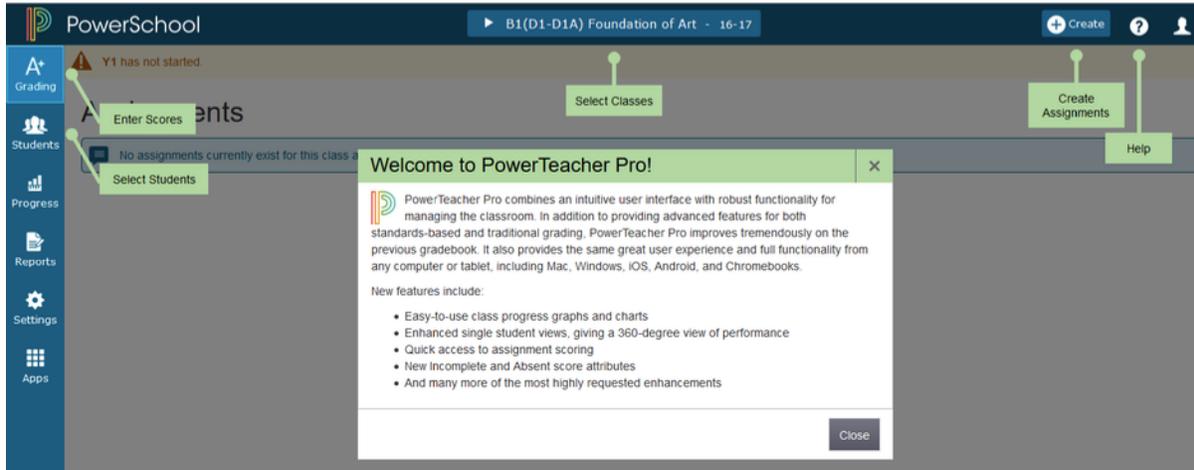


POWERTEACHER PRO 4th - 8th— Getting Started Created 8/12/16

PowerTeacherPro will be the new gradebook for all Grades 4 through 12. This guide will walk you through the basics of Final Grade Set Up and creating assignments.

Below is a Quick view of your start page to gain a general idea of where to select classes, create assignments, enter scores, select students, etc.



A Special Note About Categories and Final Grade Set Ups

PowerSchool 10 allows us to manage categories and final grade set ups at the district level. Dorothy has set up and locked the Y1 Term calculation for all schools since this must be the same for all schools. At the Elementary and Middle School levels she set up **but did not lock** all other terms to allow for individual department and/or teacher preferences.

Please remember to establish your Final Grade Setup is correct for Semesters before entering grades.

In an effort to streamline our Category Bank she studied past categories used by all schools and worked to create a Category Bank at the district level for teachers to use. Please try to use categories within this bank as much as possible. **If you feel we are missing a commonly used category, please let her know so that she can add the category to the District Category Bank.**

Using PowerTeacher Pro with Traditional Grading Accessing the Gradebook

A. Navigate to the Web-based gradebook like past years directly through the teacher portal or links off from the District web page or most school web pages. (There's no need to launch a separate application (i.e. JAVA) to access the grade book anymore).



B. To navigate to the gradebook:

1. Go to the PowerSchool portal or Enter the URL below
<https://powerschool.msad54.org/teachers/pw.html>
2. Enter your username and password (Contact dsmall@msad54.org for assistance with login issue.
3. Click Sign In
4. You will see **the PowerTeacher Start Page** (similar to below) that allows you to take attendance, view student information, etc.

C. Once on the PowerTeacher Start Page:

1. Click "**Gradebook**" on the left to launch your gradebook.

A screenshot of the PowerTeacher Start Page. The page header includes the PowerTeacher logo, the school name "Skowhegan Area Middle School", the term "16-17 Trimester 1", and buttons for "Feedback", "Logout", and a help icon. A navigation menu on the left lists "Start Page", "Daily Bulletin", "Staff Directory", "Meals", "Personalize", "Gradebook", and "Reports". A large red arrow points to the "Gradebook" option. The main content area, titled "Current Classes", displays a table of classes with columns for "Exp", "Course", "Att", "Info", "Lunch", "Rpt", "Verify", and "Seating". The table lists six classes: 1(1-5) Homeroom, 2(1,2-5) Skills, 3(1-5) Math, 4(1-5) Math, 10(1-5) Math, and 11(1-5) Math. Each class row includes icons for attendance, information, lunch, reports, verification, and seating. The footer contains the PowerSchool logo and copyright information: "Copyright © 2005-2018 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates."/>

