, click and hold the vertical three-line icon and drag right or left. To adjust the height of a pane, click and hold the horizontal three-line icon and drag up and down.



**Menu Bar**

**Navigation Bar**

**Classes**

**Student List**

**Student Groups**

**Categories**

**Menu Bar**

The menu bar appears at the top of your display and provides access to the following menus:

|  |  |
| --- | --- |
| **Feature** | **Description** |
| File | Use the dropdown menu to select one of the following commands:   * **Save** * **Revert** – reverts to unsaved changes * **Refresh Class Info** * **Lock Gradebook** * **Exit** |
| Edit | Use the dropdown menu to select one of the following commands:   * **Cut** * **Copy** * **Paste** |
| View | Use the dropdown menu to select one of the following commands:   * **Scoresheet** * **Assignments** * **Students Info** * **Grade Setup** * **Class Info** * **Reports** * **Zoom** |
| Tools | Use the dropdown menu to select one of the following commands:   * **Check Spelling** * **Categories** * **Score Inspector** * **Fill Scores** * **Import Scores** * **Recalculate Final Scores** * **Copy Assignment** * **Export Scores Template** * **Email Students and Parents** * **Birthdays** * **Copy Final Grade Setup** * **Preferences** |
| Window | Use the dropdown menu to choose **New Window** to open another instance of the gradebook so that you can access other areas of the gradebook at on time. |
| Help | Use the dropdown menu to choose one of the following commands:   * **Content** to launch online help. Choose Quick Entry Tips to view keyboard shortcuts. * Choose **What Every Teacher Should Know** to view valuable tipson using PowerTeacher gradebook.   **Note**: The PowerTeacher gradebook help window is also accessible by clicking the Help icon, which looks like a question mark**.** |
|  |  |

**ID Bar**

The ID bar appears at the top of the PowerTeacher Gradebook window and displays your name and the name of your school.

**Classes**

The Classes pane appears in the upper-left corner of the PowerTeacher Gradebook window and includes the **Term Selector** and **Class List**.

**Student Groups**

The Student Groups pane appears in the lower-left corner of the PowerTeacher Gradebook window and displays student groups for a selected class.

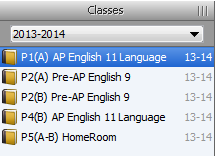
**Navigation Bar**

The navigation bar appears at the top of the PowerTeacher Gradebook window and provides a quick way to access the following areas:

|  |  |
| --- | --- |
| **Feature** | **Description** |
| Scoresheet | Click this tab to access the *Scoresheet* window   * Assignments mode * Final Grades mode * Student View mode |
| Assignments | Click this tab to access the *Assignments* window |
| Students Info | Click this tab to access the *Students* window |
| Grade Setup | Click this tab to access the *Grade Setup* window   * Calculations * Grading Scales |
| Class Content | Click this tab to access the *Class Content* window   * Class Info * School Content * My Content |
| Reports | Click this tab to access the *Reports* window |
|  |  |

Classes

**About Classes**

The Classes pane appears in the upper-left corner of the PowerTeacher Gradebook window and includes the **Term Selector** and **Class List**. The **Term Selector** dropdown menu displays terms within the current full year term. The **Class List** displays classes for the selected term.

**Select Terms**

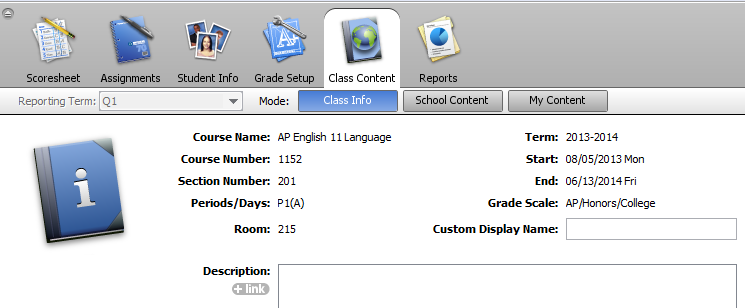
When you first launch PowerTeacher gradebook, the current term displays. To select a different term, choose a term from the **Term** **Selector** dropdown menu.

**Select Classes**

When you first launch PowerTeacher gradebook, the **Class** **List** displays classes for the current term. The first class in your daily schedule appears highlighted. For each class, the periods/days, course name, and full year term appear. Note that the **Scoresheet** window appears as the default window. To select a different class, select a class from the **Classes** pane. The window in which you were last working refreshes for the selected class.

**View Class Information**

To view information about a particular class, select the class and click the **Class** **Content** tab.

**How to View Class Information**

1. Select a class from the **Classes pane**.
2. Click the **Class Content** tab. The **Class Information window** displays **basic information** about the class in the **Class Info** mode.

**Note**: The **Description** field will be used to display information on the PowerSchool Parent Portal.

Students Info

**About Students**

The Students window displays a list of students enrolled in a class and basic information about each student.

**View Students**

To view students for a particular class, select the class and click the Students tab.

1. Select a class from the **Classes pane**.
2. Click the **Students** tab. The **Students window** displays the class roster, which includes basic information for each student. Click on the arrow next to the students name or double click on the student name to display basic information, if not displayed.

**View Alerts**

A student may have one or more of the following alerts: Discipline, Guardian, Medical, or Other. If an alert icon appears for a student, click to view the specific text for the alert. All alerts indicate information for the student that administrators want to bring to the teacher’s attention.

1. Select a class from the **Classes pane.**
2. Click the **Students** tab. The **Students window** appears.
3. Double click the student's name or click the arrow next to the student's name. The Student tab appears at the bottom of the Students window.
4. Click the **Discipline**, **Guardian**, **Medical**, or **Other** icon to view the alert text. The Alert window appears.
5. Click **OK** to close the Alert window.

Student Groups

**About Student Groups**

Students arrive on the first day of school with different needs and levels of readiness. Using student groups, you can adapt instruction to the particular needs of students.

Student groups are made up of a hierarchical structure; a set, groups within that set, and students within those groups. Student groups are class-specific. Therefore, you will need to create student groups for each class in which you want to use student groups.

**Reports**

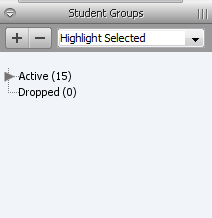
In order to generate reports for a specific set, group, individual student, selection of students, or any combination, you will need to set up student groups. Simply create a set, a group, and add students to the group. Then, on any report, select the Selected Group(s) and/or Students option and then select the set, group, individual student, selection of students, or any combination from the Students Group pane that you want in the report.

