

Working with Grades

When entering scores, make sure to use the type of score that you set up when you created the assignment. For example, use numbers for points and percentages or letters for letter grades.

To enter scores:

1. Click Grading
2. Click Assignment List or Scoresheet
3. From the Assignments or Scoresheet pages, enter a student's assignment score by clicking in the cell where the student's name intersects with the assignment name and type in the score

View the summary above the list of assignments to see the selected assignment's score type, as well as the student's existing score (if the assignment was previously scored), and the due date. In the summary, click [Edit Assignment](#) to edit the assignment details. Click [Show More](#) to view additional information, such as the associated grade and special codes scales.



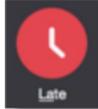
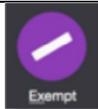
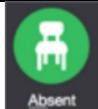
Using the Score Inspector and Score Indicators

While you can enter scores manually, use the Score Inspector to provide more details about the student's performance, such as when a student has a missing or late assignment. Also use the Score Inspector to enter a comment about a student's score.

Your district leaders may have associated a special codes scale to the regular grade scale. If that is the case, you can click [Codes](#) in the Score Inspector and select a special code, such as INC, to score a student's assignment. In some cases, you may also see other system-generated icons that are related to standards grades.

To open the Score Inspector, click in a score cell on the Assignments or Scoresheet pages.

The following table provides brief explanations of the score indicators and other icons available in the gradebook.

Indicator or Icon	Description
	Indicates that an assignment was collected
	Indicates that an assignment is late
	Indicates that an assignment is missing
	Indicates that an assignment is exempt
	Indicates that an assignment wasn't completed due to the student being absent
	Indicates that an assignment is incomplete

Indicator or Icon	Description
	Indicates that a comment was added
	Indicates that evidence exists for mastery that may differ from a student's calculated standard score
	Indicates that the standard grade is auto-calculated from the lower-level standards scores
	Indicates that the assignment score is used to auto-calculate the scores for the standards aligned to the assignment

1. For the selected student, click in a score cell on the Assignments or Scoresheet pages
2. Enter the score or select the score indicator in the Score Inspector
3. Click the Fill icon with the horizontal arrows
4. Click Save

Adding Comments

As you enter scores or indicators for assignments, use comments to record specific details about student performance. Add comments manually or choose comments from the comment bank. Click the star next to a comment in the bank to set it as one of your favorite comments. Include smart text, such as <first name> or <he/she> , to personalize comments.

To add a comment:

1. Click the Comment icon in the Score Inspector
2. Either enter a comment in the text box, or click Comment Bank and select a comment

A blue Comment icon appears in the student's score cell.

3. Click Save
4. Click the icon to read the comment

Filling Scores

Use the Fill Scores functions to either fill scores for one assignment for all of the students in a class, or to fill all assignment scores for one student. Scores will be filled in cells that do not already have scores. Additionally, use the fill scores functions to fill comments.

To fill students' scores for one assignment:

1. For the selected assignment, click in a score cell on the Assignments or Scoresheet pages
2. Enter the score or select the score indicator in the Score Inspector
3. Click the Fill icon with the vertical arrows
4. Click Save

To fill multiple assignment scores for one student:

STUDENTS(25)	COURSE GRADE	Pr1-4Kp15...	Equ. Fracti...
 1. AYALA, Frank	A- 91% 2081.65...	89	95
 2. BAILEY, MacDonald	C 76% 1704.7/...	69 	79
 3. BERGER, Harvey	A- 90% 1872.75...	95	89 

Marking Assignments

Use one of two methods to score an assignment—score a single assignment from the Assignments page, or score multiple assignments on the Scoresheet.

To enter scores, score indicators, or comments for a single assignment:

1. Click Grading
2. Select Assignment List
3. Click the name of an assignment
4. Click in a student's score cell and type a score, such as 72

View the assignment summary above the list of students to see which score type to use.

5. Click the Comment icon in the Score Inspector
6. Enter a comment, such as `Needs to turn work in on time`
7. Click the right-facing Score arrow in the Score Inspector to move to a standards score cell (if standards are aligned to the assignment)
8. Enter a standards score for the student

View the assignment summary above the list of students to see which grade scale type to use.