Exp	Course	Att	Info	Lunch	Rpt	Verify	Seating
1(1-5)	Homeroom	YR					
2(1,2-5)	Skills	YR					
3(1-5)	Math	YR					
4(1-5)	Math	YR					
10(1-5)	Math	YR					
11(1-5)	Math	YR					

D. On the **Gradebook Start Page** (Shown below) you should see something similar to this showing your list of classes— minus the labels that have been added to this picture for clarification:

1. Click **“PowerTeacher Pro”** on the left to launch.

The screenshot shows the PowerSchool interface with the following elements and annotations:

- Header:** PowerSchool logo, "Welcome, [Teacher Name] Help | Sign Out", "School: Skowhegan Area High School", "Term: 16-17 Quarter 1".
- Navigation Panel (Left):** Includes "PowerTeacher Pro" (highlighted with a red arrow), "Start Page", "Daily Bulletin", "Schedule", "Staff Directory", "Meals", "Personalize", "Reports", "Recommendations", and "Alert Solutions 2".
- Class List (Center):** A table of classes with columns for course ID, course name, and "PowerTeacher Pro" status. The "PowerTeacher Pro" column contains a red "X" icon. Annotations include:
 - "Record Daily Attendance" pointing to a calendar icon.
 - "Record Meeting Attendance" pointing to a meeting icon.
 - "Open Grade Book" pointing to the "PowerTeacher Pro" column for several rows.
- Bottom Left:** A red box labeled "Old Gradebook" with a "Launch" button and "SPQF" text. Below it is an "App Store" download button. A text box explains: "This will launch the old Gradebook if for some reason you need to see classes from previous years."
- Bottom Right:** A series of callout boxes with arrows pointing to icons in the class list:
 - "Create Seating Charts" points to a seating chart icon.
 - "Submit Lunch Counts" points to a lunch count icon.
 - "Student Information" points to a student info icon.
 - "Print Reports" points to a printer icon.

E. PowerTeacher Pro Welcome Page:

1. Read the welcome message and click “Close”. (To view the message again, click the Help icon and select Getting Started.)

PowerSchool 1(1-5) Homeroom - 16-17 Create ? Pamela Lattin

Y1 has not started.

Enter Scores

Select Classes

Create Assignments

Select Students

No assignments currently exist for this class

Help

Welcome to PowerTeacher Pro!

PowerTeacher Pro combines an intuitive user interface with robust functionality for managing the classroom. In addition to providing advanced features for both standards-based and traditional grading, PowerTeacher Pro improves tremendously on the previous gradebook. It also provides the same great user experience and full functionality from any computer or tablet, including Mac, Windows, iOS, Android, and Chromebooks.

New features include:

- Easy-to-use class progress graphs and charts
- Enhanced single student views, giving a 360-degree view of performance
- Quick access to assignment scoring
- New Incomplete and Absent score attributes
- And many more of the most highly requested enhancements

Close

Save

testpowerschool.msad54.org/teachers/index.html

Setting Up Grading Preferences

- F. To define a traditional grade calculation for a class:

