

**This guide is intended to help teachers and assistant teachers efficiently use new gradebook software from PowerSchool.**

Click on the topics listed here to jump to that topic:

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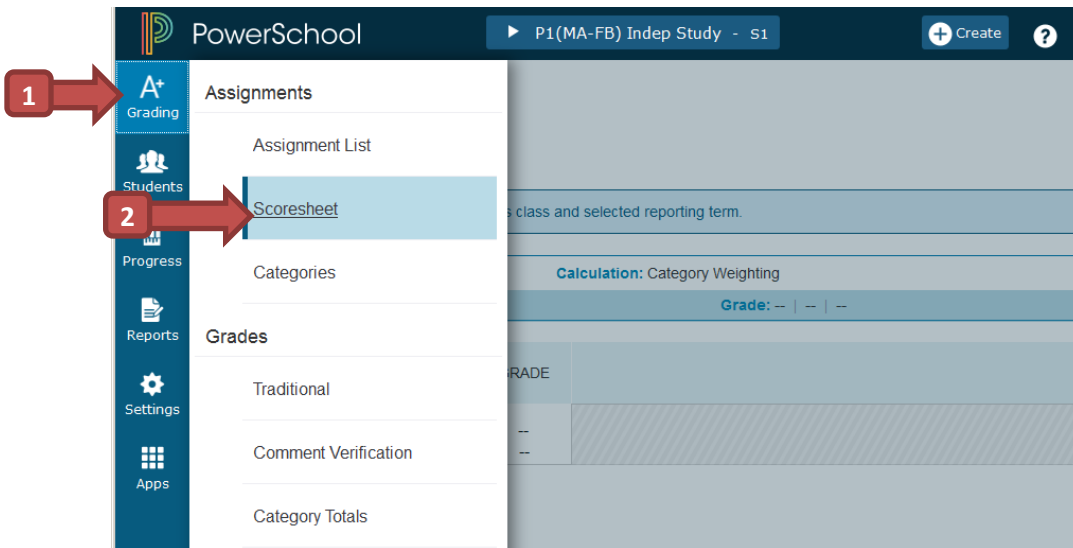
## Assignment Score Problem

There have been problems entering assignment score maximum points while using [Internet Explorer 10](#). The best fix for this issue is to use Firefox or Chrome. Please login to PowerTeacher using the following url within the Firefox or Chrome browser: <https://yourservername.powerschool.com/teachers>

If you prefer to use Internet Explorer you must use **version 11 or higher**. A HelpDesk request needs to be made to receive that update.

## Go to Scoresheet View

The new PowerTeacher Pro gradebook opens directly to “Assignment List View”. To get to the Scoresheet, (1) first select **Grading**, (2) then select **Scoresheet**.



## Switch between Classes

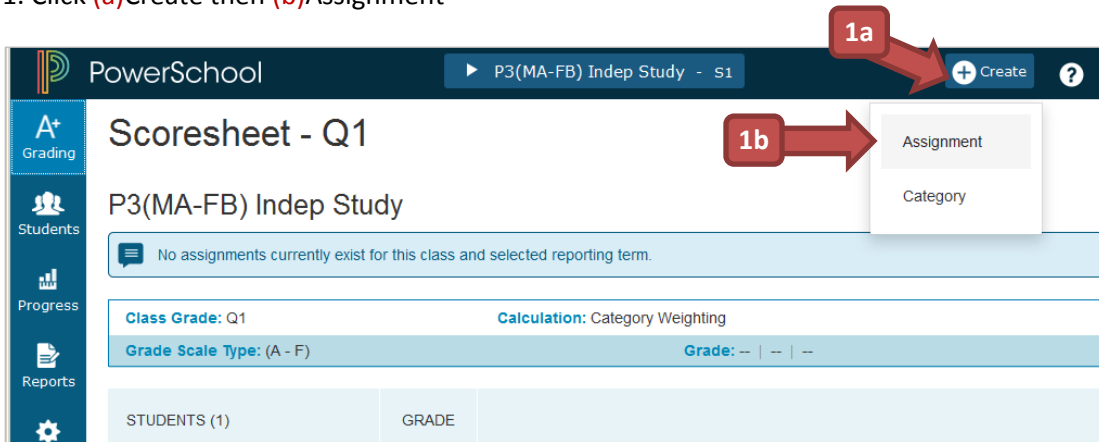
1. Click on the Class list button in the top middle of the screen
2. Choose a class in your list

