PEARSON

PowerTeacher Gradebook: Working with Grades
# Quick Reference Card

Grade Scales Setup

PowerTeacher administrators can give you access to copy and edit your grade scale to fit your classroom needs. These changes only affect your gradebook.

To create a custom grade scale:

1. Click the **Grade Setup** tab.

2. Click the **Grade Scales** mode.

3. Select the grade scale you wish to copy and click the plus (**+**) button below the list.

4. Enter a name and description for the new grade scale.

5. Select and change the grade, cutoff, percent, or description.

6. To keep a grade from being used, click in the Ignore column.

7. Click **Save**.

To apply a custom grade scale to an individual student:

1. Select the class the student is enrolled in.

2. Click the **Students** tab.

3. Select the student's name to open the student information pane.

4. Open the Grade Scale menu and select the grade scale you wish to apply to the student.
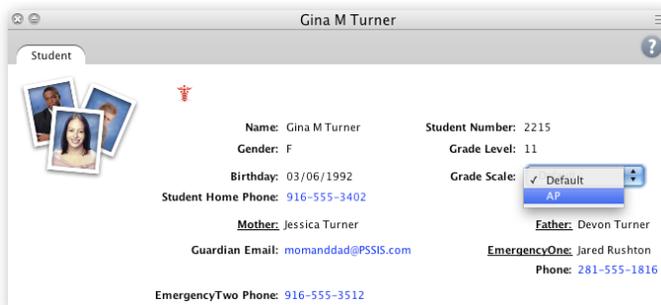
To apply a custom grade scale to a group of students:

1. Select the class the students are enrolled in.

2. Click the **Students** tab.

3. Select a student group, such as Active or Reading Group A.

4. Right-click or control-click anywhere in the student roster and select **Set Grade Scales**.

5. Choose to modify the grade scale for **Displayed students**.

6. Then, open the Grade Scale menu and select the custom grade scale.

7. To apply the custom grade scale to the selected students, click **OK**.
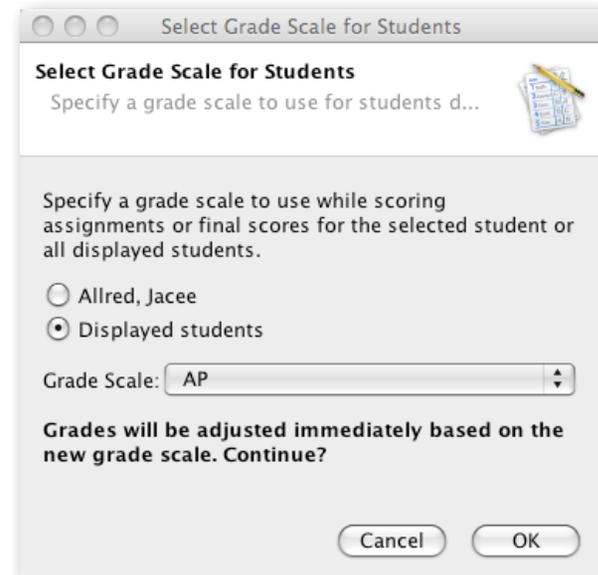
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Final Grade Calculation Setup

By default, the gradebook calculates final grades by total points. Set up final grades only if you want to use a different calculation method.

1. Click the **Grade Setup** tab.

2. Click the **Calculations** mode.

3. Select a term to work with by clicking it in the upper pane. (Note: If you do not see the terms you wish to work with, select a different term from the menu above the class list on the left.)

4. Choose the calculation method: Term weights or Category weights. If you choose Category weights, then click **add category** to set up the categories for weighting.

5. Then, enter weights for the terms or categories.

6. Click **Save**.
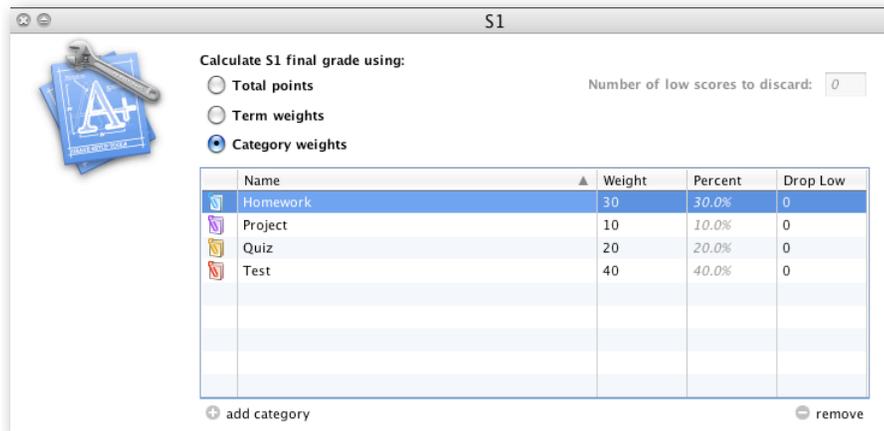
Enter Scores

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 use the quick-entry methods.

