

# Power Teacher Hand Book 2014-2015

This hand-book covers the basic set-up and use of your grade book. Please note that if you run into an issue not covered in this handbook that you can call the help desk at 12250 or enter a help desk ticket for one-on-one assistance.

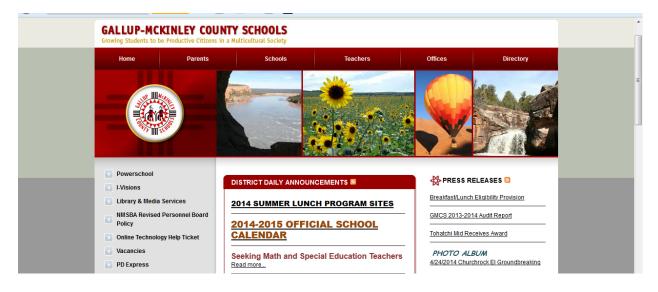
You should use Firefox when accessing PowerTeacher. This program was written with Firefox, other browsers work, but are inconsistent and do cause certain issues to arise.

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To access the grade book

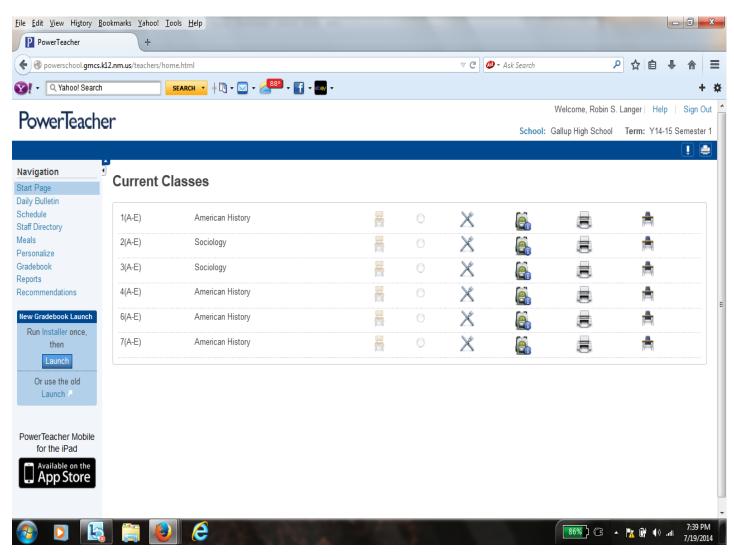
- 1. Go to the Gallup-McKinley County School web site: <a href="http://www.gmcs.k12.nm.us/">http://www.gmcs.k12.nm.us/</a>
- 2. Click on Power School
- 3. Click on Teachers



4. Enter your username and password

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www.gmcs.k12.nm.us/site_re	e owerschool.gmcs.k1	2.nm.us/teachers/pw.html	⊽ C <sup>4</sup> 🖉 •	Ask Search	▶ ☆ 自	4	=	ዖ ☆	ê 🦊	⋒	≡
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- 5. You will see your PowerSchool page
  - a. The list of classes assigned to you
  - b. A chair for each class this is what you click on to take attendance (see page 4)
  - c. An empty dot this becomes green when you click save after opening the attendance page
  - d. Fork and Knife this is to submit a lunch count (check with your school staff to see if this information is needed)
  - e. Backpack clicking on this will give the list of students per class; you can click on the student's name to see their quick look up page, which shows the grades for all of the classes they are enrolled in.
  - f. Printer clicking on this will show you the list of reports you can run:
    - i. Report Cards
    - ii. Mailing Labels
    - iii. Grade Change form
    - iv. Schedule
  - g. Desk clicking this will open the seating chart option (see page 6)



When you click on the chair, you will see a screen similar to the one below. The student roster will appear, the current date and options for attendance. Teachers may generally enter Excused or Unexcused Tardies.

To take attendance, just choose the code, and then click on the box next to the students' names that are tardy or absent. The code will appear in that box.

Most schools are set so that teachers may "go back" up to 5 days to enter attendance. This field is adjustable from 0-20. An administrator at the school can request this value to be changed.

PowerTeache	r		School: Rocky	View Elementary School	Term: Y13-14 Year
	<u>م</u>				! <del>0</del>
Navigation Start Page	Record Meeting	y Attendanc	e: Fourth Grade	- AM-PM(A)	
Daily Bulletin	Single Day Multi-Day	Seating Chart	Seating Chart Design		
Staff Directory Meals	Attendance Code	Date	Classe	es	
Personalize Gradebook	(Present)	Mon 8/12 Per	AM - Show	Multiple Sections Sub	mit
Reports Recommendations	X (Excused Tardy) T (Unexcused Tardy)	Alerts	Attendance: Monday,	August 12, 2013	
(cconnicil dations	U (Unexcused Absence)				
	Brown, Shayton E				
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Available on the	Dawes, Kaishauna Kaibal	1			
App Store	Halona, Aaralyn Alana	1			
	Houston, Melonie Nightso	ng 🔔			
	Johnson, James Raymon	d 🚹			
	Kee, Derrick L.	1			
	Littlefield, Ethan Richard	1			

\*Note: for teachers that have more than one class scheduled for one period, you may click on "Show Multiple Sections" to take attendance for all of the classes scheduled for that period.

Administration will change Unexcused Absences to Excused once the absence has been verified.

Click on the Chair to set up the seating chart:

• From the layout screen, add seats, tables, etc.

PowerTeacher	Classroom Tools Seat Assignment Layout
	Add Seat Add Table Add Block
Ricole Barney	
Ashton Begay	
Kiara Bia	

- As you add an item, it will "drop" into the upper left hand corner of the screen. It will drop under the item already there, so you have to move items to see them. (i.e. you can add a seat and it will drop in the corner, but the next one will too. You have to click on the item and move it.) To remove an item, right click and you will see the word Remove. Click on that to remove the item.
- if you have tables instead of seats, add blocks instead of seats and shape them.

PowerTeacher	Classroom Tools Seat Assignment Layout
	Add Seat Add Table Add Block
Nicole Barney Nicole Barney Ashton Begay Kiara Bia	Remove

• After you've got your room arrangement, click on seat assignment and then click Random or Alphabetical.



- Your seating arrangement is established!
- In the Seating Assignment section, you can remove an individual student by right clicking and choosing to Remove. The student will appear on the side bar. You can easily move students in and out of seats on this screen.
- Now, click on the Classroom Tools tab.



• Be sure to click on SUBMIT to save your seating chart. You can also print your seating chart. The attendance taking feature (Function) is only operable on days when attendance should be taken.

The new method of launching the grade book, will place an icon on your desktop, allowing you to open the grade book without having to log into PowerTeacher. This option also resolves issues that sometimes arise when JAVA is updated.

1. If this is your first time launching with the new method, then click on the word "Installer"

Navigation	Gradebook
Start Page	Gradebook
Daily Bulletin	
Schedule	About Install FAQs
Staff Directory	✓ Windows
Meals	· Wildows
Personalize	Step 1: Download the Installer
Gradebook	
Reports	Download the setup installer. This may take a while depending on your network.
Recommendations	📓 You run the installer setup one time on each computer you use to access the Gradebook. Download Installer
New Gradebook Launch	
Run Installer once,	
then	
Launch	
Or use the old	1/5 Next
Launch 7	
	Step 2: Choose Install Location

2. Click Save File

Navigation Start Page	Gradebook		
Daily Bulletin Schedule	About Install FAQs	Opening PTg-Client-Install-win.exe	
Staff Directory Meals	- Windows	You have chosen to open:  Type Trg-Client-Install-win.exe	
Personalize Gradebook	Step 1: Download the Installer	which is: Binary File (25.1 MB)	
Reports Recommendations	Download the setup installer. This may ta		Download Installer
New Gradebook Launch Run Installer once,		Save File Cancel	
then Launch			

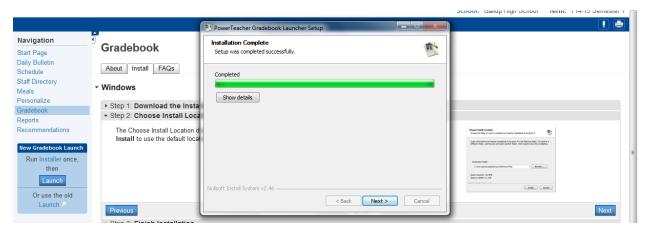
- 3. Click on the Arrow showing your current downloads
- 4. Click on the file