Notice the column here that shows which TERM the course is scheduled for

You can narrow the list of classes displayed here by selecting a Semester in this dropdown list

## Entering Assignments

1. Click (a)Create then (b)Assignment



2. In the create assignment window, follow steps a – g below:

**2a** Name the assignment. The title must be unique in your assignment list. If needing the same assignment name for multiple categories; adding one letter to the end to distinguish those may help.

**2b** Choose a category. A category must be chosen and must be one of the category weights for this course. To see what your category weights are please see the [Category Weighting](#) topic.

**2c** Stays at Points

**2d** Assign the maximum points possible. For questions on what your maximum points possible should be, please see academic advisors in your academy/department.

**2f** Choose a date. This should be the date an assignment was due or the date the class completed it on.

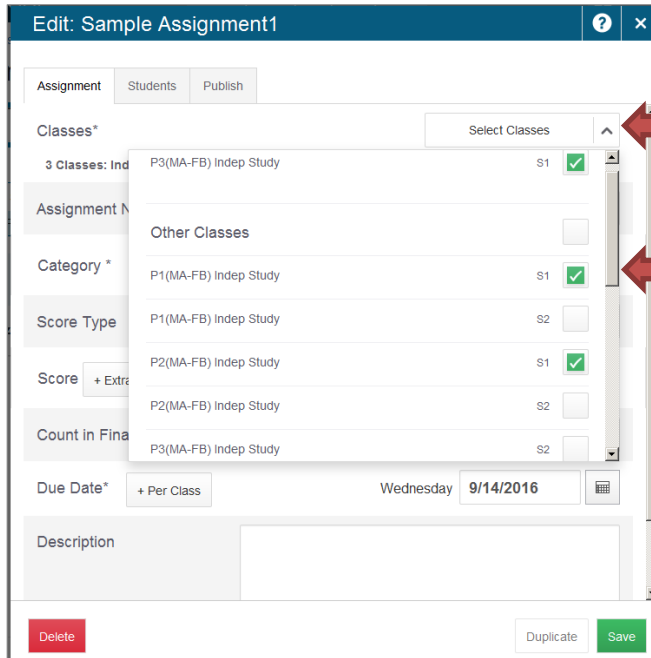
**2g** Save, then close the window.

Notice the assignment will be added to the current course you are viewing.

### Creating Assignments for Multiple Courses

By default, when creating a new assignment it will be added to the course in which you are currently viewing, you may also choose additional classes to add this assignment to.