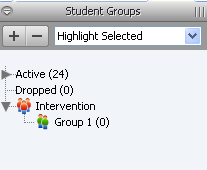
For example, if you need to generate a report for a remedial group within a selected class, you can create a group for those students. Create a set called Remedial or Intervention, and then create a group indentifying students with the same needs. Drag students from the student list into the new group.

**Create Sets**

The first step to creating student groups is to create a set. Remember that the class for which you are creating student groups must be selected. Once you have created the sets you want, you can then create groups for those sets.

You can create sets using the Plus (+) button. Alternately, you can right-mouse click on the Active group under Student Groups.



1. Select a class from the **Classes pane**.
2. In the **Student Groups pane**, click the **Plus (+)** button and choose **Add Group Set**. An Add Student Group Set window will open; enter a name for the set.
3. Enter the title of the group in the Group Set Name textbox.
4. Click **Ok** to save your changes.
5. A new group will appear in the **Student Group pane** with a subgroup default **Group 1** with zero students in it.
6. To rename **Group 1**, right click on the name, select Edit. An Edit Student Group dialog box opens. Change the name of the group and click **Ok**.
7. Drag and drop students from students from the students list into the new group.
8. To delete a group, select the group; click on the **Minus (-)** next to the Filter dropdown in the **Student Groups pane**.

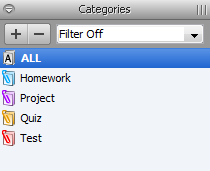
Assignment Categories

**About Categories**

Before you can create assignments, you must set up categories. Categories are groups of the same types of assignments. Categories are not class-specific, eliminating the need to create the same categories multiple times for each class. By default, PowerTeacher gradebook includes four pre-defined categories, Homework, Project, Quiz, and Test.

**Include in Final Grade**

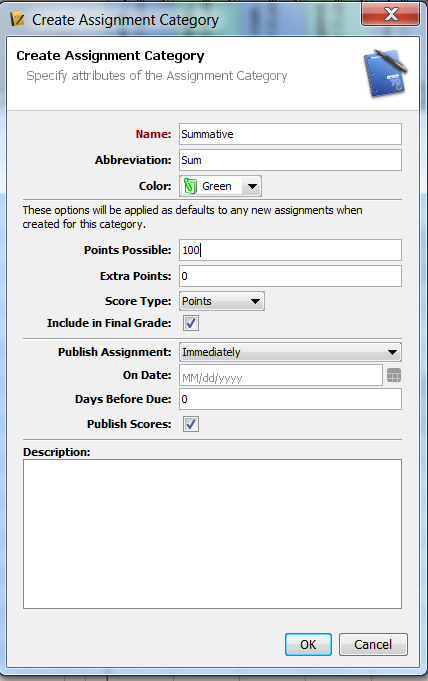
When setting up categories, you can use the Include in Final Grade checkbox to indicate whether assignments within a category should be included in calculating final grades. The value set for a category is used as a default for all assignments within that category, but may be overridden on an assignment-by-assignment basis.

**View Categories**

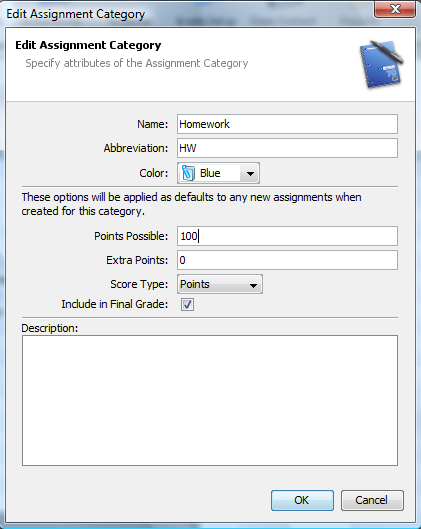
The Categories pane appears in the lower-left corner of the PowerTeacher Gradebook window.

**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. When the new category, **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.

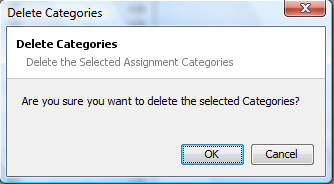
**Edit Categories**

You can edit a category from the Categories pane.

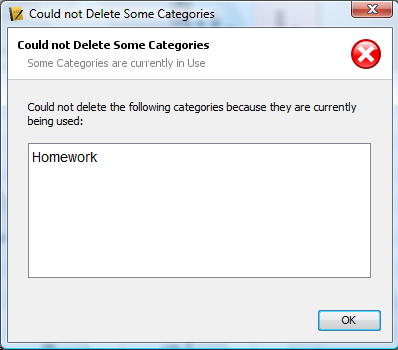
1. Double-click on the category to be edited.
2. The **Edit Assignment Category** window opens.
3. **Edit the information as needed**.
4. Click **Close** to save your changes.

**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.

**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 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."

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

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

Assignments

**About Assignments**

You can create one assignment at a time as you progress through the term, or you can set up assignments for the entire term before the term starts. Having all assignments for the term before the term starts does not change how grades appear. The Final Grade that appears on the Scoresheet reflects an average grade for only the assignment scores that have been entered.

Before setting up an assignment, consider how you will score the assignment:

* Do you want to record the score as points, a percentage, or letter grade?
* How many points is the assignment worth?
* How do you want to weight the assignment?
* Do you want to include the assignment in final grade calculation?

**Include in Final Grade**

When setting up assignments, you can use the Include in Final Grade checkbox to indicate whether an assignment should be included in calculating final grades. The value set for a category is used as a default for all assignments within that category, but may be overridden on an assignment-by-assignment basis.

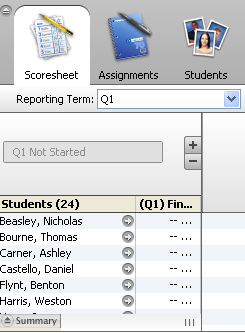
If an assignment is included in calculating final grades and impacts the final grade, it must be published in order for parents and students to view it.

**Weighting**

Assignment setup may involve weighting; however, weighting is not required. Weighting gives particular assignments, whether points, percentage, or letter grades, more value than others when determining final grades. The weight value is used to multiply the points earned and the points possible.