9. Click Save

To enter scores, score indicators, or comments for one or more assignments on the Scoresheet:

1. Click Grading
2. Select Scoresheet
3. Click in a student's blank score cell for the selected assignment and enter a score in the Score Inspector

4. Click the vertical Fill icon to fill all of the blank score cells with the score you entered in the Score Inspector
5. In the alert window that lists the number of scores that were filled, click Ok
6. Click in a different student's score cell for a different assignment and click the Exempt score indicator
7. Click Save

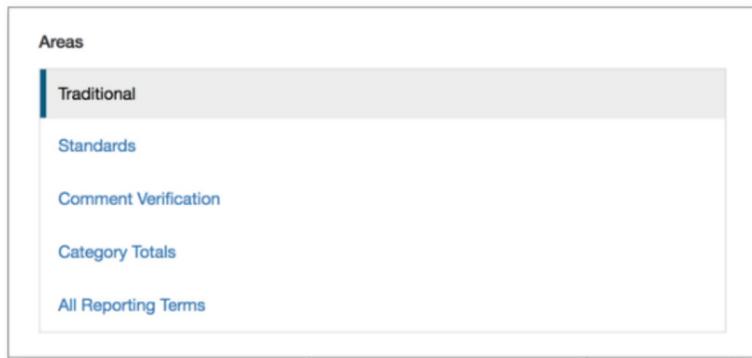
When you delete or edit a score, the values in the student's Course Grade column are grayed out because they are being edited. Once you click Save, the student's grades will be recalculated using the new score.

Working with Final Grades

Final grades are updated automatically throughout the term as you enter assignment scores in the gradebook. When the term comes to a close, however, you may have additional tasks to perform before submitting grades for report cards to make sure that your final grades are accurate. For example, you may have to enter standards grades and modify individual scores. Occasionally, you may also need to modify a student's final grade in a course based on effort, participation, or other performance factors.

To work with final grades, click Grading and use the links in the Grades section. Access the same links through the Quick Menu—the arrow next to the heading at the top of the grading pages.

Grades: Traditional - S1 ▾



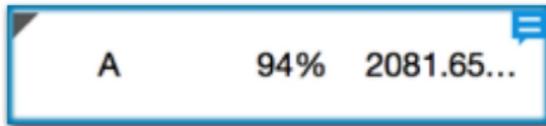
To modify a final grade:

1. Click Grading
2. Click Traditional
3. Click a student's final grade
4. In the Score Inspector, edit the student's grade

For example, change a letter grade of A- to A, and a percentage of 91 to 94.

5. Click Save

Notice that the student's final grade cell has a small triangle in the upper-left corner, which indicates that the grade has been modified manually.



6. Open the Quick Menu and select Standards

7. Click a standards grade for the same student and edit it

For example, change a score of 3 to 4.

8. Click Save

To revert to the calculated grade, click the Undo icon in the score inspector.

Recalculating Final Grades

Although final grades in PowerTeacher Pro are calculated automatically, you can force a recalculation, if necessary. Use the recalculate tool after making significant changes in the gradebook, such as adding multiple assignment scores for students who transferred from another class. Also, recalculate grades when your PowerSchool administrator changes a setting that affects the gradebook, such as the grade calculation formula.

To use the recalculate tool:

1. Click Settings
2. Select Recalculate Final Grades
3. Select the classes in which you are recalculating grades
4. To recalculate traditional grades, check Traditional Final Grades
5. To recalculate standards scores, check Standards Final Grades
6. Click Recalculate

Analyzing Performance

Use the gradebook to analyze student performance at any time during the school year. Analyze performance throughout the term to ensure that students are mastering the skills and standards that you are teaching. Review students' performance as you prepare to complete final grades for report cards, and then use the gradebook to prepare for and conduct parent-teacher conferences.

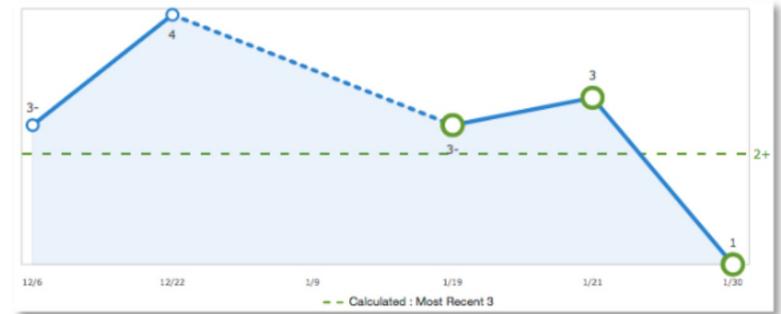
Review how students in an entire class are performing using the Progress pages. The individual student pages provide helpful information during parent-teacher conferences to explain why a student earned a particular grade.

