

PowerTeacher Gradebook 2.5 Secondary Level

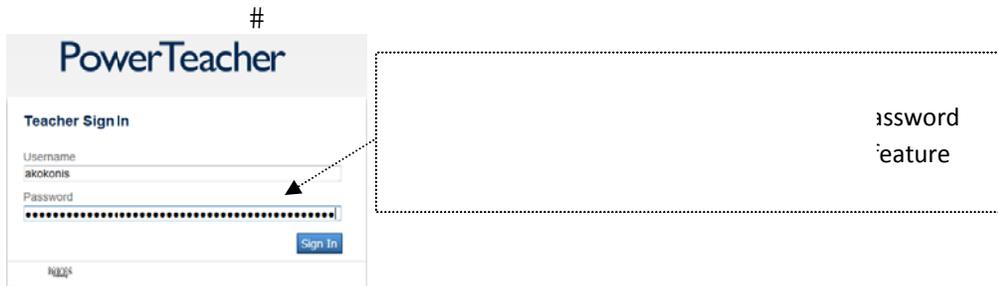
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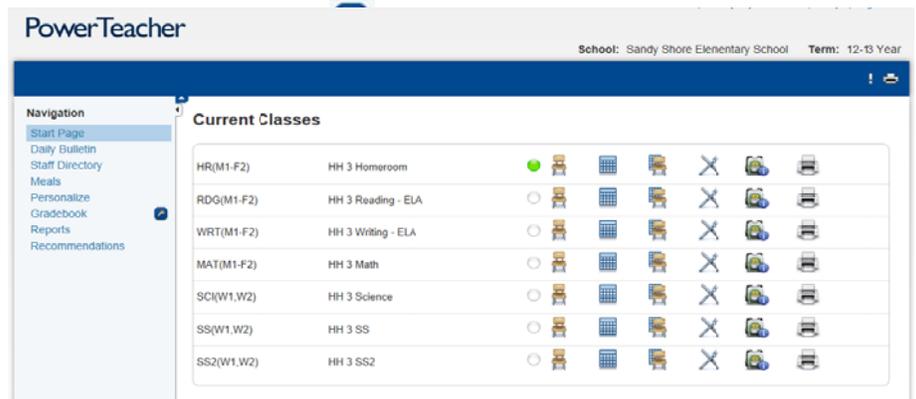
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Log in to PowerTeacher Gradebook using your unique Username and Password provided to you. #



1. Launch PowerTeacher Gradebook - In the left pane (2 ways):

- a. Click on the word **Gradebook** – PowerTeacher Gradebook Launch page appears.
- b. Click on the Launch **Gradebook arrow icon** to **instantly launch** PowerTeacher



