

# **PowerTeacher Gradebook User Guide**

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## **PowerSchool Student Information System**

**PEARSON**



## Document Properties

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# Welcome

## Introduction

Welcome to PowerTeacher! PowerTeacher contains the PowerTeacher gradebook, a full-featured grade-keeping application used to record, report, and modify student performance.

With PowerSchool's powerful communication tools, everyone stays connected: Teachers can use their gradebook to make decisions on what information they want to share with parents, students stay on top of assignments, and parents are able to participate more fully in their student's progress.

## Resources

There are several resources available to assist you with PowerTeacher gradebook. They include: *PowerTeacher Frequently Asked Questions*, PowerTeacher gradebook online help, *PowerTeacher Gradebook User Guide*, *PowerTeacher Gradebook Quick Reference Card*, PowerSchool Customer Support web site, and PowerSchool Customer Support.

## PowerTeacher Frequently Asked Questions

To view answers about the most commonly asked PowerTeacher gradebook questions, refer to the *PowerTeacher Frequently Asked Questions*, available on the PowerSchool Customer Support web site. You will need Adobe Acrobat Reader to view this document.

## PowerTeacher Gradebook Help

To view online information on navigating and using PowerTeacher gradebook while working within the application, see [PowerTeacher Gradebook Help](#).

## PowerTeacher Gradebook User Guide

To view a print-ready version of PowerTeacher gradebook online help, refer to the *PowerTeacher Gradebook User Guide*, available on the PowerSchool Customer Support web site. You will need Adobe Acrobat Reader to view this document.

## PowerTeacher Gradebook Quick Reference Card

To view a print-ready version of tips, tricks, and shortcuts for the most frequently used PowerTeacher gradebook features, refer to the *PowerTeacher Gradebook Quick Reference Card*, available on the PowerSchool Customer Support web site. Keep a copy of the quick reference card near the workstation where you use PowerTeacher gradebook. You will need Adobe Acrobat Reader to view this document.

## PowerSchool Customer Support Web Site

In addition to the above-mentioned resources, the PowerSchool Customer Support web site provides a wealth of information. To access this site, go to <https://support.powerschool.com/>.

You will need a username and password to log in. If you do not have a username and password, see your PowerSchool administrator.

## Quick Start

To get started immediately and begin taking advantage of PowerTeacher gradebook, perform the following tasks to set up and use the application. See the respective sections for detailed procedures.

## Getting Started

[Open PowerTeacher Gradebook](#)

[PowerTeacher Gradebook Window](#)

## Categories

[Predefined Categories](#)

[Work with Categories](#)

## Assignments

[Work with Assignments](#)

[Publish Assignments](#)

## Final Grades

[Define Final Grade Setup](#)

## Scores and Other Information

[Work with Scores](#) (Scoresheet)

[Work with Scores](#) (Score Inspector)

[Work with Assignment Status](#) (Scoresheet)

[Work with Assignment Status](#) (Score Inspector)

[Work with Final Grade Comments](#) (Score Inspector)

[Work with Score Comments](#) (Score Inspector)

## Attendance

For information on taking attendance, see the *PowerTeacher User Guide*.

## Quit PowerTeacher Gradebook

[Quit PowerTeacher Gradebook](#)

# PowerTeacher Gradebook Help

## About PowerTeacher Gradebook Help

PowerTeacher gradebook help provides comprehensive information on navigating and using PowerTeacher gradebook.

## Set Browser Preferences

Before you begin using PowerTeacher gradebook help, check your browser preferences to make sure your browser is set to open in a new window. If you do not, the help window launches in the existing open window, replacing PowerTeacher.

### How to Set Browser Preferences for Firefox

1. Open **Firefox**.
2. From the menu bar, choose **Firefox > Preferences**.
3. Click **Tabs**.
4. In the **New pages should be opening** section, select the **in a new window** checkbox.
5. Close the window.

### How to Set Browser Preferences for Internet Explorer

1. Open **Internet Explorer**.
2. From the menu bar, choose **Internet Explorer > Preferences**.
3. Under Web Browser, click **Interface Extras**.
4. In the **When another app asks IE to go to a page** section, select the **Open a new browser window** option.
5. Click **OK**.

### How to Set Browser Preferences for Safari

1. Open **Safari**.
2. From the menu bar, choose **Safari > Preferences**.
3. Click **General**.
4. In the **Open links from applications** section, select the **in new window** option.
5. Close the window.

## Launch PowerTeacher Gradebook Help

Once you have logged in to PowerTeacher and launched gradebook, you can then launch the PowerTeacher gradebook help window either from the menu bar or by using the command keys.

### How to Launch PowerTeacher Gradebook Help

From the gradebook menu bar, choose **Help > Contents**. Alternately, you can press **COMMAND+SHIFT+?** (Mac) or press **F1** (Windows).

**Note:** You may want to resize the help window and/or move the help window to a convenient location on your desktop, so you can work with PowerTeacher gradebook. The PowerTeacher gradebook help window remains open until you choose to close it.

## PowerTeacher Gradebook Help Window

The PowerTeacher gradebook help window is divided into two panes, the navigation pane on the left and the topic pane on the right.

### Navigation Pane

The navigation pane on the left contains Contents, Index, and Search tabs, as well as navigation buttons you use to access and navigate the help topics.

#### Contents Tab

The Contents tab contains the shows the organization of the help into folders. Each folder contains related topics with conceptual and procedural information.

- Click **Contents** to view a complete list of the different folders.
- Click a folder to show the topics related to that section.
- Click the folder again to hide the topics related to that section.
- Click a topic to view the information in the topic pane.
- Click **X** to hide the navigation pane.

#### Index Tab

The Index tab provides a way to search for information interactively. The index behaves differently depending on the computer you are using.

- If using Mac, topics are sorted by alphabetical listing. Click the letter that corresponds to the first letter of the index entry you want, and then click the topic. The information appears in the topic pane.

- If using Windows, a text field appears. Click **Index** and enter a keyword or phrase in the text box. The topics containing the index term display below the text box. Click the appropriate topic and the information appears in the topic pane.

### Search Tab

The Search tab provides a way to locate occurrences of a specific word or phrase in the help. Click **Search**, enter a keyword or phrase in the text box, and then click **Go**. The topics containing the search phrase display below the text box. Select the appropriate topic and the information appears in the topic pane.

### Topic Pane

The topic pane on the right displays individual help topics, such as information about PowerTeacher gradebook concepts or step-by-step procedures for using specific PowerTeacher gradebook features.

### Links

Within help topics are links to additional information or procedures. These links display as underlined text. Click the underlined text to display the additional information.

# Get Started

## About Getting Started

To get started, you must log in to PowerTeacher and then launch gradebook.

## Log In to PowerTeacher

Before you can log in to PowerTeacher, you will need your school's PowerTeacher URL, your username, and your password. If you do not have this information or have questions, contact your school's PowerSchool administrator.

**Note:** Do not use someone else's password or give your password to anyone else.

## How to Log In to PowerTeacher

1. Open your web browser to your school's PowerTeacher URL. The Log In page appears.
2. Enter your username in the first field.
3. Enter your password in the second field.

**Note:** The characters appear as asterisks (\*) to ensure greater security when you log in.

4. Click **Enter**. The PowerTeacher start page appears.

## Launch PowerTeacher Gradebook for Mac

Once you have **logged in** to PowerTeacher, you can then launch gradebook from the PowerTeacher start page.

**Note:** If you experience a loss of connection, please check your network connection or contact your system administrator.

## How to Launch PowerTeacher Gradebook for Mac

1. Click **Gradebook**. The PowerTeacher Gradebook Launch page appears.
2. Click **Launch Gradebook**. The Downloads window appears, accompanied by a certificate window.
3. Click **Trust**. The Java Web Start and Gradebook version windows briefly appear. Then, PowerTeacher gradebook opens.

**Note:** You may only have one active session of PowerTeacher gradebook launched at a time. If you attempt to launch a second session of PowerTeacher gradebook, the Terminate Other Sessions window appears, stating "Other active sessions exist for this user account. Would you like to terminate the other sessions or quit this session?" Either click **Terminate Other Sessions** or **Quit**.

Note the PowerTeacher gradebook icon that appears in the dock and the launchGradeBook.jnlp file that appears on your desktop. Both will be discarded automatically when you quit PowerTeacher gradebook.

4. Close the Downloads window.

## Launch PowerTeacher Gradebook for Windows

Once you have **logged in** to PowerTeacher, you can then launch gradebook from the PowerTeacher start page.

**Note:** If you experience a loss of connection, please check your network connection or contact your system administrator.

### How to Launch PowerTeacher Gradebook for Windows

1. Click **Gradebook**. The PowerTeacher Gradebook Launch page appears.
2. Click **Launch Gradebook**. The File Download window appears, accompanied by the Warning Security window.
3. Click **Run**. The Java Web Start and Gradebook version windows briefly appear. Then, PowerTeacher gradebook opens.

**Note:** You may only have one active session of PowerTeacher gradebook launched at a time. If you attempt to launch a second session of PowerTeacher gradebook, the Terminate Other Sessions window appears, stating "Other active sessions exist for this user account. Would you like to terminate the other sessions or quit this session?" Either click **Terminate Other Sessions** or **Quit**.

4. Close the Downloads window.

## Verify Password

If your session has timed out, you may be asked to re-enter your password to continue working.

### How to Verify Password

1. On the Verify Password window, enter your password.
2. Click **OK**.

**Note:** Alternately, you can press **ENTER** or **RETURN** on your keyboard.

## View Main PowerTeacher Gradebook Window

When you launch PowerTeacher gradebook, the main PowerTeacher Gradebook window appears. This window serves as the central point from which you begin your gradebook session.

The PowerTeacher Gradebook window consists of the following main areas:

- Menu Bar

- ID Bar
- Classes
- Student Groups
- Navigation Bar

The PowerTeacher Gradebook window has four panes, which are adjustable, both horizontally and vertically. To adjust the width of a pane, click and hold the vertical three-line icon and drag right or left. To adjust the height of a pane, click and hold the horizontal three-line icon and drag up and down.

## Menu Bar

The menu bar appears at the top of your display and provides access to the following menus:

Feature	Description
PowerTeacher Gradebook	Use the pop-up menu to select one of the following commands: <ul style="list-style-type: none"> <li>• <b>Preferences</b></li> <li>• <b>Hide PowerTeacher Gradebook</b></li> <li>• <b>Quit PowerTeacher Gradebook</b></li> </ul>
File	Use the pop-up menu to select one of the following commands: <ul style="list-style-type: none"> <li>• <b>Save</b></li> <li>• <b>Revert</b></li> </ul>
Edit	Use the pop-up menu to select one of the following commands: <ul style="list-style-type: none"> <li>• <b>Cut</b></li> <li>• <b>Copy</b></li> <li>• <b>Paste</b></li> </ul>
View	Use the pop-up menu to select one of the following commands: <ul style="list-style-type: none"> <li>• <b>Scoresheet</b></li> <li>• <b>Assignments</b></li> <li>• <b>Students</b></li> <li>• <b>Grade Setup</b></li> <li>• <b>Class Info</b></li> <li>• <b>Reports</b></li> </ul>

Feature	Description
Tools	Use the pop-up menu to select one of the following commands: <ul style="list-style-type: none"> <li>• <b>Categories</b></li> <li>• <b>Grade Scales</b></li> <li>• <b>Score Inspector</b></li> <li>• <b>Fill Scores</b></li> <li>• <b>Recalculate Final Scores</b></li> <li>• <b>Copy Assignment</b></li> </ul>
Window	Use the pop-up menu to choose <b>New Window</b> to open another instance of gradebook so that you can access other areas of gradebook at one time.
Help	Use the pop-up menu to choose <b>Content</b> to launch online help. For more information, see <a href="#">Launch PowerTeacher Gradebook Help</a> .

