

PowerTeacher Gradebook

After you have **logged in** to PowerTeacher, you can launch the 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 Mac

1. Click **Gradebook**. The PowerTeacher Gradebook Launch page appears.
2. Click **Launch Gradebook**. The Downloads window appears, accompanied by a certificate window.
3. Click **Trust**. The Java Web Start and Gradebook version windows briefly appear. Then, PowerTeacher gradebook opens.

Note: You can have only 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, displaying the message, "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**.

Note the PowerTeacher gradebook icon that appears in the dock and the launchGradeBook.jnlp file that appears on your desktop. Both will be discarded automatically when you quit PowerTeacher gradebook.

4. Close the Downloads window.

How to Launch PowerTeacher Gradebook for Windows

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

Note: You can have only 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, displaying the message, "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**.

4. Close the Downloads window.

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Verify Password

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

How to Verify the Password

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

Note: Alternately, you can press **ENTER** or **RETURN** on your keyboard.

Preferences

Use Preferences to customize various aspects of PowerTeacher gradebook, including the Final Grade column of the Scoresheet window and the Class List in the Classes pane.

Define Grading Preferences

Use the Grading tab on the Preferences window to customize what final grades appear in the Final Grade column on the Scoresheet window. If displaying percent or points earned, you can indicate whether you want the final grade score rounded or truncated, as well as the number of decimal places you want to appear.

How to Define Grading Preferences

1. From the gradebook menu bar, choose **Gradebook > Preferences**. The **Preferences window** appears.
2. Click the **Grading** tab, if not already selected. Grading preference information appears.
3. Edit the information as needed.
4. Click **OK** to save your changes.

Define Section Preferences

Use the Section tab on the Preferences window to define how you want section information to appear in the class list in the Classed pane and in what order.

How to Define Section Preferences

1. From the gradebook menu bar, choose **Gradebook > Preferences**. The **Preferences window** appears.
2. Click the **Section** tab. Section preference information appears.
3. The **Section window** appears.
4. Edit the information as needed.

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5. Click **OK** to save your changes.

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**.

Select Terms

When you first launch PowerTeacher gradebook, the current full year term appears in the **[Term Selector]** pop-up menu. The pop-up menu displays current, future, and past year terms, as well as any lower level terms within a term.

How to Select a Term

On the main PowerTeacher Gradebook window, choose a term from the **[Term Selector]** pop-up menu. Classes for the selected term appear.

Select Classes

When you first launch PowerTeacher gradebook, the Class List displays classes for the current term. The first class in your daily schedule is highlighted.

When selecting subsequent classes, the window that appears is the last window in which you were working. For example, if you are working in the Assignments window and need to switch to another class, when you select that class, the Assignments window for the selected class appears.

Note: Information that appears in the class list is defined by your section preferences.

How to Select a Class

On the main PowerTeacher Gradebook window, select a class from the Classes pane. The window in which you were last working refreshes for the selected class.

Class Information

The Class Information window displays basic class information about the selected class, and enables you to publish information about the class on the PowerSchool Parent Portal.

How to View Class Information

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

Assignment 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.

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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

To view categories, you do not need to select a class. Simply navigate to the Categories window using the gradebook menu bar.

How to View Categories

1. From the gradebook menu bar, choose **Tools > Categories**. The **Categories window** appears. A list of categories appears on the left side of the window. If necessary, use the scroll bar to view the entire list of categories.
2. Select a category. Detailed information for the category appears on the right of the window.

Add Categories

1. From the gradebook menu bar, choose **Tools > Categories**. The **Categories window** appears.
2. Click the **Plus (+)** button. The new category appears on the left side of the window.
3. Enter the required information.
4. Click **Close** to save your changes. The Categories window closes.

Edit Categories

1. From the gradebook menu bar, choose **Tools > Categories**. The **Categories window** appears.
2. Select the category you want to edit. The category details appear.
3. Edit the information as needed.
4. Click **Close** to save your changes.

Delete Categories

1. From the gradebook menu bar, choose **Tools > Categories**. The **Categories window** appears.
2. Select the category you want to delete.
3. Click the **Minus (-)** button. The Categories window appears without the deleted category.

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If category has assignments or is used in weighting, the Alert window appears, displaying the message, "Unable to delete category because it has associated assignments."

4. Click **OK** to close the window.
5. Click **Close** to save your changes.

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. The **Publish Assignment** pop-up menu cannot be set to **Never**.

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.

Zoom Feature

To increase or decrease the size of the contents within the Assignments window, choose **View > Zoom**.

