PowerTeacher Pro
for Teachers

Users Guide

For use with PowerSchool Version 10.+
PowerTeacher Pro Version 1.0

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PowerTeacher

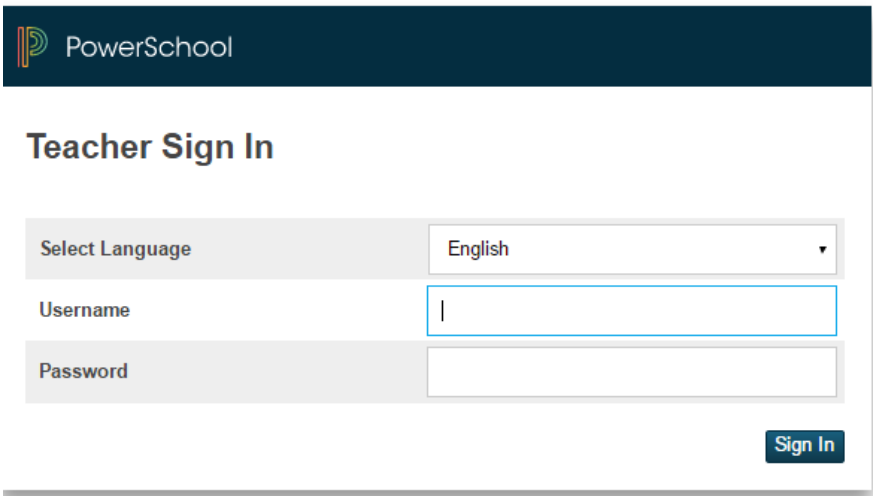
Part 1

PowerTeacher

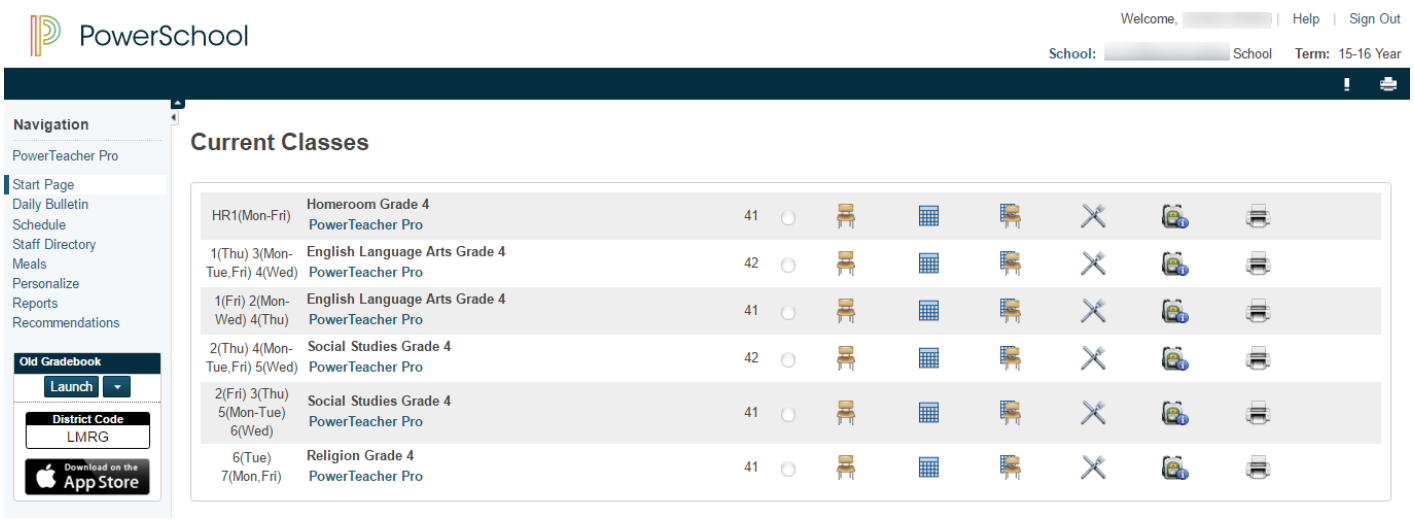
POWERTEACHER

Logging in

URL: http://Yourseveraddress/teachers

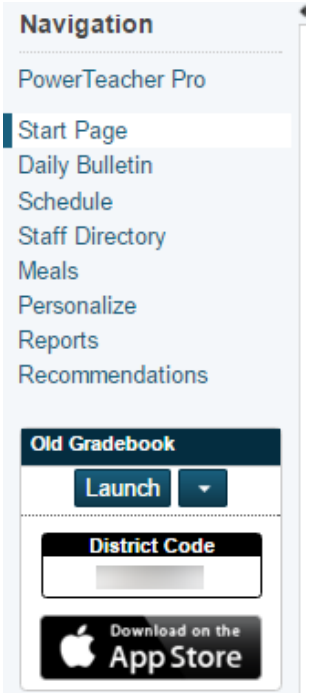


Enter your username in the top box and password in the lower box then click on the Enter button or your Enter key on your keyboard and a screen similar to the one below will appear:



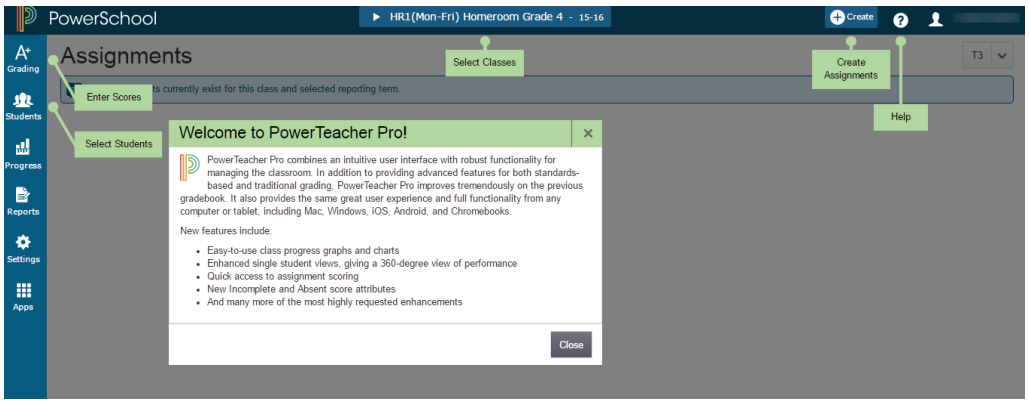
Notice only the classes you teach are listed.

Left Navigation Icons



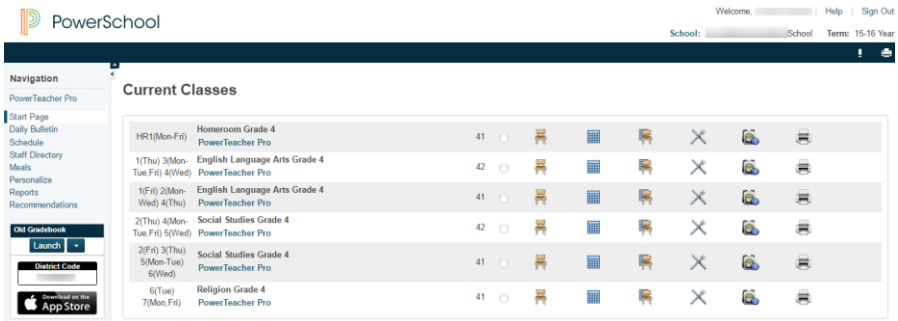
PowerTeacher Pro

The PowerTeacher Pro link will take you to the PowerTeacher Pro Gradebook.



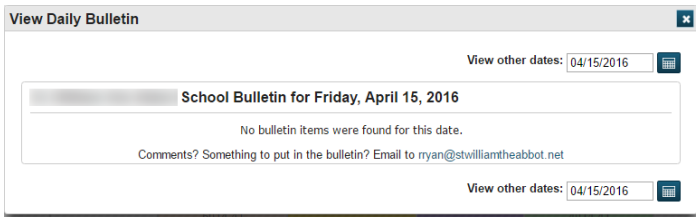
Start Page

The Start Page link will take you back to the first page after you log in.



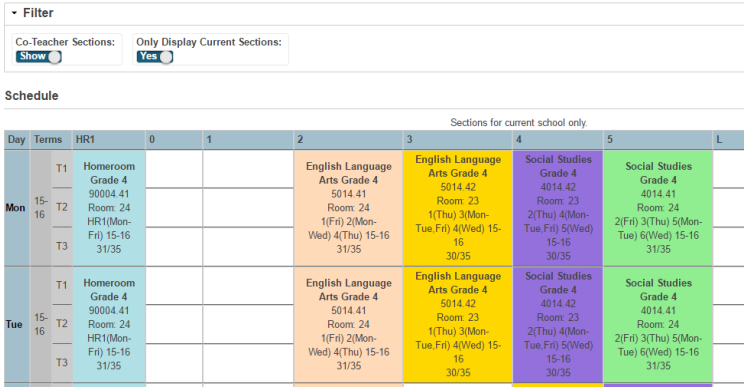
Daily Bulletin

The Daily Bulletin link allows your administrators to communicate with teachers and parents.



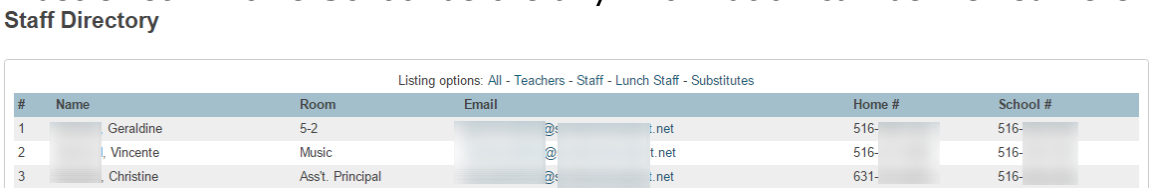
Schedule

The Schedule link displays the Teacher's schedule Matrix.



Staff Directory

The Staff Directory link allows you to view information about your colleagues. Information must exist in PowerSchool before any information can be viewed here.

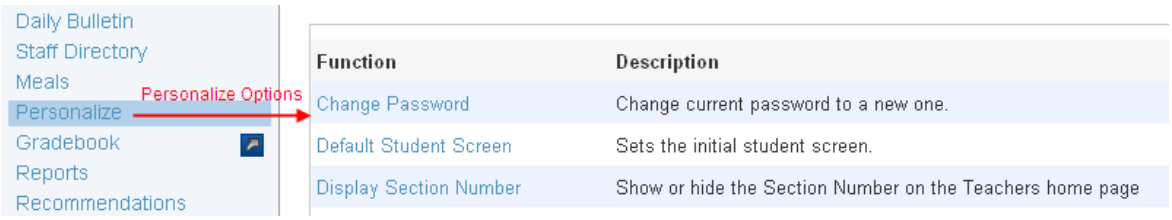


Meals

The Meals link allows you to view your personal lunch balance if your school uses PowerLunch.

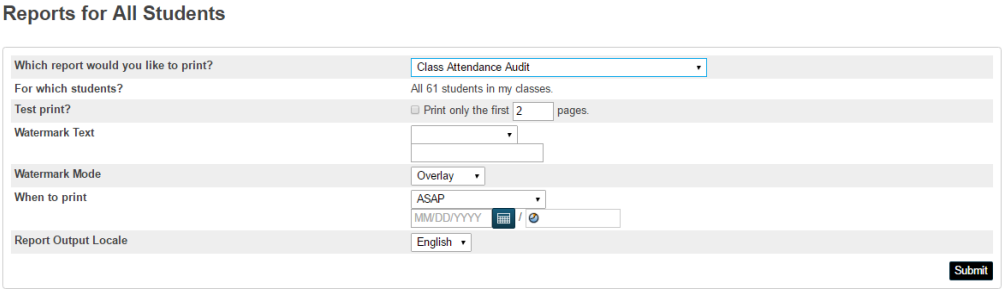
Personalize

The Personalize link allows you to change your password and set up the page most useful to you after you log on.



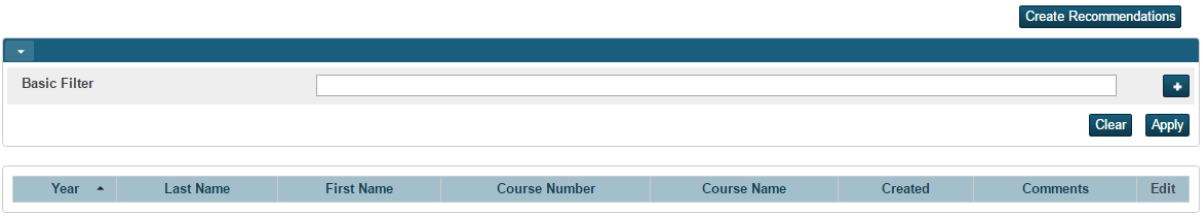
Reports

The Reports link allow you to print reports that have been made available to you by your school's PowerSchool administrator

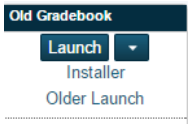


Recommendations

The Recommendations link will allow schools that use Teacher Recommendations to submit/view recommendations for a group of students or a single student.



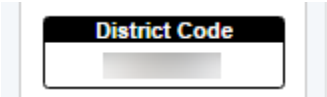
Old Gradebook



The link for the Old Gradebook is used if a teacher still has one or more sections associated to Powerteacher Gradebook. Click on the Arrow to select the Installer Method or the Old Java based launch method.

District Code

If teachers are still using PowerTeacher Gradebook then the 4 character code that teachers would need to log into the PowerTeacher Mobile App for Ipad will appear. This app is only used by teacher that are still using PowerTeacher Gradebook. There is not a Mobile App for PowerTeacher Pro as this gradebook is available in full form on all platforms/devices.



Additional Start Page Icons:

Help

The Button at the top right part of your screen next to the Logout Bu wer many questions. Please be sure you are located on the page you wis information about. Then click on the ? symbol for more information.

PowerSchool Icon

The PowerSchool icon in the upper left corner is the Home key for PowerTeacher. Click on the Icon to return to the Start Page in PowerTeacher.

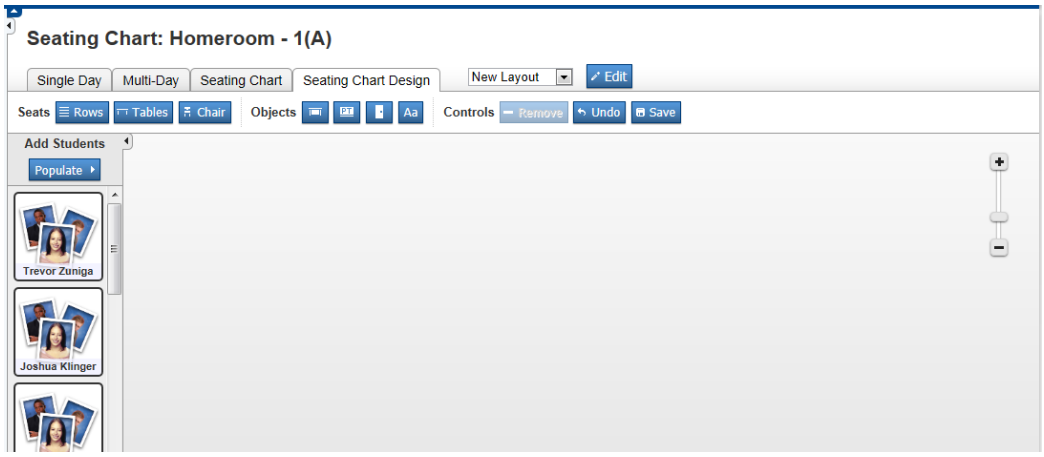
Course Icons

Seating Chart Setup

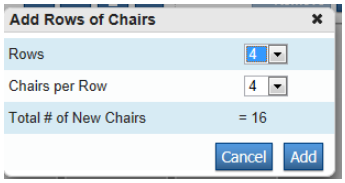
PowerSchool now has the ability for Teachers to create seating charts. Seating Charts can then be used to take attendance. As a result, the Seating Chart Design option is located within the Attendance pages.

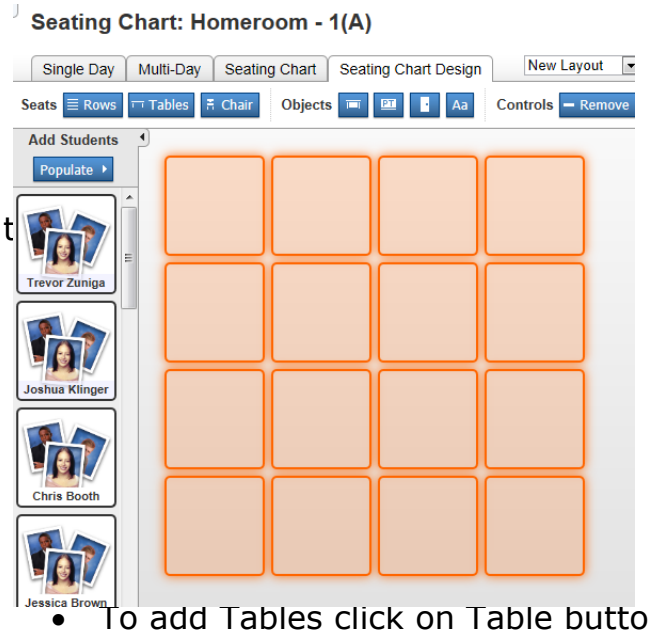
Within the Seating Chart, the teacher has the ability to create arrangements using rows or tables, the number of which is set by the teacher.

To Create a Seating Chart the teacher would first click on the Attendance Chair from the Start Page and then go to Seating Chart Design.



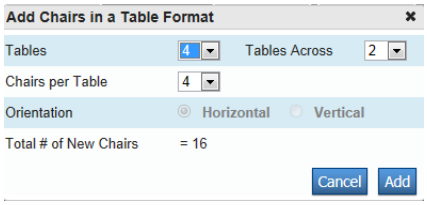
- To add a row click on the Row Button. Select the desired number of rows and Columns and then click Add.

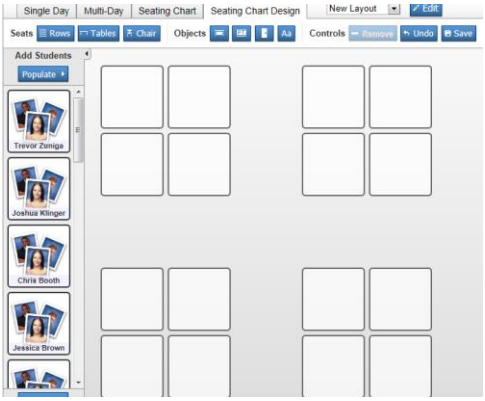




This would return a blank chart that looks like the picture on the left

- To add Tables click on Table button. Select the desired number of tables, the number of chairs at each table and then number of tables to appear in each row.





This would return a blank chart that looks like the one to the left.

- To add a single Chair click on Chair button. This will add one additional chair to your chart.

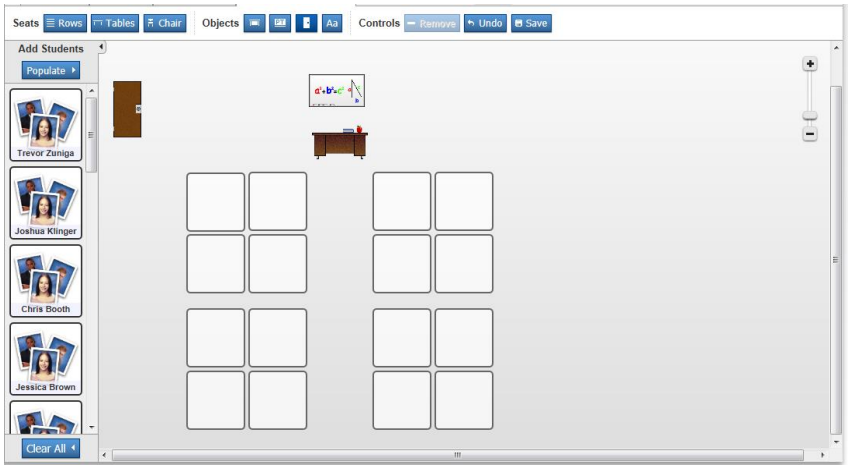
- You can also add additional items to your chart such as a Teacher's desk, White Board, Door and Class label. To add any of these items you would simply click on the appropriate button at the top of the screen. These items allow you orient your room correctly.

- To remove an item from the Chart simply highlight (click on) that item and then click Remove.

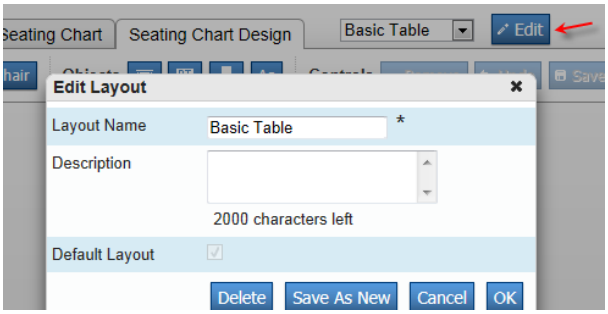
- You can "UNDO" your last movement by clicking the Undo button.

- The Scale slide on the right side of the screen will allow you to zoom in/out of your seating Chart.

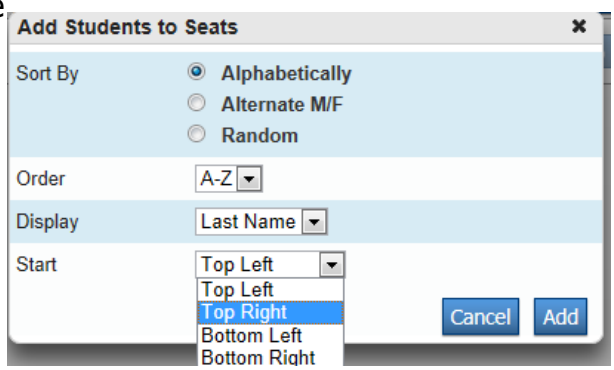
- You can also move any item on the chart by clicking on and dragging the item where you want it to sit.



- Once you have finished the layout of your seating chart you can save the layout by clicking Edit. When you do this a new window will appear. Give this layout and Name and Description and then click "Save as New".



- After your layout has been saved you can populate it with students by clicking on the Populate button. This new window will ask how you want your students arranged on the page



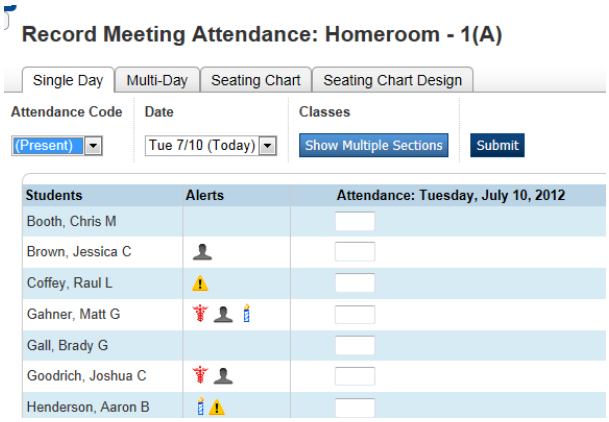
- Choose how you want your students Sorted, whether you want them ordered A-Z or Z-A, whether you want the First Name or Last Name Displayed, and finally when populating the chart do you want PowerSchool to start adding student from the Top Left or Right or the Bottom Left or Right. Once you have made all of your selections click Add.

- Finally, after you have finished creating and populating your seating chart be sure to hit "Save" to capture any changes.

Attendance

Teachers have multiple options for how they would like to take attendance. They can take attendance for just a **Single Day**, for **Multiple Days** or through the use of the **Seating Chart**.

Once any of the attendance options is selected, the teacher gains access to the additional options of entering attendance for a Single Day (date of their choosing or current date depending on School Setup), for Multiple Dates (if enabled) or through the Seating Chart. Additionally, in the Single Day view, Teachers can see any Alerts that have been created students. To view the Alert information simply click on the Icon to open the Alert window.

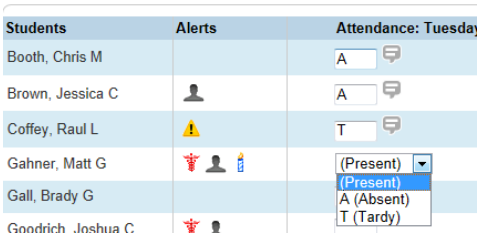


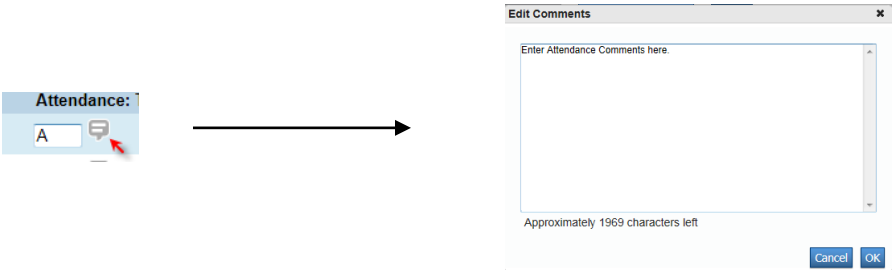
Single Day Attendance

- From the Start Page, click on the Chair Icon.

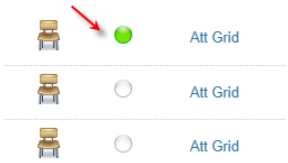
- First, select the attendance code from the drop down.
- Next click the Date for which you wish to enter attendance.
- If there are multiple sections of this course you can click on Show Multiple Sections. It will then show you a combine roster of students. Click Show Single Sections to revert back to just the one section.
- Click into the blank field to the can either select the correct Attendance code from the drop down menu at the top then click in the box to the right of the student's name. Whichever attendance code you initially selected will appear at the top of a new drop down. Simply move to the next student or if you need to select a different code do so from this drop down.

Once an attendance code has been entered for a student you will see a gray balloon icon appear to the right of the code. By clicking on this icon a teacher can now enter Attendance Comments.



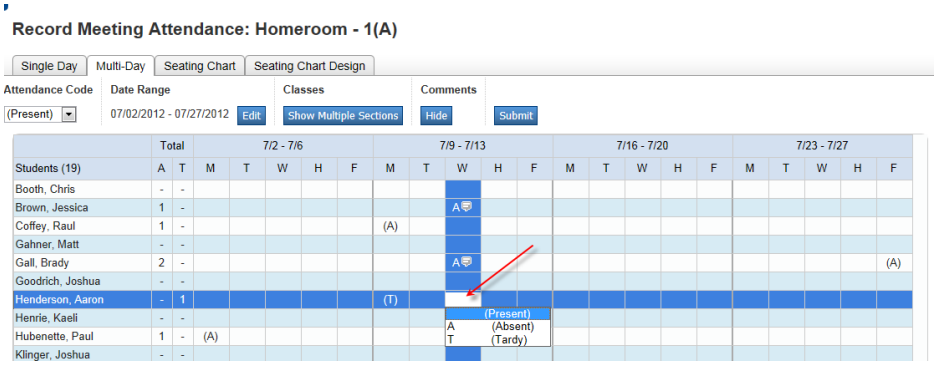


- Once all information for this class has been entered click submit to save the attendance information. Note that students are assumed present so you do NOT actually need to select the present code.
- After you have clicked SUBMIT a green dot will appear that confirms attendance has been recorded for this class.

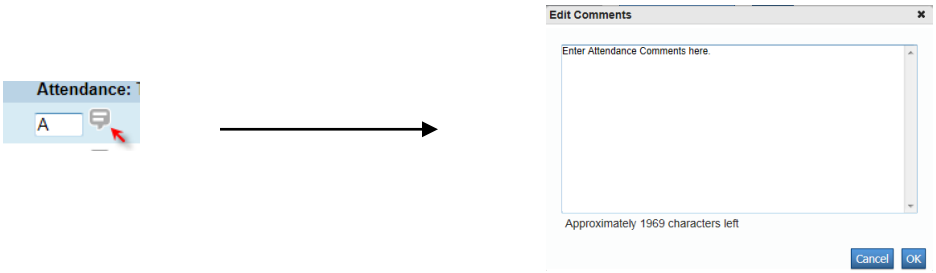


Multi Day Attendance –

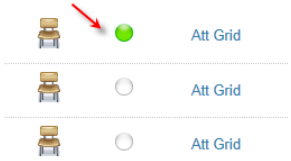
- First, select the attendance code from the drop down.
- Next Select the Date Range for which you wish to enter attendance. Note that PowerSchool will default to the current Month's Attendance
- If there are multiple sections of this course you can click on Show Multiple Sections. It will then show you a combine roster of students. Click Show Single Sections to revert back to just the one section.
- Click into the cell for the blank field for the student/date you wish to enter attendance for. Whichever attendance code you initially selected will appear at the top of a new drop down. Simply move to the next student/date to enter the next code. Note that you do not actually have to select the attendance code first, you can click into the date cell and select the code directly from the list of available codes.



