

**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.

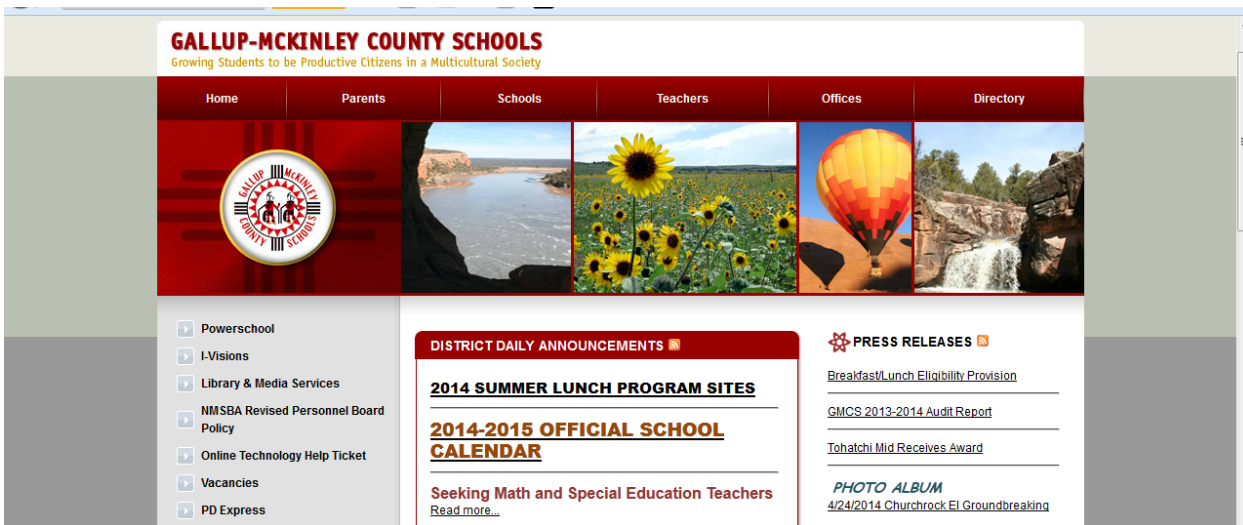
You should use Firefox when accessing PowerTeacher. This program was written with Firefox, other browsers work, but are inconsistent and do cause certain issues to arise.

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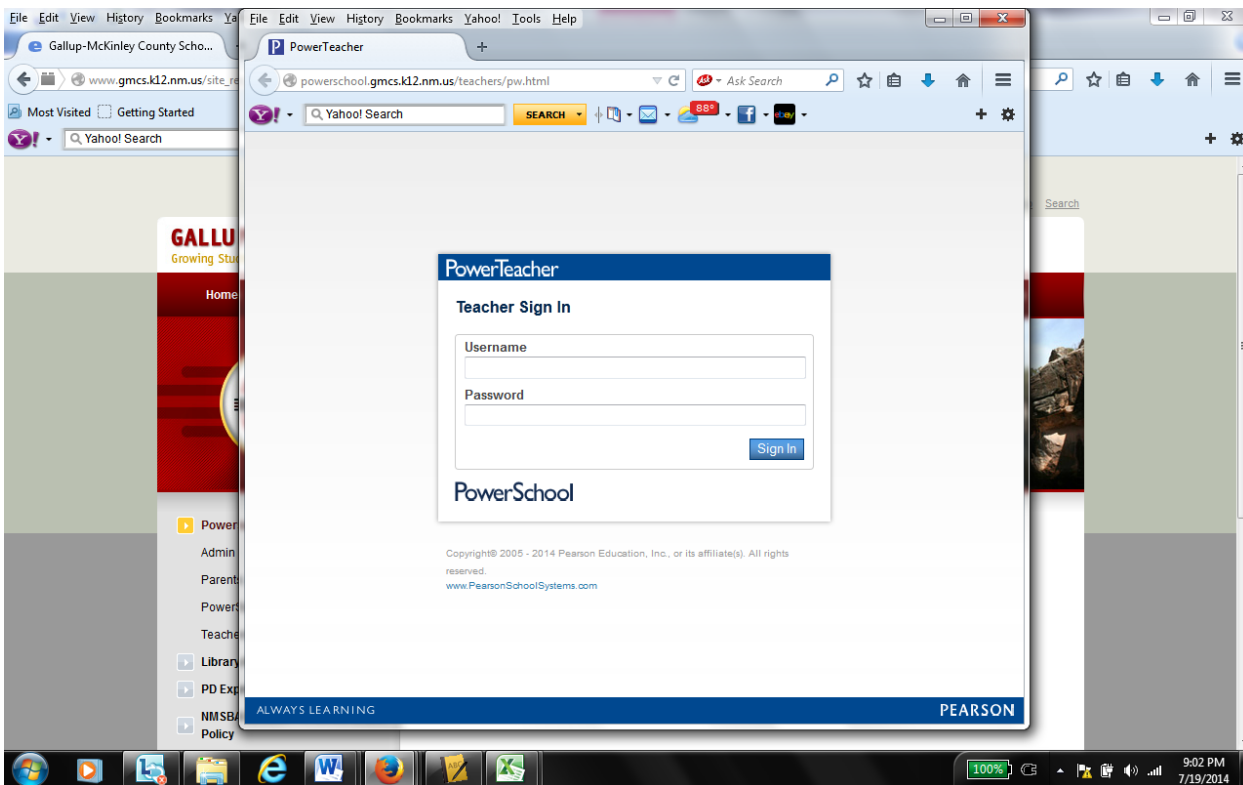
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To access the grade book

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



4. Enter your username and password



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 )

File Edit View History Bookmarks Yahoo! Tools Help

PowerTeacher

powerschool.gmcs.k12.nm.us/teachers/home.html

Ask Search

Yahoo! Search

PowerTeacher

Welcome, Robin S. Langer | Help | Sign Out

School: Gallup High School Term: Y14-15 Semester 1

**Navigation**

- Start Page
- Daily Bulletin
- Schedule
- Staff Directory
- Meals
- Personalize
- Gradebook
- Reports
- Recommendations

**New Gradebook Launch**

Run installer once, then

**Launch**

Or use the old Launch

PowerTeacher Mobile for the iPad

Available on the App Store

**Current Classes**

|        |                  |  |  |  |  |  |  |
|--------|------------------|--|--|--|--|--|--|
| 1(A-E) | American History |  |  |  |  |  |  |
| 2(A-E) | Sociology        |  |  |  |  |  |  |
| 3(A-E) | Sociology        |  |  |  |  |  |  |
| 4(A-E) | American History |  |  |  |  |  |  |
| 6(A-E) | American History |  |  |  |  |  |  |
| 7(A-E) | American History |  |  |  |  |  |  |

86% 7:39 PM 7/19/2014

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.

**PowerTeacher**

School: Rocky View Elementary School Term: Y13-14 Year

**Record Meeting Attendance: Fourth Grade - AM-PM(A)**

Single Day Multi-Day Seating Chart Seating Chart Design

Attendance Code Date Classes

(Present) Mon 8/12 Per AM Show Multiple Sections Submit

(Present)  
X (Excused Tardy)  
T (Unexcused Tardy)  
U (Unexcused Absence)

|                              | Alerts | Attendance: Monday, August 12, 2013 |
|------------------------------|--------|-------------------------------------|
| Brown, Shayton E             | !      |                                     |
| Curman, Abigail Esther-Marie |        |                                     |
| Dawes, Kaishauna Kaibah      |        |                                     |
| Halona, Aaralyn Alana        | !      |                                     |
| Houston, Melonie Nightsong   | !      |                                     |
| Johnson, James Raymond       | !      |                                     |
| Kee, Derrick L.              | !      |                                     |
| Littlefield, Ethan Richard   | !      |                                     |

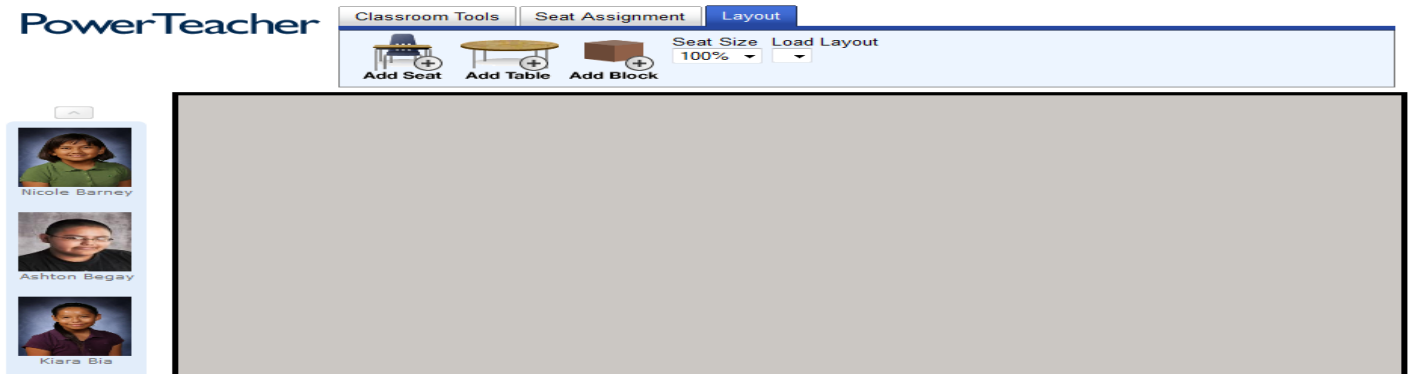
PowerTeacher Mobile for the iPad Available on the App Store

\*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.

