PowerTeacher
PowerTeacher Pro Gradebook

2018-2019
HIGH SCHOOL COURSES: YEARLONG (36 Weeks)

PowerSchool

IMPORTANT NOTE:
Teachers and/or Teachers of Record for any **CPCC, UNCC, VPS, or ONLINE Courses** will need to download and utilize the **CPCC, UNCC, & ONLINE COURSES: 18 Week/Semester Long** and/or **Yearlong Training/Support Guides** for specific course setups and PowerTeacher Pro Gradebook Setups.

cms®
Charlotte-Mecklenburg Schools

PowerTeacher & PowerTeacher Pro Gradebook
HIGH SCHOOL YEARLONG (36 WEEK) COURSES
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PowerTeacher for HIGH SCHOOL YEARLONG COURSES: Accessing the PowerTeacher Account

All Charlotte-Mecklenburg School teachers and staff members are required to have an active CMS Email Account and be entered ito PowerSchool Staff Maintenance at their currently assigned school before PowerSchool Security can create or update their PowerSchool/PowerTeacher account. All new PowerSchool/PowerTeacher and/or exsisting PowerSchool/PowerTeacher account updates require a PowerSchool Secuity (Technology) Cherwell Ticket, submitted by the school Principal or Data Manager.

MOZILLA FIREFOX
FIREFOX IS THE PREFERRED POWERSCHOOL BROSWER. ALL POWERSCHOOL APPLICATIONS ARE CREATED TO WORK BEST USING FIREFOX.

GOOGLE CHROME
POWERSCHOOL APPLICATIONS ARE OPERATIONAL USING THE GOOGLE CHROME BROWSER. WHEN FIREFOX IS UNAVAILABLE CHROME MAY BE UTILIZED.

IMPORTANT LOGIN INFORMATION
✓ All CMS Teachers & Staff will login to their RadpidIdentity/NCEdCloud accounts to access all PowerSchool and Homebase Applications using FireFox
✓ Users should CLEAR HISTORY & COOKIES each day from FireFox and Chrome + Logout of their NCEdCloud and PowerSchool Accounts
✓ Passwords are created by the user
✓ Users who forget their NCEdCloud Account Password will Click the Need Help Link on the RapidIdentity login screen and Select Forgot Password to reset their NCEdCloud password
✓ DO NOT BOOKMARK or CREATE A DESKTOP ICON to access PowerSchool, PowerTeacher, PowerTeacher Pro Gradebooks, or Homebase Applications as the programs will not function or operate from bookmarks or desktop icons

1. RapidIdentity/NCEdCloud URL: my.ncedcloud.org

2. Enter Username > Click Go
NOTE:
Username= 1- Digit NC Employee ID Number

3. Enter Password > Click Go
FORGOT PASSWORD?
Click Need Help > Forgot Password to Reset

4. Open PowerTeacher > Click the PowerTeacher Icon
NCEdCloud Account Passwords/Updates:
Click Profiles > Change Password or Update Account as necessary

NEW CMS TEACHERS/STAFF
✓ New CMS Teachers/Staff Members are required to "Claim My Account" before accessing PowerSchool/PowerTeacher accounts. It is highly encouraged that new CMS teachers/staff utilize the CMS Claiming Your NCEdCloud Account QRC found on the CMS Intranet/PowerSchool Updates & Information Site (**Navigation**: my.cms.k12.nc.us > PowerSchool Updates & Information > Training Documents and Videos > NCEdCloud Related).
✓ New CMS Teachers/Staff will use FireFox and URL: my.ncedcloud.org to complete the Claim My Account process.
✓ From the RapidIdentity Login Screen NEW teachers/staff will Click Claim My Account > New Users will be directed through the process
✓ New users will create a RapidIdentity/NCEdCloud Password during the Claim My Account Process.
✓ Upon completion new users will be directed back to the RapidIdentity/NCEdCloud Login Screen where they will enter their Username: 10 digit NC Employee ID Number & Password: Created during the Claim My Account Process.
✓ From the NCEdCloud Application Page Teachers will Click the PowerTeacher Account Icon to Access their PowerTeacher Account, all teachers will verify their school is correct/accurate.
✓ Any teacher who is unable to access their PowerTeacher account OR if the school of assignment is not correct he/she will verify with the school Sr. Administrative Secretary that they are entered in Staff Maintenance and/or Data Manager that he/she has submitted a PowerSchool Security (Technology) Cherwell Ticket to create or update their PowerTeacher account. Once these steps have been completed, teachers will be able to access their PowerTeacher Account and the school of assignment will be updated.

PowerTeacher for HIGH SCHOOL YEARLONG COURSES: Navigating the PowerTeacher Account

Charlotte-Mecklenburg School teachers will use their PowerTeacher account to take student attendance and access the new web based HTML gradebook, PowerTeacher Pro. Teachers have access to a variety of student information screens, student data, reports, the school's staff directory, Schoolnet, and more. Knowing how to navigate the PowerTeacher account, specifically the Start Page will be essential in accessing teacher functions, submitting attendance, and accessing PowerTeacher Pro.

NAVIGATION MENU LINK	AVAILABLE FEATURE/FUNCTION
Start Page/PowerSchool Logo	Clicking on the Start Page link or on the PowerSchool Logo to return to the PowerTeacher Start Page
Daily Bulletin	View/Review the current or a historical school bulletin entered by school administration
Schedule	Provides the teacher schedule matrix with the option to show Co-Teacher Sections, current sections, or all sections
Staff Directory	Provides the teacher with a list of all school staff and their contact information
Personalize	Teachers may select their Default Student Screen and choose to show or hide the section numbers on their Start Page.
	NOTE: Teachers will not change/modify their PowerTeacher account Passwords using the Personalize > Change Password function. PowerTeacher should only be accessed using the NCEdCloud. Changes to the PowerTeacher password will not be saved.
Reports	Used to run available student/class reports for all classes
Schoolnet	Opens the teacher's Schoolnet account
Meals & Recommendations	CMS does not utilize the Meal or Recommendations functions/features

PowerTeacher for HIGH SCHOOL YEARLONG Courses: Entering & Submitting Attendance

Charlotte-Mecklenburg School teachers are required to enter and submit attendance for each day that school is in session as required by the North Carolina Department of Instruction and Charlotte-Mecklenburg Schools Board of Education. All Elementary and Middle School teachers will enter Daily Attendance in their scheduled Homeroom class section within the first 45 minutes of the academic day. **All High School teachers are required to enter meeting/period attendance within the first 15 minutes of each scheduled class section.** (**Meeting Attendance – Page 6**)

DAILY/SINGLE DAY ATTENDANCE ENTRY & SUBMISSION

The Daily Attendance function is used to enter and submit student attendance for a single academic day. This function is used by the assigned classroom teacher, assigned co-teacher, and/or substitute teacher. Administrative users will not enter student attendance using the teacher's Daily Attendance function.

- ATTENDANCE CODE DROPDOWN BOX
- ATTENDANCE DATE
- ATTENDANCE CODE ENTRY CELL
- ATTENDANCE COMMENT ICON/ENTRY
- SUBMIT STUDENT ATTENDANCE

SUCCESSFUL ATTENDANCE SUBMISSION

Record Meeting Attendance: Homeroom (6-8) - 1(A-F)

Single Day | Multi Day | Seating Chart | Seating Chart Design

Attendance Code: 2A (Unexcused Absence)
Date: Mon 7/23 (Today)
Classes: Show Multiple Sections
Submit

(Present)
1L (Excused Late)
2A (Unexcused Absence)
2L (Unexcused Late)

Navigation
- PowerTeacher Pro
- Start Page
- Daily Bulletin
- Schedule
- Staff Directory
- Meals
- Personalize
- Reports
- Recommendations
- Schoolnet

PTG 2.8
Launch

District Code
GJKX

Download on the App Store

1(A-F) | Homeroom (6-8) | PowerTeacher Pro

Name	Alerts	Attendance: Monday July 2
Cherry, Aveyon Laforest		
Egloh, Kodjo Shalom		2A
Harris, Malachi Jaleel		
Hart, Sade Elise		
Horne, J'Lan Le'marion		
Kiakebo Luzolo, Voldi		
Lorenzana Muy, Llileryn Suset		
Maxwell, Crystal		
Nero, Cherish Jesseca		
Nguyen, Hanna		
Patterson, Jamiah LaShon		2A
Rhoden, Stephon Anthony		
Robinson, Yazzmine		
Sanders, Clayton Xavier		
Walker, Ajada-Necole Kelis		
Washington, Qwaseem Naru		
Williams, Faythe Tiavna Cyane		
Wright, Michael Lorenso		2A (Unexcused Absence)

Submit

DAILY ATTENDANCE ENTRY/SUBMISSION PROCEDURES
1. From the PowerTeacher Start Page > **Click** on the **Chair** (shown above)
2. In the **Date dropdown box** > **Verify the Date of Attendance** prior to marking the students
3. Attendance Code dropdown box > **Select an attendance code**
   - ✓ Blank = Present
   - ✓ 2A = Unexcused Absent
   - ✓ 1L = Excused Late
   - ✓ 2L = Unexcused Late
4. Marking the students > **Click inside the attendance code cell/box** to the right of the student's name to mark students with the attendance code selected in step 3
5. Attendance Comment > **Click on the Attendance Comment Icon** > **Type the comment** > **Click Submit**
6. **Repeat** > The teacher will **repeat steps 3-5** based on the actual/physical student attendance in his/her classroom
7. **Submit** > Once all students have been coded appropriately the teacher will **Click Submit**
8. **Successful Submission** > On the PowerTeacher Start Page a **Green Circle** indicates successful attendance submission

PowerTeacher for HIGH SCHOOL YEARLONG COURSES: Entering & Submitting Attendance (continued)

MULTI-DAY/PERIOD-MEETING ATTENDANCE ENTRY & SUBMISSION

The Meeting/Period Attendance function is used to enter and submit student attendance for multiple academic days (as permitted by school administration). This function is to be used by the assigned classroom teacher, assigned co-teacher, and/or substitute teacher. Administrative users will not enter attendance using the PowerTeacher Multiday Attendance function.

MEETING/PERIOD ATTENDANCE ENTRY/SUBMISSION PROCEDURES

1. From the PowerTeacher Start Page > **Click** on the **Table** (shown above)
2. In the **Date Range box** > **Verify the Dates of Attendance** > **Click Edit** to change the date range prior to attendance entry
3. **Attendance Code dropdown** box > **Select** an **attendance code**
   ✓ Blank = Present
   ✓ 2A = Unexcused Absent
   ✓ 1L = Excused Late
   ✓ 2L = Unexcused Late
4. Marking the students > **Click inside** the **attendance code cell/box** to the right of the student's name under the desired academic day to **mark students** with the **attendance code** selected in step 3
5. **Attendance Comment** > **Click Display** > **Click the Comment Icon** > **Type** the **comment** > **Click Submit**
6. **Repeat** > The teacher will **repeat steps 3-5** to enter/modify student attendance for multiple academic days reflecting the physical/actual student attendance in his/her classroom
7. **Submit** > Once all students have been coded appropriately for all dates the teacher will **Click Submit**
8. **Successful Submission** > On the PowerTeacher Start Page a **Green Circle** indicates successful attendance submission

PowerTeacher for HIGH SCHOOL YEARLONG COURSES: Creating & Modifying the Class Seating Chart

The Seating Chart is an optional PowerTeacher feature that is generally used by teachers for their substitute folders, and may be utilized to enter and submit Single Day Attendance.

CREATING A CLASS SEATING CHART

Creating a New Seating Chart Procedures

1. From the PowerTeacher Start Screen > **Click** on the **Seating Chart Icon** for the Course/Section
2. The user will have the option to prepopulate the seating chart layout:
   a. To prepopulate the seating chart, **Click OK** when prompted
   b. To create a seating chart without prepopulating the students, **Click Cancel** when prompted

NOTE: In the screen shots the seating chart is not prepopulated.

3. **Click** on the **Seating Chart Design Tab**, then the **Edit** button
4. In the Edit Layout Box **enter the Layout Name** and **Description** (optional) > **Click OK** or **Save As New**
5. The user will then design the classroom/seating chart layout using the following options:

SEATS

a. **Rows:**	Enter the number of Rows + Chairs per Row
b. **Tables:**	Enter the number of Tables desired + the number of Tables Across + Chairs per Table, the user can create tables vertically or horizontally
c. **Chairs:**	Add Chairs (Seats) individually, one at a time

OBJECTS

a. **Desk:**	Teacher Desks/Teaching Areas
b. **White-Board:**	Whiteboard/Front of Room
c. **Door:**	Classroom Entry + Emergency Exit
d. **Text:**	Label Desks/Classroom Areas

6. Once the classroom/seating chart is designed, the user can populate the students into the seats > **Click Populate** under Add Students > Add Students using the following options then **Click Add:**

a. **Sort By:**	Alphabetically, Alternating Male/Female, or Randomly assign students
b. **Order:**	Determines sort order A-Z or Z-A
c. **Display:**	Last Name or First Name
d. **Start:**	Where to begin Top Left/Right or Bottom Left/Right

NOTE: If the user did not add enough seats to accommodate the class size, additional/individual seats will be shown unattached to the rows/tables created

7. To clear the students from the seats to correct and/or modify design **Click Clear All** located on the bottom left of the classroom/seating chart design
8. To Move a row or group of seats highlight the row/group > once selection is orange move the seating to the desired location within the seating chart OR click Remove to remove the seats from the seating chart
9. Once the seating chart is complete > **Click Save**
10. **Click** on the **Seating Chart** tab to confirm the class seating chart or to take attendance

NOTE: If the school has imported the student pictures, the student's picture will populate on their assigned seat

PowerTeacher for HIGH SCHOOL YEARLONG COURSES: Creating & Modifying the Class Seating Chart (continued)

