

Switching Gradebook Type from PowerTeacher Gradebook to PowerTeacher Pro

Changing the Gradebook Value of Section

The Gradebook Type field on the Edit Section page can be set manually on a section-by-section basis, or changed for a selection of sections, via DDA or via import.

The field to edit is in the Sections table -

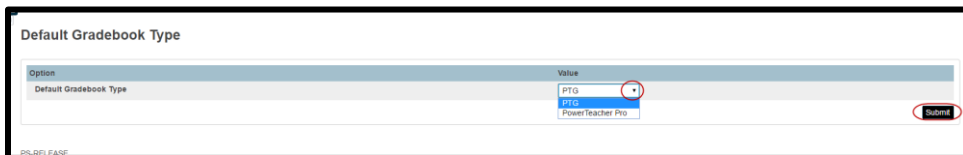
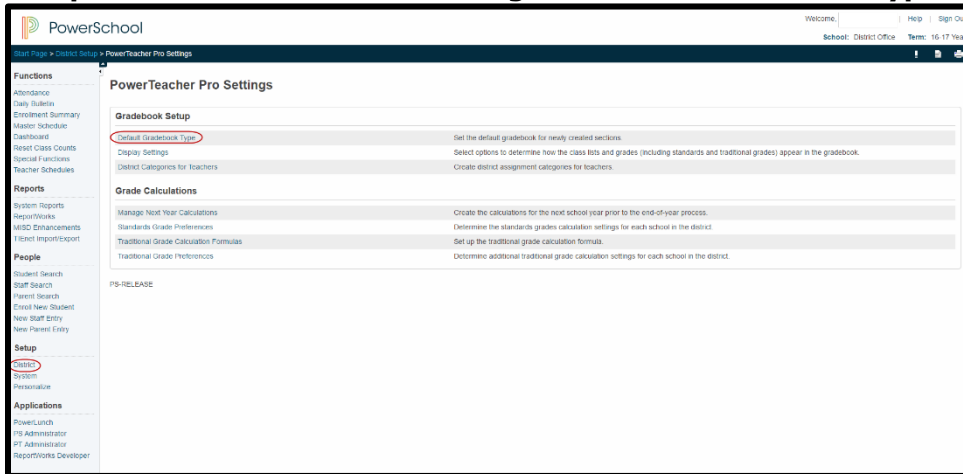
GradebookType

PowerTeacher Gradebook is [Sections]GradebookType = 1

PowerTeacher Pro is [Sections]GradebookType = 2

Default Gradebook Type

You can specify a Default Gradebook Type for new sections at: **Start Page > District Setup > PowerTeacher Pro Settings > Default Gradebook Type**



NOTE: This will not change over current PowerTeacher Gradebook sections to PowerTeacher Pro. However, it will set the default for the newly added sections for their gradebook type to be PowerTeacher Pro.

NOTE: If you set the default gradebook type prior to your end of year roll over all of your sections will be PowerTeacher Pro sections.

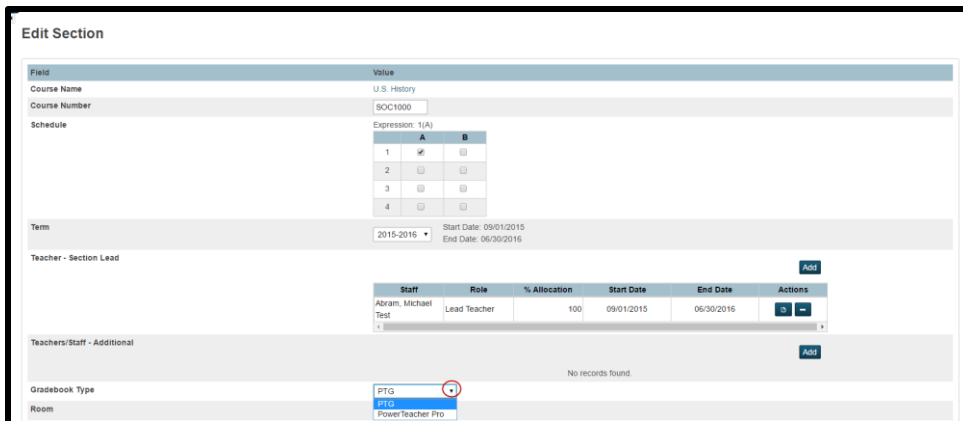
Changing Via the Edit Section Page (Section-by-section)