## ID Bar

The ID bar appears at the top of the PowerTeacher Gradebook window and displays your name and the name of your school.

## Classes

The Classes pane appears in the upper-left corner of the PowerTeacher Gradebook window and includes the [Term Selector](#) and [Class List](#). For more information, see [Classes](#).

## Student Groups

The Student Groups pane appears in the lower-left corner of the PowerTeacher Gradebook window and displays student groups for a selected class. For more information, see [Student Groups](#).

## Navigation Bar

The navigation bar appears at the top of the PowerTeacher Gradebook window and provides a quick way to access the following areas:

Feature	Description
Scoresheet	Click this tab to access the <a href="#">Scoresheet</a> window.
Assignments	Click this tab to access the <a href="#">Assignments</a> window.

Feature	Description
Students	Click this tab to access the <b>Students</b> window.
Grade Setup	Click this tab to access the <b>Grade Setup</b> window.
Class Info	Click this tab to access the <b>Class Info</b> window.
Reports	Click this tab to access the <b>Reports</b> window.

# Classes

## About Classes

The Classes pane appears in the upper-left corner of the PowerTeacher Gradebook window and includes the **Term Selector** and **Class List**. The Term Selector pop-up menu displays terms within the current full year term. The Class List displays classes for the selected term.

## Select Terms

When you first launch PowerTeacher gradebook, the current term displays. To select a different term, follow the steps below.

### How to Select a Term

On the main PowerTeacher Gradebook window, choose a term from the **Term Selector** pop-up menu. Classes for the selected term appear.

## Select Classes

When you first launch PowerTeacher gradebook, the Class List displays classes for the current term. The first class in your daily schedule appears highlighted. For each class, the periods/days, course name, and full year term appear. Note that the Scoresheet window appears as the default window.

To select a different class, follow the steps below. Note when selecting subsequent classes, the window that appears is the last window in which you were working. For example, if you are working in the Assignments window and need to switch to another class, when you select that class, the Assignments window for the selected class appears.

### How to Select a Class

On the main PowerTeacher Gradebook window, select a class from the Classes pane. The window in which you were last working refreshes for the selected class.

# Class Information

## About Class Information

The Class Information window displays basic class information about the selected class, and enables you to publish information about the class on the PowerSchool Parent Portal.

## View Class Information

To view information about a particular class, select the class and click the Class Info tab.

## How to View Class Information

1. Select a class from the **Classes pane**.
2. Click the **Class Info** tab. The **Class Information window** displays **basic information** about the class.

## Add Class Descriptions

When entering a class description, you can use plain text, HTML, or a combination of both. Once you enter a class description, it appears on the Quick Lookup page in PowerSchool and on the PowerSchool Parent Portal.

### Example

[Plain text] This class focuses upon writing essays for a variety of purposes; addressing different audience types; experimenting with different forms of expression; practicing techniques for developing and arranging ideas; and building vocabulary, grammar, syntax, and related skills.

Please refer to the following resources: [HTML describing the resources, showing pictures, and links to these sites.]

## How to Add a Class Description

1. Select a class from the **Classes pane**.
2. Click the **Class Info** tab. The **Class Information window** appears.
3. Enter text and/or HTML in the **Description** field.
4. Optionally, add a web link to the class description:
  - a. Click **Add Web Link**. The Add Web Link window appears.
  - b. Enter the web address in the **URL** field.
  - c. Enter the text to display for the link in the **Link Text** field.

- d. Select the **Open this link in a new browser window** checkbox.
  - e. Click **OK** to close the Add Web Link window.
5. Click **Save**.

**Note:** The Save and Revert buttons appear shaded until information is entered.

## Edit Class Descriptions

You can edit the class description from the Class Information window.

### How to Edit a Class Description

1. Select a class from the **Classes pane**.
2. Click the **Class Info** tab. The **Class Information window** appears.
3. Edit the **text and/or HTML** in the **Description** field.
4. Optionally, add a web link to the class description:
  - a. Click **Add Web Link**. The Add Web Link window appears.
  - b. Enter the web address in the **URL** field.
  - c. Enter the text to display for the link in the **Link Text** field.
  - d. Select the **Open this link in a new browser window** checkbox.
  - e. Click **OK** to close the Add Web Link window.
5. Click **Save**.

**Note:** The Save and Revert buttons appear shaded until information is entered.

## Delete Class Descriptions

You can delete the class description from the Class Information window.

### How to Delete a Class Description

1. Select a class from the **Classes pane**.
2. Click the **Class Info** tab. The **Class Information window** appears.
3. Remove the **text and/or HTML** in the **Description** field.

**Note:** There are no restrictions when deleting.
4. Click **Save**.

# Students

## About Students

The Students window displays a list of students enrolled in a class and basic information about each student.

## View Students

To view students for a particular class, select the class and click the Students tab.

## How to View Students

1. Select a class from the **Classes pane**.
2. Click the **Students** tab. The **Students window** displays the class roster, which includes basic information for each student.

## Filter Students

By default, the Students window displays students who are currently enrolled in the class. To view students with a different enrollment status, use the Filter By function.

## How to Filter Students

1. Select a class from the **Classes pane**.
2. Click the **Students** tab. The **Students window** appears.
3. Do one of the following:
  - Choose **ALL** from the **Students Filter By** pop-up menu. The Students window refreshes and displays students who are both currently enrolled and those who are no longer enrolled in the class.
  - Choose **Active** from the **Students Filter By** pop-up menu. The Students window refreshes and displays only those students who are currently enrolled in the class.
  - Choose **Dropped** from the **Students Filter By** pop-up menu. The Students window refreshes and displays only those students who are no longer enrolled in the class.

## Sort Students

By default, the Students window displays students in ascending order by name. Using the column headings, you can sort data in ascending or descending order based on the column heading you select.

**Note:** When sorted in ascending order, an upward pointing arrow appears in the column heading. When sorted in descending order, a downward pointing arrow appears in the column heading.

### How to Sort Students

1. Select a class from the **Classes pane**.
2. Click the **Students** tab. The **Students window** displays students in ascending order by name.
3. Click the **Student** column heading to sort in descending order.
4. To sort students by a different column heading, click that column heading. The Students window appears sorted in ascending order based on the selected column.
5. Alternately, click that same column heading to sort the Students window in descending order.

## View Student Details

To view student details, either double-click the student's name or click the arrow next to the student's name.

### How to View Student Details

1. Select a class from the **Classes pane**.
2. Click the **Students** tab. The **Students window** appears.
3. Click the student's name or click the arrow next to the student's name. The Student tab appears at the bottom of the Students window and displays **detailed information** about the student.

## View Alerts

A student may have one or more of the following alerts: Discipline, Guardian, Medical, or Other. If an alert icon appears for a student, click to view the specific text for the alert. A discipline alert indicates any discipline information for the student that administrators want to bring to the teacher's attention. A guardian alert indicates any guardian information for the student that administrators want to bring to the teacher's attention. A medical alert indicates any medical information for the student that administrators want to bring to the teacher's attention. An other alert indicates any other information for the student that administrators want to bring to the teacher's attention.

## How to View an Alert

1. Select a class from the **Classes pane**.
2. Click the **Students** tab. The **Students window** appears.
3. Click the student's name or click the arrow next to the student's name. The Student tab appears at the bottom of the Students window.
4. Click the **Discipline**, **Guardian**, **Medical**, or **Other** icon to view the alert text. The Alert window appears.
5. Click **OK** to close the Alert window.

# Student Groups

## About Student Groups

Students arrive on the first day of school with different needs and levels of readiness. Using student groups, you can adapt instruction to the particular needs of students.

Student groups are made up of a hierarchical structure; a set, groups within that set, and students within those groups. Student groups are class-specific. Therefore, you will need to create student groups for each class in which you want to use student groups.

## Reports

In order to generate reports for a specific set, group, individual student, selection of students, or any combination, you will need to set up student groups. Simply create a set, a group, and add students to the group. Then, on any report, select the Selected Group(s) and/or Students option and then select the set, group, individual student, selection of students, or any combination from the Students Group pane that you want in the report.

For example, if you need to generate a report for dropped students within a selected class, you can filter students by enrollment status, create a set called Reporting, create a group called Dropped, and then add those students to the group.

## Create Sets

The first step to creating student groups is to create a set. Remember that the class for which you are creating student groups must be selected. Once you have created the sets you want, you can then create groups for those sets.

You can create sets using the Plus (+) button. Alternately, you can right-mouse click if you are using a two-button mouse.

**Note:** When initially creating a set using the Plus (+) button, simply click the Plus (+) button, and a pre-named set and group is created. Any subsequent sets created will require you to use the Add Set button.

## How to Create a Set

1. Select a class from the **Classes pane**.
2. In the **Student Groups pane**, click the **Plus (+)** button and choose **Add Set**. An untitled set and group appears as editable text fields.
3. Double-click the untitled set field and enter the name of the set.
4. Double-click the untitled group field and enter the name of the group.
5. Press **ENTER** or **RETURN** to save your changes.

## Rename Sets

You can rename a set from the Student Groups pane.

### How to Rename a Set

1. Select a class from the **Classes pane**.
2. In the **Student Groups pane**, double-click the set you want to rename. The set appears as an editable text field.
3. Update the field as needed.
4. Press **ENTER**, **RETURN**, or **TAB** to save your changes.

## Delete Sets

You can delete a set from the Student Groups pane.

### How to Delete a Set

1. Select a class from the **Classes pane**.
2. In the **Student Groups pane**, select the set you want to delete. The set appears highlighted in blue.  
**Note:** Press and hold **COMMAND** (Mac) or **CONTROL** (Windows) to select multiple sets.
3. Click the **Minus (-)** button. The Student Groups pane appears without the deleted set.  
If a set has groups, the Confirm window appears, stating "This set is not empty. Delete anyway?"  
If deleting more than one set, a Confirm window appears, stating you're "About to delete multiple sets, groups, and/or students. Continue?"
4. Click **Yes** to delete the set(s).

## Create Groups

Once you have created a set, you can then add one or more groups to that set. The class for which you are creating student groups must be selected. Once you have created the groups you want, then you can add students to those groups.

You can create groups using the Plus (+) button. Alternately, you can right-mouse click if you are using a two-button mouse.

**Note:** When creating a set, the first group in the set is automatically created. For more information, see [Create Sets](#).

## How to Create a Group

1. Select a class from the **Classes pane**.
2. In the **Student Groups pane**, select the set or a group within the set you want to add a group to. Your selection appears highlighted in blue.  
**Note:** To expand a set and view the groups within the set, click the arrow next to the set.
3. Click the **Plus (+)** button and choose **Add Group**. An untitled group appears as an editable text field.
4. Double-click the untitled group field and enter the name of the group.
5. Press **ENTER** or **RETURN** to save your changes.

## Rename Groups

You can rename a group from the Student Groups pane.

### How to Rename a Group

1. Select a class from the **Classes pane**.
2. In the **Student Groups pane**, click the expanding arrow next to the set that contains the group you want to rename. The groups belonging to the set appear.
3. Double-click the group you want to rename. The group appears as an editable text field.
4. Update the field as needed.
5. Press **ENTER**, **RETURN**, or **TAB** to save your changes.

## Move Groups

You can move a group from one set to another set from the Student Groups pane.