- c. Check **Always trust content from this publisher** > Click **Run**



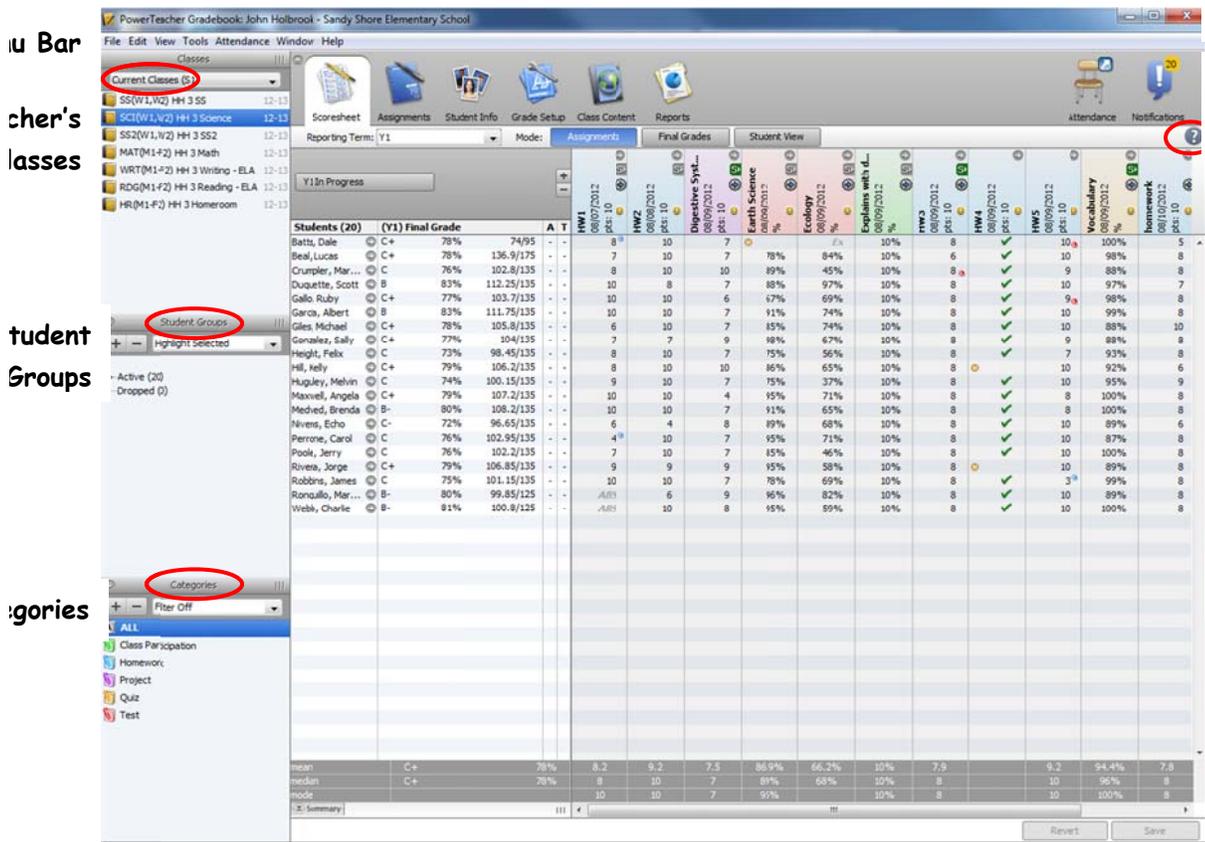
Note: You can only have one

active session of PowerTeacher Gradebook open at a time. If you attempt to open another session of Gradebook a dialog box will appear to terminate the other session.

Overview: Startup Screen

When PowerTeacher Gradebook 2.5 is launched, it will automatically default to the **Scoresheet**. The Startup Screen consists of the following main areas:

- Menu bar
- Teacher's Classes
- Student Groups
- Categories
- Identification Bar
- Navigation Bar
- Help



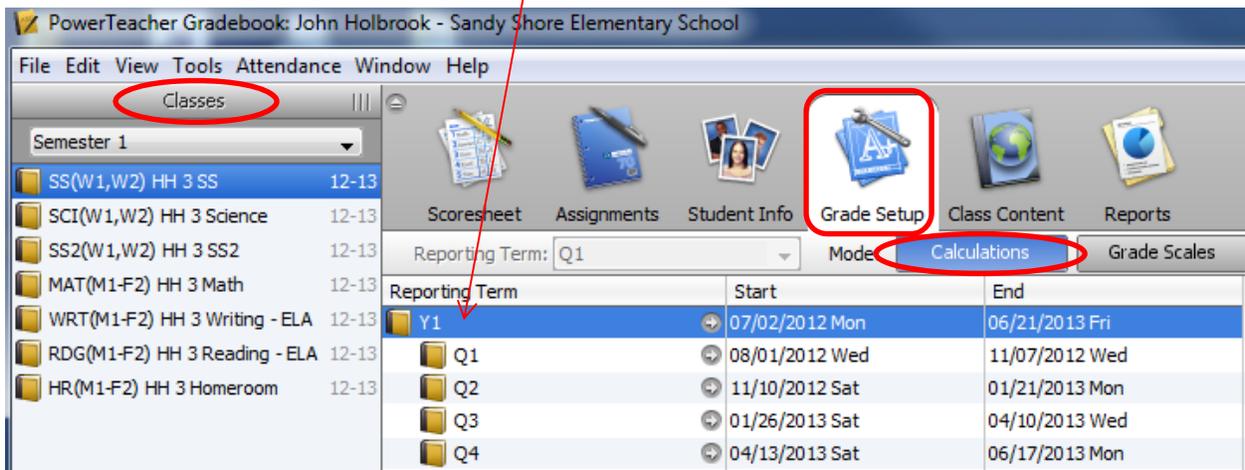
Reporting Term Grade Set-up

Choose the class you want to work with from the **Classes** pane on the upper left side.

Choose the **Grade Set-up** from the **Navigation** bar.

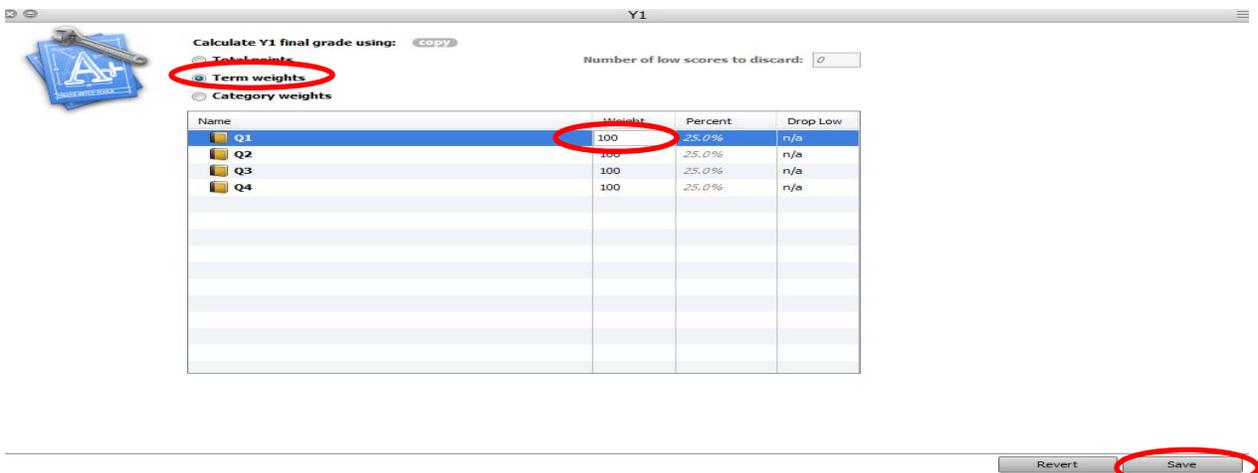
Choose the **Calculations** mode.

