PowerSchool SIS: PowerTeacher Pro Gradebook

PowerSchool's PowerTeacher Pro Gradebook is a robust classroom management tool that includes advanced features for both standards-based and traditional grading. Teachers use the mobile-friendly gradebook to get their work done and to analyze student performance.

Accessing the Gradebook

Teachers navigate to the HTML-based gradebook directly through the PowerSchool SIS Teacher Portal. There's no need to launch a separate application to access the gradebook. The first time you navigate to the gradebook, you'll see a welcome message that introduces some of the features.

To navigate to the gradebook:

1. Enter the URL of the PowerSchool SIS server followed by `/teachers`

2. Enter your username and password

3. Click **Sign In**

4. On the teacher portal Start Page, click **PowerTeacher Pro**

Read the welcome message and click **Close**

To view the message again, click the **Help** icon and select **Getting Started**. Also click the **Help** icon to access the PowerTeacher Pro Help system, and information about new features.

Customizing Class Names and Adding Class Descriptions

The gradebook includes view-only details about each class you teach, such as the course name, course number, section number, period, term, start date, end date, and associated grade scale. Add more details about the class, such as a description or the syllabus, that will be visible in the PowerSchool SIS Student and Parent Portals, and in PowerSchool Mobile.

Also customize the name of the class if you prefer to use a name that is different from the course name. For example, if you teach multiple Biology classes, customize the names to be different from each other. Custom class names will appear only in your gradebook. Co-teachers, students, and parents will not see them.

To customize a class name and add a description:

1. At the top of the gradebook window, select a class

2. In the upper-right corner, select the term in which the class meets, if different from the current term, or select all terms

3. Click **Settings**

4. Select **Class Descriptions**

   The details pane for the selected class opens.

5. To customize the name of the class, enter the name in the **Custom Class Name** field

   Once you click **Save**, the custom class name will appear in the gradebook automatically.

6. Enter the class description, syllabus, or other details in the **Class Description** field

   Use the editing bar to style the description.

7. Click another class name to open the details pane for that class and add a custom name or description

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8. Click **Save**

Setting Up Display Preferences

Customize the display settings to control how class names appear in your gradebook—by period and day or by section number. Additionally, define whether or not to show standards and traditional grades.

To set up display preferences:

1. Click **Settings**

2. Select **Display Settings**

3. Open the **Display and Sorting** menu and select an option, such as **Section Number (sort by Course/Custom Name)**, to change the way class names appear

   When you choose to sort class names by course name or custom name, classes will be sorted by their course names, unless you've entered custom class names on the Class Descriptions page. In that case, classes will be sorted by their custom names.

4. Check **Show Traditional Grades** to display traditional grades in the gradebook

5. Then from the **Values to Show in the Traditional Grade Column** menu, select the types of grades you want to see, such as **Grade**, **Percent**, and **Points**

6. Check **Show Standards Pages and Links** to use the standards grading features in the gradebook

7. Check **Show Standards on Assignments** to show standards aligned to assignments in the gradebook

8. To make the auto-calculation of standards scores from assignments scores the default setting when you create a new assignment, from the **Auto-Calculate Assignment Standards Scores Initial State** menu, choose **New Assignments Start Checked**

   Making this selection will cause the **Auto-Calculate Assignments Standards Scores** check box to be selected by default when you create an assignment.

9. To change the sort order of the Traditional and Standards navigation links in the Grading menu and Quick Menu, open the **Navigation Links Sort Order** menu and choose **Standards, Traditional**

   The default setting is Traditional, Standards.

10. To display the Professional Judgment Indicator on the Standards, Standards Progress, and Standards Scoresheet pages, check **Show on Grading (Standards Final Grades)** and **Show on Students (Standards Progress, Standards Scoresheet)**

11. Under Student Names, use the **Display** menu to define how students' names will appear in the gradebook, such as by first, then last name

12. Use the **Sort Students by** menu to choose how to sort the lists of students, such as by first name

13. To view new students' names at the bottom of class lists, check **Add newly enrolled students to the bottom**

14. To conceal the names of pre-registered students from class lists, check **Hide pre-registered students**

15. Click **Save**

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Changing the Display Text Size

PowerTeacher Pro Gradebook is designed so that you can see multiple students or assignments in a compact view by default. However, you can zoom in by changing the text size.

To change the size of the text:

1. Click the **User** menu (a circle with your initials in it) in the upper-right corner

2. Under View, select **Medium** or **Large**

   To decrease the text size to the default size, select **Small**.

Setting Up Grading Preferences

Administrators may choose to set up the grading preferences at the district or school level for all teachers. However, if they are permitted to do so by their district and school leaders, teachers may define some of the grade calculations for the classes they teach. Provided you have permission to do so, set up the grade calculations for one class. Then save time by copying the traditional grade calculations across classes and reporting terms.

If you changed the default grade calculation formula set by the school or district, you can revert back to the default settings by clicking **Revert to Default** in the class heading. If you do not see the button, that means you have not modified the default settings.

Additionally, administrators may make alternate grade scales available for teachers and administrators to assign to individual students. If you have permission to do so, assign alternate grade scales to students who need to be graded using a grade scale that's different from the scale assigned to the class. For example, a student may have an IEP that specifies the use of an alternate grade scale.

If administrators have given you permission to create or modify class grade scales, you may also edit the grade scales used by all of the students in one or more of your classes.

Traditional Grade Calculations

To define a traditional grade calculation for a class:

1. Click **Settings**

2. Select **Traditional Grade Calculations**

3. To see the grade calculations for all of the classes, click **Expand All**

4. For one of the classes in the list, click the **Edit** icon next to the first reporting term

5. To calculate the overall class grade using the formula, verify that **Calculate Overall Class Grade** is checked

6. Open the **Type** menu and choose a calculation type, such as **Category Weighting**

7. Open the **Attribute** menu and select a category, such as **Homework**

8. To define the weight of the selected category, enter a value in the **Weight** field, such as **2** (for 20%)

9. To include another category, click the **+** sign

10. Open the **Type** menu and choose **Category Weighting**

11. Open the **Attribute** menu and select a different category, such as **Quiz**

12. To define the weight of the selected category, enter a value in the **Weight** field, such as **3** (for 30%)

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13. Repeat steps 9-12 to set up weighting for two more categories

    Use weight values that will make the values in the Percent columns add up to 100%.

14. To save the grade calculation, click **Save**

    Set up the grade calculations for the remaining reporting terms. If you do not have access to edit the grade calculation preferences, follow your school and district policies or contact your PowerSchool SIS administrator.

To define a traditional grade calculation that includes specific weighting for course standards:

1. Click **Settings**
2. Select **Traditional Grade Calculations**
3. To see the grade calculations for all of the classes, click **Expand All**
4. For one of the classes in the list, click the **Edit** icon next to the first reporting term
5. To calculate the overall class grade using the formula, verify that **Calculate Overall Class Grade** is checked
6. Open the **Type** menu and choose **Standards Weighting** as the calculation type
7. From the **Attribute** menu, choose **Specific Weights**
8. Click the **Specific Weights** tab

9. If your school or district leaders have enabled editing rights for you, modify the values in the Weight column to change the weight of course standards

   If you have not been given permission to edit the weights, you will be able to only view the specific weights set for the course at the district level.

10. To save the changes, click **Save**

Standards Grade Calculations

To define standards grade calculations:

1. Click **Settings**
2. Select **Standards Grade Calculations**
3. Define how standards grades will be calculated from assignment scores by default, for example, choose **Most Recent Scores**
4. Define the number of recent scores to include in the calculation and their relative weighting by clicking the **Edit** icon, choosing the number of scores, and modifying the values in the Weight column
5. To automatically calculate higher-level standards grades from lowest-level standards grades, check **Auto-Calculate**
6. Select the metric that will be used in the calculation, such as **Mean**
7. Click **Save**

Copying Traditional Grade Calculations

To copy traditional final grade calculations:

1. Click **Settings**

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2. Select **Traditional Grade Calculations**

3. In the upper-right corner of the Traditional Grade Calculations page, click the **Gear** icon

4. Select **Copy Traditional Grade Calculations**

5. At the top of the Copy Final Grade Calculations window, select **Within A Class** to copy the settings from one reporting term to another within the same class

6. In the From area, open the **Class** menu and choose the class from which you want to copy the calculations

7. In the From area, open the **Reporting Term** menu and choose **S1** as the term from which you want to copy the calculations

8. In the To area, open the **Reporting Term** menu and choose **S2** as the term to which you want to copy the calculations

   If you are changing traditional grade calculation settings for the target class and want to recalculate any existing grades, check **Recalculate Final Grades**.

9. Click **Validate**

10. Review the summary to ensure that you are copying the correct settings, then click **Copy**

    The alert at the top of the window indicates that the settings were copied successfully.