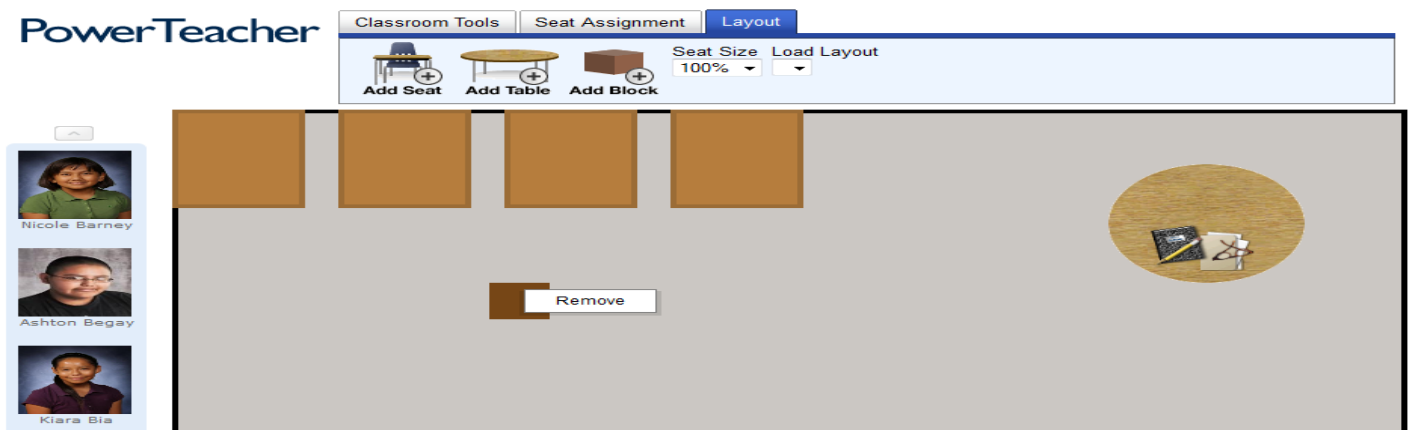
Administration will change Unexcused Absences to Excused once the absence has been verified.

Click on the Chair to set up the seating chart:

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



- 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.



- 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.

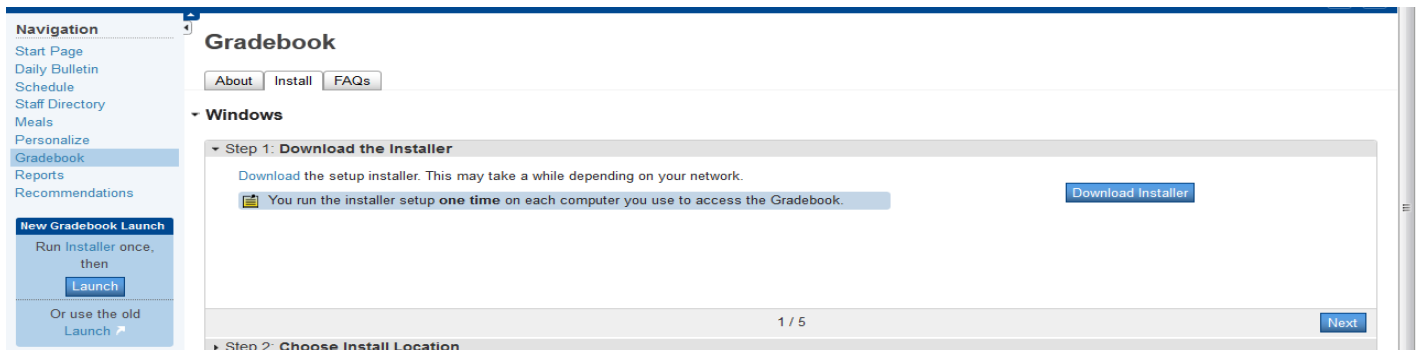


- Be sure to click on SUBMIT to save your seating chart. You can also print your seating chart. The attendance taking feature (Function) is only operable on days when attendance should be taken.

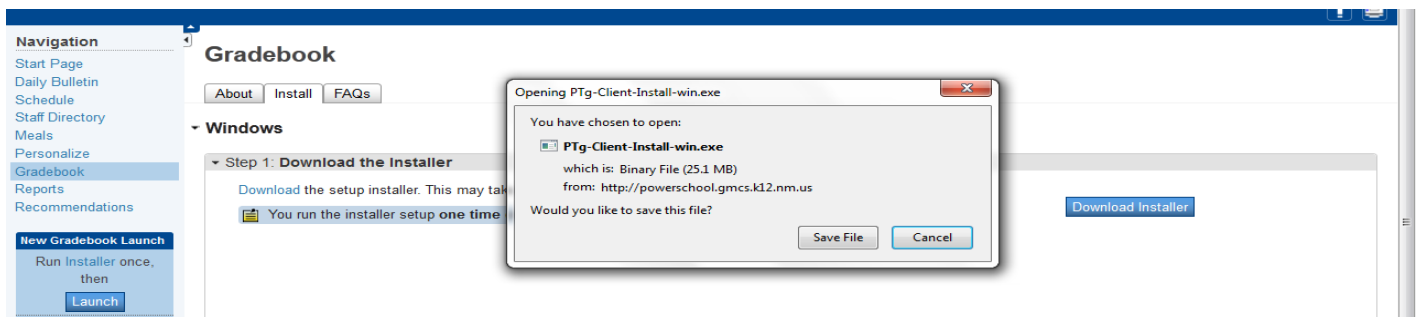


The new method of launching the grade book, will place an icon on your desktop, allowing you to open the grade book without having to log into PowerTeacher. This option also resolves issues that sometimes arise when JAVA is updated.

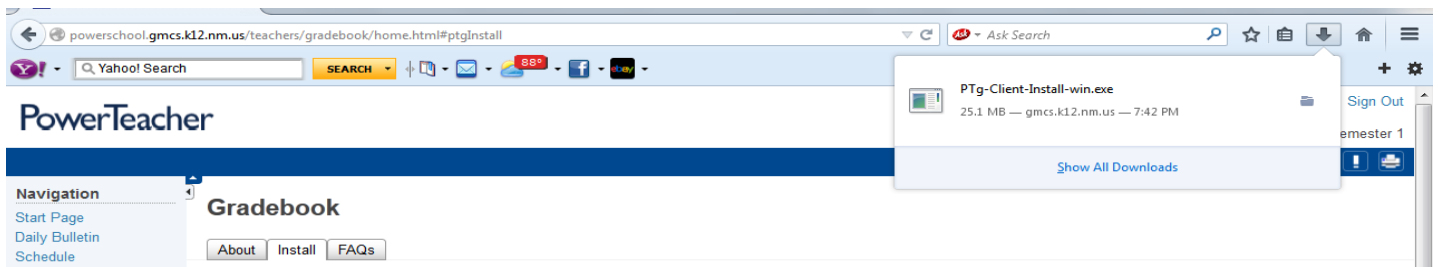
1. If this is your first time launching with the new method, then click on the word “Installer”



