

PowerTeacher Gradebook 2.5 Secondary Level

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October 22, 2013



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

PowerTeach	ŧ er ſ	 	
Teacher Sign In Username akokonis Password			assword [:] eature
N0225	Sign In		

- 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
 <u>instantly launch</u>
 PowerTeacher

					school: 3	andy Sho	re Elenen	tary school	Term:	12-15
lavigation	Current Clas	ses								
Start Page Daily Bulletin Staff Directory	HR(M1-F2)	HH 3 Homeroom	•	릂			\times	6	8	
Personalize	RDG(M1-F2)	HH 3 Reading - ELA	0	릅		5	X	<u></u>	8	
Reports	WRT(M1-F2)	HH 3 Writing - ELA	0	푬		-	X	<u>e</u>	8	
Recommendations	MAT(M1-F2)	HH 3 Math	0	릂		-	X	<u>e</u>	8	
	SCI(W1,W2)	HH 3 Science	0	를		5	X	<u>e</u>	8	
	SS(W1,W2)	HH 3 SS	0	를			X	<u>e</u>	8	
	SS2(W1,W2)	HH 3 SS2	0	름			Х	<u></u>	ā	

23 Warning - Security Check Always c. The application's digital signature cannot be verified. trust content Do you want to run the application? from this publisher > PowerTeacher Gradebook Name: Click Run Publisher: NCS Pearson, Inc. Always trust content from this publisher. Run Cancel Part of the application is missing a digital signature. Only run if you 1 More Information ... trust the origin of the application. Note: You can only have one



Student Management Services

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



on Bar

3ar



Reporting Term Grade Set-up

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

Choose the Grade Set-up from the Navigation bar.

Choose the **Calculations** mode.

Double click on the **<u>Reporting Term</u>** of your choice



Select Term Weights

Enter desired weight amount. Click <u>Save</u> when complete.

9 O		Y1			=
A	Calculate Y1 final grade using: Copy Total control Calculate V1 final grade using: Copy Calculate V1 final grade using: Copy C	Number of k	ow scores to d	liscard: 0	
	Name	Weight	Percent	Drop Low	
	🔲 Q1	100	25.0%	n/a	
	📔 Q2	100	25.0%	n/a	
	📔 Q3	100	25.0%	n/a	
	🔲 Q4	100	25.0%	n/a	

Save



Defining Categories

Gradebook has four categories predefined: **Howework, Projects, Quiz** and **Test.** To add additional categories take the following steps:

In the Categories pane on the left side of the screen, click on the plus + icon

0	Categories	
Ŀ	Filter Off	•
A	ALL	
N	Class Participation	
8	Homework	
8	Project	
8	Quiz	
6	Test	

 ······································		
	······································	



The Create Assignment Category box will appear. Enter requested information and

click on <u>"OK."</u>

🔀 Create Assignment Categor		
Create Assignment Category		
Specify attributes of the Assign	ment Category	
Name		
Abbreviation:		
Color:	None -	
These options will be applied as	defaults to any new assignments when	
created for this category.		
Points Possible:	10	
Extra Points:	0	
Score Type:	Points 👻	
Include in Final Grade:		
Publish Assignment:	Immediately 👻	
On Date:	MM/dd/yyyy	
Days Before Due:	0	
Publish Scores:		
Description:		
	Cancel	

You will note that the new category will be listed in your **<u>Categories</u>** pane.

⊜	Categories	111
+ -	Filter Off	
A ALL		
Class	Participation	
🕅 Extra	Credit	
Nome	ework	
🕅 Proje	ct	
👸 Quiz		
🛐 Test		



Creating Assignments

Go to <u>Scoresheet</u> on the Navigation bar in the <u>Assignments</u> mode and be sure to be in the correct <u>Reporting Term</u>

Click on the Plus + icon

The 'New Assignment' box will display

	\backslash	`					
ile Edit View Tools Attendance M	Vindow Help	\backslash					
Semester 1	Scoresheet Assignmen Reporting Term: Q1	ts Student Info	p Class Content Re Assignments Fir	oorts val Grades Student View		Attendance	Notifications
DDC(41 52) HIL3 Deadles ELA 13 1	Q1 In Progress		+				
RDG(M1+2) HH 3 Reading - ELA 12-1	3	-	-				
HR(M1-F2) HH 3 Homeroom 12-1	3						
	Student (Q1) Final Grade	2 A	т				
	Batts, 😡		-				*
	Beal, 💿	(T) (T) (T)	-				
	Crum 💿		•				
-	Duqu O	(75) (75) (7	-				E
Student Groups	Gallo, 😳		-				
+ - Highlight Selected +	Gard 😡		-				
	Giles, 🐨		•				
Active (20)	Heigh						
Dropped (0)	Hill, K O						
🕨 欎 physicals	mean						
	median						
	mode						
	Summary		IF				*
						Revert	Save
	0 0			New Assignment			=
				Herrinesignitient			0
	Assignment Publish	Standards					U
		Name:		Abbreviation:			
Categories		Category: -not specifie	d-	• O Score Type:	Points -		
A ALL	0	Points Possible: 100 Extr	a Points: 0	Max: 100 Weight:	1.00		
Class Participation		Date Duce 10/19/2012	-	Include in Final Crader	178		
Extra Credit		Date Due: 10/10/2012		Include in Final Grade.	V		
		Description:					
		(+ link)					
aj Project							
Quiz							
8] Test							
						Revert	Save

Enter requested information in the New Assignment box and click on "Save."





Copying Assignments

The Gradebook allows you to copy assignments from one marking period/term to another.

Right click on the name of the assignment to be copied. A drop down menu will appear.

Choose Copy Assignments.

