

Setting Up PowerTeacher Gradebook 2.8



Checklist for Setting Up PowerTeacher Gradebook 2.8

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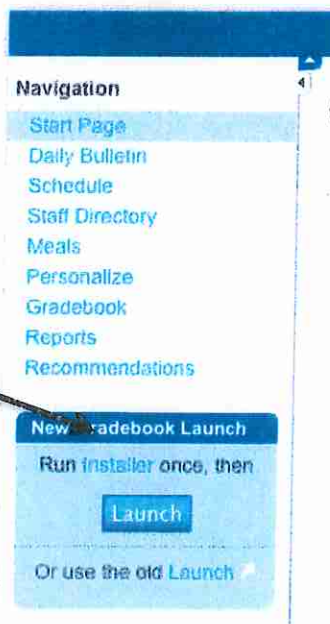
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I. Installing the new Gradebook

Gradebook is part of PowerTeacher

1. Navigate to our PowerSchool server address:
<http://sis.dvrhs.org/teachers/> and log in to PowerTeacher using your username (firstlast, no spaces) and password (usually same as your email and computer log in password).
2. On the Start Page, in the new Gradebook Launch, click **Installer**.

PowerTeacher



3. Click **Download Installer** button.

▼ **Mac OS X**

▼ **Step 1: Download the Installer**

Download the setup installer. This may take a while depending on your network.

 You run the installer setup one time on each computer you use to access the Gradebook.

Note: Your computer must be running Mac OS X 10.7.3 or later.

Download Installer

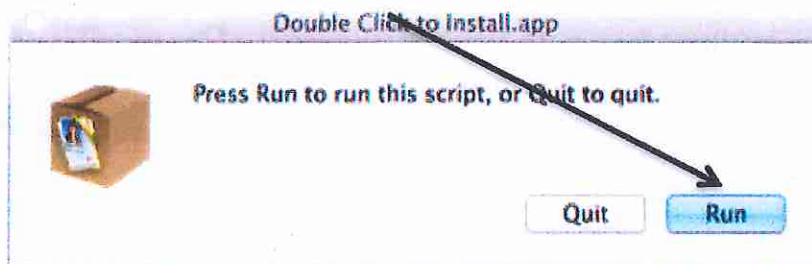
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Next

4. Follow these directions below (instead of clicking Next button to go through PowerSchool's directions).
5. In your **Download** folder, double-click the downloaded **Gradebook.dmg** file
6. On the first installer window, double click on the icon to install and click **Open**



7. On the next screen, click **Run**.



8. On the next screen, click **OK**.
9. To finish the installation setup, you must launch Gradebook from PowerTeacher portal: click the **Launch** button from <https://sis.dvrhs.org/teachers/gradebook/home.html>
10. In the **Downloads** folder, click **launch gradebook.ptg**. After you launch your Gradebook the first time, you can then use the desktop shortcut. **Do not delete the shortcut!!!**



PowerTeacher

Navigation

- Start Page
- Daily Bulletin
- Schedule
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- Meals
- Personalize
- Gradebook
- Reports
- Recommendations