Modifying or Deleting the Seating Chart Procedures

1. From the PowerTeacher Start Screen > **Click** on the **Seating Chart Icon** for the Course/Section
2. **Click** on the **Seating Chart Design Tab**, then the **Edit** button
3. In the **Edit Layout Box** the user may **modify** the **Layout Name** and **Description** (optional) > **Click OK** or **Save As New**
4. To **Delete** the Seating Chart the user will **Click Delete** in the Edit Layout Box > **Click Ok** when prompted
5. To **Clear Students** from the seating chart > **Click Clear All**
6. To **Move** a **Row/Group of Seats** > **highlight** the **row/group** > once selection is orange **move the seating** to the **desired location** within the seating chart **OR click Remove** to remove the seats from the seating chart
7. To **Delete Seats and/or Objects** > **Click the Seat** or **Object** > **Click Remove**
8. The user may **add**, **remove**, or **modify** the following **seats** and **objects** within the seating chart:

    SEATS
    - ✓ **Rows**:   Enter the number of Rows + Chairs per Row
    - ✓ **Tables**:   Enter the number of Tables desired + the number of Tables Across + Chairs per Table, the user can create tables vertically or horizontally
    - ✓ **Chairs**:   Add Chairs (Seats) individually, one at a time

    OBJECTS
    - ✓ **Desk**:   Teacher Desks/Teaching Areas
    - ✓ **White-Board**:   Whiteboard/Front of Room
    - ✓ **Door**:   Classroom Entry + Emergency Exit
    - ✓ **Text**:   Label Desks/Classroom Areas

9. Once the **classroom/seating chart modifications** are **complete**, the user can **populate the students** into the seats > **Click Populate** under **Add Students** > **Add Students** using the **following options** then **Click Add**:
    - ✓ **Sort By**:   Alphabetically, Alternating Male/Female, or Randomly assign students
    - ✓ **Order**:   Determines sort order A-Z or Z-A
    - ✓ **Display**:   Last Name or First Name
    - ✓ **Start**:   Where to begin Top Left/Right or Bottom Left/Right

NOTE:

If the user did not add enough seats to accommodate the class size, additional/individual seats will be shown unattached to the rows/tables created

10. Once the seating chart modifications are **complete** > **Click Save**
11. **Click** on the **Seating Chart tab** to **confirm** the class seating chart or to **take attendance**

NOTE:

If the school has imported the student pictures, the student's picture will populate on their assigned seat

PowerTeacher for HIGH SCHOOL YEARLONG COURSES: Taking Attendance Using the Seating Chart

The Seating Chart may be utilized to enter and submit Single Day Attendance. This function is to be used by the assigned classroom teacher, assigned co-teacher, and/or substitute teacher. Administrative users will not enter attendance using the PowerTeacher Seating Chart/Single Day Attendance function.

SINGLE DAY/SEATING CHART ATTENDANCE ENTRY & SUBMISSION

SINGLE DAY/SEATING CHART ATTENDANCE ENTRY/SUBMISSION PROCEDURES

1. From the PowerTeacher Start Page > **Click** on the **Chair + Table Icon** (shown above)
2. In the **Date dropdown box** > **Verify the Date of Attendance** prior to marking the students
3. Attendance Code dropdown box > **Select an attendance code**
   - ✓ Blank = Present
   - ✓ 2A = Unexcused Absent
   - ✓ 1L = Excused Late
   - ✓ 2L = Unexcused Late
4. Marking the students > **Click inside the attendance code cell/box** on the upper-right of the student's "seat/desk" to mark students with the attendance code selected in step 3 or selecting an attendance code in the dropdown box
5. Attendance Comment > **Click on the Attendance Comment Icon on the upper-left corner of the student's "seat/desk"** > **Type the comment** > **Click Submit**
6. **Repeat** > The teacher will **repeat steps 3-5** based on the actual/physical student attendance in his/her classroom
7. **Submit** > Once all students have been coded appropriately the teacher will **Click Submit**
8. **Successful Submission** > On the PowerTeacher Start Page a **Green Circle** indicates successful attendance submission

PowerTeacher for HIGH SCHOOL YEARLONG COURSES: Student Information/Individual Student Data

Teachers will utilize the Student Information available to view individual data on students scheduled in their classes.

Student Information Icon

- Currently Enrolled Student List for the selected class
  NOTE: Click on the Student Name (link) to View the student's information/data
- Class List/Change Class Link
- Teachers may view the following student information screens for students currently enrolled in their course sections:
  ✓ Cumulative Grade Information
  ✓ Demographics
  ✓ Graduation Plan Progress
  ✓ Meeting Attendance
  ✓ Net Access Summary
  ✓ Quick Lookup Screen
  ✓ Recommendations
  ✓ Schedule
  ✓ Student Photo
  ✓ Submit Log Entry
  ✓ Teacher Comments
  ✓ Term Grades
  ✓ Test Results

Viewing Student Information/Data Procedures

1. From the PowerTeacher Start Screen > **Click** on the **Student Information Icon** (Backpack)
2. **Click** on the **Student's Name**
3. In the Select Screens dropdown box > Select the desired student information screen

NOTE: Use the Select Screen dropdown box to view the student information screens

ATTENDANCE COMMENT ICON/ENTRY

SUCCESSFUL ATTENANCE SUBMISSION

Student Information Screen	Available Student Data
Cumulative Grade Information	Student's current Weighted & Unweighted GPA, Class Rank, & Credit Hours
Demographics	Student's Date of Birth, Home & Mailing Address, Parent/Guardian Information
Grad Plan Progress	CMS Counselor feature, currently unavailable for teacher access
Meeting Attendance	Student's Attendance Data for the current academic year
	NOTE: Click Show Dropped also to populate all attendance data from previously enrolled courses in CMS or NC Public/Charter Schools.
Net Access Summary	PowerSchool Student & Parent Portal Login records
Print A Report	Print the Class Attendance Audit or Mailing Labels for the selected class
Quick Lookup Screen	Student's current Academic Progress & detailed grades for each course
Recommendations	CMS doesn't utilize this feature
Schedule	Student's current class schedule
Student Photo	Student's current school picture (available if the school imported pictures)
Submit Log Entry	FUTURE FEATURE: Associated with discipline data entry
Teacher Comments	Teacher Comments entered for each reporting term
Term Grades	CMS doesn't utilize this feature
Test Results	Benchmark, Classroom, & Standardized Testing Results

PowerTeacher for HIGH SCHOOL YEARLONG COURSES: Print Class Reports

Teachers will utilize the Print Class Reports feature to print Class Attendance Audits, Student Schedules, Attendance Summary for their students, etc...

Printing Class Reports in PowerTeacher
1. **Click** the **Printer Icon** from the PowerTeacher Start Page
2. **Select** an **Available Report** from the "Which report would you like to print," Dropdown Box
3. **Click Submit**

Print Class Reports

| System | State |

Which report would you like to print? Class Attendance Audit
For which students? The 19 students in this class.
Test print? ☐ Print only the first 2 pages.
Watermark Text
Watermark Mode Overlay
When to print ASAP
  MM/DD/YYYY
Report Output Locale English

Dropdown options:
- Class Attendance Audit
- CMS - ES Quarter Report Card
- Sample - HS Report Card
- Student Schedules - Do Not Alter
- ----------------
- Daily Attendance Summary Report
- ES_Student Daily Attendance Report

Submit

Legend

Icons ⊘ - Time Entry (5 minute interval) | ▦ - Date Entry

The

Gradebook

PowerTeacher Pro Gradebook for HIGH SCHOOL YEARLONG COURSES:
Accessing & Navigating the PowerTeacher Pro Gradebook

Teachers will navigate to the HTML-based gradebook directly through the teacher portal, using the PowerTeacher Pro link in either the Navigation Menu or from the Current Class list.

✓ Teachers can **Open** the **PowerTeacher Pro Gradebook** for a specific class by **Clicking** the **PowerTeacher Pro link** in the Current Classes list.
✓ The PowerTeacher Pro Gradebook will open for the selected class. Teachers will use the Select Classes Menu to switch between their gradebooks for their scheduled classes in PowerTeacher Pro.

✓ Teachers can **Open** the **PowerTeacher Pro Gradebook** by **Clicking** the **PowerTeacher Pro link** in the **Navigation Menu**.
✓ Teachers will use the Select Classes Menu/Dropdown Box at the top of the PowerTeacher Pro Screen to select the gradebook for the desired class or to switch from class to class

The **first time** the teacher logs into the PowerTeacher Pro Gradebook he/she will receive the **Welcome to PowerTeacher Pro! Message**.

The Welcome to PowerTeacher Pro Welcome message will instruct teachers how to navigate in the gradebook

NOTE: To View the Welcome Message again > **Click the** 🛈 **Help Icon** > **Select Getting Started**

PowerTeacher Pro Gradebook for HIGH SCHOOL YEARLONG COURSES: PowerTeacher Pro Charms

PowerTeacher Pro uses **Charms** to reference different program sections that contain specific information and teacher functions.

A+ Grading	Students	Progress	Reports	Settings	Apps

- ✓ **A+ Grading Charm**
  Contains Assignment List, Scoresheet, Categories, Traditional Grade functions, Comment Verification, Final Grade Status, etc… teachers will spend the majority of their time under the Grading App
- ✓ **Students Charm**
  Contains student specific information regarding assignments, class progress, overall academic progress, etc…
- ✓ **Progress Charm**
  Contains overall Class progress and data allowing teachers to view/compare grading trends and overall class performance term to term
- ✓ **Reports Charm**
  Contains Individual Student, Multi-functional, Scoresheet, and Student Roster Reports
- ✓ **Settings Charm**
  Contains the display preference settings for PowerTeacher Pro
- ✓ **Apps Charm**
  Contains a link to the PowerTeacher Portal allowing teachers to view PowerTeacher information in a new tab/window

PowerTeacher Pro Gradebook for HIGH SCHOOL YEARLONG COURSES: Pre-Defined Assignment Categories

The PowerTeacher Pro Gradebook for HIGH SCHOOL YEARLONG COURSES has been setup with the following pre-defined Assignment Categories: **Formal**, **Informal**, **Midterm Exam**, **Final Exam**, **Graduation Project**, **Summative Performance**, **SAE Project**. There should be **no additional Assignment Categories created**, the Pre-Defined Assignment Categories are the **only** categories configured to calculate in the Final Grade-Traditional Grade Calculations.

WARNING:
✓ **Teachers/Teachers of Record should not create additional assignment categories**
✓ **Only the Pre-Defined Assignment Categories will be used to create assignments**
✓ **Graduation Project**: To be used by **ONLY English III & English IV**
✓ **Summative Performance**: To be used by **ONLY Spanish I & French I**
✓ **SAE Project**: To be used by **ONLY Horticulture**

To View the Pre-Defined Assignment Categories
1. **Open** the **PowerTeacher Pro Gradebook**
2. **Select Grading** from the Menu Bar
3. **Select Categories** from the Grading Menu

Any Assignment Categories created by a teacher will **NOT** have the School Icon in the Category Name column

Pre-defined Assignment Categories have the **SCHOOL ICON** in the Category Name

PowerTeacher Pro Gradebook for HIGH SCHOOL YEARLONG COURSES: Additional Assignment Categories

The PowerTeacher Pro Gradebook for HIGH SCHOOL YEARLONG COURSES has been setup with Pre-Defined Assignment Categories: **Formal**, **Informal**, **Midterm Exam**, **Final Exam, Graduation Project, Summative Performance, SAE Project**. Any additional Assignment Category created by the teacher/teacher of record will **NOT** count in the Final Grade Calculation and will need to be set as an **Inactive Assignment Category** or **Deleted**.

To Make an Additional Assignment Category Inactive or to Delete complete the following Instructions

1. **Open** the **PowerTeacher Pro Gradebook** > **Select Grading** in the Menu Bar > **Select Assignment List**
2. **Identify any Assignment attached to the Additional Assignment Category** > **Click** the **Edit Icon** for the assignment
3. **Change the Assignment Category** to **FORMAL** or **INFORMAL** Categories, if it is not the Midterm or Final Exam (Midterm and Final Exams should be created and scored in the appropriate Assignment Category
4. **Click Save**
5. **Repeat Steps 2-4** for any/all assignments attached to an Assignment Category other than the Pre-Defined Assignment Categories
6. **Select Grading** in the Menu Bar > **Select Categories**
7. **Click** the **Edit Icon for the Additional Assignment Category**:
   Make the Assignment Category **Inactive OR Delete** the Assignment Category:
   A. **To Make Inactive**: **Click/Select** the **Circle** next to **Inactive** > **Click Save** > The Category will not be displayed on the Assignment Category Screen (to Display the Inactive Category > Check the Box on the upper-right corner next to Show Inactive)
   B. **To Delete**: **Click Delete** > **Click Confirm Delete**

PowerTeacher Pro Gradebook for HIGH SCHOOL YEARLONG COURSES: Pre-Defined Final Grade-Traditional Calculations

The **Final Grade - Traditional Grade Calculations** determine how the final grade for each reporting term is calculated. The Final Grade-Traditional Grade Calculations for HIGH SCHOOL YEARLONG COURSES have been pre-defined for the **F1** (Final Grade), **S1** (Semester 1), **X1** (Midterm Exam), **S2** (Semester 2), & **E1** (Final Exam) **Terms** in the PowerTeacher Pro Gradebook. The following courses have course **specific** Final Grade-Traditional Grade Calculations: **English III, English IV**, **Spanish I**, **French I**, **Horticulture I**, & **Horticulture II**.

