

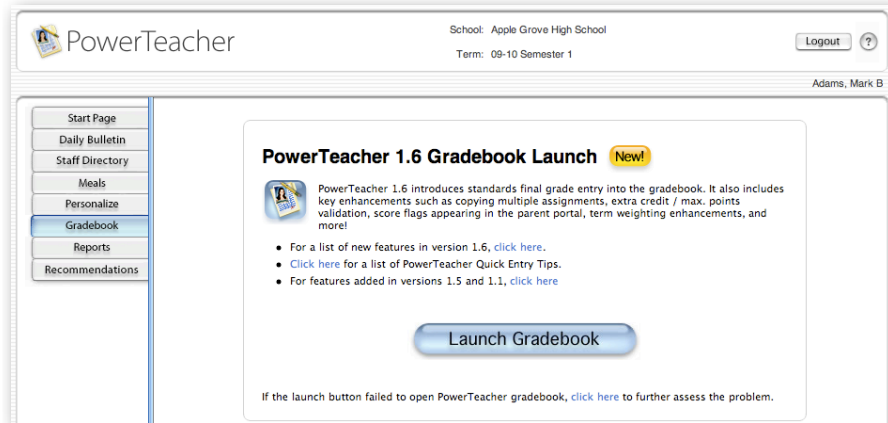
## PowerTeacher Gradebook: Getting Started Quick Reference Card

### Launching the Gradebook

Since the gradebook is part of PowerTeacher, navigate first to your PowerSchool server and log in to PowerTeacher.

Please note: the gradebook uses Java, so make sure you have the latest version of Java.

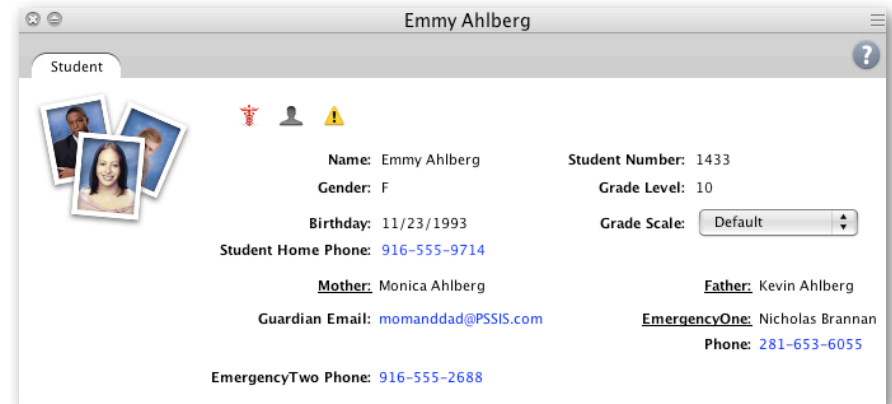
1. Navigate to your PowerSchool server address and log in to PowerTeacher using the username and password you were assigned by your PowerSchool administrator.
2. On the Start Page, click **Gradebook > Launch Gradebook**.
3. As the program launches, Mac users will need to click **Trust**.
4. When you are ready to quit using the gradebook, navigate to the PowerTeacher Gradebook menu at the top of your screen, and click **Quit PowerTeacher Gradebook**. Or, close the gradebook window.



### Accessing Student Information

Although you can access information about your students through PowerTeacher, the gradebook contains additional student information, such as demographics information, the grade scale by which each student is graded, and contact information for parents and guardians. To access a student's information:

1. Select one of your sections in the Classes pane.
2. Click the **Students** tab and then click the name of a student.
3. On the student's information pane, you may notice several icons near the top of the pane. The icons alert you to important things you need to know about your student, like medical conditions, family situations, or disciplinary considerations. If applicable, click each alert icon to learn more about your student.
4. Click a phone number link to enlarge the number.
5. When you want to send an email to a parent or guardian, click the Guardian Email link and select **Copy** to copy the email address. Then, paste the address into your email program.
6. Use the Grade Scale menu to apply either the default or a custom grade scale to the selected student.



