 PowerTeacher
Gradebook
Training Workshop
[Version 1.6.0.0]
(Island Trees High School)

Robert E. Lupinskie Center for Curriculum, Instruction, & Technology
Student Support Services

One Merrick Avenue • Westbury, New York 11590

Phone: (516) 608-6629 • Facsimile: (516) 608-6616

Website: <http://www.nassauboces.org>



Table of Contents

Logging In and Launching PowerTeacher Gradebook 1.6..... 1

Overview

- Startup Screen 2
- Identification Bar & Menu Bar Roadmap..... 3
- Teacher’s Classes & Navigation Bar 4

Student Groups 5

Categories 6

Check for Understanding – 1’ 6

Setting Up Your Gradebook 6

Defining Categories 7

Reporting Term Grade Setup 8

Check for Understanding – 2’ 12

Creating Assignments 13

Editing Assignments 15

Filtering Assignments 16

Copying Assignments 17

Assignment Statistics 20

Check for Understanding – 3’ 20

Recording Scores 21

Fill Scores 22

Score Inspector 24

Final Grades Mode 28

Check for Understanding – 4’ 30

Recalculating Final Scores 31

Final Grades Completion 31

Preferences 33

Quitting PowerTeacher Gradebook 1.6 37

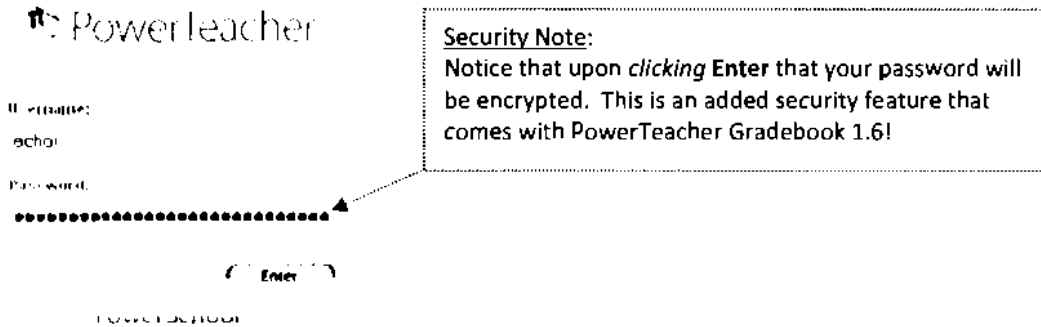
Check for Understanding – 5’ 37

Appendix A – Dropping Low Scores 38

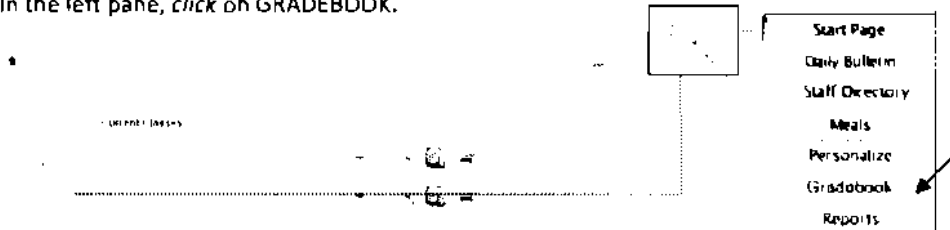
Post-Training Workshop Evaluation 41

Logging In and Launching PowerTeacher Gradebook 1.6

1. Log in to PowerTeacher Gradebook using your unique Username and Password provided to you.

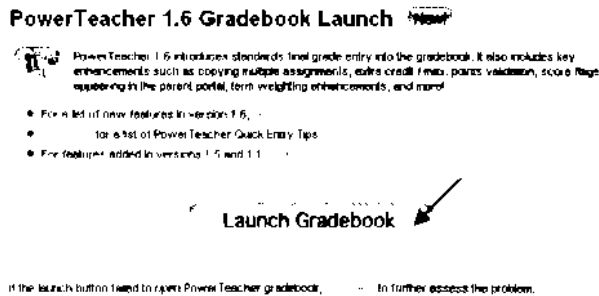


2. In the left pane, *click* on GRADEBOOK.

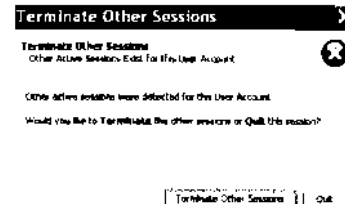


3. Then, *click* on **Launch Gradebook** to open your Gradebook.

Note: Your workstation must have Java™ installed to open the gradebook. For installation and more information, visit www.java.com.



