

# Using PowerTeacher Pro Quick Reference Card

## Using PowerTeacher Pro

PowerSchool's PowerTeacher Pro gradebook is a robust classroom management tool that includes advanced features for both standards-based and traditional grading. Teachers use the mobile-friendly gradebook to get their work done and to analyze student performance.

CATEGORY	ASSIGNMENTS	SCORED	DUE DATE	SCORE TYPE	EDIT
Proj	1. Character Study 2	19 / 19 ✓	1/15/2017	Points pts: 50	
Home	2. Ch 17 Outline	19 / 19 ✓	12/4/2016	Points pts: 20	
Test	3. Section 1 Test	19 / 19 ✓	11/13/2016	Points pts: 100	
Home	4. Ch 14 Questions	19 / 19 ✓	10/9/2016	Points pts: 20	
Proj	5. Civil War Timeline	19 / 19 ✓	10/9/2016	Points pts: 50	
Quiz	6. Terminology Quiz	19 / 19 ✓	10/1/2016	Points pts: 50	
Home	7. Ch 9 Questions	0 / 19	9/23/2016	Points pts: 20	
Proj	8. Character Study 1	19 / 19 ✓	9/4/2016	Points pts: 50	

## Accessing the Gradebook

Teachers **navigate** to the HTML-based gradebook directly through the teacher portal. There's no need to launch a separate application to access the gradebook. The first time you navigate to the gradebook, you'll see a welcome message that introduces some of the features.

To navigate to the gradebook:

1. Enter the URL of our PowerSchool server:

<https://nssps.narragansett.k12.ri.us/teachers/pw.html>

Enter your username and password

2. Click **Sign In**
3. On the Start Page, click **PowerTeacher Pro**
4. Read the welcome message and click **Close**

To view the message again, click the Help icon and select **Getting Started**. Also click the Help icon to access the PowerTeacher Pro Help system, tips and tricks, training videos, and information about new features.

**Welcome to PowerTeacher Pro!**

PowerTeacher Pro combines an intuitive user interface with robust functionality for managing the classroom. In addition to providing advanced features for both standards-based and traditional grading, PowerTeacher Pro improves tremendously on the previous gradebook. It also provides the same great user experience and full functionality from any computer or tablet, including Mac, Windows, iOS, Android, and Chromebooks.

Features include:

- Easy-to-use class progress graphs and charts
- Enhanced single student views, giving a 360-degree view of performance
- Quick access to assignment scoring
- Mark scores with Incomplete or Absent score codes
- Training videos now included in Help! [Watch the videos here.](#)
- Watch the [What's New in PowerSchool 10.1.2](#) video to see all of the new features available in PowerTeacher Pro!

Close

## Working with Assignments

Before you begin creating assignments, it's recommended that you create categories so you can group assignments by type. Then, set up assignments in the gradebook, choose whether or not to include them in students' final grades, and tie them to standards. Your district leaders may also set up assignment categories at the district level for you and other teachers to use.

## Creating Categories

Categories are broad classifications in which you group similar types of assignments. Examples of categories are homework, tests, and quizzes. Set up your own categories, or use district-created categories. District-created categories are identified by an icon that looks like a school house next to the category name.

Categories						Show Inactive
ORDER	COLOR	CATEGORY NAME	CLASSES USING	ACTIVE	EDIT	
▲ ▼		Classwork	All Classes (16-17)	✓		<input type="checkbox"/>
▲ ▼		Project	All Classes (16-17)	✓		<input type="checkbox"/>
▲ ▼		Quiz	All Classes (16-17)	✓		<input type="checkbox"/>
▲ ▼		Test	All Classes (16-17)	✓		<input type="checkbox"/>
▲ ▼		Group Project	All Classes (16-17)	✓		<input type="checkbox"/>

**Legend**  
Icons District created category

To create an assignment category:

1. Click **Create**
2. Select **Category**

3. On the Category tab, open the Select Classes menu and select the class or classes in which you will use the category

By default, the category is available to all classes.

4. Enter the name of the category, such as **Test**
5. Select a color for the category, such as **Red**
6. Use the default status of **Active**

Check Inactive when you want to make categories that you no longer use inactive.

