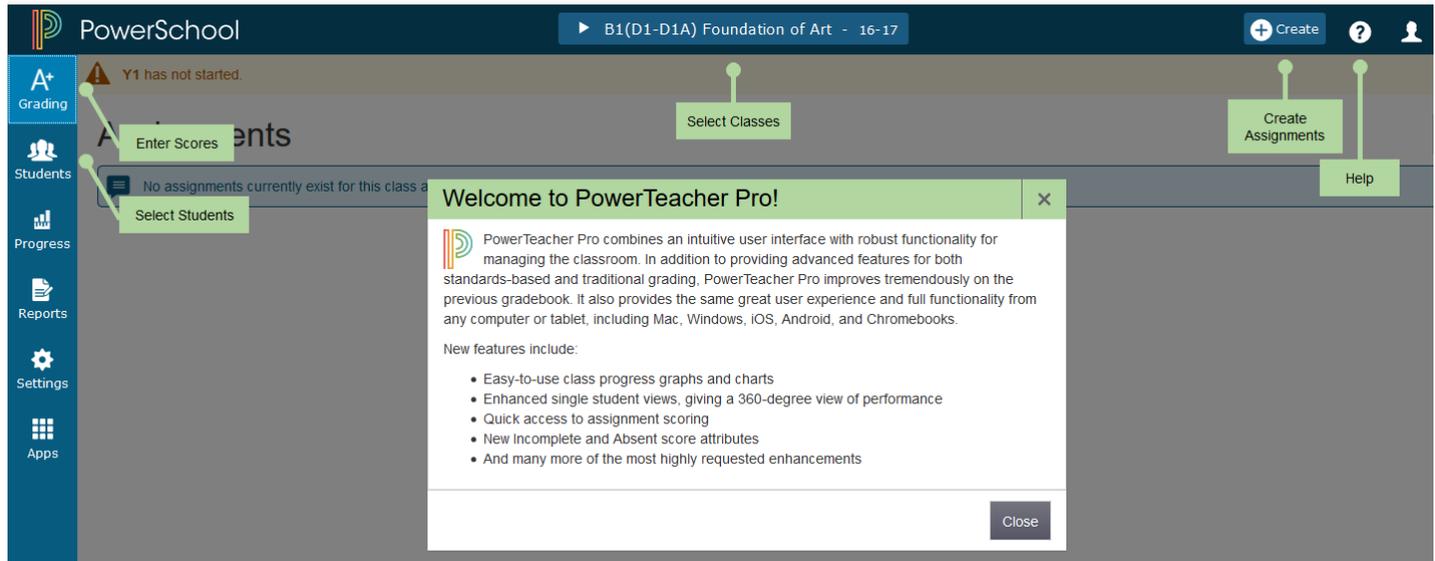


8/14/2016

PowerTeacherPro will be the new gradebook for all Grades 4 through 12. This guide will walk you through the basics of Final Grade SetUp 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. You may or may not see this at start up. Click the ? in the top right to see the Getting Started screen or the Tips and Tricks.



A Special Note About Categories and Final Grade SetUps

PowerSchool 10 allows us to manage categories and final grade set ups at the district level. I have set up and locked the Y1 Term calculation for all schools since this must be the same for all schools. At the High School level I 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 I have studied past categories used by all schools and have 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 me know so that I can add the category to the District Category Bank.**

8/14/2016

Using PowerTeacher Pro with Traditional Grading Accessing the Gradebook

Navigate to the HTML-based gradebook directly through the teacher portal. There's no need to launch a separate application (JAVA) to access the gradebook.

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** (below) that allows you to take attendance, view student information, etc.