Reverting to Default Calculation Settings

To revert to the district or school default settings:

1. Click **Settings**

2. Select **Traditional Grade Calculations** or **Standards Grade Calculations**

3. In the class heading(s), click **Revert to Default**

The Revert to Default button will not be visible after you revert to the default settings.

Assigning an Alternate Grade Scale to a Student

To assign an alternate grade scale to an individual student:

1. Click **Settings**

2. Click **Student Grade Scales**

3. Locate the section the student is enrolled in and click the section name

4. To add a student grade scale, click **Add**

5. From the **Choose Grade Scale** menu, select the alternate grade scale

6. Check the box to the right of the student's name

7. Click **Save**

8. To confirm the change, click **Save Changes**

   New assignment scores that you enter for the student will be based on the alternate scale. To update previously entered scores, recalculate final grades by following the steps for recalculating final grades in this document.

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9. On the Student Grade scales page, view, modify, or remove grade scales assigned to individual students

   Note: When a student has been assigned an alternate grade scale, the Scoresheet will include a gold triangle in the name cell for that student.

STUDENTS (25)		GRADE
1. BISHOP, Donovan	3	92.25%
2. BLACK, Perisa	B	86.75%
3. CAMPBELL, Butler	B	85.91%

Creating and Modifying Class Grade Scales

District or school administrators may give teachers permission to modify existing class grade scales or to create new ones for their classes. This provides the flexibility to accommodate various grading policies and is similar to functionality in a legacy PowerSchool product, PowerTeacher Gradebook.

If you choose to use the Class Grade Scale feature, it should be part of the setup at the beginning of the school year before class begins and before grades are entered. PowerSchool strongly recommends that this feature is not enabled or changed during the school year.

If you have permission to do so, you can access and adjust class grade scales for your classes. You can edit the cutoff points, grade values, and color levels, and choose to ignore specific grades in the grade scales assigned to your classes.

To create a custom grade scale:

1. Click **Settings**

2. Click **Class Grade Scales**

   Click a class grade scale name to open the details pane.

   The Class Grade Scales page provides a user-friendly summary to view the grade scales assigned to classes, even when the custom grade scales feature is not used or enabled.

3. Click **Create Custom**

   This option is available only if enabled and the feature is not locked, as shown by the Schoolhouse icon, and the term is not locked, as indicated by the Lock icon.

4. In the Custom Grade Scale window, enter a name for the custom grade scale and select the available classes to apply this custom grade scale

5. Click **Create**

   The new grade scale will appear below the existing grade scale.

6. Scroll down to the new grade scale and edit the cutoff and grade values, color levels, or choose grades to ignore

7. Click **Save**

After you create a custom grade scale, you can modify it by clicking **Modify**. You can change the name of the custom grade scale, apply it to more classes, delete it, or modify the cutoff and grade values, color levels, and ignored grades. Then click **Save**.

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Note that if you change or modify the class grade scale settings after grades are entered, you will be prompted with the option to recalculate the final grades for applicable classes. If you delete the custom grade scale after grades are entered, the deletion will force a recalculation of assignment scores and final grades for the associated sections and you will be prompted with a choice to proceed or not.

Here are some additional points to keep in mind when using class grade scales:

- Co-teachers can create class grade scales for their classes if they have edit access to the classes
- Class grade scales do not roll over year to year
- Only one class grade scale can be associated with a class

Working with Assignments

Before you begin creating assignments, it's recommended that you create categories so you can group assignments by type. Then, set up assignments in the gradebook, choose whether or not to include them in students' final grades, and tie them to standards. Your district leaders may also set up assignment categories at the district level for you and other teachers to use.

Creating Categories

Categories are broad classifications in which you group similar types of assignments. Examples of categories are homework, tests, and quizzes. Set up your own categories, or use district-created categories. District-created categories are identified by a Schoolhouse icon next to the category name.

To create an assignment category:

1. Click the **Create** icon
2. Select **Category**
3. On the Category tab, open the **Select Classes** menu and select the class or classes in which you will use the category

    By default, the category is available to all classes.

4. Enter the name of the category, such as `Test`
5. Select a color for the category, such as **Red**
6. Use the default status of **Active**

    Check **Inactive** when you want to make categories that you no longer use inactive.

7. Enter a description of the category, such as `Use for test assignments`
8. Click the **Assignment Defaults** tab
9. Use the **Publish Assignment** menu to define when assignments in this category will be published
10. To publish the scores of assignments in this category by default, verify that **Publish Scores** is selected
11. Select the default score type that assignments in this category will use, such as **Points**

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12. To include extra points in the assignments by default, click **Extra Points** and enter the number of extra points, such as **5**

13. To weight assignments in this category by default, click **Weight** and enter a value, such as **2**, in the **X Weight** field

14. In the **Score Entry Points** field, enter the number of points that assignments in this category will be worth by default, such as **100**

15. To include assignments in this category in final grade calculations by default, verify that **Count in Traditional Final Grade** is selected

16. To save the new category, click **Save**

Creating and Viewing Assignments

View assignments on both the Assignments and Scoresheet pages. Set up assignments at the beginning of a school term or at any time during the term. To save time, duplicate existing assignments or create duplicates while creating a new assignment.
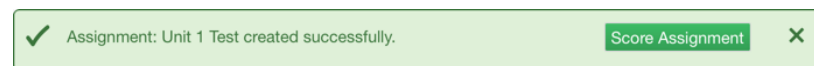
To create an assignment:

1. Click the **Create** icon

2. Select **Assignment**

3. Open the **Select Classes** menu and select a class

   Click outside the Select Classes menu to close it.

4. Enter the name of the assignment, such as **Unit 1 Test**

5. Select **Test** as the category

6. Enter the assignment due date

   The default due date is today's date.

7. Select a score type, such as **Points**

8. Enter the number of score entry points, such as **80**

9. To include the assignment in students' final grades, verify that **Count in Traditional Final Grade** is selected

10. Enter a description, such as **This test covers all of the topics in Unit 1**

11. Click the **Students** tab

12. Verify that the assignment applies to all students

    To apply the assignment to a selection of students, click **Show All**. Then clear the check box next to the Filter area and check the boxes next to the selected students' names.

13. Click the **Standards** tab

14. Select the standards that are aligned to the assignment

15. Click the **Publish** tab

16. Open the **Publish Assignment** menu and choose when to publish the assignment for students and parents

17. To publish students' scores once you've scored the assignment, check **Publish Scores**

18. Click **Save and Close** at the bottom of the Create window

    Instead of closing the edit window, you could also copy the assignment by clicking **Duplicate** at the bottom of the Create window.

    Score the new assignment immediately by clicking **Score Assignment** in the alert at the top of the window.

Assignment: Unit 1 Test created successfully. [Score Assignment] [×]

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To edit an assignment:

1. Click **Grading** and select **Assignment List**
2. Locate the assignment and click the **Edit** icon
3. Modify the assignment details and save the assignment

To duplicate an assignment for use in another class:

1. Click **Grading**
2. Select **Assignment List**
3. In the list of assignments, locate an assignment that you've already created and click the **Edit** icon
4. Click **Duplicate** at the bottom of the Edit window
5. Open the **Select Classes** menu, clear the check box next to the currently selected class, and choose a different class

   Click outside the Select Classes menu to close it.
6. Edit the duplicated assignment name by deleting the underscore and number that were appended to the end
7. Use the same category, due date, score type, score entry points, description, and publication settings as the original assignment, or modify the values as needed
8. Click the **Standards** tab
9. Click **Show All** and, if needed, select a new set of standards that are aligned to this assignment
10. To save the assignment and close the Edit window, click **Save and Close**
11. To verify that you copied the assignment to a different class, click the name of the currently selected class in the navigation bar at the top of the page and select the class that you copied the assignment to
12. Locate the duplicated assignment in the list of assignments

Copying Assignments

As a lead teacher or a co-teacher, copy one, some, or all of the existing PowerTeacher Pro assignments in a selected term and class to other terms and classes using the Copy Assignments feature. Use the existing due dates, a custom due date, or proportional due dates relative to the selected term. Also, copy all of the assignments from a legacy PowerTeacher Gradebook class to a PowerTeacher Pro Gradebook class.

If a Lock icon appears at the top of the assignment column, the reporting term or class is locked. You are unable to copy an assignment to a locked term or class.

To copy assignments from a Semester 1 class to a Semester 2 class:

1. From the Assignments or Scoresheet pages, click the **Gear** icon to the left of the Term menu
2. Click **Copy Assignments**
3. Under From Class, open the **Term** menu and select **Semester 1**
4. Under From Class, open the **Class** menu and select the class from which you want to copy the assignments
5. Under To Class, open the **Term** menu and select **Semester 2**
6. Under To Class, open the **Classes** menu and select the class or classes to which you want to copy the assignments
7. Under Copy Options, open the **Due Dates** menu and choose whether you want to use existing, relational, or custom due dates

8. Under "Choose the Assignments," check the box to the left of the Category heading to select all of the assignments, or check individual boxes next to the assignment names to choose a smaller selection

   If the source class you selected is a PowerTeacher Gradebook class, all assignments will be copied to the classes you select.