🔀 PowerTeacher Gradebook: Kimberl	ly Ay	ala-(AK) - Nassau B	OCES Trainii	ng High School					
File Edit View Tools Attendance V	Ninde	ow Help				_	_		_
Classes					12	T	1		
1(A-B) Algebra 1 1	2-13		T		A.		2		
3(A-B) Introduction to Business	S1	Scoresheet	Assignments	Student Info	Grade Setup	Class (Content	Reports	
[] 3(A-B) Entrepreneurship	S2	Reporting Term:	Q2	•	Mode:	Assignme	ents	Final Grades Student View	
4(A-B) Introduction to Business	S2					Ż	\	0	
4(A-B) Fashion Marketing	S1	O2 In Dreaman				+		N	
7(A-B) Business Law	S1	Q2 In Progress				-	13 El	010 K	
8(A-B) Introduction to Business	S2						new 16/2	Show Details	
9(A-B) WISE Sem 1	S1	Students (1)	(Q2) Fina	l Grade		A T	1 2 2 C	Conv Assignments	
📔 9(А-В) WISE Sem. 2	S2	Bushman, Mervin (0	0%	18/20 ₀			Delete Assignment	
								Fill Scores	
								Quick Fill	
Student Groups								Import Scores	
Highlight Salactad	1							Export Scores Template	
	•							Copy Scores	
Active (1)								Paste Scores	
Dropped (0)								Clear Scores	

The **Copy Assignments** box will appear.

Check off one or more assignments you wish to copy.

Click <u>Next</u>.

opy Assig	Inments	A	
Copy As	signments signments to the select	ted classes.	
Select a	ssignments to copy		
	Name	Category	Date Due
V	Homework 1	Momework	01/16/2013 Wed
	Homework 2	M Homework	01/24/2013 Thu
-			
?			Next Cancel



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.)

<pre>v selected assignments from Class: 1(A-B) Algebra 1 12-13 to the selected classes. 2012-2013 Classes Cla</pre>	elected assignments from Class: 1(A-B) Algebra 1 12-13 to the select 12-2013 Classes Classes Same class 3(A-B) Introduction to Business 4(A-B) Entrepreneurship 4(A-B) Fashion Marketing 7(A-B) Business Law te: Existing •	ed dasses.	* III
Classes and class <	Classes Classes same class 3(A-B) Introduction to Business 3(A-B) Entrepreneurship 4(A-B) Introduction to Business 4(A-B) Fashion Marketing 7(A-B) Business Law te: Existing	S1 S2 S2 S1 S1 S1	* III
Image: same class Image: same class <th> same class 3(A-B) Introduction to Business 3(A-B) Entrepreneurship 4(A-B) Introduction to Business 4(A-B) Fashion Marketing 7(A-B) Business Law </th> <th>S1 S2 S2 S1 S1</th> <th>•</th>	 same class 3(A-B) Introduction to Business 3(A-B) Entrepreneurship 4(A-B) Introduction to Business 4(A-B) Fashion Marketing 7(A-B) Business Law 	S1 S2 S2 S1 S1	•
Image: Signal Signa	 3(A-B) Introduction to Business 3(A-B) Entrepreneurship 4(A-B) Introduction to Business 4(A-B) Fashion Marketing 7(A-B) Business Law 	S1 S2 S2 S1 S1	E
Image: Strain	 3(A-B) Entrepreneurship 4(A-B) Introduction to Business 4(A-B) Fashion Marketing 7(A-B) Business Law te: Existing 	S2 S2 S1 S1	
 4(A-B) Introduction to Business 4(A-B) Fashion Marketing 7(A-B) Business Law 7(A-B) Business Law Date: Existing 	 4(A-B) Introduction to Business 4(A-B) Fashion Marketing 7(A-B) Business Law te: Existing 	S2 S1 S1	
Image: A(A-B) Fashion Marketing S1 Image: T(A-B) Business Law S1 Date: Existing Image: Date OK	 4(A-B) Fashion Marketing 7(A-B) Business Law te: Existing 	S1 S1	
□ 7(A-B) Business Law S1 - Date: Existing - Back OK Cancel	T(A-B) Business Law	S1 .	
Date: Existing Back Cancel	te: Existing V		Ŧ
	Back	Cancel	



Category Weight Set up

From <u>Grade Setup</u> on the Navigation bar, in the <u>Calculations</u> mode, double click on the marking period/term you would like to set your category weights in.

PowerTeacher Gradebook: Kin	nberly Ay	ala-(AK) - Nassau	BOCES Trainin	g High School			
File Edit View Tools Attendan	ce Wind	ow Help					
Classes		Θ					
2012-2013	A					-	
📔 1(A-B) Algebra 1	12-13	ETT.	1			14 40	-
3(A-B) Introduction to Business	S1	Scoresheet	Assignments	Student Info Grade Setu	Class Content Reports	Attendance	Notifications
📔 3(A-B) Entrepreneurship	S2	Reporting Term	1: Y1	- Moder C	Calculations Grade Scales		2
4(A-B) Introduction to Business	S2 _	Reporting Term		Start	End	,	
4(A-B) Fashion Marketing	S1	1		O9/05/2012 Wed	02/02/2013 Sat		
7(A-B) Business Law	S1	Q1		09/05/2012 Wed	11/07/2012 Wed		
8(A-B) Introduction to Business	S2	🔲 P1		© 09/05/2012 Wed	10/07/2012 Sun		
9(A-B) WISE Sem 1	S1	🔲 E1		11/08/2012 Thu	11/09/2012 Fri		
Student Groups		🔲 Q2		I1/10/2012 Sat	01/28/2013 Mon		
Student droups		🔲 P2		I1/10/2012 Sat	12/16/2012 Sun		
+ - Highlight Selected	•	📔 F1		01/22/2013 Tue	01/23/2013 Wed		
		🔲 R1		02/01/2013 Fri	02/02/2013 Sat		
Active (28) Dropped (0)							

Set the marking period/term to Category Weights.