To View Pre-Defined Final Grade-Traditional Grade Calculations for HIGH SCHOOL YEARLONG COURSES

1. **Open** the **PowerTeacher Pro Gradebook**
2. **Select Settings** from the Menu Bar
3. **Select Traditional Grade Calculations** from the Settings Menu
4. **Click the Edit Icon** [✎] in the Actions column to **View** the **Pre-Defined Grade Setup** for each of the **Pre-Defined Terms** for each class (see the F1 Reporting Term screen shot below)

F1 Reporting Term for 2(A) AP Unite...

| | HIGH SCHOOL YEARLONG COURSES F1 Pre-Defined Traditional Grade Calculation Screen Shot |

Formula | Drop Low Scores

Calculate Overall Class Grade ☑ 🏫

Term Weighting

Uses the student's calculated percent (Alpha Scales) or numeric value (Numeric Scales) from the reporting term. Example: 95.3% or 3+.
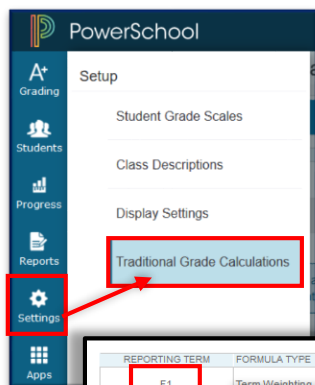
TYPE	ATTRIBUTE	WEIGHT	PERCENT
Term Weighting	S1	40	40%
Term Weighting	S2	40	40%
Term Weighting	E1	20	20%

REPORTING TERM	FORMULA TYPE				
F1	Term Weighting				✎
S1	Term Weighting				✎
Q1	Total Points		✓	✓	✎
	A grade c...				
Q2	Total Points		✓	✓	✎
	A grade calculation formula has not been configured for this reporting term. Defaulting to Total Points.				
X1	Category Weighting				✎
S2	Term Weighting				✎
Q3	Total Points		✓	✓	✎
	A grade calculation formula has not been configured for this reporting term. Defaulting to Total Points.				
Q4	Total Points		✓	✓	✎
	A grade calculation formula has not been configured for this reporting term. Defaulting to Total Points.				
E1	Category Weighting				✎

NOTE:
Pre-Defined Traditional Grade Calculations CAN NOT be Modified

CPCC, UNCC, VPS, & ONLINE FINAL GRADE CALCULATION SETUPS
ARE PROVIDED IN THE
CPCC, UNCC, & ONLINE 18 WEEK & 36 WEEK TRAINING/SUPPORT GUIDES
AND CONTAIN **SPECIFIC** GRADEBOOK SETUP & GRADING INSTRUCTIONS.

Teachers/Teachers of Record are required to setup the **Final Grade-Traditional Grade Calculations** for all **HIGH SCHOOL YEARLONG COURSES** as instructed. **Pre-Defined Calculations may not be altered. Upon completion Teachers are required to complete the "Final Grade-Traditional Grade Calculations Setup & Assignment Categories Verification Form"** (Found on **Page 51** of this Guide). Teachers are required to **obtain the signature of the PowerTeacher Pro Gradebook Trainer** and have them **review their Gradebook to ensure that the Final Grade Setups have been entered/setup correctly and that no additional Assignment Categories have not been created.**

REQUIRED FINAL GRADE CALCULATION SETUP: HIGH SCHOOL YEARLONG (36 WEEK) COURSES

Teachers will setup the **required Traditional Grade Calculations** for **Q1**, **Q2**, **Q3**, and **Q4** for **all Yearlong** (36 Week) **Classes** as instructed below.

To **Select a Class** Teachers can utilize one of the following options:

A: Use the **Select Classes Menu/Dropdown Box** at the top of the PowerTeacher Pro screen and **Click** on the **Class link**

B: From the **Traditional Grade Calculations Screen Click** the **triangle** to the LEFT of the Class Expression/Name to expand the Traditional Grade Calculations for the class

QUARTER 1 (**Q1**), QUARTER 2 (**Q2**), QUARTER 3 (**Q3**), & QUARTER 4 (**Q4**): Traditional Grade Calculation Setup Instructions

HIGH SCHOOL YEARLONG COURSES TRADITIONAL GRADE CALCULATION SCREEN AFTER THE Q1, Q2, Q3, & Q4 SETUPS HAVE BEEN ENTERED

1. After Selecting the class **Click** on the **triangle** to the **LEFT** of the Class Expression/Name to **Open/Expand** the **Traditional Grade Calculations Window**
2. **Click** the **Edit Icon** in the **Actions** Column for **Q1**
3. **TYPE** Dropdown Box: **Select CATEGORY WEIGHTING**
4. **ATTRIBUTE** Dropdown Box: **Select FORMAL**
5. **WEIGHT**: Enter **70** in the field
6. **Click** the **Add Icon**
7. **TYPE** Dropdown Box: **Select CATEGORY WEIGHTING**
8. **ATTRIBUTE** Dropdown Box: **Select INFORMAL**
9. **WEIGHT**: Enter **30** in the field
10. **Click Save**
11. **REPEAT STEPS 2-10** FOR **QUARTER 2**
12. **REPEAT STEPS 2-10** FOR **QUARTER 3**
13. **REPEAT STEPS 2-10** FOR **QUARTER 4**

After the Final Grade Calculation for **Q1**, **Q2**, **Q3**, and **Q4** have been setup the Traditional Grade Calculations screen for the Class should **NOT** have **ANY Reporting Terms** with **Total Points** as the Formula Type). See

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REQUIRED FINAL GRADE CALCULATION SETUP: HIGH SCHOOL YEARLONG **ENGLISH III & ENGLISH IV**

Only the **English III** and **English IV** teachers will use the **GRADUATION PROJECT** Assignment Category. Users are required to setup the Yearlong English III and English IV Final Grade Calculations for **Q1**, **Q2**, **Q3**, & **Q4**.

1. From the PowerTeacher Start Page > **Open** the **PowerTeacher Pro** Gradebook > **Select Settings** from the Menu Bar > **Select Traditional Grade Calculations**
2. After Selecting the class **Click** on the **triangle** to the **LEFT** of the Class Expression/Name to **Open**/**Expand** the **Traditional Grade Calculations Window**
3. **Click** the **Edit Icon** in the **Actions Column** for **Q1**
4. **TYPE** Dropdown Box: **Select CATEGORY WEIGHTING**
5. **ATTRIBUTE** Dropdown Box: **Select FORMAL**
6. **WEIGHT: Enter 70** in the field
7. **Click** the **Add Icon**
8. **TYPE** Dropdown Box: **Select CATEGORY WEIGHTING**
9. **Select CATEGORY WEIGHTING**
10. **ATTRIBUTE** Dropdown Box:
11. **Select INFORMAL**
12. **WEIGHT: Enter 30** in the field
13. **Click Save**
14. **REPEAT STEPS 2-12 FOR QUARTER 2**
15. **REPEAT STEPS 2-12 FOR QUARTER 3**
16. **Click** the **Edit Icon** in the **Actions Column for Q4**
17. **TYPE** Dropdown Box: **Select CATEGORY WEIGHTING**
18. **ATTRIBUTE** Dropdown Box: **Select FORMAL**
19. **WEIGHT: Enter 40** in the field
20. **Click** the **Add Icon**
21. **TYPE** Dropdown Box:
22. **Select CATEGORY WEIGHTING**
23. **ATTRIBUTE** Dropdown Box:
24. **Select INFORMAL**
25. **WEIGHT: Enter 20** in the field
26. **Click** the **Add Icon**
27. **TYPE** Dropdown Box:
28. **Select CATEGORY WEIGHTING**
29. **ATTRIBUTE** Dropdown Box:
30. **Select Graduation Project**
31. **WEIGHT: Enter 40** in the field
32. **Click Save**

REQUIRED FINAL GRADE CALCULATION SETUP: HIGH SCHOOL YEARLONG **SPANISH I & FRENCH 1**

Only the **Spanish 1** and **French I** teachers will use the **SUMMATIVE PERFORMANCE** Assignment Category. Users are required to setup the Yearlong Spanish I and French I Final Grade Calculations for: **F1**, **Q1**, **Q2**, **S1**, **X1**, **Q3**, **Q4**, **S2**, & **E1**.

1. From the PowerTeacher Start Page > **Open** the **PowerTeacher Pro Gradebook** > **Select Settings** in the Menu Bar
2. **Select Traditional Grade Calculations**
3. One the Traditional Grade Calculations Screen **Click** on the **triangle** to the **LEFT** of the **Spanish I/French I** Class (yearlong 18-19) to **Open**/**Expand** the **Traditional Grade Calculations Window**
4. **Setup/Enter** the following **Final Grade Calculations** for **each section** of **18-19 Spanish I/French I**:

F1: Final Grade Calculations
    Click the **Edit Icon** in the Actions Column for **F1**
      Type Dropdown Box: Select **Term Weighting**
      Attribute Dropdown Box: **S1**
      Weight: **40**
    Click the **Add Icon**
      Type Dropdown Box: Select **Term Weighting**
      Attribute Dropdown Box: **S2**
      Weight: **40**
    Click the **Add Icon**
      Type Dropdown Box: Select **Term Weighting**
      Attribute Dropdown Box: **E1**
      Weight: **20**
    Click Save

S!: Final Grade Calculations
    Click the **Edit Icon** in the Actions Column for **S1**
      Type Dropdown Box: Select **Term Weighting**
      Attribute Dropdown Box: **Q1**
      Weight: **40**
    Click the **Add Icon**
      Type Dropdown Box: Select **Term Weighting**
      Attribute Dropdown Box: **Q2**
      Weight: **40**
    Click the **Add Icon**
      Type Dropdown Box: Select **Term Weighting**
      Attribute Dropdown Box: **X1**
      Weight: **20**
    Click Save

S2: Final Grade Calculations
    Click the **Edit Ic**o**n** in the Actions Column for **S2**
      Type Dropdown Box: Select **Term Weighting**
      Attribute Dropdown Box: **Q3**
      Weight: **50**
    Click the **Add Icon**
      Type Dropdown Box: Select **Term Weighting**
      Attribute Dropdown Box: **Q4**
      Weight: **50**
    Click Save

Q1, Q2, Q3: Final Grade Calculations
    Click the **Edit Icon** in the Actions Column for **Q1**
      Type Dropdown Box: Select **Category Weighting**
      Attribute Dropdown Box: **Formal**
      Weight: **70**
    Click the **Add Icon**
      Type Dropdown Box: Select **Category Weighting**
      Attribute Dropdown Box: **Informal**
      Weight: **30**
    Click Save
    REPEAT THE EXACT SAME SETUPS FOR: Q2 AND Q3

Q4: Final Grade Calculations
    Click the **Edit Icon** in the Actions Column for **Q4**
      Type Dropdown Box: Select **Category Weighting**
      Attribute Dropdown Box: **Formal**
      Weight: **30**
    Click the **Add Icon**
      Type Dropdown Box: Select **Category Weighting**
      Attribute Dropdown Box: **Informal**
      Weight: **20**
    Click the **Add Icon**
      Type Dropdown Box: Select **Category Weighting**
      Attribute Dropdown Box: **Summative Performance**
      Weight: **50**
    Click Save

X1 & E1: Final Grade Calculations
    Click the **Edit Icon** in the Actions Column for **X1**
      Type Dropdown Box: Select **Category Weighting**
      Attribute Dropdown Box: **Midterm Exam**
      Weight: **100**
    Click Save
    Click the **Edit Icon** in the Actins Column for **E1**
      Type Dropdown Box: Select **Category Weighting**
      Attribute Dropdown Box: **Final Exam**
      Weight: **100**
    Click Save

F1 Reporting Term for 2(A) Spanish I

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Term Weighting	S1	40	40%	
Term Weighting	S2	40	40%	
Term Weighting	E1	20	20%	

S1 Reporting Term for 2(A) Spanish I

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Term Weighting	Q1	40	40%	
Term Weighting	Q2	40	40%	
Term Weighting	X1	20	20%	

S2 Reporting Term for 2(A) Spanish I

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Term Weighting	Q3	50	50%	
Term Weighting	Q4	50	50%	

Q3 Reporting Term for 2(A) Spanish I

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Category Weight...	Formal	70	70%	
Category Weight...	Informal	30	30%	

Q4 Reporting Term for 2(A) Spanish I

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Category Weight...	Formal	30	30%	
Category Weight...	Informal	20	20%	
Category Weight...	Summative P...	50	50%	

X1 Reporting Term for 2(A) Spanish I

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Category Weight...	Midterm Exam	100	100%	

E1 Reporting Term for 2(A) Spanish I

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Category Weight...	Final Exam	100	100%	

REQUIRED FINAL GRADE CALCULATION SETUP: HIGH SCHOOL YEARLONG **HORTICULTURE I & HORTICULTURE II**

Only the **Horticulture I & Horticulture II** teachers will use the **SAE PROJECT** Assignment Category. Users are required to setup the Yearlong Horticulture I & Horticulture II Final Grade Calculations for: **Q1**, **Q2**, **Q3**, & **Q4**.

1. From the PowerTeacher Start Page > **Open** the **PowerTeacher Pro Gradebook**
2. **Select Settings** in the Menu Bar > **Select Traditional Grade Calculations**
3. One the Traditional Grade Calculations Screen **Click** on the **triangle** to the **LEFT** of the **Horticulture I/Horticulture II** Class (yearlong 18-19) to **Open/Expand** the **Traditional Grade Calculations Window**
4. **Setup/Enter** the following **Final Grade Calculations** for **each section** of **18-19 Horticulture I/Horticulture II**:

Q1: Final Grade Calculations

    Click the **Edit Icon** in the Actions Column for **Q1**

Type Dropdown Box:	Select **Category Weighting**
Attribute Dropdown Box:	**Formal**
Weight:	**70**

    Click the **Add Icon**

Type Dropdown Box:	Select **Category Weighting**
Attribute Dropdown Box:	**Informal**
Weight:	**30**

    Click Save

Q2: Final Grade Calculations

    Click the **Edit Icon** in the Actions Column for **Q2**

Type Dropdown Box:	Select **Category Weighting**
Attribute Dropdown Box:	**Formal**
Weight:	**70**

    Click the **Add Icon**

Type Dropdown Box:	Select **Category Weighting**
Attribute Dropdown Box:	**Informal**
Weight:	**30**

Q3: Final Grade Calculations

    Click the **Edit Icon** in the Actions Column for **Q3**

Type Dropdown Box:	Select **Category Weighting**
Attribute Dropdown Box:	**Formal**
Weight:	**70**

    Click the **Add Icon**

Type Dropdown Box:	Select **Category Weighting**
Attribute Dropdown Box:	**Informal**
Weight:	**30**

    Click Save

Q4: Final Grade Calculations

    Click the **Edit Icon** in the Actions Column for **Q4**

Type Dropdown Box:	Select **Category Weighting**
Attribute Dropdown Box:	**Formal**
Weight:	**50**

    Click the **Add Icon**

Type Dropdown Box:	Select **Category Weighting**
Attribute Dropdown Box:	**Informal**
Weight:	**20**

    Click the **Add Icon**

Type Dropdown Box:	Select **Category Weighting**
Attribute Dropdown Box:	**SAE Project**
Weight:	**30**

    Click Save

PowerTeacher Pro Gradebook for HIGH SCHOOL YEARLONG COURSES:
Customizing Class Names and Adding Class Descriptions (optional)

Teachers can customize the class name for currently assigned course sections, if the teacher prefers to use a name that is different from the course name. For example, if the teacher is assigned multiple sections of Physical Education, they may customize the class names to be different from each other. Custom class names appear only in the gradebook (Co-teachers, students, & parents will not see customized class names). Teachers may also add details about the class, such as a Class Description or syllabus that will be visible in the PowerSchool Student and Parent Portals, and on the PowerSchool Mobile App.