### How to Move a Group

1. Select a class from the **Classes pane**.
2. In the **Student Groups pane**, click the expanding arrow next to the set that contains the group you want to move. The groups belonging to the set appear.
3. Select the group you want to move. The group appears highlighted in blue.
4. Drag and drop the group into the new set.

## Delete Groups

You can delete a group from a set from the Student Groups pane.

## How to Delete a Group

1. Select a class from the **Classes pane**.
2. In the **Student Groups pane**, click the expanding arrow next to the set that contains the group you want to delete. The groups belonging to the set appear.
3. Select the group you want to delete. The group appears highlighted in blue.  
**Note:** Press and hold **COMMAND** (Mac) or **CONTROL** (Windows) to select multiple groups.
4. Click the **Minus (-)** button. The Student Groups pane appears without the deleted group.  
If a group has students, the Confirm window appears, stating you're "This group is not empty. Delete anyway?"  
If deleting more than one group, a Confirm window appears, stating "About to delete multiple sets, groups, and/or students. Continue?"
5. Click **Yes** to delete the group(s).

## Add Students to Groups

Once you have **created a set** and **created one or more groups within a set**, you can then add students to a group.

### How to Add a Student to a Group

1. Select a class from the **Classes pane**.
2. In the **Student Groups pane**, click the expanding arrow next to the set that contains the group you want to add students to.
3. Select the group. The group appears highlighted.
4. Click the **Students** tab. The Students window appears.
5. Press and hold **COMMAND** (Mac) or **CONTROL** (Windows) as you click each student you want to add to the group.
6. Drag and drop the students into the group.  
If one or more students already belong to a group, the Confirm window appears, stating "Some of the selected students are already in this group or set. Click OK to add the remaining students, or click CANCEL."
7. Click **Yes** to add the students.

## Move Students from Groups

You can move a student from one group to another group from the Student Groups pane.

## How to Move a Student from One Group to Another Group

1. Select a class from the **Classes pane**.
2. In the **Student Groups pane**, click the expanding arrow next to the set that contains the group you want to move students from. The set appears highlighted.
3. Click the expanding arrow next to the group that contains the students you want to move. The group appears highlighted.
4. Select the student you want to move. The student appears highlighted in blue.

**Note:** Press and hold **COMMAND** (Mac) or **CONTROL** (Windows) to select multiple students.

5. Drag and drop the student to the new group.

## Remove Students from Groups

You can remove a student from a group from the Student Groups pane.

### How to Remove a Student from a Group

1. Select a class from the **Classes pane**.
2. In the **Student Groups pane**, click the expanding arrow next to the set that contains the group you want to remove students from. The set appears highlighted.
3. Click the expanding arrow next to the group that contains the students you want to remove. The group appears highlighted.
4. Select the student you want to remove. The student appears highlighted in blue.

**Note:** Press and hold **COMMAND** (Mac) or **CONTROL** (Windows) to select multiple students.

5. Click the **Minus (-)** button. The Student Groups pane appears without the removed student.

If removing more than one student, a Confirm window appears, stating you're "About to delete multiple sets, groups, and/or students. Continue?"

6. Click **Yes** to remove the students.

# Assignment Categories

## About Categories

Before you can create assignments, you must set up categories. Categories are groups of the same types of assignments. Categories are not class-specific, eliminating the need to create the same categories multiple times for each class. By default, PowerTeacher gradebook includes four pre-defined categories, Homework, Project, Quiz, and Test.

## Include in Final Grade

When setting up categories, you can use the Include in Final Grade checkbox to indicate whether assignments within a category should be included in calculating final grades. The value set for a category is used as a default for all assignments within that category, but may be overridden on an assignment-by-assignment basis.

## View Categories

To view categories, you do not need to select a class. Simply navigate to the Categories window using the gradebook menu bar.

## How to View Categories

1. From the gradebook menu bar, choose **Tools > Categories**. The **Categories window** appears. A list of categories appears on the left side of the window. If necessary, use the scroll bar to view the entire list of categories.
2. Select a category. Detailed information for the category appears on the right of the window.

## Add Categories

Use the Categories window to create assignment categories.

## How to Add a Category

1. From the gradebook menu bar, choose **Tools > Categories**. The **Categories window** appears.
2. Click the **Plus (+)** button. The new category appears on the left side of the window.
3. **Enter the required information.**
4. Click **Close** to save your changes. The Categories window closes.

## Edit Categories

You can edit a category from the Categories window.

### How to Edit a Category

1. From the gradebook menu bar, choose **Tools > Categories**. The **Categories window** appears.
2. Select the category you want to edit. The category details appear.
3. **Edit the information as needed**.
4. Click **Close** to save your changes.

## Delete Categories

You can delete a category from the Categories window.

### How to Delete a Category

1. From the gradebook menu bar, choose **Tools > Categories**. The **Categories window** appears.
2. Select the category you want to delete.
3. Click the **Minus (-)** button. The Categories window appears without the deleted category.  
  
If category has assignments or is used in weighting, the Alert window appears, stating you're "Unable to delete category because it has associated assignments."
4. Click **OK** to close the window.
5. Click **Close** to save your changes.

# Assignments

## About Assignments

You can create one assignment at a time as you progress through the term, or you can set up assignments for the entire term before the term starts. Having all assignments for the term before the term starts does not change how grades appear. The Final Grade that appears on the Scoresheet reflects an average grade for only the assignment scores that have been entered.

Before setting up an assignment, consider how you will score the assignment:

- Do you want to record the score as points, a percentage, or letter grade?
- How many points is the assignment worth?
- How do you want to weight the assignment?
- Do you want to include the assignment in final grade calculation?

## Include in Final Grade

When setting up assignments, you can use the Include in Final Grade checkbox to indicate whether an assignment should be included in calculating final grades. The value set for a category is used as a default for all assignments within that category, but may be overridden on an assignment-by-assignment basis.

If an assignment is included in calculating final grades and impacts the final grade, it must be published in order for parents and students to view it. The Publish Assignment pop-up menu cannot be set to Never. For more information, see [Publish Assignments](#).

## Weighting

Assignment setup may involve weighting; however, weighting is not required. Weighting gives particular assignments, whether points, percentage, or letter grades, more value than others when determining final grades. The weight value is used to multiply the points earned and the points possible.

## View Assignments

To view assignments for a particular class, select the class and click the Assignments tab.

## How to View Assignments

1. Select a class from the [Classes pane](#).
2. Click the **Assignments** tab. The [Assignment window](#) displays class assignments and [basic information](#) about each assignment.

## Filter Assignments

By default, the Assignments window displays assignments for all categories for the entire length of the class. To view assignments with a due date that falls within a specific reporting term, week, or month, or view assignments that belong to a specific category, use the Filter By function.

### How to Filter Assignments

1. Select a class from the **Classes pane**.
2. Click the **Assignments** tab. The **Assignments window** appears.
3. Do one or both of the following:
  - Choose a reporting term, week, or month from the **Filter By Reporting Term** pop-up menu. The Assignments window refreshes and displays only those assignments with a due date that falls within that selected reporting term, week, or month.
  - Choose a category from the **Filter By Category** pop-up menu. The Assignments window refreshes and displays only those assignments that belong to the selected category.

## Sort Assignments

By default, the Assignments window displays assignments in ascending order by name. Using the column headings, you can sort data in ascending or descending order based on the column heading you select.

**Note:** When sorted in ascending order, an upward pointing arrow appears in the column heading. When sorted in descending order, a downward pointing arrow appears in the column heading.

### How to Sort Assignments

1. Select a class from the **Classes pane**.
2. Click the **Assignments** tab. The **Assignments window** displays the assignments in ascending order by name.
3. Click the **Name** column heading to sort in descending order.
4. To sort assignments by a different column heading, click that column heading. Assignments appear sorted in ascending order based on the selected column.
5. Alternately, click the same column heading to sort assignments in descending order.

## Add Assignments

You can add assignments from the Assignments window or the **Scoresheet window** using the Plus (+) button. Alternately, you can right-mouse click if you are using a two-button mouse.

## How to Add an Assignment

1. Select a class from the **Classes pane**.
2. Click the **Assignments** tab. The **Assignments window** appears.
3. Click the **Plus (+)** button. The **New Assignment window** appears.
4. **Enter the required information.**
5. To make the assignment visible to parents, see **Show Assignments**.
6. Click **Save**.

## Edit Assignments

You can edit an assignment from the Assignments window or the **Scoresheet window**.

### How to Edit an Assignment

1. Select a class from the **Classes pane**.
2. Click the **Assignments** tab. The **Assignments window** appears.
3. Double-click the assignment you want to edit. The assignment details appear.
4. **Edit the information as needed.**
5. To make the assignment visible to parents, see **Show Assignments**.
6. Click **Save**.

## Copy Assignments

You can use the Copy Assignment function to copy an assignment within a class or from one class to other classes. You can copy assignments from the Assignments window or the **Scoresheet window** using the gradebook menu bar. Alternately, you can right-mouse click if you are using a two-button mouse.

When copying an assignment, the assignment details and publish settings are copied to the new assignment, with the exception of the assignment score. If an assignment with same name or abbreviation already exists in the class you are copying the assignment to, such as "FirstHW", the suffix "\_<next larger number>" is appended to the assignment name or abbreviation, such as "FirstHW\_1."

**Note:** When copying an assignment, the due date of the new assignment auto-populates based on the due date of the source assignment. If the due date is before the section start date, then the field defaults to the section start date. If the due date is after the section end date, then the field defaults to the section end date. If the due date falls between the section start and end dates and is before today, then the field defaults to today's date. If the due date falls between the section start and end dates and is after today and before the end date, then the field defaults to the original due date.

## How to Copy an Assignment

1. Select a class from the **Classes pane**.
2. Click the **Assignments** tab. The **Assignments window** appears.
3. Select an assignment.
4. Either choose **Tools > Copy Assignment** from the gradebook menu bar or right-mouse click and select **Copy Assignment**. The **Copy Assignment window** appears.
5. Choose a term from the pop-up menu. Classes for the selected term appear.
6. Select the **Classes** checkbox to copy the assignment to all the classes within the selected term or select individual class checkboxes for only those classes you want to copy the assignment to.
7. Click **OK**. The assignment is copied to the selected classes. If the assignment is copied to same class, the new assignment appears in the Assignments or Scoresheet window.

## Delete Assignments

You can delete an assignment from the Assignments window or the **Scoresheet window** using the Minus (-) button. Alternately, you can right-mouse click if you are using a two-button mouse.

## How to Delete an Assignment

1. Select a class from the **Classes pane**.
2. Click the **Assignments** tab. The **Assignments window** appears.
3. Select the assignment you want to delete. The assignment details appear.
4. Click the **Minus (-)** button. The **Delete Assignment window** appears.

If an assignment does not have scores, the Delete Assignment window states "Are you sure you want to delete assignment [name]?"

If an assignment has scores, the Delete Assignment window states "This assignment has scores. Are you sure you want to delete assignment [name] and all associated scores?"

5. Click **Yes**. The assignment no longer appears on the Assignment window

## Publish Assignments

Once you enter an assignment, the assignment appears on the Quick Lookup page in PowerSchool. In order for parents and students to view this information on the PowerSchool Parent Portal, you will need to publish it. This can be done from the Assignments window or the **Scoresheet window**.