7. Enter a description of the category, such as **Use for test assignments**
8. Click the Assignment Defaults tab
9. Select the default score type that assignments in this category will use, such as **Points**
10. To include extra points in the assignments by default, click **Extra Points** and enter the number of extra points, such as 5
11. To weight assignments in this category by default, click **Weight** and enter a value, such as 2, in the Weight field
12. In the Score Entry Points field, enter the number of points that assignments in this category will be worth by default, such as 100
13. Use the Publish Assignment menu to define when assignments in this category will be published
14. To publish the scores of assignments in this category by default, verify that **Publish Scores** is selected
15. To include assignments in this category in final grade calculations by default, verify that **Count in Final Grade** is selected
16. To save the new category, click **Save**

## Setting Up Grading Preferences

To define a traditional grade calculation for a class:

1. Click **Settings**
2. Select **Traditional Grade Calculations**
3. To see the grade calculations for all of the classes, click **Expand All**
4. For one of the classes in the list, click the Edit icon next to the first reporting term
5. To calculate the overall class grade using the formula, verify that **Calculate Overall Class Grade** is checked
6. Open the Type menu and choose a calculation type, such as **Category Weighting**
7. Open the Attribute menu and select a category, such as **Homework**
8. To define the weight of the selected category, enter a value in the Weight field, such as 2 (for 20%)
9. To include another category, click the + sign
10. Open the Type menu and choose **Category Weighting**
11. Open the Attribute menu and select a different category, such as **Quiz**
12. To define the weight of the selected category, enter a value in the Weight field, such as 3 (for 30%)
13. Repeat steps 9-12 to set up weighting for two more categories

Use weight values that will make the values in the Percent

columns add up to 100%.

14. To save the grade calculation, click **Save**

Set up the grade calculations for the remaining reporting terms. If you do not have access to edit the grade calculation preferences, follow your school and district policies or contact your PowerSchool administrator.

## To copy traditional final grade calculations:

1. Click **Settings**
2. Select **Traditional Grade Calculations**
3. In the upper-right corner of the Traditional Grade Calculations page, click the Gear icon
4. Select **Copy Final Grade Calculations**
5. At the top of the Copy Final Grade Calculations window, select **Within A Class** to copy the settings from one reporting term to another within the same class
6. In the From area, open the Class menu and choose the class from which you want to copy the calculations
7. In the From area, open the Reporting Term menu and choose **S1** as the term from which you want to copy the calculations
8. In the To area, open the Reporting Term menu and choose **S2** as the term to which you want to copy the calculations
9. Click **Validate** copy
10. Review the summary to ensure that you are copying the correct settings, then click **Copy**

The alert at the top of the window indicates that the settings were copied successfully.

## Creating and Viewing Assignments

View assignments on both the Assignments and Scoresheet pages. Set up assignments at the beginning of a school term or at any time during the term. To save time, duplicate existing assignments or create duplicates while creating a new assignment.

To create an assignment:

1. Click **Create**
2. Select **Assignment**
3. Open the Select Classes menu and select a class  
  
Click outside the Select Classes menu to close it.
4. Enter the name of the assignment, such as **Unit 1 Test**
5. Select **Test** as the category
6. Select a score type, such as **Points**
7. Enter the number of score entry points, such as **80**
8. To include the assignment in students' final grades, verify that **Count in Final Grade** is selected
9. Enter the assignment due date

The default due date is today's date.

10. Enter a description, such as **This test covers all of the topics in Unit 1**
11. Click the Students tab
12. Verify that the assignment applies to all students

To apply the assignment to a selection of students, click **Add/Remove Students**. Then clear the check box next to the Filter area and check the boxes next to the selected students' names.

13. Click the Standards tab

14. Select the standards that are aligned to the assignment
15. Click the Publish tab
16. Open the Publish Assignment menu and choose when to publish the assignment for students and parents
17. To publish students' scores once you've scored the assignment, check **Publish Scores**
18. Click **Save and Close** at the bottom of the Create window

Instead of closing the edit window, you could also copy the assignment by clicking **Duplicate** at the bottom of the Create window.

Score the new assignment immediately by clicking **Score Assignment** in the alert at the top of the window.