Viewing Individual Student Progress

To review an individual student's performance:

1. At the top of the gradebook window, select a class
2. Click Students
3. To view the first student's performance, click Assignments
4. Review the student's course grades and individual assignment scores, then open the Quick Menu and select Standards Progress
5. Review the student's standards scores for each reporting term, then click the Assignments icon for one of the standards

6. Review the graph of standards scores, then click Show Metrics to review the student's other standards statistics



7. Click Students and select a different student to view his or her Standards Progress page

Here are the definitions of the standards scores statistics that are visible when you click Show Metrics below the graph:

- Most Recent – The average of the most recent score(s)
- Mean – The mathematical average of the scores
- Median – The middle of the scores (half of the scores are above this number and half are below)
- Mode – The most common score achieved
- Weighted Mean – The average of the scores based on the average of total weighted points
- Highest – The highest score

These statistical values are indicators of how well the student did on a specific standard. If any of the values are low, it may mean that the student needs additional practice on the skill or concept that you're assessing, or you may need to revise the assignment. To view the student's performance on additional standards, open the Quick Menu and select a standard.

The orange Professional Judgment Indicator may appear next to a student's standard score on the Standards Progress page when evidence exists for mastery that may differ from the student's calculated standard score. To evaluate the student's level of mastery, click the Assignments icon next to the standard score.

SPEARS, Armstrong - Standards Progress

1(A-B) Calculus

MATH.AG Building Functions - (Comment Only)

Grade Scale Type: Numeric (1 - 4)

STANDARDS	Q1	Q2	S1	Q3	ASSIGNMENTS
MATH.10.AG Graph polynomial functions	2	1+	2-	2-	6

Use your professional judgment to evaluate whether or not the calculated score is a true indication of the student's level of mastery. For example, if the student was ill or had a bad test day, his last score may not be a true indicator of his skill level, so you could choose to ignore that score and change the calculated score from a 2- to a 2.

Standards Progress / SPEARS, Armstrong - 1(A-B) Calculus



Analyzing Class Progress

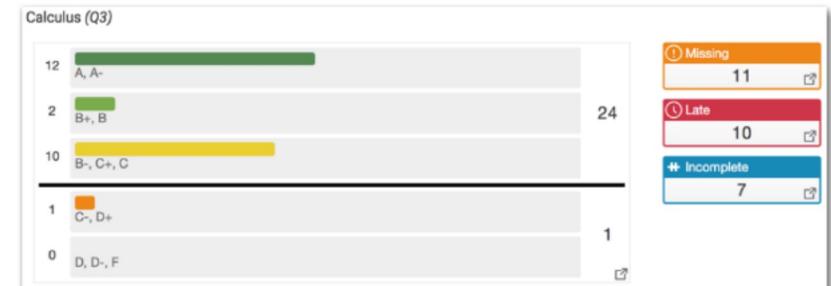
To analyze the performance of an entire class, begin by selecting the class at the top of the gradebook window. Then, click Progress. Depending on how the gradebook is set up, you can view class progress on traditional grades and standards grades.

Viewing Traditional Grades Progress

To view traditional grades progress:

1. From the Progress menu, select Traditional

The graph on the Traditional Grades Progress page shows the distribution of grades for the class for the selected reporting term. To the right of the graph, view a summary of the total number of students who have missing, late, or incomplete assignments.