## How to Publish an Assignment

1. Select a class from the **Classes pane**.

2. Click the **Assignments** tab. The **Assignments window** appears.
3. Select the assignment you want to publish. The assignment details appear.
4. Click **Publish**.
5. From the **Publish Assignment** pop-up menu, choose when to publish the assignment: **Immediately**, **On Specific Date**, **Days Before Due**, or **On Due Date**.
6. If you selected **On Specific Date**, enter the date the assignment should appear in the **Date On** field using the format mm/dd/yyyy, or click the Calendar icon and select the date.
7. If you selected **Days Before Due**, enter the number of days the assignment should appear prior to the date that it is due in the **Days Before Due** field.
8. Click **Save**.

## Hide Assignments

Once you enter an assignment, the assignment appears on the Quick Lookup page in PowerSchool. In order for parents and students to view this information on the PowerSchool Parent Portal, you will need to publish it. If you do not want make an assignment available on the PowerSchool Parent Portal, you can elect to never publish the assignment. This can be done from the Assignments window or the **Scoresheet window**.

**Note:** If an assignment is included in calculating final grades and impacts the final grade, it must be published in order for parents and students to view. The Publish Assignment pop-up menu cannot be set to Never. For more information, see **Publish Assignments**.

## How to Hide an Assignment

1. Select a class from the **Classes pane**.
2. Click the **Assignments** tab. The **Assignments window** appears.
3. Select the assignment you do not want published. The assignment details appear.
4. Click **Publish**.
5. Choose **Never** from the **Publish Assignment** pop-up menu.
6. Click **Save**.

## Publish Assignment Scores

When **publishing an assignment**, you also have the option to publish the assignment score. If you elect to publish assignment scores, parents and students can view this information on the PowerSchool Parent Portal. This can be done from the Assignments window or the **Scoresheet window**.

## How to Publish Assignment Scores

1. Select a class from the **Classes pane**.
2. Click the **Assignments** tab. The **Assignments window** appears.
3. Select an assignment. The assignment details appear.
4. Click **Publish**.
5. Select the **Publish Scores** checkbox.

**Note:** If the **Publish Assignment** pop-up menu is set to **Never**, do not select this checkbox.

6. Click **Save**.

## Hide Assignment Scores

When **publishing an assignment**, you also have the option to not publish the assignment score. If you elect not to publish assignment scores, parents and students cannot view this information on the PowerSchool Parent Portal. This can be done from the Assignments window or the **Scoresheet window**.

## How to Hide Assignment Scores

1. Select a class from the **Classes pane**.
2. Click the **Assignments** tab. The **Assignments window** appears.
3. Select an assignment. The assignment details appear.
4. Click **Publish**.
5. Deselect the **Publish Scores** checkbox.
6. Click **Save**.

# Grade Scales

## About Grade Scales

PowerTeacher gradebook uses a default grade scale that is set up and managed by your school's district administrators. You can view detailed information about the default grade scale or you can view the grade scale for a specific class.

## View All Grade Scales

Use the following procedure to view all grade scales associated to your school/district.

### How to View Grade Scales

1. From the gradebook menu bar, choose **Tools > Grade Scales**. The **Grade Scales window** displays basic information for each grade scale.
2. Click **Close** when done viewing.

## View Class Grade Scales

Use the following procedure to view grade scales associated to a specific class.

### How to View Grade Scales Associated to a Specific Class

1. Select a class from the **Classes pane**.
2. Click the **Class Info** tab. The **Class Information window** appears. The name of the grade scale associated to this class appears in the **Grade Scale** field.

# Final Grades

## About Final Grades

Using a combination of options, you can control how Final Grades are calculated in your classes. **Final Grade Preferences** apply to all of your classes while Final Grade Setup applies to a specific class and must be set up within each class.

## Final Grade Setup

Use final grade setup to specify how you want final grades to be calculated for students in your classes.

## Final Grades and Categories

When setting up **categories**, you can use the Include in Final Grade checkbox indicate whether assignments within a category should be included in calculating final grades.

## Final Grades and Assignments

When setting up **assignments**, you can use the Include in Final Grade checkbox indicate whether assignments should be included in calculating final grades.

**Note:** The value set within an assignment overrides the value for the category the assignment belongs to.

## Weighting

Final grade setup may involve weighting; however, weighting is not required. Weighting gives particular assignments, categories, or terms more value than others when determining final grades. The weight value is used to multiply the points earned and the points possible.

## Define Final Grade Preferences

Use the Preferences window to define how you want final grades to appear in PowerTeacher gradebook, either rounded or truncated. You can also indicate the number of decimal places you want to appear.

## How to Define Final Grade Preferences

1. From the gradebook menu bar, choose **Gradebook > Preferences**. The **Preferences window** appears.

2. To indicate how you want final grades to be calculated, select the appropriate **When calculating a grade the value should be** option:
  - **Rounded:** Rounds the number up or down to the nearest decimal point specified.
  - **Truncated:** Cuts off the number at the specified number of places after the decimal.
3. Choose the number of digits to appear after the decimal point from the **Store calculated grades with up to** pop-up menu.
4. Click **OK** to save your changes.

## View Reporting Terms

To view reporting terms for your school, select the class and click the Grades Setup tab.

### How to View Reporting Terms

1. Select a class from the **Classes pane**.
2. Click the **Grades Setup** tab. The **Grades Setup window** displays reporting term information for the section you are in.

## Calculate Final Grades by Total Points

The total points method calculates final grades based on how many points a student has accumulated over the term divided by total points possible.

**Note:** You can calculate final grades by total points for all reporting terms within the reporting term hierarchy.

### How to Calculate Final Grades by Total Points

1. Select a class from the **Classes pane**.
2. Click the **Grades Setup** tab. The **Grades Setup window** appears.
3. Click the name of the reporting term you want to set up final grade calculation for.  
**Note:** **Calculate Final Grade Using** options are based on the selected reporting term.
4. Select the **Total Points** option for **Calculate Final Grade Using**.
5. Enter the number of low scores you want to drop from the final grade calculation in the **Number of low scores to discard** field.
6. Click **Save**.

## Calculate Final Grades by Term Weight

The term weight method calculates final grades based on the total points times the value (or weight) of each term.

**Note:** You can calculate final grades by term weights for reporting terms within the reporting term hierarchy that have shorter reporting terms within them.

## How to Calculate Final Grades by Term Weight

1. Select a class from the **Classes pane**.
2. Click the **Grades Setup** tab. The **Grades Setup window** appears.
3. Click the name of the reporting term you want to set up final grade calculation for.

**Note:** **Calculate Final Grade Using** options are based on the selected reporting term.

4. Select the **Term Weights** option for **Calculate Final Grade Using**. Term weights for the selected reporting term appear.
5. Double-click the term's **Weight** field. The field appears as an editable text field.
6. Enter the weight.
7. Click **Save**.

## Calculate Final Grades by Category Weight

The category weight method calculates final grades based on total points times the value (or weight) of each category or assignment.

**Note:** You can calculate final grades by category weight for all reporting terms within the reporting term hierarchy.

## How to Calculate Final Grades by Category Weight

1. Select a class from the **Classes pane**.
2. Click the **Grades Setup** tab. The **Grades Setup window** appears.
3. Click the name of the reporting term you want to set up final grade calculation for.  
**Note:** **Calculate Final Grade Using** options are based on the selected reporting term.
4. Select the **Category Weights** option for **Calculate Final Grade Using**.

To add a category:

1. Click **Add Category**. The **Select Category window** appears.
2. Select the checkbox next to each category you want to add.
3. Click **OK**. The category appears on the **Grades Setup window**.
4. Double-click the category's **Weight** field. The field appears as an editable text field.
5. Enter the weight.
6. Double-click the category's **Drop Low** field. The field appears as an editable text field.
7. Enter the number of low scores you want to drop from the final grade calculation.
8. Click **Save**.

9. Repeat for each additional category.

To remove a category:

1. Select the category you want to delete. The category appears highlighted.
2. Click **Remove**.
3. Click **Save**.

To add an assignment:

**Note:** The option to add an assignment is only available for the shortest reporting terms within the reporting term hierarchy.

1. Click **Add Assignment**. The **Select Assignment window** appears.
2. Select the checkbox of the assignment you want to add.
3. Click **OK**. The assignment appears on the **Grades Setup window**.
4. Double-click the assignment's **Weight** field. The field appears as an editable text field.
5. Enter the weight.
6. Click **Save**.
7. Repeat for each additional assignment.

To remove an assignment:

1. Select the assignment you want to delete. The assignment appears highlighted.
2. Click **Remove**.
3. Click **Save**.

## Manually Override Final Grades

After you enter final grades, you may need to override a calculated final grade for a student. When overriding a calculated grade, you can set a unique value for both percent and letter grade.

### How to Manually Override a Final Grade

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Choose a reporting term, week, or month from the **Filter By Reporting Term** pop-up menu. The Scoresheet window refreshes and displays only those assignments and scores with a due date that falls within that selected reporting term, week, or month.
4. **Open the Score Inspector**. The Score Inspector window appears.
5. Select the final grade of the student you want to update. The final grade field appears highlighted. The assignment details appear in the Score Inspector window.
6. Select the **Manual Override** checkbox.
7. Enter the new percent in the **Percent** field, if applicable.

8. Enter the new letter grade in the **Grade** field, if applicable.
9. Enter final grade text in the **Comment** field, if applicable.  
**Note:** It is not necessary to select the Manual Override checkbox in order to add, edit, or delete a final grade comment.
10. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.
11. Click **Save**. The final grade appears within the selected student final grade field.  
**Note:** The final grade appears bold, italicized, and with a red circular "!". If a comment was entered, a blue circular "C" also appears.

## Recalculate Final Scores

Recalculate Final Scores is a special function that is used as a final option when there is a question as to the accuracy of a final grade.

This function is most commonly used when administrators change certain data that impacts final grade calculations. For example, any changes made to a grade scale for a section, such as the actual assigned grade scale or a modification to one or more grades within a grade scale, will not be reflected in PowerTeacher gradebook until you recalculate final scores.

When recalculating final scores, final scores are recalculated for all students, both active and dropped. Recalculating final scores for dropped students is critical when a student has changed enrollment, but you have not yet received or scored all assignments. Once you have, you can recalculate final scores and then distribute the updated information to the student's new teacher via email or other method.

## How to Recalculate Final Scores

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. From the gradebook menu bar, choose **Tools > Recalculate Final Scores**. The Scoresheet window refreshes, showing the recalculated final scores.

# Scoresheets

## About Scoresheets

The Scoresheet window is where you will probably spend most of your time. Using the Scoresheet window, you can create and score assignments and view final grades for students in your classes.

## View Scoresheets

To view assignments and scores for a particular class, select the class and click the Scoresheet tab.

**Note:** Past assignments are separated from future assignments by a divider and appear slightly shaded.

## How to View a Scoresheet

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** displays basic score information.

## Filter Scoresheets

By default, the Scoresheet window displays assignments and scores for all categories for students enrolled in the full length of the class. To view assignments and scores with a due date that falls within a specific reporting term, week, or month; view assignments that belong to a specific category; or view assignments and scores for students with a different enrollments status, use the Filter By function.

## How to Filter a Scoresheet

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Do one or more of the following:
  - Choose a reporting term, week, or month from the **Filter By Reporting Term** pop-up menu. The Scoresheet window refreshes and displays only those assignments and scores with a due date that falls within that selected reporting term, week, or month.
  - Choose a category from the **Filter By Category** pop-up menu. The Scoresheet window refreshes and only displays assignments and scores for the selected category.

- Choose an enrollment status from the **Filter By Students** pop-up menu. The Scoresheet window refreshes and only displays assignments and scores for students with the selected enrollment status. For more information, see [Filter Class Roster](#).

## View Assignment Statistics

The Summary section of the Scoresheet provides statistical information for each assignment. When selecting an assignment, the mean, median, and mode for that assignment appear.