Double click on the **Reporting Term** of your choice



Select **Term Weights**

Enter desired weight amount. Click **Save** when complete.



Creating Assignments

Go to **Scoresheet** on the **Navigation** bar in the **Assignments** mode and be sure to be in the correct **Reporting Term**

Click on the **Plus +** icon

The **'New Assignment'** box will display

The screenshot shows the BOCES Student Management Services interface. The 'Scoresheet' icon in the navigation bar is circled in red. The 'New Assignment' button is also circled in red. A red arrow points from the 'Plus +' icon to the 'New Assignment' button. The 'New Assignment' dialog box is open, showing fields for Name, Abbreviation, Category, Points Possible, Extra Points, Max, Score Type, Weight, Date Due, and Include in Final Grade. The 'Description' field is empty.

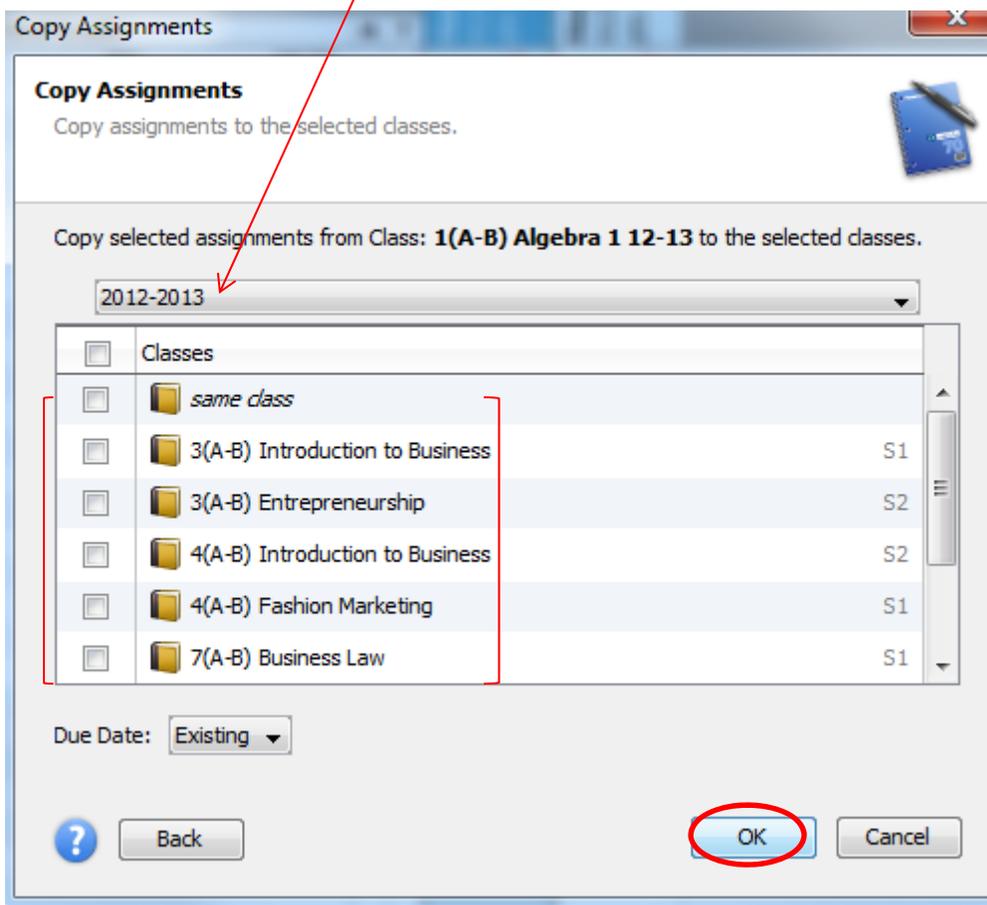
Enter requested information in the **New Assignment** box and click on **“Save.”**

Choose the applicable marking period/quarter/term and/or year you wish to copy *assignments* from the drop down.

