

# PowerTeacher Gradebook: Getting Started Quick Reference Card

## PowerTeacher Gradebook: Getting Started

PowerTeacher Gradebook is a powerful tool for teachers. Teachers can use the gradebook to access student information, create and copy assignments across similar classes, record assignment scores, access mean, median, and mode scores for assignments, communicate with students and parents, and much more.

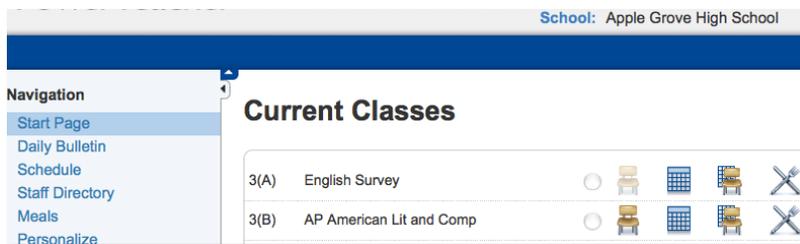
## Launching the Gradebook

Use the new gradebook launch method to avoid Java updates. After you complete the installation steps for the Gradebook application, you can choose to launch the gradebook from PowerTeacher or from an icon on your desktop.

## Launching from PowerTeacher

To access PowerTeacher Gradebook, begin by signing in to PowerTeacher.

1. Navigate to your PowerTeacher server address
2. Enter the username and password assigned to you by your PowerSchool administrator and click **Sign In**



3. You can navigate to different schools in PowerTeacher if you are affiliated with more than one school in the district

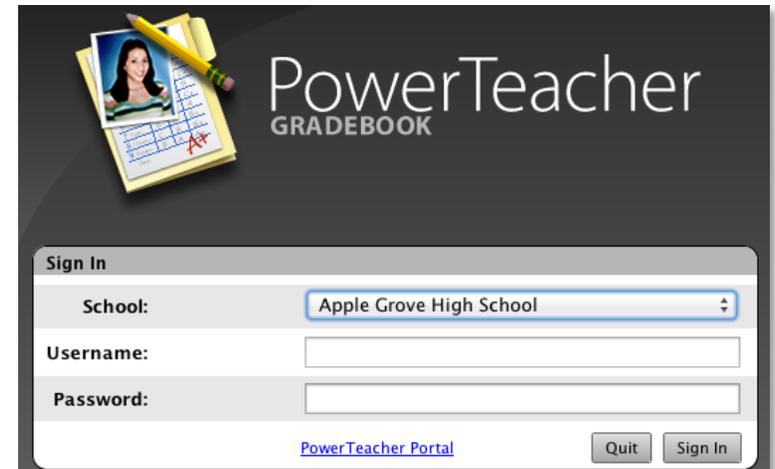
4. In the navigation menu, click **Launch**

If you have not run the installer prior to this session, click **Installer** and follow the on-screen instructions before trying to launch the gradebook.

## Launching from the Desktop

To access PowerTeacher Gradebook using the desktop shortcut, complete the following steps.

1. On your local machine, double-click **Gradebook Login**



2. Choose a different school, if needed
3. Enter your username and password
4. Click **Sign In**

If an error appears instead of the gradebook, verify that you have completed all of the installation steps by clicking **Installer** and reviewing the required steps.

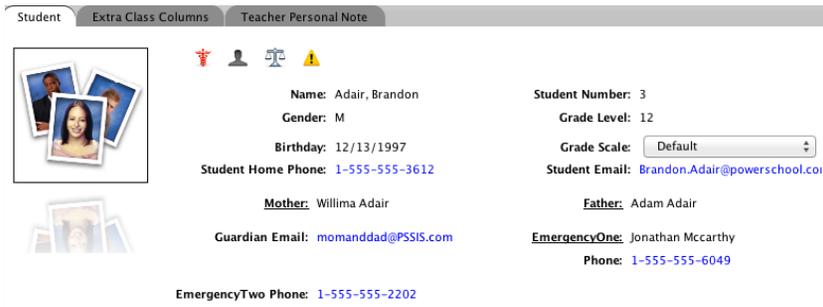
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## Accessing Student Information

Although you can access student information in PowerTeacher, the gradebook contains additional student information, such as the grade scale by which you grade each student and any personal notes you write about students. To access a student's information in the gradebook:

1. In the Classes pane, select a section
2. Click **Student Info**, then double-click the name of a student

On the student's information pane, notice several icons near the top of the pane. The icons alert you to important things you need to know about your student, like medical conditions, family situations, or disciplinary considerations. Click each alert icon to learn more about your student.