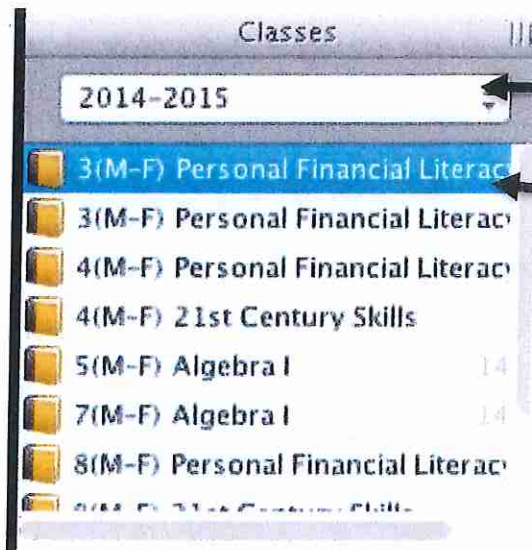
New Gradebook Launch

Run **Installer** once, then

Launch

Or use the old **Launch**

II. Change to the Current School Year and Edit your Categories (Types of Assignments)



1. In the Classes Pane, select the current year.

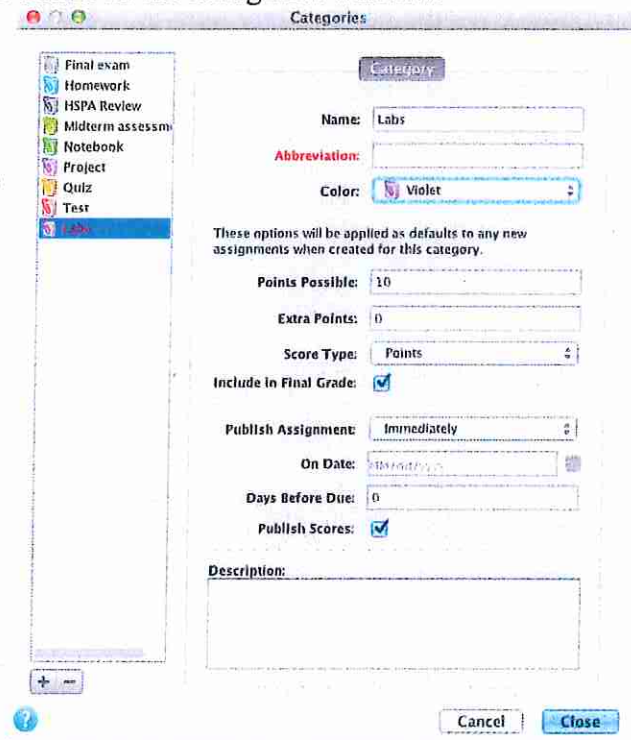
2. Select a class.

Categories

To save you time, the Gradebook contains four pre-defined categories: Homework, Project, Quiz, and Test.

These categories and any you create will be available to all of the classes you teach.

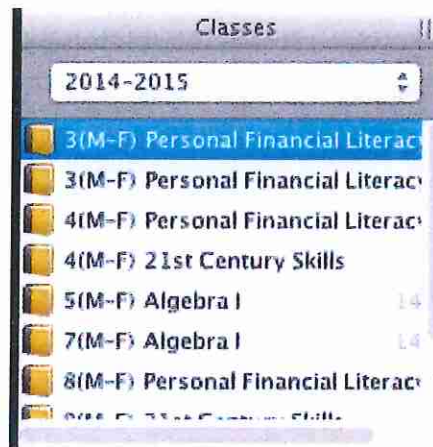
1. From the **Tools** menu, select **Categories**.
2. Click the + button in the lower left corner of the Categories window.
3. Give the category a name and a default number of points for assignments in that category. Choose a color and the score type. Check **Include in Final Grade**, if appropriate, and add a description.
4. Add another category by clicking the + button. Edit an existing category by selecting it and changing any of the values. Click the - button to delete a selected category.
5. Click **Close** to save categories you created or modified.



III. Calculate Final Grades by Term Weight

You **must** calculate final grades by term weights.