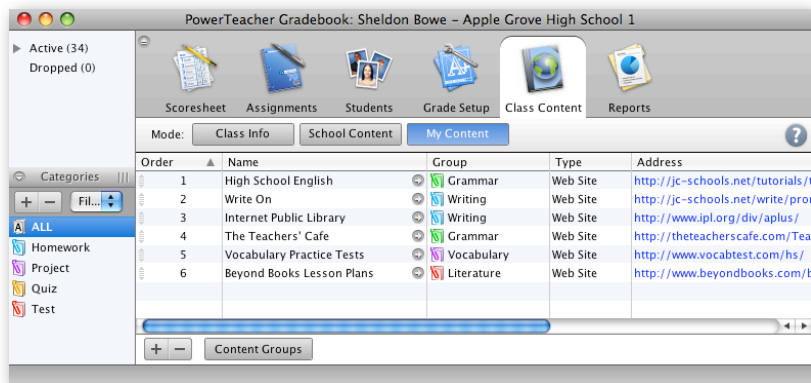
# PowerTeacher Gradebook: Getting Started

## Adding Class Content

The Class Content pane contains three modes, or sub-sections: Class Info, School Content, and My Content. View and edit basic class information for the selected class in Class Info mode. The Content modes contain links to websites and resources on the web. Resources in School Content are provided by your PowerTeacher administrator. Add whatever online resources you'd like to use in your classes in My Content.

To add a link to an Internet site:

1. Click the **Class Content** tab and then click the **My Content** mode.
2. Click the **+** button.
3. Enter the name and address of the website.
4. "Web Site" is the default content type. (If you're linking to a document that resides on your district server, select PDF or Word Doc to match.)
5. Enter a description of the resource.
6. Click **Save**. The link will appear on the My Content page.



To add a link to a class description:

1. Select one of your sections in the Classes pane.
2. Click the **Class Content** tab and then click the **Class Info** mode.
3. Enter a description of the class.
4. Click **+ link**.
5. On the Add Web Link window, select the link you wish to add, then click **OK**.
6. Format the class description, if desired, and click **Save**.
7. The class description, and any links you have added, are visible in the PowerSchool Student and Parent Portals. Students and parents can click the links to access the website or other online resource.

To change the name of one of your sections as it appears in the Classes pane:

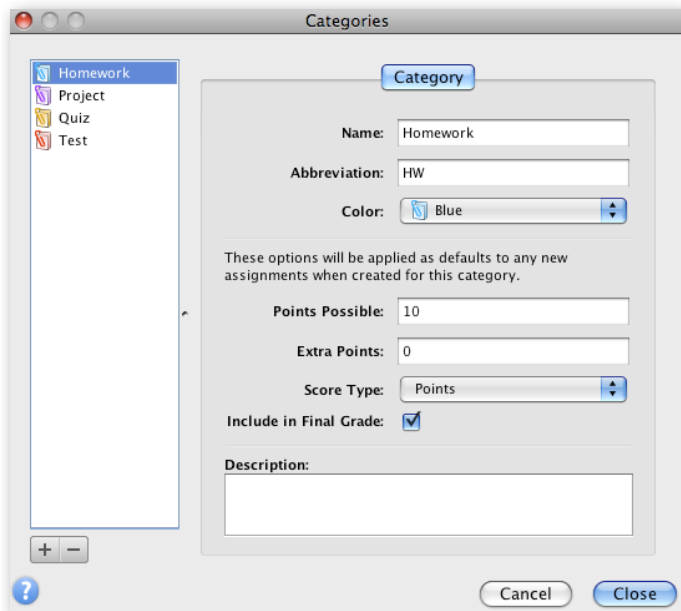
1. Select one of your sections in the Classes pane.
2. Click the **Class Content** tab and then click the **Class Info** mode.
3. Enter the custom name in the Custom Display Name field.
4. Click **Save**.
5. Then, to make the new name appear in the list of sections in the Classes pane, you must enable a section preference. Open the PowerTeacher Gradebook menu and select **Preferences**.
6. On the Preferences window, click **Section**.
7. Click **Custom Name Display**, then click **OK**.

