

GradeBook Standards

This course will introduce you to the most common operations used working with standards in the PowerTeacher Gradebook. Subjects covered include attaching standards to an assignment, using the Standards Drawer, manually entering standards, and using Quick Import to transfer standards into PowerSchool.

Using This QuickRef Card

All procedures occur in PowerTeacher Gradebook. The user should already be familiar with the use of PowerTeacher and the steps to launch PowerTeacher Gradebook.

Students (20)	(S2) Final Grade	Rousing Rhymes 01/08/2010 pts: 20	Tall Tales 01/21/2010 pts: 10	What's the subj... 02/04/2010 pts: 10	Fairytales 02/12/2010
Bergseth, Jacee	NI 69% 90/130	13	9	6	
Bergseth, Ricki	O+ 99% 129/130	20	9	10	
Brakke, Maranda	O+ 98% 127/130	20	9	10	
Burgess, Trevor	O+ 97% 126/130	20	9	10	
Carlson, Dante	S+ 84% 109/130	17	9	8	
Foias, Judy	O+ 95% 124/130	20	9	10	
Hawley, Lauri	S+ 81% 105/130	17	9	8	
Heimann, Greg	O+ 98% 127/130	20	9	10	

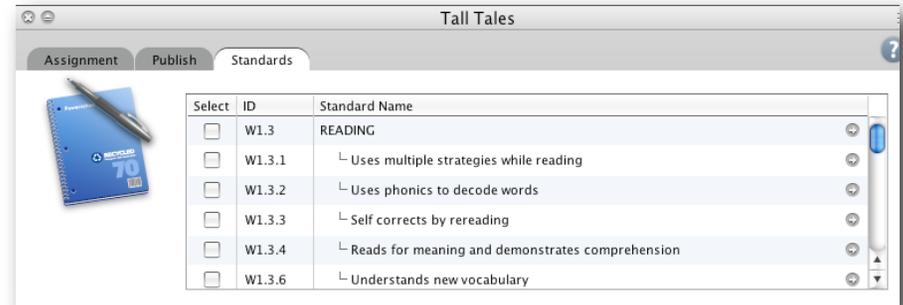
Scoresheet Assignment Mode Operations

Attaching a standard to an Assignment

Start on a chosen class page. Make sure you are viewing Assignment Mode and are on the Scoresheet tab page:

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1. Find the assignment to which you want to attach a standard (in the example above, look at the assignment header, "Tall Tales").
2. In the Assignment header, place the cursor over the icon with



the arrow in the circle. Hover the cursor over this arrow to bring up a yellow assignment information pane.

3. Click the arrow icon to open the Assignments Details pane.
4. The Assignments Details pane opens below the student information window. Click the **Standards** tab.
5. Find the desired standard you wish to attach. To view the Standards Detail window, click the arrow icon to the far right.
6. Observe the standard identifier, description, and gradescale. To close the window, click **OK**.
7. To attach a standard (for example, in the illustration above, choose W1.3.1 "Uses multiple strategies..."), check the standard desired.
8. Click **Save**.
9. Close the Assignments Details pane by clicking the arrow icon at the upper left of the pane.
10. Refresh the Scoresheet by changing modes. Click **Final Grades**.
11. Return to Assignment mode. Click **Assignment**.
12. You will notice the Standard symbol "S" in a circle in the Assignment header. This indicates a standard has been attached and the Standards Drawer may be opened.

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The Standards Drawer

Students (20)	(S2) Final Grade		
Bergseth, Jacee	NI	69%	90/130
Bergseth, Ricki	O+	99%	129/130
Brakke, Maranda	O+	98%	127/130
Burgess, Trevor	O+	97%	126/130
Carlson, Dante	S+	84%	109/130
Foias, Judy	O+	95%	124/130
Hawley, Lauri	S+	81%	105/130
Heimsness, Greg	O+	98%	127/130
Jessop, Ashley	O+	98%	128/130

To open the attached standards drawer:

1. Assignments with attached standards display an "S" icon in the upper right of the assignment header.
2. To open (expand) the drawer, click the **S** icon.
3. Attached standards are listed to the right of the assignment header in hierarchical order. The titles of standards headers will match the attached standards listed in that assignment's Assignment Details Standard pane.