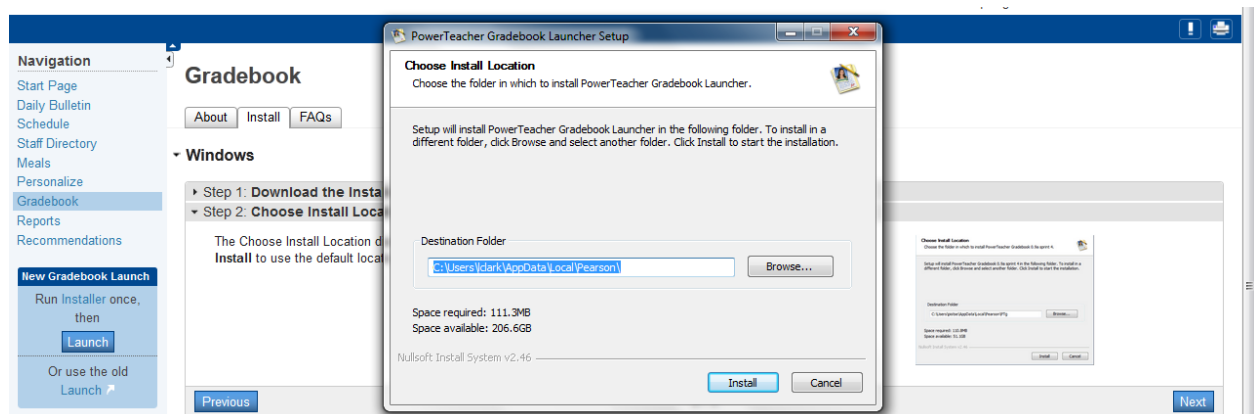
2. Click Save File



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

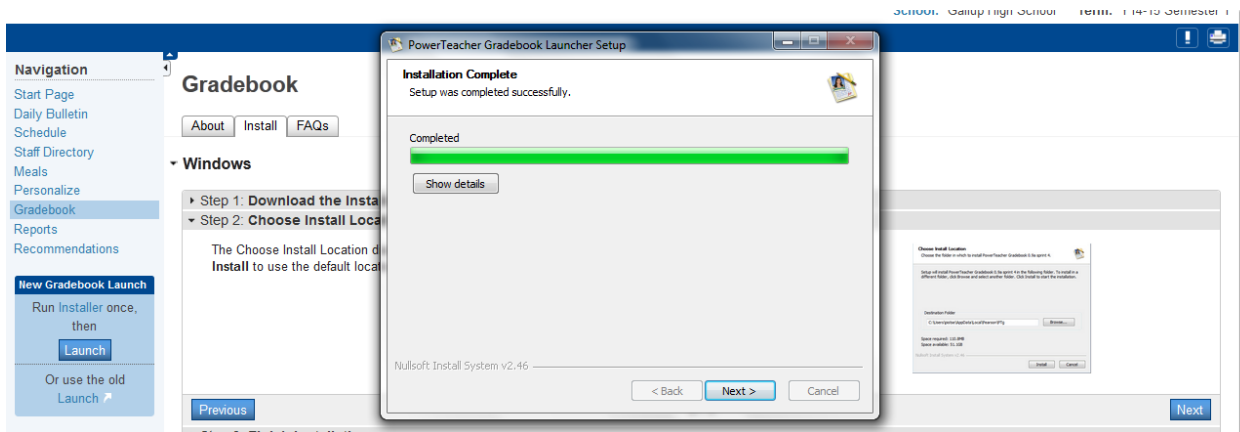


5. Click “Install”

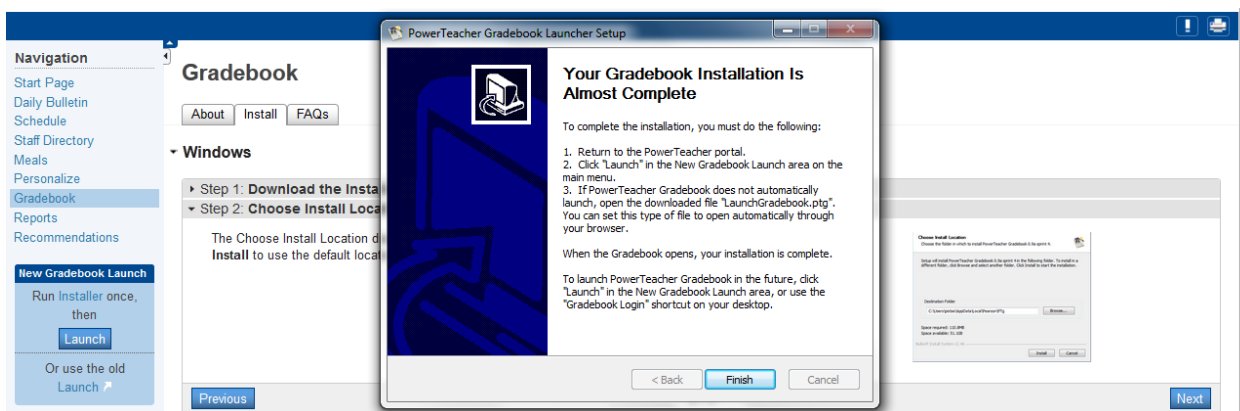




## 6. Click Next

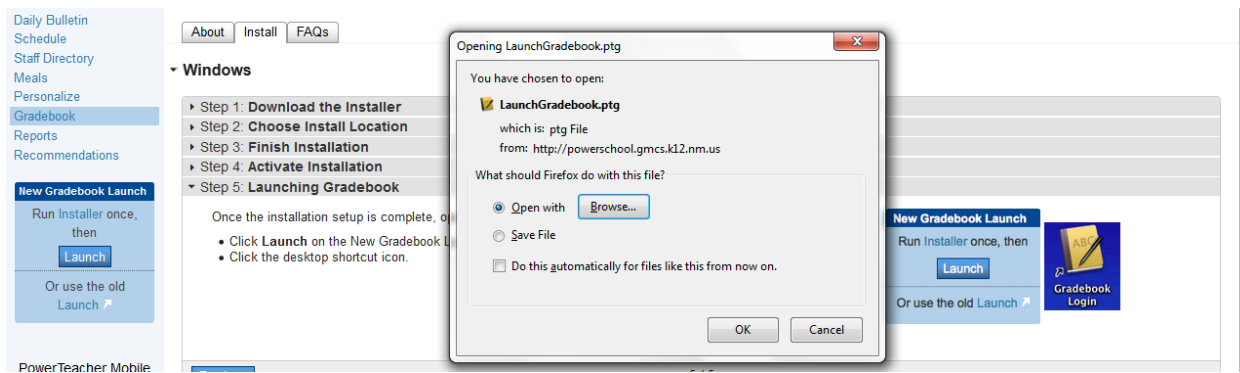


## 7. Click "Finish"

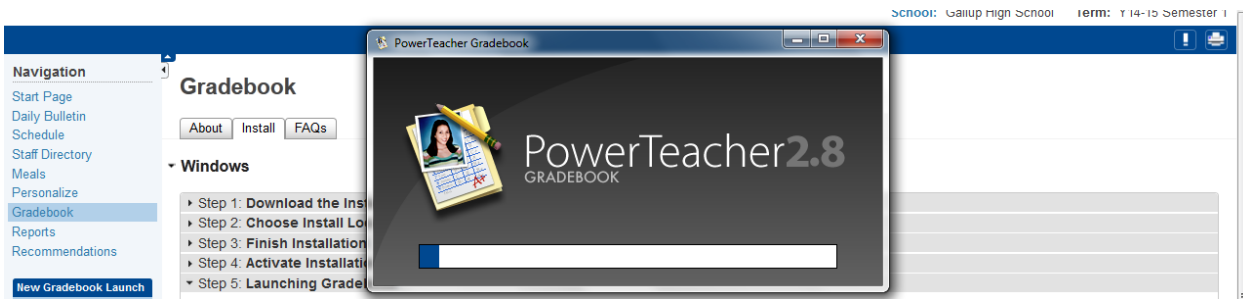


## 8. Click on the Launch button

## 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:

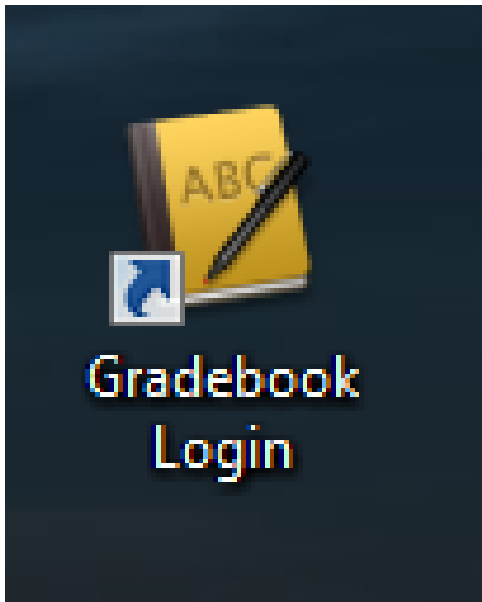


This icon will appear your desktop.

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

The screenshot shows the PowerTeacher grade book interface. On the left, there are three panels: 'Classes' with a list of current classes (1(A-E) American History, 2(A-E) Sociology, 3(A-E) Sociology, 4(A-E) American History, 6(A-E) American History, 7(A-E) American History), 'Student Groups' with 'Active (26)' and 'Dropped (0)', and 'Categories' with a list of categories (ALL, Bell Questions, Chapter Notes, Daily Work, Extra Credit, Graph Grades, Group Work, Homework, Man). The main area shows a table of students with columns for 'Students (...)', '(S1) Final Grade', 'A', and 'T'. The table lists 26 students with their names and final grades. At the top, there are tabs for 'Scoresheet', 'Assignments', 'Student Info', 'Grade Setup', 'Class Content', and 'Reports'. A yellow box highlights these tabs with the text 'These tabs are described in detail below'. At the bottom right, there are 'Revert' and 'Save' buttons. Red arrows point from the text instructions to the corresponding UI elements.

File Edit View Tools Attendance Window Help

Classes

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

Student Groups

+ - Highlight Selected

Active (26)

Dropped (0)

Categories

+ - Filter Off

ALL

Bell Questions

Chapter Notes

Daily Work

Extra Credit

Graph Grades

Group Work

Homework

Man

These tabs are described in detail below

Scoresheet Assignments Student Info Grade Setup Class Content Reports

Reporting term: S1 Mode: Assignments Final Grades Student View

S1 Not Started

Students (... (S1) Final Grade A T

Abeita, ... -- n/a . .

Baca, Se... -- n/a . .

Begay, ... -- n/a . .

Begaye, ... -- n/a . .

Benally, ... -- n/a . .

Billy, Kas... -- n/a . .

Cadman, ... -- n/a . .

Clark, Bo... -- n/a . .

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... -- n/a . .

Morrisse... -- n/a . .

Nanto N... -- n/a . .

Ramirez... -- n/a . .

Saucedo... -- n/a . .

Skeets, ... -- n/a . .

Smith, S... -- n/a . .

Steele, ... -- n/a . .

Suasin, L... -- n/a . .

Troncos... -- n/a . .

Wagone... -- n/a . .

Summary

Revert Save

- Make sure the term in this field is set to either Current Classes or 2014-2015 Q1. (This field should update as the terms change.)
- Your classes are listed in order by period.
- Filter for Active or Dropped students
- List of available Categories
- Modes to show data in your grade book:
  - Assignments – shows student names and their assignments
  - 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 list of their assignments and grades

The Chair will take you to the attendance page in PowerTeacher

Notifications – shows any new students that have been added, any students that have been removed from your class and the students are listed by their birthdate

- Click SAVE if any changes are made. Click Revert to undo any changes that were made

## 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
  - The name and abbreviation can only be used once per gradebook
  - A category must be chosen, even if you are using total points
  - 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
  - The date must fall within the current term for it to count for that term
  - “Include in Final Grade” must be checked for this assignment to be considered in the final grade

**New Assignment**

Assignment Publish Standards ?