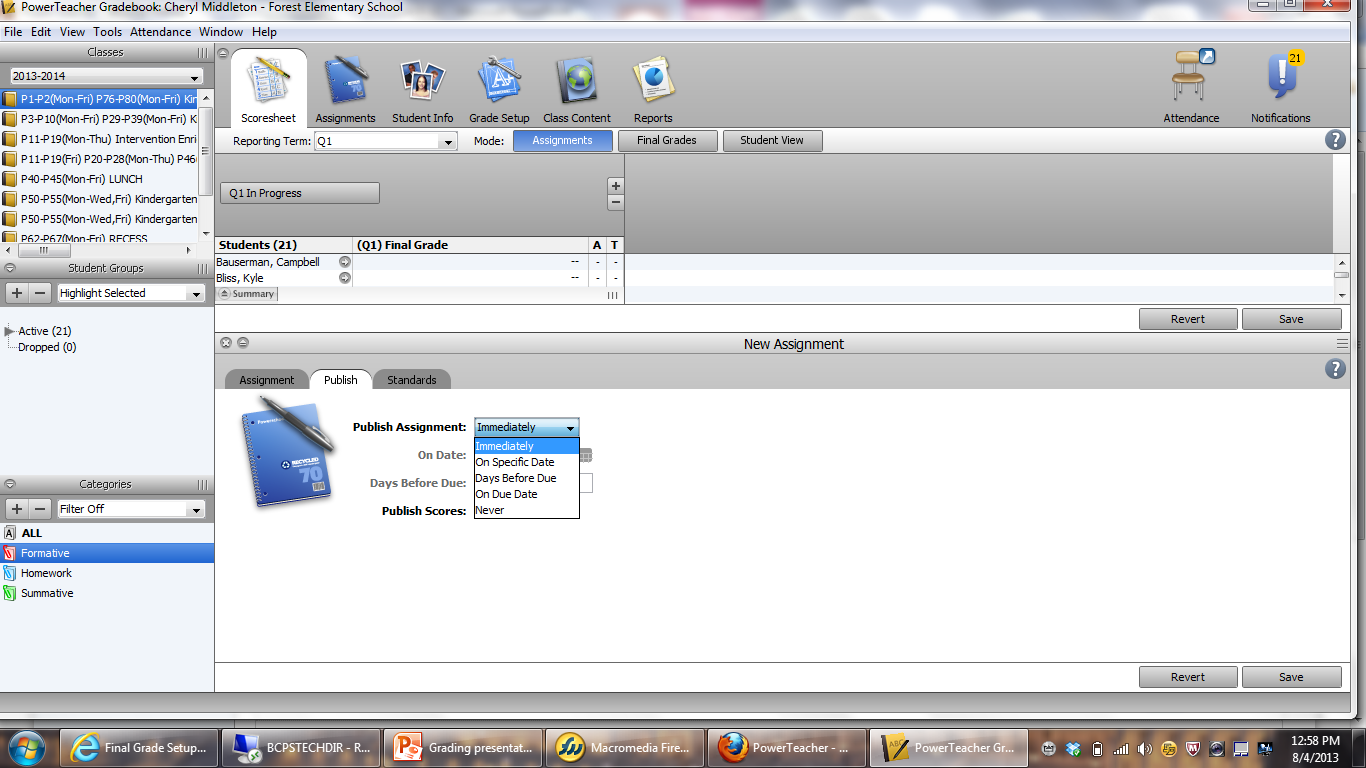
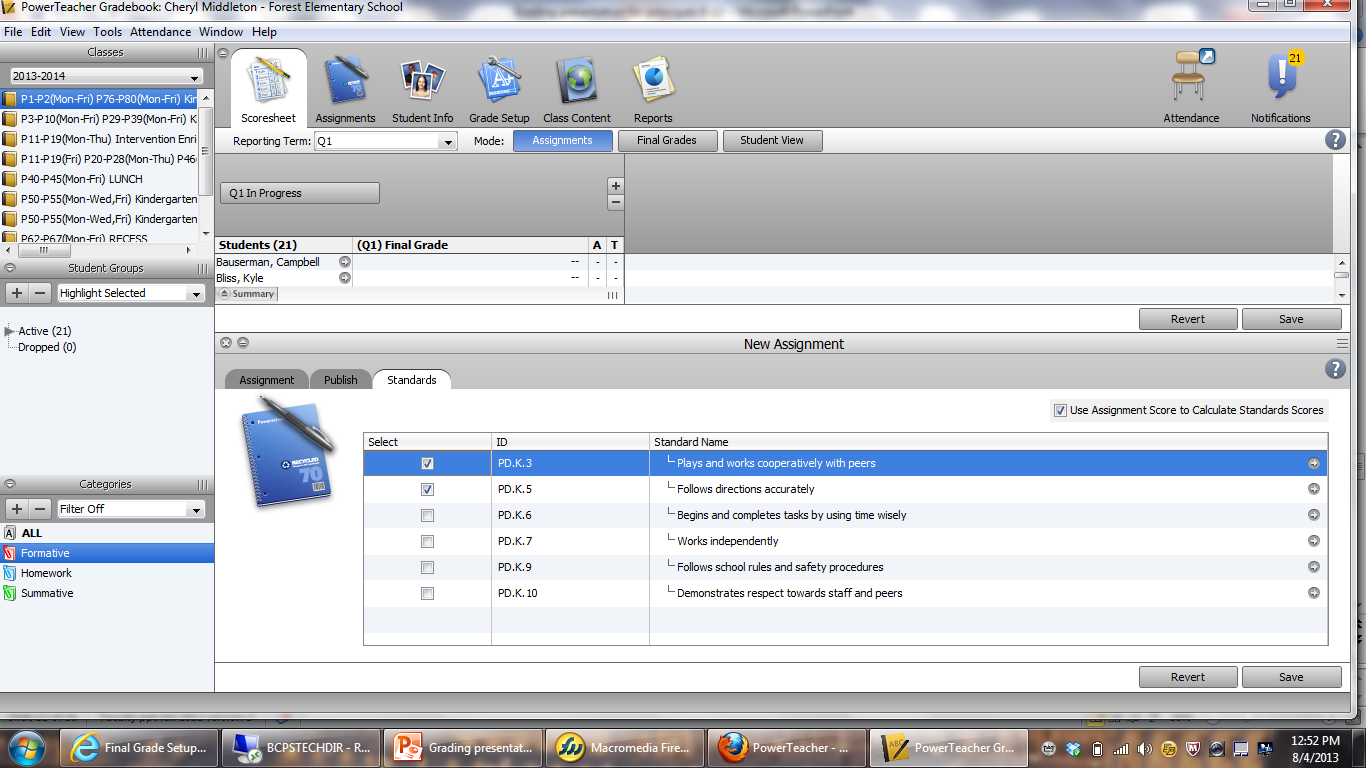