This screenshot shows the PowerSchool teacher portal interface. The top navigation bar includes "Welcome", "Teacher Name", "Help", and "Sign Out". The main content area is titled "Current Classes" and lists several classes with their respective "PowerTeacher Pro" links. Annotations include:

- A box labeled "Open Grade Book" with arrows pointing to the "PowerTeacher Pro" links for several classes.
- A box labeled "Record Daily Attendance" with an arrow pointing to the attendance icon in the class row.
- A box labeled "Record Meeting Attendance" with an arrow pointing to the meeting icon in the class row.
- A box labeled "Create Seating Charts" with an arrow pointing to the seating chart icon in the class row.
- A box labeled "Submit Lunch Counts" with an arrow pointing to the lunch count icon in the class row.
- A box labeled "Student Information" with an arrow pointing to the student information icon in the class row.
- A box labeled "Print Reports" with an arrow pointing to the print icon in the class row.
- A red box labeled "Old Gradebook" with a "Launch" button and a "Download on the App Store" button, with an arrow pointing to the "Open Grade Book" annotation.
- A text box at the bottom left states: "This will launch the old Gradebook if for some reason you need to see classes from previous years."

On the Start Page,

1. Click **PowerTeacher Pro** to launch your gradebook
2. Read the welcome message and click Close (To view the message again, click the Help icon and select Getting Started.)

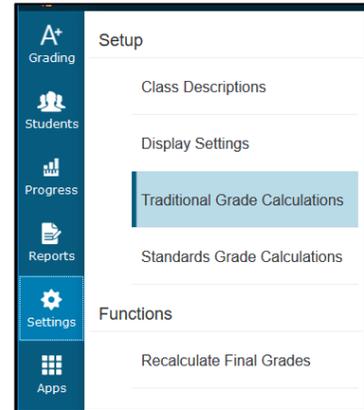
This screenshot shows the PowerSchool Start Page. The left navigation menu includes "PowerTeacher Pro", "Start Page", "Daily Bulletin", "Schedule", "Staff Directory", "Meals", "Personalize", and "Reports". The main content area is titled "Current Classes" and lists two classes: "AP US Hist Part I" for both B1(D1-D1A) and B2(D1-D1A), each with a "PowerTeacher Pro" link and various icons for attendance, seating charts, lunch counts, student information, and reports.

8/14/2016

Setting Up Grading Preferences

To define a traditional grade calculation for a class:

1. Click Settings
2. Select Traditional Grade Calculations (If you plan to be all Standards you would click Standards Grade Calculations)



3. To see the grade calculations for all of the classes, click Expand All
4. Starting with the first listed class you need to enter grades for, click the Actions icon next to the first reporting term.

Y1, S1, and S2 Must be set up even if you are using Total Points.

Y1 for all schools has been calculated and locked. You will need to set up S1 and S2 according to how you grade and if you plan to calculate the semester to include a mid-term or final grade.

S1 and S2 Set up (Some set ups vary with teacher preferences)

5. Verify that Calculate Overall Class Grade is checked by clicking on actions for Y1 or S1
6. Open the Type menu and choose Term Weighting
7. Open the Attribute menu and select the term Q1
8. To define the weight of the selected term, enter a value in the Weight field, such as 45, 40, etc.
9. To add Q2, click the +sign
10. Open the Type menu and choose Term Weighting
11. Open the Attribute menu and select Q2
12. Set the Weight field for Q2
13. If you do not plan to have a midterm delete the E1 and set Q1 and Q2 at 50/50.
14. Repeat steps 6 through 13 for Semester 2.
15. If you plan to use Total Points for your Quarter Setups you are finished with the set up for this course and can now move to your next course.

(NOTE: At this time, you cannot Copy the Final Grade SetUP and must set up each class.) If you plan to weight Categories, please keep going to the next section on Category Weighting)

REPORTING TERM	FORMULA TYPE	EDIT CALC	EDIT DROPS	ACTIONS
Y1	Term Weighting		✓	
S1	Term Weighting	✓	✓	
Q1	Total Points	✓	✓	
Q2	Total Points	✓	✓	
E1	Total Points	✓	✓	
S2	Term Weighting	✓	✓	
Q3	Total Points	✓	✓	
Q4	Total Points	✓	✓	
E2	Total Points	✓	✓	
F1	Total Points	✓	✓	

8/14/2016

Setting up Category Weighting

To define the weight of the selected category, you will first want to add the categories you wish to use.

Categories can be created at Teacher, School and/or District Level.

