

Enter Standards Grades and Comments in PowerTeacher Gradebook

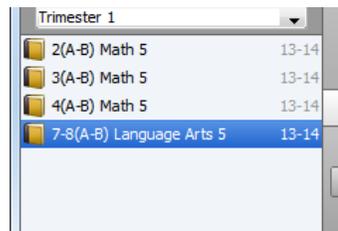
Introduction

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

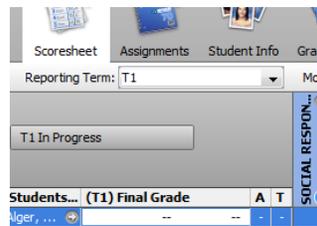
1. Launch Gradebook by logging into PowerTeacher and selecting GradeBook from the left hand menu.



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

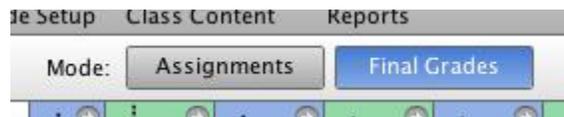


Remember to make sure you are in the correct term before starting this process!!!

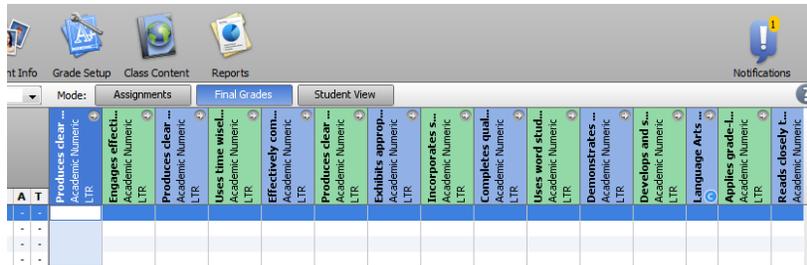


Accessing the standards final grade mode

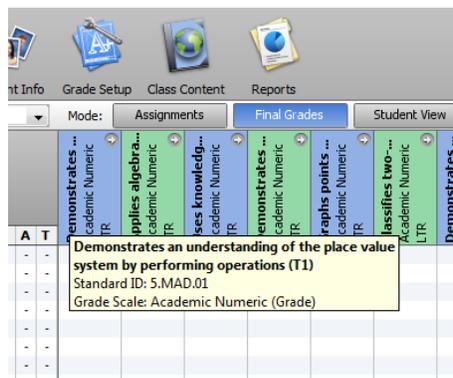
In Scoresheet, switch to "Final Grades" mode by clicking the "Final Grades" button:



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



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

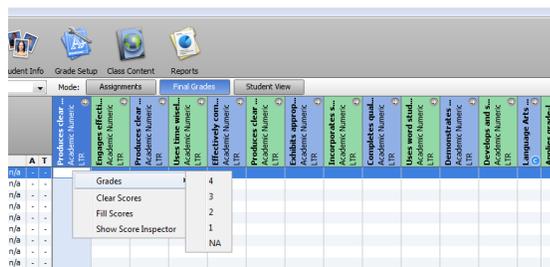


Or you can click the small right-pointing arrow to open the full standard description pane at the bottom of the scoresheet window.

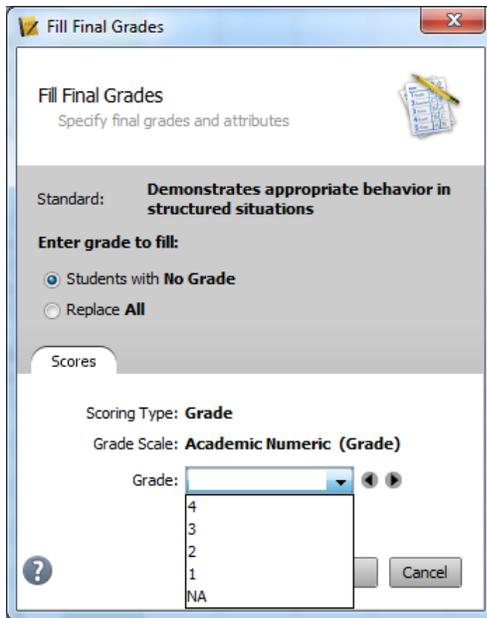
Entering Standards Grades:

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.
4. If you compose your comments in Word and paste them into the Gradebook, read

In Word

1. From the Tools menu, select "AutoCorrect...".

2. Click the "AutoFormat as You Type" tab.
3. Look for the "Replace as you type" section and un-check **"Straight quotation marks" with "smart quotation marks"**.

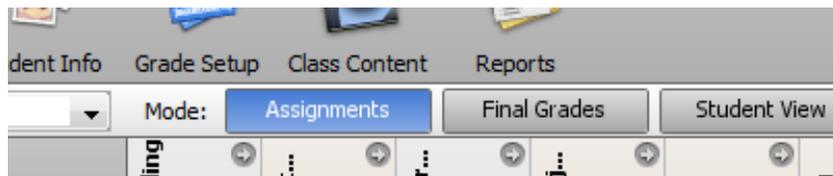
In Pages

1. From the "Pages" menu, select "Preferences..."
2. Click "Auto-Correction"
3. Un-check "Use smart quotes"

Entering Comments:

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

1. Double-click the student's Final Grade to open the from the assignments window Final Grade inspector or right click in the final grade area and select Show Score Inspector.



 A screenshot of a 'Final Grade' inspector window. The window has tabs for 'Assignments', 'Student Info', 'Grade Setup', and 'Class Content'. The 'Mode' is set to 'Assignments'. The main area shows a table with columns for 'Final Grade', 'A', and 'T'. There are two assignment columns: 'Summer Reading' (09/06/2013) and 'What is a Sent...' (09/13/2013). A context menu is open over the table, showing options 'Fill Scores' and 'Show Score Inspector'.

Final Grade	A	T	Summer Reading 09/06/2013	What is a Sent... 09/13/2013
97%				100%
96%				100%
80%				89%
95%	n/a	-		100%
86%	n/a	-		100%

2. You click the comment tab at the top.

Final Grade

Student: **Alger, Emily**

Reporting Term: **T1**

Score Comment

Show Comments: District Comment Bank Find:

Code	Comment	Category	Type	Favorites
023	A pleasure to have in class		Dist.	★
041	Absences affect grade		Dist.	★
021	Accepts responsibilities		Dist.	★
093	Appears sleepy/tired in class		Dist.	★

Separate Using Line Breaks

Comment (Edit Comment Preferences to add Smart Text):

2048 characters left

3. You can simply type (or paste) into the Comment box. There is a comment bank, but this bank is used by the High School staff, but we made it available to everyone.
4. When you are finished entering comments, click "Save" at the bottom of the Scoresheet window.

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