You can access the Edit Section page at either of these locations:

Start Page > School Setup > Sections > [Course Number] >

[Section Number] Start Page > Teacher Schedules > [Teacher

Name] > [Section Number]



Edit Section

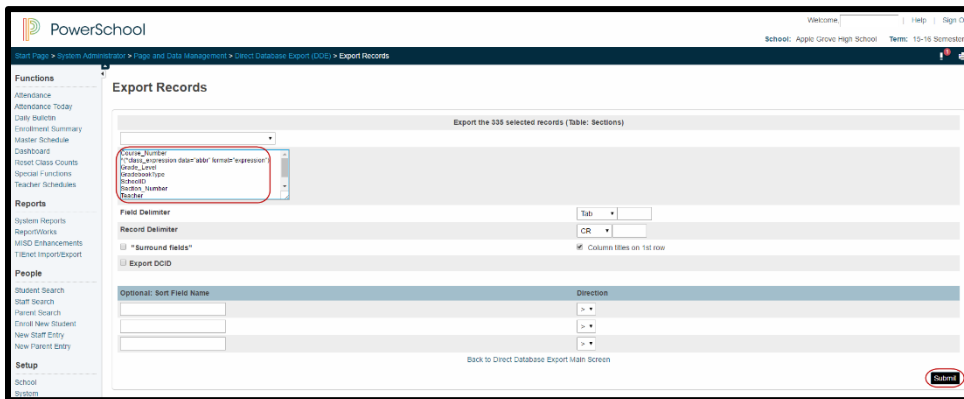
Field	Value															
Course Name	U.S. History															
Course Number	SOC1000															
Schedule	Expression: 1(A) <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>2</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>3</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>4</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		A	B	1	<input type="checkbox"/>	<input type="checkbox"/>	2	<input type="checkbox"/>	<input type="checkbox"/>	3	<input type="checkbox"/>	<input type="checkbox"/>	4	<input type="checkbox"/>	<input type="checkbox"/>
	A	B														
1	<input type="checkbox"/>	<input type="checkbox"/>														
2	<input type="checkbox"/>	<input type="checkbox"/>														
3	<input type="checkbox"/>	<input type="checkbox"/>														
4	<input type="checkbox"/>	<input type="checkbox"/>														
Term	2015-2016 Start Date: 09/01/2015 End Date: 06/30/2016															
Teacher - Section Lead	<table border="1"> <thead> <tr> <th>Staff</th> <th>Role</th> <th>% Allocation</th> <th>Start Date</th> <th>End Date</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Abram, Michael</td> <td>Lead Teacher</td> <td>100</td> <td>09/01/2015</td> <td>06/30/2016</td> <td><input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/></td> </tr> </tbody> </table>	Staff	Role	% Allocation	Start Date	End Date	Actions	Abram, Michael	Lead Teacher	100	09/01/2015	06/30/2016	<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>			
Staff	Role	% Allocation	Start Date	End Date	Actions											
Abram, Michael	Lead Teacher	100	09/01/2015	06/30/2016	<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>											
Teachers/Staff - Additional	No records found. <input type="button" value="Add"/>															
Gradebook Type	PTG (PowerTeacher Pro)															
Room																

Changing Via DDA (Course Number in Mass)

1. Navigate to DDE: Start Page > System > Direct Database Export (DDE).
2. Select the Sections(3) table.
3. To select all sections for a specific course for a specific term, you will need to search the Course_Number and TermID.
 - Search Course_Number = (Course number from School > Courses)
 - Search TermID >= (1 less than current year or future year's TermID)
 - Please see below for search queries to change all terms for the following years.
 - 2016-2017 >= 2599
 - 2017-2018 >= 2699
 - 2018-2019 >= 2799
 - Search all ### Records in this table.
4. Make sure to click Table View and verify your selection.
5. When you're confident you have the desired sections selected, switch to DDA.
6. Click Modify Records.
7. From the dropdown menu, select Gradebooktype.
8. Enter the value of the Gradebook you'd like to use. (1 = PowerTeacherGradebook, 2 = PowerTeacher Pro)