1. Select a class from the Classes pane.



2. Click the **Grades Setup** tab.



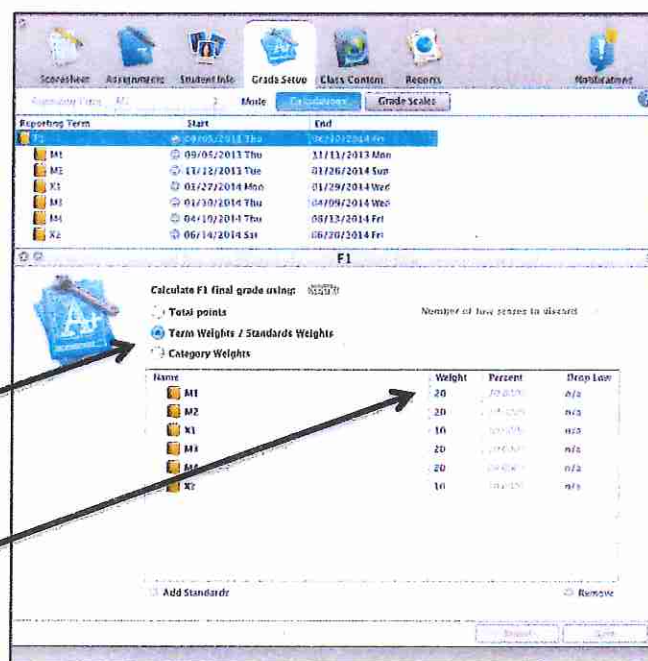
3. Select **Calculations** mode.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

4. Double click the F1 reporting term to set up final grade calculation. The Calculations Detail window appears.

5. Select the **Term Weights** option for **Calculate Final Grade Using**. Term weights for the selected reporting term appear.

6. Double-click the term's **Weight** field. The field appears as an editable text field.



7. Enter the weight and repeat for each Marking Period.

Year long courses 20% for each Marking Period and 10% for the each final exam (A.K.A. X1 and X2).

Semester long courses 40% for each Marking Period and 20% for the final exam (A.K.A. X1 or X2).

Note: Up to two decimals may be entered.

8. Click **Save**.

Calculate Marking Periods' Final Grades by Total Points or Category Weights

Total Points:

If you want your Marking Period's Final Grades to be calculated by total points, click on the each Marking Period and Select **Total Points**.

Reporting Term: F1 Mode: Calculations Grade Scales

Reporting Term	Start	End
F1	09/07/2010 Tue	06/30/2011 Thu
M1	09/07/2010 Tue	11/10/2010 Wed
M2	11/11/2010 Thu	01/26/2011 Wed
M3	01/27/2011 Thu	04/05/2011 Tue
M4	04/06/2011 Wed	06/16/2011 Thu
E1	06/17/2011 Fri	06/23/2011 Thu

Calculate M1 final grade using: ☒ Total points ☐ Term weights ☐ Category weights

Number of low scores to discard: 0

Revert Save

Category Weights

If you want your Marking Period's Final Grades to be calculated by category weights.

1. Click on the Marking Period and Select **Category weights**.

Reporting Term: F1 Mode: Calculations Grade Scales

Reporting Term	Start	End
F1	09/07/2010 Tue	06/30/2011 Thu
M1	09/07/2010 Tue	11/10/2010 Wed
M2	11/11/2010 Thu	01/26/2011 Wed
M3	01/27/2011 Thu	04/05/2011 Tue
M4	04/06/2011 Wed	06/16/2011 Thu
E1	06/17/2011 Fri	06/23/2011 Thu