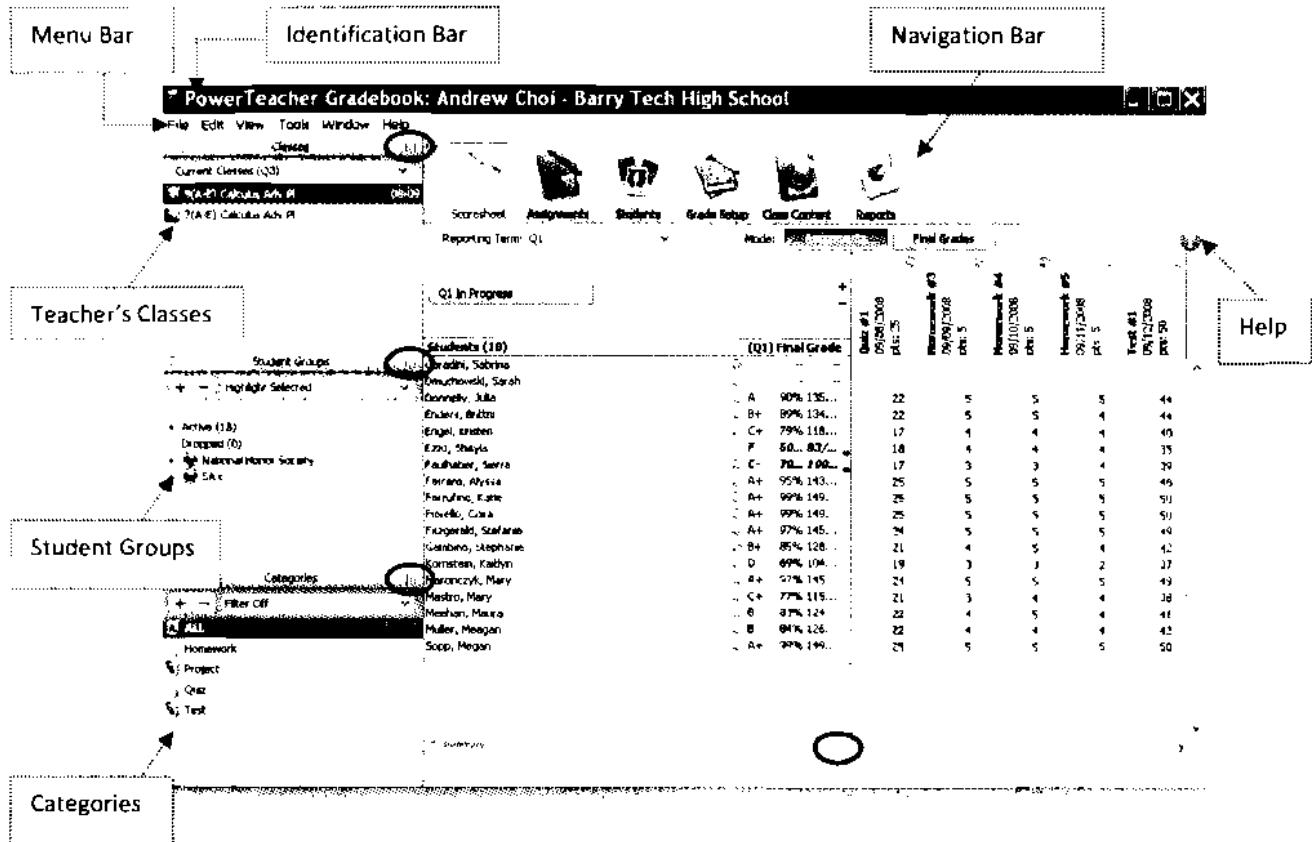
Security Note:
You can have only one active session of PowerTeacher Gradebook 1.6 launched at a time! If you attempt to launch a second session of PowerTeacher Gradebook 1.6, the **Terminate Other Sessions** window appears, displaying the message, "Other active sessions exist for this user account. Would you like to terminate the other sessions or quit this session?" Either *click* **Terminate Other Sessions** or **Quit**.



Overview: Startup Screen

When PowerTeacher Gradebook 1.6 is launched, it will automatically default to the **Scoresheet**. The Startup Screen consists of the following main areas:

- Identification Bar
- Menu Bar
- Teacher's Classes
- Navigation Bar
- Student Groups
- Categories



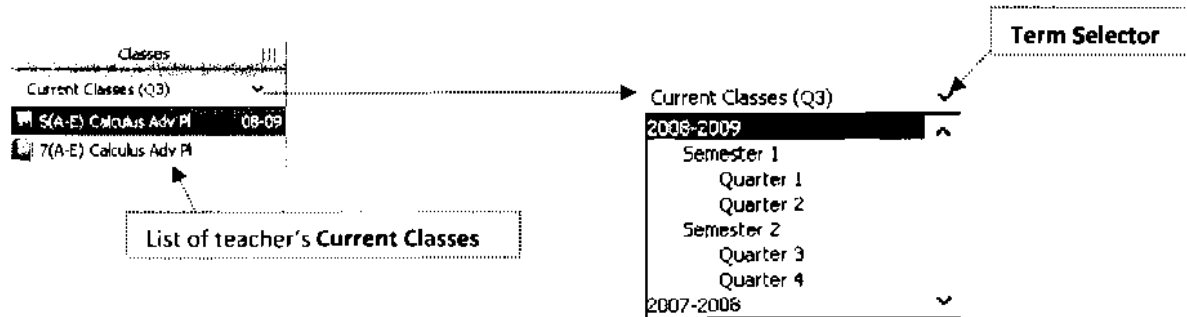
Helpful Hint:

PowerTeacher Gradebook 1.6 consists of four panes: CLASSES, STUDENT GROUPS, CATEGORIES, and the SELECTED TAB from the Navigation Bar. Each pane is adjustable both horizontally and/or vertically.

- Click and hold any horizontal three-line icon and drag right or left to adjust the width.
- Click and hold any vertical three-line icon and drag up or down to adjust the height.

Overview: Teacher's Classes

Teacher's CLASSES appears in the upper-left pane of PowerTeacher Gradebook 1.6 and includes a list of the teacher's current classes and a drop-down menu to select current or past terms.

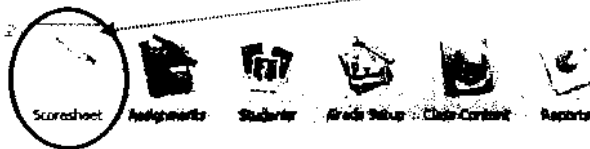


Overview: Navigation Bar

The Navigation Bar appears at the top of the PowerTeacher Gradebook 1.6 Startup Screen and contains six tabs to navigate throughout the gradebook.