9. To complete the process, click **Copy Assignments**

   Be sure to edit the due dates of the copied assignments.

Working with Grades

When entering scores, make sure to use the type of score that you set up when you created the assignment. For example, use numbers for points and percentages or letters for letter grades.

To enter scores:

1. Click **Grading**

2. Click **Assignment List** or **Scoresheet**

3. From the Assignments or Scoresheet pages, enter a student's assignment score by clicking in the cell where the student's name intersects with the assignment name and type in the score

   Navigate sideways through the score columns by clicking the left- or right-facing arrows at the end of the rows.

   View the summary above the list of assignments to see the selected assignment's score type, as well as the student's existing score (if the assignment was previously scored), and the due date.

   In the summary, click **Edit Assignment** to edit the assignment details. Click **Show More** to view additional information, such as the associated grade and special codes scales.

To view additional metrics for a selected assignment on the Assignments page, or for all assignments on the Scoresheet page:

1. Click the **Gear** icon at the top of the page

2. Click **Show Metrics** to view the mean, median, and mode statistics for the assignments or for the aligned standards

Using the Score Inspector and Flags

While you can enter scores manually, use the Score Inspector to provide more details about the student's performance, such as when a student has a missing or late assignment. Also use the Score Inspector to enter a comment about a student's score.
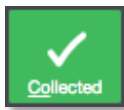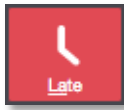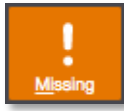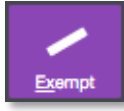
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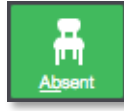## Quick Reference Card

Your district leaders may have associated a special codes scale to the regular grade scale. If that is the case, you can click **Codes** in the Score Inspector and select a special code, such as **NC** for no credit, to score a student's assignment. In some cases, you may also see other system-generated icons that are related to standards grades.

To open the Score Inspector, click in a score cell on the Assignments or Scoresheet pages.

The following table provides brief explanations of the flags (score indicators) and other icons available in the gradebook.

Flag or Icon	Description
Collected	Indicates that an assignment was collected
Late	Indicates that an assignment is late
Missing	Indicates that an assignment is missing
Exempt	Indicates that an assignment is exempt

Flag or Icon	Description
Absent	Indicates that an assignment wasn't completed due to the student being absent
Incomplete	Indicates that an assignment is incomplete
(comment icon)	Indicates that a comment was added
(orange mastery icon)	Indicates that evidence exists for mastery that may differ from a student's calculated standard score
(auto-calculate icon)	Indicates that the standard grade is auto-calculated from the lower-level standards scores
(auto-calculate icon)	Indicates that the assignment score is used to auto-calculate the scores for the standards aligned to the assignment

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Filling Scores

Use the Fill functions to either fill scores for one assignment for all of the students in a class, or to fill all assignment scores for one student. Scores will be filled in cells that do not already have scores. Additionally, use the fill scores functions to fill comments.

To fill students' scores for one assignment:

1. For the selected assignment, click in a score cell on the Assignments or Scoresheet pages
2. Enter the score or select the flag in the Score Inspector
3. Click the **Fill** icon with the vertical arrows
4. Save the scores

To fill multiple assignment scores for one student:

1. For the selected student, click in a score cell on the Assignments or Scoresheet pages
2. Enter the score or select the flag in the Score Inspector
3. Click the **Fill** icon with the horizontal arrows
4. Save the scores

Importing Personal Comments from PowerTeacher Gradebook

If you used the legacy PowerTeacher Gradebook previously, import your personal comments to PowerTeacher Pro Gradebook so that you don't have to create them manually. Keep in mind that you can import comments only once and only until you create your first PowerTeacher Pro comment.

If you have already created PowerTeacher Pro comments but would like to import your PowerTeacher Gradebook comments, delete the comments you created in PowerTeacher Pro to view the import option again.

To initiate the import, first click **Settings**. Then click **Comment Bank**. On the Comment Bank page, click **Import my PTG Comments**. PowerTeacher Pro comment codes are limited to 10 characters, comment categories are limited to 30 characters, and the comments are limited to 500 characters. Any PowerTeacher Gradebook comment exceeding these limitations will be truncated during the import. If any of your PTG comments exceed the limitations, you will see a warning. Click **Yes** to proceed. Once the import is complete, your personal comments appear on the My Comments tab of the Comment Bank settings page and are available for use in the Score Inspector.

Adding Personal Comments to the Comment Bank

Use the Comment Bank settings page to add personal (teacher-created) comments to the comment bank to use when scoring assignments or adding final grade comments for report cards. Use smart text options to include names and pronouns in comments to personalize the comments for individual students.

Also use the Comment Bank settings page to edit or delete personal comments, or to identify your favorite personal or district comments. To mark a comment as a favorite, click the **Star** next to a comment on either the My Comments or District Comments tab. Your favorite comments will appear at the top of the list of comments in the Score Inspector.

To add a personal comment to the comment bank:

1. Click **Settings**
2. Click **Comment Bank**

3. On the My Comments tab, click **Add**

4. Enter a comment code, such as `01`

   Comment codes are limited to 10 characters.

5. Enter a comment category, such as `Study Habits`

   Comment categories are limited to 30 characters.

6. To mark this comment as one of your favorites, check **Favorite**

7. Open the **Insert Smart Text** menu and choose **<first name>** to insert it in the Comment field

8. Enter the rest of the comment after the smart text, such as `consistently completes homework on time`

   Comments are limited to 500 characters.

9. Click **Save**

   Your personal comment is listed on the Comment Bank setting page and will appear in the comment bank in the Score Inspector.

Entering Comments

As you enter scores or flags for assignments, use comments to record specific details about student performance. Add comments manually or choose comments from the comment bank. Click the **Star** icon next to a comment in the bank to set it as one of your favorite comments.

To fill comments, enter a comment for one student and click the **Fill** icon. Then choose to fill comments only or to fill scores, flags, and comments.

When you use the fill functions to fill comments that include the student's name or any gender pronouns, PowerTeacher Pro detects this and you have the choice of applying the smart text to the comment for each student or using the original text. For example, if you enter a comment for one student that says, `James completed all assignment tasks`, fill the comment for other students, and select **Use Smart Text**, each student's name will be personalized in the resulting comments.

To enter a comment:

1. Click the **Comment** icon in the Score Inspector

2. Either enter a comment in the text box, or click **Show Comment Bank**

3. Click the **Gear** icon and choose either the **District Comments** or **My Comments** bank

   Also choose to separate comments by a line break or a space. Click outside of the menu to close it.

4. Click the **+** sign next to a comment to select it

   A blue Comment icon appears in the student's score cell.

5. Click **Save**

6. Click the icon to read the comment

7. Click **Clear Comment** to remove it from the score

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Scoring Assignments

Use one of two methods to score an assignment—score a single assignment from the Assignments page, or score multiple assignments on the Scoresheet.

To enter scores, flags, or comments for a single assignment:

1. Click **Grading**

2. Select **Assignment List**

3. Click the name of an assignment

4. Click in a student's score cell and type a score, such as `72`

   View the assignment summary above the list of students to see which score type to use.

5. Click the **Comment** icon in the Score Inspector

6. Enter a comment, such as `Needs to turn work in on time`

7. Click the right-facing **Score Arrow** in the Score Inspector to move to a standards score cell (if standards are aligned to the assignment)

8. Enter a standards score for the student

   View the assignment summary above the list of students to see which grade scale type to use. Hover your cursor over a standard identifier to view the name and description of the standard.

9. Save the scores

To enter scores, flags, or comments for one or more assignments on the Scoresheet:

1. Click **Grading**

2. Select **Scoresheet**

3. Click in a student's blank score cell for the selected assignment and enter a score in the Score Inspector

4. Click the **Vertical Fill** icon to fill all of the blank score cells with the score you entered in the Score Inspector

5. In the alert window that lists the number of scores that were filled, click **Ok**

6. Click in a different student's score cell for a different assignment and click the **Exempt** flag

7. Click **Save**

When you delete or edit a score, a small gear icon appears next to the values in the student's Grade column because they are being edited. Once you save the changes, the student's grades will be recalculated using the new score.

Using Minimum Assignment Values

Some schools require a minimum grade value to be awarded for any assignment score. The Minimum Assignment Value functionality forces assignment scores assigned a traditional grade to be no lower than the minimum value, which is a percentage, regardless of the score entered by the teacher. If your school has set up this policy, when scoring assignments you will see both a max entry and min entry value. For example, if an assignment is worth 100 points and the minimum value has been set to 50%, the max entry is 100 and the minimum entry is 50. If you were to enter a score of `43` and click **Save Scores**, the value will automatically be entered in the scoresheet as 50.