Procedures to Customize a Class Name or Add a Class Description

1. From the PowerTeacher Start Page > **Open** the **PowerTeacher Pro** Gradebook > **Verify** the desired **Class** is selected in the PowerTeacher Pro Gradebook OR **Click the Class Link** for the desired **Class** in the **Select Classes Menu**/Dropdown Box
2. **Select Settings** from the Menu Bar > **Select Class Descriptions**
3. On the **Class Descriptions Screen** > **Enter** the **Custom Class Name** and/or **Class Description**
4. **Click Save**

PowerTeacher Pro Gradebook for HIGH SCHOOL YEARLONG COURSES: Display Preferences

Teacher can customize display settings to control how class appear in their gradebook (by period and day or by section number), how students are sorted/listed in the gradebook, how students' names appear, and more.
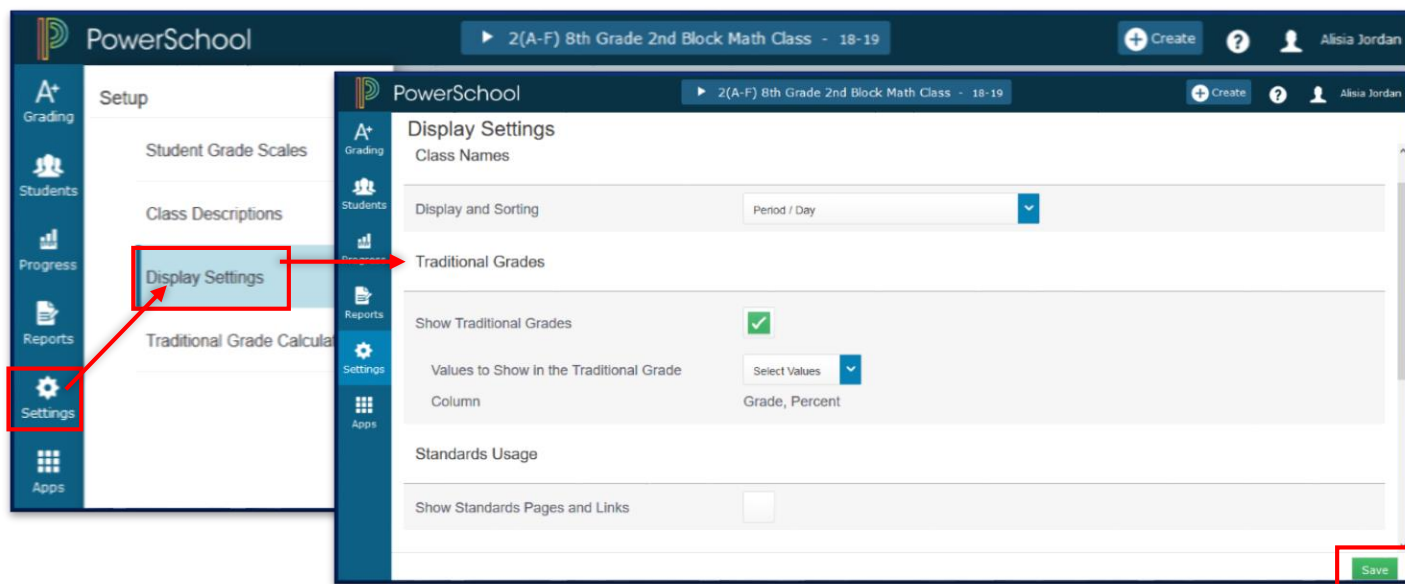
Display Preference	Available Settings/Features
Display and Sorting	Select the desired Class List Sort option for the gradebook display
	✓ Period/Day
	✓ Section Number (Number)
	✓ Section Number (Course/Custom Name)
Show Traditional Grades	CHECK THE BOX to display traditional grades in the gradebook
Values to Show in the Traditional Grade Column	Define/Select what grades are seen in the gradebook
	✓ Grade
	✓ Percent
	✓ Point Grades
Show Standards Page and Links	DO NOT CHECK – STANDARDS GRADING IS CURRENTLY UNAVAILABLE
Student Name	Define how the students' names display in the gradebook
	✓ Last, First Example: Smith, John
	✓ Last, First M. Example: Smith, John T.
	✓ Last, First Middle Example: Smith, John Taylor
	✓ First Last Example: John Smith
	✓ First M. Last Example: John T. Smith
	✓ First Middle Last Example: John Taylor Smith
Sort Students By	Define how students will be soerted in the gradebook/ class list
	✓ Last Name Alpha Order by Last Name
	✓ First Name Alpha Order by First Name
	✓ Grade Level then Last Name Grade Level in Alpha Order by Last Name
	✓ Grade Level then First Name Grade Level in Alpha Order by First Name
Add newly enrolled students to the bottom	Select this option to have newly enrolled students populate at the bottom of the gradebook/class list upon enrollment
Hide pre-registered students	Select this option to hide pre-registered students prior to their entry date

Display Preference Setup Procedures

1. From the PowerTeacher Start Page > **Open** the **PowerTeacher Pro Gradebook** > **Select Settings** from the Menu Bar
2. **Select Display Settings** from the Settings Menu
3. **Select** the desired **Display Settings/Preferences** (see Display Preferences/Settings & descriptions above)
4. **Click Save**

PowerTeacher Pro Gradebook for HIGH SCHOOL YEARLONG COURSES: Changing the Display Text Size

Teachers may choose to modify the text/font size displayed in the PowerTeacher Pro gradebook as desired.

To change the text/font size displayed the teacher will follow the steps listed below, in the PowerTeacher Pro Gradebook:
1. From the PowerTeacher Start Page > **Open** the **PowerTeacher Pro** Gradebook
2. The teacher will **Click** on **his/her Name** in the upper-right corner of the PowerTeacher Pro Gradebook
3. In the dropdown box under **VIEW** > **Select the desired text/font size** to display in the PowerTeacher Pro gradebook:
   A. Small   To Select > Click on Small
   B. Medium   To Select > Click on Medium
   C. Large   To Select > Click on Large
4. The text/font size will **automatically** change on the screen and the dropdown box will **close**

PowerTeacher Pro Gradebook for HIGH SCHOOL YEARLONG COURSES: Creating and Viewing Assignments

The PowerTeacher Pro Gradebook for High School Yearlong Courses have been setup with Pre-Defined Assignment Categories: **Formal**, **Informal**, **Midterm Exam**, **Final Exam**, **Graduation Project**, **Summative Performance**, & **SAE Project**. Only The Pre-Defined Assignment Categories are configured to count in the Final Grade-Traditional Grade Calculations. Users should not create any additional Assignment Categories or create assignments under additional Assignment Categories.

WARNING:
✓ **Teachers/Teachers of Record should not create additional assignment categories**
✓ **Only the Pre-Defined Assignment Categories will be used to create assignments**
✓ **Graduation Project**: To be used by **ONLY English III & English IV**
✓ **Summative Performance**: To be used by **ONLY Spanish I & French I**
✓ **SAE Project**: To be used by **ONLY Horticulture I & Horticulture II**

ORDER	COLOR	CATEGORY NAME		CLASSES USING	ACTIVE	EDIT
▲ ▼		Formal	🏛	All Classes (18-19)	✓	✎
▲ ▼		Informal	🏛	All Classes (18-19)	✓	✎
▲ ▼		Midterm Exam	🏛	All Classes (18-19)	✓	✎
▲ ▼		Final Exam	🏛	All Classes (18-19)	✓	✎
▲ ▼		Graduation Project	🏛	All Classes (18-19)	✓	✎
▲ ▼		Summative Performance	🏛	All Classes (18-19)	✓	✎
▲ ▼		SAE Project	🏛	All Classes (18-19)	✓	✎

Legend
Icons 🏛 District created category

Creating an Assignment

How to Create an Assignment in the PowerTeacher Pro Gradebook

1. From the PowerTeacher Start Page > **Open** the **PowerTeacher Pro** Gradebook > **Click Create** > **Select Assignment**
2. **Assignment Tab**:
   A. **Classes**
      Teachers will choose to create the assignment for one or more classes by Checking/Selecting the class(es) on the Select Classes Menu > Once all classes have been selected > Click outside the menu box to Close the Select Classes Menu
   B. **Assignment Name**
      Enter the Name of the Assignment
   C. **Category**
      Teachers will Select the Assignment Category in the Select Category dropdown box:

      FORMAL   To Select > Click Formal
      INFORMAL   To Select > Click Informal
   D. **Score Type**
      Teachers will select how the assignment will scored/graded in the Score Type dropdown box:

POINTS	Used to grade assignments with a specific point value. Utilized by the teacher if Extra Credit/Bonus Points will be awarded.
	EXAMPLE: Homework/Wk 1= 10+5 ExtraPoints 15 Max Points Suzy scores 9 Points on HW Assignments+5 Extra Points. The teacher will enter a 14 in the gradebook.
PERCENT	Used by teachers who will calculate the assignment percentage before entering the score/grade in the gradebook/scoresheet.
	EXAMPLE: Unit 1 Test= 100 Max Points Suzy scores 90/100 on the Unit 1 Test. The teacher will enter a score/grade of 90 for the assignment in the gradebook/scoresheet.
LETTER(100-F)	NC 10-Point Grade Scale will not allow letter grades on assignments
COLLECTED ONLY	Used by teachers to collect required assignments, forms, and or documents with NO point value.
	EXAMPLE: Signed/Returned Progress Suzy returned her 3rd Qtr Progress Report. The teacher will verify the assignment was collected in the gradebook/scoresheet.

   E. **Count in Final Grade Box** — Verify the Count in Final Grade is Selected
   F. **Due Date** — The default due date is the current date > The teacher will change the due date assigned for the assignment
   G. **Description** — The teacher can enter an assignment description that will be seen on the PowerSchool Student & Parent Portals.

3. **Click Save** > **Click** the **Students Tab** (continue to the next page)

Creating an Assignment (continued)

How To Create an Assignment in the PowerTeacher Pro Gradebook (continued)

4. **Students Tab** > **Verify** that the assignment applies to **all** students (by default all students are included)

Teachers may Create a Student Selection for a specific:
   A. To apply an assignment to a specific student selection > Click Add/Remove Students > Uncheck the students who will not be included in the assignment (by default all are checked/selected)
   B. To apply an assignment to a specific student or a limited student selection > Click Add/Remove Students > Uncheck the box on the top right next to the Filter area/cell to clear all students from the selection > Select the student(s) included in the assignment by checking the box next to the students' names

5. **Click** the **Publish Tab**:
   A. The teacher will **select one** of the available **publishing options** to choose when the **assignment** and **assignment scores/grades will be published** to the PowerSchool Student and Parent Portals:

Immediately	Upon creating the assignment
On Specific Date	The teacher will enter the desired publish date in the Publish Date box
Days Before Due Date	The teacher will enter the number of days prior to the due date for the assignment that the assignment will be published in the Days Before Due Date box
On Due Date	The assignment will publish on the due date for the specific assignment
Never	The teacher will utilize the NEVER publish option for assignments that do not require publishing/viewing

   B. **Publish Scores**   The Publish Scores is checked/selected by **Default**
   Teachers may Publish an Assignment without publishing the scores.
   The teacher will uncheck the Publish Scores box if scores they want to publish the assignment and wait to publish the scores until all grades/scores for the assignment have been entered

6. Click **Save and Close**

NOTE
TO **SCORE THE ASSIGNMENT IMMEDIATELY** > **CLICK SCORE ASSIGNMENT** IN THE SUCCESSFUL ALERT/NOTIFICATION AT THE TOP OF THE SCREEN/WINDOW TO OPEN THE ASSIGNMENT SCORESHEET

PowerTeacher Pro Gradebook for HIGH SCHOOL YEARLONG COURSES:
Editing/Modifying and Deleting an Assignment

Teachers may need to **edit/modify or delete an assignment** from the gradebook throughout the year. It is important to remember that if an assignment was **COPIED** it should **not** be deleted as the assignment will be deleted from **all classes**. If teachers no longer want an assignment to count in the Final Grade for the Term they will want to modify the assignment as instructed below. Assignments can be edited from the **Assignments List** or **Scoresheet** in the PowerTeacher Pro Gradebook.