Note: The six tabs on the Navigation Bar match the options in **View** on the Menu Bar.

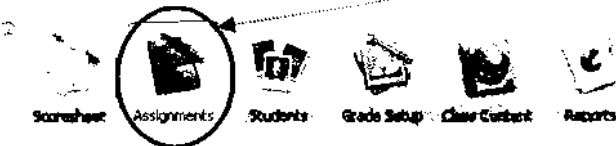
• Scoresheet



Scoresheet Tab Features:

- view class, assignments, student scores, and class summary
- 'running' term final grades

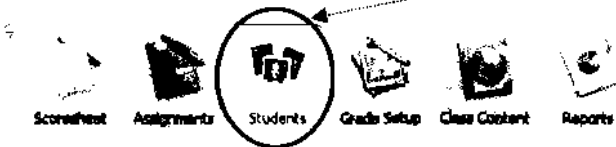
• Assignments



Assignments Tab Features:

- view all created assignments with their respective category, points possible, date, and weight

• Students



Students Tab Features:

- view entire class roster
- when individual student's name is selected, demographic data, applied grade scale, home phone (can be enlarged by clicking on the number), and alerts are shown (if applicable)
- option to sort any column (by clicking on column heading)

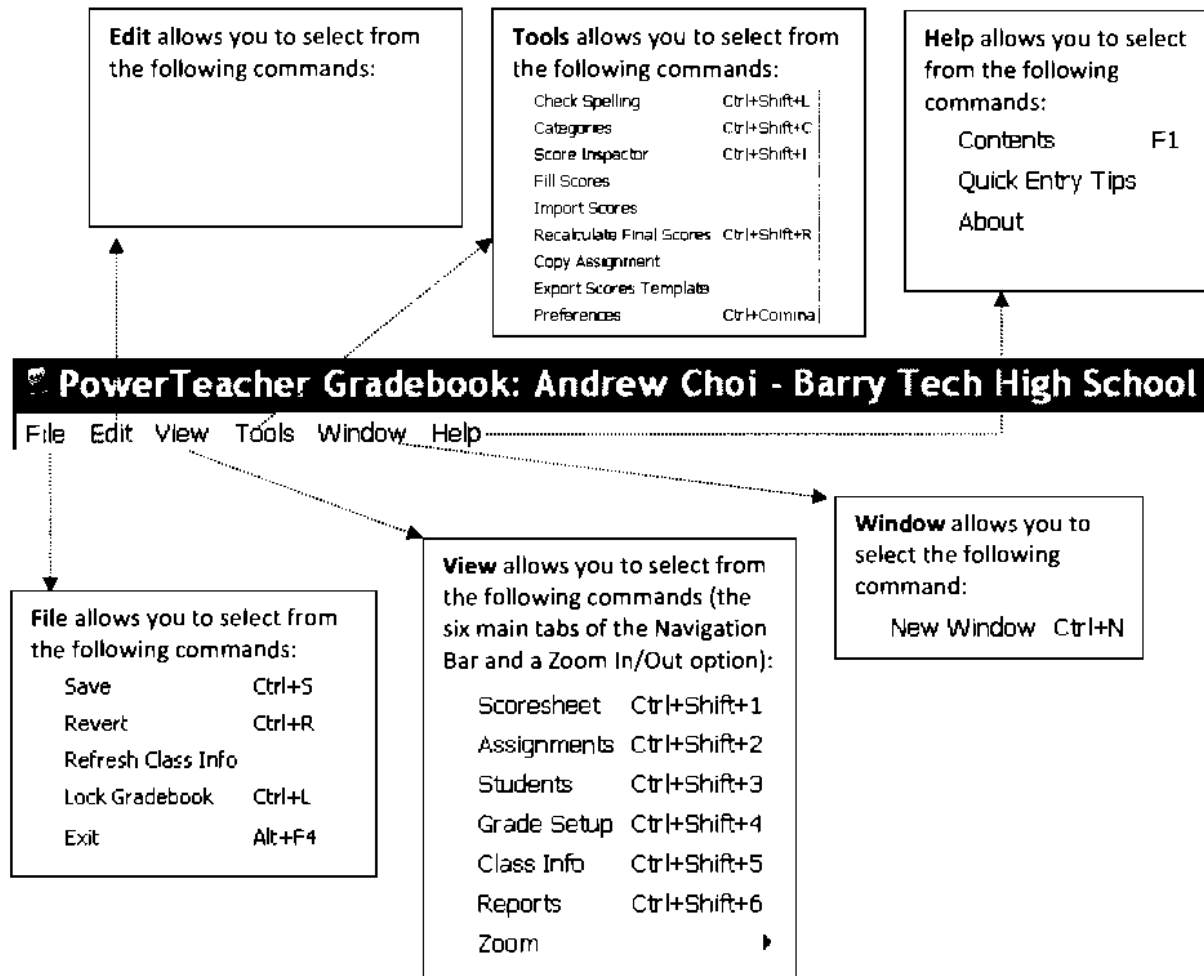
Overview: Identification Bar

The Identification Bar appears at the top of the PowerTeacher Gradebook 1.6 window and displays the user's name and the name of his/her school.