1. Click on the **Select Classes** drop down
2. Check other classes to add it to.

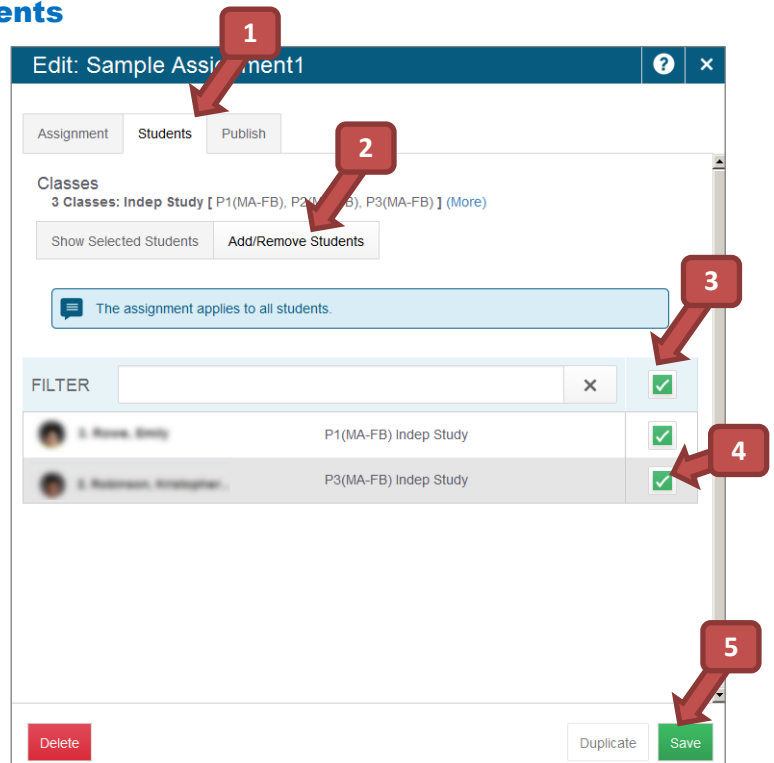


**Notes:**  
The other classes this assignment applies to must use all the same settings in the assignment, including Maximum possible Score Entry. If not all settings apply, you should create a new assignment for that course. Also, you should be choosing from within the same Reporting Term, ie; S1 to S1 courses and S2 to S2 courses.

### Creating Assignments for Select Students

You may create an assignment that only applies to one or just a few students. Follow the steps for entering assignments as normal then....

1. Select the Students Tab
2. Choose Add Remove Students
3. Uncheck the top box
4. Check the student or students needed
5. Save



## Editing Existing Assignments

You may edit existing assignments while you are in one of two areas:

### From the Assignment List view:

1. Click the Edit Pencil icon next to the assignment

| CATEGORY | ASSIGNMENTS          | SCORED  | DUE DATE  | SCORE          | EDIT |
|----------|----------------------|---------|-----------|----------------|------|
| Home     | 1. Assignment2       | 3 / 3 ✓ | 9/15/2016 | Points pts: 20 |      |
| Part     | 2. Assignment3       | 3 / 3 ✓ | 9/15/2016 | Points pts: 6  |      |
| Clas     | 3. Sample Assignment | 3 / 3 ✓ | 9/13/2016 | Points pts: 30 |      |

### From the Scoresheet View:

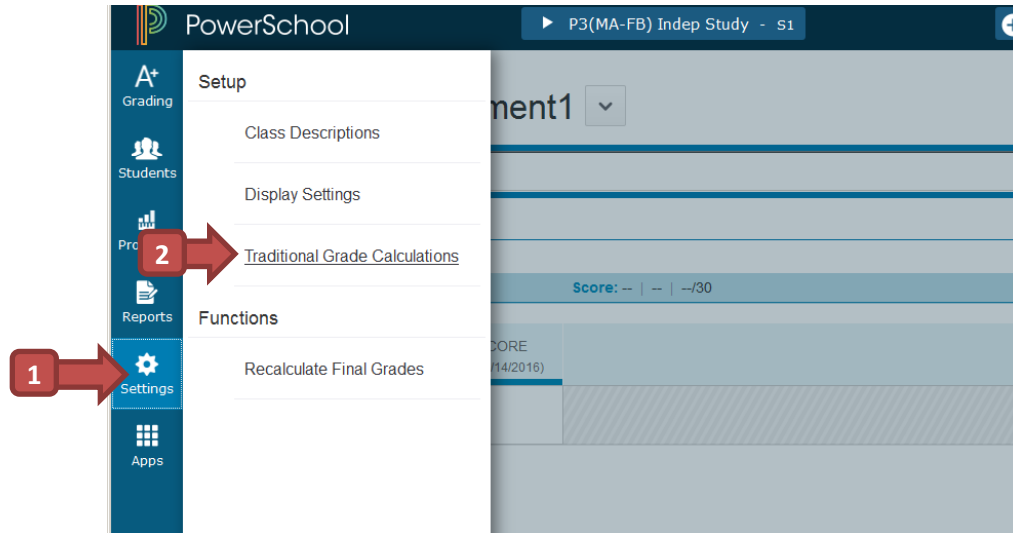
1. Click on any score
2. Click the small Edit Assignment text