O powerschool.gmcs.k12.nm.us/teachers/gradebook/home.html#ptgInstall	⊽ C <sup>i</sup>	🥔 🗝 Ask Search	٩	☆ 🖻	1	<b>^</b>	=	
Image: Search     Image: Search     Image:						<u> </u>	+ 🕸	ł
PowerTeacher		PTg-Client-Install-win.exe 25.1 MB — gmcs.k12.nm.us — 7:42 PM				Sign	Out	^
1 ower leacher					emest			
		Show All Downloads				!	۲	
Navigation Start Page Gradebook								
Daily Bulletin Schedule About Install FAQs								

5. Click "Install"

		🔊 PowerTeacher Gradebook Launcher Setup	
Navigation Start Page Daily Bulletin	J Gradebook	Choose Install Location Choose the folder in which to install PowerTeacher Gradebook Launcher.	
Schedule	About Install FAQs	Setup will install PowerTeacher Gradebook Launcher in the following folder. To install in a	
Staff Directory Meals	✓ Windows	different folder, click Browse and select another folder. Click Install to start the installation.	
Personalize Gradebook	Step 1: Download the Insta		
Reports	- Step 2: Choose Install Loca		
Recommendations	The Choose Install Location d Install to use the default loca		Owner her dat strander Owner her fann an och sonalf hervarfaster förstänst sitt kan son et Ander andrenderhannshande sonalfaster sitt kan etter her her bestänst sonalfaster sonal for sonalfaster son
Run Installer once, then Launch		Space required: 111.3MB Space available: 206.6GB	Reduce Alex ( Anneque Reduce Settlement) Reserved. 10.07 Reserved. 10.07
Or use the old Launch 7	Previous	Nullsoft Install System v2.46 Install Cancel	Next

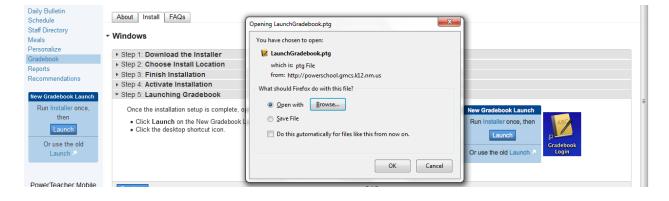
#### 6. Click Next



## 7. Click "Finish"

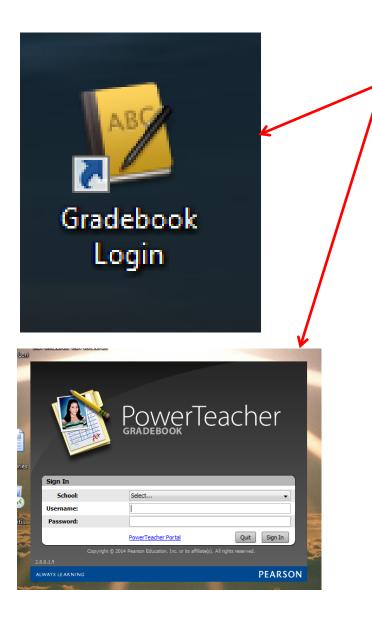


- 8. Click on the Launch button
- 9. Do not browse for a file, just click OK



10. The Gradebook should launch at this point and you will see a screen like this:





This icon will appear your desktop.

Clicking on this icon will take you directly to the login screen for your grade book.

You will not need to log in through the GMCS homepage for your grade book, if you have this icon installed on your desktop.

You will need to log in through the GMCS homepage/PowerTeacher to take attendance.

Once the grade book launches you will see a page like this with classes you are assigned to

File Edit View Tools Attendan	e Window Help		
Classes		* -	
Current Classes (Q1)			These tabs are
1(A-E) American History	S1		described in detail below
2(A-E) Sociology		Info Grade Setup Class Conten	
3(A-E) Sociology			
4(A-E) American History	S1 Reporting Term: S1	Mode Assignments	
6(A-E) American History		•	Make sure the term in this field is set to either Current
	S1 S1 Not Started	+	Classes or 2014-2015 Q1. (This field should update as the
7(A-E) American History	S1 S1 Not Started	-	terms change.)
			Your classes are listed in order by period.
		A T	
	Abeita, 🗊 n/a	• •	Filter for Active or Dropped students
	Baca, Se 😡 n/a Bacay		Filter for Active of Dropped students
Student Groups	Begay, © n/a Begaye, © n/a		
+ - Highlight Selected	Benally,      G		List of available Categories
	Billy, Kas 🛈 n/a		
Active (26)	Cadman, n/a		
Dropped (0)	Clark, Bo 😳 n/a		to the state to be added as the
Ľ	Dan, Ha 😳 n/a L Garcia, V 🗊 n/a		to show data in your grade book:
	Hoskie, 🔘 n/a		Assignments – shows student names and their
	James, L 🕄 1/a		assignments
	Kanouse 🕄 n/a		-
	Kinsel, S 🔘 🔹 n/a	•	Final Grades – shows student names and only their Final
			Grade (calculated based on setup)
		•	Student View – shows only one student at a time, with a
Categories			list of their assignments and grades
+ - Filter Off	🔻 Rapirez, 🗘 n/a		
A		The Ch	air will take you to the attendance page in PowerTeacher
Bell Questions	Skeets, O n/a	Notific	ations – shows any new students that have been added,
Chapter Notes			idents that have been removed from your class and the
Daily Work	E Suasin, L O n/a		
Extra Credit	Troncos 😡 n/a	Studen	ts are listed by their birthdate
-	Wagone 🛇 n/a		Click SAVE if any changes are made. Click Revert to undo
Graph Grades			any changes that were made
Group Work	(a) Summary	111	
🛐 Homework			Revert Save
Map	T		NCTEL SYGE

#### The Score Sheet Tab

This tab shows the list of students active in your class, their final grade, their absences (A) and Tardies(T).

Once you add assignments and grades you will also see this information.

Assignments can be added from this page:

- Click on the Plus(+) sign
- Fill in the form to add an assignment
  - $\circ$   $\;$  The name and abbreviation can only be used once per gradebook
  - o A category must be chosen, even if you are using total points
  - o Score Type must be chosen, click on dropdown menu
    - Points you can enter the number of points awarded
    - Percentage you can enter the calculated percentage awarded
    - Letter grade you can enter the letter grade awarded
  - o The date must fall within the current term for it to count for that term
  - o "Include in Final Grade" must be checked for this assignment to be considered in the final grade

0 0			New Assignment		
Assignment Publis	sh Standards				•
E	Name:		Abbreviation:		
	Category:	-not specified-	Score Type:	Points 👻	
* 70	Points Possible:	100 Extra Points: 0 Ma	x: 100 Weight:	1.00	
	Date Due:	01/05/2015	Include in Final Grade:		
	Description:				
	+ link				
					Revert Save

Classes Current Classes (Q1)	•			1			<b>(</b>			<b>1</b> 26
1(A-E) American History 2(A-E) Sociology	<b>S1</b> S1	Scoresheet	Assignments	Student Info	Grade Set	up Class Content	Reports		Attendance	Notifications
3(A-E) Sociology	S1	Reporting Term		-	Mode:	Assignments	Final Grades	Student View		
4(A-E) American History	S1									~
6(A-E) American History	S1			-	-					
7(A-E) American History	S1	S1 Not Started		-	←					
	1	Students ( (S	i1) Final Grade	A T						
		Abeita, 💿		n/a						*
		Baca, Se 💿		n/a						
Student Groups		Begay, 💿		n/a						
+ - Highlight Selected		Begaye, 🕲		n/a n/a						
+ - Highlight Selected		Benally, 💿 Billy, Kas 💿		n/a						
		Cadman, ©		n/a						
Active (26)		Clark, Bo		n/a						
Dropped (0)		Dan, Ha 🔘		n/a						
		Garcia, V 💿		n/a						
		Hoskie, 💿		n/a						
		James, L 💿		n/a						
		Kanouse 😳	-	n/a						
		Kinsel, S 🔘		n/a						
		Kirk, Brit 🔘		n/a						
		Lund, Ka 💿 Morrisse 🗊		n/a n/a						
<ul> <li>Categories</li> </ul>		Nanto N		n/a n/a						
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		Saucedo ©		n/a						
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🛐 Bell Questions		Smith, S 🔘		n/a						
S Chapter Notes		Steele, 💿		n/a						
Daily Work		Suasin, L 🔘		n/a						
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Graph Grades		Wagone 🔘		n/a						
Sroup Work		Summary								-
1 Homework									Revert	Save
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#### Tools – located on the Grade Book tool bar