Overview: Menu Bar Roadmap

The Menu Bar appears at the top of your display, just beneath the Identification Bar, and provides access to many features.



continued: **Overview: Navigation Bar**

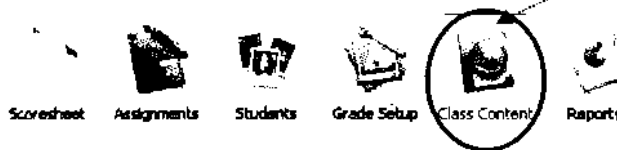
• **Grade Setup**



Grade Setup Tab Features:

- displays start and end dates of all reporting terms, represented as a hierarchy
- determine method of calculating students' grades: (total points, category weights, or term weights and whether to drop x-number of low scores)
- associate grade scales to specific sections (and the option to alter a grade scale, if applicable)

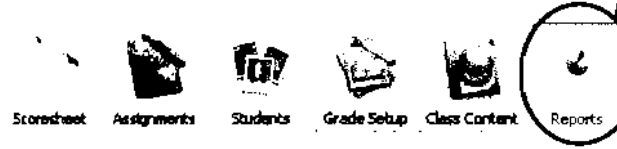
• **Class Content**



Class Content Tab Features:

- option to input class information, including links, grading policy, homework procedures, etc. that can be published on the web (in conjunction with the Parent and Student Portals)

• **Reports**



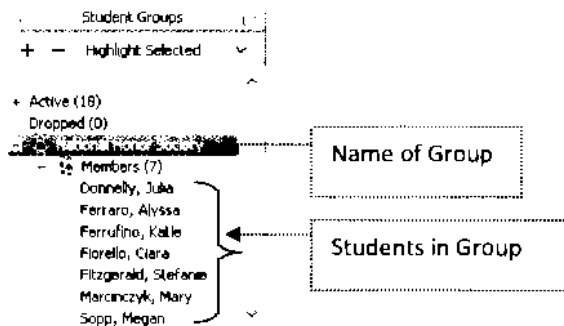
Reports Tab Features:

- each report has a number of options for defining the output
- format can be specified to PDF, HTML, or CSV file
- report can be opened or saved to a directory of your choice

The Reports Tab features an Attendance Grid Report, Category Total Report, Final Grade and Comment Verification Report, Individual Student Report, Missing Assignment Report, Scoresheet, Student Multi-Section Report, and Student Roster.

Student Groups

The STUDENT GROUPS pane is the middle-left pane of PowerTeacher Gradebook 1.6 and displays student groups (teacher-created) for a selected class. PowerTeacher Gradebook 1.6 has two default groups – Active Students & Dropped Students.

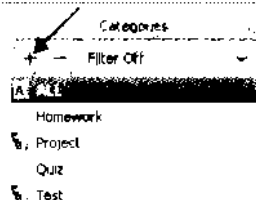


Defining Categories

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. PowerTeacher Gradebook 1.6 has four predefined categories that are already set up for you: **Homework**, **Project**, **Quiz**, and **Test**.

There are a few different ways that you can set up categories. The two simplest ways are illustrated below (we will visit the two other ways as we proceed throughout this training workshop).

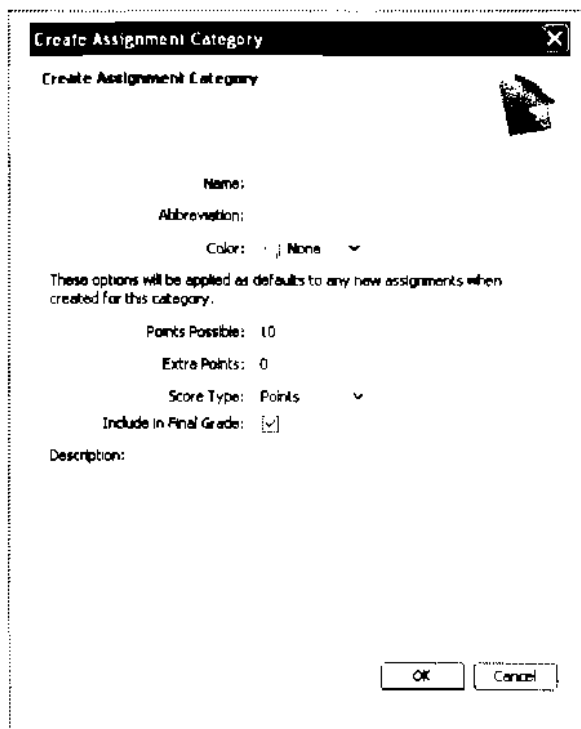
Option A: In the Category pane (located in the bottom left-hand corner), click on the plus (+) icon.



Option B: In the Menu Bar, click on Tools, then Categories.



Helpful Hint: Using the shortcut key combination, **Ctrl + Shift + C** will allow you to set up categories.



continued: Reporting Term Grade Setup

3. Notice that all of your school's reporting terms[†] [with their respective start and end dates] will be displayed in a hierarchy format. Y1 is at the top and all of the other terms fall within Y1. To specify how final grades are calculated for a specific reporting term, *click* on the reporting term of your choice.