1. Click Settings
2. Select **Traditional Grade Calculations**

PowerSchool

Grading

Students

Progress

Reports

Settings

Apps

Setup

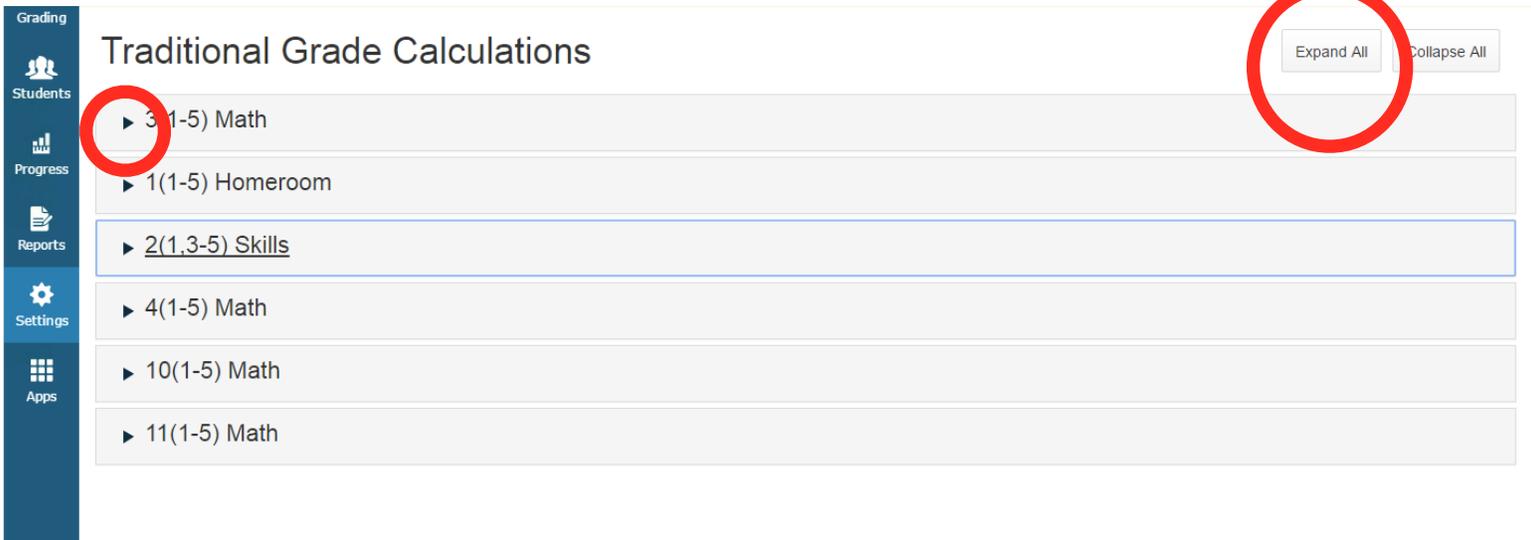
- Class Descriptions
- Display Settings
- Traditional Grade Calculations**
- Standards Grade Calculations

