

PowerTeacher

PowerSchool

Student Information System

PowerSchool

Document Properties

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Preface

Training Session Goal

In this training session, you will explore the teacher tool set available in PowerTeacher. You will learn to take attendance and submit lunch counts, set up the gradebook, and manage assignments and scores. You will also learn how to submit student log entries, enter comments for parents, print reports, and access student information.

Objectives

At the end of this session, you will be able to:

- Use PowerTeacher to take attendance and record a lunch count
- Set up PowerTeacher gradebook
- Enter assignments and record scores
- Set up student groups
- Analyze classroom achievement trends
- Submit student log entries
- Enter comments for parents
- Print PowerTeacher reports

Welcome to PowerTeacher!

PowerTeacher is an essential part of the PowerSchool Student Information System (SIS). With PowerTeacher you have access to your gradebook and other student information from any location with an Internet connection. All the information you need to get started – such as student schedules and demographic information stored in the PowerSchool database -- is available via your PowerTeacher login. Similarly, the information you enter in to PowerTeacher is dynamically uploaded to PowerSchool so that it's viewable by PowerSchool administrators, teachers – and, at your discretion – to parents and students.

PowerSchool helps your school collect, maintain, and analyze student, staff, and schedule information. PowerSchool is a database application that runs on a server, and is the center of your student information system. It uses the Internet to facilitate student information management and communication among school administrators, teachers, parents, and students. Each of these groups has its own "doorway" or access to the PowerSchool SIS. The teachers' access, PowerTeacher, provides features and functions tailored to duties and responsibilities teachers handle day-to-day.

The PowerTeacher gradebook provides a flexible solution to a variety of gradebook dilemmas. By using PowerTeacher gradebook you can:

- create categories for assignments you expect students to complete during the term
- weight assignments to adjust their impact on a term grade
- conduct basic statistical analyses of students' performance on class assignments
- compare individual student progress to whole-class performance
- evaluate the effectiveness of a single assignment or an entire assignment category
- calculate student term grades continually
- produce progress reports whenever students need them
- publish reports to facilitate analysis of student achievement

Substitute teachers access PowerSchool Substitute using a web browser. In your absence, substitutes enter attendance in each of your classes without directly changing your gradebook information. When you return to school, the attendance taken by the substitute automatically appears in your gradebook.

Similarly, parents or guardians and students can access PowerSchool Parent Access using a web browser. They can view grades, assignments, teacher comments, the school bulletin, and student fee balance information. In addition, parents or guardians can request automatically-emailed student progress reports.

Overview of PowerTeacher

PowerTeacher provides access to the gradebook, to attendance information, to a recording lunch count function, to general student information, and to school reports. You can use PowerTeacher anywhere you have access to the Internet.

Getting Started

To log on to PowerTeacher, you need the following information from your PowerSchool administrator:

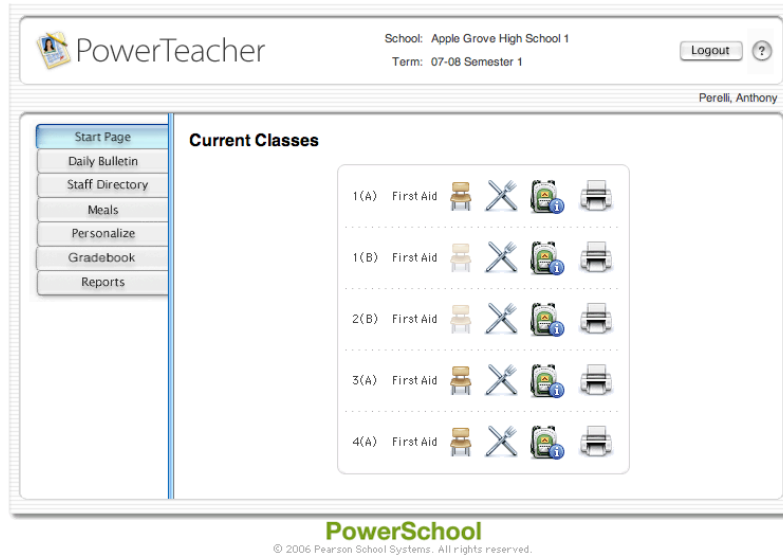
- Address of your PowerSchool server (Such as <https://pslupinhillselem.org/teachers>)
- Your username and password (lastname_initial; 25139)

Log on to PowerTeacher

1. Open a web browser, such as Safari, Netscape Navigator, or Internet Explorer, and enter the address of your PowerSchool server followed by `/teachers` in the browser address bar.
2. Enter your username and password.
3. Click **Enter**.
4. When you are ready to log off PowerTeacher, click the **Logout** button in the upper right corner.

The PowerTeacher start page consists of three areas:

- Navigation Bar – located at the top of the screen. The Navigation Bar provides access to the Start Page (via the PowerTeacher logo), the Report Queue, Online Help, and the Logout Button.
- Main Menu – located at the left side of the screen. The Main Menu provides access to the Start Page, the Daily Bulletin, a display of your Meal Balance, the Staff Directory, the Gradebook, and Reports.
- Current Classes – located in the center of the Start Page screen. The Current Classes area provides access to information regarding the students in the classes you teach, as well as to the tools for attendance, lunch count, and reports.



Hands-On Activity

1. Click through the buttons in the main menu to familiarize yourself with some of the functions of PowerTeacher.
2. Click the PowerTeacher logo or the Start Page tab to return to the Start Page.

Using PowerTeacher in the Classroom

You can use PowerTeacher on a daily basis to help you manage your students' information. PowerTeacher makes it easy to take attendance, record meal requests, look up staff email addresses, manage grades, and print reports.

Taking Attendance

It is easy to take attendance in PowerTeacher. As soon as you take attendance, the information is available to school administrators, parents, and students.

1. From the PowerTeacher Start Page, click the **chair icon** next to the class for which you want to take today's attendance. PowerTeacher defaults to today's attendance. If you need to take past or future attendance, change the date in the menu next to **Record Meeting Attendance** in the top center of the attendance window. (Note that if you are in a school that has A days and B days, for example, only some of the chair icons will be clickable. It is not possible to take attendance for a class that is not in session that day.)
2. Select the **appropriate attendance code** from the menu above student names to indicate which students are absent or tardy.
3. Click **the cell** next to an absent or tardy student's name to assign that code.
4. Click **Submit** to save the attendance record.

Record Meeting Attendance Mon 7/23 (Today) ▾

Record MultiMeeting Attendance for Multiple Sections

First Aid - 1(A)

Current attendance code: **A (Absent)** ▾

Bowles, Ben C	<input type="checkbox"/>
Burleigh, Heather D	<input type="checkbox"/>
Henderson, Daniel S	<input type="checkbox"/>
Johnson, Lloyd U	<input type="checkbox"/>
Meredith, Cade F	<input type="checkbox"/> S - School Excused
Ruziska, Nicholas C	<input type="checkbox"/>
Thomas, Evan P	<input type="checkbox"/>
Valenzuela, Cheyenne P	<input type="checkbox"/>

Submit

■ - Not enrolled

Note: If all of your students are present, you will still need to click on the chair icon to open the attendance screen, then click **Submit** to save the attendance information. Doing so indicates to PowerSchool that you have taken attendance and all students are present.

If you teach more than one class during the same period, you can take attendance for all of the students in your classroom at the same time by clicking **Record MultiMeeting Attendance for Multiple Sections** at the top of the Record Meeting Attendance page.

Taking Lunch Count

1. On the Start Page, click the **utensil icon** next to the class for which you want to submit a lunch count.
2. Enter the total count for each applicable item, and click **Submit**.

Submit Lunch Counts

Student Breakfast	<input type="text" value="0"/>	Adult Breakfast	<input type="text" value="0"/>
Student Lunch	<input type="text" value="18"/>	Adult Lunch	<input type="text" value="1"/>
Student A La Carte	<input type="text" value="0"/>	Adult A La Carte	<input type="text" value="0"/>
Milk	<input type="text" value="18"/>	Other 1	<input type="text" value="0"/>
		Other 2	<input type="text" value="0"/>

Hands-On Activity

Take attendance for today in PowerTeacher.

1. Click the chair icon next to one of your classes.
2. Select an attendance code from the list.
3. Mark attendance for your students.
4. Click **Submit** to save the attendance data.

Working with PowerTeacher Gradebook

Launch the Gradebook

1. Navigate to your PowerSchool server address and log on to PowerTeacher using the username and password you were assigned by your PowerSchool administrator.
2. Click the **Gradebook** tab in the Main Menu on the Start page.
3. The PowerTeacher Gradebook Launch page appears. Click the **Launch gradebook** button.
4. As the program launches, a dialog box will appear asking you to “Trust” a certificate. Click the **Trust** button.
5. PowerTeacher gradebook will open.
6. When you are ready to quit using the gradebook, navigate to the PowerTeacher Gradebook menu at the top of your computer screen and click Quit PowerTeacher Gradebook, or simply click the close button in the gradebook window.