V Power Leacher Gradebook: Kimberiy	Ayaia-(AK) - Nassau BOC	ES Training High School				
File Edit View Tools Attendance Wi	ndow Help					
Classes						
2012-2013 -					-	
[] 1(A-B) Algebra 1 12-13	▲ E				[+ +]	~
3(A-B) Introduction to Business S1	Scoresheet Assi	ignments Student Info G	rade Setup Class Content	Reports	Attendance	Notifications
S2	Reporting Term: Y1	-	Mode: Calculations	Grade Scales		
4(A-B) Introduction to Business S2	= Reporting Term	Start	End			
4(A-B) Fashion Marketing S1	Y1	09/05/2012	Wed 02/02/201	3 Sat		÷
T(A-B) Business Law S1	00		Q1			\equiv
8(A-B) Introduction to Business S2	-					
9(A-B) WISE Sem 1 S1	-	Calculate Q1 final	grade using: Copy			
Student Groups		Total points		Numl	ber of low scores to	discard: 0
+ - Highlight Selected	1 535	Term sights				
	protection -	Category weight	hts			
Active (28)						
Dropped (0)		▲ Name		Wei	ight Percent	Drop Low
 Categories 						
+ - Filter Off						
A ALL						
1 Homework						
S Participation						
🗑 Project						
🗑 Quiz		add category				
🕅 Test		- add category				_ remove

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

🔀 Select (Categories	 	
	Category	Abbreviation	
	Homework	HW	
	Participation	Partic	
	Project	PROJ	
	🛐 Quiz	QZ	
	🔊 Test 🔄	TST	
		Cancel OK	

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

Click <u>Save</u>.

0		Q1			
A COLOR	Cal © ©	culate Q1 final grade using: Total points Term weights Category weights	Number of I	low scores to dis	scard: 0
		Name	Weight	Percent V	Drop Low
	81	Test	40	100.0%	0
	81	Project	20	21.1%	0
		Quiz	20	21.1%	0
		Homework	10	10.5%	0
	5	Participation	10	10.0%	0
	0	add category			• remove
				Revert	Save



Copying Category Weights From One Marking Period to Another

Once you have successfully set up your <u>Category Weights</u> 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.

	Cak _ 1 _ 1 @ 0	culate Q1 final grade using: COBY fotal points ferm Weights / Standards Weights category Weights	Number of	low scores to a	liscard: 0
		Name	Weight	Percent	Drop Low
	81	Homework	10	10.000%	0
	100	Lab	10	10.000%	0
	8	Participation	10	10.000%	0
	8	Project	10	10.000%	0
	8	Quiz	10	10.000%	0
	8	Test	50	50.000%	0

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

Click OK.

	Calco	Q1 ulate Q1 final grade using: Copy Copy Final Grade Setup	mber of	low scores to	discard; 0
	© 1 © 0	Copy Final Grade Setup Copy this reporting term or the entire d	eight	Percent	Drop Low
				n/a n/a	0
	5	Select the item to be copied		n/a	0
	10			n/a	0
	1	Entire data 1(A D) Alashra 1		n/a	0
	8	C Entire class - 1(A-b) Algebra 1		n/a	0
		Cancel			



Choose the marking periods that you wish to copy the category weighting/grade set up to. (In this example we are copying the set up from Q1 to Q2, Q3 and Q4.)

Click Next.

tal points ategory Weights
ategory Weights
tal aciata
tal points



Dropping Lowest Test Score

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

A box will appear with the Categories you previously setup. Double click on the <u>Test</u> category.

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

Click Save.





Entering Assignment Grades

From <u>Scoresheet</u> of the Navigation bar in the <u>Assignments</u> mode, choose the appropriate **REPORTING TERM** from the drop down menu.

💋 PowerTeacher Gradebook: Joh	n Holl	brook - Sandy Shoi	re Elementary	School	
File Edit View Tools Attendan	ce Wi	ndow Help			
Classes					
Semester 1	-				
SS(W1,W2) HH 3 SS	12-13		1		
SCI(W1,W2) HH 3 Science	12-13	Scoresheet	Assignments	Student Info	
SS2(W1,W2) HH 3 SS2	12-13	Reporting Term:	Q1	-	
MAT(M1-F2) HH 3 Math	12-13		Q1	<u>^</u>	
WRT(M1-F2) HH 3 Writing - ELA	12-13		Q2		
RDG(M1-F2) HH 3 Reading - ELA	12-13	Q1 In Progress	Q3		
HR(M1-F2) HH 3 Homeroom	12-13		This Week	=	
		Students (01)	Next Week		
		Batts, 🕥	Last Week		
		Beal, L 💿	This Month	-	

You have several options for entering assignment grades:

Option 1: From the <u>Scoresheet</u> menu in the <u>Assignment</u> mode, manually type in the grade by double clicking the intersection between the <u>student's name</u> and <u>assignments</u>

Click <u>Save</u>.

File Edit View Tools Attendan	ce Wi	ndow Help	D				
Classes		9		-	-		-
Semester 1	-					VAR I	
SS(W1,W2) HH 3 SS	12-13			E B		-	
SCI(W1,W2) HH 3 Science	12-13	Scores	heet	Assignments	Student Info	Grade Setup	Class Conte
SS2(W1,W2) HH 3 SS2	12-13	Reportin	g Term:	Q1	•	Mode:	Assignments
MAT(M1-F2) HH 3 Math	12-13				<u> </u>		0
WRT(M1-F2) HH 3 Writing - ELA	12-13					+	S.
RDG(M1-F2) HH 3 Reading - ELA	12-13	Q1 In Pro	gress			-	8
HR(M1-F2) HH 3 Homeroom	12-13						, ² 2 2 2 9 0
		Studen	(Q1) F	inal Grade		AT	HW2 08/0
		Batts 😡	C+	77%	0	n/a	9



Option 2: From the <u>Scoresheet</u> menu in the <u>Assignments</u> mode, right click at the intersection between the <u>student's name</u> and <u>assignment</u>. Slide the cursor over the <u>grades</u> option from the drop down menu and an additional drop down menu will appear with grade choices. Click on the desired **grade**.