View Assignments

1. Select a class from the **Classes pane**.
2. Click the **Assignments** tab. The **Assignment window** displays class assignments and **basic information** about each assignment.

Filter Assignments

By default, the Assignments window displays assignments for all categories for the entire length of the class. To view assignments with a due date that falls within a specific reporting term, week, or month, or view assignments that belong to a specific category, use the **Filter By** function.

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1. Select a class from the **Classes pane**.
2. Click the **Assignments** tab. The **Assignments window** appears.
3. Choose a reporting term, week, or month from the **Filter By Reporting Term** pop-up menu. The Assignments window refreshes and displays only those assignments with a due date that falls within that selected reporting term, week, or month.
Note: The selected reporting term becomes the new default setting.

You may also choose a category from the **Filter By Category** pop-up menu. The **Assignments window** refreshes and displays only those assignments that belong to the selected category.

Sort Assignments

By default, the Assignments window displays assignments in ascending order by name. Using the column headings, you can sort data in ascending or descending order based on the column heading you select.

1. Select a class from the **Classes pane**.
2. Click the **Assignments** tab. The **Assignments window** displays the assignments in ascending order by name.
3. Click a column heading to sort the Assignments window by that column heading. When sorted in ascending order, an upward pointing arrow appears in the column heading. When sorted in descending order, a downward pointing arrow appears in the column heading.

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.

How to Add an Assignment

1. Select a class from the **Classes pane**.
2. Click the **Assignments** tab. The **Assignments window** appears.
3. Click the **Plus (+)** button. The **New Assignment window** appears.
4. Enter the required information.
5. Click **Save**.

Edit Assignments

You can edit an assignment from the Assignments window or the **Scoresheet window**.

How to Edit an Assignment

1. Select a class from the **Classes pane**.

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2. Click the **Assignments** tab. The **Assignments window** appears.
3. Double-click the assignment you want to edit. The assignment details appear.
4. Edit the information as needed.
6. Click **Save**.

Note: If **Points Possible** is modified for an assignment where student point-based scores exists, the Points Possible Has Changed window appears. You can either click **Keep Scores** to keep the scores as-is or click **Adjust Scores** to adjust them based on the new points possible.

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. Alternately, you can right-mouse click if you are using a two-button mouse.

When copying an assignment, the assignment details and publish settings are copied to the new assignment, with the exception of the assignment score. If an assignment with same name or abbreviation already exists in the class you are copying the assignment to, such as "FirstHW", the suffix "_<next larger number>" is appended to the assignment name or abbreviation, such as "FirstHW_1."

Note: When copying an assignment, the due date of the new assignment populates based on the due date you select. If the due date you select is not a valid date within the target section, then the due date of the new assignment is calculated based on the following:

If the due date is before the section start date, then the field defaults to the section start date.

If the due date is after the section end date, then the field defaults to the section end date.

How to Copy an Assignment

1. Select a class from the **Classes pane**.

Note: Section numbers do not appear on the Class List. To view this information while you are copying assignments, launch an additional window from the gradebook menu bar by choosing **Window > New**. In the new window, click the **Class Info** tab.

2. Click the **Assignments** tab. The **Assignments window** appears.
3. Select an assignment.
4. Either choose **Tools > Copy Assignment** from the gradebook menu bar or right-mouse click and select **Copy Assignment**. The **Copy Assignment window** appears.
5. Edit the information as needed.
6. Click **OK**. The assignment is copied to the selected classes. If the assignment is copied to same class, the new assignment appears in the Assignments or Scoresheet window.

Note: If you opened a second window to view section numbers, close it.

Delete Assignments

You can delete an assignment from the Assignments window or the **Scoresheet window** using

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the **Minus (-)** button. Alternately, you can right-mouse click if you are using a two-button mouse.

How to Delete an Assignment

1. Select a class from the **Classes pane**.
2. Click the **Assignments** tab. The **Assignments window** appears.
3. Select the assignment you want to delete. The assignment details appear.
4. Click the **Minus (-)** button. The **Delete Assignment window** appears.
If an assignment does not have scores, the Delete Assignment window states, "Are you sure you want to delete assignment [name]?"
If an assignment has scores, the Delete Assignment window states, "This assignment has scores. Are you sure you want to delete assignment [name] and all associated scores?"
5. Click **Yes**. The assignment no longer appears on the Assignment window.

Publish Assignments

After you enter an assignment, the assignment appears on the Quick Lookup page in PowerSchool. In order for parents and students to view this information on the PowerSchoolParent Portal, you need to publish it either from the Assignments window or the **Scoresheet window**.