- Once an attendance code has been entered for a student you will see a gray balloon icon appear to the right of the code. By clicking on this icon a teacher can now enter Attendance Comments.



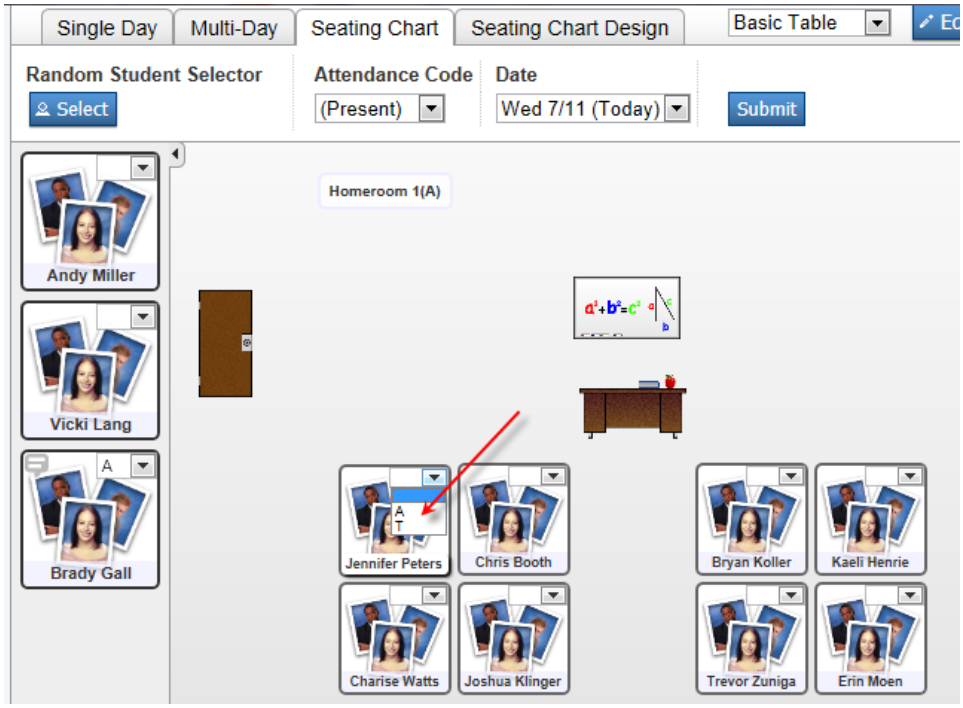
- Once all information for this class has been entered click submit to save the attendance information. Note that students are assumed present so you do NOT actually need to select the present code.
- After you have clicked SUBMIT a green dot will appear that confirms attendance has been recorded for this class.



Attendance through the Seating Chart

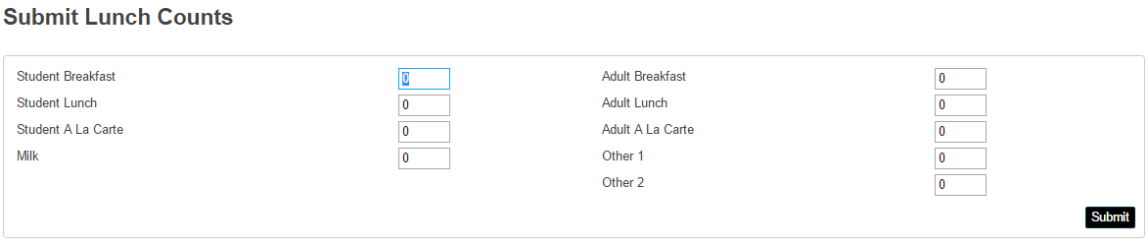
Please note that Attendance taken through the Seating Chart may be taken for a Single Date and Single Section.

- First, select the attendance code from the drop down.
- Next click the Date for which you wish to enter attendance.
- Click into the Drop Down box for the student for whom you wish to register attendance. Select the Attendance code. Move to the next student and repeat.
- Once all attendance has been entered click submit.



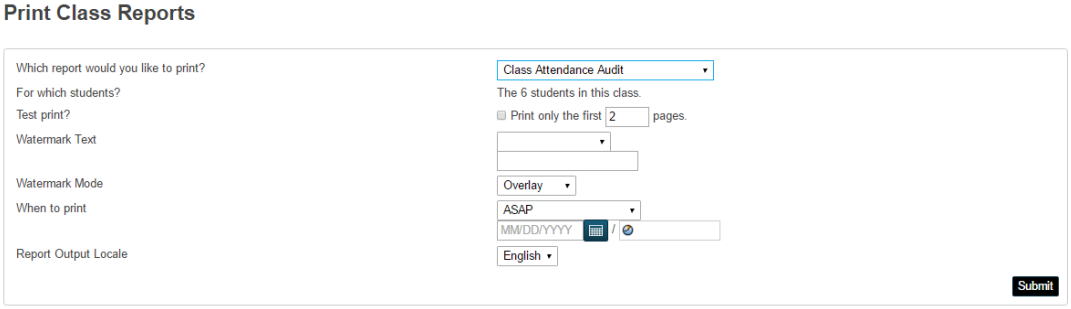
Knife and Fork

Used for submitting lunch counts, if PowerLunch is being used.



Printer

Used to print any reports that have been made available to you.



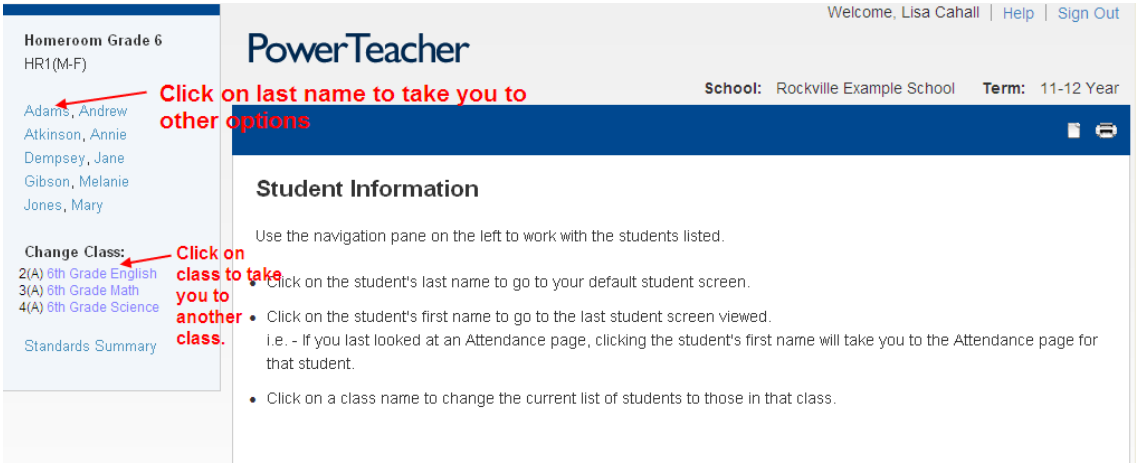
The Backpack Icon

Backpack Icon

The Backpack Icon allows the Teacher to view information specific to each student. Many of these pages are the same as Student screens available on the Admin side of PowerSchool.

Once you click on the Backpack Icon it will take you to the Student Information screen.

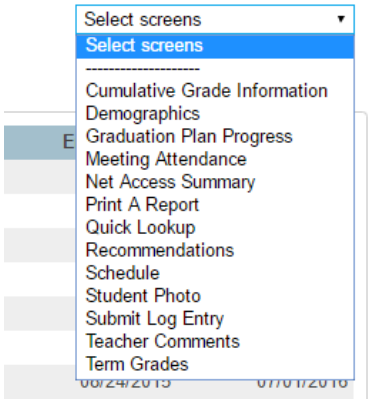
Click on the name of the student to open up the Screen Selection Page.



Click on the **LAST NAME** of a student for menu items as a drop down to appear on the right. After choosing a particular menu item click on the subsequent **FIRST NAMES** to stay on a particular screen!

Click on a **Class Name** to take you to another class!

Backpack Menu Items - (Drop-Down Selections)



1. **Cumulative Grade Information** – This is the same as the **Cumulative Info** Screen on the Admin side and Shows
2. **Demographics** – Shows basic demographics information as entered via the Admin Portal.
3. **Final Grade Entry** – This is only available if turned on and is used for Final Standards Grade entry through PowerTeacher. (Standards Grades entered through the PowerTeacher Pro will not appear here. Likewise, Standards grades entered her will not appear in PowerTeacher Pro.)
4. **Graduation Plan Progress** – This is the same screen as the Admin side. It will only appear if a Graduation Plan has been setup for the school.
5. **Meeting Attendance –** Shows Period attendance for the student
6. **Net Access Summary -** (Date and duration of when a parent has accessed their child's information)
7. **Print a Report –** If reports have been opened to Teachers then they will appear here. This option only prints reports for the selected student.
8. **Quick Lookup –** Same Screen as the Admin side. This is an overview for each student and shows the students class schedule and attendance. Clicking on Term Grades will open up the Score display screen so you can see assignments/scores earned in each class.
9. **Recommendation -** Teachers use this screen to make course recommendations for future schedule requests (High Schools).
10. **Schedule** – This screen shows the selected student's current class schedule.
11. **Student Photo** – This screen will display the selected student's photo if one has been uploaded to PowerSchool.
12. **Submit Log Entry** – Allows teachers to submit Log Entries (Discipline, Medical, etc.) if Log Entries have been configured for the school. Note teacher cannot see Log Entries once submitted.
13. **Teacher Comments** – This screen allows teachers to see any comments Final Grade Comments that have been entered for a student. Comments for different terms can be viewed by selecting the appropriate Term from the top of the screen.
14. **Term Grades –** This screen allows the teacher to see Final Course grades for the current year.

PowerTeacher

Part 2

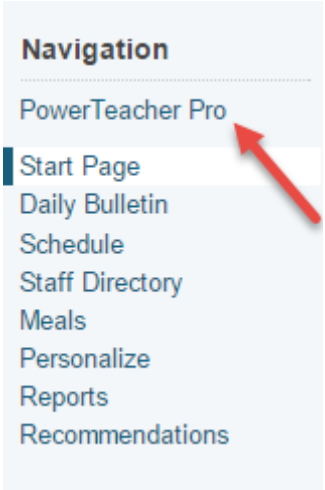
PowerTeacher Pro

POWERTEACHER PRO

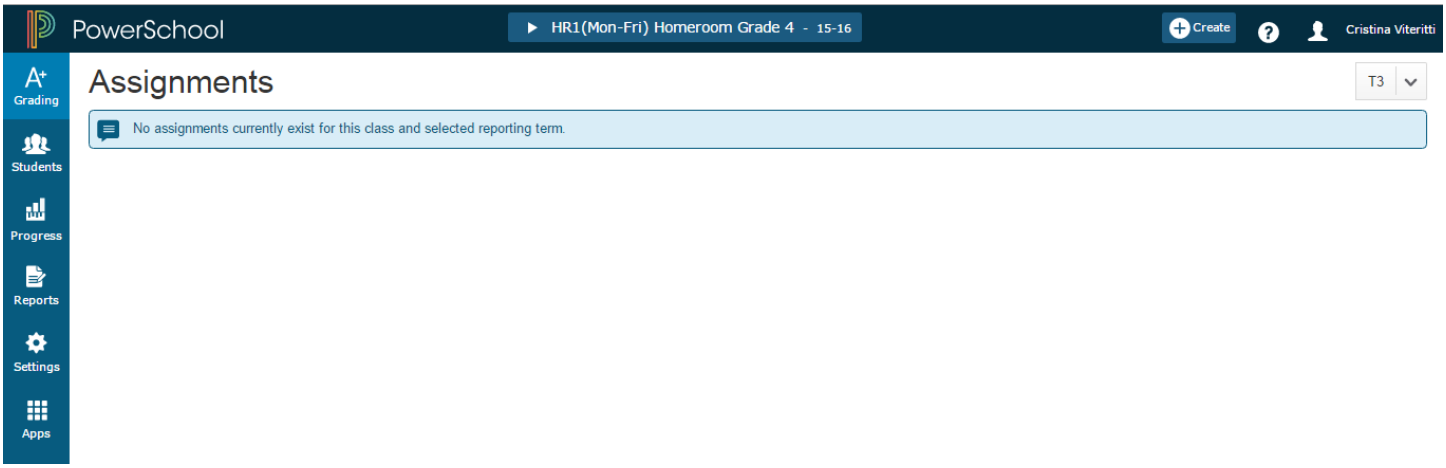
Welcome to the new PowerTeacher Pro Gradebook. Version 1.0 is the first generation of this new application. No longer will users have to worry about "launching" the gradebook as PTP is now built into the web pages of PowerTeacher. PTP is now fully functional on both Window and Mac, Android and Iphone, Ipad, Windows and Andriod tablets as well as on Chromebooks. Teachers will no longer need a separate mobile app to access the gradebooks as the new version is fully functional on mobile devices.

Accessing PTP

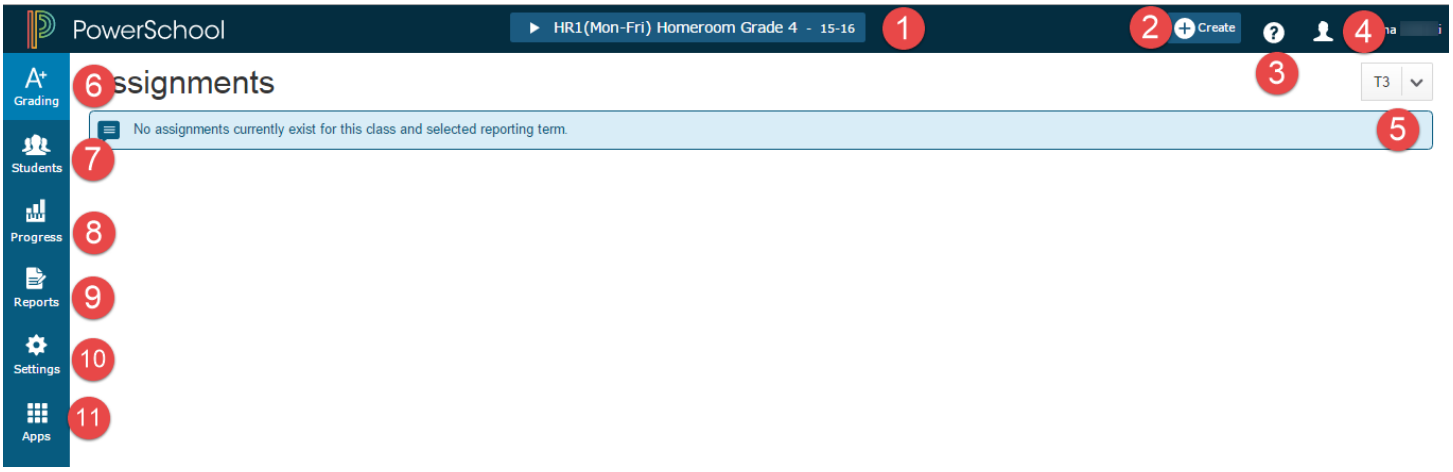
After logging into PowerTeacher click the button, on the Navigation link for **PowerTeacher Pro.**



This will bring you to the PowerTeacher Pro Start Page



Gradebook Elements



Top Bar

1. **Classes** – This is the list of classes. Click on the lists to select the class in which you want to work.
2. **Create** – Use this link to Create New Assignments and or Categories
3. **Help** – Click on the link to access the PowerTeacher Pro Help window.
4. **Sign Out** – Click on the Teacher Name to access the link to Sign Out.
5. **Term** – Click on the down arrow to the right of the term to term to view student information from a different term. The current term will display based on the current date.

Charms Bar

6. **Grading** – Click on this link to access the Assignment List, Scoresheet, Categories for the selected class. Also access Final Grade information for both Traditional and Standards Grades as well as comments.
7. **Students** – Use this link to access information for individual students. Available information includes, Assignments, Standards Progress, Comments, Demographics and Quick Lookup.
8. **Progress –** Use this link to View Graphically, how students are dong across both Traditional and Standards Grades
9. **Reports –** Use this screen to access available built in reports. Currently available reports include: Individual Student Report, Multi-Function Assignment Report and Student Roster.
10. **Settings –** Use this link to access display option for the gradebook. Available options currently include: Display Settings, Class Description, Traditional Grade Calculation, Standards Grade Calculation and Recalculate Final Grades.
11. **Apps –** Use this link to return to the PowerTeacher Portal.

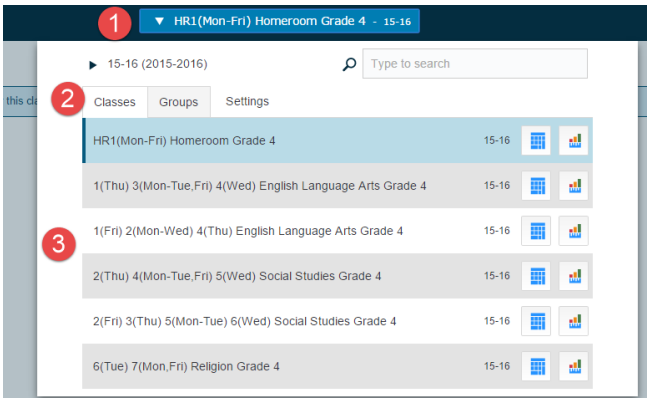
Switching Classes

In PTP you have the option of working with an individual class or working with a pre-determined group of classes. Groups are defined by course number. Classes that have the same course number will automatically be grouped together. This way teachers can create categories and/or assignments that apply to all classes within that group. (At this time teachers cannot create their own groups.)

Additionally, if a teacher teaches at more than one school, all classes, regardless of which school they belong, will appear in the list of available classes. This way the teacher does not have to switch back and forth between classes.

To select a class and/or group:

1. Click on the drop down list at the top of the Start Page.
2. If the teacher wishes to work with a single class click on the **Classes** tab. If the teacher wishes to work with a group of classes click on the **Group** Tab.
3. Select the **Class** or **Group** in which you wish to work.

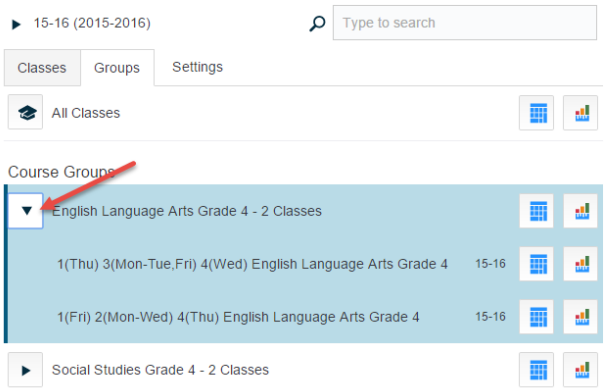


Groups:

Groups are created automatically in PowerSchool. Currently, classes will be grouped using the following criteria:

1. All Classes
2. Classes that have the same Course number
3. Classes in the same school (if a teacher has classes in more than one school.

To see which classes are included within a specific group, click on the down arrow to the left of the group name. Click on the group itself to work with that group of classes.

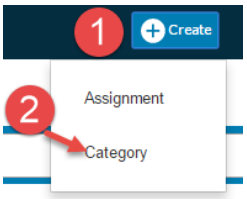


Create

Creating Categories

PowerTeacher Pro allows for Administrators to push out some District/School level settings to Teacher's Gradebooks. One of those items is Categories. Teachers can then create additional categories directly in PTP. With PowerTeacher Pro you can create categories that are available to all sections or you can create categories that are available only to selected classes.

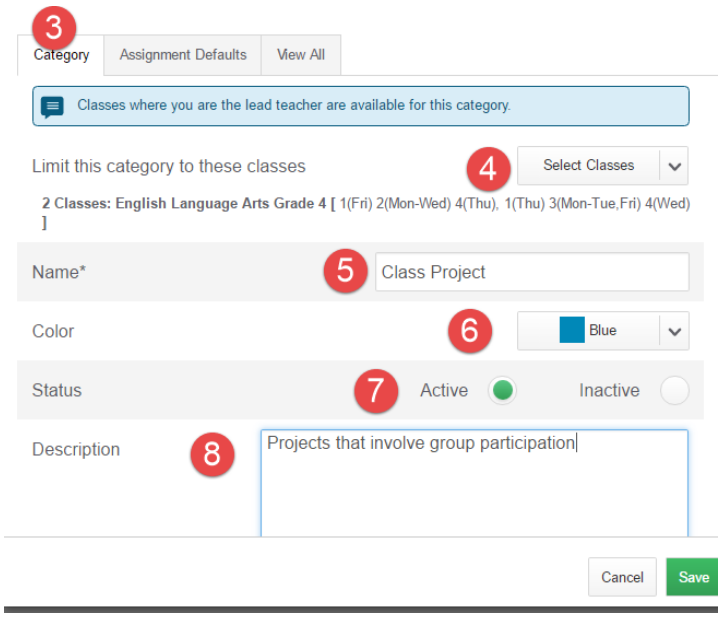
Create a new category:



1. Click on **Create**.
2. Select **Category** from the drop down list.

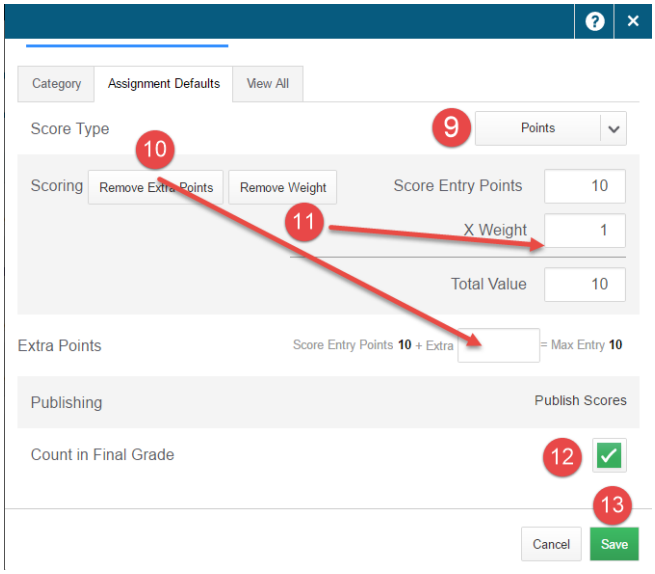
On the next screen:

3. Click on the **Category** tab.
4. Select the class(es) for which you wish to associate this category.
5. Give the category a name.
6. Select a color for the category.
7. Check to Make the Category Active.
8. Give the category a description



Set the **Assignment Defaults** for the category (click on the tab). Assignment Defaults allow the teacher to set the most common attributes for assigments within a given category. (Assignment defaults, can be overwritten, at the assignment level.)

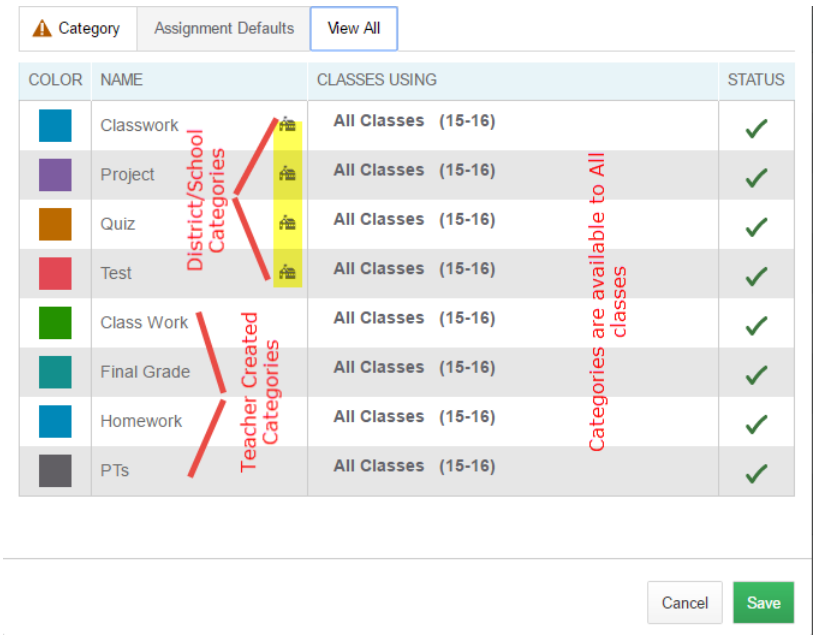
9. Assign a Score Type
    a. Point (point value other than 100)
    b. Percent (assignment based on 100)
    c. Grade Scale (use the "Letter" grade from the associated Grade Scale)
    d. Collected Only (does not count towards final grade only used to mark assignment as collected)
10. Assign Extra Points (if any)
11. Assign Weight (if any)
12. Count in Final Grade – Check box if the category is to be counted in Final Grade.
13. Click Save



View All Categories

1. Click on the **View** Tab to see a list of all categories

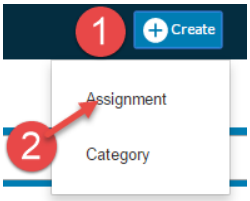
    - This is a view only display which shows the color, Name, Classes Using the category and the Status (If active, a check will appear). Categories that have the school Icon to the right have been pushed out by the School/District. Editing Categories will be discussed in a later section.



Creating Assignments

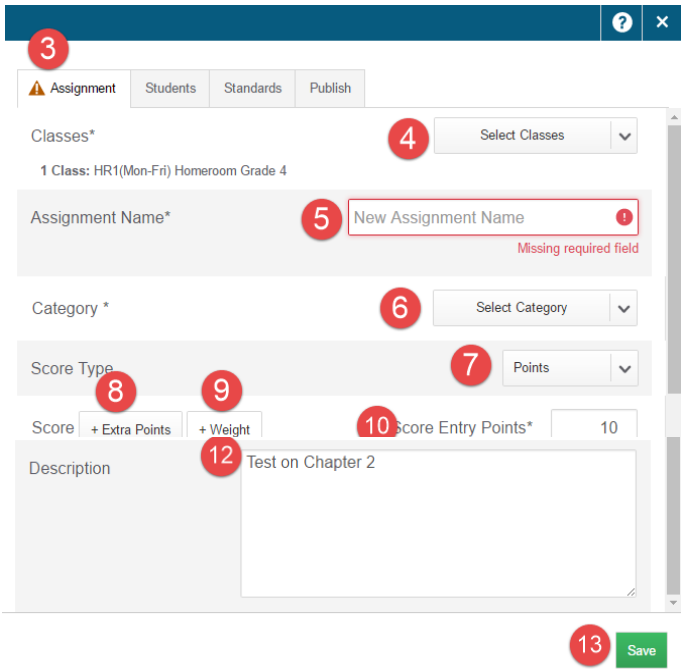
PowerTeacher Pro offers a flexible way to create Assignments. Unlike PowerTeacher Gradebook, Teachers can create assignments for multiple classes at once, they can link assignment to a specific group of students as well as associate Standards to the assignments.

Create an Assignment



1. Click on **Create**
2. Select **Assignment** from the drop down list.

On the next screen:



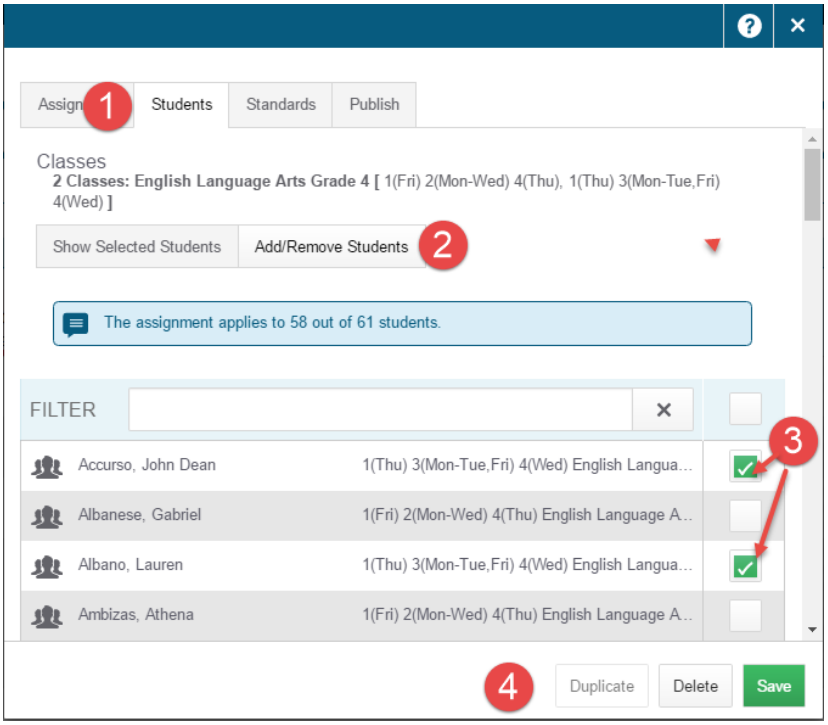
3. Click on the **Assignments** tab.
4. Click on **Select Classes**.
   a. By default the current class will be checked. To add additional classes check the box(es) for those classes.
5. Enter a UNIQUE **Assignment Name**.
6. Select the **Category** to which you wish to associate the assignment. **Note**: The Values for **Score Type**, **Extra points, Score Entry Points, Counts in Final Grade** as well as **Publish** Options will pull from the **Category setup** – **Assignment Defaults** that were entered when the category was originally setup. If different values are needed for a specific assignment proceed with the steps below.
7. Select the **Score Type** for the Assignment. Options Include:
   - Points
   - Percent
   - Letter Grade
   - Collected Only
8. If **Extra Credit** will be associated to the assignment click on Extra Points and then enter the appropriate number of extra credit points.
9. If the assignment will have a weight value other than 1, click on **Weight** and then enter the correct weight for the assignment.
10. Enter the appropriate **Score Entry Point** value for the assignment.
11. Check the box if the assignment is to **Count in Final Grade**.
12. If desired enter a **Description** of the assignment.
13. Click **Save** to create the assignment if you are finished.
14. Click the **X** in the upper right corner to close the window.

