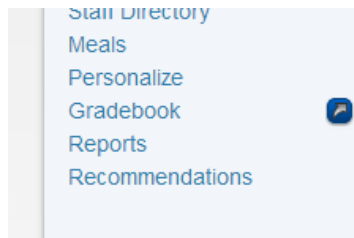


Enter Standards Grades and Comments in PowerTeacher Gradebook

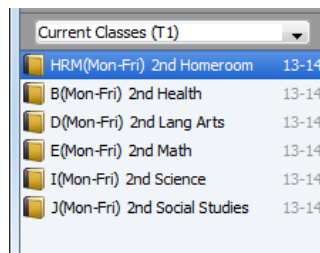
Introduction

The following applies currently to Grades K-4. Teachers in 5-8 use a different method for standards and comments.

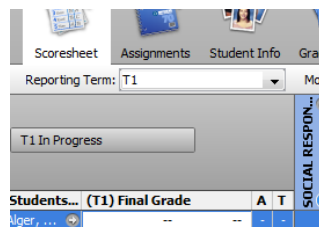
1. Launch Gradebook by logging into PowerTeacher and selecting GradeBook from the left hand menu.



2. After entering the gradebook you started entering comments and standards by first selecting the class you would like to edit.

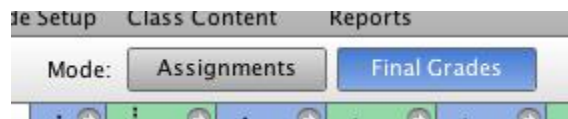


Remember to make sure you are in the correct term before starting this process!!!

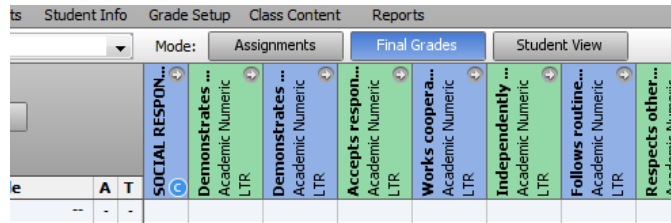


Accessing the standards final grade mode

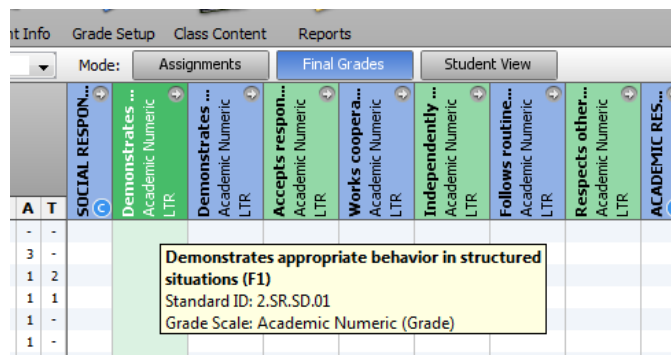
In Scoresheet, switch to "Final Grades" mode by clicking the "Final Grades" button:



The standards available to you will be visible in the Scoresheet:



Hold your mouse pointer over a standard to read the full description:

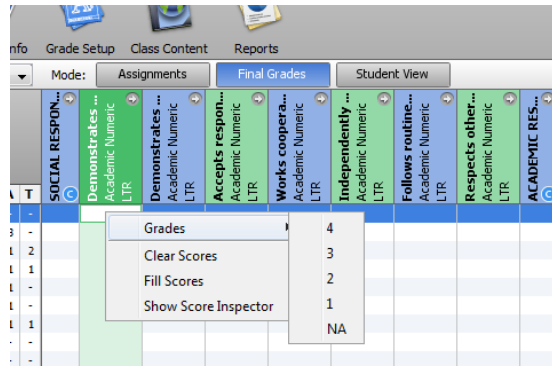


Or you can click the small right-pointing arrow to open the full standard description pane at the bottom of the scoresheet window.