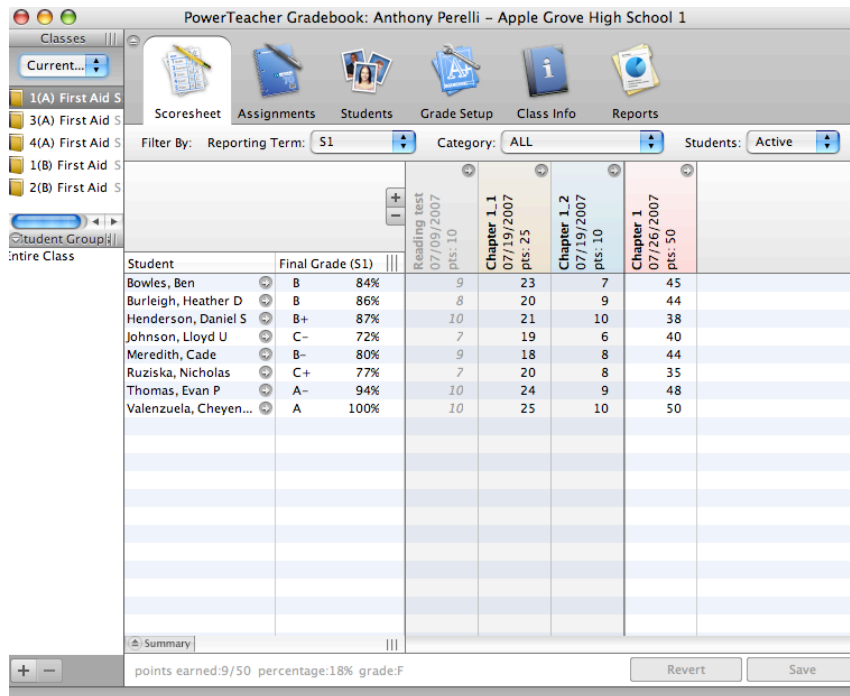
Notes:

- If you get a Java error, download the latest version of Java and try launching the gradebook again, or contact your PowerSchool Administrator.
- If you attempt to open a second session of PowerTeacher gradebook, a dialog box indicating that a PowerTeacher gradebook session is already in use will appear. You will be able to choose to end the first session and continue logging in to the second session, or to quit launching the second session. (This situation may arise when you have been working at school without quitting the gradebook, then launching the gradebook from home on a different computer.)
- If you have been logged in to the PowerTeacher gradebook and been inactive for a length of time (typically 20 minutes), a dialog box asking for your password will appear on the screen. Type in your password, and you will be logged back in to your PowerTeacher gradebook session.

The PowerTeacher Gradebook Window

By default, the PowerTeacher gradebook opens to the Scoresheet tab, a modified spreadsheet through which you will track student assignment scores. A set of six icons is displayed near the top of the PowerTeacher gradebook window: Scoresheet, Assignments, Students, Grade Setup, Class Info, and Reports. These icons will allow you to navigate through your gradebook.

- Scoresheet - displays the assignments and scores you have entered for the students.
- Assignments - displays the assignments you have created and information about what kind of assignment each is, when each is due, and how many points each is worth.
- Students - contains demographic data for each of the students in your classes.
- Grade Setup - displays the final grade setup for each term.
- Class Info - contains the basic information about the course you selected in the Classes pane.
- Reports - provides an easy-to-use interface through which you can designate how you want a report to run.



The Scoresheet window.

Setting up the Gradebook

The PowerTeacher gradebook is configured for immediate use. If you want to practice using it without going through the setup process, you can: it is fully functional. You can begin work as soon as student lists appear in the gradebook once the schedule is committed.

The default settings for the gradebook establish the final grade setup as being total points and establishes four types of assignment categories: homework, quiz, test, and project.

However, if your personal preference or school policy dictate that you configure the gradebook in a particular way, you can follow the procedures outlined below to customize the gradebook.

Setting Up Categories

Categories are broad classifications in which similar types of assignments are grouped. Daily assignments, tests, and quizzes could each be considered an assignment category.

The PowerTeacher gradebook comes with four pre-defined category types: Homework, Project, Quiz, and Test. You can add more categories and modify these as you need to meet the needs of your classroom.

When you create a category for your assignments you will define several pieces of information about the category: abbreviation, points possible, and score type. During the term, when you create an assignment and choose a category, the information you previously defined will become the default for the assignment. This information can be modified for individual assignments.

Score type indicates to PowerTeacher gradebook how you would like scores displayed on the Scoresheet – as Points, Percentages, or Letter Grades. Your school or district may have a policy about how grades are to be displayed in a gradebook. If so, use that policy as a guide when creating categories. If your school or district has not instituted a grading policy, you may wish to spend some time considering how you want your PowerTeacher gradebook set up. Think ahead to how you expect to use your PowerTeacher gradebook and then modify the Score Type for each category so that the PowerTeacher gradebook is set up to best meet your needs. One principle that holds true is that keeping the score type for all categories the same is the simplest solution, both for entering scores and for interpreting the results.

Creating a New Category

1. Click the **Tools** menu at the top of your screen, and select **Categories**. The Categories window will appear, displaying the pre-defined assignment categories.
2. Click the **Plus (+)** button in the lower left-hand corner of the Categories window to add a new category.
3. Use the table below to enter information in the fields:

Field	Information to Add
Name	Type the name you would like to use for the category.
Abbreviation	Enter an abbreviation to stand for this category.
Color	Choose the color you would like to use for the category on the Scoresheet.
Points Possible	If there is a typical number of points possible for the category, enter the points possible.
Score Type	Choose the score type for the category.
Include in Final Grade	Very important! Select the checkbox if scores for assignments in this category are to be used in the calculation of the final grade for the course. If this box is not checked, the scores won't count, which is great for an assignment like "turn in permission slip," or "reading diagnostic," but not appropriate for daily student work.
Description	Enter a description for the category. This description will be displayed in the Administrator and Parent Access areas of PowerSchool.

4. You can continue to add categories by clicking the Plus sign, or you can modify an existing category by changing the default values in each of the fields.
5. When you have added all categories or completed making changes, click **Close** to close the Categories dialog box. The categories will be saved.

Note: these categories will be available to all of the classes or sections you teach. If you teach a variety of topics, each requiring different categories, simply use the categories you need. Unused categories have no impact on student scores or grades.

Hands-On Activities

1. Scroll through the default categories:
 - How many points is each assignment in each category worth?
 - Are scores to be recorded and displayed in points, percentages, or letter grades?
 - Are scores to be included in the final grade?

2. Add two categories of your own to PowerTeacher gradebook.
 - Click the **Tools** menu at the top of your screen, and select **Categories**. The Categories window will appear, displaying the pre-defined assignment categories.
 - Click the **Plus (+)** button in the lower left-hand corner of the Categories window to add a new category.
 - Enter information into the appropriate fields.
 - Click the **Plus (+)** sign to add the second category.
 - Click **Close** to close the Categories dialog box.

3. Enter the categories you use in the following table. This will facilitate an easy setup of your gradebook next year.

Category Name	Description	Default Points Possible	Score Type

Setting Up Final Grade Weighting

After you create assignment categories, you will need to determine how your students' final grades will be calculated for each term. You have several options for final grade calculations:

- Total points
- Term weights
- Category weights

Total Points

The Total points option is the most straightforward method of calculating the final grade for the term. When you use this method, the student's final grade will be calculated based upon how many points the student has accumulated divided by how many points are possible.

Total Points is the default setting for all terms. If you need a different method, you will need to set up each class.

Term Weights

A second way to determine the final grade is to use Term weights. When you use this method, you will be multiplying the total number of points by the value (or weight) of each term. For example, you might have Semester 1 worth 40% of the final grade and Semester 2 worth 60%.

Simple solutions are the best to use whenever possible, because they are the easiest to interpret and explain. For example, a straightforward plan to have Quarter 1 and Quarter 2 each count 50% toward the final semester grade is easily understood.

It is possible to have a final exam count toward a semester grade. One way to do so is to create a special term in PowerSchool specifically for the final exam. The Final Exam term could not have the same dates as any other term; the PowerSchool administrator would need to take care that the terms do not overlap. He or she might make the final term exist for a single day. Then term weights for a semester could be set up so that Quarter 1 = 45%, Quarter 2 = 45%, and the Final = 10%.

Category Weights

The third way to calculate the final grade is to use Category weights. This method multiplies the total number of points by the value (or weight) of each category.

This option is available at the shorter term levels. This method allows you to set up the weights for each category according to your personal plan or school requirements.

Regardless of how you choose to setup your final grade weight factors, it is best to establish your method before classes begin, and stay consistent throughout the term. This will help minimize confusion for parents and students as they monitor student progress using Parent Access. You do, however, have the ability to modify your final grade setup at any point during the term if you find that your initial plan needs adjustment.

As part of the Grade Setup, remember to:

1. Record the details of the setup so you'll be able to recall and explain how the final grade is calculated.
2. Communicate how grades are calculated to students and parents.

Final Grade Setup

Final grade setup determines how the PowerTeacher gradebook calculates final grades. The final grade is calculated continuously throughout the term so you and your students always know the final grade.

In the exercise below, you will practice going through the Grade Setup process.

1. Click the **Grade Setup** tab.
2. The main window of the PowerTeacher gradebook is divided into two panes. The upper pane shows icons representing the years and terms as they were set up in PowerSchool. The lower pane contains a set of radio buttons you can select to determine the final grade setup. (**Note:** if you do not see the terms you wish to work with, select a different term from the menu above the class list on the left.)
3. Select a term to work with by clicking it in the upper window.
4. Choose a method for final grade setup and refer to the table below to enter information in the fields:

Final Grade Setup Method	Information to Add
Total Points	Choose whether you would like to drop low scores and the number of scores to drop. (Note: It is probably best to choose to drop a number of assignments after several have been created and scores. To do so too early may make it harder to interpret the final grade.)
Term Weights – <i>Note: Term Weights is available at the Semester Term level, not the Quarter Term level.</i>	<p>When you select this option, the dependent terms appear in the table in the lower half of the "Calculate final grade using:" pane.</p> <p>Click on one of the terms.</p> <hr/> <p>Weight: Enter a whole number to represent the relative value each term is to have on the final grade. For example: Q3 = 45, Q4 = 45, Final = 10</p> <hr/> <p>Percent: The percent will be calculated automatically.</p>

Category Weights –

When the Category weights option is selected, it is not terms, but assignment categories that appear in the table.