File Edit View Tools Attendance Window Help Classes Semester 1 Sorreshest Assignments Student Info Grade Setup Ches Content Reports SS(W1,W2) HH 3 SS 12-13 Reporting Term: Q1 Mode Assignments Final Grades Student SS2(W1,W2) HH 3 Science 12-13 Reporting Term: Q1 Mode Assignments Final Grades Studen WRT(M1-F2) HH 3 Reading - ELA 12-13 Q1 In Progress Q1 In Progress Image: Q1 Progress	🔀 PowerTeacher Gradebook: John	Holbrook - Sa	andy Shore Elem	entary School								
Classes Sec(W1,W2) HH 3 SS 12-13 SS2(W1,W2) HH 3 Science 12-13 Reporting Term: Q1 MAT(M1-F2) HH 3 Math 12-13 WRT(M1-F2) HH 3 Reading - ELA 12-13 RDG(M1-F2) HH 3 Reading - ELA 12-13 RCC 7%% NULL C Student: 0 C+ OC 76% Null 0 C+ Student: 0 C- Callo 0 C- Callo 0 C- Gald 0 C	File Edit View Tools Attendance	Window He	elp									
Semester 1 Sourcesheet Assignments Student Info Grade Setur Check Content Reports SS2(W1,W2) HH 3 SS 12-13 Scoresheet Assignments Student Info Grade Setur Check Content Reports SS2(W1,W2) HH 3 SS2 12-13 Reporting Term: Q1 Mode Assignments Final Grades Student MAT(M1+F2) HH 3 Math 12-13 Reporting Term: Q1 Mode Assignments Final Grades Studen VRD(M1+F2) HH 3 Homeroom 12-13 Studen Q1 Final Grade A T	Classes				3	_	、 、			-		
SS(V1,W2) HH 3 SS 12-13 SCICW1,W2) HH 3 SS 12-13 SCICW1,W2) HH 3 SS 12-13 SS2(W1,W2) HH 3 SS2 12-13 MAR(M1+2) HH 3 Math 12-13 WRT(M1+2) HH 3 Math 12-13 RDC(M1+2) HH 3 Reading - ELA 12-13 PRDC(M1+2) HH 3 Reading - ELA 12-13 Blatts C+ PRDC(M1+2) HH 3 Homeroom 12-13 Studen (Q1) Final Grade A T C Blatts C+ Progress C Studen C + Org G C + 77% Galo C - Gold C - Gard C - Gard C - Active (20) B- Dropped (0) Hill, Hill, C - Max C - C + 77% Max C - C - 77% Max C - C - 77% Max C	Semester 1	- 1			10		-			1		
Science 12-13 Scoreshet Assignments Student Info Grade Setup Check Content Reports SS2(W1,W2) HH 3 SS2 12-13 Reporting Term: Q1 Mode Assignments Final Grades Student WRT(M1-F2) HH 3 Math 12-13 Reporting Term: Q1 Mode Assignments Final Grades Student RDG(M1-F2) HH 3 Reading - ELA 12-13 Progress	SS(W1,W2) HH 3 SS 1	2-13			Le Le		•					
SS2(W1,W2) HH 3 SS2 12-13 Reporting Term: Q1 Mode Assignments Final Grades Studen MAT(M1-F2) HH 3 Math 12-13 Q1 In Progress Image: Studen Q1 In Progress Image: Studen Image: Stu	SCI(W1.W2) HH 3 Science 1	2-13 Score	esheet Assignn	nents Student Info	Grade	Set	up	Class Conte	ent Repo	orts		
MAT(M1+F2) HH 3 Math 12-13 WRT(M1+F2) HH 3 Writing - ELA 12-13 RDG(M1+F2) HH 3 Reading - ELA 12-13 HR(M1+F2) HH 3 Homeroom 12-13 Student (Q1) Final Grade Batts © C+ 7 7% Nactive (20) 0 Dropped (0) B- Heige C+ Proped (0) B- Hug C+ Proped (0) C+ <t< td=""><td>SS2(W1,W2) HH 3 SS2 1</td><td>2-13 Report</td><td>ting Term: 01</td><td>-</td><td>Mode</td><td>1</td><td></td><td>Assianments</td><td>Eina</td><td>Grades</td><td>Stuc</td><td>lent Vie</td></t<>	SS2(W1,W2) HH 3 SS2 1	2-13 Report	ting Term: 01	-	Mode	1		Assianments	Eina	Grades	Stuc	lent Vie
WRT(M1+F2) HH 3 Writing - ELA 12-13 RDG(M1+F2) HH 3 Reading - ELA 12-13 HR(M1-F2) HH 3 Homeroom 12-13 Studen (Q1) Final Grade A T Batts C+ 77% Beal, C+ 76% Duqu B 84% Outqu B 80% Outqu B 82% Outqu B 81% Max C 74% Max C 74% Max C	MAT(M1-E2) HH 3 Math	2-13										
RDG(M1+F2) HH 3 Reading - ELA 12-13 Q1 In Progress Student. Q1 J Final Grade A T Batts C+ 77% n/a - Curum C 76% n/a - Galo C C- 70% n/a - H Highlight Selected Galo C C- 70% Active (20) Dropped (0) B 81% n/a - Hill, C 74% n/a - Hugu C 77% n/a - Max C- 70% n/a - Hugu C C- 70% n/a - Hugu C C- 70% n/a - Hugu C C+ 77% n/a - Hugu D 66% n/a - - Hill, B= 81% n/a - - Hugu C 74% n/a - - Nive	WRT(M1-F2) HH 3 Writing - ELA	2-13					_	Š	es 🔪	Ë 🗄		
HR(M1-F2) HH 3 Homeroom 12-13 Student (Q1) Final Grade A T Batts C + 77% n/a - Beal, C + 77% n/a - Crum C C 76% n/a - Beal, C + 77% n/a - Duqu B 84% n/a - Galo C - 70% n/a - Active (20) Be 81% n/a - Dropped (0) Be 81% n/a - Hill, D 66% n/a - Max C - 77% n/a - Max C - 78% n/a - Hill, D 66% n/a - 10 Hill, C + 77% n/a - 10 Hill, C + 78% n/a - 10 Hill, C + 78% n/a - 10 4	RDG(M1-E2) HH 3 Reading - ELA 1	Q1 In P	rogress				+	61	Lat.	ical		l s
Student (Q1) Final Grade A T T Student	HR (M1-E2) HH 3 Homeroom 1	2-13					-	10 20		o crit		je te
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Cumm © C 76% n/a - Duqu © B 84% n/a - H Highlight Selected Galo © C- 70% n/a - Active (20) Gonz © B- 82% n/a - Missing Heig © C+ 70% n/a - - Grades 10 Hull, © B- 81% n/a - - Fill Scores 8 Hull, © D 66% n/a - - - 5 Max © C 74% n/a - - 10 6 Nive © C+ 77% n/a - - 10 6 Nive © C+ 77% n/a - - 10 6 Nive © C+ 72% n/a - 10 4 5 Perr © C+ 72% n/a - 10 4 5 Robb © C 75% n/a - 10 4 3 Robb © C 75% n/a - 10 4		Batts G	C+	79%	n/a		•		Collected	<hr/>		
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Student Groups Galo C - 70% n/a - Active (20) Missing Heig C + 77% n/a - - Missing Active (20) B- 82% n/a - - Grades 10 Dropped (0) Hill, B- 81% n/a - - - Fill Scores 8 Max C 74% n/a -<		Duqu C	В	84%	n/a	-	-		Late	\sim		
H - Highlight Selected Garci © B- 80% n/a - Missing Active (20) Gonz © B- 82% n/a - Grades 10 Active (20) Heig © C- 70% n/a - - Fill Scores 9 Hull, © B- 81% n/a - - Show Score Inspector 7 Max © C 74% n/a - - 10 6 Nive © C+ 78% n/a - 4 5 Perr © C+ 78% n/a - 10 4 Nive © C+ 78% n/a - 10 4 Perr © C+ 78% n/a - 10 4 Robb © C 75% n/a - 9 3	Student Groups	Gallo 🤅	C-	70%	n/a	-	-		Exempt			
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Gonz © B- 82% n/a - - Clear Score 9 Max © C- 70% n/a - - Fill Scores 8 Max © C 74% n/a - - Show Score Inspector 7 Med © C+ 78% n/a - - 10 6 Nive © C+ 77% n/a - 4 5 Port © C+ 72% n/a - 10 4 Robb © C- 72% n/a - 9 3 Robb © C 75% n/a - 9 3		Giles 🤅	C+	77%	n/a	-	-		Grades	\langle		10
Height C 70% 1/a - Fill Scores 8 Dropped (0) Hill, D 66% n/a - Fill Scores 8 Max C 74% n/a - 10 6 6 Med C+ 78% n/a - 10 6 Nive C+ 77% n/a - 10 6 Perr C+ 77% n/a - 10 6 Robl C- 72% n/a - 10 4 Robb C 75% n/a - 10 4	Active (20)	Gonz C	у в-	82%	n/a	-	-		Clear Scor	•	X	9
Impleter D 66% n/a - Fill Scores 7 Hugu D 66% n/a - Show Score Inspector 7 Max C 74% n/a - 10 6 Nive C+ 77% n/a - 4 5 Perr C+ 77% n/a - 10 6 Pool C- 72% n/a - 10 4 Robb C 75% n/a - 10 4 Robb C 75% n/a - 10 4	Dropped (0)	Heig G	B-	81%	n/a	-	-		ciear scor	c		-
Max C 74% n/a - Show Score Inspector 7 Med C+ 78% n/a - 10 6 Nive C+ 77% n/a - 4 5 Pool C+ 72% n/a - 10 4 River C+ 72% n/a - 10 4 River C+ 72% n/a - 9 3 Robb C 75% n/a - 10 4		Hugu C	D	66%	n/a		-		Fill Scores		$ $ \mathcal{I}	•
Med © C+ 78% n/a - 10 6 Nive © C+ 77% n/a - 4 5 Perr © C+ 78% n/a - 10 4 Pol © C- 72% n/a - 10 4 River © C+ 79% n/a - 9 3 Robb © C 75% n/a - 10 2		Max C	c	74%	n/a	-	-		Show Sco	e Inspector		7
Nive C+ 77% n/a - - 4 5 Perr C+ 78% n/a - - 10 4 Pool C- 72% n/a - - 10 4 River C+ 79% n/a - - 99 3 Robb C 75% n/a - - 10 2		Med 🤇	C+	78%	n/a	-	-	10				6
Perr © C+ 78% n/a - 10 4 Pool © C- 72% n/a - 10 4 River © C+ 79% n/a - 9 3 Robb © C 75% n/a - 10 2		Nive 🤅) C+	77%	n/a	-	-	4				5
Pool C- 72% n/a - 10 7 River C+ 79% n/a - 9 3 Robb C 75% n/a - 10 2		Perr 🤅	C+	78%	n/a	-	-	10				4
River C+ /9% n/a 9 Robb C 75% n/a 10		Pool C	C-	72%	n/a	-	-	10				-
Robert C 75% n/a - 10 2		River C	C+	79%	n/a	-	-	9				3
		Robb C	B	85%	n/a	-	-	10				2
Web B - 80% n/a - 10		Web	B-	80%	n/a		-	10				1
				00.00		-		10				0