3. Click any of the phone number links to enlarge the number
4. Send an email to a parent by clicking the Guardian Email link, selecting **Email**, and completing the email message

Alternatively, click the Guardian Email link, select **Copy** to copy the email address, and then paste the address into your email program.

5. Click **Grade Scale** to change the student's Grade Scale  
Apply either the default scale or a custom grade scale to the selected student.

6. Use the Extra Class Columns tab to record data for columns you personalize in your gradebook

The columns listed reflect the custom columns you create, except for the Preferred Name field. Learn more about the custom columns in the next section.

7. Use the Preferred Name column to record the name that the student prefers to be called

For example, a student named Elizabeth may prefer to be called Liz.

8. Use the Teacher Personal Note tab to record private information to which only you have access

## Personalizing Class Columns

Personalize student information using the extra class columns. Edit or create columns to record book numbers, locker numbers, lab partners, or emergency contacts for each of your students. There is no limit to the number of extra class columns you can create.

1. In the upper part of the pane, click **Extra Class Columns**
2. Select an existing column and click **Edit**

Click **Add** to add a new column.

3. Enter a column name and description
4. Click **OK > Close**
5. Enter information for several students

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6. Click and drag the column headings to rearrange the columns

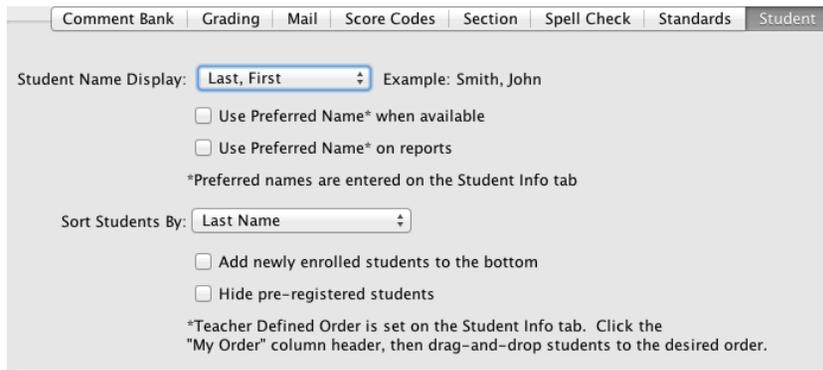
Click column headings to change the sort order of the students.

7. Click **Save**

## Changing Student Display Settings

Use Preferences to format how students appear on your Scoresheet. For example, display preferred names for students on the Scoresheet.

1. Open the Tools menu (Windows) or the PowerTeacher Gradebook menu (Mac), and select **Preferences**
2. Click **Student**



3. From the Student Name Display menu, choose how the student's complete name will appear
4. Check **Use Preferred Name\* when available**

If the student does not have a preferred name, his or her full name will appear.

5. Check **Use Preferred Name\* on reports** to print the preferred name

6. Use the Sort Students By menu to change the default sort order of your students
7. Click **OK**

## Adding Class Content

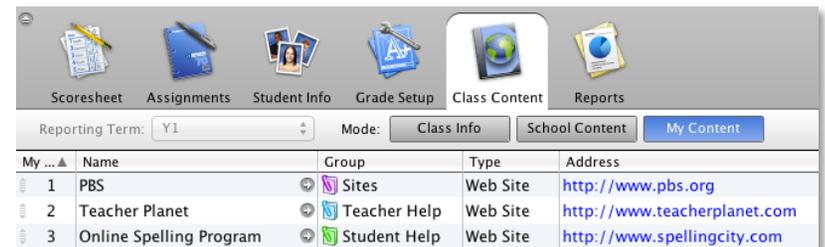
The Class Content pane contains three modes: Class Info, School Content, and My Content. You can view and edit basic class information for the selected class in Class Info mode. The content modes contain links to websites and resources on the web. Your PowerTeacher administrator provides resources in School Content. Add online resources you would like to use in My Content mode.

## Adding a Link to Your Content

1. Click **Class Content > My Content**
2. Below the list, click the **+** sign
3. Enter the name and address of the website
4. Choose a content type and group

Web Site is the default content type. If you're linking to a document that resides on your district server, select PDF or Word Doc to match.

5. Enter a description of the resource
6. Click **Save**, and the link will appear on the My Content page



7. Click the **+** sign again to add another resource

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## Adding a Link to Your Class Description

1. In the Classes pane, select a section
2. Click **Class Content > Class Info**
3. Enter a description
4. Click **+ link**
5. Select the link you wish to add, then click **OK**
6. Make changes to the description, if needed, and click **Save**

The class description and any links you have added are visible in the PowerSchool Student and Parent Portals. Students and parents can click the links to access the website or other online resources.