**Name:**  **Abbreviation:**

**Category:** -not specified- **Score Type:** Points

**Points Possible:** 100 **Extra Points:** 0 **Max:** 100 **Weight:** 1.00

**Date Due:** 01/05/2015 **Include in Final Grade:** ☒

**Description:**  [+ link](#)

Revert Save

**Classes**

Current Classes (Q1)

- 1(A-E) American History
- 2(A-E) Sociology
- 3(A-E) Sociology
- 4(A-E) American History
- 6(A-E) American History
- 7(A-E) American History

**Student Groups**

Active (26)  
Dropped (0)

**Categories**

Filter Off

- ALL
- Bell Questions
- Chapter Notes
- Daily Work
- Extra Credit
- Graph Grades
- Group Work
- Homework
- Map

**Reporting Term:** S1 **Mode:** Assignments Final Grades Student View

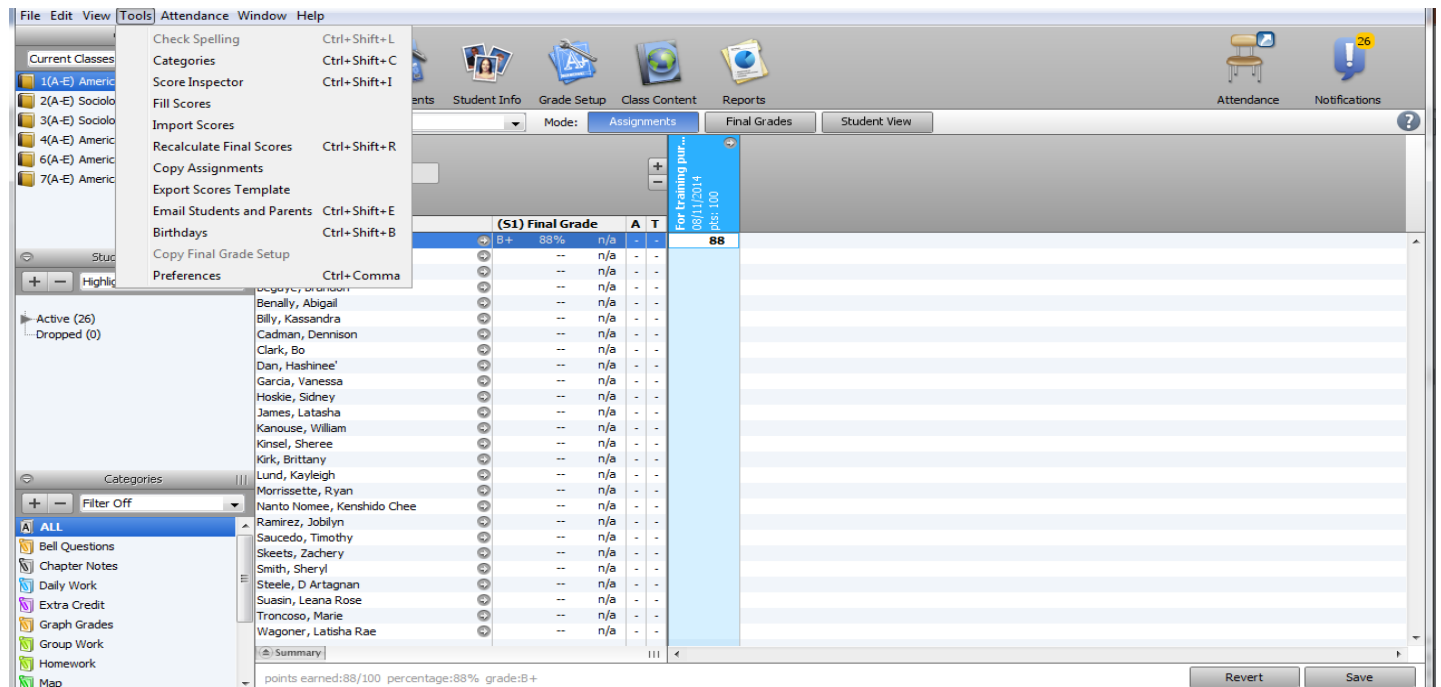
S1 Not Started

| Students ...  | (S1) Final Grade | A   | T  |
|---------------|------------------|-----|----|
| Abelita, ...  | --               | n/a | -- |
| Baca, Se...   | --               | n/a | -- |
| Begay, ...    | --               | n/a | -- |
| Begaye, ...   | --               | n/a | -- |
| Benally, ...  | --               | n/a | -- |
| Billy, Kas... | --               | n/a | -- |
| Cadman,...    | --               | n/a | -- |
| Clark, Bo     | --               | n/a | -- |
| 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...   | --               | n/a | -- |
| Morrisse...   | --               | n/a | -- |
| Nanto N...    | --               | n/a | -- |
| Ramirez...    | --               | n/a | -- |
| Saucedo...    | --               | n/a | -- |
| Skeets, ...   | --               | n/a | -- |
| Smith, S...   | --               | n/a | -- |
| Steele, ...   | --               | n/a | -- |
| Suasin, L...  | --               | n/a | -- |
| Troncos...    | --               | n/a | -- |
| Wagone...     | --               | n/a | -- |