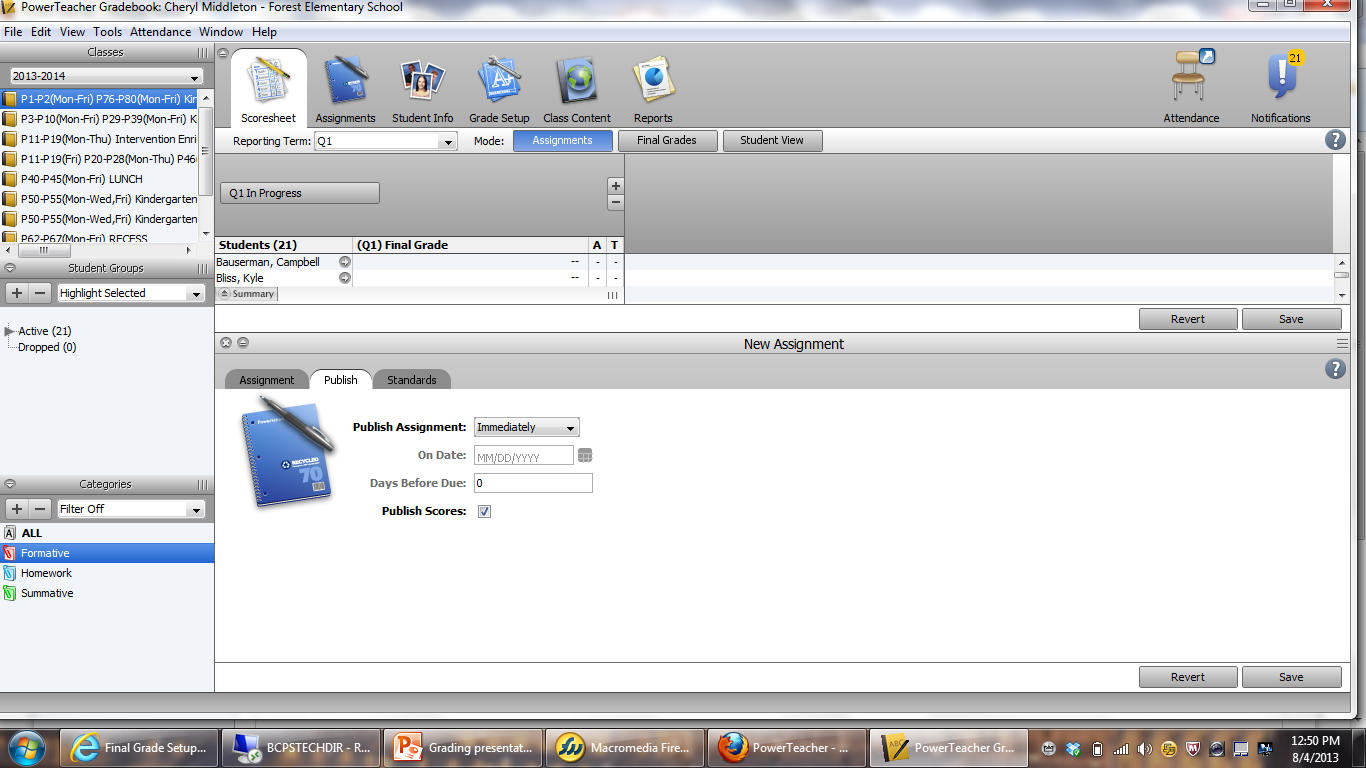
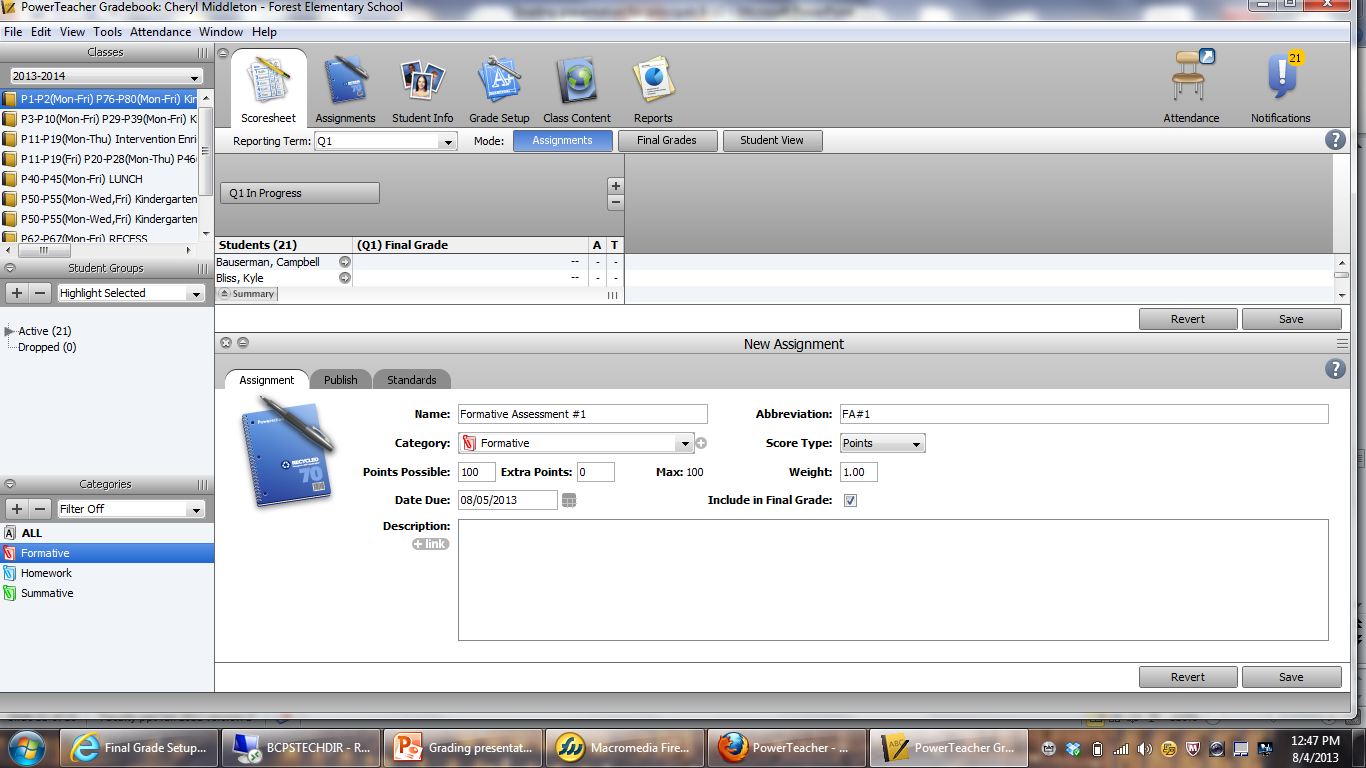
**Add Assignments**