| STUDENTS (3)      | Sample As... (9/13/2016) | Assignment2 (9/15/2016) | Assignment3 (9/15/2016) |
|-------------------|--------------------------|-------------------------|-------------------------|
| 1. [Student Name] | 20                       | 19                      |                         |
| 2. [Student Name] | 20                       |                         | 5                       |
| 3. [Student Name] | 20                       |                         | 5                       |

### Category Weighting

How to view your gradebook Category Weighting and term calculations:

1. Click Settings
2. Traditional Grade Calculations



3. In the next window, expand the course in question, by clicking the name of the course.
4. Click on the Pencil icon to view or edit the weighting

4a. S1 (or S2) should always be at **Term Weighting** (50/50)

4b. Q1 (all quarters) should be at **Category Weighting** specific\* to that course.

*\*See document from Mary Alice Wyatt*

### Traditional Grade Calculations

Expand All Collapse All

▶ P1(MA-FB) Indep Study

▶ P2(MA-FB) Indep Study

**3** ▶ P3(MA-FB) Indep Study

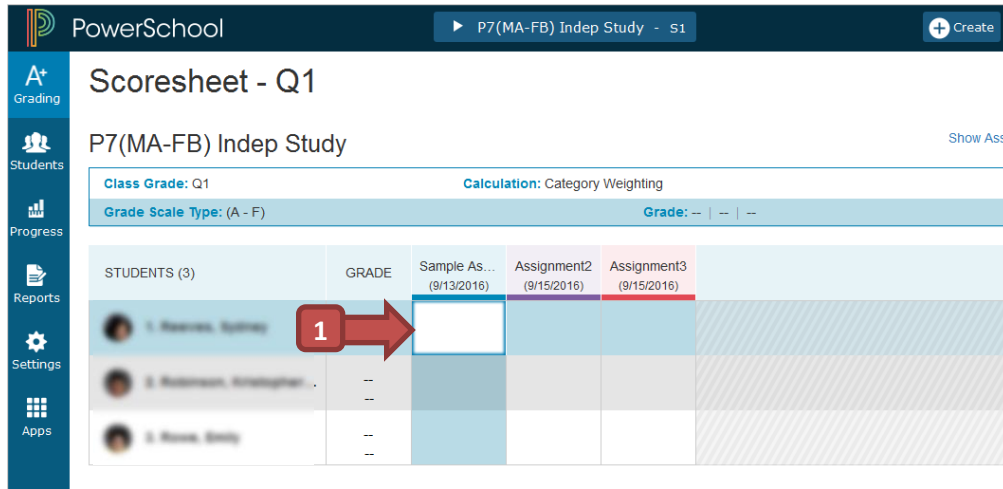
| REPORTING TERM | FORMULA TYPE       | EDIT CALC | EDIT DROPS | ACTIONS   |
|----------------|--------------------|-----------|------------|-----------|
| S1             | Term Weighting     | ✓         | ✓          | <b>4a</b> |
| Q1             | Category Weighting | ✓         | ✓          | <b>4b</b> |
| Q2             | Category Weighting | ✓         | ✓          |           |