Changing Via Import

1. Navigate to DDE: Start Page > System > Direct Database Export (DDE).
2. Select the Sections(3) table.
3. Select all sections in a current or future term by searching TermID
 1. Please see below are search queries for TermIDs.
 - 2016-2017 >= 2599
 - 2017-2018 >= 2699
 - 2018-2019 >= 2799
 - Search all ### Records in this table.
4. Make sure to click Table View and verify your selection.
5. When you're confident you have the desired sections selected, click Export Records.
6. Fields that need to be exported are:
 1. Course_Number
 2. ^>(*class_expression data="abbr" format="expression")
 3. Grade_Level
 4. GradebookType
 5. SchoolID
 6. Section_Number
 7. Teacher
 8. TermID
7. Click Submit.

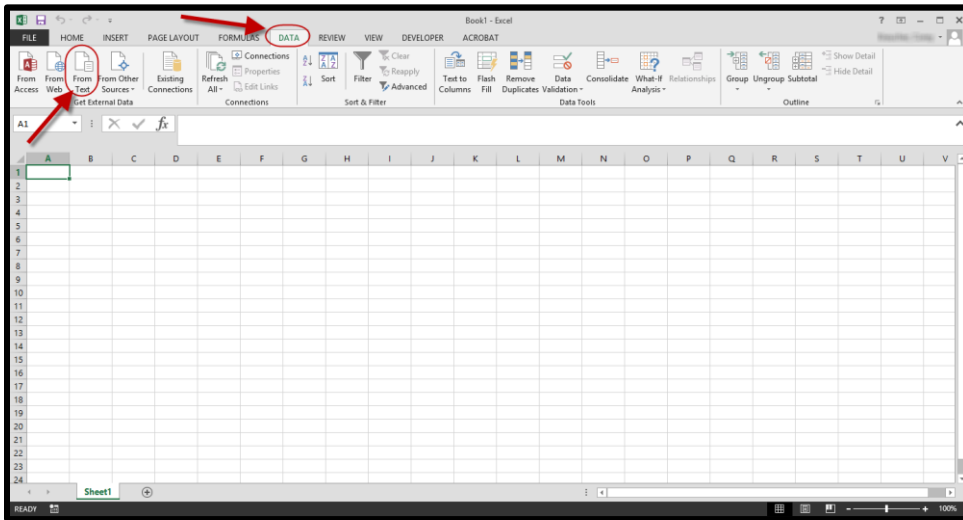


See pages 4 – 6 for instructions on how to import text files into Excel.