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

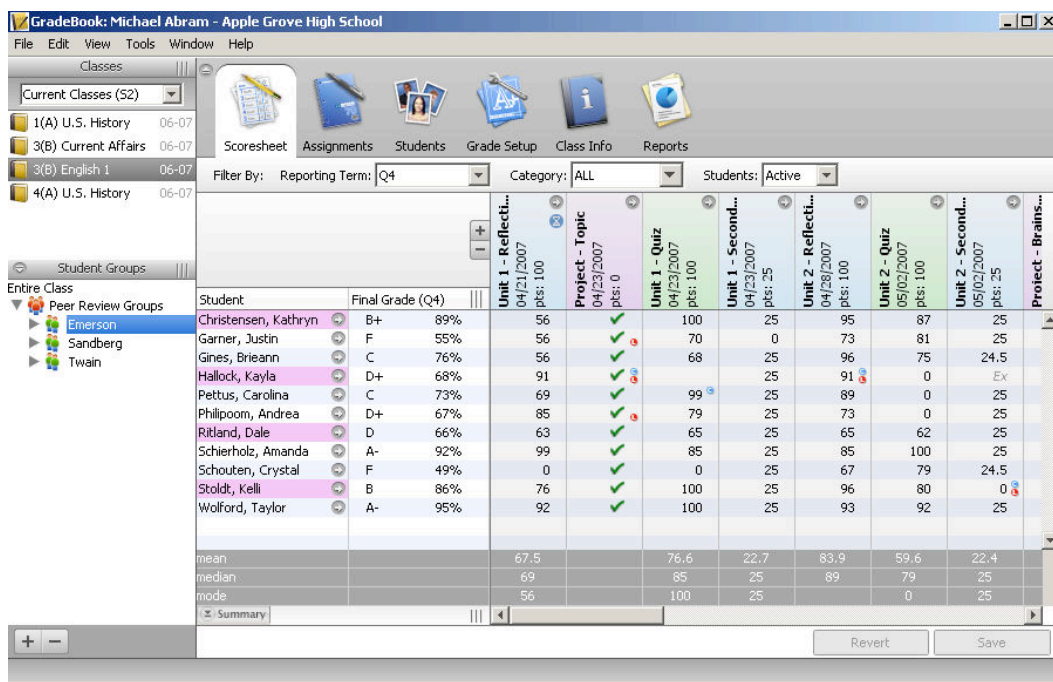
Set up the weights for each category according to your personal plan or your school requirements. To change the weight from 0, click in the weight column and enter the desired value. Use the Drop Low column to indicate how many low scores in each category to discard.

Setting up Student Groups

Teachers know that students arrive on the first day of school with different needs and readiness. Often, teachers use grouping techniques to help them increase their ability to adapt instruction to the particular needs of students. PowerTeacher gradebook supports student grouping practices by providing tools for creating groups and choosing students to include in those groups. Because student needs change, student group assignments are flexible; they can be modified any time.

Definitions

- Entire Class – default PowerTeacher gradebook group.
- Set – a collection of groups, i.e. Math or Reading. You must create the Set before you can create a Group.
- Group – a small collection of students, i.e. Math1, Math2, Math3 or Bluebirds and Redbirds.



Creating a Set and Groups

1. Click the **Students** tab.
2. Click the **Plus** button (+) in the lower left hand corner of the PowerTeacher gradebook window.
3. PowerTeacher gradebook will automatically create Untitled Set 1 and Untitled Group 1.
4. Double-click on Untitled Set 1 and enter a name for the Set, such as **Reading**. Press the **Enter** key.
5. Double-click on Untitled Group 1 and enter a name for the Group, such as **Early Readers**. Press the **Enter** key.
6. Click the **Plus** (+) button again and click **Group**.
7. Enter a name for your group and press the **Enter** key.
8. Repeat steps 2-7 until you have two sets and at least three groups in each set.

Adding Students to a Group

1. Click the **Students** tab, and click on a student's name.
2. Drag the name of the student to the appropriate group.
3. Add students to each of the groups you created. Notice that you cannot add a student to more than one group of a set, but that you can add them to more than one group if the groups are in different sets.
4. When you click on the name of a group, the names of the students in the group are highlighted in the main window pane.
5. You can delete a student from a group by clicking the student's name in the group list, then clicking the **Minus** button (-) at the bottom-left corner of the PowerTeacher gradebook window.

Moving Students Between Groups

A student cannot be in more than one group of a set, but you can transfer a student from one group to another.

1. Click the arrow to the left of the group name to open the group and display the names of the students in that group.
2. Click the name of the student you would like to move and drag it to the folder for one of the other groups.

Hands-On Activity

1. Practice adding a set and two groups on your own.
 - Click the **Students** tab.
 - Click the **Plus (+)** button in the lower left hand corner of the PowerTeacher gradebook window. An Untitled Set 1 and Untitled Group 1 will appear.
 - Double-click on Untitled Set 1 and enter a name for the set. Press **Enter**.
 - Double-click on Untitled Group 1 and enter a name for the group. Press **Enter**.
 - Click the **Plus (+)** button again and click **Add Group**.
 - Enter a name for your group and press **Enter**.

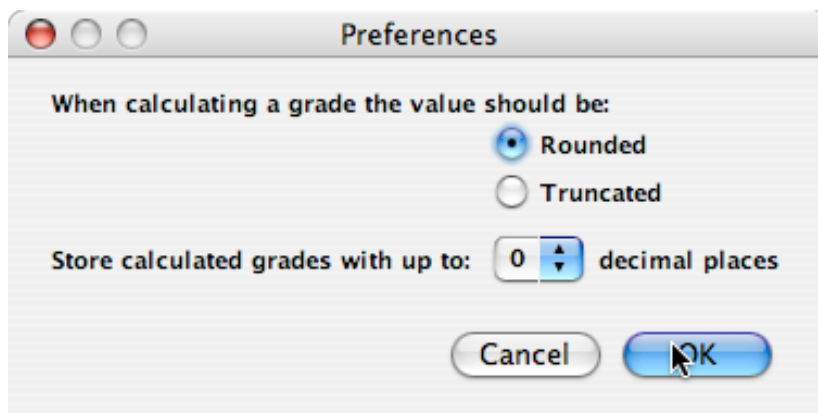
2. Enter the student groups you use in the following table. This will facilitate an easy setup of your gradebook next year.

Student Groups	Purpose

Setting PowerTeacher Gradebook Preferences

The Preferences window is quite simple. Use it to indicate how you want grades to be calculated and stored.

1. Click the **PowerTeacher Gradebook** menu (Mac) or the **Tools** menu (Windows) at the top of the screen, and select **Preferences**.
2. Choose the options that meet your preferences or your school's policies.
 - If you choose the Rounded option, then a grade of 89.75% would be rounded to 90%.
 - If you choose the Truncated option, the same grade would be calculated as 89%.
 - You can choose to store grades with up to 5 decimal places.



Viewing Gradescales

Your school's gradescale is determined by your PowerSchool Administrator.

1. Click the **Tools** menu, and click **Gradescales**.
2. Your school Default gradescale will be viewable in a floating window.

Creating an Assignment

Some teachers enter new assignments when they are ready to record the scores for that assignment; others enter new assignments when the assignment is given to the students; and still others like to set assignments up at the beginning of a school term. Whenever you add assignments and save your data, the new assignment information can be made available to parents or guardians and students immediately, if you choose.

After each assignment is created in the Assignment tab, it will show up in the Scoresheet. The name, point value, and date due for each assignment appear above the column in which you will enter student scores. Double-clicking on the assignment heading (or clicking the arrow at the top) will take you back to the assignment page where you can modify the assignment or its publish criteria.

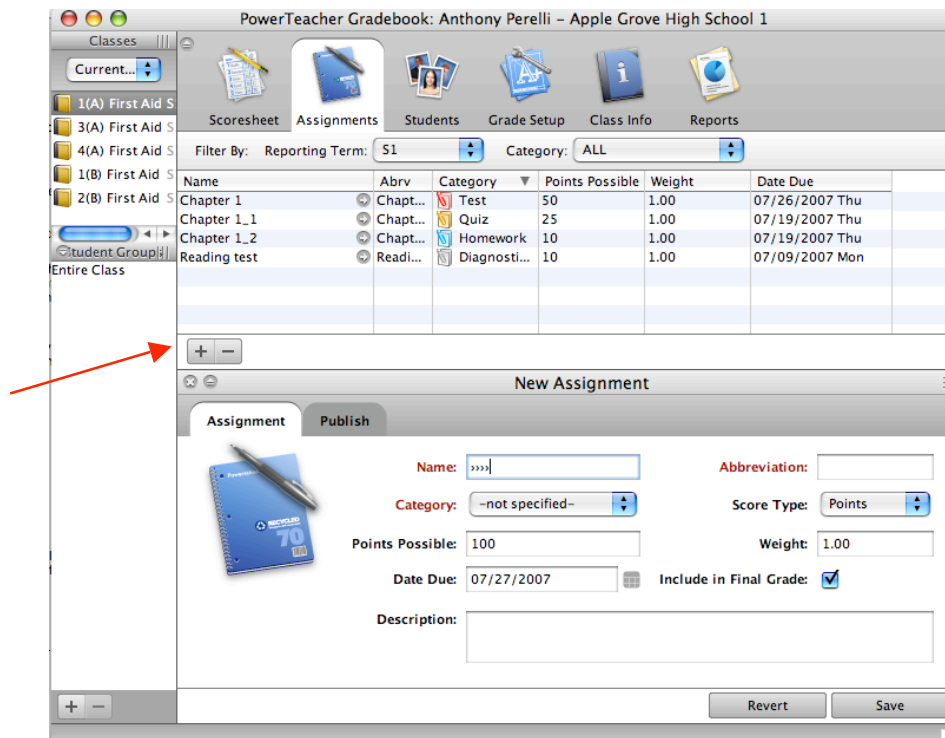
As you enter assignments into PowerTeacher gradebook, you will notice a demarcation line that indicates where future assignments are located versus past assignments. This will help orient you on your spreadsheet, and keep you from scrolling forward to future assignments each time you open your gradebook.