You can add assignments from the Assignments window or the **Scoresheet window** using the **Plus (+)** button. Alternately, you can right-mouse click if you are using a two-button mouse.



1. **MAKE SURE THE CORRECT TERM HAS BEEN SELECTED.**
2. Select a class from the **Classes pane**.
3. On the **Scoresheet window**, click the **Plus (+)** button above the student list. The **New Assignment window** appears at the bottom of the window (see graphic below).
4. **Enter the required information**.
5. Click **Save**.

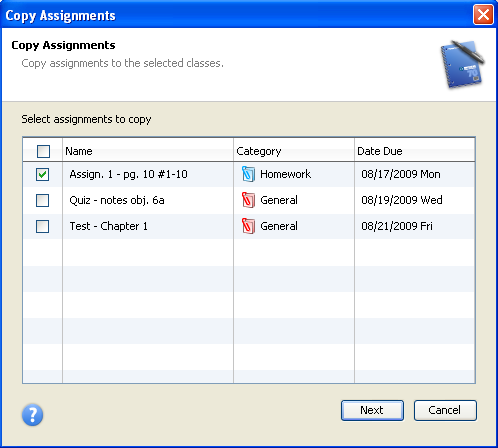
**Note:** The **Standards** tab is new for those grade level and classes that standards have been entered. Check the checkbox to associate the standard to the assignment.



**View All Assignments in a List**

* 1. Select a class from the **Classes pane**.
  2. Double-click on the assignment, **basic information** about the assignment will appear below the student list or click the **Assignments** tab. The **Assignment window** displays class assignments and **basic information** about each assignment.

**Copy Assignments**

You can use the Copy Assignment function to copy an assignment within a class or from one class to other classes. You can copy assignments from the Assignments window or the **Scoresheet window** using the gradebook menu bar or right-click on the assignment that is to be copies.

1. Select a class from the **Classes pane**.
2. Either choose **Tools > Copy Assignment** from the gradebook menu bar or right-click on the assignment to be copied and select **Copy Assignment**.
3. The **Copy Assignment window** opens.
4. Select the assignment(s) to be copied and click **Next**.
5. Select the classes the assignment(s) is to be copied into. Click **Ok**.

**Delete Assignments**

1. Select a class from the **Classes pane**.
2. Select the assignment to be deleted by clicking on it.
3. Click on the **Minus (-)** button next to the list of assignments. A Delete Assignment dialog box will open, click the **Yes** button.

Grade Setup

**Final Grades**

Using a combination of options, you can control how Final Grades are calculated in your classes. **Grade Preferences** apply to ALL of your classes while **Grade Setup** applies to a SPECIFIC class and must be set up within each class.

**Grade Setup**

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

**Final Grades and Categories**

When setting up **categories**, you can use the *Include in Final Grade* checkbox indicate whether assignments within a category should be included in calculating final grades.

**Final Grades and Assignments**

When setting up **assignments**, you can use the *Include in Final Grade* checkbox indicate whether assignments should be included in calculating final grades.

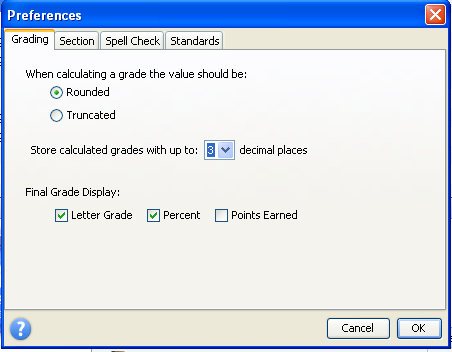
**Note:** The value set within an assignment overrides the value for the category the assignment belongs to.

**Weighting**

Final grade setup may involve weighting; however, weighting is not required. Weighting gives particular assignments, categories, or terms more value than others when determining final grades. The weight value is used to multiply the points earned and the points possible.

**Define Grade Preferences**

Use the Preferences window to define how you want final grades to appear in PowerTeacher gradebook for ALL classes, either rounded or truncated. You can also indicate the number of decimal places you want to appear.



* 1. From the gradebook menu bar, choose **Tools > Preferences**. The **Preferences window** opens.
  2. To indicate how you want final grades to be calculated, select the appropriate **When calculating a grade the value should be** option:

1. **Rounded**: Rounds the number up or down to the nearest decimal point specified.
2. **Truncated**: Cuts off the number at the specified number of places after the decimal.
3. Choose the number of digits to appear after the decimal point from the **Store calculated grades with up to** pop-up menu.
4. Select the **Final Grade Display** checkbox for how your grade will be displayed.
5. Click **OK** to save your changes.

**Grade Scales**

PowerTeacher gradebook uses a default grade scale that is set up and managed by your school's district administrators. The grading scale is assigned to the course and can not be changed. You can view detailed information about the default grade scale or you can view the grade scale for a specific 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.

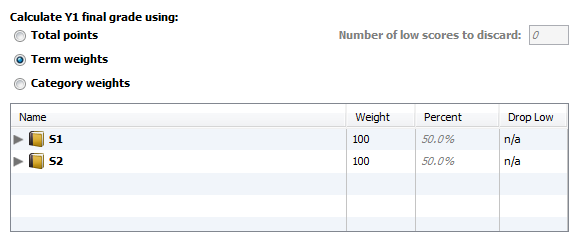
Category weight method calculates final grades based on total points times the value (or weight) of each category or assignment.

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.

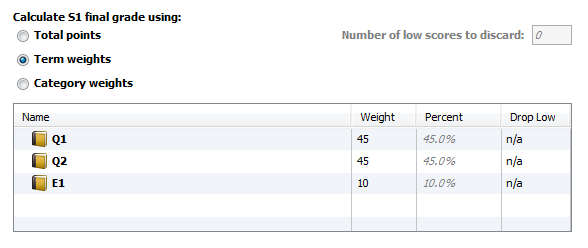
1. Select the following for each reporting term:
   1. Calculate Y1 (Year) final grade using **Term Weights**



**Note:** The weight for S1 and S2 can be S1 = 50 and S2 = 50. As long as these two weights are the same, year calculations will be correct.