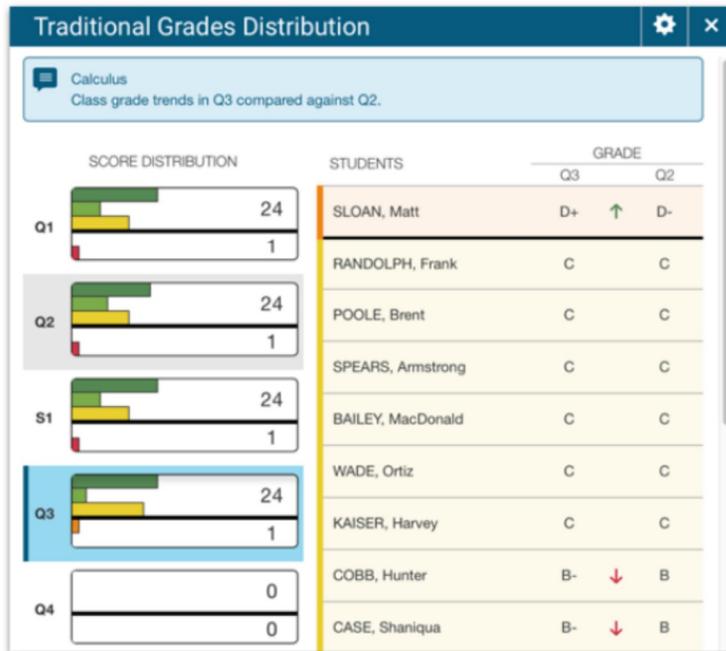


2. Click the graph to open the Traditional Grades Distribution window
3. On the left side of the Traditional Grades Distribution window, view the score distribution for each reporting term in the school year

- On the right, view the grade trends of the students in the class for the selected term, compared to the previous term

A red arrow in the Grade column indicates that the student's grade is trending down between the selected terms. A green arrow indicates an upward trend, while no arrow indicates no change. You can see which students are performing better or worse between terms.

- To compare trends between a different selection of subsequent terms, click a term in the Score Distribution column
- To close the window, click X in the upper-right corner

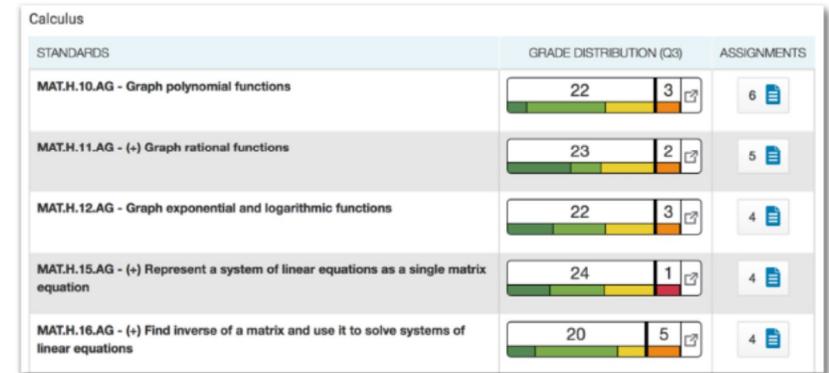


Viewing Standards Grades Progress

To view standards grades progress:

- From the Progress menu, select Standards

The graph on the Standards Progress page shows the distribution of grades for each standard aligned to the course, for the selected class and reporting term.

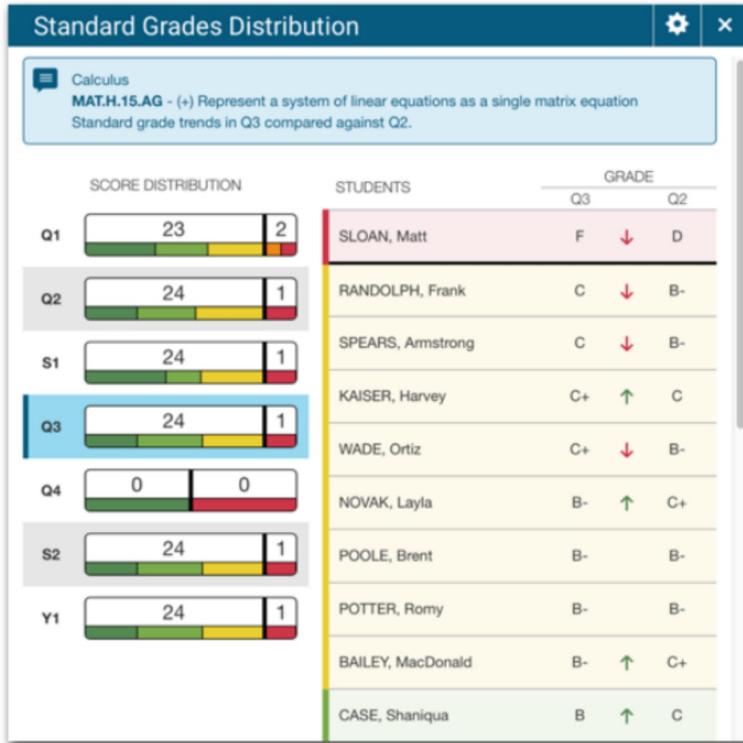


- Click the graph to open the Standard Grades Distribution window
- On the left side of the Standard Grades Distribution window, view the score distribution for the selected standard for each reporting term in the school year
- On the right, view the grade trends of the students in the class for the selected term, compared to the previous term

A red arrow in the Grade column indicates that the student's level of mastery is trending down between the selected terms. A green arrow indicates an upward trend, while no arrow indicates no change.

