Power Teacher

Gradebook Manual

Revised September, 2012

Newark Public Schools

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Logging in to PowerTeacher

Note: If using Power Teacher on an instructional (student) computer, you will have to save the Launch Gradebook file into your My Documents and then launch the file.

Open Internet Explorer

Enter the address

https://sis.nps.k12.nj.us/teachers

in the browser address bar

Press **Enter** to open the login page

On the PowerTeacher login page, enter your network username and password

Press **Enter** to log in to the PowerTeacher Start Page

Taking Attendance

Navigate to **Start Page > Chair icon**

(next to the class for which you want to take

attendance)

Select the Date

Select the Current attendance code

Click the cell next to a student's name to assign that code

Click **Submit**

The **green light** next to the chair indicates that
your attendance has been submitted to PowerSchool.
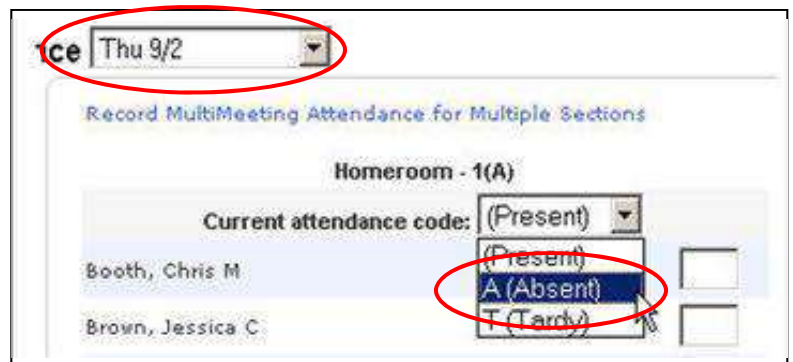
Note: Even if all students are present, teachers
should click the Chair icon to open the
attendance screen, and then click Submit.
This tells PowerSchool that the teacher has taken
 attendance.

Adding Section Numbers to Class Names on the Start page

If you teach more than one class with the same name, you can add section numbers to distinguish the classes on the Start page.

On the PowerTeacher **Start Page**, click **Personalize** in the main menu on the left

Click on the **Display Section Number** link

From the **Display Section Number on the PowerTeacher Home Page** dropdown list, select **Yes**

Click **Submit**
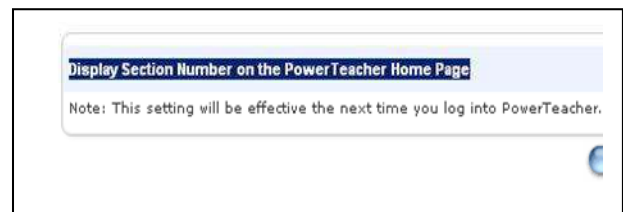
Note:

This change will **not** take effect until the next time you log into **PowerTeacher**. Note the section numbers have been added to the class names.
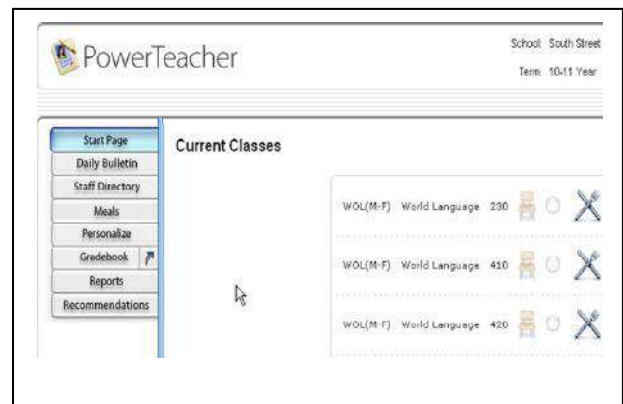
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Changing Class Names in the Gradebook

If you teach more than one class with the same name, you can change the way the names appear in the Gradebook window, in the Classes pane.

On the PowerTeacher **Start Page**, click the arrow next to **Gradebook**

On the **Tools** menu, choose **Preferences**

Click on the **Section** tab, and choose **Custom Display Name**

Click **OK**

In the **Classes** pane, select the class you wish to rename

Click on the **Class Content** tab and make sure that the **Mode** is **Class Info**

In the Custom Display Name box, type the name of the class as you wish it to appear in your Gradebook

Click **Save**

Note the new name in the Classes pane

Repeat for all other classes, starting with step 5 above
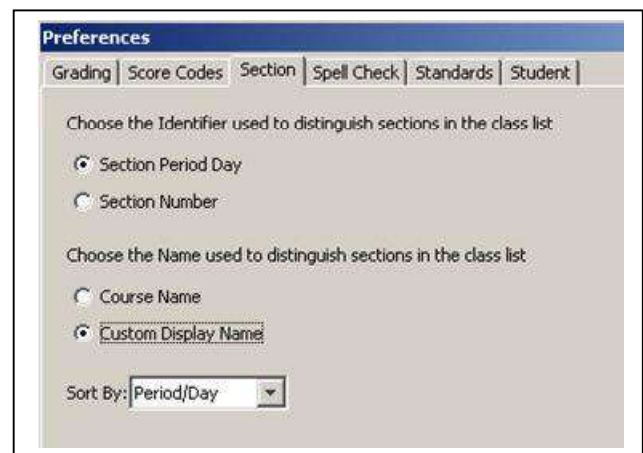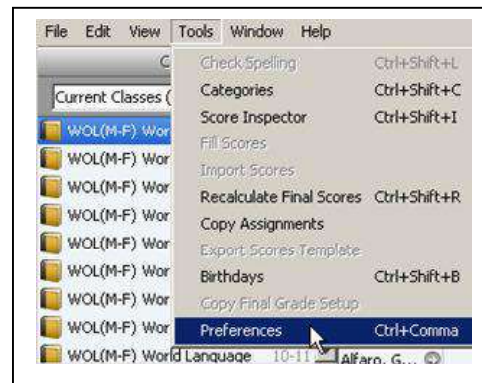
Printing a Class Attendance Roster

Navigate to **Start Page** > **Printer** icon (next to the section for which you want to print reports)

Select the **Class Attendance Audit** report

Select whether to run a Test Print, if so, enter the number of pages to print

Select the Watermark Text, if applicable

Select the Watermark Mode, if applicable

Select **ASAP** for when to print the report

Click **Submit**

On the Report Queue (System) – My Jobs page,

- Click Refresh until the status is Completed

- To open the report in a new window, press & hold **Ctrl** while clicking **View**

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Setting Up Categories Based on NPS Policy: Deleting, Adding, Editing

Whatever was set up in the previous year will carry over to the current year.

Please <u>VERIFY</u> that it is correct.

Before you can create assignments, you must set up categories. Categories are groups of the same types of assignments. Categories are not class-specific, eliminating the need to create the same categories multiple times for each class.

On the PowerTeacher **Start Page**, click the arrow next to **Gradebook**

On the PowerTeacher Gradebook page, click the **ScoreSheet** tab

On **ScoreSheet Tab**, on the side bar, under the **Classes** pane, verify your current classes.

PowerTeacher comes with existing Categories. To customize PT Gradebook to meet the NPS Grading Policy do the following:

Delete Categories

- On the side bar, under the **Categories** pane, highlight **Project**, click the M**inus Sign** below **Categories** to delete that category. Click **OK** on the **Delete Categories** window.

- On the side bar, under the **Categories** pane, highlight **Quiz**, click the **Minus Sign** below **Categories** to delete that category. Click **OK** on the **Delete Categories** window.

- On the side bar, under the **Categories** pane, highlight **Test**, click the **Minus Sign** below **Categories** to delete that category. Click **OK** on the **Delete Categories** window.

Note: Once a Category has had assignments assigned to it, that category can never be deleted, even in future marking period and/or years. However, it is not a problem to have a category with no assignments ever assigned to it.
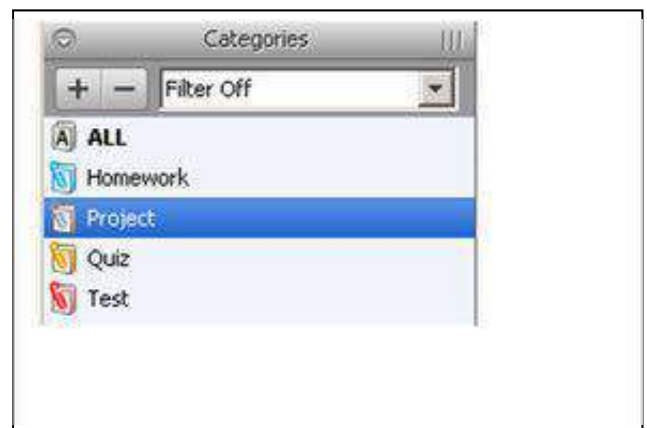
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Add Categories

To add the **Assessments** category, on the side bar, under the **Categories** pane highlight **ALL**, then click the **Plus Sign** below **Categories**. The **Create Assignment Category** window will open. Fill in the following fields:

- **Name: Assessment**
- **Abbreviation: Assess**
- **Color: Violet**
- **Points Possible: 100**
- **Extra Points: 0**
- **Score Type: Percentage**
- **Include in Final Grade: leave checked**
- **Description: Assessments category will count for 65% of the final grade.**
- **Click OK**

To add the **Class Work and Participation** category, on the side bar, under the **Categories** pane highlight **ALL**, then click the **Plus Sign** below **Categories**. The **Create Assignment Category** window will open. Fill in the following fields:

- **Name: Class Work and Participation**
- **Abbreviation: Class Wk/Particip**
- **Color: Olive**
- **Points Possible: 100**
- **Extra Points: 0**
- **Score Type: Percentage**
- **Include in Final Grade: leave checked**
- **Description: Class Work and Participation category will count for 25% of the final grade.**
- **Click OK**

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Edit Categories

To edit the **Homework** category, on the side bar, under the **Categories** pane, double click on the Homework category. The **Create Assignment Category** window will open. Fill in the following fields:
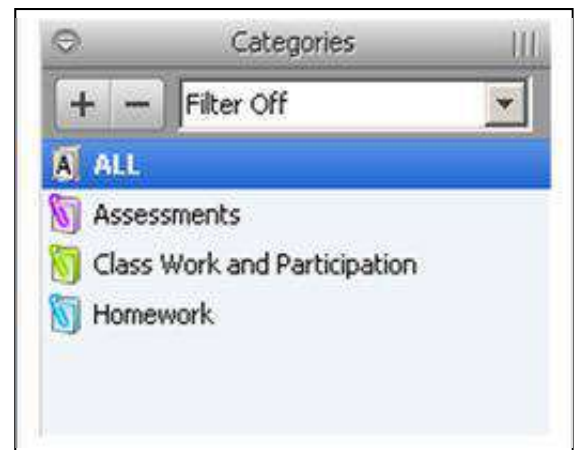
- **Points Possible: 100**
- **Extra Points: 0**
- **Score Type: Percentage**
- **Include in Final Grade: leave checked**
- **Description: Homework category will count for 10% of the final grade.**
- **Click OK**

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Secondary: Assign Category Weights for Final Grades for Year Long Classes

Category weighting calculates final grades based on the weight of each category.

On the PowerTeacher **Start Page**, click the arrow next to **Gradebook**

On the PowerTeacher Gradebook page, click the **Grade Setup** tab

On the Side Bar, under the **Classes** pane, click on the first year long class.

Under **Reporting Term**, double click on **Q1**. (This will open the Q1 window.)

On the **Q1** window, select **Category Weights**

Click on **+ Add Category**

Select the following categories: **Assessment, Class Work and Participation, Homework**

Click **OK**

On the **Q1** window, click on the **zero** in the **Weight** column next to **Assessments**. Type **65**, hit the **Enter** key

On the **Q1** window, click on the **zero** in the **Weight** column next to **Class Work and Participation**. Type **25**, hit the **Enter** key

On the **Q1** window, click on the **zero** in the **Weight** column next to **Homework**. Type **10**, hit the **Enter** key

Click **Save**

Secondary: Copy Category Weighting to Other Quarters

With the **Q1** window open, click the **Copy** button to copy. This will open the **Copy Final Grade Setup** window.

Make sure **Q1 Only** is selected, then click **OK**

On the **Copy Grade Setup** window, click **Q2, Q3, Q4**, then click **Next**

A message window will open. Confirm that the selections are correct, then click **Finish**

Secondary: Assign Category Weights for Final Grades for Semester 1 Classes

Category weighting calculates final grades based on the weight of each category.