To duplicate an assignment for use in another class:

1. Click **Grading**
2. Select **Assignment List**
3. In the list of assignments, locate an assignment that you've already created and click the Edit icon
4. Click **Duplicate** at the bottom of the Edit window
5. Open the Select Classes menu, clear the check box next to the currently selected class, and choose a different class  
  
Click outside the Select Classes menu to close it.
6. Edit the duplicated assignment name by deleting the underscore and number that were appended to the end
7. Use the same category, score type, score entry points, due date, description, and publication settings as the original assignment, or modify the values as needed

8. Click the Standards tab
9. Click **Add/Edit Standards** and, if needed, select a new set of standards that are aligned to this assignment
10. To save the assignment and close the Edit window, click **Save and Close**
11. To verify that you copied the assignment to a different class, click the name of the currently selected class in the navigation bar at the top of the page and select the class that you copied the assignment to
12. Locate the duplicated assignment in the list of assignments

## Copying Assignments

Copy one, some, or all of the existing PowerTeacher Pro assignments in a selected term and class to other terms and classes using the Copy Assignments feature. Use the existing due dates, a custom due date, or proportional due dates relative to the selected term. Also, copy all of the assignments from a PowerTeacher Gradebook class to a PowerTeacher Pro class.

To copy assignments from a Semester 1 class to a Semester 2 class:

1. From the Assignments or Scoresheet pages, click the Gear icon to the left of the Term menu
2. Click **Copy Assignments**
3. Under From, open the Term menu and select **Semester 1**
4. Under From, open the Class menu and select the class from which you want to copy the assignments
5. Under To, open the Term menu and select **Semester 2**
6. Under To, open the Classes menu and select the class or classes to which you want to copy the assignments

7. Under Copy Options, open the Due Dates menu and choose whether you want to use existing, relational, or custom due dates
8. Under Choose the Assignments, check the box to the left of the Category heading to select all of the assignments, or check individual boxes next to the assignment names to choose a smaller selection

If the source class you selected is a PowerTeacher Gradebook class, all assignments will be copied to the classes you select.

9. To complete the process, click **Copy Assignments**

Be sure to edit the due dates of the copied assignments.

## Working with Grades

When entering scores, make sure to use the type of score that you set up when you created the assignment. For example, use numbers for points and percentages or letters for letter grades.

To enter scores:

1. Click **Grading**
2. Click **Assignment List** or **Scoresheet**
3. From the Assignments or Scoresheet pages, enter a student's assignment score by clicking in the cell where the student's name intersects with the assignment name and type in the score

Navigate sideways through the score columns by clicking the blue columns with left- or right-facing arrows at the end of the rows.

View the summary above the list of assignments to see the selected assignment's score type, as well as the student's existing score (if the assignment was previously scored),

and the due date.

In the summary, click **Edit Assignment** to edit the assignment details. Click **Show More** to view additional information, such as the associated grade and special codes scales.

<b>Assignment:</b> Problems 11-19	<a href="#">Edit Assignment</a>	<a href="#">Show More</a>
<b>Score Type:</b> Points (85)	<b>Score:</b> B   83.53%   71/85	<b>Due:</b> 1/14/2017

To view additional metrics for a selected assignment on the Assignments page, or for all assignments on the Scoresheet page:

1. Click the Gear icon at the top of the page
2. Click **Show Metrics** to view the mean, median, and mode statistics for the assignments or for the aligned standards

## Using the Score Inspector and Flags



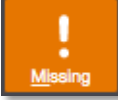
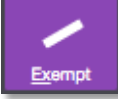




While you can enter scores manually, use the Score Inspector to provide more details about the student's performance, such as when a student has a missing or late assignment. Also use the Score Inspector to enter a comment about a student's score.

Your district leaders may have associated a special codes scale to the regular grade scale. If that is the case, you can click **Codes** in the Score Inspector and select a special code, such as **I**, to score a student's assignment. In some cases, you may also see other system-generated icons that are related to standards grades.



To open the Score Inspector, click in a score cell on the Assignments or Scoresheet pages.

The following table provides brief explanations of the flags (score indicators) and other icons available in the gradebook.

Flag or Icon	Description
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Flag or Icon	Description
	Indicates that an assignment was collected
	Indicates that an assignment is late
	Indicates that an assignment is missing
	Indicates that an assignment is exempt
	Indicates that an assignment wasn't completed due to the student being absent
	Indicates that an assignment is incomplete
	Indicates that a comment was added
	Indicates that evidence exists for mastery that may differ from a student's calculated standard score



Flag or Icon	Description
	Indicates that the standard grade is auto-calculated from the lower-level standards scores
	Indicates that the assignment score is used to auto-calculate the scores for the standards aligned to the assignment

## Filling Scores

Use the Fill functions to either fill scores for one assignment for all of the students in a class, or to fill all assignment scores for one student. Scores will be filled in cells that do not already have scores. Additionally, use the fill scores functions to fill comments.