e Edit View Too	ols Attendance W	indow Help										
	Check Spelling	Ctrl+Shift+L	-			-						<u> </u>
Current Classes	Categories	Ctrl+Shift+C		A A	io i	VE						
1(A-E) Americ	Score Inspector	Ctrl+Shift+I			8		2				li il	-
2(A-E) Sociolo	Fill Scores		nts Student Info	Grade Set	tup C	lass C	ontent	Reports			Attendance	Notifications
3(A-E) Sociolo		-				_		Final Grades	Student View			
4(A-E) Americ	Import Scores		-	Mode:	ASS	ignme	its		Student view			
	Recalculate Final	Scores Ctrl+Shift+R					14	•				
6(A-E) Americ	Copy Assignmen	nts				+						
7(A-E) Americ	Export Scores Te	mplate	_				- ii 5					
		nd Parents Ctrl+Shift+E					E al					
			(51)	Final Grad	e	A T	- <u>5</u>					
	Birthdays	Ctrl+Shift+B	🕤 B+	88%	n/a			88				
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- Highlic	Preferences	Ctrl+Comma	٢									
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		Benally, Abigail	0									
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ropped (0)		Cadman, Dennison Clark, Bo	Ő		n/a n/a	: :						
		Dan, Hashinee'	ŏ									
		Garcia, Vanessa	õ									
		Hoskie, Sidney	õ									
		James, Latasha	O		n/a							
		Kanouse, William	0									
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		Ramirez, Jobilyn	Ő			1 1						
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ell Questions		Skeets, Zachery	õ									
hapter Notes		Smith, Sheryl	O									
aily Work	E	Steele, D Artagnan	0									
xtra Credit		Suasin, Leana Rose	O		n/a							
Graph Grades		Troncoso, Marie	0									
Group Work		Wagoner, Latisha Rae	Ø		n/a							
		Summary					4					
Iomework		points earned:88/100 percer									Revert	Save

- If you plan to use the same assignment for all or some of your grade books, you can create one assignment and then "Copy" it to the other grade books.
  - o Click on Tools
  - o Click on Copy Assignments
  - Click the box next to the Assignment(s) you want to copy, click next

File Edit View Tools Attendance	Window Help		
Classes Current Classes (Q1)		🖬 🚵 🚺	
1(A-E) American History	S1	🛯 🔯 🙆 😰	FT 🏓
2(A-E) Sociology	S1 Scoresheet Assignment	is Student Info Grade Setup Class Content Reports	Attendance Notifications
3(A-E) Sociology	S1 Reporting Term: S1	- Mode: Assignments Final Grades Student View	2
4(A-E) American History	S1	Copy Assignments	
6(A-E) American History	S1		
7(A-E) American History	S1 Not Started	Copy Assignments	
		Copy assignments to the selected classes.	
	Students (26)		
Student Groups	Abeita, Sherokee	Select assignments to copy	A
	Begay, Matthew	Name Category Date Due	
+ - Highlight Selected	<ul> <li>Begaye, Brandon</li> </ul>		
	Benally, Abigail	For training purposes Daily Work 08/11/2014 Mon	
Active (26)	Billy, Kassandra		
Dropped (0)	Cadman, Dennison		
	Clark, Bo		
	Dan, Hashinee'		
	Garcia, Vanessa		
	Hoskie, Sidney		
	James, Latasha		
	Kanouse, William		
	Kinsel, Sheree		
	Kirk, Brittany		
Categories	Lund, Kayleigh		
+ - Filter Off	<ul> <li>Morrissette, Ryan</li> <li>Nanto Nomee, Kenshido Chee</li> </ul>		
ALL	Ramirez, Jobilyn	Next Cancel	
Bell Questions	Saucedo, Timothy	Next Cancel	
	Skeets, Zachery		
Chapter Notes	E Smith, Sheryl		

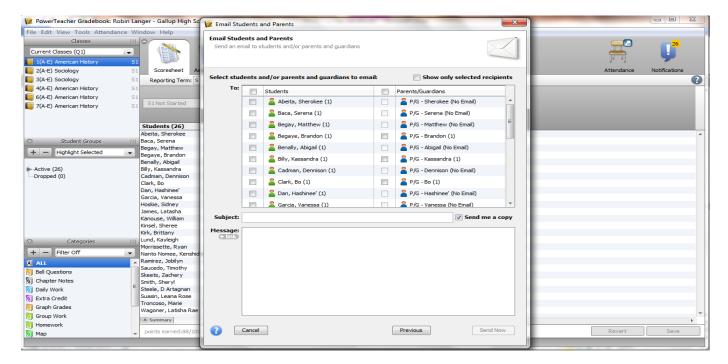
- o Click on each class you want this Assignment(s) copied to
  - Same Class, is where the original assignment was created, do not choose this item
- o Click OK
- You will now see this assignment in the other classes you chose

File Edit View Tools Attendance	e Window Help		
Classes			<b>—1</b>
Current Classes (Q1)	J 🚯 🔊	🖬 🚵 🔘 💽	
1(A-E) American History	S1		
2(A-E) Sociology	S1 Scoresheet Assignments	· · · · · · · · · · · · · · · · · · ·	Attendance Notifications
3(A-E) Sociology	S1 Reporting Term: S1	Conv Assignments	•
4(A-E) American History	S1	Copy Assignments	
6(A-E) American History	S1	Copy Assignments	
7(A-E) American History	S1 Not Started	Copy assignments to the selected dasses.	
	Students (26)		
	Abeita, Sherokee	Copy Assignment: For training purposes from Class: 1(A-E) American History S1 to	A
<ul> <li>Student Groups</li> </ul>	Baca, Serena	the selected classes.	
+ - Highlight Selected	Begay, Matthew		
	<ul> <li>Begaye, Brandon</li> </ul>	Quarter 1	
	Benally, Abigail	Classes	
Active (26)	Billy, Kassandra		
Dropped (0)	Cadman, Dennison	🔲 🔲 same class	
	Clark, Bo	🔲 📔 2(A-E) Sociology S1	
	Dan, Hashinee'		
	Garcia, Vanessa	📄 📔 3(A-E) Sociology S1 🗉	
	Hoskie, Sidney	4(A-E) American History S1	
	James, Latasha	🔲 🛄 4(A-E) American History S1	
	Kanouse, William	📄 📔 6(A-E) American History S1	
	Kinsel, Sheree Kirk, Brittany		
-	Lund, Kayleigh		
Categories	Morrissette, Ryan	Due Date: Existing V 08/11/2014	
+ - Filter Off	<ul> <li>Nanto Nomee, Kenshido Chee</li> </ul>		
A ALL	Ramirez, Jobilyn		
	Saucedo, Timothy	Back     OK Cancel	
8 Bell Questions	Skeets, Zachery		
Chapter Notes	_ Smith, Sheryl		
🛐 Daily Work	Steele, D Artagnan	💿 n/a	
K Extra Credit	Suasin, Leana Rose	© n/a	
Graph Grades	Troncoso, Marie	🗢 n/a	
Group Work	Wagoner, Latisha Rae	© n/a	
	(a) Summary		
Momework	asiata asreadi 99/100		Revert Save
🕅 Map	<ul> <li>points earned:88/100 percenta</li> </ul>	iye:oo7% yraue:D+	Revent Save