On the PowerTeacher **Start Page**, click the arrow next to **Gradebook**

On the PowerTeacher Gradebook page, click the **Grade Setup** tab

On the **Side Bar**, under the **Classes** pane, click on the first **Semester 1** class

Under **Reporting Term**, double click on **Q1**. (This will open the Q1 window)

On the **Q1** window, select **Category Weights**

Click on **+ Add Category**

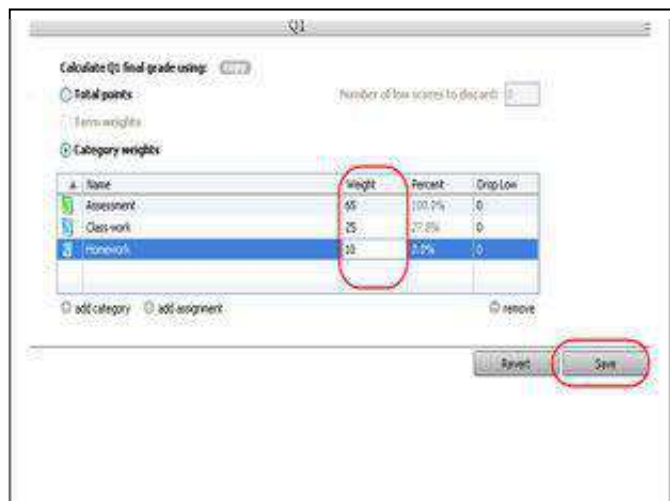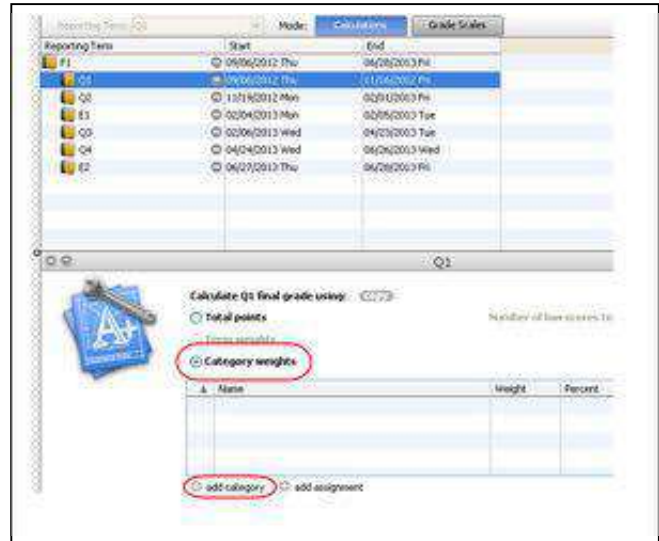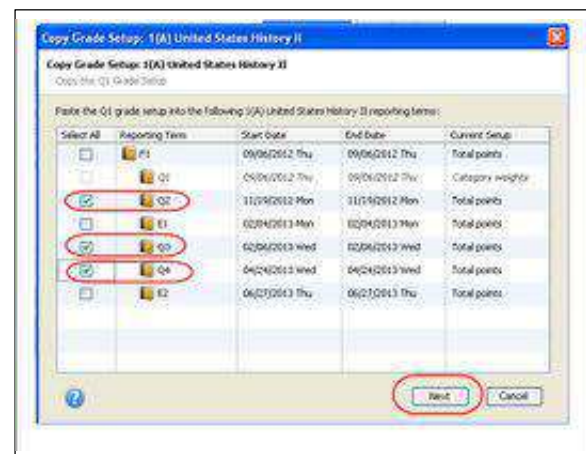 Select the following categories: **Assessment, Class Work and Participation, Homework**

Click **OK**

On the **Q1** window, click on the **zero** in the **Weight** column next to **Assessments**. Type **65**, hit the **Enter** key

On the **Q1** window, click on the **zero** in the **Weight** column next to **Class Work and Participation**. Type **25**, hit the **Enter** key

On the **Q1** window, click on the **zero** in the **Weight** column next to **Homework**. Type **10**, hit the **Enter** key

Click **Save**

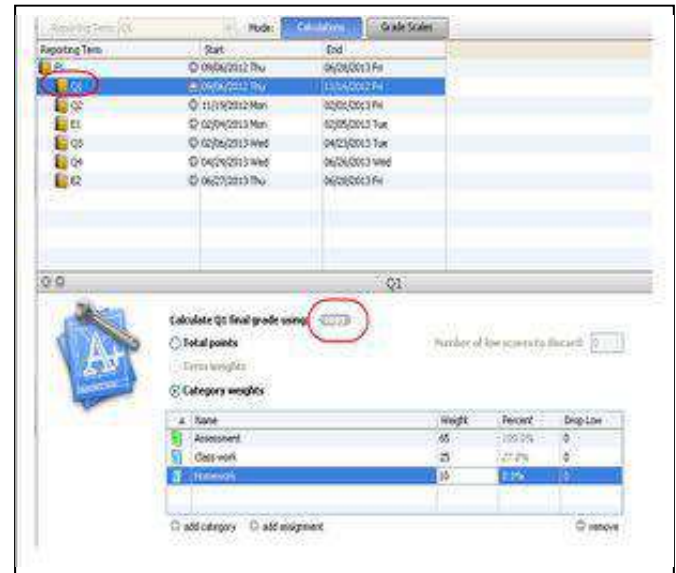## Secondary: Copy Category Weighting for Semester 1 Classes to Other Quarters

With the **Q1** window open, click the **Copy** button. This will open the **Copy Final Grade Setup** window.

Make sure **Q1 Only** is selected, then click **OK**

On the **Copy Grade Setup** window, click **Q2**, then click **Next**

A message window will open. Confirm that the selections are correct, then click **Finish**
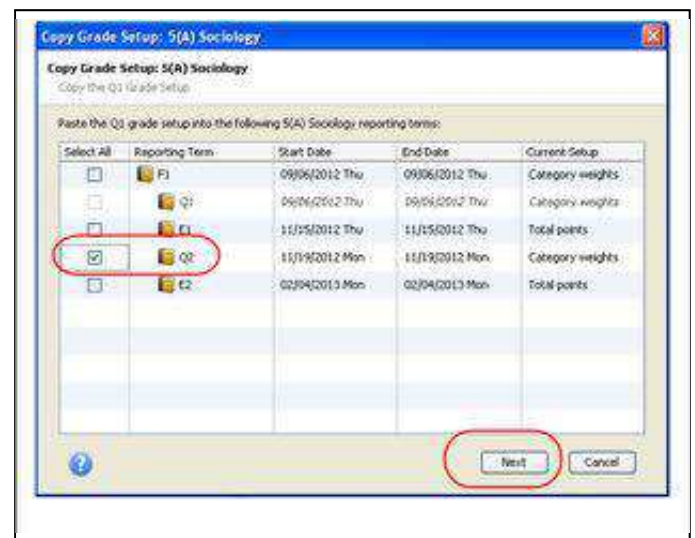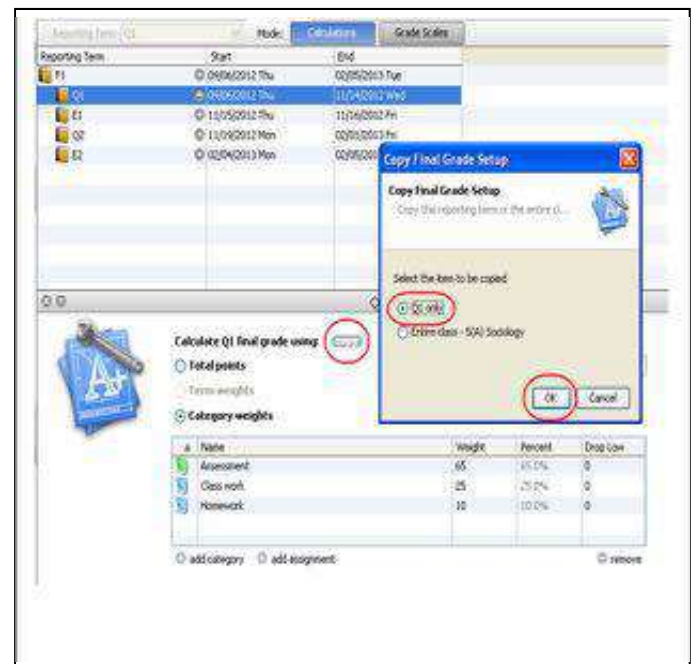
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Secondary: Assign Category Weights for Final Grades for Semester 2 Classes

Category weighting calculates final grades based on the weight of each category.

On the PowerTeacher **Start Page**, click the arrow next to **Gradebook**

On the PowerTeacher Gradebook page, click the **Grade Setup** tab

On the **Side Bar**, under the **Classes** pane, click on the first **Semester 2 class**.

Under **Reporting Term**, double click on **Q3**. (This will open the **Q3** window.)

On the **Q3** window, select **Category Weights**

Click on **+ Add Category**

 Select the following categories: **Assessment, Class Work and Participation, Homework**
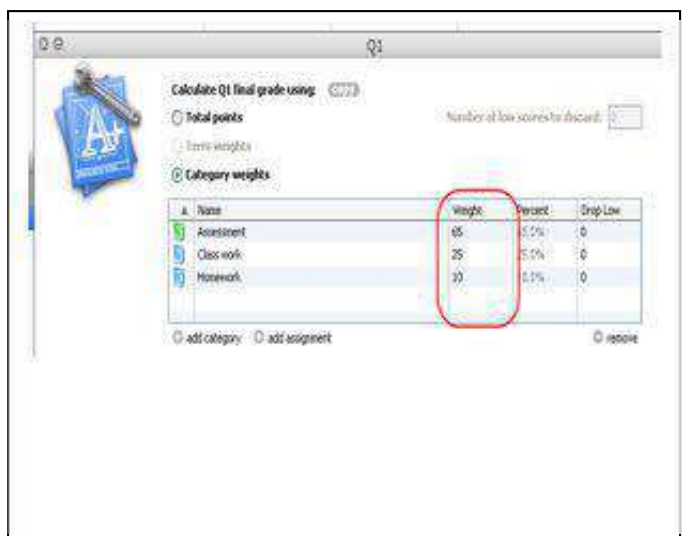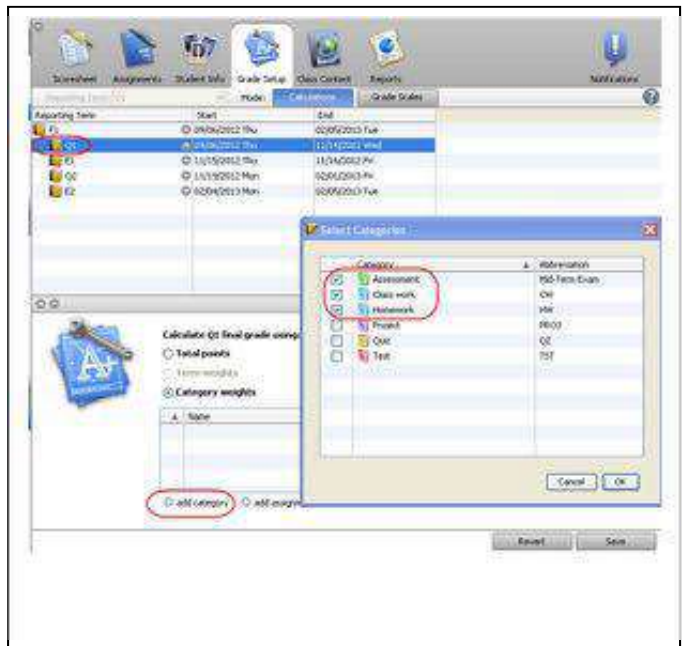
Click **OK**

On the **Q3** window, click on the **zero** in the **Weight** column next to **Assessments**. Type **65**, hit the **Enter** key

On the **Q3** window, click on the **zero** in the **Weight** column next to **Class Work and Participation**. Type **25**, hit the **Enter** key

On the **Q3** window, click on the **zero** in the **Weight** column next to **Homework**. Type **10**, hit the **Enter** key

Click **Save**
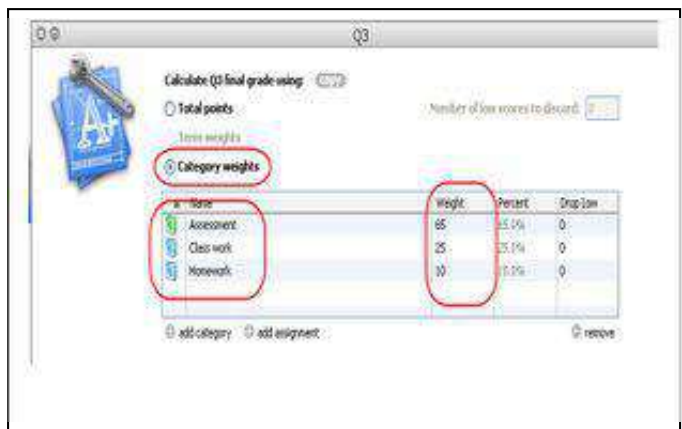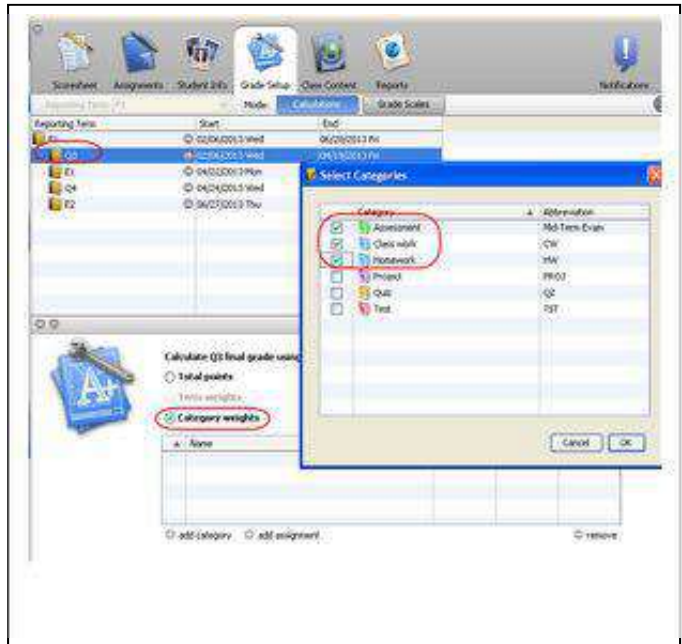
Secondary: Copy Category Weighting for Semester 2 Classes to Other Quarters

With the **Q3** window open, click the **Copy** button. This will open the **Copy Final Grade Setup** window.