Functions

- Recalculate Final Grades

You should now see a list of your classes.

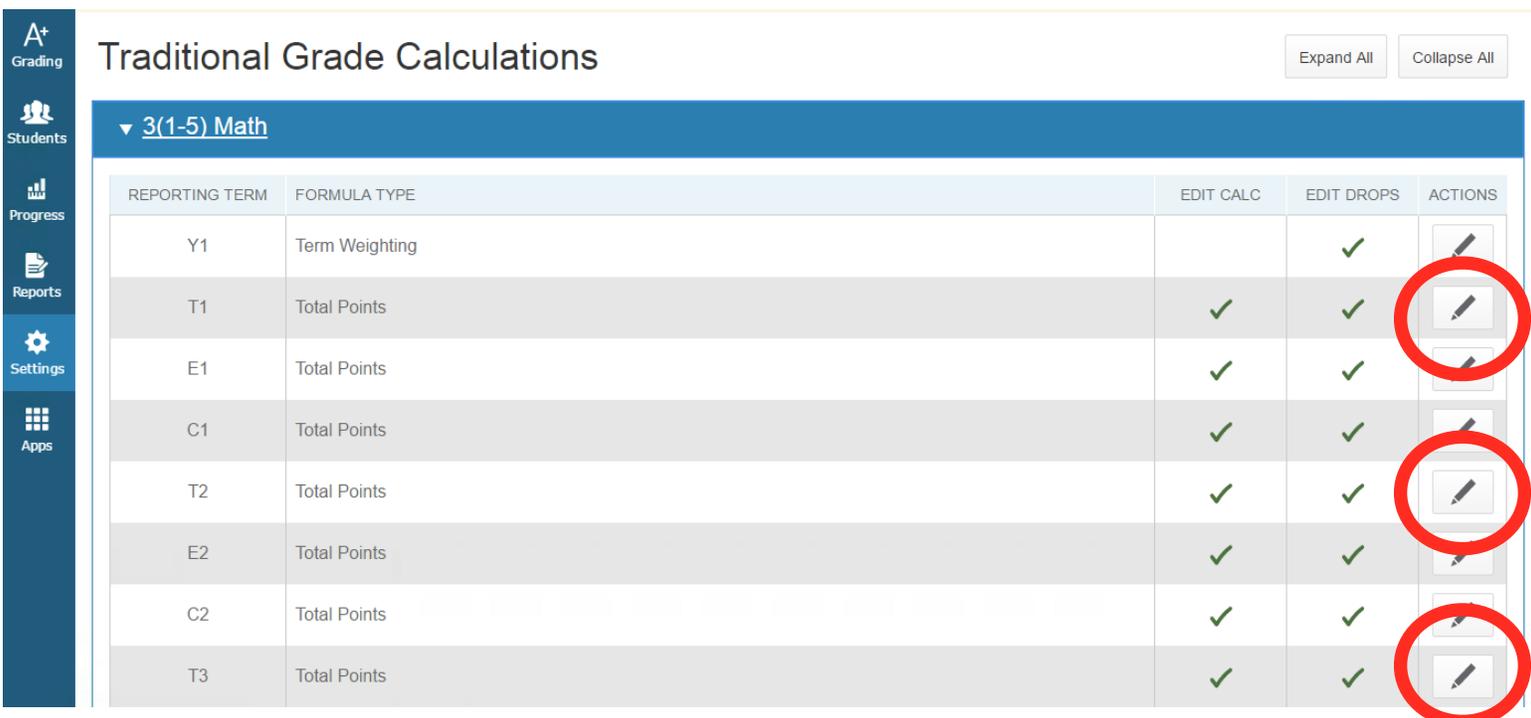
1. Clicking the triangle  to the left of each of your classes will expand the tools needed for your grade setup. **(Each class has to be set up individually)**