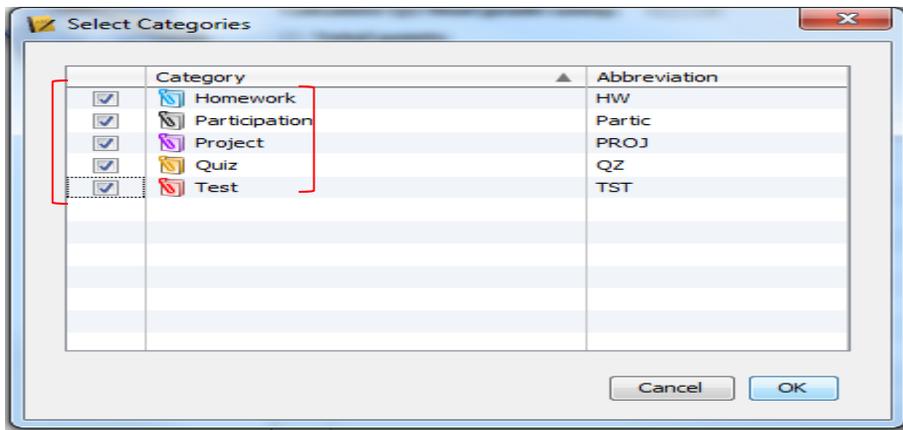
Check off appropriate classes you wish to copy *assignments to*.

Click **OK**

(Be sure to go back into the *assignments* and change the due dates, since they will change as well.)

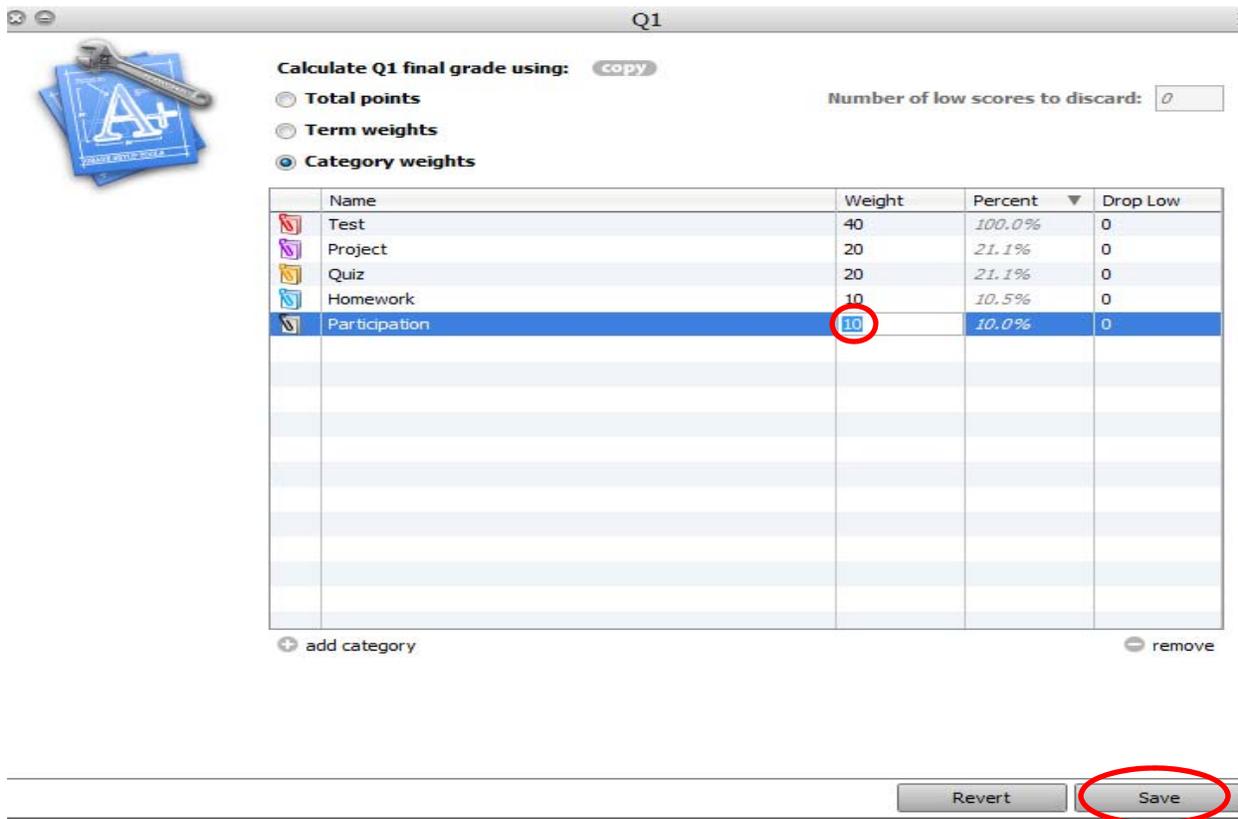


Select all categories you would like included in the final grade for that particular marking period/term/quarter.



Type in the weight for each category selected to be calculated in the final grade.