Reporting Term	Start	End
Y1	07/01/2008 Tue	06/29/2009 Mon
Q1	09/03/2008 Wed	11/09/2008 Sun
P1	09/03/2008 Wed	10/06/2008 Mon
Q2	11/10/2008 Mon	01/23/2009 Fri
P2	11/10/2008 Mon	12/15/2008 Mon
E1	01/24/2009 Sat	01/25/2009 Sun
P1	01/26/2009 Mon	01/27/2009 Tue
Q3	01/28/2009 Wed	04/11/2009 Sat
P3	01/28/2009 Wed	03/04/2009 Wed
Q4	04/12/2009 Sun	06/23/2009 Tue
P4	04/12/2009 Sun	05/18/2009 Mon

General Abbreviations for Reporting Terms
[your school's Reporting Terms may differ]

- Y1 = School Year
- S1, S2 = Semesters
- Q1, Q2, Q3, Q4 = Quarters
- E1 = Semester Examination
- R1 = January Regents Examination
- E2 = Final Examination (June)
- R2, R6 = June Regents Examination
- P1, P2, P3, P4 = Progress Reports
 (for COMMENTS ONLY, no grades)

[†]These reporting terms are set up on the administrative level of PowerSchool.

4. Choose the method to calculate the final grade. The *default* is always **Total Points**.

Note: Generally, quarters are determined using **Total Points** or **Category Weights** whereas semesters and the school year are determined using **Term Weights**. This will depend on your district, school, or department's jurisdiction.

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

Q1

Calculate final grade using:

- Total points
- Term weights
- Category weights
- None

Number of low scores to discard: 0

Weight Percent Drop Low

Always be aware of the reporting term that you are working with!

Indicate number of low scores to drop. See Appendix A.

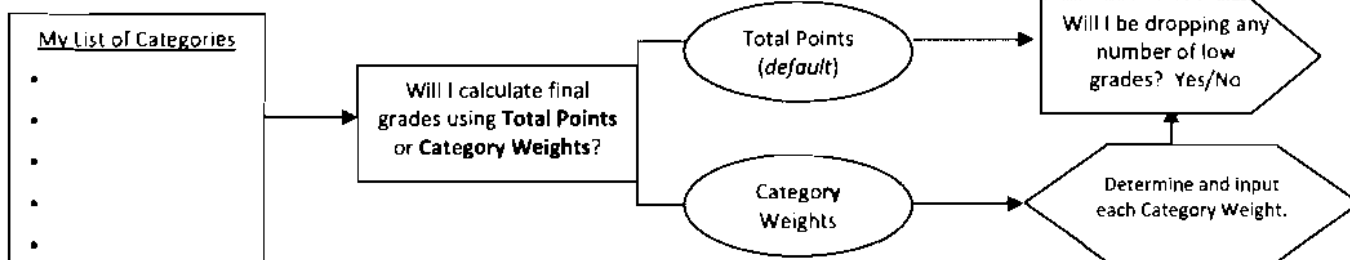
Term Weights calculates final grades based on the total points multiplied by the value/weight of each term.

Example:
 Q1 = 20%, Q2 = 20%, Q3 = 20%, Q4 = 20%, E1 = 10%, E2 = 10%.

Category Weights calculates final grades based on the total points multiplied by the value/weight of each category.

Example: Tests = 40%, Quiz = 20%, Project = 20%, Homework = 10%, Classwork & Participation = 10%.

Planning Space & Roadmap:



continued: **Reporting Term Grade Setup**

4. The categories selected from Step #3 will automatically populate in the editable field box below.

Calculate Q1 final grade using:

Total points

Category weights

Name	Weight	Percent	Drop Low
Homework	10	10.0%	0
Project	20	20.0%	0
Quiz	20	20.0%	1
Test	40	40.0%	0

Buttons: add category, add assignment, remove, Revert, Save

When completed, click Save.

5. Repeat these steps for each class and reporting term, as necessary.

• If using **Term Weights**,

1. Click on the radio button beside **Term Weights**. In the illustration below, notice that all of the terms that comprise Y1 (school year) populate below.

Calculate final grade using:

Total points

Term weights

Category weights

Name	Weight	Percent	Drop Low
Q1	100	n/a	n/a
Q2	100	n/a	n/a
E1	100	n/a	n/a
P1	100	n/a	n/a
Q3	100	n/a	n/a
Q4	100	n/a	n/a

Buttons: Revert, Save

Always be aware of the reporting term that you are working with!

2. Input each of the term weights in the editable field box.

Calculate final grade using:

Total points

Term weights

Category weights

Name	Weight	Percent	Drop Low
Q1	20	20.0%	n/a
Q2	20	n/a	n/a
E1	40	n/a	n/a
P1	0	n/a	n/a
Q3	20	n/a	n/a
Q4	20	n/a	n/a

Buttons: Revert, Save

When completed, click Save.

Double-click on the weight field and input the weight you wish to assign to each reporting term. Generally speaking, your Weight Column should be equivalent to your Percent Column (when weights sum to 100).

If there is a reporting term that you choose not to include in the calculation of the final grade, input "0" under the weight column.

Creating Assignments

Once categories have been defined and reporting term grade set up [for each class] is complete, we can proceed to creating assignments. PowerTeacher Gradebook 1.6 allows the user to create one assignment at a time as he/she moves through a reporting term or set up assignments for the entire term before the term starts. Having all assignments created for the reporting term before it actually 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.

There are a few different ways that you can create assignments. The three simplest ways are illustrated below.

Option A: On the **Scoresheet Tab** while in **Assignments Mode**, click on the **plus (+)** icon.

Students (10)	(Q1) Final Grade	Summer Project 09/03/2008 Pkt 5	Homework #1 09/04/2008 Pkt 5	Homework #2 09/05/2008 Pkt 5	Quiz #1 09/08/2008 Pkt 7	Homework #3 09/09/2008 Pkt 5
Condon, Sabine	--	n/a				
Dimulinski, Sarah	--	n/a				
Dunnell, Yuki	A	90%	45	4	5	22
Erders, Britt	B+	89%	45	4	5	22
Engel, Kristen	B	81%	41	4	4	17

Option B: On the **Assignments Tab**, click on the **plus (+)** icon.