Entering assignments as they are given to students helps to facilitate home/school communication. If you assign a large project to your students that will be due in one month, you can enter this assignment into your gradebook as soon as you announce it. You can enter an assignment description, along with the due date and the total points possible, so parents or guardians can monitor their student's progress on the assignment. Students can monitor missed assignments themselves by logging on to PowerSchool.

Having assignments posted before entering scores does not skew how grades appear. The Final Grade that appears next to the student's name on the Scoresheet reflects an average grade for only the assignments that have already been scored.

Steps for Creating an Assignment

1. Click the **Plus (+)** sign next to the Assignment header at the top of the Scoresheet to open the New Assignment pane. (Or in the Assignment tab, click the plus sign on the left beneath the list of assignments.) The New Assignment pane will open in the lower half of the window.



2. Refer to the table below as you enter information into the fields:

Field Name	Information to Add
Name	Provide the assignment title
Abbreviation	The abbreviation will be auto-filled with the name of the assignment. You can change the abbreviation to something that makes sense to you.
Category	Assign a category to the assignment from the list of categories created previously. If the assignment does not fit into any of the categories, create a new one – just take care to not overdo it! Too many categories can become cumbersome. Limiting the number of categories you have to less than ten is probably a good idea.
Score Type	PowerTeacher gradebook automatically displays the score type you selected for this category. You can change the score type, if desired. Remember the advantages of being consistent in how you represent student scores. It's hard to compare unlike values.
Points Possible	PowerTeacher gradebook automatically fills in the default value you designated for this category. You can change this value by

	entering a different number of points.
Weight	<p>Assign a weight to an assignment if it is worth more than other assignments.</p> <p>CAUTION! Keep a careful record of changes you make to the weighting of individual assignments and note how assignment weighting interacts with category weighting.</p> <p>A good rule of thumb is that if the assignment is to count more toward the final grade, make the assignment worth more points rather than changing its weight.</p>
Due Date	<p>Indicate a due date for the assignment, if appropriate. Assignments that are used for diagnostic purposes, for example, may not need a due date. The default due date for assignments is today's date.</p>
Include in Final Grade	<p>Place a checkmark in the box if the assignment counts toward the final grade. Drafts and diagnostic assessments would not be included in the final grade.</p>
Description	<p>Enter a general description and specific instructions for the assignment. Try to be clear enough that students who missed school the day the assignment was given can complete the work when they return, without a lot of explanation from you. If you would like to have students use the Internet as part of the assignment, you can link to online resources by using this HTML code:</p> <pre>click here</pre>

3. Click **Save** in the lower right corner to save the assignment. The assignment will appear in the Scoresheet. Details about the assignment will appear in the column heading for the assignment.

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

4. To delete an assignment, highlight the assignment you would like to delete by clicking on its heading, and click the Minus (-) button next to the assignment header area. A dialog box will appear asking if you really want to delete the assignment. A similar dialog box appears if you have already entered scores for the assignment. Be very careful about deleting assignments; this action cannot be undone.

How can assignment weights help you?

When creating an assignment, the Weight field can be used to help keep grading practices flexible, yet consistent. When you set up assignments, consider how you will score the assignment, then use Points Possible and Weight to make recording scores as easy as possible. **For most assignments, keeping the Weight at the default value of 1.00 and using Points Possible to adjust how the assignment contributes to the overall term grade will be appropriate.**

Example 1: If you want all quizzes to be worth 100 points, yet be able to administer quizzes that have different numbers of questions, you can use weighting as a way to make grade entry easy. In this case, you could enter the number of questions correct in the PowerTeacher gradebook, and use Weight to make the assignment worth 100 points.

- For a quiz containing 20 questions, you would use a weight of 5.
- For a quiz containing 25 questions, the weight would be 4.
- For a quiz containing 10 questions, the weight would be 10.

For a quiz of twenty questions,

- set the points possible at 20
- set the assignment weight at 5
- enter scores out of 20 points possible

Behind the scenes, PowerTeacher gradebook will multiply each point earned by 5. In this case, if the student scored 16 out of 20, the assignment score is 16 points x 5 weight = 80 weighted points.

Example 2: When using letter grades, you can use weights to ensure that the values for different types of assignments are correct. You can make projects the highest value assignment, tests worth less value, and homework worth even less value, by using weights.

- Make the default value of all assignments 10 points
- Weight every homework assignment at 1
- Weight every test at 2
- Weight every project at 3

When scoring assignments, you will not have to be concerned with points. Simply enter the letter grade for each assignment, and weighting will automatically take care of the relative value for each assignment.

Hands-On Activities

1. Create two or three additional assignments for use later.
 - Click the **Plus** (+) sign next to the Assignment header to open the New Assignment pane.
 - Enter the necessary information into the fields.
 - Click **Save** in the lower right corner to save the assignment. The assignment will appear in the Scoresheet.
 - Repeat the steps for the second assignment.

2. Use weighting to make a set of three quizzes worth 100 points, regardless of the number of questions each contains. Create three or more quiz-type assignments. Use information in the grid below to fill in the number of points and weighting fields.

Number of Questions	Number of Points	Weighting	Calculated Grade Value in Points
10	10	10	100
20	20	5	100
25	25	4	100

Using weighting on assignments makes it possible for a teacher to simply enter in the number of correct answers on the scoresheet and let PowerTeacher do the calculations.

3. Think about different ways to set up your assignments in the gradebook using weighting and points.

4. How could you create an assignment for just one group?
 - Create a new assignment.
 - Enter the scores for the students in the group.
 - Mass fill **Exempt** for the rest of the students.

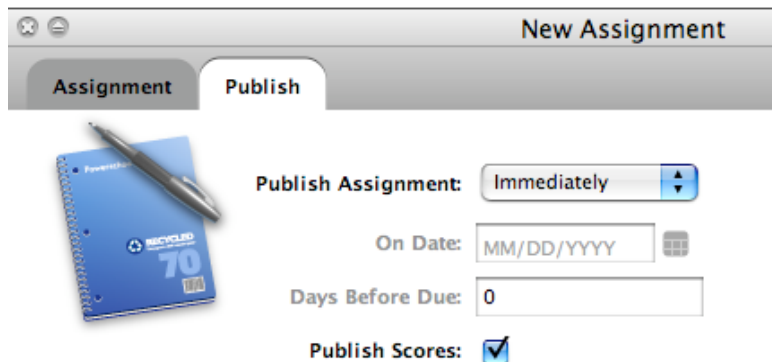
5. Enter the descriptions you will use for your Assignments so the objectives and expectations can be understood by parents and students.

Assignment	Description

Publishing Assignments

Publishing the assignment makes it possible for parents and students to see it in PowerSchool Parent Access. You can publish an assignment at the same time you are creating it, or at any point afterward.

1. Click the **Publish** tab in the assignment pane.



2. PowerTeacher gradebook defaults to publishing assignments to the Parent Portal as soon as they are created. If an assignment is part of the student’s final grade, it must be published at some point to the Parent Portal. You will receive an error message if you choose the "Never" publish option for an assignment that is to count toward the final grade.
3. Refer to the table below as you enter information into the fields: Consider when you want parents and students to know about the assignment and when you want students to be able to begin work. Sometimes you'll want to publish the assignment long before it is due.
4. Once students have completed the assignment and you have entered scores, you can return to this part of PowerTeacher gradebook to publish scores. Note that parents can see only their own child's scores and students can see only their own scores.

Field Name	Information to Add
Publish Assignment	Choose whether you want to Publish Immediately, On a Specific Date, or Days Before Due.
On Date	Choose the date you want the assignment published.
Days Before Due	Choose the number of days before the assignment is due that you want the assignment published.
Publish Scores	Place a checkmark in this box if you would also like to publish the scores for the assignment.

Click **Save**. Details about publishing to the Parent Portal will appear in the heading of the assignment on the Scoresheet. A blue circle with an hourglass will indicate that you chose to Publish the assignment at some time other than "Immediately." A circle with a line through it indicates that the assignment will never be published. An exclamation point indicates the scores will not be published.

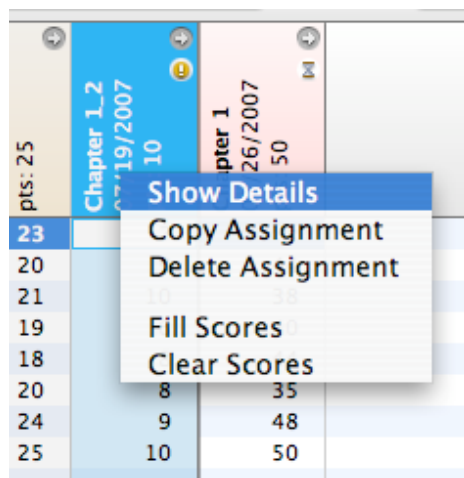
The screenshot shows the PowerTeacher Gradebook interface for Anthony Perelli at Apple Grove High School. The main window displays a scoresheet for 'Chapter 1' with columns for 'Reading test', 'Chapter 1.1', 'Chapter 1.2', and 'Chapter 1'. The 'Publish' dialog box is open, showing options for 'Publish Assignment' (On Due Date), 'On Date' (MM/DD/YYYY), 'Days Before Due' (3), and 'Publish Scores' (checked). The 'Save' button is highlighted with a mouse cursor.