Make sure **Q3 Only** is selected, then click **OK**

On the **Copy Grade Setup** window, click **Q4**, then click **Next**

A message window will open. Confirm that the selections are correct, then click **Finish**

Secondary: Setting up Term Weights for Final Grades for Year Long Classes

Term weighting calculates final grades based on the weight of each term.

On the PowerTeacher **Start Page**, click the arrow next to **Gradebook**

On the PowerTeacher Gradebook page, click the **Grade Setup** tab

On the Side Bar, under the **Classes** pane, click on the first Year Long class.

Under **Reporting Term**, double click on **F1**. (This will open the **F1** window.)

On the **F1** window, click **Term Weights**

Click on the **100** in the **Weight** column next to **Q1**. Type **20**, hit the **Enter** key

Click on the **100** in the **Weight** column next to **Q2**. Type **20**, hit the **Enter** key

Click on the**100** in the **Weight** column next to **E1**. Type **10**, hit the **Enter** key
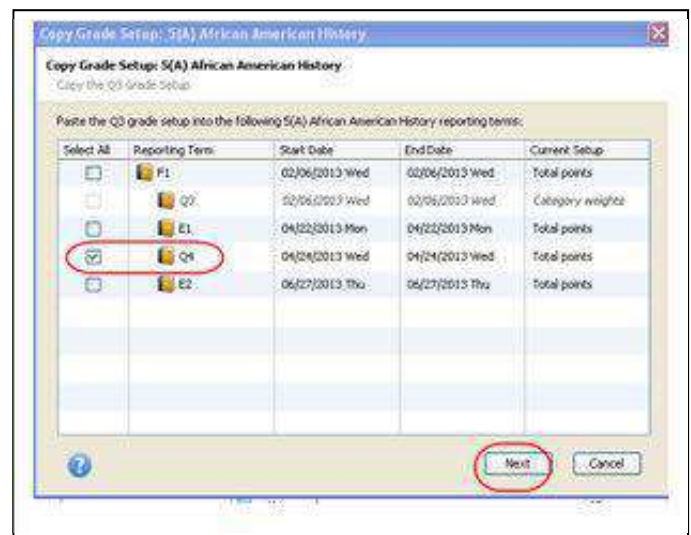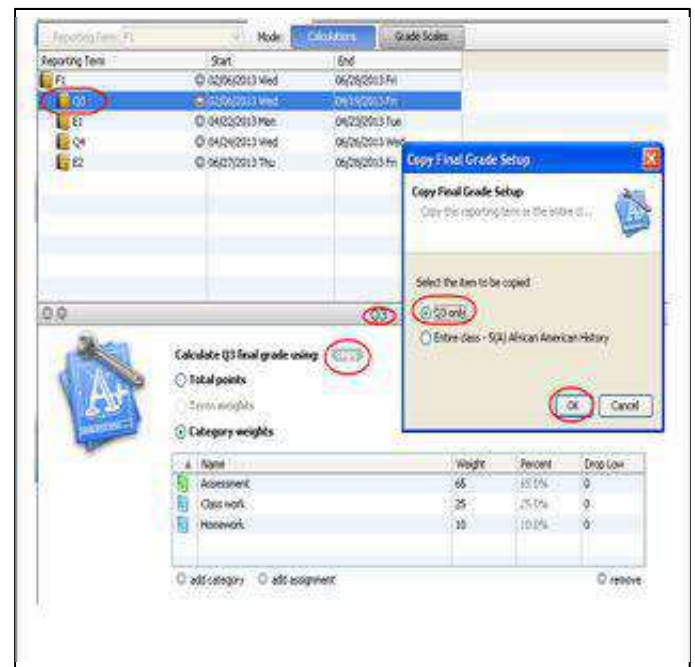
Click on the **100** in the **Weight** column next to **Q3**. Type **20**, hit the **Enter** key

Click on the **100** in the **Weight** column next to **Q4**. Type **20**, hit the **Enter** key

Click on the**100** in the **Weight** column next to **E2**. Type **10**, hit the **Enter** key

Click **Save**

NOTE: This will also copy the Category Weights set up in each of the quarters.

Secondary: Copy Term Weights to Other Year Long classes

With the **F1** window open, click the **Copy** button. This will open the **Copy Final Grade Setup** window.

Make sure **Entire Class** is selected, then click **OK**

Carefully **select ONLY the Year Long classes** (NOT the Semester long classes)

Click **Next**

A message window will open. Confirm that the selections are correct, then click **Finish**

Secondary: Setting up Term Weights for Final Grades for Semester 1 Classes

Term weighting calculates final grades based on the weight of each term.

On the PowerTeacher **Start Page**, click the arrow next to **Gradebook**

On the PowerTeacher Gradebook page, click the **Grade Setup** tab

On the Side Bar, under the **Classes** pane, click on the first **Semester 1** class.

Under **Reporting Term**, double click on **F1**. (This will open the F1 window.)

On the **F1** window, click **Term Weights**

Click on the **100** in the **Weight** column next to **Q1**. Type **40**, hit the **Enter** key

On the **F1** window, click on the **100** in the **Weight** column next to **Q2**. Type **40**, hit the **Enter** key

On the **F1** window, click on the **100** in the **Weight** column next to **E1**. Type **10**, hit the **Enter** key

On the **F1** window, click on the **100** in the **Weight** column next to **E2**. Type **10**, hit the **Enter** key

Click **Save**

Secondary: Copy Term Weights to Other Semester 1 Classes

With the **F1** window open, click the **Copy** button. This will open the **Copy Final Grade Setup** window.

Make sure **Entire Class** is selected, then click **OK**

Carefully **select ONLY the Semester Long classes**

Click **Next**

A message window will open. Confirm that the selections are correct, then click **Finish**

NOTE: This will also copy the Category Weights set up in each of the quarters.
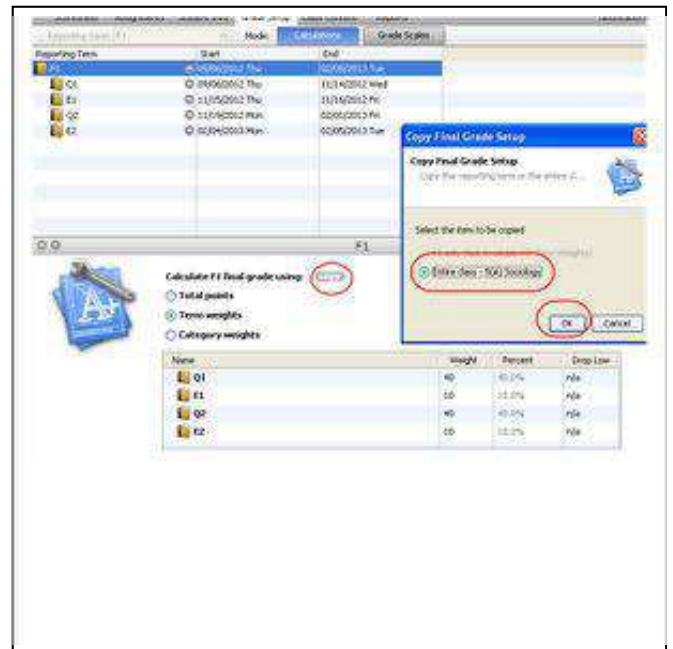
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Secondary: Setting up Term Weights for Final Grades for Semester 2 Classes

Term weighting calculates final grades based on the weight of each term.

On the PowerTeacher **Start Page**, click the arrow next to **Gradebook**

On the PowerTeacher Gradebook page, click the **Grade Setup** tab

On the Side Bar, under the **Classes** pane, click on the first **Semester 2** class.

Under **Reporting Term**, double click on **F1**. (This will open the F1 window.)

On the **F1** window, click **Term Weights**

Click on the **100** in the **Weight** column next to **Q3**. Type **40**, hit the **Enter** key

On the **F1** window, click on the **100** in the **Weight** column next to **Q4**. Type **40**, hit the **Enter** key

On the **F1** window, click on the **100** in the **Weight** column next to **E1**. Type **10**, hit the **Enter** key

On the **F1** window, click on the **100** in the **Weight** column next to **E2**. Type **10**, hit the **Enter** key

Click **Save**

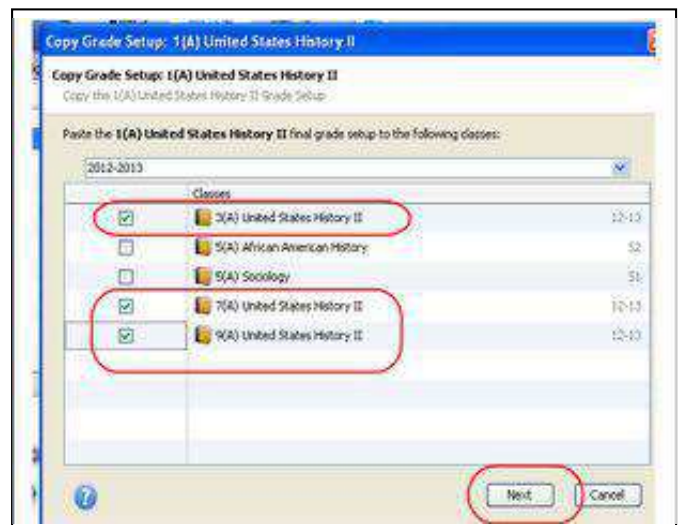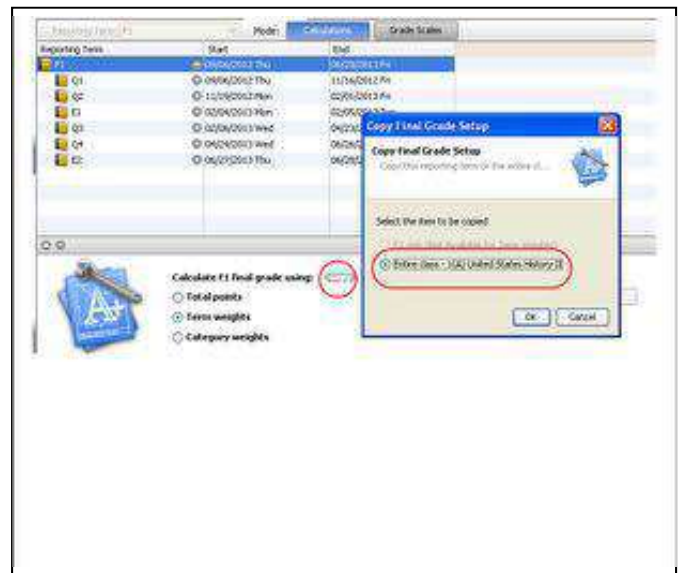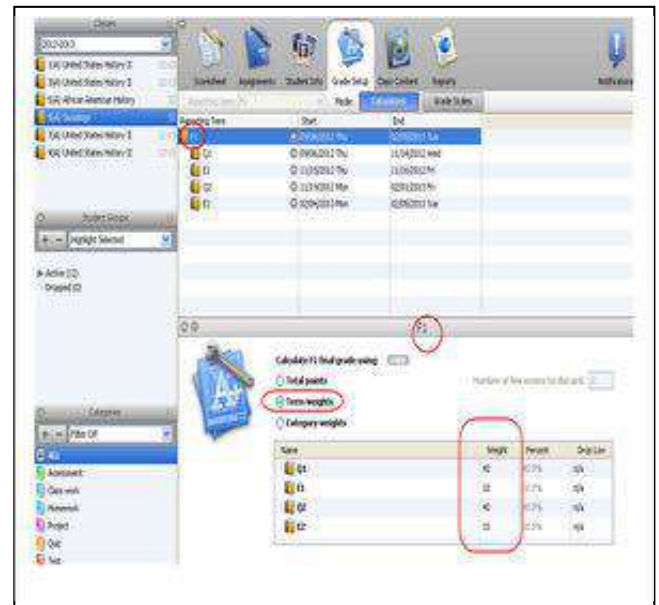## Secondary: Copy Term Weights to Other Semester 2 Classes

With the **F1** window open, click the **Copy** button. This will open the **Copy Final Grade Setup** window.

Make sure **Entire Class** is selected, then click **OK**

Carefully **select ONLY the Semester 2 classes**

Click **Next**

A message window will open. Confirm that the selections are correct, then click **Finish**

 NOTE: This will also copy the Category Weights set up in each of the quarters.

Elementary: Assign Category Weights for Final Grades for Year Long Classes

Category weighting calculates final grades based on the weight of each category.