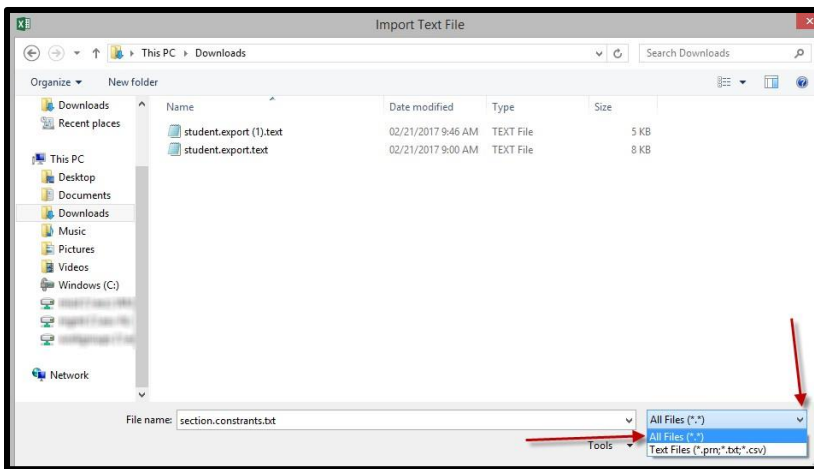
Importing text files into Excel

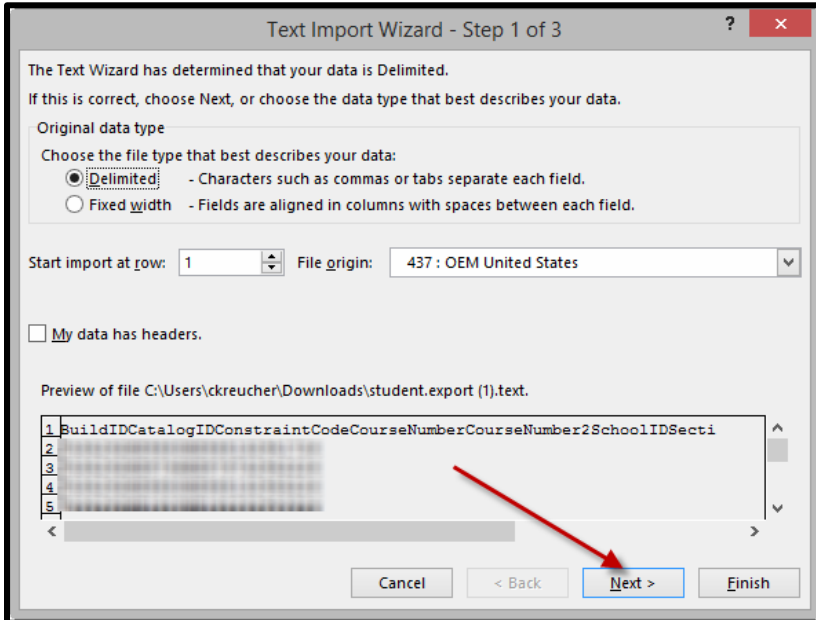
Open Excel in a blank workbook. Click on the Data Tab.

Click on the From Text button in the Get External Data area. Browse to your file.

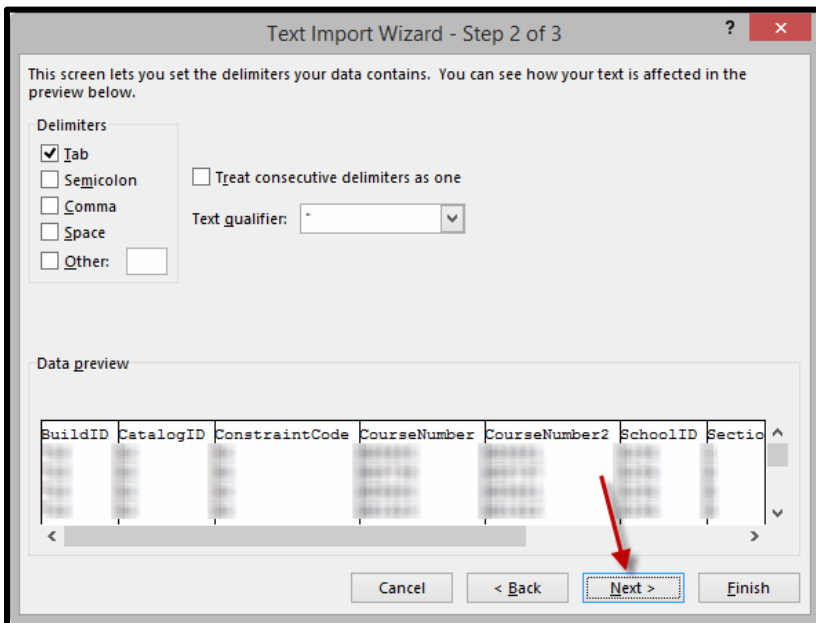


Click on the dropdown to select file type and change to All Files(*.*) Select your file and click Import.