1. From the Assignment 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**.
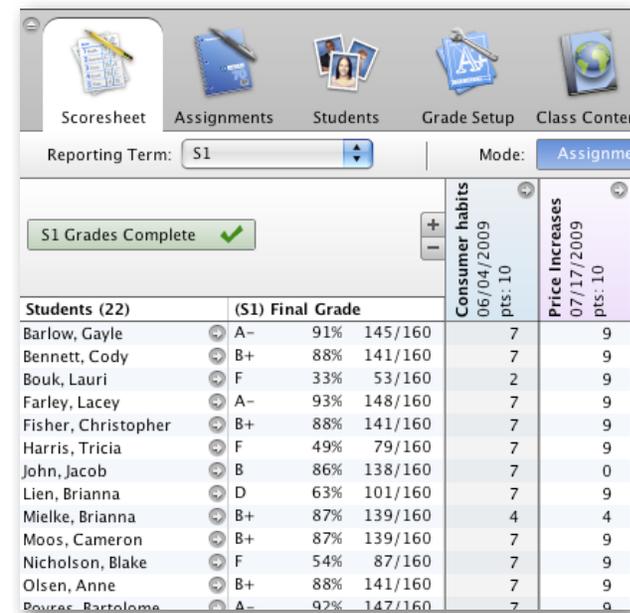
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The Score Inspector

While you can enter scores directly on the Scoresheet, use the Score Inspector to provide more details about the student's performance. Use the Score Inspector to note if an assignment is late or missing, if you collected it but haven't entered scores yet, or if a student is exempt from completing the assignment. You can also use this tool to enter a comment about a student's score.

1. Click the **Tools** menu and click **Score Inspector**. (Right-clicking or control-clicking a score also makes the Score Inspector available.)

2. Mark the assignment collected, late, exempt, or missing.

3. Enter a score.

4. Click the **Comment** tab to enter pre-defined comments or type directly in the Comment field.

5. When you are finished, click **Close**.

6. Click **Save**.

Indicators appear on the Scoresheet for assignments marked collected, late, exempt, and missing. An indicator also appears for scores with comments.

Fill Scores

Sometimes you may want to enter the same score for most or all of your students. For example, maybe students earn 5 points each week for turning in a daily journal or dressing for gym. If most or all of your students earned 5 points, it's faster for you to fill in all the scores at once and then change any exceptions.

Another way you can use Fill Scores is if you already entered scores for individual students, you can fill the scores for the remaining students who have no score.

1. On the Scoresheet, select the assignment you want to score.

2. Click the **Tools** menu and click **Fill Scores**. Or, right-click or control-click a score cell and select **Fill Scores**.

3. On the Fill Assignment Scores window, first decide whether you want to fill only **Items with No Score** or **Replace All** existing scores.

4. To fill an assignment column with a score indicator, such as Collected, check two boxes. First, check the box on the left, and then, check the box on the right of the word "Collected."

5. To fill a comment, type it directly in the Comment field on the Scores tab. Or, click the **Comments** tab, select the comments, and click **Insert Selected**.

6. To fill a score, check **Score** and enter a score that corresponds to the score type associated with the assignment.

7. Click **OK** to fill the scores, then click **Save**.

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Enter Citizenship Final Grades

If your school uses citizenship grades, your PowerTeacher administrator must enable Final Grade (Citizenship) entry in PowerTeacher Administrator.

To enter citizenship final grades:

1. Select the class you wish to grade.

2. On the Scoresheet, click the **Final Grades** mode.

3. In the Citizenship column, enter citizenship final grades for the students using the same methods you use to enter assignment scores. You can enter a grade manually, right-click in a citizenship cell and select a grade, fill scores, or use the Score Inspector.

4. 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.

1. Select the class the student is enrolled in.

2. To assign a final grade manually, double-click the student's Final Grade on the Scoresheet, or right-click on the Final Grade and select **Score Inspector**.

3. On the Score Inspector, check **Manual Override** to overwrite the calculated final grade..

4. Enter the new Percent, Grade, and Comment. Click the **Comment** tab to enter a comment from the comment bank.

5. Click **Close**, then click **Save** to record the new final grade.

6. If you decide to revert back to the final grade calculated by the gradebook, double-click the student's final grade to open the Score Inspector.

7. Then, clear the **Manual Override** check box. The student's original final grade appears. Remember to remove any comments that no longer apply.

8. Click **Close**, then click **Save** to record the new final grade.

Final Grades Completion

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

1. Select a class.

2. On the Scoresheet, select the term that is ending from the Reporting Term menu, such as **Q1**.

3. Click **[Term] In Progress** under the Reporting Term menu.

4. If you aren't finished with final grades yet, send an update to your PowerTeacher administrator. Leave the "Final Grades Complete" check box clear, enter a comment indicating when final grades will be ready, and click **OK**.

5. When you complete your final grades, use the "Final Grades Completion Status" window to submit your notification. Check **Final Grades Complete**, enter a comment indicating that final grades are complete, and click **OK**.