On the PowerTeacher **Start Page**, click the arrow next to **Gradebook**

On the PowerTeacher Gradebook page, click the **Grade Setup** tab

On the Side Bar, under the **Classes** pane, click on the first class, after Homeroom

Under **Reporting Term**, double click on **Q1**. (This will open the Q1 window.)

On the **Q1** window, select **Category Weights**

Click on **+ Add Category**

Select the following categories: **Assessment, Class Work and Participation, Homework**
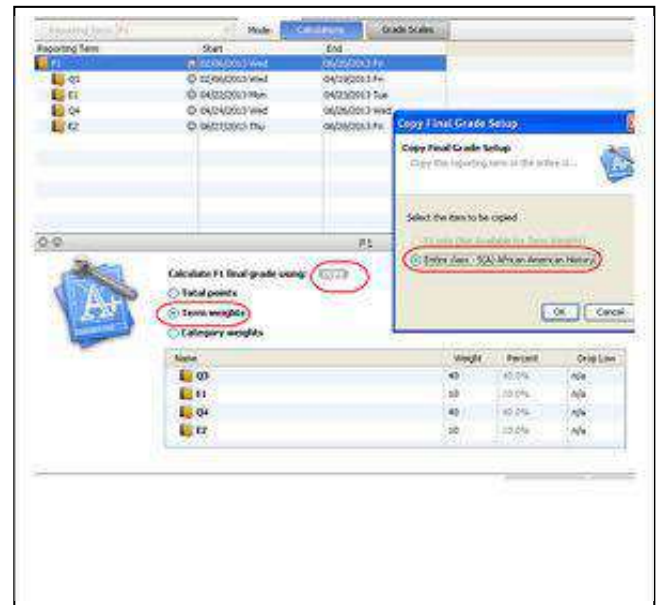
Click **OK**

On the **Q1** window, click on the **zero** in the **Weight** column next to **Assessments**. Type **65**, hit the **Enter** key

On the **Q1** window, click on the **zero** in the **Weight** column next to **Class Work and Participation**. Type **25**, hit the **Enter** key

On the **Q1** window, click on the **zero** in the **Weight** column next to **Homework**. Type **10**, hit the **Enter** key

Click **Save**

Elementary: Copy Category Weighting to Other

With the **Q1** window open, click the **Copy** button to copy. This will open the **Copy Final Grade Setup** window.

Make sure **Q1 Only** is selected, then click **OK**

On the **Copy Grade Setup** window, click **Q2, Q3, Q4**, then click **Next**

A message window open. Confirm that the selections are correct, then click **Finish**
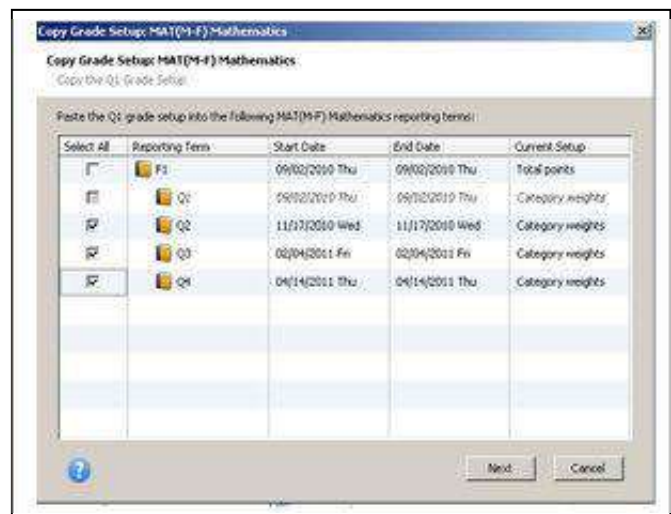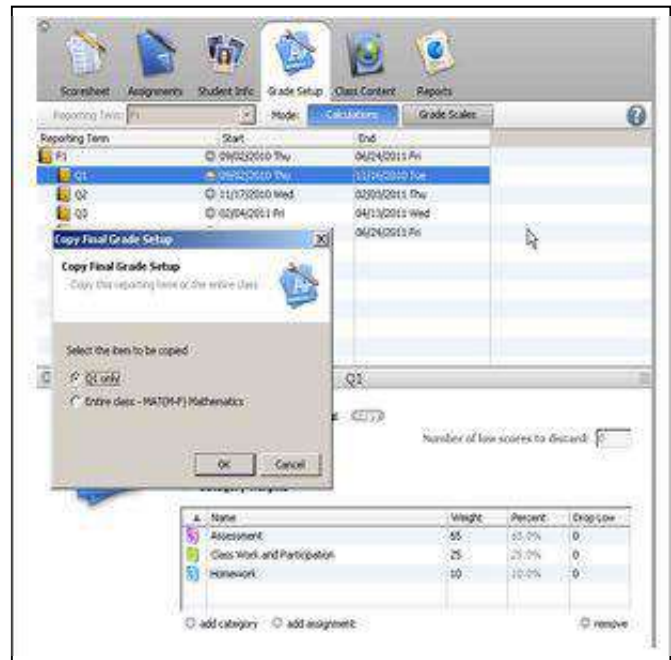
Elementary: Setting up Term Weights for Final Grades

Term weighting calculates final grades based on the weight of each term.

On the PowerTeacher **Start Page**, click the arrow next to **Gradebook**

On the PowerTeacher Gradebook page, click the **Setup** tab

On the Side Bar, under the **Classes** pane, click on the first class.

Under **Reporting Term**, double click on **F1**. (This will open the **F1** window.)

On the **F1** window, click **Term Weights**

On the **F1** window, click on the **100** in the **Weight** column next to **Q1**. Type 25, hit the **Enter** key

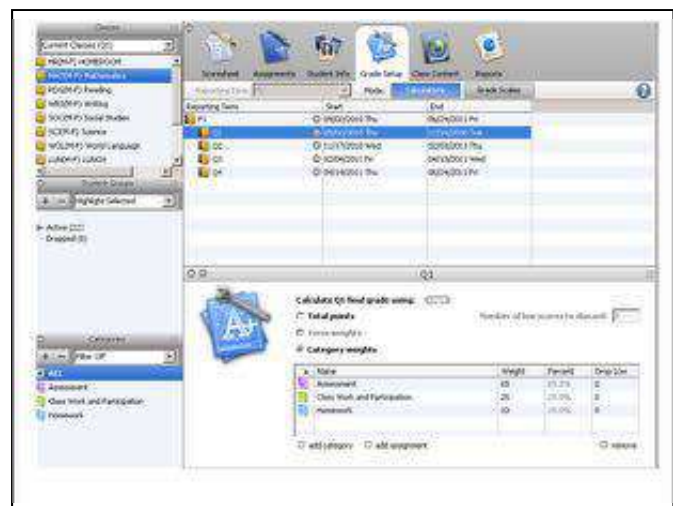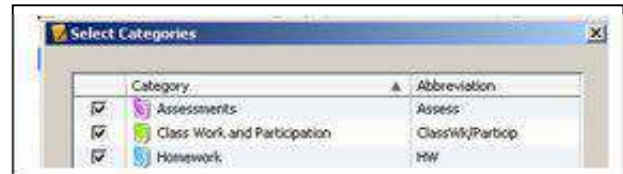On the F1 window, click on the **100** in the **Weight** column next to **Q2**. Type **25**, hit the **Enter** key

On the **F1** window, click on the **100** in the **Weight** column next to **Q3**. Type **25**, hit the **Enter** key

On the **F1** window, click on the **100** in the **Weight** column next to **Q4**. Type **25**, hit the **Enter** key

Click **Save**
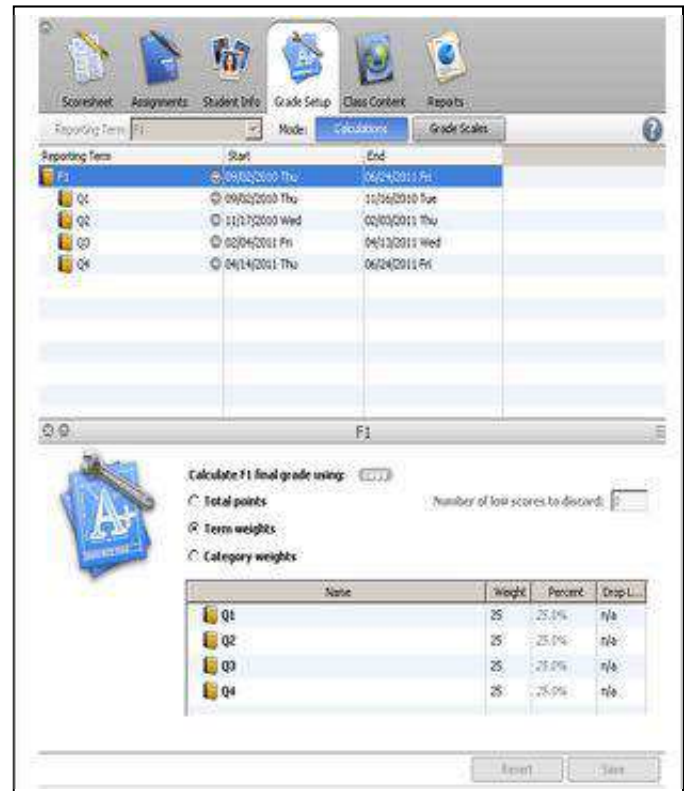
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Elementary: Copy Term Weights to Other Classes

With the **F1** window open, click the **Copy** button. This will open the **Copy Final Grade Setup** window

Make sure **Entire Class** is selected, then click **OK**

Carefully **select ALL other classes EXCEPT Homeroom and Lunch**

Click **Next**

A message window will open. Confirm that the selections are correct, then click **Finish**

NOTE: This will also copy the Category Weights set up in each of the quarters.
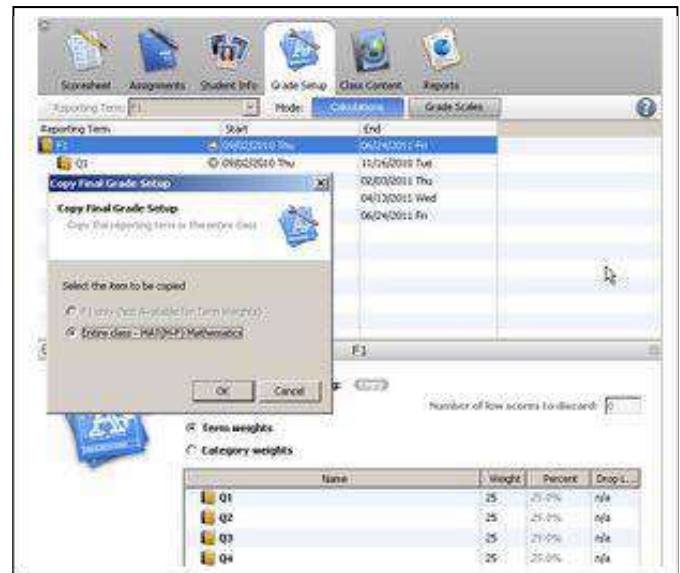
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Create Assignments

Assignments can be created one at a time as you progress through the term, or they can be set up for the entire term before the term starts.

On the PowerTeacher **Start Page**, click the arrow next to **Gradebook**

On the PowerTeacher Gradebook page, click the **Assignments** tab

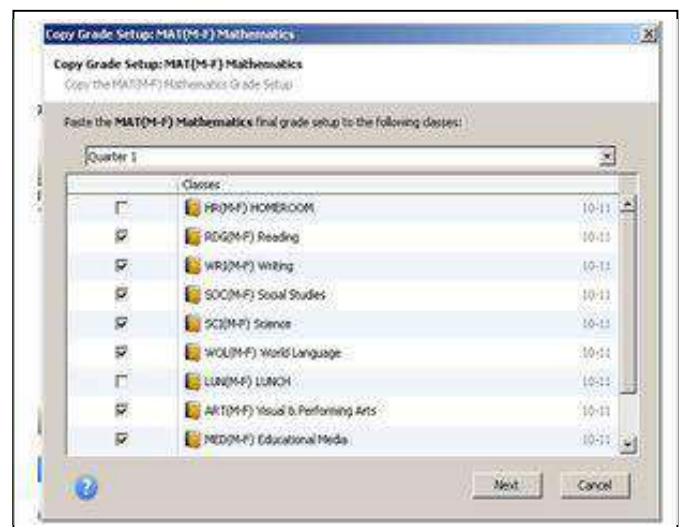On the Side Bar, under the **Classes** pane, click on the class for which you wish to create assignments

Click the **Assignments** tab

Click the **Plus** sign on the bottom of the **Assignments** window. This will open the **New Assignment** window.

In the **New Assignment** window, fill in the following fields:

- **Name**

- **Category**

- **Date Due (date should be in the date range of the marking cycle)**

- **Description**

Confirm the information in the following fields:

- **Score type is Percentage**

- **Points Possible is 100**

- **Extra Points is 0**

- **Weight is 1.00**

- **Include in Final Grade is checked**

Click **Save**

(See Notes on next page.)

Note:

To give an **Assignment more weight**, change the **Weight** field to a higher number. (Ex: If a chapter test is weighted twice as much as a quiz, change the **Weight** field from 1.0 to 2.0).