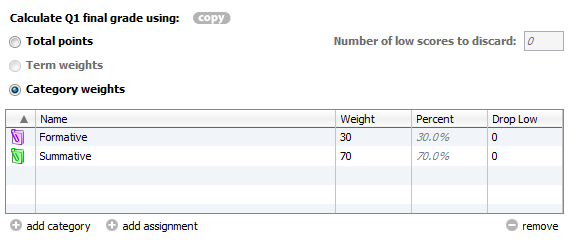
* 1. Calculate S1 (First Semester) and S2 (Second Semester) final grade using **Term Weights**.

**Note**: Click in the **Weight** column for each term and change the weight as follows: Q1 = 45, Q2 = 45, E1 = 10.



* 1. 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*. Add *Homework* if you are using it as a category. Change the **Weight** as follows: *Summative* = 70, *Formative* = 30 (if *Homework* is a category, *Formative* = 20 and *Homework* = 10).



**Remember**: You **MUST** set up **EACH CLASS** for **EVERY TERM.**

Scoresheets

**About Scoresheets**

The Scoresheet window is where you will probably spend most of your time. Using the Scoresheet window, you can create and score assignments and view final grades for students in your classes.

**View Scoresheets**

To view assignments and scores for a particular class, select the class and click the Scoresheet tab.

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** displays basic score information.

**Enter Scores Using Scoresheet**

You can enter scores from the Scoresheet window or the **Score Inspector**.

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Click the assignment column of the student you want to enter a score for. The score field appears as an editable text field.
4. Enter the score.
5. Press **ENTER**. The score appears on the Scoresheet and the cursor advances to the next assignment field.
6. Click **Save**. The score appears on the Scoresheet window.

**Note:** The Save and Revert buttons appear shaded until information is entered.

**Edit Scores Using Scoresheet**

You can edit a score from the Scoresheet window or the **Score Inspector**.

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Click the score you want to edit. The score field appears as an editable text field.
4. Enter the new score.
5. Press **ENTER**. The new score appears on the Scoresheet and the cursor advances to the next assignment field.
6. Click **Save**. The new score appears on the Scoresheet window.

**Note:** The Save and Revert buttons appear shaded until information is entered.

**Delete Scores Using Scoresheet**

You can delete a score from the Scoresheet window or the **Score Inspector**.

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Click the score you want to delete. The score field appears as an editable text field.
4. Do one of the following:

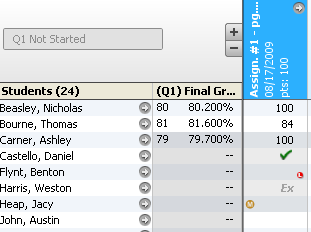
* Highlight the score and press **DELETE**.
* **Right-click** and select **Clear Score**.

**Note:** There are no restrictions when deleting.

1. Press **ENTER**. The score no longer appears on the Scoresheet and the cursor advances to the next assignment field.

**Mark Assignments Collected Using Scoresheet**

To indicate that an assignment for a student has been collected, mark the assignment as Collected from the Scoresheet window or the **Score Inspector***.* An assignment can be marked as collected with or without entering a score. If no score is entered, a green checkmark appears within the selected student assignment score field. If a score is entered, the checkmark is replaced with the score.

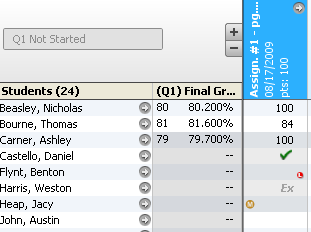


1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Click in the assignment column of the student whose assignment has been collected.
4. **Right-click** and select **Collected**.
5. Click **Save**. The score appears on the Scoresheet window.

**Note:** The Save and Revert buttons appear shaded until information is entered.

**Mark Assignments Late Using Scoresheet**

To indicate that an assignment for a student is late, mark the assignment as Late from the Scoresheet window or the **Score Inspector**. An assignment can be marked as late with or without entering a score. When marked as late, a red circular “L” appears within the selected student assignment score field.



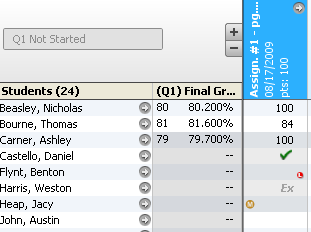
1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Click in the assignment column of the student whose assignment is late.
4. **Right-click** and select **Late**.
5. Click **Save**. The score appears on the Scoresheet window.

**Note:** The Save and Revert buttons appear shaded until information is entered.

**Mark Assignments Exempt Using Scoresheet**

To indicate that an assignment for a student is exempt, mark the assignment as Exempt from the Scoresheet window or the **Score Inspector**. An assignment can be marked as exempt with or without entering a score. If a score has been entered, the score will appear grey and will not be calculated in the average. If no score is entered, an italicized “Ex” appears within the selected student assignment score field. If a score is entered, the score appears italicized and shaded.

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Click in the assignment column of the student who you wish to exempt from the assignment.
4. **Right-click** and select **Exempt**.



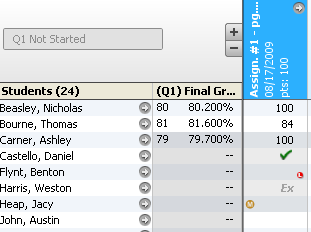
**Note:** You may also manually enter **ex** in the assignment score field.

1. Click **Save**. The score appears on the Scoresheet window.

**Note:** The Save and Revert buttons appear shaded until information is entered.

**Mark Assignments Missing Using Scoresheet**

To indicate that an assignment for a student is missing, mark the assignment as Missing from the Scoresheet window or the **Score Inspector**. When marked as missing, a yellow circular “M” appears within the selected student assignment score field.



1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Click in the assignment column of the student whose assignment is late.
4. **Right-click** and select **Missing**.
5. Click **Save**. The score appears on the Scoresheet window.

**Note:** The Save and Revert buttons appear shaded until information is entered.

**View Assignment Statistics**

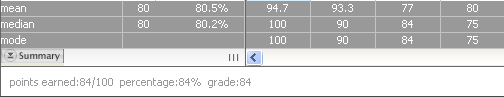
The Summary section of the Scoresheet provides statistical information for each assignment. When selecting an assignment, the mean, median, and mode for that assignment appear.

The mean is the mathematical average of the scores you entered. The median represents the middle of all values: one-half of the scores will be above this number and one-half will be below it. The mode indicates the most common value.