The mean is the mathematical average of the scores you entered. The median represents the middle of all values: one-half of the scores will be above this number and one-half will be below it. The mode indicates the most common value.

All of these values are indicators of how well your students did on the assignment. If any one of them is unexpectedly low, it may be that students need additional practice on the skills and concepts being assessed, or the assessment needs to be revised.

## How to View Assignment Statistics

1. Select a class from the [Classes pane](#).
2. Click the **Scoresheet** tab. The [Scoresheet window](#) appears.
3. Select an assignment.
4. Click **Summary**. The mean, median, and mode appear for the selected assignment.

The **Points Earned** appears in the lower-right corner of the Scoresheet. When a final grade or assignment is selected, the total points earned to date appear.

## Mark Assignments Collected Using Scoresheet

To indicate that an assignment for a student has been collected, mark the assignment as Collected from the Scoresheet window or the [Score Inspector](#). An assignment can be marked as collected with or without entering a score. If no score is entered, a green checkmark appears within the selected student assignment score field. If a score is entered, the checkmark is replaced with the score.

## How to Mark an Assignment as Collected

1. Select a class from the [Classes pane](#).
2. Click the **Scoresheet** tab. The [Scoresheet window](#) appears.
3. Click in the assignment column of the student whose assignment has been collected.
4. Press **COMMAND+click** (Mac) or **right-click** (Windows) and select **Collected**.
5. Click **Save**. The score appears on the Scoresheet window.

**Note:** The Save and Revert buttons appear shaded until information is entered.

## Mark Assignments Late Using Scoresheet

To indicate that an assignment for a student is late, mark the assignment as Late from the Scoresheet window or the **Score Inspector**. An assignment can be marked as late with or without entering a score. When marked as late, a red circular “L” appears within the selected student assignment score field.

### How to Mark an Assignment as Late

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Click in the assignment column of the student whose assignment is late.
4. Press **COMMAND+click** (Mac) or **right-click** (Windows) and select **Late**.
5. Click **Save**. The score appears on the Scoresheet window.

**Note:** The Save and Revert buttons appear shaded until information is entered.

## Mark Assignments Exempt Using Scoresheet

To indicate that an assignment for a student is exempt, mark the assignment as Exempt from the Scoresheet window or the **Score Inspector**. An assignment can be marked as exempt with or without entering a score. If no score is entered, an italicized “Ex” appears within the selected student assignment score field. If a score is entered, the score appears italicized and shaded.

### How to Mark an Assignment as Exempt

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Click in the assignment column of the student who you wish to exempt from the assignment.
4. Press **COMMAND+click** (Mac) or **right-click** (Windows) and select **Exempt**.

**Note:** You may also manually enter **ex** in the assignment score field.

5. Click **Save**. The score appears on the Scoresheet window.

**Note:** The Save and Revert buttons appear shaded until information is entered.

## Enter Scores Using Scoresheet

You can enter scores from the Scoresheet window or the **Score Inspector**.

### How to Enter a Score

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Click the assignment column of the student you want to enter a score for. The score field appears as an editable text field.
4. Enter the score.
5. Press **ENTER** or **RETURN**. The score appears on the Scoresheet and the cursor advances to the next assignment field.
6. Click **Save**. The score appears on the Scoresheet window.

**Note:** The Save and Revert buttons appear shaded until information is entered.

## Edit Scores Using Scoresheet

You can edit a score from the Scoresheet window or the **Score Inspector**.

### How to Edit a Score

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Click the score you want to edit. The score field appears as an editable text field.
4. Enter the new score.
5. Press **ENTER** or **RETURN**. The new score appears on the Scoresheet and the cursor advances to the next assignment field.
6. Click **Save**. The new score appears on the Scoresheet window.

**Note:** The Save and Revert buttons appear shaded until information is entered.

## Delete Scores Using Scoresheet

You can delete a score from the Scoresheet window or the **Score Inspector**.

### How to Delete a Score

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Click the score you want to delete. The score field appears as an editable text field.
4. Do one of the following:
  - Highlight the score and press **DELETE**.
  - Press **COMMAND+click** (Mac) or **right-click** (Windows) and select **Clear Score**.

**Note:** There are no restrictions when deleting.

5. Press **ENTER** or **RETURN**. The score no longer appears on the Scoresheet and the cursor advances to the next assignment field.

## Fill Scores

Use the Fill Scores command to quickly and easily enter the same score for all students or for only those with unrecorded scores. For example, if all but two students in a class receive the same assignment score, use the Fill Scores function to enter that score for the class with the exception of the scores already entered for the two students.

You can fill scores from the gradebook menu bar. Alternately, you can right-mouse click if you are using a two-button mouse.

### How to Fill Scores

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Select the assignment column for which you want to fill scores.
4. From the gradebook menu bar, choose **Tools > Fill Scores**. The **Fill Scores window** appears.
5. Indicate whether you want to only fill empty scores or replace all scores by selecting one of the following options:
  - **Fill empty scores for the selected assignment**
  - **Replace all scores for the selected assignment**
6. To indicate the assignment status, select one of the following:
  - **Collected**
  - **Late**
  - **Exempt Score**
7. Enter the score in the **Score** field.
8. Manually enter score comments in the **Comment** field and/or click **Comment Bank** to select one or more predefined comments.

**Note:** If using the Comment Bank, you can press and hold **COMMAND** (Mac) or **CONTROL** (Windows) to select multiple comments. When you have finished making your selections, click **Insert Selected Comments** and then click **OK**.
9. Click **OK**.

# Score Inspector

## About Score Inspector

The Score Inspector provides an alternative way of entering scores and other information. Once you open the Score Inspector window, it floats above the Scoresheet window. You may want to move it to a convenient location on your desktop, so you can work with the Scoresheet. The Score Inspector remains open until you choose to close it.

## Open Score Inspector

You can open the Score Inspector from the gradebook menu bar or the Scoresheet window.

### How to Open Score Inspector

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Do one of the following:
  - From the gradebook menu bar, choose **Tools > Score Inspector**. The **Score Inspector window** appears.
  - From any assignment field (or Final Grade field) within the Scoresheet, press **COMMAND+click** (Mac) or **right-click** (Windows) and select **Score Inspector**. The **Score Inspector window** appears.

## View Assignment Score Details

You can view assignment details from the Score Inspector window.

### How to View Assignment Score Details

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. **Open the Score Inspector**. The **Score Inspector window** appears.
4. Click in the assignment column of the student you want to view assignment score information for. The assignment details appear in the Score Inspector window.

## View Final Grade Details

You can view final grade details from the Score Inspector window.

## How to View Final Grade Details

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. **Open the Score Inspector**. The **Score Inspector window** appears.
4. Click in the final grade column of the student you want to view final grade information for. The final grade details appear in the Score Inspector window.

## Mark Assignments Collected Using Score Inspector

To indicate that an assignment for a student has been collected, mark the assignment as Collected using the Score Inspector or the **Scoresheet window**. An assignment can be marked as collected with or without entering a score. If no score is entered, a green checkmark appears within the selected student assignment score field. If a score is entered, the checkmark is replaced with the score.

### How to Mark an Assignment as Collected

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. **Open the Score Inspector**. The **Score Inspector window** appears.
4. Click in the assignment column of the student whose assignment has been collected. The assignment details appear in the Score Inspector window.
5. Select the **Collected** checkbox.
6. Click **Save** on the Scoresheet window.

## Mark Assignments Late Using Score Inspector

To indicate that an assignment for a student is late, mark the assignment as Late using the Score Inspector or the **Scoresheet window**. An assignment can be marked as late with or without entering a score. If marked as late, a red circular “L” appears within the selected student assignment field.

### How to Mark an Assignment as Late

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. **Open the Score Inspector**. The **Score Inspector window** appears.
4. Click in the assignment column of the student whose assignment is late. The assignment details appear in the Score Inspector window.
5. Select the **Late** checkbox.

6. Click **Save** on the Scoresheet window.

## Mark Assignments Exempt Using Score Inspector

To indicate that an assignment for a student is exempt, mark the assignment as Exempt using the Score Inspector or the [Scoresheet window](#). An assignment can be marked as exempt with or without entering a score. If no score is entered, an italicized “Ex” appears within the selected student assignment score field. If a score is entered, the score appears italicized and shaded.

### How to Mark an Assignment as Exempt

1. Select a class from the [Classes pane](#).
2. Click the **Scoresheet** tab. The [Scoresheet window](#) appears.
3. **Open the Score Inspector**. The [Score Inspector window](#) appears.
4. Click in the assignment column of the student who you wish to exempt from the assignment.

**Note:** You may also manually enter **ex** in the assignment score field.

5. Select the **Exempt** checkbox.
6. Click **Save** on the Scoresheet window.

## Enter Scores Using Score Inspector

You can enter scores using the Score Inspector or the [Scoresheet window](#).

### How to Enter a Score

1. Select a class from the [Classes pane](#).
2. Click the **Scoresheet** tab. The [Scoresheet window](#) appears.
3. **Open the Score Inspector**. The [Score Inspector window](#) appears.
4. Select the assignment of the student you want to update. The assignment details appear in the Score Inspector window.
5. Enter the score in the **Score** field.
6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.
7. Click **Save** on the Scoresheet window. The score appears on the Scoresheet window.

## Edit Scores Using Score Inspector

You can edit a score using the Score Inspector or the [Scoresheet window](#).

## How to Edit a Score

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. **Open the Score Inspector**. The **Score Inspector window** appears.
4. Select the assignment of the student you want to update. The assignment details appear in the Score Inspector window.
5. Enter the new score in the **Score** field.
6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.
7. Click **Save** on the Scoresheet window. The new score appears on the Scoresheet window.

## Delete Scores Using Score Inspector

You can delete a score using the Score Inspector or the **Scoresheet window**.

### How to Delete a Score

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. **Open the Score Inspector**. The **Score Inspector window** appears.
4. Select the assignment of the student you want to update. The assignment details appear in the Score Inspector window.
5. Highlight the score and press **DELETE**.  
**Note:** There are no restrictions when deleting.
6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.
7. Click **Save** on the Scoresheet window. The score no longer appears on the Scoresheet.

## Add Score Comments

When entering a score comment, you can use plain text, HTML, or a combination of both. Once you enter the score comment, it appears on the Quick Lookup page in PowerSchool. In order for parents and students to view this information on the PowerSchool Parent Portal, you will need to **publish it**.

### How to Add a Score Comment

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. **Open the Score Inspector**. The **Score Inspector window** appears.

4. Select the assignment of the student you want to update. The assignment details appear in the Score Inspector window.
5. Manually enter score comments in the **Comment** field and/or click **Comment Bank** to select one or more predefined comments.  
**Note:** If using the Comment Bank, you can press and hold **COMMAND** (Mac) or **CONTROL** (Windows) to select multiple comments. When you have finished making your selections, click **Insert Selected Comments** and then click **OK**.
6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.
7. Click **Save** on the Scoresheet window. A blue circular “C” appears within the selected student assignment score field.

## Edit Score Comments

You can edit a score comment using the Score Inspector.

### How to Edit a Score Comment

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. **Open the Score Inspector**. The **Score Inspector window** appears.
4. Select the assignment of the student you want to update. The assignment details appear in the Score Inspector window.
5. Manually edit score comments in the **Comment** field and/or click **Comment Bank** to select one or more predefined comments.  
**Note:** If using the Comment Bank, you can press and hold **COMMAND** (Mac) or **CONTROL** (Windows) to select multiple comments. When you have finished making your selections, click **Insert Selected Comments** and then click **OK**.
6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.
7. Click **Save** on the Scoresheet window. A blue circular “C” appears within the selected student assignment score field.