To change the **Publish** date on the assignment, click the **Publish** tab on the **New Assignment** window. Select when to publish the assignment.

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Edit Assignments

Edit assignments if changes need to be made
to the information attached to a particular
assignment.

On the PowerTeacher **Start Page**, click the
arrow next to **Gradebook**

On the PowerTeacher Gradebook page, click
the **Assignments** tab

On the Side Bar, under the **Classes** pane, click
on the class for which you wish to edit
assignments

Double click the assignment to edit

Make the appropriate changes

Click **Save**

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Copy Assignments

Use the Copy Assignments function to copy assignments from one class to other classes.

On the PowerTeacher **Start Page**, click the arrow next to **Gradebook**
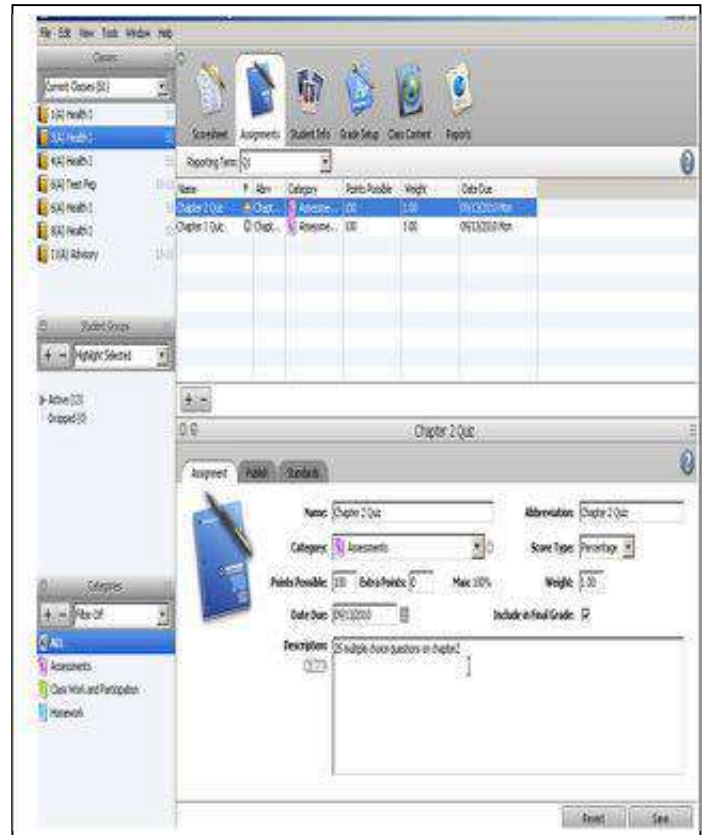
On the PowerTeacher Gradebook page, click the **Assignments** tab

On the Side Bar, under the **Classes** pane, click on the class from which you wish to copy assignments

On the **Menu Bar**, click **Tools**, select **Copy Assignments.** This will open the **Copy Assignments** window.

Select the assignment(s) to be copied

Click **Next**

Select the class(es) to copy to

Click **OK**

Copy Assignments from one year to another

Change to the year you want to copy the assignment(s) from.

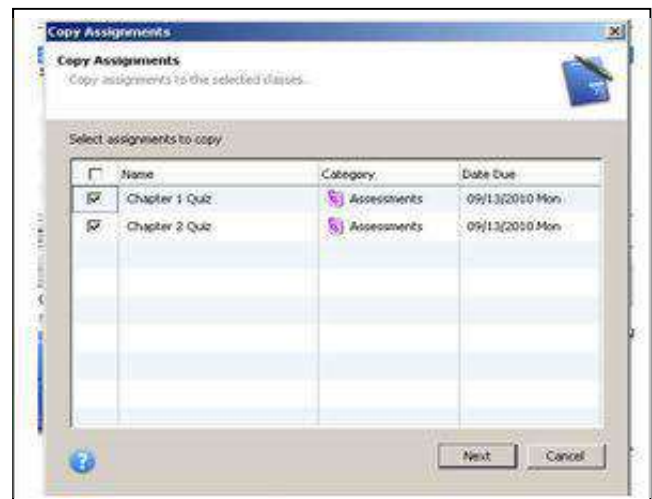On the Side Bar, under the **Classes** pane, click on the class from which you wish to copy assignments

On the **Menu Bar**, click **Tools**, select **Copy Assignments.** This will open the **Copy Assignments** window

Select the assignment(s) to be copied

Click **Next**

Select the year/term to copy to

Select the class(es) to copy to

Click **OK**

Delete Assignments

Assignments can be deleted. If an assignment does not have scores, the Delete Assignment window states, "Are you sure you want to delete Assignment [name]?"

If an assignment has scores, the Delete Assignment window states, "This assignment has scores. Are you sure you want to delete assignment [name] and all associated scores?"

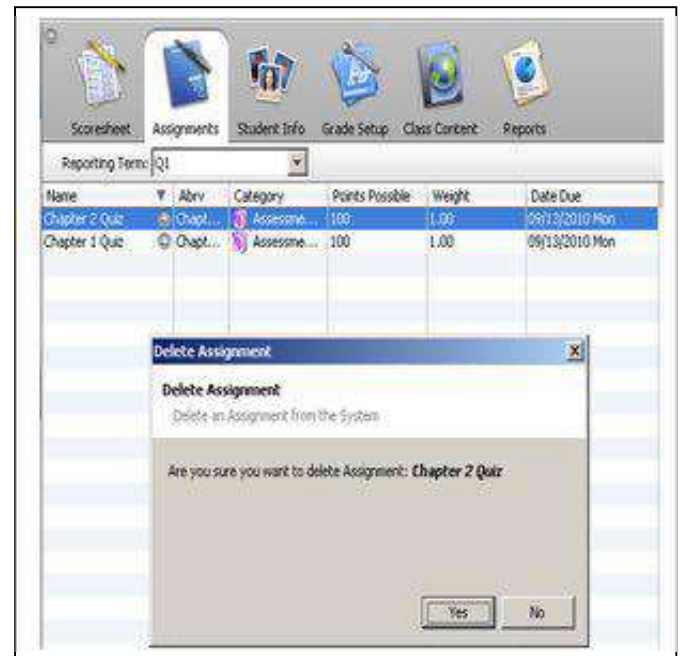On the PowerTeacher **Start Page**, click the arrow next to **Gradebook**

On the PowerTeacher Gradebook page, click the **Assignments** tab

On the Side Bar, under the **Classes** pane, click on the class from which you wish to delete assignments

Highlight the assignment to delete

Click the **Minus** sign on the bottom of the **Assignment** window

A message window will open. Confirm the deletion, then click **Yes**

Entering Scores for Assignments

Student scores, for assignments, can be entered from the ScoreSheet window or Score Inspector.

On the PowerTeacher **Start Page**, click the arrow next to **Gradebook**
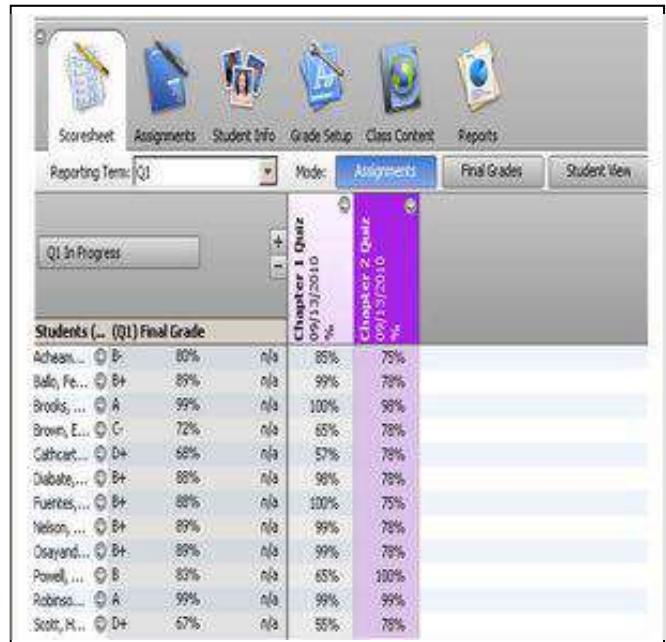
On the PowerTeacher Gradebook page, click the **ScoreSheet** tab

On the **Score Sheet** tab, on the Side Bar, under the **Classes** pane, click on the class for which you wish to enter scores
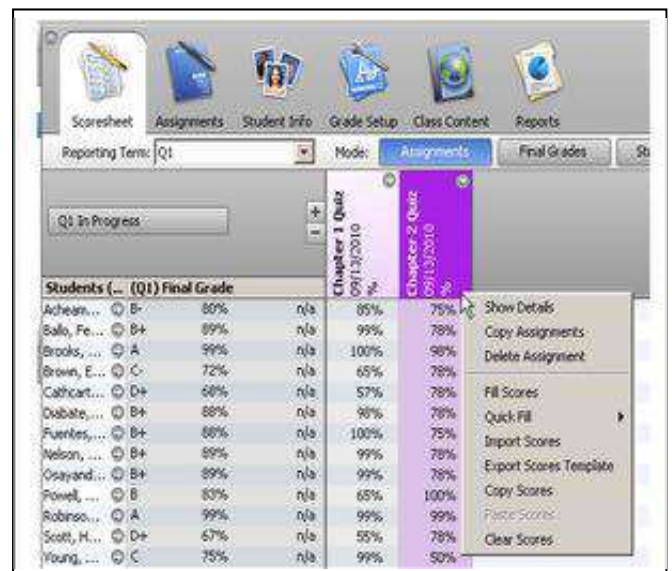
Click in the cell to enter scores

Note: **Right mouse click** on the assignment to access a drop down menu of options or click on the **Menu Bar**, select **Tools** to access the options below:

- **Score Inspector**: to attach a comment to a score or mark it late, missing, etc.

- **Fill Scores**: to mass fill scores

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Individual Student Report

Run the **Individual Student Report** to generate class scores by assignment, and the final grade for each reporting term, listed in a one page per student layout.

On the PowerTeacher **Start Page**, click the arrow next to **Gradebook**

On the PowerTeacher Gradebook page, click the **Reports** tab

On the side bar, under the **Classes** pane, highlight the class for which you wish to print reports.

On the side bar, under the **Student Groups** pane, double click **Active**. This will open a list of students assigned to that class.

To select certain students, hold the **Ctrl** key and highlight the names or do not highlight any names to print the entire class.

On the **Reports** page, double click **Individual Student Report.** This will open the **Individual Student Report** window.

On the **Individual Student Report** window, click the **Criteria** tab. Fill in the following information:

- Output Type: PDF

- Sections: Selected Class

- Student: **All Enrolled** will print the entire class. **Selected Groups and/or Students** will print the students you selected

- Student Field: Student Name

- Abbreviate: Leave <u>Assignments</u> and <u>Categories</u> blank

- Include: check Final Grades, Assignments, Comments, Categories
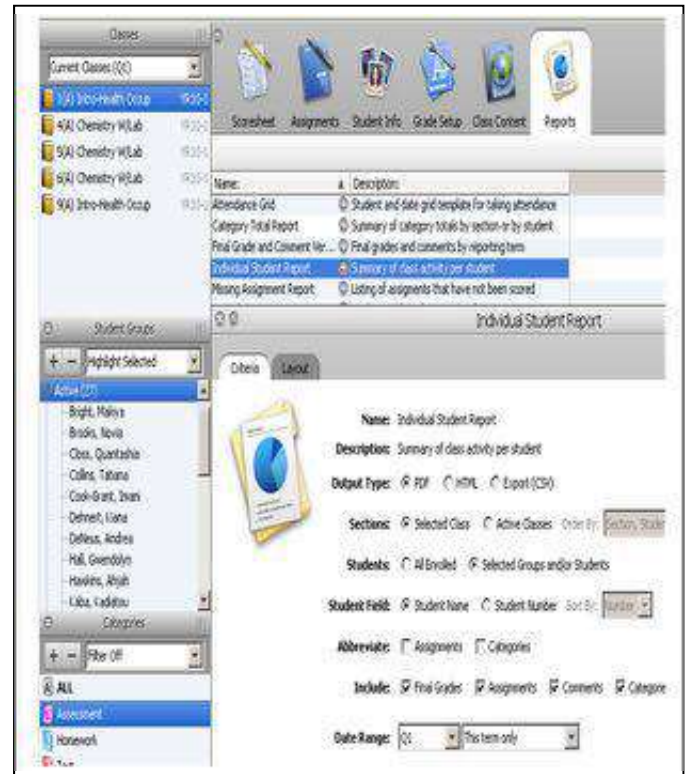
Newark Public Schools

- Date Range: Click the down arrow to select the cycle to print

On the **Individual Student Reports** window**,** click the **Layout** tab. Fill in the following information:

- **Report Title: Give the report a title**

- **Page Break: check On Students**

- **Top Note: check Include and Bold to type a note you wish to print on the top of the report.**

- **Bottom Note: check Include and Bold to type a note you wish to print on the bottom of the report.**

- **Signature Line: check Include**

Click **Run Report**

At the **Report Complete** window select **Save Report** to save an electronic copy of the report. Select **Open Report** to open and print the report.