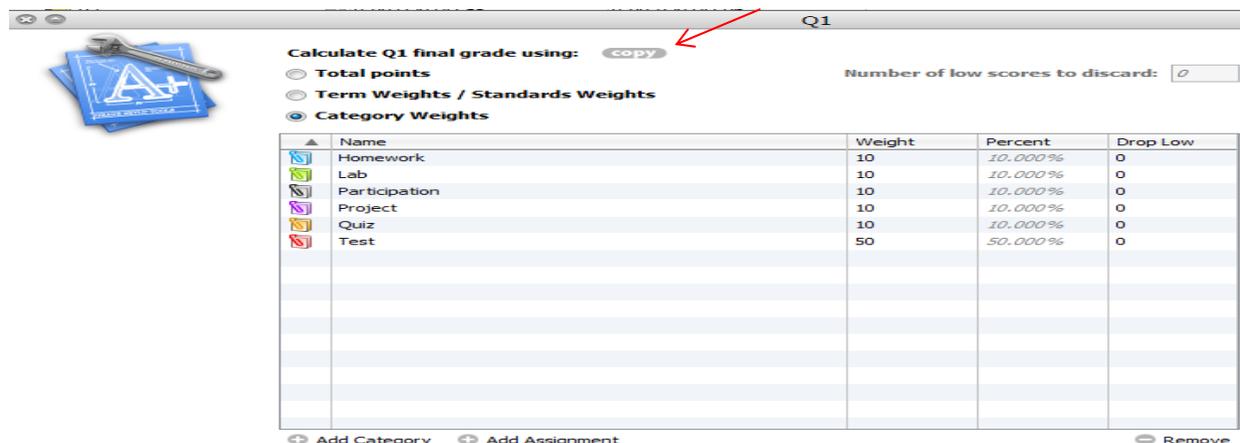
Click **Save**.



Copying Category Weights From One Marking Period to Another

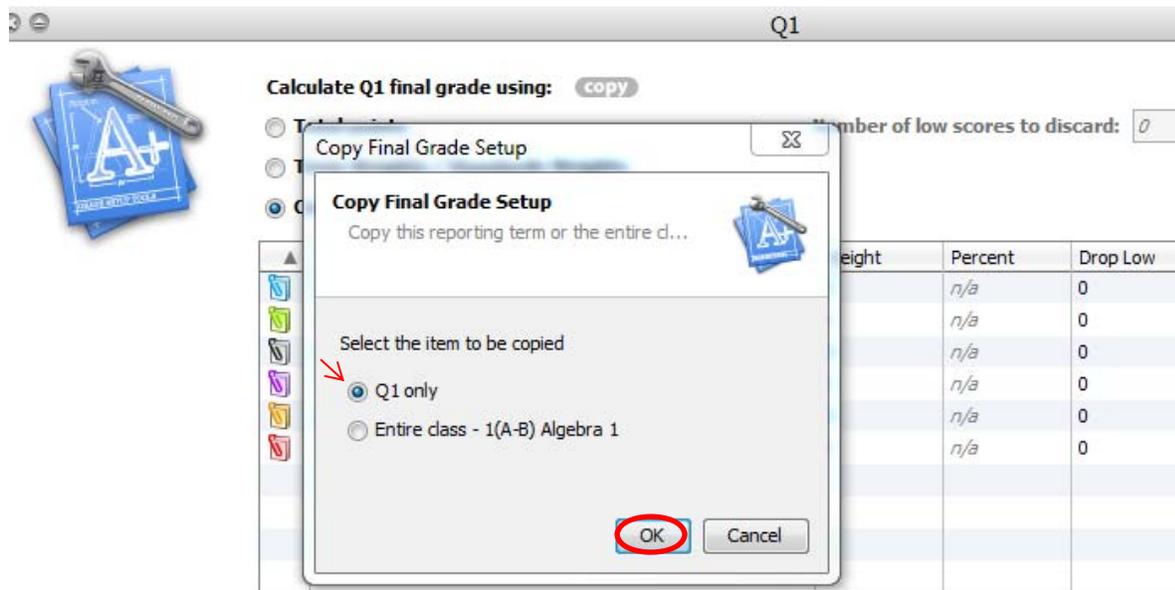
Once you have successfully set up your **Category Weights** for the first marking period, you may copy them to the remaining marking periods for the school year.

From the first marking period/trimester, **Category Weight** set up screen click **Copy**.



Select the marking period you would like to copy. (This is the marking period you initially set up the category weighting for.)

Click **OK**.



Dropping Lowest Test Score

From **Grade Setup** of the **Navigation bar** in **Calculations mode**, double click on the appropriate marking period. Make sure the **Category Weights** is checked off.

A box will appear with the Categories you previously setup. Double click on the **Test** category.

Scroll over to the **Drop Low** box and enter a 1 or the number of test grades you would like the Gradebook to discard.

Click **Save**.