Filter with Groups

Starting from the Scoresheet page:

1. On the left of the page, if the Student Groups section is closed, open it by clicking the up arrow to the left of the title "Student Groups"
2. Open the Filter menu by clicking **Highlight Selected**. Select **Filter Selected**.
3. Click the arrow to the left of the Word "Active" to open the active listing of students in the class.
4. Click the name of the student you wish to add to a temporary group in the Scoresheet window. Their name will appear in the student list in the Scoresheet page.
5. To add multiple consecutive names, press Shift and click the last name in the consecutive student grouping you want to add.
6. To add non-consecutive names, press Command and click the individual names of the students to add.

7. To create a saved group, click the + icon in the Student Groups section. In the Add Student Group Set window, type your group name and click **OK**.
8. In the Student Groups area, scroll down to see the new group set. Group 1 is automatically added, but you will want to edit that name. Select **Group 1**. Right-click **Group 1** and select **Edit**.
9. Type the name of the new group set and click **OK**.
10. Scroll up and select **Active** to display the names of all the students in the class.
11. In the Student Groups area, scroll down again to display the newly created group and group set.
12. In the Scoresheet page, click and drag the desired student names onto the group set name.
13. Scroll down in the Student section to view names in the group.
14. In the Description box, type information to describe this standard. You can repeat the standard name, for example, *Identifies sequence in story.*
15. Click **Submit**. The Changes Recorded page appears.

Student Mode: Specific Student Scores

Reporting Term:	S2	Mode:	Assignments	Final Grades	Student View
Bergseth, Jacee					
Asmts Terms Cmnts S2					
Assignments (6)	Scores		READING	Uses multipl...	Uses multipl...
Rousing Rhymes	NI	65.0%	Null	Elementary R...	Elementary R...
Tall Tales	O	90.0%	LTR	LTR	LTR
What's the subject?	NI	60.0%			
Fairytales	NI	50.0%			
More Directions	S-	70.0%			
Unit Test	O	90.0%			

Starting from the Scoresheet page in Assignment mode:

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1. Click **Student View**.
2. In the Student Groups section on the left, double-click **Active** to list all active students.
3. The Scoresheet page displays the average scores of all the students listed by assignment. To choose a specific student to work with, from the Active list of names in the Student Groups section, click a student's name.
4. If standards have been attached to the assignment, they are displayed to the right of the assignments list in hierarchical order from left to right.
5. Grades are entered as normal by clicking in the cell and typing the desired grade.
6. Final Score summaries and calculations are listed below the assignment section.
7. To access the Assignments Detail page, find the assignment desired, and click the arrow to the right of the assignment name.
8. To change the assignment due date, in the assignment window click the calendar icon. On the calendar window, click the arrows to change months if necessary. Click the date desired to establish a new due date.
9. In the Save Modified Assignment window, click **Yes** to save the changes.
10. If the new due date is outside of the range of the selected reporting term displayed under the Scoresheet tab, the assignment will not be displayed until the reporting term is changed. To change the reporting term, click the Reporting term menu and select the desired term designation.

To change scores in Student mode:

1. With a specific student selected and grades displayed, find the score that needs to be corrected.
2. Click the cell with the errant score.
3. Enter the desired grade, then press enter.
4. Click **Save**.
5. Calculated scores in the Final Scores section are updated.

Score Attributes window/Score Inspector:

1. To open the Score Attributes window, right-click the desired

cell.

2. In the Score Attributes window, select the desired grade attribute whether Collected, Late, Exempt, or missing. The appropriate attribute icon will be displayed in the same cell.
3. Click **Save** to preserve the new attribute.
4. Exempted scores are not calculated in the Final Scores section.
5. Collected can only be marked in a cell without a score.
6. Instead of typing a score in a cell, you choose a grade from the Score Attributes window. In the window, select **Grades**. In the Grade menu, select the desired grade.
7. Click Save to preserve score changes.
8. To enter the same score for a standard in all assignments listed, in the Score Attributes window, select **Fill Scores**.
9. In the Fill Assignment Standard Scores window, choose whether to replace cells with no score, or to replace all previously displayed scores.
10. In the score section, check the Score value.
11. Click **A** to open the score menu, and select the desired score. Click **OK**.
12. The Final Scores section is updated. Click **Save** to preserve the changes.
13. To use the Score Inspector, click the desired cell to change.
14. In the toolbar, under Tools, select **Score Inspector**.
15. The Score Inspector displays the same information as the Score Attributes window with the exception of Fill Scores. In addition, the Score menu highlights scores in a Grade Scale chart.