## Delete Score Comments

You can delete a score comment using the Score Inspector.

### How to Delete a Score Comments

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. **Open the Score Inspector**. The **Score Inspector window** appears.

4. Select the assignment of the student you want to update. The assignment details appear in the Score Inspector window.
5. Highlight the comment text in the **Comment** field and press **DELETE**.  
**Note:** There are no restrictions when deleting.
6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.
7. Click **Save** on the Scoresheet window. The blue circular “C” no longer appears within the selected student assignment score field.

## Add Final Grade Comments

When entering a final grade comment, you can use plain text, HTML, or a combination of both. Once you enter the final grade comment, it appears on the Quick Lookup page in PowerSchool. In order for parents and students to view this information on the PowerSchool Parent Portal, you will need to **publish it**.

### How to Add a Final Grade Comment

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. **Open the Score Inspector**. The **Score Inspector window** appears.
4. Select the final grade of the student you want to update. The final grade details appear in the Score Inspector window.
5. Manually enter final grade comments in the **Comment** field and/or click **Comment Bank** to select one or more predefined comments.  
**Note:** If using the Comment Bank, you can press and hold **COMMAND** (Mac) or **CONTROL** (Windows) to select multiple comments. When you have finished making your selections, click **Insert Selected Comments** and then click **OK**.
6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.
7. Click **Save** on the Scoresheet window. A blue circular “C” appears within the selected student final grade field.

## Edit Final Grade Comments

You can edit a final grade comment using the Score Inspector.

### How to Edit a Final Grade Comment

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. **Open the Score Inspector**. The **Score Inspector window** appears.

4. Select the final grade of the student you want to update. The final grade details appear in the Score Inspector window.
5. Manually edit final grade comments in the **Comment** field and/or click **Comment Bank** to select one or more predefined comments.  
**Note:** If using the Comment Bank, you can press and hold **COMMAND** (Mac) or **CONTROL** (Windows) to select multiple comments. When you have finished making your selections, click **Insert Selected Comments** and then click **OK**
6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.
7. Click **Save** on the Scoresheet window. A blue circular “C” appears within the selected student final grade field.

## Delete Final Grade Comments

You can delete a final grade comment using the Score Inspector.

### How to Delete a Final Grade Comment

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. **Open the Score Inspector**. The **Score Inspector window** appears.
4. Select the final grade of the student you want to update. The final grade details appear in the Score Inspector window.
5. Highlight the comment text in the **Comment** field and press **DELETE**.  
**Note:** There are no restrictions when deleting.
6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.
7. Click **Save** on the Scoresheet window. The blue circular “C” no longer appears within the selected student final grade field.

# Reports

## About Reports

You can print various reports whenever you want without having to wait for your PowerSchool or school administrator to do it for you. PowerTeacher gradebook offers a selection of reports to assist you in daily classroom activities, as well as with assessing student performance. Using the Reports tab in the navigation bar, you can generate reports for all students who are enrolled in a class, for all students who are enrolled in all your classes, or for a specific set, group, individual student, selection of students, or any combination. For more information, see [Student Groups](#).

## Run the Attendance Grid Report

Run the Attendance Grid report to generate a student and date grid for taking attendance.

### How to Run the Attendance Grid Report

1. Select a class from the [Classes pane](#).
2. Click the **Reports** tab. The [Reports window](#) appears.
3. Click **Attendance Grid**. The [Attendance Grid window](#) appears.
4. To use the default report settings, skip to Step 5. Otherwise, [enter the required information](#).
5. Click **Run Report**. The Save Report window appears.
6. Enter a file name of the report in the **Save As** field. By default, this field populates with **Attendance Grid**.
7. Choose the location where you want to save the report from the **Where** pop-up menu.
8. Click **Save**. The Attendance Grid Report Complete window appears.
9. Click **OK**.
10. To view the report, navigate to where the report was saved and open it. The report results display based on the parameters you selected.

## Run the Category Total Report

Run the Category Total report to generate a summary of category totals by section or by student.

### How to Run Category Total Report

1. Select a class from the [Classes pane](#).

2. Click the **Reports** tab. The **Reports window** appears.
3. Click **Run Category Total**. The **Category Total Report window** appears.
4. To use the default report settings, skip to Step 5. Otherwise, **enter the required information**.
5. Click **Run Report**. The Save Report window appears.
6. Enter a file name of the report in the **Save As** field. By default, this field populates with **Category Total**.
7. Choose the location where you want to save the report from the **Where** pop-up menu.
8. Click **Save**. The Category Total Report Complete window appears.
9. Click **OK**.
10. To view the report, navigate to where the report was saved and open it. The report results display based on the parameters you selected.

## Run the Final Grade and Comment Verification Report

Run the Final Grade and Comment Verification report to generate a list of final grades and comments by reporting term.

### How to Run the Final Grade and Comment Verification Report

1. Select a class from the **Classes pane**.
2. Click the **Reports** tab. The **Reports window** appears.
3. Click **Final Grade and Comment Verification**. The **Final Grade and Comment Verification window** appears.
4. To use the default report settings, skip to Step 5. Otherwise, **enter the required information**.
5. Click **Run Report**. The Save Report window appears.
6. Enter a file name of the report in the **Save As** field. By default, this field populates with **Final Grade and Comment Verification**.
7. Choose the location where you want to save the report from the **Where** pop-up menu.
8. Click **Save**. The Final Grade and Comment Verification Report Complete window appears.
9. Click **OK**.
10. To view the report, navigate to where the report was saved and open it. The report results display based on the parameters you selected.

## Run the Individual Student Report

Run the Individual Student report to generate a summary of class activity on a student-by-student basis.

## How to Run the Individual Student Report

1. Select a class from the **Classes pane**.
2. Click the **Reports** tab. The **Reports window** appears.
3. Click **Individual Student Report**. The **Individual Student Report window** appears.
4. To use the default report settings, skip to Step 5. Otherwise, **enter the required information**.
5. Click **Run Report**. The Save Report window appears.
6. Enter a file name of the report in the **Save As** field. By default, this field populates with **Individual Student**.
7. Choose the location where you want to save the report from the **Where** pop-up menu.
8. Click **Save**. The Individual Student Report Complete window appears.
9. Click **OK**.
10. To view the report, navigate to where the report was saved and open it. The report results display based on the parameters you selected.

## Run the Missing Assignment Report

Run the Missing Assignments report to generate a list of assignments that have not been scored.

### How to Run the Missing Assignment Report

1. Select a class from the **Classes pane**.
2. Click the **Reports** tab. The **Reports window** appears.
3. Click **Missing Assignment**. The **Missing Assignment window** appears.
4. To use the default report settings, skip to Step 5. Otherwise, **enter the required information**.
5. Click **Run Report**. The Save Report window appears.
6. Enter a file name of the report in the **Save As** field. By default, this field populates with **Missing Assignment**.
7. Choose the location where you want to save the report from the **Where** pop-up menu.
8. Click **Save**. The Missing Assignment Report Complete window appears.
9. Click **OK**.
10. To view the report, navigate to where the report was saved and open it. The report results display based on the parameters you selected.

## Run the Scoresheet Report

Run the Scoresheet report to generate a spreadsheet-style summary of student grade and assignment date.

### How to Run the Scoresheet Report

1. Select a class from the **Classes pane**.
2. Click the **Reports** tab. The **Reports window** appears.
3. Click **Scoresheet**. The **Scoresheet window** appears.
4. To use the default report settings, skip to Step 5. Otherwise, **enter the required information**.
5. Click **Run Report**. The Save Report window appears.
6. Enter a file name of the report in the **Save As** field. By default, this field populates with **Scoresheet**.
7. Choose the location where you want to save the report from the **Where** pop-up menu.
8. Click **Save**. The Scoresheet Report Complete window appears.
9. Click **OK**.
10. To view the report, navigate to where the report was saved and open it. The report results display based on the parameters you selected.

## Run the Student Roster Report

Run the Student Roster report to generate a summary of student demographic information on a student-by-student basis.

### How to Run the Student Roster Report

1. Select a class from the **Classes pane**.
2. Click the **Reports** tab. The **Reports window** appears.
3. Click **Student Roster**. The **Student Roster window** appears.
4. To use the default report settings, skip to Step 5. Otherwise, **enter the required information**.
5. Click **Run Report**. The Save Report window appears.
6. Enter a file name of the report in the **Save As** field. By default, this field populates with **Student Roster**.
7. Choose the location where you want to save the report from the **Where** pop-up menu.
8. Click **Save**. The Student Roster Complete window appears.
9. Click **OK**.

10. To view the report, navigate to where the report was saved and open it. The report results display based on the parameters you selected.

# Quit PowerTeacher Gradebook

## About Quitting

When you are finished working in PowerTeacher gradebook, it is important to quit the application, which you can do from any gradebook window. Additionally, when you are finished working in PowerTeacher, it is important to log out, which you can do from any PowerTeacher page.

## Quit PowerTeacher Gradebook

To quit PowerTeacher gradebook, use the gradebook menu bar.

### How to Quit PowerTeacher Gradebook

1. From the gradebook menu bar, choose **File > Save**.
2. From the gradebook menu bar, choose **PowerTeacher Gradebook > Quit PowerTeacher Gradebook**.

**Note:** If you have unsaved changes, a window indicates the changes that you made. To save the changes, click **Yes**. Otherwise, click **No**.

## Log Out of PowerTeacher

To log out of PowerTeacher, use the navigation bar.

### How to Log Out of PowerTeacher

Click **Logout** in the navigation bar. The Log In page appears. You must enter your username and password again to redisplay the PowerTeacher start page.

# Appendix

## Assignments Window

### How do I display this window?

1. Select a class from the Classes pane.
2. Click the **Assignments** tab.

### What is the purpose of this window?

[About Assignments](#)

### What can I do on this window?

#### *View Assignments*

[Filter Assignments](#)

[Sort Assignments](#)

[View Assignments](#)

#### *Work with Assignments*

[Add Assignments](#)

[Copy Assignments](#)

[Delete Assignments](#)

[Edit Assignments](#)

#### *Publish Assignments*

[Hide Assignments](#)

[Hide Assignment Scores](#)

[Show Assignments](#)

[Show Assignment Scores](#)

## What do the fields on this window mean?

The following tables describe the fields that are visible on this window when performing certain functions.

### View/Add/Edit Assignments

Field	Description
Name	Enter the assignment name.
Abbreviation	Enter the assignment abbreviation. <b>Note:</b> Once you have entered an assignment <b>Name</b> and advanced to another field, the <b>Abbreviation</b> field automatically populates with the name of the assignment (up to 30 characters).
Category	Use the pop-up menu to choose the category by which the assignment should be grouped.
Score Type	If a category is selected, the score type defaults to the category score type.  Use the pop-up menu to choose the method by which the assignment should be recorded: <b>Points</b> , <b>Percentage</b> , or <b>Letter Grade</b> .
Points Possible	If a category is selected, the points possible defaults to the category points possible.  Enter the number of points possible for the assignment.
Weight	Enter the weight of the assignment. The system multiplies both the assignment's points possible and the students' scores by this weight when calculating final grades.
Date Due	Enter the date the assignment is due by doing one of the following: <ul style="list-style-type: none"> <li>• Leave the default date.</li> <li>• Enter a different date using the format mm/dd/yyyy.</li> <li>• Click the Calendar icon and select the date.</li> <li>• Clear the field.</li> </ul> <b>Note:</b> This field auto-populates with a date based on the date of entry. If the date of entry is before the section start date, the field populates with the section start date. If the date of entry is after the section end date, the field populates with the section end date. If the date of entry falls between the section start and end dates, the field populates with today's date.