Name	Abbr	Category	Points Possible	Weight	Date Due
Homework #1	Home...	Homework	5	1.00	09/04/2008 Thu
Homework #2	Home...	Homework	5	1.00	09/05/2008 Fri
Homework #3	Home...	Homework	5	1.00	09/09/2008 Tue
Homework #4	Home...	Homework	5	1.00	09/10/2008 Wed
Homework #5	Home...	Homework	5	1.00	09/11/2008 Thu
Summer Project	Summ...	Project	50	1.00	09/03/2008 Wed

Option C: On the **Menu Bar**, click on **View**, then **Assignments**.

View Tools Window Help
Scoresheet **Ctrl+Shift+1**
Assignments **Ctrl+Shift+2**

Helpful Hint: The shortcut key combination, **Ctrl + Shift + 2**, will allow you to create assignments.



Editing Assignments

PowerTeacher Gradebook 1.6 allows users to edit assignments from the Scoresheet or Assignments Tab.

Option A: On the Scoresheet Tab, double-click on the name of the assignment that you wish to edit.

Reporting Term: Q1

Mode: Final Grades

Q1 In Progress

Students (10)	(Q1) Final Grade	Quiz #1 09/09/2008 pts: 11	Homework #3 09/09/2008 pts: 5	Homework #4 09/10/2008 pts: 5	Homework #5 09/11/2008 pts: 5	Test #1 09/12/2008 pts: 50
Coradna, Sabrina		n/a				
Omurchowski, Sarah		n/a				
Donnelly, Julia	A 90%	n/a	22	5	5	44
Enders, Brittni	B+ 89%	n/a	22	5	5	44
Engel, Kristen	B 81%	n/a	17	4	4	40

Option B: On the Assignments Tab, click on the assignment that you wish to edit.

Reporting Term: Q1

Name	Abbr	Category	Points Possible	Weight	Due Date
Parent/Student/T...	PST Contract	Homework	5	1.00	09/08/2009 Tue
Homework #1	HW#1	Homework	5	1.00	09/09/2009 Wed
Homework #2	HW#2	Homework	5	1.00	09/10/2009 Thu
Homework #3	HW#3	Homework	5	1.00	09/11/2009 Fri
Homework #4	HW#4	Homework	5	1.00	09/14/2009 Mon
Homework #5	HW#5	Homework	10	1.00	09/15/2009 Tue
Homework #6	HW#6	Homework	5	1.00	09/16/2009 Wed

Assignment: Homework #5

Name: Homework #5

Address: n/a

Category: Homework

Score Type: Points

Points Possible: 5

Extra Points: 0

Max #

Weight: 1.00

Date Due: 09/15/2009

Include in Final Grade:

Description: Text, page 40; #2-22 (even)

Edit information as needed, then click Save.

Note: If Points Possible is modified for an assignment where student point-based scores exist, the "Points Possible Has Changed" window appears. You can either click Keep Scores to keep the scores as-is or click Adjust Scores to adjust them based on the new points possible.

If the total points of this assignment was changed from 5 points possible to 10 points possible...

Points Possible Has Changed

Points Possible Has Changed
Keep or Adjust Scores

The Points Possible for this assignment has changed. Student scores already exist.

Do you want to leave the scores as-is, or adjust them based on the new points possible?

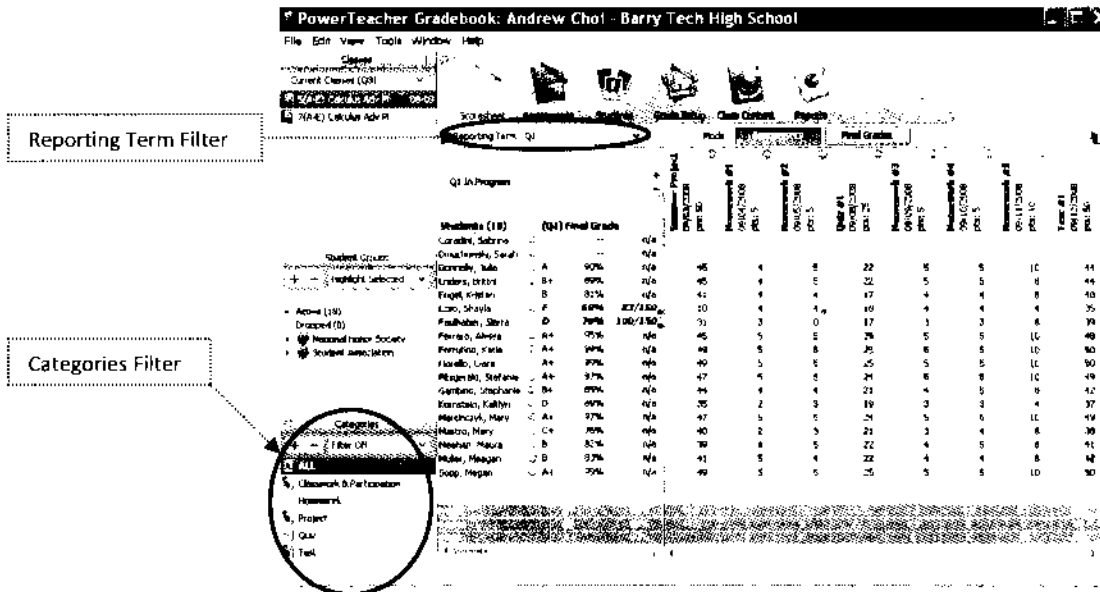
Cancel Adjust Scores Keep Scores

Score	Adjusted Score
10	5
8	4
8	4
4	2
6	3
10	5

[1] Adjusted Score (points are doubled; therefore so are student scores). [2] Keep Scores (points are doubled; student scores remain unchanged).