Calculate M1 final grade using: ☐ Total points ☐ Term weights ☒ Category weights

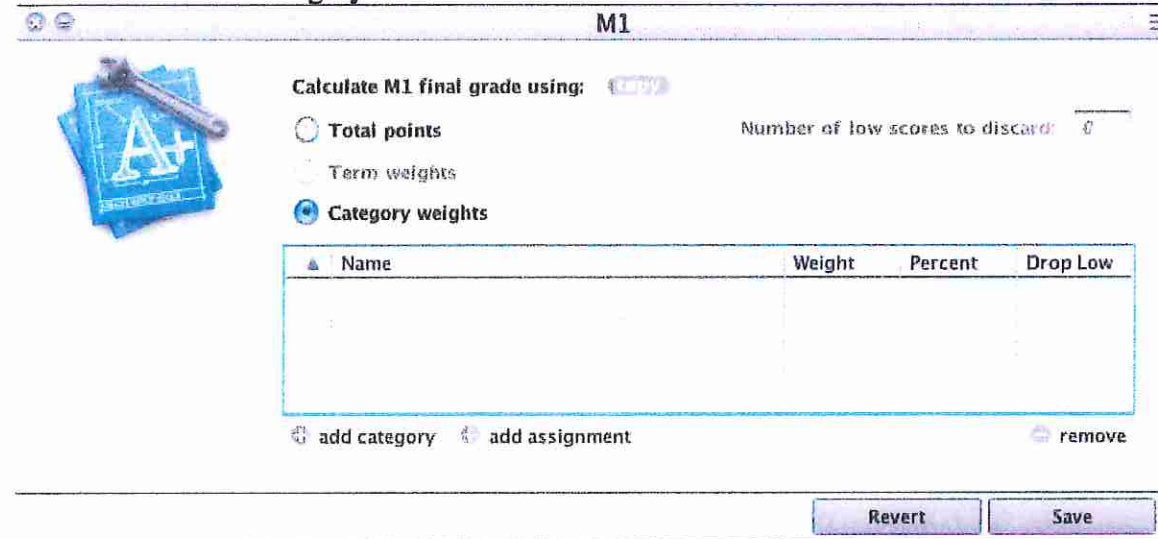
Number of low scores to discard: 0

A : Name	Weight	Percent	Drop Low

add category add assignment remove

Revert Save

2. Click on "+ add category"



Calculate M1 final grade using: **Category weights**

☐ Total points Number of low scores to discard: 0

☐ Term weights

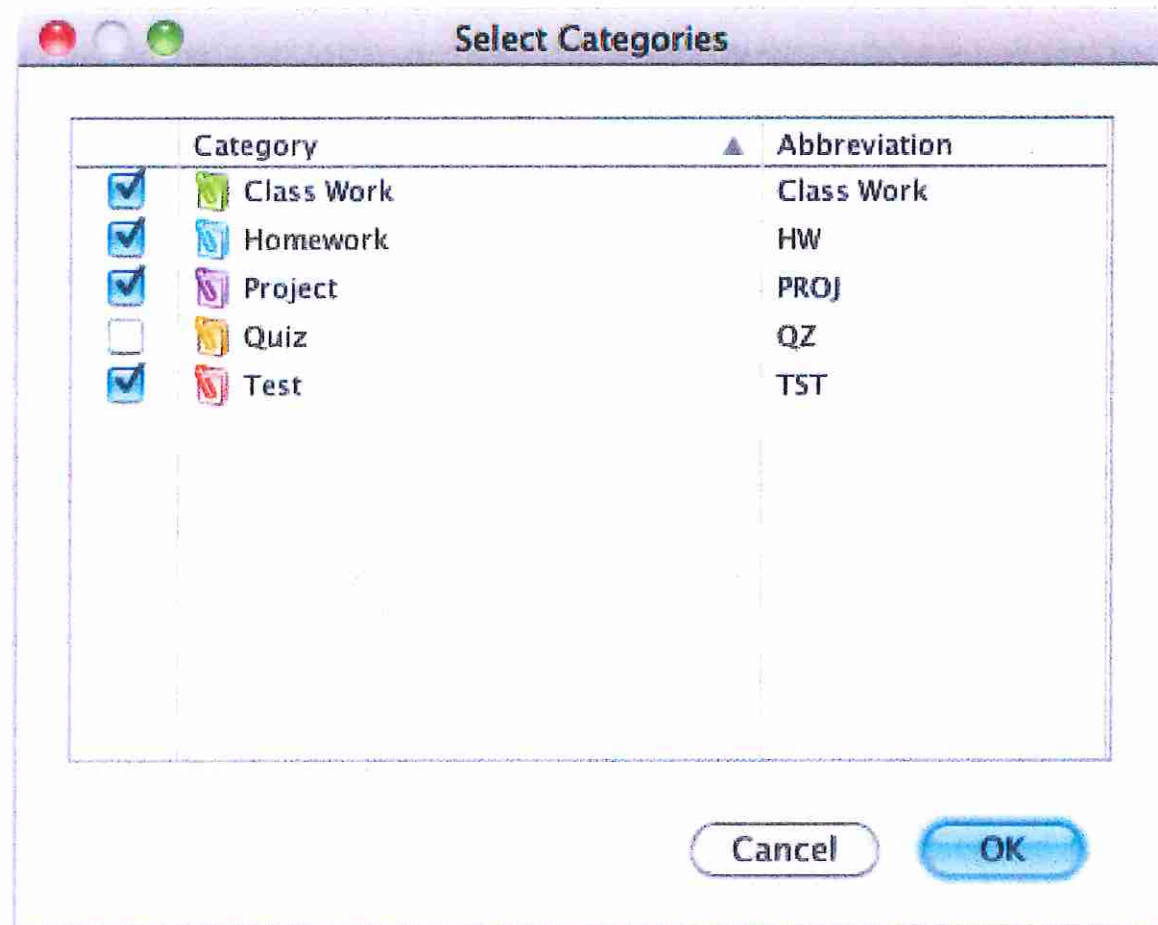
☒ Category weights

Name	Weight	Percent	Drop Low

add category add assignment remove

Revert **Save**

3. Select the **Categories** you would like to include for the Marking Period and Click **OK**.



Category	Abbreviation
<input checked="" type="checkbox"/> Class Work	Class Work
<input checked="" type="checkbox"/> Homework	HW
<input checked="" type="checkbox"/> Project	PROJ
<input type="checkbox"/> Quiz	QZ
<input checked="" type="checkbox"/> Test	TST

Cancel **OK**

4. Double-click the term's **Weight** field. The field appears as an editable text field.
5. Enter a weight for each Category. Then, click **Save**.

Reporting Term: F1 Mode: Calculations Grade Scales

Reporting Term	Start	End
F1	09/07/2010 Tue	06/30/2011 Thu
M1	09/07/2010 Tue	11/10/2010 Wed
M2	11/11/2010 Thu	01/26/2011 Wed
M3	01/27/2011 Thu	04/05/2011 Tue
M4	04/06/2011 Wed	06/16/2011 Thu
E1	06/17/2011 Fri	06/23/2011 Thu

Calculate M1 final grade using: ☒ Total points ☐ Term weights ☒ Category weights

Number of low scores to discard: 0

Name	Weight	Percent	Drop Low
Class Work	45	45.0%	0
Homework	15	15.0%	0
Project	25	25.0%	0
Test	15	15.0%	0

add category add assignment remove

Revert Save

Repeat steps 1-4 for each Marking Period.

IV. Entering Assignments

You can add assignments to the Gradebook anytime during the school year, and can copy assignments from a previous school year or term. Whenever you add assignments, you can choose to make assignment information available to parents or guardians and students immediately.

1. From the Assignments tab, click the + button below the Assignment list to open the New Assignment pane.
2. Name the assignment, choose a category, enter a number of points possible, and specify a due date. Add a description so students and parents know what is required. Be sure to check **Include in Final Grade**, unless the assignment is a draft or non-graded activity.
3. Click the **Publish** tab in the assignment pane.
4. Choose to publish assignments immediately, on a specific date, or a number of days before it is due.
5. Check **Publish Scores** to show scores in the PowerSchool Student and Parent Portals.
6. Click **Save** in the lower right corner. The assignment will appear in the list of assignments, as well as on the Scoresheet.