If you wish to open up all of your classes at once you can click on “Expand All” in the upper right corner.

2. Once you have expanded the tools for a class, you will see a list of the reporting terms (Shown Below). **Y1 has already been set up for you at the district level and you do not need to complete this one.**

3. You will need to set up **T1, T2 & T3**. Click on the “**Actions**” button for each one in turn to set them up. **(We will address Effort & Conduct later in the guide).**



REPORTING TERM	FORMULA TYPE	EDIT CALC	EDIT DROPS	ACTIONS
Y1	Term Weighting		✓	
T1	Total Points	✓	✓	
E1	Total Points	✓	✓	
C1	Total Points	✓	✓	
T2	Total Points	✓	✓	
E2	Total Points	✓	✓	
C2	Total Points	✓	✓	
T3	Total Points	✓	✓	

G. T1, T2 & T3 Setup

1. Once you have clicked on the “Actions” button for T1, you will see the screen below.
2. Verify that “Calculate Overall Class Grade” is checked. (The Green check box at the top of the screen)

* If your class is based upon **total points**, Select “**Total Points**” in the left drop down menu. Click “Save” at the bottom. (**Note: If you choose total points you can still use categories when setting up assignments later, the defined weighting %’s just will not be applied.**) You are done and will now need to do the same thing again for **T2** & **T3** in this class and then skip down to letter “**H**”.

*If your class is based upon Category percentages, continue below.

T1 Reporting Term for 3(1-5) Math ×

Formula Drop Low Scores

Calculate Overall Class Grade

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Total Points ▲	Total Points	1	100%	+ -

Total Points

Standards Weighting

Category Weighting

ected, specific weights for each standard are defined by the administrator at

Save

If your classes are based upon category weighting select “**Category Weighting**” in the drop down menu.

3. When you select “Category Weighting”, you will be given a new drop down menu in the center. This allows you to select your class categories.

4. You will see a “+” sign in the upper right hand corner. This allows you to add more categories for your class when you click on it.

T1 Reporting Term for 3(1-5) Math ×

Formula Drop Low Scores

Calculate Overall Class Grade

TYPE	ATTRIBUTE	WEIGHT	PERCENT	+
Category Weighting ▼	Classwork/Parti... ▼		100%	-

☰ If Standards Type is selected, specific weights for each standard are defined by the administrator at the course level.