Emailing students/parents from your grade book

🙀 PowerTeacher Gradebook: Robin L	anger - Gallup High Sc	K Email S	Students and Parents	×	
File Edit View Tools Attendance V	Window Help	_			
Classes			udents and Parents		<b>—7</b> 6
Current Classes (Q1)		Send ar	email to students and/or parents and guardians	$\sim$	
1(A-E) American History S	- HEA				
	Scoresheet As				Attendance Notifications
	Reporting Term: S	Select	one or more classes to receive the email:		
	S1 Reporting Term. 51		arter 1	•	
	51			•	
	S1 Not Started		Classes		
			📔 1(A-E) American History (this class)	51	
	Students (26)		2(A-E) Sociology	S1	
	Abeita, Sherokee		3(A-E) Sociology	S1	*
Student Groups	Baca, Serena Begay, Matthew		📔 4(A-E) American History	S1	
+ - Highlight Selected -	Begaye, Brandon Benally, Abigail		6(A-E) American History	S1	
Active (26)	Billy, Kassandra		7(A-E) American History	S1	
Dropped (0)	Cadman, Dennison				
	Clark, Bo Dan, Hashinee'				
	Garcia, Vanessa				
	Hoskie, Sidney				
	James, Latasha				
	Kanouse, William				
	Kinsel, Sheree Kirk, Brittany				
	Lund, Kayleigh				
Categories	Morrissette, Ryan				
+ - Filter Off -	Nanto Nomee, Kenshid				
A ALL	Ramirez, Jobilyn				
Bell Questions	Saucedo, Timothy				
Chapter Notes	Skeets, Zachery Smith, Sheryl				
Daily Work	Steele, D Artagnan				
Extra Credit	Suasin, Leana Rose				
Graph Grades	Troncoso, Marie				
Group Work	Wagoner, Latisha Rae				
M Homework	(  Summary				•
~	points earned:88/100		Cancel	Next	Revert Save
Map ·					

- Choose the class or classes you want to email information to if the parent has an email on file it will go to them as well as the students that you choose.
- Check the box next to the student. Please note that the parents listed will show, but if (No Email) is showing then they will not get an email.
- Add a subject
- Enter your message
- Click send



#### **Filling Scores**

You can update all students with the same score in the grade book

Current Classes (Q1)	- 🕋 🛸 🕷	Fill Assignment Scores	
1(A-E) American History	S1		
2(A-E) Sociology	S1 Scoresheet Assignments Student Inf	Fill Assignment Scores	Attendance Notifications
3(A-E) Sociology	S1 Reporting Term: S1	Specify assignment scores and attributes	
4(A-E) American History	S1		
6(A-E) American History	S1		
7(A-E) American History	S1 Not Started	Assignment: For training purposes	
		Choose which score cells to fill:	
	Students (26) (S	) Items with No Score	
	Abeita, Sherokee O B+	O Replace All	·
<ul> <li>Student Groups</li> </ul>	III Baca, Serena 💿 Begay, Matthew 💿		
+ - Highlight Selected	Begay, Matthew S Begaye, Brandon S	Scores Comments	
	Benally, Abigail	Choose one or more values to fill:	
Active (26)	Billy, Kassandra	Choose one or more values to hit:	
Dropped (0)	Cadman, Dennison	Collected:	
	Clark, Bo		
	Dan, Hashinee'	Late:	
	Garcia, Vanessa 💿	Exempt:	
	Hoskie, Sidney 💿		
	James, Latasha 💿	Missing:	
	Kanouse, William		
	Kinsel, Sheree O Kirk, Brittany O	Score: 88	
	Lund, Kayleigh		
<ul> <li>Categories</li> </ul>	Morrissette, Ryan	Comment:	
+ - Filter Off	Nanto Nomee, Kenshido Chee		
A ALL	Ramirez, Jobilyn		
Bell Questions	Ramirez, Jobilyn O Saucedo, Timothy O		
	Skeets, Zachery		
Chapter Notes	= Smith, Sheryl	Approximately 2048 characters left	
🛐 Daily Work	E Steele, D Artagnan O		
🛐 Extra Credit	Suasin, Leana Rose	OK Cancel	
🛐 Graph Grades	Troncoso, Marie	OK Cancel	
Group Work			<b>*</b>
Homework	(a) Summary		Þ
Map	points earned:88/100 percentage:88% grade	:B+	Revert Save

- Click on the Assignment you want to fill scores for
- Click on Tools
- Click on Fill Scores
- The "Items with No Score", means it will update empty fields with the information you provide
- The "Replace All" will update and add scores to all fields for this assignment with the information you provide
- Click OK to save the changes

V PowerTeacher Gradebook: Robin L	anger - Gallup High School	-	-		a second of the	and the second s	
File Edit View Tools Attendance V	Vindow Help						
Classes							
Current Classes (Q1)				10			
			230			📝 Fill Assignment Scores	
1(A-E) American History S			-				-
2(A-E) Sociology S	Scoresheet Assignments	Student Info	Grade Setu	ip Class Co	ontent Reports	Attendance	Notifications
Sociology S	1 Reporting Term: S1	•	Mode:		ts Final Gra	Fill Assignment Scores	•
4(A-E) American History S	1					Specify assignment scores and attributes	
6(A-E) American History S	1				1		
T(A-E) American History S	1 S1 Not Started			+	Ê+	Assignment: For training purposes	
					9 2 ai		
						Choose which score cells to fill:	
	Students (26)		inal Grade		Pts: /	Items with No Score	
	Abeita, Sherokee	B+		n/a	88	Replace All	*
<ul> <li>Student Groups   </li> </ul>		0		n/a			
+ - Highlight Selected -	Begay, Matthew Begaye, Brandon	0		n/a n/a			
	Benally, Abigail	0		n/a		Scores Comments	
Active (26)	Billy, Kassandra	Ő		n/a		Choose one or more values to fill:	
Dropped (0)	Cadman, Dennison	Ő		n/a			
biopped (o)	Clark, Bo	õ		n/a		Collected:	
	Dan, Hashinee'	©		n/a		Late:	
	Garcia, Vanessa	O		n/a			
	Hoskie, Sidney	O		n/a		Exempt:	
	James, Latasha	Ð		n/a			
	Kanouse, William	Q		n/a		Missing:	
	Kinsel, Sheree	Q		n/a		Score: 100	
	Kirk, Brittany	0		n/a		Score: 100	
Categories		0		n/a		Comment:	
+ - Filter Off -	Morrissette, Ryan Nanto Nomee, Kenshido Chee	0		n/a n/a		connent.	
	Ramirez, Jobilyn	0		n/a			
ALL 4	Saucedo, Timothy	Ő		n/a			
🛐 Bell Questions	Skeets, Zachery	õ		n/a			
Chapter Notes	Smith, Sheryl	Ō		n/a			
Daily Work	Steele, D Artagnan	O		n/a		Approximately 2048 characters left	
K Extra Credit	Suasin, Leana Rose	©		n/a			
Graph Grades	Troncoso, Marie	©		n/a		OK Cancel	
	Wagoner, Latisha Rae	Q		n/a			-
Group Work	(a) Summary				4		•
Momework	anisha anna di 00/100 anna ha					Devert	
🕅 Map 🔹	<ul> <li>points earned:88/100 percentage</li> </ul>	e:oo% grade:B+	-			Revert	Save
					-		
🕑 🖸 🔄	🗐 🌔 🕓 🚺	2 🛛 🖄			C. de C	( 100%) C 🔺 🗽 🛱	(*) all 6:13 PM 7/20/2014

- o Collected, Late, Exempt and Missing add an Icon to the Score field
- This can be used to identify trends or can be used in lieu of a grade there are no points awarded for these items

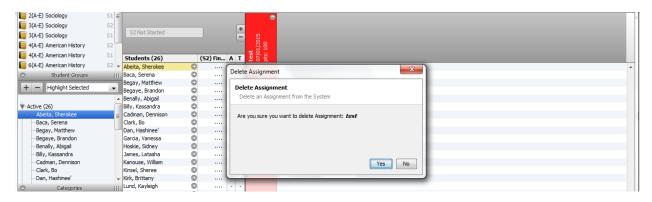
The Assignments tab

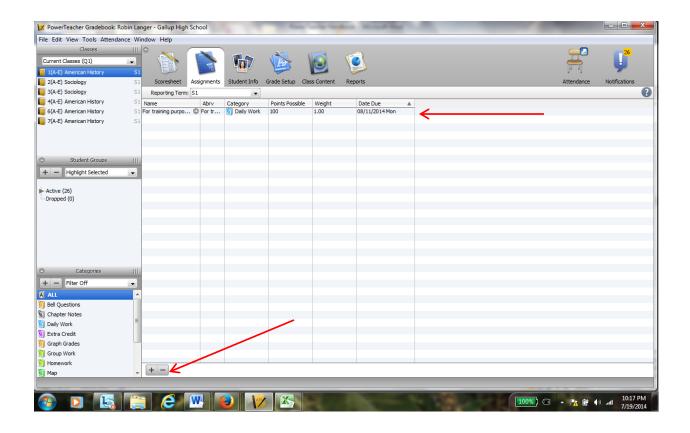
This tab will show all of the assignments you have created for this class.

