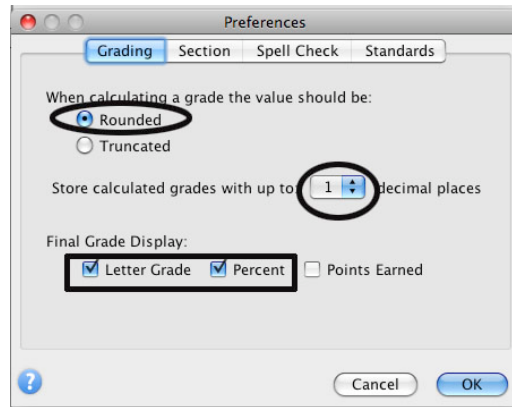


**After launching PowerTeacher Gradebook...follow the steps below to setup each of your classes**

**1. Set your Gradebook Preferences**

Click the PowerTeacher Gradebook menu (Mac) or the Tools menu (Windows) at the top of the screen, and select **Preferences**. The options selected in the Preferences menu will impact all classes and only need to be set once. It has always been our practice to report grades with one decimal place on the report card. Therefore, your preferences must be set to round to one decimal place.

- Choose the options **Rounded** and round to **one decimal place**.
- The **Final Grade Display** indicates how final grades display on the Scoresheet. Select letter grade and percent since this is what will appear on report cards.



**2. Set up the Final Grade (F1) Calculation (not quarter grades—FINAL GRADE...We made it to June!)**

This determines how the PowerTeacher Gradebook calculates **final grades!** By BOE Policy we calculate the final grade using **TERM WEIGHTS**. This must be done for each class.

1. Click the **Grade Setup** tab.

The main window of the PowerTeacher Gradebook is divided into two panes. The upper pane represents the terms and quarters for a course. The lower pane contains a set of radio buttons you can select to determine the final grade setup. In the top pane, click on **F1** under “Reporting Term”

2. In the lower pane, click **term weights**. Click in the weight column and change the number. Refer to the table below to **enter information in the fields:**

HS Full Year		HS ½ Year Semester 1		HS ½ Year Semester 2		HS Quarter	
M1	0	Q1	40	Q3	40	Q_	100
	Q1: 20	Q2	40	Q4	40		
	Q2: 20	X1	20	X1	20		
Q3	20						
Q4	20						
X1	20						
<i>X1 represents the final exam grade.</i>							
HS PE Q1, 2, 3		HS PE Q1, 2, 4		HS PE Q1, 3, 4		HS PE Q2, 3, 4	
M1	0	M1	0	M1	0	M1	0
	Q1: 33.3		Q1: 33.3		Q1: 33.3		Q1: 0
	Q2: 33.3		Q2: 33.3		Q2: 0		Q2: 33.3
Q3	33.3	Q3	0	Q3	33.3	Q3	33.3
Q4	0	Q4	33.3	Q4	33.3	Q4	33.3
X1	0	X1	0	X1	0	X1	0

<b>Union and Pierrepont Full Year</b> Q1 25 Q2 25 Q3 25 Q4 25	<b>Union and Pierrepont Semester 1</b> Q1 50 Q2 50	<b>Union and Pierrepont Semester 2</b> Q3 50 Q4 50	<b>Union and Pierrepont Quarter</b> Q_ 100
<b>Union and Pierrepont Trimester</b> T_ 100	<b>Union and Pierrepont Art 6, Library 6, Music 6</b> Q2 50 Q4 50 (Assignments dated Q2, Q4)	<b>Union and Pierrepont Health 7, Health 8</b> Sem 1: Q2 100 (Assignments dated Q2) Sem 2: Q4 100 (Assignments dated Q4)	

**Full Year Courses at the High School must also set the M1 grade! This is used to calculate the grade at the end of semester 1 in order to calculate 7<sup>th</sup> Semester GPA.**

Only full year courses (including PE) complete these next two steps

- In the top pane, click on **M1** under “Reporting Term”
- In the lower pane, click **term weights**. Click in the weight column and change the number. Refer to the table below to **enter information in the fields**:

<b>F1 HS Full Year</b>			
M1 Q1: 50 Q2: 50			
<b>F1 PE Q1, 2, 3</b>	<b>F1 PE Q1, 2, 4</b>	<b>F1 PE Q1, 3, 4</b>	<b>F1 PE Q2, 3, 4</b>
M1 Q1: 50 Q2: 50	M1 Q1: 50 Q2: 50	M1 Q1: 100 Q2: 0	M1 Q1: 0 Q2: 100