Create an Assignment for Select Students

If you wish to create an assignment for just a select group of students you will follow the directions as listed above to create the initial assignment. Once the assignment information has been entered you will then do the following:

1. Click on the **Students tab**
2. Click on **Add/Remove Students**
3. Check/uncheck the box to the right of *student's names.
    - Check = included
    - Unchecked = excluded

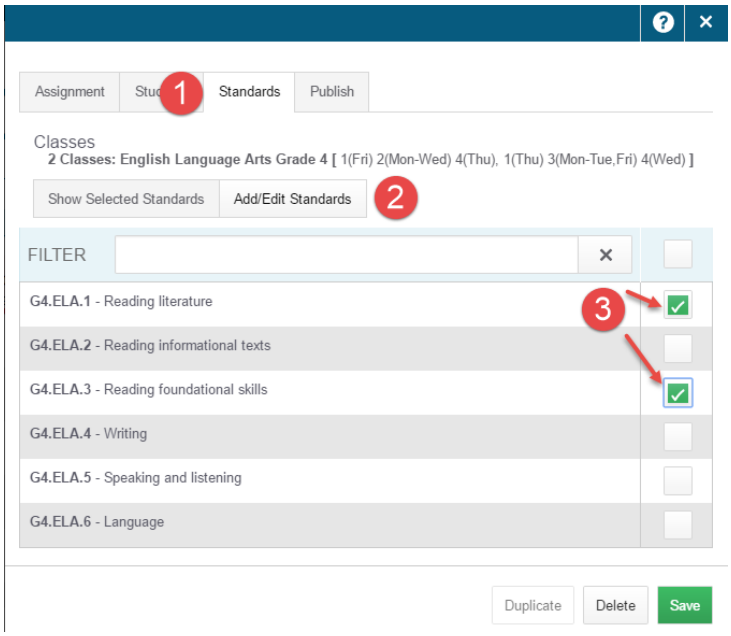
    *(If the assignment has been linked to multiple sections all students will appear in this one list.)
4. Click **Save** to save the assignment.



Link Standards to an Assignment

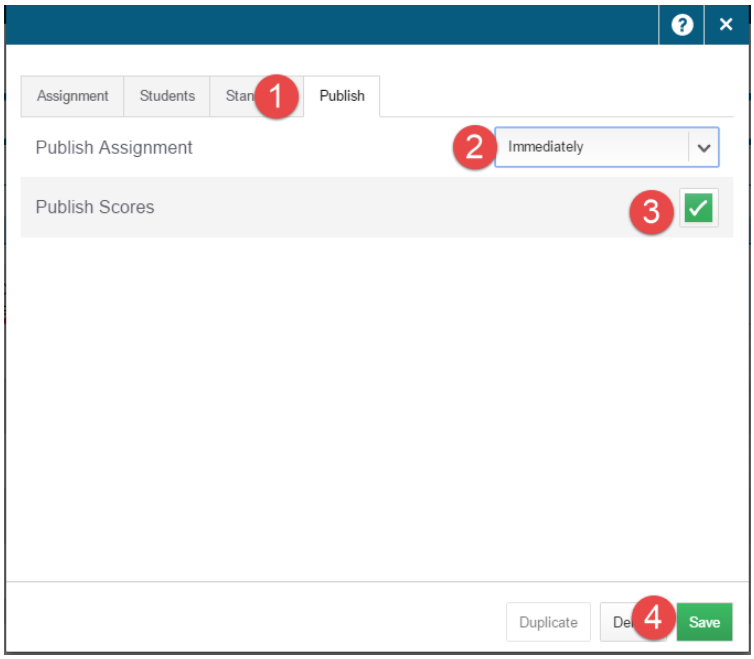
If you wish to link Standards to an individual you will follow the directions as listed above to create the initial assignment. Once the assignment information has been entered you will then do the following:

1. Click on the **Standards** tab.
2. Click on **Add/Edit Standards**.
3. Check the box(es) for the Standard(s) you wish to associate.
4. Click **Save** to save the assignment.



Select Publish Options for an Assignment

PowerTeacher Pro gives you the option of when/if you wish to publish an assignment to the Public Portals. These include the Quick Lookup screen in PowerSchool Admin and PowerTeacher as well as the Parent Portals. If left at the default, the assignment will be visible to all Public Portals (as enabled from the Admin Side of PowerSchool) as soon as the assignment is saved. Teachers do have other options as well. To set the Publish option for an assignment you will follow the directions as listed above to create the initial assignment. Once the assignment information has been entered you will then do the following:



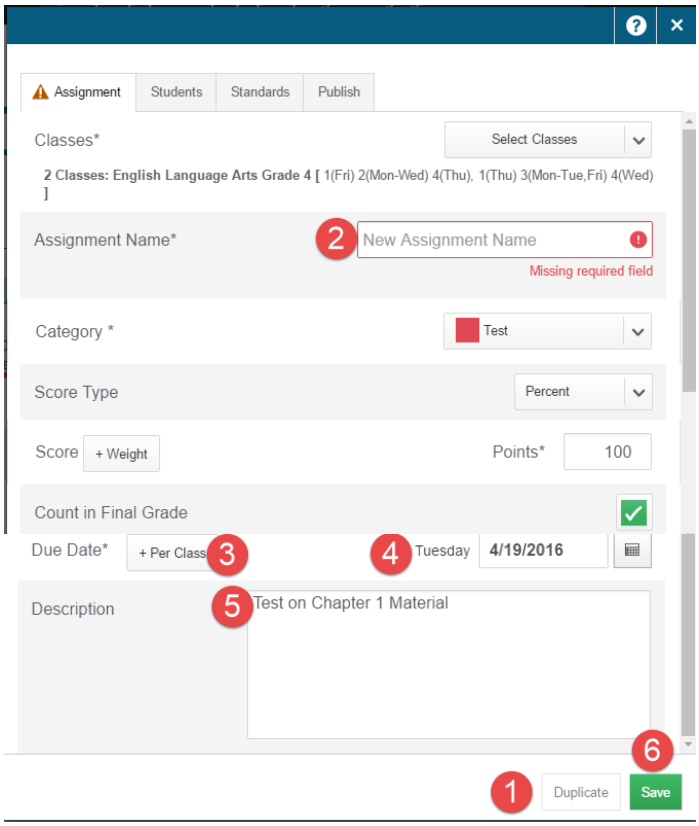
5. Click on the **Publish** tab.
6. Select the appropriate Publish option.
   - **Immediately** – The Assignment appears as soon as the assignment is saved.
   - **On a Specific Date** – Enter the date you want the Assignment to appear.
   - **Days Before Date Due** – Enter the number of days Before the due date that You want the assignment To appear.
   - **On Due Date** – Assignment will appear on the Due date as entered on the assignment.
   - **Never** – The assignment will not appear on any of the Public Portals. Please be aware that the assignment score will still average into the Final Grade course grade even though the assignment is not visible.
7. Check the box to **Publish Scores**.
8. Click **Save** to save the assignment.
9. Once all items have been entered (and the assignment SAVED) click on the **X** in the upper right corner to close the window and display the assignment.

Duplicate an Assignment

In addition to linking assignment to multiple classes upon creation, Teachers also have the option to "Duplicate" the setup from one Assignment to another. This is not the same as the copy function currently in PowerTeacher Gradebook, but rather the ability to take an existing assignment and duplicate all settings, to a second assignment, with a new name. This can be done when initially creating assignments, or teachers can select an assignment that already exists and duplicate. Note all settings from the original assignment; Students, Standards, Publish will be applied to the new assignment unless changed during the creation process. Once the original assignment information has been created you will then do the following:

If duplicating after creating the assignment.

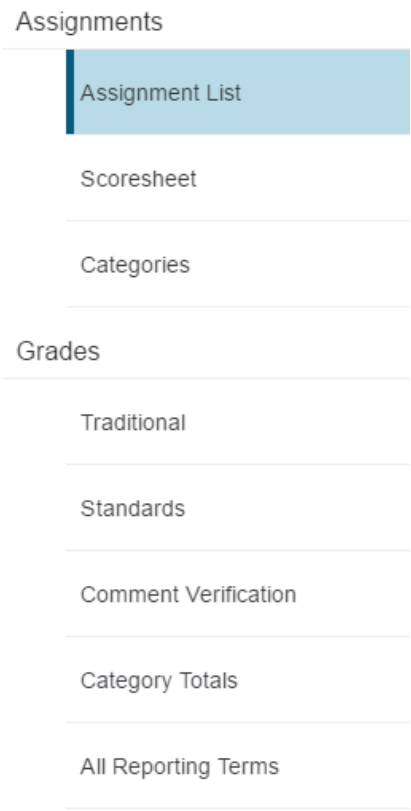
1. Click **Duplicate** bottom right corner.
2. Give the New assignment an Assignment Name.
3. Select how you want to assign the date
   - **Per Class** – If the assignment is associated to more than one class, you can assign a different date for each class.
   - **Single Date** – Assigns the same date for all classes.
4. Enter the actual **Date Due**.
5. Give the assignment a **Description.**
6. Click **Save** to save the new assignment.
7. Click on the **X** in the upper right corner to close the Assignment Window.



Grading

Under the **Grading** option a user can look at Grades on two levels. At the Assignment level and then at the Final Grades level. At the Assignment level, teachers can work with assignments one at a time or they can view/edit assignments using a more traditional Scoresheet view.

The Grading Section allows teachers to take a closer look at final calculated grades, both traditional and standards as well as view Final Grade Comments and Category totals.



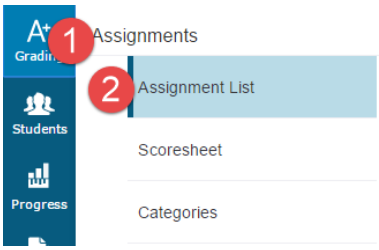
Assignments

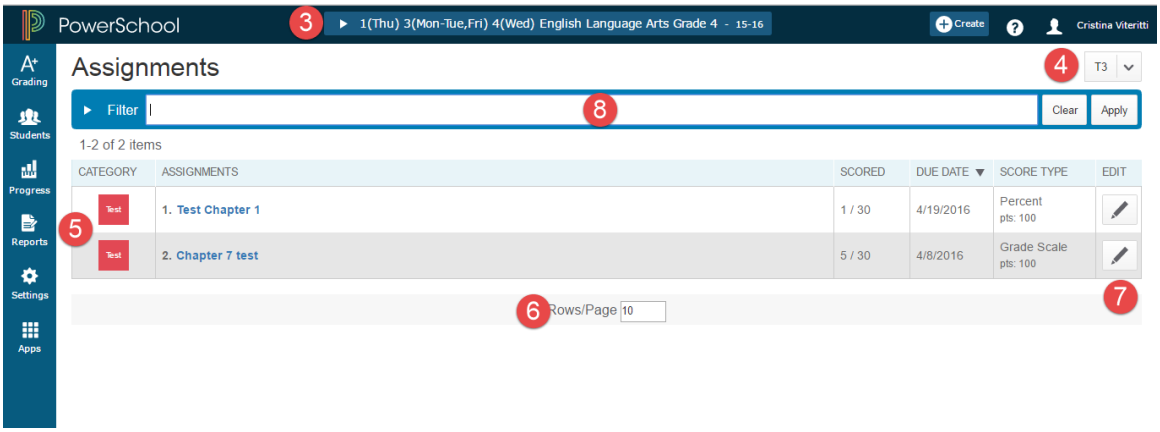
Start > Grading > Assignment List > Select Assignment

Assignment List

To get to the Assignment List

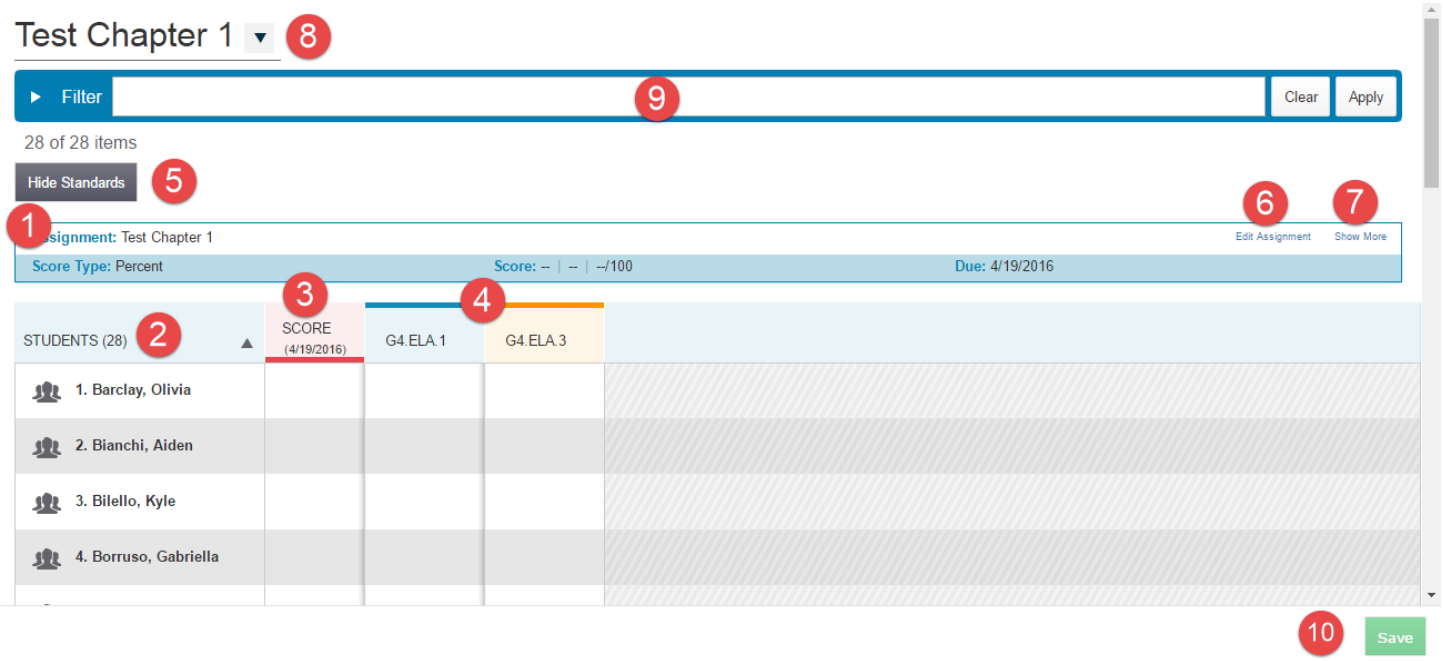
1. Click on **Grading** from the left side of the screen
2. Click on **Assignments**
3. Select the class for which you wish to view assignments.



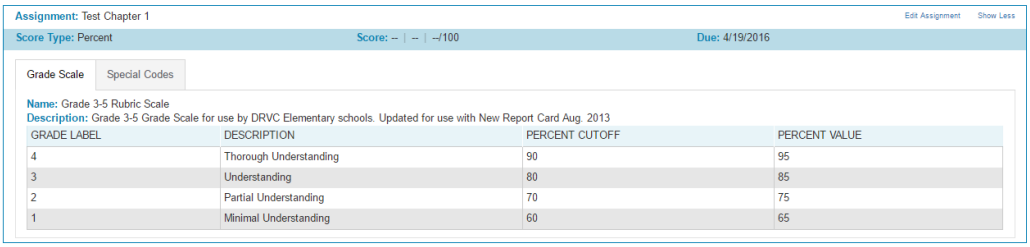


4. Select the **Reporting Term** (The Term will default to the current Term by date.)
5. The List of assignments for the selected/class term will display.
6. **Rows/Page** shows the number of assignments visible on the page.
7. Edit the setup of an assignment by clicking on the pencil Icon in the **Edit** column.
8. Use the **Filter** option to limit the assignments shown. You can filter by anyvalue shown on the page (Category, Assignment name, date, due, score Type, etc).

To Work with the Assigment click on the Assignment Name



1. The **Information Bar** gives the assignment setup information, **Name, Score Type, Possible Points, Date Due**, etc.
2. **Students** - Lists students for whom the assignment is associated. Clicking the arrow to the right will sort the students alphabetically A-Z or Z-A.
3. **Score** - Column to enter the Traditional Assignment Score
4. Columns to enter the score for associated Standards. Depending on Standards setup Teachers may need to enter the Standard Scores manually or they may be pushed out based on the Traditional Score
5. Cl**i**cking **Hide Standards** would hide the associated standards columns from this view
6. Edit Assignment - allows you to change the setup itme for this particular assignment.
7. **Show More** - gives you a view of more information regarding this assignment. (See Below)

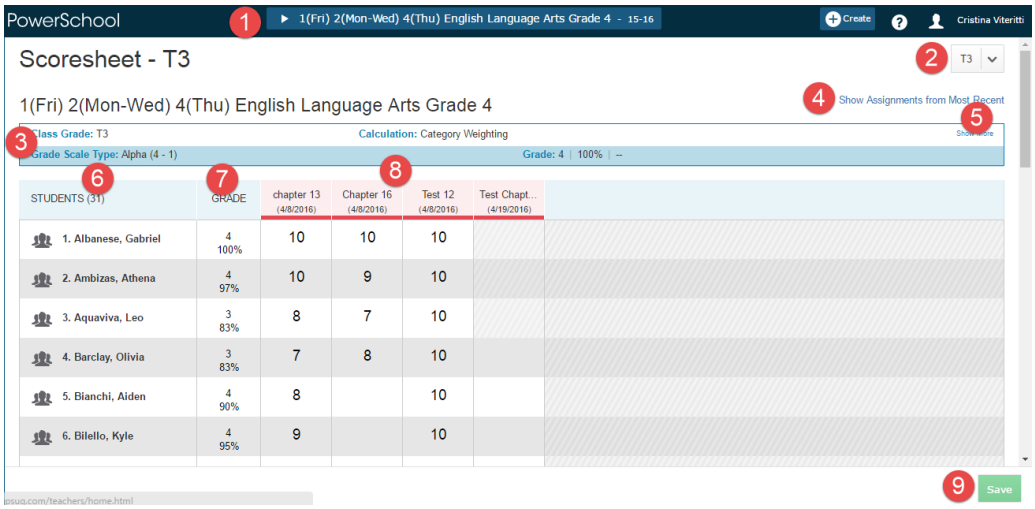


8. Clicking on the Drop Down arrow at the top left of the screen allows you to switch between assignments within the selected class.
9. The **Filter** option allows you to view the page for a specific student or groups of students.
10. Click **Save** to save any changes to entered grades.

Score Sheet

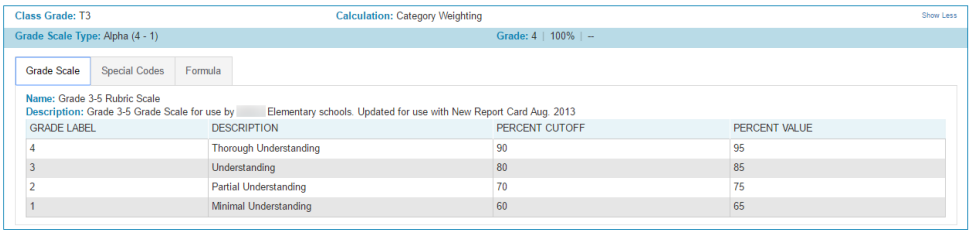
Start > Grading > ScoreSheet

The **ScoreSheet** offers a more traditional view of the Teacher's gradebook, for those that are more comfortable with this type of grade entry.

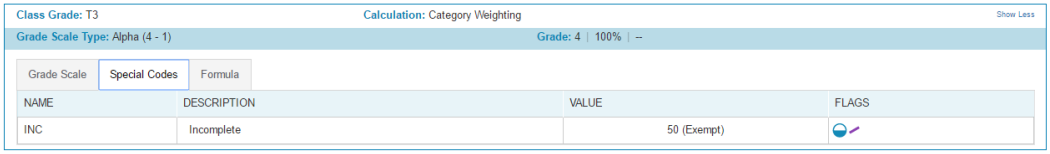


1. Select the Class for which you want to enter grades
2. Make sure you are in the correct Reporting Term. (Term defaults by date)
3. The **Information Bar** contains, the **Term, Calculation Method, Grade Scale** and **Grade/Earned Points/Possible Points** for the selected student. (Click onto the Traditional Grade to view specific totals for each student.)
4. **Show Assignments from Most Recent** allows the teacher to re-order assignments from newest to oldest or oldest to newest.
5. **Show More -** allows more information regarding the Grade Setup for the class. Available information to view includes:

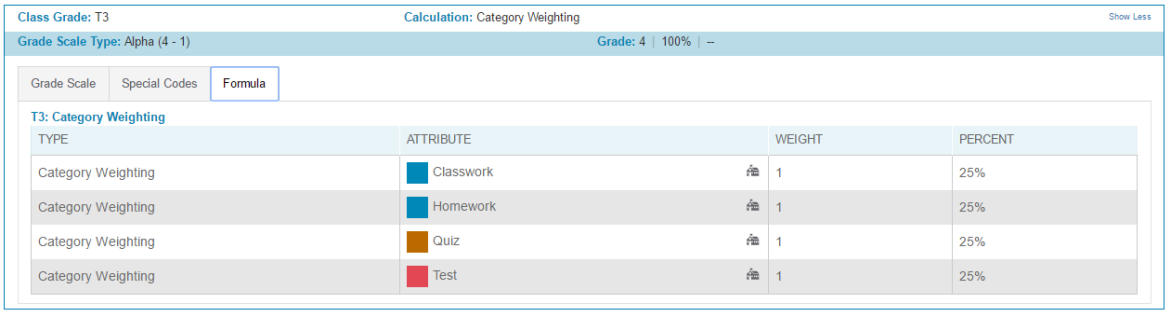
    a. **Grade Scales** – The Grade Scale Assigned to the Class



    b. **Special Codes** – These are any Special Character / Grade Codes that are being used by the course but are not part of the regular grade scale.



c. **Formula** – This is the calculation method being used to calculate the Final Course grade for the term selected.

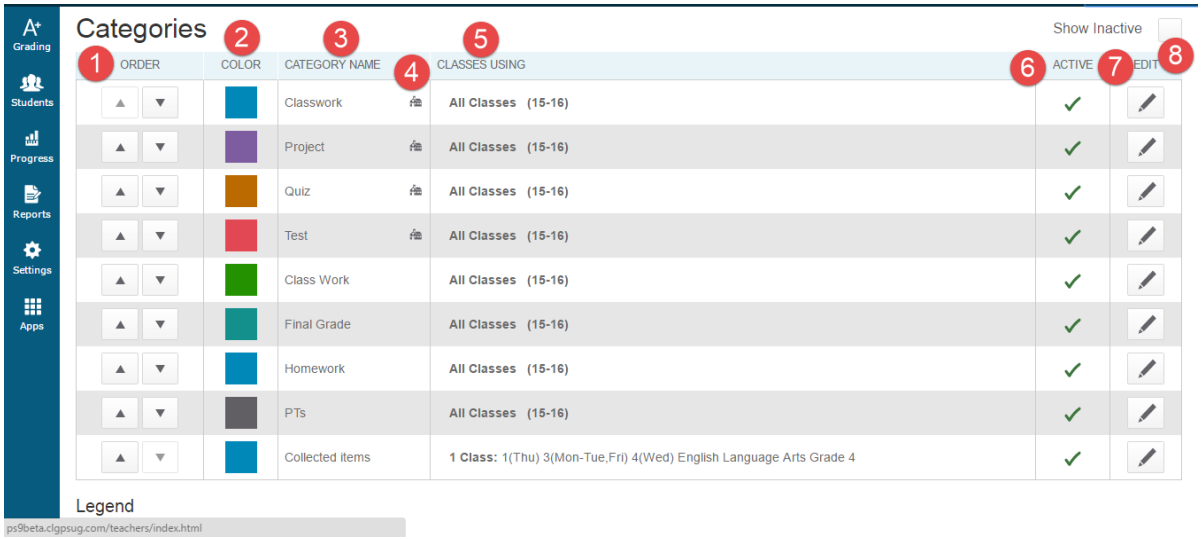


6. **Students** - List of students enrolled in the selected class.
7. **Grade** – This is the final calculated grade for selected term.
8. List of assignments/scores contributing to Final Grade for selected Term.
9. **Save** button to save any changes made through the Score Sheet

Categories

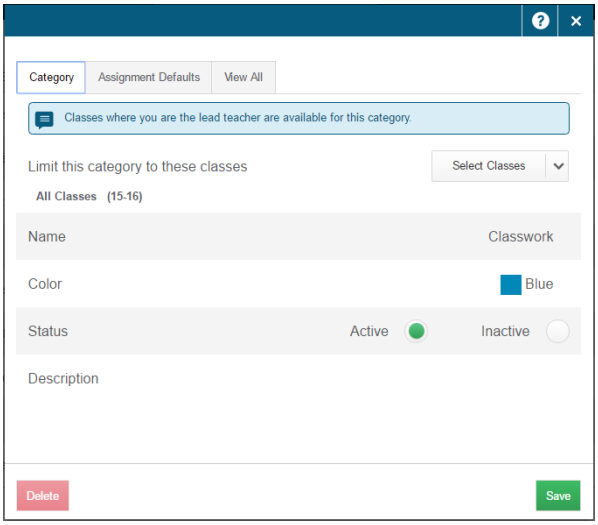
Start > Grading > Categories

The category screen under the Grading section is similar to the View All tab under Create > Category with some additional functionality.



1. **Order** – You can sort the order in which your categories are listed when creating assignments by using the arrows to move them up/down.
2. **Color** – Color is assigned when the cateogry is created. Assignments, when viewed in the score sheet, will be color coded based on the category assigned.
3. **Category Name** – Name given to the Category. Category Names must be unique

4. **Category Icon** – If categories are created at the District Level and pushed out to users the Category Name column will display an icon of a school building. Any Categoryies without this icon have been created by the teacher within his/her gradebook.
5. **Classes Using** – This section will list what classes are using this category. When in this screen or in the View All under Category setup you will see ALL Categories. However, when creating assignmenst only categories associaed to all classes and that specific class will be available for selection.
6. **Active** – This indicates if a category is Active or not. It is not possible to delete categories that have previously been used, but you can make them inactive so that they are not visible in the current Year. See the section on Editing below.
7. **Edit** – This screen allows you to modify the setup for a specific category. This screen is the same as the original Create Category screen as discussed earlier.
8. **Show Inactive** – If checked the user can see both active and inactive standards.

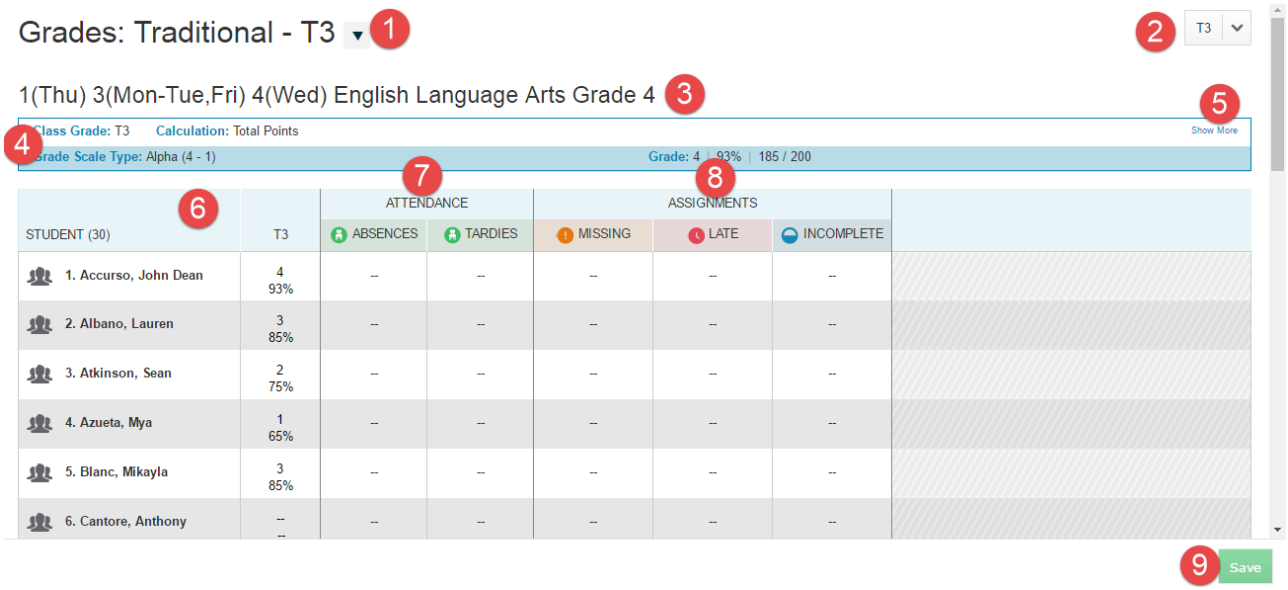


Grades

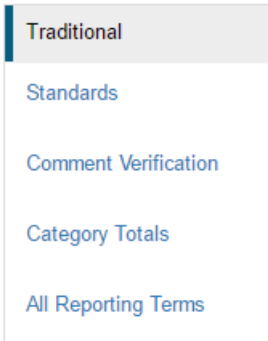
Traditional

Start > Grading > Grades > Traditional

The **Grades > Traditional** Screen shows overall information for a selected term. This screen includes not only the Calculated Final Grade for the selected term, but also accumulated attendance and then any assignments that may be flagged as Late, Missing or Incomplete.