Option 3: From the <u>Scoresheet</u> menu in the <u>Assignments</u> mode, right click at the intersection between the <u>student's name</u> and <u>assignment</u>. Click on the <u>Fill Scores</u> option from the drop down menu.

🔀 PowerTeacher Gradebook: Jol	hn Holl	brook - San	dy Shore Ele	mentary	School									
File Edit View Tools Attendan	ice Wi	ndow Help)											
Classes		9				3				_			4	
Semester 1	•							0				1C		
🔲 SS(W1,W2) НН 3 SS	12-13			181	-	E		r .		-			-	
SCI(W1,W2) HH 3 Science	12-13	Scores	heet Assig	nments	Student Info	Grade	Set	up	Class	Conte	nt	Repo	orts	
🔲 SS2(W1,W2) НН 3 SS2	12-13	Reportin	g Term: Q1		•	Mode	:		\ssignm	ients		Fina	l Grade	s
📒 MAT(M1-F2) HH 3 Math	12-13				^					0		9	.1	ি
WRT(M1-F2) HH 3 Writing - ELA	12-13							+		S:	tes		臣	
📒 RDG(M1-F2) HH 3 Reading - ELA	12-13	Q1 In Pro	ogress					-	12		stra		tica	
📔 HR(M1-F2) HH 3 Homeroom	12-13							_	20 8/20	30	SUOL	vior	s cri vior	
		Studen	(01) Final G	irade	_	_	Α	т	NHW2	;;	Den	Beha	Use: Beha	≅ ¦s
		Batts 🕄	C+	77%		n/a	-	-						
		Beal, 🗊	C+	79%		n/a	-	-		C	ollec	ted		
		Crum 🗊	С	76%		n/a	-	-		L	ate			
		Duqu 😳	В	84%		n/a	-	-						
 Student Groups 		Gallo 😳	C-	70%		n/a	-	-		E	xemp	ot		
		Garci 💭	B-	80%		n/a	-	-		N	lissin	ig		
		Giles 😳	C+	77%		n/a	-	-		G	rade	s		•
		Gonz 😳	B-	82%		n/a	-	-	-					
Active (20)		Heig 😳	C-	70%		n/a	-	-	_	C	lear	Score		
·····Dropped (0)		Hill, 😳	B-	81%		n/a	-	-	<	Fi	ill Sc	ores	>	
		Hugu 💭	0	66%		n/a	-	-		S	how	Score	Inspect	or
		Max 💭	C	/4%		n/a	-	-				score	mpeet	