F1 and M1 for Full Year High School Course—Except PE

Mode: Calculations Grade Scales

Reporting Term	Start	End
F1	09/01/2009 Tue	06/30/2010 Wed
M1	09/01/2009 Tue	01/28/2010 Thu
Q1	09/01/2009 Tue	11/09/2009 Mon
Q2	11/11/2009 Wed	01/26/2010 Tue
Q3	01/29/2010 Fri	04/14/2010 Wed
Q4	04/16/2010 Fri	06/17/2010 Thu
X1	06/18/2010 Fri	06/21/2010 Mon

Calculate F1 final grade using:

Total points      Number of low scores to discard: 0

Term weights

Category weights

Name	Weight	Percent	Drop Low
M1			
Q1	20	20.0%	n/a
Q2	20	20.0%	n/a
Q3	20	20.0%	n/a
Q4	20	20.0%	n/a
X1	20	20.0%	n/a

Reporting Term	Start	End
F1	09/01/2009 Tue	06/30/2010 Wed
M1	09/01/2009 Tue	01/28/2010 Thu
Q1	09/01/2009 Tue	11/10/2009 Tue
Q2	11/11/2009 Wed	01/26/2010 Tue
Q3	01/29/2010 Fri	04/15/2010 Thu
Q4	04/16/2010 Fri	06/17/2010 Thu
X1	06/18/2010 Fri	06/21/2010 Mon

Calculate M1 final grade using:

Total points      Number of low scores to discard: 0

Term weights

Category weights

Name	Weight	Percent	Drop Low
Q1	50	50.0%	n/a
Q2	50	50.0%	n/a

### 3. Add Categories (if necessary—all categories stay from year to year)

Categories will determine how the Quarter grade is calculated. Examples include: Homework, Classwork, Test, Quizzes, etc.

1. In the Categories pane (lower left hand side), click the Plus (+) button. The Categories Dialog appears.
2. Enter the required information.
3. Click OK. The new category appears in the Categories pane..

### 4. Set Up Quarter Grade Calculation

Quarter grade setup determines how the PowerTeacher Gradebook calculates final grades for each quarter. The final grade for each quarter is calculated continuously throughout the term so you and your students always know the final grade for the quarter.

1. Click the **Grade Setup** tab.
2. **Select a quarter (Q1, Q2, Q3, Q4, X1)** to work with by clicking it in the upper window.
3. **Choose a method for final grade setup** (Total Points or Category Weights) and refer to the information below to enter the necessary information:

**Total Points** - Choose whether you would like to drop low scores and the number of scores to drop. (Note: It is probably best to choose to drop a number of assignments after several have been created and entered. To do so too early may make it harder to interpret the final grade.)

**Category Weights** – Choose which categories to factor in the final grade by clicking "add category" on the left below the table. The **Select Categories** window will appear. Select the checkbox for each category you want to factor in to the final grade calculation. All assignments that are in this category will be included in the final grade calculation – unless the "include in Final Grade" checkbox was left empty when you created or modified the category. (In that case, assignments in the "not counted" category won't figure in to the final grade calculation, no matter how much weight you give it in the Grade Setup.)

### 5. Add Assignments

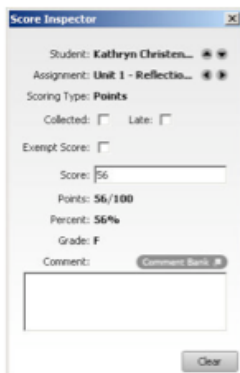
1. **Click** on the **Assignments Tab**
2. **Click the Plus (+) sign** next to the Assignment header at the top of the Scoresheet to open the **New Assignment** pane. (Or in the Assignments tab, click the plus sign on the left beneath the list of assignments.) The New Assignment pane will open in the lower half of the window.
3. Enter a Name, Abbreviation and a Category for the assignment (Note that all of the categories show up, even though you might only have certain ones for that class...make sure to choose the right category for that class!) Assignment names must be 25 characters or less and an assignment abbreviation must be 15 characters or less.
4. Determine the score type and points possible—**IMPORTANT:** Unless you are a math wiz all assignments in a category should have the same score type and points possible.
5. Enter the **due date**. It is **imperative** that the dates match the dates established by your school. This will be distributed as a separate document. PowerTeacher is **DATE SENSITIVE** and it knows the dates that are included in each quarter and for final exams.
6. Click **Save** in the lower right corner to save the assignment. The assignment will appear in the Scoresheet. Details about the assignment will appear in the column heading for the assignment.

**NOTE:** Remember to click the plus sign time each time you are creating a new assignment. When you are creating several assignments in a row, you cannot simply fill in the fields with new information and save. Doing so would overwrite the existing assignment.

## Using the Score Inspector

The **Score Inspector** is a tool in PowerTeacher Gradebook that provides the ability to note if an assignment was received late, if a student is exempt from completing the assignment, and even that you've collected the assignment without entering a point value. You can also use this tool to enter a score comment.

