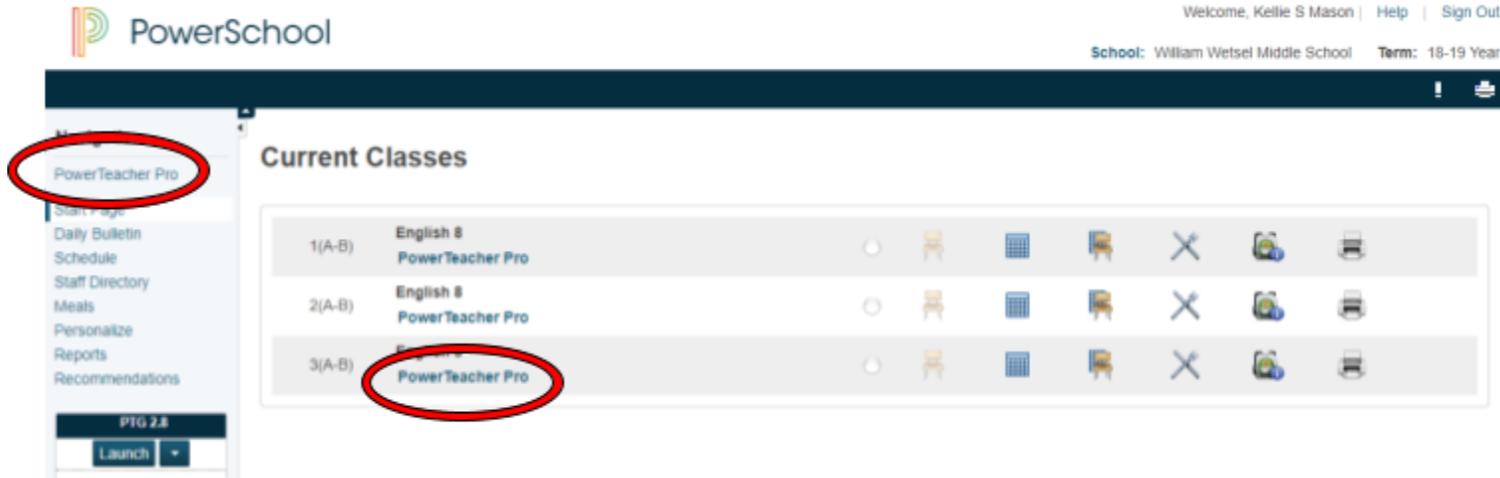
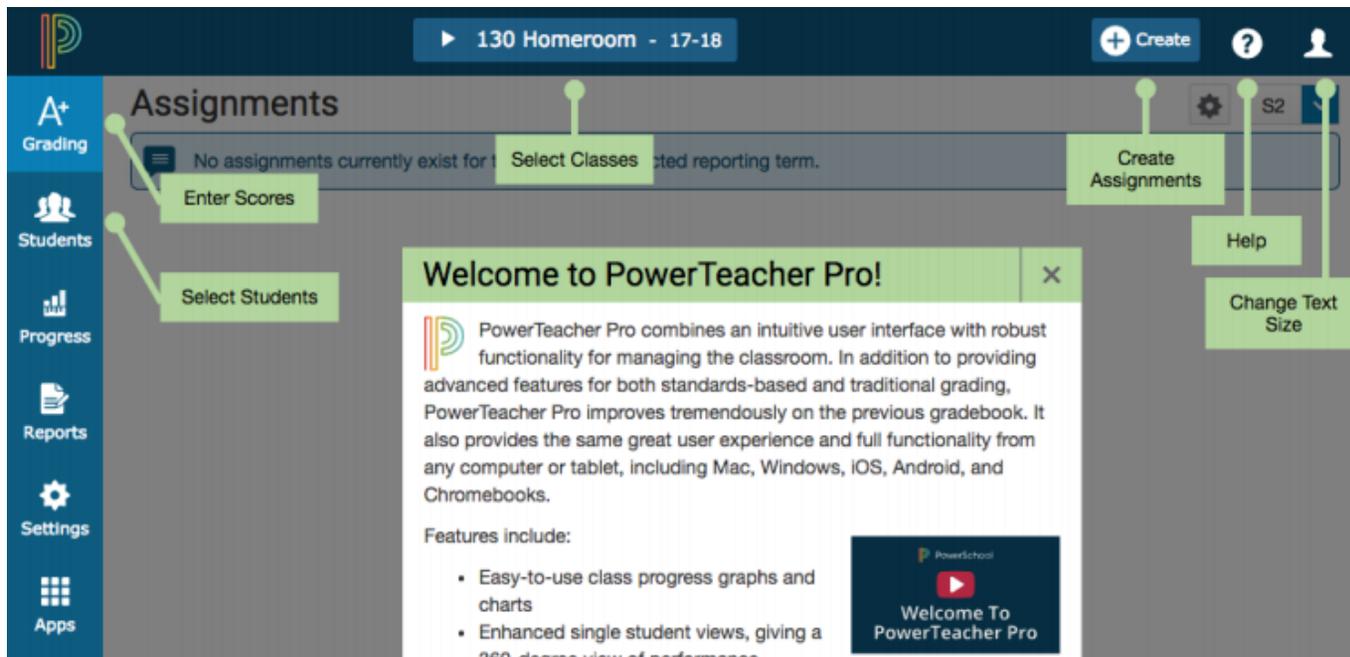