The Fill Assignment Scores box will appear

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

Click on the box to the right of the word <u>'Score'</u> and enter the score of your choice

🔀 Fill	Assignment Scores
Fill A Sp	ssignment Scores
Assign Choo I I R Sco	ment: HW2 se which score cells to fill: tems with No Score teplace All res Comments
Choos	e one or more values to fill:
	Collected:
	Late:
	Exempt:
	Missing:
	Score:
	Comment:
	Approximately 2048 characters left
•	OK Cancel

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Overriding Grades

To override a grade calculated by the Gradebook, from <u>Scoresheet</u> on the Navigation bar in the <u>Final Grades</u> mode, double click on the student's final grade.

🔽 PowerTeacher Gradebook: Kimb	erly Ayala-(AK) - I	Nassau BOCES Traini	ng High School						
File Edit View Tools Attendance	Window Help								
Classes				2	-	-	_		
2012-2013	/ 1				Ve		0		
1(A-B) Algebra 1	12-13					2			
3(A-B) Introduction to Business	S1 Score	esheet Assignments	Student Info	Grade Setup	Class	Content F	Reports		
3(A-B) Entrepreneurship	S2 Report	ing Term: Y1	-	Mode:	Assignm	ents	Final Grades	Stude	nt View
4(A-B) Introduction to Business	S2	-							
4(A-B) Fashion Marketing	S1		- -			E =	n (1	<u>v</u>	
7(A-B) Business Law	S1 Y1 In Pr	ogress				Sca K	Sca	Sca	
8(A-B) Introduction to Business	S2		$\langle \rangle$			oint	oint	oit 3	
[9(А-В) WISE Sem 1	S1 Students	s (25) ()	(1) Final Grade		ΔΤ	10	art 00 P	00 P	
[9(А-В) WISE Sem. 2	S2 Adams, Ro	obert 😳 8	8 88%	n/a		8/10	13/10	257/300	
	Barker, Ma	atthew 🔘 91	l 91%	n/a		8/10	13/10	269/300	
	Bates, Tra	cy 🖸 72	2 72%	n/a		8/10	10/10	210/300	
	Boyd, Cher Bullock, Vin	rie 😳 91 roinia 💿 91	L 91%	n/a n/a		8/10	13/10	269/300	
Children Children	, Danocity th	gina 🖉 -			-	0/10	10/10	2007000	



Double click on the student's grade you wish to override. The **<u>Final Grade</u>** box will appear.

Check the Manual Override box

Enter the grade of your choice and click on **close**.



You will have three indicators once you override the grade. The grade is in bold, italicized and a red exclamation point will appear to the right.

ile Edit View Tools Attendance	e Windo	w Help									
Classes	Ш	0	and the second		3-				-		
2012-2013	•				A.	- 1		1	0		
1(A-B) Algebra 1	12-13	新期	1		-	· •					
3(A-B) Introduction to Business	S1	Scoresheet	Assignments	Student Info	Grade Set	tup Class	Conten	t F	leports		
3(A-B) Entrepreneurship	S2	Reporting Term	Y1	•	Mode:	Assignm	nents		Final Grades	9	Student View
4(A-B) Introduction to Business	S2		h	,			1	Rail	C N		S
4(A-B) Fashion Marketing	S1	Q					Ξe	U	n 1	<u>v</u>	
7(A-B) Business Law	51	Y1 In Progress					Sca		Sca	Sca	
8(A-B) Introduction to Business	S2						oint		oint	oint (3)	
9(A-B) WISE Sem 1	51	Students (25)	(M) Final Crade		A T	60		arti 00 P	est 00 P	
9(A-B) WISE Sem. 2	52	Adams, Robert	0 89	89%	п	/a	T	8/10	13/10	257	/300
				\wedge		K		-,			
						N I					



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.

Z Power Leacher Gradebook: Kimb	erly Aya	ila-(AK) - Nassau	BOCES Trainin	g High School							
File Edit View Tools Attendance	Windo	w Help									
Classes					2						
Quarter 2	•										
📒 1(A-B) Algebra 1	12-13	STEP P	1	-							
3(A-B) Introduction to Business	S1	Scoresheet	Assignments	Student Info	Grade Setup	Class Content	Reports				
📒 4(A-B) Fashion Marketing	S1	Reporting Term	: Y1	•	Mode:	Assignments	Final Grades	Student View			
7(A-B) Business Law	S1	O Torm for this	dage has ended				·			_	_
9(A-B) WISE Sem 1	S1	erm for this	class has ended	•							_
-		_									
		Y1 In Progress									
				_							
	[Students (25)		(Y1)	Final Grade					Α	Т
		Adams, Robert					85 %		n/a _o	-	-
		Barker, Matthew		۵ 🕄		_ \	91%		n/a	-	-
		Bates, Tracy		6) 72		×	72%		n/a	•	-
		Boyd, Cherie		© 91			91% Fill Sc	ores	n/a	-	-
		Bullock, Virginia		© 91			91% Show	Score Inspector	n/a	3	-
		Deleon, Ann		© 91			91%		n/a	6	-

Click on the **<u>Comment</u>** tab.