Auto-Calculated Assignment Standards

When new standards are added to a previously graded assignment that has its standards auto-calculated, those new standards will have their scores auto-calculated. In versions prior to PowerSchool SIS 20.11, adding standards would not automatically impact the score and the scores would be blank.

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If you don't want scores for the newly added standards to be auto-calculated, within an assignment, on the Standards tab, clear the **Auto-Calculate Assignment Standards Scores** check box to remove this option.

Previewing Grades

There are times when you may want to see how a particular score on an assignment will affect a student's final traditional and/or standards grades without having to save the scores. For example, a student may ask you what score they need to earn on a final exam to bring their grade up from a D+ to a C.

In PowerTeacher Pro, use the Preview Scores function on the Scoresheet, Standards Final Grades, All Reporting Terms, (student) Assignments, and Standards Scoresheet pages to preview how unsaved assignment scores will affect students' final grades. The Preview Grades button appears once a grade change is made, but not until then.

To preview grade changes:

1. Click **Grading** and select **Scoresheet**
2. Locate the student and the assignment you want to work with
3. Click in the student's assignment cell and enter a grade or modify the existing grade
4. Click **Preview Grades**
5. If there are existing standards scores, choose whether to adjust or keep the scores
6. Review the changes to the student's final grade

   The cells that contain data that has changed are outlined in blue.

7. To exit the preview and view the existing grade, click **Cancel Preview**

   No changes to the student's final grade will be made unless you click **Save**.

Copying and Transferring Scores

As a busy teacher, you can sometimes make mistakes like entering scores for the wrong assignment in your gradebook. Or, you may have students switch between two classes that you teach.

Copying and Pasting Scores

Fix score entry mistakes or transfer scores by copying and pasting scores or grades from one assignment to another, or from one class to another class with the same students in different reporting terms. Use the Assignments, Scoresheet, or Standards Grades pages to copy and paste scores or grades. However, keep the following rules in mind:

- You cannot replace scores or grades that use a different score type than the original
- When pasted to a column with different grade scales or total points, scores and grades are not converted to the new grade scales or total points
- If the list of students is different between the original assignment scores and the assignment being copied to, only scores for students who are in both classes will be updated
- You cannot paste into the assignment score column on the single assignment scoring page when an assignment is set to auto calculate standard scores
- You are unable to copy scores and grades to a locked term

To copy and paste scores or grades:

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1. On the Scoresheet or Standards Grades pages, click the assignment score column heading

2. Choose **Copy**

3. Locate the assignment you wish to paste to and click the score column header

4. Then choose **Paste**

   All updated scores and grades are highlighted.

5. Save the scores

Transferring Scores

When a student transfers into your class or moves between two sections of a class you teach after the term has started, you can copy the assignment scores from the student's dropped class into the new class. However, keep the following rules in mind:

- Only assignments with scores for the selected student in the dropped class are available to be transferred

- Assignment scores, standards scores, assignment comments, and assignment flags are saved as part of the transfer process

- Comments from the teacher who taught the dropped class will be listed with that teacher's name at the end of the comment

- When transferring scores to an assignment using a different grade scale, percentages are copied, points are adjusted as needed, and letter grades are calculated based on the grade scale used by the student's new class

- Scores from any term can be copied, even if the previous term is locked

- Scores can be copied to any term, except to a locked term

To transfer assignment scores from a student's dropped class:

1. Click **Students**

2. Select the student who transferred into your class

   Students who enrolled in the class after the term's start date are labeled with "New student as of [date]" under their names. The label will be present for only two weeks from the student's class enrollment date.

3. Open the **Quick Menu** and select **Transfer Scores**

   If you are viewing the student's Assignments page, click the **Gear** icon and choose **Transfer Scores**.

4. To use the filter options to limit the number of assignments that appear on the page, click the **Gear** icon, select **Show Filter**, and use the filter options

5. Open the **From Class** menu and select the dropped class

6. Open the **To Class** menu and select the class you want to copy the scores to

7. Open the **From Term** menu and select the term you want to transfer scores from

8. Open the **To Term** menu and select the term you want to copy the scores to

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9. Use the To Class Assignment column to map the assignments

   If the assignment ID or assignment name matches between the From Class and To Class columns, the matching assignment appears in the To Class column automatically.

   If there are multiple assignment names that match between the From Class and To Class columns, but there is one unique due date match among the multiple exact name matches, the assignment with the matching due date appears in the To Class column automatically.

   If there are no matching IDs or names between the From Class and To Class columns, then no suggested assignment appears, but you can browse available assignments and select one to map the scores to.

10. To view the details and any potential issues about the scores you are transferring, click **Details**

11. To complete the process, click **Transfer Scores**

Exporting and Importing Assignment Scores

When you need to score an assignment offline, such as when you have a parent volunteer score an assignment, export the assignment into a spreadsheet. Then record the students' scores in the spreadsheet and use it to import the scores into PowerTeacher Pro. If the reporting term or class is locked, you are unable to import scores.

To export and import assignment scores:

1. Click **Grading**

2. Select **Assignment List**

3. Click the name of the assignment

4. In the upper-right corner of the assignment page, click the **Gear** icon

5. Select **Export Scores Template**

   If there are any existing assignment scores, choose whether or not to include the scores in the exported file by clicking **Yes** or **No** in the Export Scores Template window.

6. Open the exported file

   The top of the spreadsheet includes the teacher's name, class, assignment name, due date, points possible, extra points, and score type. Below the assignment details are three columns—Student Number, Student Name, and Score.

7. Enter the students' scores in the Score column and save the spreadsheet as a .csv file

8. In PowerTeacher Pro, navigate back to the assignment page, click the **Gear** icon, and select **Import Scores**

9. In the Import Scores window, click **Browse Files**

10. Select the spreadsheet file

11. In the **Format** menu, use the default selection of **PowerTeacher Score Template**

12. Check **Validate Student Names** to verify that the student names in the import file match the names of the students enrolled in the class

13. Click **Next**

    Review and correct any import errors.

14. To import and save the scores in PowerTeacher Pro, click **Import**

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Working with Final Grades

Final grades are updated automatically throughout the term as you enter assignment scores in the gradebook. When the term comes to a close, however, you may have additional tasks to perform before submitting grades for report cards to make sure that your final grades are accurate. For example, you may have to enter standards grades, modify individual scores, or enter citizenship grades. Occasionally, you may also need to modify a student's final grade in a course based on effort, participation, or other performance factors.

To work with final grades, click **Grading** and use the links in the Grades section. Access the same links by opening the **Quick Menu**—the arrow next to the heading at the top of the grading pages.
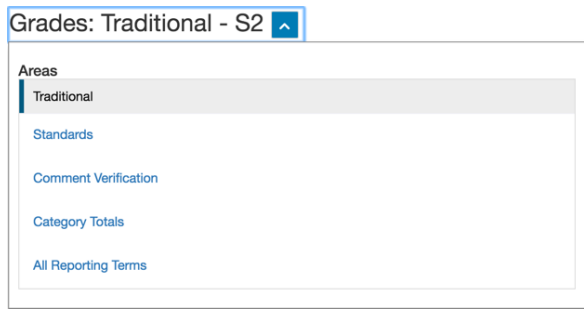
Modifying Final Grades

To modify a final grade:

1. Click **Grading**
2. Click **Traditional**
3. Click a student's final grade

4. In the Score Inspector, edit the student's grade

   For example, change a letter grade of A- to `A`, and a percentage of 91 to `94`.

5. Click **Save**

   Notice that the student's final grade cell has a small triangle in the upper-left corner, which indicates that the grade has been modified manually.

6. Open the **Quick Menu** and select **Standards**
7. Click a standards grade for the same student
8. In the Score Inspector, click the **Graph** icon to open the view-only standards progress graph for the selected standard and student

   The progress graph shows how the student performed on the standard over a period of time. Use the arrows in the Score Inspector to move between progress graphs for the selected student. To open the student's Standards Progress page to change assignment scores, you could click **Show More** at the top of the graph. Learn more about the Standards Progress page in the Analyzing Performance section of this document.

9. Click the **Graph** icon in the Score Inspector again to close the progress graph
10. On the Standards page, edit the student's final standards grade

    For example, change a score of 3 to `4` or a score of M to `E`.

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11. Click **Save**

To revert to the calculated grade, click the **Undo** icon in the Score Inspector. To view additional standards metrics, click the **Gear** icon at the top of the page and then select **Show Metrics** to view the mean, median, and mode statistics.

Viewing Dropped Students

When working with final grades, if you need to view, modify the final grades for, or enter comments about the students who have dropped your class, do so from the Traditional grades page.

To view dropped students:

1. Select the class the student was in
2. Click **Grading**
3. Click **Traditional**
4. Click the **Gear** icon and select **Show Dropped Students**

Entering Citizenship Scores

If your school doesn't track behavior through standards, then your district leaders may enable citizenship score entry and set up a citizenship scale that includes codes like S for Satisfactory or N for Needs Improvement for you to use in PowerTeacher Pro.