Procedures for Editing/Modifying, Excluding the Term Final Grade, or Deleting an Assignment

1. From the PowerTeacher Start Page > **Open** the **PowerTeacher Pro Gradebook** > **Select** the desired **Class** by **Clicking** the **Class Link** or **Verify** the desired **Class** is **selected** in the **Select Classes Menu/Dropdown Box** at the top of the screen
2. **Verify the Term** containing the assignment to be edited/modified or deleted is **selected** in the **Term Menu**
3. **Select Grading** from the Menu Bar > **Select Assignment List** OR **Scoresheet**
4. **Open** the **Edit Assignment** box:
   A. **From** the **Assignment List** > **Click** the **Edit Icon** for the specific assignment
   B. **From** the **Scoresheet** > Navigate within the Scoresheet to **locate the Assignment/Assignment Column** > **Click inside** the **score/grade cell** for a student in the Assignment Column > The **assignment information** will be **displayed** at the **top** of the screen > **Click** the **Edit Assignment** link
5. **Make and/all Assignment Modifications, Exclude from the Final Grade for the Term, or Delete the Assignment following the instructions below:**
   A. **On the Assignment Tab**
      ✓ **Edit/Modify**
        Modifications/Edits can be made to the **Assignment Name**, **Score Type**, **Score Entry Points**, **Add/Remove Extra Points**, **Add/Remove assignment Weights**, **Due Date**, and/or **Description**
      ✓ **Click Save and Close** once all desired assignment edits/modifications have been made **OR Click** the **Students** or **Publish Tabs** to make additional modifications
      ✓ **To DELETE the Assignment**
        Click Delete on the bottom-left corner > **Click Confirm Delete**
        WARNING! DO NOT DELETE A COPIED ASSIGNMENT:
        To **remove** a **COPIED Assignment** from a specific class > **UNCHECK** the **Count in Final Grade Box** > In the **Select Classes Menu UNCHECK** the **Class** > **Click Save and Close**
   B. **On the Students Tab**
      ✓ Click **Add/Remove Students** to **modify** the **student selection**
      ✓ Click **Save and Close OR Click** the **Publish Tab** to make additional modifications
   C. **On the Publish Tab**
      ✓ **Check** the **Publish Scores** to publish the scores/grades on a specific assignment OR **Edit**/Modify the **Publish Assignments** option as desired
6. **Click Save and Close**

PowerTeacher Pro Gradebook for HIGH SCHOOL YEARLONG COURSES:
Duplicating an Assignment for Use in the Same Class or for Use in Another Class
Teachers who have a reoccurring weekly or quarterly assignment or those who use the same assignments in multiple classes may choose to utilize the **Duplicate Assignment** feature. Assignments can be Duplicated from the **Assignment List** or **Scoresheet** in the PowerTeacher Pro Gradebook.

Procedures to Duplicate an Assignment

1. From the PowerTeacher Start Page > **Open** the **PowerTeacher Pro Gradebook** > **Select** the desired **Class** by **Clicking** the **Class Link** or **Verify** the desired **Class** is **selected** in the **Select Classes Menu/Dropdown Box** at the top of the screen
2. **Verify the Term** containing the assignment to be edited/modified or deleted is **selected** in the **Term Menu**
3. **Select Grading** from the Menu Bar > **Select Assignment List** OR **Scoresheet**
4. **Open** the **Edit Assignment** box
   A. **From** the **Assignment List** > **Click** the **Edit Icon** for the specific assignment
   B. **From** the **Scoresheet** > Navigate within the Scoresheet to **locate the Assignment/Assignment Column** > **Click inside** the **score/grade cell** for a student in the Assignment Column > The **assignment information** will be **displayed** at the **top** of the screen > **Click** the **Edit Assignment** link
5. **Click Duplicate** on the bottom of the Edit Assignment box
6. In the **Create: Assignment** Box on the **Assignment Tab** > **Select the Class/Classes** to **Assign** the **Duplicate Assignment** from the **Select Classes Menu** > **Check the box** next to the **class/classes** to **select**
7. **UNCHECK/DESELECT** the **Currently Selected Class** to not duplicate the assignment in the gradebook
   TO DUPLICATE AN ASSIGNMENT FOR THE INDIVIDUAL CLASS
   ✓ **Click Duplicate** on the bottom of the Edit Assignment box
   ✓ **Select Classes Menu** > **DO NOT Uncheck** the Class and **DO NOT** select other classes
8. In the **Create: Assignment** Box on the **Assignment Tab**
   ✓ **Edit/Modify** the **Assignment Name** > **Delete** the **Underscore and Number** that were appended to the end of the Assignment Name when the assignment was duplicated > the teacher can choose one of the following options:
   A. To use the **same Assignment Preferences/Specifications**, **Student Preferences**, & **Publish Options** as the original
   B. Make modifications to the Assignment Name, Category, Score Type, Points, Due Date, etc…
9. **Click Save and Close**

PowerTeacher Pro Gradebook for HIGH SCHOOL YEARLONG COURSES: Copying an Assignment

Teachers may Copy one, some, or all of the existing PowerTeacher Pro Assignment in a selected term and class to other terms and classes using the Copy Assignments feature. Teachers may choose to use the existing due dates, select a custom due date, or the relative (Relational) due date proportional to the selected term.

On the Assignments Screen or Scoresheet
Click the **GEAR icon** on the upper-right hand corner, to the left of the Term Menu
Select **Copy Assignments** from the dropdown menu

Assignments can be copied from the **Assignments** Screen or **Scoresheet** in PowerTeacher Pro

Procedures to Copy Assignments from One Class/Term to Another Class/Term

1. From the PowerTeacher Start Page > **Open** the **PowerTeacher Pro** Gradebook
2. **Navigate** to the desired **Class** in the **Class Selection Dropdown Menu** at the top of the screen
3. **Click** on **Grading** in the Menu Bar > **Click** either **Assignment List** or **Scoresheet**
4. From either the Assignment Screen or Scoresheet > **Click the GEAR icon** on the upper-right corner, to the left of the Term Menu > **Click Copy Assignments** in the dropdown menu
5. **From: Select** the **Term** and **Class** that contain the assignment(s) to be copied
6. **To: Select** the desired **Term** and **Class(es)** that the assignments will be copied to
7. **Copy Options: Click** on the **Due Dates dropdown box** to open the Menu > **Selec**t to use **Existing**, **Relational**, or **Custom Due Dates**
8. **Choose the Assignments** > **To Select ALL** assignments **Check the Box on the top left** next to the Category Column > **To Select specific assignments** to copy **Check the Box(es)** for the **individual/specific assignments** to be copied
9. **Click Copy Assignments** to complete the process

NOTE
It is **important** for teachers to **remember** to **EDIT** the **DUE DATES** of the **Copied Assignments**

WARNING:
DO NOT DELETE COPIED ASSIGNMENTS
DELETING A COPIED ASSIGNMENT FROM ONE CLASS WILL **DELETE** THE ASSIGNMENT **FROM ALL CLASSES**!

CHECK THIS BOX TO SELECT ALL ASSIGNMENTS

CHECK THE BOXES FOR THE SPECIFIC ASSIGNMENT(S) TO BE COPIED

PowerTeacher Pro Gradebook for HIGH SCHOOL YEARLONG COURSES: Navigating the Scoresheet

The PowerTeacher Pro Gradebook offers teachers two types of Scoresheets, the **Assignment Scoresheet** and the **Term Scoresheet**. The Assignment Scoresheet will display the Scoresheet for an individual/specific assignment. The Term Scoresheet will display all assignments for the selected term.

TERM SCORESHEET
NAVIGATION: PowerTeacher Teacher > PowerTeacher Pro Gradebook > Grading > Scoresheet
CONTAINS **ALL ASSIGNMENTS** FOR THE **SELECTED TERM**

SELECT CLASSES MENU/DROPDOWN BOX
Switch between Class Gradebooks

TERM MENU
Teachers will use the Term Menu to switch between quarterly/term gradebooks

COMMENT BANK
Click to enter an APPROVED Comment on a specific assignment for a student or class

ASSIGNMENT INFORMATION/SUMMARY
Teachers will review the Score Type & Max Points on the assignment to ensure proper entry OR Open the Edit Assignment Screen/Box to Edit assignment details

GEAR = TOOLS
Scoresheet Tools & Functions

CREATE > ASSIGNMENT

EDIT ASSIGNMENT LINK

STUDENT NAVIGATION
Move from Student to Student

CLASS LIST

TERM FINAL GRADE CALCULATION COLUMNS % + Grade

SCORE/GRADE CELL
Click Inside a Score/Grade Cell To OPEN the Score Inspector OR Entering (typing) the Assignment Scores/Grades

ASSIGNMENT COLUMN
Double Click on the Assignment Name to Open the Assignment Scoresheet

ASSIGNMENT NAVIGATION
Move from Assignment to Assignment

SCORE INSPECTOR
Used to Enter Assignment Score/Grade Details regarding students' performance for a specific assignment

SCORESHEET PAGE NAVIGATION
Use the Page OR Arrow Navigation Options to view all term assignments or locate the desired assignment column to enter scores/grades

ENTER HOW MANY COLUMNS TO VIEW ON A PAGE

SAVE SCORES/GRADES OR MODIFICATIONS

ASSIGNMENT SCORESHEET NAVIGATION

NAVIGATION:
✓ PowerTeacher Teacher > PowerTeacher Pro Gradebook
✓ Grading > Assignment List > Click the Assignment Link

CONTAINS THE SCORESHEET FOR AN INDIVIDUAL/SPECIFIC ASSIGNMENT SELECTED

THE ASSIGNMENT SCORESHEET FUNCTIONS THE SAME AS THE TERM SCORESHEET

PowerTeacher Pro Gradebook for HIGH SCHOOL YEARLONG COURSES: Entering Assignment Scores/Grades

Teachers can enter Assignment Scores/Grades from the **Assignment List** or **Scoresheet** in the PowerTeacher Pro Gradebook. When entering assignment scores/grades, teachers will need to ensure that the scores/grades being entered MATCH the Score Type of the assignment, and that the maximum score being entered does not exceed the Score Entry Points/Maximum Score for the assignment.

Entering Assignment Scores/Grades: From the Assignment List

When Selecting ASSIGNMENT LIST from the Grading Menu

✓ Verify that the Term containing the Assignment to be Graded is Selected in the Term Menu
✓ Locate the Assignment in the Assignments List
✓ Click the ASSIGNMENT NAME to OPEN the Assignment Scoresheet for the Selected/Individual Assignment

Assignment Score Type/Max Points

✓ It is extremely important that teachers enter scores/grades **matching** that of the **Assignment Score Type & Max Point Value**
✓ Teachers will **ensure** that the **correct score type**/point values are **entered** by **reviewing** the **Assignment Information** at the top of the screen
✓ **Extra Points** must be **added**/**created** to **enter** a **score/grade higher** than the **Score Entry Points/Max Points Possible**
✓ To **Edit the Assignment** or to **Add Extra Points/Bonus Points**, teachers can **Click** the **Edit Assignment link** in upper-right corner of the Assignment Information and make modifications to the assignment

Entering Scores/Grades

✓ In order to **Enter** the **Assignment Scores/Grades** teachers will **Click** in the **Score/Grade Cell** for a student >
✓ Teachers may Enter the Assignment Scores/Grades using the **Score Inspector** or **manually entering/typing** the scores/grades
✓ On the Computer Keyboard teachers will use the **arrows** to **move from student** to **student** on the Scoresheet
✓ Using the **Score Inspector**, teachers will use the **Student Navigation** to **move from student** to **student**
✓ The teacher will also enter any Indicator Flags and/or Comments using the Score Inspector
✓ **Click Save Scores** once **all** Scores/Grades, Indicator Flags, & Comments have been **entered** for the assignment

SHOW ASSIGNMENT METRICS FEATURE

✓ **Click** the **GEAR Icon** on the upper-right corner of the Scoresheet > **Click Show Metrics**
✓ The **Assignment Metrics** will be **displayed** under the Assignment Name and Assignment Score Type/Max Score on the top of the screen
✓ The Assignment Metrics provide the teacher with the **overall class performance** on the specific assignment by displaying the **Mean**, **Median**, & **Mode**:

Mean: The mathematical average of the assignment scores
Median: The middle of the scores (half of the scores are above this number and half are below)
Mode: The most common score achieved

✓ The Metrics allow teachers to develop teaching strategies/instructional lesson plans, evaluate the success of the specific lesson/assignment, and the students' retention of the content/subject curriculum associated with the assignment
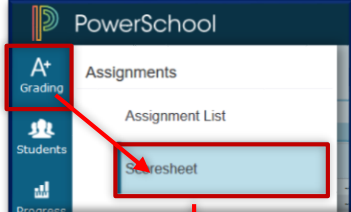
NOTE:
To Hide the Assignment Metrics

✓ Click the GEAR Icon on the upper-right corner of the Scoresheet > Click Hide Metrics
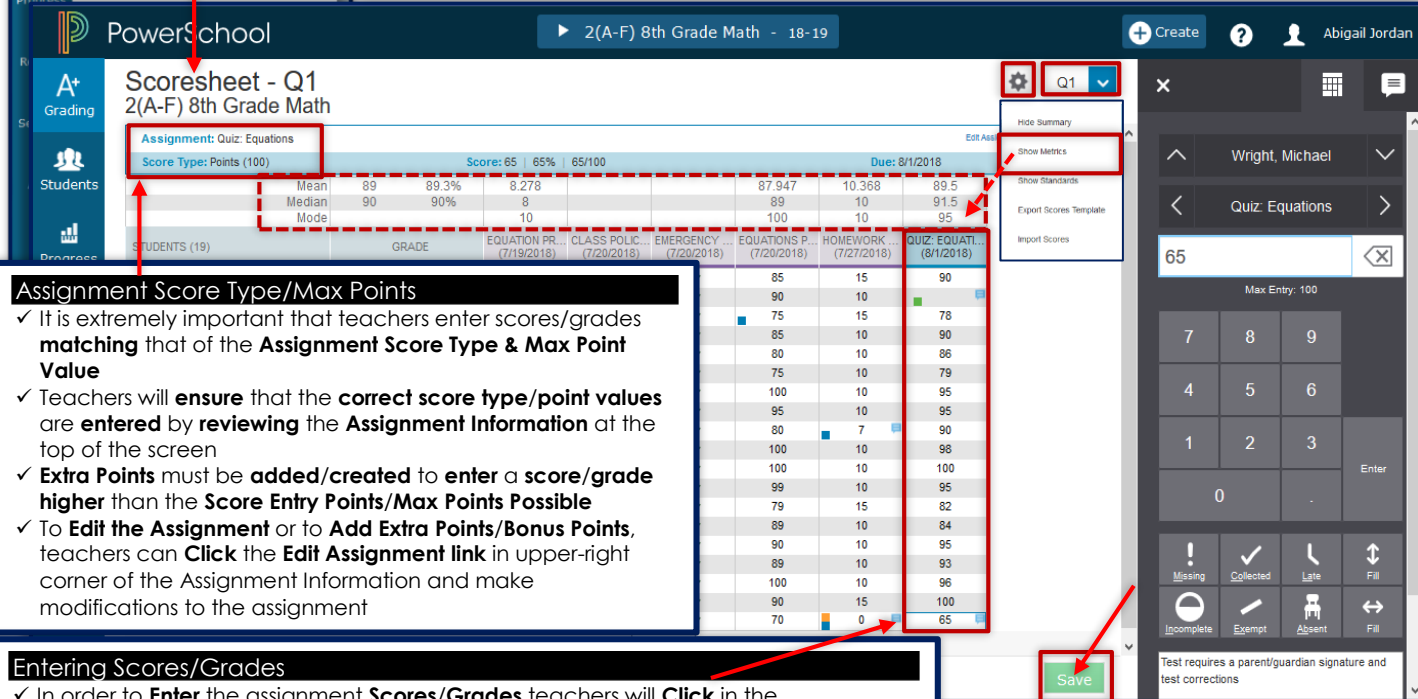✓ The Assignment Metrics will no longer be displayed on the Scoresheet