1. Click the **Tools** menu and click **Score Inspector**. (Right-clicking – or control-clicking on a score also makes the Score Inspector available.) The Score Inspector will appear as a floating window that you can move around the screen.



2. Click a cell in the assignment column on the Scoresheet for the student you wish to work with.
  - When you check the **Collected** box in the Score Inspector, a checkmark will appear in the Scoresheet for the student.
  - When you check the **Late** box, a small red L will appear in the Scoresheet for the student.
  - When you check the **Exempt** Score box, a gray Ex will appear in the Scoresheet for the student. If you want to change an Exempt to a grade that counts, you must right click (Ctrl + click) and uncheck “exempt” or go to the score inspector and uncheck the radio button that says exempt.
  - When you enter a **score comment**, a small blue C will appear in the Scoresheet for the student. Clicking on the Comment Bank button will provide you with a list of district comments that can be inserted for a score.
3. The **Clear** button on the Score Inspector clears the score completely, not just the comment or a Collected check or Late indicator.
4. You can use the **four directional arrows** in the Score Inspector to move through the Scoresheet without closing the Score Inspector. This enables you to adjust scores, add comments, and add collected, late, and exempt notes to scores for all the students in your class without having to click each student one by one.
5. Click **Save** at the bottom of the Scoresheet to retain changes.

## Overriding the Final Grade

The Score Inspector allows you to change a final grade with the Manual Override tool. You know---those kids who earn above 100 and below 53.

**\*\*\*\*\*IMPORTANT!\*\*\*\*\***

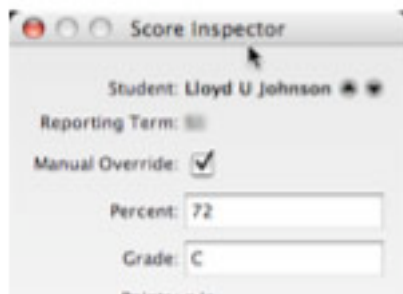
If you are overriding a Q1, Q2, Q3, Q4, X1 mark, **create an assignment that is not included in the final grade**. Name it OVERRIDE; Score Type: Percent; Possible Points: 100. Place the ACTUAL grade the student earned in this column.

**Do not write comments** when overwriting the Q1, Q2, Q3, Q4, X1 marks. Those comments will appear on the report card and that is not acceptable.

Then, follow the steps below to override the grade for report card and GPA purposes.

1. Highlight the Student's Name or the Final Grade cell to the right of the student's name (Make sure you are in the Final Grade cell for the correct quarter or exam).

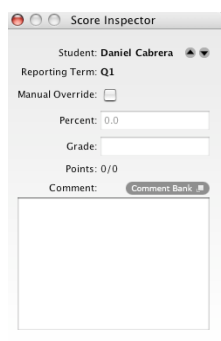
- Click the **Tools** menu, and click **Score Inspector** (you can also double-click the final grade cell to activate the Score Inspector).
- Place a checkmark in the box next to **Manual Override**.



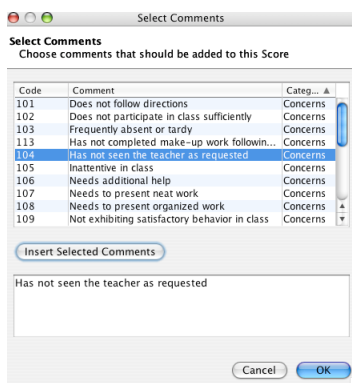
- Once you check the **Manual Override box**, the Grade and Percent boxes become available.
- Change the contents of **each of these boxes** as desired—you must change the number grade and letter grade. Once the grade is changed manually, it is displayed in italics on the Scoresheet. Also, a red exclamation point (!) is placed in the Final Grade cell indicating that you made a manual change to the student's final grade.
- Click **Save** in the lower right corner of the Scoresheet to save your changes. Click **Revert** if you would like to change scores back to their original values.

## Entering Report Card Comments

- Highlight Final Grade cell to the right of the student's name—make sure the appropriate final grade for the appropriate Quarter is displayed.
- Click the **Tools** menu, and click **Score Inspector**.
- Click **Comment Bank**.




- The list of available comments will appear. **Click** on the **desired comment** and **click *Insert Selected Comments***.



- Click **OK** While you have the ability to enter your own comments you are not permitted to do so. Also, only enter one comment per student.

## ***Other Options***



Please use the  on the right-hand side of the PowerTeacher Gradebook. This is the help screen and can guide you through various other topics including:

Scoresheet and Statistics

Assignment Statistics

PowerTeacher Gradebook Reports