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Entering Comments for Progress Reports

Comments can be entered from the ScoreSheet window using the Score Inspector.

On the PowerTeacher **Start Page**, click the arrow next to **Gradebook**

On the PowerTeacher Gradebook page, click the **ScoreSheet** tab

On the **Score Sheet** tab, on the Side Bar, under the **Classes** pane, click on the class for which you wish to enter comments

Make sure that the **Reporting Term** is set to the correct **Cycle**

Highlight the student's name, then right-click in the cell under the **Final Grade** column and choose **Show Score Inspector**
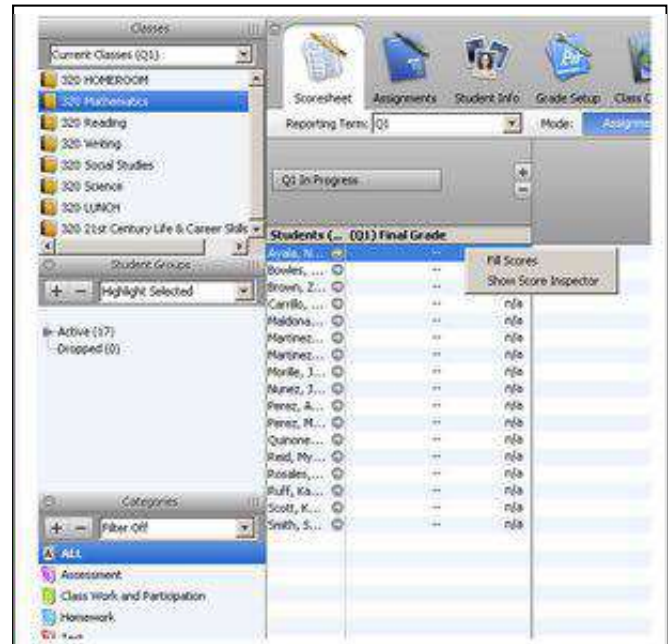
Note that the **Student** and **Reporting Term** are correct

You may enter a narrative comment in the comment box
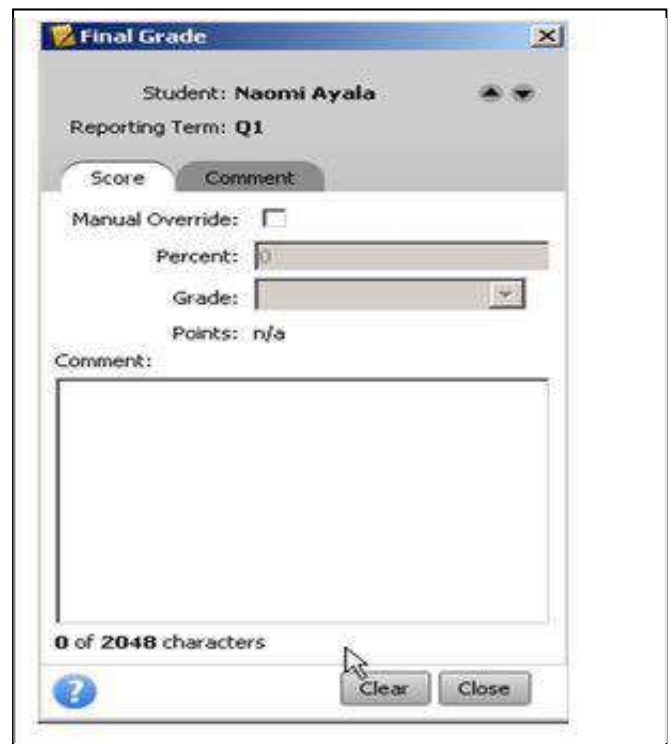
You may also choose comments from the bank of comments on the **Comment** tab

Click the comment you wish to choose, then click the **Insert Selected** button

The comment(s) you choose will be placed in the **Comment** box

If you wish to enter comment(s) for more students, simply use the **arrow** to the right of the student's name to navigate to the next student **Above** or **Below** in your class list

Click **Close** when you are done entering comments for all students

Note:

- After you have clicked **Close**, note the **little blue C** in the Final Grade column. You can view the comments by using your mouse to point to the little blue C.

**Any comments entered for the progress reports, if not changed or removed will affect what is printed on the report cards.

Print Progress Reports or Report Cards in PowerTeacher

Progress Reports and Report Cards can be printed for 1 student, 1 class or all the students you teach.

To print for 1 student:

On the PowerTeacher **Start Page**, click **the Backpack** for the class in which the student is a member

In the left pane click the name of the student

From the dropdown list on the upper right choose **Print a Report**

On the **Print a Report** screen, from the drop down select the report you wish to print

To insert a **Watermark**, choose **Custom** from the dropdown, type in **NPS** in the box below

Choose **When to Print**

Click **Submit** – this will take you to the **Report Queue**

See Instructions on **How to View Reports on the Report Queue**

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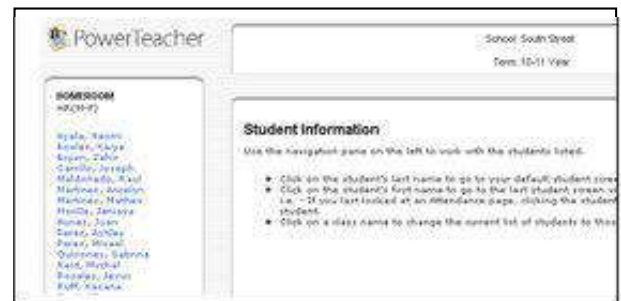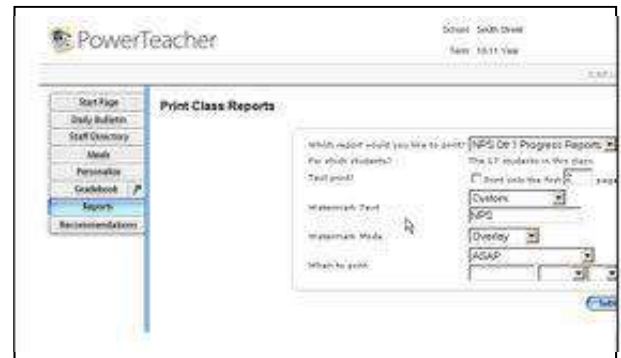
Print a Progress Report or Report Card for 1 Class

On the PowerTeacher **Start Page**, click **the Printer icon** for the class for which you wish to print either **Progress Reports** or **Report Cards**

On the **Print Class Reports** screen, from the drop down select the report you wish to print

If you wish to run a **Test print**, you can check the check box and indicate the number of pages you wish to print

To insert a **Watermark**, choose **Custom** from the dropdown, type in **NPS** in the box below

Choose **When to Print**

Click **Submit** – this will take you to the **Report Queue**

See Instructions on **How to View Reports on the Report Queue**

Print a Progress Report or Report Card for All the Students You Teach

On the PowerTeacher **Start Page**, on the **Main Menu** on the left, click **Reports**

On the **Reports for All Students** screen, from the drop down select the report you wish to print

If you wish to run a **Test print**, you can check the check box and indicate the number of pages you wish to print

To insert a **Watermark**, choose **Custom** from the dropdown, type in **NPS** in the box below

Choose **When to Print**

Click **Submit** – this will take you to the **Report Queue**

See Instructions on **How to View Reports on the Report Queue**

View Reports on the Report Queue

Reports remain on the Report Queue for 90 days or until you delete them. They are listed in order on the report queue from the most recent on the top to the oldest on the bottom of the list.

On the PowerTeacher **Start Page**, click the **paper icon** to the left of the Logout button. This opens the **Report Queue** window. If you have just submitted a report, you will automatically be taken to the Report Queue window

The **Status** may say **Pending**, **Running** or **Completed.** You may not view nor print the report until the **Status** says **Completed**. You can keep clicking the **Refresh** link next to **My Jobs** until the Status is Completed or you can go and do other work and check back to the Report Queue later

When the **Status** says **Completed**, right-click on the **View** link to Open in New Tab

Note:

To delete reports that you no longer need from the Report Queue, simply click the trash can icon next to the report you wish to delete. Be advised that you will not be warned – the report will just be deleted!

End of Cycle – Grades K-8 Entering Subject Skills and 21st Century Skills

At the end of each Cycle enter the skills marks for all subject skills and 21st Century Life Skills.

On the PowerTeacher **Start Page**, click the arrow next to **Gradebook**

On the PowerTeacher Gradebook page, click the **ScoreSheet** tab

On the **Score Sheet** tab, on the Side Bar, under the **Classes** pane, click on the class for which you wish to enter skill marks

Click the **Final Grades** button

Highlight the student's name, then **right mouse click** in the cell of the skill. A drop down menu will open. Select **Grades** to access the options below:

    +   Exceeds grade level expectations

    *   Meets grade level expectations

    -    Does not meet grade level expectations

    /   Not assessed at this time

Click **Save**
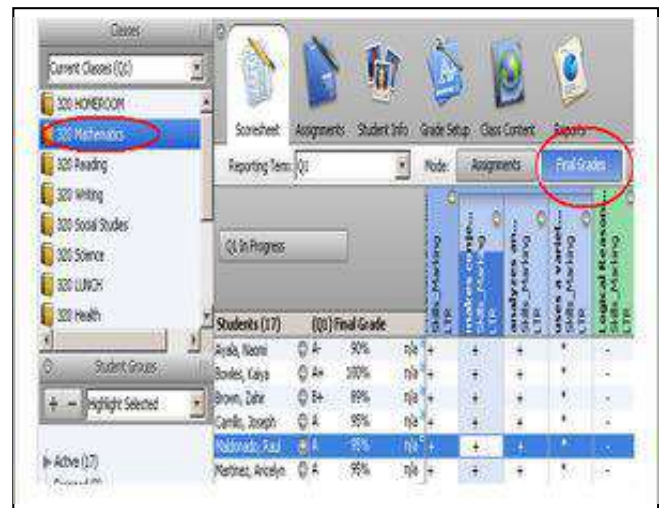
End of Cycle - Comments

Elementary Report Cards

Comments: ability to write a narrative- Grades K-5 only

- **Grades K-5 Homeroom teachers** will write a narrative in the comment box (Maximum of 1,000 characters) for their students instead of selecting a comment code for each of the subjects taught by the homeroom teacher.

- The **Homeroom teacher** will enter the narrative in the **21st Century Life and Career Skills** course in the comment box. (See the section on Entering Comments for Progress Reports for directions on how to enter a narrative comment.)

- **All non- core teachers** will select one NPS comment code from the drop down selection for their courses. Or if the teacher wants to select two comments they must type in the code #s separated by a comma. Ex. 01,03

- **Grade 6-8 teachers** will select one NPS comment code from the drop down selection for their courses. Or if the teacher wants to select two comments they must type in the code #s separated by a comma. Ex. 01,03

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End of Cycle – Grades 6-12

Final grades and comments must be verified by teachers **BEFORE** grades are stored for printing on report cards.

On the PowerTeacher **Start Page**, click the arrow next to **Gradebook**

On the PowerTeacher Gradebook page, click the **Reports** tab

With the **Reports** tab selected, on the Side Bar, under the **Classes** pane, click on the class for which you wish to verify grades

Under Name, double-click on **Final Grade and Comment Verification**. This will open up a pane below

On the **Criteria** tab choose the following:

Output Type: PDF

Sections: Selected Class

Students: All Enrolled (includes active & inactive students)

Student Field: Student Name

Include: Course Grade

Check **Grade** and **Comment** check boxes, only

Choose the appropriate **Cycle** from the **Reporting Term** dropdown

On the **Layout** tab, check the check box to **Include** a **Signature Line**

Click **Run Report**

Click **Open** to open and view the report on your screen or click **Save** to save the report wherever you choose.