You can add and remove assignments from this page as well as the score sheet tab.

To remove an assignment, click on the Subtraction (-) sign

- Click on the Assignment you want to delete
- Click the Subtraction (-) sign
- Click "YES"





#### The Student Info tab

•

This tab will show the students actively enrolled in your class.

- My Order column you can change the order of students, this will show on the score sheet tab
  - Student Number (this is a PowerSchool number, not the student's state ID)
- Click on a student name and their demographics page will show
  - Any blue letters/numbers are links. Clicking on the student's email link, will open your outlook email and you can send that student an email.
- Extra Columns for data you want to add to a student can be added on this tab
- Teacher Personal notes where you can add notes, please be careful adding anything personal or derogatory.

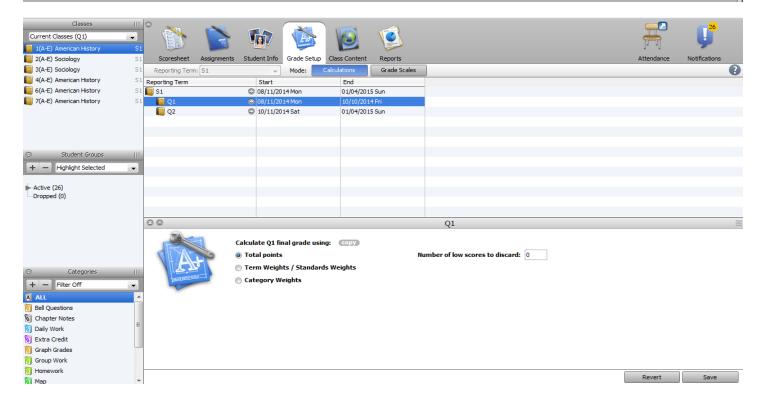
Classes		9												<u> </u>
Current Classes (Q1)														
1(A-E) American History	S1	を握う	79										ji ji	
2(A-E) Sociology	S1	Scoresheet	Assignments	Student Info	Grade Setup	Class Content	Reports						Attendance	Notifications
3(A-E) Sociology	S1			Stadent Ino	ordae betap	class content	Reports						Attendance	Notifications
		Extra Class C	Columns											
4(A-E) American History	S1	Student Name (	26)	My Order	Preferred	. Student N	Birthday	Gender	Grade Level	Home Phone	Date Enrolled	d Grade Scale	Custom 1	Custom 2
6(A-E) American History	S1	Abeita, Sheroke	e	1		28315	08/24/1996	F	11	505-488-2	08/11/2014	Default		
📗 7(A-E) American History	S1	Baca, Serena		2		27451	10/19/1997	F	11		08/11/2014	Default		
	1	Begay, Matthew		3		35398	11/18/1996	M	11		08/11/2014	Default		
		Begaye, Brandon		<ul><li>4</li><li>5</li></ul>		37195	09/20/1997	м	11		08/11/2014	Default		=
		Benally, Abigail Billy, Kassandra		<ul> <li>5</li> <li>6</li> </ul>		22562 37214	02/06/1997 05/14/1998	F	11 11		08/11/2014 08/11/2014	Default Default		
		Cadman, Dennison		0 7		32754	01/03/1998	M	11		08/11/2014	Default		
Student Groups		Clark, Bo		© 8		205548	10/02/1997	M	11		08/11/2014	Default		
+ - Highlight Selected		Dan, Hashinee'		9		216979	04/22/1998	F	11		08/11/2014	Default		
Highlight Selected		Garcia, Vanessa		10		203998	09/27/1998	F	11		08/11/2014	Default		
1 . r . 60		Hoskie, Sidney		11		208018	10/03/1997	F	11		08/11/2014	Default		
Active (26) Dropped (0)		James, Latasha Kanouse, William		<ul> <li>12</li> <li>13</li> </ul>		22541 27320	11/10/1997 11/05/1997	M	11 11		08/11/2014 08/11/2014	Default Default		
bropped (0)		<		× 13		2/320	11/03/1997	-		505 567 4	00/11/2014	B C II		-
	-	•					III							4
													Revert	Save
		0 0						Abeita.	Sherokee					=
								,						?
		Student	Extra Class Colu	umns Teach	ner Personal Not	te								
Categories						5-488-2167		G G Stu	nt Number: 2833 rade Level: 11 rade Scale: Defi dent Email: 1015 <u>raencyOne:</u> Mae Phone: 505	ault 28875@gmcs.k Stone	.12.nm.us	•	Revert	Save
Student Extra Class Col	Ţ		eita, Sherokee /24/1996 5-488-2167		Grade Grade Student <u>Emergen</u> g	kee mber: 28315 Level: 11 Scale: [Default fmail: 1015288 cyOne: Mae Sto Phone: 505-863	ne	v J			=			
-									Reve	rt	Save			
-												1		

#### Grade Setup tab

#### Setup on this page is required to ensure your grade book calculates final grades correctly

- 1. The quarter folders (Q1, Q2, Q3 and Q4) are for the calculations:
  - a. Total Points the number of points the assignment is worth is added. The final grade is the total points divided by the number of assignments
  - b. Category Weights You add the categories you want to use for this class, and then you determine/add the percentage each category will be worth.
    - i. This is just an example of how it can be set up
    - ii. Check with your administration, department head or other teachers in your department/school site for assistance with this type of setup
    - iii. Remember this Category Weights is just that, you are weighting assignments based on the category you choose for it!
    - iv. Make sure you understand your setup, so you can explain it!

Θ		Q1				
	Calculate Q1 final grade using: (()) Total points Term Weights / Standards Weights Category Weights	Number of	low scores to d			
	▲ Name	Weight	Percent	Drop Low		
	Daily Work	25	100.000%	0		
	1 Homework	50	66.667%	0		
	🛐 Test	25	0.000%	0		
	Add Category S Add Assignment			C Remove	Revert	Save



- 2. The Semester folders (S1 and S2) MUST be set up, otherwise the final grade for these terms will not be an accurate score
  - a. Click on the S1 or S2 folder
  - b. Click Term Weights/Standards Weights
  - c. DO NOT choose Total Points or Category Weights

This will tell the grade book that the Semester grade must be an average of the Quarter grades

Classes III Current Classes (Q1)		🔯 🚳	0					J <sup>26</sup>	
2(A-E) Sociology S1	Scoresheet Assignments	Student Info Grade Setup 0	Class Content Reports				Attendance	Notifications	
S1 3(A-E) Sociology	Reporting Term: S1	- Mode: Cal	culations Grade Scales						0
I 4(A-E) American History S1	Reporting Term	Start	End						-
	🔲 S1	08/11/2014 Mon	01/04/2015 Sun						
7(A-E) American History S1	Q1	08/11/2014 Mon     08/11/2014     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0     0	10/10/2014 Fri						
	Q2	10/11/2014 Sat	01/04/2015 Sun						
○     Student Groups               +     -     Highlight Selected     ↓									
Active (26) Dropped (0)									
	0 0			S1					Ξ
		Calculate S1 final grade using: Total points Term Weights / Standards \	Nu	mber of low s	scores to dis	card: 0			
Categories III		Category Weights							
🔊 ALL		Name		Weight Pe	Percent	Drop Low			
Bell Questions		🔲 Q1	:	100 50	0.000%	n/a			
Chapter Notes		🔲 Q2	1	100 50	0.000%	n/a			
Daily Work									
🗑 Extra Credit									
Graph Grades		Add Standards				C Remove			
Map T							Revert	Save	

#### **Class Content Tab**

On this tab you can add a description about your syllabus - parents and students will be able to see this information

Classes Current Classes (Q1) 1(A-E) American History 2(A-E) Sociology	111 O 51 51 51	Coresheet	Assignments	Student Info	Grade Setup	Class Content	Reports			Attendance	Notifications
3(A-E) Sociology		porting Term:	Contraction - Contract of the Contract		Mode:	Class Info	School Content	My Con	tent		0
4(A-E) American History	51		100						and the second se		~
6(A-E) American History	S1		-	Course N	ame: America	History		Term:	Semester 1		
7(A-E) American History	51		-	Course Nur	nber: 27293			Start	07/02/2014 Wed		
		1 9	10	Section Nur	nber: 4			End:	01/04/2015 Sun		
				Periods/	Days: 1(A-E)		Gr	de Scale:	Default		
		1		R	oom: C102		Custom Disp	lay Name:			
Student Groups	100. 1 • 1			Descrip	ption:						
Active (26) Dropped (0)											
Categories											
A ALL											
Bell Questions											
Chapter Notes											
Daily Work	80										
Extra Credit											
Graph Grades											
Group Work											
Homework											
Map	-									Revert	Save

Reports tab

This tab shows a list of reports you can run from the grade book.