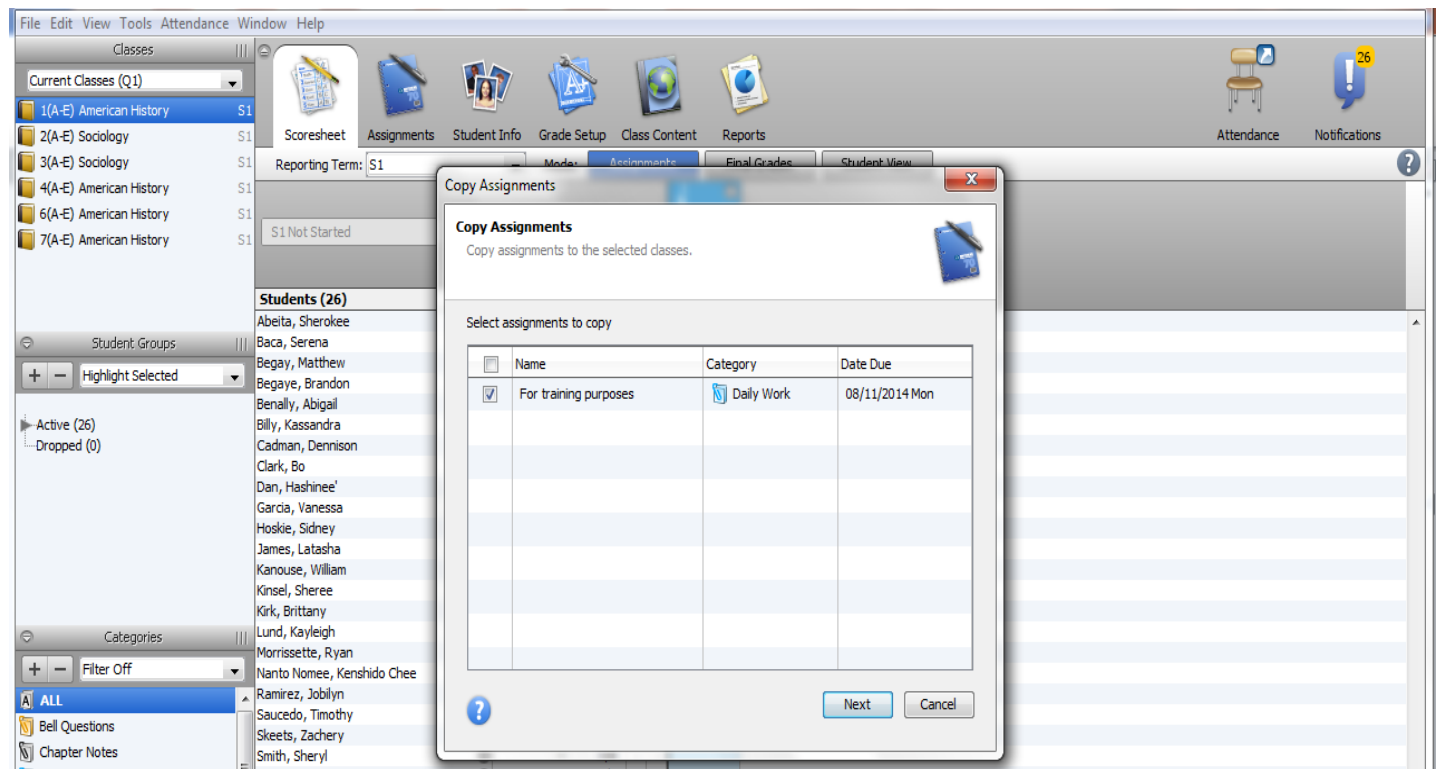
Summary

Revert Save

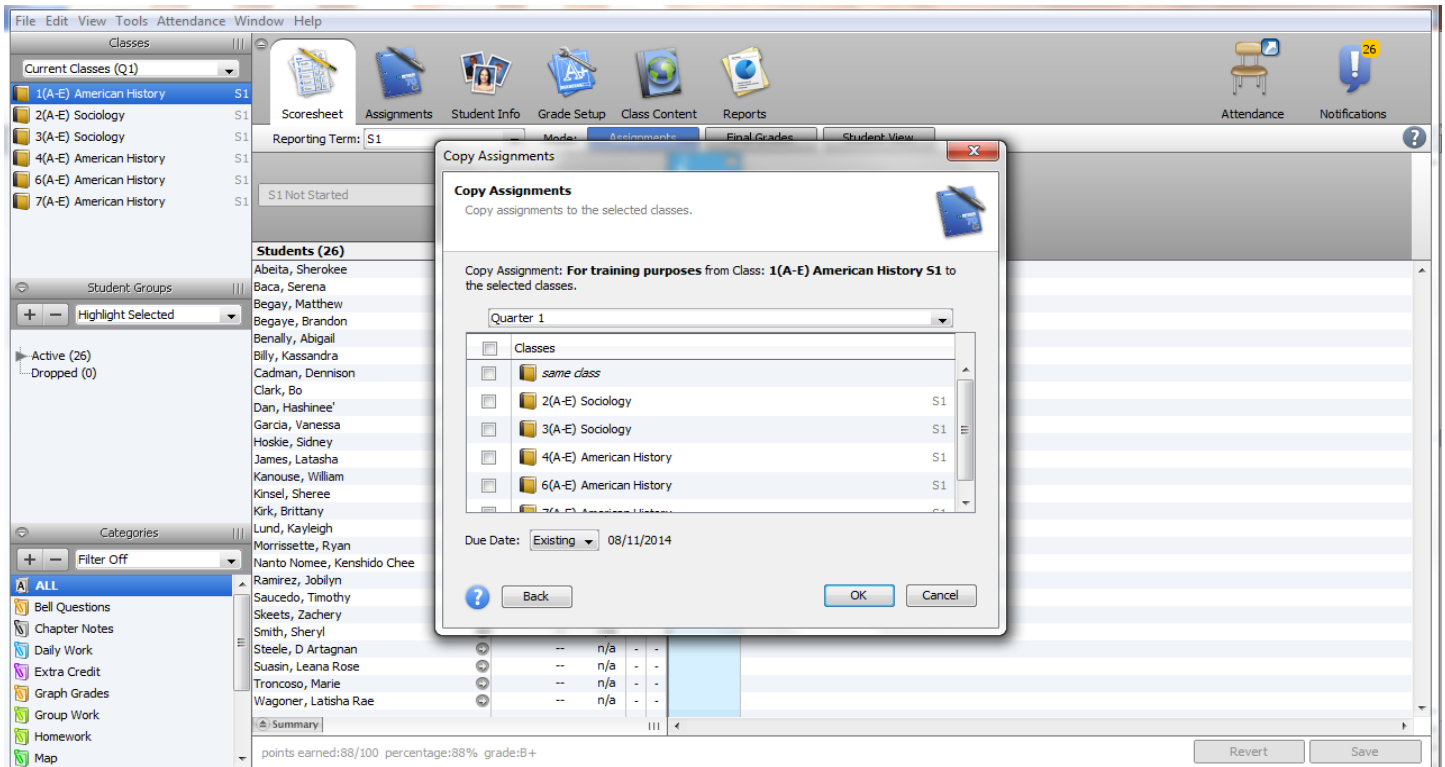
## Tools – located on the Grade Book tool bar



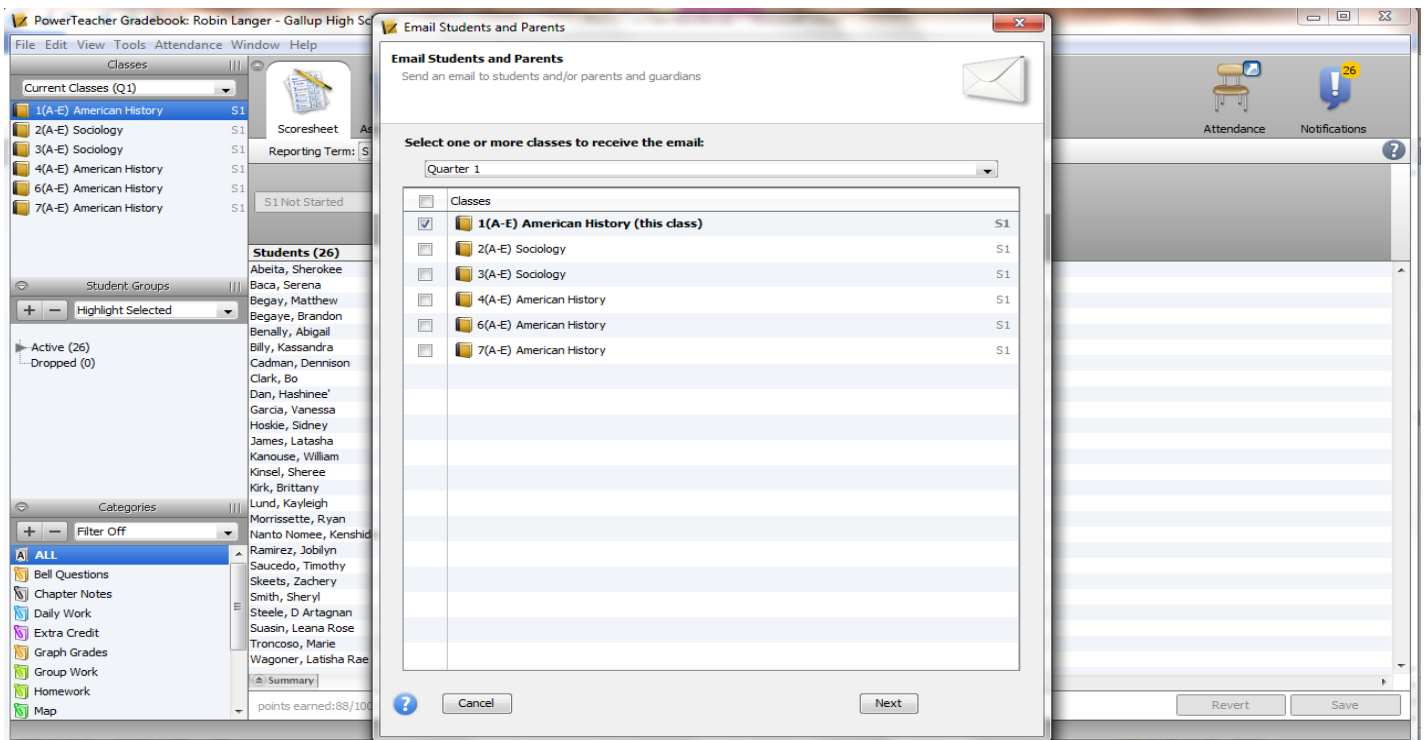
- If you plan to use the same assignment for all or some of your grade books, you can create one assignment and then “Copy” it to the other grade books.
  - Click on Tools
  - Click on Copy Assignments
  - Click the box next to the Assignment(s) you want to copy, click next



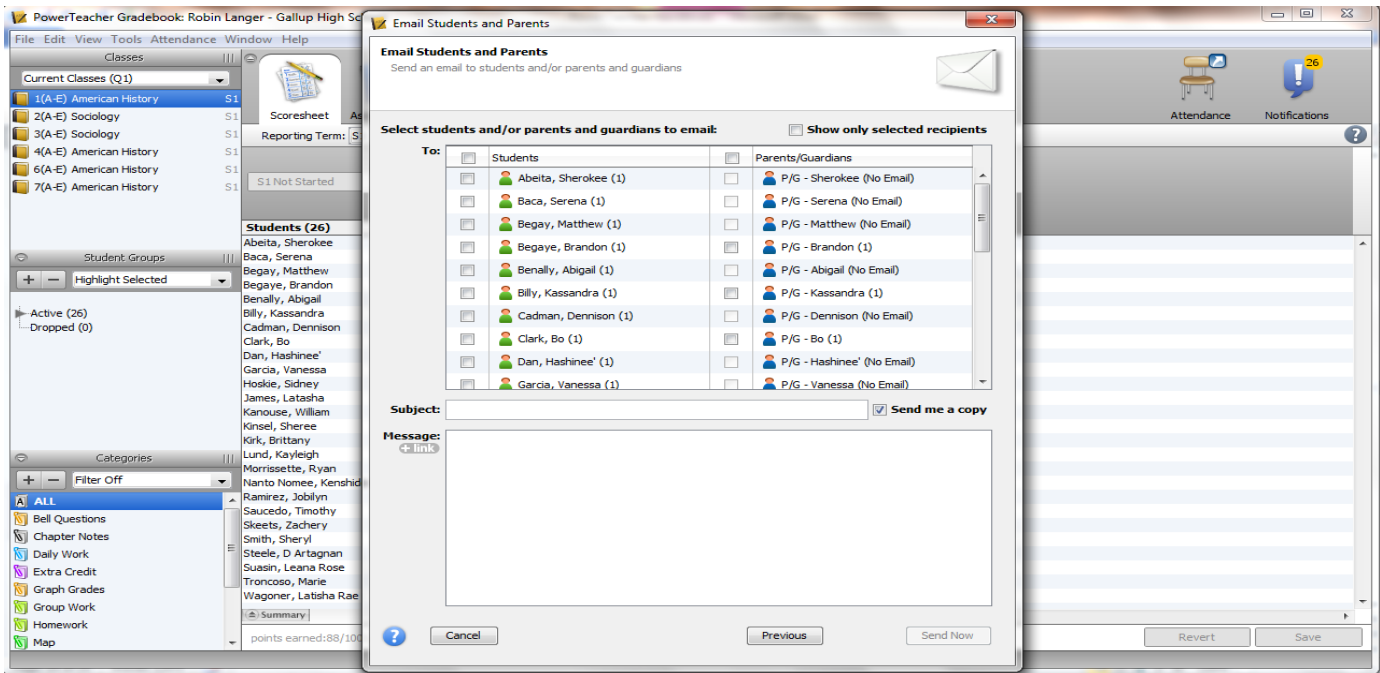
- Click on each class you want this Assignment(s) copied to
  - Same Class, is where the original assignment was created, do not choose this item
- Click OK
- You will now see this assignment in the other classes you chose