All of these values are indicators of how well your students did on the assignment. If any one of them is unexpectedly low, it may be that students need additional practice on the skills and concepts being assessed, or the assessment needs to be revised.

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Select an assignment.
4. Click **Summary**. The mean, median, and mode appear for the selected assignment.

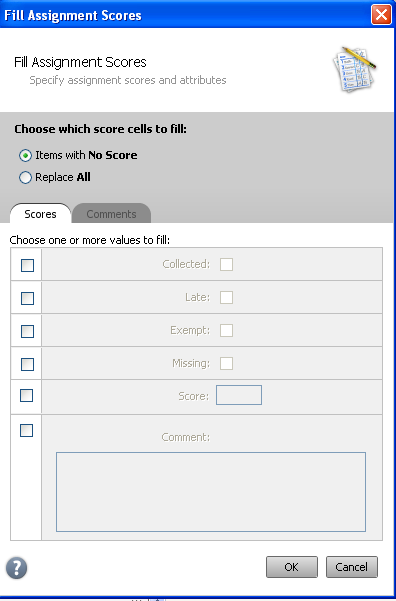
The **Points Earned** appears in the lower-right corner of the Scoresheet. When a final grade or assignment is selected, the total points earned to date appear.



**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. For example, if all but two students in a class receive the same assignment score, use the Fill Scores function to enter that score for the class with the exception of the scores already entered for the two students.

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



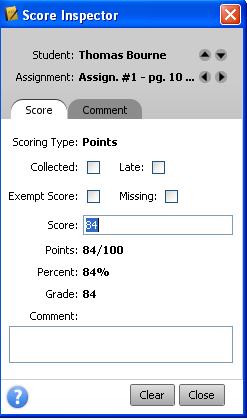
1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Select the assignment column for which you want to fill scores.
4. From the gradebook menu bar, choose **Tools > Fill Scores** or right-click on the assignment column. The **Fill Scores window** appears.
5. Indicate whether you want to only fill I**tems with No Score** or **Replace All.**
6. To indicate the assignment status, select one of the following:

* **Collected**
* **Late**
* **Exempt Score**
* **Missing**

1. Enter the score in the **Score** field.
2. Manually enter score comments in the **Comment** field and/or click **Comment tab** to select one or more predefined comments.

**Note:** If using the Comment tab, you can press and hold **CONTROL** to select multiple comments. When you have finished making your selections click the **Insert Selected** button.

1. Click **OK**.

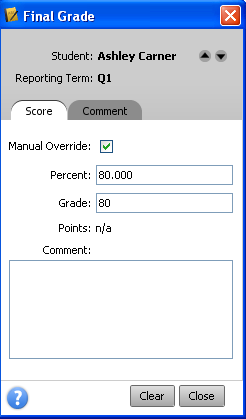
**Score Inspector**

The Score Inspector provides an alternative way of entering scores and other information. Once you open the Score Inspector window, it floats above the Scoresheet window. You may want to move it to a convenient location on your desktop, so you can work with the Scoresheet. The Score Inspector remains open until you choose to close it.

You can open the Score Inspector from the gradebook menu bar or the Scoresheet window.

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Do one of the following:

* From the gradebook menu bar, choose **Tools > Score Inspector**. The **Score** **Inspector window** appears.
* From any assignment field (or Final Grade field) within the Scoresheet, **right-click** and select **Score Inspector**.
* The **Score Inspector window** appears.



**View Final Grade Details**

You can view final grade details from the Score Inspector window.

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Click on the Final Grades mode button.
4. **Open the Score Inspector**. The **Score Inspector window** appears.

The final grade details appear in the Score Inspector window.

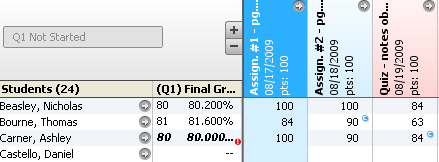
**Note**: This is where the final grade can be manually overridden. Click on the Manual Override checkbox and enter the new grade.

**Add Score Comments**

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. **Open the Score Inspector**. The **Score Inspector window** appears.
4. Select the assignment of the student you want to update. The assignment details appear in the Score Inspector window.
5. Manually enter score comments in the **Comment** field and/or click **Comment tab** to select one or more predefined comments.

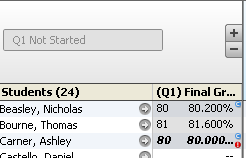
**Note:** If using the Comment tab, you can press and hold **CONTROL** to select multiple comments. When you have finished making your selections, click the **Insert Selected** button.

1. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.
2. Click **Close** on the **Score Inspector** and **Save** on the Scoresheet window. A blue circular “C” appears within the selected student assignment score field.



**Add Final Grade Comments**

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

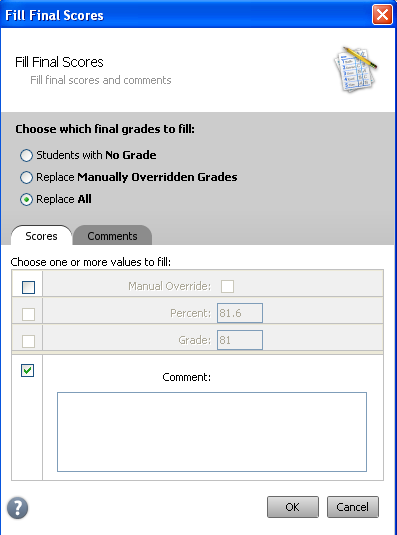


1. **Open the Score Inspector**. The **Score Inspector window** appears.
2. Select the final grade of the student you want to update. The final grade details appear in the Score Inspector window.
3. Manually enter final grade comments in the **Comment** field and/or click **Comment tab** to select one or more predefined comments.

**Note:** If using the Comment tab, you can press and hold **CONTROL** to select multiple comments. When you have finished making your selections, click the **Insert Selected** button.

1. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.
2. Click **Close** on the **Score Inspector** and **Save** on the Scoresheet window. A blue circular “C” appears within the selected student final grade field.

**Fill Final Grade Comment**

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. From the gradebook menu bar, choose **Tools > Fill Scores** or right-click a student average in the Final Grade column and choose **Fill Scores**. The **Fill Final Scores window** appears.
4. Select the **Replace All** radio button and check the **Comment** checkbox.
5. Manually enter final grade comments in the **Comment** field and/or click **Comment tab** to select one or more predefined comments.

**Note:** If using the Comment tab, you can press and hold **CONTROL** to select multiple comments. When you have finished making your selections, click **Insert Selected button**.