To enter citizenship scores:

1. Click **Grading**
2. Click **Traditional**
3. Click in a student's cell in the Citizenship column
4. In the Score Inspector, select a citizenship score, such as **S**
5. Click **Save**

Awarding Variable Credit

If you teach at a school that has an alternative education program or any sections in which students can earn variable credit hours for a course, your school administrator can set up PowerSchool SIS so that you can enter variable credit for students in PowerTeacher Pro.

Using variable credit, teachers can specify how much credit each student attempted (potential credit) and how much credit each student is awarded (earned credit), regardless of the credit hours specified for the course or the grade the student earned for the class in a term.

To enter awarded and attempted variable credit:

1. Click **Grading**
2. Click **Traditional**
3. Click in a student's cell in the Awarded column
4. Enter the number of credits the student earned, such as `.5`
5. Click in the same student's cell in the Attempted column
6. Enter the number of credits the student attempted, such as `1`
7. Click **Save**

Note: If your school's transcripts include only awarded credit, then you'll see only one column for entering the credit values in PowerTeacher Pro.

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Recalculating Assignment Scores and Final Grades

Although grades in PowerTeacher Pro are calculated automatically, you can force a recalculation, if necessary. Use the recalculate tool after making significant changes in the gradebook, such as adding multiple assignment scores for students who transferred from another class. Also, recalculate scores and grades when your PowerSchool SIS administrator changes a setting that affects the gradebook, such as the grade calculation formula or grade scale, or when you assign an alternate grade scale to a student.

To use the recalculate tool:

1. Click **Grading**
2. Select **Traditional**

   Or select **Scoresheet**, **Standards**, **Comment Verification**, **Category Totals**, or **All Reporting Terms** under Grading. Under Students, click **Assignments**, **Standards Progress**, or **Comment Log**.

3. Click the **Gear** icon
4. Select **Recalculate Final Grades**
5. Select the classes in which you are recalculating grades
6. To recalculate traditional grades, check **Traditional Final Grades**
7. To recalculate standards scores, check **Standards Final Grades**

8. To update existing assignment scores, open the **Advanced Options** pane and check **Refresh Assignment Scores**

   The option to refresh assignment scores will include traditional, standards, or both types of scores depending on which types of final grades you choose to recalculate.

   Recalculate assignment scores only when your PowerSchool SIS administrator changes the grade scale.

   If you choose to recalculate final standards grades and standards grades are auto-calculated, be aware that any grades you've entered or changed manually will be overwritten.

9. Click **Recalculate**

Submitting Final Grades

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

1. Select a class and verify that you are in the correct term
2. Click **Grading**
3. Select **Traditional**

   Or select **Standards** or **Comment Verification**.

4. At the bottom of the page, click **Final Grade Status**
5. When you have completed your final grades, check **[Term] Final Grades are Complete**

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6. Enter a comment indicating that final grades are complete, and click **Save**

   The green check mark next to "Final Grade Status" indicates that final grades are complete.
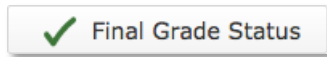
   [✓ Final Grade Status]

   If you aren't done with final grades yet, leave the check box clear, enter a status comment, and click **Save**. Remember to submit final grades for each class you teach.

Understanding Locked Reporting Terms

At the end of a reporting term, your PowerSchool SIS administrator may choose to lock the reporting term to prevent changes to grades so that the grades in teachers' gradebooks remain the same as the grades that have been stored in PowerSchool SIS and included on report cards. Your PowerSchool SIS administrator will define the dates on which reporting terms will be locked. Once a reporting term is locked, you will not be able to change final grades, assignment scores, or assignments that have been scored. Additionally, if you recalculate final grades, grades in any locked terms will not be recalculated.

If your school or district leaders decide to lock reporting terms, you will see warning messages at the top of PowerTeacher Pro pages, such as the Assignments and Scoresheet pages.

- Before the reporting term is locked, you will see a warning message indicating when the reporting term will be locked

  For example, you may see a message that says the reporting term will be locked in five days. Be sure to complete final grades before the end of the lock date.

- Once a reporting term has been locked, you will see a message indicating that the term is locked

If you attempt to score an assignment or a standard aligned to an assignment that has a due date in a locked term, you will also see a message in the Score Inspector indicating that the score is locked.

What if you need to correct a final grade after a term is locked? If you need to change assignment scores or final grades after a reporting term has been locked, contact your PowerSchool SIS administrator. Your administrator can temporarily unlock one or more of your classes so that you can make the necessary changes.

Analyzing Performance

Use the gradebook to analyze student performance at any time during the school year. Analyze performance throughout the term to ensure that students are mastering the skills and standards that you are teaching. Review students' performance as you prepare to complete final grades for report cards, and then use the gradebook to prepare for and conduct parent-teacher conferences.

Review how students in an entire class are performing using the Progress pages. The individual student pages provide helpful information during parent-teacher conferences to explain why a student earned a particular grade.

Student View Page	Description
Assignments	Use the Assignments page to view a summary of a student's grades and assignments for the selected reporting term. The Assignments student page is similar to the Assignments page you view for the entire class, except that it shows only the assignments and scores for the selected student.

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Student View Page	Description
Standards Progress	The Standards Progress page shows a student's standards grades by reporting term. The column that corresponds to the current term is highlighted. Compare the grades the student received in each term to assess his or her progress. To view the assignments that you used to assess the standard, click the number in the Assignments column. Then use the graph at the top of the page to see how the student performed over time on the standard.
Standards Scoresheet	Use the Standards Scoresheet to view a student's standards scores on all of the standards aligned to assignments for a reporting term on a single page. The Standards Scoresheet is similar to the Student View in PowerTeacher Gradebook.
Transfer Scores	Use the Transfer Scores page to copy the assignment scores from a student's dropped class into a new class when that student transfers into your class or moves between two sections of a class you teach after the term has started. Use the Transfer Scores page to copy scores from any term, even if the previous term is locked. Copy scores to any term, except to a locked term.
Comment Log	Use the Comment Log page to view all of the comments you've recorded for a student. Depending on the types of comments you've entered for the student, the comment log may show course grade comments, standards grades comments, and assignment comments.

Student View Page	Description
Observations	Use the Observations page to view all of the observations you've created for the student. The Observations page displays the title, location, description, escalation status, and date of the observation. Click the **Edit** icon to modify the information for an observation.
Assets and Textbooks	Use the Assets and Textbooks page to view the list of assets associated with the student. The Assets and Textbooks page displays the asset title, the description, the check-out and return dates, and the status, such as In or Out. Associate an asset to the student by clicking **Check In/Out**. View the assets for the student's other classes by clicking the **Gear** icon and selecting **Show Classes Taught by Other Teachers**.
Demographics	Use the Demographics page to view a student's personal information, such as his date of birth or mother's phone number. Administrators may choose to set up PowerSchool SIS so that you can see the contact information from any student contacts associated with the selected student.
	Regardless of the district setting, some student contact data will be available in PowerTeacher Pro if the district has enabled the student contacts feature. This includes email addresses, phone numbers, employers, and original contact types, if set. Your administrators can enable other contact information.

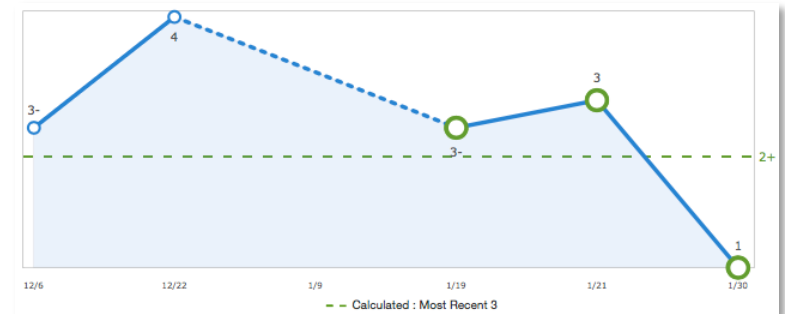# PowerSchool SIS: PowerTeacher Pro Gradebook

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Student View Page	Description
Quick Lookup - Traditional	The traditional Quick Lookup page is the same page that administrators see in PowerSchool SIS. It shows the student's attendance for the last two weeks, his current schedule, his term grades, a summary of his total absences and tardies, and his current GPA. Click a grade to see the flags (colored icons or indicators that represent common assignment notes like "Late" and "Missing") for the student's assignments and to see the standards score information. Click the **Standards** icon to view the standards aligned to an assignment. Parents, students, and administrators will also see this information for all PowerTeacher Pro sections.
Quick Lookup - Standards	To view a student's standards Quick Lookup page, click **Quick Lookup - Standards**. Then click the arrow next to one of the student's classes to view the standards aligned to the course and the student's standards final grades. Click a standard final grade to view details about it. When a student is graded on the same standard in multiple classes, the student's final grades on that standard can be averaged into one final grade—view the standard grade rollup information on this page.
PowerTeacher Portal	Click **PowerTeacher Portal** to view the selected student's screens in the teacher portal, which is opened in a new window so that you don't lose your place in PowerTeacher Pro. The screen that appears depends on which screen you set up to be the default student screen in the teacher portal. For example, you may see the student's Schedule screen.