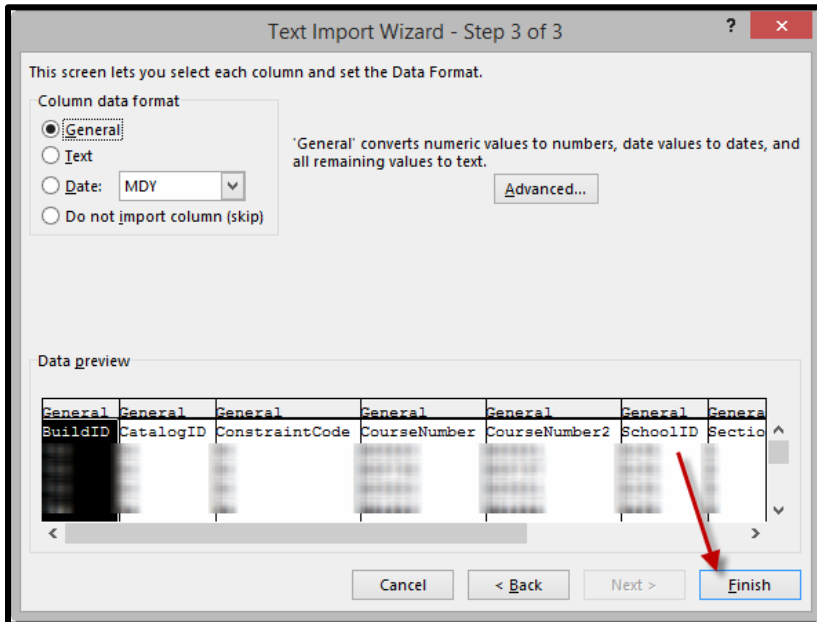




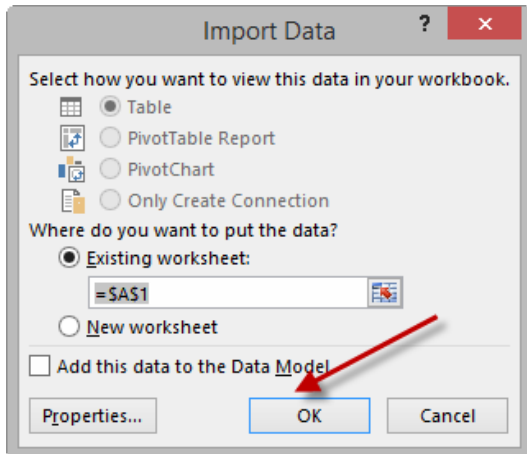
Click Next.



Click Next.



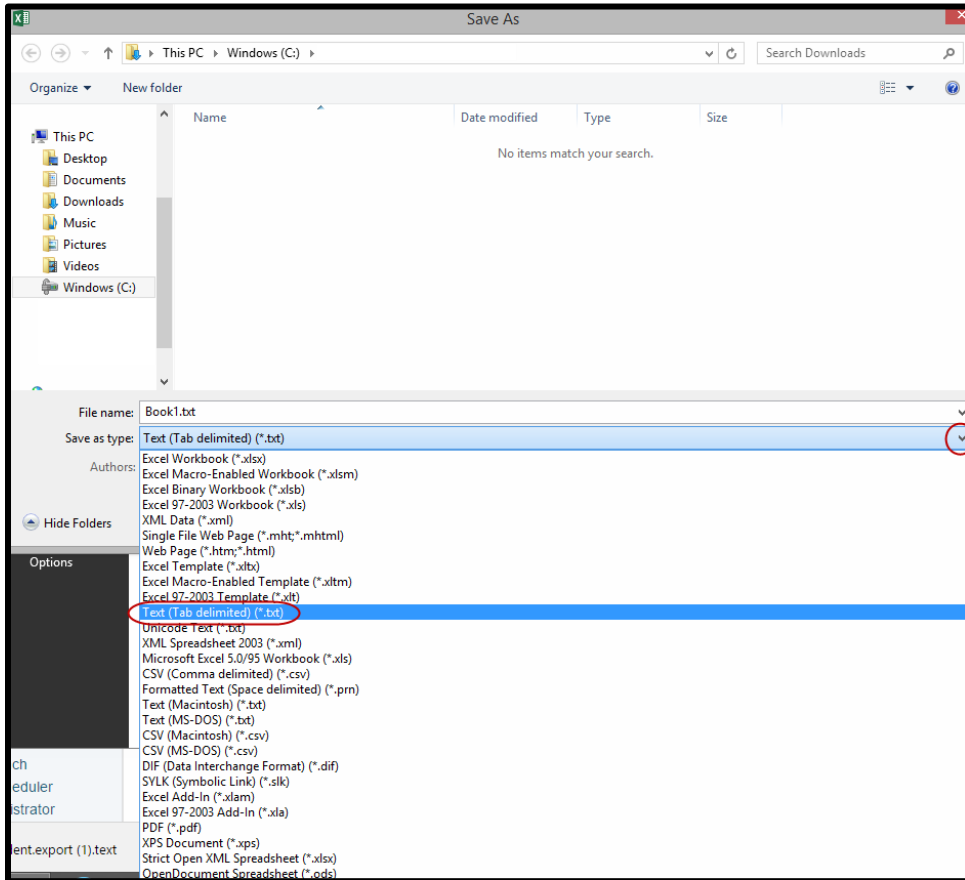
Click Finish.