In Standards mode, cells with grayed diagonal lines indicate that standard was not attached to the corresponding assignment. To attach a standard while in Student mode:

1. Find the desired assignment. Open the Assignment Details pane by clicking the arrow to the right of the assignment name.
2. Click **Standards**.
3. Check the desired standard for attachment.
4. Click **Save**.
5. Click **X** in the upper right of the Assignments Details pane to close.
6. The previously inaccessible cell is now empty and ready for entering a new score.

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To adjust the display of assignments, scores and standards comments while in Student mode:

1. Click the Assignments button in the Student Name Header to display assignments in that term which do not have standards attached..
2. Click **Terms** to list all terms with their final grades, percentages and standards grades.
3. Click the Comments button to display Standards comments columns next to their associated standard.
4. In the Final Score row, hover the cursor over the comment icon to show the saved comment.
5. In the Final Score row, right-click the cell in the standard comment column to access the Standard Comment Inspector.
6. Enter or alter the comment. Click **Save**.

Determining Final Student Grades

The Final Scores section of the Student Mode page displays scores according to calculations established in the Preferences section. To change the default calculations:

1. In the Toolbar, under PowerTeacher Gradebook, click **Preferences**.
2. In the Preferences window, click **Standard**.
3. Click the current selected calculation to open the Default Standard Final Grade menu.
4. Select the desired calculation.
5. Click **OK** to save the change.

The Most Recent calculation uses a selected number of recent assignments to average a final score. To change the Most recent Calculation:

1. In the Toolbar, under PowerTeacher Gradebook, click **Preferences**.
2. In the Preferences window, click **Standard**.
3. From the Default Standard Final Grade menu, select **Most Recent**.
4. Click **Edit**.
5. In the Most recent Score window, click the menu for "How many recent scores" and select the desired number. The

weighting chart will adapt to display the corresponding calculation percentages.

6. Click **OK** to save the calculation change.
7. In the Preferences window, click **OK** to preserve the preferences change.

To manually enter a final grade:

1. In the Final Score section, in the Final Score row, click the cell that holds the incorrect score.
2. Enter the desired score.
3. Click **Save**.
4. The Final Score calculations will be modified.
5. Final Scores which have been modified manually display a brown triangle in the upper left of the cell.
6. Once manually altered, the Final Score in that cell will not update when an assignment standard score is changed. To see the updated score as if the final score had not been altered, hover the cursor over the final score to view using the tool tip.
7. To reset the Final Score back to a calculated score, right-click the cell with the triangle in the corner. In the menu, select **Revert to Calculated Grade**.
8. Click **Save**.

Students are shown individually with their standard scores in Student Mode. To view standard scores for all the students in class, use Final Grades Mode. In the Scoresheet page of Student Mode:

1. Click **Final Grades**.
2. Standard scores which are colored black indicate they were manually entered, while scores colored brown indicate they were calculated.
3. Standard Comments can be entered, edited and filled in Final Grades mode.
4. Double-click or right-click in the student's cell under the comments column to access the Comment Inspector.
5. Right-click in the cell to access the Fill Comments window. Choose whether to fill only empty cells or replace all previous entries in that column. Enter or edit the comments. Click **OK**.

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Filter by Categories

Use category filtering to reduce the number of assignments shown while in Student Mode. Starting with the Scoresheet page in Student Mode:

1. In the Categories section on the left of the page, click the filter menu and select **Filter Selected**.
2. Choose one or more categories for the filter. Click a single category, or press Shift and click additional categories.
3. The information in the Assignments section and the Final Scores selection are updated to reflect the selected categories.

Standard Grades Reports

To generate reports using the standards grades:

1. Click the **Reports** tab.
2. In the reports menu, click **Standards Report**.
3. In the Criteria section of the Standards Report pane, if not printing for All Enrolled students, choose **Selected Groups and/or Students**.
4. In the Student Groups section on the left, select the students you want published with the report.
5. In the Student Report Detail pane, scroll to view the Reporting Term menu.
6. Adjust the slide bar to display and select the desired reporting term.
7. Click the **Layout** tab.
8. Click in the Report Title field and enter a name for the report. If desired, check **include** for either/both Top Notes and/or Bottom Note. Enter the relevant information for the notes, and click **Run Report**.
9. In the Report Complete window, select to either Open or Save the report. Click **OK**. A PDF report is displayed or saved according to your selection.