Final Grade	22		
Student: Bates, Tracy		 	
Reporting Term: Y1			
Score Comment			
Manual Override:		 	
Percent: 72			
Grade: 72	-	 	· · · · · · · · · · · · · · · · · · ·
Points: n/a			
comment:			
2048 characters left			
Clear C	lose		



Student Management Services

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

						~~
Student:	Bates, Tracy /					۲
Reporting Term:	ү1					
Econo Co						
Show Comments:	District Comment Bank - Find:	Catagory		Turne	Enverites	
1488 148	nment	L GIEUUI V		IVDE	Eavonies	
018 A pl	easure to have in class.	Category	*	Dist.		
018 A pl 006 Atte	nment easure to have in class. ntive & cooperative.	Category	•	Dist. Dist.		•
018 A pl 006 Atte 013 Com	nment easure to have in class. ntive & cooperative. mendable effort.			Dist. Dist. Dist.		•

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

🗶 Final G	rade				Σ
S Reporting Score Show Con	tudent: Bates, Tracy g Term: Y1 Comment nments: District Comment Bank Find:				•
Code	Comment	Category	T T	vne	Favorites
018	A pleasure to have in class.	Category	Di	st.	
006	Attentive & cooperative.		Di	st.	\rightarrow
013	Commendable effort.		Di	st.	- 2
017	Conscientious student.		Di	st.	- 2
Separate I	Using Line Breaks t (Edit Comment Preferences to add Smart Text): to have in class.	5			Insert Selected
Approxima	tely 2020 characters left				Clear Close

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



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.

	🔀 PowerTeacher Gradebook: Joh	n Kok	onis-Holbrook - S	Sandy Shore Ele	ementary Schoo	bl					
	File Edit View Tools Attendan	ce Wi	ndow Help								
μ –	Classes				_	3-			-		
	Semester 1					(A)			0		
	📗 HR(M1-F2) HH 3 Homeroom	12-13	3-PEP								
	📔 RDG(M1-F2) HH 3 Reading - ELA	12-13	Scoresheet	Assignments	Student Info	Grade Setu	Class Conte	ent Re	eports		
	🔲 WRT(M1-F2) HH 3 Writing - ELA	12-13	Reporting Term	n: Q2	•	Mode:	Assignments	F	nal Grades	Stu	dent View
	📔 MAT (M1-F2) HH 3 Math	12-13					1	; 0	: 🔾	0	6
	🔲 SS2(W1,W2) НН 3 SS2	12-13					tral	isio	ģ		9
	📒 SCI(W1,W2) HH 3 Science	12-13	Q2 In Progress				spi	her	adir		or k
	间 SS(W1,W2) HH 3 SS	12-13					avior	avior	avior	avior.	e Ha
			Students (20)	(Q2) Final Gra	de	A 1	L Be Ri	LTR Beh	Oral Beha	Effo Beha	Defa
			Batts, Dale 🛛 💿				-	3	3	3	
\setminus			Beal, Lucas 🛛					3			
			Crumpler, 💿				•	3	2	2	
	Chudaah Cusura		Duquette, 🙄					3			
	Scadent Groups	111	Gallo, RUDY					3			
	+ - Highlight Selected	•	Giles, Michael					3			
1	Add Group Set		Gonzalez, 🔘					3			
	Add Group Set		Height, Felix 💿					3			
	Add Group		Hill, Kelly 💿					3			
	Email		Huguley, 💿				•	3			

The Add Student Group Set will appear.

1

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

	Add Student Group Set	
\backslash	Add Student Group Set Create a new Student Group Set	
	Create a new Student Group Set. Sets are used to divide the class into groups. Students can be placed in only one group per group set.	
	Group Set Name:	
	OK Cancel	



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.

💋 PowerTeacher Gradebook: Kimberly Ayala-(AK) - Nassau BOCES Training High School												
File Edit View Tools Attendance V	Vindo	w Help										
Casses					2							
2012-2013	•				A	5	V		C			
3(A-3) Introduction to Eusiness	S1	1 ALL			-				-			
🔲 3(A-B) Entrepreneurship	S2	Scoresheet	Assignments	Student Info	Grade Set	up	Class	Content	Reports			
4(A-8) Introduction to Eusiness	S2	Reporting Term	: Y1	-	Mode:	As	sgm	rents	Final Gra			
📒 4(A-B) Fashion Marketing	S1											
7(A-B) Business Law	S1			-								
8(A-B) Introduction to Eusiness	S2	Y1 In Progress	_									
9(A-B) WISE Sem 1	S1											
9(A-8) WISE Sem. 2	S2	Etudopte (2E)	(11)	Final Crada			т					
		Adams Pohert	0									
		Barker, Matthew	ő									
Student Groups		Bates, Tracy	Õ									
Hisbicht Selected	_	Boyd, Cherie	0				-					
		Bullock, Virginia	0			- :	3 -					
- Artico (25)		Deleon, Ann	Q			- (6 -					
Dropped (0)		Fay, Barbra	0									
		Cish Longie	õ									
Group 1 (1)		Guzman, Filv	ő									
Boyd, Cherie		Harbin, Steve	õ									
7												

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



Viewing Students In A Group/Set

From the **<u>Student Groups</u>** pane, highlight the name of the group of students you wish to view.

Under the **<u>Student Groups</u>** pane, choose *Filter Selected* from the drop down menu.

The student names only in the specified group will appear to the right of the <u>Student</u> <u>Groups</u> pane.