Note: Carefully review the Final Grade and Comments for each student. If there are any errors, go back to your Scoresheet tab in the Gradebook to make changes. After making all corrections, rerun the Final Grade and Comment Verification report, sign and date, and submit to your administrator.
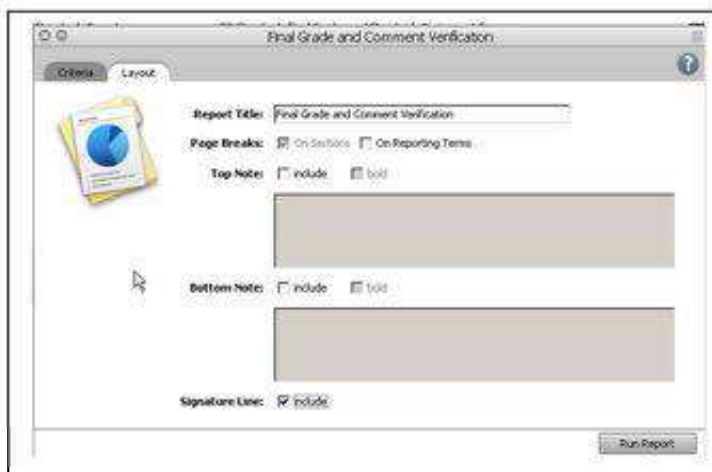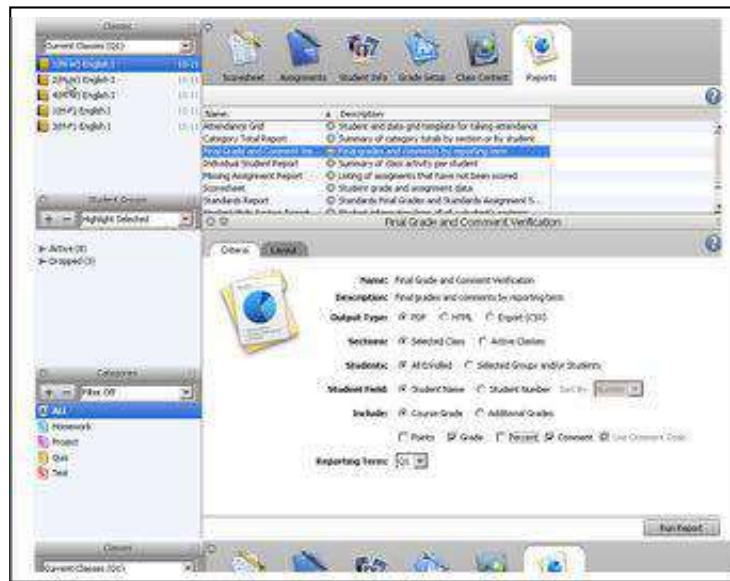
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End of Cycle – Grades K-5

Final grades and standards must be verified by teachers **BEFORE** grades are stored for printing on report cards.

On the PowerTeacher **Start Page**, click the arrow next to **Gradebook**

On the PowerTeacher Gradebook page, click the **Reports** tab

With the **Reports** tab selected, on the Side Bar, under the **Classes** pane, click on the class for which you wish to verify grades and standards

Under Name, double-click on **Standards Report**. This will open up a pane below

On the **Criteria** tab choose the following:

Report Layout: Class Spreadsheet

Output Type: PDF

Sections: Selected Class

Students: All Enrolled (includes active & inactive students)

Student Field: Student Name

Include: Standard Name

Check **Overall Section Grade** check box only

Choose the appropriate **Cycle** from the **Reporting Term** dropdown

On the **Layout** tab, check the check box to **Include** a **Signature Line**

Click **Run Report**

Click **Open** to open and view the report on your screen or click **Save** to save the report wherever you choose.

Note: Carefully review the Final Grade and Standards for each student. If there are any errors, go back to your Scoresheet tab in the Gradebook to make changes. After making all corrections, rerun the Standards report, sign and date, and submit to your administrator.

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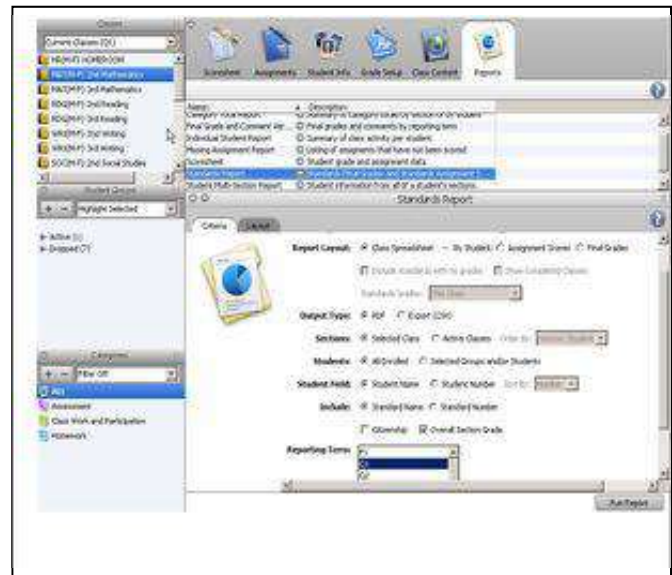
Final Grade and Comment Verification Report

Verify final grades and standards for active students **BEFORE** grades are stored in Power School and printed on report cards.

On the PowerTeacher **Start Page**, click the arrow next to **Gradebook**

On the **PowerTeacher Gradebook** page, click the **Reports** tab

With the **Reports** tab selected, on the **Side Bar**, under the **Classes** pane, click on the class for which you wish to verify grades and standards

On the **Side Bar**, under the **Student Groups**, click on **Active**

Under **Name**, double-click on **Final Grade and Comment Verification**. This will open up a pane below

On the **Criteria** tab choose the following:

Report Layout: Class Spreadsheet

Output Type: PDF

Sections: Selected Class

Students: Selected Groups and/or Students (includes only active students)

Student Field: Student Name
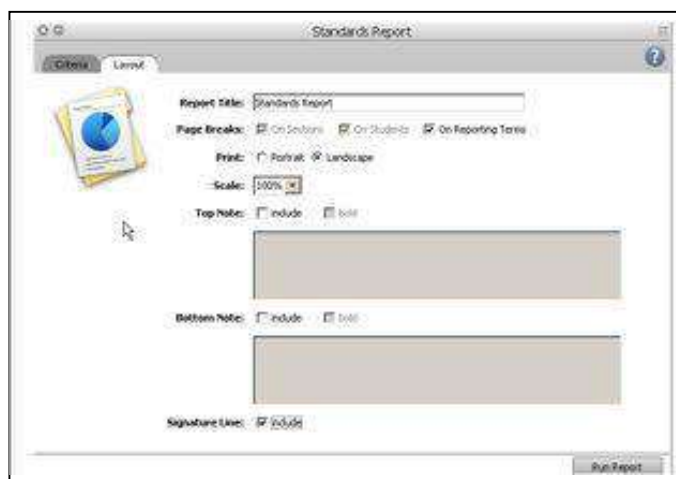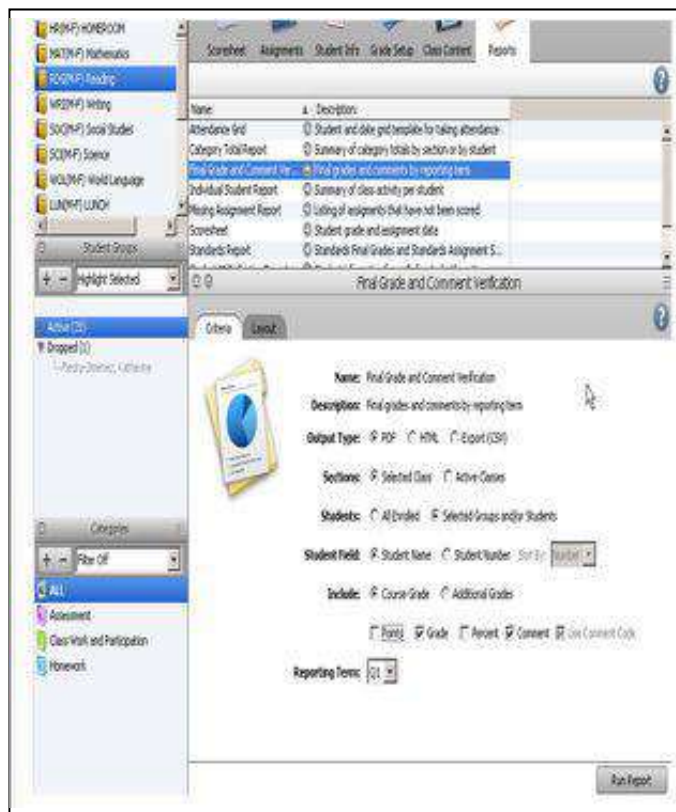
Include: Course Grade

Check **Grade** and **Comment** box

Choose the appropriate **Cycle** from the **Reporting Term** dropdown

On the **Layout** tab, check the check box to **Include** a **Signature Line**

Click **Run Report**

Click **Open** to open and view the report on your screen or click **Save** to save the report wherever you choose.

Entering Mid-Term & Final Grades For S1 Semester-Long Classes

You must have already completed the correct Grade Setup based on NPS guidelines, i.e., for S1 semester-long classes, the F1 final grade will be 40% of Q1, 40% of Q2,10% of E1 and 10% of E2. .

Entering Mid-Term Grade

In the **Gradebook**, select the S1 semester-long class.

Navigate to the **Assignments tab**. **Insure that the Reporting Term is set to E1.**

Click the **plus sign** at the bottom of the Assignments window to create a new assignment. This will open a new window below.

Enter the following values:

Name: **Mid-Term Exam**

Abbreviation: **Mid-Term Exam**

Category: **Assessments**

Score Type: **Percentage**

Points Possible: **100**

Weight: **1.0**

Date Due: **11/15/2012 or 11/16/2012**

Include in Final Grade: **Must be checked**

Description: **The Mid-Term Exam will count for 10% of the final grade for semester long classes.**

Click **Save**

The procedure for entering the final exam grade is very similar as follows:

Entering Final Exam Grade

In the **Gradebook**, select the S1 semester-long class.

Navigate to the **Assignments tab**. **Insure that the Reporting Term is set to E2.**

Click the **plus sign** at the bottom of the Assignments window to create a new assignment. This will open a new window below. (**Do NOT** simply change the contents in the window below – this would edit the Mid-Term exam criteria – you **MUST click the plus sign** to enter a new assignment for the final exam grade)

Enter the following values:

Name: **Final Exam**

Abbreviation: **Final Exam**

Category: **Assessments**

Score Type: **Percentage**

Points Possible: **100**

Weight: **1.0**

Date Due: <mark>2/4/2012 or 2/5/2012</mark>

Include in Final Grade: **Must be checked**

Description: **The Final Exam will count for 10% of the final grade for semester long classes.**

Click **Save**

Entering Mid-Term & Final Grades For S2 Semester-Long Classes

You must have already completed the correct Grade Setup based on NPS guidelines, i.e., for S2 semester-long classes, the F1 final grade will be 40% of Q3, 40% of Q4,10% of E1 and 10% of E2.of E2.

Entering Mid-Term Grade

In the **Gradebook**, select the S2 semester-long class.

Navigate to the **Assignments tab**. **Insure that the Reporting Term is set to E1.**

Click the **plus sign** at the bottom of the Assignments window to create a new assignment. This will open a new window below.

Enter the following values:

Name: **Mid-Term Exam**

Abbreviation: **Mid-Term Exam**

Category: **Assessments**

Score Type: **Percentage**

Points Possible: **100**

Weight: **1.0**

Date Due: **4/22/2013 or 4/23/2013**

Include in Final Grade: **Must be checked**

Description: **The Mid-Term Exam will count for 10% of the final grade for semester long classes.**

Click **Save**

The procedure for entering the final exam grade is very similar as follows:

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Entering Final Exam Grade

In the **Gradebook**, select the S2 semester-long class.

Navigate to the **Assignments tab**. **Insure that the Reporting Term is set to E2.**

Click the **plus sign** at the bottom of the Assignments window to create a new assignment. This will open a new window below. (**Do NOT** simply change the contents in the window below – this would edit the Mid-Term exam criteria – you **MUST click the plus sign** to enter a new assignment for the final exam grade)

Enter the following values:

Name: **Final Exam**

Abbreviation: **Final Exam**

Category: **Assessments**

Score Type: **Percentage**

Points Possible: **100**

Weight: **1.0**

Date Due: <mark>**6/27/2013 or 6/28/2013**</mark>

Include in Final Grade: **Must be checked**

Description: **The Final Exam will count for 10% of the final grade for semester long classes.**

Click **Save**

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Entering Mid-Term & Final Grades For Year-Long Classes

You must have already completed the correct Grade Setup based on NPS guidelines, i.e., for year-long classes, the F1 final grade will be 20% of Q1, 20% of Q2. 20% of Q3, 20% of Q4, 10% of E1 and 10% of E2.

Entering Mid-Term Grade

In the **Gradebook**, select the year-long class.

Navigate to the **Assignments tab**. **Insure that the Reporting Term is set to E1.**

Click the **plus sign** at the bottom of the Assignments window to create a new assignment. This will open a new window below.

Enter the following values:

Name: **Mid-Term Exam**

Abbreviation: **Mid-Term Exam**

Category: **Assessments**

Score Type: **Percentage**

Points Possible: **100**

Weight: **1.0**

Date Due: **2/4/2013 or 2/5/2013**

Include in Final Grade: **Must be checked**

Description: **The Mid-Term Exam will count for 10% of the final grade for year long classes.**

Click **Save**

The procedure for entering the final exam grade is very similar as follows:

Entering Final Exam Grade

In the **Gradebook**, select the year-long class.

Navigate to the **Assignments tab**. **Insure that the Reporting Term is set to E2.**

Click the **plus sign** at the bottom of the Assignments window to create a new assignment. This will open a new window below. (**Do NOT** simply change the contents in the window below – this would edit the Mid-Term exam criteria – you **MUST click the plus sign** to enter a new assignment for the final exam grade)

Enter the following values:

Name: **Final Exam**

Abbreviation: **Final Exam**

Category: **Assessments**

Score Type: **Percentage**

Points Possible: **100**

Weight: **1.0**

Date Due: **6/27/2013 or 6/28/2013**

Include in Final Grade: **Must be checked**

Description: **The Final Exam will count for 10% of the final grade for year long classes.**

Click **Save**

Elementary: Copying Grade Setup to New Sections

Grade setup for all new sections must be copied from the grade setup for existing sections in order for the final grade to be calculated correctly.