## Changing the Name of One Section as It Appears in the Classes Pane

1. Select a section
2. Click **Class Content > Class Info**
3. For Custom Display Name, enter a new name
4. Click **Save**

## Displaying the New Class Section Name in Your List of Sections

1. From the Tools menu (Windows) or the PowerTeacher Gradebook menu (Mac), select **Preferences**
2. Click **Section**
3. Select **Custom Display Name > OK**

## Creating Categories

To save you time, the gradebook contains four pre-defined categories: Homework, Project, Quiz, and Test. You can access these categories, and any you create, in each class you teach. To create a new category:

1. From the Tools menu, select **Categories**
2. In the lower-left corner, click **+**
3. Give the category a name, abbreviation, and a default number of points possible for each assignment created in the category
4. Choose a color, score type, and publish assignment option

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5. Check **Include in Final Grade**, if appropriate, and add a description

Category

Name: Teamwork

Abbreviation: TW

Color: Olive

These options will be applied as defaults to any new assignments when created for this category.

Points Possible: 10

Extra Points: 0

Score Type: Letter Grade

Include in Final Grade:

Publish Assignment: Immediately

On Date: MM/dd/yyyy

Days Before Due: 0

Publish Scores:

Description:  
For each teamwork activity

6. Click **Close** to save the categories you created or modified

To add another category, click **+**. Click **-** to delete the selected category. To edit an existing category, select it, change any of the values, and click **Close**.

## Entering Assignments

You can add assignments to the gradebook anytime during the school year, as well as copy assignments from a previous school year or term. To create an assignment in the gradebook:

1. Click **Assignments**, and below the Assignment list, click **+**
2. Enter a name, abbreviation, category, and score type
3. Enter a number of points possible, any extra points, weight, and date due
4. Check **Include in Final Grade**, unless the assignment is a draft or non-graded activity
5. Add a description so students and parents can view what is required for the assignment

Assignment Publish Standards

Name: Poetry Book

Abbreviation: Poetry Book

Category: Project

Score Type: Points

Points Possible: 100

Extra Points: 0

Max: 100

Weight: 1.00

Date Due: 09/13/2014

Include in Final Grade:

Description:  
[+ link](#)

6. Click the Publish tab
7. Choose to publish the assignment immediately, on a specific date, on a number of days before it is due, on the due date, or never
8. Check **Publish Scores** to show scores in the PowerSchool Student and Parent Portals
9. Click the Standards tab
10. If standards are associated with this class, select the standards aligned to this assignment

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11. Click **Save**

The assignment will appear in the assignment list as well as in the Scoresheet.

## Copying Assignments

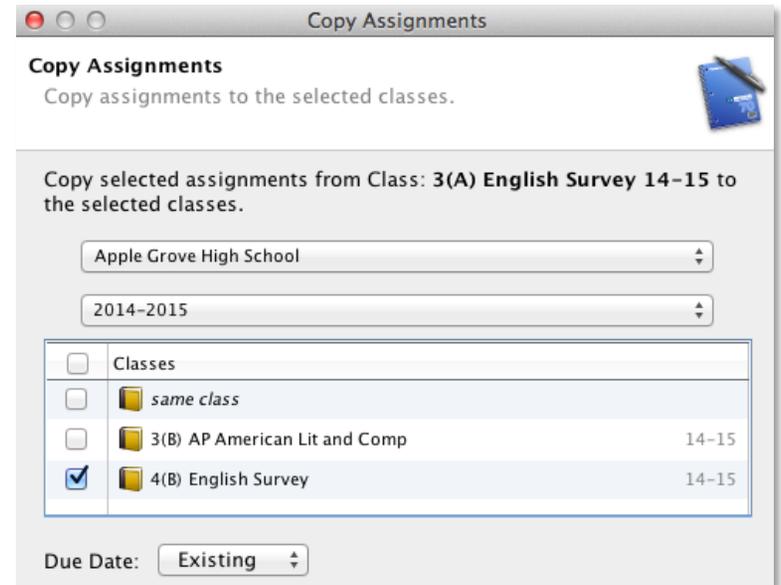
You can copy assignments from one class to another, from one school to another when you teach at different schools, and from current or previous terms. Use the Current Classes menu in the Classes pane to select previous classes. Select to copy one assignment, several assignments, or all assignments.

1. Select the class that contains the assignment(s) you want to copy
2. From the Tools menu, select **Copy Assignments**
3. Check the assignments you want to copy, and click **Next**
4. The Copy Assignments window defaults to the current term, but you can also choose previous or future school years

If you teach classes at different schools, you will have an additional menu for school. Choose the school where you teach your other classes.