- To compare trends between a different selection of subsequent terms, click a term in the Score Distribution column

- To close the window, click X in the upper-right corner



On the right side of the Standards Progress page, the number in the Assignments column indicates the number of assignments that you've used to give students opportunities to practice the standard or to assess their levels of mastery.

To view the assignments aligned to a standard:

- Click the Assignments icon next to a standard



- On the Standards Assignment Trend window, click the name of an assignment
- If needed, edit students' scores in the column for the selected standard and click Save

Running PowerTeacher Pro Reports

The gradebook contains reports that you can view onscreen or print. Personalize each report by entering a custom title or by including a top note, bottom note, or signature line. The following table provides brief descriptions of the reports:

Report Name	Description
Individual Student Report	<ul style="list-style-type: none"> Use this report to view or print a summary of the class activity per student Present a summary of student work to parents at conferences or to a principal during a review, or use the report as a midterm update for students and parents Choose whether or not to include course grades and attendance, assignments, category totals, and comments Print the report for a few students or a group

Report Name	Description
Multi-Function Assignment Report	<ul style="list-style-type: none"> • Use this report to view or print a list of students and scores per assignment • Use it to find missing, late, or incomplete assignments, to help students and parents keep up with class work, to target students who need extra help, or to gauge which assignments present the most challenges to students
Student Roster	<ul style="list-style-type: none"> • Use this report to view or print demographic information by class • Use the report, for example, to keep track of money collected for classroom field trips, or as an emergency contact list • Customize the report by adding blank columns (the report remembers the information you entered last) • Use the Order arrows to arrange the columns in any order

5. To run the report for a selection of students rather than for all of the students in the classes, click Add/ Remove Students
6. All of the students are selected by default, so clear the check box to the right of the Filter area, then in the list of students, check the boxes next to individual student's names
7. In the Sort Options section, open the Layout menu and choose By Section, By Student
8. To sort the report by students' last names, open the Students menu and choose Last Name
9. Verify that Show Percentages is selected to include students' grade percentages in the report
10. Open the Data To Include menu and check Course Grade Comments and Assignment Comments to include any comments that you've entered about the students in the report

"Course Grades and Attendance," Assignments, and Category Totals are checked by default.
11. Click the Data To Include menu again to close it
12. To include students' grades from the current term, use the default settings under Date Range
13. Scroll to the top of the page and click the Format tab
14. Since you are including all of the available data in the report, leave the page orientation set to Landscape to make the text easier to read
15. Use the default option PDF for the report output
16. To create a page break between students, check Page Break
17. Choose to exclude row shading to save ink during printing

To run the Individual Student Report:

1. Click Reports
2. Select Individual Student Report
3. Enter a report title, such as Progress Report
4. Open the Select Classes menu and choose the classes to include on the report

18. Leave the “Include” check box clear for the Top Note option, since you don’t plan to include a note at the top of the report
19. Leave the “Include” check box clear for the Bottom Note option, since you don’t plan to include a note at the bottom of the report
20. To generate the report, click Run Report

To run the Student Roster report for a class:

1. Open the menu at the top of the gradebook window and select a class
2. Click Reports
3. Select Student Roster
4. Enter a report title, such as `Field Trip Roster`
5. Since you selected a class before you navigated to the Reports menu, it is already selected for the Classes option
6. Verify that the report applies to all of the students in the selected class
7. To sort the roster of students by last name, open the Students menu and choose Last Name
8. Add columns of student information by opening the Add Columns menu and clicking Add next to Gender and Grade Level
9. Click Add next to Blank twice to include a column for taking attendance and one for tracking participation

A column titled “Name” is included by default to list the students’ names.

10. Click the Add Columns menu again to close it
11. Enter `Attendance` as the title of the first blank column
12. Enter `Participation` as the title of the second blank column

13. Scroll to the top of the page and click the Format tab
14. Open the Orientation menu and choose Portrait
15. Use the default settings for the rest of the format options
16. To generate the report, click Run Report

Name	Gender	Grade	Attendance	Participation
AYALA, Frank	M	12		
BAILEY, MacDonald	M	12		
BERGER, Harvey	M	12		
CASE, Shaniqua	F	12		
CASEY, Headroom	F	12		
CLINE, Matt	M	12		
COBB, Hunter	F	12		
FRIEDMAN, Bennet	F	12		