To fill students' scores for one assignment:

1. For the selected assignment, click in a score cell on the Assignments or Scoresheet pages
2. Enter the score or select the flag in the Score Inspector
3. Click the Fill icon with the vertical arrows
4. Save the scores

To fill multiple assignment scores for one student:

1. For the selected student, click in a score cell on the Assignments or Scoresheet pages
2. Enter the score or select the flag in the Score Inspector
3. Click the Fill icon with the horizontal arrows
4. Save the scores

## Adding Comments

As you enter scores or flags for assignments, use comments to record specific details about student performance. Add comments manually or choose comments from the comment bank. Click the star next to a comment in the bank to set it as one of your favorite comments.

To fill comments, enter a comment for one student and click the Fill icon. Then choose to fill comments only or to fill scores, flags, and comments.

When you use the fill functions to fill comments that include the student's name or any gender pronouns, PowerTeacher Pro detects this and you have the choice of applying the smart text to the comment for each student or using the original text. For example, if you enter a comment for one student that says, "James completed all assignment tasks," fill the comment for other students, and select **Use Smart Text**, each student's name will be personalized in the resulting comments.

To add a comment:

1. Click the Comment icon in the Score Inspector
2. Either enter a comment in the text box, or click **Comment Bank** and select a comment

A blue Comment icon appears in the student's score cell.

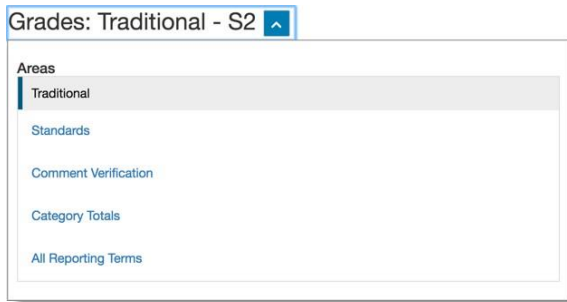
3. Click **Save**
4. Click the icon to read the comment

STUDENTS (19)	GRADE		CLASS WORK CH.. (5/9/2017)	CH 9 HOMEWORK (5/19/2017)
1. Bailey, Jenilyn	B-	82%	B	A-
2. Brito, Jordan	B+	88%	D	B
3. Bushman, Joshua	A-	92%	A	A

## Working with Final Grades

Final grades are updated automatically throughout the term as you enter assignment scores in the gradebook. When the term comes to a close, however, you may have additional tasks to perform before submitting grades for report cards to make sure that your final grades are accurate. For example, you may have to enter standards grades, modify individual scores, or enter citizenship grades. Occasionally, you may also need to modify a student's final grade in a course based on effort, participation, or other performance factors.

To work with final grades, click **Grading** and use the links in the Grades section. Access the same links through the Quick Menu—the arrow next to the heading at the top of the grading pages.



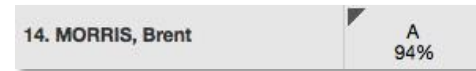
To modify a final grade:

1. Click **Grading**
2. Click **Traditional**
3. Click a student's final grade
4. In the Score Inspector, edit the student's grade

For example, change a letter grade of A- to A, and a percentage of 91 to 94.

5. Click **Save**

Notice that the student's final grade cell has a small triangle in the upper-left corner, which indicates that the grade has been modified manually.



6. Open the Quick Menu and select **Standards**
7. Click a standards grade for the same student and edit it

For example, change a score of 3 to 4.

8. Click **Save**

To revert to the calculated grade, click the Undo icon in the Score Inspector. To view additional standards metrics, click the Gear icon at the top of the page and then select **Show Metrics** to view the mean, median, and mode statistics.



## Submitting Final Grades

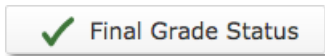
At the end of the term, notify your school's PowerSchool administrator that you have finished entering the scores for the term and that final grades are ready to be stored.

1. Select a class and verify that you are in the correct term
2. Click **Grading**
3. Select **Traditional**

Or select Standards or Comment Verification.

4. At the bottom of the page, click **Final Grade Status**
5. When you have completed your final grades, check **[Term] Final Grades are Complete**
6. Enter a comment indicating that final grades are complete, and click **Save**

The green check mark next to "Final Grade Status" indicates that final grades are complete.



If you aren't done with final grades yet, leave the check box clear, enter a status comment, and click **Save**.