PowerTeacher Pro Gradebook for HIGH SCHOOL YEARLONG COURSES: Entering Assignment Scores/Grades (continued)

Entering Assignment Scores/Grades: From the Scoresheet

When Selecting <u>SCORESHEET</u> from the Grading Menu
- ✓ Verify that the Term containing the Assignment to be Graded is Selected in the Term Menu on the upper-right corner of the screen
- ✓ Locate the Assignment/Assignment Column to be graded in the Scoresheet using the Scoresheet Navigation options
- ✓ Click Inside the score/grade cell for a student under the Assignment Column

Assignment Score Type/Max Points
- ✓ It is extremely important that teachers enter scores/grades **matching** that of the **Assignment Score Type & Max Point Value**
- ✓ Teachers will **ensure** that the **correct score type/point values** are **entered** by **reviewing** the **Assignment Information** at the top of the screen
- ✓ **Extra Points** must be **added/created** to **enter** a **score/grade higher** than the **Score Entry Points/Max Points Possible**
- ✓ To **Edit the Assignment** or to **Add Extra Points/Bonus Points**, teachers can **Click** the **Edit Assignment link** in upper-right corner of the Assignment Information and make modifications to the assignment

Entering Scores/Grades
- ✓ In order to **Enter** the assignment **Scores/Grades** teachers will **Click** in the **Score/Grade Cell** for a student >
- ✓ Teachers may **Enter** the assignment **Scores/Grades** using the **Score Inspector** or **manually entering/typing** the scores/grades
- ✓ On the computer keyboard teachers will use the **directional arrows** to **move from student** to **student** on the Scoresheet
- ✓ Using the **Score Inspector**, teachers will use the **Student Navigation** to **move from student** to **student**
- ✓ The teacher will also enter any **Indicator Flags** and/or **Comments** using the Score Inspector
- ✓ **Click Save Scores** once **all** Scores/Grades, Indicator Flags, & Comments have been **entered** for the assignment

SHOW ASSIGNMENT METRICS FEATURE
- ✓ **Click** the **GEAR Icon** on the upper-right corner of the Scoresheet
- ✓ **Click Show Metrics**
- ✓ The **Assignment Metrics** will be **displayed** under the Assignment Name and Assignment Score Type/Max Score on the top of the screen
- ✓ The Assignment Metrics provide the teacher with the **overall class performance** on the specific assignment by displaying the **Mean, Median, & Mode**:

Mean: The mathematical average of the assignment scores

Median: The middle of the scores (half of the scores are above this number and half are below)

Mode: The most common score achieved

- ✓ The Metrics allow teachers to develop teaching strategies/instructional lesson plans, evaluate the success of the specific lesson/assignment, and the students' retention of the content/subject curriculum associated with the assignment

NOTE:
To Hide the Assignment Metrics
- ✓ Click the GEAR Icon on the upper-right corner of the Scoresheet > Click Hide Metrics
- ✓ The Assignment Metrics will no longer be displayed on the Scoresheet

PowerTeacher Pro Gradebook for HIGH SCHOOL YEARLONG COURSES: Using the Score Inspector & Indicator Flags
The Score Inspector and Indicator Flags are used to provide details about a student's performance including but not limited to: Missing, Late, Incomplete, Collected, and/or Exempt Assignment as well as assignments missed due to absence. The Score Inspector provides teachers with an option to enter a comment regarding a student's performance and or score/grade for a specific assignment as desired using the Comment Bank or entering/typing a brief (30 characters max) comment in the comment box.

Procedures/How to Use the Score Inspector & Indicators/Flags:

✓ **Opening the Score Inspector:** Clicking inside a score/grade cell to enter a student's score/grade will Open the Score Inspector on the Scoresheet screen

✓ **Close the Score Inspector:** Click the X Icon in the upper-left corner of the Score Inspector to Close the Score Inspector

✓ **Codes:** Click on Codes to select a special code to score/grade an assignment:
For Example: Codes > INC to code an assignment Incomplete

✓ **Score Indicator/Flags:** Assign a **score indicator/flag** on an assignment score/grade > Click the appropriate flag in the score indicator. Teachers may assign more than one score indicator.

✓ Collected	**COLLECTED**	Assignment Collected/Turned In and/or reviewed.
Late	**LATE**	Assignment was turned in late/after the assignment due date.
! Missing	**MISSING**	Assignment has not been turned in by the student
Exempt	**EXEMPT**	Student is exempt from/doesn't need to complete an assignment
Absent	**ABSENT**	Indicates that the student was absent for the assignment or on the due date
Incomplete	**INCOMPLETE**	The assignment was not complete when turned in (not shown as a score of INC)
Comment	**COMMENT**	Indicates a comment was entered/attached to a score/grade

✓ **Comment:** A brief (30 characters or less) comment may be entered in the Comment Box OR Select a comment > Click the Comment Icon on the upper-right corner of the Score Inspector

PowerTeacher Pro Gradebook for HIGH SCHOOL YEARLONG COURSES:
Adding Comments for an Individual Student

As teachers enter scores/grades and/or indicator flags they can utilize the Comment Feature to record specific details regarding an individual student's score/grade and/or performance on an assignment, text, project, etc… Comments can be selected from the Comment Bank or typed.

WARNING!
✓ **COMMENTS** HAVE A **30 CHARACTER MAXIMUM**
✓ TEACHERS ENTERING/TYPING AN ASSIGNMENT COMMENT WILL NEED TO KEEP COMMENTS BRIEF – NO LONGER THAN 30 CHARACTERS MAXIMUM.

Adding/Entering an Assignment Comment Using the Score Inspector
1. From the **Assignment Scoresheet** or **Term Scoresheet** > **Click inside** the student's **score/grade cell** to **Open** the **Score Inspector**
2. **Click** the **Comment Bank Icon** in the upper-right corner of the Score Inspector to **Open** the **Comment Bank** > **Select** a **comment** from the list provided
3. **Enter/Type** a brief **comment** in the **Comment Box** on the bottom of the Score Inspector (30 characters max)
4. **Click Save Scores**
NOTE: A Blue Comment Icon will be displayed in the upper-right corner of the student's score/grade cell

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Viewing/Editing an Assignment Comment Using the Score Inspector
1. From the **Assignment Scoresheet** or **Term Scoresheet** > **Click inside** the student's **score/grade cell** to **Open** the **Score Inspector**
2. **Click** the **Blue Comment Icon** in the upper-right corner of the score/grade cell
3. The **Comment** can be **viewed** in the **Comment Box** at the bottom of the Score Inspector
4. The **Comment** can be **modified** by **deleting or editing** the comment in the **Comment Box** at the bottom of the Score Inspector or **Selecting** a **comment** from the **Comment Bank** > **Click Save Scores** once the assignment comment has been modified
5. **Close** the **Score Inspector** or **navigate to another student** to view and/or modify their assignment comment

PowerTeacher Pro Gradebook for HIGH SCHOOL YEARLONG COURSES: Filling Scores/Grades

Teachers will utilize the Fill Functions to either Fill Scores/Grades for one assignment for all students in the class, or to fill an assignment score/grade for multiple assignments for an individual student. Scores/Grades can be filled for assignment scores/grades that do not already have a score/grade entered.

Fill Scores/Grades for ALL STUDENTS in the Class

1. From the PowerTeacher Start Page > Open the PowerTeacher Pro Gradebook > Select Grading from the Menu Bar
2. Select either Assignment List or Scoresheet:
   - A. From the **Assignments Screen** > **Click** the **Assignment Name** to **Open** the **Assignment Scoresheet**
   - B. From the **Term Scoresheet** > **Locate** the **Assignment/Assignment Column** in the **Term Scoresheet**
3. Under the **Assignment Column Click inside** a student's **score/grade cell** to **Open** the **Score Inspector**
4. **Enter** the **Score/Grade to Fill for ALL STUDENTS** > **Click** the **VERTICAL FILL ICON** (Fill Icon with up and down arrows)
5. **Click Save Scores**

NOTES:
- ✓ The teacher may include an Indicator Flag when entering the score/grade to be filled for all students
- ✓ Any student who has a score/grade entered for the assignment will not be included in the fill scores/grades and their assignment score/grade will not be changed/altered when utilizing the Fill Function

Fill Scores/Grades for ALL STUDENTS in the Class

1. From the PowerTeacher Start Page > **Open** the **PowerTeacher Pro** Gradebook > Verify or Select the Class that the student is enrolled in using the **Select Class Menu/Dropdown Box** at the top of the PowerTeacher Pro Gradebook screen
2. **Select** the **Student from the Class List** > The Assignment Scoresheet will populate for the student showing only the individual student's scores/grade for the selected term
3. Under the **Assignment Column Click inside** the **score/grade cell** to **Open** the **Score Inspector**
4. **Enter** the **Score/Grade to Fill for ALL ASSIGNMENTS** > **Click** the **HORIZONTAL FILL ICON** (Fill Icon with side to side arrows)
5. **Click Save Scores**

NOTES:
- ✓ The teacher may include an Indicator Flag when entering the score/grade to be filled for all assignments
- ✓ Any assignment that has a score/grade entered will not be included in the fill scores/grades and the assignment score/grade will not be changed/altered when utilizing the Fill Function

PowerTeacher Pro Gradebook for HIGH SCHOOL YEARLONG COURSES: Fill Function-Smart Text Comments Feature

Teachers can **Fill Comments** when utilizing the **Fill Function**. Teachers can **Fill a Comment** for a specific assignment for **all students in a class**. When the teacher enters a comment that includes a **Student Name** or **any Gender Pronouns**, PowerTeacher Pro will detect this and when filling the comment for all students will replace the Student Name and/or Gender Pronoun with the students' name/gender. Comments will not be filled for students or assignments that already have an assignment comment entered.

Fill a Comment for All Students: Using the Smart Text Comment Feature

1. From the PowerTeacher Start Page > Open the PowerTeacher Pro Gradebook > Select Grading from the Menu Bar
2. Select either Assignment List or Scoresheet:
    A. From the **Assignments Screen** > **Click** the **Assignment Name** to **Open** the **Assignment Scoresheet**
    B. From the **Term Scoresheet** > **Locate** the **Assignment/Assignment Column** in the **Term Scoresheet**
3. Under the **Assignment Column Click inside** a student's **score/grade cell** to **Open** the **Score Inspector**
4. **Enter** a **Comment to be filled for all students** in the **Comment Box** > Enter the **First Name** or **First & Last Name** of the **Student** in the Comment (Comments can be only 30 characters max)
5. **Click** the **VERTICAL FILL ICON** (Fill Icon with up and down arrows)
6. **Select Scores, Flags and Comments** or **Comment Only from the Fill Options Menu**
7. The **Names and Pronouns** box will populate > **Click Use Smart Text**
8. **Click Save Scores**

NOTES:
✓ Teachers will need to enter a Comment that contains the Name and/or Gender Pronoun in the Comment Box to utilize the Smart Text Comment Fill option
✓ Teachers can also modify a Comment from the Comment Bank to add/include student names/gender pronouns
✓ Any assignment that has a comment entered will not be included in the Comment Fill function and changes will not be made to the comments or scores/grades previously entered

PowerTeacher Pro Gradebook for HIGH SCHOOL YEARLONG COURSES: Final Grades/Calculation of Final Grades

Final Grades for the Term are calculated/updated automatically throughout the term as teachers enter assignment scores/grades in the PowerTeacher Pro Gradebook. The Final Grade Calculation for each class is shown in the Grade Column on the Term Scoresheet. The Final Grade for the term is also calculated for each student on his/her Assignments Screen.

NAVIGATION
PowerTeacher > PowerTeacher Pro > Select Class > Verify Term > Grades > Scoresheet

NAVIGATION
PowerTeacher > PowerTeacher Pro > Select Class > Verify Term > Students > Select Student > Assignments

PowerTeacher Pro Gradebook for HIGH SCHOOL YEARLONG COURSES: Manually Override/Modify a Final Grade

Should teachers have a need to Manually Override a student's Final Grade for the Term, they will want to complete the instructions below in the PowerTeacher Pro Gradebook. Teachers should modify BOTH the Percent (%) and GRADE. Teachers will only update the GRADE for the Term if they are intending to store a student's Final Grade for the Term with an Incomplete (INC).