# PowerTeacher Gradebook: Getting Started

## Creating Categories

To save you time, the gradebook contains four pre-defined categories: Homework, Project, Quiz, and Test. These categories and any you create will be available to all of the classes you teach.

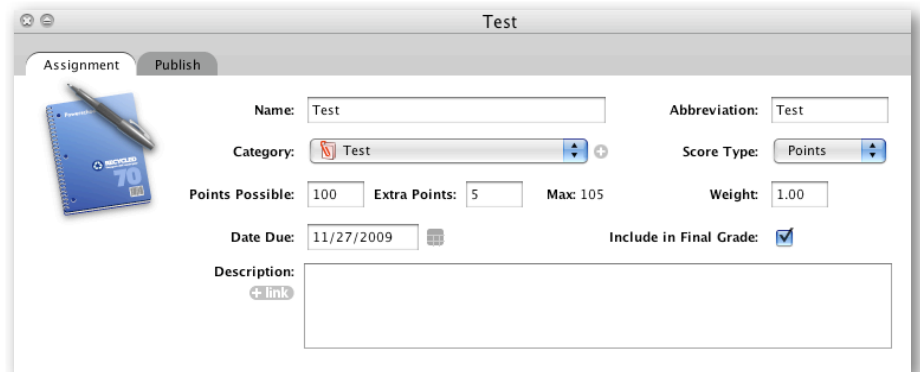
1. From the **Tools** menu, select **Categories**.
2. Click the **+** button in the lower left corner of the Categories window.
3. Give the category a name and a default number of points possible. Choose a color and the score type. Check **Include in Final Grade**, if appropriate, and add a description.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



## Entering Assignments

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

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

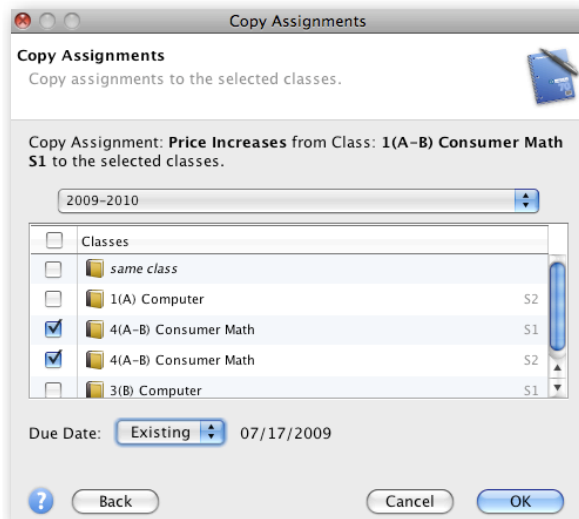


# PowerTeacher Gradebook: Getting Started

## Copying Assignments

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

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



## Entering Scores

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

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

Students (22)	(S1) Final Grade	Consumer habits 06/04/2009 pts: 10	Price Increases 07/17/2009 pts: 10
Barlow, Gayle	A-	91%	145/160
Bennett, Cody	B+	88%	141/160
Bouk, Lauri	F	33%	53/160
Farley, Lacey	A-	93%	148/160
Fisher, Christopher	B+	88%	141/160
Harris, Tricia	F	49%	79/160
John, Jacob	B	86%	138/160
Lien, Brianna	D	63%	101/160
Mielke, Brianna	B+	87%	139/160
Moos, Cameron	B+	87%	139/160
Nicholson, Blake	F	54%	87/160
Olsen, Anne	B+	88%	141/160
Poures, Bartolome	A-	92%	147/160

# PowerTeacher Gradebook: Getting Started

## Locking the Gradebook

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

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