Field	Description
Include in Final Grade	<p>If a category is selected, this checkbox defaults based on the category.</p> <p>Select this checkbox to include this assignment in final grade calculation.</p>
Description	<p>Detailed information about the assignment. This information appears on the Quick Lookup page in PowerSchool and on the PowerSchool Parent Portal when the assignment is published.</p> <p>Enter the description of the assignment using plain text, HTML, or a combination of both.</p> <p>For example: [Plain text] Analyze and write 500-word essay on Herman Melville's Billy Bud. What point is the author trying to make? Support your idea with several aspects of the story - plot, characterization, setting, irony, symbolism, imagery, etc. Show how these different aspects work together to convey the message. Please refer to the following resources: [HTML describing the resources, showing pictures, and links to these sites.]</p>

## Categories Window

### How do I display this window?

From the gradebook menu bar, choose **Tools > Categories**.

### What is the purpose of this window?

[About Categories](#)

### What can I do on this window?

*View Categories*

[View Categories](#)

*Work with Categories*

[Add Categories](#)

[Delete Categories](#)

[Edit Categories](#)

## What do the fields on this window mean?

The following tables describe the fields that are visible on this window when performing certain functions.

### View/Add/Edit Categories

Field	Description
Name	Enter the category name.
Abbreviation	Enter the category abbreviation.
Color	Use the pop-up menu to choose the color used on the Scoresheet and Assignments windows to identify assignments within this category.
Points Possible	Enter the default number of points possible for each assignment in this category.  You can modify this information for individual assignments as needed.
Score Type	Use the pop-up menu to choose the default method by which assignments in this category should be recorded: <b>Points</b> , <b>Percentage</b> , or <b>Letter Grade</b> .  You can modify this information for individual assignments as needed.
Include in Final Grade	Select this checkbox to include assignments in this category when calculating final grades.  You can modify this information for individual assignments as needed.
Description	Enter the description of the category using plain text, HTML, or a combination of both. This information appears on the Quick Lookup page in PowerSchool and on the PowerSchool Parent Portal when an assignment using this category is published.  For example: [Plain text] This category is worth 20% of the student's grade. Homework assignments are due every Monday and are worth 10 points each. Students are allowed to miss only one. Missing more than one assignment may significantly affect the student's over-all grade.  Please refer to the following resources: [HTML describing the resources, showing pictures, and links to these sites.]

## Class Information Window

### How do I display this window?

1. Select a class from the Classes pane.
2. Click the **Class Info** tab.

### What is the purpose of this window?

[About Class Information](#)

### What can I do on this window?

*View Class Information*

[View Class Information](#)

*Work with Class Information*

[Add Class Descriptions](#)

[Edit Class Descriptions](#)

[Delete Class Descriptions](#)

### What do the fields on this window mean?

The following tables describe the fields that are visible on this window when performing certain functions.

#### View Class Information

Field	Description
Course Name	Name of the class.
Section Number	Section number of the class.
Periods/Days	Period/day combination for the class.
Room	Room number for the class.
Term	Term for the class.
Start	First day of class.
End	Last day of class.

Field	Description
Grade Scale	Name of the grade scale associated with the class.
Description	Enter detailed information about the class. This information appears on the Quick Lookup page in PowerSchool and on the PowerSchool Parent Portal.
Add Web Link	Click to add a web link to the class description.
Revert	Click to undo your changes. <b>Note:</b> This button appears shaded until information is entered.
Save	Click to save your changes. <b>Note:</b> This button appears shaded until information is entered.

### Add/Edit Web Link

Field	Description
URL	Enter the web address for this link.
Link Text	Enter the text to display for the link.
Open this link in a new browser window	Select the checkbox to launch a new browser window when the link is clicked.
Cancel	Click to close the Add Web Link window without saving your changes.
Save	Click to save your changes.

## Classes Pane

### How do I display this pane?

Upon launching PowerTeacher gradebook, the Classes pane appears in the upper-left corner of the main PowerTeacher Gradebook window.

### What is the purpose of this pane?

#### [About Classes](#)

## What can I do on this pane?

### *Work with Classes*

[Select Classes](#)

[Select Term](#)

## Copy Assignment Window

### How do I display this window?

1. Select a class from the [Classes pane](#).
2. Click the **Assignments** tab. The [Assignment window](#) appears.
3. Select an assignment.
4. Either choose **Tools > Copy Assignment** from the gradebook menu bar or right-mouse click and select **Copy Assignment**. The Copy Assignments window appears.

### What is the purpose of this window?

[About Assignments](#)

### What can I do on this window?

#### *Work with Assignments*

[Copy Assignments](#)

### What do the fields on this window mean?

The following tables describe the fields that are visible on this window when performing certain functions.

#### Copy Assignment

Field	Description
Copy Assignment	Identifies the source assignment and class.
[Term]	Choose a term from the pop-up menu. Classes for the selected term appear.
Classes	Select the checkbox to copy the assignment to all the classes within the selected term. Note checkmarks appear next to

Field	Description
	each class. Alternately, deselect the checkbox to clear checkmarks from each class.
[Classes]	Select individual checkboxes for only those classes you want to copy the assignment to. Select the same class checkbox to copy an assignment within a class.
Cancel	Click to discard your changes and close the window.
OK	Click to save your changes and close the window.

## Fill Scores Window

### How do I display this window?

From the gradebook menu bar, choose **Tools > Fill Scores**.

### What is the purpose of this window?

[About Scoresheets](#)

### What can I do on this window?

[Fill Scores](#)

### What do the fields on this window mean?

The following tables describe the fields that are visible on this window when performing certain functions.

#### Fill Scores

Field	Description
Fill empty scores for the selected assignment	Select this option to only fill empty scores.
Replace all scores for the selected assignment	Select this option to replace all scores.
Scoring Type	The method by which the assignment should be recorded: Points, Percentage, or Letter Grade.
Collected	Select this checkbox to indicate assignments have been

Field	Description
	collected.
Late	Select this checkbox to indicate assignments are late.
Exempt Score	Select this checkbox to indicate assignments are exempt.
Score	Enter the score.
Comment	Manually enter score comments and/or click <b>Comment Bank</b> to select one or more predefined comments.  <b>Note:</b> If using the Comment Bank, you can press and hold <b>COMMAND</b> (Mac) or <b>CONTROL</b> (Windows) to select multiple comments. When you have finished making your selections, click <b>Insert Selected Comments</b> and then click <b>OK</b> .
Cancel	Click to discard your changes and close the window.
OK	Click to save your changes and close the window.

## Grade Scales Window

### How do I display this window?

From the gradebook menu bar, choose **Tools > Grade Scales**.

### What is the purpose of this window?

[About Grade Scales](#)

### What can I do on this window?

**View Grade Scales**

[View All Grade scales](#)

[View Class Grade Scales](#)

### What do the fields on this window mean?

The following tables describe the fields that are visible on this window when performing certain functions.

**View Grade Scales**

Field	Description
[Grade Scales]	Grade scales entered by administrators associated to the classes taught by the teacher.
Name	Name of the selected grade scale.
Grade	Letter grade.
Cutoff	Percentage cutoff for the grade.
Percent	Percent value assigned to the grade.
Description	Description for the grade.

**Grades Setup Window****How do I display this window?**

1. Select a class from the Classes pane.
2. Click the **Grades Setup** tab.

**What is the purpose of this window?**

[About Final Grades](#)

**What can I do on this window?**

*View Final Grades*

[View Reporting Terms](#)

*Work with Final Grade Setup*

[Calculate Final Grades by Category Weight](#)

[Calculate Final Grades by Term Weight](#)

[Calculate Final Grades by Total Points](#)

**What do the fields on this window mean?**

The following tables describe the fields that are visible on this window when performing certain functions.

**View Reporting Terms**

Field	Description
Reporting Term	The name of the reporting term.
Start	The first day of the selected reporting term.
End	The last day of the selected reporting term.

**Launch PowerTeacher Gradebook Window****How do I display this window?**

Click **Gradebook**.

**What is the purpose of this window?**

[About Getting Started](#)

**What can I do on this window?**

[Launch PowerTeacher Gradebook for Mac](#)

[Launch PowerTeacher Gradebook for Windows](#)

**Preferences Window****How do I display this window?**

From the gradebook menu bar, choose **Gradebook > Preferences**.

**What is the purpose of this window?**

[About Final Grades](#)

**What can I do on this window?**

[Define Final Grade Preferences](#)

**What do the fields on this window mean?**

The following tables describe the fields that are visible on this window when performing certain functions.

## Preferences

Field	Description
When calculating a grade the value should be	Indicate how you want final grades to be calculated, by selecting one of the following options: <ul style="list-style-type: none"> <li>• Select <b>Rounded</b> to round the number up or down to the nearest decimal point specified.</li> <li>• Select <b>Truncated</b> to cut off the number at the specified number of places after the decimal.</li> </ul>
Store calculated grades with up	Choose the number of digits to appear after the decimal point from the pop-up menu.
Cancel	Click to discard your changes and close the window.
OK	Click to save your changes and close the window.

## Reports Window

### How do I display this window?

1. Select a class from the Classes pane.
2. Click the **Reports** tab.

### What is the purpose of this window?

#### About Reports

### What can I do on this window?

#### *Work with Reports*

[Run the Attendance Grid Report](#)

[Run the Category Total Report](#)

[Run the Final Grade and Comment Verification Report](#)

[Run the Individual Student Report](#)

[Run the Missing Assignment Report](#)

[Run the Scoresheet Report](#)

[Run the Student Roster Report](#)

## What do the fields on this window mean?

The following tables describe the fields that are visible on this window when performing certain functions.

### Global Reporting Parameters

Field	Description
Output Type	<p>Select the option indicating the format in which you want to receive the report:</p> <ul style="list-style-type: none"> <li>• <b>PDF</b></li> <li>• <b>HTML</b></li> <li>• <b>Export (csv)</b></li> </ul> <p><b>Note:</b> This field is available on most reports. Options vary depending on report.</p>
Sections	<p>Select the option indicating the sections for which you want to run the report:</p> <ul style="list-style-type: none"> <li>• Select <b>Selected Class</b> to generate a report for a class.</li> <li>• Select <b>Active Classes</b> to generate a report for all classes.</li> </ul> <p><b>Note:</b> If running this report for multiple sections, courses are identified by course name and section number, instead of course name and expression.</p>
Students	<p>Select the option indicating the students for which you want to run the report:</p> <ul style="list-style-type: none"> <li>• Select <b>Enrolled Students</b> to generate a report for all students who are enrolled.</li> <li>• Select <b>Selected Group(s) and/or Students</b> and then select a set, group, individual student, selection of students, or any combination from the Students Group pane.</li> </ul> <p><b>Note:</b> To generate a report for a set, group, individual student, selection of students, or any combination, use <b>student groups</b>.</p>

### Attendance Grid Report

Field	Description
Current Week	Select this checkbox to run the report for the current week.

Field	Description
	Note the <b>Start Date</b> and <b>End Date</b> fields become populated with this week's date range.
Start Date	To run the report for a date range other than this week, enter the start date for the date range using the format mm/dd/yyyy.
End Date	To run the report for a date range other than this week, enter the end date for the date range using the format mm/dd/yyyy.

### Category Total Report

Field	Description
Report Layout	Select the option indicating how you want to group report output: <ul style="list-style-type: none"> <li>• <b>Totals by Section</b></li> <li>• <b>Totals by Student</b></li> </ul>
Reporting Term	Choose the term for which you want to run this report from the pop-up menu.