The following shows 4 of the available reports that you might find useful:

**Final Grade and Comment Verification** – this report can be run and saved as a PDF as a backup of your grade book or submitted as verification of your grades being completed and ready for Administration to store grades and run report cards.

Classes III Current Classes (Q1) 1 (A-E) American History S1 2 (A-E) Sociology S1 3 (A-E) Sociology S1 4 (A-E) American History S1 6 (A-E) American History S1 7 (A-E) American History S1 7 (A-E) American History S1	Scoresheet Assignments Scoresheet Assignments Name: Attendance Grid Category Total Report Final Grade and Comment Verifica Individual Student Report Missing Assignment Report Scoresheet Standards Report Student Millis Schoon Report	Description:     Student and date (     Summary of catege     Summary of catege     Summary of catege     Summary of catese     Sustem category     Student prade and     Student prade and     Standards Final Gr.	ts that have not been so assignment data ades and Standards Assi n from all of a student's s	ittendance y student m cored gnment Scores	rification	Attendance	Notifications
+ - Highlight Selected							
Active (26) Dropped (0)	Criteria	Sections:   Selected Cl	d comments by reporting HTML © Export (CSV ass © Active Classes	determ	ention to this setu nine how the repor		will
		Students: <ul> <li>All Enrolled</li> </ul>	Selected Groups a	ind/or Students			
Categories		Student Field:	me 💿 Student Numb	er Sort By: Number 👻			
+ - Filter Off		Include:  Ourse Gra	de 🛛 💿 Additional Grad	les			
A ALL       Bell Questions       Chapter Notes       Daily Work       Extra Credit       So graph Grades	Re	Points of Points	f Grade 🛛 📝 Percent		iode		
Group Work							
Homework							Run Report

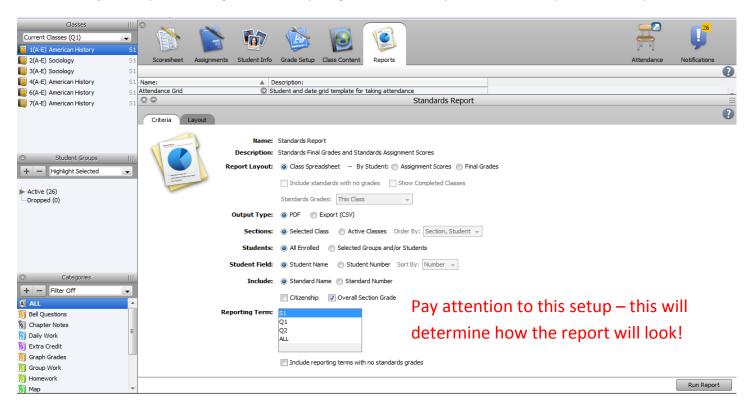
Individual Student Report – this is a progress report for each student, that will show all assignments and the final grade.

Classes Current Classes (Q1) (A-E) American History (A-E) Sociology	S1 S1 S1 Scoresheet	Assignments Student Info	Grade Setup	Class Content	Reports			Attendance	Notifications
3(A-E) Sociology 4(A-E) American History	S1						1		•
	S1 Name: S1 Attendance Grid		Description: itudent and date (	arid tomolato for	taking attendang		_		
6(A-E) American History	Catagory Total B		ummary of catego						Â
📗 7(A-E) American History			inal grades and co			•			
	Individual Studer	nt Report 💿 S	ummary of class a	activity per stude	nt				E
	Missing Assignme		isting of assigmen						
	Scoresheet		tudent grade and						
	Standards Repor		tandards Final Gr			cores			-
Student Groups	III C C	ction Report E2 9	tudent informatio	n from all of a sti		ividual Student Report	-		
					110			c cotup t	م النبي من
+ - Highlight Selected	Criteria	Layout				Pdy d	ttention to thi	is setup – ti	
Active (26) Dropped (0)		Name: 1	ndividual Student	Report		dotor	mine how the	report will	lookl
molopped (0)	American American		ummary of class a		et.	uctu	mile now the		
		Description.	uninary of class a	activity per stude	anc .				
		Output Type:	PDF O HTT	ML   Export	(CSV)				
	· units part inter- rest inter- s material	Sections:	Selected Class	Active Cla	asses Order By	Section, Student 👻			
	T		0						
		Students:	All Enrolled	Selected Group	ups and/or Stude	nts			
Categories	111	Student Field:	Student Name	🔘 Student N	lumber Sort By:	Number 👻			
+ - Filter Off		Abbreviate:	Assignments	Categories					
A ALL									
Bell Questions		Include:	Final Grades	V Assignment	s 📝 Comment	s 👿 Categories			
Chapter Notes		Date Range:	Magual _ T	his term only					
Daily Work	=	Date Kalige.	- Indiana V		•				
🕥 Extra Credit		Start Date:	MM/DD/YYYY						
🛐 Graph Grades		End Date:	MM/DD/YYYY						
🛐 Group Work									
🛐 Homework									
🕅 Мар	-								Run Report

<u>Student Multi-Section Report</u> – This report will run a progress report for the individual student's entire schedule, not just for your class.

Classes II Current Classes (Q1)		ir 🖄 🔞	<b>E</b>				<b>J</b> <sup>26</sup>
2(A-E) Sociology S	1 Scoresheet Assignments Stud	lent Info Grade Setup Class Cont	ent Reports			Attendance	Notifications
3(A-E) Sociology S	1						•
4(A-E) American History S	1 Name:	Description:					
6(A-E) American History S	1 Attendance Grid	Student and date grid template					*
7(A-E) American History S	1 Category Total Report	Summary of category totals by					
- · · · ·	Final Grade and Comment Verification Individual Student Report	<ul> <li>Final grades and comments by</li> <li>Summary of class activity per state</li> </ul>					=
	Missing Assignment Report	<ul> <li>Summary of class activity per s</li> <li>Listing of assignents that have</li> </ul>					-
	Scoresheet	Student grade and assignment					
	Standards Report	Standards Final Grades and St					
O Cudat Cause	Student Multi-Section Report	Student information from all of					÷
Student Groups	00		Student Multi-	Section Report			=
+ - Highlight Selected -	Criteria Layout						2
⊫ Active (26) —Dropped (0)	Out	0 0	all of a student's sections.		ention to this s ine how the re		
Categories		Students: 💿 All Students 💿 Se	lected Groups and/or Students				
Categories		breviate: Assignments C	ategories				
A ALL	·	Include: 📝 Final Grades 🔲 Ass	ignments 📃 Comments 📃 Cat	tegories			
Chapter Notes		Show Dropped Class	s				
Daily Work	E						
Extra Credit	Report	ing Term: ALL 👻 This term only	-				
Graph Grades							
Group Work		Include terms with no	grades				
🗑 Homework	~						Run Report

Standards Report – if you are using standards in your grade book, then you can run this report to review your data



Clicking on the **CHAIR** will take you to PowerTeacher, where you can take attendance or review attendance.