Save

5. Once you have the correct number of categories added it is time to set them up.
 6. Make sure that all of your drop down menus say “Category Weighting” down the left hand side.
 7. Make sure that each of your class Categories are represented down the middle menus. (If you have a category that you use in your classroom that is not listed, contact Dorothy Small to discuss having it added or a current one being used in a different way.)
- * If you accidentally add too many Categories you can delete the extra one(s) by clicking on the minus sign “-“ to the left of the extra one.
8. Set the weight percentage for each of your categories by typing the number into the “Weight” box for each.
 9. Once you have everything set up the way you want click “Save” at the bottom of the Screen. You are done and will now need to do the same thing again for **T2** & **T3** in this class and then skip down to letter “**H**”.

T1 Reporting Term for 3(1-5) Math

Formula Drop Low Scores

Calculate Overall Class Grade

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Category Weighting	Classwork/Parti...	10	10%	-
Category Weighting	Projects/Labs	40	40%	-
Category Weighting	Homework/Pra...	20	20%	-
Category Weighting	Test	30	30%	-

If Standards Type is selected, specific weights for each standard are defined by the administrator at the course level.

Save

H. Unfortunately with this initial release of Powerade Pro, the feature to “copy” your grade setup from class to class is not offered. You will need to complete letters F & G from above in each of your classes individually.

Setting Up Conduct & Effort Grades

I. This process works exactly the same as the “total points” Setup for T1, T2 & T3.

1. Click on the “Action” button for E1.

Traditional Grade Calculations

Expand All Collapse All

▼ 3(1-5) Math

REPORTING TERM	FORMULA TYPE	EDIT CALC	EDIT DROPS	ACTIONS
Y1	Term Weighting		✓	
T1	Total Points	✓	✓	
E1	Total Points	✓	✓	
C1	Total Points	✓	✓	
T2	Total Points	✓	✓	
E2	Total Points	✓	✓	
C2	Total Points	✓	✓	
T3	Total Points	✓	✓	

2. Make sure the left column is set to “Total Points” (Shown below) and then click Save at the bottom. (This will need to be completed individually for C1, E2, C2, E3 & C3 as well.)

E1 Reporting Term for 3(1-5) Math

Formula Drop Low Scores

Calculate Overall Class Grade

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Total Points	Total Points	1	100%	

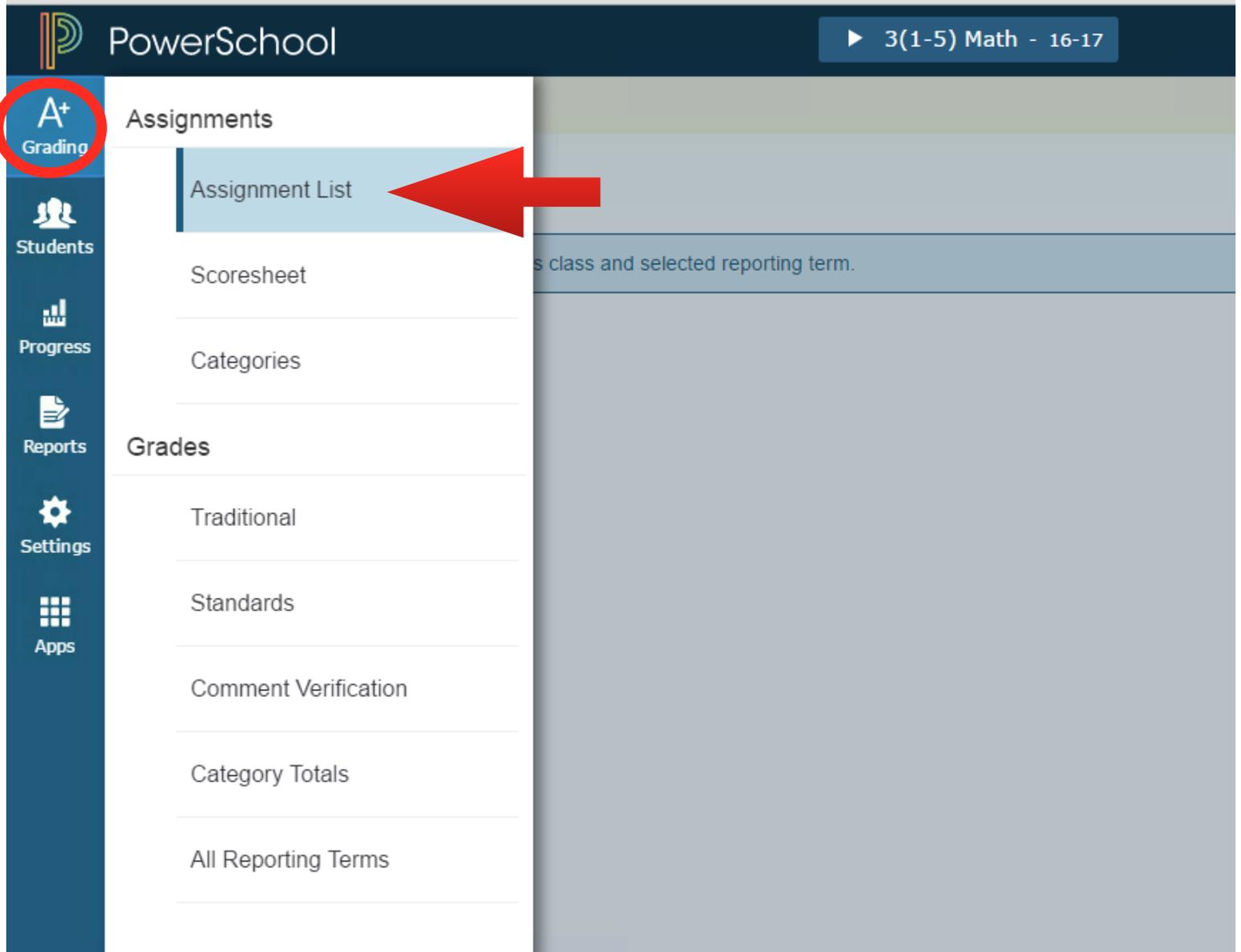
If Standards Type is selected, specific weights for each standard are defined by the administrator at the course level.