How to Publish an Assignment

1. Select a class from the **Classes pane**.
2. Click the **Assignments** tab. The **Assignments window** appears.
3. Select the assignment you want to publish. The assignment details appear.
4. Click **Publish**.
5. From the **Publish Assignment** pop-up menu, choose when to publish the assignment: **Immediately**, **On Specific Date**, **Days Before Due**, or **On Due Date**.
6. If you chose **On Specific Date**, enter the date the assignment should appear in the **Date On** field using the format mm/dd/yyyy, or click the Calendar icon to select a date.
7. If you chose **Days Before Due**, enter the number of days the assignment should appear prior to the date that it is due in the **Days Before Due** field.
8. Click **Save**.

Publish Assignment Scores

When **publishing an assignment**, you also have the option to publish the assignment score. If you elect to publish assignment scores, parents and students can view this information on the PowerSchool Parent Portal. This can be done from the Assignments window or the **Scoresheet window**.

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How to Publish Assignment Scores

1. Select a class from the **Classes pane**.
2. Click the **Assignments** tab. The **Assignments window** appears.
3. Select an assignment. The assignment details appear.
4. Click **Publish**.
5. Select the **Publish Scores** checkbox.
Note: If the **Publish Assignment** pop-up menu is set to **Never**, do not select the checkbox.
6. Click **Save**.

Final Grades

About Final Grades

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

Final Grade Setup

Use final grade setup to specify how you want final grades to be calculated for students in your classes.

Final Grades and Categories

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.

Final Grades and Assignments

When setting up **assignments**, you can use the **Include in Final Grade** checkbox to 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.

Zoom Feature

To increase or decrease the size of the contents within the Grades Setup window, choose **View > Zoom**.

View Reporting Terms

To view reporting terms for your school, select the class and click the **Grades Setup** tab.

How to View Reporting Terms

1. Select a class from the **Classes pane**.
2. Click the **Grades Setup** tab. The **Grades Setup window** displays reporting term information for the section you are in.

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Calculate Final Grades by Total Points

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

Note: You can calculate final grades by total points for all reporting terms within the reporting term hierarchy.

How to Calculate Final Grades by Total Points

1. Select a class from the **Classes pane**.
2. Click the **Grades Setup** tab. The **Grades Setup window** appears.
3. Click the name of the reporting term you want to set up final grade calculation for.
Note: Calculate Final Grade Using options are based on the selected reporting term.
4. Select the **Total Points** option for **Calculate Final Grade Using**.
5. Enter the number of low scores you want to drop from the final grade calculation in the **Number of low scores to discard** field.
6. Click **Save**.

Calculate Final Grades by Term Weight

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

Note: You can calculate final grades by term weights for reporting terms within the reporting term hierarchy that have shorter reporting terms within them.

How to Calculate Final Grades by Term Weight

1. Select a class from the **Classes pane**.
2. Click the **Grades Setup** tab. The **Grades Setup window** appears.
3. Click the name of the reporting term you want to set up final grade calculation for.
Note: Calculate Final Grade Using options are based on the selected reporting term.
4. Select the **Term Weights** option for **Calculate Final Grade Using**. Term weights for the selected reporting term appear.
5. Double-click the term's **Weight** field. The field appears as an editable text field.
6. Enter the weight.
Note: Up to two decimals may be entered.
7. Click **Save**.

Calculate Final Grades by Category Weight

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

Note: You can calculate final grades by category weight for all reporting terms within the

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reporting term hierarchy.

How to Calculate Final Grades by Category Weight

1. Select a class from the **Classes pane**.
2. Click the **Grades Setup** tab. The **Grades Setup window** appears.
3. Click the name of the reporting term you want to set up final grade calculation for.
Note: Calculate Final Grade Using options are based on the selected reporting term.
4. Select the **Category Weights** option for **Calculate Final Grade Using**.

To add a category:

1. Click **Add Category**. The **Select Category window** appears.
2. Select the checkbox next to each category you want to add.
3. Click **OK**. The category appears on the **Grades Setup window**.
4. Double-click the category's **Weight** field. The field appears as an editable text field.
5. Enter the weight.
6. Double-click the category's **Drop Low** field. The field appears as an editable text field.
7. Enter the number of low scores you want to drop from the final grade calculation.
8. Click **Save**.
9. Repeat for each additional category.

To remove a category:

1. Select the category you want to delete. The category appears highlighted.
2. Click **Remove**.
3. Click **Save**.

To add an assignment:

Note: The option to add an assignment is only available for the lower level terms within a term.

1. Click **Add Assignment**. The **Select Assignment window** appears.
2. Select the checkbox of the assignment you want to add.
3. Click **OK**. The assignment appears on the **Grades Setup window**.
4. Double-click the assignment's **Weight** field. The field appears as an editable text field.