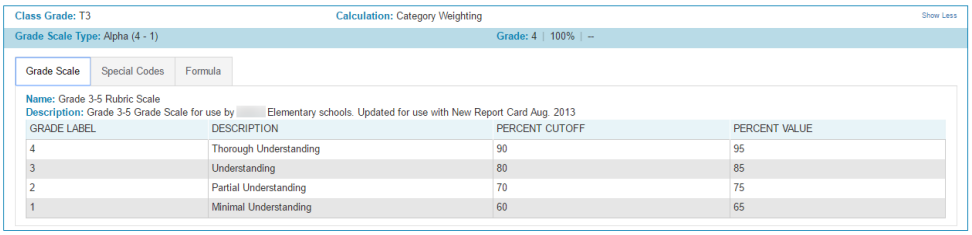
1. **Grades** – You can switch between the type of Final Grades you would like to view. Options include:
   - **Traditional** – Final Course grades
   - **Standards** – Final Standards grades
   - **Comment Verification** – One page view of all Final Grade Comments for the selected term.
   - **Category Totals** – Totals for students by category.
   - **All Reporting Terms** – Final Course grades for all Reporting Terms.



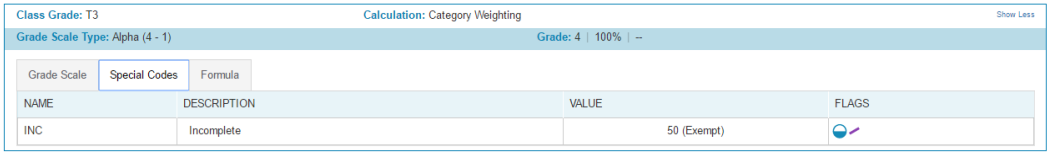
2. Select the Report term for which you want to view Final Grades.
3. Select the Class for which you want to view Final Grades.
4. Like the Scoresheet view, the **Information Bar** contains, the **Term, Calculation Method, Grade Scale** and **Grade/Earned Points/Possible Points** for the selected student. (Click onto the Traditional Grade to view specific totals for each student.)

5. **Show More** allows more information regarding the Grade Setup for the class. Available information to view includes:

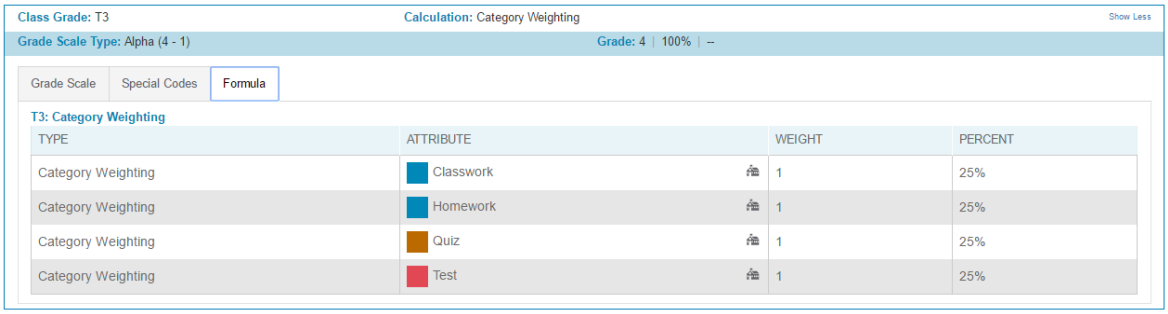
   - **Grade Scales** – The Grade Scale Assigned to the Class



   - **Special Codes** – These are any Special Character / Grade Codes that are being used by the course but are not part of the regular grade scale.



   - **Formula** – This is the calculation method being used to calculate the Final Course grade for the term selected.

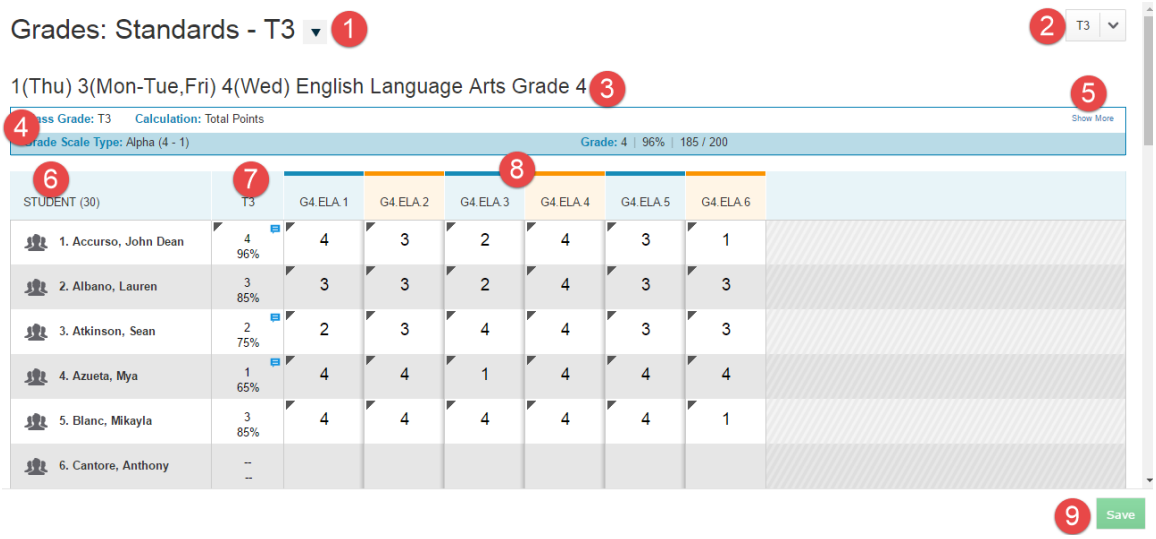


6. **Student Names** and **Final Grades** Shows the Students from the selected class or group of classes along with the Final Grade (either calculated or manually overwritten) for the selected term. See the section on Entering Grades
7. **Attendance** shows the total number of absences or tardy codes for the selected term.
8. **Assignments** shows the total number of assignments that have been flagged as either Missing, Incomplete or Late.
9. **Save** – Click to save any changes made to the current page

Standards

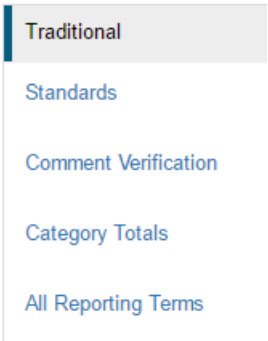
Start > Grading > Grades > Standards

The **Grades > Standards** Screen shows overall information for a selected term. This screen includes both the calculated Final Traditional Grade, as well as the Final calculated Standards Grades for the selected term. If Standards Grades are not automatically calculated, the teacher would use this screen for Final Grade Entry.



1. **Grades** – You can switch between the type of Final Grades you would like to view. Options include:

   - **Traditional** – Final Course grades
   - **Standards** – Final Standards grades
   - **Comment Verification** – One page view of all Final Grade Comments for the selected term.
   - **Category Totals** – Totals for students by category.
   - **All Reporting Terms** – Final Course grades for all Reporting Terms.

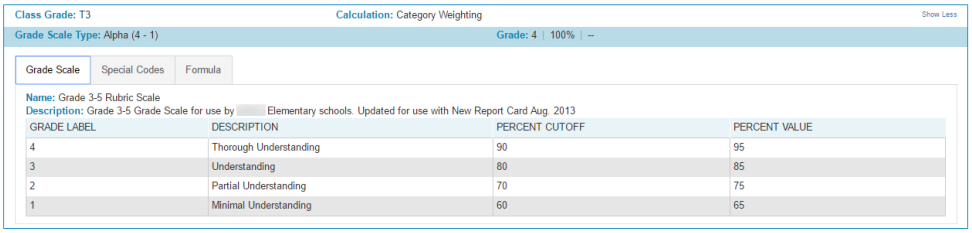


2. Select the Report term for which you want to view Final Grades.
3. Select the Class for which you want to view Final Grades.
4. Like the Traditional View and Scoresheet view, the **Information Bar** contains, the **Term, Calculation Method, Grade Scale** and **Grade/Earned Points/Possible Points** for the Selected Student's Traditional Grade.

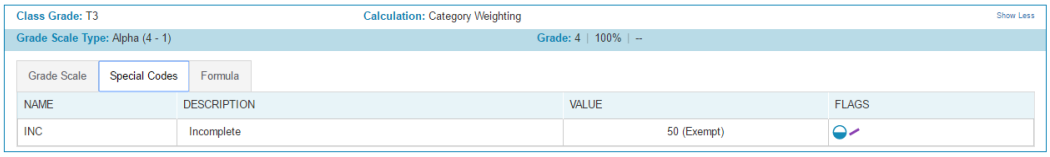
   Additionally, when selecting a specific Standard grade the **Information Bar** will change to show you full name of the Standard and the Grade Scale associated to the Standards.

5. The information available under the **Show More** option changes depending on whether you have selected a Traditional Final Grade or a Standard Final Grade. If selecting a Traditional Grade the available information to view includes:

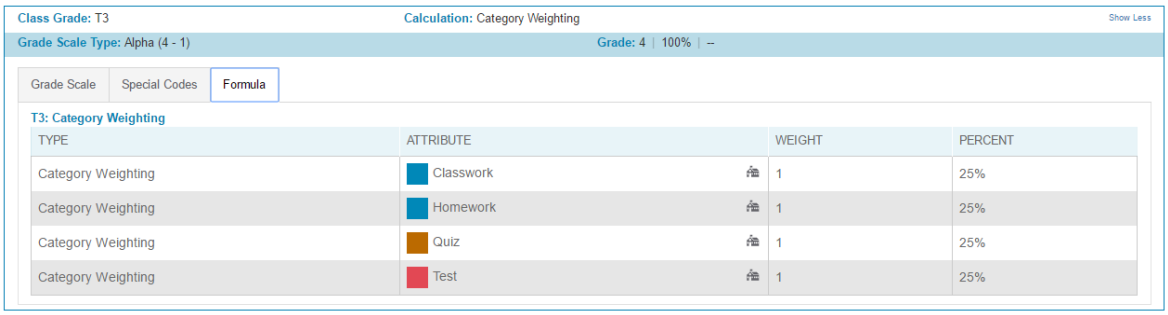
- **Grade Scales** – The Grade Scale Assigned to the Class



- **Special Codes** – These are any Special Character / Grade Codes that are being used by the course but are not part of the regular grade scale.

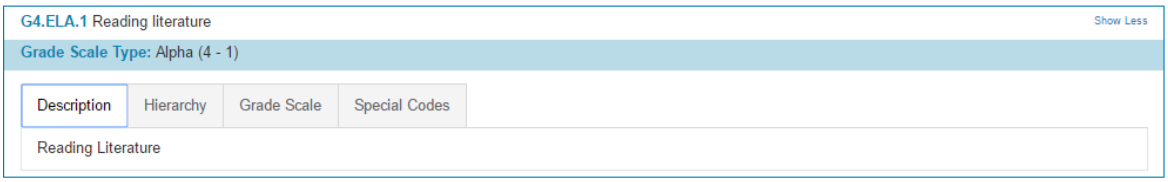


- **Formula** – This is the calculation method being used to calculate the Final Course grade for the term selected.

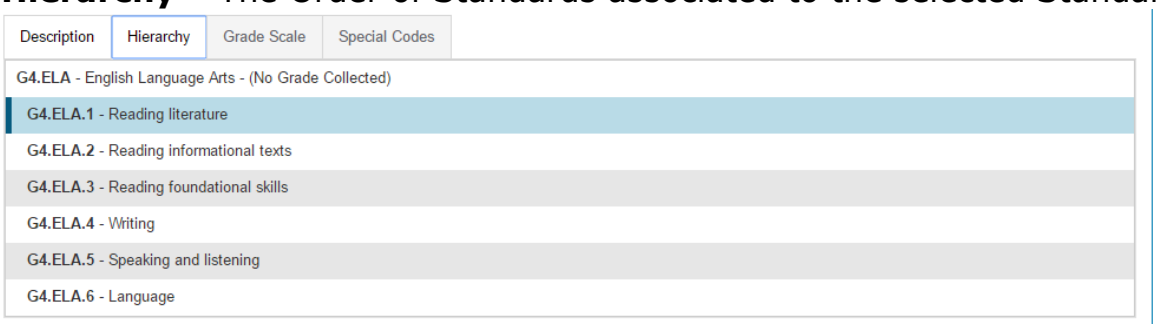


If a Standard Grade is selected the available information will include:

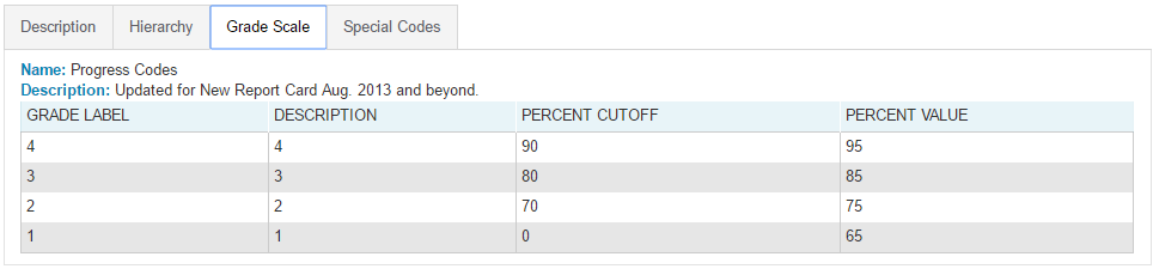
- **Description** – This is the information contained in the Description field of the Standard



- **Hierarchy** – The Order of Standards associated to the selected Standard.

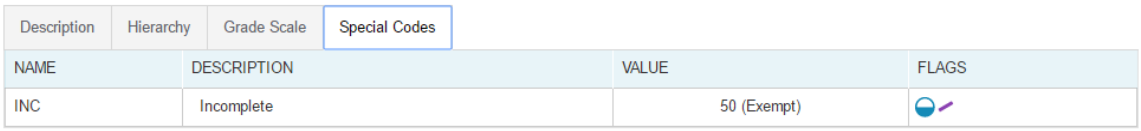


- **Grade Scale** - The Grade Scale Assigned to the Standard.



GRADE LABEL	DESCRIPTION	PERCENT CUTOFF	PERCENT VALUE
4	4	90	95
3	3	80	85
2	2	70	75
1	1	0	65

- **Special Codes** - These are any Special Character / Grade Codes that are being used by the course but are not part of the regular grade scale.



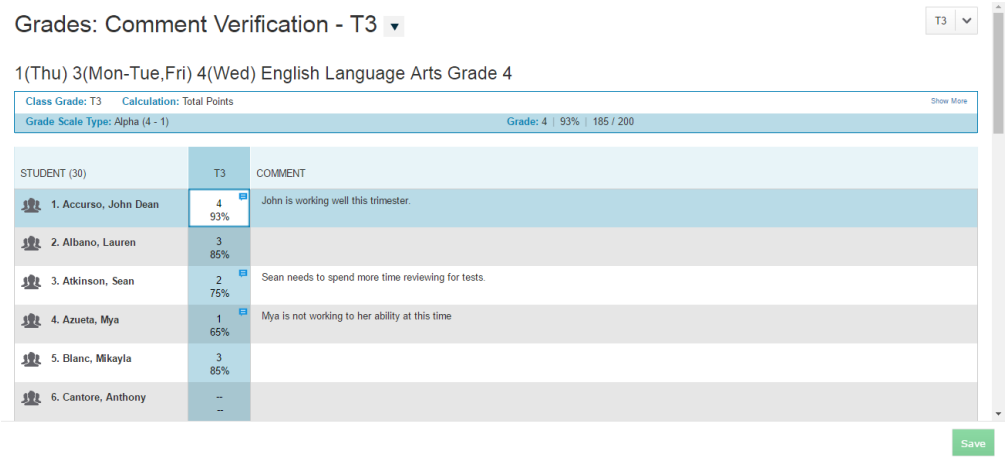
NAME	DESCRIPTION	VALUE	FLAGS
INC	Incomplete	50 (Exempt)	

6. Student Names Shows the Students from the selected class or group of classes.
7. Final Grade shows the Final Grade (Calculated or Overwritten) for the selected term.
8. Standards Final Grades Show the Final Standards Grades (Calculated or Overwritten) for the selected Term
9. **Save** – Click to save any changes made to the current page

Comment Verification

Start > Grading > Grades > Comment Verification

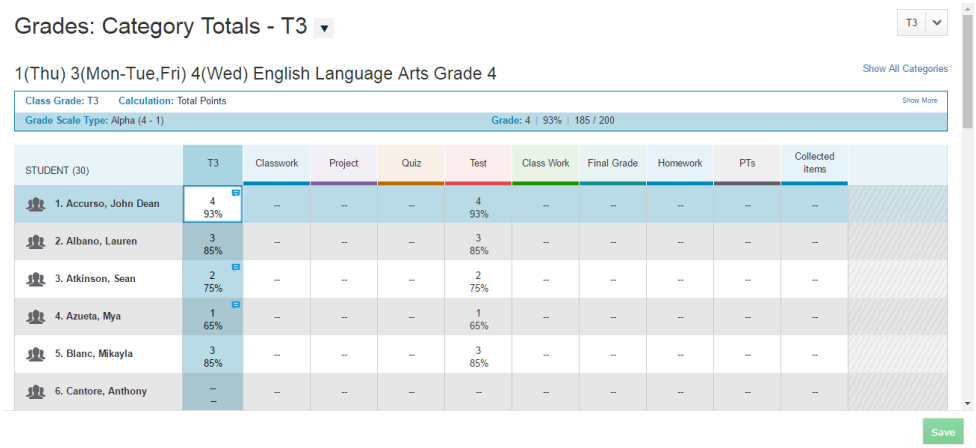
Comment Verification allows a use to see Final Class Grades as well as Final Comments in one place. As with similar screens, the teacher has the ability to look at a single class, group of classes or ALL classes in one location. In addition Final Grades and Comments can be manually overwritten from this screen. See the section below on **Entering/Editing Grades and Comments**.



Category Totals

Start > Grading > Grades > Category Totals

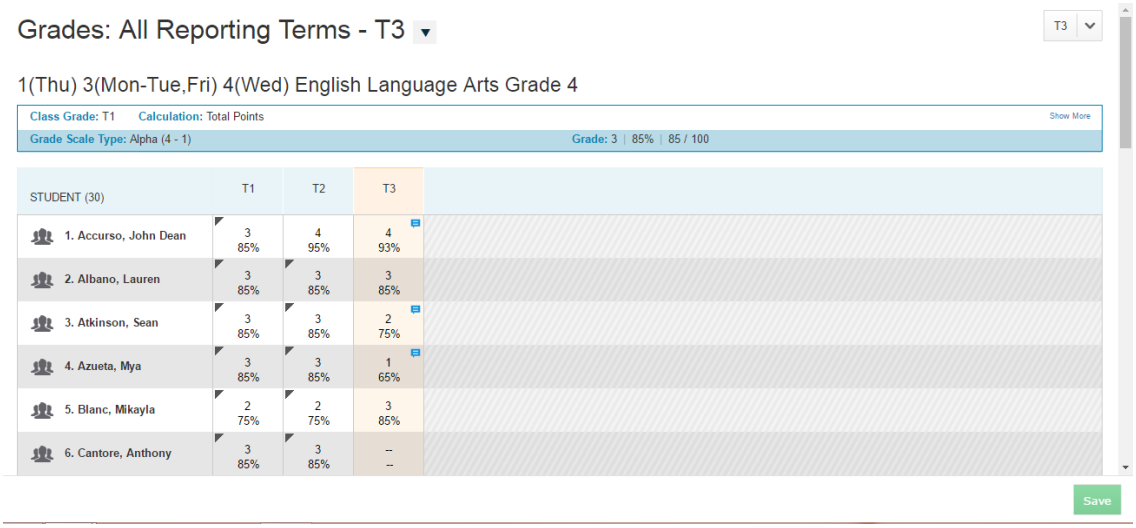
The **Category Totals** screen allows the user to view the Final Calculated Course score as well as the calculated Total for all Categories used throughout the marking period. If Category Weights are being used this gives users a good view of how the Final Grade has been calculated. As with similar screens the **Information Bar** at the top can be expanded to show which Grade Scale(s) have been associated to the course as well as the calculation method for the class. As with other Screens that show the Final Course grades, the final grade can be manually overwritten from this screen.



All Reporting Terms

Start > Grading > Grades > All Reporting Terms

A similar screen to both the Traditional Grade, Comment Verification and Category Totals screen, the **All Reporting Terms** screen displays the Final Traditional (Course) grade for each Reporting term, for the selected year. All of the screens that display Final Grades will also show if a grade has been manually overwritten by displaying a gray triangle in the upper left corner of the grade cell. Likewise, if a comment has been entered there will be a blue comment balloon in the upper right. See the section below **Entering/Editing Grades and Comments** for further directions.



Students

Assignments

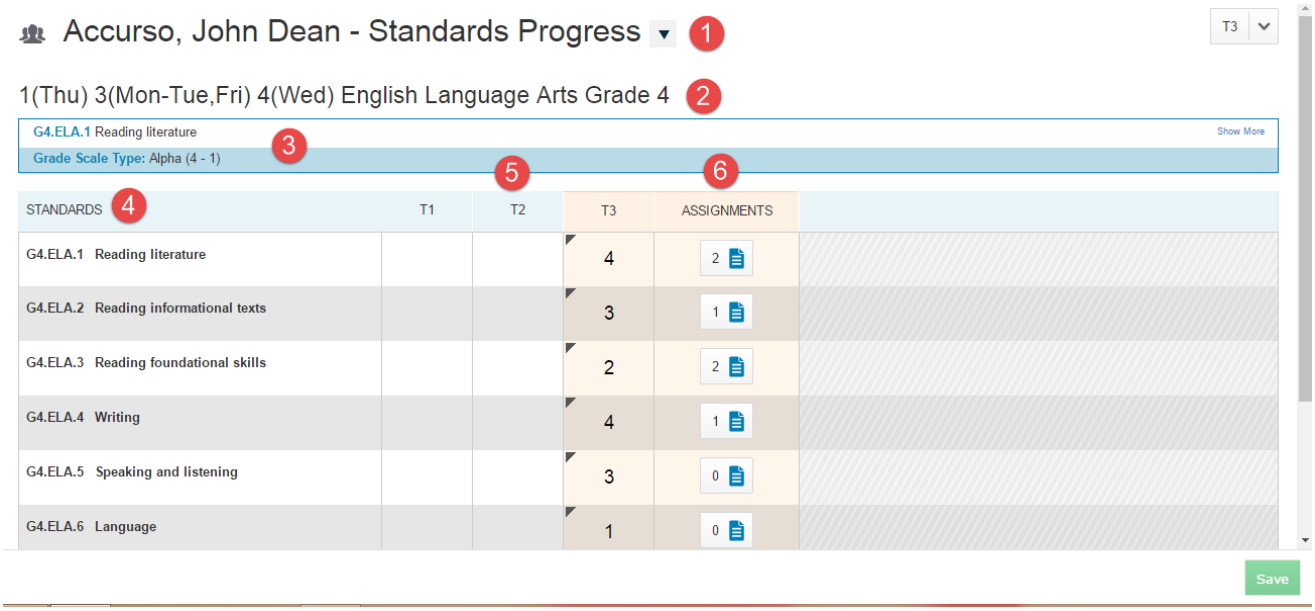
Start > Students > Assignments

This is the same view as found under **Grading** > **Assignments**. Refer to page 32 for details regarding this screen.

Standard Progress

Start > Students > Standards Progress > Select Student

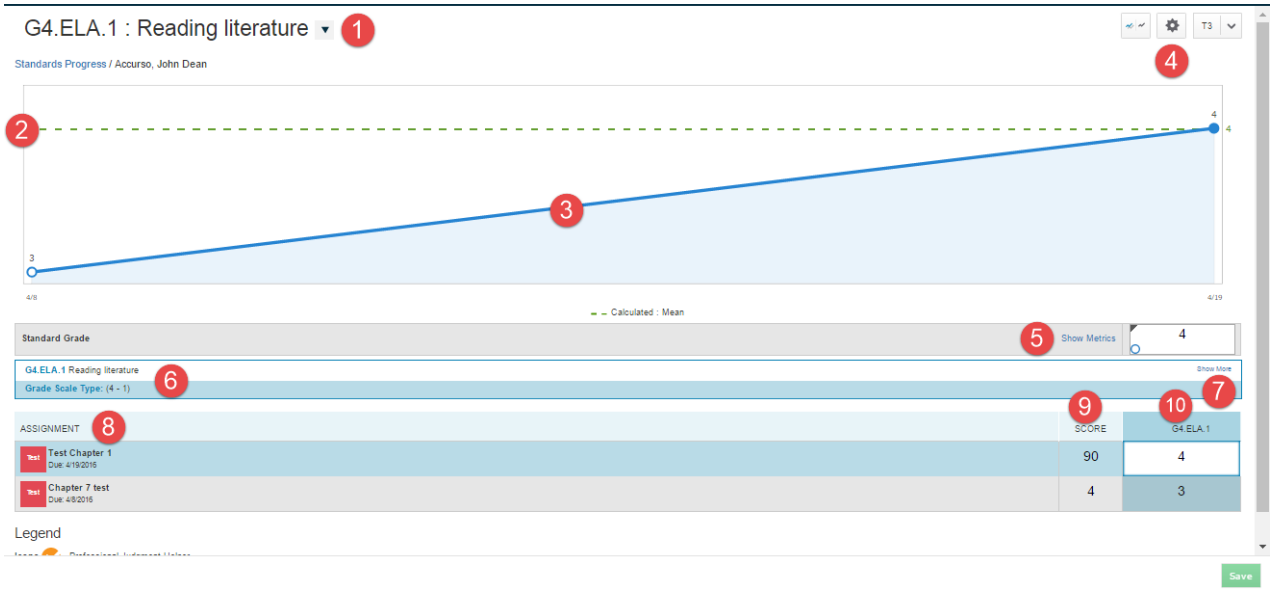
The **Standards Progress** screen shows the "calculated" standards grades, for the selected student, for the selected term. By default the column containing the current term's grades is highlighted. This screen allows a teacher to easily compare the grades the student received in each term.



1. Switch between Students and/or screens within the Student View
2. Use the **Filter** to narrow the results to a standard(s) and/or grades.
3. The **Information Bar** shows basic information about the course such as **Calculation Method, Score Type**, and **Grade**.
4. **Standards** shows the standards that are associated to the selected course.
5. **Term Grades** show the "calculated" Final Standards Grades for the selected course. If standares are not associated to assignments and graded then this column will be blank. As with other Screens that show the Final Course grades, the final grade can be manually overwritten from this screen.

6. **Assignments** shows the number of assignments associated to each standard for the selected term. Clicking on the icon will take to you a more detailed **Standards Progress Detail** screen for the selected student.