MANUAL OVERRIDE TRIANGLE INDICATOR
A **TRIANGLE** in the **upper-left corner** of the Traditional Term Grade Calculation cell for a student indicates that the Final Grade Calculation was **MANUALLY EDITED/CHANGED BY THE TEACHER**

Procedures to Manually Override a student's FINAL GRADE for the TERM
1. From the PowerTeacher Start Page > **Open** the **PowerTeacher Pro** Gradebook > **Verify** the **Class** Selected is accurate or **Select** the desired **Class** in the **Select Classes Menu**
2. **Select Grading** from the Menu Bar > **Select Traditional** > **Verify the Term** is **correct** in the **Term Menu** on the upper-left corner of the screen
3. **Click Inside** the **Student's Final Grade Cell** to **Open** the **Score Inspector**
4. **Modify** the student's **GRADE** > **Modify** the student's **Percentage=%**
5. **Click Save** > Verify the student's **GRADE & % Match**
NOTE: A TRIANGLE will populate in the upper-left corner of the student's Final Grade Calculation to indicate the Final Grade was Manually Changed/Modified by the teacher

Procedures to Manually Override the FINAL GRADE for the TERM with an INC
1. From the PowerTeacher Start Page > **Open** the **PowerTeacher Pro** Gradebook > **Verify** the **Class** Selected is accurate or **Select** the desired **Class** in the **Select Classes Menu**
2. **Select Grading** from the Menu Bar > **Select Traditional** > **Verify the Term** is **correct** in the **Term Menu** on the upper-left corner of the screen
3. **Click Inside** the **Student's Final Grade Cell** to **Open** the **Score Inspector**
4. **Modify** the student's **GRADE** ONLY > Click the GRADE FIELD > Click CODES in the Score Inspector > Select INC
5. **Click Save** > Verify that only the student's GRADE was changed
NOTE: The student's **GRADE will change to INC** and there should be **NO CHANGE** to the student's **Percentage %**
A **TRIANGLE** will populate in the **upper-left corner** of the student's Final Grade Calculation to indicate the **Final Grade was Manually Changed/Modified** by the teacher

PowerTeacher Pro Gradebook for HIGH SCHOOL YEARLONG COURSES: Recalculate Final Grades

Teachers will use the Recalculate tool after making significant changes in the gradebook, or when the PowerTeacher Administrator changes settings that affect the gradebook.

Procedure to Recalculate Final Grades for the Term

1. From the PowerTeacher Start Page > **Open** the **PowerTeacher Pro** Gradebook > **Verify/Select** the **Class** in the **Select Classes Menu**
2. **Verify the Term** is **Current/Correct** in the **Term Menu** on the top-left corner of the screen
3. **Click Grading** in the Menu Bar > **Select Traditional**
4. **Click** the **GEAR Icon** in the upper-left corner of the screen > **Select Recalculate Final Grades**
5. **Select Class or Classes** in the **Select Classes Menu/Dropdown Box** on the **Recalculate Final Grades Screen**
6. **Check the Box** for **Traditional Final Grades** Only
7. **Click Recalculate**

PowerTeacher Pro Gradebook for HIGH SCHOOL YEARLONG COURSES: Final Grade Status

Once teachers have finalized entering, updating, and making any necessary modifications to assignments or final grades they will notify the school Data Manager and/or PowerSchool Administrator that their grades for the reporting term have been finalized, and are ready to be stored. The Final Grade Status function allows teachers to report to the school Data Manager and/or PowerSchool Administrator if their Final Grades for the term are not complete/not ready to be stored and the date of expected completion.

Final Grade Status – Term Grades Procedure

1. From the PowerTeacher Start Page > **Open** the **PowerTeacher Pro** Gradebook > **Verify** the **Class** Selected is accurate or **Select** the desired **Class** in the **Select Classes Menu/Dropdown Box**
2. **Verify the Term** is the **current/correct** Term in the **Term Menu** on the upper-right corner of the screen
3. **Select Grading** from the Menu Bar
4. **Select Traditional**
5. On the **Traditional Grades Screen** > **Click Final Grade Status** (on the bottom of the screen)
   A. **Term Grades are Final and Ready to be Stored**:
      1. In the [Term] Final Grade Status Box > **Check the [Term] Final Grades are Complete Box**
      2. **Enter a Comment** (optional) as verification that grades are complete/finalized (this comment will be seen by the school Data manager/PowerTeacher Administrator)
   B. **Term Grades are NOT Final/NOT Ready to be Stored**:
      1. **DO NOT** check the [Term] Final Grades are Complete Box
      2. **Enter a Comment stating when grades for the term are expected to be finalized and ready to be stored**
6. **Click Save**

NOTE:
A **GREEN CHECK MARK** will populate next to Final Grade Status when the teacher CHECKS the completion box to indicate that the final grades for the term are complete.

PowerTeacher Pro Gradebook for HIGH SCHOOL YEARLONG COURSES: Comment Verification

Prior to submitting the Final Grade Status, teacher can use the Comment Verification to add a very brief comment to the report card. The Comment Verification function is used at the end of the term when completing/finalizing grades to post to report cards. Teachers can use the Comment Bank to add a comment to the Final Grade for the term. Any comments entered by teachers must be only 30 characters or less.

WARNING:
✓ **COMMENTS CANNOT BE OVER 30 CHARACTERS MAX**
✓ Comments over 30 characters cause performance issues in PowerSchool when generating report cards for the school.

Comment Verification Procedures

1. From the PowerTeacher Start Page > **Open** the **PowerTeacher Pro** Gradebook > **Select** the desired Class from the **Select Classes Menu/Dropdown Box**
2. **Select Grading** from the Menu Bar > **Select Comment Verification**
3. **Verify the Term** is **current/accurate** in the **Term Menu** on the upper-right corner of the screen
4. On the Comment Verification Screen > **Click Inside** the **Term Grade cell** for a student to **Open** the **Score Inspector**
   A. **Click** the **Comment Bank** Icon > **Select one Comment** to add to the student's term grade
   B. **Enter/type** a BRIEF (**30 characters or less**) **Comment** in the Comment Box at the bottom of the Score Inspector
5. The Comment selected or entered will populate in the Comment Cell/Colum on the Comment Verification Screen > **Review** the **Comments** to ensure they meet the 30 character or less guideline
6. **Click Save**

CATEGORY TOTALS
Provides teachers with students' Final Grades data, aggregated by Assignment Category
PowerTeacher > PowerTeacher Pro > Grading > Category Totals

ALL REPORTING TERMS
Provides teachers with students' Final Grades data for each Reporting Term
PowerTeacher > PowerTeacher Pro > Grading > All Reporting Terms

PowerTeacher Pro Gradebook for HIGH SCHOOL YEARLONG COURSES: PowerTeacher Pro Gradebook Reports

The PowerTeacher Pro Gradebook contains Individual, Multi-Functional Assignment, Scoresheet, and Student Roster Reports that can be viewed on screen or printed. Teachers can personalize each report by entering a custom report title, including a top note, bottom note, or signature line.

USING THE POWERTEACHER PRO GRADEBOOK REPORTS

INDIVIDUAL STUDENT REPORTS	✓ Use Individual Student Reports to VIEW or PRINT a summary of the class performance/activity per student ✓ The Individual Student Report is used as a Mid-Term Update/Progress Report for students and parents ✓ Course Grades, Attendance, Assignments, Category Totals, and Comments are options to include on the Individual Student Reports ✓ Teachers can include one class or the students' full schedule ✓ Teachers can choose to include Student ID Numbers next to Student Names for identification purposes ✓ Used to present a summary of student work to parents at conferences or to a principal during a review ✓ This report can be printed for an individual student, a specific student selection, or for all students in a class/all students in all course sections
MULTI-FUNCTION ASSIGNMENT REPORT	✓ Use the Multi-Function Assignment Report to VIEW or PRINT a list of students and scores/grades per assignment ✓ The Multi-Function Assignment Report can be used to find or run a report of Missing, Late, Incomplete, or Failing Assignment Scores/Grades ✓ Used to help students and parents keep track of assignments or to identify students who may need additional educational support ✓ This report can be used by teachers to gauge which assignments present the most challenges to students
SCORESHEET REPORT	✓ The Scoresheet Report is used to PRINT a copy of the Term Scoresheet ✓ Teachers may include Final Grades and Assignment Scores/Grades ✓ Teachers have the option to use Students' Names OR Student ID Numbers ✓ The Scoresheet Report can be sorted by Student Name, Student ID Number, or Randomly ✓ The Scoresheet Report can be PRINTED using the Student ID Number option to post for students to review their class progress ✓ The Scoresheet Report can be viewed as a PDF or Exported into an Excel Spreadsheet
STUDENT ROSTER REPORT	✓ Teachers will use the Student Roster Report to VIEW or PRINT demographic information by Class ✓ Used to track required student information or materials including but not limited to: emergency contacts/contact forms, field tip deposits and permission slips, student attendance, and more ✓ Teachers may customize the Student Roster Report by adding Blank Columns and/or Custom Column Headers or Sorting the Columns in the desired order ✓ The Student Roster Report can be viewed as a PDF or Exported into an Excel Spreadsheet

PowerTeacher Pro Gradebook for HIGH SCHOOL YEARLONG COURSES: How to Generate Individual Student Reports

| NAVIGATION: | PowerTeacher > PowerTeacher Pro > Reports > Select Individual Student Report |

1. CRITERIA TAB

A. REPORT TITLE >	Enter a Custom Report Title matching that of the report being generated
	Example: Quarter 1 Progress Report
B. SELECT CLASSES >	Select the Class or Classes to include in the report
C. CLASS NAME >	To use the previously customized class Name Check the Box next to Use Custom Class Name, otherwise the original Course/Section Name will be used
D. STUDENTS'FULL SCHEDULE >	DO NOT CHECK the Include Students' Full Schedule when generating a Progress Report for a specific Class CHECK the Box to Include Students' Full Schedule if generating a Progress Report for ALL Classes
E. SORT OPTIONS >	**Layout:** By Section By Student By Student
	NOTE: If all Classes are included in the report By Section By Student would be Selected. If only one Class is included in the report By Student would be Selected
	Students: Last Name Student Number
	First Name Gradebook Preference
	Assignments: Due Date (Newest First) By Category/Due Date (Newest First)
	Due Date (Oldest First) By Category/Due Date (Oldest First)
F. DATA >	**Areas to Include:** Course Grades and Attendance / Course Grade Comments
	Assignments / Assignment Comments
	Category Totals
	Show Percentages: **Verify** the **Box is Checked/Selected** to Include on the Report
	NOTE: To the Students' ID Number with their Name on the report CHECK the Box next to **Include Student Number with Student Name**
G. DATA RANGE >	Student Assignments from the **Current Grading Term** is the Default Selection
H. DATA FILTERS >	Use the **DEFAULT Settings** for Assignment Attributes, Assignment Scores, Assignment Categories, and Course Grades

2. STUDENT TAB
A. **All Students are included** in the Report by **DEFAULT** > To Include all students in the Report make no changes
B. To Generate the Report for a **specific Student Selection** > **Click Add/Remove Students**
C. **Check the Box** on the **upper-right corner** to the right of the Filter area to **Deselect all Students** > **Check the Box** next to the **Specific Students** to include in the Report

3. FORMAT TAB

A. PAGE ORIENTATION >	Landscape is the recommended layout when including all available report data
B. REPORT OUTPUT >	PDF (default)
C. PAGE BREAK >	Between Students is Selected by Default
D. EXCLUDE ROW SHADING >	Selecting this printing option will save ink
E. TOP NOTE >	Type a brief note to include above the report data (OPTIONAL)
F. BOTTOM NOTE >	Type a brief note to include above the signature line (OPTIONAL)
G. SIGNATURE LINE >	If a Parent/Guardian signature will be required CHECK the Box to Include on the Report, otherwise it is unchecked

4. RUN REPORT

PowerTeacher Pro Gradebook for HIGH SCHOOL YEARLONG COURSES: PowerTeacher Pro Gradebook Reports

MULTI-FUNCTION ASSIGNMENT REPORT

NAVIGATION: PowerTeacher > PowerTeacher Pro > Reports > Multi-Function Assignment Report
- ✓ Allows teachers to generate a report for Missing and Incomplete Assignments (screen example).
- ✓ Used to assist students and parents in keeping track of assignments throughout the term or assignments that need to be completed/ turned in.
- ✓ This report option can also be used as a Failure Report to include Missing, Late, Incomplete, and Failing Assignment Scores/Grades.
- ✓ Can be Generated for one or more classes & specific student selections
- ✓ To Generate: Criteria Tab > Students Tab > Format Tab > Run Report

Quarter 1: Missing and Incomplete Assignments

Class: 1(A) English 8 (2018-2019) — **Teacher: Abram**

Shows: Missing, Incomplete

Qtr1: Book Review #1 Due: 08/17/18 **Category: Formal Assignments**

Name	Score	Max	%	Grade	Flags	Comment
Taylor, Jordan	65	100	65%	D	La Mi	

Unit 2 Test Due: 09/12/18 **Category: Formal Assignments**

Name	Score	Max	%	Grade	Flags	Comment
Taylor, Jordan	50	100	50%	F	In	

HW Notebook: Q1/Week 1 Due: 07/20/18 **Category: Informal Assignments**

Name	Score	Max	%	Grade	Flags	Comment
Taylor, Jordan	7	10	70%	C-	Mi In	Has missing homework assignments.