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5. Enter the weight.
6. Click **Save**.
7. Repeat for each additional assignment.

To remove an assignment:

1. Select the assignment you want to delete. The assignment appears highlighted.
2. Click **Remove**.
3. Click **Save**.

Manually Override Final Grades

After you enter final grades, you may need to override a calculated final grade for a student. When overriding a calculated grade, you can set a unique value for both percent and letter grade.

How to Manually Override a Final Grade

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Choose a reporting term, week, or month from the **Filter By Reporting Term** pop-up menu. The Scoresheet window refreshes and displays only those assignments and scores with a due date that falls within that selected reporting term, week, or month.
4. **Open the Score Inspector**. The Score Inspector window appears.
5. Select the final grade of the student you want to update. The final grade field appears highlighted. The assignment details appear in the Score Inspector window.
6. Select the **Manual Override** checkbox.
7. Enter the new percent in the **Percent** field, if applicable.
8. Enter the new letter grade in the **Grade** field, if applicable.
9. Enter final grade text in the **Comment** field, if applicable.

Note: It is not necessary to select the Manual Override checkbox in order to add, edit, or delete a final grade comment.

10. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.
11. Click **Save**. The final grade appears within the selected student final grade field.

Note: The final grade appears bolded, italicized, and with a red circular "!". If a comment was entered, a blue circular "C" also appears.

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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.

Enter Scores Using Scoresheet

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

Shortcut Key

When entering scores, you can use the equal sign (=) to populate the score field with the maximum score possible for an assignment based on the scoring type of the assignment. For percentage, 100% is entered. For points, the maximum possible points for the assignment are entered. For a letter grade, the highest possible grade in the grade scale associated with the section is entered.

How to Enter a Score

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 in the score field.
5. Press **ENTER** or **RETURN**. 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**.

How to Edit a Score

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 in the score field.
5. Press **ENTER** or **RETURN**. 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.

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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**.

How to Delete a Score

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. Highlight the score and press **DELETE**.
5. Press **ENTER** or **RETURN**. The score no longer appears on the Scoresheet and the cursor advances to the next assignment field.

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. Alternately, you can right-mouse click if you are using a two-button mouse.

How to Fill Scores

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**. The **Fill Scores window** appears.
5. Indicate whether you want to only fill empty scores or replace all scores by selecting one of the following options:
 - Fill empty scores for the selected assignment**
 - Replace all scores for the selected assignment**
6. To indicate the assignment status, select one of the following:
 - Collected**
 - Late**
 - Exempt Score**
7. Enter the score in the **Score** field.

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8. Manually enter score comments in the **Comment** field or click **Comment Bank** to select one or more predefined comments.

Note: If using the Comment Bank, you can press and hold **COMMAND** (Mac) or **CONTROL** (Windows) to select multiple comments. When you have finished making your selections, click **Insert Selected Comments** and then click **OK**.

9. Click **OK**.

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 window, 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.

Report Format

When generating reports, you can choose from three output formats:

Feature	Description
PDF	A cross-platform Portable Document Format (PDF) file that can be read and printed by a PDF reader, such as Adobe Acrobat Reader or Preview. Note: Reports generated using this format have a file extension of .pdf, such as reportname.pdf.
HTML	A file that can be read by a browser such as Safari or Internet Explorer. Note: Reports generated using this format have a file extension of .html, such as reportname.html.
Export (CSV)	A text file consisting of the data, separated by commas. This file can be opened with Excel or another spreadsheet application. Note: Reports generated using this format have a file extension of .csv, such as reportname.csv.

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Quit PowerTeacher Gradebook

About Quitting

When you are finished working in PowerTeacher gradebook, it is important to quit the application, which you can do from any gradebook window. Additionally, when you are finished working in PowerTeacher, it is important to log out, which you can do from any PowerTeacher page.

Quit PowerTeacher Gradebook

To quit PowerTeacher gradebook, use the gradebook menu bar.

How to Quit PowerTeacher Gradebook

1. From the gradebook menu bar, choose **File > Save**.
2. From the gradebook menu bar, choose **PowerTeacher Gradebook > Quit PowerTeacher Gradebook**.

Note: If you have unsaved changes, a window indicates the changes that you made. To save the changes, click **Yes**. Otherwise, click **No**.

Log Out of PowerTeacher

To log out of PowerTeacher, use the navigation bar.

How to Log Out of PowerTeacher

Click **Logout** in the navigation bar. The Log In page appears. You must enter your username and password again to redisplay the PowerTeacher start page.