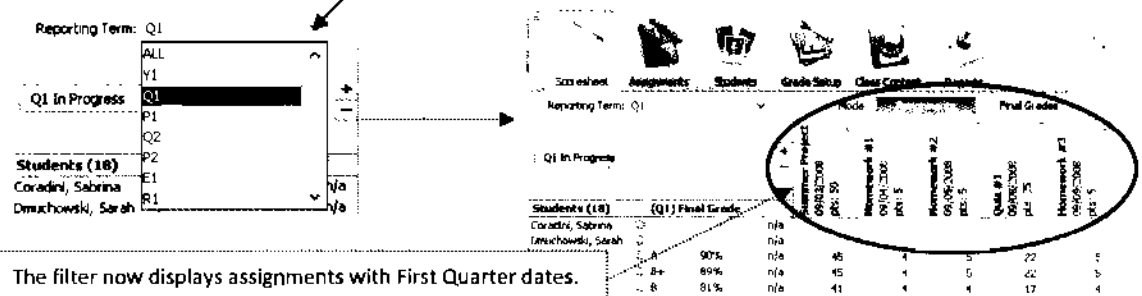
Filtering Assignments

PowerTeacher Gradebook 1.6 displays all assignments for all categories for the entire length of the reporting term selected. Filtering allows teachers to customize the appearance of assignments on the Scoresheet and Assignments Tab, by indicating which assignments appear based on reporting term, category, or a combination of both.



Reporting Term Filter

- To use the **Reporting Term Filter** located right below the Navigation Bar, choose the reporting term containing the assignments you would like displayed from the drop-down menu.



Note: Remember, that PowerTeacher Gradebook 1.6 is date-driven and will place assignments in the appropriate reporting term based on the dates specified in the hierarchy under the Grade Setup Tab. Additionally, the selected reporting term becomes the new default setting!

continued: **Creating Assignments**

Note: To move between successive fields, you can use the **Tab** key or your mouse.

(1) Enter Assignment Name.

(2) Enter Assignment Abbreviation.

(3) From the drop-down menu, choose a category. Should you need to add a new category "on the fly" click on the plus (+) icon to the right of the drop-down menu.

(4) From the drop-down menu, choose a score type; Points, Percentage, or Letter Grade.

(5) This field will automatically populate with the default points possible and extra points when the category was created. Alter the points possible and extra points, if necessary.

(6) The weight value is used to multiply the points earned and the points possible. Alter the weight, if necessary – the default weight will always be 1.00. Generally, this weight is only changed if a teacher wanted to count an assignment more than once (i.e., if a teacher wants to count a test twice, the weight used would be 2.00).

(7) Enter the due date in MM/DD/YYYY format (or click on the calendar icon to the right of the field box and select the due date).
Note: This field is **important** because PowerTeacher Gradebook 1.6 is date-driven. Depending on where the due date falls in your school's hierarchy (Grade Setup Tab), your assignment will be created in that reporting term.

(8) Check this box to include assignment in the calculation of each student's final grade.
Note: This box **must** be checked if you choose to publish the assignment to the Parent and Student Portals.

(9) Enter a description or link—optional (link is only applicable if your school is using the Parent and/or Student Portals).

(10) When completed, click Save.

Q1 In Progress

Students (17)	(Q1) Final Grade				Homework #1	Homework #2	Homework #3	Homework #4	Homework #5
	Grade	Percentage	Points	Weight	09/09/2009 pts: 5	09/10/2009 pts: 5	09/11/2009 pts: 5	09/14/2009 pts: 5	09/15/2009 pts: 5
Coadin, Selina	A+	100%	n/a		5	5	5	5	5
Dimuchowski, Sarah			n/a						
Donnelly, Juko	A	92%	n/a		4	5	5	5	4
Enders, Britta	A	92%	n/a		4	5	5	5	4
Engel, Kristen	B	80%	n/a		4	4	4	4	4

Your new assignment has been created and will appear on the Scoresheet, as illustrated.



continued: Reporting Term Grade Setup

3. Repeat these steps for each class, as necessary.

Check for Understanding – 2

1. Name two different ways that a teacher can set up categories.

(1) _____ (2) _____

2. In the CATEGORIES pane of PowerTeacher Gradebook 1.6, what is the function of the minus icon (-)?

3. True or False (circle one). Final Grade Setup applies to a specific class and must be set up within each class.

4. What are the different methods that PowerTeacher Gradebook 1.6 offers to calculate final grades? What is the default method to calculate final grades?

5. Practice Exercise. It is the start of a new school year and Mr. Campanella needs to set up PowerTeacher Gradebook 1.6.