Student	Final Grade (S1)	Reading test 07/09/2007 pts: 10	Chapter 1.1 07/19/2007 pts: 25	Chapter 1.2 07/19/2007 pts: 10	Chapter 1 07/26/2007 pts: 50
Bowles, Ben	B 84%	9	23	7	45
Burlainh, Heather D	B 86%	8	20	9	44

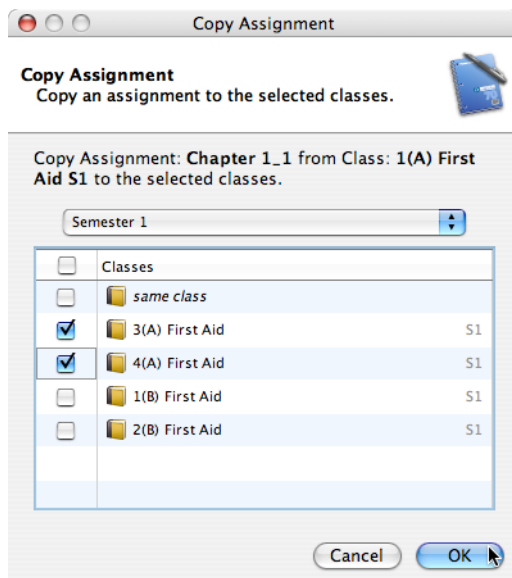
Copying Assignments

If you teach multiple sections of the same course, and assignments are similar across sections, you can copy assignments from one class to another within the current term.

1. Create the assignment in one section of the course.
2. Right-click (or control-click) on the assignment, and click **Copy Assignment**. Or, click on the **Tools** menu, and select **Copy Assignment**.



3. In the Copy Assignment dialog box, place a checkmark next to the name of the class you would like to copy the assignment to.
4. Click the **OK** button.



Recording Scores

After you collect and grade an assignment, enter the scores the students earned on the Scoresheet.

1. Click the **Scoresheet** tab.
2. Click in the cell representing the intersection of the row containing a student's name and the column of the assignment you want to score.
3. Enter scores that match to the type of score you set up when you created the assignment; numbers for points and percentage, letters for letter grades. If you would like to mark an assignment Exempt, type **EX** into the cell on the spreadsheet.
4. Press Return (Mac) or Enter (Windows) to advance to the next student, or Tab to advance to the next assignment.
5. When you have finished entering scores, click **Save**.
6. In the event that you accidentally overwrite scores by entering values in the wrong assignment column, click **Revert**.

Fill Scores

If a majority of the students in your class got the same score on an assignment, you can use the Fill Scores tool to quickly enter student scores.

1. Click the Scoresheet tab.
2. Right-click on the assignment details in the column heading, and select **Fill Scores**. Or, click on the Tools menu, and select **Fill Scores**.
3. Choose to Fill Empty Scores for the assignment, or to Replace All Scores for the assignment.
4. Mark the assignment Collected, Late, Exempt, or enter the Score for the assignment.
5. Click **OK**.

Editing a Score

Change a score you entered earlier.

1. Click **the score**, drag over it to highlight it and type the new score over it, or delete it and enter a new score.
2. The score will appear highlighted in gray until you click **Save** to save the changes you have made.
3. If you want to change the Score Type, select the assignment and open up the assignment detail pane by clicking the arrow at the top right of the column heading.

Make changes as needed. Click **Save**.

Making changes in the score type will cause PowerTeacher gradebook to convert the scores you entered automatically. Making changes affects the display of scores, but not their value. The final grades are not changed.

Changing Points Possible

Occasionally you will create an assignment and set the points possible, then determine that the actual assignment has a different number of points possible. Perhaps the assignment you originally envisioned was different from the actual assignment. For example, imagine that you created an assignment in PowerTeacher gradebook worth 100 points, but scored student work based on a maximum total points possible of 50. You would need to change the points possible for the assignment.

1. Open the Assignment Detail pane of an assignment that has already been scored by clicking the **Expand** button at the top of the assignment's column heading in the Scoresheet.
2. Change the value in the Points Possible field to 50 and click **Save**.
3. As soon as you click Save, a warning will appear. If you know the scores you have entered are correct and do not need to be changed, click **OK**.

Using the Score Inspector

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

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

2. Click a cell in the assignment column on the Scoresheet for the student you wish to work with.
 - When you check the **Collected** box in the Score Inspector, a checkmark will appear in the Scoresheet for the student.
 - When you check the **Late** box, a small red L will appear in the Scoresheet for the student.
 - When you check the **Exempt** Score box, a gray Ex will appear in the Scoresheet for the student.
 - When you enter a score comment, a small blue C will appear in the Scoresheet for the student. Clicking on the Comment Bank button will provide you with a list of district comments that can be inserted for a score.
3. The **Clear** button on the Score Inspector clears the score completely, not just the comment or a Collected check or Late indicator.
4. You can use the four directional arrows in the Score Inspector to move through the Scoresheet without closing the Score Inspector. This enables you to adjust scores, add comments, and add collected, late, and exempt notes to scores for all the students in

- your class without having to click each student one by one.
 5. Click **Save** at the bottom of the Scoresheet to retain changes.

Legend for PowerTeacher Score Indicators

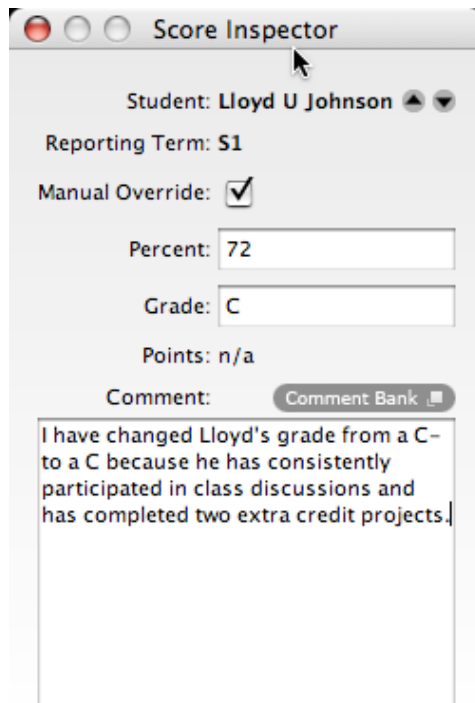
Student	Final Grade (S1)	Algebra Home... 07/13/2007 pts: 10	Algebra Quiz 07/16/2007 pts: 10	Algebra Pop Quiz 07/17/2007 pts: 10
Ackerman, Stan	B 85%	10	7	8
Bachman, Sarah	A- 90%	9	9	9
Byers, Sarah	A- 95%	9	10 <small>c</small>	9
Castillo, Randy	A- 90%	9	✓	9
Cox, Sara	B- 80%	8	10	6
Ekstrom, Joshua	A 100%	10	10	7
Frost, Rachel	A- <i>100%</i> <small>L</small>	9	10	7
Hagen-Weis, Alexa...	A- 95%	10	9	6
Heap, Nikolas	B 85%	7	10	8

Indicator Description	Indicator Meaning
Small "c" in blue dot next to score	There is a comment attached
Small "L" in red dot next to score	Assignment turned in late
Green check in a cell	Assignment turned in but not graded
Italicized faint score	Assignment does not count toward final grade OR was marked as exempt after scoring. (If marked Exempt with no score, Ex appears in gray.)
Small Hourglass in assignment heading	Assignment published on certain date
Circle with line through it in assignment heading	Assignment is never to be published
Small red exclamation mark next to italicized final grade	Final grade changed by manual override

Override Final Grade

Occasionally, teachers will want to modify a student’s final grade in a course – based on effort, participation, or other classroom factors. The Score Inspector allows you to change a final grade with the Manual Override tool.

1. Highlight the Student’s Name or the Final Grade cell to the right of the student’s name.
2. Click the **Tools** menu, and click **Score Inspector**.
3. Place a checkmark in the box next to Manual Override.



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

Hands-On Activities

1. Record scores for assignments you created.
 - Press Return (Mac) or Enter (Windows) to advance to the next student, or Tab to advance to the next assignment.
 - When you have finished entering scores, click **Save**.
 - In the event that you accidentally overwrite scores by entering values in the wrong assignment column, click Revert.

2. Use the Score Inspector to add score notes, and to mark assignments collected, late, and exempt.
 - You can use the four directional arrows in the Score Inspector to move through the Scoresheet without closing the Score Inspector.
 - Click Save to retain changes.

Output – Scoresheet, Statistics, and Reports

Once you have entered your assignments and the resulting scores into the PowerTeacher gradebook, you have a variety of ways to view the scores.

Filtering the Scoresheet Display

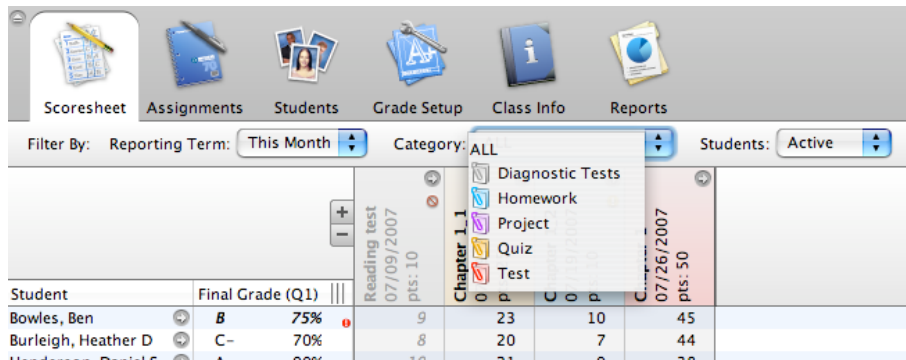
After using the PowerTeacher gradebook for some time, you may have created and scored many assignments for each class - more assignments than will fit on your computer screen. When you launch PowerTeacher gradebook, the Scoresheet automatically opens displaying the first few assignments you created with later assignments visible only when you drag the scrollbar at the bottom of the pane to the right.