Standards Progress Detail

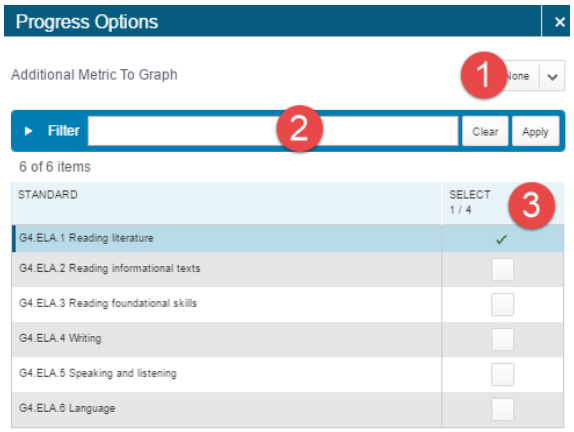


1. Use this link to select the Standard for which you wish to view student data.

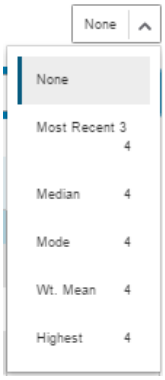
Graphical Data

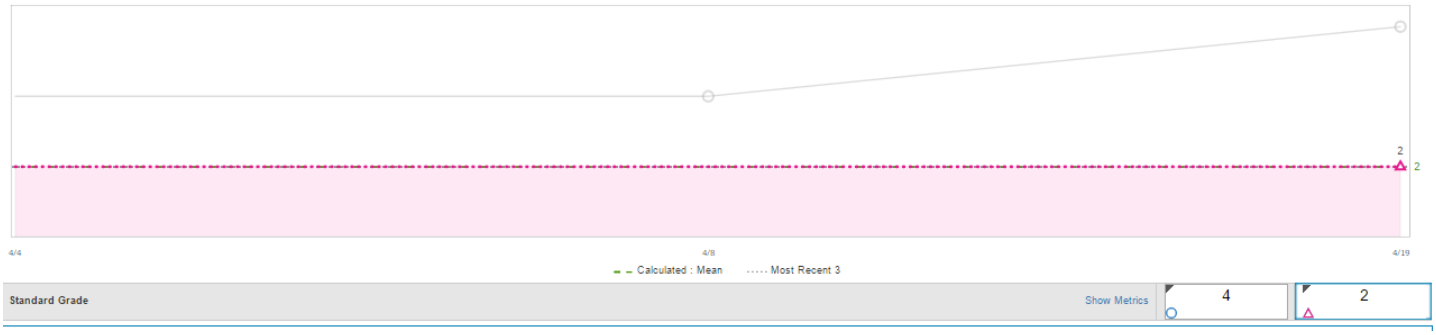
The Graphical data shows you how a student has done on the selected standard, over the length of the selected term, as compared to the "calculated" Final Grade. Note that the type of calculation being used is displayed at the bottom of the graph.

2. The green dotted line represents the "calculated" Final Grade.
3. This is a graphical view of the student's progress for the selected standard for the selected term.
4. The cog icon in the upper right allows the user to select additional Progress Options.

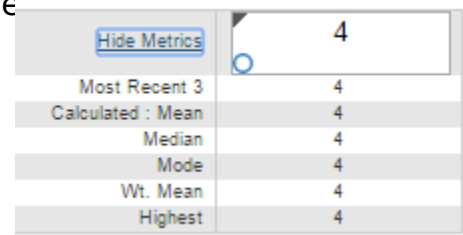


1. Select an Additional Matrix to Graph. From the drop down list you can select an additional calculation value to graph against the defined value.
2. Use the Filter to narrow the list of available Standards.
3. Select additional standards to view on the graph

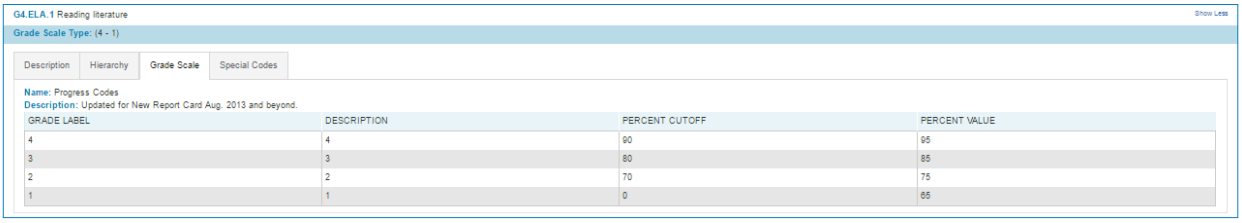




5. **Show Metrics** allows you to see additional (calculated) information regarding this standard include the Most Recent, Mean, Median, Mode, Weighted Mean and Highe



6. The **Information Bar** shows the same information as the Information Bar for any standards screens.

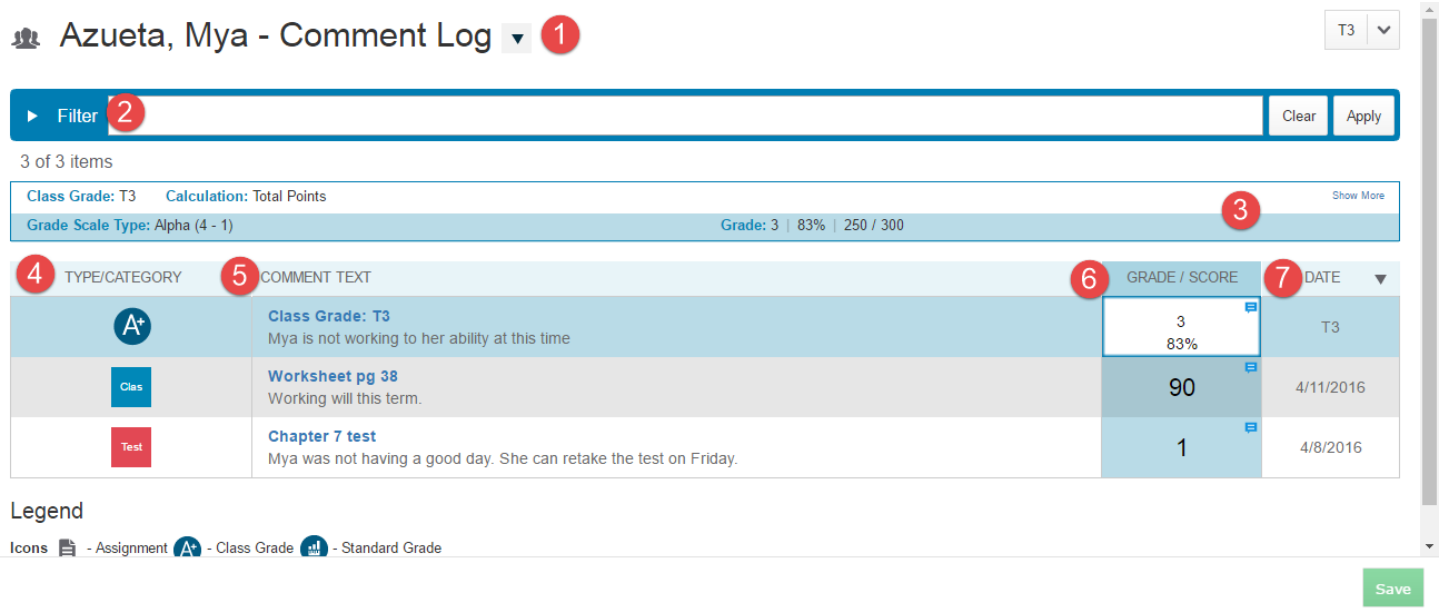


7. **Show More** allows the user to see additional Options include **Description, Hierachy, Grade Scale** and **Special Grade Codes**.
8. **Assignments** shows the assignments to which this standard has been associated
9. **Score** is the Traditional Grade earned on each assignment
10. **Grade** is the grade for the Standard associated to the assignment

Comment Log

Start > Students > Comment Log

The **Comment Log** is a screen that can be used to see ALL comments (both assignment and final grade) entered, for a student, for the selected term. As will similar screens the **Filter** can be used to filter down to a specific comment and the Information bar at the top can be expanded to show which Grade Scale(s) have been associated to the course as well as the calculation method for the class. As with other Screens that show the Final Course grades, the final grade can be manually overwritten from this screen.



1. Switch between Students and or screens within the Student View.
2. Use the **Filter** to narrow the results to a specific comment(s).
3. **Information Bar** that shows basic information about the course such as **Calculation Method, Score Type**, and **Grade.**
4. **Type/Category** shows the type of Comment (either Final Grade or Assignment). If a Final Gade comment it will display as Class Grade with the Appropriate Term. If an Assignment comment it will show the category to which the assignment is associated.
5. **Comment Text** shows the Name of the Term or Assignment as well as the text of the comment itself.

6. **Grade/Score** displays the earned score for the term/assignment. As with other Screens that show the Final Course grades, the final grade can be manually overwritten from this screen
7. **Date** shows the Date of the Assignment/Term of the final Grade comment.

Demographics

Start > Students > Demographics

The Demographics page allows teachers to see basic demographic information for each student. The information available has been entered through PS Admin. Teachers do not have the ability to enter/update any information contained on this page.

Albanese, Gabriel - Demographics

Name (Last, First MI)	Albanese, Gabriel
Address	144 Grand Central Avenue Amityville, Ny 11701
Home Phone	631-608-3788
Age	9 years 7 months
Aggregate days of membership (YTD)	142
Area/neighborhood	Amityville UFSD
DOB	08/28/2006
Ethnicity	W
Father's Employer	United Pet
Father's Home Phone	631-608-3788
Father's Name	Todd, Christopher
Father's Work Phone	631-200-5342
Gender	M
Grade Level	4
Graduation Year	
Guardianship	Both Parents
Guardian Email	
Home Room	4-1
Locker Combination	
Locker Number	
Mailing Address	,
Mother's Employer	LI Medical Cntr
Mother's Home Phone	631-608-3788
Mother's Name	Albanese, Stephanie
Mother's Work Phone	718-470-7960
Student ID	.
Student number	170915141

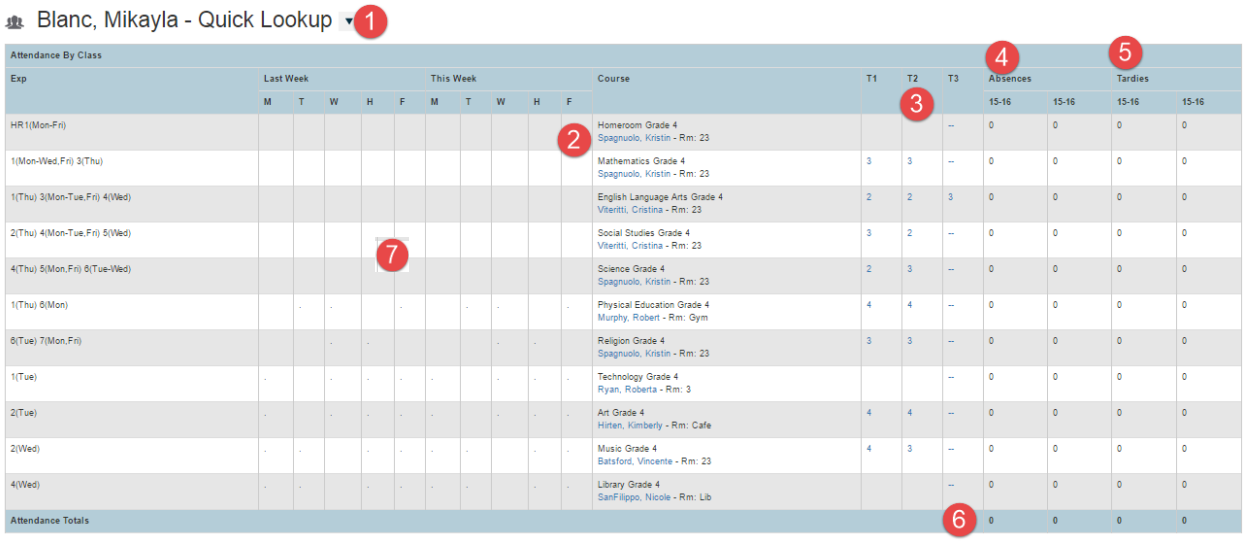
Quick Lookup

Start > Students > Quick Lookup

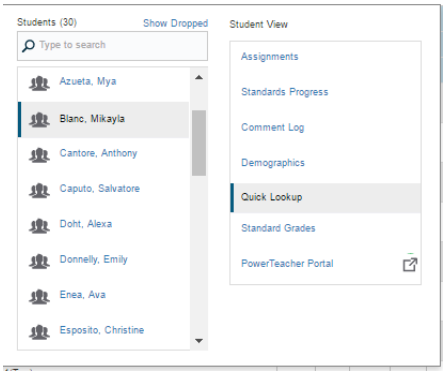
The Quick Lookup Screen is available to both Admin Users and Teachers. This options gives teachers a single screen where they can view student progress and attendance for ALL classes in which a student is enrolled.

From the Quick Lookup screen a teacher can:

- Email another teacher.
- See Attendance totals (absent and tardy) by class, as a total for all classes, or if enabled by the school the total Daily Attendance.
- Click into the Final Term grade and view the Scores Detail screen.
- This view can include both current enrollment as well as dropped classes.

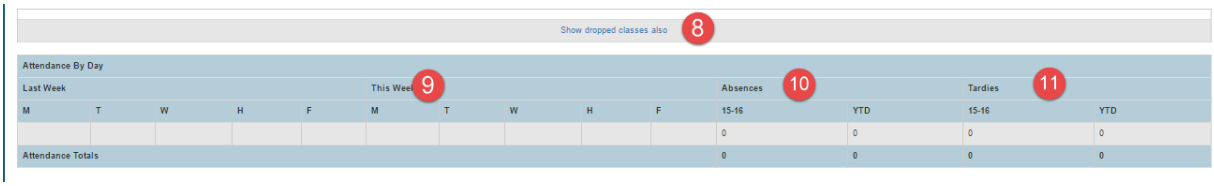


1. Use this link to switch to a different student or switch to a different screen within the Student View.



   - **Switch Students** - Click the Student name from the left column.
   - **Switch Screens** (within the Student View) - Click on the name of the screen from the right column.

2. **Email** a teacher – Click on the Name of the teacher to Open up your default email editor.
3. **Final Report term Grades** – These columns show the Final Grade for each class for their respective term. Clicking on the Final Grade will take you to the Scores Detail Screen for that class.
4. **Absences** – These columns show the total Absences, to date, for the specified terms.
5. **Tardies** – These columns show the total Tardies, to date, for the specified terms.
6. **Attendance Totals** – Show the total number of Absences and/or Tardies for all classes for the specified terms.
7. **Two Week Attendance** – These columns show the individual attendance codes entered for each class from the most recent two week period.



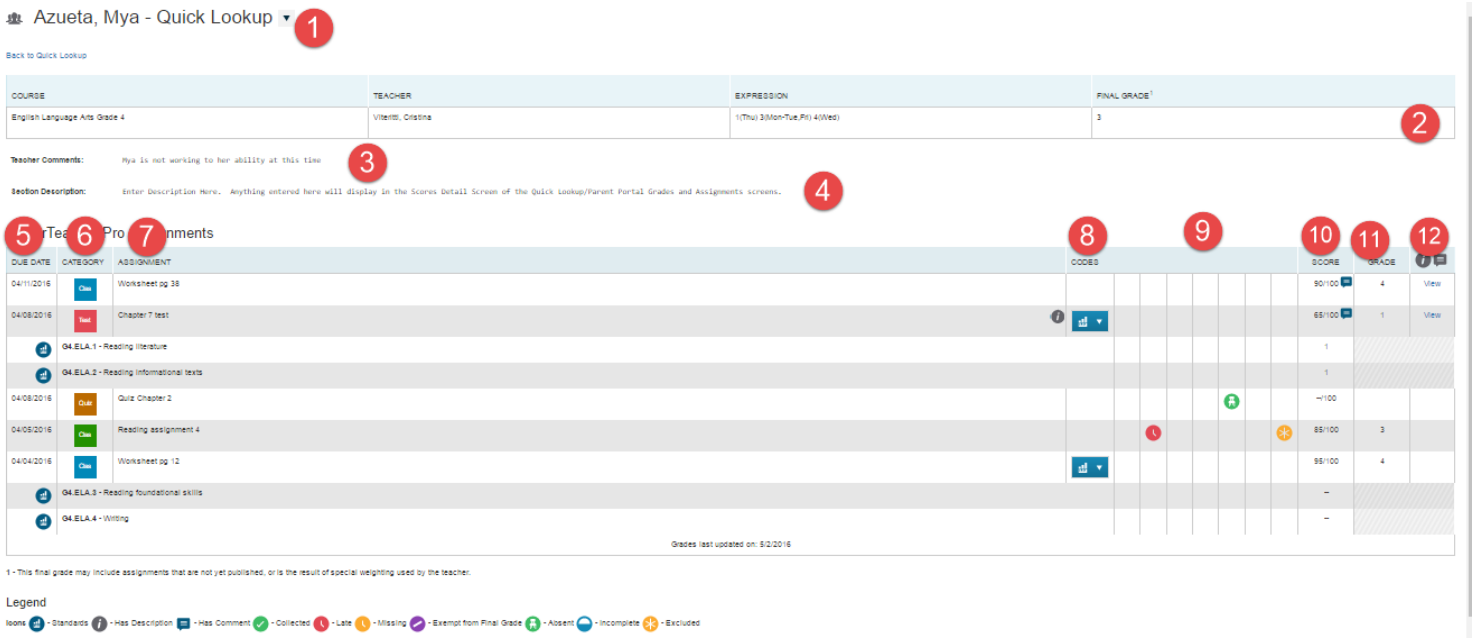
8. **Show Dropped classes also** – Click on this link if you wish to view information for classes from a student has been dropped.

If Daily Attendance is being used by the school (this only works if using a Bridge Period for Attendance), the Attendance by Day section will appear on the Quick Lookup screen.

9. **Last Week** – This will show the individual codes entered for the student for the previous two week period.
10. **Absences – This column shows the total Daily Absences, to date, for the specified terms.**
11. **Tardies** – These columns show the total Daily Tardies, to date, for the specified terms.

Score Detail

The Score Detail screen offers detailed information explaining how a student's grade has been earned.



1. Use this link to either changes students or to change screens within the Student View.
2. This is the Overall Course/Grade information and contains the name of the course, teacher name, expression (period/day when class meets) and the Overall Final Grade for the specified term.

3. **Teacher Comment** is the Final Grade Teacher comment for the selected student for the specified term.
4. **Section Description** is used by the teacher to give general information regarding the class. This information can be updated as needed by the teacher within the Gradebook.

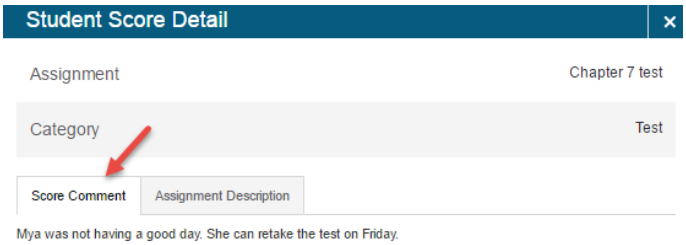
PowerTeacher Pro Assignments.

5. **Date Due** gives the date the assignment was given
6. **Categor**y indicates the Teacher Category to which the assignment is associated
7. **Assignment Name** gives the name of each assignment.
8. **Codes** is a set of columns that can display various items pertaining to grades and / or codes entered for each assignment.

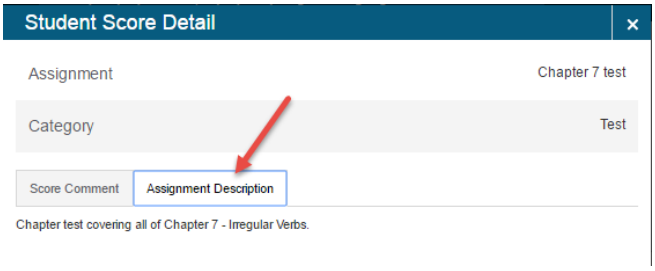
- - Standards - Indicates that Standards have been associated to the assignment. Click on the Icon to see the associated standards and scores.
- - Collected - Indicates that the assignment has been collected but no score has been issued.
- - Late - Indicates the assignment was turned in late.
- - Missing - Indicates that the assignment has not been turned in.
- - Exempt from Final Grade - Indicates that the student is exempt from the assignment.
- - Absent - Indicates that the student was absent when the assignment was collected.
- - Incomplete - Indicates that the assignment was incomplete when turned in.
- - Excluded - Indicates that the assignment is not being counted towards the final grade for the course.

9. **Score** - is the actual score of the assignment and shows both Possible and Earned points.
10. **Grade** is the earned letter grade based on the score for the assignment
11. The last column indicates if there is an Individual **Assignment Comment** and / or a **Description** on the Category or Assignment itself. If either have been entered theword VIEW will appear. Click on View to see the associated comments /descriptions.

Score Comment:



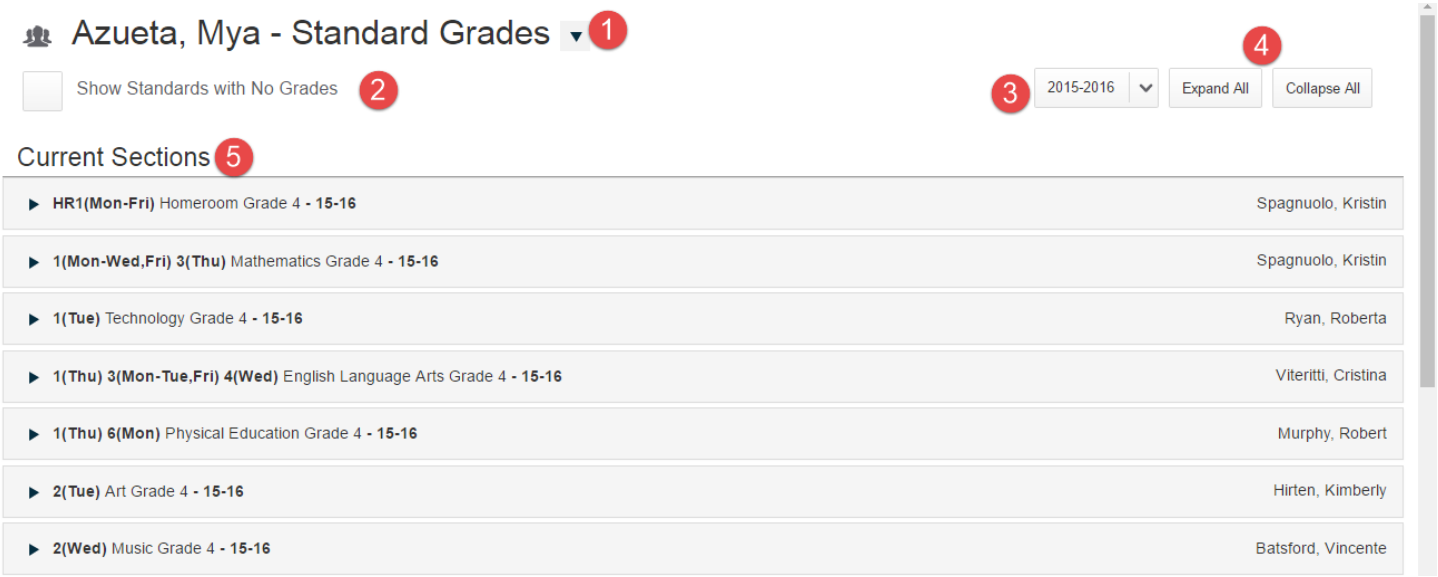
Assignment Description:



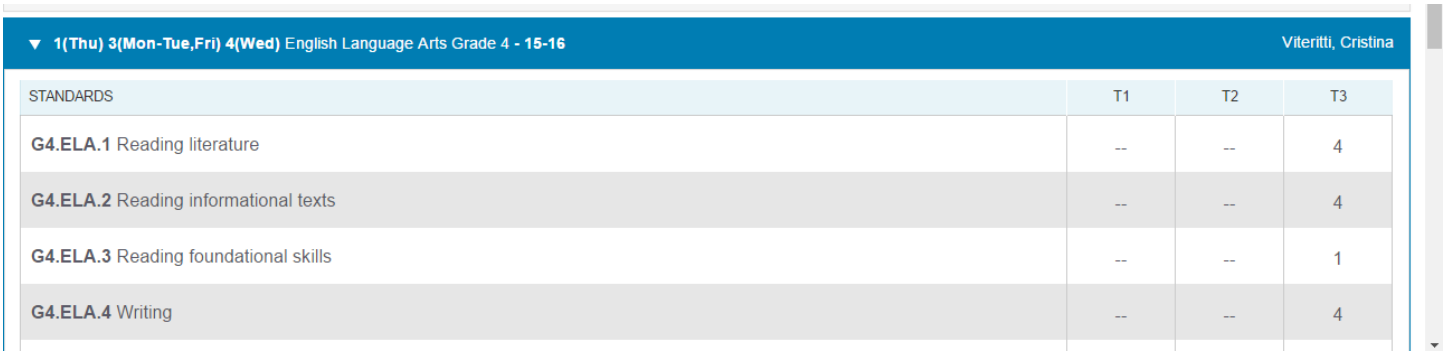
Standards Grades

Start > Students > Standards Grades

The **Standards Grade** screen allows the Teacher to see the Final Standards Grades for every class in which a student is enrolled, even if he/she is not the teacher.



1. Switch between Students and or screens within the Student View
2. Check the box, if desired, to display Standards with no grades associated.
3. Select the Year for which you would like to display standards grades (only displays for years that have been associated to PowerTeacher Pro.)
4. Use Expand All / Collapse All to help Navigate through the Standards screen.
5. Current Sections Lists all sections in which a student is enrolled. Note this screen contains information for ALL classes, not just the ones belonging to the teacher. Use the Arrow to the left of the course name to expand collapse the screen to see Standards and/or Grades.



▼ **1(Thu) 3(Mon-Tue,Fri) 4(Wed)** English Language Arts Grade 4 **- 15-16** Viteritti, Cristina

STANDARDS	T1	T2	T3
G4.ELA.1 Reading literature	--	--	4
G4.ELA.2 Reading informational texts	--	--	4
G4.ELA.3 Reading foundational skills	--	--	1
G4.ELA.4 Writing	--	--	4

6. Click on an individual standard score to open the **View Standards Final Grade** window. The window contains more detailed information regarding the standard score.

View Standards Final Grade ×

Standard Info

Standard	**G4.ELA.1** Reading literature
Store Code - (Year)	T3 - (2015 - 2016)
School	St. William the Abbot School
Last Updated	2016-04-28 13:55:38

Section Info

Teacher	Viteritti, Cristina
Course and Section	1(Thu) 3(Mon-Tue,Fri) 4(Wed) English Language Arts Grade 4 - (5014.42)

Grade

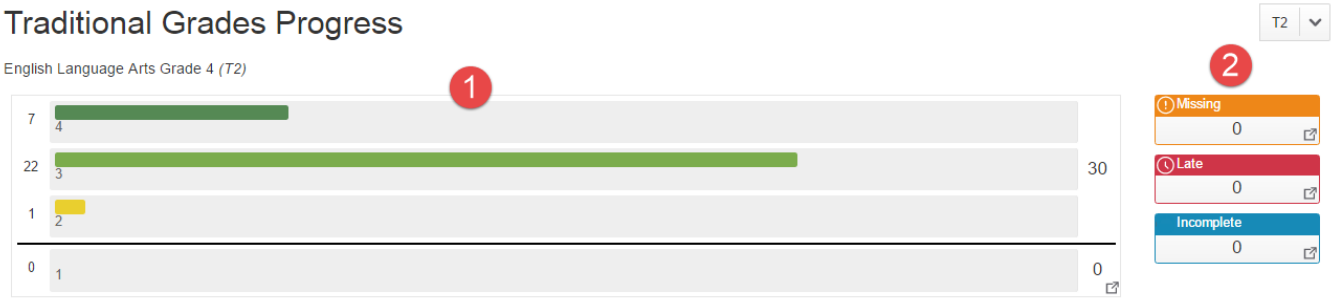
Grade	4
Exclude from Reports	False

Progress

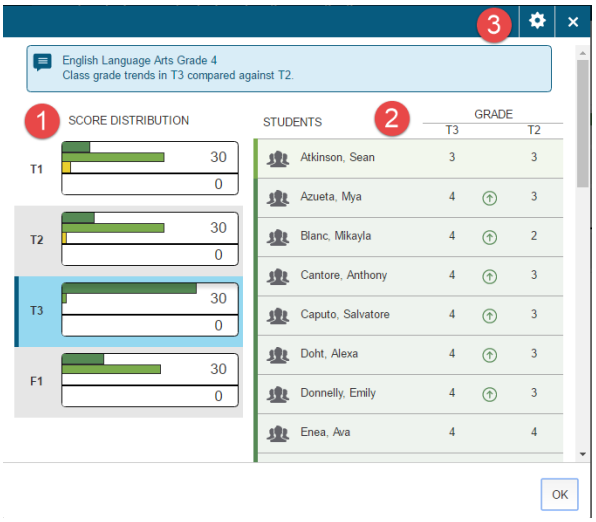
Traditional

Start > Progress > Traditional

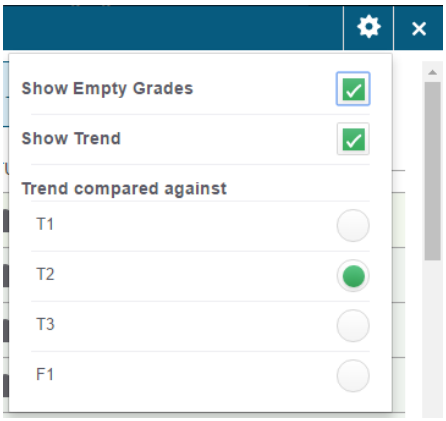
The **Progress > Traditional** Screen shows grade distribution, for the selected class(es), for the selected term. Additionally you can see the accumulated number **Missing, Late** or **Incomplete** Assignments.