## Emailing students/parents from your grade book

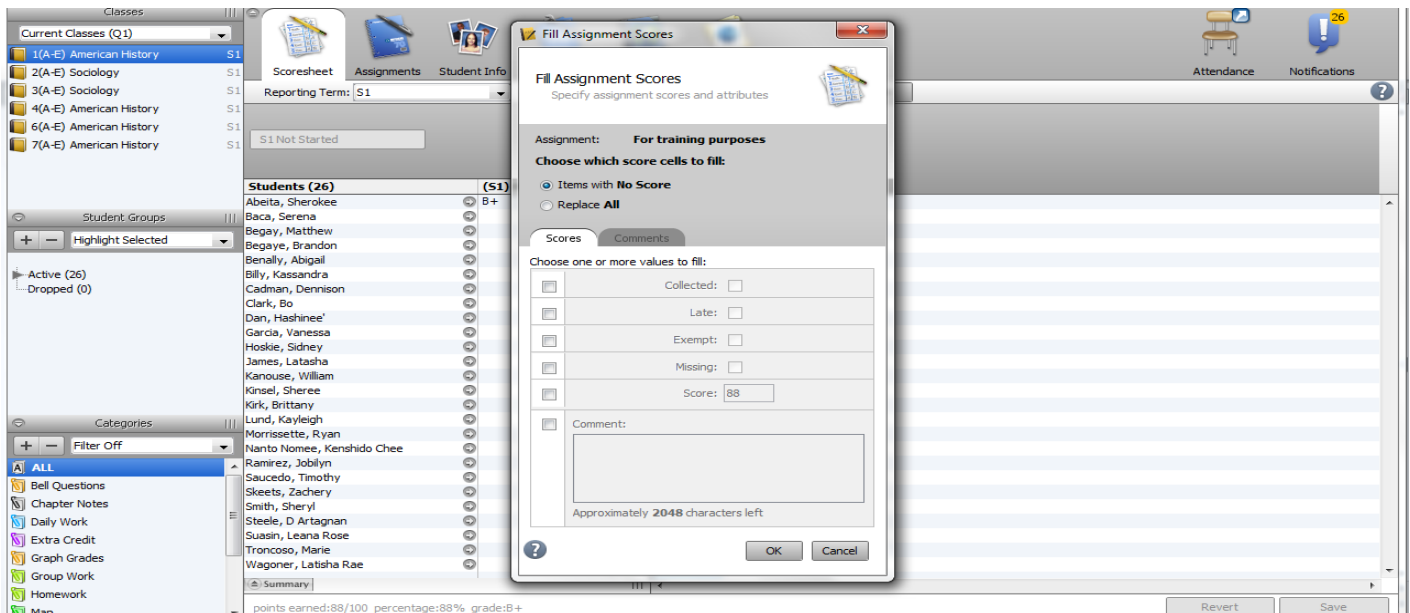


- Choose the class or classes you want to email information to – if the parent has an email on file it will go to them as well as the students that you choose.
- Check the box next to the student. Please note that the parents listed will show, but if (No Email) is showing then they will not get an email.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



## Filling Scores

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





- 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

The screenshot shows the PowerTeacher Gradebook interface for Robin Langer at Gallup High School. The main window displays a list of classes on the left, including '1(A-E) American History' through '7(A-E) American History'. The central pane shows a student list with columns for 'Students (26)', '(S1) Final Grade', 'A', and 'T'. A summary at the bottom indicates 'points earned:88/100 percentage:88% grade:B+'. Overlaid on the right is the 'Fill Assignment Scores' dialog box. This dialog has tabs for 'Scores' and 'Comments'. Under the 'Scores' tab, it specifies the assignment as 'For training purposes' and offers two options: 'Items with No Score' (selected) and 'Replace All'. Below these, there are checkboxes for 'Collected', 'Late', 'Exempt', and 'Missing', each with an associated icon. The 'Score' field is set to '100'. A text area for comments is also present, with a character count of 'Approximately 2048 characters left'. The dialog includes 'OK' and 'Cancel' buttons at the bottom.

- 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

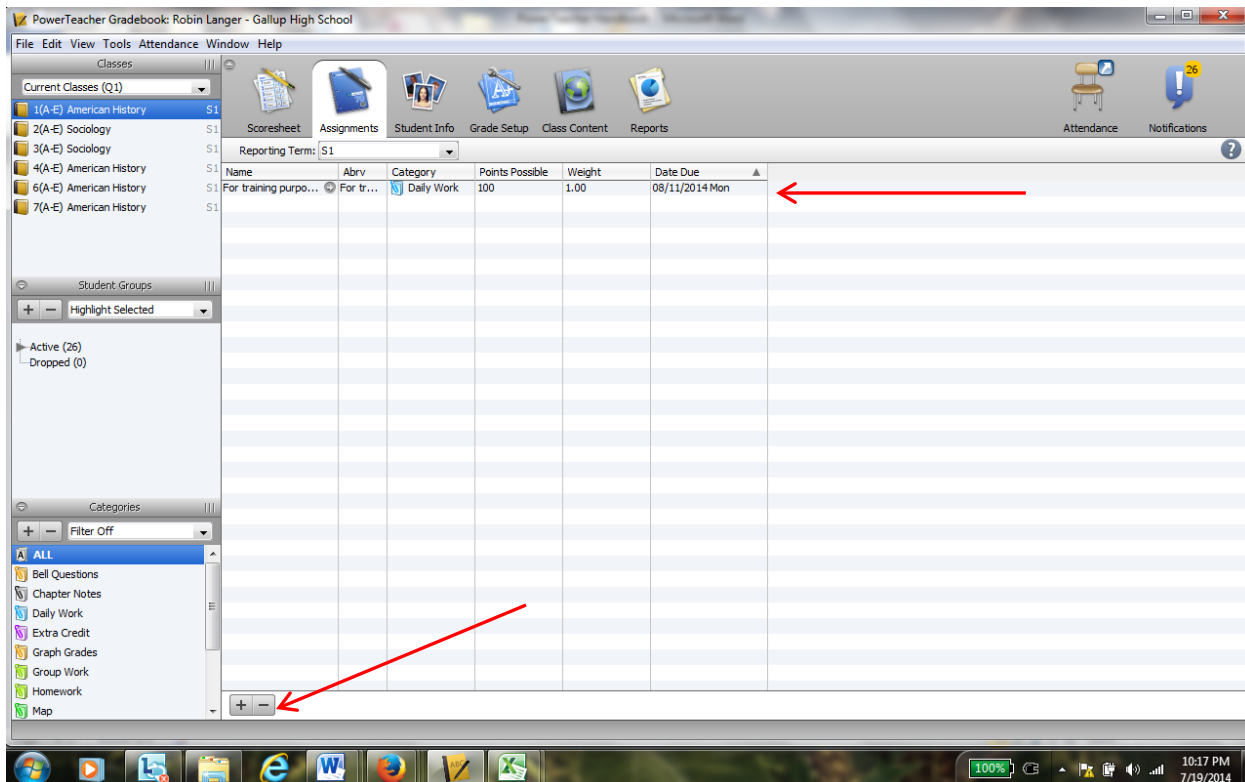
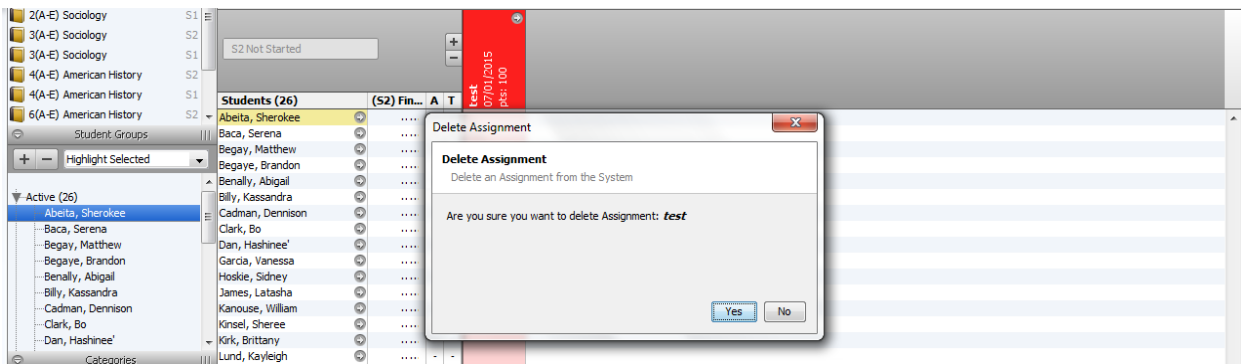
## The Assignments tab

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

Current Classes (Q1)

- 1(A-E) American History
- 2(A-E) Sociology
- 3(A-E) Sociology
- 4(A-E) American History
- 6(A-E) American History
- 7(A-E) American History

Student Groups

Highlight Selected

Active (26)

Dropped (0)

Categories

Filter Off

ALL

- Bell Questions
- Chapter Notes
- Daily Work
- Extra Credit
- Graph Grades
- Group Work
- Homework
- Map

Student Info

| Student Name (26) | My Order | Preferred ... | Student N... | Birthday   | Gender | Grade Level | Home Phone   | Date Enrolled | Grade Scale | Custom 1 | Custom 2 |
|-------------------|----------|---------------|--------------|------------|--------|-------------|--------------|---------------|-------------|----------|----------|
| Abeita, Sherokee  | 1        |               | 28315        | 08/24/1996 | F      | 11          | 505-488-2... | 08/11/2014    | Default     |          |          |
| Baca, Serena      | 2        |               | 27451        | 10/19/1997 | F      | 11          | 505-726-8... | 08/11/2014    | Default     |          |          |
| Begay, Matthew    | 3        |               | 35398        | 11/18/1996 | M      | 11          | 505-593-3... | 08/11/2014    | Default     |          |          |
| Begay, Brandon    | 4        |               | 37195        | 09/20/1997 | M      | 11          | 505-728-3... | 08/11/2014    | Default     |          |          |
| Benally, Abigail  | 5        |               | 22562        | 02/06/1997 | F      | 11          | 505-593-0... | 08/11/2014    | Default     |          |          |
| Billy, Cassandra  | 6        |               | 37214        | 05/14/1998 | F      | 11          | 505-863-2... | 08/11/2014    | Default     |          |          |
| Cadman, Dennison  | 7        |               | 32754        | 01/03/1998 | M      | 11          | 505-206-1... | 08/11/2014    | Default     |          |          |
| Clark, Bo         | 8        |               | 205548       | 10/02/1997 | M      | 11          | 505-879-0... | 08/11/2014    | Default     |          |          |
| Dan, Hashinee'    | 9        |               | 216979       | 04/22/1998 | F      | 11          | 505-427-9... | 08/11/2014    | Default     |          |          |
| Garcia, Vanessa   | 10       |               | 203998       | 09/27/1998 | F      | 11          | 505-862-4... | 08/11/2014    | Default     |          |          |
| Hoskie, Sidney    | 11       |               | 208018       | 10/03/1997 | M      | 11          | 505-399-1... | 08/11/2014    | Default     |          |          |
| James, Latasha    | 12       |               | 22541        | 11/10/1997 | F      | 11          | 505-567-1... | 08/11/2014    | Default     |          |          |
| Kanouse, William  | 13       |               | 27320        | 11/05/1997 | M      | 11          | 505-722-9... | 08/11/2014    | Default     |          |          |