Save

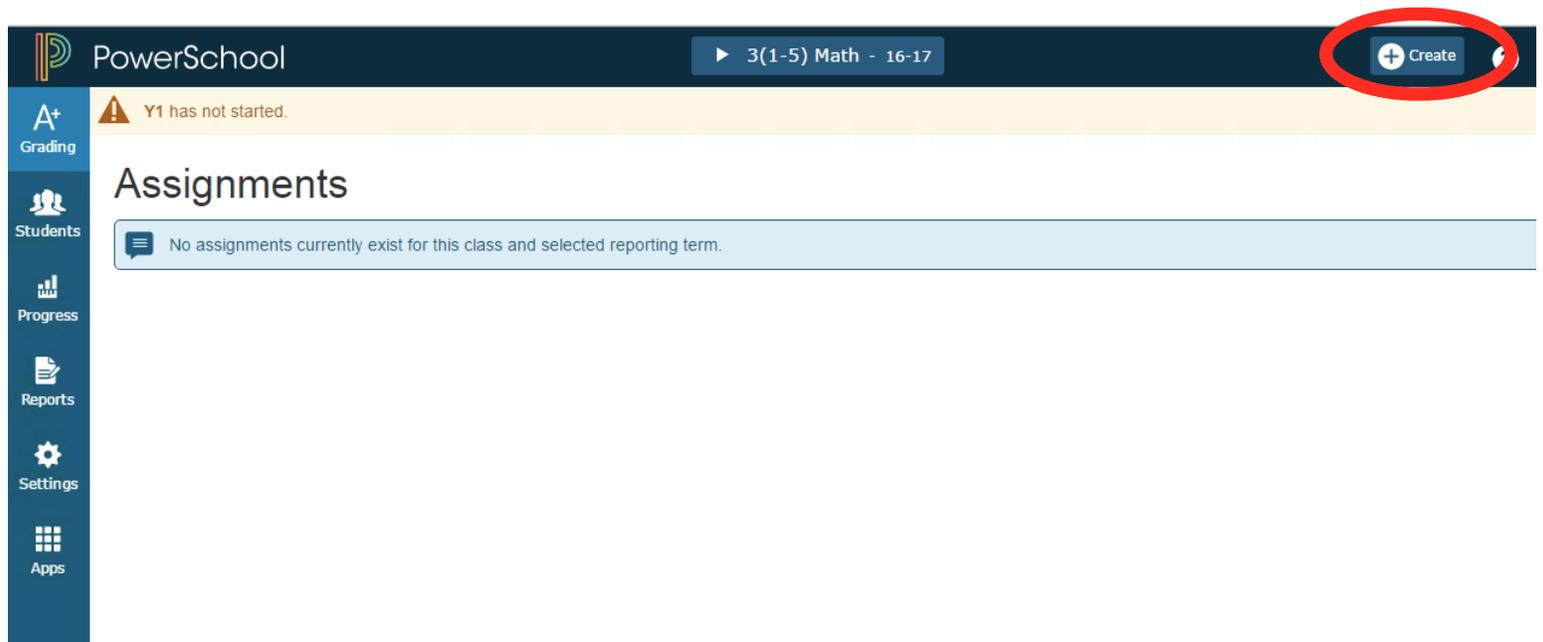
Creating and Viewing Assignments

J. Once you have set up and saved your grading for each class, click the “**Grading**” tab on the left of your screen.

1. Select “Assignments List”



2. Next click the “**Create**” button in the top right to create your first assignment. A drop down menu will appear asking if you wish to create and “**Assignment**” or a “**Category**”. Choose “**Assignment**”.



3. Assignment Window Overview

Allows you to assign to specific students instead of the whole class.

Tag specific standards to assignments once we go standards based.

Allows you to assign to 1 or multiple classes.

Create Assignment
?
×

Assignment
Students
Standards
Publish

Classes* Select Classes

1 Class: 3(1-5) Math

Assignment Name*

Category * Select Category

Score Type Points

Score Score Entry Points* 10

Count in Final Grade

Due Date* Wednesday 8/31/2016

Name your assignment

Choose Category: i.e. Homework, Test, Quiz, etc.

Spring type: Points possible vs Category %

Points Possible

Count in final Grade: If this is an Effort/Conduct grade, make sure this is unchecked.

Save Assignment

Extra Credit options

Due Date

Description of Assignment (Box is off screen-scrolling down shows it)

4. Once you have saved your assignment you will have additional options at the bottom of the screen to duplicate (within this specific class) or delete the assignment you just created. If you are happy with the Assignment close out the window shown previously by clicking on the “X” in the upper right hand corner.

5. Once you close the “Assignment Creation” window you will see the assignment that you just created.

PowerSchool 3(1-5) Math - 16-17 Create ? Pamela Lattin

A+ Grading

Y1 has not started.

Assignments

Y1

Filter [] Clear Apply

1-1 of 1 items

CATEGORY	ASSIGNMENTS	SCORED	DUE DATE	SCORE TYPE	EDIT
Class	1. Assignment 1	0 / 20	8/31/2016	Percent pts: 100	[Edit]

Rows/Page 10

Grading Students Progress Reports Settings Apps

K. Scoresheet

1. When you wish to see the scoresheet allowing you to add grades to specific students for the assignments that you have created, click “**Grading**” in the upper left corner and select “**Scoresheet**” from the drop down menu.

PowerSchool

A+ Grading

Students

Progress

Reports

Settings

Assignments

- Assignment List
- Scoresheet
- Categories
- Grades
- Traditional

2. The page that opens will give you the list of students within that specific class in rows down the left hand side. Your created assignments will be in columns across the top of the window. Like most spreadsheets, the cell where the student row and the assignment column cross is an editable box where you can add the student's grade for that assignment.

*In order to navigate between classes, Click the blue box at the top of the screen. A drop down menu will appear with a list of your current classes. Selecting a specific class will give you access to that class.

PowerSchool

3(1-5) Math - 16-17

A+ Grading

Scoresheet - Y1

3(1-5) Math

Class Grade: Y1 Calculation: Term Weighting

Grade Scale Type: (A+ - 0) Grade: -- | -- | --

STUDENTS (20)	GRADE	Assignme... (8/21/2016)	
1. Albertson, Isaiah	--		
2. Alley, Riley	--		
3. Blodgett, Madison	--		
4. Broadley, Alexis	--		
5. Connelly, Elizabeth	--		
6. Curtis, Brad-lee	--		

This guide is meant to be just the basics needed to get started. For a more detailed guide please see the MSAD54 PowerSchool, PowerTeacherPro support page.

<http://www.msad54.org/powerschool/54guidesandresources.html>

I plan to make it out to each school to provide PD to each staff when setting up grade books.