The screenshot shows the PowerTeacher Scoresheet interface. At the top, there is a navigation bar with icons for Scoresheet, Assignments, Students, Grade Setup, Class Info, and Reports. Below this is a filter section with 'Filter By:' set to 'Reporting Term: Q4', 'Category: ALL', and 'Students: Active'. The main area is a table with columns for assignments and rows for students. The assignments are: Unit 1 - Reflecti... (02/21/2007, pts: 100), Project - Topic (02/23/2007, pts: 0), Unit 1 - Quiz (02/23/2007, pts: 100), Unit 1 - Second... (02/23/2007, pts: 25), Unit 2 - Reflecti... (02/28/2007, pts: 100), Unit 2 - Quiz (03/02/2007, pts: 100), Unit 2 - Second... (03/02/2007, pts: 25), and Project - Brains... (03/07/2007, pts: 0). The students listed are Christensen, Kathryn; Garner, Justin; Gines, Briann; Hallock, Kayla; Pettus, Carolina; Philipoom, Andrea; and Ritland, Dale. The table shows their final grade for Q4 and scores for each assignment. A scrollbar is visible at the bottom of the table area.

Student	Final Grade (Q4)	Unit 1 - Reflecti... 02/21/2007 pts: 100	Project - Topic 02/23/2007 pts: 0	Unit 1 - Quiz 02/23/2007 pts: 100	Unit 1 - Second... 02/23/2007 pts: 25	Unit 2 - Reflecti... 02/28/2007 pts: 100	Unit 2 - Quiz 03/02/2007 pts: 100	Unit 2 - Second... 03/02/2007 pts: 25	Project - Brains... 03/07/2007 pts: 0
Christensen, Kathryn	A 96%	56	✓	100	25	95	87	25	✓
Garner, Justin	A- 91%	56	✓	70		73	81	25	✓
Gines, Briann	A- 90%	56	✓	68	25	96	75	24.5	✓
Hallock, Kayla	A- 90%	91	✓		25	91	Ex		✓
Pettus, Carolina	B+ 89%	69	✓	99	25	89		25	✓
Philipoom, Andrea	B 86%	85	✓	79	23	73		25	✓
Ritland, Dale	C+ 78%	63	✓	65	25	65	62	25	✓

By scrolling through the Scoresheet you can see all of the assignments in chronological order. However, by filtering assignments by category, and highlighting a student’s name, for example, you can quickly determine if there is a pattern or trend in his or her performance. Are their grades staying consistent over time? Are they falling? Improving?

Filter assignments by using the pop-up menus that appear between the navigation bar at the top of the PowerTeacher gradebook window and the assignment heading.



- Filtering by Reporting Term – The menu on the left filters the assignments by reporting term. The setup of the years and terms at your school is determined by your PowerSchool administrator. Choosing a term or a portion of a term (week or month) will determine which assignments are displayed. Assignments with due dates falling between the start and end dates for the term (or time period) you select will appear in the Scoresheet.
- Filtering by Category – The category menu will allow you to choose to limit the display of assignments to one category. The default display is ALL. Open the pop-up Category menu to see all of the categories you have created. Filtering by categories is one way to get a sense of how students are doing on that type of assignment.
- Filter by Students – You can filter your spreadsheet to show only students who are active in the class, those who have dropped the class. The spreadsheet defaults to active students.

Note: When you have a filter in place on your spreadsheet, and are ready to switch between classes, the filter will carry over to the next class you view so that you see the same term, category and group of students (active vs. dropped).

Assignment Statistics

PowerTeacher gradebook provides you with tools to view trends and to analyze your students' scores mathematically. Assignment statistics provide information on each assignment you enter into the gradebook.

To view the Statistics Summary, do the following:

1. Click the **Summary** button in the lower left corner of the Scoresheet to see the mean, median, and mode values for each assignment.
 - The *mean* is the mathematical average of the scores you entered.
 - The *median* represents the middle of all values: one-half of the scores will be above this number and one-half will be below it.
 - The *mode* indicates the most common value.

How can assignment statistics help you?

All of these values are indicators of how well your students did on the assignment. If any one of them is unexpectedly low, it may be that students need additional practice on the skills and concepts being assessed, or the assessment needs to be revised.

So, how can this information help you to better analyze your students' results on an assignment? Below are three examples.

Here are scores from a Vocabulary and Spelling test.

			Spelling-Vocab ...
			02/28/2007
			pts: 100
Student	Final Grade (Q4)		
Bailey, Jenilyn	C-	72%	72
Bevan, Adam	F	56%	56
Brito, Jordan	A-	95%	95
Bushman, Joshua	B	84%	84
Emch, Felicia	D+	67%	67
Gilbert, Isaac	B-	80%	80
Kakac, Brittney	C+	78%	78
Kern, Jennifer	D	64%	64
Krsnak, Jordan	C	75%	75
Leftbear, Joseph	C+	78%	78
Mai, Lee	D	65%	65
Montplaisir, Aaron	F	35%	35
Nuffer, Brandon	D-	62%	62
Nyberg, Lucas	C	74%	74
Odney, Ian	B	84%	84
Olsgaard, Nicholas	B-	81%	81
Smith, Kade	A	99%	99
Willis, David	C-	70%	70
Wright, Audrey	C+	78%	78
Wright, Jennifer	D-	60%	60
mean			72.8
median			75
mode			78
Summary			
New Assignment		Delete Assignment	

This is a “normal distribution” of scores because most of the scores are clustered around the mean, with fewer scores at the extremes.

- Mean (average score) is 72.8 – which is a C.
- Median is 75 – there are ten scores 75 or higher and ten scores with a value below 75.
- Mode is 78 – there are three 78s, but no more than two for any other value. In the case where there is a tie between most common values, the Mode cell will be empty.

Example 2: Struggling Students

It is possible to have the average grade for the class be a C while having the spread of scores much wider. This indicates that while some students are doing very well, more may be struggling. Look at these scores on the Vocabulary and Spelling test.

Student	Final Grade (Q4)	Spelling-Vocab ... 02/28/2007 pts: 100
Bailey, Jenilyn	A 100%	100
Bevan, Adam	A 100%	100
Brito, Jordan	A 100%	100
Bushman, Joshua	B- 80%	80
Emch, Felicia	F 57%	57
Gilbert, Isaac	A- 90%	90
Kakac, Brittney	A 98%	98
Kern, Jennifer	B- 82%	82
Krsnak, Jordan	D 65%	65
Leftbear, Joseph	C+ 78%	78
Maj, Lee	B 86%	86
Montplaisir, Aaron	F 20%	20
Nuffer, Brandon	F 56%	56
Nyberg, Lucas	D 64%	64
Odney, Ian	B 84%	84
Olsgaard, Nicholas	A 100%	100
Smith, Kade	F 24%	24
Willis, David	C- 70%	70
Wright, Audrey	D+ 68%	68
Wright, Jennifer	D- 60%	60
mean		74.1
median		80
mode		100

- Mean is 74.1 – which is a C
- Median is 80 - because half of the students received scores of 80 and above
- Mode is 100 - four students got a score of 100 on the test

How is this different from the “normal distribution” scores in Example 1? How can you analyze this information to determine if your students are doing well or doing poorly?

If you only looked at the mode value, you might think that students were doing very well. However, the median is 80, higher than the Example 1 scores. When the median is several points higher than the mean, then the half of scores below the median must be very low to drag the mean down significantly. In this case, the implication is that half of the students mastered the material covered in the assignment, but the other half did not.

Example 3: Retaking the Quiz

If you decide to work with the students in peer groups to help improve their Vocabulary and Spelling Quiz scores, how would you know if their scores improved? How would you be able to analyze whether this was a valid teaching method? Below are scores for the students after re-taking the quiz.

Student	Final Grade (Q4)	Spelling-Vocab ... 02/28/2007 pts: 100
Bailey, Jenilyn	A 100%	100
Bevan, Adam	A 100%	100
Brito, Jordan	A 100%	100
Bushman, Joshua	B- 80%	80
Emch, Felicia	C 75%	75
Gilbert, Isaac	A- 90%	90
Kakac, Brittney	A 98%	98
Kern, Jennifer	B- 82%	82
Krsnak, Jordan	D 65%	65
Leftbear, Joseph	C+ 78%	78
Mai, Lee	B 86%	86
Montplaisir, Aaron	C 76%	76
Nuffer, Brandon	C- 70%	70
Nyberg, Lucas	D+ 68%	68
Odney, Ian	B- 80%	80
Olsgaard, Nicholas	A 100%	100
Smith, Kade	C+ 78%	78
Willis, David	C- 70%	70
Wright, Audrey	C+ 78%	78
Wright, Jennifer	C- 72%	72
mean		82.3
median		80
mode		100

In this example, all twenty of the scores lie in a “passing” distribution.

- Mean is 82.6 - higher than in either of the other two examples because there are fewer D and F scores, indicating that there is a narrower range of scores.
- Median is 80 - because half of the students received scores of 80 and above
- Mode is 100 - four students got a score of 100 on the test

Score distributions like this demonstrate that there is not a subgroup of students who are struggling, but that everyone is somewhat successful on the assignment.

Hands-On Activity

1. Explore the filtering options available on the Scoresheet. How will these tools help you analyze your student's progress in your course?

2. Explore the Summary Statistics area on the Scoresheet. How will this information help you analyze your student's progress in your course?