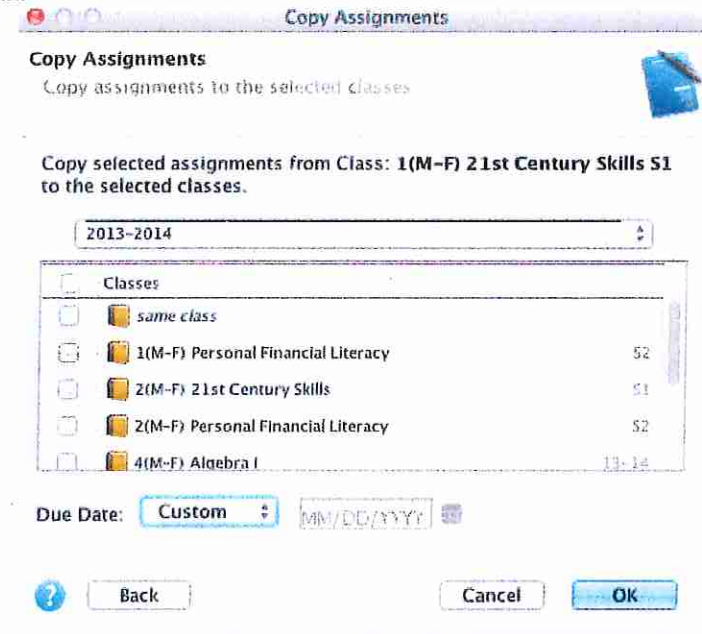
The screenshot shows the 'New Assignment' form in PowerTeacher 2.8. The form is titled 'Test' and has two tabs: 'Assignment' and 'Publish'. The 'Assignment' tab is selected. The form contains the following fields and values:

- Name:** Test
- Abbreviation:** Test
- Category:** Test
- Points Possible:** 100
- Extra Points:** 5
- Max 100**
- Score Type:** Points
- Weight:** 1.00
- Date Due:** 11/27/2009
- Include in Final Grade:** ☒
- Description:** (empty text area)

V. Copying Assignments

You can copy assignments from one class to another, from current or previous terms, by using **Copy Assignments** in the **Tools** menu at the top of the screen. Use the term menu and the Classes pane in the Gradebook window to change classes or to select previous classes, so you can access any assignment, no matter the date. You may select to copy one assignment, several assignments, or all assignments.

1. In the Classes pane, select the class that contains the assignment or assignments you want to copy.
2. Click the **Tools** menu and click **Copy Assignments**.
3. Check the assignments you want to copy and click **Next**.
4. The Copy Assignments window will default to the current school year, but you can also choose previous or future school years.
5. Check the class or classes to copy the assignments to.
6. Choose to keep the existing due date, assign today's date, or enter a custom date.
7. Click **OK**.



VI. Entering Scores

When entering scores, match the type of score to what you set up when you created the assignment; numbers for points and percentage, letters for letter grades. Enter scores individually or by using quick-entry methods.

1. From the Scoresheet tab, click in the cell across from the row containing the student's name and under the column of the assignment you want to score.
2. Enter the score, such as 25 or A.
3. Press **Enter** to advance to the next student and **Tab** to advance to the next assignment.
4. When you have finished entering scores, click **Save**.

VII. Locking the Gradebook

When you're ready to end your PowerTeacher Gradebook session, you can log out and close the Gradebook. However, if you're in the middle of a task and need to step away from the computer, but don't want to end your session, you can lock your Gradebook in either of two different ways.

1. The first method is to use a keyboard shortcut. PC users can press and hold **CTRL+L**. Mac users can press and hold **COMMAND+L**.
3. The lock screen appears, covering the entire Gradebook, keeping student information private. If you attempt to launch the Gradebook again, the system detects that the Gradebook is already opened and locked, and will not launch a second session.
4. If you want to unlock the Gradebook, enter the same password you use to log in to PowerTeacher Gradebook, and click **Unlock**.
5. To quit the Gradebook from the lock screen, click **Quit**. If you have unsaved changes in the Gradebook, you will see a prompt asking whether you want to save changes, or exit without saving them.