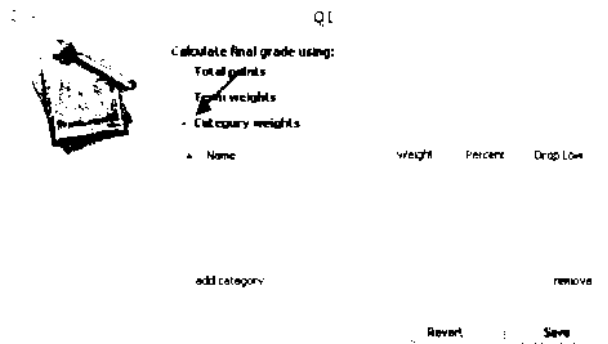
- Mr. Campanella needs the following categories: Test, Homework, Projects, Quizzes, Class Participation, Labs
- Mr. Campanella's school uses quarters (Q1, Q2, Q3, Q4) and each will be calculated using the following category weights: Tests = 35%, Projects = 15%, Quizzes = 15%, Homework = 10%, Labs = 15%, Class Participation = 10%
- Mr. Campanella's school calculates a student's final year average (Y1) using the following term weights: Q1 = 20%, Q2 = 20%, Q3 = 20%, Q4 = 20%, E1 (midterm) = 10%, E2 (final) = 5%, R2 (June Regents) = 5%

As Mr. Campanella, complete this setup on PowerTeacher Gradebook 1.6 using one of the other available classes on our test server.

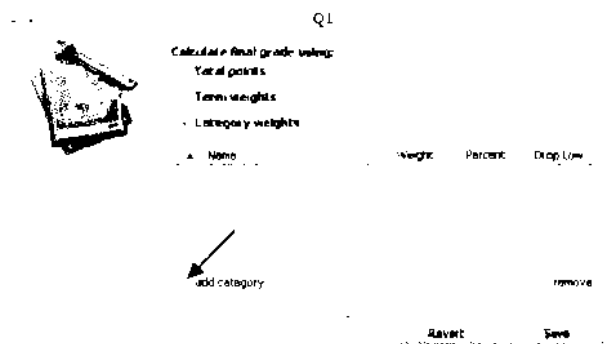
continued: **Reporting Term Grade Setup**

- If using **Category Weights**,

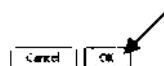
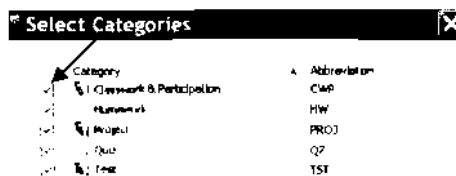
1. Click on the radio button beside **Category Weights**.



2. Then, click on plus icon (+) beside **Add Category**.



3. Check the box beside each of the categories that you choose to use over the course of the reporting term. Then, click **Ok**.



continued: **Defining Categories**

Create Assignment Category

Create Assignment Category

Name: Classwork & Participation

Abbreviation: CWBP

Color: Black

These options will be applied as defaults to any new assignments which are created for this category.

Points Possible: 25

Extra Points: 0

Score Type: Points

Include In Final Grade:

Description: This field is optional.

OK Cancel

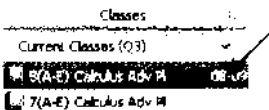
- Enter Category Name.
- Enter Category Abbreviation.
- From the drop-down menu, choose a color.
- Enter a default number of points possible for each assignment in this category†.
- If a student can earn more than the points possible (i.e., extra credit), indicate the maximum number of extra points here†.
- From the drop-down menu, choose **Points, Percentage, or Letter Grade**.
- Check box to **Include in Final Grade** for each assignment in this category†.
- Enter a description (optional).
- Click **Ok**.

†This information can be modified for individual assignments, as necessary.

Reporting Term Grade Setup (must be done for each class)

Using a combination of options, you can specify how final grades are calculated in each of your classes. Final Grade Setup applies to a specific class and must be set up within each class.

- In the **CLASSES** Pane (located in the upper left-hand corner), *click* on the class that you choose to work with.

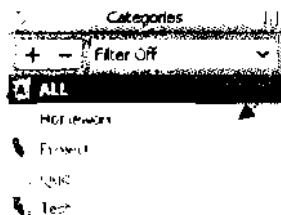


- In the Navigation Bar, *click* on the **Grade Setup** tab. Make sure you are in **Calculations Mode**.



Categories

The CATEGORIES pane is the bottom-left pane of PowerTeacher Gradebook 1.6 and displays assignment categories. Teachers may create, edit, or delete categories from this location.



PowerTeacher Gradebook 1.6 comes with four predefined categories and allows teachers to create and edit additional categories tailored to their grading policies.

Check for Understanding – 1

At periodic instances throughout this training workshop workbook, there will be sections like these that will simply (as the title suggests) **Check for Understanding**. Answer the following questions.

1. Is it possible to have multiple sessions of PowerTeacher Gradebook 1.6 launched at a time? If so, what happens?

2. True or False (circle one). In the **Students Tab**, if you click on a student and then on his/her phone number (in blue), it will dial that number.
3. Under which Navigation Bar tab would a teacher be able to specify that she would like to drop the two lowest homework grades over the course of a quarter?

4. True or False (circle one). PowerTeacher Gradebook 1.6 allows teachers to create and edit additional categories tailored to their grading policies.

Setting Up Your Gradebook

When using PowerTeacher Gradebook 1.6, we suggest that users consider the following three areas when setting up their gradebook [and in the following order]:

1. Defining Categories
2. Reporting Term Grade Setup (must be done for each class)
3. Creating Assignments



Department of Curriculum, Instruction, and Technology

Student Support Services

PowerTeacher Gradebook 1.6 Training Workshop

Version 1.6.0.0

This document was last revised on Wednesday, February 17, 2010.

In this document, names, schools, locations, and incidents are products of the authors' imagination or are used fictitiously. Any resemblance to actual events, locales, or persons, living or dead, is entirely coincidental. Opinions expressed therein do not necessarily represent the opinions of either the Bureau of Cooperative Educational Services of Nassau County (Nassau BOCES) or the respective authors.