PowerTeacher Gradebook Reports

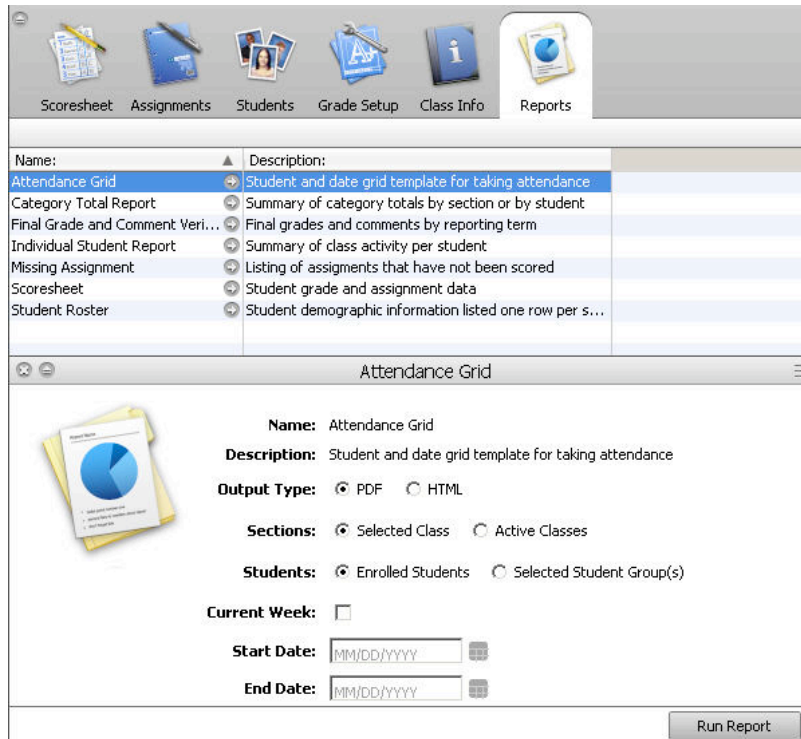
The reports available through PowerTeacher gradebook allow you to have a paper or electronic copy of information to show the principal or a parent. There are seven types of reports available, and they can be presented in three output types:

- PDF – a cross-platform file that can be read and printed by Adobe Acrobat Reader or Preview on a Mac or PC.
- HTML – a file that can be read by a browser such as Internet Explorer, Firefox, or Safari.
- Text Export (csv) – a text file consisting of the data, separated by commas. This file can be opened with Excel or another spreadsheet software application.

To use the available reports, follow these steps:

1. Click the **Reports** tab.
2. Click the type of report you would like to view.
 - **Attendance Grid Report** – can be used to take attendance at field trips or other out-of-classroom events. It can also be used as a convenient roster for note-taking during student presentations, or to track class participation.
 - **Category Total Report** – a summation of the assignment category totals for each reporting term. It can be grouped by student and class. This report shows graphs for assignment count and average score per category.
 - **Final Grade and Comment Verification** – a report showing final grades and teacher comments for students grouped first by section, then by term.
 - **Individual Student Report** – a report that lists section scores by assignment, and the final grade for each reporting term, listed in a one page per student layout.
 - **Missing Assignment** – a report that lists assignments that are missing per assignment or per student. The output for this report can be in PDF, HTML, or CSV formats.
 - **Scoresheet** – allows you to view final grades for all reporting terms, and assignments that are within a specific date range, for all students.

- **Student Roster** – a report that allows you to specify which columns of student data to list on the report, and in what order, each time the report is run.
3. Options for configuring the report appear in the lower pane.



4. Click the Output Option you would like (PDF, HTML, or CSV).
5. Select the appropriate sections, students, and date range for the report.
6. Click the **Run Report** button in the lower right corner of the screen.
7. The report will be saved in the file type and location you choose on your computer.

Hands-On Activity

1. Working in pairs or small groups, look at the different types of reports. Create a report as a PDF, HTML, and Export (CSV) file so you can view the different output options.

2. Write some possible uses for each report in the following table. This will help you use the information from PowerTeacher more effectively.

Report Name	Possible Uses
Attendance Grid	
Category Total Report	
Final Grade and Comment Verification	
Individual Student Report	
Missing Assignment	
Spreadsheet	
Student Roster	

School Reports

Your school determines what reports can be printed from the PowerTeacher Start Page. These reports may include form letters, progress reports, and report cards. For information about what custom reports your school has created, see your PowerSchool administrator.

1. Click the **printer icon** next to the name of the class for which you want to print a school-created report on the PowerTeacher Start Page.

Print Class Reports

Which report would you like to print? Class Attendance Audit

For which students? The 20 students in this class.

Test print? Print only the first 2 pages.

Watermark Text Private

Watermark Mode Watermark

When to print ASAP

[Submit](#)

2. Click the desired report from the "Which report would you like to print?" menu.
3. Check **Test print?** to verify the report before printing.
4. Use the Watermark Text pop-up menu to if you would like to print "Confidential," "Draft," or another word in a faint color on the report.
5. If you want the report to print right away, leave the When to print menu at the default, ASAP. Otherwise, enter a date and time in the boxes provided.
6. Click **Submit**.
7. When you run a report in PowerTeacher, the Report Queue - My Jobs page appears. Verify the status of your report. If your report is still running, click the word Refresh in blue in the upper left corner of the screen to update the queue. Do not click your browser's Refresh button.

Report Queue - My Jobs [Refresh](#)

Created	Job Name	Started	Ended	Status
02/22/2007	Class Attendance Audit	02/22/2007 12:22 PM	02/22/2007 12:22 PM	Completed
02/22/2007	Class Attendance Audit	02/22/2007 6:21 AM	02/22/2007 6:21 AM	Completed

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.

If a job is running or is waiting to be run, you can cancel it by clicking the red cancel icon. You can also cancel a job on the Job Detail page. Note: If you cancel a running job, depending on its complexity, it may not be immediately marked as canceled, but will eventually respond to the cancel request.

Completed and canceled jobs will automatically be deleted after 90 days. Click on the trash can icon to immediately delete an individual job, or you can delete all completed or canceled jobs.

8. When your report shows that it has been Completed in the Status column, click **Completed** to view the report.
9. To print the report, click the **File** menu, then **Print** from the application you used to view the report.

Student Information

There are two sources of student information in PowerTeacher. The first source is in the Students tab in PowerTeacher gradebook. More comprehensive information is available via the PowerTeacher Start Page. Both sources are described below.

Using the Students Tab

1. Select a class.
2. Click the **Students** Tab, then click on the name of one of the students.
3. Click the **arrow** button next to each student's name. The student's demographic information and picture appear in a new pane in the lower section of the screen.
 - Click the icons at the top of the demographic information pane to view alert information about the student. Click **OK** to close the Alert window.
 - Click one of the phone numbers in blue to enlarge it. The large phone number is easier to read while using your phone at a distance from your desk. Click away from the number to make the number disappear.
 - Click on the email address to copy the address into an email message to the guardian.



Using the Backpack Icon

The PowerTeacher Student pages provide information about each student enrolled in your classes. All of the student pages are accessed in a similar manner.

1. On the PowerTeacher start page, click the backpack icon next to the class information you would like to view.
2. Click a student's name in the list on the left side of the page. Your default student page appears for the student you selected. At the bottom of the list of students, your other classes will be listed. You can switch class lists by clicking a different class name.
3. At the top of the student screen is individual student information.
 - Student Name
 - Student Grade Level

- Student ID Number
- School
- Symbols – Not all symbols will be used for every student, but many students will have at least one. Click the symbol to see details of the alert information.

Medical Caduceus – Medical Alert – For example: The student is diabetic.

Silhouette – Parent Alert – For example: The student may not leave school grounds with a parent.

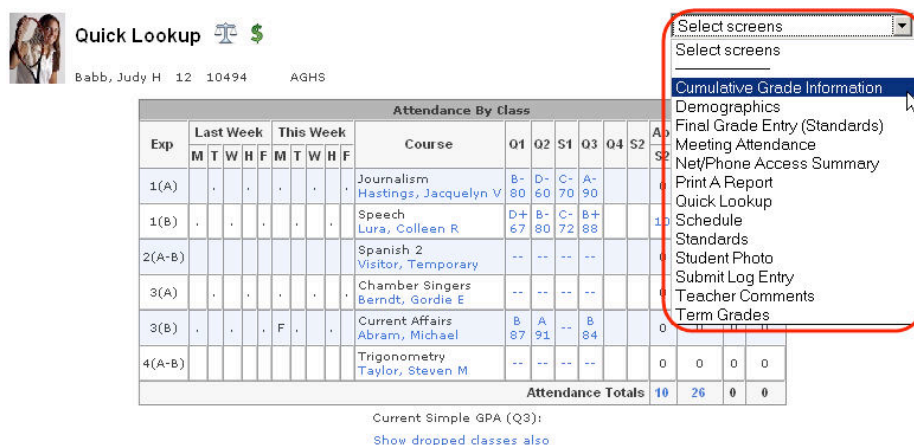
Scales – Discipline Alert – For example: The student is prone to fighting.

Dollar Sign – Fee Alert – For example: The student owes money for lunch.

Candle – Birthday Alert, Today is the student’s birthday.

Warning Triangle – Other Alert, a miscellaneous alert that can be used for any purpose as determined by the school.

4. To view other student information, choose a student page from the Select Screens pop-up menu.



The table below contains a description of each of the screens available in PowerTeacher.

Student Page	Description	Notes
Cumulative Grade Information	Displays the student's GPA and class rank information. Your school decides what information appears on this page.	
Demographics	Displays the student's basic demographic information. It also contains an email link to the parent/guardian to make it easier for you to contact the student's guardian.	

Final Grade Entry (Standards)	Use this page to enter final grades and comments for specific standards for the student. Your school decides if you use this page and what standards appear on the page.
Meeting Attendance	Displays the student's attendance record for every course in which he or she is currently enrolled and for the entire term.
Net/Phone Access Summary	Displays a summary of the number of times that the parents and student have accessed PowerSchool via the Internet or by phone, if applicable.
Print a Report	Use this page to select a school-created report to print for the student.
Quick Lookup	This is the default student page. Displays a summary of the student's current grades and attendance for each course in which he or she is currently enrolled. Clicking the blue text will link you to more information.
Schedule	Displays the student's current class schedule.
Standards	Use this page to view the student's progress on specific standards outlined by your state, district, and school.
Student Photo	Displays the student's photo, if your school has added student photos.
Submit Log Entry	Use this page to submit a student discipline log entry.
Teacher Comments	Displays the notes created by each teacher for parents to see. Use this page to enter or edit a parent note you submitted.
Term Grades	Displays the student's grades for each class as they were stored and reported on his or her report cards during the current year.