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

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

File Edit View Tools Attendar	nce Wind	low Help											
Classes			-		3-		-	~					
2012-2013	•								0		-		
1(A-B) Algebra 1	12-13							\mathbf{r}				~	
3(A-B) Introduction to Business	S1	Scoresheet	Assign	ments Student Info	Grade Setup	C	lass	Content	Reports	A	ttendance	Notifications	
🔲 3(A-B) Entrepreneurship	S2	Reporting Term	: 02	•	Mode:	Assi	ignm	ents	Final Grades	Stude	nt View		a
4(A-B) Introduction to Business	S2								2 1	5			ř
4(A-B) Fashion Marketing	S1							E	5	 			
7(A-B) Business Law	S1	Q2 In Progress	_					Scal Scal	Scal 5cal	Scal 50°			
8(A-B) Introduction to Business	S2							10 int	icipa oint 5 (20 int 3			
9(A-B) WISE Sem 1	S1	Students (25)	(0)	2) Final Grade		•	т	K:)	arti 00 P Wt:)	est 00 P Wt:)			
— -/	*	Adama Dahart	00	2/1110101000		~	•	I → C 0/10	12/10	257/200			
 Student Groups 		Adams, Robert	0 01	0076	11/4	-	-	0/10	13/10	257/300			^
+ - Highlight Selected		Barker, Matthew	0 72	91%	n/a	•	•	8/10	13/10	269/300			
		Bates, Iracy	0 01	72%	n/a	-	-	8/10	10/10	210/300			
1		Boyd, Cherie	0 01	91%	n/a	-	-	8/10	13/10	269/300			
Active (25)		Bullock, Virginia	0 01	91%	n/a	-	-	8/10	13/10	269/300			
Dropped (0)		Deleon, Ann	© 91	91%	n/a	6	-	8/10	13/10	269/300			
🕨 🙀 Level 1		Fay-Jones, Barbra	© 91	91%	n/a	-	-	8/10	13/10	269/300			
🐨 🈭 Remedial A		Fife, James	© 91	91%	n/a	6	-	8/10	13/10	269/300			
🔻 🍯 Group 1 (5)		Gish, Lonnie	© 91	91%	n/a	-	-	8/10	13/10	269/300			
Bates, Tracy		Guzman, Billy	© 91	91%	n/a	-	-	8/10	13/10	269/300			
Harbin, Steve		Harbin, Steve	91	91%	n/a	-	-	8/10	13/10	269/300			
Laliberte, Craig		Hardin, Galen	91	91%	n/a	-	-	8/10	13/10	269/300			
Spataro, William		Kendrick, Linda	91	91%	n/a	-	-	8/10	13/10	269/300			
Zhou, Reginald		Laliberte, 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			
Categories		Schneider, Ruth	91	91%	n/a	-	-	8/10	13/10	269/300			
Catogonos		Spataro, William	91	91%	n/a	6	-	8/10	13/10	269/300			
+ - Filter Off	•	Strait, George	91	91%	n/a	-	-	8/10	13/10	269/300			
M ALL		Tavarez, Michael	91	91%	n/a	-	-	8/10	13/10	269/300			
		Thomas, Barbara	91	91%	n/a	-	-	8/10	13/10	269/300			
N Homework		Wu, Teresa	91	91%	n/a	6	-	8/10	13/10	269/300			
Participation		Youmans, Charles	91	91%	n/a	-	-	8/10	13/10	269/300			
🕅 Project		Zhou, Reginald	91	91%	n/a	-	-	8/10	13/10	269/300			
🕅 Ouiz													



Individual Student Reports

From the **Navigation** bar, click on the **Reports** tab.

Choose Individual Student Report from the drop down menu.

📝 PowerTeacher Gradebook: Kimb	erly Ay	ala-(AK) - Nassau	BOCES Trainir	g High School						
File Edit View Tools Attendance	Wind	ow Help								
Classes		Θ			3			_		-
2012-2013	•				(A)			-		
📗 1(A-B) Algebra 1	12-13	in the second se						1.	-U	~
3(A-B) Introduction to Business	S1	Scoresheet	Assignments	Student Info	Grade Setup	Class Content	Reports	Atten	dance	Notifications
📔 3(A-B) Entrepreneurship	S2									
4(A-B) Introduction to Business	S2	Name:		Description:						
📒 4(A-B) Fashion Marketing	S1	Attendance Grid	¢	Student and d	late grid templa	te for taking atter	ndance			
7(A-B) Business Law	S1	Category Total Re	port 🤅	Summary of c	ategory totals b	y section or by st	tudent			
8(A-B) Introduction to Business	S2	Final Grade and Co	mment Ver 🦷	Final grades a	nd comments by	y reporting term				
9(A-B) WISE Sem 1	S1	Missing Assignmen	tReport C	Listing of assig	ments that hav	e not been score	d			
9(A-B) WISE Sem 2	52	Scoresheet	C C	Student grade	e and assignmen	it data				
	02	Standards Report	0	Standards Fin	al Grades and S	tandards Assignm	nent S			
		Student Multi-Sect	ion Report 🛛 🤅	Student inform	nation from all o	f a student's sect	tions.			
		Student Roster	¢	Student demo	graphic informa	tion listed one rov	w per			
Student Groups										
+ - Highlight Selected	•									
Active (25)										
Dropped (0)										
🕨 🔮 Level 1										



The Individual Student Report screen will appear.

Check all options you are seeking the report to include.

Click Run Report.

0 0		Individual Student Report	≡
Criteria	ayout		?
Aurian	Name: Description:	Individual Student Report Summary of class activity per student	Î
	Output Type:	PDF HTML Export (CSV)	
	Sections:	Selected Class O Active Classes Order By: Section, Student ✓	
	Students:	All Enrolled Selected Groups and/or Students	
	Student Field:	Student Name Student Number Sort By: Number	
	Abbreviate:	Enal Grades Assignments Comments Categories	
	Date Range:	Manual This term only	
	Start Date:	MM/DD/YYYY	
	End Date:	MM/DD/YYYY	-
	•		Run Report

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



Example of sample Individual Student Report

Individual S	Student Rep	ort						Adams, Robert
Class: 3(A-	B) Introduction t	o Business					Teacher Name: A	yala-(AK), Kimberly
Final Grade	e rm Letter (Grade Percent	age Fina	l Grad	e Co	mment		
P1								
Q1								
E1								
P2								
F1								
Q2	88	88%						
R1								
Y1	89	89%						
Assignmen	t Scores			Pts.				
Date	Category	Assignment	Score	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 S Category	ummary # of Asmts	Total Points Earned	Total Point Possible	s Pero	centa	age Le	tter Grade	
Test	3	257	300	8	5.6%		86	
Participation	1	13	10	1	30%		100	
Homework	1	8	10		80%		80	



Student Management Services

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