5. Check the class or classes to which you want to copy the assignments

6. Choose to keep the existing due date, assign today's date, or enter a custom date



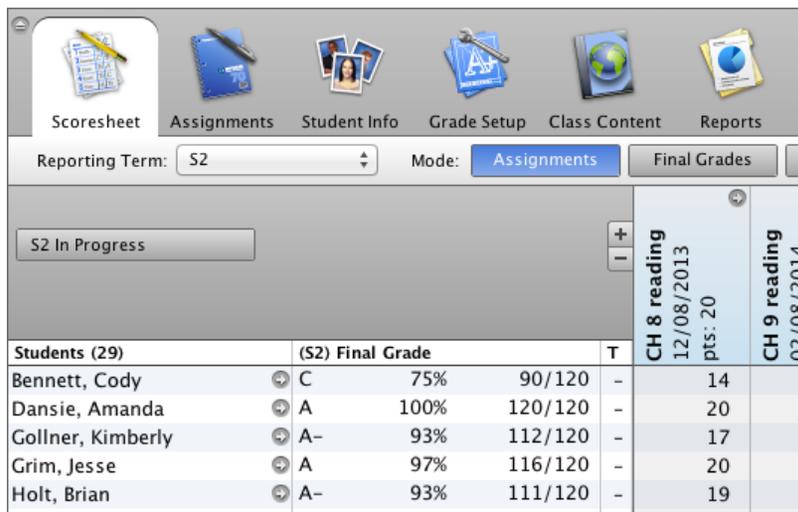
7. Click **OK**

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## Entering Scores

When entering scores, make sure to use the type of score that you set up when you created the assignment: numbers for points and percentages or letters for letter grades. Enter scores manually or use the quick-entry method.

1. Click **Scoresheet**, and click the cell that is the intersection of the row containing the student's name and the column of the assignment
2. Enter the score, such as 25 or **A**
3. Press **Enter** to advance to the next student or **Tab** to advance to the next assignment
4. When you are finished entering scores, click **Save**



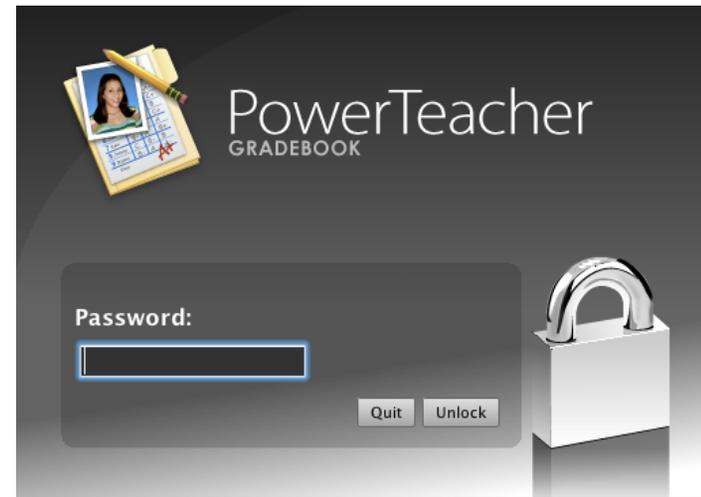
The screenshot shows the PowerTeacher Gradebook interface. At the top, there are navigation tabs: Scoresheet, Assignments, Student Info, Grade Setup, Class Content, and Reports. Below these, there are dropdown menus for Reporting Term (S2) and Mode (Assignments). A table displays student data for the current assignment.

Students (29)	(S2) Final Grade	T	CH 8 reading 12/08/2013 pts: 20	CH 9 reading 02/08/2014
Bennett, Cody	C 75%	90/120	-	14
Dansie, Amanda	A 100%	120/120	-	20
Gollner, Kimberly	A- 93%	112/120	-	17
Grim, Jesse	A 97%	116/120	-	20
Holt, Brian	A- 93%	111/120	-	19

## Locking the Gradebook

When you're ready to end your PowerTeacher Gradebook session, sign out and close the gradebook. If you're in the middle of a task and don't want to end your session, lock the gradebook. To keep your information secure, lock your gradebook two different ways:

1. Use the keyboard shortcut **CTRL-L** (Windows) or **Command-L** (Mac), or navigate to the File menu, and select **Lock Gradebook**



2. The lock screen appears, covering the entire gradebook and keeping student information private
3. If you want to unlock the gradebook, enter the same password you use to sign in to PowerTeacher, and click **Unlock**