Viewing Individual Student Progress

To review an individual student's performance:

1. At the top of the gradebook window, select a class
2. Click **Students**
3. To view the first student's performance, click **Assignments**
4. Review the student's course grades and individual assignment scores, then open the **Quick Menu** and select **Standards Progress**
5. Review the student's standards scores for each reporting term, then click the **Assignments** icon for one of the standards
6. Review the graph of standards scores, then click **Show Metrics** to review the student's other standards statistics

7. Click **Students** and select a different student to view his or her Standards Progress page

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As outlined in the "Working with Final Grades" section of this document, you can also view a student's Standards Progress graphs directly from the Standards page by clicking a student's standards grade, and then clicking the **Graph** icon in the Score Inspector. Using the Standards page to view progress graphs is useful when preparing for report cards.

Here are the definitions of the standards scores statistics that are visible when you click **Show Metrics** below the graph:

- Most Recent – The average of the most recent score(s)

- Mean – The mathematical average of the scores

- Median – The middle of the scores (half of the scores are above this number and half are below)

- Mode – The most common score achieved

- Weighted Mean – The average of the scores based on the average of total weighted points

- Highest – The highest score

These statistical values are indicators of how well the student did on a specific standard. If any of the values are low, it may mean that the student needs additional practice on the skill or concept that you're assessing, or you may need to revise the assignment. To view the student's performance on additional standards, open the **Quick Menu** and select a standard.

The orange Professional Judgment Indicator may appear next to a student's standard score on the Standards Progress page when evidence exists for mastery that may differ from the student's calculated standard score. To evaluate the student's level of mastery, click the **Assignments** icon next to the standard score.

Use your professional judgment to evaluate whether or not the calculated score is a true indication of the student's level of mastery. For example, if the student was ill or had a bad test day, his last score may not be a true indicator of his skill level, so you could choose to ignore that score and change the calculated score.
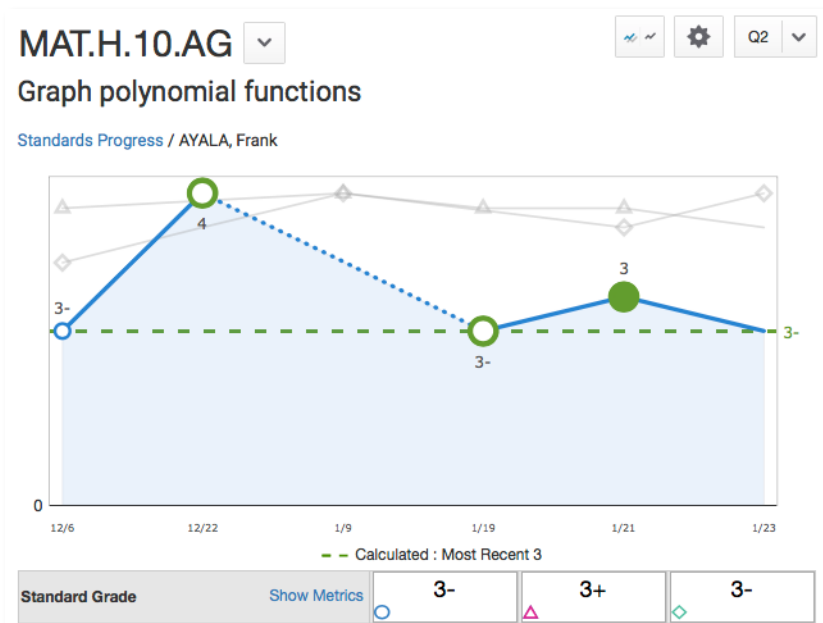
Graphing Additional Standards or Metrics

To compare a student's progress on up to four standards:

1. Click the **Gear** icon next to the term menu on the Standards Progress page

2. Click **Progress Options**

3. In the Progress Options window, select the standards you want to include in the comparison and click **OK**

4. Then, click the **Show/Hide Graphs** icon next to the Gear icon to view the student's progress on all of the selected standards

5. Click one of the symbols, such as a triangle, on one of the line graphs for a different standard to highlight it and view the scores

6. Below the graph, view the calculated standard grades, the metrics, the aligned assignments, and the scores for the standards included in the comparison

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By default, the Standards Progress graph displays a green dotted line that corresponds to the metric, such as Most Recent, used in the standards grade calculation.

To add additional metrics to the graph:

1. Click the **Gear** icon next to the term menu on the Standards Progress page

2. Click **Progress Options**

3. In the Progress Options window, open the **Additional Metric To Graph** menu and select a metric, such as **Highest**

4. Click **OK**

   A gray dotted line appears on the graph, indicating the score that corresponds to the selected metric.
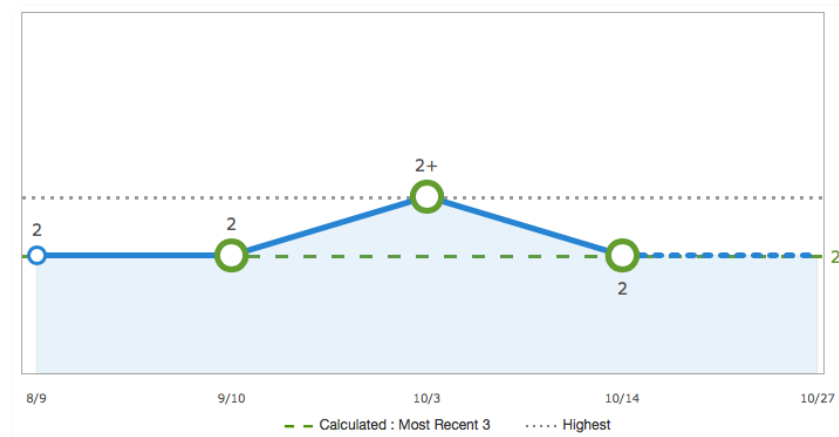
Analyzing Class Progress

To analyze the performance of an entire class, begin by selecting the class at the top of the gradebook window. Then, click **Progress**. Depending on how the gradebook is set up, you can view class progress on traditional grades and standards grades.

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Viewing Traditional Grades Progress

To view traditional grades progress:

1. From the **Progress** menu, select **Traditional**

   The graph on the Traditional Grades Progress page shows the distribution of grades for the class for the selected reporting term. The horizontal black line shows where the cutoff is between passing and failing grades. Click the **Information** (i) icon to view the traditional grades included in each color level. To the right of the graph, view a summary of the total number of students who have missing, late, or incomplete assignments.
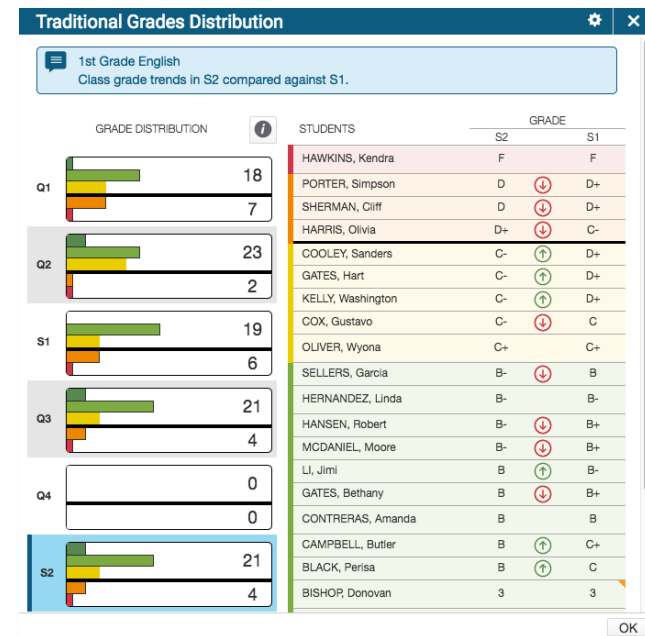

2. Click **View All** to open the Traditional Grades Distribution window

3. On the left side of the Traditional Grades Distribution window, view the grade distribution for each reporting term in the school year

4. On the right, view the grade trends of the students in the class for the selected term, compared to the previous term

   A red arrow in the Grade column indicates that the student's grade is trending down between the selected terms. A green arrow indicates an upward trend, while no arrow indicates no change. You can see which students are performing better or worse between terms.