We have generated a listing of District Categories and are asking you to use this list as much as possible. If you wish to use a category that is not on the list, please contact Dorothy Small to enter the category at a district level for all to use if they wish.

16. Go to the Term (Q1, Q2, Q3, Q4) you wish to work with.

17. Click on the Actions button for that term.

18. Click the + to add a parameter

19. Under Type choose Category Weighting

20. Under Attribute choose the Category

21. Continue adding categories until you have added all you plan to use. **(If you are missing a category please contact Dorothy Small to discuss adding a category or using an existing category in a different way.)**

22. Enter a value in the Weight field, such as 3(for 30%)

- Use weight values that will make the values in the Percent columns add up to 100%.

23. To save the grade calculation, click Save (bottom right)

24. Repeat steps 16-21 to calculate all Terms requiring Category Weighting. **(Note; if you use Total Points you can still use categories without the weights defined.)**

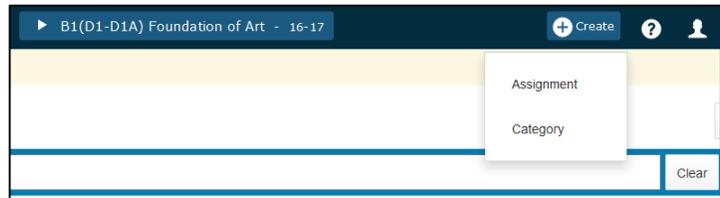


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Creating and Viewing Assignments

View assignments on both the Assignments and Scoresheet pages. Set up assignments at the beginning of a school term or at any time during the term. To save time, copy existing assignments or create duplicates while creating a new assignment.

1. Click Create
2. Select Assignment
3. Open the Select Classes menu and select a class Click outside the Select Classes menu to close it.



4. Enter the name of the assignment, such as Cool Quiz
5. Select Quiz as the category
6. Select a score type, such as Points
7. Enter the Max number of points for the assignment, such as 80
8. To include the assignment in students' final grades, verify that Count in Final Grade is selected
9. Enter the assignment due date The default due date is today's date.
10. Enter a description, such as This quiz covers all of the topics discussed in the Cool unit.

 A screenshot of the 'Create: Cool Quiz' form. The form has a dark blue header with the title 'Create: Cool Quiz' and a close button. Below the header are four tabs: 'Assignment', 'Students', 'Standards', and 'Publish'. The 'Assignment' tab is active. The form contains the following fields:

- 'Classes*' with a dropdown menu showing '1 Class: B1(D1-D1A) Foundation of Art'.
- 'Assignment Name*' with a text input field containing 'Cool Quiz'.
- 'Category*' with a dropdown menu showing 'Quiz'.
- 'Score Type' with a dropdown menu showing 'Points'.
- 'Score' with '+ Extra Points' and '+ Weight' buttons, and 'Score Entry Points*' with a text input field containing '10'.
- 'Count in Final Grade' with a checked checkbox.
- 'Due Date*' with a date picker showing 'Wednesday 8/31/2016'.
- 'Description' with a text area.
- A green 'Save' button at the bottom right.

11. Click the Students tab
12. Verify that the assignment applies to all students. To apply the assignment to a selection of students, click Add/Remove Students. Then clear the check box next to the Filter area and check the boxes next to the selected students' names.

 A screenshot of the 'Create: Cool Quiz' form, now on the 'Students' tab. The form has the same dark blue header and tabs as the previous screenshot. The 'Students' tab is active. The form contains the following elements:

- 'Classes' section showing '1 Class: B1(D1-D1A) Foundation of Art'.
- 'Show Selected Students' and 'Add/Remove Students' buttons.
- A blue message box that says 'The assignment applies to all students.'
- 'FILTER' section with a search box and a checked checkbox.
- A list of students with checkboxes:

	<input checked="" type="checkbox"/>
- A green 'Save' button at the bottom right.