PowerTeacher				We		Robin S. L	anger   He					~
ovverleacher			Schoo	I: Gall	up High S	School	Term: Y1		ster 1			
avigation	Curren	nt Classes										
hedule aff Directory	1(A-E)	American History	릅	$\bigcirc$	$\times$							
als rsonalize	2(A-E)	Sociology	릅	0	×	6	=	<b>F</b>	9.1.1.1			
adebook ports	3(A-E)	Sociology	푬	0	×	6	=	<b>F</b>				
	4(A-E)	American History	퐄	0	$\times$	<u>e</u>		<b>F</b>	=	8		
w Gradebook Launch	6(A-E)	American History	F	0	×	<u>e</u>		<b>F</b>				
Run Installer once, then Launch	7(A-E)	American History	릅	0	×	<u>e</u> ,	8	n <del>a</del> n				
Or use the old Launch 7												

The **<u>NOTIFICATIONS</u>** will show a list of students with their birthdays. On the left side you see:

Added: the number of students added to your class, when you click on this list you will see only the active students Dropped : the number of students that were dropped from your class, clicking on this will show the dropped students Login: the number of students that have logged into PowerSchool – to check their own grades/attendance

File Edit View Tools Attendar	nce Wind	ow Help								
Classes		Teacher Notific	ations: 1(A-E) Americ	an History	-		×			26
Current Classes (Q1)			100 March 100	100 March 100 Ma	-	-			-	
📒 1(A-E) American History	S1		fications: 1(A-E) An	erican History					ln nl	~
2(A-E) Sociology	S1	S Please review	w the following.				9		Attendance	Notifications
3(A-E) Sociology	S1									
📒 4(A-E) American History	S1 Na			9/2014 (0) 1(A-E) Ame	erican His	tory 👻	ă l			<u></u>
6(A-E) American History	S1 At	too	Fioriar / Day	Status	Age	Class		-		
📔 7(A-E) American History	S1 Ca						^			
		divid 🕴 👔 Login (0)	6	Benally, Abigail	17	1(A-E) American History				
	Mis	ores	March							
	Sta	anda	6	Troncoso, Marie	17	1(A-E) American History				
<ul> <li>Student Groups</li> </ul>		uder	April							
+ - Highlight Selected		buer	8	Ramirez, Jobilyn	15	1(A-E) American History				
			17	Kirk, Brittany	16	1(A-E) American History				
Active (26)			20	Kinsel, Sheree	16	1(A-E) American History				
Dropped (0)			22	Dan, Hashinee'	16	1(A-E) American History				
			May	barry Habrance		Let by American motory				
								-		
			14	Billy, Kassandra	16	1(A-E) American History				
			15	Wagoner, Latisha Rae	17	1(A-E) American History				
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## Filter for Active or Dropped Students

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2(A-E) Sociology	S1 Scoresheet	Assignments Stude	ent Info	Grade Setup	Class Content Reports	Atte	endance	Notifications
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Begaye, Brandon					show all students. Click on one student	tor		
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Cadman, Dennison								
Clark, Bo Dan, Hashinee'					click), then click on the drop down men	iu		
Garcia, Vanessa	-				and choose Filter Selected.			
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Current Classes (Q 1)	▼         51           S1         Scoresheet           S1         Scoresheet           S1         Students ( (f           Abeita,         Baca, Se           Baca, Se         Begay,           Clark, Bo         Clark, Bo           Dan, Ha         Carola, V           James, S         Clark, So           James, S         Krinsel, S           James, S         Krinsel, S           James, Suith, S         Sucedo           Suithe, Saucedo         Sisteets,           Sisteets,         Sisteets,           Steete,         Sisteets,	m: S1  51) Final Grade  n/a	+ - - - - - - - - - - - - - - - - - - -		Click on the ARROW next to Dropp will show all students who have be dropped from your class. Click on a student or more (using your CTRL & mouse click), then click on the drop menu and choose Filter Selected. This will show the dropped student	ed, this en one key as you o down ts where	indance	Votifications
Current Classes (Q 1)	<ul> <li>S1</li> <li>Scoresheet</li> <li>S1</li> <li>Scoresheet</li> <li>Reporting Terr</li> <li>S1</li> <li>S1 Not Started</li> <li>S1 Not Started</li> <li>Students ( (C</li> <li>Abeita, O</li> <li>Becays, O</li> <li>Begays, O</li> <li>Begays, O</li> <li>Begays, O</li> <li>Clark, Bo</li> <li>Clark, B</li></ul>	m: S1 51) Final Grade n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a	A T     A T     A - T     A - T     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A		Click on the ARROW next to Dropp will show all students who have be dropped from your class. Click on a student or more (using your CTRL & mouse click), then click on the drop menu and choose Filter Selected. This will show the dropped student	ed, this en one key as you o down ts where	endance	Notifications
Current Classes (Q1)	<ul> <li>▼</li> <li>Soresheet</li> <li>Seporting Terr</li> <li>S1</li> <li>S1 Not Started</li> <li>S1 Not Started</li> <li>S1 Not Started</li> <li>S1 Not Started</li> <li>Beca, Se ♥</li> <li>Billy, Kas ♥</li> <li>Cadman, ♥<!--</td--><td>m: S1 51) Final Grade  n/a  n/a</td><td>A T A T A T A - A - A - A - A - A - A - A -</td><td></td><td>Click on the ARROW next to Dropp will show all students who have be dropped from your class. Click on a student or more (using your CTRL &amp; mouse click), then click on the drop menu and choose Filter Selected. This will show the dropped student</td><td>ed, this en one key as you o down ts where</td><td>indance</td><td>Notifications</td></li></ul>	m: S1 51) Final Grade n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a	A T A T A T A - A - A - A - A - A - A - A -		Click on the ARROW next to Dropp will show all students who have be dropped from your class. Click on a student or more (using your CTRL & mouse click), then click on the drop menu and choose Filter Selected. This will show the dropped student	ed, this en one key as you o down ts where	indance	Notifications
Current Classes (Q1)	<ul> <li>SI</li> <li>Scoresheet</li> <li>Si</li> <li>Scoresheet</li> <li>Reporting Terr</li> <li>Si</li> <li>Si Not Started</li> <li>Si Not Started</li> <li>Beca, Se ©</li> <li>Begaye ©</li> <li>Clark, Bo</li> <li>Students, L ©</li> <li>Kinsel, S ©</li> <li>Steete, .</li></ul>	m: S1			Click on the ARROW next to Dropp will show all students who have be dropped from your class. Click on a student or more (using your CTRL & mouse click), then click on the drop menu and choose Filter Selected. This will show the dropped student	ed, this en one key as you o down ts where	endance	Notifications
Current Classes (Q1)	▼         Si           S1         Scoresheet           S1         Reporting Terr           S1         S1 Not Started           S1         S1 Not Started           S1         S1 Not Started           Baca, Se ©         Baca, Se ©           Baca, Se ©         Blly, Kas ©           Clark, B0 ©         Dan, Ha ©           Garda, V ©         Clark, B0 ©           James, L ©         Kinsel, S ©           Kinsel, S ©         Kinsel, S ©           Saucedo ©         Sauceto ©           Stabele, ©         Sauceto ©           Stabele, ©         Susain, L ©           Troncos ©         Susain, L ©	m: S1	A T A T A T A - A - A - A - A - A - A - A -		Click on the ARROW next to Dropp will show all students who have be dropped from your class. Click on a student or more (using your CTRL & mouse click), then click on the drop menu and choose Filter Selected. This will show the dropped student	ed, this en one key as you o down ts where	indance	Votifications

#### Categories

Your first time using the grade book, you will see 4 predesigned categories – Homework, Project, Daily Work and Test. These categories can be modified and/or you can create new ones.

To create a new category:

- 1. Click on the Plus (+) sign under Catagories
- 2. Enter a name
- 3. Enter an abbreviation
- 4. Choose a color
- 5. Enter the points possible
- 6. Extra points can be added for extra credit
- 7. Score Type must be chosen
- 8. Include in Final Grade must be checked for this category to be considered in the student's final grade
- 9. The Next items are optional and are usually left blank to avoid issues with the final grade
  - a. Choose when to publish grades in this category it is recommended to use Immediately
- 10. Publish Scores should be checked
- 11. Description can be added to detail how/why you are using this type of category

Current Classes (Q1)	S1 Scoresheet S1 Reporting Terr	Assignments Stud	C	Edit Assignment Category Edit Assignment Category Specify attributes of the Assign	ment Category		Attendance	Votifications
	S1			Name:	Homework			
📙 6(A-E) American History	S1							
[ 7(A-E) American History	S1 Not Started		L	Abbreviation: Color:	HW Vive V			
					defaults to any new assignments when			
	Students ( (9			created for this category.	defaults to any new assignments when	-		
	Abeita, 🕥	n,		2 ,				*
	Baca, Se 💿	n, n,		Points Possible:	100			
Student Groups	II Begay, O		a	Extra Points:	0			
+ - Highlight Selected -			a	Score Type:	Points 🗸			
	Billy, Kas 🕥	n		Include in Final Grade:				
Active (26)	Cadman, 🗊	n,	a	Include in Final Grade:	V			
Dropped (0)	Clark, Bo 💿	n,		Publish Assignment:	Immediately 🗸			
	Dan, Ha 💿		a	On Date:	MM/dd/yyyy			
	Garcia, V 🕥	n,			1-1-1////			
	Hoskie, 💿		a	Days Before Due:				
	James, L 💭 Kanouse 🔘	n, n	a a	Publish Scores:				
	Kinsel, S 🕥	n		Description:				
	Kirk, Brit 💿	n						
	Lund, Ka 🔘		a					
Categories	Morrisse 🕥	n						
	Nanto N 💿	n,	a					
+ - Filter Off	Ramirez, 🕥		a					
🛐 Graph Grades	Saucedo ②	n,						
Group Work	Skeets, 🔘		a					
M Homework	Smith, S 🔘	n, n						
Map	Steele, © Suasin, L ©		a a					
	Troncos O	n,						
Mentoring	Wagone O		a					
	E							
🛐 Notebook	A				OK Cancel			
🛐 Primary Source Analysis	Summary		1					Ŧ
🚺 Test	-						Revert	Save