### Final Grade and Comment Verification Report

Field	Description
Student Fields	Select the option indicating the student field you want to include in the report: <ul style="list-style-type: none"> <li>• <b>Student Name</b></li> <li>• <b>Student Number</b></li> </ul>
Reporting Term	Choose the term for which you want to run this report from the pop-up menu.

### Individual Student Report

Field	Description
Include Final Score	Select this checkbox to include all final scores for a student in the report.
Start Date	Enter the start date for the date range using the format mm/dd/yyyy.

Field	Description
End Date	Enter the end date for the date range using the format mm/dd/yyyy.

### Missing Assignment Report

Field	Description
Report Layout	Select the option indicating how you want to group report output: <ul style="list-style-type: none"> <li>• <b>By Student</b></li> <li>• <b>By Assignment</b></li> </ul>
Start Date	Enter the start date for the date range using the format mm/dd/yyyy.
End Date	Enter the end date for the date range using the format mm/dd/yyyy.

### Scoresheet Report

Field	Description
Category	Choose the category for which you want to run this report from the pop-up menu.
Assignment Display	Select the option indicating how you want assignments to appear in the report: <ul style="list-style-type: none"> <li>• <b>Assignment Name</b></li> <li>• <b>Assignment Abbreviation</b></li> </ul>
Items To Include	Select the checkboxes indicating which scores you want included in the report: <ul style="list-style-type: none"> <li>• <b>Final Grades</b></li> <li>• <b>Assignments</b></li> </ul>
Date Range	Choose the date range for which you want to run this report from the pop-up menu.
Start Date	If you chose <b>Manual</b> for <b>Date Range</b> , enter the start date for the date range using the format mm/dd/yyyy.
End Date	If you chose <b>Manual</b> for <b>Date Range</b> , enter the end date for the date range using the format mm/dd/yyyy.

## Student Roster Report

Field	Description
Student Info	<p>Select the checkboxes indicating the student information you want included in the report:</p> <ul style="list-style-type: none"> <li>• <b>Student Name</b></li> <li>• <b>Student Number</b></li> <li>• <b>Birthday</b></li> <li>• <b>Gender</b></li> <li>• <b>Grade Level</b></li> </ul>
Parent Info	<p>Select the checkboxes indicating the parent information you want included in the report:</p> <ul style="list-style-type: none"> <li>• <b>Mother's Name</b></li> <li>• <b>Father's Name</b></li> <li>• <b>Home Phone</b></li> <li>• <b>Guardian Email</b></li> <li>• <b>Emergency Contacts</b></li> <li>• <b>Blank Field</b></li> </ul>
Sort	<p>Select the option indicating how you want to sort report output:</p> <ul style="list-style-type: none"> <li>• <b>Student Last Name</b></li> <li>• <b>Student First Name</b></li> <li>• <b>Student Number</b></li> <li>• <b>Birthday</b></li> </ul>
Report Preview	<p>As you make the above selections, this area displays how the report appears prior to actually running the report giving you an opportunity to make adjustments.</p>

## Score Inspector Window

### How do I display this window?

1. Select a class from the Classes pane.
2. Click the **Scoresheet** tab.

3. Select an assignment or a final grade, and then from the gradebook menu bar, choose **Tools > Score Inspector**, or press **COMMAND+click** (Mac) or **right-click** (Windows) and select **Score Inspector**.

## What is the purpose of this window?

### About Score Inspector

## What can I do on this window?

### *View Scores*

#### Open Score Inspector

#### View Assignment Score Details

#### View Final Grade Details

### *Work with Assignment Status*

#### Mark Assignments Collected

#### Mark Assignments Exempt

#### Mark Assignments Late

### *Work with Final Grade Comments*

#### Add Final Grade Comments

#### Delete Final Grade Comments

#### Edit Final Grade Comments

### *Work with Final Grades*

#### Manually Override Final Grades

### *Work with Score Comments*

#### Add Score Comments

#### Delete Score Comments

#### Edit Score Comments

### *Work with Scores*

#### Delete Scores

#### Edit Scores

## Enter Scores

### What do the fields on this window mean?

The following tables describe the fields that are visible on this window when performing certain functions.

#### View Assignment Score Details

Field	Description
Student	Name of the selected student.  Note the arrows next to the student name. Click the <b>Next</b> arrow to move to the next student (within the Scoresheet). Click the <b>Previous</b> arrow to move to the previous student (within the Scoresheet).
Assignment	Name of the selected assignment.  Note the arrows next to the assignment name. Click the <b>Next</b> arrow to move to the next assignment (within the Scoresheet). Click the <b>Previous</b> arrow to move to the previous assignment (within the Scoresheet).
Score Type	Indicates how the assignment is recorded: Points, Percentage, or Letter Grade.
Collected	Indicates whether an assignment for a student was collected.
Late	Indicates whether an assignment for a student was turned in late.
Exempt	Indicates whether an assignment for a student is exempt.
Score	Score earned by the student for the selected assignment. Entry must match the score type: Points, Percentage, or Letter Grade.
Points	Points earned and points possible based on score entered.
Percent	Percentage based on score entered.
Grade	Letter grade based on score entered.
Comment	Detailed information about the assignment score.

**View Final Grade Details**

Field	Description
Student	Name of the selected student.  Note the arrows next to the student name. Click the <b>Next</b> arrow to move to the next student (within the Scoresheet). Click the <b>Previous</b> arrow to move to the previous student (within the Scoresheet).
Reporting Term	Reporting term for the selected final grade.
Manual Override	Indicates if manual override of a final grade is enabled.
Percent	Percentage based on score entered.
Grade	Letter grade based on score entered.
Points	Points earned and points possible based on score entered.
Comment	Detailed information about the final grade.

**Scoresheet Window****How do I display this window?**

1. Select a class from the Classes pane.
2. Click the **Scoresheet** tab.

**What is the purpose of this window?**

[About Scoresheets](#)

**What can I do on this window?**

**View Scores**

[Filter Scoresheets](#)

[View Assignments Statistics](#)

[View Scoresheets](#)

**Work with Assignment Status**

[Mark Assignments Collected](#)

**Mark Assignments Exempt****Mark Assignments Late****Work with Scores****Delete Scores****Edit Scores****Enter Scores****Fill Scores****Recalculate Final Scores****What do the fields on this window mean?**

The following tables describe the fields that are visible on this window when performing certain functions.

**Click Menu**

Field	Description
Collected	Indicates whether an assignment for a student was collected.
Late	Indicates whether an assignment for a student was turned in late.
Exempt	Indicates whether an assignment for a student is exempt.
Clear Scores	Select this option to clear a score for the student.
Fill Scores	Select this option to invoke the Fill Scores utility.
Show Inspector	Select this option to invoke the Score Inspector.

**View Scoresheets**

Field	Description
Student	Student's name, including last name and first name.
Final Grade	<p>Student's final grade, including letter grade and percentage. If there are no scores, the final grade percentage appears as a double hyphen (--).</p> <p><b>Final Grade Comment</b></p> <p>If a final grade comment has been entered, a blue circular "C" appears. For more information, see <a href="#">Work with Final</a></p>

Field	Description
	<a href="#"><i>Grade Comments.</i></a>
[Assignments]	<p>Assignments for this class.</p> <p><b>Assignment Column Heading</b></p> <p>Assignment column heading includes the assignment name, due date, and points possible. If you roll your mouse pointer over an assignment column heading, a pop-up window displays the assignment name, category, due date, points possible, and weight.</p> <p><b>Publish/Hide Assignment</b></p> <p>One of the following icons may appear in the assignment column heading based on the <b>Publish Assignment</b> pop-up menu and <b>Publish Scores</b> checkbox settings:</p> <ul style="list-style-type: none"> <li>• If <b>Immediately</b> is selected, no icon appears, indicating the assignment and scores are published.</li> <li>• If <b>On Specific Date, Days Before Due, and On Due Date</b> are selected, a blue hourglass appears, indicating the assignment is waiting to be published.</li> <li>• If <b>Never</b> is selected, a blue circle with a slash through it appears, indicating the assignment and scores are not to be published.</li> <li>• If the <b>Publish Scores</b> checkbox is not selected, a red circle with an exclamation point appears, indicating scores are not to be published.</li> </ul> <p>For more information, see <a href="#"><i>Publish Assignments.</i></a></p> <p><b>Assignment Field</b></p> <p>Assignment field can include the grade the student received for the assignment, as well as assignment status and comment.</p> <p><b>Assignment Status</b></p> <p>One of the following assignment statuses may appear in the assignment field based on how the assignment was marked:</p> <p>If the assignment was marked as <b>Collected</b> and no score is entered, a green checkmark appears.</p> <p>If an assignment was marked as <b>Late</b>, a red circular “L” appears.</p> <p>If an assignment is marked as <b>Exempt</b> and no score is entered, an italicized “Ex” appears.</p> <p>If an assignment is marked as <b>Exempt</b> and a score is entered, the score appears italicized and shaded.</p>

Field	Description
	<p>For more information, see <a href="#">Work with Assignment Status (Scoresheet)</a> or <a href="#">Work with Assignment Status (Score Inspector)</a>.</p> <p><b>Assignment Score Comment</b></p> <p>If a score comment has been entered, a blue circular “C” appears. For more information, see <a href="#">Work with Score Comments</a>.</p>
Revert	<p>Click to undo your changes.</p> <p><b>Note:</b> If there are no Scoresheet changes since the last save, this button appears shaded.</p>
Save	<p>Click to save your changes.</p> <p><b>Note:</b> If there are no Scoresheet changes since the last save, this button appears shaded.</p>

## Student Groups Pane

### How do I display this pane?

Upon launching PowerTeacher gradebook, the Student Groups pane appears in the lower-left corner of the main PowerTeacher Gradebook window.

### What is the purpose of this pane?

[About Student Groups](#)

### What can I do on this pane?

#### Work with Groups

[Create Groups](#)

[Delete Groups](#)

[Move Groups](#)

[Rename Groups](#)

#### Work with Sets

[Create Sets](#)

[Delete Sets](#)

## Rename Sets

### Work with Students

[Add Students to Groups](#)

[Move Students from Groups](#)

[Remove Students from Groups](#)

## Students Window

### How do I display this window?

1. Select a class from the Classes pane.
2. Click the **Students** tab.

### What is the purpose of this window?

[About Students](#)

### What can I do on this window?

*View Student Information*

[View Alerts](#)

[View Student Details](#)

*View Students*

[Filter Student](#)

[Sort Students](#)

[View Students](#)

### What do the fields on this window mean?

The following tables describe the fields that are visible on this window when performing certain functions.

**View Students**

Field	Description
Students	Student's name.
Student Number	Student's identification number.
Birthday	Student's date of birth.
Gender	Student's gender.
Grade Level	Student's grade level.
Home Phone	Student's home phone number.

**View Student Details**

Field	Description
[Alert]	Discipline, Guardian, or Medical icons appear if an alert exists for student. Click an icon to view the alert text.
Name	Student's first and last name.
Gender	Student's gender.
Birthday	Student's date of birth.
Father's Name	Student's father's name.
Mother's Name	Student's mother's name.
Emergency Contacts	Student's emergency contact information. Click to view the telephone number in large print.
Student Number	Student's identification number.
Grade Level	Student's grade level.
Home Phone	Student's home phone number. Click to view the telephone number in large print.
Guardian E-mail	Student's guardian's e-mail address. Click to copy the e-mail address to your clipboard.