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13. Click the Standards tab
14. Click the 'Show Selected Standards' tab
15. Check the Auto-Calculate Assignment Standards Scores
16. Click Save

Create: Cool Quiz

Assignment Students Standards Publish

Classes
1 Class: B1(D1-D1A) Foundation of Art

Show Selected Standards Add/Edit Standards

Auto-Calculate Assignment Standards Scores

No standards have been selected.

Save

17. Click the 'Add/Edit Standards' tab
18. Select the standards that are aligned to the assignment

Please Note: All SAHS courses should have the three HOW standards available to attach and use. If you do not see the HOW standards please let Dorothy Small know so the your course can be connected to the HOW.

19. Click the Publish tab
20. Open the Publish Assignment menu and choose when to publish the assignment for students and parents
21. To publish students' scores once you've scored the assignment, check Publish Scores
22. Click Save at the bottom of the Create window

Note: At this point, you could copy the assignment by clicking Duplicate at the bottom of the Create window or close the window by clicking X in the upper-right corner.

Create: Cool Quiz

Assignment Students Standards Publish

Classes
1 Class: B1(D1-D1A) Foundation of Art

Show Selected Standards Add/Edit Standards

FILTER

2015.H10.01 - HOW-Responsible	<input type="checkbox"/>
2015.H10.02 - HOW-Cooperative-Positive	<input type="checkbox"/>
2015.H10.03 - HOW-Personal Best	<input type="checkbox"/>
2015.H6.05 - Disciplinary Literature	<input type="checkbox"/>
2015.H6.06 - Creative Expression	<input type="checkbox"/>

Save

Create: Cool Quiz

Assignment Students Standards Publish

Publish Assignment Immediately

Publish Scores

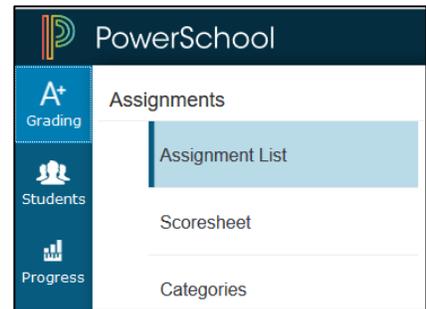
Save

Delete Duplicate Save

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Duplicating an Assignment

1. Click Grading
2. Select Assignment List



3. In the list of assignments, locate an assignment that you've already created and click the Edit icon

 A screenshot of the 'Assignments' page in PowerSchool. At the top right, there is a dropdown menu set to 'Q1'. Below it is a search bar with a 'Filter' button, and 'Clear' and 'Apply' buttons. The text '1-1 of 1 items' is displayed above a table. The table has columns for 'CATEGORY', 'ASSIGNMENTS', 'SCORED', 'DUE DATE', 'SCORE TYPE', and 'EDIT'. One row is visible with a red 'Quiz' category icon, the assignment name '1. Cool Quiz', '0 / 6' scored, a due date of '8/31/2016', and a score type of 'Points pts: 10'. An edit icon (pencil) is in the 'EDIT' column.

CATEGORY	ASSIGNMENTS	SCORED	DUE DATE	SCORE TYPE	EDIT
Quiz	1. Cool Quiz	0 / 6	8/31/2016	Points pts: 10	

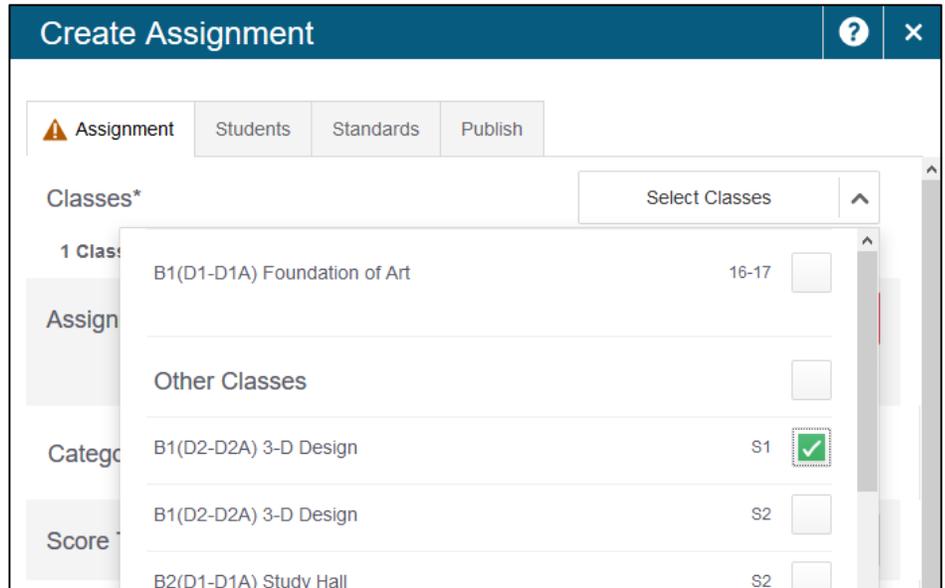
4. Click Duplicate at the bottom of the Edit window