1. The **Graph** shows the distribution of grades (based on the associated Grade Scale) for the selected class/classes. Clicking on any of the lines on the graph will take you to a new, more detailed Distribution Screen. This screen will show you:



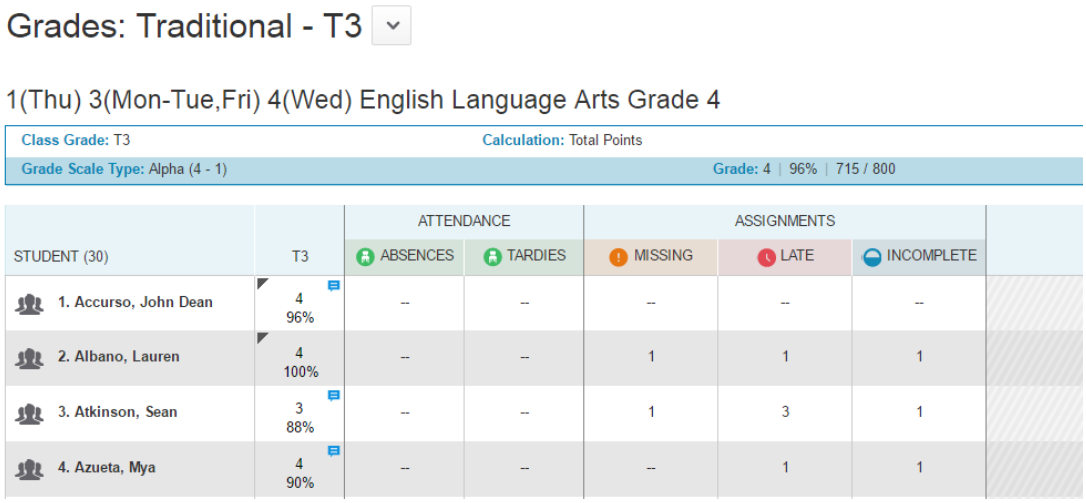
1. **Score Distsribution** for Each Term shows the distribution of grades (by color) for each Term of the Year. The current Term will be highlighted.
2. The **Student / Grade** area will show each student with the current term grade as well as the previous term grade. Additionally, an arrow indicator (Green or Red) will appear, between the term grades,to show whether the student has improved or declined since the previous term.



3. The **Settings Cog** can be used to define what appears in the Grades columnn of Scores Distribution View. The user has the ability to select whether or not to show:

   - **Show Empty Grades** – Display students even if they do not have a final grade for the current term.
   - **Show Trend** – Show the Green/Red arrow to indicate if a student is has improved or declined as compared to the selected term.
   - **Trend Compared Against**- Select the term against which you would like to compare the current term's final grade.

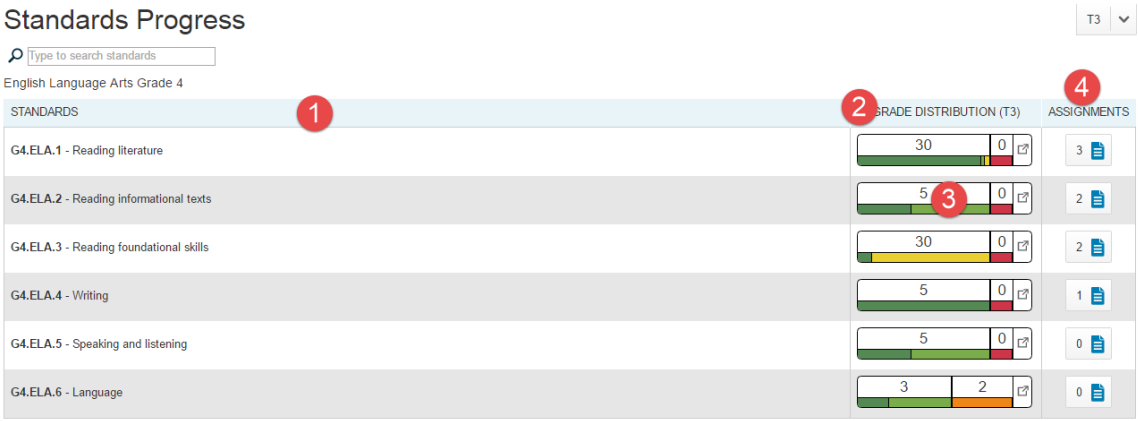
2. **The Missing, Late, Incomplete** boxes show the total number of assignments within each category for the selected class. Clicking on the any of these boxes will take the user to the Grades > Traditional Screen where the Teacher can then see which students have **Missing, Late** or **Incomplete** Assignements.



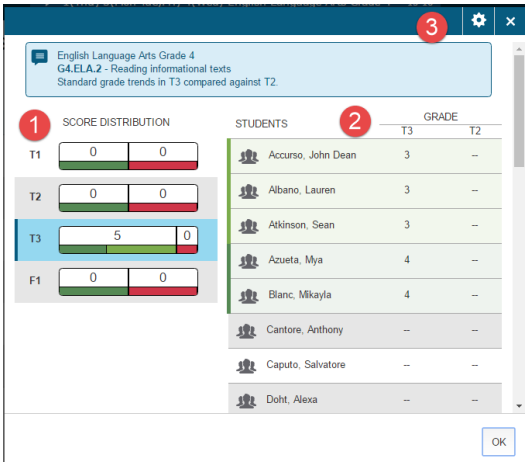
Standard

Start > Progress > Standard

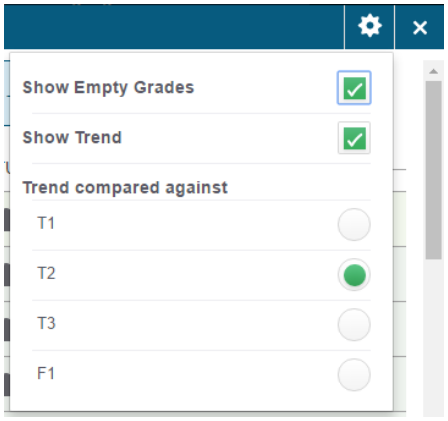
The **Progress > Standards** screen displays the standards for the selected class(es) along with the distribution of grades for each standard. The grade distribution graph, then displays the current standards grades for the class. Quickly, teachers can see which standards need the attention and which are on track. Additionally teachers can see how many times a standard has been assessed. You can click on the distribution graph for each standard to view the specific students being assessed, along with their progress by term. You can also view the assignments for each standard.



1. **Standards** – Shows the list of all standards associated to the selected class/classes.
2. **Grade Distribution** – Shows, at a glance, how students have performed on each standard.
3. **View Student Detail** – Clicking on the Grade Distribution graph will take you to a more detailed view of how students performed for the selected standard.



1. **Score Distsribution** for Each Term shows the distribution of grades (by color) for each Term of the Year. The current Term will be highlighted.
2. The **Students / Grade** list will show each student with the current term grade, for the selected standards as well as the previous term grade. Additionally, an arrow indicator (Green or Red) will appear, between the term grades,to show whether the student has improved or declined since the previous term.
3. The **Settings Cog** can be used to define what appears in the Grades columnn of **Scores Distribution** View. The user has the ability to select whether or not to show:



   - **Show Empty Grades** – Display students even if they do not have a final grade for the current term.
   - **Show Trend** – Show the Green/Red arrow to indicate if a student is has improved or declined as compared to the selected term.
   - **Trend Compared Against**- Select the term against which you would like to compare the current term's final grade.

Reports

Version 1.0 of PowerTeacher Pro comes with three built in reports. They include the **Individual Student Report, the Multi-Function Report** and the **Student Roster Report**. When configuring any report in PTP the users will need to navigate through three different screens.

1. **Criteria** – Use this screen to determine the specific student data to be included in the report.
2. **Students** – Use this screen to select the student(s) for whom the report will be run.
3. **Format** – Uses this screen to set the formatting of the report including orientation, output type, top note, bottom note, etc.

Individual Student Report

Start > Reports > Individual Student Report

The **Individual Student Report** is a report than can be generated either for a single student or group of students. It can be used as a Progress Report, a report to list missing/late assignments, low grades, high grades, category totals or any combination of these items.

Criteria - On the Criteria tab users will need to identify the following:

1. **Report Title** – By default this report is called the "Individual Student Report" but it can be renamed.
2. **Classes** – Select the class/classes for which you want the report to run. For multiple classes click on the drop down and then check the box for the selected classes.

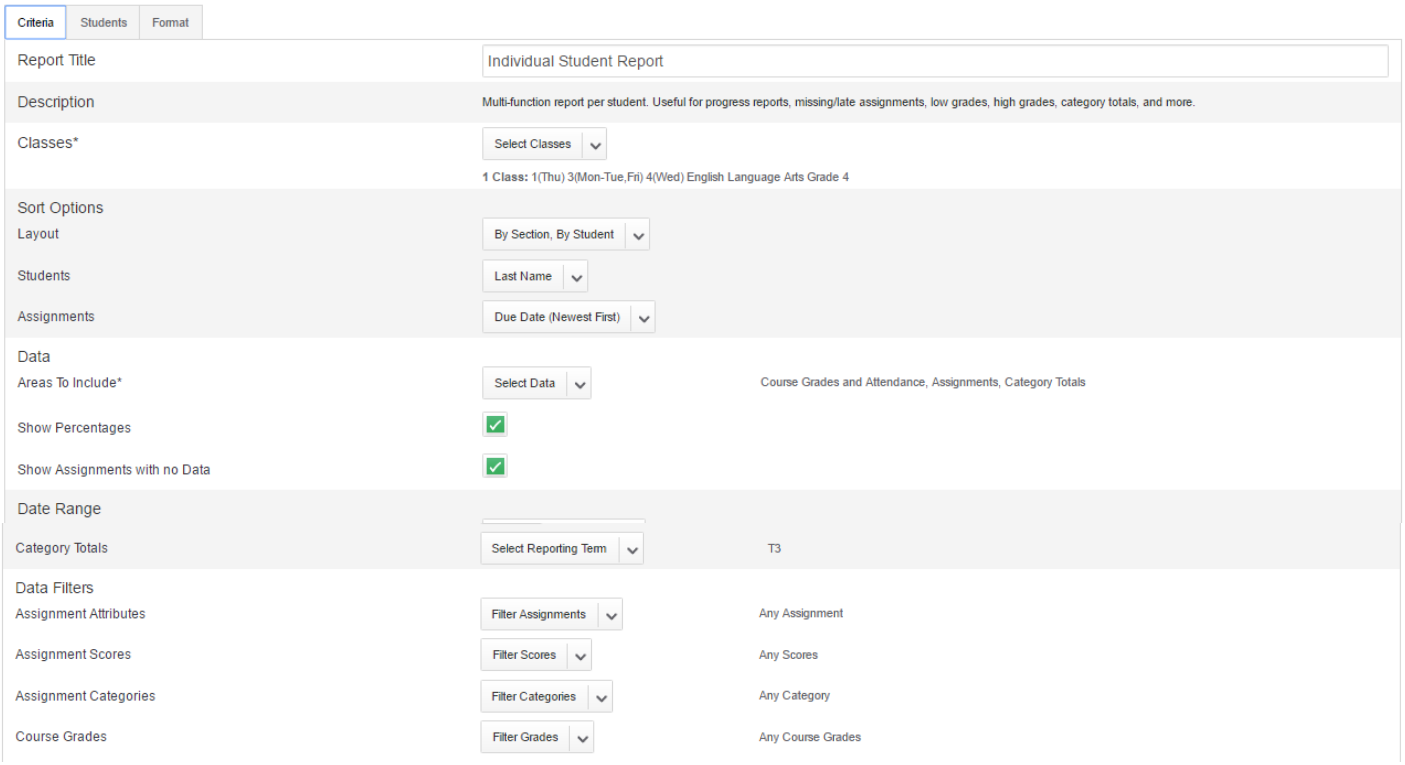
3. **Sort Options**
   - **Layout** – Select how you would like the finished reports to sort. Options include:
     - By section and then Student Name
     - By Student Name
   - **Students** – Within the layout which student name do you want to use in the above search? Options include:
     - Gradebook Preference
     - Last Name,
     - First Name
     - Student Number
   - **Assignments** – How do you want Assignments sorted? Options include:
     - Due Date (Newest First)
     - Due Date (Oldest First)
     - Category and then Due Date (Newest First)
     - Category and then Due Date (Latest First)
4. **Data** – What data would you like included in your report?
   - **Areas to include** – These options can be used in any combination
     - Course Grades and Attendance
     - Course Grade Comments (only available if Course Grades and Attendance is selected)
     - Assignments
     - Assignment Comments (only available if Assignments is selected)
     - Category Totals
   - **Show Percentages** – Check to include, uncheck to exclude.
   - **Show Assignments with No Data** – Check to include, uncheck to exclude.

5. **Date Range** – Date Range options will appear based on the options you chose under Data > Areas to Include.
    - **Course Grades** – Select the Term(s) for which you want Final Course Grades to appear. You can select ALL Terms or you can specify a specific term. If no term is selected it will default to the current term.
    - **Assignment Date Range** – Select the date range for which you would like to include assignments. You can select:
        - **Full Class** – Includes assignments for the entire length of the class to date.
        - **Manual** – Enter a Start and End date for the assignments you wish to include
        - **Individual Reporting Term** – Select the specific Term for which you want to print assignments.
    - **Category Totals** – Select the date range for which you would like to include category totals you can select ALL Terms or a specific Reporting Term or group of terms.

6. Data Filters

- **Assignment Attributes** – Determine which type of categories you would like to include. The user can select any combination of Attributes. Options include:
    - Missing
    - Late
    - Incomplete
    - Collected
    - Absent
    - Exempt
    - Blank Grade (excluding Exempt)
- **Assignment Scores** – There are various options for selection the type of scores to report. Depending on the option selected additional input will be required
    - **Grade Range** – If selected identify the Max and Min Letter Grade a student can have earned on assignments.
    - **Percent Range** - If selected identify the Max and Min Percentage Grade a student can have earned on assignments
    - **Color Level Range**- If selected identify the Max and Min Color (as determined by the Grade Scale) student can have earned on assignments
    - **Specific Grades** – If selected, choose the specific grade/grades a student can have earned on assignments
- **Assignment Categories** – Select the category/categories for which you would like include assignments on this report.

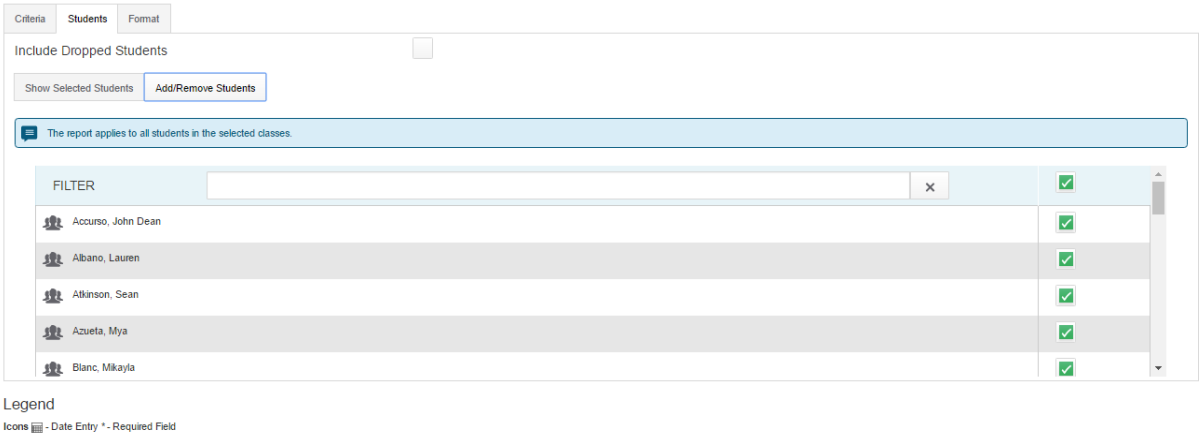
- **Course Grades** – If Selected use the same options as offered under Assignment scores above.
    - **Grade Range** – If selected identify the Max and Min Letter Grade a student can have earned on assignments.
    - **Percent Range** - If selected identify the Max and Min Percentage Grade a student can have earned on assignments
    - **Color Level Range**- If selected identify the Max and Min Color (as determined by the Grade Scale) student can have earned on assignments
    - **Specific Grades** – If selected, choose the specific grade/grades a student can have earned on assignments



Students - On the Students Tab users will need to select the Student/Students for whom the report needs to be run.

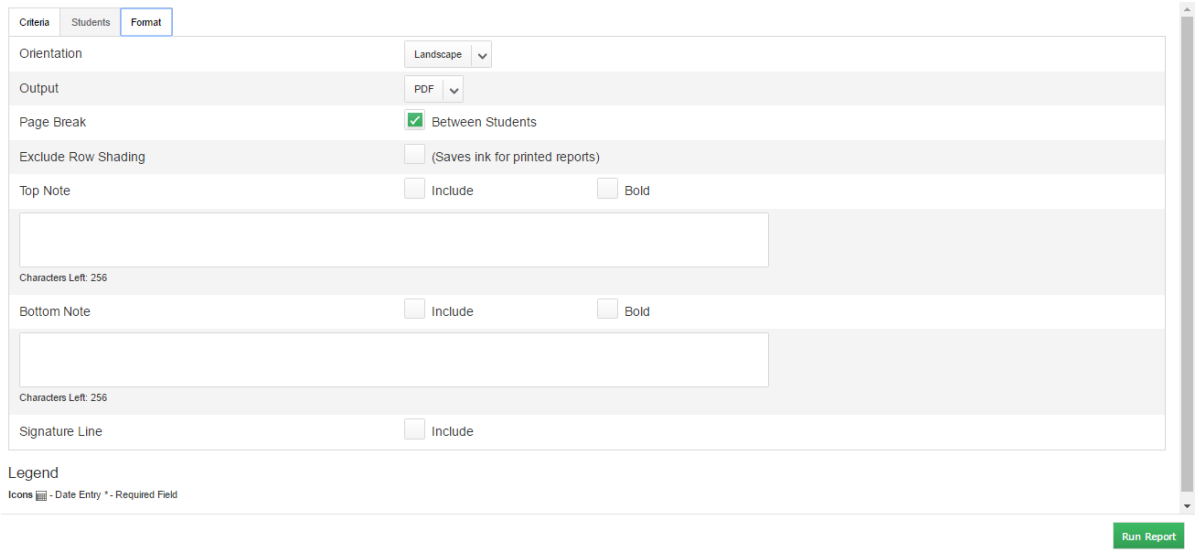
By default the report will run for ALL students in the selected class/group of classes. If you wish to run this for a specific student/group of students you will

1. Include Dropped Students – Check the option to include dropped students in this report.
2. Click on Add/Remove Students.
3. Check the box to the right of student names for whom you wish to run the report. Uncheck the box to the right for the student names for student whom you do not wish to run the report.



Format – On the Format Users can set some additional formatting options.

1. **Orientation** - Select the Orientataion of the report to either Portrait or Landscape.
2. **Output** - Select the Output type for the report. Currently the only output type for this report is PDF.
3. **Page Break** - Check if you would like the report to break between students. This will allow each student's printed report to begin on a new page.
4. **Exclude Row Shading** - Check to Exclude Row Shading. If checked the report will appear all white. If left unchecked it will alternate each row of data between a white and a gray row.
5. **Top Note** – If you would like to include a Top Note (the same note at the top of each student's report) check the box to include. If you would like it to appear bolded check the box to bold. Enter the text of the note in the text box. Please note the Character Limit of 256 characters.
6. **Bottom Note** – If you would like to include a Bottom Note (the same note at the bottom of each student's report) check the box to include. If you would like it to appear bolded check the box to bold. Enter the text of the note in the text box. Please note the Character Limit of 256 characters.
7. **Signature Line** – If you would like to include a signature line at the bottom of each student's report check the box to include. This will put a place for a signature and date at bottom of each report.



Once all options have been selected click Run Report.

Multi-Function Assignment Report

Start > Reports > Multi-Function Assignment Report

The **Multi-Function Report** provides the teacher with a list of assignments and student scores. It is an easy way to quickly find any students with missing, late or incomplete assignments.

Criteria

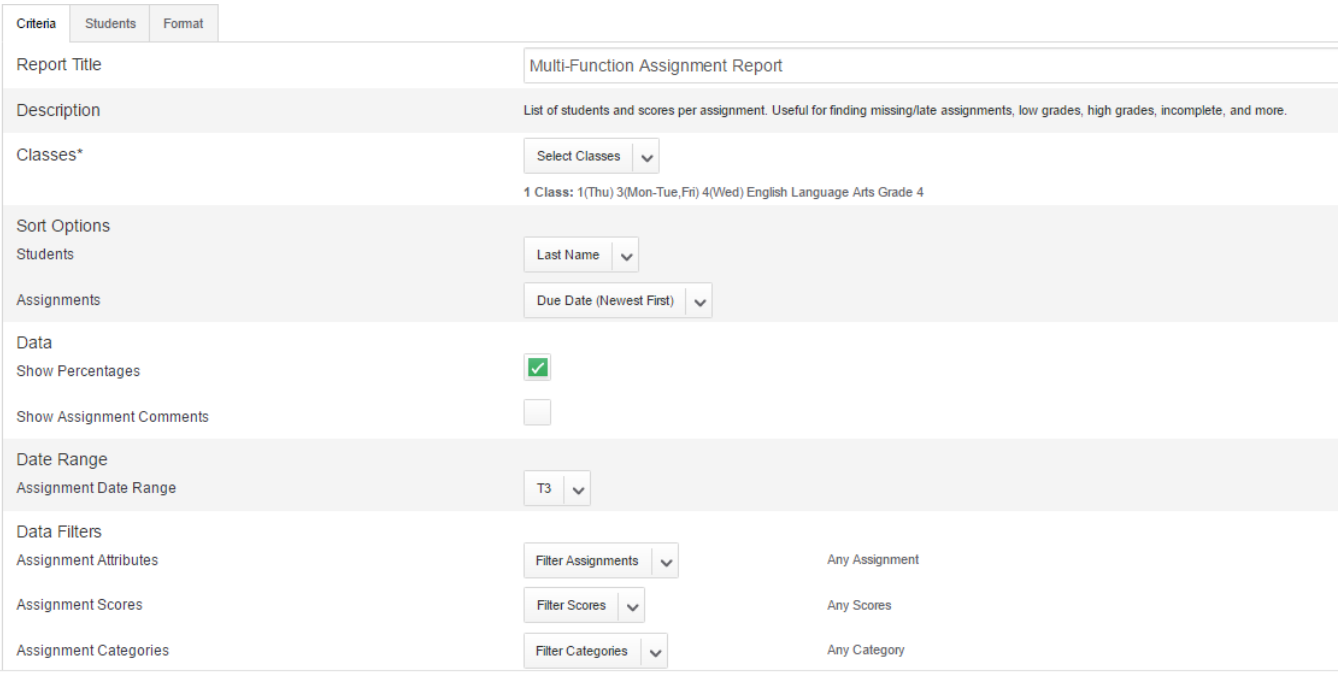
1. **Report Title** – By default this report is called the "Multi-Function Assignment Report but it can be renamed.
2. **Classes** – Select the class/classes for which you want the report to run. For multiple classes click on the drop down and then check the box for the selected classes.
3. **Sort Options**
   - **Students** – Within the layout which student name do you want to use in the above search? Options include:
     - Gradebook Preference
     - Last Name,
     - First Name
     - Student Number
   - **Assignments** – How do you want Assignments sorted? Options include:
     - Due Date (Newest First)
     - Due Date (Oldest First)
     - Category and then Due Date (Newest First)
     - Category and then Due Date (Latest First)

4. **Data** – What data would you like included in your report?
    - Show Percentages – Check to include, uncheck to exclude.
    - Show Assignments Comments – Check to include, uncheck to exclude.

5. **Date Range** – Date Range options will appear based on the options you chose under Data > Areas to Include.
    - **Assignment Date Range** – Select the date range for which you would like to include assignments. You can select:
        - **Full Class** – Includes assignments for the entire length of the class to date.
        - **Manual** – Enter a Start and End date for the assignments you wish to include
        - **Individual Reporting Term** – Select the specific Term for which you want to print assignments.

6. Data Filters

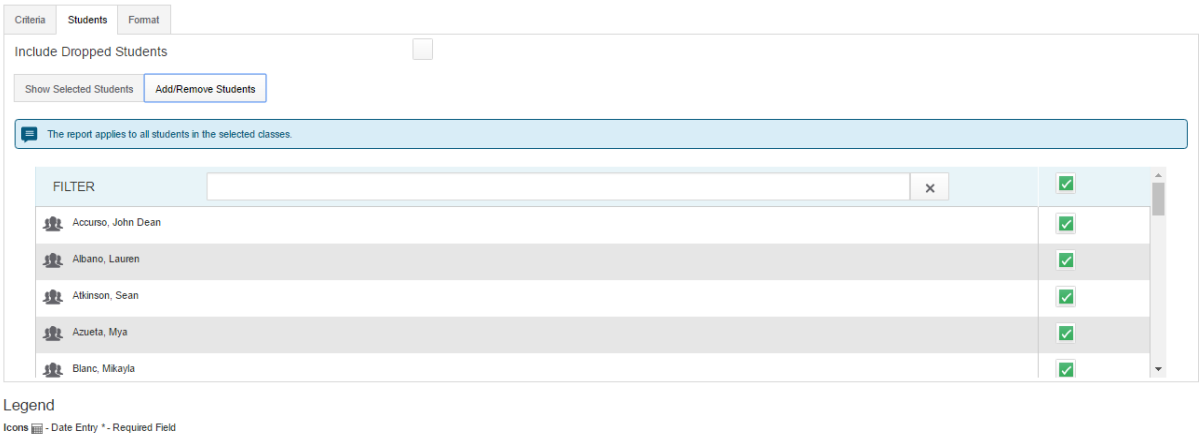
- **Assignment Attributes** – Determine which type of categories you would like to include. The user can select any combination of Attributes. Options include:
    - Missing
    - Late
    - Incomplete
    - Collected
    - Absent
    - Exempt
    - Blank Grade (excluding Exempt)
- **Assignment Scores** – There are various options for selection the type of scores to report. Depending on the option selected additional input will be required
    - **Grade Range** – If selected identify the Max and Min Letter Grade a student can have earned on assignments.
    - **Percent Range** - If selected identify the Max and Min Percentage Grade a student can have earned on assignments
    - **Color Level Range**- If selected identify the Max and Min Color (as determined by the Grade Scale) student can have earned on assignments
    - **Specific Grades** – If selected, choose the specific grade/grades a student can have earned on assignments
- **Assignment Categories** – Select the category/categories for which you would like include assignments on this report.



Students - On the Students Tab users will need to select the Student/Students for whom the report needs to be run.

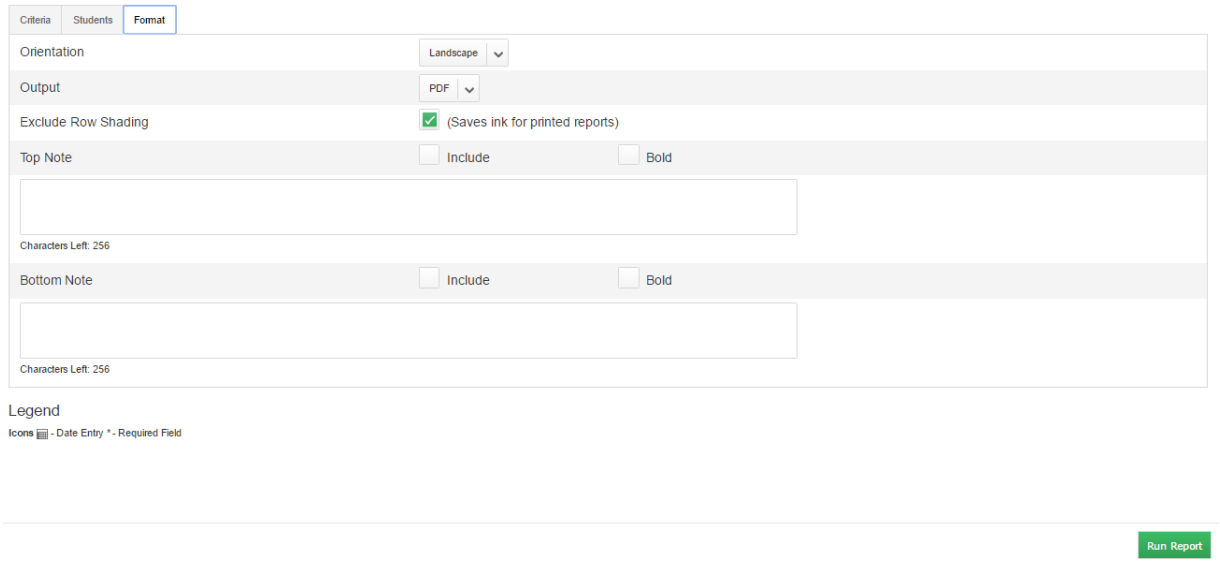
By default the report will run for ALL students in the selected class/group of classes. If you wish to run this for a specific student/group of students you will

1. **Include Dropped Students** – Check the option to include dropped students in this report.
2. Click on Add/Remove Students.
3. Check the box to the right of student names for whom you wish to run the report. Uncheck the box to the right for the student names for student whom you do not wish to run the report



Format – On the Format Users can set some additional formatting options.