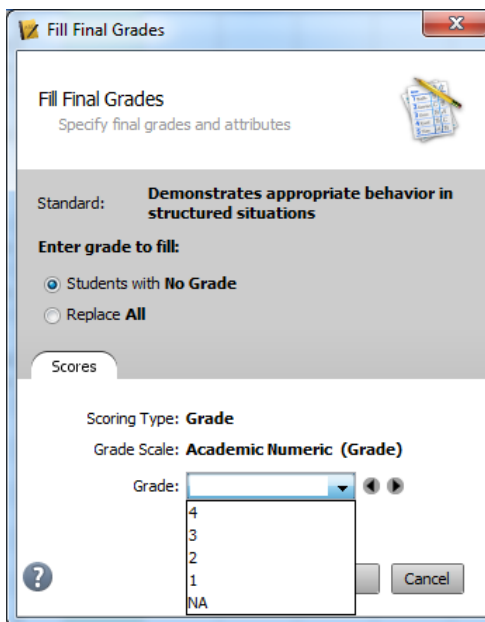
Entering Standards Grades:

There are three ways you can enter standards grades:

1. Click in the appropriate cell and type the desired value (4/3/2/1/NA).
2. Control-Click (or right-click if you are using a two-button mouse) in the appropriate cell and select the grade:



3. You can mass fill scores or comments either by selecting "Fill Scores" from the Control-click menu or from the "Tools" menu, then entering the grade to fill:



Be sure to specify whether you want to fill scores for all students or just those with no grade.

IMPORTANT: There is no "undo", but you can click "Revert", which will undo not only your mass fill, but also any changes you have made since the last time you saved. Be careful!

4. No matter how you enter grades, be sure to click "Save" often. Only by clicking "Save" will your grades be saved to the server.

Entering Comments

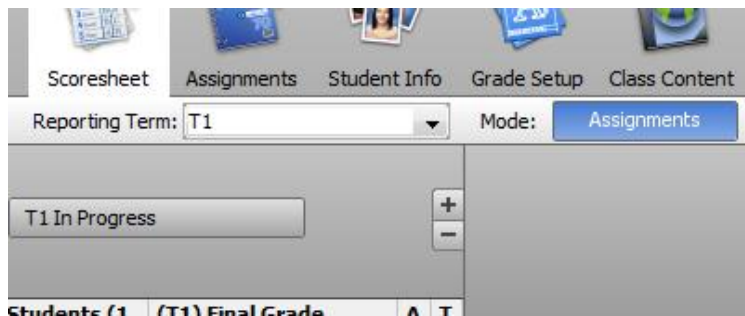
When entering comments there are 4 items to remember:

1. There are several places to enter comments, but only one will result in your comment appearing on the report card. Pay close attention to the instructions below to make sure you're entering yours into the correct location.
2. DO NOT include returns in your comment. The sentences that make up your comment should follow one right after another, with no blank lines between.
3. DO NOT enter comment numbers into the comment box. Unlike Classroll, PowerSchool does not convert the numbers to the comments.

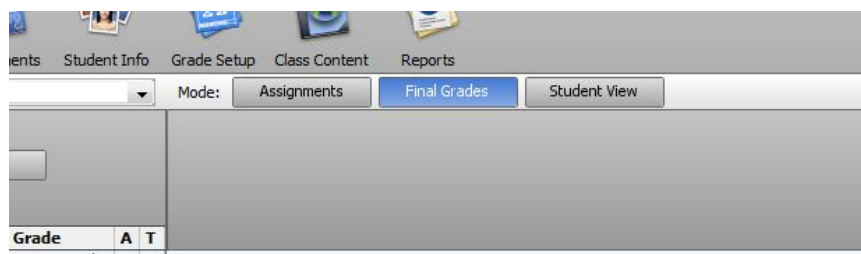
Entering Comments:

You should enter your Trimester comment by attaching them to your final grades. Here's how:

1. Make sure you are set to the correct term.



2. Click the student's Final Grade button to open the from the Final Grade window



3. Double-click in the final grades area to bring up the score inspector or right click and click show score inspector

m: T1 Mode: Assignments Final Grades Student View

(T1) Final Grade		A	T
--	n/a	1	-
--	n/a	-	-
--	n/a	-	-
--	n/a	3	-
--	n/a	6	-

You can paste or type in the comments window. Remember that each box will allow up to about 1500 characters, but you only have that much room for reading. Math, social/academic will cut off at 1000, and the other areas will cut off any beyond 400.

Score Comment

Manual Override:

Percent:

Grade:

Points: n/a

Comment:

Approximately 1500 characters left

4. Click close and save at the bottom of the screen

Remember: Nothing is actually saved to the server until you click the "Save" button at the bottom of the Scoresheet window!!