Reporting Term: Y1 Mode: Calculations Grade Scales

Reporting Term	Start	End
Y1	09/05/2012 Wed	02/02/2013 Sat
Q1	09/05/2012 Wed	11/07/2012 Wed
P1	09/05/2012 Wed	10/07/2012 Sun
E1	11/08/2012 Thu	11/09/2012 Fri
Q2	11/10/2012 Sat	01/28/2013 Mon

Calculate Q1 final grade using: copy

Total points
 Term weights
 Category weights

Number of low scores to discard: 0

Name	Weight	Percent	Drop Low
Homework	0	n/a	0
Participation	0	n/a	0
Project	0	n/a	0
Quiz	0	n/a	0
Test	0	n/a	0

The **Fill Assignment Scores** box will appear

Choose items with **'no score'** if you have already populated scores you do not wish to lose, or click on **'Replace All'** to give the same score to all students both with and without scores

Click on the box to the right of the word **'Score'** and enter the score of your choice

Click **'OK'**

Fill Assignment Scores

Specify assignment scores and attributes

Assignment: **HW2**

Choose which score cells to fill:

Items with **No Score**

Replace **All**

Scores Comments

Choose one or more values to fill:

<input type="checkbox"/>	Collected:	<input type="checkbox"/>
<input type="checkbox"/>	Late:	<input type="checkbox"/>
<input type="checkbox"/>	Exempt:	<input type="checkbox"/>
<input type="checkbox"/>	Missing:	<input type="checkbox"/>
<input type="checkbox"/>	Score:	<input type="text"/>
<input type="checkbox"/>	Comment:	<input type="text"/>

Approximately 2048 characters left

OK Cancel

Entering Comments Using The District Comment Bank

Double click on the corresponding intersection of the student's name and Final Grade Column.

Click on **Show Score Inspector**.

PowerTeacher Gradebook: Kimberly Ayala-(AK) - Nassau BOCES Training High School

Classes: Quarter 2

- 1(A-B) Algebra 1 12-13
- 3(A-B) Introduction to Business S1
- 4(A-B) Fashion Marketing S1
- 7(A-B) Business Law S1
- 9(A-B) WISE Sem 1 S1

Reporting Term: Y1 Mode: Assignments Final Grades Student View

Term for this class has ended.

Y1 In Progress

Students (25)	(Y1) Final Grade	A	T
Adams, Robert	84 85%	n/a	-
Barker, Matthew	91 91%	n/a	-
Bates, Tracy	72 72%	n/a	-
Boyd, Cherie	91 91%	n/a	-
Bullock, Virginia	91 91%	n/a	3
Deleon, Ann	91 91%	n/a	6

Buttons: Fill Scores, Show Score Inspector

Click on the **Comment** tab.

Final Grade

Student: Bates, Tracy

Reporting Term: Y1

Score Comment

Manual Override:

Percent: 72

Grade: 72

Points: n/a

Comment:

2048 characters left

Clear Close

Choose **District Comment Bank** from the drop down to view comment choices.

Final Grade

Student: **Bates, Tracy**

Reporting Term: **Y1**

Score Comment

Show Comments: **District Comment Bank** Find:

Code	Comment	Category	Type	Favorites
018	A pleasure to have in class.		Dist.	☆
006	Attentive & cooperative.		Dist.	☆
013	Commendable effort.		Dist.	☆
017	Conscientious student.		Dist.	☆

Separate Using **Line Breaks**

Double click on each comment you choose to associate with the student.

Note that the comment will then appear in the lower **Comment** box.

Final Grade

Student: **Bates, Tracy**

Reporting Term: **Y1**

Score Comment

Show Comments: **District Comment Bank** Find:

Code	Comment	Category	Type	Favorites
018	A pleasure to have in class.		Dist.	☆
006	Attentive & cooperative.		Dist.	☆
013	Commendable effort.		Dist.	☆
017	Conscientious student.		Dist.	☆

Separate Using **Line Breaks**

Comment (Edit Comment Preferences to add Smart Text):

A pleasure to have in class.