1. **Orientatio**n - Select the Orientataion of the report to either Portrait or Landscape.
2. **Output** - Select the Output type for the report. Currently the only output type for this report is PDF.
3. **Exclude Row Shading** - Check to Exclude Row Shading. If checked the report will appear all white. If left unchecked it will alternate each row of data between a white and a gray row.
4. **Top Note** – If you would like to include a Top Note (the same note at the top of each student's report) check the box to include. If you would like it to appear bolded check the box to bold. Enter the text of the note in the text box. Please note the Character Limit of 256 characters.
5. **Bottom Note** – If you would like to include a Bottom Note (the same note at the bottom of each student's report) check the box to include. If you would like it to appear bolded check the box to bold. Enter the text of the note in the text box. Please note the Character Limit of 256 characters.



Once all options have been selected click Run Report.

Student Roster

Start > Reports > Student Roster

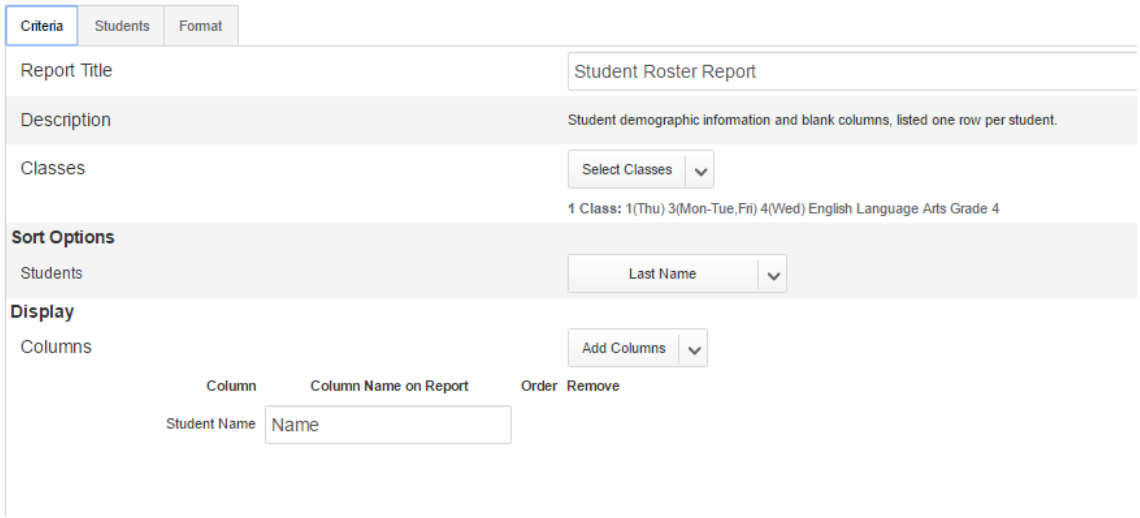
The Student Report is a report than can be generated either for list of students along with available demographics data as well as blank columns.

Criteria - On the Criteria tab users will need to identify the following:

1. **Report Title** – By default this report is called the "Individual Student Report" but it can be renamed.

2. **Classes** – Select the class/classes for which you want the report to run. For multiple classes click on the drop down and then check the box for the selected classes.
3. **Sort Options**
   - **Students** – Within the layout which student name do you want to use in the above search? Options include:
     - Gradebook Preference
     - Last Name,
     - First Name
     - Student Number
4. **Display** – What data would you like included in your report?
   - **Columns** – Select what information you would like each column to contain. Click Add to add that column to the report.
     - Blank columns
     - Student Data
       - Course Name
       - Birthday
       - Gender
       - Grade Level
       - Student Number
     - **Parent Data***
       - Mother's Name
       - Father's Name
       - Home Phone
       - Guardian Email
       - Emergency Contact 1
       - Emergency Contact 1 Phone
       - Emergency Contact 2
       - Emergency Contact 2 Phone

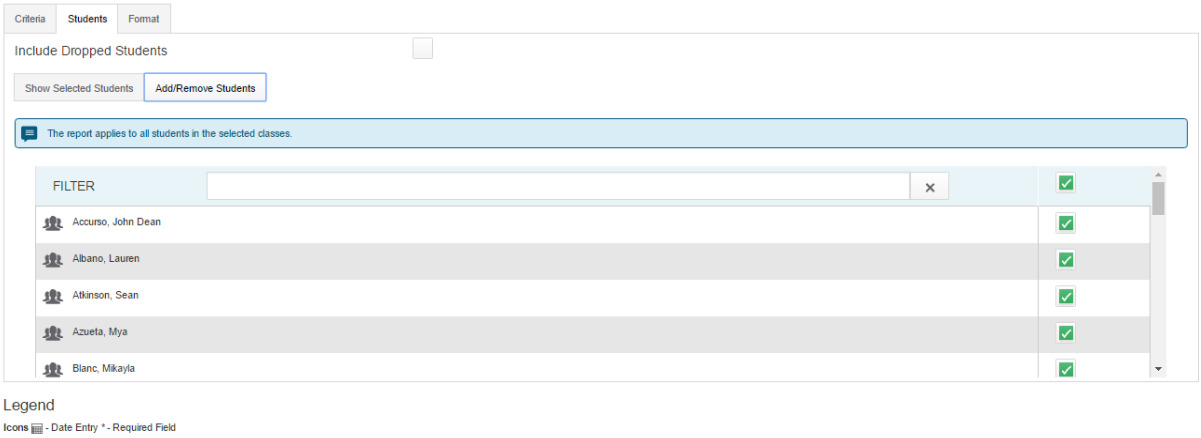
*Parent data will only be pulled from the default Parent fields. It will not be pulled if the data is stored in custom fields.



Students - On the Students Tab users will need to select the Student/Students for whom the report needs to be run.

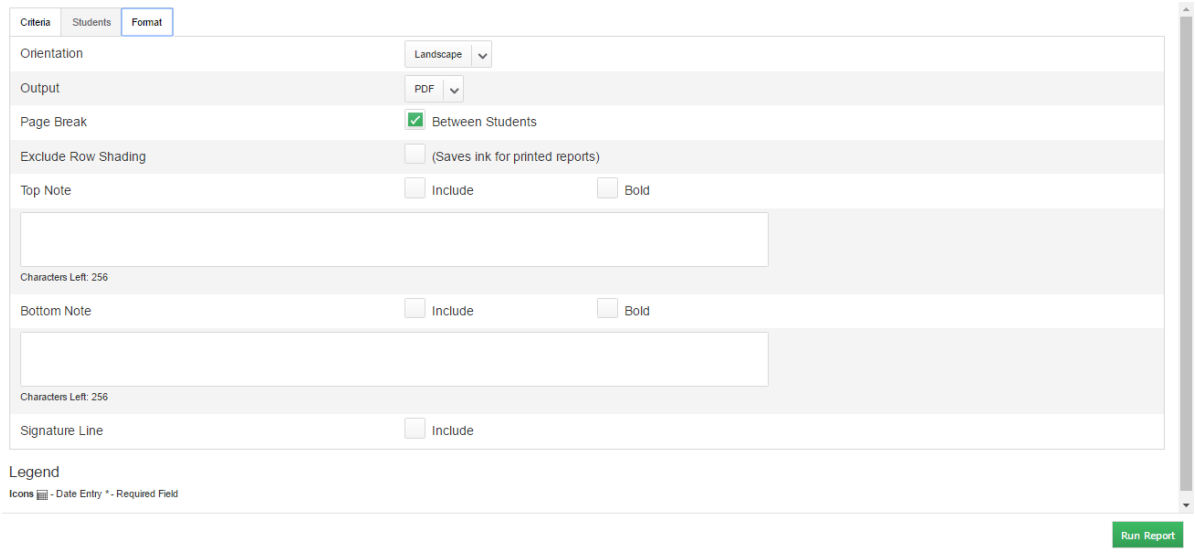
By default the report will run for ALL students in the selected class/group of classes. If you wish to run this for a specific student/group of students you will

4. **Include Dropped Students** – Check the option to include dropped students in this report.
5. Click on Add/Remove Students.
6. Check the box to the right of student names for whom you wish to run the report. Uncheck the box to the right for the student names for student whom you do not wish to run the report.



Format – On the Format Users can set some additional formatting options.

1. **Orientation** - Select the Orientataion of the report to either Portrait or Landscape.
2. **Output** - Select the Output type for the report. Currently the only output type for this report is PDF.
3. **Exclude Row Shading** - Check to Exclude Row Shading. If checked the report will appear all white. If left unchecked it will alternate each row of data between a white and a gray row.
4. **Top Note** – If you would like to include a Top Note (the same note at the top of each student's report) check the box to include. If you would like it to appear bolded check the box to bold. Enter the text of the note in the text box. Please note the Character Limit of 256 characters.
5. **Bottom Note** – If you would like to include a Bottom Note (the same note at the bottom of each student's report) check the box to include. If you would like it to appear bolded check the box to bold. Enter the text of the note in the text box. Please note the Character Limit of 256 characters.



Once all options have been selected click Run Report.

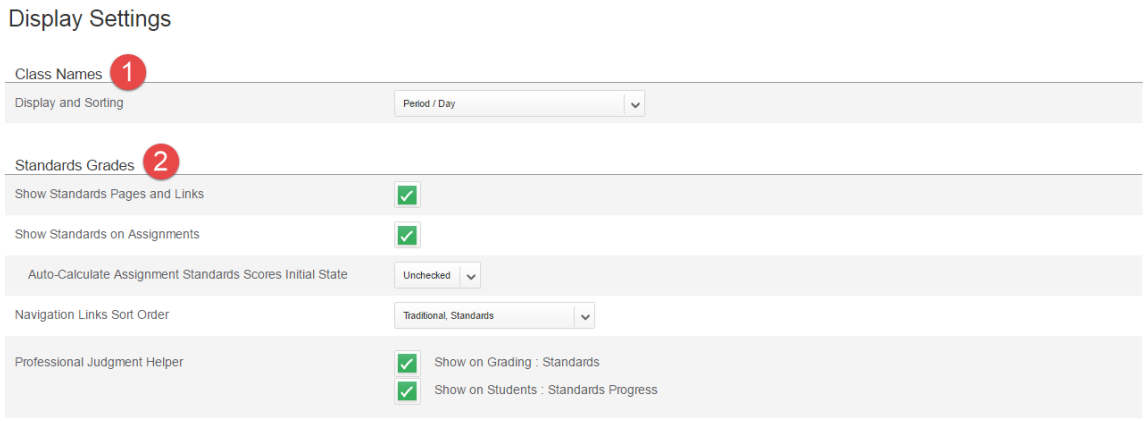
Settings

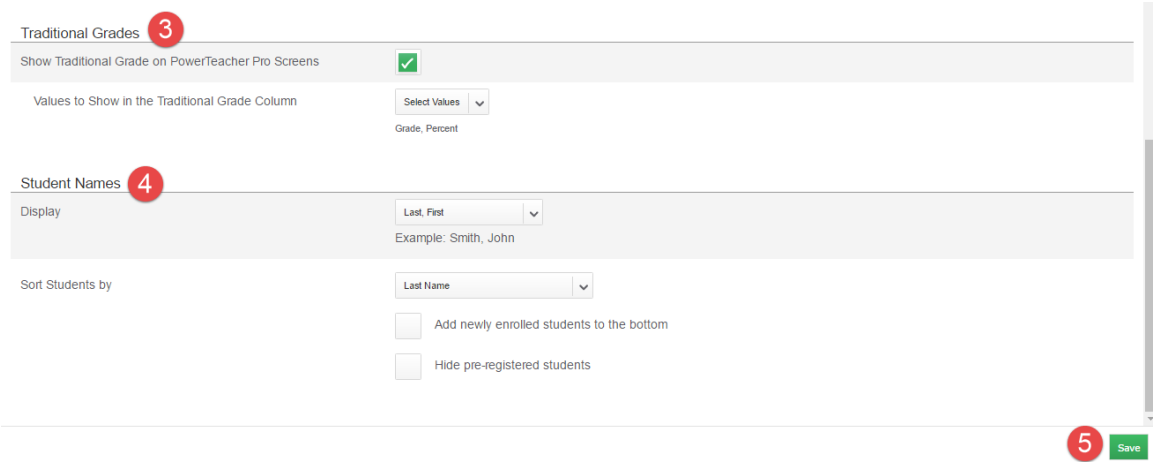
Setup

Display Setup

Start > Settings > Setup > Display Setup

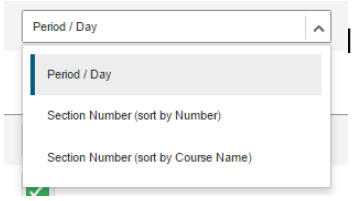
Use the Display Settings to configure the layout of various items in the Gradebook.





1. Class Names

- **Display and Sort** – This will determine the Order the Classes are displayed in PowerTeacher Pro.

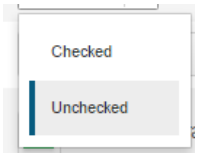


l sort classes first by the Period they are scheduled and then the day.

Ex: P1(A)
P2(A)
P1(B)

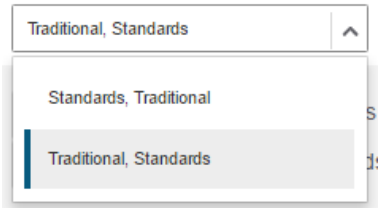
2. Standards Grades

- **Show Standards Pages and Links** – Check the box so that Standards pages are visible in PTP.
- **Show Standards on Assignments** – Check the box so that Standards appear with Assignments view.
- **Auto Calculate Assignment Standards Scores Initial State** – Optionis checked or unchecked.



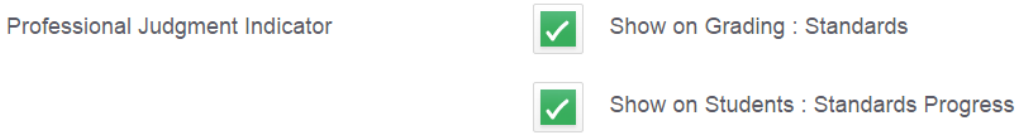
If **checked** then Standards grades will automatically be populated from the assignments score, if **unchecked** the standard score will need to be manually entered. Note that if the option is changed to checked after assignments/standards have been entered, PTP will not push scores for assignments that were previously created.

- **Navigation Links Sort Order –** This option will change the order in with the labels appear under the **Progress** Screen.



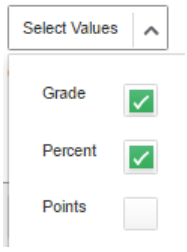
- **Professional Judgement Indicator –** If using standards grades, the Professional Judgment Helper is designed to help you in assessing standards grades. When enabled, the last three standards grades are evaluated to determine if the student scored higher than the standards final, calculated Standards grade. The indicator helps you quickly see which grades to focus on to determine if the final grade accurately reflects the student's level of understanding.

  Using your professional judgment, you can decide if any changes need to be made to the final grade.



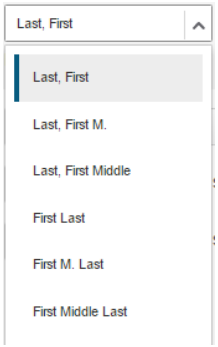
3. **Traditional Grades**

- **Show Traditional Grades on PowerTeacher Pro Screens** – Check to show Traditional Grades, Uncheck to hide them. Unchecking this option will remove the Traditional Final Grade Column from affected screens.
- **Values to Show in the Traditional Grade Column** – Select the options for the way you want Final, Traditional Grades to appear in the Grade Column. Options include:
  - **Grade** – Letter Grade from Grade Scale
  - **Percent** – Calculated Percent Score
  - **Points** – Points earned/Points Possible

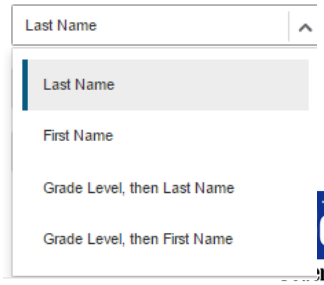


4. **Student Names**

- **Display** – Determine the way you would like student names to display in PTP. Options include:
  - Last, First
  - Last, First M.
  - Last, First Middle
  - First Last
  - First M. Last
  - First Middle Last



- **Sort Students By** – Determine the order in which you would like Student Names to appear the Assignment and Score Sheet view. Options include:
  - Last Name
  - First Name
  - Grade Level then Last Name



- Grade Level and then First Name

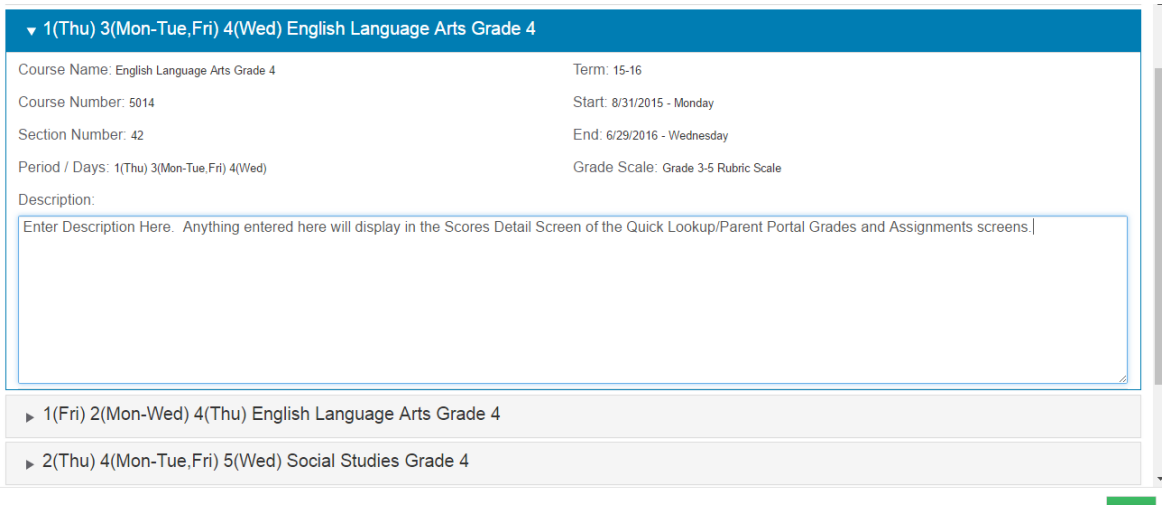
- **Additional Sort Options** include the ability to add newly enrolled students to the bottom of the list (check the box to enable) and to Hide Pre-Registered students (check to hide).

5. **Save** – Click Save to save any changes made to the Display Setup.

Class Description

Start > Settings > Setup > Class Description

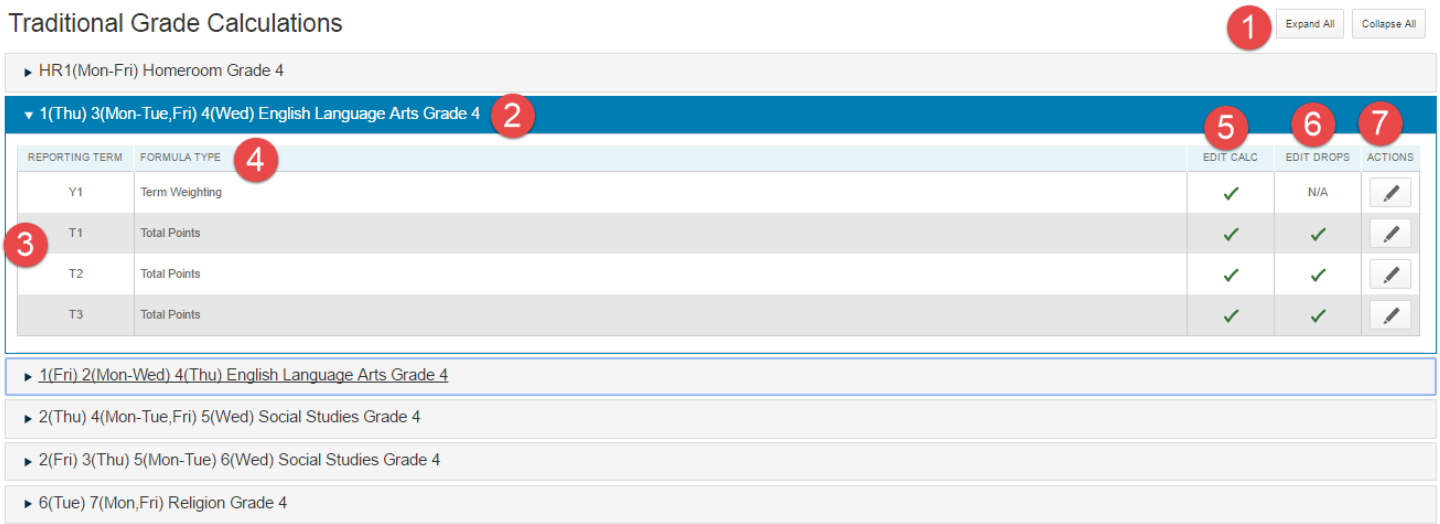
The **Class Description** screen displays basic information about each course including such items as **Course Name/Number, Section Number**, and **Period** the class meets, **Start and End Date**, **Term of class** and **Grade Scale**. Additionally there is a **Description** box which the user can enter information that will be visible on the Scores Detail Screen of the Quick Look and/or Parent Portal Grades and Attendance screen. Note that each class is included on this screen and is accessible by clicking on the arrow to the left of the course. Descriptions entered are specific to the course for which they are entered. If a teacher wishes to have a description for each class, he/she must enter the information into the Description box for each class.



Traditional Grade Calculation

Start > Settings > Setup > Traditional Grade Calculation

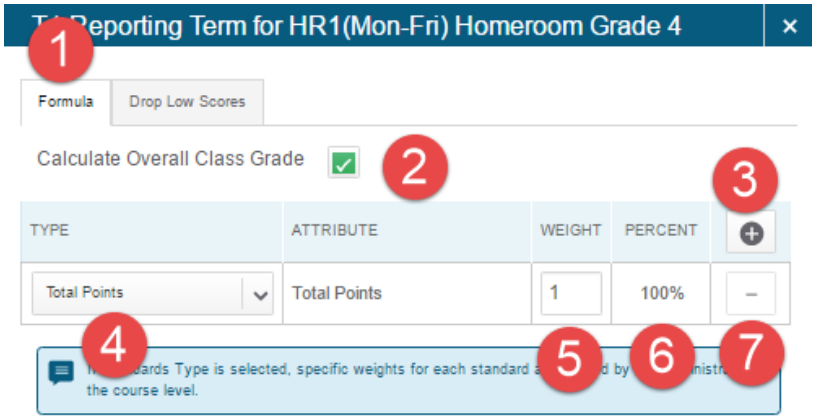
This screen allows the user to enter/view/edit the **Traditional Grade Calculation** for each class. New with Powerteacher Pro is the ability to push out Traditional Grade Setup from the District/School level. If done, teachers will not have to go in and manually configure the Grade Setup. If the Traditional Grade Setup is done at the District Level, they can determine if teachers will be given the option to modify the grade setup or not. If setup is not done by the district teachers will need to setup the specific weighting for EACH term, for every class as there is NOT a copy function at this time.



1. Use the **Expand All/Collapse** All buttons to open/close the calculations windows for each class.
2. Use the arrow to the left of the course name to open the window to allow for calculation setup.
3. **Reporting Term** lists the Reporting Terms as seen in the Teacher's Gradebook.
4. **Formula Type** – Shows the defined calculation method. If no method is defined it will default to Total Points.
5. **Edit Scale**, if checked, lets the teacher know that he/she can create/modify a calcultion for the selected term.
6. **Edit Drops**, if checked, lets the teacher know that he/she can set whether they want to drop the lowerst score for a student.
7. Click on the **Actions** icon to setup/modify the exiting Grade Calculation Method for the selected term. (Note that EACH term must be setup indvidually. Addtionally, there is not currently a copy function in PTP. That functionality will be added in a future release.)

Actions – Formula

The types of available calculation methods will vary depending on the Reporting Term selected. All terms have the basic options of Total Points, Standard Weighting and Category Weighting but Terms that encompass shorter Terms also include the option for Term Weighting.



1. Select **Formula** if defining the Formula. Select **Drop Low Scores** if configuring which scores, if any, to drop.
2. **Calculate Overall Class Grade** – Check to enable, uncheck to disable. This will allow you to see an overall class average for based on the final grade for all students.
3. Click **Add** to add additional rows to the Calculation method. This is most commonly used with Term and Category Weighting.
4. Select the **Type** of Weighting to be used. Options include:

- **Total Points** – All asssignments set to be included in the final grade will be inclulded. The final grade will be determined by adding up the total number of earned points and dividing it by the total number of possible points. If assignment weighting is applied to any assignment, that weighting will be applied prior to the final calculation. This calculation met does not take into account standards and/or the categories to which assignmentes are assoicated.

  For this method there will be only one row within the method, the weight will be set to 1 and the percent to 100%
- **Standards Weighting** – The final grade for a course can be determined based on the final standards scores rather than assignment scores. If selected there are various options for determining the final grade.
  - **Mean –** This is the average of all Standards that have Final Grades associated.
  - **Median –** This is the middle average of all Standards that have Final Grades associated**.**
  - **Mode –** This is the most common score for all Standards that have Final Grades Associated**.**
  - **Highest –** This is the highest earned score for all Standards that have Final Grades associated

- **Specific Weights –** If Specific Weights is selected then the weight for each standard being included must be setup on the Admin Side of PowerSchool. Teachers do not have the ability to modify which stanadards are included in this calculation or how they are being averaged together.
- **Specific Sum –** If Specific Sum is selectedthen the weight of each standard being included must be setup on the Admin Side of PowerSchool. Teachers do not have the ability to modify which standards are included in this calculation or how they are being averaged together.

For this method there will be only one row within the method, the weight will be set to 1 and the percent to 100%. As mentioned above if Specific Weight or Specific Sum is used those values are defined at the district level.

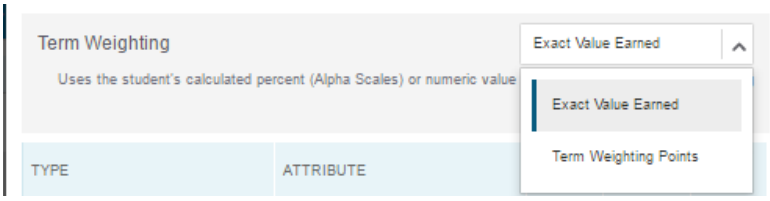
- **Category Weighting** – The Final grade for a course can be calculated based on the average from pre-defined categories. As a teacher adds assignments to each category the final grade will adjust based on the score of the assignment and the category to which it is associated. (Ex: Test = 50%, Quizzes = 25%, Classwork = 15%, Homework =10%). In all cases, the total of all categories must equal 100%.

  For this method there will be onr row per category. The weight for each category must be defined with the total weight of all categories equalling 100%.

- **Term Weighting** – This option is only availble if there are lower (shorter) Terms tied to this class. Ex. Y1 is calculated from S1/S2, S1 is calculated from Q1/Q2, etc.

  For this method there will be one row per Reporting Term being included in the calculation. The weight needs to be set to the value of each term. Ex: If Y1 is made up of Q1, Q2, Q3 and Q4 then set the Weight for each term to 25%.

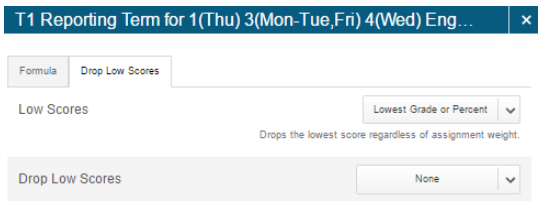
  Additionally **Term Weighting** offers the teacher the additional option of defining whether they want the final grade calculated based on the **Exact Value Earned** (this is the Percent score) or the **Term Weighting Points** (this would show the final grade based on the corresponding GPA Points).

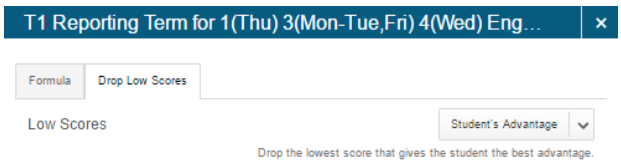


5. **Weight** – Define the weight of the specified category or term. (Ex: Test = 50%, Quiz = 25%, etc.)
6. **Percent** – This field will auto calculate based on the value entered into the [illegible] column.
7. – Click on the – to delete the row from the calculation method.