Select an existing section already having the correct Grade Setup as per the NPS criteria.

Select the **Grade Setup** tab.

Verify that **for each cycle** (Q1, Q2, Q3, Q4), **Category Weights** are set to be 65% for Assessments, 25% for Class Work & Participation, and 10% for Homework.

Also verify that for F1, **Term Weights** are set to be 25% for Q1, 25% for Q2, 25% for Q3 and 25% for Q4.

NOTE: If you have not already completed grade setup for any existing sections as per NPS criteria, see the PowerTeacher Gradebook manual for instructions on **Elementary: Assign Category Weights for Final Grades,** and **Elementary: Assign Term Weights for Final Grades.**

In the **Grade Setup tab** for the existing section with the correct Grade Setup, double-click on **F1** under Reporting Term. Click the **Copy button** in the lower window.

The **Copy Final Grade Setup** window opens. Verify that Entire class is the option selected. **Click OK**.
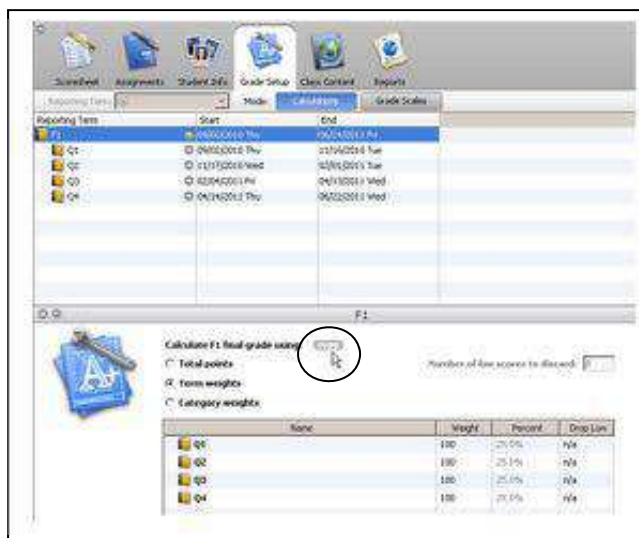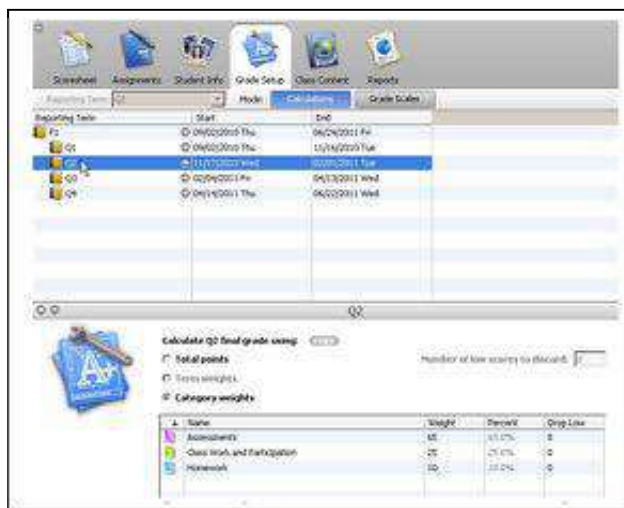
The **Copy Grade Setup** window opens. Choose the new section or sections, for which you wish to copy the grade setup. **Click Next**. Verify the information on the next window and **click Finish**.

The grade setup for F1 as well as for all 4 cycles, Q1, Q2, Q3, and Q4 has been successfully copied to all new sections.
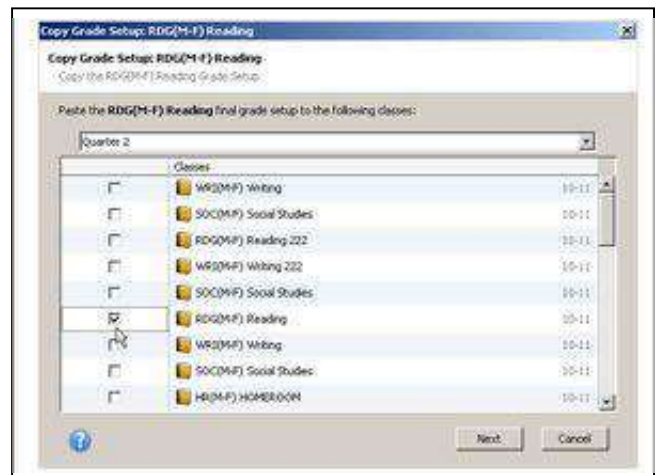
Copying Q1 Final Grade for Dropped Students

Students who have been dropped from one section and moved to another section must have their final grade manually copied from Q1 in the old section to Q1 in the new section. This **must be done before the end of the year** to ensure that the student's final grade for F1 is calculated correctly.

Select the old section from which students have been dropped. Under Student Groups on the left, double-click on the **Dropped folder**. The dropped students will be displayed below in gray.

Navigate to the **Reports tab**. Under Name, double-click on **Scoresheet**. This will open a window below.

Choose the following options on the Criteria tab:
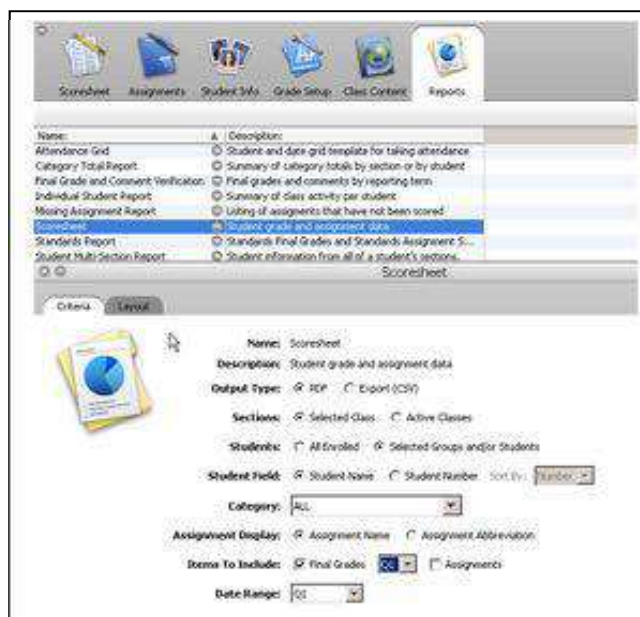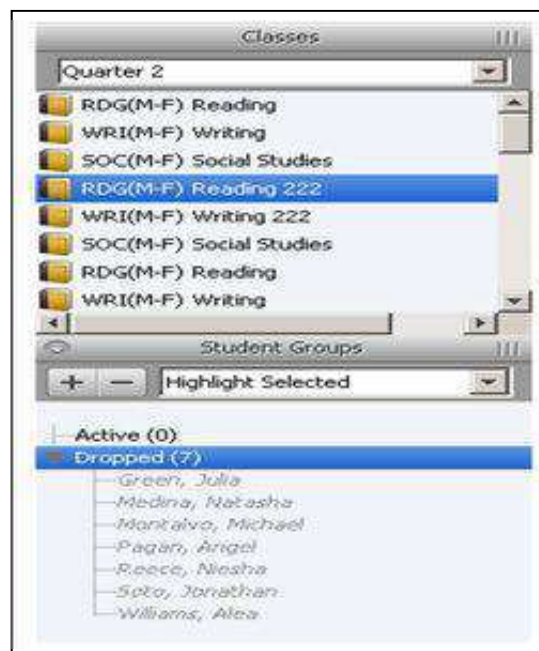
Students: Selected Groups and/or Students

Items to Include: check **Final Grades** and choose **Q1** from the dropdown list

Date Range: Q1

All other default options are correct.

Click **Run Report**.

The **Scoresheet report** will show the final grade for each of these students for Q1. Now these grades must be **manually copied** as follows.

Newark Public Schools

Navigate to the **Scoresheet tab**. Select the **new section** to which the students have been moved. Notice that now the students' names are listed in the Scoresheet as they are Active in the new section.

For the **Reporting Term**, choose **Q1** from the dropdown list. Notice there are no final grades for these students for Q1 as they were not active in this section for Q1. Their **final grades for Q1 must be manually input**.

In the **(Q1) Final Grade column, right**-click on the first student row, and choose **Show Score Inspector** from the shortcut menu.

Verify the Student and make sure the **Reporting Term** specifies **Q1**. Check the **Manual Override** box. Type in the **Percent** and choose the letter **Grade** from the dropdown list as was indicated on the Scoresheet report.

Use the **down arrow** to the right of the student's name to navigate to the next student. Follow the same procedure for each of the students whose grades must be manually input.

When finished with all students, click **Close** to close the Score Inspector window.

Click **Save** in the Gradebook window.

VERY IMPORTANT! Please make sure to change the **Reporting Term** back to the **current** cycle in the Scoresheet tab.
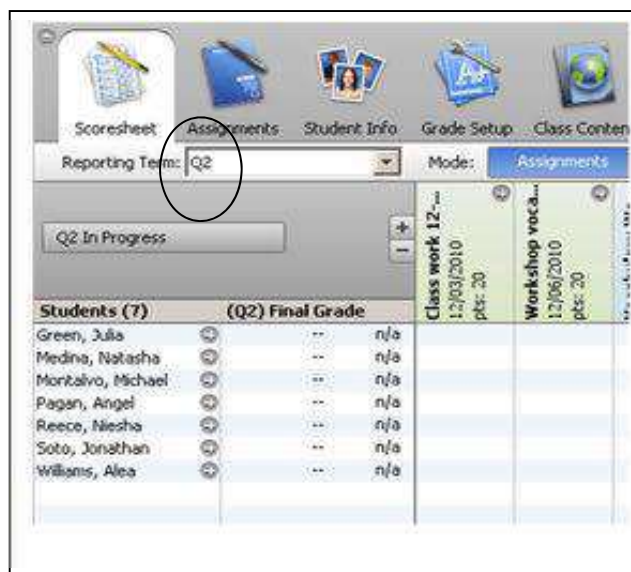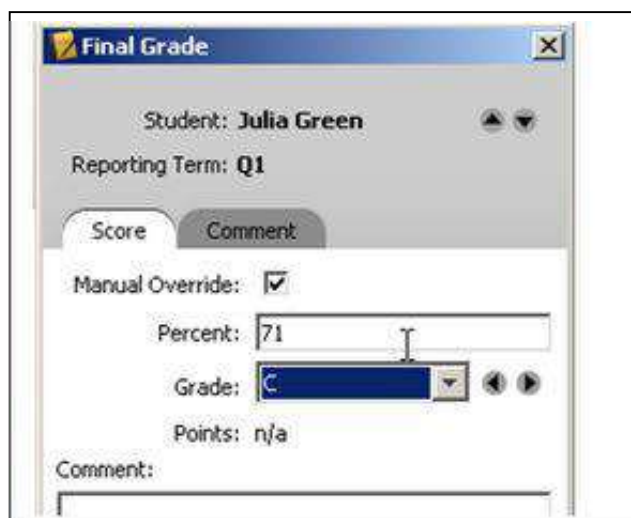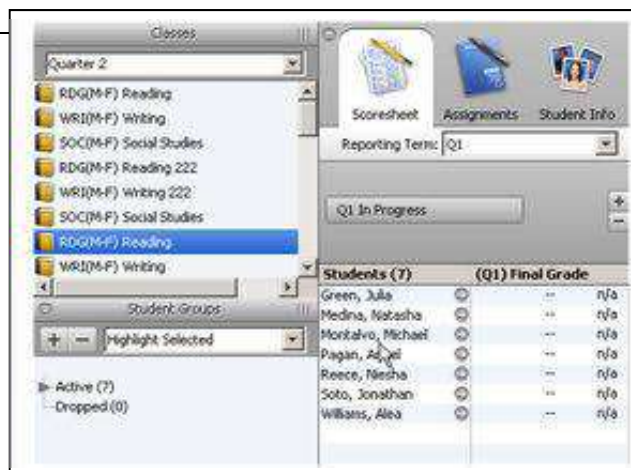
Accessing Q2 Data for Dropped Students

In the PowerTeacher **Gradebook**, select the class the students had been enrolled in originally, from which you wish to retrieve data. On the **Scoresheet tab**, you will not see these students' names as it only displays those students who are currently active in the class.

On the left-hand side under Student Groups, double-click on the **Dropped** folder. You will see a number in parentheses next to the word Dropped. This indicates how many students have been dropped from this class. These students will be listed below the Dropped folder in gray.

Navigate to the **Reports tab**. Under Name, double-click on **Scoresheet.** This will open a window below. On the Criteria tab next to Students, select the option for **Selected Groups and/or Students**. Next to Date Range, select the option for **Q2**. All other default options selected are correct.

Click **Run Report**.

The report generated will display all assignment and grading information you had already entered for these students. The assignments may be **copied** from the old section to the new section. Only the grades must now be **manually input** for these students in the correct section where these students are now active. Print the report for your reference.

Navigate to the **Scoresheet tab**. See the PowerTeacher Gradebook manual for instructions on how to **Copy Assignments**. Select the new section where the moved students are now located. Now proceed to manually enter grades for the students.