 A screenshot of the 'Edit: Cool Quiz' window in PowerSchool. The window title is 'Edit: Cool Quiz'. At the top, there are tabs for 'Assignment', 'Students', 'Standards', and 'Publish'. Below the tabs, there is a 'Classes*' section with a 'Select Classes' dropdown and one class listed: '1 Class: B1(D1-D1A) Foundation of Art'. The 'Assignment Name*' field contains 'Cool Quiz'. The 'Category*' dropdown is set to 'Quiz' (with a red icon). The 'Score Type' dropdown is set to 'Points'. There are fields for 'Score' (with '+ Extra Points' and '+ Weight' buttons), 'Score Entry Points*' (set to '10'), and a 'Count in Final Grade' checkbox which is checked. The 'Due Date*' is set to 'Wednesday 8/31/2016'. There is a 'Description' text area at the bottom. At the very bottom, there are three buttons: 'Delete' (red), 'Duplicate' (grey), and 'Save' (green).

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5. Open the Select Classes menu, clear the check box next to the currently selected class, and choose a different class

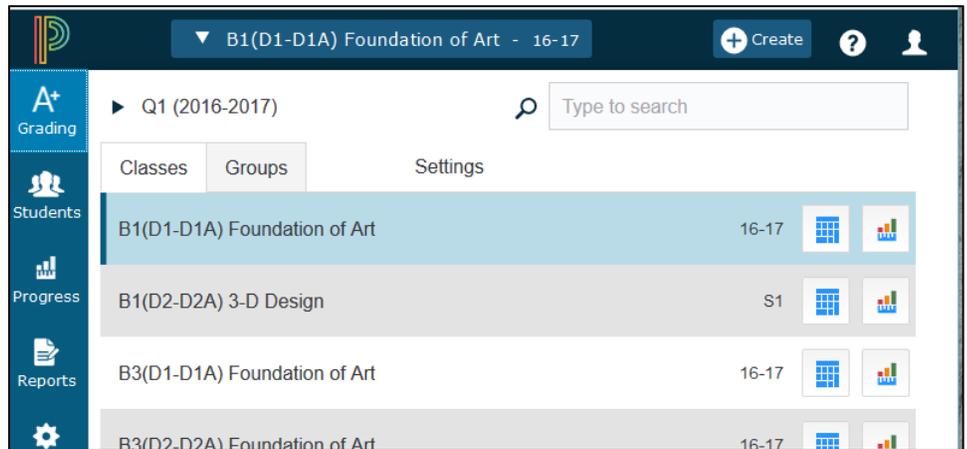
Click outside the Select Classes menu to close it.



6. Finish creating the assignment for the new class or classes using steps 4 through 22 above.

7. To verify that you copied the assignment to a different class, click the name of the currently selected class in the navigation bar at the top of the page and select the class that you copied the assignment to

8. Locate the duplicated assignment in the list of assignments



Assignments						
Filter					Clear	Apply
1-1 of 1 items						
CATEGORY	ASSIGNMENTS	SCORED	DUE DATE	SCORE TYPE	EDIT	
Quiz	1. Cool Quiz	0 / 13	8/31/2016	Points pts: 10		
Rows/Page 10						

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>