Revert Save

Abeita, Sherokee

Student Info

Student

Extra Class Columns

Teacher Personal Note

Name: Abeita, Sherokee

Gender: F

Birthday: 08/24/1996

Student Home Phone: 505-488-2167

Father: Jim Abeita

Student Number: 28315

Grade Level: 11

Grade Scale: Default

Student Email: 101528875@gmcs.k12.nm.us

Emergency One: Mae Stone

Phone: 505-863-4772

Revert Save

Student

Extra Class Columns

Teacher Personal Note

Name: Abeita, Sherokee

Gender: F

Birthday: 08/24/1996

Student Home Phone: 505-488-2167

Father: Jim Abeita

Student Number: 28315

Grade Level: 11

Grade Scale: Default

Student Email: 101528875@gmcs.k12.nm.us

Emergency One: Mae Stone

Phone: 505-863-4772

Revert Save

## 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!

| Name       | Weight | Percent  | Drop Low |
|------------|--------|----------|----------|
| Daily Work | 25     | 100.000% | 0        |
| Homework   | 50     | 66.667%  | 0        |
| Test       | 25     | 0.000%   | 0        |

| Reporting Term | Start          | End            |
|----------------|----------------|----------------|
| S1             | 08/11/2014 Mon | 01/04/2015 Sun |
| Q1             | 08/11/2014 Mon | 10/10/2014 Fri |
| Q2             | 10/11/2014 Sat | 01/04/2015 Sun |

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

Calculate S1 final grade using: [copy](#)

☐ Total points  
☒ Term Weights / Standards Weights  
☐ Category Weights

Number of low scores to discard:

| Name | Weight | Percent | Drop Low |
|------|--------|---------|----------|
| Q1   | 100    | 50.000% | n/a      |
| Q2   | 100    | 50.000% | n/a      |

[Add Standards](#)
[Remove](#)

[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

**Course Name:** American History  
**Course Number:** 27293  
**Section Number:** 4  
**Periods/Days:** 1(A-E)  
**Room:** C102

**Terms:** Semester 1  
**Start:** 07/02/2014 Wed  
**End:** 01/04/2015 Sun  
**Grade Scale:** Default

**Custom Display Name:**

**Description:**

[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.

The screenshot shows the 'Final Grade and Comment Verification' report configuration interface. On the left, there are panels for 'Classes' (listing American History, Sociology, etc.), 'Student Groups' (Active/Dropped), and 'Categories' (ALL, Bell Questions, etc.). The main area displays a list of reports, with 'Final Grade and Comment Verification' selected. Below this, the 'Criteria' tab is active, showing settings for the report: Name, Description, Output Type (PDF, HTML, Export (CSV)), Sections (Selected Class, Active Classes), Students (All Enrolled, Selected Groups and/or Students), Student Field (Student Name, Student Number), Include (Course Grade, Additional Grades), and Reporting Term (ALL). A 'Run Report' button is at the bottom right.

Pay attention to this setup – this will determine how the report will look!

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

The screenshot shows the 'Individual Student Report' configuration interface. It follows the same layout as the previous report setup. The 'Criteria' tab is active, showing settings for the report: Name, Description, Output Type (PDF, HTML, Export (CSV)), Sections (Selected Class, Active Classes), Students (All Enrolled, Selected Groups and/or Students), Student Field (Student Name, Student Number), Abbreviate (Assignments, Categories), Include (Final Grades, Assignments, Comments, Categories), Date Range (Manual, This term only), Start Date, and End Date. A 'Run Report' button is at the bottom right.

Pay attention to this setup – this will determine how the report will look!

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

**Student Multi-Section Report**

**Name:** Student Multi-Section Report  
**Description:** Student information from all of a student's sections.  
**Output Type:** ☒ PDF ☐ Export (CSV)  
**Sections:** ☒ Selected Class ☐ Active Classes  
**Student Schedule:** ☒ My classes ☐ Total student schedule  
**Students:** ☒ All Students ☐ Selected Groups and/or Students  
**Abbreviate:** ☐ Assignments ☐ Categories  
**Include:** ☒ Final Grades ☐ Assignments ☐ Comments ☐ Categories  
☐ Show Dropped Classes  
**Reporting Term:** ALL   
☒ Include terms with no grades

**Run Report**

Pay attention to this setup – this will determine how the report will look!

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

**Standards Report**

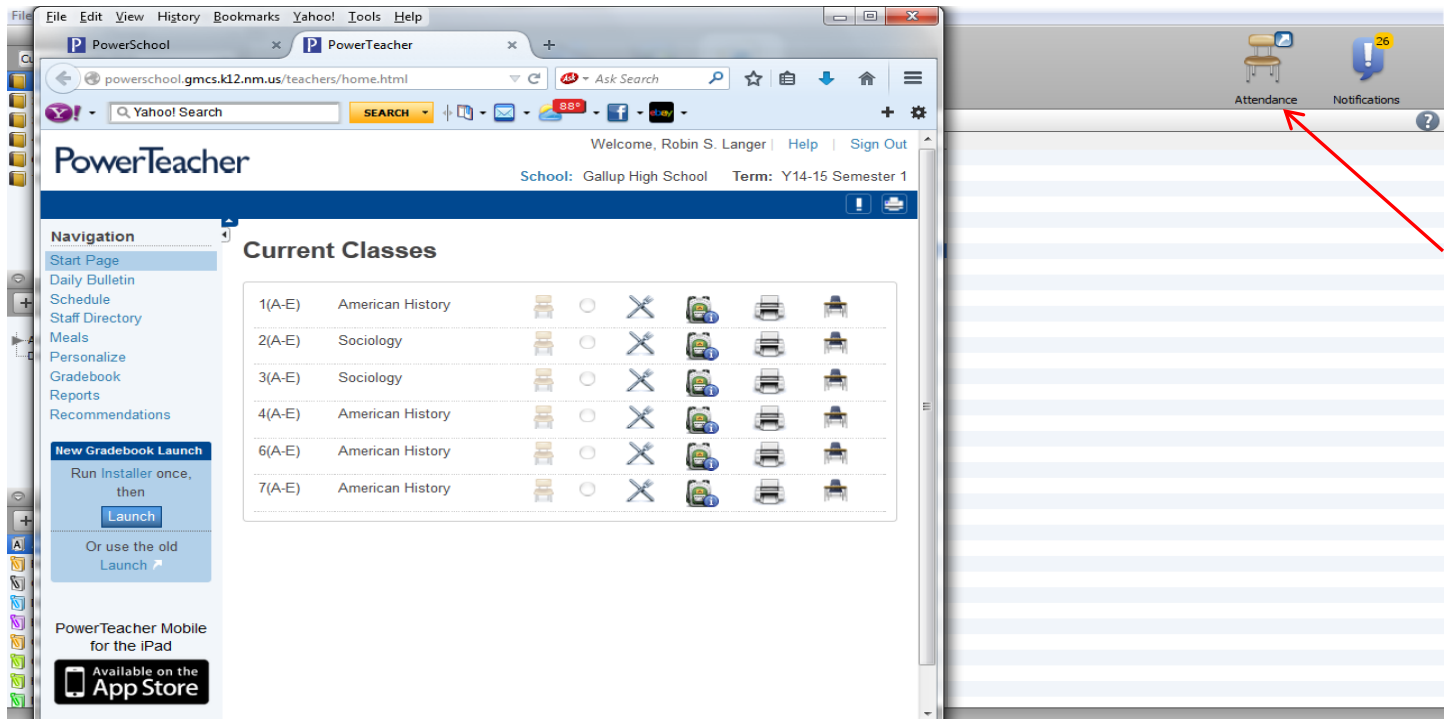
**Name:** Standards Report  
**Description:** Standards Final Grades and Standards Assignment Scores  
**Report Layout:** ☒ Class Spreadsheet ☐ By Student: ☐ Assignment Scores ☐ Final Grades  
☐ Include standards with no grades ☐ Show Completed Classes  
Standards Grades: This Class  
**Output Type:** ☒ PDF ☐ Export (CSV)  
**Sections:** ☒ Selected Class ☐ Active Classes **Order By:** Section, Student  
**Students:** ☒ All Enrolled ☐ Selected Groups and/or Students  
**Student Field:** ☒ Student Name ☐ Student Number **Sort By:** Number  
**Include:** ☒ Standard Name ☐ Standard Number  
☐ Citizenship ☒ Overall Section Grade  
**Reporting Term:** S1  
Q1  
Q2  
ALL  
☐ Include reporting terms with no standards grades