5. To compare trends between a different selection of subsequent terms, click a term in the Grade Distribution column

6. Click the **Information** (i) icon to view the grades included in each color level

7. To close the window, click **X** in the upper-right corner

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Viewing Standards Grades Progress

To view standards grades progress:

1. From the **Progress** menu, select **Standards**

    The graph on the Standards Progress page shows the distribution of grades for each standard aligned to the course, for the selected class and reporting term. The black line shows where the cutoff is between passing and failing grades.
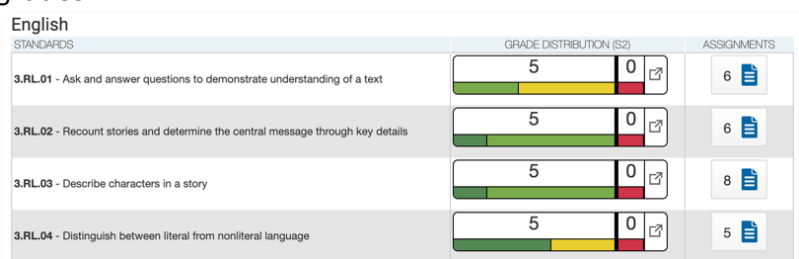

2. Click a graph to open the Standard Grades Distribution window

3. On the left side of the Standard Grades Distribution window, view the grade distribution for the selected standard for each reporting term in the school year

4. On the right, view the grade trends of the students in the class for the selected term, compared to the previous term

    A red arrow in the Grade column indicates that the student's level of mastery is trending down between the selected terms. A green arrow indicates an upward trend, while no arrow indicates no change.

5. To compare trends between a different selection of subsequent terms, click a term in the Grade Distribution column

6. To close the window, click **X** in the upper-right corner
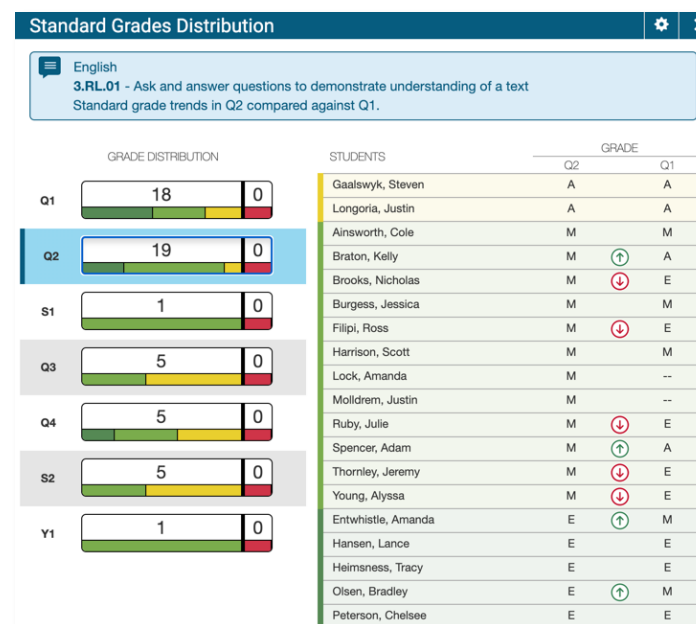
On the right side of the Standards Progress page, the number in the Assignments column indicates the number of assignments that you've used to give students opportunities to practice the standard or to assess their levels of mastery.

To view the assignments aligned to a standard:

1. Click the **Assignments** icon next to a standard

2. On the Standards Assignment Trend window, click the name of an assignment

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3. If needed, edit students' scores in the column for the selected standard and save the scores

Observations

Create observations as a way to record notes about students that you can use to help in student performance analysis, such as semester reviews.

To add an observation:

1. Click the **Create** icon
2. Click **Observation**
3. Enter a title for the observation, such as `Improved Participation Skills`
4. Open the **Student** menu and select a student

   The menu will include all students you teach, not just the ones in the class you were working with on the previous page.

5. Enter the location
6. Enter the date and time of the observation, or use the default values of the current date and time
7. Enter a description of the observation
8. To submit the observation for review by an administrator, check **Escalate for review by administration**

   This option may not be available, depending on your school's settings. When this setting is checked, the observation will be read-only, the information will become part of a teacher referral incident for administrators to view in PowerSchool SIS, and the reviewing administrator will receive a notification of the observation.

9. Click **Save**

View and edit the observations you create by clicking **Class** and selecting **Observations**. Change the selected class or group at the top of the page to see their observations. Access the observations for a student using the **Students** menu, or, when viewing a student page, using the **Student View** menu and selecting **Observations**.

Assets and Textbooks

Manage the distribution of textbooks and other assets by checking the materials in or out. View and edit asset information at the class or individual student level.

Managing Assets at the Class Level

To manage assets at the class level:

1. Click **Class**
2. Click **Assets and Textbooks**
3. Select a class or group from the menu at the top of the page to see their assets and the check-in/check-out status
4. To record that a student has possession of an asset, click **Check In/Out**
5. Select the student from the menu
6. Enter the asset tag, such as the textbook number

   If configured, you can also scan asset tags.

7. Open the **Condition When Checked Out** menu and select an option, such as **Lightly Used**
8. Add any notes about the terms of the checkout or the condition of the asset

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9. Click **Check Out**

Managing Assets at the Student Level

To manage assets for an individual student:

1. Click **Students**

2. Click **Assets and Textbooks**

3. To view the assets associated with other teachers, click the **Gear** icon and select **Show Classes Taught by Other Teachers**

4. To check in an asset, click **Check In/Out**

5. Enter or scan the asset tag

6. Update the condition of the asset and add notes

7. Click **Check In**

Communicating with Students and Contacts

If your district has enabled the email option in PowerSchool SIS, then you can communicate with your students and their contacts while reviewing assignments and grades. Keep in mind that emails are sent to only students and contacts who have email addresses listed in PowerSchool SIS and that emails are sent to only a contact's primary email address. Also note that this feature should not be used to communicate information related to student safety.

Emailing Students and Contacts

Send emails to your students and their contacts from within PowerTeacher Pro to share information. Keep in mind that emails can contain only plain text. If you need to send your students and their contacts attachments, use the **Copy Emails** function to copy the email addresses into a different email client.

The Create Email window also includes filter options you can use to select specific students and contacts, such as only students and their parents or guardians. To show or hide the filter, click the **Gear** icon.

Filter types include:

- Type – Student and Contacts options

- Email – Has Email and No Email options

- Contact Type – Father, Mother, Guardian/Has Custody, Emergency Contact, Receives Mail, and School Pickup options

- Name – Search field

To send emails to students and/or contacts:

1. Click the **Create** icon

2. Choose **Email**

3. On the Recipients tab, select the class or classes

4. If needed, click the **Gear** icon and select **Show Filter** to open the filter, then select from the options and click **Apply** to filter the recipient list

5. To select all of the students in the selected class(es), check the box at the top of the Students column, or select individual students using the check boxes

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6. To select all of the associated contacts, check the box at the top of the Contacts column, or select individual contacts using the check boxes

   Contacts are listed under the associated student's name in the list of recipients, in the order in which they appear in PowerSchool SIS (ex: the primary contact is first).

   If you need to send an attachment, click **Copy Emails**, and then paste the emails into a different email client that you can use to send attachments.

7. Click the **Message** tab

8. Enter the subject of the email

9. In the **Message** text box, enter the body of your email message

10. Check **CC Me** to send a copy of the message to yourself

11. Click **Send**

Running PowerTeacher Pro Reports

The gradebook contains reports that you can view onscreen or print. Run each report by clicking **Reports**, selecting the report name, and defining the report criteria and formatting options. Personalize each report by entering a custom title or by including a top note, bottom note, or signature line. The following table provides brief descriptions of the reports:

Report Name	Description
Final Grades Report	• Use this report to print and validate your final grades and comments for your classes for the selected term before submitting grades to an administrator • Use this report when an administrator requires you to submit a signed final grade and comments verification report during the End of Term process • Include a signature line, points, percentages, grades, and/or comments • Run the report as a PDF or an Excel spreadsheet

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Report Name	Description
Individual Student Report	• Use this report to view or print a summary of the class activity per student • Include only one class or the student's full schedule • Generate a report similar to the Multi-Section Report in PowerTeacher Gradebook that includes scores for any course a student or a whole class is taking • Include student numbers next to student names for identification purposes • Present a summary of student work to parents at conferences or to a principal during a review, or use the report as a midterm update for students and parents • Choose whether or not to include course grades and attendance, assignments, category totals, standards scores, citizenship scores, and comments • Print the report for a few students or a group

Report Name	Description
Missing Assignment Report	• Use this report to create lists of assignments that have not been scored, have been marked with the Missing flag, or both • Run the report for a selected term by class or by student • Run the report as a PDF or an Excel spreadsheet
Multi-Function Assignment Report	• Use this report to view or print a list of students and scores per assignment • Use it to find missing, late, or incomplete assignments, to help students and parents keep up with class work, to target students who need extra help, or to gauge which assignments present the most challenges to students
Scoresheet Report	• Use this report to print a copy of the Scoresheet page • Include final grades and assignment scores • Use student numbers or names • Sort students by name, student number, or randomly • Use it to post a printout of students' grades • Run the report as a PDF or an Excel spreadsheet

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Report Name	Description
Standards Grades Report	• Run this report to generate a spreadsheet-style summary of standards grades earned by students in your classes • View standards grades for all reporting terms and assignments that are within a specific date range, for all students • Include the standard identifier, name, or both • Run the report as a PDF or an Excel spreadsheet • Note: You can run the By Assignment option for only one class at a time
Student Roster	• Use this report to view or print demographic information by class • Use the report, for example, to keep track of money collected for classroom field trips, or as an emergency contact list • Customize the report by adding blank columns (the report remembers the information you entered last) • Use the Order arrows to arrange the columns in any order • Run the report as a PDF or an Excel spreadsheet

Using the Report Queue

Navigate to the Report Queue to view reports you've generated. Access the Report Queue by either clicking **Reports** in the navigation menu and selecting **Report Queue** or clicking the **Notifications** icon and selecting **Report Queue**.