1. Click **Ok** on the **Fill Final Scores** window and **Save** on the Scoresheet window. A blue circular “C” appears within the selected student final grade field.

**Note**: When manually entering a final grade comment, limit comment length.

Reports

**About Reports**

You can print various reports whenever you want without having to wait for your PowerSchool or school administrator to do it for you. PowerTeacher gradebook offers a selection of reports to assist you in daily classroom activities, as well as with assessing student performance. Using the Reports tab in the navigation bar, you can generate reports for all students who are enrolled in a class, for all students who are enrolled in all your classes, or for a specific set, group, individual student, selection of students, or any combination.

**Run the Attendance Grid Report**

Run the Attendance Grid report to generate a student and date grid for taking attendance.

1. Select a class from the **Classes pane**.
2. Click the **Reports** tab. The **Reports window** appears.
3. Double-click **Attendance Grid** report. The **Attendance Grid window** appears.
4. To use the default report settings, skip to Step 5. Otherwise, **enter the required information**.
5. Click **Run Report**. The **Report Complete** window appears.
6. Select one of the following options:
   1. Open Report
   2. Save Report – if you choose to save the report you will be asked for a save location. Reports are saved as pdf files.
7. Click **OK**.

Sample Report

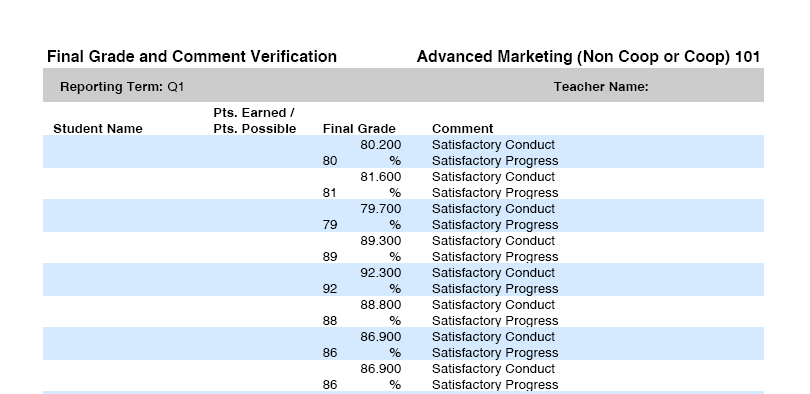


**Run the Final Grade and Comment Verification Report**

Run the Final Grade and Comment Verification report to generate a list of final grades and comments by reporting term.

1. Select a class from the **Classes pane**.
2. Click the **Reports** tab. The **Reports window** appears.
3. Click **Final Grade and Comment Verification** report. The **Final Grade and Comment** **Verification window** appears.
4. To use the default report settings, skip to Step 5. Otherwise, **enter the required information**.
5. Click **Run Report**. The **Report Complete** window appears.
6. Select one of the following options:
   1. Open Report
   2. Save Report – if you choose to save the report you will be asked for a save location. Reports are saved as pdf files.
7. Click **OK**.

Sample Report

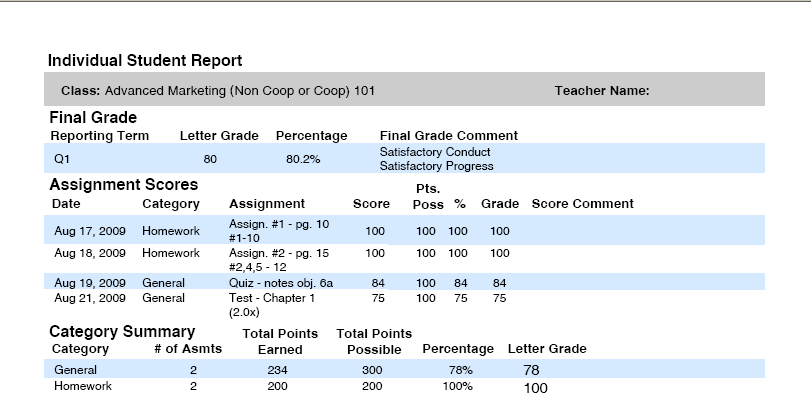


**Run the Individual Student Report**

Run the Individual Student report to generate a summary of class activity on a student-by-student basis.

1. Select a class from the **Classes pane**.
2. Click the **Reports** tab. The **Reports window** appears.
3. Click **Individual Student Report**. The **Individual Student Report window** appears.
4. To use the default report settings, skip to Step 5. Otherwise, **enter the required information**.
5. Click **Run Report**. The **Report Complete** window appears.
6. Select one of the following options:
   1. Open Report
   2. Save Report – if you choose to save the report you will be asked for a save location. Reports are saved as pdf files.
7. Click **OK**.

Sample Report



**Run the Missing Assignment Report**

Run the Missing Assignments report to generate a list of assignments that have not been scored.

1. Select a class from the **Classes pane**.
2. Click the **Reports** tab. The **Reports window** appears.
3. Click **Missing Assignment** report. The **Missing Assignment window** appears.
4. To use the default report settings, skip to Step 5. Otherwise, **enter the required information**.
5. Click **Run Report**. The **Report Complete** window appears.
6. Select one of the following options:
   1. Open Report
   2. Save Report – if you choose to save the report you will be asked for a save location. Reports are saved as pdf files.
7. Click **OK**.

**Run the Scoresheet Report**

Run the Scoresheet report to generate a spreadsheet-style summary of student grade and assignment date.

1. Select a class from the **Classes pane**.
2. Click the **Reports** tab. The **Reports window** appears.
3. Click **Scoresheet** report. The **Scoresheet report window** appears.
4. To use the default report settings, skip to Step 5. Otherwise, **enter the required information**.
5. Click **Run Report**. The **Report Complete** window appears.
6. Select one of the following options:
   1. Open Report
   2. Save Report – if you choose to save the report you will be asked for a save location. Reports are saved as pdf files.
7. Click **OK**.

**Run the Student Roster Report**

Run the Student Roster report to generate a summary of student demographic information on a student-by-student basis.

1. Select a class from the **Classes pane**.
2. Click the **Reports** tab. The **Reports window** appears.
3. Click **Student Roster**. The **Student Roster window** appears.
4. To use the default report settings, skip to Step 5. Otherwise, **enter the required information**.
5. Click **Run Report**. The **Report Complete** window appears.
6. Select one of the following options:
   1. Open Report
   2. Save Report – if you choose to save the report you will be asked for a save location. Reports are saved as pdf files.
7. Click **OK**.