Select OK to import the data beginning with the first cell (A1).

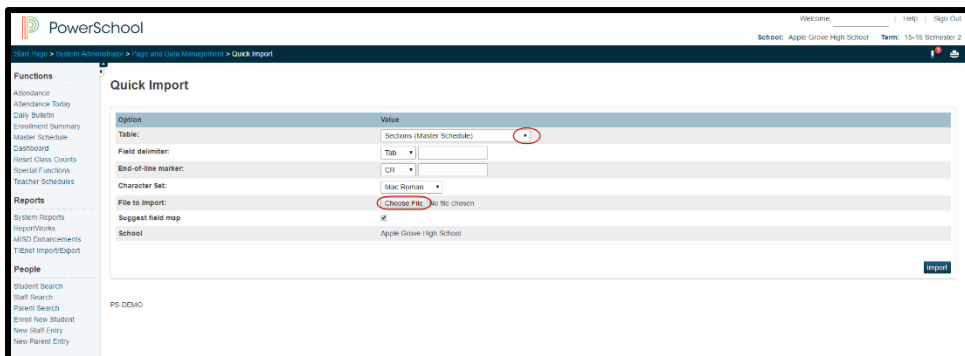
1. Enable filters in Excel to manipulate your data. You can sort by Grade_Level, Course_Number, SchoolID, Teacher and/or TermID.
2. Once you have your selection, you can now update your gradebook type.
 - Modify the GradebookType column. Enter the value of the Gradebook you'd like to use. (1= PowerTeacherGradebook, 2 = PowerTeacher Pro)
3. Highlight all of your filtered data and copy and paste it into a separate workbook.
4. Delete your original workbook and save your filtered results.

5. File Save As Text (Tab delimited)

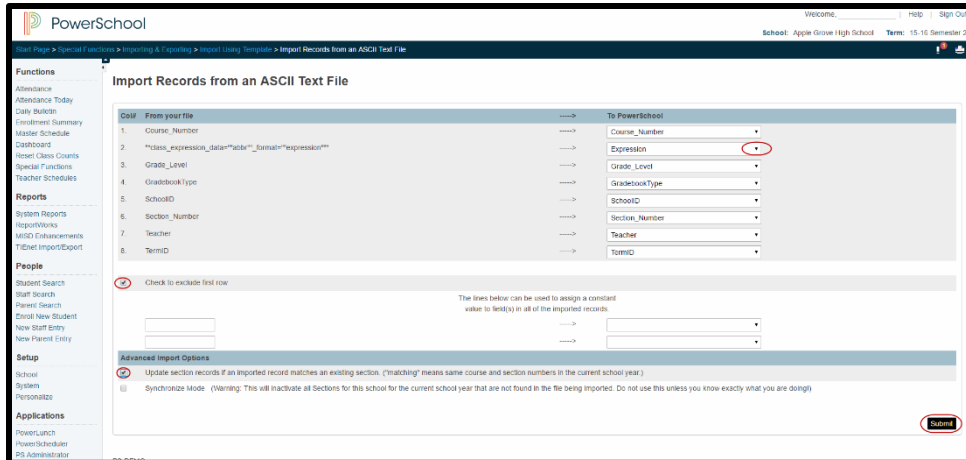


6. In PowerSchool, Special Functions > Importing & Exporting > Quick Import

- Select Table: Sections (Master Schedule).
- Leave other settings at default.
- Choose file.
- Click Submit.



7. On the import records screen be sure to map the expression field, check to exclude first row and check Update section records.
8. Click Submit



9. A notification screen will be displayed once the import has completed.