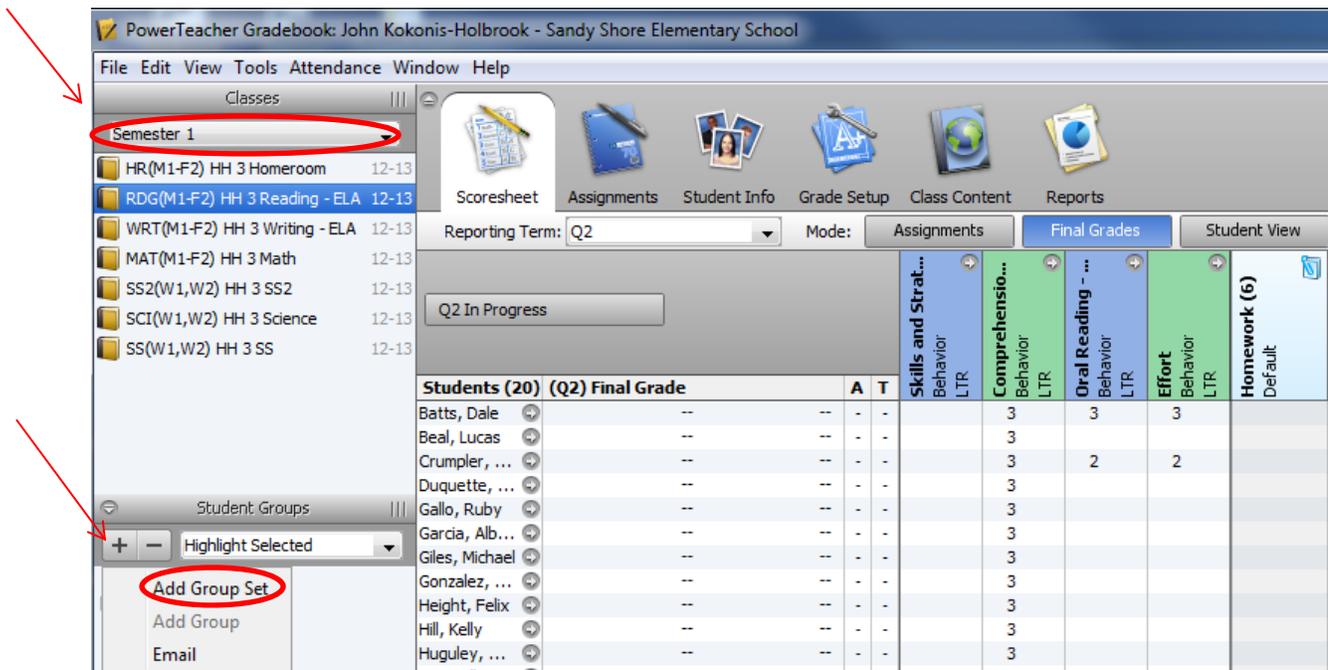
Approximately **2020** characters left

Creating A Group/Set

The first step to creating student groups is to create a set. After you have created a set, you can create groups within those sets.

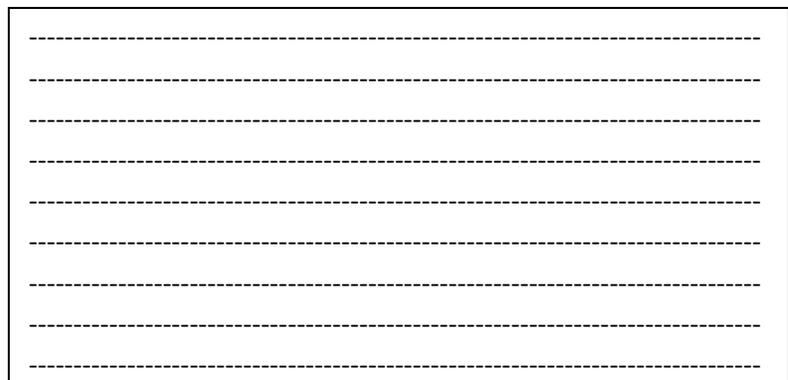
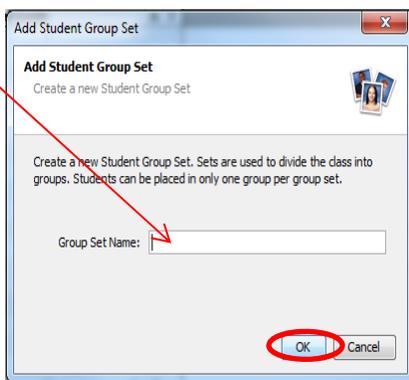
Select a class from the **Classes** pane.

In the **Student Groups** pane click on the plus (+) sign and select **Add A Group Set**.



The **Add Student Group Set** will appear.

Enter the name of the set (up to 50 characters) and click **OK**.



Click on each students' name you would like to place in the group and drag it to the **Group**. You will notice the group number will change as additional students are added.

To remove a student from the **Group**, highlight the student name and click on the minus (-) tab.

The screenshot shows the PowerTeacher Gradebook interface for Kimberly Ayala-(AK) at Nassau BOCES Training High School. The 'Classes' pane on the left lists various business courses. The 'Student Groups' pane shows a hierarchy: Active (25) > Dropped (0) > Level 1 > Group 1 (1) > Boyd, Cherie. The main table displays a list of 25 students with their (Y1) Final Grade and A/T counts. 'Boyd, Cherie' is highlighted in blue in the table, and her name is also circled in red. A red arrow points from the circled name in the table to the 'Group 1' entry in the Student Groups pane.

Students (25)	(Y1) Final Grade	A	T
Adams, Robert	--	--	--
Barker, Matthew	--	--	--
Bates, Tracy	--	--	--
Boyd, Cherie	--	--	--
Bullock, Virginia	--	3	--
Deleon, Ann	--	6	--
Fay, Earbra	--	--	--
Fife, James	--	6	--
Gish, Lonnie	--	--	--
Guzman, Eily	--	--	--
Harbin, Steve	--	--	--

Note: The **Set** is labeled **Level 1** and the **Group** within the **Set** is labeled **Group 1**