Reports in the queue are listed by name and date. View the icons in the Status column to see if a report is running, pending, completed, cancelled, or if there was an error. Refer to the legend for icon definitions.

To download and view a report, click the report name. To delete a report, click the **Delete** icon (looks like a trash can) in the Actions column. To rerun a report using the same settings you used to run the original version, click the **Information** (i) icon in the Actions column, then click **Resubmit**. To update the status of a running or pending report, click **Refresh**.

Running the Individual Student Report

To run the Individual Student Report:

1. Click **Reports**
2. Select **Individual Student Report**
3. Enter a report title, such as `Progress Report`

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4. Open the **Select Classes** menu and choose the classes to include on the report

5. To use a previously customized class name, check **Use Custom Class Name**

6. Since you are creating a progress report that includes students' course grades in only your class instead of all of their classes, leave the **Include Students' Full Schedule** check box clear

   Check **Include Students' Full Schedule** to create a multi-section report that includes scores for any class the student is taking.

7. In the Sort Options section, open the **Layout** menu and choose **By Section, By Student**

8. To sort the report by students' last names, open the **Students** menu and choose **Last Name**

   To use the preference for how student names are sorted by default in your gradebook that you defined under **Settings > Display Settings**, choose **Gradebook Preference**.

9. Use the **Assignments** menu to sort the assignments by due date or by category and due date

10. Open the **Areas To Include** menu and check **Course Grade Comments** and **Assignment Comments** to include any comments that you've entered about the students in the report

    Course Grades and Attendance, **Assignments**, and **Category Totals** are checked by default. If citizenship score entry is enabled, select **Citizenship** to include citizenship scores.

11. Click the **Areas To Include** menu again to close it

12. Verify that **Show Percentages** is selected to include students' grade percentages in the report

13. To help with identifying students with the same name, add student numbers to the report by selecting **Include Student Number with Student Name**

14. To include students' grades from the current term, use the default settings under Date Range

15. Use the default settings under Data Filters to include any assignments, any scores, any category, and any course grades

16. Open the **Students** tab

17. To run the report for a selection of students rather than for all of the students in the classes, click **Add/Remove Students**

18. All of the students are selected by default, so clear the check box to the right of the Filter area, then in the list of students, check the boxes next to individual student's names

19. Scroll to the top of the page and click the **Format** tab

20. Since you are including all of the available data in the report, leave the page orientation set to **Landscape** to make the text easier to read

21. Use the default option **PDF** for the report output

22. To create a page break between students, check **Page Break**

23. Choose to exclude row shading to save ink during printing

24. Leave the **Include** check box clear for the Top Note option, since you don't plan to include a note at the top of the report

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25. Leave the **Include** check box clear for the Bottom Note option, since you don't plan to include a note at the bottom of the report

26. Clear the **Signature Line** check box, since you don't need parents to sign the report

27. To generate the report, click **Run Report**

    An alert at the top of the window indicates that the report is being processed.

28. To open the Report Queue, click **View Reports**

    Or, click the **Notifications** icon—which has a red number indicating the number of reports that are ready—and then select **Report Queue**.

29. If the report is still running, click **Refresh** to update the status

30. To download the completed report, click the report name

Progress Report						(2918) Ainsworth, Cole	
Class: 2(A) 3rd Grade English (2020-2021)						Teacher: Dempsey	
Final Grade							
Rpt. Term	Grade	Percent	Absent	Tardy	Missing	Late	Incomplete
S2	C	79%					
Standard Final Grade							
Rpt. Term	Identifier		Name				Grade
S2	3.RL.01		Ask and answer questions to demonstrate understanding of a text				A
S2	3.RL.02		Recount stories and determine the central message through key details				M

Running the Missing Assignment Report

To run the Missing Assignment Report by student:

1. Open the menu at the top of the gradebook window and select a class

2. Click **Reports**

3. Select **Missing Assignment Report**

4. Enter a report title, such as `S2 Missing Assignments`

5. Since you selected a class before you navigated to the Reports menu, use the class that is already selected for the Classes option

6. To include both the students' names and student numbers in the report, open the **Student Field** menu and select **Both**

7. Under Sort Options, open the **Layout** menu to choose **By Student** so that the report will include one page per student (rather than one page of all of the students who are missing assignments in the class)

8. To sort the report by students' last names, open the **Students** menu and choose **Last Name**

9. To sort the list of missing assignments included in the report by the most recent due date first, open the **Assignments** menu under Sort Options and choose **Due Date (Newest First)**

10. Under Data, open the **Assignments** menu and select **Both** to include both assignments that have not been scored and the ones you've marked with the Missing flag

11. For the **Categories** menu, use the default selection to include all categories of assignments in the report

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12. Under Date Range, open the **Assignments** menu and select **S2** to include missing assignments from Semester 2

13. Click the **Students** tab at the top of the page and verify that the report applies to all of the students in the selected class

14. Click the **Format** tab

15. Open the **Orientation** menu and choose **Landcsape**

16. Use the default option **PDF** for the report output

    To work with the data in a spreadsheet, choose **Excel**.

17. Use the default settings for the rest of the format options

18. To generate the report, click **Run Report**

    An alert at the top of the window indicates that the report is being processed.

19. To open the Report Queue, click **View Reports**

20. If the report is still running, click **Refresh** to update the status

21. To download the completed report, click the report name

Missing Assignment Report		Filipi, Ross (2914)
Class: 2(A) 3rd Grade English		**Teacher Name**: Dempsey, Jackie
Due Date	**Assignment Name**	**Pts**
06/24/2021	Vocabulary Project	100.0
06/22/2021	Chapter 12 Review	25.0
03/31/2021	Chapter 10 Test	100.0
03/06/2021	Unit 3 Homework	25.0

Running the Student Roster Report

To run the Student Roster report for a class:

1. Open the menu at the top of the gradebook window and select a class

2. Click **Reports**

3. Select **Student Roster**

4. Enter a report title, such as `Field Trip Roster`

5. Since you selected a class before you navigated to the Reports menu, it is already selected for the Classes option

6. To sort the roster of students by last name, open the **Students** menu and choose **Last Name**

7. Add columns of student information by opening the **Add Columns** menu next to Student Columns and clicking **Add** next to Gender and Grade Level

8. Click **Add** next to Blank twice to include a column for taking attendance and one for tracking participation

    A column titled "Name" is included by default to list the students' names.

9. Click the **Add Columns** menu again to close it

10. Enter `Attendance` as the title of the first blank column

11. Enter `Participation` as the title of the second blank column

12. Add columns of contact information by opening the **Add Columns** menu next to Contact Columns and clicking **Add** next to Contact Name and Contact Phone

    Note that the contact options are determined by the district-level settings.

13. Click the **Add Columns** menu again to close it

14. Open the **Filter Contacts** menu and select the contact type, if desired

15. Click the **Students** tab at the top of the page and verify that the report applies to all of the students in the selected class

16. Scroll to the top of the page and click the **Format** tab

17. Open the **Orientation** menu and choose **Portrait**

18. Use the default option **PDF** for the report output

    To work with the data in a spreadsheet, choose **Excel**.

19. Use the default settings for the rest of the format options

20. To generate the report, click **Run Report**

    An alert at the top of the window indicates that the report is being processed.

21. To open the Report Queue, click **View Reports**

22. If the report is still running, click **Refresh** to update the status

23. To download the completed report, click the report name

Field Trip

Name	Gender	Grade	Attendance	Participation
AYALA, Frank	M	12		
BAILEY, MacDonald	M	12		
BERGER, Harvey	M	12		
CASE, Shaniqua	F	12		
CASEY, Headroom	F	12		
CLINE, Matt	M	12		
COBB, Hunter	F	12		
FRIEDMAN, Bennet	F	12		