Entering Teacher Comments

You can enter comments on the student's overall performance in your course. These comments can be viewed by parents or guardians and students in PowerSchool Parent Access and on report cards.

1. Click the backpack icon on the PowerTeacher start page, then click the student's last name.
2. From the Select Screens menu, click **Teacher Comments**.
3. Click the blue **Edit** link next to the class to which you would like to add comments.
4. A school comment bank may be available for your use. You can click the comment in the bank, and click the arrow to move the comment to the Comment box.

Modify Comment  

Select screens 

Babb, Judy H 12 10494 AGHS

Enter or modify the teacher comment for this student below. NOTE: If you are using PowerGrade to record comments, changes below will be overwritten the next time your gradebook is saved.
Course: Current Affairs
Expression: 3(B)
Comment Bank:

[01] - Needs to be prepared with assigned materials and tools.
[02] - Accepts responsibility for own actions.
[03] - Demonstrates leadership qualities.
[04] - Frequent absence from class has impacted grade.
[05] - Is working hard and is making progress.
[06] - Participates enthusiastically.

Comment:
Judy works hard in this class most of the time. She demonstrates critical thinking skills, but needs to participate more in class.








Submit

5. Additionally, you can type your own comment into the Comment box.
6. When you have finished adding comments, click **Submit**.


Discipline

You can use PowerTeacher to report discipline issues in your classroom to your school administrator. Use the Student Log Entry page to enter this information.

1. On the Start Page click the backpack, then click the student's last name.
2. From the Select Screens menu, click **Submit Log Entry**.

 **Submit Log Entry**      

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Select screens 

Date: 2/22/2007
Subject: Fighting
Log Entry: Judy punched Breanna Laughter. Breanna was teasing Judy, and Judy got upset.

Submit

3. Enter a subject for the log entry, then type a description of the incident that occurred.
4. Click **Submit**. This action sends the information to the discipline administrator at your school.

Hands-On Activities

1. Click through each of the Student Information screens to view the information that is available for each student.
2. Enter a Teacher Comment for two students in one of your classes.
3. Add a Discipline Log Entry for two students who had a discipline problem in your classroom.

PowerSchool Parent Access

PowerSchool’s Parent Access provides parents or guardians round-the-clock access to real-time information about their child’s attendance and grades. It also provides a means for teachers to communicate with parents or guardians about class events and assignments, and ways they can help their child at home. Parents or guardians can contact teachers via email – teachers’ addresses are linked right on the front page. They can also elect to receive periodic emails with attendance and grade updates, if that method is easier for them than going to the site.

Getting Started

After your school decides to allow access to Parent Access, the necessary information will be communicated to parents or guardians regarding how to log on to Parent Access, as well as information about usernames and passwords. To log on to Parent Access, parents need the following information from the PowerSchool administrator:

- Address of the PowerSchool server
- Their username and password

Log on to Parent Access

1. Open a web browser, such as Safari, Netscape Navigator, or Internet Explorer, and enter the address of your PowerSchool server followed by /public in the browser address bar.
2. Enter a username and password.
3. Click **Enter**.

Once they have successfully logged in to the Parent Access, parents see the Start Page. Parents of high school and elementary students see identical layouts and identical functionality.

The screenshot shows the PowerSchool Parent Access interface. At the top, it displays the user's name 'Babb, Judy H, 12' and the school 'Apple Grove High School - Apple Grove School District'. A navigation menu includes icons for Grades and Attendance, Grades History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, Balance, and My Calendars. The main content area is titled 'Grades and Attendance' and features a table for 'Attendance By Class'.

Exp	Last Week					This Week					Course	01	02	S1	03	04	S2	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F									
1(A)	Journalism Hastings, Jacquelyn V	B- 80	D- 60	C- 70	A- 90			0	0
1(B)	Speech Lark, Colleen R	D+ 67	B- 80	C- 72	B+ 88			10	0
2(A-B)											Spanish 2 Visitor, Temporary	---	---	---	---			0	0
3(A)	Chamber Singers Bennett, Gordie E	---	---	---	---			0	0
3(B)	Current Affairs Abram, Michael	B 87	A 91	---	B 84			0	0
4(A-B)											Trigonometry Taylor, Steven M	---	---	---	---			0	0
Attendance Totals																	10	0	

Current Simple GPA (Q3):
Show dropped classes also

Legend
Attendance Codes: Blank=Present | HD=Half Day | A=Absent | T=Tardy | P=Parent Excused | U=Unexcused |
MED=Medical | S=School Excused | I=In School Suspension | O=Out of School Suspension | X=Truant | V=Vacation |
F=Field Trip

The Parents' View of PowerSchool

Parents can obtain grades and assignment information from two areas in PowerSchool, the Grades and Attendance page and the Grades History and Attendance History page.

The **Grades and Attendance** page provides parents with a list of the student's current courses, grades, and attendance for each class.

- Attendance is provided in two locations on this page – on the left is the current two-week period, and on the right is the school year running total. The student's attendance is marked on the left for Last Week and This Week. A list of attendance codes appears at the bottom of the page. This page also provides parents with an accurate running count of absences and tardies from each class in which the student is enrolled, as well as an attendance total. Clicking the number of absences or tardies displays the dates of the absences or tardies.
- Current or historical grades for each course in which the student is enrolled are listed next to the course name on the Grades and Attendance page. Clicking the grade displays assignment information. This feature helps parents know how the student is performing throughout the term and helps prevent their getting a surprise when report cards come home. Parents can see when assignments are due and whether students are falling behind in their work. Clicking the name of the assignment will provide the parent with a description of the assignment. If assignment scores display in blue, clicking the score will show parents the score comment. There is a note to parents indicating that the student's final grade may include assignments you have created but not yet published.

Babb, Judy H, 12
Apple Grove High School - Apple Grove School District Logout

PowerSchool

Grades and Grades Attendance History | Attendance History | Email Notification | Teacher Comments | School Bulletin Registration | Class Balance | My Calendars

Class Score Detail

Course	Teacher	Expression	Final Grade ¹
Current Affairs	Abram, Michael	3(B)	B 84%

Teacher Comments:
Section Description:

Due Date	Category	Assignment	Score	%	Grd
02/05/2007	HW	Sec 1	9/10	90	A-
02/07/2007	QUIZ	quiz	10/10	100	A
02/08/2007	TEST	test	EX/100		

Grades last updated on 2/7/2007

^ - Score is exempt from final grade, * - Assignment is not included in final grade

¹ - This final grade may include assignments that are not yet published by the teacher. It may also be a result of special weighting used by the teacher.

Print Page

- If your school enters teacher email addresses in PowerSchool, parents can email teachers by clicking the teacher's name.

The **Grades History and Attendance History** page displays past grade and attendance information.

- Grade History displays students grades from previous semesters in their courses for the current school year.
- Attendance History displays the student's attendance for an entire term. This page is similar to the attendance pages in PowerSchool, except that it is Read Only; parents cannot take or change attendance or make any other changes in the page.

School, Teacher, and Parent Communication

Parents can keep track of upcoming school events, fee balances, and can communicate with teachers through PowerSchool Parent Access.

School to Parent Communication

Using PowerSchool Parent Access, parents can view the School Bulletin, help students register for classes, and check fee balances. Overall, these activities facilitate the flow of information between the school and the parent.

- The School Bulletin displays the public version of daily announcements. Parents have the opportunity to read about upcoming events, school announcements, and new opportunities that affect their student. As a result, parents don't have to rely entirely on their child's bringing the information home.
- Class Registration allows parents to help students select courses for upcoming terms. Often, work schedules prevent parents from coming to school and assisting students with schedules for next school year. The Class Registration icon is made available to students and parents during class registration. Parents and students can access this information at home at a convenient time and discuss appropriate course choice for the student. Many schools have students make their initial selections on this page.
- On the Balance page, parents can view fees that are due for a student. The Balance page displays a summary of the fees due to the school for student lunches, activities, overdue library books, course fees, enrollment fees, etc.

Teacher to Parent Communication

Parents and Teachers can use PowerSchool Parent Access as a communication tool.

- The easiest method for parents to communicate with teachers is to click the teacher's name on the start page of PowerSchool Parent Access and send the teacher an email.
- Parents can read teacher comments about their student by clicking the Teacher Comment icon. The teacher comments reflect the student's performance in the class as a whole, not on a specific assignment or test.

Staying Connected: Subscriptions and Email

Parents can register to receive updated information by email .

- Email Notification - Parents can keep in touch with their child's class progress and upcoming school events by registering to receive Email Notifications. Most of the information parents will receive with the Email Notification is available in other locations on the Parent Access site, but it is often easier for parents to receive information via email rather than visiting the site. This information is automatically sent from PowerSchool to the requested email addresses according to the schedule the parent chooses.
- My Calendars - Parents and students can subscribe to a teacher's or the school's published calendar using the My Calendars feature. This feature can be used with Macs or PCs with any electronic calendaring software that uses the iCalendar standard. As part of the subscription process, parents can name the calendar and determine how often it is refreshed. Once the parent has subscribed, the class calendar shows up in the list of calendars to which he or she has previously subscribed or has created. Parents can also subscribe to the school's published calendar so that daily bulletin items will display in their calendaring software.

Hands-On Activity

Browse pages in PowerSchool Parent Access to familiarize yourself with the information available to parents.