PowerTeacher Gradebook Basics:

Accessing the gradebook — Either click blue **PowerTeacher Pro** underneath each class to reach that section's gradebook or on the left column



Inside the gradebook— Note areas to enter scores, select classes, select students, font, and create assignments



Setting up gradebook— Select **Settings** then click on **Traditional Grade Calculations**; select the pencil icon to edit/determine weighting

PowerSchool

Traditional Grade Calculations

⚙️ Expand All Collapse All

⚠️ Y1 has not started.

▼ 1(A-B) English 8

REPORTING TERM	FORMULA TYPE	EDIT CALC	EDIT DROPS	ACTIONS
Y1	Term Weighting	✓	✓	
S1	Term Weighting	✓	✓	
Q1	Category Weighting	✓	✓	
Q2	Category Weighting	✓	✓	
S2	Term Weighting	✓	✓	
Q3	Category Weighting	✓	✓	
Q4	Category Weighting	✓	✓	

After you set up your first class (Y1-Q4), **select the gear** at the top right next to the Expand All button; select **Copy Traditional Grade Calculations**:

1. Select **To Another Class**
2. Select from the drop down boxes which class you would like to copy FROM and which part then select which classes and sections you will copy these settings TO in the next drop down box that appears
3. Select **Validate** when finished — the weight/grading settings you copied will be entered — to check, you can select the other classes below

To assign an alternate grade scale to an individual student:

1. Click **Settings**
2. Click **Student Grade Scales**
3. Locate the section the student is enrolled in and click the arrow next to the section name
4. To add a student grade scale, click **Add**
5. From the Choose Grade Scale menu, select the alternate grade scale
6. Check the box to the right of the student's name
7. Click **Save**

8. To confirm the change, click **Save Changes**

New assignment scores that you enter for the student will be based on the alternate scale. To update previously entered scores, recalculate final grades by following the steps for recalculating final grades in this document.

9. On the Student Grade scales page, view, modify, or remove grade scales assigned to individual students

Note: When a student has been assigned an alternate grade scale, the Scoresheet will include a gold triangle in the name cell for that student.

Creating Assignments— Click **Create** in the top right of the screen to start a new assignment

Create Assignment

Assignment Students Standards Publish

Classes
1 Class: 1(A-B) English 8

Assignment Name* Missing required field

Category*

Score Type

Score Score Entry Points*

Count in Final Grade

Due Date*

Description

B I U A- A- Size

1. Select the class or classes you would like the assignment to apply to
2. Name the assignment
3. Select the category (note: if you change this at any point, the Score Entry Points section will default back to 10, so make sure to check)
4. Select Score Type (Points or Percent)
5. Enter the amount of points for the assignment and any extra points
6. Select due date
7. Give description to remind students, parents, and yourself of any special directions given, number of questions, or a description of the paper, etc.
8. Select **Students** at the top if it only applies to certain students
9. Select **Save and Close**