Actions – Drop Low Scores

When using either any calculation method, other than Term Weights, Teachers have the option to **Drop Low Scores** for any given class. There are several options the teacher can choose from when using this function.



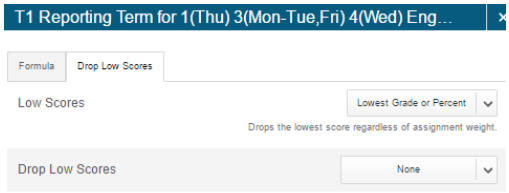


Low Scores – Teachers can define the way in which PowerTeacher Pro drops scores.

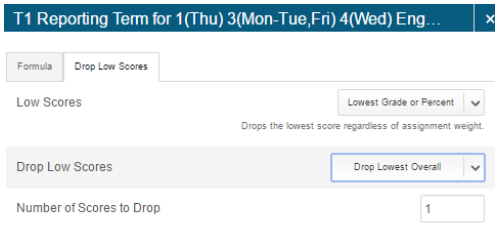
- Lowest Grade or Percent will drop the lowest score regardless of the assignments weight
- Student Advantage will drop the score regardless of weight or category that will give the student the best advantage.

Drop Low Scores – There are three options from which the teacher can choose.

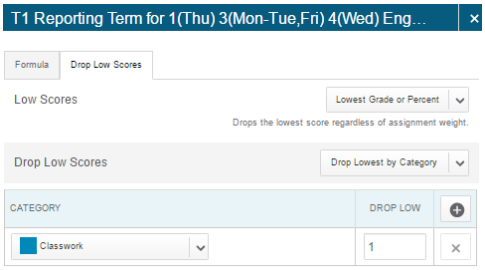
- **None –** No scores are dropped.



- **Drop Lowest Overall** – If selected The teacher must define the number of scores to drop.



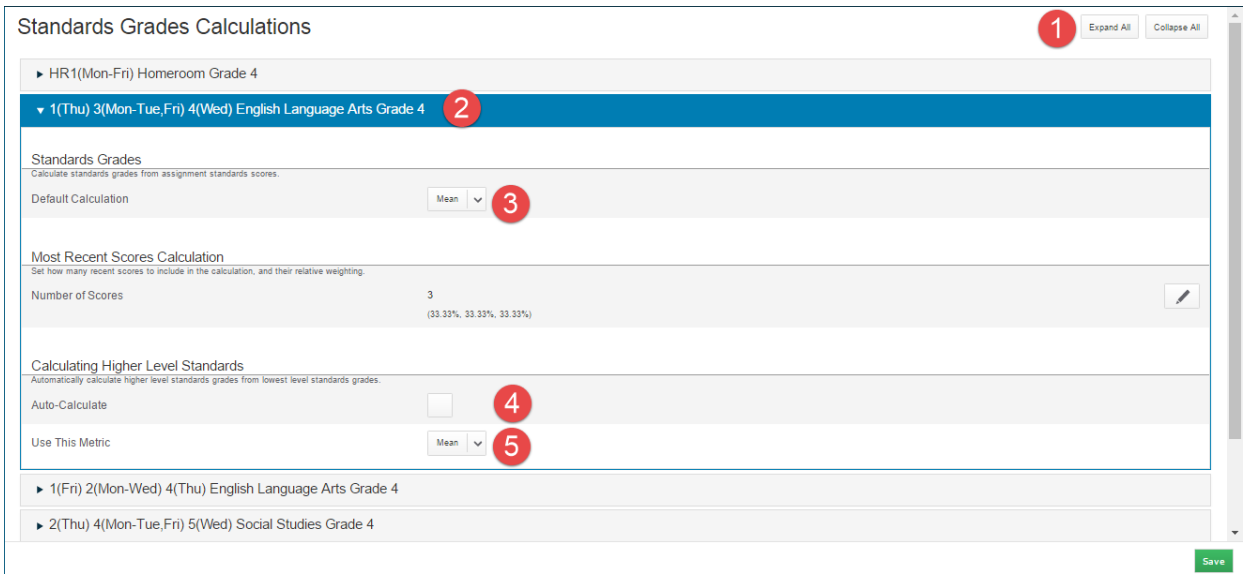
- **Drop Lowest by Category** - If selected the teacher must select not only which categories (there can be more than one) but also how many scores to drop.



Standards Grade Calculation

Start > Settings > Setup > Standard Grade Calculation

This screen allows users to enter/view/edit the **Standards Grade Calculation** for each class. New with PowerTeacher Pro is the ability to push out Standards Grade Setup from the District/School level. If done, teachers will not have to go in and manually configure the Grade Setup. If the Standards Grade Setup is done at the District Level, they can determine if teachers will be given the option to modify the grade setup or not. If setup is not done by the district teachers will need to configure the Standards Grade setup for every class as there is NOT a copy function at this time.

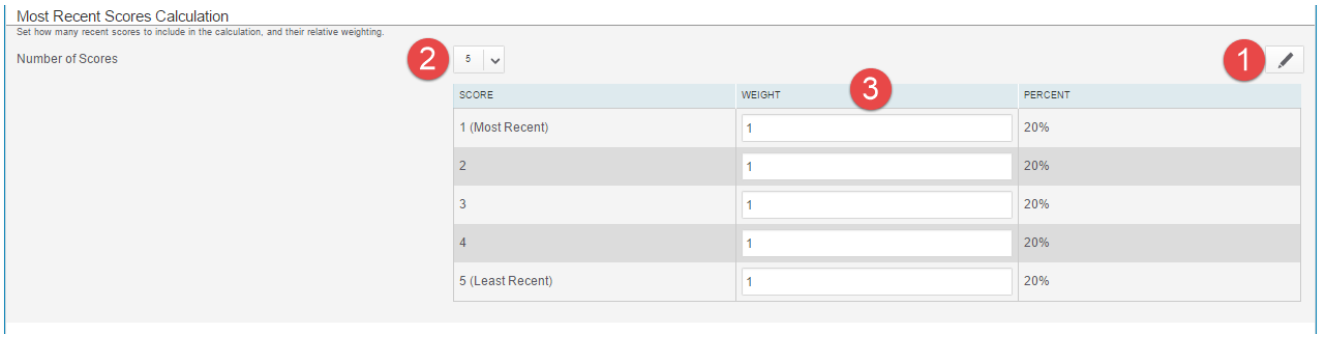


1. Use the **Expand All/Collapse** All buttons to open/close the calculations windows for each class.
2. Use the arrow to the left of the course name to open the window to allow for calculation setup.
3. **Standards Grades – Default Calculation –** From the drop down list, select the calculation method that should be used by the selected class for calculating the Final grade for each associated standard. The calculation options include:
   - **Most Recent –** Uses the most recent # of scores to calculate the Final Grade. If selected the user must complete the next section to identify how many scores to include in this calculation.
   - **Mean –** This is the average of all Standards that have Final Grades associated.
   - **Median –** This is the middle average of all Standards that have Final Grades associated**.**
   - **Mode –** This is the most common score for all Standards that have Final Grades Associated**.**
   - **Weighted Mean –** This calculation works like category weighting for Traditional grades. If selected the Final Grade will be determined using the

same weighing settings as defined under Category Weights for Traditional Grades.

- **Highest –** This is the highest earned score for all Standards that have Final Grades associated
- **None –** No calculation is used. Final Standards grades will not be calculated.

4. **Most Recent Scores Calculation – Number of Scores** - If Most Recent is selected as the Default Calculation Method, click on the Pen Icon to set the number of scores to be used and the weighting of scores (if desired).



1. Click on the Pencil Icon to open the window
2. Select the number of scores to be included in the Final Grade Calculation.
3. Enter the weight (if other than 1) for each standard. If all standards are to be counted equally, leave the value set to 1.

5. **Auto Calculate Higher Level Standards –** Use this function if you would like Higher Level Final Standard Grades to be calculated based on the scores of Lower Level Standards.

Example: English Language Arts has 3 lower level standards:

- Reading Literature
- Reading Information Text
- Writing

If **Auto Calculate Higher Level Standards** is selected then the score for English Language Arts will be calculted using the scores of the 3 lower level Standards.

To enable this function:

1. Check the box to Auto Calculate
2. Use this Metric - Select the Calculation Method to be used. Options include:
    - **Mean –** This is the average of all lower level Standards that have Final Grades associated.
    - **Median –** This is the middle average of all lower level Standards that have Final Grades associated**.**
    - **Mode –** This is the most common score for all lower level Standards that have Final Grades Associated**.**
    - **Highest –** This is the highest earned score for all lower level Standards that have Final Grades associated
    - **Specific Weights –** If Specific Weights is selected then the weight for each standard being included must be setup on the Admin Side of PowerSchool. Teachers do not have the ability to modify which stanadards are included in this calculation or how they are being averaged together.
    - **Specific Sum**

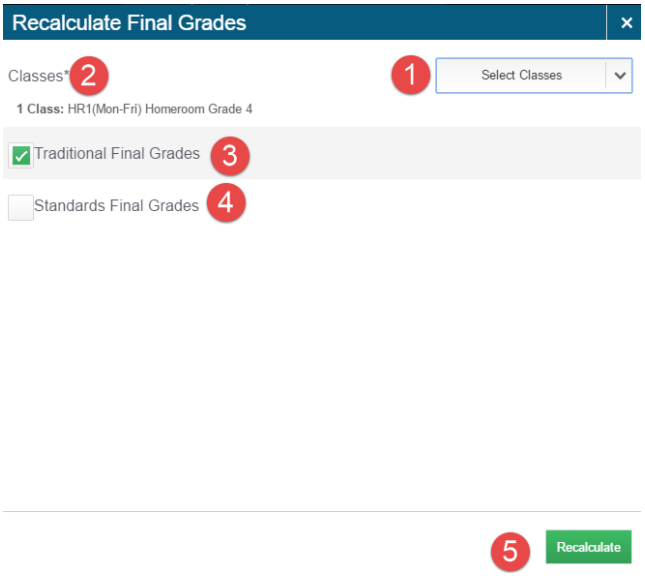
Functions

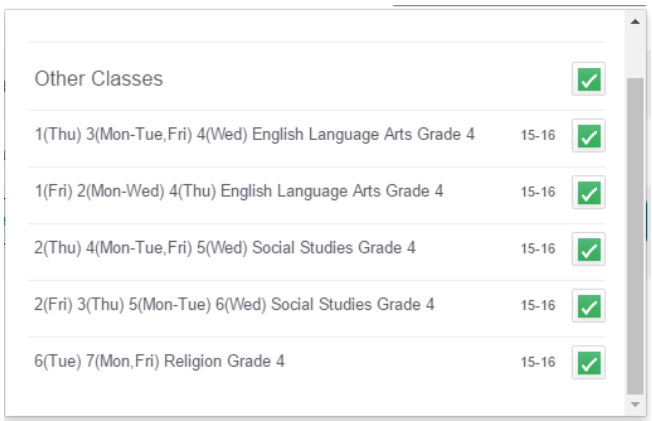
Recalculate Final Grades

Start > Settings > Functions > Recalculate Final Grades

If changes have been made to such things as the **Calculation Formula**, **Assignment setup**, etc. a teacher will need to Recalculate Final Grades in order for the overall Term grades to update. In order to perform this task:

1. Select the classes for which you want Final Grades recalculated. This process can be run for a single class, multiple classes or ALL classes in the teacher's gradebook by clicking Select Classes and then checking the boxes for the appropriate classes.





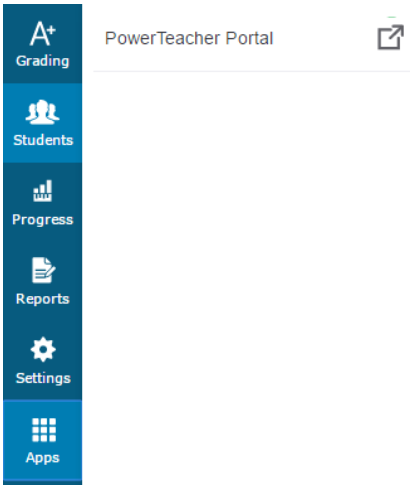
2. List of selected classes for which the process will be run.
3. Select Traditional Final Grades if recalculating final course grades.
4. Select Standards Final Grades if recalculating final standards grades.
5. Click Recalculate to perform the process

Apps

PowerTeacher Portal

Start > Apps > PowerTeacher Portal

Use the PowerTeacher Portal link to return to the PowerTeacher Start Page.



Entering Grades

PowerTeacher Pro allows for student scores to be entered in a variety of locations. Most commonly these will be the Assignment view and Scoresheet View. The Assignment view will allow the teacher to enter both Traditional and Standard scores in the same screen, while the Score Sheet will allow teachers to enter Traditional scores for multiple assignments at one time.

Traditional – Assignment Scores

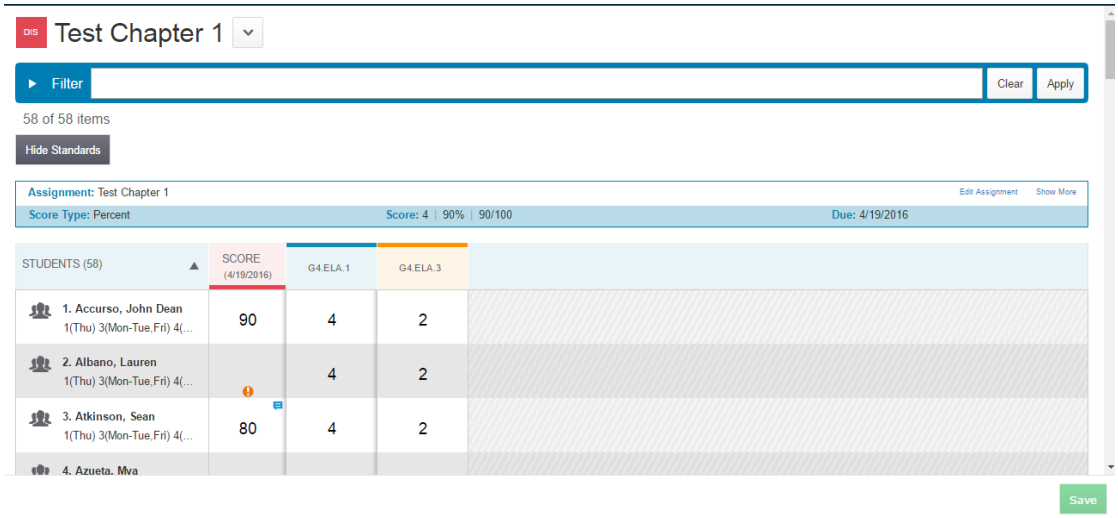
Traditional Assignment Score entry, as mentioned above, can be completed from either the **Grading > Assignment** screen, the **Grading > Score Sheet** or the **Student > Assignment** screen.

- **Class Assignment –** Teachers can enter scores for a single assignment for multiple students. If the same assignment has been linked to multiple classes that

teacher can enter grades for ALL students at one time rather than having to switch from one class to another.

To Enter Scores:

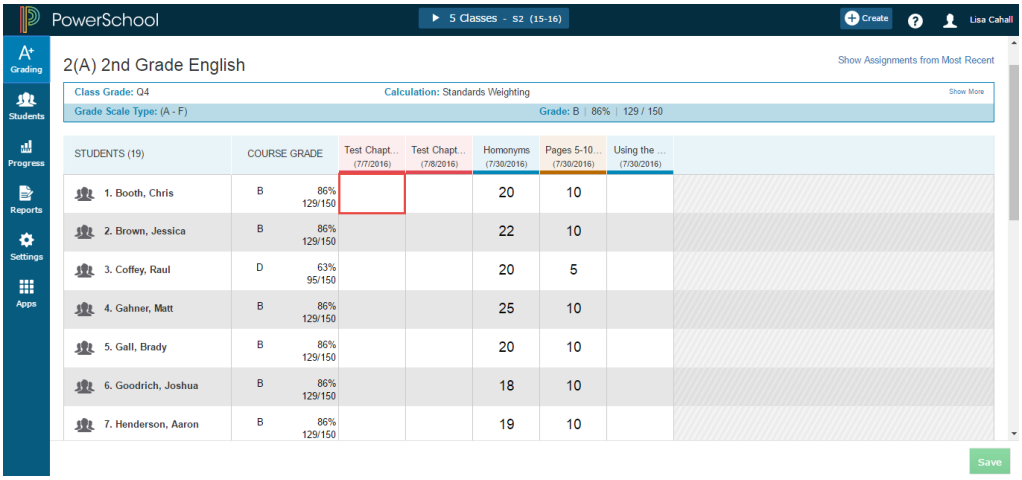
1. Select the class or group of classes from the top of the screen.
2. Go to **Grading > Assignments**
3. Select the Assignment for which you want to enter grades.
4. Enter the scores either by typing the grade directly into the grade cell or by using the Score inspector (see section on **Score Inspector** below). The first column is always the Traditional Assignment score, if Standards are associated a column for each standard will appear to the right. (See section below on how to enter Standards Grades.)



- **ScoreSheet –** Teachers can enter scores multiple assignments, for multiple students. The students that appear on the score sheet will depend on the class/group of students that have been selected. If multiple classes have been selected the list of students will include students from all classes. Note that Standard scores cannot be entered in the ScoreSheet View.

To Enter Scores:

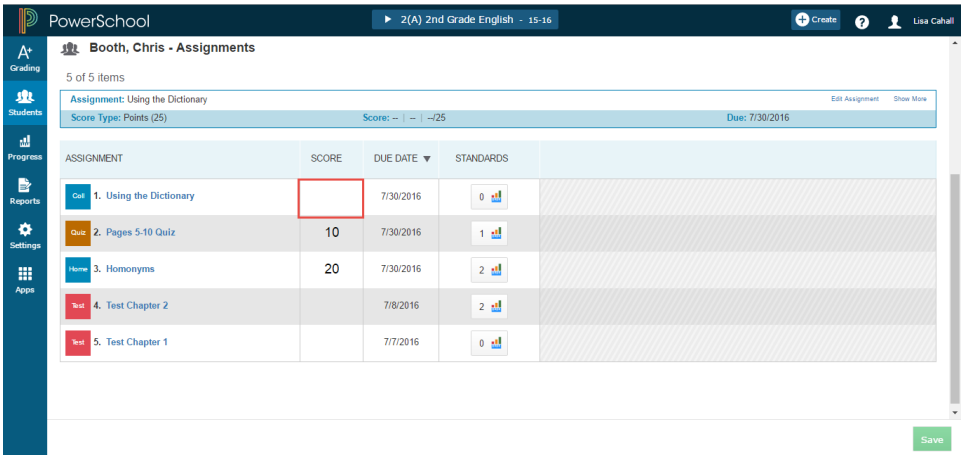
1. Select the class or group of classes from the top of the screen.
2. Go To **Grading > ScoreSheet**
3. Put the cursor in the first grade cell of the assignment for which you want to enter grades.
4. Enter the scores either by typing the grade directly into the grade cell or by using the Score inspector (see section on **Score Inspector** below).



- **Student > Assignment –** Teachers can use this screen to enter scores for multiple assignments for a single student. By selecting All classes before navigating to this screen the teacher will be able to see all assignments for a student at one time. Note that Standards grades cannot be entered through this screen. You can view entered grades but they cannot be entered or modified.

  To Enter Scores:

  1. Select the class or group of classes from the top of the screen.
  2. Select the Assignment for which you want to enter grades
  3. Enter the scores into the Score column either by typing the grade directly into the grade cell or by using the Score inspector (see section on **Score Inspector** below).



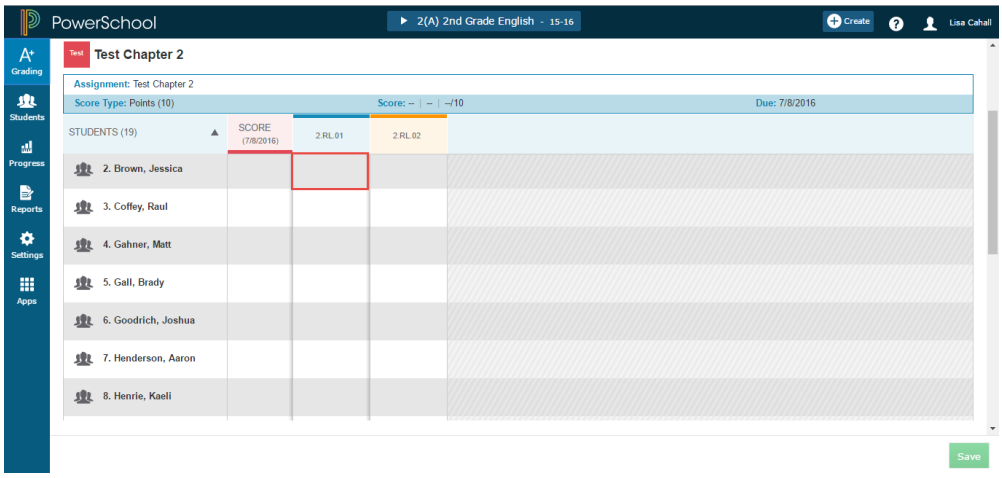
Standards – Assignment Scores

Standards Assignment Score entry, as mentioned above, can only be completed from the **Grading > Assignment** screen.

- **Grading > Assignment –** Teachers can enter Standard Scores for a single assignment for multiple students. If the same assignment has been linked to multiple classes that teacher can enter grades for ALL students at one time rather than having to switch from one class to another.

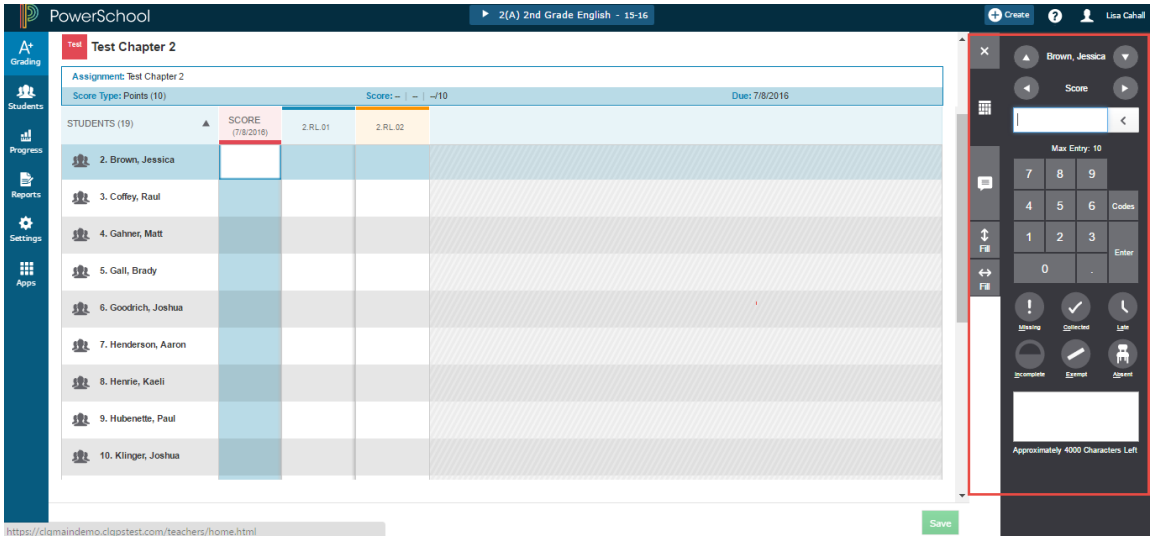
  To Enter Scores:

  1. Select the class or group of classes from the top of the screen.
  2. Select the Assignment for which you want to enter grades.
  3. The Standard Grade columns appear to the right of the Assignment Score.
  4. Select the Standard for which you want to enter grades.
  5. Enter the scores either by typing the grade directly into the grade cell or by using the Score inspector (see section on **Score Inspector** below).



Score Inspector

Any time you click on a grade cell, whether it be an Assignment Grade, Standard Grade or Final Grade, PTP will automatically open the Score Inspector on the right side of the screen. The numeric values displayed in the keypad portion will appear based on the type of grade scale, the grade options available within that scale and the assignment setup.



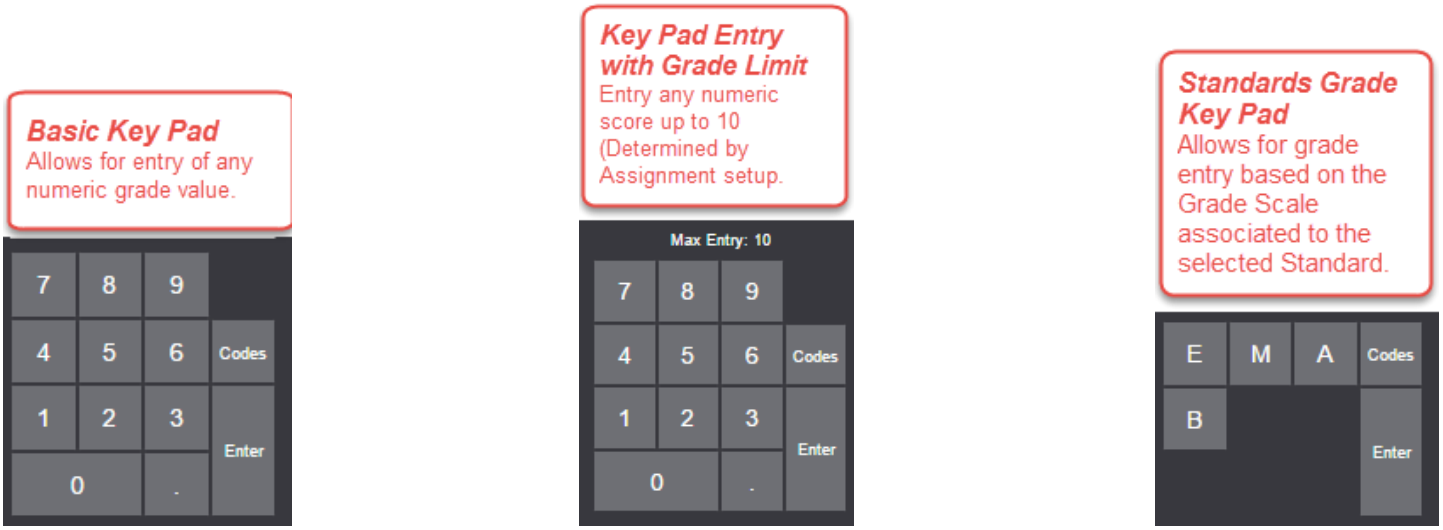
The manner in which the Key Pad appears on the Score inspector is determined by:

Traditional Grades

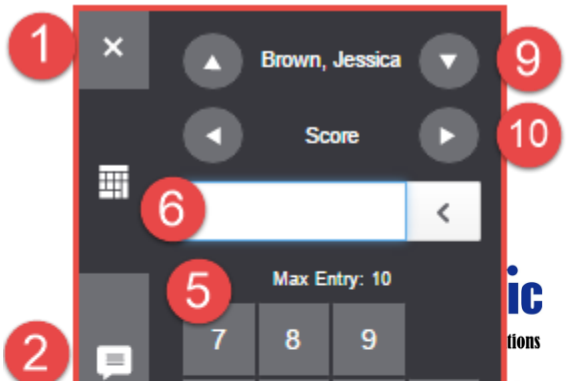
- The Grade Scale associated to the selected Class.
- The Possible Points as defined in the Assignment Setup

Standards Grades

- The Grade Scale associated to the selected Standard



Score Inspector Layout

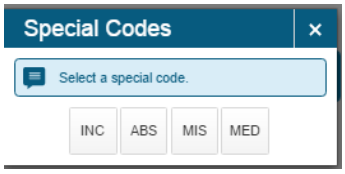


1. Click the **X** to close the Score Inspector.
2. **Comment Window** - Click to open the Comment Window. Use this area to enter comments manually or through a School generated Comment

Bank.

3. **Fill Scores down** – Once you have entered a score in a grade cell, click to fill all blank cells below the manually entered grade.
4. **Fill Score across** - Once you have entered a score in a grade cell, click to fill all blank cells to the right of the manually entered grade.
5. **Key Pad** – Use the keys on the key pad to manually Enter a score in a grade cell.
6. **Key Pad Entry** – Enter the score directly in the key pad entry box. Whatever is entered will be used to fill in the selected Grade field.
7. **Codes** – Click to open a window that allows for the selection of "**Special Codes**". These are codes that have been created at the District level that can be used in addition to the regular grade scale items. If the code has been associated with one of the **Assignment Indicators** (see below) then the symbol For that indicator will appear along with the code.

   For example:



8. **Assignment Indicators** – These are additional flags That can be used with assignment scores. **Missing, Late, Incomplete** and **Absent** can be assigned along with an actual assignment score. **Collected** and **Exempt** would be used in place of an actual score. Note: these codes are visible in the public portals
9. **Move up/down Student List** – Use the arrows to move up or down the list of students.
10. **Move Across** – Use the arrows to move across the row.
11. **Comment Box** – Use to enter a quick comment. (No access to the Comment Bank)