▶ P4(MA-FB) Indep Study

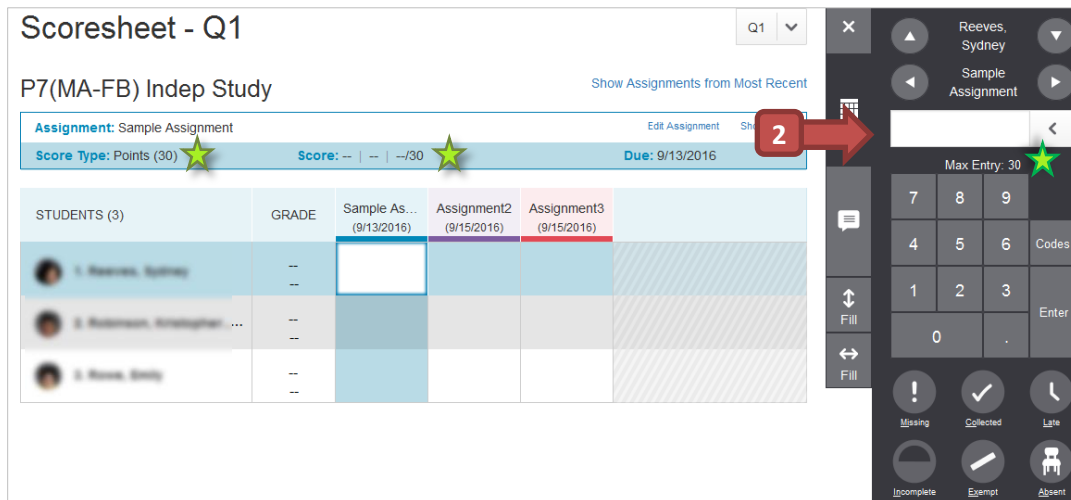
▶ P5A-P5B(MA-FB) Indep Study

## Scoring Assignments

1. While you are in the Scoresheet view, you'll see the assignments you have created that need scoring. Click on the top box underneath the assignment name you want to enter scores for.



2. This opens up the scoring inspector to the right. You may use your keyboard or the number buttons on the score inspector. **Note:** While scoring, the max possible score is showing in 3 places ★★ ★★ ★★



3. The fill buttons will fill whatever you have typed in the first box down to the bottom of your list or even from left to right. It will only fill in where no scores have been typed yet.



## How to Run Reports

### Run an Individual Student Report (like the old mid-term)

1. Click Reports
2. Select Individual Student Report

The screenshot shows the PowerSchool interface. On the left sidebar, there are icons for Grading, Students, Progress, Reports, Settings, and Apps. A red arrow labeled '1' points to the Reports icon. A dropdown menu is open, showing options: Individual Student Report, Multi-Function Assignment Report, and Student Roster. A red arrow labeled '2' points to 'Individual Student Report'. The main content area shows a report for 'P7(MA-FB) Indep Study - S1' with a score of B (83.33%) and 5/6 assignments. A table shows scores for Sample As... (9/13/2016), Assignment2 (9/15/2016), and Assignment3 (9/15/2016) with values 20, 19, and 5 respectively.

3. You can rename the report
4. Select the classes you want to run the report for

The screenshot shows the 'Criteria' tab of the report configuration interface. It includes sections for Report Title, Description, Classes\*, Sort Options, Data, and Date Range. A red arrow labeled '3' points to the 'Report Title' field containing 'Q1 Progress - Missy's Class'. A red arrow labeled '4' points to the 'Classes\*' dropdown menu showing '1 Class: P7(MA-FB) Indep Study'. A red arrow labeled '5' points to the 'Run Report' button at the bottom right.



## Additional Report Features

### Select Specific Students

1. Click Students tab
2. Add Remove Students (then check the students you want to include, or uncheck to exclude)

Criteria **Students** Format

Include Dropped Students

Show Selected Students **Add/Remove Students**

The report applies to all students in the selected classes.

FILTER

### Change Formatting

1. Change from Landscape to Portrait
2. Exclude Row Shading
3. Add Notes (that will display on all pages)

Criteria **Students** **Format**

Orientation   **1**

Output

Page Break  **Between Students**

Exclude Row Shading  (Saves ink for printed reports) **2**

Top Note  **Include**  **Bold**

Characters Left: 256

**3**