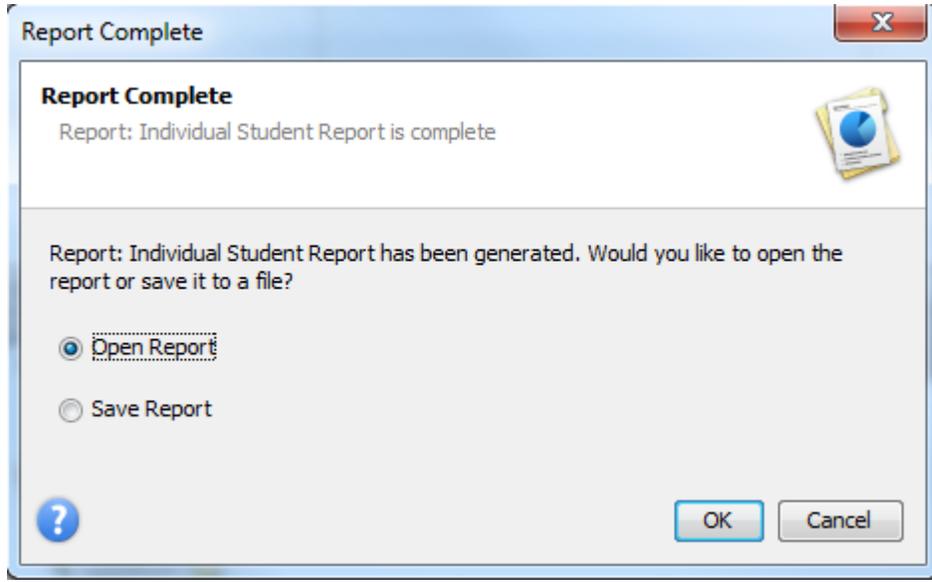
To view all students in a class, with the students in a specified group highlighted, choose **Highlight Selected** from the drop down menu of the **Student Groups** pane.

Note: All student names will appear in the class; however, the selected students within the group will be highlighted.

The screenshot shows a software interface for student management. On the left, there are panes for 'Classes' (listing various business courses), 'Student Groups' (with a 'Highlight Selected' dropdown), and 'Categories' (listing assessment types like Homework, Participation, Project, Quiz). The main area displays a table of student performance for 'Q2 In Progress'.

Students (25)	(Q2) Final Grade	A	T	Homework (1) 100 Point Scale (Wt.: 10%)	Participation (1) 100 Point Scale (Wt.: 5%)	Test (3) 100 Point Scale (Wt.: 50%)	
Adams, Robert	88	88%	n/a	-	8/10	13/10	257/300
Barker, Matthew	91	91%	n/a	-	8/10	13/10	269/300
Bates, Tracy	72	72%	n/a	-	8/10		210/300
Boyd, Cherie	91	91%	n/a	-	8/10	13/10	269/300
Bullock, Virginia	91	91%	n/a	-	8/10	13/10	269/300
Deleon, Ann	91	91%	n/a	6	8/10	13/10	269/300
Fay-Jones, Barbra	91	91%	n/a	-	8/10	13/10	269/300
Fife, James	91	91%	n/a	6	8/10	13/10	269/300
Gish, Lonnie	91	91%	n/a	-	8/10	13/10	269/300
Guzman, Billy	91	91%	n/a	-	8/10	13/10	269/300
Harbin, Steve	91	91%	n/a	-	8/10	13/10	269/300
Hardin, Galen	91	91%	n/a	-	8/10	13/10	269/300
Kendrick, Linda	91	91%	n/a	-	8/10	13/10	269/300
Lalberte, Craig	91	91%	n/a	-	8/10	13/10	269/300
Machado, Marta	91	91%	n/a	-	8/10	13/10	269/300
Militello, Jeffrey	91	91%	n/a	-	8/10	13/10	269/300
Montgomery, M...	91	91%	n/a	-	8/10	13/10	269/300
Schneider, Ruth	91	91%	n/a	-	8/10	13/10	269/300
Spataro, William	91	91%	n/a	6	8/10	13/10	269/300
Strait, George	91	91%	n/a	-	8/10	13/10	269/300
Tavarez, Michael	91	91%	n/a	-	8/10	13/10	269/300
Thomas, Barbara	91	91%	n/a	-	8/10	13/10	269/300
Wu, Teresa	91	91%	n/a	6	8/10	13/10	269/300
Youmans, Charles	91	91%	n/a	-	8/10	13/10	269/300
Zhou, Reginald	91	91%	n/a	-	8/10	13/10	269/300

You will be given the option to **Open** or **Save** the report.



Example of sample **Individual Student Report**

Individual Student Report

Adams, Robert

Class: 3(A-B) Introduction to Business

Teacher Name: Ayala-(AK), Kimberly

Final Grade

Reporting Term	Letter Grade	Percentage	Final Grade Comment
P1			
Q1			
E1			
P2			
F1			
Q2	88	88%	
R1			
Y1	89	89%	

P1			
Q1			
E1			
P2			
F1			
Q2	88	88%	
R1			
Y1	89	89%	

Assignment Scores

Date	Category	Assignment	Score	Pts. Poss	%	Grade	Score Comment
01/09/2013	Homework	Homework 1	8	10	80	80	
01/09/2013	Test	test 1	80	100	80	80	
01/09/2013	Participation	par	13	10	130	100	
01/10/2013	Test	test 2	79	100	79	79	
01/16/2013	Test	test	98	100	98	98	

Category Summary

Category	# of Asmts	Total Points Earned	Total Points Possible	Percentage	Letter Grade
Test	3	257	300	85.6%	86
Participation	1	13	10	130%	100
Homework	1	8	10	80%	80