**Run Report**

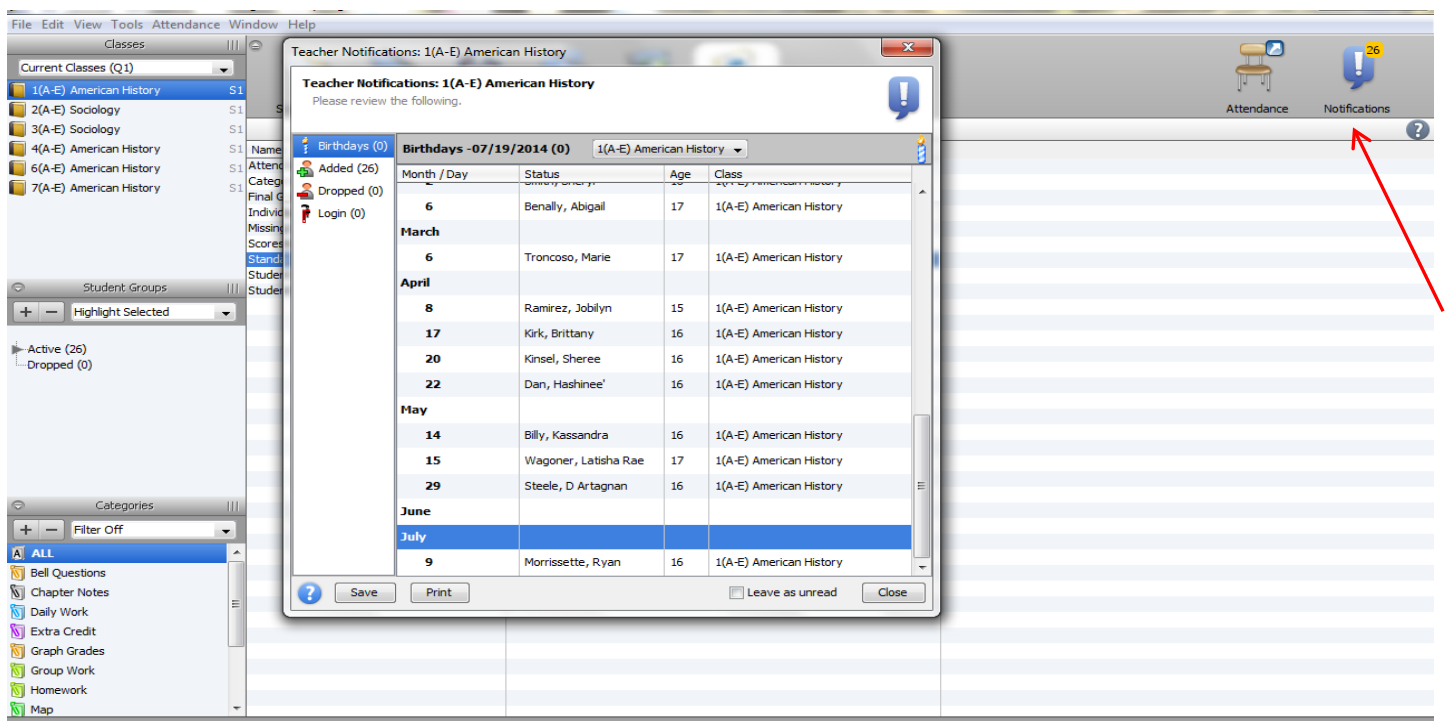
Pay attention to this setup – this will determine how the report will look!



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



The **NOTIFICATIONS** 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



## Filter for Active or Dropped Students

This option allows you to filter your grade book for certain student(s).

Click on the ARROW next to Active, this will show all students. Click on one student or more (using your CTRL key as you mouse click), then click on the drop down menu and choose Filter Selected.

The interface shows a list of classes on the left, a central area with a table of students and their final grades, and a right sidebar with navigation icons. The 'Student Groups' dropdown menu is open, showing 'Active (26)' and 'Dropped (0)' options. The 'Filter Selected' option is highlighted in the dropdown menu.

| Students ...  | (S1) Final Grade | A   | T |
|---------------|------------------|-----|---|
| Baca, Se...   | --               | n/a | - |
| Begaye, ...   | --               | n/a | - |
| Billy, Kas... | --               | n/a | - |

Click on the ARROW next to Dropped, this will show all students who have been dropped from your class. Click on one student or more (using your CTRL key as you mouse click), then click on the drop down menu and choose Filter Selected.

This will show the dropped students where you can modify their grades if necessary.

The interface shows a list of classes on the left, a central area with a table of students and their final grades, and a right sidebar with navigation icons. The 'Student Groups' dropdown menu is open, showing 'Active (26)' and 'Dropped (0)' options. The 'Dropped (0)' option is highlighted in the dropdown menu.

| Students ...  | (S1) Final Grade | A   | T |
|---------------|------------------|-----|---|
| Abelita, ...  | --               | n/a | - |
| Baca, Se...   | --               | n/a | - |
| Begay, ...    | --               | n/a | - |
| Begaye, ...   | --               | n/a | - |
| Benally, ...  | --               | n/a | - |
| Billy, Kas... | --               | n/a | - |
| Cadman, ...   | --               | n/a | - |
| Clark, Bo     | --               | n/a | - |
| 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...   | --               | n/a | - |
| Morrisse...   | --               | n/a | - |
| Nanto N...    | --               | n/a | - |
| Ramirez, ...  | --               | n/a | - |
| Saucedo...    | --               | n/a | - |
| Skeets, ...   | --               | n/a | - |
| Smith, S...   | --               | n/a | - |
| Steele, ...   | --               | n/a | - |
| Suasin, L...  | --               | n/a | - |
| Troncos...    | --               | n/a | - |
| Wagone...     | --               | n/a | - |

## 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 Categories
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

**Edit Assignment Category**  
Specify attributes of the Assignment Category

Name: Homework  
Abbreviation: HW  
Color: Olive

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

Points Possible: 100  
Extra Points: 0  
Score Type: Points  
Include in Final Grade: ☒  
Publish Assignment: Immediately  
On Date: MM/dd/yyyy  
Days Before Due: 0  
Publish Scores: ☒  
Description:

OK Cancel

To change the final grade

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

The screenshot shows the 'Final Grades' tab in a software interface. On the left, there are panels for 'Classes' (listing American History and Sociology), 'Student Groups' (Active and Dropped), and 'Categories' (filtering by ALL). The main area displays a table of 26 students. The first student, Abella, Sherokee, has a final grade of A+ and 100% points earned. A right-click context menu is open over the 'A+' grade, showing options: 'Fill Scores' and 'Show Score Inspector'. A blue tooltip on the right indicates 'For training pur... 08/11/2014 pts: 100'. At the bottom, a summary bar shows 'points earned:n/a percentage:100% grade:A+'. 'Revert' and 'Save' buttons are at the bottom right.

| Students (26)              | (S1) Final Grade | A    | T  |
|----------------------------|------------------|------|----|
| Abella, Sherokee           | A+               | 100% |    |
| Baca, Serena               | --               | n/a  | -- |
| Begay, Matthew             | --               | n/a  | -- |
| Begaye, Brandon            | --               | n/a  | -- |
| Benally, Abigail           | --               | n/a  | -- |
| Billy, Kassandra           | --               | n/a  | -- |
| Cadman, Dennison           | --               | n/a  | -- |
| Clark, Bo                  | --               | n/a  | -- |
| Dan, Hashinee'             | --               | n/a  | -- |
| Garcia, Vanessa            | --               | n/a  | -- |
| Hoskie, Sidney             | --               | n/a  | -- |
| James, Latasha             | --               | n/a  | -- |
| Kanouse, William           | --               | n/a  | -- |
| Kinsel, Sheree             | --               | n/a  | -- |
| Kirk, Brittany             | --               | n/a  | -- |
| Lund, Kayleigh             | --               | n/a  | -- |
| Morrisette, Ryan           | --               | n/a  | -- |
| Nanto Nomee, Kenshido Chee | --               | n/a  | -- |
| Ramirez, Jobilyn           | --               | n/a  | -- |
| Saucedo, Timothy           | --               | n/a  | -- |
| Skeets, Zachery            | --               | n/a  | -- |
| Smith, Sheryl              | --               | n/a  | -- |
| Steele, D Artagnan         | --               | n/a  | -- |
| Suasir, Leana Rose         | --               | n/a  | -- |
| Troncoso, Marie            | --               | n/a  | -- |
| Wagoner, Latisha Rae       | --               | n/a  | -- |

- 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

This screenshot shows the same 'Final Grades' interface, but with the 'Final Grade' dialog box open for the student Abella, Sherokee. The dialog box has tabs for 'Score' and 'Comment'. Under the 'Score' tab, there is a 'Manual Override' checkbox (unchecked), a 'Percent' field set to 88, a 'Grade' dropdown set to B+, and a 'Points' field set to n/a. There is a large text area for a 'Comment' with a 2048 character limit. 'Clear' and 'Close' buttons are at the bottom of the dialog. In the background, the student's grade in the table has been updated to B+ and 88%. The summary bar at the bottom now shows 'percentage:88% grade:B+'.

## 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:
  - 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
  - Click OK
  - This will change the button from In Progress to Complete, showing it Green with a check mark

The screenshot shows the PowerSchool interface for a class. On the left, a list of classes is shown, with '1(A) American History' selected. The main area displays a table of student grades for 'S1'. A red arrow points to the 'S1 In Progress' button. A dialog box titled 'S1 Final Grades Completion Status' is open, showing a 'Final Grades Complete' checkbox checked and a 'Status Comment' field. Red arrows point to the 'Final Grades Complete' checkbox and the 'OK' button.

The screenshot shows the PowerSchool interface for a class. The 'Reporting Term' is set to 'Q1'. The 'Mode' is set to 'Assignments'. A red arrow points to the 'Q1 Grades Complete' button, which has a green checkmark next to it.

\*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.