HW Notebook: Q1/Week 4 Due: 08/10/18 **Category: Informal Assignments**

Name	Score	Max	%	Grade	Flags	Comment
Taylor, Jordan	0	10	0%	F	Mi	

HW Notebook: Q1/Week 7 Due: 09/07/18 **Category: Informal Assignments**

Name	Score	Max	%	Grade	Flags	Comment
Taylor, Jordan	7	10	70%	C-	La Mi In	

PowerTeacher Pro Gradebook for HIGH SCHOOL YEARLONG COURSES: PowerTeacher Pro Gradebook Reports

SCORESHEET REPORT

NAVIGATION: PowerTeacher > PowerTeacher Pro > Reports > Scoresheet Report
- Allows teachers to generate the Term Scoresheet for one or more Classes or for an Individual Student
- The Scoresheet Report can be Generated as a PDF or Exported into an Excel Spreadsheet
- To Generate: Criteria Tab > Students Tab > Format Tab > Run Report

PowerTeacher Pro Gradebook for HIGH SCHOOL YEARLONG COURSES: PowerTeacher Pro Gradebook Reports

Reports

- Individual Student Report
- Multi-Function Assignment Report
- Scoresheet Report
- Student Roster

STUDENT ROSTER

NAVIGATION: PowerTeacher > PowerTeacher Pro > Reports > Student Roster
- ✓ Allows teachers to generate a Student Roster for one or all Classes to track Student Attendance, Required Forms, Field Trip Information, Emergency Contacts, Etc…
- ✓ Used in Sub Folders for Substitute Teachers to take Attendance
- ✓ The Student Roster can be Generated as a PDF or Exported into an Excel Spreadsheet
- ✓ To Generate: Criteria Tab > Students Tab > Format Tab > Run Report

HOW TO GENERATE A CLASS ROSTER

NAVIGATION: PowerTeacher > PowerTeacher Pro > Reports > Student Roster

1. **CRITERIA TAB**
   - A. **REPORT TITLE >**   Enter a Custom Report Title matching that of the report being generated

     EXAMPLE: Quarter 1 Class Roster Required Forms & Parent Information
   - B. **SELECT CLASSES >**   Select the Class or Classes to include in the report
   - C. **SORT OPTIONS >**   **Select** How Students will **Appear** on the Roster
     - ✓ Last Name
     - ✓ First Name
     - ✓ Gradebook Preference
     - ✓ Birthday
     - ✓ Student Number
     - ✓ Grade Level
   - D. **DISPLAY >**   **Add Columns** Select the Information to Include on the Roster from the Add Columns Menu

     NOTE: Students' Names are automatically displayed on the roster in the **NAME** Column
     - ✓ Add Blank Columns Click the Add Button next to Blank to Insert Blank Column Headers that can be customized
     - ✓ Modify the Order of Columns as Desired using the Up and own Arrows

2. **STUDENT TAB**
   - A. **All Students are included** in the Roster by **DEFAULT** > To Include all students on the Roster make no changes
   - B. To Generate a Roster for a **specific Student Selection** > **Click Add/Remove Students**
   - C. **Check the Box** on the **upper-right corner** to the right of the Filter area to **Deselect all Students** > **Check the Box** next to the **Specific Students** to include in the Report

3. **FORMAT TAB**
   - A. PAGE ORIENTATION >   Select Landscape or Portrait
   - B. REPORT OUTPUT >   PDF (default) or Export to Excel
   - C. PAGE BREAK >   Between Classes is Selected by Default
   - D. EXCLUDE ROW SHADING >   Selecting this printing option will save ink
   - E. TOP NOTE >   N/A for a Class Roster
   - F. BOTTOM NOTE >   N/A for a Class Roster
   - G. SIGNATURE LINE >   N/A for a Class Roster

4. **RUN REPORT**

Criteria Tab (screenshot)

Report Title: Required Forms: Collected/Returned & Paren[t]

Description: Student demographic information and blank columns

Classes*: Select Classes

Use Custom Class Name

Sort Options

Students: Last Name

Display

Columns

Column	Column Name on Report
Student Name	Name
	Blank
Mother's Name	Mother
Home Phone	Phone
Father's Name	Father
Guardian Email	Email

Add Columns: Blank, Student, Course, Birthday, Gender

Required Forms: Collected/Returned & Parent Information

Name	Required Forms Collected	Mother	Father	Phone	Email
Adams, Monique L				1-555-555-9999	momanddad@PSSIS.com
Bachman, Sarah		Jessica Bachman	Lindner, Bachman	1-555-555-2772	momanddad@PSSIS.co[m]
Ball, Jennifer		Andrea Ball	Glenn Ball	1-555-555-1671	momanddad@PSSIS.co[m]
Burningham, Christopher		Elyse Burningham	Joey Burningham	1-555-555-2126	momanddad@PSSIS.co[m]
Carlson, Michael		Angelina Carlson	Kramer, Carlson	1-555-555-2803	momanddad@PSSIS.co[m]
Charlton, Shawn		Kelly Charlton	Fode, Charlton	1-555-555-2714	momanddad@PSSIS.co[m]
Cox, Sara		Brandi Cox	Davis, Cox	1-555-555-2580	momanddad@PSSIS.co[m]
Edwards, Amber		Kira Edwards	Aaron Edwards	1-555-555-2038	momanddad@PSSIS.co[m]
Griggs, Phillip		Breann Griggs	Johnson, Griggs	1-555-555-2704	momanddad@PSSIS.co[m]
Hilde, Amy		Candice Hilde	Christensen, Hilde	1-555-555-2815	momanddad@PSSIS.co[m]
Jackson, Ashley		Heather Jackson	Cameron Jackson	1-555-555-1506	momanddad@PSSIS.co[m]
Jorgensen, Marcelo		Kayla Jorgensen	Cole Jorgensen	1-555-555-1404	momanddad@PSSIS.co[m]
King, Pedro		Kristy King	Kvamme, King	1-555-555-2716	momanddad@PSSIS.co[m]
Laport, Amy		Cherese Laport	Galles, Laport	1-555-555-2796	momanddad@PSSIS.co[m]
Lee, Holly		Heather Lee	Lindner, Lee	1-555-555-2809	momanddad@PSSIS.co[m]
Marcy, David		Kelly Marcy	Kanenwisher, Marcy	1-555-555-2586	momanddad@PSSIS.co[m]
Maxfield, Benjamin		Andrea Maxfield	Kason Maxfield	1-555-555-2043	momanddad@PSSIS.co[m]
Nelson, Jennifer		Jessica Nelson	Deitz, Nelson	1-555-555-2581	momanddad@PSSIS.com
Newman, Anne		Breeann Newman	Cullen, Newman	1-555-555-2792	momanddad@PSSIS.com

PowerTeacher Pro Gradebook for HIGH SCHOOL YEARLONG COURSES: Analyzing Class Performance

The PowerTeacher Pro Gradebook allows teacher to analyze Class Performance/Progress throughout the academic year.

TRADITIONAL GRADES PROGRESS
NAVIGATION: PowerTeacher > PowerTeacher Pro > Select a Class > Progress > Traditional

Traditional Grades Progress Screen & Features

✓ The Traditional Grades Progress Screen provides a graphical view of the grade distribution for the selected class and selected reporting term.
✓ The Information Icon will provide the Traditional Grades included in each color level.
✓ To the right of the graph, teachers can view a summary of Missing, Late, and Incomplete Assignments
✓ Clicking the View All button under the graph will Open the Traditional Grades Distribution window.
✓ On the left side of the Traditional Grades Distribution window teachers can view the GRADE DISTRIBUTION for each Reporting Term in the academic year.
✓ On the right side of the Traditional Grades Distribution widow teachers can view the GRADE TRENDS for the students in the Selected Class for the Reporting Terms Selected or compared to the previous Reporting Term. (In the screen shot provided the teacher selected Semester 1 (S1) as the Reporting Term to compare to Q1).
✓ A RED ARROW in the Grade Column indicates a student's grade is trending DOWN between the selected terms.
✓ A GREEN ARROW in the Grade Column indicates a student's grade is trending UP between the selected terms.
✓ NO ARROW in the Grade Column indicates there is no change.
✓ To Compare trends between a different selection of subsequent terms, teachers will Click the GEAR Icon on the upper-right corner of the Traditional Grades Distribution window and Select the desired term.
✓ Clicking OK on the bottom-right OR the X in the upper-right corner of the Traditional Grades Distribution window will Close the Window.
✓ To Select a different Term on the Traditional Grades Progress Screen the teacher will change the Selected Term in the Term Menu on the upper-right corner of the screen.

PowerTeacher Pro Gradebook for HIGH SCHOOL YEARLONG COURSES:
Individual Student Data, Assignments, and Information
The PowerTeacher Pro Gradebook allows teachers to view individual student data, enter/modify their assignment scores/grades, and view information for the individual student.

INDIVIDUAL STUDENT DATA, ASSIGNMENT SCORES/GRADES, AND INFORMATION
NAVIGATION: PowerTeacher > PowerTeacher Pro > Select a Class > Students > Select a Student

STUDENTS > SELECT STUDENT > ASSIGNMENTS
The Assignments Screen allows the teacher to view a Summary of all the scores/grades for all assignments in all Reporting Terms for the selected student. Teachers can enter or modify scores/grades for the selected student from the student's Assignments screen.

PowerTeacher Pro Gradebook for HIGH SCHOOL YEARLONG COURSES:
Individual Student Data, Assignments, and Information (continued)

STUDENTS > SELECT STUDENT > COMMENT LOG
- ✓ The Comments Log allows the teacher to view a Summary of all the comments entered/recorded for the selected/individual student.
- ✓ Teachers can modify comments by clicking Inside the Grade/Score Column to Open the Score Inspector from the Comments Log Screen.
- ✓ Teachers will be able to view Assignment and Reporting Term Comments for the Individual Student.

STUDENTS > SELECT STUDENT > DEMOGRAPHICS
The Demographics Screen provides the teacher with the selected student's personal demographics such as address, parent/guardian names and contact information, date of birth, etc…

PowerTeacher Pro Gradebook for HIGH SCHOOL YEARLONG COURSES:
Individual Student Data, Assignments, and Information (continued)

STUDENTS > SELECT STUDENT > QUICK LOOKUP-TRADITIONAL
- ✓ The Quick Lookup Screen provides the teacher will the students full academic progress and attendance data for the current academic year
- ✓ Clicking the Show Dropped Also Link will provide the teacher with the student's academic progress and attendance from another CMS School or from another North Carolina Public or Charter School of previous enrollment (within the current academic year).
- ✓ Click on the Blue Grade under the Reporting Term will open the Reporting Term Window showing all assignments and Details for the assignment, including any comments entered by the previous teachers.
- ✓ The teacher will utilize the Quick Lookup Screen when obtaining grades to transfer into their gradebooks for any new students from another CMS teacher, CMS School, NC Public School, or NC Charter School.

STUDENTS > SELECT STUDENT > POWERTEACHER PORTAL
- ✓ The PowerTeacher Portal link will open the teacher's PowerTeacher Account in a NEW Window allowing the teacher to not lose his/her place in the PowerTeacher Pro Gradebook.
- ✓ The teacher will be taken directly to the selected student's information screens in PowerTeacher to view additional information/screens as they are available.
- ✓ The PowerTeacher Portal can also be found under the Apps Charm

PowerTeacher Pro Gradebook for HIGH SCHOOL YEARLONG COURSES: PowerTeacher Pro Help & CMS Support

For additional help teachers can click on the Help Icon on the upper-right corner of the PowerTeacher Pro Gradebook to access the robust PowerTeacher Pro Help System, which includes A-Z help articles, tips and tricks, How To Videos, and much more. For CMS Specific PowerTeacher Pro Support teachers can visit the CMS Intranet: PowerSchool Updates & Information Site and view CMS PowerTeacher Instructional Documents and Videos from the Training Documents and Videos Page. For additional support teachers will see their school's PowerTeacher Pro Gradebook Trainer or Data Manager. Teachers are welcome to utilize the CMS PowerSchool Help Desk or enter a PowerSchool Cherwell Ticket for further support.

- ✓ CMS Employee Intranet: my.cms.k12.nc.us
- ✓ Login with your CMS Email & Password
- ✓ Click PowerSchool Updates & Information
- ✓ Click the Training Documents & Videos Link
- ✓ Submit a PowerSchool Cherwell Ticket
- ✓ Contact the CMS PowerSchool Help Desk 980.343.5736, Opt 2

2018-2019
HIGH SCHOOL YEARLONG COURSES: Final Grade Calculation Setups & Assignment Category Verification

SCHOOL NAME _____

TEACHER NAME _____

2018-2019 TEACHER/TEACHER OF RECORD VERIFICATION OF GRADEBOOK/FINAL GRADE SETUPS

I _____ (CMS teacher/teacher of record) have viewed and verified my 2018-2019 Pre-Defined Final Grade Calculations. I have not setup or modified any Pre-Defined Final Grade Calculations. I have completed my Yearlong Final Grade-Traditional Grade Calculation Setups as instructed, following the Charlotte-Mecklenburg School Final Grade Setup guidelines for HIGH SCHOOL YEARLONG COURSES. I have read and understand that I am **not to create additional Assignment Categories for any assigned classes/courses, and that if I choose to do so that the additional assignment categories will not count in the Final Grade Calculation.** In addition, I understand that my gradebook is subject to review by the school and district administration to ensure accuracy in reporting. Should I alter the gradebook setup in a manner that changes the Final Grade Calculations for the students scheduled in my course sections at any time during the academic term, I will be required to make the necessary corrections to correct my gradebook setup as instructed by school administration or the district PowerSchool administration.

2018-2019 COURSE SECTIONS: **Complete the following and initial indicating that the Final Grade Setup & Categories are Correct**

Course Name	Course Number	Section Number	Length of Course	Teacher Initials
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

To be Completed by the PowerTeacher Pro Gradebook Trainer

I _____ (PowerTeacher Pro Gradebook School Trainer) have reviewed the PowerTeacher Pro Gradebook for the above named teacher and/or teacher of record. I verify that the above teacher/teacher of record has properly completed the 2018-2019 Final Grade Setup procedures according to the Charlotte-Mecklenburg School Final Grade Setup-Traditional Grade Calculations for HIGH SCHOOL YEARLONG/36-WEEK COURSES. I have personally reviewed each Course Section listed above/assigned to the teacher/teacher of record named above to verify that the Final Grade-Traditional Grade Calculation Setup is correct and accurate. In addition, I have ensured that the teacher has not created any additional Assignment Categories and is aware that no assignments should be created for any courses throughout the academic year/term and that the Final Grade Calculations should not be modified.

REQUIRED SIGNATURES: **Teacher/Teacher of Record & PowerTeacher Pro Gradebook Trainer**
OPTIONAL SIGNATURES/REVIEW: Administrative Team Member

_____   _____   _____
Teacher/Teacher of Record Name (**PRINT**: First & Last Names)   Teacher Signature   Date

_____   _____   _____
PT Pro Gradebook Trainer Name (**PRINT**: First & Last Names)   PT Pro Gradebook Trainer Signature   Date

_____   _____   _____
Administrator Name (**PRINT**: First & Last Names)   Administrative Signature   Date

DATA MANAGERS
All forms are to be kept on file with the school Data Manager. Data Managers will verify the form for completion and the required signatures have been obtained.

☐ **ALL REQUIRED INFORMATION IS COMPLETE & REQUIRED SIGNATURES HAVE BEEN OBTAINED** **DATE RECEIVED/FILED**: _____

Every Child. Every Day. For a Better Tomorrow.