To change the final grade

- Right click on the grade in the Final Grade column
- Click on "Show Score Inspector"

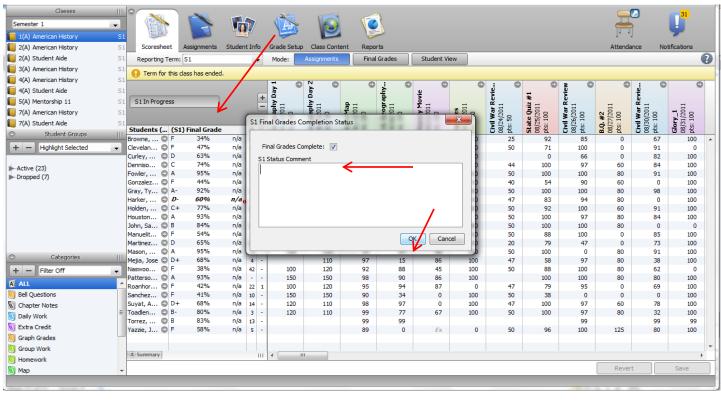
1(A-E) American History		6		V	<u>)</u>	2		<b>J</b> <sup>26</sup>
2(A-E) Sociology	S1 Scoresheet Assignments	Student Info	Grade Setu	up Class	Content Re	ports	Attendance	Notifications
3(A-E) Sociology	S1 Reporting Term: S1	-	Mode:	Assignm	ents Fi	al Grades Student View		8
4(A-E) American History	S1							
6(A-E) American History	S1							
7(A-E) American History	S1 Not Started			-	+ d bin +			
Vere American history					r trai 11/20 : 100			
	Students (26)		nal Grade	• A	<b>r</b> 283			
	Abeita, Sherokee		00%	Fill Score		]		^
<ul> <li>Student Groups</li> </ul>	III Baca, Serena	0						
+ - Highlight Selected	<ul> <li>Begay, Matthew</li> <li>Begaye, Brandon</li> </ul>	0			ore Inspector			
	Benally, Abigail	0		n/a -				
Active (26)	Billy, Kassandra	õ		n/a -				
Dropped (0)	Cadman, Dennison	õ		n/a -				
51000000	Clark, Bo	õ						
	Dan, Hashinee'	õ		n/a -	-			
	Garcia, Vanessa	õ		n/a -				
	Hoskie, Sidney	O						
	James, Latasha	0	1	n/a -	-			
	Kanouse, William	O	1	n/a -	-			
	Kinsel, Sheree	0	1	n/a -	-			
	Kirk, Brittany	O	1	n/a -				
Categories	Lund, Kayleigh	٢			-			
	Morrissette, Ryan	٢		n/a -	-			
+ - Filter Off	<ul> <li>Nanto Nomee, Kenshido Chee</li> </ul>	Ð			-			
ALL	Ramirez, Jobilyn	O		n/a -	-			
Bell Questions	Saucedo, Timothy	Q		n/a -				
	Skeets, Zachery	0		n/a -	-			
🕅 Chapter Notes	= Smith, Sheryl	0			-			
🛐 Daily Work	Steele, D Artagnan	0		n/a -	•			
🛐 Extra Credit	Suasin, Leana Rose	0		n/a -	-			
🕅 Graph Grades	Troncoso, Marie	0		n/a -				
Group Work	Wagoner, Latisha Rae	O	1	n/a -				Ψ.
~	(a) Summary			1				۴.
1 Homework	points earned:n/a_percentage:1	00% gradavA i					Revert	Save
🕅 Map	points earned:n/a_percentage:1	uu % grade:A+					Revent	Jave

- Click the Manual Override box to add a check
- Update the Percent
- Update the Grade
- Comment this comment will show on the student's report card
- Click Close when done
- The arrows next to the student's name allows you to move to the next or previous student

Classes Current Classes (Q1) I(A-E) American History 2(A-E) Sociology	SI SI Scoresheet Assignments	Student Info Grade S	Setup Class Content Reports		Attendance Notifications
3(A-E) Sociology				des Student View	
		<ul> <li>Mode:</li> </ul>		des Student view	•
4(A-E) American History	S1				
6(A-E) American History	S1		F 5		
7(A-E) American History	S1 Not Started		1/2014	V Final Grade	
	Students (26)	(S1) Final Gra	rade AT 288	Student: Abeita, Sherokee	
	Abeita, Sherokee	🜍 B+ 88%	n/a 88		A
Student Groups	Baca, Serena	• · ·	n/a	Reporting Term: S1	
+ - Highlight Selected	Begay, Matthew	©	n/a		
Highlight Selected	Begaye, Brandon	©	n/a	Score Comment	
	Benally, Abigail	• •	n/a	Manual Override:	
Active (26)	Billy, Kassandra	©	n/a		
Dropped (0)	Cadman, Dennison	• •	n/a	Percent: 88	
	Clark, Bo	• •	n/a	Grade: B+	
	Dan, Hashinee'	O	n/a		
	Garcia, Vanessa	©	n/a	Points: n/a	
	Hoskie, Sidney	0 -	n/a	Comment:	
	James, Latasha	0	n/a		
	Kanouse, William Kinsel, Sheree	0	n/a n/a		
	Kinsel, Sheree Kirk, Brittany	0 -	n/a		
-	Lund, Kayleigh	0	n/a		
Categories	Morrissette, Ryan	0	n/a		
+ - Filter Off	<ul> <li>Nanto Nomee, Kenshido Chee</li> </ul>	0	n/a		
	Ramirez, Jobilyn	ő	n/a		
ALL .	Saucedo, Timothy	- O	n/a		
1 Bell Questions	Skeets, Zachery	õ	n/a		
Chapter Notes	Smith, Sheryl	õ	n/a	2048 characters left	
Daily Work	Steele, D Artagnan	0	n/a		
V Extra Credit	Suasin, Leana Rose	• • ·	n/a	Clear Close	
	Troncoso, Marie	• • •	n/a		
🛐 Graph Grades	Wagoner, Latisha Rae	o	n/a		
🛐 Group Work	(a) Summary		III (		
1 Homework					
Map	points earned:n/a percentage:8	8% grade:B+			Revert Save

End of Term Process:

- Check with Administration to see when all grades must be entered in your grade book to complete the term.
- Your Administration will pull data from your grade book and store them in PowerSchool. This data will print on transcripts, report cards and will be used for the class ranking and GPA calculations.
- Administration will ask that you finalize your grades to show them that you are done entering grades for this term and they can run their process.
- To Finalize your grades:
  - o Click on the In Progress button for the term that has just ended
  - On the pop-up, click on the box for Final Grades complete
  - Comments are optional
  - o Click OK
  - This will change the button from In Progress to Complete, showing it Green with a check mark



	Reporting Term: Q1	✓ Mode:	Assignments	Final Grades	Student View		0
	Q1 Grades Complete	- I •	Week 2     Week 2     Sol 24/2012     pts: 50	08/31/2012 08/31/2012 pts: 10 08/31/2012 08/31/2012 pts: 50	week 4 09/07/2012 pts: 40 09/14/2012 009/14/2012 009/14/2012	<b>ek 5</b> 50	lest 3 Loncert L 09/21/2012 pts: 10
C Studget Groups	Atencio, Chris 💿 A+ 104% n/a 2	- 50		Ex	40 1		11 ^

\*Note: if you have already performed this process, but find you need to change a grade, check with your Administration first, before you update your grade book. If they have already run their process, then you may need to run the Grade Change form, and submit that to your Administration to have the grade manually changed. If approved by your Administration, then you may update your grade book.